

## **MEMORANDUM**

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

February 17, 2009

**Board Members Present:**

Karen Jaskot, Dolores Reidenbach, Fr. Allan Wolfe, Alice Yoder and Dr. Brian Young

**Staff Present:**

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

**Excused:** Kimberly Ibarra, Amy Jo Lutz-Phillips, Roger Glick, Nancy Valkenburg, Edward Tobin, Attorney Daniel Lieberman and Commissioner Scott Martin

**Public:** None

**Guests:** None

**Call to Order:**

Board Chair Karen Jaskot called the meeting to order at 7:39 a.m.

**Approval of Board Minutes:**

Dr. Young made a motion that the minutes from the January 2009 meeting be accepted. Alice Yoder seconded. Motion passed.

**Old Business:** None

**New Business:**

- We have received resignation letters from Board members Patrick McBrearty and Kathy Gregoire, who was also the vice-chair of the Advisory Board. Nancy Valkenburg, current secretary, will also be resigning in the near future, as she is unable to fill the commitment, due to her busy schedule. If you are interested in filling one of these positions, please talk to Karen Jaskot. Dolores Reidenbach and Alice Yoder expressed a possible interest in filling an interim position.

**Committee Reports:**

- ❖ **Community Relations:** The committee has not met. Amy Campbell will send out appointments for the next scheduled meeting.
- ❖ **Children's Services:** The committee met with the Independent Living Coordinator and several youth after last month's meeting. Amy Jo would like to provide feedback from this meeting at the March Board meeting.
- ❖ **Nominations:** Packets have been mailed to two possible candidates asking for them to complete criminal and ChildLine clearances.
- ❖ **By-laws:** None

**Director's Report:**

- Nine million dollars were added to the OCYF Budget. It did not negatively impact the Agency as originally anticipated. We should be getting our letter with certified budget numbers for the proposed FY 2009/10. We expect to see the same budget as we had for 2008/09. We were notified there will be no further cuts to the 2008/09 Budget. In the next two weeks, we will decide whether we will be appealing the 2008/09 budget. We might need to consider cutting increases or programs, not necessarily reducing personnel. If the child welfare budget goes into an overmatch, all funding then comes from the County's general funds. To assure that this does not happen, we will need to prioritize mandated services. Crystal mentioned that our budget is much less than it was a few years ago due to changes in OCYF budgeting policies, which assure counties are funded closer to their actual expenses.
- There are currently three placement caseworker vacancies. We hope to reinstate a former employee in the near future, to fill one of these positions. Crystal will be taking two more placement caseworker positions and two clerical positions to the County Salary Board. Crystal was notified that any non-direct service position will be very difficult to get approved. There are two protective caseworker positions and one SACA caseworker position currently vacant. Crystal is hoping to take these positions to the Salary Board in April, as well as all of the new casework intern positions. Crystal is also hoping to hire some of our current casework interns. We currently have nine interns, seven of whom are part of the CWEB program. Currently, we only have four vacancies, one of which has been approved to be filled by the Salary Board. Dauphin and York County Children and Youth agencies currently have vacancies and are interested in possibly hiring some of the interns from Lancaster that are graduating shortly.
- We are continuing to implement the Safety Assessment bulletin. All caseworkers and casework supervisors are in the process of going to three days of intense training. The safety tool will be applied to make standards of keeping children safe more consistent throughout the State. Crystal thanked Kurt Miller and Nancy Schuyler for being the trainers for the first two sets of trainings.
- Crystal updated the Board 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.

***Quality Assurance Department: Amy Campbell***

- Amy Campbell distributed a current staff organizational chart. There are vacancies for three placement caseworkers, three protective caseworkers, one fiscal technician and three clerical positions.
- Amy distributed a policy draft regarding schedule changes due to the weather. It was decided in the event of a schedule delay, the Board meeting will be postponed. Any schedule changes will be posted on the WGAL website as "Lancaster County Courthouse & Offices". Alice Yoder made a motion to accept the draft as prepared. Dr. Brian Young seconded. Motion passed.

- Amy distributed a Child and Family Services Review Summary statistics provided by OCYF in January.
- The PA Right to Know Law was implemented on January 1, 2009. To date, we have not received any requests from the public. Client's records are excluded under this law.
- Staff will be receiving training on the new Records and Email Retention Policy and retrained on the Information Security Policy.
- The Office of Children, Youth and Families will be doing an annual licensing inspection March 30 through April 3, 2009. OCYF will review personnel records and family records. The audit assures that the Agency is following State child welfare regulations which includes seeing children monthly and assuring the children's safety. A sample run of cases will be pulled two weeks prior to this date.
- April is Child Abuse Prevention Month. The Agency will be partnering with the Community Action Program. In addition, Children and Youth Agency staff will be given blue ribbons to wear throughout the month in recognition of Child Abuse Prevention month.

***Fiscal Report: Pedro Rodriguez***

- Pedro Rodriguez distributed and discussed an Act 148 State Expenditure Report and 2<sup>nd</sup> quarterly revenue reports.
- The Public Consulting Group will be conducting another IV-E and Eligibility Audit March 3-4, 2009. Pedro mentioned that the Fiscal Unit currently has a vacancy but he is still hoping to receive a 100%.
- Pedro stated that we are continuing to work on placement contracts for FY 2008/09

***Intake Department: Greg Landis***

- Greg Landis updated the Board on the Intake units. There has been a decline in referrals in the last two months. When he checked on the number of referrals so far in February, the numbers have increased drastically.
- Greg discussed a case involving a teenage girl who ran away from Florida.

***Placement Department: Betsy Frame***

- Betsy Frame updated the Board on the Adoption and Placement units. There were three children adopted in January. One of those children was placed with a relative in California for the last several years.
- The Independent Living Budget is very close to being maxed out. Betsy mentioned the Independent Living Coordinator, Steve Welters, is very creative with finding ways to assist the youth and developing ways to maximize the budget.

***Protective Department: Kurt Miller***

- Kurt Miller updated the Board on the Protective and Resource units. He also distributed a monthly reporting form, documenting the statistics and changes in

his department. He included the number of families and children the Protective units are currently serving and the types of issues they are addressing. The Protective Division accepted a record number of 34 new cases during the month of January, the highest number since August 2007. The Protective Division is now serving almost 500 children.

- Kurt shared the goals for 2009 that the Protective Division developed.

**Announcements:** None

**Upcoming Events**

- The Resource Parent Association Easter Egg Hunt will take place on April 4, 2009 at Willow Valley.

**Public Comment:** None

Meeting was adjourned at 9:23 am

**NEXT MEETING: March 17, 2009  
7:30-9:00 am  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**

Respectfully submitted,

Kali Kunkle