

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

**TO:** Advisory Board Members  
**FROM:** Crystal A. Gingrich, MSW, LSW  
**DATE:** November 15, 2010  
**RE:** Agenda for the November 16, 2010 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 OCTOBER MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
  - Community Relations
  - Children's Services
  - Nominations
  - By-laws
6. DIRECTOR'S REPORT
  - Staffing/Retirement Update
  - Intake Department Planning
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**

November 16, 2010

**Board Members Present:** Kimberly Ibarra, Commissioner Scott Martin, Melvin Frye, Jr., Loretta Nolt, Edward Tobin, Alice Yoder and Dr. Brian Young

**Staff Present:** Crystal Gingrich, Betsy Frame, Kurt Miller, Pedro Rodriguez, Nancy Schuyler, Ann Long, Robin Boyer and Kali Kunkle

**Excused:** Heather Girvin, Fr. Allan Wolfe and Dolores Reidenbach

**Public:** None

**Guests:** None

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

**Approval of Board Minutes:** Kimberly Ibarra made a motion that the minutes from the October 2010 meeting be accepted as presented. Brian Young seconded. Motion passed.

**Old Business:** None

**New Business:** None

**Committee Reports:**

- **Community Relations:** The committee met last month and reviewed staff morale and community outreach.
- **Children's Services:** None
- **Nominations:** The committee will be looking for new members to join the Board. A packet is being mailed out to a potential candidate.
- **By-laws:** There are no suggested amendments and there was no meeting held.

**Director's Report:**

- Crystal distributed the Director's report and discussed upcoming staff retirements. Greg Landis retired on Friday, November 12. There will be seven staff retiring on December 17 and one caseworker on December 31, 2010. Most of the vacancies will be taken to the County Salary Board on December 6 for approval. Interviews are being conducted for vacate supervisor positions and the DSS position vacated by Greg Landis. Crystal Gingrich and Amy Campbell are assisting with supervising intake staff in the interim. The management team is also meeting with intake supervisors on a regular basis to improve efficiencies. Crystal also distributed a staff organizational chart that documents current vacancies.
- There are no State budget updates. The County Budget was approved as expected. The County Budget will be presented to the public on November 30, 2010.

- Betsy Frame and Kurt Miller will be conducting updated safety assessment (out of home assessment) trainings for all staff in the spring.
- Management and various IT staff continue to meet routinely to develop a new case management database system.
- Crystal asked the Board about ideas to help improve staff morale (community programs).
- Crystal anticipates budget cuts early next year due to the change in State Administration. A new Office of Children, Youth and Families (OCYF) Deputy Director will also be appointed.
- The County is looking into possibly having parent/child visits in an offsite building.
- The Agency is having their annual staff Christmas Party and lunch on December 17 and a retirement party for all retirees in the evening at the Eden Resort.

**Protective Department: Kurt Miller**

- Kurt Miller distributed his monthly reporting form for October, which documents the statistics and changes in the In-Home Department.
- There have been 25 Family Group Decision Making (FGDM) conferences since April, 2010. Approximately 50-60 faith based organizations have been contacted to assist with helping with FGDM such as hosting a conference, assisting with furniture, child care and clothing.
- The Council of Churches is donating 30 Thanksgiving baskets to families receiving Agency services.
- Calvary Church is donating 300 Christmas gifts and Willow Valley will be donating approximately 150 gifts to needy families.

**Placement Department: Betsy Frame**

- The Resource Parent Association Christmas Party will take place on December 11<sup>th</sup> at Willow Valley.
- Betsy shared a case summary of a young girl who had brain surgery recently.

**Fiscal Report: Pedro Rodriguez**

- Pedro Rodriguez distributed and discussed an Act 148 State Expenditure Report and 1<sup>st</sup> Quarter Actuals. We are currently on target with the budget.

**Upcoming Events:** Resource Parent Association Christmas Party will be December 11, 2010 at 9:00 am at Willow Valley.

**Announcements:** None

**Public Comment:** None

Meeting was adjourned at 9:13 am.

**NEXT MEETING: Tuesday, January 18, 2010  
7:30 - 9:00 am  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle