



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 – October 1, 2020
DSS Conference Room – 608 Jackson Street, Suite 100, Fredericksburg, VA 22401

A. Call to Order – Meeting was called to order by Tim Duffy, Vice Chair, at 4:00 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, Tim Duffy, Vice Chair – Fredericksburg City Social Services Board, Debe Fults, Board Member, Fredericksburg City Social Services Board, Thom Schiff, Board Member – Fredericksburg City Social Services Board, Brian Vaughan, Board Member, Fredericksburg City Social Services Board, Christian Zamas, Board Member – Fredericksburg City Social Services Board, and Stacie Dodd, Secretary – 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.

No public comment was received.

B. Approval of Minutes for August 6, 2020

Move: Brian Vaughan.

Second: Christian Zamas.

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 August 31, 2020 was presented by Ms. Gallik, Director, and discussed.

Ms. Gallik stated that at our December 3, 2020 board meeting, we will probably be presenting the FY 22 budget for approval. It will be important for all board members to attend.

2. Performance Metrics

- a. The Quarterly Local Agency Dashboard – Q4/SFY 20 was presented by Ms. Gallik, Director, and discussed.

Ms. Gallik stated that Child Care Applications processed on time was 100 percent this quarter. She also stated that we are continuing to work on Medicaid Applications processed on time and will be meeting with Supervisors to determine how we can increase that percent to meet benchmark.

Ms. Gallik stated that SNAP applications have increased 40 percent for the month of September.

Family Services continue to meet all of benchmarks with exception of transcriptions.

3. Management Report – Ms. Gallik, Director, presented and discussed her Management Report.

Ms. Gallik stated that there has been renewed interest in emergency operations in planning for disasters. Ms. Girone and Ms. Gallik participated in public meetings with Victor Podbielski, Training Officer/ Deputy Emergency Management Coordinator for City under the Fire Department. They also attended a Region Two Virginia Department of Emergency Management tabletop exercise on September 29, 2020. Ms. Gallik and Ms. Girone will be revising out mask care and disaster reception center plans for city along with Parks and Recreation and the Fire Department.

Ms. Girone presented information about vacancies in our agency. Sochitl Rodriguez Kauffman has been selected to fill the Benefit Programs Specialist II position and Ada Lazo has been selected to fill the Family Services Specialist, CPS position and they will begin employment with our agency on Monday, October 5. Both are fluent in Spanish.

Second interviews have been completed for the Human Services Assistant III position. We will make an offer of employment tomorrow, October 2, and hope that he/she can begin employment with our agency on October 19.

Applications for the Administrative Support Specialist II position will be accepted through tomorrow, October 2. Maria (Mili) Reagan left that position.

Ms. Gallik discussed the completion of the 4th Annual Workplace Satisfaction Survey. A cover letter and the executive summary of the results were emailed to staff on September 30 and also emailed to the City Manager. Ms. Gallik will forward the survey to Board Members this week.

Ms. Gallik stated that on Friday, October 2, Ms. Girone, who is on the board for Safe Harbor Child Advocacy Center, and other Department of Social Services' employees will participate in the Save Jane Event to raise awareness of abused children and to raise funds to support the Center. Ms. Girone stated that the event will be held at Market Square on Friday, October 2, from 12 noon to 10:00 p.m. The Mayor will speak at 12 noon and then the names of Jane Doe and John Doe will be read for each of the 10,400 victims of alleged child abuse in our area.

Ms. Gallik stated that on Saturday, October 10, employees in our agency will participate in a Walk to End Alzheimer's to raise funds. Employees have raised over \$2,400.00.

Ms. Gallik stated that on October 28 and 29, our agency will have our annual Souper Staff event in appreciation of our employees. This year staff members will walk by and fill a brown bag with bought food and sides prepared by Supervisors.

Mr. Duffy commented that if we have service oriented events in the future that are open to the community that we share the information with him so he can share the information with high school students.

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

E. New Business – There was no new business to discuss.

F. 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 was made by Brian Vaughan and seconded by Debe Fults for the meeting to move into Executive Session at 4:25 p.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 Zammis and seconded by Brian Vaughan to move out of Executive Session at 4:30 p.m. Motion carried and roll call was taken.

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

H. **Adjournment** – The meeting adjourned at 4:30 p.m. The next meeting is scheduled for December 3, 2020 at 4:00 p.m.

I. Respectfully Submitted:

Stacie Dodd
Stacie Dodd, Secretary

12-10-2020
Date

Tim Duffy for Chair
Tim Duffy, Vice Chair

12-10-20
Date

APPROVED