

Children's Trust Fund Board Meeting
Agenda
Friday, November 8th, 2024
10:00 a.m. – 12:00 p.m.
Zoom: <https://paiu.zoom.us/j/92496500592>
Phone: 855 880 1246 (US Toll Free)
Meeting ID: 924 9650 0592
[1988 Act 151](#)

Call to Order and Introductions

Paul DiLorenzo, CTF Board Chair

Item: Approval of the August 22nd, 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:

Cathy Palm made an amendment request to the 8/22/24 meeting minutes. Suggesting that the following sentences under **Item: Sub-committee reports** be edited to read –

“Cathleen Palm moved that the Board adopt the recommended Guiding Beliefs and Values Statement as presented by the Board Committee and also then ensure the CTF website and other materials be updated to reflect this change:”

“The motion to adopt the Guiding Beliefs and Values Statement passed with unanimous approval.”

Action:

Cathy Palm moved to accept August 22, 2024, minutes with the suggested changes.

Lindy Keefe seconds.

Unanimous approval.

Item: Board Updates

Purpose: Address possible ideas/suggestion for conference and updates on board members

Lead: Paul DiLorenzo, CTF Board Chair

Action: All board: Review and approve if applicable

Notes:

Paul DiLorenzo suggested that board members may want to get involved with planning the annual CTF meeting and voiced that attending the CSC Family Support Conference provides an opportunity to get in touch with grantees. The conference will be April 2-4, 2025, at the Alloy in King of Prussia PA. The main attendees are CTF grantees, Parents as Teachers staff, and people associated with the Be Strong Parent Café and strengthening family work. CSC is looking for sponsors to support the facility, speaker, and attendee experiences.

Action:

Karen indicated that Board member input is welcome. Lindy Keefe, Cathy Palm, and Maryann McEvoy volunteered. Karen will follow up after the CTF Alliance Meeting (11/12-11/15).

Item: Fiscal Report

Purpose: Provide a summary of fiscal report to date

Lead: Jordan Arment, OCDEL

Action: All board: None required

Notes:

Jordan Arment reviewed the current expenses, income, and balances.

Cathy Palm noted a reduction in the PennDOT income in the last month. Quarterly payment information will be available at the next board meeting.

Item: OCDEL Communication

Purpose: Establishing effective and timely communication

Lead: Kim Gruber and Lisa Parker

- Communication – emails and materials to be sent.

Action: All board: None required

Notes:

Kimberly Gruber and Lisa Parker explained what was agreed upon between OCDEL and board:

- Emails will be copied to PW-RA account and, when applicable, must state when forwarding is needed. The email will then be forwarded to the full board.
- Kim/OCDEL will send the minutes to board members within 30 business days of meeting.
- Kim/OCDEL will provide the agenda to board members 10 calendar days prior to the meeting.
- Materials meant for review at the board meeting will be sent to board members 10 calendar days, or as soon as possible, prior to the meeting.
- The most recent list of board members, their contact information, and a list of those regularly invited to attend board meetings was provided to the board per their request.
- Board asks that the email subject line begins with "CTF" when content relates to direct board business. This is meant to differentiate between business and more general correspondences.
- Paul requests that he is copied in all CTF emails.

Action:

Kimberly will send an email to the board with this information.

Item: Center for Schools and Communities (CSC) Updates

Purpose: Revision Request

Lead: Karen Shanoski or Rijelle Kraft

- Requests for revisions were presented.

Action: All board: Review and approve if applicable

Notes:

Grantee: Children's Advocacy Center of Lawrence County (Cohort 29) Nurturing Parenting Model

A budget revision was requested for the final year's budget at the end of the grant period (grantee completed third year 6/30/24). They requested to shift funds from personnel (salaries and benefits) to operating costs (supplies, occupancy, purchased services, and insurance).

Questions from the board included requests for information about recruitment issues, numbers of enrolled participants, occupancy, and staffing.

Action:

Cathy Palm made a motion to defer the board decision pending additional information about service goals and use of funds. Bruce Erb seconds. Unanimous approval.

Notes:

Grantee: Family Service of Chester County (FSCC) (Cohort 31) Parent Aid Model

The grantee considered relinquishment due to uncertainty around the use of grant funds to purchase concrete goods or services as a part of their work with families. After OCDEL/DHS Legal confirmed that grant funds could be used for such services, FSCC submitted a program and budget revision to use their required match funds to meet concrete service needs for families.

No action by the CTF Board was required because the change was made using the cash match funds.

The Board asked for information about the number of grants that met or are meeting goals set for the number of families enrolled in a year and the life of the grant. The report with this information was provided in the RFA Orientation Session and placed in the chat.

Actions:

CSC will provide an update on the program regarding the number of families enrolled which were low for the first year. Email will be forwarded to board containing the report that was placed in the chat.

Item: RFA Sub-committee report and decision making of the 2025 RFA

Purpose: Subcommittee report

Lead: Subcommittee members

- Share list of subcommittee members names.
- Share information collected for discussion.

Action: All board: Review and approve if applicable

Notes:

The Board Chair announced that in this section of the meeting the Request for Applications (RFA) Committee will report its recommendations addressing the CTF Board priorities and how to approach the work with grantees. Cathy Palm described

the process on how these recommendations were created by that committee, and the report was shared on screen for review during the meeting.

Actions:

Recommendation 1

Identified the types of programs that might apply:

- Existing Evidence Based or Evidence Informed program in a community for up to three years
- New Evidence Based or Evidence Informed program to bring to a community for up to five years
- Innovative community home grown program that is determining evidence of effectiveness for up to five years

Kristi Lyons made a motion to approve.

Cathy Palm seconds.

Unanimous approval.

Recommendation 2:

Limit mandatory provisions:

- Mandatory - signature and due date.
- Requirements without disqualifying applicant - number of pages and font type/size.
- Updating the way to demonstrate consultation with county child welfare agency.

Cathy Palm made a motion to approve.

Bruce Erb seconds.

Unanimous approval.

Recommendation 3:

Allowing use of grant funds for concrete supports.

- Parameters for concrete supports will be established.

Cathy Palm made a motion to approve.

Lindy Keefe seconds.

Unanimous approval.

Recommendation 4:

CTF Board will host a public session to elevate awareness about the expected direction of the next RFA and allow the board and potential applicants to dialogue about the board's overall vision and goals prior to the release of the RFA.

- Rebecca suggested that procurement and legal look into the feasibility of this to be sure it doesn't violate any guidance or statutes.

Cathy Palm made a motion to accept but with direction from legal and procurement.

Bruce Erb seconds.

Unanimous approval.

Action:

Procurement and legal will be asked to provide parameters for public session.

Recommendation 5:

Increase the overall size of grant awards:

- Create a minimum and maximum amount for which applicants could apply. It was noted that the percentage for match requirements would remain the same.

Bruce Erb moved to approve.

Cathy Palm seconds.

Unanimous approval.

Paul DiLorenzo asked if the RFA could be approved at the January board meeting. OCDEL and CSC will work on the RFA with the approved recommendations and send it to the subcommittee for review ahead of January's meeting. The final draft will be sent to the full board for review.

Non-Agenda Issues/Questions raised:

Is the CTF Alliance paid an annual fee? Yes.

A concern was expressed that CTF Alliance staff did not respond to questions from a PA CTF board member.
When will the vacant seats on the board be filled?

It is anticipated that open seats will not be appointed until sometime around the Spring 2025.

Item: Center for Schools and Communities (CSC) Updates

Purpose: Provide CSC reports to CTF Board for review

Lead: Karen Shanoski or Rijelle Kraft

- Quarterly Report – will be distributed to all members.
- 2023-2024 Annual Report – will be distributed to all members.

Actions: All board: None required

Notes:

Karen Shanoski referred to the 2023-2024 Annual Report and the 2024-2025 First Quarter Report about contracted work conducted by CSC Family Support Staff that were sent to board members. Any questions may be directed to Karen.

Wrap up and conclusion

Paul DiLorenzo, CTF Board Chair

Notes:

Remind board of next meeting January 16, 2025 at 10am

Action:

If any board members would like specific items addressed on a future board agenda/meeting, please email the RA account and board chair.

Meeting Adjourned.

Friday, November 8th, 2024
Attendees

State	Board Members	Other Attendees
<input checked="" type="checkbox"/> Kimberly Gruber (DHS – OCDEL) <input checked="" type="checkbox"/> Lisa Parker (DHS – OCDEL) <input type="checkbox"/> Staci Kenney (DHS – OCDEL) <input checked="" type="checkbox"/> Jameekia Barnett (DHS – Policy) <input checked="" type="checkbox"/> Rebecca Snyder (DHS – Legal) <input type="checkbox"/> Matt Firestone (DHS – OCDEL) <input checked="" type="checkbox"/> Greg Swartzlander (DHS – OCDEL) <input checked="" type="checkbox"/> MaryAnn McEvoy, Gov Office of Advocacy and Reform <input checked="" type="checkbox"/> Jordan Arment (DHS – OCDEL) <input checked="" type="checkbox"/> Denna Batman (DHS-OCDEL) <input checked="" type="checkbox"/> Shante’ A Brown (DHS – OCDEL) <input type="checkbox"/> Andrew Broden (DHS – Leg Affairs) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Legislative Board Members</p> <input type="checkbox"/> Sen. Art Haywood, District 4 Represented by: <input type="checkbox"/> Clarissa Freeman <input type="checkbox"/> Erin Serre <input type="checkbox"/> Rep. Ann Flood, District 138 Represented by: <input checked="" type="checkbox"/> Kendra Wiederhold <input type="checkbox"/> Rep. Donna Bullock, District 195 Represented by: <input type="checkbox"/> Danielle Bowers <input type="checkbox"/> Stacy Treier <input checked="" type="checkbox"/> Rep. Lindsey Powell, District 21 Represented by: <input type="checkbox"/> <input type="checkbox"/> <p>Public Board Members</p> 1. <input checked="" type="checkbox"/> Paul DiLorenzo, Chair 2. <input type="checkbox"/> Phil Falvo 3. <input checked="" type="checkbox"/> Kristi Lyons 4. <input type="checkbox"/> Nacole Hough 5. <input checked="" type="checkbox"/> Cathleen Palm 6. <input checked="" type="checkbox"/> Lindy Keefe 7. <input checked="" type="checkbox"/> Bruce Erb 8. <input type="checkbox"/>	<input checked="" type="checkbox"/> Karen Shanoski (CSC) <input checked="" type="checkbox"/> Rijelle Kraft (CSC) <input type="checkbox"/> Melanie Donnelly, House C&Y Committee <input type="checkbox"/> Brooke Kennedy, House C&Y Committee <input type="checkbox"/> Susan Good, Exc Dir House C&Y Committee <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Reminder 2024 Meeting Dates

- 2024 Meeting Dates
 - Wednesday, April 3rd, 2024 – 10am to 3pm (strategic planning)
 - Thursday May 30th, 2024 – 10am to 1pm
 - Thursday, July 18th, 2024 – 10am to 1pm
 - Thursday, August 22nd, 2024 – 10am to 12pm
 - Thursday, October 17th, 2024 – 10am to 12pm
 - Thursday, January 16th, 2025 – 10am to 12pm