

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

November 20, 2007

**Board Members Present:**

Karen Jaskot, Edward Tobin, Roger Glick, Dr. Frank Koerber, Commissioner Dick Shellenberger, Nancy Valkenburg, Dolores Reidenbach, Kimberly Ibarra, Amy Jo Lutz-Phillips, Roger Glick, Kathy Gregoire, Father Allan Wolfe and Patrick McBrearty

**Staff Present:**

Crystal Gingrich, Amy Campbell, Pedro Rodriguez, 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 12:05 p.m.

**Approval of October Minutes:**

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

**Old Business:** None

**New Business:**

Gwenn Scayler submitted a resignation letter to the Advisory Board effective immediately stating that she will be unable to attend board meetings as a result of a job change. Commissioner Shellenberger moved to accept the resignation and Nancy Valkenburg seconded it. Motion passed.

**Presentation of Plaque**

Crystal Gingrich presented a plaque to Commissioner Shellenberger and thanked him for his four years of service and dedication to the Advisory Board and to the Agency.

**Committee Reports:**

- ❖ *Community Relations:* None
- ❖ *Children's Services:* Amy Campbell stated that the next meeting will be in January. Meetings generally occur Tuesday mornings prior to the regular Advisory Board meeting.
- ❖ *Nominations:* None
- ❖ *By-laws:* There was no meeting and no proposed changes to the By-laws.

## Director's Report:

### Personnel

- ❖ Betsy Frame was promoted to Director of Placement Services and assumes the duties effective December 3, 2007.
- ❖ Amy Campbell distributed an organizational chart and discussed the vacancies we currently have. There are currently 17 vacancies, some of which are new positions that have never been filled. We did recently hire many new caseworkers.

### Staff Morale Update

- ❖ Crystal distributed a memo regarding an update on staff morale. The memo summarized issues that were raised following board meetings with the casework staff in early 2007. There were four key areas addressed: Facility Issues, Communication, Staffing and Team Building.
  - **Facility Issues:** A routine schedule for maintenance has been developed; the boiler at 900 East King Street has been replaced and two key people have been identified to work with the maintenance department to identify and follow up on problems.
  - **Communication:** The Management team communicates effectively with staff regarding policy and staffing changes; Monthly Staff Listening Post; Meet and Discuss: Work with the Union to find agreeable solutions; Diversity Committee was developed; Open Door Policy
  - **Staffing:** One specific person is dedicated to coordinating the hiring process.
  - **Team Building:** Monthly staff meetings, all day staff training, unit meetings, baby showers and bridal showers are all social activities that occur at both office locations.

### Holiday Festivities

- ❖ Resource Parents are having a Christmas party on December 8, 2007 at Willow Valley Lakes Cultural Center for the Agency's foster children. The Willow Valley Retirement Community will be providing food, side dishes and beverages. Board members were encouraged to attend this event.
- ❖ Children and Youth Agency is having a staff Christmas party on December 20, 2007 from 11:30-1:00. The party will be held at the Youth Intervention Center's gym, located at 235 Circle Avenue, Lancaster.

### Fiscal Report

- ❖ Pedro Rodriguez discussed the 2007-08 State Expenditure Report and the 2007-08 1<sup>st</sup> Quarter Child Welfare Report (Children and Youth, Juvenile Probation and Parole and the Youth Intervention Center combined budgets). Copies of the report were distributed to those in attendance.
- ❖ There are 14 employees currently in the Fiscal department. Four of the workers are dedicated to determining the children's IV-E eligibility, federal funding for

placement expenses. An Audit was recently conducted by the State on the Agency's eligibility determinations and we received a 99% overall.

**Public Comment**

❖ None

Meeting was adjourned at 12:45 pm.

**NEXT MEETING: TUESDAY, JANUARY 15, 2007  
12:00-1:30 pm  
at the Children and Youth Agency  
900 East King Street, Lancaster, PA**