

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

NOVEMBER 20, 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 14:02PM.

2. ROLL CALL

5 Voting Members / 3 for Quorum

Members Present

Carrie Maynard-Lester
Michael Kint
Hope Woodhouse

Members Absent:

Brian McMahon
Autumn Schneider

Also Present:

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

QUORUM WAS MET**3. APPROVAL OF MINUTES**

A motion was made by Michael Kint to approve the Meeting Minutes of November 8, 2024. Carrie Maynard-Lester seconded the motion which passed unanimously.

4. DISCUSSION ITEMS

There is a concern about ensuring that new committee members understand the Sunshine Law to avoid any unintentional violations before they fully engage with the committee's work.
The next step involves conducting an orientation for the new members to familiarize them with the committee's expectations and the Sunshine Law before they participate actively.

The committee is reviewing the needs assessment data to ensure its' relevance and to identify trends and significant unmet needs, as discussed in the previous meeting. It was decided that the needs assessment would not be entirely new but would focus on reviewing existing data and identifying key findings related to funding priorities. An Executive Summary will be added to the Needs Assessment book to highlight key findings and trends.

The committee expressed the need to dive deeper into the data and possibly bring in experts that can answer questions derived from the needs assessment data. The Community Forums were designed to have experts in the room along with committee members from all CSAC committees. Or possibly conducting small focus groups.

The Committee and CSAC staff continued healthy dialogue regarding addressing the needs and data that have been identified through the needs assessment as well as aesthetics of the needs assessment document.

A motion was made by Michael Kint to approve the Needs Assessment Update with the changes discussed. Carrie Maynard-Lester seconded the motion which passed unanimously.

5. PUBLIC COMMENT

No public comment.

6. ADJOURNMENT

Meeting adjourned by Hope Woodhouse at 15:23PM.

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