

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

**TO:** Advisory Board Members  
**FROM:** Crystal A. Gingrich, MSW, LSW  
**DATE:** September 13, 2011  
**RE:** Agenda for the September 19, 2011 Meeting

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

Meeting Location:  
**Children & Youth Agency**  
**900 East King Street**  
**Conference Room #1**  
**Lancaster, PA**  
**3:30 p.m.**

1. CALL TO ORDER
2. APPROVAL OF JUNE AND JULY MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
  - Community Relations
  - Children's Services
  - Nominations
  - By-laws
6. DIRECTOR'S REPORT
  - Needs Based Budget Submission
  - Time Change for Meeting
  - Check and Connect
7. FISCAL REPORT
8. PUBLIC COMMENT
9. 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**

September 19, 2011

**Board Members Present:** Kimberly Ibarra, Fr. Allan Wolfe and Melvin Frye, Jr

**Staff Present:** Amy Campbell, Kurt Miller, Pedro Rodriguez, Dawn Kammerer, Christiane Britton and Kali Kunkle

**Excused:** Ed Tobin, Alice Yoder, Loretta Nolt, Dolores Reidenbach, Commissioner Scott Martin, Brian Young and Heather Girvin

**Public:** None

**Guests:** None

**Call to Order:** Kimberly Ibarra called the meeting to order at 3:50 p.m.

**Approval of Board Minutes:** Due to the lack of a quorum, the minutes from the June and July 2011 meeting will be held for approval at the October meeting.

**Old Business:** None

**New Business:** The possibility of changing the day and/or time of the Board meetings was discussed. An email survey will be sent out to Board members.

**Committee Reports:**

- **Community Relations:** None
- **Children's Services:** None
- **Nominations:** None
- **By-laws:** There are no suggested amendments and there was no meeting held.

**Director's Report:**

- Amy Campbell distributed a current staff organizational chart and documented the current vacancies and new hires. Christiane Britton will be promoted on September 26, 2011 to a Program Specialist and will join the Quality Assurance Unit. Lisa Dale will be hired by the Agency on October 11, 2011. Ms. Dale is currently a contracted caseworker through the Boys and Girls Club of Lancaster.
- Amy distributed Lancaster County's executive summary for the Needs Based Plan. She discussed proposed changes documented in the summary.

**Fiscal Report: Pedro Rodriguez**

- Pedro distributed and discussed updates on the State Budget, State Expenditure Report and State Revenue Report.

**Intake Department: Robin Boyer**

- Robin Boyer distributed a monthly report including staff changes in the Intake department and statistics.

- Robin also highlighted a situation from the CPS unit and a family currently receiving services through the Neglect Unit.

**In-Home Department: Kurt Miller**

- Kurt Miller distributed his monthly reporting form for August 2011, which documents the statistics and changes in the In-Home Department.
- During August of 2011, no children were placed into foster care who were receiving services from the In-Home Department. Kurt discussed that his department continues to use the Safety Planning process to engage kinship resources in an attempt to avoid foster care placements.
- Kurt highlighted a family he recently worked with and the success of the Family Group Conferencing program.

**Upcoming Events:** None

**Announcements:** None

**Public Comment:** None

Meeting was adjourned at 4:37 pm.

**NEXT MEETING: Monday, October 17, 2011  
3:30 - 5:00 pm  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**

Respectfully Submitted,

Kali Kunkle