

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

September 16, 2008

Board Members Present:

Karen Jaskot, Roger Glick, Commissioner Scott Martin, Kimberly Ibarra,
Fr. Allan Wolfe and Edward Tobin

Staff Present:

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

Excused: Kathryn Gregoire, Patrick McBrearty, Amy Jo Lutz-Phillips, Dolores
Reidenbach and Nancy Valkenburg

Public: None

Guests: None

Call to Order:

Board Chair Karen Jaskot called the meeting to order at 7:41 a.m.

Approval of Board Minutes:

Roger Glick made a motion that the minutes from July 2008 be accepted. Edward Tobin
seconded. Motion passed.

Old Business: None

New Business: We will have a new board member orientation on 11/18/08 immediately
following the board meeting.

Committee Reports:

- **Community Relations:** The committee will have the first meeting on the second
Tuesday of each month at 8:00 a.m.
- **Children's Services:** The committee is currently determining a time that best
suits everyone.
- **Nominations:** There are three potential candidates waiting for their ChildLine and
criminal clearance to be returned and they will then be scheduled to be approved
by the Commissioners.
- **By-laws:** There are no suggested amendments and there was no meeting held.

Fiscal Report: Pedro Rodriguez

- The Needs Based Budget has been finalized and sent to the State. Pedro
distributed the 09/10 Annual Plan and Budget figures.

Quality Assurance Department: Amy Campbell

- Amy reviewed and distributed copies of the Executive Summary for the Implementation Plan for 08/09 and the Needs Based Plan for 09/10.
- Amy distributed a current staff organizational chart and an updated Advisory Board contact sheet. Another updated contact sheet will be given out once the new board members have been approved.

Intake Department: Greg Landis

- Greg Landis updated the Board on the Intake and CPS units. The referrals to the Intake and CPS unit declined during the summer months. The State, in an apparent change in policy regarding some institutional facility abuse cases, has assumed responsibility for those child abuse investigations. This should result in the County not receiving those numbers.

Placement Department: Betsy Frame

- Betsy Frame updated the Board on the Adoption and Placement units. The SWAN budget has tripled to \$1.6 million for FY 08/09.
- A new guardian ad litem has been hired and will working part-time.
- Pressley Ridge recently started a group for children ages 8-12 regarding grief and loss. COBYS has also started a similar group targeting children just entering foster care.

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 problems they are addressing.

Director's Report:

- The Diversity Committee has scheduled another luncheon on October 30, 2008 at 12:00 pm with pastors from the community in an effort to continue partnering with them regarding our foster children, resource parents and employees. We are hoping to strengthen our practice and family engagement.
- The Agency currently offers several programs to assist adolescents such as the Independent Living program, parenting programs, truancy and Multi Systemic Therapy. Fr. Wolfe said that San Juan Bautista offers programs and activities for adolescents in the community.
- There was an infant death of a foster child recently. The Office of Children, Youth and Families will most likely not be doing an investigation as the coroner has ruled that the death was due to natural causes. Crystal met briefly with the family and extended her condolences and the Agency will cover the cost of the funeral.
- There will be several new positions posted in the near future for an Adolescent Intake unit that will be housed at 900 East King Street. Currently we have a contract with the Boys and Girls Club of Lancaster to work with adolescents. Beginning in January, these referrals will now be investigated by the new unit.

- The Agency will be transitioning to a new database called CAPS (Child Accounting and Profile System). This will replace our current database which is very old and is unable to do many of the statistics and operations that we need.
- Family Engagement: We are continuing to plan and work with our local child welfare training center to develop training and a move toward a greater practice emphasis on family engagement.
- An updated safety bulletin was issued by OCYF. There is a new safety assessment tool that will need to be used for families and children we serve. All staff will need to attend a three day training by July 1, 2009.
- The annual Staff Training Day for all employees will take place on October 9, 2008 at the Public Safety Training Center. All the trainings scheduled are centered employee wellness.
- The current Union contract expires December 31, 2008. Crystal, Amy and Jim Laughman, Human Services Lead, are currently negotiating a new contract and it is hoped it will be in place by January 1, 2009.

Public Comment: None

Meeting was adjourned at 8:54 am

**NEXT MEETING: TUESDAY, OCTOBER 21, 2008
7:30-9:00 am
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

Kali Kunkle