

Indian River County Florida

*Indian River County Administration Complex
1800 27th Street, Building B
Vero Beach, Florida, 32960-3388
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Children's Services Advisory Committee



Meeting Minutes - Final

APRIL 14, 2025

Committee Members

Bob Schlitt, Chair
Kyleigh Motiwala
Sherri Kolodziejczak
Tony Brown

Brooke Sauserman
Michael Kint
Susan Aguirre
Tracey Zudans

Caryn Toole Dr. Deborah Taylor-Long
Michael Marsh
Susan Curtis
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 April 14, 2025, meeting of the Children's Services Advisory Grants Subcommittee to order at 4:00 P.M.

2. ROLL CALL

13 Voting Members / 8 for Quorum

Present at Roll Call:

- Bob Schlitt, Chairman
- Brooke Sauserman
- Caryn Toole
- Kyleigh Motiwala
- Sherri Kolodziejczak
- Tracey Zudans
- Wendy McDaniel
- Michael Kint
- Susan Aguirre
- Tony Brown

Present After Roll Call:

- Dr. Deborah Taylor-Long

Absent:

- Susan Curtis
- Michael Marsh

Also Present at Roll Call:

- Cindy Emerson, Community Services Director
- Megan Kendrick, Human Services Manager
- Robert Catapano, Human Services
- Maya Miller, Community Services
- Commissioner Susan Adams, District 1
- Chris Hicks, County Attorney's Office
- Jeff Andros, Member of the Public

3. ESTABLISHMENT OF QUORUM

Quorum was met.

4. ADDITIONS & DELETIONS TO AGENDA

Deletion under New Business – CSAC Community Perception – Mr. Marsh's requested item.

5. APPROVAL OF MINUTES

A motion was made by Kyleigh Motiwala to approve the minutes of the February 19, 2025, meeting. Michael Kint seconded the motion, which passed unanimously.

6. COMMUNITY SERVICES DIRECTOR REPORT

Community Impact:

Mrs. Megan Kendrick and Mr. Robert Catapano presented the Community Services Director Report, which included a return on investment (ROI) summary and an update on GIS mapping.

The ROI report indicates that for every dollar spent on early childhood programs, there is a return on investment ranging from \$2.70 to \$16. This statistic underscores the financial benefits of investing in early education and workforce readiness programs.

The Asset Map tool is now live on the website and provides detailed information about funded programs, including their reach and the demographics served. Committee members are encouraged to utilize the Asset Map tool when reviewing grant applications to better understand service areas and identify potential gaps in programming.

Communication & Engagement:

Mrs. Megan Kendrick reported on various community events, including Children's Week and the social media campaign. Staff requested assistance from Committee members to share the link to the community survey, aiming to reach the goal of 250 respondents. The social media campaign for Children's Week is generating daily posts to increase visibility and engagement, with 363 views and a reach of 201 new individuals—indicating effective outreach.

Fiscal Responsibility and Engagement:

Mr. Catapano provided updates on the mid-year drawdown report. As of the mid-year review, agencies have drawn down \$1.5 million out of \$2.8 million, resulting in a utilization rate of 54%, which marks an 18% increase from last year.

7. OLD BUSINESS

Site Visits:

Mrs. Kendrick reported on the status of site visits. Staff and Committee members have been conducting visits, which are considered valuable for understanding the impact of the grants awarded.

- Tracey Zudans and Wendy McDaniel provided an update on their site visit to *Hope for Families*.
 - Caryn Toole reported on her visit to *The Learning Alliance*.
 - Mrs. Kendrick shared an update on the visit to the *Early Learning Coalition* (attended by Sue Curtis as well).
 - Mrs. Kendrick also reported on visits to *Crossover Mission* and the *Boys & Girls Club*.
 - Wendy McDaniel gave an update on her visit to *Youth Sailing* and *Thrive*.
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8. NEW BUSINESS

Conflict of Interest Presentation:

Staff requested that Committee members submit their conflict-of-interest forms by the end of the meeting to ensure proper documentation. Chris Hicks from the County Attorney's Office delivered an informative presentation on the topic.

Presentation Schedule:

Bob Schlitt presented an overview of grant presentation expectations. Committee members are expected to review grant requests and complete the corresponding rubric. Members should regularly save their work to avoid data loss. Familiarity with program summaries and supporting documents is required before the presentations.

The presentations are scheduled for:

- **May 14, 15, and 27, from 8:00 AM to 5:00 PM,** with a total of 53 programs to be reviewed. Not all programs will be visible to every reviewer due to conflicts of interest.

Scoring/Recommendation for Funding – Process and Procedures:

Mrs. Kendrick presented the procedures for scoring and recommending funding.

The Committee agreed:

- Scores for presentations on **May 14 and 15** must be finalized within **48 hours**.
- An **additional column** will be added to the scoring spreadsheet to reflect **last year's percentage of funding received**.
- All scores for the first two days must be submitted by **5:00 PM on May 17** to ensure timely completion.
- The requirement for Committee members to attend **all** presentations was removed, allowing for greater flexibility.

Staff shared several potential funding scenarios to illustrate how scoring results could guide funding decisions. As requested by the committee, a spreadsheet will be developed to outline these scenarios and support the upcoming funding recommendation discussions.

Staff will present an updated version of the funding spreadsheet at the next meeting, including:

- Prior year funding
- Current funding requests
- Program scores

This will help facilitate informed funding discussions.

9. PUBLIC COMMENT

It was agreed that on the first day of grant presentations, everyone will bring their own lunch, with future meal arrangements to be discussed as a committee.

10. MEETING ADJOURNED

Chairman Bob Schlitt, Jr. adjourned the meeting at **5:43 P.M.**

NEXT MEETINGS:

- May 14, 2025, 8:00 AM – 5:00 PM
- May 15, 2025, 8:00 AM – 5:00 PM
- May 27, 2025, 8:00 AM – 5:00 PM
- May 29, 2025, 8:00 AM – 5:00 PM

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

Prepared by Recording Secretary: Ms. Maya Miller
