



**MINUTES
OCTOBER 16, 2023**

**Children's Services Advisory Committee
GRANT REVIEW SUB-COMMITTEE**

The CSAC Grant Review Sub-Committee met in the Indian River County Complex, Building A, Room A2-230, at Indian River County Administration Complex on Monday, October 16, 2023.

1. CALL TO ORDER

Bob Schlitt, Jr., Chair, called the October 16, 2023 meeting of the CSAC Grant Review Subcommittee to order at 5:00 PM.

2. ROLL CALL

Present:

Bob Schlitt, Chairman
Wendy McDaniel
Tony Brown
Deana Shatley
Michael Kint
David Erickson
Brooke Sauserman
Caryn Toole
Sherri Kolodziejczak
Susan Blaxill-Deal
Commissioner Laura Moss

Absent:

Tony Consolo
Angela Jones

Also Present:

Doug DeMuth
Sandra Rivera
Cindy Emerson, Community Services Director
Amie Rutherford, Human Services Manager
Natalie Novak, Recording Secretary

Quorum was met.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. APPROVAL OF MINUTES – MAY 1, 2023

Motion was made by Michael Kint to approve the Minutes of the May 1, 2023 meeting. Laura Moss seconded the motion which passed unanimously.

Bob Schlitt requested the minutes from the June 8, 9, 10, 2023 (agency/ program presentations) be approved at the next meeting.

5. INTRODUCTION OF MEMBERS

Grant Subcommittee members introductions took place.

6. COMMUNITY SERVICES DIRECTOR REPORT

Cindy Emerson introduced Amie Rutherford, Human Services Manager, and provided an overview of her role and responsibilities. Ms. Emerson announced Maya Miller, Staff Assistant, for Community Services.

Ms. Emerson revealed the CSAC Public Dashboard. Discussion continued about the funded programs, social media, and transparency. Ms. Emerson further reported on goals, committee and agency feedback, and the grant review process, based on information gathered from surveys. There will be a new quarterly review format, data collection and reporting will be reported more concisely, attendance tracking will be analyzed to report specific areas of need for children as well as areas of duplication.

7. NEW BUSINESS

Ms. Emerson presented the CSAC committee approved established norms, adopted from Communities that Care. The idea is to treat each other with respect in the meeting, allowing everyone to speak without interruption, respecting all perspectives and ideas, starting and ending on time, and keeping cell phones off. Additionally, the theory is to let three people speak before speaking again. Subcommittee members agreed to adopt the norms as presented.

A scoring rubric for grant review was discussed and the subcommittee agreed that a rubric should be created and used for scoring proposals. Discussion continued around grant presentation dates and options for different tiers were considered. Future dates for upcoming meetings were set as the third Monday of each month from 4:30 – 6:00 PM.

Four applications have been received for open positions on the grants review subcommittee. Those applications will be discussed and voted on at the next main committee meeting taking place on November 7, 2023 from 3:00 – 5:00 PM.

8. COMMENTS AND ANNOUNCEMENTS

9. ADJOURNMENT

With no further business Chairman Schlitt adjourned the meeting at 6:46 PM.