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

JANUARY 22, 2025

Committee Members

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

CSAC STAFF:

Cindy Emerson, IRC Community Services
Ms. Maya Miller, IRC Community Services
Megan Kendrick, IRC Human Services
Robert Catapano, IRC Human Services
Commissioner Susan Adams, District 1

1. **CALL TO ORDER**
Bob Schlitt, Jr., Chair called the January 22, 2025, meeting of the Children's Services Advisory Grants SubCommittee to order at 4:00 P.M.

2. **ROLL CALL** *14 Voting Members /8 for Quorum*

Present at Roll Call:
Bob Schlitt, Chairman
Dr. Angela Jones
Brooke Sauserman
Caryn Toole
Kyleigh Motiwala
Michael Marsh
Sherri Kolodziejczak (via Teams/Phone)
Susan Curtis
Tracey Zudans
Wendy McDaniel
Present After Roll Call:
Michael Kint
Susan Aguirre
Tony Brown

Absent:
Dr. Deborah Taylor-Long

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 Michael Marsh to approve the Minutes of the October 21, 2024, meeting. Caryn Toole seconded the motion which passed unanimously.

6. **COMMUNITY SERVICES DIRECTOR REPORT**
Mrs. Cindy Emerson, Mrs. Megan Kendrick & Mr. Robert Catapano reported the Community Services Director Report. New committee members (Michael Marsh, Susan Curtis and Tracey Zudans) introduced themselves. Mrs. Emerson pointed out that the Director's report will align with the Strategic Plan's three focus areas: Community Impact, Communication & Engagement and Fiscal Responsibility & Governance.

For Community Impact, Mrs. Megan Kendrick reported that the workshop was part of a professional learning series aimed at enhancing grant writing skills among local agencies, with plans for further sessions to continue this support. The first training session had 40 participants from 25 different agencies, indicating a significant interest in improving grant writing skills.

Mrs. Kyleigh Motiwala reported a lot of agencies came out, a lot of great questions and just feedback of trying to refine agency applications, helping the agencies to define their programs and seeing how it aligns with CSAC. There was a lot of great feedback and support. Dr. Brooke Hall and Sherri Kolodziejczak also attended the grant writing workshop. On February 4, a follow-up training session (part two) is scheduled for agencies that attended the first session, where they will bring their work for further development and peer review. It was decided to incorporate expert input and active learning exercises in the training sessions to enhance the learning experience. Further discussion continued.

For Communication and Engagement, Mrs. Emerson reported that the 2nd Annual Golden Impact Award Recognition is taking place on February 27, 2:30PM-4 and will feature a distinction between Golden Impact and Platinum Impact based on outcome measures and the number of children or families they anticipated serving. Mrs. Emerson also reported that the County is celebrating its Centennial year and various events for the community to participate.

For Fiscal Responsibility and Engagement, Mr. Catapano provided the updates for the quarterly drawdown report. All other agencies are on track to close out the first quarter, indicating overall compliance and performance among most agencies. There is a concern about how the report is currently presented and whether it effectively communicates the necessary information regarding funding usage, especially during different seasons. It was decided that the report should include a breakdown of funding usage by quarter to better understand the financial distribution across different programs. CSAC Staff will work on improving the report format to include quarterly comparisons and ensure that it is beneficial for the main committee's oversight.

7. **OLD BUSINESS**

Mrs. Emerson reported the 2023-2024 Annual Report highlights and program evaluations. The discussion included plans to invite agencies with concerns to share their experiences and challenges, fostering a collaborative approach to program improvement. The Committee will review the annual report and bring back any questions at the next meeting.

Mrs. Kendrick reported the status of site visits. The staff and committee members have been conducting site visits, which are seen as valuable for understanding the impact of their work and the grants awarded. During site visits, agencies are evaluated based on a rubric, and the scores are made public to ensure transparency and consistency in the evaluation process.

8. **NEW BUSINESS**

Mrs. Emerson & Mrs. Kendrick reported updates for the 2024-2025 Needs Assessment Update & Executive Summary; and reported the status of the Strategic Plan.

9. **PUBLIC COMMENT**

Mr. Schlitt requested the schedule of meetings for the Grants Subcommittee.

10. **MEETING ADJOURNED**

By Chairman, Bob Schlitt, Jr. at 5:40P.M. NEXT MEETING: February 19, 2025, 4:00PM

A recording of this meeting is on file at the office of Community Services Department and available upon request.
Prepared By Recording Secretary: Ms. Maya Miller