

Meeting Minutes for CYF Board Advisory Board

Meeting Details

Location: **Virtual via TEAMS**

Meeting Facilitator: **Dara DeChellis**

Secretary: Patrice Harris

Date: **March 5th 2024** Time: **4:00 PM**

ATTENDEES

Dara DeChellis: CYF Project Manager

Betsy Caroff: CYF Acting Director

Rebecca Palatino: CYF Assistant Deputy Director

Michelle Clayton: Division Chief for the Division of Child Advocacy at the Children's Hospital of Pittsburgh Child Advocacy Center

Dr. Erica L. Givner: Owner and CEO of Vision Towards Peace counseling services

Monica Ruiz: Executive Director of Casa San Jose

Licia Lentz: Director of Alternative Education for the Allegheny Intermediate Unit

Sasha Peays: Diversity, Equity & Inclusion Officer

Fr. Paul Abernathy: Chief Executive Officer of the Neighborhood Resilience Project

Aubrey Plesh: Continuum Provider; Mon Valley SWISS Shelter Operator

Helen Grove Cahalane: Overseer of the Child Welfare Continuum at the School of Social Work at Pittsburgh University; Overseer of the Child Welfare Professional Education Program and Child Resource Center

Mary Stoner: Leader of the South Hills Foster & Adoptive Parent Support Group; Board member

REPORTS

Report #1: Purpose of the Board

Details:

- To advise concerning the functioning of the agency in providing quality services in response to the needs of children, youth and families and the community it serves.
- To make recommendations on matters referred to by the County Chief Executive or the agency administrator and to suggest policies for the agency's operation and development at the committee's own initiative.
- To advise the County Chief Executive and the agency administrator on the development of the county Children and Youth Services Plan and Budget Estimate.
- To strengthen relationships of the agency with the community that it serves and with our public and private agencies which serve children, youth and families.
- To assist in development of resources for services for children, youth and families.

Report #2: CYF Board Meeting Frequency

Details:

- Once approved by the council, a poll will be sent out regarding convenient time of day and day of the week for meetings to be held.
- Will address the concern of whether meetings will be held monthly or quarterly. Meetings are currently to be scheduled quarterly though the bylaws state they should be held monthly.
- Next meeting is to be held on Tuesday, June 4th, 2024 from 4:00 pm to 5:30 pm.

Report #3: Board Member Expectations

Details:

- Elected for a term of 3 years.
- Will elect a Chairperson and a Vice Chairperson.
- Missing 3 meetings without reason or notification terminates membership.
- Creates subcommittees.
- Amends the bylaws.

OTHER BUSINESS

Item #1: Tenets of the Work

Details:

- Ending the need for Group Placement, not just closing placements.
- Strengthening a Kin-First Culture.
- Trauma-Informed, Healing Centered Mental Health.
- Goal set for 2030.

Item #2: CYF Director Search

Details:

- Closing date March 15th, 2024.
- There are currently 125+ applicants.
- The Search Committee will help identify candidates and help in the screening process.
- The Search Committee will interview candidates and provide guidance to Erin Dalton on selecting the finalists.

Item #3: 2024 Focus

Details:

- Closing the Front Door
- Reducing System Involvement
- Improving Equitable Decision Making
- Workforce Wellbeing
- Communication

Item #4: Staff Safety

Details:

- CYF Safety Committee to continue to meet monthly.
- CYF Safety Committee to continue collaboration with OA.
- CYF Safety Committee to continue to address the following:
 - Communication Strategies.
 - Internet & Personal Privacy.
 - Teaming in the Field.
 - Sustainability.

Item #5: Recruitment & Retention

Details:

- Supporting Action Teams by adding Caseworkers.
- Retention:
 - Caseload vs. Workload
 - Exit Interviews
 - Onboarding
 - Promoting SWAG Work (Engagement & Support Plan).

Item #6: OCYF Workforce Wellbeing Team

Details:

- Comprised of OCYF Leaders, this team evaluates the workforce's needs and strengths.
- Team is to develop programs and initiatives while ensuring standardization across all offices.
- Team is to create a centralized understanding of ideas, policies, and procedures.

ADJOURNMENT.

The meeting ended at 5:38 pm.

Minutes submitted by: *Patrice Harris*

Patrice Harris