



MINUTES
November 8, 2023

Children's Services Advisory Committee
NEEDS ASSESSMENT SUBCOMMITTEE

The CSAC Needs Assessment Subcommittee met at 9:00 AM on Wednesday, November 8, 2023, at Indian River County Administration Complex, Building B, Room B1-501, 1800 27th Street, Vero Beach, Florida.

1. CALL TO ORDER

Hope Woodhouse, Chair, called the November 8, 2023, meeting of the CSAC Needs Assessment Subcommittee to order at 9:08 AM.

2. ROLL CALL

Present:

Hope Woodhouse, Chair
Autumn Schneider
Michael Kint
Brian McMahon
Chiaka Nwosu
Karissa Bolden

Absent:

Carrie Maynard-Lester

Also Present:

David Heaton
Jeffrey Andros
Andrea Berry
Ellen Kendall
Doug DeMuth
Laura Moss, County Commissioner
Cindy Emerson, Community Services Director
Maya Miller, Community Services Administrative Assistant
Amie Rutherford, Human Services Manager
Leigh Ann Uribe, Program Coordinator
Natalie Novak, Recording Secretary

3. APPROVAL OF MINUTES

Autumn Schneider made a motion, seconded by Michael Kint, to approve the Minutes of the September 11, 2023 Meeting of the CSAC Needs Assessment Subcommittee. The motion passed unanimously.

Cindy Emerson reviewed the Established Norms for the meeting.

4. GUEST PRESENTATION

A guest presentation by David Heaton, Chief Executive Officer, Martin County Children's Services Council was conducted. The presentation focused on engaging the community, conducting needs assessments, and developing a strategic plan. Mr. Heaton reported the Council has five (5) funding priorities. Each year the Council releases a priority. A Mini Needs Assessment is conducted on the elements of that priority. Discussion continued.

5. DISCUSSION ITEMS

Discuss Guest Presentation – Strategic Planning and Funding Priorities

CSAC History and Ordinance

Leigh Anne Uribe presented CSAC history, overview, and Ordinance. Ms. Uribe comment that the millage rate has increased from 1/8 mil to ¼ mil. Ms. Uribe reported the Needs Assessment is conducted every three (3) to five (5) years. A copy of the updated draft Guidebook was distributed for comment and review.

Funded Program Objective Analysis

Ms. Emerson led the subcommittee through an analysis of the current funded programs (color-coded by funding priority) by organizing them along an age timeline to illustrate how Children's Services are currently meeting the needs of students in Indian River County from conception through age 21.

Age Timeline of Success

Using the same timeline, Ms. Emerson led the subcommittee to identify, name, and define the various age groups/developmental stages of a child. Then, for each age group, the subcommittee identified the specific needs and success indicators.

Overview SWOT Analysis of Current Funding Priorities

Ms. Emerson explained the SWOT analysis process for current funding priorities. The Subcommittee reviewed the findings from the SWOT analysis which included input from the main CSAC, as well as the Children's Services Grants Subcommittee.

The Subcommittee determined that an additional meeting would be needed to further analyze data and determine funding categories and priorities, and asked staff to remove any redundant data from the current collection to help streamline this process.

Recording of the meeting is maintained on file in the Board of County Commission office.

6. NEXT MEETING: Monday, November 28, 2023 at 1:00 PM

7. ADJOURNMENT

Hope Woodhouse adjourned the meeting at 2:00 PM

Respectfully submitted,
Natalie Novak