



City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – November 1, 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, Thom Schiff, Brian Vaughan, Christian Zammas, Mark Whitley (Assistant City Manager), and Stacie Dodd (Secretary)

- I. **Call to Order:** Meeting called to order at 4:05 p.m. and a quorum was established.
- II. **Approval of Minutes:** Tim Duffy made a motion to approve the minutes of September 6, 2018. Debe Fults seconded. The Board unanimously approved the minutes.
- III. **Director's Report:**
 - a. **Budget** – The finance report was presented and discussed. The board will meet on December 6, 2018 to discuss the budget.
 - b. **Management Report** - Ms. Gallik's Director's report was distributed and discussed.

Ms. Girone discussed with the board about the scheduled board meeting dates for 2019 being close to holidays as the meetings are held the first Thursday of the month, every two months, beginning in January, 2019. Brian made a motion to change the board meetings to the first Thursday of the month, every other even month, beginning with the February, 2019 meeting. Tim Duffy seconded and the board unanimously approved the change.

Ms. Gallik will contact Linda Gibson, State Regional Director, to reschedule the Board of Social Services' training from March 7, 2019 to another board meeting date, possibly February 7 or April 4, 2019.

Ms. Gallik reported that we have 103 children to match with sponsors for the Holiday Assistance Program, and we have 57 children on the Waitlist.

- c. **Agency Reviews** – Ms. Gallik discussed IV-E cases that were randomly selected to be reviewed for the quarterly review period of March, April, May, 2018.

IV. **Old Business:**

- a. **Medicaid Expansion Update** – Ms. Gallik and the board members discussed plans for Community Outreach.

I. **New Business:**

- a. Presentation from Benefit Programs Team – Robin DeWaters, Benefit Programs Supervisor, presented to the board information about the programs and services the Benefit Programs Specialists provide to clients.

II. **Executive Session:** There was no need to go into Executive Session.

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

- a. **Business Continuity Plan** – Thom Schiff made a motion to approve the plan. Brian Vaughan seconded. All were in favor and Bea Paolucci, Chair, signed the Business Continuity Plan.

IV. **Adjournment:** The meeting adjourned at 5:04 p.m. The next meeting is scheduled for **December 6, 2018** at 4:00 p.m.

Respectfully Submitted:

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

12/06/2018
Date

Bea Paolucci
Bea Paolucci, Chair

12-6-2018
Date

APPROVED