

Children's Trust Fund Board Meeting
Minutes
Thursday, August 21, 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

Paul welcomed and thanked everyone for joining and for their service to the CTF board.

Quorum requirement satisfied: No – 7 board members in attendance, not enough for a quorum. Without a quorum, items on the agenda can be discussed but not voted on. Board asked if a vote was needed for the RFA to move forward. No, the RFA is in process.

Grantee Relinquishment Request – Helping Hands

Board members Phil Falvo and Jennie Lynn Hagerty shared their meeting with Helping Hands was positive with an honest and open conversation. They shared the delay in funding was a big challenge which hurt participation and their reputation. They also stated they overestimated the need for the program. They thanked the board, OCDEL and CSC for support throughout; there was just no need for the program in their community. The delay in payment was 3 months. It was clarified that no vote is needed for relinquishment.

Grantee Revision Request – Family Services of Chester County

CSC and OCDEL spoke about the model Family Services selected and their belief they could serve a lot of families, but it is more intensive than anticipated and therefore serving fewer families. CSC added that an improvement plan will be put in place to get them to where they need to be with enrollment. Board asked what assistance had already been given. CSC spoke about their site visit and talking with them about their recruitment efforts and how funding was being utilized.

Board asked if the families they are serving are meeting their goals. CSC shared that families have stayed, and that is a good marker of a program running well. CSC noted that families remaining in the program have intensive needs and so have needed to stay involved.

Board stated the model relies on parent involvement and parent leadership and asked if they have this in place. CSC stated they will explore that during the improvement plan process. CSC stated they have had difficulty recruiting a parent aid.

OCDEL stated that it seemed like they struggled getting started. CSC added Family Services was overwhelmed in the beginning and gave numbers of families served for the whole program; not just those touched by CTF funds. Family Services has had struggles with reporting. CSC has been helping them. Family Services thought about relinquishing the grant but decided to continue. CSC will connect with them more often. They are on an improvement plan.

Board speaks on parent leadership and involvement being difficult to get started and is necessary for some models. It requires leadership from the executive director to be involved; setting the culture is important. CSC stated the Program Director has been involved in most of the calls, not the executive director.

Board asked if the budget included parent ambassadors and CSC clarified no, that it was not budgeted. Board suggested this is something for scoring in the future around preparing for this.

Board asked what the revision includes. OCDEL stated it is to reduce from 30 families to 15. This is the second reduction requested. They were originally to serve 80 families. The reductions centered around the intensity of need of the families involved. CSC stated that they are serving 9 families currently. Board asked CSC if they are confident, they can get to 15 in a year. CSC said they will work with them in an improvement process but does not know if they can make it to their goal.

Board asked Rebecca Snyder, legal, if this needs to be approved by the board. She stated the board needs to vote to allow a reduction in numbers served and improvement plan implementation. Board asked what would happen if the reduction were denied? Rebecca stated it would remain at 30 families. Board in favor of reaching out to speak with the executive director of the program. Board chair, Paul DiLorenzo, will reach out to have a conversation with the executive director. Board member, Jennie Lynn Hagerty, and OCDEL offered to be a part of the discussion.

CSC CTF Budget review 2025-26

Board member Cathy Palm expressed ongoing concern that the board was asked to vote on the CSC contract in April 2025 without seeing it. As part of the August 2025 meeting materials, OCDEL shared the CSC work statements, and budget related to CTF and Strengthening Families (SF) work. CSC contracts with OCDEL for multiple projects including CTF. Deputy Secretary Shante' Brown stated we shared what was asked as related to CTF and other information is not relevant.

David Marshall, CSC fiscal director, presented the CTF budget document to the board, including a breakdown of events, speakers, and venues in contracted services along with FTE staff. CSC shared their staff are assigned based on time spent working on named projects. Cathy asked for clarification on SF work. CSC shared the Strengthening Families Protective Factors Framework (SFPFF) history and use in CTF. They shared a logic model for SFPFF. CSC shared work done with OCDEL collaboration and shared other ways CSC can support the board.

CSC shared the grantee monitoring, implementation support, and Technical Assistance processes and shared the cycles of support for each year with the grantees' focus. Paul asked if the majority of the funds are used on direct contact with grantees. CSC stated yes and training, as well as assistance in using the OCDEL FS data system. Cathy Palm inquired if there was opportunity for CSC to aid CTF with other activities, including some of the review of prevention programs that was raised by the Prevention Subcommittee at the June meeting.

Board member, Bruce Erb, thanked CSC for presenting and sharing information. Paul asked Shante' if the full CSC contract can be shared. Shante said yes, it can be shared.

The CSC full contract can be found on the PA 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.

Fiscal Report

Lead: Jordan Arment, OCDEL

Fiscal report was shared. Cathy expressed gratitude for the inclusion of the number of donations received through the PennDOT option.

RFA Update

Lead: OCDEL Staff

Rebecca said the board needed to have an executive session to discuss the RFA. Cathy voted to start an executive session. It was passed by all. The board members, Rebecca, Shante' and Lisa Paker participated in the executive session.

OCDEL support

OCDEL offered to create a calendar of events for the board to help with agenda planning and staying on track with annual/recurring events/activities. A draft will be shared with the board at the October meeting. A decision was made to have all items that require a board vote at the beginning of the meeting if there is a quorum in case someone needs to drop off during the meeting. Paul added that a minimum of showing up for meetings is a conversation for another time. Cathy asked that business of operations be addressed on the agenda before grantee information for the sake of time. Paul talked about how much has changed since the board's inception in 1988. Need new legislation and participation from board members in shaping it.

Subcommittee Updates/Information

Prevention Subcommittee Lead: Dr. Norrell Atkinson

Norelle spoke about the prevention workgroup formed in April about messaging for Child Abuse Prevention month but now expanded throughout the year. Discussion around public awareness - encouraging applicants to apply and messaging what applicants are applying for. Looking into understanding the needs of specific counties and communities. Also began to discuss trying to understand the lay-of-the-land, what is going on in prevention in Pennsylvania overall. As the subcommittee met in June, we moved more to a discussion about how the Trust Fund fits into the broader landscape of child abuse prevention efforts in Pennsylvania. Discussed understanding the prevention landscape will be important if CTF is going to pursue some strategic planning.

Paul raised the importance of considering how CTF does a better job of "collaborating" with other entities engaged in prevention (e.g., Prevent Child Abuse PA, others doing prevention work).

CTF Statute Rework Subcommittee Lead: Paul DiLorenzo

Paul asked if there was a way to "brainstorm" about where there might need to be some rework of the statute governing CTF and if that could fit inside the Prevention Subcommittee.

Cathy noted that from the focus groups we did with CTF grantees, the match requirement is something that was mentioned as a barrier. Board asked if there is a way to strike the match requirement or see if it can be reduced. Shante' stated it's in the Act and if it's a barrier, work to update the Act. Rebecca asked what the match is. CSC shared in the first year the organization must be able to match at least 25%; in the second year and every year thereafter, it must be able to match 50%. The match can be money or in-kind services. In-kind services may not exceed 50% of the required match. In-kind services are not defined in the Act but has been in RFAs. Jennie stated that normally 25% is what is asked in Erie County and is doable. Cathy shared any change in the match requires changing the statute which requires approval by the Pennsylvania Senate and House and Governor's signature so it will not be an easy lift. Phil advised against any piecemeal approach saying any suggested statutory changes should be advanced as one process. OCDEL will reach out to legislative members about attending board meetings and voting as needed.

New Business

Lead: Board Members – previously submitted questions with responses from OCDEL in [green](#)

- Child Abuse Prevention Month
 - What is the role for CTF with the Commonwealth on child abuse prevention throughout the year, including but not limited to Child Abuse Prevention Month?
[OCDEL partners with OCYF to lay out plans for CAP Month a year in advance. The activities completed using federal dollars are detailed on federal applications and final reports.](#)

- Is there a way to tangibly engage/leverage the individual donors that have donated in \$5 increments to CTF as car registrations were renewed, driver licenses renewed, etc.) in CAN prevention?

CTF paid approximately \$20,000 for the system to allow for donation collection from PennDOT. This system does not provide contact information.

- Is there a way to follow up with them, engage them, connect them to resources in their community (e.g., as they read about CTF, make the contribution via PennDOT they get a want to get involved in your community here's how)?

A more general correspondence highlighting PennDOT donations and how one could donate can be placed on available social media outlets. The Public Awareness/Communications committee can provide OCDEL with ideas to broadcast on behalf of the board.

- Other Questions

- Can the CTF Board be advised about the status of Pennsylvania's Family Centers (e.g., how many are operational and where, to what degree are CTF grantees connected to/aware of Family Centers)?

Early Intervention Technical Assistance (EITA) and the Family Support (FS) website has a state-wide map that houses all OCDEL funded FS/HV programs, which includes the community based Family Centers. Family Centers are part of OCDEL's suite of services/programs. They are aware of and work with local CTF grantees. In fact, over the years, there have been multiple Family Centers that have applied for a CTF grant. The map can be found at: [Pennsylvania Family Support Resources - Early Intervention Technical Assistance Portal](#)

- Can the CTF board be provided with some background around the interplay/role of the affiliate agency network that is supported with federal Child Abuse Prevention Education dollars and then CTF's support of the Pennsylvania Strengthening Families Leader Team "SFLT"? They seem similar yet are likely distinct in reach/outcomes/etc. Both seem to be: Led by nonprofits with statewide reach and expertise in family support, and publicly funded initiatives focused on family and child welfare

The goal/purpose of the SFLT is to ensure every child and family serving organization/agency is aware of and understands the Strengthening Families Protective Factors Framework, so they can apply it to their work. CSC provides training and resources for local programs on the Protective Factors and offers Be Strong Parent Café's train the trainer model based on the Strengthening Families Protective Factors Framework. We can do a mock version of a parent café with the CTF board if interested.

The CAPE contract is supported by OCYF and OCDEL. The CAPE work is broader in scope – providing educational materials and the April CAN work... PFSA doesn't provide training and support on the Strengthening Families Protective Factors Framework and Parent Café's.

Cathy shared that the Erie County Health Department is shutting down their NFP program due to staffing shortages.

11:55 AM - Wrap up and conclusion

Lead: Paul DiLorenzo, CTF Board Chair

- Next Board meeting Thursday, October 16, 2025 – 10 AM to 12 PM

Thursday, August 21, 2025
Attendees

[illegible]

Upcoming Meeting Dates and Times:

- Thursday, October 16, 2025 – 10 AM to 12 PM
- Thursday, January 22, 2026 – 10 AM to 12 PM