

## MEMORANDUM

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

March 17, 2009

**Board Members Present:**

Karen Jaskot, Kimberly Ibarra, Amy Jo Lutz-Phillips, Roger Glick, Alice Yoder, Dr. Brian Young, Ed Tobin, Dan Lieberman and Commissioner Scott Martin

**Staff Present:**

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

**Excused:** Dolores Reidenbach and Fr. Allan Wolfe

**Public:** None

**Guests:** None

**Call to Order:**

Board Chair Karen Jaskot called the meeting to order at 7:32 a.m.

**Approval of Board Minutes:**

Dr. Young made a motion that the minutes from the February 2009 meeting be accepted as presented. Ed Tobin seconded. Motion passed.

**Old Business:** Kimberly Ibarra was nominated to be the interim Vice Chairperson. Brian Young made a motion to accept the nomination and Ed Tobin seconded. Motion passed.

Brian Young was nominated to be the Interim Secretary. Alice Young made a motion to accept the nomination and Ed Tobin seconded. Motion passed.

**New Business:** None

**Introductions:** All those attending the meeting introduced themselves.

**Committee Reports:**

- ❖ **Community Relations:** The next meeting will take place on April 14, 2009 at 8:00 am. Robin Boyer, CPS Supervisor, will discuss her recent meetings with the Mennonite and Amish communities.
- ❖ **Children's Services:** The committee will be meeting today to discuss our placement and program contracts.

The Committee met with the Independent Living Coordinator and several youth after January's meeting. Amy Jo Lutz-Phillips provided feedback from this meeting.

- ❖ **Nominations:** Phone interviews are currently being conducted and packets are being mailed to potential candidates asking for them to complete criminal and ChildLine clearances.
- ❖ **By-laws:** None

**Director's Report:**

- Crystal Gingrich thanked the Board for the sympathy cards and planter.
- The Management team recently met with representatives from the State to discuss the Budget. The State decided to cut a protective caseworker and a clerical position from our budget because they were vacant from 7/01/08-10/01/08. The State also did not approve any new positions that were requested in the 2009-10 Needs Based Budget. Legal representation funds for parents in dependency hearings were also removed from our Budget. These funds had originally been included in the Needs Based Budget at the specific direction of the OCYF Deputy Secretary. The Agency was not alerted of the removal until this week's meeting with OCYF representatives. In addition, the providers with which we contract with were not approved for a COLA.
- Crystal Gingrich and Amy Campbell discussed staff vacancies. A current staff organizational chart was distributed. Amy Campbell reviewed two foster care caseworker positions, two clerical positions and the new part-time intern positions for the 2009-10 academic year to Salary Board in February, and they were all approved by the County. Maria Brown, a placement supervisor, has resigned and her last day will be March 27, 2009. This position will be taken to Salary Board in April for approval. We are also in the process of interviewing for our current job openings. There was a recent reinstatement of a placement caseworker who had resigned last year and another offer of reinstatement was made to another caseworker who was formerly employed by the Agency.
- The Office of Children, Youth and Families will be conducting the annual licensing inspection from March 30 through April 3, 2009. OCYF will review personnel records, family records and advisory board information. The audit assures that the Agency is following State child welfare regulations. A sample run of cases has been submitted to OCYF and we will receive the sample soon. The management team will have daily meetings to discuss the findings. The Agency will receive a preliminary report concerning the outcome of the audit and will have two weeks to provide feedback to any cites.
- We are beginning to mail contract renewal packets to purchased program providers. Providers have been instructed to not include COLA increases this year. We will also need to review each program we fund carefully due to the restricted NBB.
- 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 Gingrich thanked Kurt Miller and Nancy Schuyler for doing a great job with the trainings. The State is requiring that all casework staff be trained and the tool be implemented by July 1, 2009.

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

- A database meeting took place on February 27, 2009. Amy Campbell will provide more details at future Board meeting concerning progress of this process.
- Amy Campbell is in the process of retraining all staff regarding HIPAA and Information Security. The County is requesting all staff be trained by April 30, 2009.

***Fiscal Report: Pedro Rodriguez***

- Pedro Rodriguez distributed a packet documenting the modifications the State made to our Budget.

***Intake Department: Greg Landis***

- Greg Landis updated the Board on the Intake units. There were 71 child abuse reports received in February.
- Greg Landis discussed two cases that were recently received media attention.

***Placement Department: Betsy Frame***

- Betsy Frame gave an overview of Independent Living services.

***Protective Department: Kurt Miller***

- Due to Kurt conducting a Safety Assessment training today, he was unable to attend today's meeting. A monthly reporting form of his department was distributed, documenting the statistics and changes in the protective department. The report includes the number of families and children the Protective units are currently serving and the types of issues they are addressing. As discussed at last month's Board meeting, two new columns were added: race of families served and status of head of household (single parent families).

**Announcements:** None

**Upcoming Events**

- The Resource Parent Association Easter Egg Hunt will take place on April 4, 2009 at Willow Valley. Please refer to e-mail for more details.
- The Resource Parent Banquet will take place on May 14, 2009. More details will follow at a later time.

**Public Comment:** None

Meeting was adjourned at 9:04 am

**NEXT MEETING: April 21, 2009  
7:30-9:00 am  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**

Respectfully submitted,

Kali Kunkle