

Louisiana Children's Trust Fund BOARD MEETING MINUTES

May 15, 2025

ATTENDANTS

BOARD MEMBERS PRESENT

Angela Bridgewater, DPS&C Office of Juvenile Justice
Tamara Foster-Montgomery, University Community
Francesca Hamilton-Acker, Louisiana Bar Association
Christie Hitchens, NASW LA
Dr. Rebecca Hook, DCFS/Child Welfare
Yolanda Motley, Early Childhood Education
Dr. Kim Sherman, Louisiana Psychological Association
Jolie Williamson, Children's Cabinet

STAFF

Ursula Anderson, Executive Director
Michele M. Rabalais, Executive Secretary

GUESTS:

Rachael Dorman

CALL TO ORDER:

Francesca Hamilton-Acker, CTF Board Chair, called the meeting to order.

ROLL CALL:

Michele M. Rabalais, Executive Assistant, called the roll.

WELCOME:

Francesca Hamilton-Acker, CTF Board Chair, welcomed Board Members and guests.

APPROVAL OF MINUTES AND AGENDA:

Yolanda Motley made a motion to approve March 27, 2025 minutes as presented. Kim Sherman seconded the motion. All approved. Motion carried.

FINANCIAL REPORT:

The Executive Director presented the Financial Report, and copies were distributed to Board Members. Discussion followed.

Rebecca Hook made a motion to accept the financial report as presented. Yolanda Motley seconded the motion. All approved. Motion carried.

CHAIRMAN’S REPORT:

Franchesca Hamilton-Acker, Board Chair, presented the Chairman’s Report. The report included the following:

- Discussed LCTF Campaigns: Know Before You Go, Swim Campaign and Look Before You Lock. Discussion followed.
 - What more can we do? How can LCTF elevate and enhance the campaigns?
 - Reach out to other entities providing similar campaigns
 - The Executive Director will request a proclamation for a swim safety in June.
- Look into creating a cell phone awareness program. #PutthePhone Down. Discussion followed.

Christie Hitchens made a motion to create a new cell phone campaign. Yolanda Motley seconded the motion. All approved. Motion carried.

EXECUTIVE DIRECTOR’S REPORT:

Ursula Anderson, Executive Director, presented the Executive Director’s report. Ms. Anderson reported the following:

- Introduced Rachael Dorman, Program Manager
- Led the planning and execution of the Annual Child Abuse Prevention Conference
- Grant approval/denial letters were sent out
- Grantees were asked to submit budget narratives
- Continued meetings with LSU SREC
- CBCAP application due July 28th
- Continued attending the following meetings:
 - Children’s Cabinet Advisory Board
 - Council on the Status of Grandparents Raising Grandchildren
 - Drug Council
- Coffee and Conversations continue.

Franchesca Hamilton-Acker requested that the Executive Director draft and send a letter to grantees stating the expectations of LCTF as well as what will/will not be reimbursed. Discussion followed. Discussion followed.

NEW BUSINESS:

LSU – PROPOSALS:

LSU submitted the following proposal(s) and copies were distributed to Board Members:

2025 – 2026 “Louisiana Children’s Trust Fund” Online Application and Technical Assistance Services Proposal - \$15,000

Over the contract period, LSU Social Research & Evaluation Center (SREC) will provide a user training webinar (applicants and grant reviewers), as well as technical assistance during the application and data collection periods.

Yolanda Motley made a motion to accept the proposal as presented. Angela Bridgewater seconded the motion. All approved.

2025 – 2026 “Louisiana Children’s Trust Fund” Program Evaluation and Technical Assistance Services Proposal - \$73,000

Over the contract period, LSU Social Research & Evaluation Center (SREC) will provide evaluation support services, including data collection, data analysis and reporting to Louisiana Children’s Trust Fund (LCTF), and technical assistance/training for LCTF grantees and applicants. LSU-SREC’s evaluation approach is collaborative and utilization-focused, emphasizing the use of appropriate methods to inform LCTF leadership on program functioning and organizational decision-making. SREC will provide the following services across the five areas of LCTF funding—Teaching Children Personal Safety and Life Skills, Educational and Support Services for Parents, Hospital and Home Visitation and Support Services to Families, Public Awareness and Education Programs for Adults, and Training and Education of Professionals and Volunteers. Discussion followed.

Kim Sherman made a motion to accept the proposal as presented. Yolanda Motley seconded the motion. All approved.

TEAM DYNAMICS PROPOSALS:

Susan Shaffette of Team Dynamics submitted the following proposal(s):

Website - \$6,000

This LCTF project focuses on the LCTF website updates and maintenance – content and resources.

Yolanda Motley made a motion to accept the web-site proposal as presented. Rebecca Hook seconded the motion. All approved.

Speaker Series - \$14,400 (6 months) - - \$26,400 (12 months)

A monthly virtual session for the 2026 calendar year with an expert speaker or panel of speakers addressing topics related to child abuse and neglect prevention efforts. The project will be monthly and will be hosted virtually.

Angela Bridgewater made a motion to accept the six (6) months speaker series proposal as presented. Rebecca Hook seconded the motion. All approved.

2026 Child Abuse Conference – In person - \$45,260

5th Annual LCTF Child Abuse and Neglect Prevention Conference
Team Dynamics will serve as the conference planner for the one-day event in April 2026.

Ursula Anderson, Executive Director, requested that the request be tabled until the next meeting. Ms. Anderson will meet with Team Dynamics to negotiate. Ms. Anderson will request additional bids from other companies. Discussion followed.

Rebecca Hook made a motion to defer the proposal until the next meeting. Tamara Foster-Montgomery seconded the motion.

OLD BUSINESS:

ANNUAL CHILD ABUSE AND NEGLECT CONFERENCE:

The 4th Annual Child Abuse and Neglect Conference was held in Lafayette and was very successful with approximately 170 attendees.

FIVE YEAR STATE PLAN:

The State Plan is now complete and undergoing edits. Final copy is scheduled for June, 2025.

CAMPAIGN UPDATE:

LCTF campaigns, Know Before You Go, Swim Campaign and Look Before You Lock continue throughout the state.

PUBLIC COMMENTS:

Jolie Williamson requested that the Executive Director research to see if there are any other grants available to supplement LCTF.

ADJOURNMENT: Jolie Williamson made a motion to adjourn. Kim Sherman seconded the motion. All approved. Motion approved.

NEXT MEETING: October 14, 2025