

MEMORANDUM

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: September 8, 2009
RE: Agenda for the July 15, 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 JULY MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - State Budget and County Impact
 - IV-E
 - Court Scheduling Change: One Family, One Judge
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.**

Please contact Kali Kunkle if you cannot attend this meeting.

**LANCASTER COUNTY CHILDREN & YOUTH AGENCY
CITIZENS' ADVISORY COMMITTEE
MINUTES**

September 15, 2009

Board Members Present:

Kimberly Ibarra, Fr. Allan Wolfe, Edward Tobin, Dolores Reidenbach, Alice Yoder, Brian Young, Heather Girvin and Commissioner Scott Martin

Staff Present:

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

Excused:

Amy Jo Lutz-Phillips, Roger Glick and Daniel Lieberman

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 July 2009 meeting be accepted as presented. Commissioner Scott Martin seconded. Motion passed.

Introductions:

All those attending the meeting introduced themselves.

Old Business: None

New Business:

We have received a resignation letter from Board member Roger Glick. Dolores Reidenbach made a motion that the resignation be accepted. Brian Young seconded. Motion passed.

Committee Reports:

- **Community Relations:** The next committee meeting is scheduled for October 13, 2009 at 8:00 a.m. Amy Campbell will be sending an appointment shortly.
- **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:

- The State Budget has still not been passed for the 2009-2010 fiscal year. It is impacting the Agency, as we have been unable to receive any revenue from the State for reimbursement of costs incurred after July 1, 2009. The County also notified providers for the human service departments that their payments will be delayed for any invoices for services in the new fiscal year. There are discussions and there is hope that the Budget will be passed in the next 2-3 weeks. Once the Budget is passed, it will take approximately 4-6 weeks until the County sees those funds.
- The Agency is in the process of preparing the 2010 County Budget. Crystal Gingrich and Pedro Rodriguez met with County officials last week to review it. The County will be making personnel and benefit decisions in the coming few months.
- Crystal gave an update on hiring and an updated staff organizational chart was distributed. There were two placement resignations in August both from the same unit and received on the same day. One of the screening caseworkers resigned in September. We have a worker transferring back to Children and Youth from Adult Probation, who will be starting September 28, 2009 and we have made an employment offer to someone else, to fill the protective caseworker vacancy. Crystal took two caseworker positions to Salary Board recently. Hiring for both of the positions was denied, at least until the State Budget is passed.
- The Court Appointed Special Advocate (CASA) program has hired an executive director, Jessica Laspino. Approximately 120 people have volunteered to be advocates. Ms. Laspino is hoping to have the final candidates trained by early December. Crystal and Betsy Frame will meet with Ms. Laspino soon, to review Agency practices.
- Title IV-E funds are reimbursable funds for costs of foster care placements. The Federal government conducts reviews of documentation for eligibility and allowable costs. Currently the Federal government is deferring a portion of the reimbursement for placements which include residential facilities, group homes and Supervised Independent Living programs. Crystal is hopeful State and Federal government representatives can meet shortly to resolve this issue. If the costs are not allowed, the expenditure will be the County's responsibility.
- The State initiated the National Governor's Academy (NGA) to safely reduce the number of children in out-of-home care. The State of Pennsylvania's goal is to reduce placements by 15% by December 31, 2010. The safety of children is the top priority. Crystal distributed a letter from Deputy Secretary Richard Gold thanking us for our continued success in meeting this goal. This group will soon begin strategic case reviews.
- The Agency is moving forward with the Family Group Decision Making (FGDM) contract with *It Takes a Village, Inc.* but the contract will be held up until the Budget is passed. We will be training staff in using this practice model, as it is a different practice. We will be targeting 12-15 families for the program in the first year.
- A Request for Proposal (RFP) was issued for additional Independent Living staff. The Boys and Girls Club of Lancaster was chosen for this contract which will be funded with money from the IL grant. We will be contracting for two additional caseworkers, one clerical/case aide.

- A RFP was issued for an Ages and Stages contract. Schreiber Pediatrics was chosen as the provider for this contract. Ages and Stages is a developmental assessment of abused children who are under three years of age.
- There was a death of a foster child in September. The child was a medically fragile baby girl. The family was with her when she passed away. The Agency assisted with covering the cost of a funeral.
- The Commissioners have contracted with the Binkley Kanavy Group, LLC to perform an efficiency study on all human service departments, focusing on fiscal and clerical employees. They will be meeting with individual staff and then analyzing all information and making a report to the Commissioners, with recommendations on how efficiency can be improved.

Placement Department: Betsy Frame

- Betsy Frame discussed updates and children in the Placement Department. Currently the placement department is serving 322 families and anticipating 27 additional cases in the coming weeks. There are currently 204 resource homes, 64 of those being kinship homes.
- On November 12, 2009, an “Adoption Day” will take place when the adoption of 20 children will be finalized. November is also Adoption Awareness Month. The Elizabethtown Library will be doing a window display about adoption.
- Betsy met with two Millersville University students who are interested in doing an unpaid internship here this Fall. Betsy plans to have these students assist with supervised parent/child visitations in the evenings.

Intake Department: Greg Landis

- Greg Landis updated the Board on changes in the Intake Department. Case loads have decreased for the current time, due to children being out of school for the summer.
- There are three women who will be on maternity leave in the Intake unit over the next few months.
- Robin Boyer, CPS Unit Supervisor, continues to work with members of the Plain community for community consultation and advisement on non-child welfare issues and child welfare concerns.

Protective Department: Kurt Miller

- Kurt Miller distributed his monthly reporting form/mid year report, documenting the statistics and changes in the In-Home Department. He included the number of families and children who the Protective units are currently serving and the types of issues they are addressing.
- Kurt noted that 50% of the children served in his department are five years of age or younger. He also divided the ages of the children served into age groups. It was also noted that half of the families served by the Protective department reside in Lancaster City and the other half reside in the remainder of the county.
- There is currently one vacancy in the protective department and it is hoped this will be filled in the coming months.
- Kurt also distributed an overview of Family Group Decision Making.

- The Protective Department is currently working with community organizations to learn about the needs of the in-home families the Agency serves and developing donation opportunities.

Fiscal Report: Pedro Rodriguez

- Pedro Rodriguez distributed a Revenue/Expenditure Analysis and a Child Welfare Report. He discussed the County, State and Federal share for revenue and expenditures.
- The Agency submitted all the paperwork for the County Budget and the Needs Based Budget.
- The Public Consulting Group will be conducting another IV-E and the Eligibility Audit in October 2009.

Upcoming Events: The Resource Parent Association will be sponsoring a Farm Fest at Cherry Crest Farm on October 1, 2009 and the Christmas Party at Willow Valley on December 12, 2009. They are also selling Yankee Candles for a fundraiser.

Announcements: None

Public Comment: None

Alice Yoder moved to adjourn. Dolores Reidenbach seconded. Meeting was adjourned at 9:04 am

<p>NEXT MEETING: TUESDAY, OCTOBER 20, 2009 7:30 - 9:00 am at the Children and Youth Agency 900 East King Street, Lancaster, PA</p>
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Respectfully Submitted,

Kali Kunkle