

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

September 18, 2007

**Board Members Present:**

Karen Jaskot, Nancy Valkenburg, Dr. Frank Koerber, Commissioner Dick Shellenberger, Kimberly Ibarra, Gwen Scayler, Amy Jo Lutz-Phillips and Roger Glick

**Staff Present:** Crystal Gingrich, Pedro Rodriguez, Kurt Miller, Lisa Runge, Nancy Schuyler, Greg Landis, Pat Lee, Patty Shiffler and Kali Kunkle

**Public:** None

**Guests:** George Eckenrode, Diakon Youth Services

**Call to Order:**

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

**Welcome New Members:**

All those attending the meeting introduced themselves.

**Approval of June and July Minutes:**

Commissioner Shellenberger moved the minutes from June 2007 be accepted as written. Nancy Valkenburg seconded. Motion passed.

Gwen Scayler moved the minutes from July 2007 be accepted as written. Commissioner Shellenberger seconded. Motion passed.

**Old Business:**

At the last meeting, when the Advisory Board met with the new workers, they expressed concern that supervisors were not invited to the meeting. Supervisors will be kept up-to-date at all times and an update will be given at the next Advisory Board meeting.

Gwen Scayler asked if we accepted By-law Amendments. Karen Jaskot pointed out there was no need to do so.

**New Business:**

New members are in the process of joining the Advisory Board. They are at many different stages in the process. Karen Jaskot reported there are several new members starting or in the process of getting their paperwork in and appointed by the Board of County Commissioners. We hope to have them at the October Meeting.

Commissioner Shellenberger asked that Dr. Koerber be notified of applications before being sent to the Commissioners to review. Dr. Koerber stated that he would like to meet

with the applicants and review their background information. Karen Jaskot and Dr. Koerber agreed to discuss how they would coordinate this following the board meeting. On November 20 there will be an Advisory Board Orientation. The orientation will start at 10:30 a.m. The regularly scheduled Advisory Board meeting will begin at 12:00 p.m.

**Committee Reports:**

There were no committee reports.

**Director's Report:**

**Personnel**

- ❖ Crystal Gingrich provided the update regarding staffing in the absence of Amy Campbell. The Children and Youth's organizational chart was distributed. Kurt Miller is the Director of In-Home Services, Pat Lee is the Director of Placement Services and Greg Landis is the Director of Intake Services. There are currently two supervisor vacancies. One vacancy is for the Resource department, which Jason Doyle will fill effective September 24, 2007. Jason Doyle's vacancy of the Placement unit will be filled by the promotion of Maria DeGaetano, a caseworker in the Placement division. There is an additional supervisor vacancy under Kurt Miller. This is a new position that has not been filled. This supervisor will supervise in-home caseworkers and will oversee contracted programs. There are several caseworker positions vacancies, including one in Intake; one in In-Home, three in Placement. In addition, a new position has been created using one of the existing new positions to provide services to kinship care families.
- ❖ Nancy Schuyler provided an update on hiring. Children and Youth Agency is only able to hire from the State Civil Service lists. There are two different lists used to hire casework staff: Caseworker 1 and Caseworker 2. The applicant's education and experience determines which list they will be on. We have currently ordered a new Caseworker 1 list and are interviewing from the Caseworker 2 list.
- ❖ There are vacancies in our clerical department. Amy Campbell is working on interviewing new applicants. Recently, two more clerical personnel have resigned.
- ❖ New casework staff are required to take a "Charting the Course" training provided by the State. This training occurs over a 6-8 month period. Newer workers are unable to take a maximum caseload due to not being in the office a lot of time.

**Building Issues**

- ❖ There are continued building issues at the 900 E. King Street office. The building at 900 is over 200 years old and has a number of on-going maintenance issues. There have been chronic problems with the HVAC system. The boiler will be replaced within the next few months and that work is currently being scheduled. This should fix the some of the problems we had with heat.

**Staff Training Day**

- ❖ All staff are required to attend a staff training day being held at the Public Safety Training Center on September 20, 2007. The trainings that are scheduled that day

include diversity, de-escalation, domestic violence, and the community safety program. This will be an opportunity for staff to be out of the office for the day and will have the opportunity to get to know one another. A catered lunch will be provided for staff.

### **Diversity Committee**

- ❖ Children and Youth has developed a diversity committee. The committee meets once a month. The committee has 4 subcommittees; Newsletter, celebration, foster care and training. Crystal distributed the first newsletter the committee put out for members to review. It is hoped we will bring more awareness and promote understanding. The committee is planning future training on the Latino population and Old Order Amish committees.

### **Feedback from Community regarding a caseworker**

- ❖ Crystal shared an e-mail that was sent to the Agency by a family receiving services regarding an intake/neglect caseworker. Parents of a child we worked with expressed a very positive experience with the Agency and caseworker, Kelly Reed.

### **CASA-Court Appointment Special Advocates**

- ❖ Judge Farina asked Judge Leslie Gorbey to assist with the development of a CASA committee for Lancaster County. A Steering Committee has been meeting for approximately one year. A Board of Directors was appointed on September 13, 2007. The Steering committee will transition the duties of the committee to the Board of Directors in the next month. Substantial fundraising is needed for the program to develop. Crystal Gingrich and Pat Lee currently serve on the Steering committee. Their first official Board of Directors meeting is scheduled for sometime in October, 2007.

### **O.A.S.I.S.-Organizations Allied for Safety Intervention and Support**

- ❖ The OASIS program is up and running. This is a contracted program through Lancaster General Hospital. A forensic interviewer conducts child sexual abuse interviews in collaboration with the Children and Youth Agency, law enforcement and the District Attorney's Office.

### **Child Death/Death Review**

- ❖ Agency appointed staff participated in a recent Child Death Review. The reviewing team included Executive Director, Crystal Gingrich, DSS, Greg Landis, Supervisor, Betsy Frame, Caseworker, Maria DeGaetano, and Advisory Board President, Karen Jaskot. The child's family was receiving services from the Agency at the time of the death. The child's death was ruled accidental. The review was conducted to evaluate the Agency's compliance with regulations and practice standards.

### **Director of In-Home Services**

- ❖ Kurt Miller reported that he recently assumed this position and gave an update on his division. Approximately, half of the staff in his division has been employed with CYA for less than a year. The In-Home division is currently serving 200 families and 480 children. In-Home caseworkers see the children in their home approximately every 3-4 weeks. Since January 2007, 88 new cases have come to his department. Twenty new cases have been transferred to the division for on-going services since August 2007.
- ❖ The next Resource Parent Association event is Farm Day and will be held on October 4, 2007. Kurt distributed a handout with more details. The resource parents are also holding a Yankee candle fundraiser. In addition, there will a Christmas Party for the resource families and staff at the Willow Valley on December 8, 2007. Board members are invited to attend all events.

### **Director of Intake Services**

- ❖ Greg Landis gave a brief description of the Intake division. This year, so far his department has screened 5,000 calls/contacts and 1,200 investigations.

### **Director of Placement Services**

- ❖ Pat Lee reported that there are approximately 500 children in placement at the present time. Approximately 210 children are in Children and Youth's foster homes and 50 are in purchased foster homes. The Agency strives to make good matches for resource parents and children based on special needs, keeping siblings together, etc. In instances where children are placed with purchased placement providers, those programs often focus on providing services to the child and CYA works more closely with the parents. CYA has established outcomes to assess children's safety, permanency, and well-being in placement. The Quality Assurance unit continues to get feedback from caseworkers and providers.

### **Public Guest**

- ❖ George Eckenrode from Diakon Youth Services provided a brief description of the services Diakon provides, a current Children and Youth Agency contracted service provider.

**NEXT MEETING: TUESDAY, OCTOBER 16, 2007**

**12:00-1:30**

**at the Children and Youth Agency  
900 East King Street, Lancaster, PA**

Meeting adjourned.