

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

February 16, 2021

Board Members Present: Brian Klugh, Carrie Bair, Karen Rice, Shanon Solava, Theresa Stauffer, MaryAnn Gerber, Cathy Ginder, D'Arcy Crocker, Crystal Martin, and Angie Eichelberger.

Staff Present: Crystal Natan, Executive Director, Betsy Frame, Permanency Director, Robin Boyer, Intake Director, Kelley Zipp, Family Support Director, Amy Campbell, Quality Assurance Director, and Jenna Horita, Executive Secretary

Community Present: None

Excused: Angela Keen and Randall Miller

Call to Order: Board Chair Mary Ann Gerber called the meeting to order at 8:01 A.M. The meeting was held by Lifesize, a virtual platform, due to the COVID-19 restrictions of in-person gatherings.

Approval of Board Minutes: Shanon Solava made a motion that the minutes from the August 2020 Board meeting be accepted as presented. Karen Rice seconded. Motion passed.

Old Business:

- The board letter sent to the commissioners regarding CYA staff salaries was discussed. No direct feedback was provided. Crystal Natan does not know specifically how much of an impact the letter had, but it is important not to discount it.

New Business:

- Nominations for board elections in May for chair and vice-chair –
 -
- Membership: Members needed
 - Crystal Natan stated we need two new members.

Director's Report: (Crystal Natan, Executive Director)

- **Union negotiations –**
 - Negotiations were completed in November. Hopefully in the next few weeks the contract will go before the Board of Commissioners for review and approval. The proposed salary increases were discussed. All caseworkers will be provided with county issued

- cellphones over the next six months. This will allow staff to stay more easily connected to clients and conduct confidential business.
- Comp time will change from an accrual of forty hours over a one-year period to eighty hours. This allows for more flexibility for employees who need time off.

 - For the year 2021, salary was approved for a 2.95 % increase to their salary and a \$750.00 on time increase. In 2022 there will be an additional 2.95% increase and in 2023 there will be another 2.95 percent increase in addition a \$750.00 onetime increase. This will be a 12.75 percent increase over a three-year period. Bringing the base salary for caseworkers to \$40,000.00 by 2023.
- **Court update**
 - The Agency and the Court are continuing to collaborate to rework the child move petition protocol. An updated policy went into effect this week to ensure move petitions are being handled expeditiously and within the Courts protocols.

 - **Staffing/Workforce**
 - Crystal Natan stated there is still a high vacancy rate. The Intake department has approximately ten vacancies and the Family support department has approximately six or seven vacancies. Many job postings need to be re-posted 2-3 times before a qualified candidate applies (average 8 weeks). Upon hiring it still takes approximately four months until the employee is trained and is able to be assigned take cases.
 - The Agency is on the process of finalizing the mobile/remote work policy for post COVID. We are anticipating continuing a hybrid mobile work schedule. As part of that effort the Agency is going to review the feasibility of downsizing our office space footprint.

Upcoming Events: None

Announcements: None

Public Comment: None

Meeting was adjourned at 8:58 A.M.

<p style="text-align: center;">NEXT MEETING: May 17, 2021 8:00-9:30 a.m. via Lifesize Join the meeting: https://call.lifesizecloud.com/6014008</p>

Respectfully submitted,

Jenna Horita