

**LANCASTER COUNTY CHILDREN & YOUTH AGENCY
CITIZENS' ADVISORY COMMITTEE
MINUTES
December 19, 2006**

Board Members Present: Demettra Baber, Joanne Castner, Karen Jaskot, Kathryn Gregoire

Staff Present: Amy Campbell, Jason Doyle, Ruth Ann Floyd, Gregory Landis, Dale Latimer, Pat Lee, Pedro Rodriguez, Lisa Runge, Nancy Schuyler, Patty Shiffler, Heather Welsh, Connie Wilt

Public: None

Guests: Father Allan Wolfe

Karen Jaskot, Board Chair, called the meeting to order at 12:10 p.m. Karen requested the November minutes include the information regarding Mr. David Dolan's interest in board membership. An application packet has been sent to Mr. Dolan.

The November minutes will be corrected to reflect that comments made at the November meeting attributed to Pat Lee were made by Amy Campbell on Pat's behalf.

Due to the lack of a quorum, approval of the November board minutes will be delayed until the January meeting.

Three Agency caseworkers, Jason Doyle, Ruth Ann Floyd and Heather Welsh, who were invited to attend today's meeting and discuss staff morale, were introduced.

Jason Doyle, Neglect Unit caseworker, explained that workers in his unit receive referrals to the agency and conduct initial investigations. The caseworkers work with various community organizations and professionals around many family issues including inadequate or no housing, truancy and drug abuse. Investigations involve visits to the homes of the families referred, setting up arrangements with foster parents, shelters or residential facilities when children are placed and preparing the case record for transfer to an on-going services unit.

Ruth Ann Floyd, Intake Unit intern, stated that she initially was hired as a Case Aide and was supervised by Amy Campbell. The Agency assisted her in her goal to obtain a Bachelors Degree and she is hoping to become a CYA caseworker after graduation from Temple University. She appreciates the support she received while furthering her education.

Heather Welsh, Intake Abuse caseworker, gave an overview of the Abuse Unit work assignment. Cases she handles are either founded or unfounded in the court system. Heather detailed the paperwork involved in her unit's investigations including Risk Assessments, CY48 reports and police reports. She stated that Oasis, a new program in conjunction with Lancaster General Hospital, has been very helpful in handling the forensic interviews of child victims of abuse. Workers in Heather's unit are on intake rotation 1 day per week and are assigned all calls for that day. The amount of time spent on a case often depends on the severity of the allegations.

A discussion regarding staff morale was held. Issues raised during the meeting were added to the ongoing staff morale list.

The Board felt that input from the staff was valuable and will invite staff from other units to future board meetings. The staff were encouraged to share any suggestions with the board and the Agency administration.

Karen Jaskot thanked the staff for coming and stated she appreciated the risk they had taken to share their feelings and observations. She further stated that she is on the search committee and will be part of the interview process on January 2, 2007. In addition to Karen, Roger Glick, Leslie Hyson, Hal Lord, Scott Martin, Dave Mueller and James Laughman are involved in the interview process.

Kathryn Gregoire stated that due to the importance of this position, she felt that there should be a more extensive interview process.

Joanne Castner expressed her disappointment that CYA staff were not given a role in the hiring process. She felt that the staff need to have input in many decisions, especially this one.

The search committee handled approximately 20 applicant's resumes according to Karen Jaskot. They reviewed all resumes and examined the core responsibilities of the director's job. Some of the applicants resumes rose to the top and those five people were invited to be interviewed. One person has since withdrawn his/her application.

The next Board meeting will be scheduled to last 1 and ½ hours. The first half of the meeting will be reserved for CYA Board business. The second half of the meeting, signaled by a 5 minute warning, will deal with staff morale. It was suggested that CYA staff be notified of the names of workers who will attend the board meeting and can speak on their behalf. Another suggestion was to have the workers' supervisor give a brief overview of the unit to save time, allowing the workers to comment on other issues.

Due to the length of today's meeting, several agenda items will be held for discussion at the January meeting.

The fruit basket for staff from the Advisory Board arrived and was on display in the kitchen.

Public Comment: Father Allan Wolfe, Board visitor, was introduced.

Meeting adjourned 1:30 p.m.

**NEXT MEETING, TUESDAY, JANUARY 16, 2007
at the Children and Youth Agency
Conference Room #1
900 East King Street
Lancaster, PA 17602**

(If you are unable to attend this meeting,
please call Patty Shiffler at 295-2017)