

**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

July 22, 2019

**Board Members Present:** Lisa Brown, LD Perry, Cathee Johnson Phillips, Mike Signer, Judith Zeitler

**Board Members Absent:** Kathryn Gallanosa, Christine Gough, Rebekah Menning, Ivy Porpotage

**Staff Members Present:** Diane Kuknyo, Laura Morris, Autumn Scott

**Guests:** Justice

The meeting was called to order at 12:05 p.m.

**Public Comment:**

None

**Introductions:**

The board welcomed new administrative assistant, Autumn Scott, and Justice, a summer youth intern.

**Approval of Meeting Minutes:**

The June meeting minutes were approved as submitted.

**Members' Report:**

Ms. Brown shared that she recently attended an informational session on community health navigators. The presentation was sponsored by Piedmont Virginia Community College and the Virginia Department of Health. PVCC is looking to implement a training program for community navigators. The meeting was well attended and many recognized that people are already carrying out this role in the community; but under different titles.

Ms. Brown also shared that the Sister's Keeper doula collective is going through some structural changes and is looking for a new fiscal sponsor. The group is also changing their name to Birth Sisters of Charlottesville. They are working with the Charlottesville Area Community Foundation to secure funding and hope to resume services in the fall.

Ms. Johnson Phillips shared that Foothills Child Advocacy Center served 360 children and families in fiscal year 2019.

**Chair's Report:**

None

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## **Director's Report:**

**Public Records Requirements:** Ms. Kuknyo shared that there are public record requirements that all city boards and commissions must follow. Boards and commissions are also subject to Freedom of Information Act (FOIA) requests.

Ms. Kuknyo shared applicable components that city boards and commissions must follow including:

- Public notice of the meeting must be posted on the city website calendar and copies must be physically posted on the community bulletin boards outside of the Clerk of Council and Neighborhood Development Offices.
- Meeting agenda packets must be posted either on the city's website as a document or within the meeting calendar listing. All documents posted online must be ADA accessible
- Recording of the meeting minutes must include:
  - Date, time, place of meeting
  - All members present or absent
  - Brief description of business matters discussed
  - When formal votes are taken, minutes shall show who voted for, against, or abstained

**Cultural Humility Training Requirement:** Ms. Kuknyo shared that the department may not be able to require cultural humility training for all employees. Human Resources says it can only be a suggested training instead of a requirement because it doesn't fit in the city's strategic plan. Ms. Kuknyo and the management team disagree and will be discussing the issue further with the City Manager's Office. Ms. Johnson Phillips suggested writing a letter to the City Manager's Office in support of cultural humility training. Ms. Kuknyo will let the board know if this is needed.

**Annual Report to City Council:** The subcommittee, consisting of Ms. Brown, Ms. Gallanosa, and Ms. Gough, will meet with Ms. Kuknyo to discuss potential topics to cover in the annual report to city council. All members were in favor of covering the cultural humility requirement for staff in the report. Ms. Scott will schedule the subcommittee meeting for mid-August.

**The next board meeting is scheduled for Monday, August 26, 2019 in the City Hall Basement Conference Room.**

The meeting was adjourned at 1:18 p.m.

Recorded by:  
Autumn Scott