

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: February 14, 2012
RE: Agenda for the February 21, 2012 Meeting

A G E N D A

Meeting Location:
Children & Youth Agency
900 East King Street
Conference Room #1
Lancaster, PA
7:30 a.m.

1. CALL TO ORDER
2. APPROVAL OF JANUARY MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - Proposed Block Grant for Child Welfare Programs
 - RFP-Adolescent Services
7. FISCAL REPORT
8. PUBLIC COMMENT
9. 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**

February 21, 2012

Board Members Present: Kimberly Ibarra, Commissioner Scott Martin, Loretta Nolt, Fr. Allan Wolfe, Alice Yoder and Melvin Frye, Jr.

Staff Present: Crystal Gingrich, Amy Campbell, Robin Boyer, Christiane Britton, Betsy Frame, Dawn Kammerer, Kurt Miller, Pedro Rodriguez, Ann Long and Kali Kunkle

Excused: Dolores Reidenbach, Ed Tobin, Brian Young, and Heather Girvin

Public: None

Guests: Rebecca Sollenberger, Rep. Aument's District Office Manager

Call to Order: Kimberly Ibarra called the meeting to order at 7:37 a.m.

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

Approval of By Law Change: Fr. Allan Wolfe made the motion. Alice Yoder seconded. Motion approved unanimously

Everyone introduced themselves.

Old Business: None

New Business: None

Committee Reports:

- **Community Relations:** None
- **Children's Services:** None
- **Nominations:** Several packets were sent to potential candidates. Jeffrey Shank, Esquire, Guardian Ad Litem, Representative Ryan Aument and an Adult Probation and Parole staff member.
- **By-laws:** By Law Change approved.

Director's Report

- The next Board meeting will take place Monday, March 19, 2012 at the Youth Intervention Center. Youth Intervention Center staffers, Joe Scannapieco and Bryan Hubbard, will be providing us with a tour of the facility and discussing the programs they use. Immediately following the tour, the regular Board meeting will take place in the YIC conference room.
- Union Negotiations continue and the committee is currently finalizing contract language.
- The County is working toward moving out of Civil Service and going to a merit based hire system. One of the advantages will be allowing us to hire more

readily. Currently, the Civil Service list is a barrier to timely hiring and truly accessing the best qualified candidate for the position.

- Governor Tom Corbett presented the State Budget on February 8, 2012. We did not receive our State letter indicating the allocated budget. Governor Corbett is recommending block grants for several of the human service funding streams. This change would affect only Children and Youth special grants this year. Those portions would be governed more by the County and allow flexibility with the use of those funds.
- We recently received two new bulletins from the State which require more from the caseworkers. The bulletins address sibling visitation and the Concurrent Planning.
- Children and Youth received a technology grant through the Department of Public Welfare for 13 computer tablets and eight licenses for Dragon Speak, a voice recognition software program. This technology will hopefully improve efficiency. The grant value is approximately \$12,000.
- A Request For Funding (RFP) was published for adolescent services. We have changed the model for services. On March 5, 2012, there will be a meeting for interested providers to review the RFP. We may ask any board member who may be interested to assist us with the review process. The new model will bring the program in-house, even though they will be employed by a different entity. This will assist with the continuity of services and the support of other staff. We currently having similar programs with the Spanish American Civic Association (SACA) and through the Boys Club/Girls Club for independent living services. The new contract will begin July 1, 2012.
- We are also reviewing other contracted programs to determine if they continue to meet mandated services and our current goals and outcomes. We anticipate several changes for 2012/13.
- Our annual OCYF Audit will take place April 24-26, 2012. OCYF will review personnel and family records. The audit also assures that the Agency is following State Child Welfare Regulations, which include seeing children monthly and assuring those children's safety.

Intake Department: Robin Boyer

- Robin Boyer distributed a monthly reporting form documenting the changes and statistics for the Intake department. She also discussed case highlights. There was also a discussion of domestic violence as there has been a noticeable increase of more significant domestic violence cases.

Protective Department: Kurt Miller

- Kurt Miller distributed a monthly reporting form documenting the changes and statistics for the Protective department. There are currently 4 vacancies and one tentative vacancy.
- We participate in the CWEL (Child Welfare Education for Leadership) program. This year we have 11 caseworkers participating in this program. This helps with staff retention.
- There is an increase of truancy cases at this time of the year.

Placement Department: Betsy Frame

- Betsy Frame updated the Board on the Independent Living (IL) program. Youth in the IL program have developed a partnership with a community businessman

to provide 2 rental units to IL transitional youth. The IL program will pay the rental costs for the units.

Fiscal Report: Pedro Rodriguez

- Pedro distributed and discussed a current State Expenditures and Revenue Report.

Quality Assurance Department: Amy Campbell

- Christiane Britton serves as our liaison for the truancy program, the Check and Connect Program. This program operates in the School District of Lancaster. There is a full-time mentor at Hand Middle School and two part-time mentors. There is a two year commitment with each child.
- We have active Civil Service lists for our fiscal department and we will be ordering a list for clerical. We are also scheduling interviews for current interns interested in being hired into fulltime casework positions upon graduation from college.
- We are currently working on contract renewals. There will be a provider meeting held to meet with placement and program providers to discuss any contracting changes and any program and outcome issues.
- The Child Visitation workgroup has been meeting to discuss issues that prevent staff from conducting monthly visits to children in foster care. The State requires that 90% of children are visited monthly. In 2010 our compliance rate was 89%. Since we did not meet the 90% requirement, the Agency had to develop a plan of correction. In 2015, the benchmark will be raised to 95%. There are financial penalties if we do not meet that benchmark. We are looking to develop focus groups to identify the barriers that impact meeting our required compliance goal.

Upcoming Events: None

Announcements: None

Public Comment: None

Meeting was adjourned at 9:02 am.

**NEXT MEETING: Monday, March 19, 2012
7:30 - 9:00 am
at the Youth Intervention Center
235 Circle Avenue, Lancaster, PA**

Respectfully submitted,

Kali Kunkle