

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

**TO:** Advisory Board Members  
**FROM:** Crystal A. Gingrich, MSW, LSW  
**DATE:** October 15, 2010  
**RE:** Agenda for the October 19, 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 SEPTEMBER MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
  - Community Relations
  - Children's Services
  - Nominations
  - By-laws
6. DIRECTOR'S REPORT (see attached)
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**

October 19, 2010

**Board Members Present:** Kimberly Ibarra, Commissioner Scott Martin, Dolores Reidenbach, Melvin Frye, Jr., Loretta Nolt, Edward Tobin and Fr. Allan Wolfe

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

**Excused:** Heather Girvin, Alice Yoder and Dr. Brian Young

**Public:** None

**Guests:** None

**Call to Order:** Ed Tobin called the meeting to order at 7:49 a.m.

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

**Old Business:** None

**New Business:** None

**Committee Reports:**

- **Community Relations:** The committee will be meeting following the Board meeting.
- **Children's Services:** None
- **Nominations:** The committee will be looking for new members to join the Board.
- **By-laws:** There are no suggested amendments and there was no meeting held.

**Director's Report:**

- Recently, a child died whose family was open with the Agency. The Office of Children, Youth and Families is doing an investigation and on October 20, 2010, a death review meeting will occur. The coroner has ruled the death accidental.
- Crystal discussed recent staff changes and distributed a list of detailed personnel updates. Specifically, there were terminations of two caseworkers and one supervisor. Due to the staff changes, Crystal and Amy will provide oversight of the Intake Department. A plan will be developed.
- Greg Landis, Director of the Intake Department, is retiring effective November 12, 2010. Several other staff persons are also expected to retire. Staff persons have until October 30, 2010, to state their intention to retire.
- Karen Jaskot, former Board member, will be conducting a set of team building trainings for the supervisors and directors at the end of the month. The goal is to enhance collaboration and communication and promote teamwork between the supervisors.
- There are no budget updates.

**Quality Assurance Department: Amy Campbell:**

- Amy Campbell distributed a current staff organizational chart. Abuse caseworker Dawn Kammerer will be promoted to Program Specialist effective November 8, 2010.
- The Agency is utilizing the State's new database system, MCI, a web based system. Trainings for staff persons are being scheduled.
- A consultant contract is being developed for one of our retiring staff, to provide ongoing IT consulting work/training.

**Placement Department: Betsy Frame**

- Staffing continues to be an issue. One of the supervisors is on medical leave and 1 or 2 supervisors are expected to retire at the end of the year. Three caseworkers with over 20 years of service are also expected to retire. There are several caseworkers on medical leave. The caseworkers are struggling with increased case loads. Betsy is meeting regularly with supervisors to discuss deficit issues and ways to be assistive and supportive of each other.
- Interviews are being scheduled for the vacant Independent Living Coordinator position, previously held by Steve Welters.
- On November 18, 2010, an "Adoption Day" will take place with approximately 20 adoptions being finalized. There will also be a half day scheduled for December.
- The Resource Parent Association Christmas Party will take place on December 11<sup>th</sup> at Willow Valley.
- Betsy updated the Board on the Hispanic Capacity Mentor Program and the Independent Living program.

**Protective Department: Kurt Miller**

- Kurt Miller distributed his monthly reporting form for September, which documents the statistics and changes in the In-Home Department.
- Kurt's department is currently down seven people. One caseworker moved over to placement and three caseworkers are temporarily assisting with the intake department. The protective department is looking to fill several Spanish speaking casework positions.
- Kurt is meeting regularly with his staff to discuss deficits and provide them with a support system.
- Interviews have been completed for the vacant casework supervisor position.
- There have been 24 Family Group Decision Making conferences since April, 2010. The program can accept up to 10 referrals a month.
- The Council of Churches is donating 25 turkey baskets to families receiving Agency services.
- Kurt is working with Calvary Church on "adopting" the Agency for Christmas to provide gifts for needy families.

**Fiscal Report: Pedro Rodriguez**

- Pedro Rodriguez distributed and discussed an updated State Expenditure and Revenue Summary.
- The Public Consulting Group will be conducting a Title IV-E Eligibility Audit between October 20<sup>th</sup> and the 22<sup>nd</sup>.
- Pedro is beginning to prepare the 1<sup>st</sup> quarter invoice for the State.
- Fran Wright, Fiscal Technician, will be retiring at the end of the year.

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

**Announcements:** None

**Public Comment:** None

Meeting was adjourned at 9:14 am.

**NEXT MEETING: Tuesday, November 16, 2010  
7:30 - 9:00 am  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle