

## MEMORANDUM

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

February 16, 2010

**Board Members Present:**

Kimberly Ibarra, Brian Young, Heather Girvin and Melvin Frye, Jr

**Staff Present:**

Crystal Gingrich, Amy Campbell, Betsy Frame, Greg Landis, Ann Long, Kurt Miller, Pedro Rodriguez, Lisa Runge and Kali Kunkle

**Excused:**

Amy Jo Lutz-Phillips, Commissioner Scott Martin, Dolores Reidenbach, Edward Tobin, Fr. Allan Wolfe and Alice Yoder

**Public:** None

**Guests:** None

**Call to Order:**

Board Chair Kimberly Ibarra called the meeting to order at 7:44 a.m.

**Approval of Board Minutes:**

Due to the lack of quorum, the minutes from the January 2010 meeting will be held for approval at the March meeting.

**Old Business:** None

**New Business:** None

**Committee Reports:**

- **Community Relations:** The committee met last month. Kate Eberz, Adoption Supervisor, presented on adoption services. The committee also reviewed the Agency Brochure and the "Parent Handbook."
- **Children's Services:** The committee will be meeting today after the Board meeting.
- **Nominations:** None
- **By-laws:** There are no suggested amendments and there was no meeting held.

**Director's Report:**

- Governor Rendell has accepted the OCYF Budget and presented the 2010-2011 State Budget. The Agency should be receiving tentative numbers from the State in the next few weeks regarding what was approved.
- The County Budget has been approved. The County is continuing to negotiate with the Caseworkers' Union regarding staff salary and benefits. The Lancaster County Commissioners froze remaining County employees' salaries in 2010.
- The two fully trained CASA (Court Appointed Special Advocates) volunteers have been assigned cases and there are two additional volunteers now ready to be assigned cases. Research is being done by Karen Rice and Dr. Heather Girvin

to measure outcomes for children with a CASA volunteer versus children without one. A letter is being mailed to resource parents to explain the purpose of the CASA research. There will be a dinner/auction fundraiser for CASA on April 29, 2010 at 6:00 p.m. More details will follow. Crystal is hoping this will become an annual event, focusing on children.

- There has been some staff turnover at the State level with regional representatives. There is currently not a representative assigned to Lancaster County. The Office of Children, Youth and Families (OCYF) will be conducting an annual licensing inspection in April or May. OCYF will review personnel and family records. The audit assures that the Agency is following State Child Welfare Regulations, which include seeing children monthly and assuring the children's safety.
- The first Family Group Decision Making (FGDM) implementation meeting took place on January 28, 2010. Community leaders, stakeholders, school staff and the Advisory Board President participated in the meeting. The meetings will occur monthly, in order to discuss the development of FGDM. It Takes a Village (ITAV) is in the process of hiring a Coordinator for the program. The Agency continues to provide regularly scheduled trainings for staff.

***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 considered to fill some of the current vacancies.

***Fiscal Report: Pedro Rodriguez***

- Pedro Rodriguez distributed an updated Expenditure and Revenue Summary. He discussed the year-to-date expenses incurred and revenue received.

***Intake Department:***

- Greg Landis discussed updates in the Intake and Abuse Department. In December and January, there were a large amount of child abuse referrals. The Abuse Unit is currently short one worker.
- Robin, Boyer, the CPS Supervisor is working with the State to review near fatality/fatality cases.

***Placement Department: Betsy Frame***

- Betsy Frame discussed updates in the Placement and Resource Department.
- The Independent Living unit is currently working on several upcoming projects. Each One, Teach One will be a group of community members interested in serving as mentors to some of our youth. The Hispanic Capacity Project will focus on Hispanic youth and assist those youth in reintegrating into their culture and language. The Agency will also be partnering with the Water Street Rescue Mission to assist males with MH and/or MR who are preparing to leave Agency care.

***Protective Department: Kurt Miller***

- Kurt Miller distributed and discussed his monthly reporting form, documenting the statistics and changes in the In-Home Department. Kurt noted that the physical location of the families his department served was evenly distributed between the City and County.

- The two case aides are now being supervised by Kurt. The case aides will be working on several new projects, one being a clothing bank for children coming into care.
- An MSW intern will be developing parenting curriculum for families in need of parenting education.

**Upcoming Events:** None

**Announcements:** April is Child Abuse Prevention Month. The Agency will provide an update on events and activities planned.

**Public Comment:** None

Meeting was adjourned at 8:36 am.

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

Respectfully Submitted,

K. Kunkle