

Indian River County Florida

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



Children's Services Advisory Committee



Meeting Minutes - Final

OCTOBER 21, 2024

Committee Members

Bob Schlitt, Chair

Tony Brown
Michael Kint

Caryn Toole

David Erickson

Kyleigh Motiwala

Sherri Kolodziejczak

Wendy McDaniel

Susan Aguirre

Brooke Sauserman

Angela Jones

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**

Caryn Toole called the October 21, 2024, meeting of the Children Services Advisory Grants Subcommittee to order at 4:02 P.M.

2. **ROLL CALL**

12 Voting Members / 7 for Quorum

Present:

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

Absent:

Bob Schlitt, Chairman
Susan Aguirre
Commissioner Joseph Earman

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**

None.

5. **APPROVAL OF MINUTES**

A motion was made by Sherri Kolodziejczak to approve the Minutes of the August 19, 2024, meeting. Dr. Deborah Taylor-Long seconded the motion which passed unanimously.

6. **COMMUNITY SERVICES DIRECTOR REPORT**

Mrs. Megan Kendrick presented the Community Services Director's report. She expressed gratitude towards all members and the Community Services Department staff who participated in the relief efforts, recognizing their contributions to the community.

Professional Learning opportunities will include grant writing workshops in January and February and possibly a pop-up workshop in December to share what is on the scoring rubric.

Mr. Robert Catapano reported in October, the reimbursements module of e-Cimpact will be launched, allowing agencies to submit requests immediately, and final data imports are expected to be completed soon. Mr. Catapano confirmed that staff and agencies will have access to historical data as we transition to the County's own e-Cimpact platform. The CSAC staff is preparing for the fiscal year 25-26 RFP to be opened to all agencies in January 2025.

Mrs. Kendrick reported that the site visit walkthrough tool was developed for staff and committee members to report more of what is happening related to the programs during the site visit rather than all quantitative information. Mrs. Kendrick indicated a willingness to assist agencies in preparing for walkthroughs by helping them understand the outcomes they are trying to achieve and the activities they will showcase during site visits. A Committee member reported that the walkthrough tool is a great tool.

7. **DISCUSSION**

Mrs. Kendrick reported that the scoring rubric categorizes scores from one to five, with specific criteria outlined for each score level, aiding in the evaluation of grant applications. It was decided that the scoring rubric will be used to guide the RFP process for the next year, ensuring alignment with the application questions. The Committee was encouraged to review the rubric and identify areas where programs may need development before the application process begins.

The Committee and CSAC staff reviewed the rubric section by section to ensure the information was in alignment with program accountability and governance, demographics, program outcomes, the funding and financials and the overall grant application.

A Committee member expressed concerns about some programs lacking the necessary organizational capacity and board engagement, which could hinder their effectiveness. It was suggested to potentially add a question regarding the mission and vision statement to the evaluation rubric to better assess organizational capacity.

CSAC staff expressed concern about the lack of special education programs for children with intense special needs and suggested that the Grants Subcommittee should take a conscious effort in looking at how funds are allocated to support programs that currently do not exist but are needed.

8. **NO PUBLIC COMMENT**

9. **ANNOUNCEMENTS** – United Way’s Meet the Funders on October 30, 2024 at 3PM at Northern Trust.

10. **MEETING ADJOURNED**

By Caryn Toole at 5:21P.M.