

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: February 8, 2011
RE: Agenda for the February 15, 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 NOVEMBER MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - Agency Staffing Update
 - 2011 Goals
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**

February 15, 2011

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

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

Excused: Ed Tobin

Public: None

Guests: Katie Noon

Call to Order: Kimberly Ibarra called the meeting to order at 7:38 a.m.

Approval of Board Minutes: Brian Young made a motion that the minutes from the November 2010 meeting be accepted as presented. Commissioner Scott Martin seconded. Motion passed.

Old Business: None

New Business: The possibility of changing the day and time of the Board meetings was discussed. Several options were discussed-The third Monday of each month at 3:30 PM had the most support. A decision will be made at the next meeting.

Committee Reports:

- **Community Relations:** The next meeting will be following the Board meeting.
- **Children's Services:** None
- **Nominations:** The committee is looking for new members to join the Board. It was suggested possible candidates from the Ephrata/Denver, Columbia and Quarryville areas.
- **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 and discussed current vacancies and recent promotions. We will soon be scheduling interviews for student interns for the 2011-12 school year.
- Amy is continuing to work with MH/MR and Tidgewell Associates to develop a database. Meetings occur on a daily basis to review progress. The plan is to have the database in place by June 30, 2011.
- Ann Long distributed a recent article describing one of the visit rooms getting a makeover. Many local business donated supplies and services.
- Amy Campbell and Dawn Kammerer discussed the Continuity of Government Program. Dawn is reviewing the disaster plan for Children and Youth, in order to

prioritize services for children and families in the event of a natural disaster or other emergency.

- There were three State bulletins released recently: Educational Stability; Basic Health Information and Safety Assessment. Dawn Kammerer and Shelva Hess reviewing and developing protocol per the Educational Stability bulletin, which assesses where children are educationally. Betsy Frame and Kurt Miller will be conducting safety assessment trainings for all staff and Kurt will be conducting the training for all resource parents.

Fiscal Report: Pedro Rodriguez

- Pedro Rodriguez distributed and discussed an Act 148 State Expenditure Report and State Revenue Report. He just finished preparing the 2nd Quarter Actuals.

Intake Department: Robin Boyer

- Robin distributed a monthly report documenting the changes in the Intake Department.
- Robin continues to work with the Old Order Amish community.
- Danielle White was promoted to a Neglect Supervisor on January 18, 2011 and Amber Redcay will be promoted to CPS Supervisor on March 14, 2011.
- The Children's Alliance has received a Federal grant from the National Children's Alliance. The grant provides for the hiring and training of a Spanish Speaking Forensic Interviewer. Lancaster City Police Detective George Bonilla has been hired and will assist with interviewing children whose primary language is Spanish.
- Robin shared a case summary regarding a family involved in a devastating fire that killed the mother and seriously injured the children.

Protective Department: Kurt Miller

- Kurt Miller distributed his monthly reporting forms for December, year end and January, which document the statistics and changes in the In-Home Department.
- Kurt oversees the Adolescent Response Unit (ARU), contracted through the Boys Club and Girls Club of Lancaster. ARU has 7 caseworkers and 3 supervisory staff who carry intake and protective cases.
- The Protective Department currently has 6 vacancies. There were 3 staff assisting the Intake Department. Two of those staff members have decided to remain in Intake.
- Family Group Conferencing has provided additional support to parents and assisted with closing cases.
- Kurt is the Family Group leader for the State. Currently, there are 30 different Family Service Plan tools used in the State. He is working to streamline the paperwork.

Director's Report:

- Crystal Gingrich distributed and discussed the Lancaster County Children and Youth Agency Goals for 2011. See attached.
- Commissioner Martin discussed the Commissioners' plans to purchase buildings at Erin Court in East Hempfield Township for Children and Youth and other County staff.
- There was a recent child death in the community. There was discussion regarding the importance of educating parents and grandparents about proper sleeping arrangements for newborns.

- Crystal thanked staff for being patient with all the transitions and recent changes. Alice Yoder applauded Crystal for her continued support of staff.
- Crystal asked the Board about ideas to help improve staff morale (community programs) focused on staff health and well-being.

Upcoming Events: None

Announcements: None

Public Comment: None

Meeting was adjourned at 9:06 am.

**NEXT MEETING: Tuesday, March 15, 2011
7:30 - 9:00 am
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,
K. Kunkle