

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: September 16, 2010
RE: Agenda for the September 21, 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 JULY MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - Budget
 - Staffing
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**

September 21, 2010

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

Staff Present: Crystal Gingrich, Pedro Rodriguez, Nancy Schuyler and Kali Kunkle

Excused: Edward Tobin, Fr. Allan Wolfe, Heather Girvin,

Public: None

Guests: None

Call to Order: Board Chair Kimberly Ibarra called the meeting to order at 7:45 a.m.

Introductions: All those attending the meeting introduced themselves.

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

Old Business: None

New Business: None

Committee Reports:

- **Community Relations:** None
- **Children's Services:** None
- **Nominations:** The committee will be looking for new members to join the Board. A brochure about the services the Agency provides will be forwarded to current Board members to distribute to possible candidates.
- **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, staff changes. 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 several staff on medical leave or will begin medical leave shortly. During the time the employee is on leave, co-workers will assist with carrying higher caseloads. Due to the intake department specifically having several people on medical leave and recent vacancies, the In-Home Department has agreed to assist with intake cases for the time being. Supervisors are continuing to monitor caseloads.

- Kelley Reed was promoted to Screening Supervisor. Jessica Rosas has transferred from a Protective Supervisor to a Neglect Supervisor.
- Steven Welters, Independent Living Coordinator, has submitted his resignation. Crystal commended him for all of his hard work with youth.
- Crystal distributed Kurt Miller's monthly reporting form for August, which documents the statistics and changes in the In-Home Department.
- **State Budget/Special Grants**
- **Evidence based practices**
- Crystal distributed and discussed State Budget, Special Grants and Needs Based Budget financial forms. She also distributed a press release discussing the number of children living in foster care is declining in the state.
- Crystal updated the Board on Family Group Conferencing. There are been approximately 15 conferences to-date. There is also an Implementation Meeting each month where stakeholders meet to discuss planning, policies and procedures. Several family members, who participated in a conference, have provided positive feedback regarding the program.

Upcoming Events: Resource Parent Association Fall Event on September 30, 2010.

Announcements: None

Public Comment: None

Meeting was adjourned at 9:14 am.

**NEXT MEETING: Tuesday, October 19, 2010
7:30 - 9:00 am
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle