

**Children’s Trust Fund Board Meeting**  
**Minutes**  
**Thursday, August 22nd, 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](#)

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**Call to Order and Introductions**

Paul DiLorenzo, CTF Board Chair, welcomed everyone and reviewed the agenda.

**Approval of the July 18<sup>th</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:** Lindy Keefe moved to accept the July 18, 2024 Minutes as presented. Bruce Erb seconded the motion. No discussion. Unanimous approval.

**Item: Fiscal Report**

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

**Lead:** Jordan Arment, OCDEL

**Action:** All board: None required

**Notes/Actions:**

- Jordan Arment reported that the current income is \$131,000.00; expenses at \$211,918.80 with a balance of 1,415,907.50. There is nothing to call attention to for the CTF Board members in this report.
- Paul DiLorenzo noted that the CTF Board plans to revisit how to build on or promote the option to donate to the Children’s Trust Fund through the Department of Transportation.

**Item: Sub-committee reports**

**Purpose:** Review Board Values and subcommittee notes

**Lead:** Paul DiLorenzo, CTF Board Chair and Cathleen Palm, CTF Board Vice-Chair

- Discussion on CTF Board Vision Mission Statement

**Action:** All board: Review and approve if applicable

**Notes/Actions:**

Cathleen Palm reported on the work of the CTF Board Committee to review the CTF Board Vision/Mission.

On May 30, 2024 board members Paul DiLorenzo, Phil Falvo, Nacole Hough, Cathleen Palm, and Representative Ann Flood joined by Denna Bateman from OCDEL and Stacy Treier with Representative Bullock’s office met to review the current mission/vision and incorporate the ideas developed at the CTF Board member retreat. The draft was sent to Board members prior to the meeting.

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:

“Built on a solid foundation of service, compassion, and empathy, the Children’s Trust Fund Board strives to inspire innovative, practical, and collaborative supports for children, families and communities. The Board believes that:

- Children have the right to be safe, nurtured, and protected from abuse and neglect.
- Children have the right to grow up in a supportive, stable, and permanent family.
- Children should be given the opportunity to reach their full potential.
- Families and communities should be meaningfully engaged, trusted and supported to make decisions regarding the identification of needs and services.
- The social, economic, cultural, and racial diversity of communities should be acknowledged and respected.”

Bruce Erb seconded the motion.

Discussion included:

- The proposed version embodies the existing mission and vision with some rewording.
- Excellent job of distilling and making concise and clear foundational concepts.
- The proposed statement reflects the work we do.

No edits were suggested. No concerns or disagreements noted. The motion to adopt the Guiding Beliefs and Values Statement passed with unanimous approval.

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

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

**Lead:** Karen Shanoski or Rijelle Kraft and Lisa Parker

- Budget revisions

**Action:** All board: Review and approve

**Notes/Actions:**

A brief review of some of the work of the grantees was given:

- The eight grantees in Cohort 29 will end their three-year grants September 30, 2024. CSC staff will hold exit calls in early November following the final reports from the grantees due October 31, 2024.
- The seven grantees in Cohort 30 are embarking on their last full year of the grant, ending June 30, 2025. They will take part in site visits early this year.
- The two grantees in Cohort 31 are beginning their second year of the grant. Both received site visits last fiscal year. Their grant period is an October to September grant year.
- The new grantee in Cohort 32 (July 1- June 30 year) has been notified and orientation will take place on August 23, 2024.

Explanation of CSC grant implementation support and technical assistance:

- CSC staff hold intentionally scheduled quarterly calls with each of the grantees and responds to inquiries and requests for assistance from the grantees in between the regularly scheduled contacts.
- There will be four CTF Learning Communities this year, with the first scheduled for September 17, 2024. CTF Board members may attend. These are sessions of CTF grantees to get to know one another, focus on topics generated through the professional learning survey and information gathered in regularly scheduled calls. It is designed primarily as a forum for CTF grantees to share their work and serves as a way to impart information about grant implementation.

Revision Requests:

There are two Grant Revisions presented today. Basic guidance for fiscal revisions:

- Under 10% of a change in the budget within the same category--no formal process
- Changes over 10% but below 25% are approved by the CTF executive director or designee
- Changes that are more than 25% require board approval.

Cathleen Palm requested that revision requests be sent to the Board members prior to the meeting. Agreement that this is best practice and will be honored as it is possible. While budget revisions are encouraged before the end of the fiscal year, these two were requested at the end of the year.

Columbia County Family Center

- The grantee was using CTF fund to cover a portion of the Director's salary and benefits. However, their local match covered the full 10% which freed up the \$5060.69 to be reallocated from Personnel (salaries and benefits) to Operations (occupancy and supplies).
- The funds in the transportation line item were reallocated to other lines within Operations because costs were not as high as intended.
- Some additional minor adjustments to line items within Operations are described in the revision request.

Cathleen Palm moved to approve the request for revision for the Columbia County Commissioners Family Center program . Lindy Keefe seconded the motion. No further discussion. Unanimous approval.

#### Maternal and Child Health Consortium

- This program didn't use all the funds in personnel as there was a vacant position for a short time.
- They moved \$6,789 funds from personnel to operations including the following line items: occupancy, communication, supplies, transportation, purchased services (accounting and IT services), other costs (uncategorized), and training.

Cathleen Palm asked, how the staff vacancy did not impact the program? The program was able to continue to serve families with staff paid out of other budgets.

Paul DiLorenzo noted that board members want to make sure the revisions don't impact quantity or quality and that clear information about impact to services is noted. Further, the board wants to maximize the number of families served and ensure that children and families are not suffering as a result of changes.

Nacole Hough asked about how organizations demonstrate the services provided. Lisa Parker, OCDEL, noted that the grantees are required to complete reports withing the Family Support and Home Visiting Data System to demonstrate their work.

Cathleen Palm moved to approve the request for revision for the Maternal and Child Health Consortium. Phil Falvo seconded the motion. No further discussion. Unanimous approval.

#### **Updates from OCDEL**

The CTF Board approved one grantee for Cohort 32 and inquired about re-releasing the RFA to increase the number of grantees in the 2024-25 year. Lisa Parker explained that the RFA cannot be reissued. The next RFA will be targeted to begin in July 2025. Paul DiLorenzo noted that the legal department indicated that the RFA cannot be reissued. He noted the opportunity for the CTF Board to set priorities for the next RFA.

#### **Item: Presentation of RFA 101**

**Purpose:** Provide information on RFA to CTF Board

**Lead:** Karen Shanoski, Rijelle Kraft, CSC and Lisa Parker, OCDEL

**Action:** All board: Review

#### **Notes/Actions:**

This presentation described past practices in developing the RFA, processes currently followed, the role of procurement and experiences of recent CTF grantees. It was recorded and the slides will be sent to the CTF Board members.

Lisa Parker summarized the presentation:

- CTF Board sets direction of the RFA (types of services, geographic areas, family configuration, etc.)
- OCDEL and CSC prepare application based on CTF Board direction
- OCDEL works with procurement and creates workbook that includes evaluation criteria and release information
- Once released, the RFA is posted on eMarketplace. Applications are submitted and those applications are scored.
- The CTF Board select qualified applicants based on the scoring and funds available.

Board members asked some questions and made comments about preparing for the next RFA for release. Make sure what can and cannot be pursued as a board

- Engage legal so that we set up a proposal that will meet legal requirements.
- Create a process that results in more application responses thereby increasing the possibility of more proposals approved.

- Broaden the promotion of the RFA Release to open the door to maximize the possibility of applicants resulting in more services in communities.
- When does a 2025 RFA need to get to Procurement?
  - Lisa Parker indicated that early November would offer time for procurement work and release to the field.
  - Rebecca Snyder from DHS Legal can inform the board about statute requirements and opportunities.

**Item: General Discussion**

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

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

- RFA questions and how to proceed with subcommittee
  - Paul DiLorenzo, Cathy Palm, Lindy Keefe, Bruce Erb and Jameekia Barnett offered to serve on the committee.
  - CSC staff will schedule the Zoom meeting with committee members
- Status on two unfilled public Board positions
  - People being interviewed for the open public positions
- Status on legislative Board position
  - Representative Donna Bullock resigned her seat in the legislature and a replacement will be appointed.

Rescheduling the October board meeting date.

- Changing date from 10/17/24 due to a scheduling conflict for CSC and OCDEL staff.
  - A Doodle Poll will be created and sent to CTF Board members to select a date for the fall meeting.

**Adjourn Official CTF Board Meeting**

**Thursday, August 22<sup>nd</sup>, 2024**  
**Attendees**

State	Board Members	Other Attendees
<input 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 type="checkbox"/> Greg Swartzlander (DHS – OCDEL) <input 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 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"/>	<p><b>Legislative Board Members</b></p> <input type="checkbox"/> Sen. Art Haywood, District 4 Represented by: <input type="checkbox"/> Clarissa Freeman <input checked="" type="checkbox"/> Erin Serre  <input checked="" type="checkbox"/> Rep. Ann Flood, District 138 Represented by: <input type="checkbox"/> Wendy Durant  <input type="checkbox"/> Rep. Donna Bullock, District 195 Represented by: <input checked="" type="checkbox"/> Danielle Bowers <input checked="" type="checkbox"/> Stacy Treier  <p><b>Public Board Members</b></p> <ol style="list-style-type: none"> <li>1. <input checked="" type="checkbox"/> Paul DiLorenzo, Chair</li> <li>2. <input checked="" type="checkbox"/> Phil Falvo</li> <li>3. <input type="checkbox"/> Kristi Lyons</li> <li>4. <input checked="" type="checkbox"/> Nacole Hough</li> <li>5. <input checked="" type="checkbox"/> Cathleen Palm</li> <li>6. <input checked="" type="checkbox"/> Lindy Keefe</li> <li>7. <input checked="" type="checkbox"/> Bruce Erb</li> <li>8. <input type="checkbox"/></li> </ol>	<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"/> <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"/>

**Reminder 2024 Meeting Dates**

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