



## Luzerne County Children and Youth Services Advisory Board Meeting Minutes

**Date/Time/Location:** April 8, 2020/noon/ Conference Room 132 (**Conference Call Meeting**)

**In Attendance:** Charlene Aben, John Bonin, Robert Childs, Maggie Farrell, Dennis Gochoel, Eileen Song, Joshua Wilder

**Absent:** Ciro Cinti, Martin Dartoe, LeDonne Kelly, Mary Agnes Kratz, Larry Marchetti, Fritz Scarnulis, Susan Roskos

**Children and Youth:** Ceil Bartolai, Chris Dalessandro, Donna Domiano, Kelly Gaughan, Deanna German, Lisa Koval, Georgine Meyers, Robin Ritsick, Joanne Van Saun

**Office of Human Services:**

**Welcome** – Josh Wilder welcomed everyone to the April Advisory Board Meeting. Ms. Meyers took attendance.

**Approval of Minutes** – March meeting minutes approved by Member Song, seconded by Member Farrell, all in favor.

**Director's Report** – Ms. Meyers announced the formal resignation of Member Finn. There is no need to have a vote for Chairman, therefore, we congratulate Eileen Song as she will be the next Advisory Board Chairman. A thank you letter will be sent to Member Finn for his service on the Board. Director Van Saun noted that all staff are working remotely. The State has not relieved us of duties/responsibilities. Clerical are entering data, taking calls, creating files; Aides are delivering food, assisting BFH; Caseworkers are providing ongoing protective services; Intake is taking referrals and ensuring safety; Legal continues with shelter cares and dependencies through teleconferencing; Fiscal staff are working remotely. Disinfectant spray, wipes and gloves were handed out previously and more were purchased. We also ordered some masks that were made. No staff have been ill. Providers are continuing to provide services to our families electronically. There are significant decrease in referrals, however, this could be due to mandated reporters (such as school staff) that are not seeing the children. There are decreases in placements. Adoption and permanency hearings were postponed. There are State calls twice per week for updates. The agency has asked to be relieved of some responsibilities but not many answers yet. Director Van Saun is proud of the work that the staff has done. They are committed and dedicated. It is going well. Secretary Wilder thanked her.

Mr. Dalessandro, Fiscal Officer, noted that hiring of the Budget Analyst has been put on hold for now. Everyone is working mobile. Invoices are still being paid and he is proud of his staff as nothing has been set back.

Director Van Saun noted we are keeping track of the spending due to COVID-19 to try to get reimbursement later.

Deputy Director German noted we are still working on the Visitation Grant. It is difficult as stores are closed but we reached out to staff to see what is needed to replenish visit rooms. This will affect the Retreat in June so we might need to move that back. Things are going well. She has daily contact with managers and managers have daily contact with their supervisors. She is very proud of staff.

Mr. Dalessandro noted that the Auditor General concluded auditing FY 16/17 and 17/18 and he is very pleased with how it went. There were only 2 finding that they are working on to resolve. Currently the 2019 fiscal year is being audited and they are working with auditors through emails and such to provide information.

Member Farrell asked about the Visitation Grant and if visit rooms are being remodeled or set up differently. Deputy Director German noted the rooms are on site and we usually provide games, toys, furniture, etc. So these rooms need to be updated because of use. Director Van Saun wants to see how to better keep rooms from being contaminated between visits in the future.

### **Old Business**

1. **Fundraising** - Secretary Wilder and Member Gochoel are holding off on letters until the crisis is over. Discussion on mailers will take place in June. Secretary Wilder asked that David Gaugler follow up with Attorney Rogers to see if he will be assisting this year.

### **New Business**

1. Chairman Song thanked everyone for their support. She would like the Board to be more active. Fundraising is a priority. She would like to see more active subcommittees. Secretary Wilder will chair the fundraising committee. Chairman Song asked him to send out an email with a list of events and requirements as well as a target. See if anyone wants to be on this subcommittee. He should set up a subcommittee meeting. Member Farrell asked if these meetings could be at a different time over Zoom or conference call. Chairman Song asked for a few staff members to be on each meeting. Ms. Meyers and Deputy Director German will be on this committee. Recruiting is a focus. Chairman Song asked Dr. Childs for his help on the Recruiting Committee. She will chair and send out an email. Strategic Planning Committee to be chaired by Member Gochoel. He will email everyone. This committee will look at the ByLaws and Strategic Planning. She asked that Vice Chairman Kelly be on this committee. The Executive Committee should be a part of this committee so she asked Secretary Wilder to attend as well. She asked Director Van Saun to participate. Member Gochoel will send out an email. Chairman Song hopes to set goals and visions. Chairman Song would like everyone to align with a committee. Please send Chairman Song an email if you have any other ideas or feedback.

**Final Questions/Comments** – No further questions or comments. Ms. Meyers announced that we will have a new Board Member joining our next meeting as he only needs to complete his Oath.

**Adjournment – Motion to adjourn approved by Member Song, seconded by Member Gochoel, all in favor.**

**NEXT MEETING: Wednesday, May 13, 2020 at 12:00pm.**