

MEMORANDUM

TO: Advisory Board Members
FROM: Crystal A. Gingrich, MSW, LSW
DATE: July 10, 2009
RE: Agenda for the July 21, 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 JUNE MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
 - Community Relations
 - Children's Services
 - Nominations
 - By-laws
6. DIRECTOR'S REPORT
 - Needs Based Budget
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
July 21, 2009

Board Members Present:

Kimberly Ibarra, Karen Jaskot, Fr. Allan Wolfe, Alice Yoder, Amy Jo Lutz-Phillips and Commissioner Scott Martin

Staff Present:

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

Public: None

Guests: Emily Ibarra

Call to Order:

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

Approval of Board Minutes:

Alice Yoder made a motion that the minutes from the June 2009 meeting be accepted as presented. Karen Jaskot seconded. Motion passed.

Old Business: None

New Business: Crystal Gingrich and Pedro Rodriguez discussed the 2010-2011 Needs Based Budget (NBB). Pedro distributed documents discussing the Budget and Special Grants Initiative. The Needs Based Budget needs to be submitted to the State by August 17, 2009.

- Special Grants were put aside two years ago by the State. The funds for the Grants was removed from our NBB to utilize certain programs such as Multi-Systemic Therapy, Family Group Decision Making, Independent Living and a Housing Program, etc. These funds can only be used for these items and are not able to be moved around.
- Pedro discussed reduction numbers between 2008-2009. The County share will decrease over the next three years because the State has increased it's reimbursement amount. The budget for Children and Youth Agency increased due to having less vacancies and adoption subsidies increasing. The Juvenile Probation Office budget was reduced because of children in care moving out of a YDC (Youth Development Center) and moving to a private facility which is less costly. The Youth Intervention Center budget increased by 2% for COLAs.
- Some of the highlights that are being requested for our NBB are the addition of a Family Initiative Coordinator, the purchase of a new County vehicle, expanding

the Family Alternatives program, a truancy program, the Ages/Stages contract, and a domestic violence group.

Committee Reports:

- **Community Relations:** None
- **Children's Services:** None
- **Nominations:** We have all the paperwork back for one candidate and we are just waiting on approval from the County Commissioners. Several packets were also mailed to potential candidates.
- **By-laws:** There are no suggested amendments and there was no meeting held.
- Committee meetings will begin again after the September Advisory Board meeting. Reminders will be sent to all Board members.

Director's Report:

- The current State Budget has not been passed for 2009-2010. It will automatically impact us as we will be unable to receive any revenue from the State for reimbursement 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.
- The Court Appointed Special Advocate (CASA) program has offered the executive director position to an individual from a CASA program in New Jersey. It is hopeful she will be on board by the end of August.
- There will be a change in the court scheduling in January. Judge Gorbey would like to utilize the "One Judge/One Family" model. The same judge will hear a case from adjudication to termination. The same attorney teams will also be involved throughout the case. Masters will continue to do most of the review hearings. This should assist in making hearings shorter in time due to the Court being familiar with the case already. It will also assist with timeliness of Termination of Parental Rights hearings and ultimately adoptions. In addition, we will be initiating review hearings every three months instead of six month increments.
- We are moving forward with the Family Group Decision Making contract. There were seven providers that responded to our Request for Proposal. We interviewed the top four and chose *It Takes a Village (ITAV)*. ITAV currently has experience with several counties and is based out of Dauphin County. Employees from ITAV will be sharing our office space and the staff will be hired and based in Lancaster County to minimize travel and mileage reimbursement.
- The Safety Assessment bulletin was implemented July 1, 2009. The safety tool will be applied to make standards of keeping children safe more consistent throughout the State.
- The Office of Children, Youth and Families representative, Daniel Green, retired recently. A new representative has not yet been assigned.
- Rebecca McMinn will be promoted to a Placement Casework Supervisor on August 3, 2009. She will be filling the position that was vacated by Maria Brown in March 27, 2009.

Quality Assurance Department: Amy Campbell

- Legal notices will be posted in the near future in the local newspapers for organizations in the community to submit a Request for Proposal (RFP) if they are interested in developing and implementing the Ages and Stages Screening Tool and for a Domestic Violence Group with the Agency. Once responses are received, a similar process to the Family Group Decision Making RFP will be conducted.
- The renewal program contracts are basically finalized for the new fiscal year. Providers were asked to hold any increases.
- There are three employees being offered positions for the vacancies we have currently. We are also interviewing for two clerical positions.
- We continue to work on the Annual Plan.

Protective Department: Kurt Miller

- Kurt Miller distributed his monthly reporting form/mid year report, documenting the statistics and changes in his department. He included the number of families and children who the Protective units are currently serving and the types of issues they are addressing. There have been 145 cases accepted into the Protective Department since the beginning of 2009, 23 cases from the Foster Care Department and 122 transferred from the Intake Department.
- Since January 1, 2009, 86 families have successfully completed their Family Service Plan or relocated to another County.

Intake Department: Greg Landis

- Greg Landis updated the Board on the Intake units. The number of child abuse referrals is lower than last year but the trends are still inconsistent. The number of intake cases is higher though from last year. The last few months, there have been several referrals of severely injured babies.
- Three Intake workers will be on maternity leave in the next six months.

Announcements: None

Public Comment: None

Meeting was adjourned at 9:24 am.

**NEXT MEETING: TUESDAY, SEPTEMBER 15, 2009
7:30 - 9:00 am
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

Kali Kunkle