

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: November 16, 2011
RE: Agenda for the November 21, 2011 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 OCTOBER MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
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**

November 21, 2011

Board Members Present: Kimberly Ibarra, Fr. Allan Wolfe, Dolores Reidenbach and Loretta Nolt

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

Excused: Ed Tobin, Commissioner Scott Martin, Brian Young and Heather Girvin, Melvin Frye, Jr and Alice Yoder

Public: None

Guests: Ashley G.

Call to Order: Kimberly Ibarra called the meeting to order at 7:40 a.m.

Approval of Board Minutes: Due to the lack of a quorum, the minutes from the October 2011 meeting will be held for approval at the January 2012 meeting.

Old Business: If you are aware of any possible candidates interested in serving on the Advisory Board, please let Kimberly Ibarra know.

New Business: None

Committee Reports:

- **Community Relations:** None
- **Children's Services:** None
- **Nominations:** Several packets were sent to potential candidates.
- **By-laws:** There are no suggested amendments and there was no meeting held.

Director's Report/Quality Assurance Department: Amy Campbell

- Amy Campbell distributed a current staff organizational chart. We are actively hiring.
- Children and Youth received a grant through the Department of Public Welfare, for 13 computer tablets, 8 online Dragon Speak, as well as Dragon Speak for dictating-speech to text. We are working with our Information Technology department to distribute. This technology will improve efficiency. The grant value is approximately \$12,000.
- Amy distributed a schedule of upcoming Board meetings in 2012. Due to holidays in January and February, the meeting will be held on the third Tuesday. There will be no meeting in December.
- Following the meeting, a former client spoke of her experience with the Agency and a Family Group Decision Making conference.

Protective Department: Kurt Miller

- Kurt Miller updated the Board on the number of families and children that the protective department and the Adolescent Response Unit are currently serving.
- The Council of Churches donated 30 Thanksgiving baskets to families receiving Agency services.
- Calvary Church and Willow Valley are donating Christmas gifts this season for families receiving protective services.
- Kurt discussed the Personalized Parent Training program. This program has proven to be very successful and we are looking to expand the program in the future.
- Kurt distributed a packet of safety assessment tools and worksheets that the Agency uses. The State designed these forms to have consistent language when evaluating the safety of children. All staff and resource parents have been trained.

Intake Department: Robin Boyer

- Robin Boyer distributed a monthly reporting form documenting the changes and statistics for the intake department.
- Due to the recent issues in State College, there has been a tremendous increase in suspected child abuse calls and reporting. There have also been many requests for training for mandated reporting. Robin will be giving a training on December 7, 2011 to the IU-13 superintendents. Each school district has its own protocol and there is no standardized form.

Placement Department: Betsy Frame

- Betsy Frame updated the Board on staffing and statistics in the placement department.
- Betsy gave an update on a recent "Adoption Day" that took place on November 17, 2011. There is an additional day scheduled for December 12, 2011.
- The Independent Living (IL) unit has started an advanced IL group for youth that are preparing to graduate from high school. A Facebook page is also in the process of being designed for the Lancaster IL group.
- The Resource Parent Association Christmas Party will take place on December 10, 2011 at Willow Valley.

Fiscal Report: Pedro Rodriguez

- Pedro distributed and reviewed a current Expenditure and Revenue Report.

Upcoming Events: Resource Parent Association Christmas Party at Willow Valley on December 10, 2011.

Announcements: None

Public Comment: None

Meeting was adjourned at 8:50 am.

<p align="center">NEXT MEETING: Tuesday, January 17, 2012 7:30 - 9:00 am at the Children and Youth Agency 900 East King Street, Lancaster, PA</p>
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Respectfully Submitted,

Kali Kunkle