

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

March 20, 2007

Board Members Present: Kathryn Gregoire, Karen Jaskot, James Laughman, Gwen Scalyer, Commissioner Shellenberger, Nancy Valkenburg

Staff Present: Amy Campbell, Crystal Gingrich, Gregory Landis, Dale Latimer, Pat Lee, Candace Reynolds, Pedro Rodriguez, Nancy Schuyler, Patty Shiffler

Public: None

Guests: None

Board Chair Karen Jaskot called the meeting to order at 12:11 p.m. She welcomed Crystal Gingrich, Agency Director to her first meeting. Board members introduced themselves. Crystal stated that her first day at CYA was March 19, 2007, at which time she met with Administrative staff and supervisors. She previously worked at CYA, first as an intern, then a caseworker and later a supervisor. She was in the Foster Care, Child Abuse Investigation, and In-home Services Units and assisting with the opening of the outpost office in Mount Joy. After leaving CYA, she worked for Ponessa Associates and also for the Chester County IU, focusing on services to families and children.

Karen Jaskot acknowledged and thanked Amy Campbell for her leadership during the transition period. Amy Campbell also thanked the management team for their support.

Karen Jaskot asked Board members if there were any corrections or additions to the December, 2006 board minutes. Karen motioned to amend the December minutes with the addendum that staff were asked to state in the memo received from the search committee what they were looking for in a leader. Kathryn Gregoire seconded the motion. Motion passed. With the statement added, Commissioner Shellenberger motioned to accept the December minutes with the amendment, Gwen Scalyer seconded. Motion passed.

Kathryn Gregoire then motioned to accept the January 2007 minutes as written, and Gwen Scalyer seconded the motion. Motion passed.

Kathryn Gregoire motioned to accept the February 2007 minutes as written. Commissioner Shellenberger seconded. Motion passed.

Old Business: It was decided at the February board meeting that the ongoing staff morale list would be addressed at this meeting. Karen Jaskot requested an additional bullet be added, related to workers concerns of Intake staff creating Family Service Plans and transferring them to ongoing workers.

After reviewing the list, Commissioner Shellenberger requested an update on the issue of signs at the Agency's offices at CYA South. Amy Campbell reported that an estimate should be provided soon.

Another concern was that some bulleted items are outside the Agency's control, such as the delays involved in hiring from the civil service list. Staff are aware of the process involved in hiring, however the number of staff vacancies is still frustrating.

Commissioner Shellenberger added that the heating issue has been addressed and resolved. Nancy Valkenburg questioned whether we should move on. James Laughman suggested determining which items require an immediate, mid or long range plan.

Crystal Gingrich stated she plans to have an open meeting with staff to encourage communication. This meeting will occur once a month with any interested staff welcome to attend to air ideas, concerns, etc.

Karen identified four areas she derived from the staff morale list, Communication, Staffing, Facilities and Team Building - Trust/Safety. She stated the issue of facilities has been resolved. The staffing difficulties are related to the past year and intensify the other issues of Communication and Team Building.

Pat Lee clarified why the issues discussed by caseworkers were related to morale and not services. Karen Jaskot suggested the board revisit the list at the next meeting and hand it over to Agency leaders/supervisors to address the bulleted concerns. Amy Campbell stated that support staff will be asked for feedback. Gwen Scalyer motioned that discussion concerning the staff morale list be tabled until next month. Nancy Valkenburg seconded. Motion passed.

The By-Laws subcommittee met and discussed the board meeting schedule. Karen Jaskot announced the proposal that the Board amend the by-laws, changing the meeting schedule to September thru November and January through July. No meetings will be held in December or August. Kathryn Gregoire motioned that the process begin to change the schedule removing the December meeting date and adding a July meeting date. Nancy Valkenburg seconded the motion. Motion passed. This change will enable to Board to have input into the Annual Plan preparation, generally conducted over the summer months. Further discussion regarding the meeting time ensued. At this time, no changes to the regular monthly meeting time will be made.

Community Relations Committee: No report

Children's Services Committee: Nancy Schuyler reported a meeting was held today and discussion centered on legislative changes in child welfare and how these changes will influence practice.

Contracting season is underway. Nancy Schuyler gave a brief overview of programs, the application process and budget sheets that were sent to providers.

Nominations Committee: Representative Katie True's office responded to a request for

one of their staff to join the board. They are unable to do so at this time. Karen Jaskot will contact Representative Hickernell's office.

Father Allen Wolfe, San Juan Bautista Church, is interested in Board membership and is completing his paperwork. Mr. Dolan has withdrawn his application at this time.

The Resource Parent Association has revisited their by-laws and will recommend a member to the Commissioners for appointment to the Board. This member will be appointed for a three year term and will have voting rights. Any resignation by this RPA representative would be a personal decision, not one generated by the Resource Parent Association. The RPA by-laws were amended to reflect these changes.

Director's Report: Amy Campbell shared information regarding a royalty check received by the Agency in the amount of \$275.00, proceeds from a video produced by Joanne Castner and a teacher from the Donegal School District. The video was turned over to catalog sales with the proceeds earmarked for the Children and Youth Agency's Children's fund.

The Agency is currently involved in a licensing inspection conducted by the State Department of Public Welfare. Amy shared a copy of the licensing tool used to examine Agency case records, employee training records, Advisory Board minutes, staff clearances and personnel files.

Pat Lee and Greg Landis added details on their service areas related to the audit. State auditors will be at the agency for one week, focusing on regulations and policies, including foster home regulations, clearances, inspections, training, etc. Case files will be audited for compliance with regulations related to deadlines, court hearing time lines, frequency children receiving services are seen, evidence of client participation in developing Family Service Plans, etc.

A copy of the organizational chart reflecting staff composition as of today was distributed. Four caseworkers have been hired, leaving an average of 3 casework vacancies per division.

Pat Lee distributed a spreadsheet prepared by Pedro Rodriguez reflecting the number of service days per month for the years 2004-05, 2005-06 and 2006-07. The high mark for the time period was in March, 2004 with 17,909 service days. The low mark occurred in January 2007 with 15,003 service days, a 16.2% decrease.

Pedro Rodriguez distributed the 2006 Year End budget report, which included TANF cuts and expenses related to the move of some staff to CYA South.

Meeting adjourned 1:42 p.m.

NEXT MEETING, TUESDAY, APRIL 17, 2007
at the Children and Youth Agency
Conference Room #1
900 East King Street
Lancaster, PA 17602

(If you are unable to attend this meeting,
please call Patty Shiffler at 295-2017)