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

FEBRUARY 19, 2025

Committee Members

Bob Schlitt, Chair	Brooke Sauserman	Caryn Toole	Michael Kint
Dr. Deborah Taylor-Long	Kyleigh Motiwala	Susan Curtis	
Michael Marsh	Sherri Kolodziejczak	Susan Aguirre	
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 February 19, 2025, meeting of the Children's Services Advisory Grants SubCommittee to order at 3:00 P.M.

2. **ROLL CALL** 13 *Voting Members / 7 for Quorum*

   Present:
   Bob Schlitt, Chairman
   Brooke Sauserman
   Dr. Deborah Taylor-Long (after roll-call)
   Susan Aguirre (after roll-call)
   Susan Curtis
   Michael Marsh
   Kyleigh Motiwala
   Sherri Kolodziejczak
   Wendy McDaniel
   Michael Kint
   Tracey Zudans

   Absent:
   Caryn Toole
   Tony Brown
   Cindy Emerson, Community Services Director

   Also Present at Role Call:
   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 January 22, 2025, meeting. Michael Kint seconded the motion which passed unanimously.*

6. **COMMUNITY SERVICES DIRECTOR REPORT**
   Community Impact reported by Mrs. Megan Kendrick

   Communication & Engagement reported by Mrs. Megan Kendrick & Mr. Robert Catapano

   Fiscal Responsibility & Governance reported by Mrs. Kendrick – Feedback from the Onboarding/Board Workshop was provided; 25/26 agency funding questionnaire was provided to the agencies and feedback provided to the committee; Mr. Catapano reported the status of the current drawdown report and provided the status of Salvation Army relinquishing funds for FY24/25. There was discussion regarding when funds are relinquished, can the funds be used for other programs that serve children and families in the community. Tracey Zudans requested a track record of programs that have been funded consistently each grant cycle.

7. **OLD BUSINESS**
   Site Visits were reported by Mrs. Kendrick and committee members. Mr. Michael Kint provided positive feedback from his visits at the Samaritan Center & Gifford Youth Achievement Center; Mrs. Kendrick & Mr. Catapano reported positive feedback for Big Brothers Big Sisters. Mrs. Kyleigh Motiwala provided positive feedback from her visit at Childcare Resources.

8. **NEW BUSINESS**

Mrs. Kendrick explained how the scoring rubric is in alignment with the application; and how to use the new scoring rubric worksheet. Mr. Catapano provided a demo for the committee members on the agency side of the E-Cimpact and Mrs. Kyleigh Motiwala provided a walkthrough on the Committee member review side of the software. Committee had suggestions for changes within E-Cimpact; Mrs. Kendrick asked the members email their suggestions for full discussion once the RFP is completed for FY25/26. The committee requested documentation regarding the conflict-of-interest definition; Mrs. Kendrick will request clarification from the County Attorney Office and will email the committee members the response. Mrs. Kendrick asked the committee's feedback for vetting the applications for glaring mistakes; the Committee expressed various concerns.

Michael Marsh moved that staff could review the submissions and reach out to the organizations for glaring errors prior to the deadline, March 31; Dr. Deborah Taylor-Long 2nd the motion for discussion only. The motion failed.

Committee chair suggested that the questions for agencies prior to the presentation be directed to staff and staff will create documentation with all questions. Staff will not reach out to the agencies after submission for glaring errors.

Mrs. Kyleigh Motiwala brought up the suggestion that if a Grants committee member has an agency applying for the CSAC Grant, to please do not review the other agency applications until the committee member's agency has submitted their grant.

Mrs. Kendrick clarified that CSAC Staff will do nothing with the grant applications, and upon review of the applications after the deadline, if the committee needs something or wants something they can email the CSAC staff directly and CSAC staff will reach out to the agency and try to provide clarification. CSAC staff will ensure that all committee members will inform them of all answered questions.

9. **PUBLIC COMMENT**

Michael Marsh wanted it noted that quorum is not 8 but 7; he asked how to propose an agenda item on the Grants meeting agenda; and he also asked what would prevent an agency from asking for help from a CSAC committee member who is an expert (i.e. Kyleigh is an expert in outcomes). Mrs. Kendrick stated she would confirm with the County Attorney to determine the right answer. Further discussion continued.

Mr. Schlitt requested hard copies of the funding priorities during the presentations and requested that CSAC Staff ask the agencies that a board member be present at the grant presentations.

10. **MEETING ADJOURNED**

By Chairman, Bob Schlitt, Jr. at 4:55P.M.

NEXT MEETING: MARCH 17, 2025 4PM, Conference Room A2-230.

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