

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: July 16, 2010
RE: Agenda for the July 20, 2010 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 JUNE MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations: Slate of Officers for 2010-2011
 - By-laws
6. DIRECTOR'S REPORT
 - Budget
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 20, 2010

Board Members Present: Kimberly Ibarra, Dr. Brian Young, Heather Girvin, Commissioner Scott Martin, Edward Tobin, Fr. Allan Wolfe, Alice Yoder

Staff Present: Crystal Gingrich, Betsy Frame, Greg Landis, Kurt Miller, Pedro Rodriguez, Nancy Schuyler and Kali Kunkle

Excused: Dolores Reidenbach, Melvin Frye, Jr and Loretta Nolt

Public: None

Guests: None

Call to Order: Board Chair Kimberly Ibarra called the meeting to order at 7:37 a.m.

Approval of Board Minutes: Dr. Brian Young made a motion that the minutes from the June 2010 meeting be accepted as presented. Edward Tobin seconded. Motion passed.

Old Business: None

New Business: Crystal Gingrich discussed the Pennsylvania Citizen Review Panel. Volunteers will be responsible for evaluating state and local child welfare agencies and make recommendations for improvement.

Committee Reports:

- **Community Relations:** None
- **Children's Services:** None
- **Nominations:** Kimberly Ibarra presented the slate of officers for the 2010-2011 board term:

Chair: Kimberly Ibarra
Vice Chair: Ed Tobin
Secretary: Dr. Brian Young

There were no further nominations from the floor. Father Wolfe made a motion that the nomination be accepted as presented. Heather Girvin seconded. Motion passed unanimously.

- **By-laws:** There are no suggested amendments and there was no meeting held.

Director's Report:

- A current staff organizational chart was distributed and Crystal Gingrich discussed current and upcoming vacancies.
- The State Budget was recently finalized. Crystal mentioned how we are currently unsure how it will impact human service departments and special grants.

- Crystal Gingrich and Kurt Miller gave an update on Family Group Decision Making (FGDM).
- The CYA Team continues to work on the Needs Based Budget for 2011-2012. The State requested the narrative be submitted in August and financials 45 days after the 4th quarter is submitted, approximately October. We are not requesting any increase to the State or County.
- Interviews are being conducted to fill the Screening Unit Supervisor vacancy. Kathy Graver, Neglect Supervisor, has resigned and her last day will be Friday, July 23, 2010. Crystal will be taking this position to Salary Board in August.
- Karen Jaskot, former Board president, will be conducting a set of team building trainings for the supervisors and directors in the Fall. The goal is to enhance the collaboration and communication and promote team work between the supervisors.
- The County has offered an early retirement incentive to County workers. The plan provides an early retirement incentive of 15% to be added to an eligible employee's credited service. Several staff at CYA are eligible. Staff choosing to take the retirement package need to state their intent to retire by October 31, 2010.
- We currently have nine staff on medical leave. During the time the employee is on leave, we need to have co-workers carry higher caseloads.
- The State is requiring child welfare agencies to assist clients with registering to vote. Crystal Gingrich and Commissioner Scott Martin will review the policy in order to comply.

Intake Department: Greg Landis

- Greg Landis discussed updates in the Intake Department. The CPS unit had the highest number of reports for the first half of this year in the history of the Agency. Traditionally, the number of GPS and CPS reports decrease in the summer months.

Placement Department: Betsy Frame

- There were no updates or changes in the Placement and Resource Department.

Protective Department: Kurt Miller

- Kurt Miller distributed and discussed his monthly reporting form, documenting the statistics and changes in the In-Home Department.
- Kurt coordinates the CWEL (Child Welfare Education for Leadership) program. This program provides funds for staff, who have been employed at the Agency for more than year, to obtain their graduate degree in Social work. Three staff have been approved for the current year. This is the first year that Millersville University is accredited, along with Widener and Temple University.
- Supervision of the Adolescent Response Unit, contracted through the Boys and Girls Club of Lancaster, has transitioned to Greg Landis and Kurt Miller. Greg will be providing supervision for the intake cases and Kurt will be providing the supervision for protective cases.

Fiscal Report: Pedro Rodriguez

- Pedro Rodriguez distributed an updated State Expenditure and Revenue Report.

Upcoming Events: Resource Parent Association Skating Party on August 12, 2010.

Announcements: None

Public Comment: None

Meeting was adjourned at 9:17 am.

**NEXT MEETING: Tuesday, September 21, 2010
7:30 - 9:00 am
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle