

Children's Trust Fund Board Meeting
Minutes
Thursday, October 16, 2025
10:00 AM – 12:00 PM
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/Welcome

Lead: Paul DiLorenzo, CTF Board Chair

Quorum Requirement Satisfied: YES

Actionable Items

Lead: Paul DiLorenzo, CTF Board Chair

- **Approval of June 10, 2025 minutes**

Action: Motion to approve meeting minutes - Jennie Lynn Hagerty

Second: Phil Falvo

Board vote: Majority – YES

Lead: Paul DiLorenzo, CTF Board Chair

- **Approval of August 21, 2025 minutes**

August meeting minutes discussed. They will be revised per Cathy Palm's edits. Any other edits can be sent to RA-PWCHILDRENSTRUSTF@pa.gov. Revised minutes will be sent to the board for review prior to the next meeting on January 22, 2026 when a vote for approval will be held.

Lead: Paul DiLorenzo, CTF Board Chair

- **Approval of Family Services of Chester County program revision**

Rijelle Kraft updated the board on the grantee revision request previously discussed at the August 21, 2025 board meeting. Voluntary parent aids were asked about previously, and while not required by the model, they are still trying but have not had success getting volunteers yet. Paul DiLorenzo asked if they have been hanging in limbo waiting for this approval. Rijelle said yes, but they are moving forward with improvement plan activities and CSC has another site visit scheduled for next week. Lindy Keefe asked what the consequences of not reaching 30 families means, and do they have to return funding? Rijelle stated funds historically have been returned only if relinquished or at the end of the grant. Lindy asked if there is no reduction, then what does a vote do? Paul agreed and stated with this vote, we communicate we realize circumstances change, but we are ok with them lowering the goal. He stated he supports the idea that there is a broader issue that we continue to vote on reductions, but why are people continuing to not reach the number they are trying to serve. Lessons from all of these are important. Jennie Lynn Hagerty added best practice is to never return money and asked when they provide information from the community for the RFA, what type of outreach do they have, and are they doing everything they can to serve based on the grant? There should be due diligence, but we also do not want them to fail. Cathy Palm added what they thought the families would look like when they applied, as opposed to what they are getting. The amount per family is drastically higher. This is the second time this has been asked, with a significant jump in cost. She asked if these families' needs are being met if families are not completing the program. Bruce Erb added divergence of cost per family as a huge red flag. Rijelle explained that the cost per family is not just for families, but recruitment, supplies, and staff as well. The grantee started from the ground up with one case manager and as previously discussed included Children & Youth Services (C&YS) numbers originally, which were inaccurate for CTF reporting. The goal for the CTF grant was to serve other community referrals and Spanish-speaking populations. Engagement of Spanish-speaking families has not been

successful so far. Cathy stated that a bigger issue is that they can provide services with C&YS and are struggling to serve under the CTF grant. She stated we need to understand whether the next batch of funds given out is realistic because we continue to vote on reductions. Shante' added that it is difficult to vote on a smaller bucket and have another model working. What is working in the other model and why not in this one? Paul called out the proposal about the Spanish-speaking population focus for them, and was this looked at originally with the RFA? Rijelle agreed that so much falls on the grant being approved and understanding if that is feasible. Rijelle also added that she only hears that the C&YS program is going well, but does not oversee it, so she does not know if they are doing well. Cathy stated Chester County C&YS is a referral source so why are they not referring? She encouraged the board to review the RFA responses.

Karen added procurement needs to be involved with what is getting approved in the first place, and to consider the guidelines of scoring. Also, the first call CSC makes with the new grantees usually includes clarification of what they intended and not necessarily what they wrote. Karen also stated the program is not getting referrals from C&YS that are past primary prevention because they are not eligible for CTF funding. While the numbers are low, they are still working with the families they have, and that is taking up time, which is part of this model. Phil Falvo recommended an overview of the procurement process high level to inform the board to make these decisions. Cathy added that there is a lot of room to ask questions as a part of the scoring team last year. A couple of the proposals did say they would be reaching out to harder-to-reach populations. Things we did not think about are whether they are prepared to do this. Phil added that some do not have data on how they will accomplish this in the RFA. Cathy added that they can explain the model but less about how this works in their community. It is a learning curve with the next RFA process. Shante' Brown stated there is room for the board to review and discuss the proposals. There are also resources CSC can rely on as well as OCDEL, to help move families along and support Spanish-speaking families. Paul asked if it is possible that the board can learn from procurement what is looked at. Lisa Parker replied that an RFA evaluation criteria workbook will be used and shared, and will follow up with procurement to ensure these points are addressed if they are specified in the RFA itself. The workbook cannot add anything that was not in the RFA. Cathy asked if this would delay the release of the RFA. Lisa said no, it will not.

Paul added a conversation with the executive director needs to happen, and another board member can join. Jennie added she is happy joining and was also not comfortable voting today. Paul stated the board will not vote today and they will follow up with the executive director. Also noted it's important to consider how we gather these lessons learned and the review process. Paul and Jennie will provide follow up at the next meeting.

RFA Update

Lead: OCDEL Staff

Cathy Palm motioned to enter an executive session. Phil Falvo seconded. It was passed by all. The board members, Rebecca Snyder, Shante' Brown and Lisa Parker participated in the executive session.

Fiscal Report

Lead: Jordan Arment, OCDEL

Fiscal report was shared. Jordan reviewed the most recent report on expenditures and revenue. Revenue is similar to last year; expecting \$1.4 million for the year if it continues. As far as the number of grantees, with the current funding, the board can have a total of 21 grantees at any one time across the three-year-cohorts. The board can decide to award them all in one year or spread them out over the three years, as has been generally done in the past. Two grantees still remain. There is \$2 million in the CTF account. Sticking with the budget, the table shared showed how much the board can fund. Rijelle asked if 21 grantees is the max. Jordan stated yes, but if the board awarded 21 with this next RFA, they would not be able to issue an RFA and provide new grants for the next two years. The board could award 7 grants each year for the three year cohorts. The number of grantees can differ each year, just not more than a total of 21 over the three years. If there are any questions, please email RA-PWCHILDRENSTRUSTF@pa.gov with fiscal in the subject line.

OCDEL Support

Lead: Lisa Parker, OCDEL

- Proposed meeting dates for 2026 beyond January 22, 2026 are April 16, July 16, and October 15, 2026. Paul DiLorenzo recommended continuing quarterly meetings with once a year in person and asked if there are any thoughts about the dates proposed. Jennie Lynn Hagerty agreed that one should be in person, preferably not in the winter. Jennie asked that the in person meeting be longer and worthwhile. Cathy Palm suggested maybe two in-person dates. Paul asked if the board was ok with the number of meetings (4) per year with one of them in person. There was no objection.
- Standing agenda items for quarterly meetings include: OCDEL updates, Fiscal updates, CSC quarterly reports, Grantee updates, and Family/Grantee spotlights.
- Proposed calendar of events for 2026 quarterly meetings:
 - January: Review and vote on CSC work plan and budget; CTF annual report draft; and plan for April Child Abuse Prevention (CAP) activities/communications.
 - If the board wishes to make any significant changes to the new RFA released in January 2026 they must be submitted to procurement in January/February 2026 to be considered for cohort 35 with contracts in place 7/1/28. As a reminder, it takes 18 months for the procurement review process to be completed.
 - The RFA for cohort 34 is in process with contracts to be in place 7/1/27.
 - March/April: Must vote on selection of cohort 33 awardees/grantees for contracts to be in place 7/1/26; must vote to pass a work statement and budget for CSC if it did not occur at the January 22nd meeting; code of ethics forms due before 5/1/26; promote CAP month activities.
 - June/July: In-person meeting to do strategic planning for upcoming year(s); plan for transitioning members on and off the board.
 - September/October: Cohort 34 RFA posting and press release/communications; grantee exit summaries; set the 2027 board meeting schedule.
- CSC intergovernmental agreement/contract can be found on the Treasury website at [Search Contract - My ASP.NET Application](#) You can search by DHS contract # 4100088999 or by searching Central Susquehanna Intermediate Unit #16 under DHS. This link is also in the 8/21/25 CTF board meeting minutes.
- CTF Alliance Annual Meeting will take place virtually this year on November 13th, 18th and 20th from 1 – 5 PM. The registration fee is different this year and is \$175 for one person or \$350 for the whole organization/board with an unlimited number of participants. Please let Rijelle Kraft know if you are interested and she will coordinate board members registration.

CSC Update

Lead: CSC Staff

- Shannon Downey introduced herself as the new CSC Director of Family Support and shared her background and experience which includes policy decisions at the local level and is excited to join and help.
- Rijelle Kraft shared grantee updates. Cohort 30 has completed all exit calls and is working on the exit summary, which will be available soon. Cohort 31 was discussed at length. They provided the grantee story below. Rijelle also shared the 2024-25 site visit summary which showed trends and overall outcomes. CSC is visiting both grantee sites next week. Karen Shanowski added that CSC's quarterly report was sent to the board, and asked if there were any questions. None were raised.

Grantee Story

Lead: CSC Staff

Rijelle welcomed Monica Allison from PHMC. They are implementing ParentChild+ model with the CTF grant and with permission she shared a story of a parent with young children from the program. The CTF grant supported them through experiencing homelessness and many other struggles. She shared her story as a reminder of how the funds matter and the impact these programs have on families and the community. Monica added that they were able to help the family access food, clothing, and an apartment. Cathy Palm asked if EI was involved. Monica stated no, he was not referred to EI, and has excelled in the program. Rijelle highlighted that the connections and relationships in the community have helped so much.

New Business

Lead: Board Members

Cathy Palm asked why the CTF board wasn't included in the larger DHS child abuse and neglect prevention effort that is taking place. She questioned CTF's role and how it fits into the broader picture, and is still not included. Paul DiLorenzo added that it seemed odd that CTF has not been included in this bigger conversation. Cathy shared that in the listening sessions, a few Family Centers gave feedback, but news of the listening sessions may not have reached all of them to find the meeting. Cathy Palm gave them instructions on how to attend. Also, there were four meetings about the ecosystem in PA, and CTF was not a part of it. Paul added that CTF is one of the oldest standing prevention efforts in PA and should be invited. Cathy added that community pathways are in the RFA this time, and that is what was discussed at the meetings, but CTF was still not at the table. Shante' Brown stated she will elevate this.

11:55 AM - Wrap up and conclusion

Lead: Paul DiLorenzo, CTF Board Chair

Paul thanked all for joining. Meeting concluded.

Next Board meeting Thursday, January 22, 2026 – 10 AM to 12 PM

Thursday, October 16, 2025

Attendees

State	Board Members	Other Attendees
☐ Kimberly Gruber (DHS – OCDEL) ☒ Lisa Parker (DHS – OCDEL) ☐ Staci Kenney (DHS – OCDEL) ☐ Jameekia Barnett (DHS – Policy) ☒ Rebecca Snyder (DHS – Legal) ☐ Matt Firestone (DHS – OCDEL) ☒ Greg Swartzlander (DHS – OCDEL) ☐ Christine Baldini (DHS – OCDEL) ☒ Jordan Arment (DHS – OCDEL) ☐ Denna Bateman (DHS-OCDEL) ☒ Shante' A Brown (DHS – OCDEL) ☐ Kendrick Fischer (DHS – Leg Affairs) ☐ Laval Miller-Wilson (OCYF – Deputy Sec.) ☐ Kimberly Rode (DHS – OCDEL) ☐	Legislative Board Members ☐ Sen. Art Haywood, District 4 Represented by: ☐ Clarissa Freeman ☒ Erin Serre ☐ Sen. Judy Ward, District 30 Represented by: ☐ Nathan Akers* ☐ Sen. Daniel Laughlin, District 49 Represented by: ☐ ☐ Rep. Ann Flood, District 138 Represented by: ☐ Kendra Wiederhold ☐ Rep. Lindsay Powel, District 21 Represented by: ☐ ☐ Rep. Jeanne McNeill, District 133 Represented by: ☐ Public Board Members 1. ☒ Paul DiLorenzo, Chair	☒ Karen Shanoski (CSC) ☒ Rijelle Kraft (CSC) ☐ Susan Good – Exec. Dir. House C&Y Comm. ☒ Shannon Downey (CSC) ☒ Susan Good – Exec. Dir. House C&Y Comm.

	2. ☒ Phil Falvo 3. ☒ Kristi Lyons 4. ☐ Nacole Hough 5. ☒ Cathleen Palm 6. ☒ Lindy Keefe 7. ☒ Bruce Erb 8. ☒ Jennie Lynn Hagerty 9. ☒ Norrell Atkinson	
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