

**LANCASTER COUNTY CHILDREN & YOUTH AGENCY  
CITIZENS' ADVISORY COMMITTEE  
MINUTES  
January 16, 2007**

**Board Members Present:** Joanne Castner, Karen Jaskot, Kathryn Gregoire, Fernando Sanchez, Gwen Scalyer

**Staff Present:** Malinda Brooks, Amy Campbell, Robert Danneman, Jessica Hamby, Gregory Landis, Dale Latimer, Pat Lee, Pedro Rodriguez, Lisa Runge, Nancy Schuyler, Patty Shiffler, Connie Wilt

**Public:** None

**Guests:** Tracy Sager and Pauline Carter, Personalized Parent Training Program

Karen Jaskot, Board Chair, called the meeting to order at 12:10 p.m. Joanne Castner moved the November minutes be accepted as revised. Kathryn Gregoire seconded. Motion passed.

Joanne Castner requested the December minutes reflect the issues regarding staff morale brought to the board meeting by CYA staff. Concern was that the minutes should accurately reflect the content of the discussion. It was decided the minutes would not identify the speaker, but would list the issues as bullets and become part of the agenda. The list would be ongoing and additional issues would be added monthly. Kathryn Gregoire moved that a list of ongoing concerns regarding staff morale be maintained and distributed with the Advisory Board minutes. Fernando Sanchez seconded the motion. Motion passed.

**Old Business:** On January 2, 2007, interviews were held for the CYA Administrator position. Four applicants were interviewed and three candidate names were submitted to the County Commissioners for final interviews. The selection will be made in late February. Joanne Castner thanked Karen Jaskot for taking a day to interview applicants.

**New Business:**

**Community Relations Committee:** No meeting was held.

**Children's Services Committee:** Nancy Schuyler introduced two representatives, Tracy Sager and Pauline Carter, from the Personalized Parent Training (PPT) Program who attended today's committee meeting and provided an overview of the PPT Program.

Kathryn Gregoire requested a paragraph capturing the functions of the program be sent out with the minutes.

**Personalized Parenting Program**

This program was designed for parents of children who need intensive

one-on-one parent training.

Mentors include current and ex-foster parents and ex-employees teach parents the skills necessary to successfully rear their children; teach home making and household management skills and promote independence and self esteem through a personalized program that allows the natural parents to retain their dignity.

Client families of the agency who will be considered eligible for the program include:

- Parents who participate voluntarily or through Court Order
- Parents who have special needs children
- Parents who need specific training in parenting skills, home making skills and household management
- Parents whose children are in the process of being returned from foster care

Nancy Schuyler queried the board regarding their preference in meeting times for the Children's Services committee.

**Nominations:** No meeting. Karen Jaskot announced that Father Wolfe, who attended last month's meeting, is interested in Board membership. He was given an application packet.

Mr. David Dolan has not returned his application packet. Karen Jaskot will contact him.

Karen Jaskot also announced the resignation of board member Demetra Baber.

Karen asked for volunteers to review the Board's by-laws. The volunteers include Fernando Sanchez, Karen Jaskot, Amy Campbell and Pat Lee.

**Director's Report:** Amy Campbell distributed the most recent organizational chart and announced that three staff were promoted to supervisory positions:

Jessica Hamby - Protective Unit  
Jason Doyle - Placement Unit  
Heather Welsh - Intake Unit

These promotions, as well as one staff resignation, resulted in several vacancies. Interviews are scheduled.

Meetings with County Sheriff Terry Bergman were held and security was a major focus of the discussion. Family visits may be discontinued at the church due to concerns for child safety. If necessary, the agency will conduct visits three nights a week at the 900 East King Street location instead of two. Foster parents are being included in the selection of an additional scheduled visit night. Another concern discussed was that visits need to be monitored and all visit room doors should have windows.

Two visit rooms have been furnished and are completed. The rooms are family/child friendly. Another room is slated for renovations by the Honor Society of Social Work majors at Elizabethtown College.

Pat Lee updated the board on the new and extensive Court Dependency rules, slated to go into effect on February 1, 2007. Some of the changes include:

- New initiatives and laws will dictate how we file and serve petitions.
- Each child will now receive a separate petition
- All petitions will be mailed by first class US Mail and also by certified mail
- Each child is required to attend their court hearings
- In addition, there are rules related to discovery of information.

Over 120 pages of new rules will be implemented by February 1<sup>st</sup>. Planning meetings are underway with court personnel to prepare for the upcoming court changes. An in-house work group, which includes key clerical staff, is also meeting to examine procedures and develop new forms. Staff training will be held at a later time.

There has been other legislation passed recently that involves additional activity for caseworkers. One bill requires that all children accepted for services be photographed annually and the photo will be kept in the case file. Another requires reporting to the Federal government that children in custody are seen monthly, by whom and where. The preference is that children are seen at their residence, preferably by the primary caseworker.

A roundtable meeting was held in December attended by Amy Campbell, Judge Gorbey, Judge Hoberg, David Natan, and two Masters, Lisa McCoy and Linda Parsons to prepare for the upcoming court changes.

Pedro Rodriguez distributed the Fiscal Report for the calendar year. He announced that the Agency will undergo a 4-E audit in February. The 4-E funds are federal revenue that cover children in placement and administrative expenses.

Greg Landis reported that referrals to the Agency have increased, however the number of cases accepted for services remains about the same. Reports of child abuse have spiked, reversing a seven year down turn.

Dale Latimer deferred her comments so the guest staff could resume discussion on staff morale.

Attending today's meeting were Jessica Hamby, Robert Danneman, and Malinda Brooks from the Protective Service Unit stationed at CYA South. The Protective Units provide ongoing in-home services to families. They work with clients to meet goals so the children can remain safe in their own homes. All three workers discussed staff morale and the difficulty of covering their workload with the current amount of staff vacancies and inexperienced staff.

Their issues and suggestions were added to the ongoing staff morale list.

All three staff praised Loida Acosta and Shelva Hess for taking on additional supervisory responsibilities and helping to keep the Protective Services area functioning.

Joanne Castner questioned whether the Agency had mentoring procedures in place. Greg Landis stated that there are not enough experienced workers to mentor the volume of new employees. The experienced workers are already overwhelmed due to the complexity of the cases they are assigned to cover.

Dale Latimer stated that the State provides CORE training which lasts 12 days and the County provides supervisory training, ½ days for 10 weeks. No formal buddy/mentoring program is currently in place.

Joanne Castner thanked the staff and marveled at the challenges they face. She pledged to assist with areas that can be handled at the Board level.

Meeting adjourned 1:36 p.m.

**NEXT MEETING, TUESDAY, FEBRUARY 20, 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)