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

MARCH 06, 2025

Committee Members

Hope Woodhouse, Chair Autumn Schneider Brian McMahon Carrie Maynard-Lester
Dr. Brooke Hall Janet Sofield Jody Idlette Paula Barclay

CSAC STAFF:

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

APPROVED

1. **CALL TO ORDER**
   By Hope Woodhouse, Chair called to order the CSAC Needs Assessment Subcommittee meeting at 2:06PM.

2. **ROLL CALL** *8 Voting Members / 5 for Quorum*

Members Present

Hope Woodhouse
Dr. Brooke Hall
Carrie Maynard-Lester
Janet Sofield (after roll call)
Paula Barclay (after roll call)

Members Absent:

Autumn Schneider
Dr. Brian McMahon
Jody Idlette

Also Present:

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

3. ***QUORUM ESTABLISHED***
   Quorum was established later after roll call.

4. ***ADDITIONS AND DELETIONS TO THE AGENDA***

5. **APPROVAL OF MINUTES**
   To be approved at the next meeting on June 4, 2025.

6. **COMMUNITY SERVICES DIRECTOR REPORT**
   a. Cindy Emerson explained the needs assessment process, creation of the Executive summary and updates per the Guidebook. Also shared info about the family survey; they asked the committee members to help with getting the survey out in their network of influences.
   b. Community Impact: Megan Kendrick shared information about recent Professional Development Workshop about grant writing & the feedback from the survey completed by the attendees; & Robert Catapano provided updates on the GIS Heat Map.
   c. Communication and Engagement: Golden Impact Award Update & feedback. Community events to collect surveys from families; requested committee members to provide the surveys to their network of families in the community; Social Media campaign updates presented by Robert Catapano and Mrs. Emerson.
   d. Fiscal Responsibility and Governance: update on Onboarding Workshop; drawdown report provided by Robert. Mrs. Kendrick reported that the Salvation Army sent a letter requesting to de-obligate the $10,000 awarded for this fiscal year due to lack of alignment with academic success as written in the grant; Paula Barclay & Carrie Lester had questions about the drawdown report. Mrs. Kendrick presented the Return On Investment and provided the major updates that have taken place within CSAC to see how the Needs Assessment helps the mission for return on investment. Hope Woodhouse stated there should be a way for agencies to provide how funding they are losing. Discussion surrounding the next meeting is a workshop to review and analyze the new data.
   e. Committee Questions

APPROVED

7. **OLD BUSINESS**
    a. 2023/2024 Annual Report – as reported by Mrs. Emerson emphasized how the annual report ties to the Needs Assessment
    b. Site Visit Update – as reported by Mrs. Kendrick, encouraged the committee members to attend the site visits and how to sign up without violating the Sunshine Law.

8. **NEW BUSINESS**
    a. Strategic Plan 2025-2030 – As reported by Mrs. Kendrick and Mrs. Emerson, emphasized how the Needs Assessment supports the goals and priorities.
    b. 2025-2026 RFP, Application, and Scoring Rubric – As reported by Mrs. Kendrick, provided an explanation of the Grant RFP process.
    c. Staff encouraged the committee to share the family survey with people within their network and circle of influence.

9. **PUBLIC COMMENT**

10. **ADJOURNMENT**
    Meeting adjourned at 4:01PM by Hope Woodhouse, Committee Chair.
    NEXT MEETING: June 4, 2025, 9AM

    Prepared By Recording Secretary: Ms. Maya Miller

APPROVED