



**MINUTES
MARCH 18, 2024**

**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, March 18, 2024.

1. CALL TO ORDER

Bob Schlitt, Jr., Chair, called the March 18, 2024, meeting of the CSAC Grant Review Subcommittee to order at 4:30 PM.

2. ROLL CALL

Present:

Bob Schlitt, Chairman
Caryn Toole
Sherri Kolodziejczak
Michael Kint
Tony Brown
Deana Shatley
Brooke Sauserman
David Erickson
Angela Jones
Wendy McDaniel
Susan Aguirre
Dr. Deborah Taylor-Long
Kyleigh Savoie

Absent:

Susan Blaxill-Deal
Tony Consalo

Also Present:

Commissioner Joe Earman
Cindy Emerson, Community Services Director
Amie Rutherford, Human Services Manager
Leigh Anne Uribe, Human Services
Maya Miller, Community Services

Quorum was met.

3. ADDITIONS AND DELETIONS TO THE AGENDA

No additions or deletions.

4. APPROVAL OF MINUTES

A motion was made by Tony Brown to approve the Minutes of the January 22, 2024, meeting. Michael Kint seconded the motion which passed unanimously.

5. COMMUNITY SERVICES DIRECTOR REPORT

Agency Professional Learning Opportunities

Cindy Emerson reported March 25th has been added for agencies to work together on measurable outcomes with RFP. Storytelling with data event scheduled for May 21st. Updates on professional development programs and the increasing number of participants. Professional development has already surpassed the 4 originally planned due to feedback from agencies. All professional development videos and materials distributed are uploaded to the website.

2024 Program Site Visits – Sign Up

Mrs. Emerson reported the RFP timeline and grant presentation dates. Members were encouraged to sign up for CSAC site visits to ensure fidelity measures in the programs.

RFP Walkthrough

Mrs. Emerson reported the RFP timeline and grant presentation dates. It went to the board on January 23rd, an information session on February 7th, and it was opened on February 16th in e-Cimpact. CSAC Grants Subcommittee training is happening today. The deadline for the RFP is April 12th and then the grant presentations begin May 30th. Prior to May 30th we'll decide which agencies will be considered developmental and new for Grant Committee to have those scores prior to May 30th.

The rest will wait until the June deadline, so it'll give the Grant Committee a little time in between. CSAC funds for budget approval will take place in April 2024. This is where County Commissioners decide what the funding will be for the next fiscal year for CSAC.

CSAC Timeline Updates

Mrs. Emerson provided updates on the timeline for CSAC and the due dates for quarterly reports. Quarter one data is already available on the website. Reviewing agencies' drawdown for quarter one and addressing reasons for agencies not drawing down as anticipated. Utilizing contingency funds and redistributing funding to programs taking place over the summer. Discussing agencies for contingency funding and utilizing \$50,000 previously planned for the needs assessment can be used for community programs instead of putting back into the General Fund. Upcoming deadlines for quarter two and quarter three data submission is April 15 and July 15. Making adjustments in funding based on quarterly data and deciding on funding increase percentage. Members were strongly encouraged to look at the quarter and drawdown reports.

Social Media Campaign #IRCSuccess

Mrs. Emerson reported the social media campaign continues to promote the various services under Community Services in addition to Children Services. Community Services oversees Veteran Services, Library Services, Human Services, Housing Services and soon SHIP. All of which are layered support of resources offered to the citizens of Indian River County.

Children's Week

Mrs. Emerson reported The Celebration of The Hands was a collaboration between the public libraries, children's programs, and our local VPK programs and early learning programs. Storybook Village was also in collaboration with the early learning programs. CSAC staff as well as many of the County Commissioners and some of the CSAC Committee & Subcommittee members went into the classrooms and read to the students. The Golden Impact Recognition event recognized programs that met 100% of their measurable outcomes for 2022-2023, but also highlighted programs that did not meet the outcomes. The event aimed to showcase the 18,000 touch points of lives being served and emphasize the positive investment in the future outcomes of Indian River County. The event was recorded and will be posted on social media and the public information channel. The committee plans to continue being transparent and promoting the impact of their programs.

6. DISCUSSION

Introduction of Newest CSAC Grant Subcommittee Member

Amie Rutherford introduced the newest Grant Subcommittee Member Kyleigh Savoie (Motiwala). Kyleigh works with the Substance Awareness Center. Kyleigh reported she is a data and outcomes manager; has a master's in public health with a focus on epidemiology; statistics, biostatistics, program evaluation, is really her background. She started in Indian River County almost five years ago in tobacco control and policy work and worked her way to a more natural data position; she's excited to be here.

e-Cimpack Training (CSAC Grant Platform) – Nate Bruckner

Nate Bruckner provided instructions on how to use the grant application system, including logging in, navigating through the application, accessing agency websites, and saving work. Nate also mentioned that the system will automatically log out after two hours of inactivity. He also explained the ability to look at a previous year grant application and provided his contact information for further assistance. The discussion continued regarding agency budget, program budget and funder budget and where to find it within the grant application system.

7. COMMITTEE COMMENTS

Susan Aguirre proposed the question regarding if there is any guideline, rules, regulations with CSAC that limits how many years an agency can ask for funding? The discussion continued which included the answer being no. Further discussion continued regarding the role of the subcommittee; where to find the CSAC webpage which has meeting minutes and agendas, videos and dashboards and various supports to share with the public or anyone who asks for information.

8. ANNOUNCEMENTS

Next meeting is April 15, 2024

9. ADJOURNMENT

With no further business Mr. Schlitt, Jr. adjourned the meeting at 5:56PM.

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