

Indian River County Florida

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



Children Services Advisory Committee Needs Assessment Subcommittee Meeting Minutes - Final October 23, 2024

Committee Members

Hope Woodhouse, Chair Brian McMahon
Carrie Maynard-Lester Michael Kint Autumn Schneider

CSAC STAFF:

Cindy Emerson, IRC Community Services
Ms. Maya Miller, IRC Community Services
Megan Kendrick, IRC Human Services
Robert Catapano, Human Services

1. **CALL TO ORDER**

Meeting called to order by Hope Woodhouse at 2:15PM.

2. **ROLL CALL**

5 Voting Members / 3 for Quorum

Members Present

Carrie Maynard-Lester
Michael Kint
Autumn Schneider
Hope Woodhouse – Joined via Teams/Phone

Members Absent:

Brian McMahon

Also Present:

Cindy Emerson, Community Services Director
Megan Kendrick, Human Services Manager
Ms. Maya Miller, Community Services, Recording Secretary

QUORUM WAS MET3. **APPROVAL OF MINUTES**

- *A motion was made by Autumn Schneider to approve the Minutes of the January 5, 2024, meeting. Carrie Maynard-Lester seconded the motion which passed unanimously.*
- *A motion was made by Michael Kint to approve the Minutes of the September 25, 2024, meeting. Carrie Maynard-Lester seconded the motion which passed unanimously.*

4. **COMMUNITY SERVICES DIRECTOR REPORT**

Mrs. Kendrick reported an update on the professional learning opportunities schedule and provided updates regarding the contract signing with the funded agencies for FY24-25. The Training lasted 2 hours during which the requirements for the next year's reporting were discussed, and participants felt they gained a better understanding of the process.

The CSAC staff is working on finalizing the e-CImpact system to facilitate reimbursements by November 1st, ensuring a more organized process compared to previous methods; the staff plans to upload all outcomes and grant application details into e-CImpact after the reimbursement process is completed, facilitating easier reporting for agencies.

The first site visit is scheduled for November 4th, and Mrs. Kendrick will send out details to the committees once it is finalized. A quick training on the new walkthrough tool was provided to ensure all participants understand how to use it effectively during the site visits. The walkthrough tool consists of three sections: environment, engagement, and post-conference feedback, each focusing on different aspects of program assessment. Participants are encouraged to plan for a post-conference session to discuss data collection and analysis, ensuring that each agency aligns their data with the expected outcomes of the grant program.

5. **DISCUSSION ITEMS**

CSAC staff and the committee resumed discussion and updating the data for the needs assessment; made adjustments, identified gaps and incorporated any missing data.

The committee decided to keep the current Florida Health data for now and to evaluate data sources for future assessments, ensuring consistency moving forward. The next steps involve reviewing and selecting data sources for the upcoming needs assessment, ensuring that the chosen sources are reliable and consistent.

Further discussion was made regarding the data updates. All updates and revisions to the narratives are due by October 31.

The next meeting is on Friday, November 8 at 2P.M. At their next meeting on November 12, the CSAC Main Committee will decide on the inclusion of possible new Needs Assessment Subcommittee members from the 3 applicants.

6. **PUBLIC COMMENT**

No Public Comments

7. **ADJOURNMENT**

Meeting adjourned at 4:07P.M. by Hope Woodhouse.

Prepared By Recording Secretary: Ms. Maya Miller