

Charlottesville
Social Services
Advisory Board

City of Charlottesville, City Hall Annex, P.O. Box 911,
Charlottesville, VA 22902



Christine Gough, Chair
Kathryn Gallanosa, Vice Chair

Board Members:
Lisa Brown
Rebekah Menning
LD Perry
Cathee Johnson Phillips
Ivy Porpotage
Mike Signer
Judith Zeitler

MINUTES

Charlottesville Department of Social Services
Advisory Board

June 10, 2019

Board Members Present: Lisa Brown, Kathryn Gallanosa, Christine Gough, Rebekah Menning, LD Perry, Mike Signer

Board Members Absent: Cathee Johnson Phillips, Ivy Porpotage, Judith Zeitler

Staff Members Present: Diane Kuknyo, Laura Morris

The meeting was called to order at 12:09 p.m.

Public Comment:

None

Approval of Meeting Minutes:

The April meeting minutes were approved as submitted.

Members' Report:

Ms. Gough and Ms. Menning shared that they will miss the July meeting. Ms. Gough asked if Ms. Gallanosa could lead the meeting in her absence. Ms. Gallanosa agreed to cover for Ms. Gough.

Chair's Report:

Ms. Gough shared 3 handouts with the board and asked everyone to review. The handouts were:

- The advisory board bylaws
- The 2014 City Council resolution regarding meeting attendance by city council appointees to boards, committees, task forces, and commissions
- 10 rules for proper business meeting etiquette

Ms. Gough highlighted the following items:

From article VII, section II of the advisory board bylaws:

Procedure – The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Advisory Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Advisory Board may adopt.

From the City Council resolution:

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that:

(1) Effective upon the passage of this Resolution, it shall be the policy of the City Council that a City Council-appointed member of any City board, committee, task force or commission shall be subject to removal from office if he or she is absent from any three consecutive meetings, or any four meetings within any twelve month period.

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(2) In the event that any board, committee, task force or commission member fails to meet the meeting attendance requirements as stated in this policy, the chair or presiding officer of the board, committee, task force or commission in question shall notify the Mayor of the absences.

3) Upon the receipt of information indicating a failure to meet the meeting attendance expectations set forth in this policy, City Council will provide notice to the board member in question and provide an opportunity to respond to the concerns regarding meeting attendance. The City Council may thereafter, in its discretion, remove the member from office. Any City Council consideration or discussion regarding the removal of a City Council appointee from office may take place during a duly convened closed session of City Council.

Ms. Gough asked that board members treat each other with respect: let everyone talk; don't interrupt; wait until the person has finished talking; and address people by their proper name, do not use slang.

Director's Report:

Family First: Ms. Kuknyo shared that the Federal government is moving forward with the Family First program. The program will put funding into foster care prevention services for the first time ever. The Virginia Department of Social Services is still working out the details for the program. Providers will need to be approved as evidence-based services to qualify for program funding. The department may be able to expand prevention services with the additional funding.

Annual Report to City Council: Ms. Kuknyo reminded board members that it is time to start working on the annual report to city council. The report was moved to fall to align with the budget process. She asked if the board would like to use a subcommittee as in past years. All agreed to forming a subcommittee. Ms. Brown, Ms. Gallanosa, and Ms. Gough volunteered to be on the annual report subcommittee.

Board reports are usually presented at city council's 2nd meeting of each month. The board will try to get the report on the October agenda.

Board members discussed potential topics to cover in the report including:

- The Virginia Department of Social Services performance measures dashboard – including issues that affect agency outcomes such as system downtimes.
The family first program for prevention services and how it may impact the community, staffing needs, etc.
- Cultural competency requirement for staff. As of July 1st, all department staff are required to have 15 hours of cultural training/experiences annually. Ms. Menning suggested saying working towards cultural humility as the city council audience in attendance will likely push back at cultural competence. Mr. Perry suggested defining the expression specifically to the department in the report instead of making a blanket statement. Ms. Brown asked that the focus be on staff training rather than putting labels on things.

Additional discussion:

Board members would like to invite new City Manager, Dr. Tarron Richardson, to the August board meeting and they would like to invite new staff to the September board meeting.

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The next board meeting is scheduled for Monday, July 22, 2019 in the City Hall Basement Conference Room.

The meeting was adjourned at 1:11 p.m.

Recorded by:
Laura Morris