

## MEMORANDUM

**TO:** Advisory Board Members  
**FROM:** Crystal A. Gingrich, MSW, LSW  
**DATE:** January 12, 2010  
**RE:** Agenda for the January 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 NOVEMBER MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
  - Community Relations
  - Children's Services
  - Nominations
  - By-laws
6. DIRECTOR'S REPORT
  - Budget Update
  - Union Negotiations
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**

January 19, 2010

**Board Members Present:**

Kimberly Ibarra, Amy Jo Lutz-Phillips, Dolores Reidenbach, Fr. Allan Wolfe, Alice Yoder, Brian Young, Heather Girvin, Commissioner Scott Martin and Melvin Frye, Jr

**Staff Present:**

Crystal Gingrich, Amy Campbell, Betsy Frame, Kurt Miller, Pedro Rodriguez, Nancy Schuyler, Ann Long and Kali Kunkle

**Excused:**

Edward Tobin

**Public:** None

**Guests:** None

**Call to Order:**

Board Chair Kimberly Ibarra called the meeting to order at 7:39 a.m.

**Approval of Board Minutes:**

Kimberly Ibarra made a motion that the minutes from the November 2009 meeting be accepted as presented. Brian Young seconded. Motion passed.

**Old Business:** None

**New Business:** Kimberly Ibarra made a motion that the resignation of Daniel Lieberman be accepted. Brian Young seconded. Motion passed.

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

**Committee Reports:**

- **Community Relations:** The committee is meeting immediately after the Board meeting.
- **Children's Services:** None
- **Nominations:** Melvin Frye, Jr. was recently approved by the Board of Commissioners.
- **By-laws:** There are no suggested amendments and there was no meeting held.

**Director's Report:**

- Crystal Gingrich distributed and discussed changes to the 2009-2010 Child Welfare Budget. The State provided us with a revised budget on Friday, January 15, 2010. The new/revised Child Welfare Budget is \$41,923,451.00. This is a

\$1,082,715.00 reduction from the previously approved budget from October 30, 2009.

- The County is continuing to negotiate with the Caseworkers' Union regarding staff salary and benefits. The Lancaster County Commissioners froze the remaining County employees' salaries in 2010, in order to close a budget gap.
- There was a training for staff, school members and community members regarding Family Group Decision Making (FGDM). FGDM is going to assist with empowering families to work together with Children and Youth and Juvenile Probation and Parole. The FGDM provider, It Takes a Village, is currently in the process of hiring a Coordinator for the program. There will also be a Family Group Conferencing Implementation Meeting on January 28, 2010 for community partners.
- CASA has 2 volunteers that have been trained and are ready to be assigned cases.
- A local group home recently had 2 incidents of staff having inappropriate relationships with residents. The program failed to properly report the first incident. Due to liability concerns, the County will remove all youth from this program.
- The Board discussed the annual board meeting/luncheon, scheduled for June and discussed some possible alternatives. Members agreed the luncheon at Millersville is not necessary.
- Crystal commended the Fiscal department for their prompt invoice reporting to the State.

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

- Amy Campbell distributed a current staff organizational chart and discussed existing and upcoming vacancies. We have a group of six casework interns who will be graduating in the spring and who we will be looking at to fill some of the current vacancies.
- We successfully transitioned from WordPerfect to Microsoft Word 2007 on December 7, 2009. Staff received training and Agency forms were converted to Word.
- The contract with Triad Treatment Specialists for a domestic violence education group for non-offending adults, was recently finalized. The Ages and Stages contract with Schreiber Pediatrics was also finalized and referrals are being accepted and screenings are being completed
- The Agency recently mailed out thank you letters for all of the gifts, hats and mittens which were donated this past Christmas, for the families and children we serve.

***Fiscal Report: Pedro Rodriguez***

- Pedro Rodriguez is preparing to work on the second quarter invoice for the State.

***Intake Department:***

- Crystal Gingrich spoke of a recent CPS case of an infant who sustained injuries so severe the child is in need of constant medical care and has been placed at Cambridge Pediatrics. The child's life expectancy and quality of life is severely

compromised. The child is in a “vegetative state” and most likely will not live another year.

***Placement Department: Betsy Frame***

- Betsy Frame discussed updates on children in the Placement and Resource Department.
- The initial round of interviewing has been completed for the three Independent Living positions which we contract for with the Boys and Girls Club of Lancaster. Two people have accepted the offer and will begin February 1, 2010.
- On December 17, 2009, an “Adoption Day” took place where the adoptions of several children were finalized.
- One Judge/One Family model began being utilized in January. The same judge will hear a case from adjudication to termination. The same attorney teams will also be involved throughout the case.

***Protective Department: Kurt Miller***

- Kurt Miller distributed and discussed his monthly reporting form, documenting the statistics and changes in the In-Home Department. Kurt will also begin tracking re-entry levels in the near future.
- The Agency wanted to thank the Calvary Church, St. Peter’s Lutheran Church and Willow Valley for the large amount of Christmas gifts that they donated for children who receive Agency services.

**Upcoming Events:** None

**Announcements:** None

**Public Comment:** None

Alice Yoder moved to adjourn. Brian Young seconded. Meeting was adjourned at 9:05 am.

<p><b>NEXT MEETING: TUESDAY, FEBUARY 16, 2010</b> <b>7:30 - 9:00 am</b> <b>at the Children and Youth Agency</b> <b>900 East King Street, Lancaster, PA</b></p>
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Respectfully Submitted,

Kali Kunkle