

**City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – July 29, 2021
DSS Conference Room – 608 Jackson Street, Suite 100, Fredericksburg, VA 22401**

Present for the meeting: Christen Gallik – Director, Beth Girone – Assistant Director, Tim Duffy – Vice-Chair, Kisha Frye, Catharine Lloyd, Thom Schiff, Christian Zammas, and Stacie Dodd – Secretary.

- A. **Call to Order** – Meeting was called to order at 4:00 p.m. by Tim Duffy, Vice-Chair, and a quorum was established.

Welcome to Catharine Lloyd – Her first meeting as newly appointed board member by City Council.

- B. **Approval of Minutes** for June 3, 2021

Move: Thom Schiff

Second: Kisha Frye

Status: All in favor

- C. **Director's Report**

1. **DSS Financial Report** – The City of Fredericksburg DSS Financial Reports for periods ending May 31 and June 30, 2021 were presented by Ms. Gallik, Director, and discussed. Our agency will receive the formal and final report for May 31, 2021 from the City.

2. **Director's Management Report – July 29, 2021**

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

- a. **Personnel** – Ms. Gallik stated that the Community Based Eligibility Worker position is now vacant. She will work with the Hospital Foundation on the program's future.

Ms. Girone, Assistant Director, stated that Shelby Edmisten was selected to fill the position of Family Services Supervisor beginning Monday, August 9. We will be advertising to fill her current position, Sr. Family Services Specialist on Friday, July 30. In addition, Brooke Walker's last day as Part-Time Family Services Specialist In-Home will be Friday, August 6, and we advertised to fill that position and a Family Services Specialist position on July 23, 2021.

- b. **Energy & Utility Assistance Programs** – Ms. Gallik shared an informational sheet about the Energy & Utility Assistance Programs with the board members. She stated that we are working with the community to share information about Dominion Energy's EnergyShare Program. The program currently has money available for cooling assistance to help pay electric bills. Dominion Energy Virginia continues to waive cut off notices for customers who have an overdue balance.

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

E. **New Business**

1. Letter from Z. C-S – Ms. Gallik presented a copy of this letter to board members. Ms. C-S is thanking everyone who was responsible for her receiving the EVT Program Scholarship for the 2021-2022 academic school year.

Ms. Girone explained the Independent Living Program and educational vouchers for individuals in Foster Care.

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

G. **Items for Consent/Approval**

1. **Home Based Care Policy (Amendment) – July, 2021**

The Home Based Care Policy – July, 2021 was presented to the board for approval. It is the process our agency follows with vendors to deliver Companion Services and is approved yearly by board members. The board members did not have any questions or comments.

Move: Christian Zamas

Second: Kisha Frye

Status: All in favor

H. **Adjournment** – The meeting adjourned at 4:43 p.m. The next meeting is scheduled for October 7, 2021 at 4:00 p.m.

I. Respectfully Submitted:

Stacie Dodd

Stacie Dodd, Secretary

10/07/2021

Date

Tim Duffy, CHAIR

Tim Duffy, Vice Chair

10-7-2021

Date

APPROVED

[Handwritten initials]