

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

February 19, 2008

**Board Members Present:**

Karen Jaskot, Edward Tobin, Roger Glick, Frank Koerber, Commissioner Scott Martin, 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, Pedro Rodriguez and Kali Kunkle

**Public:** None

**Guests:** None

**Call to Order:**

Board Chair Karen Jaskot called the meeting to order at 12:07 p.m.

**Approval of Board Minutes:**

Dolores Reidenbach made a motion that the minutes from January 2008 be accepted. Kathy Gregoire seconded. Motion passed.

**Old Business:** None

**New Business:** None

**Committee Reports:**

- ***Community Relations:*** This committee will meet the same days as the Advisory Board meetings at 10:30 am. The committee discussed this morning about developing a vision, long-term and short-term goals and the message the Agency is sending.
- ***Children's Services:*** This committee meets the same days as the Advisory Board meetings at 10:30 am. Kelley Reed, Senior Neglect Investigation Caseworker, met with the committee this morning and shared insight into her job and what type of case is considered for the neglect investigation unit.
- ***Nominations:*** None
- ***By-laws:*** There was no meeting and no proposed changes to the By-laws.

**Director's Report:**

- Crystal Gingrich distributed 2008 Goals and Objectives for the Agency and highlighted several areas.
  - ✓ *Federal Outcomes:* Safety, Permanency and Well Being
  - ✓ *Staff Recruitment and Retention*

- ✓ *Intake Services:* Implement a new case dictation/documentation
- ✓ *Protective Services:* Implement Family Engagement
- ✓ *Placement Services:* Cohesiveness of Department
- ✓ *Work with Bethanna:* Reunification Program
- ✓ *Fiscal Department:* Implement new Title IV-E billing
- ✓ *Case Management Database:* Develop a new system
- ✓ *Union Contract*

- A settlement was recently made in a lawsuit that was filed in October 2006. The settlement in no way indicates any wrongdoing.
- 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.
- Evening visitation for parent/child visits was recently modified. There will no longer be visits held at the Seventh Day Adventist Church. It was not being used by staff on a regular basis. In addition to the regular Monday and Tuesday night visitation, the Agency has opened up every other Thursday evening for parent/child visitation at the Agency. There will be 2 sheriff deputies on duty each night.
- The Office of Children, Youth and Families has scheduled monthly meetings with Lancaster, York and Dauphin Counties regarding various topics such as residential placements, dentists and doctors available to children in placement and program funded services. These counties were selected based on the class and budget. The next meeting scheduled for the Agency is February 29, 2008.
- The grant application for CAP, Family Center for the Timelimited Family Reunification was recently approved by the County Commissioners. It is currently being reviewed by the Department of Public Welfare, OCYF. Notification of the grant award will likely be made during the next two months. The Agency is no longer pursuing applying for the child abuse prevention/fatherhood initiative grant.

➤ ***Fiscal Report: Pedro Rodriguez***

- Pedro Rodriguez discussed the Act 148 State Expenditure Report for 2007-08 and the 2<sup>nd</sup> Quarter Child Welfare Report (Children and Youth, Juvenile Probation and Parole and the Youth Intervention Center combined budgets). Copies of the reports were distributed to those in attendance.

➤ ***Placement Department: Betsy Frame***

- Kate Eberz was promoted to Adoption Supervisor and assumed her duties effective February 18, 2007. There have been five applicants for the position Kate is vacating in the adoption unit.
- There were two recent resignations and another caseworker will be resigning February 29, 2008.

- The Placement Department is continuing to work on promoting unity and improving morale. There was a luncheon and a Valentine's Day event recently.
  - Two children were adopted during the month of January.
  - The Independent Living Program is really expanding and utilizing many available services to youth leaving our custody.
  - Manuals are being designed in the placement division to assure consistency between units.
- ***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.
  - There are currently five positions vacant in the Protective Department.
  - Kurt updated the Board on the Family Engagement implementation.
  - There has been an increase in placement of children, mostly due to drug and alcohol issues with their parents/caretakers.
  - Victoria Parker Leisure, one of our drug and alcohol providers, provided a training to the division on opiate addiction on February 8, 2008.
  - Preparations are being made to provide training to staff regarding the National Association of Social Workers Code of Ethics on a regular basis to develop awareness of these concepts.
- ***Intake Department: Greg Landis***
- Greg Landis informed the board that January was the highest month for child abuse investigations in five years.
  - Two workers were hired for the Intake units and there was one recent resignation.
  - The Intake Department is encountering fairly high workloads and is struggling with keeping up with dictation.
- ***Quality Assurance Department: Amy Campbell***
- Amy Campbell distributed a current organizational chart and discussed the current vacancies. There are active Civil Service lists and interviews are being conducted for clerical and casework staff.
  - Quality Services Review is continuing compliance reviews.
  - Amy discussed that staff is continuing on cleaning up our Network and MAPPER, the current Agency database.
  - We have begun to mail budgets and program outcome reporting forms out to our contracted program providers.
  - Beginning in July of 2008, we will be requiring all staff to renew their PA State Police Criminal Background checks and ChildLine clearance every two years. Also any new employee will need to complete an FBI background check before being employed here. This change is related to the recently implemented Adam Walsh Act, a federal law.

- We are currently preparing to begin the development of the Needs Based Annual Plan for FY 2009-10.

➤ **Upcoming Events**

- Foster Child 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.

**Public Comment**

- ❖ None

Meeting was adjourned at 1:21 pm.

**NEXT MEETING: TUESDAY, MARCH, 18, 2008  
12:00-1:30 pm  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**