



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

Christen Gallik, Director
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City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – June 4, 2020
DSS Conference Room – 608 Jackson Street, Suite 100, Fredericksburg, VA 22401

A. Call to Order – Meeting was called to order by Bea Paolucci, Chair, at 4:02 p.m.

This Meeting is being held electronically by Google Meet, pursuant to City Council Ordinance 20-05, An Ordinance to Address Continuity of City Government during the Pendency of a Pandemic Disaster. The members participating are: Christen Gallik, Director – Fredericksburg City Department of Social Services, Beth Girone, Assistant Director – Fredericksburg City Department of Social Services, Bea Paolucci, Chair – Fredericksburg City Social Services Board, Tim Duffy, Vice Chair – Fredericksburg City Social Services Board, Thom Schiff, Board Member – Fredericksburg City Social Services Board, Brian Vaughan, Board Member – Fredericksburg City Social Services Board and Stacie Dodd, Administrative Support Specialist III – Fredericksburg City Department of Social Services.

Members of the public have been invited to access this meeting by the Google Meet website or application; meeting details posted on City website.

Public Comment may be made in writing by dropping them in the Deposit Box at City Hall, U.S. Mail, on the website at fredericksburgva.gov or email to the Director, Department of Social Services.

B. Approval of Minutes for February 6, 2020.

Move: Thom Schiff. Second: Brian Vaughan. Status: Passed. All in favor.

C. Director's Report

1. Budget

- a. The City of Fredericksburg Department of Social Services Financial Report for period ending April, 2020 was presented by Ms. Gallik, Director, and discussed.

Beginning in March and due to the COVID-19 pandemic, Ms. Gallik stated that our agency cut all unnecessary, non- critical expenses out of Administration such as travel, unnecessary supplies, conferences, and overtime. We proceeded with all critical, necessary expenses especially those related to program areas.

Bea Paolucci, Chair, commented that she appreciates Ms. Gallik looking over the budget and acting so quickly to try to reduce costs while continuing to provide best services.

Ms. Gallik stated our agency was only one of two City departments not affected by City furlough of employees mainly due to Governor's declaration stating that our employees are considered essential. She stated that we appreciate City's support in work that we are doing.

Ms. Gallik stated that City has asked us to review the FY2021 Budget. She will be meeting with Ms. Girone, Assistant Director, next week to review the budget and make any necessary reductions. Ms. Gallik will be presenting it to City Manager next Tuesday.

2. **Performance Metrics**

a. The Quarterly Local Agency Dashboard – Q2/SFY 20 was presented by Ms. Gallik and discussed.

3. **Management Report** – Ms. Gallik, Director, presented a COVID-19 Operations Response Timeline to the board. This overview provides key events or action items that have occurred beginning on March 15.

Ms. Gallik, Ms. Girone, and the leadership team are slowly trying to take que from our State Office and the City Manager's Office in evaluating a return to work plan that provides a safe environment for our employees and clients.

4. **Agency Reviews** – Ms. Girone, Assistant Director, stated that during the month of May, the agency had a Quality Assurance and Accountability team review of cases for the period December, 2019 and January and February, 2020. There were no errors.

D. **Old Business** – There was no old business to discuss.

E. **New Business**

Ms. Gallik informed the board that our agency started administering the EnergyShare program on June 1 for City of Fredericksburg residents. This program was previously administered by Salvation Army.

Our agency also administers the Dollar Energy program for Columbia Gas customers.

Pandemic-EBT benefits were provided as a one-time food benefit to families with children who would have received free or reduced price meals if schools were open.

Ms. Gallik, Director, will send a question to our Regional Consultant at Central Office to ask if someone can donate their Pandemic-EBT benefits to an agency if they are not going to use them. She stated that we might be able to recommend, but not publicly, that the recipient of the card purchase food and donate the food to the Food Bank, St. George's, or Salvation Army.

Ms. Gallik also informed the board that effective May 29, customers can purchase eligible items with their SNAP EBT card online at Amazon and Walmart.

The Cooling Assistance Program will begin on June 15.

1. City of Fredericksburg Department of Social Services Telework

- a. Department of Social Services Telework Policy was presented for approval by Christen Gallik, Director. The board members did not have any questions or comments.

Move: Brian Vaughan. Status: Passed. All in favor.

- b. Department of Social Services Telework Agreement was presented for approval by Christen Gallik, Director. The board members did not have any questions or comments.

Move: Brian Vaughan. Status: Passed. All in favor.

F. **Executive Session** – There was no need to go into Executive Session.

G. **Items for Consent/Approval** – There were no items for consent/approval.

H. **Adjournment** – The meeting adjourned at 4:40 p.m. The next meeting is scheduled for August 6, 2020 at 4:00 p.m.

I. Respectfully Submitted:

Stacie Dodd
Stacie Dodd
Administrative Support Spec. III

08/06/2020
Date

Bea Paolucci
Bea Paolucci, Chair

8-6-2020
Date

APPROVED