

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

**TO:** Advisory Board Members  
**FROM:** Crystal A. Gingrich, MSW, LSW  
**DATE:** March 10, 2011  
**RE:** Agenda for the March 15, 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**  
**7:30 a.m.**

1. CALL TO ORDER
2. APPROVAL OF FEBRUARY MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
  - Community Relations
  - Children's Services
  - Nominations
  - By-laws
6. DIRECTOR'S REPORT
  - Budget Update
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**

March 15, 2011

**Board Members Present:** Kimberly Ibarra, Commissioner Scott Martin, Ed Tobin, Fr. Allan Wolfe, Alice Yoder, Brian Young and Loretta Nolt

**Staff Present:** Crystal Gingrich, Robin Boyer, Amy Campbell, Betsy Frame, Kurt Miller, Pedro Rodriguez, Dawn Kammerer, Nancy Schuyler and Kali Kunkle

**Excused:** Melvin Frye, Jr., Heather Girvin and Dolores Reidenbach

**Public:** None

**Guests:** None

**Call to Order:** Kimberly Ibarra called the meeting to order at 7:39 a.m.

**Approval of Board Minutes:** Brian Young made a motion that the minutes from the February 2011 meeting be accepted as presented. Commissioner Scott Martin seconded. Motion passed.

**Old Business:** Commissioner Scott Martin made a Motion that beginning in May 2011, the meetings be moved to the Third Monday of each month at 3:30 pm. All present were in favor of the change.

**New Business:** None

**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:**

- Crystal Gingrich distributed an updated copy of the Resource Parent Association events schedule.
- Governor Tom Corbett recently presented the 2011/2012 proposed State Budget. We are still waiting for any changes prior to finalization. We are anticipating a 5-10% decrease in our budget. The revised budget includes a 1.35% reduction in State funds and \$25 million reduction to Title IV-E funding.
- We are beginning to start negotiations on the renewal of program contracts for the 2011/2012 budget year. Mandated services will be the main focus this coming fiscal year.
- The Commissioners continue to negotiate on the purchase of the buildings at Erin Court in East Hempfield Township for Children and Youth and other County staff. The projected move date for Children and Youth staff would be early 2013.

- Amy Campbell continues to lead the work with MH/MR and Tidgewell Associates to develop a combined database system. Phone meetings occur on a daily basis to review progress.
- Crystal Gingrich and Pedro Rodriguez have been continuing to meet with the Binkley Kanavy Group to review efficiencies with Accounts Payables, Payroll, etc.
- Betsy Frame and Kurt Miller will be conducting safety assessment trainings for all staff in May and Kurt will be training all the resource parents.
- The Office of Children, Youth and Families (OCYF) will be conducting the annual licensing inspection in April. OCYF will review personnel and family 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.
- The Truancy Taskforce is having a half day informational session in the Fall. This will be an opportunity for professionals to collaborate to create better outcomes at preventing and addressing truancy.
- A current staff organizational chart was distributed and Crystal updated the Board on recent promotions and upcoming vacancies.
- Crystal distributed the 2011 Expenditures and Revenue Report and discussed the year-to-date expenditures for Children and Youth, Juvenile Probation and the Youth Intervention Center. Spending is on target.
- Crystal and the management team are having monthly mentoring meetings with the new supervisors. Karen Jaskot will also continue to meet with the entire management team and conduct half day trainings that focus on leadership development.

**Intake Department: Robin Boyer**

- Robin Boyer distributed a monthly report including staff changes in the Intake department, statistics and highlighted two cases for the Board.
- The Multi Disciplinary Team (MDT) and National Governor's Academy (NGA) meetings have been combined. Dawn Kammerer facilitates MDT which review CPS cases where a recurring indicated abuse occurred. Ann Long will facilitate NGA, which reviews families that have had children in long-term foster care.
- The Old Order Amish bishops will be taking a field trip to the Children's Alliance.

**Protective Department: Kurt Miller**

- Kurt Miller distributed his monthly reporting forms for December 2010, year end and January 2011, which document the statistics and changes in the In-Home Department.
- Kurt gave an overview of Family Group Conferencing (FGC) and distributed a pamphlet and statistics regarding FGC across the State.

**Placement Department: Betsy Frame**

- Betsy Frame discussed the recent changes with staff in her department, including retirements, resignations, promotions and caseworker reassignment.
- The Independent Living unit is partnering with "Dig It"; a program that distributes healthy food to the elderly. The youth will be taught how to grow, harvest and distribute the food.
- The Mentor program has lost some of the mentors. Anyone interested in becoming a mentor to our youth, please let Betsy know.

**Upcoming Events:** March 17, 2011-Staff Appreciation Lunch at the Youth Intervention Center gym. April 16, 2011 will be the Easter Egg Hunt at Willow Valley Multi Cultural Center.

**Announcements:** None

**Public Comment:** None

Meeting was adjourned at 8:59 am.

**NEXT MEETING: Tuesday, April 19, 2011  
7:30 - 9:00 am  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle