

MEMORANDUM

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: November 10, 2009
RE: Agenda for the November 17, 2009 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 SEPTEMBER AND OCTOBER MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - NGA Update
 - Database Development
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**

November 17, 2009

Board Members Present:

Kimberly Ibarra, Amy Jo Lutz-Phillips, Edward Tobin, Dolores Reidenbach, Fr. Allan Wolfe, Alice Yoder, Brian Young and Heather Girvin

Staff Present:

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

Excused:

Daniel Lieberman and Commissioner Scott Martin

Public: None

Guests: None

Call to Order:

Board Chair Kimberly Ibarra called the meeting to order at 7:35 a.m.

Approval of Board Minutes:

Alice Yoder made a motion that the minutes from the September 2009 meeting be accepted as presented. Brian Young seconded. Motion passed.

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

Old Business: Alice Yoder asked for an update on the possibility of a parenting class for expectant/new mothers in Columbia, as was discussed at October's Board meeting. Brian Young has touched base with Healthy Beginnings and they are interested in this as well. Nancy Schuyler reported that she met with COBYS yesterday regarding the possibility. COBYS is willing to accept referrals for this program for their current classes and if needed, would be willing to open more locations.

New Business: None

Committee Reports:

- **Community Relations:** Because of scheduling difficulties, the next committee meeting is tentatively scheduled for January 21, 2010, immediately following the Board meeting. Amy Campbell will send an appointment.
- **Children's Services:** None
- **Nominations:** Several packets were also mailed to potential candidates.
- **By-laws:** There are no suggested amendments and there was no meeting held.

Director's Report:

- Jessica Laspino, the CASA Executive Director, has finished training the first group of volunteers and the ten volunteers were sworn in last week. There is still some paperwork that needs to be finalized before a CASA may be assigned to a case. A second group of volunteers should begin training in the early Spring. CASA needs to increase their funding in order to hire another coordinator to supervise additional staff. Dr. Heather Girvin and Karen Rice, both of Millersville University, will be collecting data to measure the benefits to children who are assigned a CASA.
- The 2010 County Budget will be available to the public on Tuesday, December 1, 2009 at the County's 150 North Queen Street location. This budget includes the portion for Children and Youth. There is currently a gap in revenue and proposed expenditures. The Lancaster County Commissioners announced recently that they will be freezing County employees' salaries for 2010, in order to close a budget gap. County officials will be negotiating salary and benefits with the unions for the County departments, including Children and Youth's bargaining staff. There was also a change to the County employee medical coverage, including an increased amount for an employee who selects to cover their spouse on the plan.
- Staff recently participated in three days of meetings with Tidgewell and Associates. Tidgewell and Associates will be working with the Agency to develop a new case management database. They will be working to incorporate most of our client databases, forms and case information into one database to increase efficiency.
- The NGA Committee had their first case review yesterday. The Committee reviewed two cases which were randomly selected from the group of adolescents, 16 years and older and that have been in care for more than 24 months with a goal of APPLA. The next meeting will be January 26, 2010. Crystal gave a brief overview of the cases which had been reviewed. Betsy Frame discussed services and agencies we use for children in placement and different approaches which are used to assist in developing permanency in the lives of children.

Quality Assurance Department: Amy Campbell

- We are in the final stages of finalizing three program contracts, Ages and Stages contract with Schreiber Pediatrics, Independent Living program with the Boys & Girls Club of Lancaster and a Family Group Decision Making Program with It Takes a Village. We are also currently working to develop a domestic violence education program, with a provider that has expressed interest in providing that service.
- Amy Campbell distributed a current staff organizational chart and discussed existing and upcoming vacancies.
- The Office of Children, Youth and Families (OCYF) is in the process of reviewing our Needs Based Budget for the 2010/11 fiscal year. We are working with them on clarification and program requests.
- We have developed and submitted a pandemic plan for the H1N1 Virus, as was requested by OCYF. In addition, a letter was mailed to parents of children in placement, stating they should contact their caseworker in writing if they object to their child(ren) receiving the vaccine, if recommended by a physician.

- We are continuing to transition from WordPerfect to Microsoft Word 2007. Staff has received training and forms have been converted to Word. We will make the transition on December 7, 2009.

Fiscal Report: Pedro Rodriguez

- Pedro Rodriguez distributed an Expenditure and Revenue Summary and discussed the County, State and Federal share.
- Pedro continues to work on preparing the Quarterly Invoice for the State and plans to submit it at the end of this week. To date, our spending has been very conservative. There was a minor budget increase for 2010.

Intake Department: Greg Landis

- Greg Landis distributed current statistics in the Intake Department.
- One Neglect caseworker is currently on maternity leave and another one will be on maternity leave at the end of the month. A CPS caseworker is also expecting and will begin maternity leave in January.
- There was a death of an infant, who was not in Agency care, in October. An investigation is currently being conducted to determine the manner of death and whether any charges will be filed.

Placement Department: Betsy Frame

- Betsy Frame discussed updates on children in the Placement and Resource Department.
- On November 12, 2009, an “Adoption Day” took place the adoptions for 23 children were finalized. There is also another half court day set aside for adoptions in December 2009.
- The Independent Living Coordinator, Steve Welters, met with the Workforce Investment Board. They have agreed to sponsor ten youth for a 12 week program. The youth will work for minimum wage at local employers. If they are able to save at least 75% of their pay, the Agency will match a portion of their pay.
- We are currently working with an organization to conduct a conversational Spanish class. This will assist children in care to reintegrate into their culture and their language.

Protective Department: Kurt Miller

- Kurt Miller distributed his monthly reporting form, documenting the statistics and changes in the In-Home Department.
- The Protective Department is currently putting together 20 Thanksgiving baskets for various families.
- The Agency is connecting with Calvary Church, St. Peter’s Lutheran Church and Willow Valley for Christmas gifts for children who receive Agency services.
- Kurt and the FGDM team are currently having monthly meetings with It Takes a Village to prepare for FGDM. There will be an implementation/overview meeting in January at Calvary Church, from 10:00 a.m. until 3:30 p.m. We are expecting to begin conferencing by the end of February. ITAV is actively looking for a FGDM Coordinator for the program.

- Kurt is preparing to assist with training our staff on the next installment of safety assessment trainings, which will focus on children placed outside their home and primarily in a Resource home. There will be a mandatory, two day training for all staff in 2010. The projected implementation date is January 1, 2011.
- Anyone interested in becoming a Personalized Parent Trainer (PPT) was encouraged to contact the YWCA. PPT's work one-on-one with families, addressing parenting issues and providing education in a home-based setting.

Upcoming Events: The Resource Parent Association Christmas Party at Willow Valley is on Saturday, December 12, 2009 at 9:00 a.m.

Announcements: There will be no Advisory Board meeting in December.

Public Comment: None

Fr. Wolfe moved to adjourn. Brian Young seconded. Meeting was adjourned at 9:04 am.

NEXT MEETING: TUESDAY, JANUARY 19, 2010
7:30 - 9:00 am
at the Children and Youth Agency
900 East King Street, Lancaster, PA

Respectfully Submitted,

Kali Kunkle