



**MINUTES
NOVEMBER 20, 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, November 20, 2023.

1. CALL TO ORDER

Bob Schlitt, Jr., Chair, called the November 20, 2023 meeting of the CSAC Grant Review Subcommittee to order at 4:30 PM.

2. ROLL CALL

Present:

Bob Schlitt, Chairman
Tony Brown
Deana Shatley
Michael Kint
Brooke Sauserman
Sherri Kolodziejczak
Susan Aguirre
Dr. Deborah Taylor-Long

Absent:

Tony Consolo
Angela Jones
Wendy McDaniel
David Erickson
Caryn Toole
Susan Blaxill-Deal

Also Present:

Commissioner Laura Moss
Cindy Emerson, Community Services Director
Amie Rutherford, Human Services Manager
Leigh Anne Uribe, Human Services
Maya Miller, Community Services
Natalie Novak, Recording Secretary

Quorum was met at 4:40PM with the arrival of Susan Aguirre.

Amie Rutherford reviewed the established meeting norms.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. APPROVAL OF MINUTES

June 8-10, 2023

Motion was made by Michael Kint to approve the Minutes of the June 8-10, 2023 meeting. Dr. Deborah Taylor-Long seconded the motion which passed unanimously.

October 16, 2023

Motion was made by Sherri Kolodziejczak to approve the Minutes of the October 16, 2023 meeting. Michael Kint seconded the motion which passed unanimously.

5. INTRODUCTION OF NEW STAFF AND MEMBERS

Maya Miller introduced herself to the Grant Subcommittee. Grant subcommittee members introductions took place. Dr. Deborah Taylor-Long and Susan Aguirre were present and welcomed as new subcommittee members.

6. COMMUNITY SERVICES DIRECTOR REPORT

Cindy Emerson handed the meeting over to Amie Rutherford, Human Services Manager, on public record.

All 29 Agencies Signed Contracts

Ms. Rutherford reported staff met with all 29 agencies individually and provided guidance before the execution of all 46 funded program contracts.

Meet the Funders Event

Ms. Rutherford reported staff represented CSAC at the United Way's Meet the Funders Event and met with agencies to inform them about CSAC funding opportunities.

Agency Professional Learning Opportunities

Ms. Rutherford reported staff is providing support for agencies on grant development quarterly and are open to the public. The Subcommittee requests a copy of the flyer be sent to members when ready.

22-23 Final Agency Drawdown Amount

Leigh Anne Uribe reported 99.1% funds were utilized. Included in the 0.9% of funds returned to General Services is Community Family Services Childcare Resources (\$839), Daisie Hope rescinded their contract, RCMA School Readiness is a matching grant (\$235) and ec-Impact expenses went over mid-year.

Ms. Emerson reported that any funds that are not spent are returned to the General Fund. Discussion continued on this topic focusing on funds for the 23-24 cycle and using unspent funds for programs offered in summer 24.

UPDATED CSAC Timeline

Ms. Emerson presented the UPDATED CSAC Timeline and reported the CSAC meetings have increased from quarterly, 1-hour meetings to monthly, 2-hour meetings. The Needs Assessment Subcommittee met to sort through data and working on the funding priorities. Ms. Emerson reported that the meetings are public and members are welcome to attend any meetings. All CSAC meetings are recorded.

DRAFT Updated CSAC Guidebook

Ms. Rutherford presented DRAFT updated CSAC Guidebook. A feedback form will be circulated for members to provide feedback. The QR code provides a link to the Guidebook.



Social Media Campaign #IRCSuccess

Ms. Emerson reported on CSAC marketing campaign #IRCSuccess and stressed obnoxious transparency for CSAC. Stories across Community Services will be shared. Ms. Emerson reported on the CSAC Public Dashboard.

Needs Assessment Report

Ms. Emerson reported a status update on the Needs Assessment Subcommittee. The next meeting for the Subcommittee is November 28, 2023 from 1:00 – 5:00 PM. The Subcommittee will be reviewing and sorting about 65 pieces of data.

7. DISCUSSION

Agency Meeting Schedule

Ms. Rutherford reported Bob Schlitt, Jr. mentioned scheduling agency presentations for new or agencies having significant changes on the Grant Review Subcommittee meeting agendas. Mr. Schlitt, Jr. reported generally at this time of the year a plan was developed for meeting with agencies for progress reports. Staff is developing a site visit schedule to share with the Subcommittee. One member from each committee may attend the site visit and report to the group.

Ms. Emerson reported a site visit rubric is in development and confirmed Dr. Deborah Taylor-Long's question the rubric will come back to this Subcommittee for review. Ms. Emerson reported the first quarterly report for 23-24 funding year will be available in January. Discussion continued about funding, measurable outcomes, and impact. Ms. Emerson reported two rubrics are being developed; one for site visits and one for the Grant Review Subcommittee to use when scoring funding request proposals.

Ms. Emerson reported GIS mapping is being implemented for CSAC agencies. Agency presentation scheduling during Grant Review Subcommittee Meetings was tabled for future discussion.

8. OLD BUSINESS

Scoring Rubric for CSAC Grant Subcommittee

The CSAC Grant Subcommittee draft scoring rubric for proposals for agencies looking for returning funding or requesting funding over \$50,000 was distributed to members. Ms. Emerson explained the function of the rubric and reported it is to be used when reviewing the proposals. Mr. Schlitt, Jr. requested to add *Impact* into the rubric. Feedback and questions should be emailed to Human Services Staff. Discussion continued.

9. PUBLIC COMMENT

None.

10. COMMENTS AND ANNOUNCEMENTS

Ms. Rutherford announced the objective for the next meeting is reviewing the funded agency outcomes, revised version of the rubric, site visit schedule, and the funding application. Discussion continued.

Mr. Schlitt, Jr. reminded the subcommittee to abide by the rules of Sunshine.

11. ADJOURNMENT

With no further business Chairman Schlitt adjourned the meeting at 6:05 PM.

A recording of this meeting is on file at the BCC office and available on request.