

**LANCASTER COUNTY CHILDREN & YOUTH AGENCY
CITIZENS' ADVISORY COMMITTEE
MINUTES
November 21, 2006**

Board Members Present: Demettra Baber, Joanne Castner, Karen Jaskot, Kevin Fillgrove, Gwen Scalyer, Nancy Valkenburg

Staff Present: Amy Campbell, Gregory Landis, Dale Latimer, Pedro Rodriguez, Lisa Runge, Patty Shiffler

Public: None

Guests: Jennifer Stipe and Karrie Altman, Family Alternatives staff

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

Joanne Castner, Amy Campbell, Nancy Schuyler, and Kathryn Gregoire met to discuss staff morale and what the board could do to support the agency staff. It was suggested the board invite staff to attend board meetings. Joanne Castner made a motion that the board invited two staff representatives from rotating units to each board meeting to discuss the challenges they face. Demettra Baber seconded the motion. Motion passed.

Joanne Castner motioned the October minutes be approved as written. Demettra Baber seconded the motion. Motion passed.

The Children's Services Committee met today as reported by Lisa Runge. Family Alternatives staff, Jennifer Stipe and Karrie Altman gave an overview of their program and the services they provide.

By-Laws Committee: No report

Nominations Committee: No report

Director's Report

The final stage of the staff move is complete. The Administrative and Fiscal staff now occupy the 2nd floor and Intake Units are housed on the 3rd floor. All visits are being held on the lower level and visit rooms are being painted and redecorated.

Interviews are underway and the organizational chart will be distributed to the board monthly.

Dale Latimer, DSS of In-Home Services, was introduced. Dale was an Intake Supervisor, and has been with the Agency for 14 years.

Two new staff were recently hired, prior to the hiring freeze. Future hires are on hold awaiting guidelines and further directions.

The process for hiring a new Director is underway. The committee reviewed resumes and narrowed the search to 6 candidates. The finalists will be interviewed in early January.

Contributions continue to arrive in memory of John Ryan and Anne Daniel. Pedro Rodriguez explained the process for handling the donations. Two separate funds have been set up through the controller's office. The Anne Daniel fund will be used to furnish and decorate two visit rooms at the Agency. The John Ryan Memorial Fund is an ongoing fund and will be an interest bearing account. Annually, a scholarship will be awarded to a child receiving services from the Agency.

Amy Campbell made several announcements for Pat Lee:

Bertha DeJesus, Supervisor, has transferred from a Placement Unit to the Court Unit.

There will be changes in the Court Dependency Rules. These changes take effect on 02-01-07. Pat Lee will detail the changes at the December meeting.

On Adoption Day, November 16, 2006, 16 children were adopted. Another Adoption Day is scheduled for December 20, 2006, when it is expected that 20 adoptions will be finalized.

Greg Landis discussed Oasis, a joint venture with the Lancaster General Hospital. Children who have been victims of abuse are interviewed once and the interview is videotaped for future use, including use in criminal prosecutions.

Nancy Schuyler is coordinating the Christmas gift donations from the community. She circulated the list of donors for Board members to review.

A Quality Assurance survey was mailed to assess consumer satisfaction with Agency services. Questions involved timeliness of services, scheduling and keeping appointments, etc. Surveys are being returned and reviewed.

Board members were invited to attend the Foster Parent Association Christmas Party at Willow Valley Cultural Center on Saturday, December 9 at 11:00 a.m.

Tom Fasnacht's Lancaster County Project for the Needy posters were distributed to Board members. Volunteers were encouraged to help with the food distribution which will be held on December 23, 2006 at 8:00 a.m. at Lancaster Square (The Ramada Inn/Old Brunswick Hotel). Volunteers are needed at 6:00 a.m. to pack the boxes.

The Board will once again donate a fruit basket to the staff in appreciation for their dedication to the children of Lancaster County. Donations to cover the cost of the fruit basket may be given to Board Chair, Karen Jaskot.

The CYA staff Christmas party will be held December 15 beginning at 11:30 in Conference Rooms 1&2. Board members are invited.

Pedro Rodriguez distributed the third quarter Fiscal Report beginning July 1 through September. We are under 4% under budget for this quarter, which is due in part to lower numbers of children in placement, and Medical Assistance realignment.

Public Comment: None

Meeting adjourned 1:02 p.m.

NEXT MEETING, TUESDAY, DECEMBER 19, 2006
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 299-7925)