

MEMORANDUM

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: April 12, 2011
RE: Agenda for the April 19, 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 MARCH MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - 11/12 Tentative Budget Allocation
 - Out of Home Safety Assessment
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**

April 19, 2011

Board Members Present: Heather Girvin, Ed Tobin, Alice Yoder and Brian Young

Staff Present: Crystal Gingrich, Robin Boyer, Amy Campbell, Pedro Rodriguez, Dawn Kammerer and Kali Kunkle

Excused: Kimberly Ibarra, Loretta Nolt, Fr. Allan Wolfe, Dolores Reidenbach, Melvin Frye, Jr. and Commissioner Scott Martin

Public: None

Guests: None

Call to Order: Brian Young called the meeting to order at 7:41 a.m.

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

Old Business: None

New Business: 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.

The slate of officers must be presented at May's meeting.

The next regularly scheduled Board meeting will be on Monday, May 16, 2011 at 3:30 p.m.

Robin Boyer discussed the new initiative group, CASE (Campaign Against Sexual Exploitation) involving several community members. There is a kickoff in June, sponsored by Millersville University. The committee's purpose is to educate the community about sexual abuse, specifically runaways targeted for prostitution and child trafficking.

Committee Reports:

- **Community Relations:** The committee was planning to meet following the Board meeting to discuss outreach for resource parents.
- **Children's Services:** None
- **Nominations:** None
- **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. The vacant placement supervisor position is expected to be filled in the next few weeks.

- Crystal and the management team are continuing to have monthly mentoring meetings with the new supervisors.
- The Office of Children, Youth and Families (OCYF) is conducting its annual licensing inspection. OCYF reviewed Placement records yesterday and will begin In-home records today. Thursday, OCYF staff will review personnel and staff training 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. OCYF will compile a Licensing Inspection Summary in the next two weeks, identifying any areas in need of correction. CYA would have two weeks to respond with a plan of correction.
- We are beginning negotiations on the renewal of program contracts for the 2011/2012 budget year. Mandated services will be the main focus this coming fiscal year.
- April is Child Abuse Prevention Month. Ann Long is again working with the Community Action Program 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.

Director's Report:

- Crystal Gingrich distributed and discussed a comparison of what was requested versus what was approved in the 2011/2012 Needs Based Budget. The revised budget includes an additional 2.85% reduction in State funds. There was an increase in Special Grants funding.
- Cathy Utz, Deputy Secretary of OCYF, is now serving as the interim Secretary for OCYF, following the departure of Richard Gold.
- Betsy Frame and Kurt Miller are conducting Safety Assessment trainings for all staff and Kurt will be conducting a three hour training for all the Resource parents.
- Crystal updated the Board on the new Out of Home Safety Assessment Tool and the Present Danger Assessment (PDA) tool. Both need to be completed by the caseworker, prior to the child being placed in any foster or kinship home.
- 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. Alice Yoder expressed concern that the County was not using the CAPS (Child Accounting and Profile System) Database like other Pennsylvania counties were.
- Crystal distributed Kurt Miller's monthly reporting form, documenting the statistics and changes in the In-Home Department.
- Crystal distributed the proposed daily foster care rates for 2011/2011. Due to the lack of a quorum, the proposed rates will be held for approval at the May meeting. There is a proposed 1.7% increase in the rates, the first increase in three years.

Intake Department: Robin Boyer

- Robin Boyer distributed a monthly report including staff changes in the Intake department and statistics.
- Robin mentioned the growing concern of bath salt use as a stimulant and distributed an informational article.

Upcoming Events: Resource Parent Appreciation Dinner on Thursday, May 5, 2011 at 6:00 p.m. at the Doubletree Willow Valley/Lancaster Resort Conference Center.

Announcements: None

Public Comment: None

Meeting was adjourned at 8:59 am.

**NEXT MEETING: Monday, May 16, 2011
3:30 - 5:00 pm
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle