



**City of Fredericksburg Department of Social Services**  
**Board of Directors Meeting**  
**Meeting Minutes – September 6, 2018**  
**DSS Conference Room – 608 Jackson Street, Fredericksburg, VA 22401**

**Present for the meeting:** Christen Gallik, Beth Girone, Bea Paolucci (Chair), Tim Duffy (Vice Chair), Debe Fults, Brian Vaughan, Christian Zammass, and Stacie Dodd (Secretary).

- I. **Call to Order:** Meeting called to order at 4:00 p.m. and a quorum was established.  
  
Ms. Gallik introduced our new Board Member – Christian Zammass
- II. **Approval of Minutes:** Debe Fults made a motion to approve the minutes of June 14, 2018. Bea Paolucci seconded. The Board unanimously approved the minutes and all were in favor.
- III. **Director's Report:**
  - a. **Budget** – The finance report was presented and discussed. Ms. Gallik will provide the final FY2018 report following the completion of the City's audit.
  - b. **Performance Metrics** – Performance Scorecard through the end of June was presented. There was a discussion of the processing timeliness of Medicaid applications. Ms. Gallik will have information available after January 1, 2019 as the agency is working on critical outcomes.
  - c. **Management Report** - Ms. Gallik's Director's report was distributed and discussed.
  - d. **Agency Reviews** – Ms. Gallik will be providing Board with all results of state reviews of Department of Social Services' programs when they occur.
- IV. **Old Business**
  - a. **Foster Care Presentation** – Natalie Newton and the Permanency Unit presented to the board members information about the services they provide to foster children and foster parents.
  - b. **Medicaid Expansion** – There was a discussion about the automatic enrollment of some clients into Medicaid and some clients receiving a letter to answer three questions and return. Also discussed was Community Outreach.
- V. **New Business**
  - a. **Overview of Foster Parent Disclosure Procedure** – Ms. Matthews, Family Services Specialist and Administrator of Parent Resource Program, provided an overview of policy and procedures related to the disclosure of a foster care child's history to the foster/adoptive parents.
- VI. **Executive Session:** There was no need to go into Executive Session.

VII. **Items for Consent/Approval:**

- a. **CBEW Proposal** – The Community Based Eligibility Worker grant was presented and discussed. Debe Fults made a motion to approve the grant and Brian Vaughan seconded. The Board unanimously approved the grant and all were in favor. Bea Paolucci, Chair, signed the grant.
- b. **Local HR Manual** – All policies are compiled in one manual and saved on the agency's public drive so this manual can be updated when necessary and viewed by employees. Brian Vaughan made a motion to approve the manual and Christian Zammis seconded. The Board unanimously approved the manual and all were in favor.

VIII. **Adjournment:** The meeting adjourned at 5:26 p.m. The next meeting is scheduled for **November 1, 2018 at 4:00 p.m.**

Respectfully Submitted:

Stacie E. Dodd  
Stacie E. Dodd  
Administrative Support Spec. III

11/01/18  
Date

Bea Paolucci  
Bea Paolucci, Chair

11-1-2018  
Date

**APPROVED**