

**Children's Trust Fund Board Meeting**  
**Agenda**  
**Thursday, July 18<sup>th</sup>, 2024**  
**10:00 a.m. – 1:00 p.m.**  
**Zoom:** <https://paiu.zoom.us/j/92496500592>  
**Phone:** 855 880 1246 (US Toll Free)  
**Meeting ID:** 924 9650 0592  
[1988 Act 151](#)

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**10:00am - Call to Order and Introductions**

Paul DiLorenzo, CTF Board Chair

Introductions for all.

Paul begins discussion regarding in-person meetings with a facilitator. Lindy Keefe asked about reimbursement for travel. Paul asked Karen to explain policy/options. Karen stated OCDEL has funds set aside for participation in meetings. Submission of expenses can be sent to CSIU and then they will be billed to OCDEL. Noted that a few others attended remotely at the last meeting. Overnight hotel would be accommodated also. Cathy Palm brings up other barriers that could stop someone from attending, stating remotely should still be heard and part of the meeting. Shante states OCDEL will provide the space for the meeting if needed.

Cathy Palm asked for an update on the board and missing members. On the agenda and will be addressed soon.

Bruce Erb stated that in person meetings are very beneficial but agrees with what has been said about providing virtual. Paul stated that workgroups and deeper dive meetings for in person and general meetings in virtual. Paul will work with Karen to provide notice ahead of meetings.

Paul begins discussion about board make-up and vacant positions. Spoke about Rachel Berger and Donna Bullock leaving. Shante spoke about transition with the board and transition with OCDEL. Mentioned 2 positions currently filling and spoke about being more present and informing the board of where we are at in the process. Prior to last year there was a very small board full of members who served for a long time, committed to filling the board. Open to smaller meetings and workgroups with a full board. Paul thanks Shante OCDEL and CSC. Cathy asks for clarification on board make-up. Shante states 13 out of 15. 1 is Legislative seat for Bullock, and 1 for Berger. Cathy and Paul stating 2 open senator spaces. Paul speaks about Dr. Berger's replacement in a close related field. Slot is being pursued.

Paul speaks to board being new and a lot of absences prior. Desire on the board to take a more active role. Mentions a lot of non-board members present at meetings and asked for discussion. Shante speaks about all of the OCDEL roles and their importance. Cathy speaks about this as a side effect of transition. Familiarity may be the issue of to make those connections and work together. Shante reiterates OCDEL is here to support. Shante speaks about OCYF and they will be at these meetings moving forward. Paul asks about CSC also and who will be present. Karen states her and Rijelle will be present, other staff were at the in person just to meet the board. Lisa speaks about being present and supporting Kim Gruber when she begins.

CTF Alliance Annual meeting for peer learning in Glendale Arizona and have an allocation for 3 people to attend. Asks Karen to gather information and who will attend. Karen speaks about the upcoming

meeting (not conference format) with representatives from CTF board from all over US. Pay an annual fee to be a part of the alliance. Held in conjunction with Prevent Child Abuse America Network. Joint times on November 12-14. Will talk about promoting protective factors and implementation. Paul states the board needs to authorize attendees. Lisa states sent 2 members in the past but is able to send 3 and can support that. Paul asks if authorizing participation is able and wait on cost. Shante agrees. Karen clarifies this

Motion to authorize sending attendees Kristi Lyons. Bruce Erb Seconds. Passed.

Cathy speaks about opposing the vote due to wanting more information. Shante states the amount of money would help alleviate the concerns at a later date today is about whether it is something they want to do. Cathy still concerned about voting and not knowing all the information. Paul and Shante speaks about the importance of attending and representing PA and the board.

**10:10am**

**Item: Approval of the March 21<sup>st</sup>, 2024, Board Meeting Minutes**

**Purpose:** Ensure accuracy of last meeting

**Lead:** Paul DiLorenzo, CTF Board Chair

**Action:** All board: Approve minutes (with potential amendments)

**Notes/Actions:**

Motion to accept the minutes from last meeting by Cathy. Lindi seconds. Passed.

**10:15am**

**Item: General Discussion**

**Purpose:** Discuss different topics related to the board

**Lead:** Paul DiLorenzo, CTF Board Chair and Denna Bateman, OCDEL

- In-person meetings
- Unfilled positions
- Roles and responsibilities
- CTF Alliance Meeting Attendance-voting item

**Action:** All board: None required

**Notes/Actions:**

**10:45am**

**Item: Fiscal Report**

**Purpose:** Provide summary of fiscal report to date

**Lead:** Jordan Arment, OCDEL

**Action:** All board: None required

**Notes/Actions:**

Jordan states Penndot donations around 25,000 a month. Marriage and divorce fee around 80,000 a month. Breakdown the end balance greater than beginning partly due to grantees ending cohort and donations up. Paul asks if current number is better than the past or what is your read on this. Jordan speaks about grantees cohort freeing up majority of the funds. That cohort had 8 grantees and 400,000. Current cohort only has 1 so projection is a lot higher. Cathy states more money because we have not as much funded. Jordan states all revenue and receipts are all public and provided a link to the board to view at any time.

**11:00am**

**Item: CTF Organizational Planning****Purpose:** Review Board Values and subcommittee notes**Lead:** Paul DiLorenzo, CTF Board Chair**Action:** All board: Review**Notes/Actions:**

Paul speaks about workgroups and smaller groups offline. Shante acknowledges it is hard to do all of this work in a meeting is challenging. Subcommittee meetings and workgroups would really help. Speaks about the executive order that is very old and tough to keep up with. Changing orders and policy takes time and may not be able to be done in a board meeting. Dedication outside of the traditional meeting space may be required to accomplish some work. Paul asks Karen to give a perspective on subcommittees in the past.

Karen speaks on 3 members and representatives, so most was done in meetings. Some subcommittees on RFA or Policy revision, coming up with alternatives, and then present to the board to vote on. Cathy speaks on subcommittee created at last meeting and had some momentum but stalled due to Andrew transition and sunshine act unclarity. Supports subcommittee work overall.

Bruce Erb states it must be less than a Corum of board members at a subcommittee meeting.

Cathy shares ideas for workgroups on Mission/Vision, RFA and access, and fiscal workgroup.

Paul shares other thoughts on workgroup to find better ways to offer fairness of application to all. Less and less applicants.

Paul asks who would be willing to be a part of the workgroup to lay out subcommittees and then bring back to the board their findings. Cathy states RFA big need. Shante states expectations of committee to new members should be explained. Paul states looking into applicants, match, how the board has emphasized evidence-based, engaging other offices and philanthropy. Envisions a couple meetings for this work. Cathy speaks on her experience with the RFA and sharing of the tutorial to members willing to be on the workgroup. Paul agrees an RFA 101 would be very beneficial.

Bruce Erb very supportive and will be a part of the workgroup. Paul volunteers as well as Cathy. Cathy speaks about everyone on board to be a part of RFA 101. Lindy Keefe offers to join workgroup as well.

Cathy and Karen will work to set up the workgroup and RFA 101. OCDEL and CSC will gather the RFA 101. Paul speaks on making the RFA county friendly and removing barriers.

Lisa speaks about RFA conceptually and how to write it on the Family Support Website. We can also engage with someone to speak about the process.

Cathy speaks about the specifics of the current RFA for the RFA 101.

Paul suggested Mission/Vision be also a part of the workgroup. Cathy states look back at the work that has already been done and continue there. Information from this workgroup previously will be shared with the board.

**11:30am****Item: Center for Schools and Communities (CSC) Updates**

**Purpose:** Provide updates to CTF Board on CSC Work

**Lead:** Karen Shanoski or Rijelle Kraft

- Possible grant revision

**Action:** All board: Review

**Notes/Actions:**

Karen speaks about updates but will not need a vote for possible revision. Grantee is on its way to back on track. Part of what came up in the conversation was state and federal funds as a match and what is allowable and not allowable. How much for the match and what would be required of the grantee as a topic for discussion. Determination on this grantee not necessary to follow up on the confusion with funds. Lisa speaks about the conversation around this grantee shared with the board for current practice and whether that is a barrier. Rebecca Snyder states board decides match required but is permissive where the funds come from. Karen poses match can be cumbersome to grantees. Rebecca Snyder states 25% of total can come from in-kind services.

Paul speaks about match conditions possibly keeping smaller programs from participating. Rijelle shares in the RFA no state of federal which restricts grantees.

Rijelle provides quarterly update. 3 cohorts currently.

Cohort 29 finishing up on September 30, 2024. Exit interviews conducted after completion.

Cohort 30 just finished second year and renewals to continue into third year. All paperwork completed.

Conversations around sustainability.

Cohort 31 just finished year one. 2 grantees, first visits last week of July.

Paul asks how many times CSC visits each grantee. Rijelle states twice during 3-year cycle and when they generally try to visit. In-person visits other than during COVID they were virtual. Rijelle describes TA/support meeting which is flexible to the needs of the grantee. At least quarterly but some are monthly. Karen speaks about bringing the grantees and cohorts together for connections and training opportunities.

Paul asks for 5-minute break then all attention for RFA discussion.

Paul asks if Karen and Rijelle have gathered struggles and successes over the years and cohorts. Rijelle states a summary and exit report is shared with the board. Rijelle states she can combine some older years information for the workgroup. Paul asks for a brief presentation of what was learned over the last couple of years.

**11:45am**

**Item: RFA Results**

**Purpose:** Provide summaries and results of Grant Applications

**Lead:** Denna Bateman, OCDEL

**Action:** All board: Review

**Notes/Actions:**

Paul begins RFA discussion. Cathy was sole board member able to participate.

Denna shares information about 1 applicant; Helping Hands Ministries. Not previous grantee. Asking \$150,000. Summary of program they are trying to implement (document shared).

Paul asks for total received. Denna states 7 received. 1 rejected due to being late and other 5 not eligible due to issues in the application.

Cathy asks if Denna can share RFA qualifications that could disqualify applicants. Cathy speaks of RFA is not a friendly process to anyone. Font size, page numbers, consultation and signature of Child Welfare Agency, a lot of reasons why process stopped for applicants.

Paul asks about how many were reviewed. Cathy says 6 were reviewed, but missed the mark and would have only been given 1. Cathy spoke on process of RFA team and meetings to determine the final document. Cathy states she felt demoralized through the process. Paul states the applications should have been reviewed before getting to scoring team.

Denna speaks on the options that the board has since there is only 1 applicant to review. Option 1 to vote to fund 1 eligible application. Option 2 to cancel RFA and re-issue. Option 3 fund and begin process for next RFA.

Lindy Keefe asks if there is any more information on program they are choosing to run or more info about this being a Ministry and if it is faith-based. Shante and Rebecca state application and provisions do not prohibit funding this entity. Cathy spoke about a lot of community engagement listed in RFA Application.

Cathy speaks about statute with Children and Youth and how that disqualified other programs. Looking to have a grantee not have that piece necessary based on services and how board could fund that. Part of prevention is getting to children before they are at Children and Youth. Paul speaks on statute originally created and level of Children and Youth influence and involvement that they should know of an application. Shante speaks on a smaller agency may be difficult to partner and obtain this. Cathy speaks about legal document of requirement and is that what the boards intention is. Cathy speaks on heartbreak of so little applicants and then disqualified but board has plenty of funding. Also speaks on the quick turnaround of RFA process.

Paul asks if the board is in agreement that 1 applicant is alright. Shante supports the procurement process. Cathy thanks other RFA readers and the process. Speaks on standardization is important. Pre-proposal process not a part anymore and was very important in the past. RFA must be very clear for all to be able to interpret.

Phil in chat. Is this an issue with RFP language? Procurement Code guides and may not be able to be altered. Shante speaks about pre-procurement meeting coming back. Also sharing and advertising the opportunity.

Paul explores the options proposed by Denna. Asks the board for other recommendations or thoughts. Karen asked if reissued would it be with the same rules. Cathy shared would have to go through a legal review if changes are made. Denna shares if rejecting all the applicants would receive a letter that they were not selected but not the reason for why. Cathy shares the board has the ability to reject for any reason. Rebecca unable to answer if procurement would have to review but any changes would most likely need to be reviewed and that time frame depends on how many other are on the table for review. Paul speaks on reissuing with no changes would the applicants be any better. Denna speaks on length of posting and time to complete application. Paul asks how much time would they have to apply if reissued the same? Denna and Karen unsure depending on when eligible and Cohort start times. Rijelle speaks on current time frames are based on procurement. Paul asks for more input from board. Bruce Erb asks if taking option 2 or 3 are we being fair to the sole applicant. Cathy agrees and shares felt the same way although other communities had good proposals. Cathy shares attachment with a checklist of all that is needed in the application. Cathy explains Option 1 and Option 3 differences.

Paul presents all 3 options again thoroughly.

Karen clarifying questions around cohorts affected and time frames.

Cathy makes a motion to fund Helping Hands and immediately send out RFA for additional grantees. Second by Phil. Passed by all.

Rijelle clarifying question are any changes happening to RFA in motion? Cathy states as written to move forward. No time frame on how long it would take to change. Fund now and next RFA and continue to the work for next year.

**12:30pm Items: Fiscal Impacts**

**Purpose:** Provide summaries of fiscal impacts based on grant applications

**Lead:** Jordan Arment, OCDEL

**Action:** All board: Review

**Notes/Actions:**

Jordan shares all cohorts and grantees and where they are at in their timeframe. Also shared the amount allocated for each cohort. Next slide was the projections moving forward with grantees finishing. 1.4 million estimated every year, low grantees the amount grows quickly.

Cathy states this is evidence we should reissue the RFA.

Paul asks for date of next meeting. Dates shared with all. A few members asked for the invites to be sent out again.

Cathy asks for timeline of reissuing prior to next meeting so they are informed on decision making.

Paul thanks everyone and ends meeting.

