

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Natan, MSW, LSW
DATE: March 11, 2013
RE: Agenda for the March 18, 2013 Meeting

A G E N D A

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

1. CALL TO ORDER
2. APPROVAL OF FEBRUARY MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations-Recruitment of Board Members and Elections
 - By-Laws
6. DIRECTOR'S REPORT
 - NBB Allocation Discussion
 - Intake Needs Analysis and Recommendation
7. DSS REPORTS
8. FISCAL REPORT
9. PUBLIC COMMENT
10. ADJOURNMENT

**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**

March 18, 2013

Board Members Present: Loretta Nolt, Alice Yoder, Jeffrey Shank, Steve Brubaker and Melvin Frye, Jr.

Staff Present: Crystal Natan, Robin Boyer, Amy Campbell, Betsy Frame, Pedro Rodriguez and Emily Patterson

Excused: Kimberly Ibarra, Fr. Allan Wolfe, Heather Girvin, Ryan Aument, Ed Tobin, George Pappas, Rebecca Sollenberger and Commissioner Scott Martin

Public: None

Guests: None

Call to Order: Alice Yoder called the meeting to order at 7:35 a.m.

Approval of Board Minutes: Jeff Shank made a motion that the minutes from the February 2013 meeting be accepted as presented. Loretta Nolt seconded. Motion passed.

Old Business: None

New Business: None

Committee Reports:

- **Community Relations:** None
- **Children's Services:** None
- **Nominations:** Crystal asked members to consider other professionals or those they may know who might be interested in joining the Board. The anticipated start for the new Board term will be August. Kimberly Ibarra, Fr. Wolfe and Ed Tobin will be leaving the Board at the end of the current term. Dr. Greta Laube should be completing her paperwork for inclusion on the Board. It may be helpful to have members from the Columbia/Ephrata area and representatives from the business community. Alice Yoder asked if members would be willing to reach out to these various groups for recruiting.
- **By-laws:** None

Director's Report:

- Crystal discussed an Intake analysis report that was emailed to all members last week and recommended additional staffing and reassignment of 3 existing caseworkers and 1 existing Supervisor to the Intake Department, as well as the reclassification of three existing positions to casework positions. The report considered data and trends associated with Intake referrals and caseload sizes and indicated a need to develop a plan of action to address this increased caseloads. By shifting additional staff to Intake, it will reduce individual caseloads and improve the quality of case assessment. The process requires

approval by both the County and OCYF. Based on current expenditures, existing funds can be reallocated for this change with minimal disruption to current services. At this time, approval for new Intake positions at either the State or County levels is unlikely. Under this proposal, the Agency's staff complement will remain the same. It is expected to take 4-6 weeks to get approval from OCYF, with the County Salary Board review by May. It is anticipated that staff will be reassigned by early May and the reclassification will occur in June.

- The new Intake unit is intended to act as a quick response unit for crisis oriented cases. Additionally, in response to the State Child Protections Task Force report, there are various pieces of pending State legislation that may have an impact on the Agency's service requirements. It is expected that the new unit will eventually be able to take on CPS cases. Alice Yoder provided feedback on some further discussion areas which could be included in the report.
- Jeff Shank asked if support from the Board to the County Commissioners would be helpful. Crystal agreed that a letter of support may be beneficial.
- Crystal reported that the County has submitted the paperwork to the State regarding the change from Civil Service hiring. The County will be developing its own merit based system, with June 1, 2013 as the anticipated effective date for a move into the new system. The County will develop hiring practices to select and hire applicants. Training for all supervisors and managers will be held over the next few months. This change will allow greater flexibility with hiring and enhance the pool of candidates.
- Crystal and Emily Patterson reviewed an article from yesterday's newspaper, concerning a local family involved with the Agency. Ms. Patterson provided an overview of the case.
- Alice Yoder and Steve Brubaker agreed to draft a letter to the Editor of the newspaper, acknowledging Child Abuse Prevention Month and the work of the Agency. It will be drafted and sent to staff for review.
- Crystal reviewed the tentative allocations from the State for Fiscal Year 2013-14. The current figures could change once the State budget is approved this June.
- Further department reports were deferred until next month.
- A Needs Based Budget Summary was distributed.
- A current staff organizational chart was distributed.

Upcoming Events: None

Announcements: None

Public Comment: None

Meeting was adjourned at 9: 05 a.m. Jeff Shank made a motion to adjourn the meeting. Loretta Nolt seconded.

<p style="text-align: center;">NEXT MEETING: Monday, April 15, 2013 7:30 - 9:00 am at Children and Youth Agency, 900 East King Street, Lancaster, PA</p>
--

Respectfully submitted,

Amy Campbell, MSW, LSW