

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: May 10, 2011
RE: Agenda for the May 16, 2011 Meeting

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 MARCH AND APRIL MINUTES AND BOARD SLATE
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - Review Efficiency Studies-Mike Wassil, Binkley Kanavy Group
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**

May 16, 2011

Board Members Present: Kimberly Ibarra, Loretta Nolt, Fr. Allan Wolfe, Dolores Reidenbach, Melvin Frye, Jr., Commissioner Scott Martin and Heather Girvin

Staff Present: Robin Boyer, Amy Campbell, Kurt Miller, Pedro Rodriguez, Dawn Kammerer, Jim Laughman, Ann Long and Kali Kunkle

Excused: Ed Tobin, Alice Yoder and Brian Young

Public: None

Guests: Michael Wassil, The Binkley Kanavy Group, LLC

Call to Order: Kimberly Ibarra called the meeting to order at 3:37 p.m.

Approval of Board Minutes: Commissioner Martin made a motion that the minutes from the March and April 2011 meetings be accepted as presented. Dolores Reidenbach seconded. Motion passed.

Old Business: Commissioner Martin updated the Board about the Education Initiative Bulletin released by the State and the possibility of a change forthcoming from the Department of Public Welfare.

Commissioner Martin also shared a copy of a letter that he received from a relative of a family receiving Agency services. The letter expressed gratitude for the assistance and guidance several caseworkers provided.

New Business: The new initiative group, CASE (Campaign Against Sexual Exploitation), kicked off the campaign to bring awareness to the community about sexual abuse; specifically runaways targeted for prostitution and child trafficking. There will be a contest for children to design posters for CASE. The award ceremony will take place on June 17, 2011 at 7:00 PM at MU Lancaster, 42 North Prince Street, Lancaster.

Michael Wassil of The Binkley Kanavy Group, LLC, gave an overview of a Human Services Efficiency Study that was completed in order to identify opportunities to increase efficiencies in the Human Services Agencies.

Committee Reports:

- **Community Relations:** The committee met prior to the Board meeting. Jason Doyle, Resource Unit Supervisor, discussed outreach for resource parents.
- **Children's Services:** None
- **Nominations:** We will be voting for leadership positions at the June meeting. Please consider whether you are interested in being the Chairman, Vice-Chairman or Secretary for the Board for the new year. If anyone is interested, please email Kimberly Ibarra and Kali Kunkle.
- **By-laws:** There are no suggested amendments and there was no meeting held.

Quality Assurance Department: Amy Campbell

- Amy Campbell distributed a new staff organizational chart. There continue to be vacancies and internal moves. Kristin Flowers will be promoted to the vacant supervisor on Monday, May 23, 2011. There are eight new employees beginning their internship. They will be attending Charting the Course, orientation and safety assessment trainings in the next few months.
- A stakeholder letter will be mailed to providers, schools and community members to solicit testimony for the public to discuss services for children and youth at the Public Hearing on June 1, 2011 from 4:00-6:00 pm. The Annual Plan and Budget will be on display for 10 days, prior to being submitted to the PA Department of Public Welfare, Office of Children, Youth and Families on August 15, 2011.
- Amy Campbell continues to lead the work with MH/MR and Tidgewell Associates to develop a combined database system. Phone and in-person meetings occur several times per week to review progress.
- We are continuing to work on the renewal of program contracts for the 2011/2012 budget year. Mandated services will be the main focus this coming fiscal year.
- The annual Resource Parent Appreciation Dinner took place on Thursday, May 5, 2011 at the Doubletree Willow Valley/Lancaster Resort Conference Center. Several resource parents were recognized for their years of service.
- April was Child Abuse Prevention Month. Ann Long worked with the Community Action Program (CAP) in planning several activities and events to promote public awareness of this issue. On April 13, 2011, there was a pinwheel planting ceremony at Binns Park and the County Commissioners read the Proclamation of Child Abuse Prevention. Millersville University gave several children, receiving independent living services from Children and Youth, cameras and asked them to take pictures of what matters most to them. These pictures will be on display at MU Lancaster.
- Educational Tool Training is slated to be held for supervisors and managers at the end of the May. This will assure the Agency is in compliance with OCYF requirements.

Intake Department: Robin Boyer

- Robin Boyer distributed a monthly report including staff changes in the Intake department and statistics.
- Robin highlighted several cases for the Board.

Protective Department: Kurt Miller

- Kurt Miller distributed his monthly reporting form for April 2011, which documents the statistics and changes in the In-Home Department.
- Kurt Miller and Betsy Frame have finished the majority of the training for caseworkers on the Out of Home Safety Assessment Tool. Kurt is continuing to train resource parents. Kurt distributed a copy of the Present Danger Assessment Tool which caseworkers are required to complete before placing a child in a resource or kinship home.
- There have been approximately 50 Family Group Decision Making (FGDM) conferences since July, 2010. This continues to prove to be a valuable resource for families.

Fiscal Report: Pedro Rodriguez

- Pedro Rodriguez distributed and discussed an Act 148 State Expenditure Report and a State Revenue Report.

Upcoming Events: Resource Parent Picnic on June 11, 2011 and the Public Meeting regarding the Needs Based Budget on June 1, 2011 at 4:00 PM.

Announcements: None

Public Comment: None

Meeting was adjourned at 4:50 pm.

**NEXT MEETING: Monday, June 20, 2011
3:30 - 5:00 pm
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle