

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

**TO:** Advisory Board Members  
**FROM:** Crystal A. Gingrich, MSW, LSW  
**DATE:** May 11, 2010  
**RE:** Agenda for the May 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 APRIL MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
  - Community Relations
  - Children's Services
  - Nominations
  - By-laws
6. DIRECTOR'S REPORT
  - Audit Update
  - Team Building Proposal
  - FGDM update
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**

May 18, 2010

**Board Members Present:** Kimberly Ibarra, Dr. Brian Young, Dolores Reidenbach, Fr. Allan Wolfe, Alice Yoder, Melvin Frye, Jr , and Amy Jo Lutz-Phillips

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

**Excused:** Commissioner Scott Martin, Heather Girvin and Edward Tobin

**Public:** None

**Guests:** Loretta Nolt

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

**Introductions:** All those attending the meeting introduced themselves.

**Approval of Board Minutes:** Dr. Brian Young made a motion that the minutes from the April 2010 meeting be accepted as presented. Fr. Allan Wolfe seconded. Motion passed.

**Old Business:** None

**New Business:** We will be voting for leadership positions at the June meeting. Please consider whether you are interested in being the Chairman, Vice-Chairman or Secretary for the Board for the new year. If anyone is interested, please e-mail Kimberly Ibarra.

**Committee Reports:**

- **Community Relations:** The committee meeting will be held immediately after the Board meeting to discuss April's Child Abuse Prevention campaign and staff community outreach.
- **Children's Services:** None
- **Nominations:** The committee is looking for new members to join the Board in 2010-11. Fr. Wolfe mentioned two possible candidates.
- **By-laws:** There are no suggested amendments and there was no meeting held.

**Director's Report:**

- The County is continuing to negotiate with the Union regarding staff salary and benefits. There are no future meetings scheduled at this time. The Union agreed to hold off until the State Budget is passed and combine the current Union contract with the 2010-2011 contract.
- Crystal is unsure if the 2010-2011 State Budget will be passed on June 30, 2010 as required. The revenue for the State is below expectations. It is unclear if this will impact Human Services.
- The Office of Children, Youth and Families (OCYF) conducted the annual licensing inspection from April 12 through April 14, 2010. The audit went very

well. There were approximately 20-25 cases per service department reviewed. OCYF commented that the cases were well documented, paperwork was easy to find and the caseworkers really knew their cases. We received the Licensing Inspection Summary (LIS) and Crystal will be sending the response to the State today. Copies of the LIS were distributed.

- Karen Jaskot, former Board member, 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.
- CYA Team will begin preparing the Needs Based Budget for 2011-2012. The State wants the narrative submitted in August and financials 45 days after the 4<sup>th</sup> quarter is submitted, approximately October. It is important for Board members to attend the meeting in July. Quorum is needed to vote on the 2011-2012 proposed Needs Based Budget.
- A stakeholder letter was mailed to providers, schools and community members to solicit testimony for the public to discuss services for children and youth at the Public Hearing on June 9, 2010 from 4:00-6:00 pm. A copy of the letter was distributed to Board members. The Annual Plan and Budget will be on display for 10 days, prior to being submitted to the PA Department of Public Welfare, Office of Children, Youth and Families on August 15, 2010.

***Quality Assurance Department: Amy Campbell***

- Amy Campbell distributed a current staff organizational chart and discussed current and upcoming vacancies.
- The Quality Assurance unit is currently reviewing 2010-2011 program contracts. The majority of the program contracts are remaining the same, except for the programs that are special grants.

***Fiscal Report: Pedro Rodriguez***

- Pedro Rodriguez distributed an updated State Expenditure and Revenue Report as well as a 3<sup>rd</sup> Quarter Child Welfare Report.
- Crystal and Pedro discussed the 3<sup>rd</sup> Quarter totals, Budget and Special Grants.

***Placement Department: Betsy Frame***

- Betsy Frame discussed updates in the Placement and Resource Department.
- On May 20, 2010, an "Adoption Day" will take place and approximately 20 adoptions will be finalized.
- There will be 15 youth graduating high school in June and at least eight of them will be attending a form of higher education.
- Betsy updated the Board on the Independent Living's Mentor Program. An IL presentation regarding the program will take place on May 23, 2010 at Brightside Opportunity Center. There are 200 people expected to attend.

***Protective Department: Kurt Miller***

- Kurt Miller distributed and discussed his monthly reporting form, documenting the statistics and changes in the In-Home Department.
- There have been several Family Group Decision Making (FGDM) conferences since the last Board meeting. Kurt gave a brief overview of each conference.

***Intake Department: Greg Landis***

- Greg Landis discussed updates in the Intake Department.

- Greg described the quarterly Child Abuse Cadre meetings.

**Upcoming Events:** None

**Announcements:** None

**Public Comment:** None

Meeting was adjourned at 9:05 am.

**NEXT MEETING: TUESDAY, JUNE 15, 2010  
7:30 - 9:00 am  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle