

## MEMORANDUM

**TO:** Advisory Board Members  
**FROM:** Crystal A. Gingrich, MSW, LSW  
**DATE:** April 14, 2009  
**RE:** Agenda for the April 21, 2009 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 MARCH MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. COMMITTEE REPORTS
  - Community Relations
  - Children's Services
  - Nominations
  - By-laws
6. DIRECTOR'S REPORT
  - OCYF Licensing Audit results
  - Title IV-E Audit results
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**  
April 21, 2009

**Board Members Present:**

Karen Jaskot, Kimberly Ibarra, Amy Jo Lutz-Phillips, Ed Tobin, Alice Yoder and Dolores Reidenbach

**Staff Present:**

Kurt Miller, Pedro Rodriguez, Lisa Runge, Nancy Schuyler, Ann Long and Kali Kunkle

**Excused:** Fr. Allan Wolfe, Dr. Brian Young, Dan Lieberman, Roger Glick and Commissioner Scott Martin

**Public:** Regina Duell

**Guests:** None

**Call to Order:**

Board Chair Karen Jaskot called the meeting to order at 7:34 a.m.

**Approval of Board Minutes:**

Alice Yoder made a motion that the minutes from the March 2009 meeting be accepted as presented. Ed Tobin seconded. Motion passed.

**Old Business:** Alice Yoder asked for clarification about how the Agency is able to shift funds between the protective and placement departments.

**New Business:** None

**Committee Reports:**

- ❖ **Community Relations:** There was a meeting on April 14, 2009. The committee met with Robin Boyer, CPS Supervisor, regarding her recent meetings with the Mennonite and Amish communities. This has shown to be a very positive relationship. Alice Yoder suggested that a second person be designated to assist Robin and to serve as a backup. Ann Long also mentioned that they discussed what it means to be a mandated reporter.
- ❖ **Children's Services:** Lisa Runge updated the Board regarding the last committee meeting. They discussed contracts with purchased providers and further discussed the Independent Living program. They will be meeting with Steve Welters, Independent Living Coordinator, again to think of other ways to help the Independent Living youth.
- ❖ **Nominations:** An update was given regarding the two potential candidates. The one candidate has returned all of her paperwork which will be forwarded to the Commissioners for approval in the following months.

❖ *By-laws:* None

**Director's Report:**

- Karen Jaskot and Kurt Miller reported that Crystal Gingrich is at the Human Service Legislative Day with various representatives from Lancaster County. Crystal will be meeting with State Representatives and also advocating for the child welfare budget.
- On May 12, 2009, Crystal Gingrich, Drew Fredericks, Director of the Youth Intervention Center and Dave Mueller, Director of Juvenile Probation and Parole will be meeting with Deputy Secretary of State Richard Gold to discuss the Needs Based Budget allocations.
- The County Salary Board approved the two caseworker positions that Crystal took before the Board in April. She will be taking two more placement caseworker positions, one protective caseworker and one clerical position to the County Salary Board in May. We hired one of the current casework interns as a protective caseworker and will be rehiring a former caseworker on Monday, April 27, 2009.
- The Office of Children, Youth and Families conducted the annual licensing inspection March 30<sup>th</sup> through April 3, 2009. The audit went well. There were some concerns primarily with foster care records, safety plan interpretations and resource parent records. We also had the incorrect FBI Clearances for two new employees.
- Crystal Gingrich and Betsy Frame continue to participate on the State's National Governor's Academy Initiative, which is designed to safely reduce out of home placements by 15% by the end of 2010.
- Kurt Miller distributed the County Program Improvement Plan Reduction Strategies and Action Steps and reviewed the Strategies, Action Steps and Timelines with the Board.
- We are continuing to implement the Safety Assessment bulletin. All caseworkers and casework supervisors continue to attend three days of intense training. Kurt Miller and Nancy Schuyler will be conducting a three day training next week and the final training will be May 18-20, 2009. On June 12, 2009, there will be a kickoff for all staff to review the new safety tools.

***Fiscal Report: Pedro Rodriguez***

- Pedro Rodriguez distributed and discussed a 2009 CYA Expenditures and Revenue Report.
- The Public Consulting Group conducted another IV-E and Eligibility Audit March 3-4, 2009. There were 45 Children and Youth cases and five Juvenile Probation cases reviewed. They also reviewed the Title IV-E funds which are given to Lancaster County. They will be returning in the Fall, to do another review.
- Alice Yoder inquired whether any stimulus money from the Federal government will be given to Lancaster County. Currently, those monies are earmarked for the State and not to individual counties, however, this plan has yet to be finalized.

***Protective Department: Kurt Miller***

- Kurt Miller updated the Board on the Protective Department. He also distributed a monthly reporting form, 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. As of the end of March, 2009, 38% of the cases in the Protective Department had been received within the last 6 months. Kurt also shared other highlights from the month of March.

**Announcements:** None

**Upcoming Events**

- The Resource Parent Banquet will take place on May 14, 2009 at the Willow Valley Resort and Conference Center. Karen encouraged all Board members to attend this event to recognize and interact with the Resource Parents and Children and Youth Agency staff.

**Public Comment:** None

Meeting was adjourned at 8:47 am

**NEXT MEETING: May 19, 2009  
7:30-9:00 am  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**

Respectfully submitted,

Kali Kunkle