



(vō-chāy) means voice.

We use our voice, and empower you to use yours, because we believe every person should belong and be empowered to thrive.

Voce Board of Directors Meeting

November 15, 2023

Agenda

- I. Mission Moment - Tennesha
- II. Comments & Welcome/Anticipated Action: Volunteer Hours - Natasha
- III. Voce August Meeting Minutes/Anticipated Action: Vote
- IV. Executive Summary – Rick
- V. 1st Quarter Financials/Budget: Review - Devin
- VI. Committee Reports – Committee Chair/Rick
 - a. Executive and Governance
 - b. Finance and Operations
 - c. Resource Development
 - d. Program Development
 - SWAN Technical Assistance
 - SWAN Legal Services Initiative
 - Training
 - e. Communications
 - f. DEI Strategic Council
- VII. Ongoing Business:
 - a. Office Relocation - Devin/Rick
 - b. SWAN Contract -Tammy
 - c. ALSP - Rachel
 - d. Resource Development - Peter
 - e. FPaC - Jessica
- VIII. New Business
 - a. Jim Eisenbeis/Anticipated Action: Vote - Natasha
 - b. Board Secretary Vacancy - Natasha
 - c. Nicole's position - Replacement plan
 - d. Community Engagement/Board Recruitment - Rick
 - e. Next Meeting Date: February 21, 2023.

HAPPY THANKSGIVING

Voce
Executive Summary
Board of Directors Meeting
November 15, 2023

SWAN: (See full SWAN LSI & SWAN TA reports) Our current SWAN contract expires on June 30th 2024. The RFP for the next SWAN contract was released on August 14, 2023. Our SWAN RFP response was submitted on Tuesday September 26, 2023. The contract period is for 5 years with an option of 3, 1-year extensions. We are currently waiting for approval from DHS. Due to a number of new requirements and advancements we proposed, we will construct and implement a SWAN strategic plan with our partners at Diakon.

Productivity in SWAN remains high and consistent with past years.

ALSP:

Adoption Legal Services Project (ALSP) is our SWAN program administered by Voce with Voce employees. They are based in Pittsburgh and are a provider for Allegheny County to handle termination of parental rights and adoptions for county children. This program is recognized as a model program. They currently provide services for 1/3 of all children needing our services. Private contractor ALU currently handles the remaining 2/3. Allegheny County is not satisfied with ALU and wishes for our ALSP program to assume all the work.

Allegheny County Department of Human Services (Allegheny County) has asked our Adoption Legal Services Project (ALSP) to absorb the Adoption Legal Unit (ALU) to become the sole provider of attorneys handling Termination of Parental Rights (TPR) and adoptions for Allegheny County children. Allegheny County CYF has experienced significant delays in the filing of TPR petitions over the past several years in cases assigned to ALU. The failure of ALU to timely file TPR petitions is significant, resulting in unnecessary delays in permanency for children who are in care in Allegheny County. ¹ Currently, ALU handles two-thirds of the TPR referrals in Allegheny County with ALSP handling the remaining one-third of referrals.

DHS has approved our expansion. This expansion will increase our ALSP staff from 5 employees to 16, including the addition of a Chief Legal Officer (CLO) Rachel Meaker, our current Training Director, will assume this role. Consequently, we have an approved, cost neutral, plan to restructure the Training and Conferencing department. The expansion of ALS is approximately a \$1.4 million dollar expansion. The SWAN budget revision has been approved and we are currently hiring staff for the expansion.

Office Space: We have sunshine!!! We moved into our new office at 200 Corporate Center Drive Camp Hill, PA 17011 on October 30, 2023. We are working with our landlord to finish a few outstanding items. Our occupancy cost increased but will be covered by G & A funding increases due to a recent 3% cost of living increase for staff. We share a suite with our partners at Diakon. We are on the northside- Diakon-SWAN- the southside.

Board Governance: Board Recruitment: We are interested in adding members to the board of directors. We are looking for: 1) Attorneys 2) Communications professionals (PR/marketing) 3) Financial professionals 4) Tech professionals 5) Business leaders 6) Constituent voice.

During this meeting, Jim Eisenbeis, a retiree from Graham Architectural, is up for a vote to join our Board of Directors. Jim brings a wealth of marketing and operations experience.

We currently have a vacant Secretary position on our BOD.

LSI: (See full LSI Report)

Efforts to enhance attraction and retention of SWAN LSI Paralegals in a challenging labor market continue to be prioritized.

Implementation of the Voce telework policy has been successful and well-received by LSI paralegal staff. LSI Coordinators and Division Managers will continue to monitor this new paralegal work model to ensure that Voce business needs and SWAN deliverables are met. Beginning in October 2023, LSI paralegals could request a long-term telework agreement.

The SWAN LSI Management team continues to work collaboratively and innovatively with Voce Human Resources on recruitment and retention efforts including:

- Finalizing and OCYF approval for resource materials of the College Recruitment workgroup
- Attendance at job fairs and refining resource materials
- [Expansion of job boards and piloting LinkedIn² recruiting](#)
- Developing budget recommendations to be more competitive in high-cost regions
- Exploring the development of paralegal levels

SWAN TA: (See Full SWAN TA Report)

² LinkedIn has had a positive effect on recruiting efforts in Allegheny and Philadelphia Counties

Operations & Finance: (See full Financial Report)

Financials:

- I. Financials: Projected 1st Quarter: (78,057) with receivables pending from last year totaling \$690,368.44. Once received we will have a surplus of \$612,311.44 for the first quarter.
 - Health Care Expenses: Budgeted \$3,600,000- We are currently under budget for July, August, and September.
 - Highest expenses are in the areas of: Professional Services (Legal) and Office Relocation expenses not yet reimbursed.
 - Staff Vacancies: Staff vacancies remain high. We ended the FY with an average of 49.3 vacancies per month (13%). Staff vacancies thus far in the first quarter of the fiscal yr= July (53), August (56) and September (59).
 - The state budget was passed. Employees received a 3% cost of living increase retro to July 1, 2023.
 - Occupancy costs for the new office space will increase modestly but will be covered by an expected increase in G & A for this new FY.
 - Investment policy is complete, and we have moved \$500k into an investment plan at F & M Trust.
 - New Auditors, Boyer & Ritter, completed their field work in the office on November 3, 2023.
- II. Legal:
 - Our law firm is currently assisting us with:
 - Revising our SWAN Subcontractor Agreement with Diakon.
 - Actualizing Voce Solutions, LLC and advancing our efforts to resource up to take LinkingLives to market.
 - Securing IP protection for our REI Training.

Diversity, Equity & Inclusion: The leadership team is currently working with our DEI Strategic Council to evaluate the results of a recent DEI staff survey and to develop an action plan. We continue to provide training for staff in this area. The Child Welfare League of America (CWLA) is interested in delivering out training nationwide. An MOU will be created to establish parameters and payment.

Voce Programs: (See full Program Report)

Voce Solutions & LinkingLives:

LinkingLives is a SaaS product that will provide child welfare agencies and private providers, nationwide, a search platform that will continuously search

for relatives and kin relationships. LinkingLives supports agencies in efforts to fulfill their federal mandates to ensure family finding occurs on an ongoing basis for all children entering the child welfare system.

We are currently working with software developers Ryan Peterson and Brandon Marsh to complete our pilot program and pivot toward accessing financial resources (i.e., investors) and prepping to take to market.

Additionally, we are working with our legal and Boyer & Ritter to activate Voce Solutions, LLC.

Forum on Pennsylvania's Children: A Convening of Leaders (FPaC): The 2023 Forum was held on November 14, 2023, at Penn Stater in State College.

FPaC's Vision: Leveraging the collective wisdom of our partners, the Forum on Pennsylvania's Children, provides an opportunity for our community leaders to forge collaborations, build new skills, and to make connections to fuel their community-changing work on behalf of children and families.

Training: (See full Training Report)

Our Fall SWAN Quarterlies are completed and were very successful. We are actively planning our SWAN Winter Statewide January 23-25th in State College and our All-Staff Meeting: March 28, 2023 in Gettysburg.

Resource Development:

Rick and Roxanne are working to develop a Community Engagement Plan to develop community/business relationships. We are not conducting a Giving Tuesday campaign this year. Board giving can be completed through the website GIVE link.

Respectfully submitted, Dr. Rick Azzaro, Executive Director, Voce

Voce
Financial Statements
7/1/2023 - 6/30/24
1st quarter 23-24 July 2023 - June 2024

	SWAN Reimbursed	Voce Development	Voce/SWAN G & A	GRAND TOTAL
REVENUE				
Payroll Income	3,986,172			3,986,172
Benefit Income	1,147,895			1,147,895
Employee Contributions to Benefits	105,431	1,059	5,868	112,358
Sun Life Stop Loss Recovered	45,115	696	1,896	47,707
Reimbursed Income	8,190			8,190
Consult & Training Programs		15,860		15,860
Fee for Service Income				-
G & A Income			600,269	600,269
Interest Income			6,590	6,590
Fundraising		2,100		2,100
Grants				-
Cell Phone Stipends	31,470			31,470
Misc. Receipts				-
TOTAL REVENUE	5,324,273	19,714	614,623	5,958,610
EXPENSES				
	94.57%	1.46%	3.64%	G&A GRAND TOTAL
Payroll - Wages	3,984,422	61,493	153,349	214,842
Stipends	31,700	810	3,605	4,415
SWAN Wages paid by Voce - .33%			14,104	14,104
Payroll Taxes for SWAN wages paid by Voce			1,077	1,077
Health Ins. For SWAN wages paid by Voce			2,966	2,966
Company Paid Benefits	600,579	7,978	26,153	34,132
Health Insurance	850,001	13,123	32,717	45,840
Consult, Training & Programs		264		264
LMS		11,789		11,789
National Conference Travel				-
Program Subcontractors/Speakers		248		248
All Staff Meetings/Voce Trainings				-
Programs/C&S Travel, Supplies, Comm				-
Ads	52			-
Bank Charges			526	526
Conferences	30	50	76	126
Donations & Gifts			3,501	3,501
Dues, Subscriptions, Licenses		1,567	3,311	4,878
Insurance	4,160		28,224	28,224
Occupancy		4,217	8,615	12,832
Office Equipment & Supplies		16	73,621	73,637
Postage	154	16	314	330
Promotional (Web/Printing)		525		525
Professional Development	140			-
Professional Services		7,280	90,990	98,270
Meal & Travel	3,115	161	2,175	2,336
Public Relations			50	50
Staff & Board			3,334	3,334
Communications		462	1,203	1,666
SWAN Non-Reimbursed Expenses			2,404	2,404
TOTAL EXPENSES	5,474,352	109,998	452,318	6,036,667
REVENUE LESS EXPENSES	(150,079)	(90,283)	162,306	(78,057)

The unaudited financial information set forth above is preliminary and subject to adjustments and modifications. Adjustments and modifications to the financial statements may be identified during the course of the audit work, which could result in significant differences from this preliminary unaudited financial information.

Voce
Balance Sheet
Fiscal YTD 06/30/2024

	Voce
ASSETS	
Cash	
F&M	\$425,000.00
Wells Fargo (Certificate of Deposits)	\$6,940.00
Orrstown Money Market	\$507,435.90
Truist, Orrstown, Members 1st	\$1,650,670.28
Members 1st Line of Credit	0.00
Members 1st Savings	152,730.76
Total Cash	\$2,742,776.94
Receivables	\$690,368.44
Total Receivables	\$690,368.44
Cash Plus Receivables	\$3,433,145.38
Other Assets	
AR Audit Adjustments per auditors	\$499,999.77
Prepaid Insurance	(\$0.42)
Prepaid Expense	16,936.67
Equipment	38,203.30
Accumulated Depr	(38,202.73)
Intangible Asset	\$221,611.50
TOTAL ASSETS	\$4,171,693.47
LIABILITIES	
Accounts Payable	\$10,010.61
Payroll Liabilities	500,887.82
Other Liabilities	
Restricted IBNR Health Care	204,126.80
Deferred Revenue	
Total Liabilities	\$715,025.23
Equity (Net Assets)	\$3,456,669.26
TOTAL LIABILITIES & EQUITY	\$4,171,694.49

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Voce
Budget to Actual
Fiscal Year 2023-2024

	Actual YTD Through Sept. 2023	Prior YTD Actual Through Sept. 2022	YTD Variance Actual vs. Prior	Budget YTD Through Sept. 2023	YTD Variance Actual vs. Budget	2023-2024 Annual Budget
Income						
Admin Income (Interest)	6,590.11	1,457.12	5,132.99	3,250.00	3,340.11	13,000.00
G & A	600,268.98	598,743.09	1,525.89	597,116.33	3,152.66	2,388,465.30
Consult, Training & Programs	15,860.00	5,110.00	10,750.00	21,875.00	(6,015.00)	87,500.00
Fundraising	2,099.60	10,155.00	(8,055.40)	22,125.00	(20,025.40)	88,500.00
Grants	0.00		0.00	38,750.00	(38,750.00)	155,000.00
Fee for Service	0.00	2,437.50	(2,437.50)	1,000.00	(1,000.00)	4,000.00
Misc	0.00	0.00	0.00	0.00	0.00	
SWAN	(150,079.34)	(196,179.94)	46,100.60	0.00	(150,079.34)	
Total Income	474,739.35	421,722.77	53,016.58	684,116.33	(209,376.98)	2,736,465.30
Salaries & Benefits						
Salaries	233,361.39	235,216.20	(1,854.81)	272,034.73	(38,673.34)	1,088,138.92
Benefits	84,014.53	76,983.48	7,031.05	77,529.90	6,484.64	310,119.59
Employee Benefit Contributions	(9,518.88)	(96,182.00)	86,663.12	0.00	(9,518.88)	
Program Expenses				0.00		
Consult, Training & Program	12,300.62	14,460.83	(2,160.21)	55,375.00	(43,074.38)	221,500.00
Total Program Expenses	320,157.66	230,478.51	89,679.15	404,939.63	(84,781.96)	1,619,758.51
Operating Expenses						
Advertising	0.00	25.00	(25.00)	375.00	(375.00)	1,500.00
Bank Charges	525.78	657.13	(131.35)	1,500.00	(974.22)	6,000.00
Staff & Board Expense	3,334.36	2,517.87	816.49	6,250.00	(2,915.64)	25,000.00
Conferences	126.26	856.16	(729.90)	1,250.00	(1,123.74)	5,000.00
Communications	1,665.58	2,628.91	(963.33)	5,000.00	(3,334.42)	20,000.00
Donations/Gifts	3,501.35	1,278.60	2,222.75	5,750.00	(2,248.65)	23,000.00
Insurance	28,224.15	21,367.14	6,857.01	25,000.00	3,224.15	100,000.00
Professional Development	0.00	0.00	0.00	1,250.00	(1,250.00)	5,000.00
Office Equipment & Supplies	73,636.79	3,188.57	70,448.22	15,000.00	58,636.79	60,000.00
Postage & Shipping	329.90	595.32	(265.42)	1,250.00	(920.10)	5,000.00
Rent	12,831.80	10,314.33	2,517.47	28,563.41	(15,731.61)	114,253.65
Promotional (Web & Printing)	524.70	1,329.96	(805.26)	6,250.00	(5,725.30)	25,000.00
Professional Fees	98,269.75	45,515.98	52,753.77	50,000.00	48,269.75	200,000.00
Meal & Travel	2,336.28	4,182.36	(1,846.08)	7,500.00	(5,163.72)	30,000.00
Public Relations	50.00	0.00	50.00	2,500.00	(2,450.00)	10,000.00
Dues & Subscriptions	4,877.74	3,211.67	1,666.07	3,750.00	1,127.74	15,000.00
SWAN Non-reimbursed	2,404.42	6,413.09	(4,008.67)	12,500.00	(10,095.58)	50,000.00
Total Operating Expenses	232,638.86	104,082.09	128,556.77	173,688.41	58,950.45	694,753.65
Total Expenses	552,796.52	334,560.60	218,235.92	578,628.04	(25,831.52)	2,314,512.16
Net Income (Loss)	(78,057.18)	87,162.17	(165,219.35)	105,488.29	(183,545.46)	421,953.14

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Technical Assistance Division

Staffing:

Robert Brockman, former PAE Coordinator (PAE-C) in the central region, assumed the role of PAE Division Manager on September 11, 2023. This was a position that had been previously eliminated with the implementation of the PAE Project Coordinator. After assessing the pitfalls of this organization structure it was recommended that we return having a Division Manager position to provide oversight of executing PAE deliverables and coordinating the PAE staff to do so.

As of November 6, 2023, the TA Division is fully staffed. Christine Burrus, an existing RTA in the southeast region transferred to fill a vacant position in the central region. April Cox, was hired as an RTA in the central region from an affiliate agency within the network. The RTA vacancy created in the southeast by Christine's transition was filled by Casandra Dry, also from an affiliate agency within the network. Robert's transition to the PAE DM also created PAE-C vacancy in the central region. Katie Juliana, previously employed with Diakon as a recruiter with the Older Child Matching Initiative was hired to fill this position.

Regional TA:

Through the ongoing technical assistance provided to county and affiliate agencies, the RTAs have supported 26.93% of the FY23-24 SWAN Needs Based Budget. This represents the referral of 7121 services to support permanency for Pennsylvania's children living in out of home care.

PAE:

The PAE team is actively preparing to execute 3 of their major program events that will take place between January and March; the PA Farm Show, the Winter Statewide and Virtual matching events. The hosting of statewide matching events is a key deliverable for the PAE program as nationwide these events are considered a valuable recruitment strategy for matching waiting children/youth with potential permanency resources. The introduction of the Virtual Matching Event (VME) was introduced during the COVID-19 pandemic; however, since that time data reflects that they have been the most successful of the statewide events. Despite their popularity, the state has expressed a preference for in-person matching events. We are seeking permission again from the state to host this event March 2024 as a strategy for meeting our deliverables related to matching and maintaining the positive impact of matching events as a recruitment strategy.

Programming

The Programming team successfully completed the keynote and workshop sessions for the 2023 Fall Quarterly meetings and are preparing themselves to support the facilitation of various workshops that will be offered at the Winter Statewide meeting in January. The statewide Program Technical Assistants (PTAs) are working with our Internal Review Committee to complete an evaluation project on the CSR unit of service. The project is gaining momentum, having entered into the data collection phase in October 2023, which will continue through January 2024.

SWAN LSI

August 17th, 2023 – November 2nd, 2023

Prepared by Belinda Muschar and Steph Mannering, SWAN LSI Program Directors, with contributions from Anthony Zammit, LSI Data, Research and Quality Assurance Specialist.

LSI PROGRAM UPDATES:

Staff transitions:

After years of successfully supporting the LSI Data, Research and Quality Assurance (RQA) Specialist role, Scott Shannon separated from Voce in August 2023 to pursue new interests. Anthony Zammit, former LSI Paralegal for Luzerne Co., was promoted to the LSI RQA Specialist role in early October. This change created an opportunity to leverage existing expertise within LSI Program staff and develop a transition team. Meetings with this team are underway and Anthony has rapidly contributed to his new role, including paralegal training opportunities and LSI output data reports for various audiences. He will be integral to the development and implementation of a SWAN LSI Stakeholder survey aimed at gathering feedback and recommendations regarding the program in coming months.

Workforce issues:

Efforts to enhance attraction and retention of SWAN LSI Paralegals in a challenging labor market continue to be prioritized.

Implementation of the Voce telework policy has been successful and well-received by LSI paralegal staff. LSI Coordinators and Division Managers will continue to monitor this new paralegal work model to ensure that Voce business needs and SWAN deliverables are met. Beginning in October 2023, LSI paralegals could request a long-term telework agreement.

The SWAN LSI Management team continues to work collaboratively and innovatively with Voce Human Resources on recruitment and retention efforts including:

- Finalizing and OCYF approval for resource materials of the College Recruitment workgroup
- Attendance at job fairs and refining resource materials
- Expansion of job boards and piloting LinkedIn¹ recruiting
- Developing budget recommendations to be more competitive in high cost regions
- Exploring the development of paralegal levels

Refinement/Outcomes:

SWAN LSI paralegals (LSIPs) completed work on behalf of 12,955 children involved in Pennsylvania's child welfare system during the second quarter FY 2023-24. There were 4,660 Diligent Searches completed between July and September 2023. SWAN LSI paralegal work

¹ LinkedIn has had a positive effect on recruiting efforts in Allegheny and Philadelphia Counties

varies from county to county; however, all activities focus on expediting permanency for children. The decrease in LSIP activities during this quarter appears to correspond with a decrease in out of home placements.

Attachment **(Nicole can you add attachment # to accompanying graph?)** provides key LSI data.

Resources:

The 4th edition of the SWAN LSI Incarcerated Resource Manual (IRM) was released to the network during the SWAN/IL Fall quarterly meetings. The IRM was developed to support county caseworkers to engage incarcerated parents in case planning for their children. The manual provides policy and protocol for county correctional facilities in Pennsylvania, including information about visitation and supporting contact between incarcerated parents and their children as well as programs available to the incarcerated parent to support case planning activities.

The LSI Program is poised to develop and refine additional resources when/if Diakon and Voce are successful in their bid for the SWAN Prime Contract FY 2024 – 2029.

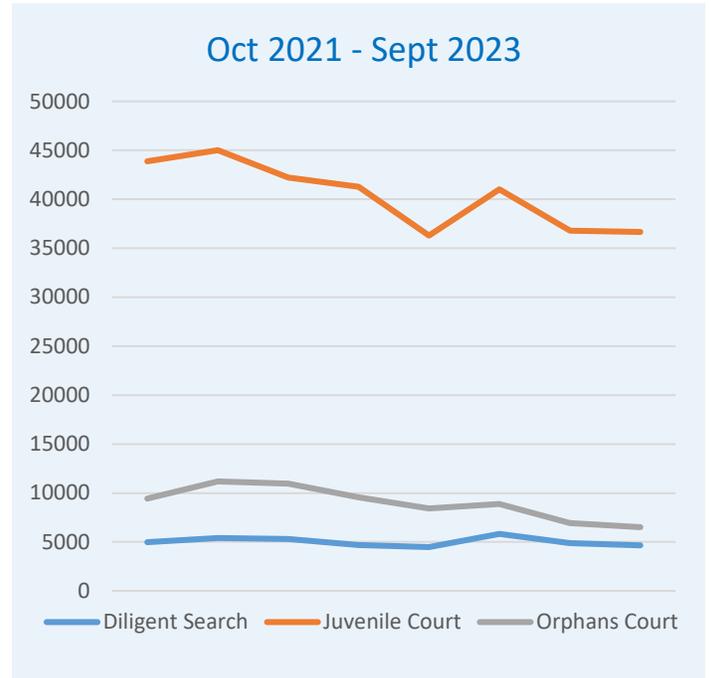
SWAN LSI Paralegal Involvement

October 2021 - September 2023

Quarterly LSI Activities

Total number of activities performed by SWAN LSI Paralegals per category

Quarter	Diligent Search	Juvenile Court	Orphans Court
Oct – Dec 2021	4,975	43,872	9,422
Jan – Mar 2022	5,411	45,012	11,185
Apr – June 2022	5,299	42,217	10,955
July – Sept 2022	4,678	41,291	9,546
Oct – Dec 2022	4,478	36,293	8,419
Jan – Mar 2023	5,824	41,029	8,886
Apr – June 2023	4,869	36,788	6,914
July – Sept 2023	4,660	36,655	6,512



Children With LSI Activity

of unique children with at least one LSI activity completed during each quarter
October 2021 – September 2023



Training Report

August 1, 2023- November 1, 2023

Prepared by Rachel Meaker, Training Director, on November 1, 2023. This represents the scope and variety of work the Training Division delivers both for the SWAN contract and for Voce.

Training Director (Rachel Meaker)

- Rachel Meaker oversees the following departments: Training Specialists, Legal Training Division, Conferencing and ALSP. She also chairs the Training Leadership Council and External Training Sub-Committee.
- The ALSP expansion has been fully approved and hiring for the expanded program is underway.
- The Training Leadership Council continues to work on streamlining forms and paperwork, integrating SWAN and Voce processes, refining virtual processes and strategizing around new opportunities for Voce trainings.
- Continues work on development of the LMS, which has been piloted to managers at this time.
- Rachel worked with Dawn Lewis to select and implement Management training for staff. Training continues.
- Rachel continues to work with the Conferencing Division, the Program Managers, Practice and the Legal Division to conduct Regional Legal Trainings, held twice a year.
- Rachel Meaker continues to serve on the Summer Conference, Statewide and Quarterly planning committees, the Training Leadership Council, and the IRC.

Conferencing (Beth Duzey, Conferencing Manager; Alana Gould Conference Coordinator and Stephanie Kinner Conference Coordinator)

- Prepared and executed all logistics for the 2023 Fall Quarterly meetings.
- Received names for keynote speaker and presenters for the 2024 SWAN/IL Winter Statewide meeting.
- Gave detailed information to division management regarding WSW Matching Event and Virtual Matching Event to make recommendations to OCYF.
- Began working on details for Child/Teen care program at the Permanency Conference in 2024. Need to rehire Child care director and planning on hiring assistant and adding child and teen care workers on Tuesday night.
- Opening kickoff meeting Conference Planning Committee members and the proposal selection for the 2024 Permanency Conference has taken place, all committee members have selected sub committees to work on throughout the year
- Working on the selection of the keynote speakers. Dr. John DeGarmo has been selected for the opening of the conference.
- Helped to plan the 2nd FPAC meeting: Nov. 14 at the Penn Stater at State College, PA
- Hired Stephanie Kinner as the Conference Coordinator and promoted Alana Gould as Conference Coordinator.

Training Specialists (Dawn Lewis and open position)

- Deb Gadsden resigned her position at the end of August to spend the last 2 years of her illustrious career working for the Child Welfare League of America. We wish her well.
- The REI trainings will continue. The next segment is “The Intersection of Race and Trauma.” The other two segments on Microaggressions and Blind Removals have been suggested to be delivered to the management staff and then in turn have them deliver it to their direct reports.
- Voce’s second Forum on Pennsylvania’s Children will occur on November 14, 2023. Our inaugural event was extremely successful. We have started the conference planning process and this year the event will be held at the Penn Stater in State College, PA. Deb and Rachel continued to be part of this planning process.

- Ray Neal has replaced Deb as co-chair of the DEI Strategic Council with Alexandra Newcomer and they are in the process of recruiting and onboarding new members. They have created a charter for the Voce DEI Strategic Council.
- Dawn and Rachel continue to implement Management training for the staff through Biz Library.
- Dawn continues to work on LMS development and Management training selection and maintenance.
- Dawn is planning the 2023 All-Staff meeting, Spring date TBD.

Legal Training Division: (Lauren Peters, Legal Training Division Manager; Sara Steeves, Rachel Thiessen, Jena Braunsberg, Jennifer Spata, Legal Training Specialists)

- The Legal Training Specialists continue to support county staff through delivery of various in-person legal trainings including “Concurrent Planning”, “Pathways to Permanency”, “Beyond the Bond”, and “Prep Your Case”, and others in collaboration with practice, including “Post Adoption Contact Agreements”.
- The Legal Training Specialists continue to support county staff through delivery of various virtual legal trainings such as “Aggravated Circumstances” and “Criminal Law 101/102”.
- The Legal Training Specialists continued offering “Statewide” trainings to support the network, including “ICWA: An Update”.
- Four days of Child Welfare Legal Overview were conducted in-person.
- The Legal Training Specialists continue to support paralegal staff through Warmline responses, participation in LSI POD meetings, Westlaw training, and Docket Search training.
- The Legal Training Team delivered “Planning for Forever After Permanency” in collaboration with the Post-Permanency TAs at 6 SWAN/IL Quarterlies statewide and one virtual Quarterly.
- The Legal Training Specialists continue to support other staff training and improvement efforts through participation on the Diversity, Equity & Inclusion (DEI) Strategic Council.
- The legal trainers, collectively, delivered 10 in-person “Conquering the Courtroom” trainings to nine different counties.
- Legal trainer, Jena Braunsberg, presented “Through A Trauma Lens” at the first ever “Thoughtful Thursday” meeting and “Know their Rights: How to Support Transgender Youth in the Classroom” at the Paving the Way to Educational Success Conference.
- Legal trainer, Jena Braunsberg, also attended a “Supporting Crossover Youth Involved with Child Welfare and Juvenile Court Systems” training virtually.
- Legal Trainer, Sara Steeves, presented “Hot Topics” at the quarterly PCYA meeting.
- Legal Trainer, Jennifer Spata, serves on the PA Bar Association’s Family Law Section Parentage Workgroup and is the Adoption Committee Chairperson.
- Legal trainer, Jennifer Spata, also attended the “Equity in Permanency Planning: Resources for Children with Cross-Border Cases” virtually.
- The Legal Training Division continues to support collaborative partners to the extent possible.
- The Legal Training Specialists continue to draft the monthly legal reports and other communications keeping our staff and larger network abreast of the many legal developments at the court, legislative, rules, and guidance level in the last quarter.

Adoption Legal Services Project (ALSP): (Mike Wahlen, ALSP Manager; Diann McKay, Amy Black and Kristen Hunsicker, ALSP Attorneys, Open ALSP Paralegal Position)

- For this reporting period, ALSP had 23 “show up” Termination of Parental Rights petitions heard, 10 petitions were granted the day of the show up hearing, and 13 were set for contested trials. ALSP had 13 contested TPR trials that were held in the reporting period and all 13 TPRs petitions were granted by the court. Between the “show up” TPRs and the contested trials a total of 23 children were freed for adoption in the reporting period.

- In the reporting period, ALSP has had 14 Act 101 post adoption contact agreement (PACA) referrals. In the reporting period, there was one informal agreement that was worked out between the parties and one formal agreement that was granted by the court.
- During the reporting period, ALSP finalized the adoption of 10 waiting children with their forever families. There was no adoption day held in October, in anticipation of National Adoption Day set to be scheduled on Saturday, November 18th.
- ALSP continues to participate in the Allegheny County Attorney Systems meetings now held once a month.
- ALSP recently began the process of expanding their scope of work in Allegheny County to encompass all of the TPRs and Adoptions in Allegheny County. The expansion creates a “one office, one model” system based on how ALSP has operated. The new expanded and reorganized ALSP is designed to ensure timely permanency for the children in Allegheny County and to improve the outcomes for the children and families.
- This new structure would expand ALSP from 1 Manager, 3 staff attorneys, and 1 paralegal to 1 Director, 9 Attorneys, 3 paralegals and 1 legal secretary. This staffing is ongoing and will continue through the fall until ALSP is at a full staff compliment.