

M E M O R A N D U M

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: April 8, 2010
RE: Agenda for the April 20, 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 MARCH MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - Audit Update
 - Union Negotiations
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**

April 20, 2010

Board Members Present: Kimberly Ibarra, Dr. Brian Young, Heather Girvin, Edward Tobin, Dolores Reidenbach, Fr. Allan Wolfe, Alice Yoder and Melvin Frye, Jr

Staff Present: Betsy Frame, Kurt Miller, Pedro Rodriguez, Lisa Runge, Nancy Schuyler and Kali Kunkle

Excused: Commissioner Scott Martin, Amy Jo Lutz-Phillips

Public: None

Guests: None

Call to Order: Board Chair Kimberly Ibarra called the meeting to order at 7:36 a.m.

Approval of Board Minutes: Dr. Brian Young made a motion that the minutes from the March 2010 meeting be accepted as presented. Heather Girvin seconded. Motion passed.

Old Business: None

New Business: None

Committee Reports:

- **Community Relations:** 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:** The committee met in March to discuss special programs and contracts. The next scheduled meeting will be in June.
- **Nominations:** The committee will be looking for new members to join the Board in 2010-11. Crystal is continuing to check 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:

- Betsy Frame updated the Board on the Director's Report as Crystal Gingrich was at Human Services Legislative Day in Harrisburg with other County department heads. They are meeting with State Representatives regarding key issues and advocating for the child welfare budget.
- The County is continuing to negotiate with the Union regarding staff salary and benefits. The next meeting is scheduled for May. The County is not in a position to offer anything which has a financial impact on the existing County budget.
- 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 expect a Licensing Inspection Summary (LIS) in approximately two weeks.
- The Public Consulting Group conducted another IV-E and Eligibility Audit on April 12-13, 2010. This audit went very well and there were no cites.
 - Karen Jaskot, retired Board member, will be conducting a set of team building trainings for the supervisors and directors. The goal is to enhance the collaboration and communication and promote team work between the supervisors. Betsy distributed a brief overview of the trainings.
 - A current staff organizational chart was distributed. The Agency is in the process of interviewing current casework interns for vacant caseworker positions and interns for the new school year. Several positions will be taken to the County Salary Board for approval on May 3, 2010.

Placement Department: Betsy Frame

- Betsy Frame discussed updates in the Placement and Resource Department. There has been an increase in placement cases, especially with teenagers who have mental health and/or drug and alcohol concerns.
- On May 20, 2010, an "Adoption Day" will take place and approximately 20 adoptions will be finalized.
- The Independent Living's Mentor Program has received requests from several providers, offering to do presentations for the IL youth. Several teens will also be assigned a mentor in the near future.

Protective Department: Kurt Miller

- Kurt Miller distributed and discussed his monthly reporting form, documenting the statistics and changes in the In-Home Department. Kurt reported that his department is currently fully staffed.
- There have been several recent cases where the children have re-entered foster care after having been returned home.
- The first Family Group Decision Making (FGDM) conference took place. Kurt and Betsy Frame discussed the conference with the Board. There are currently five other FGDM referrals in the works.
- It Takes a Village has hired Carrie Altman as the FGDM Coordinator for Lancaster County. She will begin May 3, 2010.
- Kurt discussed the Child Welfare Education for Leadership (CWEL) program. This program provides funds to employees who pursue a graduate degree in Social Work. There are five applications for this year. The Agency will be making eligibility determinations at the end of the month.

Fiscal Report: Pedro Rodriguez

- Pedro Rodriguez distributed an updated Expenditure and Revenue Summary. He discussed the year-to-date expenses incurred and revenue received. We are currently at 25% of the current budget.
- The Federal government continues to defer IV-E money. They have not paid any funds since January 2009. Currently, there is approximately \$2.5 million owed to Lancaster County.
- The 3rd Quarter invoice for 2009-2010 is in the process of being prepared.

Upcoming Events:

- CASA Dinner/Silent Auction on April 29, 2010, at Riverdale Manor.
- Resource Parent Association Dinner at Willow Valley on May 6, 2010

Announcements: None

Public Comment: None

Meeting was adjourned at 8:14 am.

**NEXT MEETING: TUESDAY, MAY 18, 2010
7:30 - 9:00 am
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

K. Kunkle