

**LANCASTER COUNTY CHILDREN & YOUTH AGENCY**  
**CITIZENS' ADVISORY COMMITTEE**  
**MINUTES**  
April 15, 2008

**Board Members Present:**

Karen Jaskot, Commissioner Scott Martin, Kimberly Ibarra, Kathy Gregoire, Nancy Valkenburg, Fr. Allan Wolfe, Edward Tobin and Amy Jo Lutz-Phillips

**Staff Present:**

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

**Public:** None

**Guests:** None

**Call to Order:**

Board Chair Karen Jaskot called the meeting to order at 12:06 p.m.

**Approval of Board Minutes:**

Nancy Valkenburg made a motion that the minutes from March 2008 be accepted. Commissioner Scott Martin seconded. Motion passed.

**Old Business:** None

**New Business:** None

**Committee Reports:**

- **Community Relations:** The committee did not meet this morning. The next meeting will be held at the regularly scheduled time.
- **Children's Services:** This committee met this morning. Jessica Hamby, Casework Supervisor, discussed the services the Protective department provides to children and families.
- **Nominations:** No meeting was held. This committee will soon begin to contact those interested in possibly joining the Board for 2008-09.
- **By-laws:** There was no meeting and no proposed changes to the By-laws.

**Director's Report:**

- Crystal reported that April is Child Abuse Prevention Month. She gave the Board Members a statistics card on the number of abuse reports Lancaster County received during 2007, along with a blue ribbon button. She also informed the Board that two Agency staff were at Penn Square today to promote Crime Awareness Day and to educate the community as part of Child Abuse Prevention Month. Crystal also made a presentation at the Commissioner's public meeting on

April 9, 2008. CPS supervisor, Robin Boyer, and community partners from CAP/Family Center, OASIS, and YWCA Sexual Assault Center also attended and made brief presentations about their programs for children and families.

- Crystal announced that Dr. Frank Koerber, the Deputy Administrator of Human Services and Mr. Mark Esterbrook, the County Administrator, had recently resigned from the County. Andrea McCue, the Deputy County Administrator, has temporarily assumed their duties. Commissioner Scott Martin reported that the County has decided to eliminate the fulltime Human Services Director position. Instead, the County plans to utilize the HSDF funding to provide direct service initiatives.
- This Friday, April 18, 2008, CASA (Court Appointed Special Advocate) of Lancaster will have a Light of Hope vigil. The event will take place on the steps of the old Courthouse, located on East King Street. State Representative Katie True, Judge Leslie Gorbey, Carol Gilmore, Lisa McCoy, Esquire and Crystal will all speak at this event. All are invited to attend to show their support. The Sunday News article on CASA was circulated.
- The Office of Children, Youth and Families (OCYF) conducted the annual licensing inspection March 31-April 4, 2008. OCYF reviewed personnel, resource family and family client records. The audit assures that the Agency is following State mandated child welfare regulations which include, seeing children on at least a monthly basis and assuring the children's safety. There were no cites in the Intake department and minimal cites in the Protective department. Some of the highlighted recommendations were to utilize family engagement when developing Family Service Plans, the increased use of written safety plans and maintaining kinship provider information in case files.

State Regional Representative, Dan Green, noted many Agency strengths, including the prompt investigation and court filings in abuse cases; the maintenance of updated medical consents for children, and the policy of maintaining separate case files for both families and children. Additionally, there were no cites for the Agency personnel files. Crystal is unsure if the cites we did receive would affect us receiving full state licensure. The Agency will receive the formal LIS (Licensing Inspection Summary) within the next week. The Agency will need to develop and submit a plan of correction for the cites received. Deputy Secretary Richard Gold reviews all aspects of our audit and will make the final decision.

- The OCYF monthly meeting occurred Monday, April 14, 2008. Regional Representative Dan Green and Regional Director Kathryn Bard were in attendance. Lancaster County was chosen as one of 20 Pennsylvania counties where OCYF representatives will meet monthly to monitor and assess both the delivery of services and budgetary issues. During this month's meeting, the status of the Independent Living program and the use of grant money was discussed.

On March 25-26, 2008, Deputy Secretary Gold attended the Youth Summit in Mechanicsburg and met with independent living youth from around the State. Mr. Gold plans to meet with some of the IL youth from Lancaster County on May 21, 2008.

- We are beginning to prepare for the Needs Based Budget for FY 09-10, which is due in August. The State will be sending draft instructions in May.
- Crystal distributed Multi-Systemic Therapy (MST) information sheets. PA Counseling is the provider in Lancaster County. This is an evidence based program that is effective in working with juveniles who exhibit acting out behaviors, aggression, truancy, drug and alcohol usage and/or parent/child conflict. The Juvenile Probation Office has been using this program for the past two years and there have been positive outcomes.
- Crystal also distributed a recent CNN article on the number of babies who were abused and/or neglected in 2006. The Board discussed the recent increase in the number of children placed in foster care. In the last two weeks, 13 children have been placed in temporary care. During the months of January-March 2008, fifty-six (56) children came into care and 25 children were returned home during January and February.
- Crystal also discussed the Agency exploring the possibility of having a sheriff posted at the 900 East King Street location, full-time. There has been an increase in calls to the Sheriff's Office and the Lancaster City Police for daytime assistance. Due to the emotional volatility related to child welfare work, we need to consider the option of full-time sheriff coverage as a preventive measure for the safety of staff and clients.

***Fiscal Report: Pedro Rodriguez***

- Pedro Rodriguez distributed a 3<sup>rd</sup> Quarter Expenditures and Revenue Report and a chart with the proposed foster care board rates, which become effective July 1, 2008. The board rates were increased by 5.05%. The increase includes the addition of a transportation reimbursement percentage for resource parents. The federal government has recently required that Pennsylvania adopt this change to comply with the federal reimbursement requirements.

**Approval of Foster Care Board Rates:**

- Kathy Gregoire made a motion that the foster care board rates be accepted, effective July 1, 2008. Nancy Valkenburg seconded the motion. Motion passed.

***Placement Department: Betsy Frame***

- Betsy Frame updated the Board on the Placement units. Placement cases have increased this past month. There was one resignation in the Placement division during March; however, there are several people being hired shortly to fill some of the vacancies.

- Three children were adopted during the month of March. An “Adoption Day” is scheduled for May 15, 2008. The adoptions of 21 children will be finalized at that time.
- The Court Unit is currently streamlining several forms and documents to make them easier to use.
- Betsy gave an update on the Independent Living program. There are currently 18 youth involved in the IL skills class. Six of them are youth from out of the county. There are six children currently in college or a trade school. We are also currently assisting seven youth with housing assistance.
- Betsy discussed a current placement case with the Board that illustrates some of the issues facing the families and children receiving services in that department.

***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 had five staff resignations since October 2007. One staff member, who had transferred to MH/MR, transfer back to CYA.

***Intake Department: Greg Landis***

- Greg Landis updated the Board on the Intake and CPS units. The CPS unit conducted 82 investigations last month. During the past 3 months, the number of referrals are the highest they’ve been in 20 years.
- The Neglect Unit is continues to have a high volume of incoming cases and is currently understaffed.

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

- Amy Campbell gave a brief description of the Consumer Satisfaction Surveys her department has sent out to families whose cases were recently closed with the Agency. While the return rate is not very high, any feedback we receive is appreciated. Crystal read one of the surveys that was recently returned. The client thanked the Agency for the assistance that was provided. She felt that our caseworkers and the services that we offered made her a stronger parent.
- The Office of Children, Youth and Families has recently sent out many new Bulletins. Amy will send these to the Board, as an attachment, for their review.
- Amy distributed a current staff organizational chart. Interviews are being conducted for casework staff. The group of current interns are being interviewed at the present time and it is hoped they can be promoted to a caseworker status. We will also be having 11 new interns starting for the new academic school year.

- Amy recently attending training in San Antonio, Texas regarding the Safe Havens program, a supervised visitation program aimed at families facing issues of domestic violence. The program is operated by Family Services. She agreed to keep the Board informed of any further Agency involvement with this program.

#### **Announcement**

- The June Advisory Board meeting will be conducted off-site at the William H. Bolger Conference Center, in Gordinier Hall, at Millersville University. A catered lunch will be provided and there will be a guest speaker. More details will follow.
- Also on the agenda at the next Board meeting, there will need to be discussion on who would like to be the new Chairperson, Vice-Chair and Secretary beginning in the new year.

#### **Upcoming Event**

- Resource Parent Banquet on May 8, 2008 at 6 pm at Willow Valley, Palm Court.

**Public Comment:** None

Meeting was adjourned at 1:25 pm.

**NEXT MEETING: TUESDAY, MAY 20, 2008  
12:00-1:30 pm  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**