Indian River County Florida

Indian River County Administration Complex
1800 27th Street, Building B
Vero Beach, Florida, 32960-3388
indianriver.gov

Children's Services Advisory Committee
Meeting Minutes - Final

Monday, August 19, 2024

Committee Members

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

CSAC STAFF:

Cindy Emerson, IRC Community Services
Ms. Maya Miller, IRC Community Services
Megan Kendrick, IRC Human Services
Robert Catapano, IRC Human Services
Commissioner Joseph H. Earman, District 3

1. **CALL TO ORDER**

Bob Schlitt, Jr., Chair called the August 19, 2024, meeting of the Children's Services Advisory Grants SubCommittee to order at 4:08 P.M.

2. **ROLL CALL** *12 Voting Members / 7 for Quorum*

Present:
Bob Schlitt, Chairman
Brooke Sauserman
Caryn Toole
David Erickson
Kyleigh Motiwala
Sherri Kolodziejczak
Wendy McDaniel

Absent:
Angela Jones
Dr. Deborah Taylor-Long
Michael Kint
Susan Aguirre
Tony Brown

Also Present at Role Call:
Cindy Emerson, Community Services Director
Megan Kendrick, Human Services Manager
Robert Catapano, Human Services
Ms. Maya Miller, Community Services

3. **ESTABLISHMENT OF QUORUM -** *QUORUM WAS MET*

4. **ADDITIONS & DELETIONS TO AGENDA**
CSAC Staff requested to move item 6C to Item 7C.

5. **APPROVAL OF MINUTES**
- *A motion was made by Sherri Kolodziejczak to approve the Minutes of the May 30, 2024, meeting. Caryn Toole seconded the motion which passed unanimously.*
- *A motion was made by Kyleigh Motiwala to approve the Minutes of the June 5, 2024, meeting. Brooke Sauserman seconded the motion which passed unanimously.*
- *A motion was made by Sherri Kolodziejczak to approve the Minutes of the June 6, 2024, meeting. Caryn Toole seconded the motion which passed unanimously.*
- *A motion was made by Wendy McDaniel to approve the Minutes of the June 7, 2024, meeting. Dr. David Erickson seconded the motion which passed unanimously.*

6. **COMMUNITY SERVICES DIRECTOR REPORT**
The Director report update included the introduction of the new program coordinator, Robert Catapano and mentioned that community forums are upcoming, along with a highlight of the third quarter report. The first community forum is scheduled for August 29th, focusing on health and well-being, followed by forums on nurturing families and communities on October 3rd, and success in school and life on December 3rd (date subject to change).

CSAC Staff has selected e-CImpact as the grant management software and thinks the committee will be happy. E-CImpact has updated a lot of their features and had the best price. The agencies and the committee are familiar with the software.

65% of the outcomes were met in the third quarter, although some outcomes were not measurable. The CSAC Staff is working on updating the needs assessment data to include any new or previously unused data from last year.

Professional Development is ongoing. CSAC Staff plans to share other opportunities to help agencies diversify their funding sources, ensuring they are aware of various options available to them. The decision was made to potentially conduct a training session for funded agencies on diversification and governance, highlighting the importance of strong board development.

7. **DISCUSSION**
CSAC Staff reported the feedback from the survey indicated positive responses regarding the scoring rubric, with suggestions for better alignment with the application process. The CSAC Staff plans to meet with agencies to help them prepare for future grant applications, aiming for a more cohesive process that aligns with the scoring rubric.

There was a concern raised about the need to add the total agency budget next to the program budget, as this was previously discussed during the grant presentation. Further discussion took place concerning the scoring process and funding recommendations. It was agreed that once the application is built out, it will be shared with the committee to ensure clarity and effectiveness in scoring. It was decided that a dropdown will be implemented to ensure that agencies can only select one funding priority, addressing previous confusion. No final decisions were made for the scoring rubric for next grant cycle.

CSAC Staff presented the proposed calendar of meetings for the FY24-25. Discussion about and changes to the grant presentation dates took place. The final dates were agreed upon and the Recording Secretary will send Outlook meeting invites.

Discussion took place about the remaining approximate $129,000, guidance on needs assessment and the RFP. Discussion took place about resignations, open positions and clarification of terms for committee members.

Committee Chairman requested that CSAC Staff follow up with committee members a few days before the meeting to confirm attendance especially for those who have not responded to the invitation.

8. **NO PUBLIC COMMENT**
9. **NO ANNOUNCEMENTS**
10. **MEETING ADJOURNED**
By Chairman, Bob Schlitt, Jr. at 5:36P.M.