

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: July 13, 2011
RE: Agenda for the July 18, 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 JUNE MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - NBB Update and Review
 - Erin Court move
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**

July 18, 2011

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

Staff Present: Crystal Gingrich, Amy Campbell, Betsy Frame, Kurt Miller, Pedro Rodriguez, Dawn Kammerer and Kali Kunkle

Excused: Ed Tobin, Melvin Frye, Jr. and Alice Yoder

Public: None

Guests: None

Call to Order: Kimberly Ibarra called the meeting to order at 3:48 p.m.

Approval of Board Minutes: Due to a correction needing made, the minutes from the June 2011 meeting will be held for approval at the September 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:

- The State has extended the deadline for submission of the fiscal portion of the Needs Based Budget until mid September. Once the budget has been finalized, it will be sent out, via email, for Board members to review. Due to the extended deadline, next year our meeting will be moved from July to August, so the budget can be covered more sufficiently. A meeting will be scheduled to change the Bylaws regarding the summer meetings.
- Crystal has not yet received the letter from the State for the Fiscal Year 2010-2011 allocation numbers but should receive it in the next few days. We anticipate a 2% overall decrease to our budget but no decrease in special grant money.
- The Commissioners finalized the purchase of the buildings at Erin Court in East Hempfield Township, which is planned as the future home for Children and Youth and other County staff. The projected move date for Children and Youth staff would be early 2013. The buildings are in need of repairs and upgrades prior to staff moving.

Fiscal Report: Pedro Rodriguez

- Pedro distributed a current Expenditure and Revenue Report.
- The Fiscal Department is currently working on the Needs Based Budget, County Budget and preparing the 4th quarter invoice.

Quality Assurance Department: Amy Campbell

- Amy Campbell distributed a current staff organizational chart, copies of a data training and a data package which compiles information from counties of similar population to Lancaster county.
- The program contract with the Spanish American Civic Association (SACA) has been increased to include an additional staff person to assist with Spanish translation. This also assists with the Federal LEP language access requirements.
- The contract with SWAN has also been increased to include a 4th paralegal to assist in preparing adoption records for archiving.
- The response time for GPS referrals will be changing for 2011-12. No bulletin has yet been issued about this change.
- Additional standby staff will also be added for 2011-12.
- For the 2012-13 Needs Based Budget, plans are to expand the visitation program and have the funds necessary for the Erin Court renovations and move.
- There is a caseworker resignation on July 26, 2011 and two new caseworkers starting in the near future. There is ongoing interviewing for several prospective caseworker positions

Protective Department: Kurt Miller

- Kurt Miller distributed his monthly reporting form for June 2011, which documents the statistics and changes in the In-Home Department.
- There have been several staff resignations within the Adolescent Response Unit. The protective units have assisted by assuming casework responsibility the legal custody cases. Some of the truancy cases have also been referred for Family Group Decision Making.
- Kurt and Betsy have finished the safety assessment trainings for staff. Kurt still has a few trainings remaining to conduct for resource parents. The State has postponed the Safety Assessment Bulletin until June 1, 2012.

Placement Department: Betsy Frame

- Betsy Frame discussed the increase in court ordered visitation. Typically, parents are provided for one hour, bi-weekly visitation. The Court has been ordering some weekly visitations, some lasting between 4-6 hours each. This makes it difficult for the assigned caseworker to schedule and monitor. A visitation program can assist with family visits as they have more flexibility and the ability to take families into the community.
- Betsy discussed the new Pennsylvania Act 101 which relates to open adoptions and agreements between adoptive and birth families.

Upcoming Events: None

Announcements: None

Public Comment: None

Meeting was adjourned at 4:37 pm.

**NEXT MEETING: Monday, September 19, 2011
3:30 - 5:00 pm
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

Kali Kunkle