

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: March 9, 2010
RE: Agenda for the March 16, 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 JANUARY AND FEBRUARY MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - State Budget 10/11 certified numbers
 - IL Mentoring program
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**

March 16, 2010

Board Members Present: Kimberly Ibarra, Dr. Brian Young, Heather Girvin, Amy Jo Lutz-Phillips, Edward Tobin, Dolores Reidenbach and Fr. Allan Wolfe

Staff Present: Crystal Gingrich, Amy Campbell, Betsy Frame, Greg Landis, Kurt Miller, Lisa Runge, Nancy Schuyler and Kali Kunkle

Excused: Commissioner Scott Martin, Alice Yoder and Melvin Frye, Jr

Public: None

Guests: None

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

Approval of Board Minutes: Dolores Reidenbach made a motion that the minutes from the January and February 2010 meetings be accepted as presented. Brian Young seconded. Motion passed.

Old Business: The Board again discussed the annual board meeting/luncheon, scheduled for this June, and agreed that the luncheon at Millersville University is not necessary. The June meeting will be held at the same day and time as the regularly scheduled meetings but Crystal will look into having a speaker for the meeting.

New Business: None

Committee Reports:

- **Community Relations:** The committee postponed the March meeting. The next scheduled meeting will be held immediately after the May Board meeting. Appointments will be sent out to confirm the appointment.
- **Children's Services:** None
- **Nominations:** The committee will be looking for new members to join the Board in 2010-11. Crystal will also be checking with the Resource Parent Association for a new Board representative.
- **By-laws:** There are no suggested amendments and there was no meeting held.

Director's Report:

- Crystal Gingrich updated the Board on the 2010-2011 State Budget. Crystal distributed a list of updated budget numbers, showing the 2008-09 Actuals, 2009-2010 Final Budget and 2010-2011 Certified Budget, as well as a 2nd Quarter Actual Child Welfare Report. There will be a State conference call on Friday, March 19, 2010, when the final budget numbers will be received. There has been a sharp decrease in funds for Juvenile Probation placements for Youth Detention Centers but an increase in special grant money for Family Group Decision Making, Truancy Intervention and Promising Practices.

- Three cases have been assigned a CASA (Court Appointed Special Advocate) volunteer, one from each Agency department. A CASA update will be available at future Board meetings. There will be a dinner auction/fundraiser for CASA on April 29, 2010 at 6:00 p.m., at the Riverdale Manor on Pitney Road.
- There have been two Family Group Decision Making (FGDM) implementation meetings. Community leaders, stakeholders, school staff and the Advisory Board President will be participating in these monthly meetings, in order to discuss the development of FGDM for Children and Youth and Juvenile Probation and Parole cases. Two referrals have been received already, one from the placement department and one from the protective department.
- The National Governor's Academy (NGA) continues to meet on a monthly basis to review cases. In addition to older youth aging out of foster care, the committee will begin to look at cases where children have re-entered foster care.
- The Independent Living unit is looking for volunteers for a mentor program. There was a mentor recruitment dinner at Brothers/Sisters Restaurant. Anyone interested in becoming a mentor to youth needs to attend training, complete clearances and meet a contact requirement.
- The Human Service Legislative Day is scheduled for April 20, 2010. Crystal and various representatives from Lancaster County will be meeting with State Representatives regarding key issues and advocacy for the child welfare budget.
- The annual Resource Parent Association Easter egg hunt will be this Saturday, March 20, 2010, at Willow Valley. Crystal also distributed an updated list of upcoming Resource Parent Association events.
- Crystal updated the Board on the infant who sustained significant injuries which left the child in a "vegetative state." The child is in a pediatric nursing facility but continues to require hospitalizations. A child fatality, due to an accidental overdose, was also discussed.

Quality Assurance Department: Amy Campbell

- Amy Campbell distributed a current staff organizational chart and discussed current and upcoming vacancies. We have a group of six casework interns who will be graduating this spring. These interns will likely be considered for some of the current vacancies. We are also in the process of interviewing for interns for the 2010-11 school year.
- The Agency has sent requests for Fiscal Year 2010-11 program contract renewals. Packets are due back from providers by April 16, 2010. Providers are being asked to maintain their current budget.
- There continue to be meetings regarding the design of a new database. A specification document has been developed regarding workflow and committees continue to work with Tidgewell Associates.
- April is Child Abuse Prevention Month. Ann Long is again working with the Community Action Program in planning several activities and events to promote public awareness of this issue.

Intake Department:

- Greg Landis discussed updates in the Intake and Abuse Department. The Intake and Abuse units are fully staffed. The Child Protective Services unit recently hired a caseworker who had worked as a student intern in that unit last year. The CPS unit is working on electronically sending child abuse reports to the State. The State has developed and approved a method for electronic transmittal of this information.

- At the request of the Lancaster County District Attorney, Greg and the Screening Supervisor, Petra Lohr, recently attended a meeting of the Major Crimes Task Force. Law enforcement was requested to make referrals to the Agency for situations involving serious domestic violence cases where there are children in the home.

Protective Department: Kurt Miller

- Kurt Miller distributed and discussed his monthly reporting form, documenting the statistics and changes in the In-Home Department. Kurt discussed legal custody cases, split cases and how placements in his department have increased during February.
- Kurt's department will be identifying the neediest families in his department and distributing Easter baskets to them.
- Kurt will be working with the faith based community in helping families open with the Agency.
- The In-Home department was fully staffed for a week; however, a bilingual SACA caseworker resigned on March 5, 2010.

Placement Department: Betsy Frame

- Betsy Frame discussed updates in the Placement and Resource Department. Currently the departments have two full-time and one part-time vacancy. There are also three staff persons expecting in the department.
- The Independent Living unit is fully staffed and cases are currently being transitioned to that unit. This unit is also focusing on the Hispanic Capacity and the Independent Living (IL) Mentor Program.
- There has been a rise in re-entry foster care cases. The Agency is examining how to improve our practices, to prevent children re-entering Agency care.

Upcoming Events:

- Resource Parent Association Easter egg hunt on Saturday, March 20, 2010 at Willow Valley.
- CASA Dinner/Silent Auction on April 29, 2010, at Riverdale Manor.

Announcements: None

Public Comment: None

Meeting was adjourned at 8:36 am.

**NEXT MEETING: TUESDAY, APRIL 20, 2010
7:30 - 9:00 am
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle