

Children's Trust Fund Board Meeting
Agenda
Thursday, April 17th, 2025
10:00 a.m. – 12:00 a.m.
Zoom: <https://paiu.zoom.us/j/92496500592>
Phone: 855 880 1246 (US Toll Free)
Meeting ID: 924 9650 0592
[1988 Act 151](#)

10:00 AM - Call to Order and welcome new board members Dr. Norrell Atkinson and Jennie Lynn Hagerty

Lead: Paul DiLorenzo, CTF Board Chair

Quorum requirement satisfied: Yes

10:15 AM - Approval of the February 21, 2025 Board Meeting Minutes

Lead: Paul DiLorenzo, CTF Board Chair

Action: Board vote to approve meeting minutes (with or without amendments)

Lindy Keefe motions to approve minutes (without amendments)

Second: Bruce Erb

Board vote: Majority – YES with unanimous approval

10:20 AM - Updates

Leads: Kim Gruber and Lisa Parker, and Karen Shanoski

- **State Ethics Commission – Statement of Financial Interests Reminder**

Board members must individually submit the Statement of Financial Interest form by May 1.

Form and instructions were sent to the board in January. Request was made to send documents again. Board members were notified that OCDEL will not know if these are submitted. Board member adds, must be submitted or legal action can happen.

- **Travel Expense procedures**

OCDEL sent a PDF with travel expense information, discussed at last meeting, highlighting the following information:

- alcoholic drinks, must be on a separate receipt.
- Board member mentioned out of state travel limitations, none for local travel. Chair attended last year's out of state CTF National Conference. No determination made yet on which members will be going next.

CSC provided overview of the travel expense form with an example of how to complete it. CSC offered help if needed.

10:35 AM – RFA

Lead: Kim Gruber

New members were given a brief summary of the board priorities forwarded in the new RFA. OCDEL was questioned on whether the new RFA will reflect the version submitted by the board members, the projected RFA release date, and whether the RFA be returned to the board before being publicly posted.

OCDEL speaks about the RFA process: procurement, legal, edits, and purpose. There will be a cohort this year, but unsure of timing. OCDEL does believe the mission and vision of the board will be reflected in the RFA, but the language must be readable for the public. The RFA will not come back to the board for additional approval prior to being publicly posted. OCDEL continues to work with procurement and additional required forms were completed and submitted. Although anticipated release date of RFA is unknown, the new cohort will not begin prior to July 1.

10:45 AM Fiscal update

Lead: Jordan Arment

OCDEL shares fiscal updates, adds PennDOT donator count. Vote needed for the 2025-2026 contract with CSC. No changes to contract from 2024-2025. OCDEL recommends board votes to approve contract, without changes.

Board members ask for more detail and questions the role of CSC versus others. OCDEL states the information about CSC will be shared and addresses the cross-messaging of offices.

Cathy makes a motion to approve budget pending additional documentation. Paul DiLorenzo requests information before the June meeting.

Second: Lindy Keefe

Board Vote: Majority – Yes with unanimous approval

11:00 AM - Center for Schools and Communities (CSC)

Leads: Karen Shanoski

- **CTF Annual Report**

CSC shares the annual report as an unfinished document and explains the final version will be cleaned up with photos and presented in May.

- **Highlights of Strengthening Families Conference and CTF Annual Meeting**

CSC provides information from the successful CTF, Strengthening Families, and PAT Conference. Every grantee attended online or virtually. Board members in attendance at the conference shared their experiences, noting how great, helpful, and exciting the conference was. CSC thanked those that presented and acknowledged everyone's passion for the work.

Karen Shanoski shares she will be retiring at the end of July.

11:20 AM - Previous business

- **Child Abuse and Neglect (CAN) Prevention Month**

The board speaks about wanting to do something this month and in future years for CAN month. Mentioning this was previously done with past boards. Donations collected from PennDOT were highlighted and options to donate through income tax were mentioned. It was noted that donations show the public is invested in this work.

Board discusses plans for messaging or communication strategy and how to do it in conjunction with OCDEL and other offices.

- By the end of April, a statement to go out from CTF for CAN month.
- Long-term efficient communication strategy needed throughout the year to a larger audience. (OCDEL can help with messaging.) Questions to be answered:
 - What is the preferred communication method, targets, and topics to be shared?
 - Free media available: could grantee's stories be brought forward?
- A work group was requested to brainstorm ideas and bring them back to the full board.
 - Norrell Atkinson was asked to convene the group. Jennie Lynn Hagerty, Cathy Palm, and Karen Shanoski volunteered with a request made for OCDEL to join.

11:35 AM - New business

- Next board meeting, in-person, to be held June 10. Lindy Keefe states she cannot attend. Board members share concerns regarding attendance of legislative members and verified that June would be difficult. A September meeting was suggested. Discussion took place and decision was made to have June's meeting in-person with a hybrid option. Further discussions to be held at June's meeting on whether to add or switch to a September meeting date with the same in-person/hybrid options for legislative members. CSC reserved June 10th for the meeting with free parking available.
- Previously formed subcommittees were brought forward, and their status questioned. [Status not determined at this meeting.] Request for subcommittees to provide updates or be closed out.
- The board was asked whether a strategic plan is in place. A complete plan does not exist. Chair requested this be added to the agenda for the next board meeting in June.

11:45 AM - Wrap up and conclusion

Lead: Paul DiLorenzo, CTF Board Chair

Action: Motion to adjourn:
Second:
Board vote: Majority – YES/NO

12:00 PM Meeting Adjourned

Thursday, April 17th, 2025
Attendees

[illegible]

2025 Meeting Dates and Times:

- Tuesday, June 10, 2025 - in-person
- Thursday, August 21, 2025 – 10 AM to 12 PM
- Thursday, October 16, 2025 – 10 AM to 12 PM
- Thursday, January 22, 2026 – 10 AM to 12 PM