

LANCASTER COUNTY CHILDREN & YOUTH AGENCY
CITIZENS' ADVISORY COMMITTEE
MINUTES
May 20, 2008

Board Members Present:

Karen Jaskot, Commissioner Scott Martin, Roger Glick, Patrick McBrearty, Kathy Gregoire, Nancy Valkenburg, Fr. Allan Wolfe, Amy Jo Lutz-Phillips, Dolores Reidenbach

Staff Present:

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

Public: None

Guests: None

Call to Order:

Board Chair Karen Jaskot called the meeting to order at 12:11 p.m.

Approval of Board Minutes:

Commissioner Scott Martin made a motion that the minutes from April 2008 be accepted. Roger Glick seconded. Motion passed.

Old Business: None

New Business: If anyone has any potential candidates for next year's Board, please have them complete an application and let Karen Jaskot, Kathy Gregoire and Crystal Gingrich know. We are looking to have a more diversified Board. Also, be sure to let the candidates know that it is a three year commitment. Interviews will be conducted through May and mid June. The strongest candidates will be sent down to the Commissioners for review and approval.

We will be voting for leadership positions at the June meeting. Please consider whether you are interested in being the Chairman, Vice-Chairman or Secretary for the Board for the new year. If anyone is interested, please e-mail Karen Jaskot.

Committee Reports:

- **Community Relations:** The committee had their second meeting today. They are trying to determine what the committee will do, establish short-term and long-term goals and the parameters of the committee. In addition, the committee members are trying to determine how they can be the best advisors. A July meeting will be held.

- **Children's Services:** The committee received a tour this morning of the Water Street Rescue Mission. Additionally, Mr. Steve Brubaker discussed the various services the Mission provides to the community.
- **Nominations:** No formal meeting was held. This committee will begin to contact those interested in potentially joining the Board for 2008-09.

Karen asked everyone about the slate of Officers for the 2008-2009 Board term. The current Officers are

Chair - Karen Jaskot
 Vice Chair- Kathryn Gregoire
 Secretary- Nancy Valkenburg

Commissioner Scott Martin suggested that we can accept the current slate for the 2008-2009 Board term.

- **By-laws:** There are no suggested amendments and no meeting was held.

Director's Report:

- We are currently collecting monetary donations for an Agency supervisor following a death in her family. We have a cheer box which will be given to her and her family.
- The results of the Office of Children, Youth and Families (OCYF) annual licensing inspection were received and we responded to the Licensing Inspection Summary (LIS) cites. We expect to have the final report next week. There were some cites noted which we are currently addressing. They include:
 - Court reviews were not mailed 15 days prior to the hearing. Caseworkers or clerical will be hand delivering petitions or mailing them from the post office to make sure they are received in a timelier manner.
 - No case file documentation regarding the efforts made to have parents help in the development of their Family Service Plan. There may have been a lack of document in the particular record that was pulled to indicate that the parents were asked to participate. We will also be clearly documenting whether the family refused or did actually participate in the planning.
 - Educating staff on family engagement.
 - Health/dental examinations were not completed on time. A system is currently being developed to monitor when a child is due for a physical and/or dental examination. Every child is required to receive a physical on a yearly basis and a dental exam every nine months. Most times the reason it was not timely completed is that the original appointment was scheduled on time, but then needed to be rescheduled due to the physician or foster parents' schedule, etc. Commissioner Martin suggested that we have children seen by the provider who contracts with the Youth Intervention

Center. The provider, Prime Care, sees children several times a week at that center.

- The guidelines were just received in order for us to begin work on the Needs Based Budget for 2009/2010. The budget needs to be reviewed by the Advisory Board in July and then approved by the Commissioners. The deadline for the Budget to be submitted to the State is August 15, 2008. The Advisory Board members in attendance were asked to provide input into the planning. The Public meeting for the Needs Based Budget Planning is scheduled for Wednesday, June 18, 2008 from 4:00-6:00 p.m., in conference room 1 & 2 at the Main Agency office.

One of the priorities for 09/10 will be to effectively address truancy. Crystal is currently working with school personnel to develop ideas. Lancaster County lacks any truancy intervention program. The Youth Advocacy Program has received \$80,000 to implement a Truancy Intervention Program in the School District of Lancaster. YAP provides a similar program in Allegheny County.

- Contracts will soon be mailed to providers for signature and then to the Commissioners' office for approval. Any contract we have with a provider needs to be renewed annually.
- The Resource Parent Banquet was held on May 8, 2008, at Willow Valley, to honor our resource parents. The event was very well attended by the resource parents, staff, Commissioners and Advisory Board members.
- Crystal and several Directors from other County agencies met with legislators in Harrisburg to advocate for various human service funding and program initiatives.
- Deputy Secretary Richard Gold will be having breakfast with some of our Independent Living youth tomorrow morning.

Fiscal Report: Pedro Rodriguez

- Pedro Rodriguez distributed an Act 148 State Expenditure and Revenue Report and a 3rd Quarter Child Welfare Report.

Placement Department: Betsy Frame

- Betsy Frame updated the Board on the Adoption and Placement units. An "Adoption Day" took place May 15, 2008 and 20 children were adopted. There were 41 children who graduated high school, two who graduated from college and one youth obtained his GED (General Equivalency Diploma).

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. The Protective units have served 190 families and 453 children

Intake Department: Greg Landis

- Greg Landis updated the Board on the Intake and CPS units. The CPS unit continues to have a large amount of referrals but for the past two weeks the numbers have declined.
- The Intake department recently had a training on domestic violence, to educate staff regarding Protection From Abuse Orders and the Domestic Violence Shelter.

Quality Assurance Department: Amy Campbell

- Amy distributed a current staff organizational chart. The State has cut eight positions from our budget which is reflected on the current organizational chart. There are currently 10 staff vacancies and there is one contracted position which is vacant.

Announcements

- It is important for Board members to attend the meeting in July as we need to have a quorum in order to vote on the 2009/2010 Needs Based Budget.
- The next Advisory Board meeting will occur at Millersville University at 11:30. am Lunch will be buffet style and will be served at noon. A young, successful, Independent Living youth, who graduated with a dual degree including pre-law, will be speaking at this event.

Upcoming Event

- Resource Parent Association Picnic on June 7, 2008 at 11:30 am at East Lampeter Park.

Public Comment: None

Meeting was adjourned at 1:17 pm.

<p>NEXT MEETING: TUESDAY, JUNE 17, 2008 11:30-1:30 pm at Millersville University Millersville, PA</p>

Respectfully Submitted,

Kali Kunkle