



City of Fredericksburg
Department of Social Services
*Helping people triumph over hardships to promote
healthier futures within our community*

Christen Gallik, Director
608 Jackson St, Ste 100
Fredericksburg, VA 22401
540.372.1032
540.372.1157 (fax)

City of Fredericksburg
Department of Social Services
Board of Directors Meeting
Meeting Minutes – December 20, 2019
DSS Conference Room – 608 Jackson Street, Fredericksburg, VA 22401

Present for the meeting: Christen Gallik, Beth Girone, Bea Paolucci, (Chair), Debe Fults, Thom Schiff, Brian Vaughan, and Christian Zammass.

- I. **Call to Order:** Meeting called to order at 8:10 a.m. by Bea Paolucci, Chair, and a quorum was established. Bea reiterated the importance of meeting attendance by Board members stating that it was becoming increasingly difficult to establish a quorum. She asked that members check the meeting date schedule in the attachments and to please mark their calendars accordingly. This was the first meeting that Board members used the new Board Paq tablets. The hope is to be completely paperless by our next meeting in February.
- II. **Approval of Minutes:** Brian Vaughan made a motion to approve the minutes of October 3, 2019. Christian Zammass seconded. The Board unanimously approved the minutes.
- III. **Director's Report:**
 - a. **Budget** – The City of Fredericksburg DSS Financial Report for October, 2019 was presented and discussed.
 - b. **Performance Metrics** – The Quarterly Local Agency Dashboard was presented and discussed.
 - c. **Management Report** – Ms. Gallik's Director's report was presented and discussed.
 - d. **Agency Reviews** – Ms. Gallik shared with the board that the agency had a Quality Assurance Review and 2 SNAP reviews this quarter.
- IV. **Old Business:** There was no old business to discuss.
- V. **New Business:**
 - a. **Workplace Satisfaction Survey** – Distributed and Discussed.
 - b. **2020 Board Meeting Dates** – Shared.
 - c. **Strategic Plan** – Distributed and Discussed.

VI. Executive Session:

WHEREAS, the Social Services Board desires to discuss in Executive Session matters relating to confidential personnel issues; and

WHEREAS, pursuant to Section 2.2-3711 VA Code such discussions may occur in Executive Session; **NOW THEREFORE, BE IT RESOLVED** that the Social Services Board does hereby authorize discussion of the afore-stated matter in Executive Session:



Call for the motion to move into Executive Session:

Motion made by Christian Zammass and seconded by Debe Fults for the meeting to move into Executive Session at 8:51 a.m. to protect the privacy of individuals involved in personal matters not related to public business.

Motion passed.

CERTIFICATION:

WHEREAS, the Social Services Board has this day adjourned into Executive Session in accordance with a formal vote of the Board in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, the Freedom of Information Act requires certification that such Executive Session was conducted in the conformity with the law;

NOW, THEREFORE BE IT RESOLVED that the City of Fredericksburg Social Services Board does hereby certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Executive Session to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which said Executive Session was convened were heard, discussed or considered by the Board. No matter dissents from the afore-stated certification.

Call for the motion to move out of Executive Session:

Motion made by Christian Zammass and seconded by Thom Schiff to move out of Executive Session at 9:05 a.m. Motion carried and roll call was taken.

VII. Items for Consent/Approval:

- a. **FY 2021 Budget:** Presented and discussed. Brian Vaughan made a motion to approve. Thom Schiff seconded. All were in favor. Motion passed.
- b. **Business Continuity Plan:** Presented and signed by Bea Paolucci, Chair.

VIII. Adjournment: Motion was made by Christian Zammass and seconded by Bea Paolucci for the meeting to adjourn. All were in favor. The next meeting is scheduled for **February 6, 2020 at 4:00 p.m.**

Respectfully Submitted:

Beth Girone 2/20/2020

Beth Girone, Assistant Director

Date

Bea Paolucci 2-20-2020

Bea Paolucci, Chair

Date

APPROVED