

## **M E M O R A N D U M**

**TO:** Advisory Board Members  
**FROM:** Crystal A. Natan, MSW, LSW  
**DATE:** October 9, 2012  
**RE:** Agenda for the October 15, 2012 Meeting

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## **A G E N D A**

Meeting Location:  
**Children and Youth Agency**  
**900 East King Street**  
**Lancaster, PA**  
**7:30 a.m.**

1. CALL TO ORDER
2. APPROVAL OF SEPTEMBER MINUTES
2. OLD BUSINESS
3. NEW BUSINESS
4. COMMITTEE REPORTS
  - Community Relations
  - Children's Services
  - Nominations
  - By-Laws
7. DIRECTOR'S REPORT
8. DSS REPORTS
9. FISCAL REPORT
10. PUBLIC COMMENT
11. ADJOURNMENT

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**THE MISSION OF THE LANCASTER COUNTY CHILDREN AND YOUTH AGENCY IS  
TO PROTECT THE HEALTH, SAFETY AND EMOTIONAL WELL BEING OF  
CHILDREN AND YOUTH AT RISK OF ABUSE AND NEGLECT,  
AND TO PROMOTE THE DEVELOPMENT OF HEALTHY FAMILY FUNCTIONING.**

**LANCASTER COUNTY CHILDREN & YOUTH AGENCY  
CITIZENS' ADVISORY COMMITTEE  
MINUTES**

October 15, 2012

**Board Members Present:** Kimberly Ibarra, Melvin Frye, Jr., Jeffrey Shank, Rebecca Sollenberger, Alice Yoder and Steve Brubaker

**Staff Present:** Amy Campbell, Robin Boyer, Betsy Frame, Pedro Rodriguez, James Laughman, Krystal Wnek and Kali Kunkle

**Excused:** Loretta Nolt, Dolores Reidenbach, Heather Girvin, George Pappas, Ed Tobin, Ryan Aument, Fr. Allan Wolfe and Commissioner Scott Martin

**Public:** None

**Guests:** Rhya Ghose, LGH student intern

**Call to Order:** Kimberly Ibarra called the meeting to order at 7:34 a.m.

**Approval of Board Minutes:** Alice Yoder made a motion that the minutes from the September 2012 meeting be accepted as presented. Kimberly Ibarra seconded. Motion passed.

**Old Business:** Rebecca Sollenberger updated the Board on House Bill No. 2499 and House Bill No. 2500.

Agency staff updated the Board on the status of a placement case.

**New Business:** Krystal Wnek, Resource Caseworker, provided a description of resource parent selection and orientation. She described a list of topics that are covered during orientation and requirements for approval as a resource parent.

**Committee Reports:**

- **Community Relations:** None
- **Children's Services:** None
- **Nominations:** Steve Brubaker-Water Street Rescue Mission was approved on September 25, 2012 by the Board of Commissioners. Linda Waller-Adult Probation and Dr. Greta Laube are in the process of receiving their clearances and being approved.
- **By-laws:** None

**Director of Intake Department: Robin Boyer**

- Case loads have increased dramatically for many reasons, including due to school being back in session.
- The intake department is currently fully staffed.

**Director of Permanency Department: Betsy Frame**

- There are currently two casework openings in the permanency department and several clerical openings.
- An “Adoption Day” will take place on November 15 when several children’s adoptions will be finalized.
- The Independent Living department has partnered with Valley Youth House to purchase two townhouses to assist as resources for older youth that are transitioning to living on their own.

**Fiscal Report: Pedro Rodriguez**

- Pedro Rodriguez distributed and discussed the current Expenditures and Revenues summary.

**Director of Quality Assurance: Amy Campbell**

- Amy Campbell distributed and discussed the current staff organizational chart. Kelley Zipp will be promoted to Director of Family Support on October 22, 2012. We continue to actively interview and hire new applicants for casework and clerical positions.

**Director of Human Services: James Laughman**

- The County applied and was accepted for the Block Grants. A shift to a block grant method will allow greater flexibility and self determination in fund usage. We are looking toward implementation in 13-14. We will be focusing on assisting with ending homelessness.
- The first public hearing will occur on October 23, 2012 and then will be voted on by the Board of Commissioners.
- For Children and Youth, it only affects our special programs-Family Group Decision Making, Multi Systemic Therapy, Truancy Intervention/Prevention- and the Housing Grant. We are currently determining how to proceed.
- The Board was updated on the Erin Court office location. There are some specific needs for improvements to the building, in order to conduct required business operations. The Board members would be provided a tour of the new building during the November Board meeting.

**Upcoming Events:** None

**Announcements:** The next Board meeting will take place at the Erin Court office location.

**Public Comment:** None

Meeting was adjourned at 9:01 a.m.

**NEXT MEETING: Monday, November 19, 2012  
7:30 - 9:00 am  
at  
Erin Court, Lancaster, PA**

Respectfully submitted,

Kali Kunkle