

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

January 15, 2008

Board Members Present:

Karen Jaskot, Edward Tobin, Roger Glick, Dr. Frank Koerber, Commissioner Scott Martin, Nancy Valkenburg, Dolores Reidenbach, Amy Jo Lutz-Phillips, Kathy Gregoire, and Father Allan Wolfe

Staff Present:

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

Public: None

Guests: None

Call to Order:

Board Chair Karen Jaskot called the meeting to order at 12:04 p.m.

Approval of Board Minutes:

Kathy Gregoire made a motion that the minutes from November 2007 be accepted. Nancy Valkenburg seconded. Motion passed.

Introductions

All those attending the meeting introduced themselves.

Old Business:

➤ **Brief Overview of Committees:**

- **Children's Services:** Nancy Schuyler and Lisa Runge coordinate the meetings for this committee and schedule speakers. They also discuss agency services and sub-contracting.
- **Community Relations:** This committee has yet to be defined exactly. The committee would recognize people and work with the community.
- **Nominations:** Locate and interview possible board members from all different backgrounds, careers, etc. Also, assist the Agency with the process to get each member approved by the Lancaster County Commissioners.
- **By-Laws:** This is an ad hoc workgroup that meets as needed to revise the Board's by-laws.

➤ **Forming of Committees:**

Each member chose or was selected to serve on a committee

- **Children's Services:** Nancy Valkenburg, Lt. Ed Tobin, Amy Jo Lutz-Phillips, Kimberly Ibarra, Patrick McBrearty, Nancy Schuyler and Lisa Runge
- **Community Relations:** Roger Glick, Dolores Reidenbach, Father Allan Wolfe and Amy Campbell
- **Nominations:** Commissioner Scott Martin, Kathy Gregoire and Crystal Gingrich.

➤ **Upcoming Events**

- Easter Egg Hunt on March 13, 2008 at the Youth Intervention Center
- Resource Parent Banquet on May 8, 2008 at 6 pm at Willow Valley, Palm Court.

New Business:

- Crystal Gingrich, on Pedro Rodriguez's behalf, discussed the 2007 CYA Expenditure and Revenue summary and the 2008 Child Welfare Budget. Copies of the report were distributed to those in attendance.
- The Office of Children, Youth and Families has scheduled a licensing inspection for March 31-April 4, 2008. OCYF will review personnel records and family records. The audit assures that we are following State regulations such as seeing children monthly and assuring the children's safety.
- The Adam Walsh Child Protection and Safety Act has been implemented as of January 1, 2008. This federal legislation requires all prospective resource and adoptive parents along with adult persons living in their home, to submit a fingerprint-based federal criminal record check through the FBI. Current child abuse checks through the Department of Public Welfare and the state criminal record checks through the Pennsylvania State Police are also required. Beginning in July of 2008, we will be requiring all staff to renew their clearances every two years. It was also discussed the staff is required to self report any criminal charges or accidents according to the County Fleet Policy that occur while they are employed here.
- There was a child death in Lancaster County recently. In cases like this, Children and Youth becomes involved, and participates in the investigation with local authorities.
- There was a staff termination on December 7, 2007.
- The temperature of the Youth Intervention Center was raised a few degrees to help maintain a more comfortable temperature for staff. The 900 East King Street still has a varying temperature throughout the building. The maintenance staff continues to address these issues in both buildings.
- The Fire Department was called to the 900 East King Street building at the end of the workday recently. One of our employees had noticed a burning smell in a file room on the basement floor. Crystal felt it was best to call the local fire department and maintenance staff to make sure the building was safe. They responded within minutes and requested that the building be evacuated. Two different ballasts in the overhead lights had become hot and were starting to melt and could have ignited, causing a fire. The lights in this work area have since been replaced.

- The CASA (Court-Appointed Special Advocate) Board of Directors began in September 2007. Judge Gorbey continues to participate on the committee. Fundraising is the critical area of need. They are currently looking to raise \$70-80,000 to start the program. A Court Appointed Special Advocate interacts with employees and the children in foster care they work with. Judge Gorbey will appoint a volunteer who has been specially trained to be an advocate for the child throughout the case. They will serve as an advocate specifically for the child. These advocates would be in addition to the child's Guardian ad Litem, the attorney appointed by the Court to advocate the children's best interests.
- The Diversity Committee has scheduled a luncheon on January 31, 2008 at 12:00 pm with pastors from the community in an effort to develop partnerships with them regarding our foster children, resource parents and employees. We are hoping to strengthen our practice and family engagement.
- The staff Christmas party was held at the Youth Intervention Center gym this year. The gym was able to accommodate the entire staff and provided a better atmosphere for staff interaction. We will also try to have our monthly staff meetings in the gym but, need to obtain a microphone.
- The Agency plans to partner with CAP, Family Center for the Timelimited family reunification grant. This grant will allow the Family center to continue the reunification program . The change for fiscal year 08/09 is that the payee of the grant must be Children and Youth. The Agency also plans to apply for a child abuse prevention grant. We tentatively plan to utilize the grant for public awareness/education campaign specific to shaken baby syndrome.
- Crystal reported to the board that she will provide copies of the Agency's goals at the next Advisory Board meeting.

➤ ***Protective Division: 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.

➤ ***Intake Division: Greg Landis***

- Greg Landis informed the board that there were 696 formal child abuse investigations by the end of November 2007. This is up from 2006 when there were 653.
- Two workers were hired for the Intake units and there was one recent resignation. In the abuse unit, a worker will be going on maternity leave on Thursday, January 17, 2008.

➤ ***Placement Division: Betsy Frame***

- There were 81 adoptions and 92 Termination of Parental Rights petitions filed in 2007. Twenty-eight young adults chose to be released from our custody because they turned 18 years of age. Thirteen children were released to either their mother or father and two of them were released to a fit and willing relative.

- There are four casework positions and one adoption supervisor position vacant in her division. Betsy anticipates a decision being made shortly on the adoption supervisor position.
- The Placement division is currently working on promoting unity and boost morale. The first event is scheduled for Friday and will be a luncheon.
- We are currently working with the Community Action Program, Family Unification Program. Reed Reynolds, a former CYA supervisor, will be heading up this program and be supervising two caseworkers.

➤ ***Quality Assurance Division: Amy Campbell***

- Amy Campbell distributed a current organizational chart and discussed the current vacancies. Nancy Schuyler is responsible for coordinating the hiring process. In the last few months, we had four resignations. One of the priorities for this year will be to stabilize our staff.
- We are currently applying for two grants. One, for \$210,000, will be for the Family Center which we will be working in conjunction with the Community Action Program. The other will be a Child Abuse Prevention Grant for \$30,000 and we will be partnering with Healthy Mothers/Babies and Safe Haven to develop some community prevention and awareness resources.
- The contract season is soon beginning for purchased programs and services.
- Amy Campbell announced that staff is currently working on cleaning up and improving our recordkeeping. A new database is also being assessed.
- Nancy Schuyler provided an update on donations that we received in December from the community. We are very grateful to the community for these unsolicited donations that they provide every year and it is estimated an approximate \$16,000 worth of gifts were donated in 2007. We were able to provide many families with toys, games, clothing, coats and school supplies.

Committee Reports:

- ❖ ***Community Relations:*** None
- ❖ ***Children's Services:*** Nancy Schuyler reported that a meeting occurred prior to the Advisory Board meeting. Kari Stanley, representative from OASIS, described what OASIS is and presented information regarding forensic interviewing.
- ❖ ***Nominations:*** None
- ❖ ***By-laws:*** There was no meeting and no proposed changes to the By-laws.

Public Comment

- ❖ None

Meeting was adjourned at 1:23 pm.

**NEXT MEETING: TUESDAY, FEBRUARY 19, 2008
12:00-1:30 pm
at the Children and Youth Agency
900 East King Street, Lancaster, PA**