

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

June 4, 2025

Committee Members

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

1. **CALL TO ORDER**

Meeting called to order by Carrie Maynard-Lester at 9:08AM.

2. **ROLL CALL**

6 Voting Members / 3 for Quorum

Members Present

Brian McMahon
Carrie Maynard-Lester
Jody Idlette
Hope Woodhouse – Joined via Teams/Phone

Members Absent:

Autumn Schneider
Paula Barclay

Also Present:

Cindy Emerson, Community Services Director
Megan Kendrick, Human Services Manager
Robert Catapano, Human Services

3. **QUORUM WAS MET**4. **ADDITIONS & DELETIONS**

N/A

5. **APPROVAL OF MINUTES**

Approval of meeting minutes moved to the end of the meeting.

6. **COMMUNITY SERVICES DIRECTOR REPORT**

- Community Impact – Mrs. Megan Kendrick provided the updates with regard to the Professional Development opportunities offered to the non-profits of IRC – the next one is Building A Board on July 10
- Communication & Engagement - Mr. Robert Catapano provided an update on the social media campaigns.
- Fiscal Responsibility & Governance – Mr. Catapano provided an update on the summary of the draw down reports.

7. **OLD BUSINESS**

- Site Visits – Mrs. Kendrick provided updates regarding the site visits for the Junior Learn to Sail Program at Youth Sailing Foundation; Prevention Works! At Thrive; Circle of Support at Safe Families; and Dodgertown Partnership School for Children's Home Society. Mrs. Kendrick encouraged the Needs Assessment members to sign up for the upcoming site visits. Mrs. Cindy Emerson added that when the members attend the site visits, to evaluate the visit through the lens of the Needs Assessment because this committee drives everything for Children's Services – the RFP is Needs Assessment focused; and providing a return on investment. The Needs Assessment will be pushed out every 5 years with an executive summary provided annually. Further discussion with the committee continued regarding how the program outcomes are measurable and the federal funding cuts.

8. **NEW BUSINESS**

- Community Feedback Survey Results – Mrs. Kendrick provided the updates on the survey results from the 416 people who participated in the survey. Further discussion continued.
- 2025 Data Update – Mrs. Kendrick went through the Power Point with the committee members to discuss update narratives, gather data, and any updated information. Mrs. Emerson suggested that the work be disbursed to the subcommittee members and then review and analyze the information at the next subcommittee meeting. Dr. Brian McMahon requested that the CSAC Staff draft a generic narrative for the sections and then the committee would review and provide any changes or revisions.
- Further discussion with the committee continued regarding the data updates.
- CSAC staff and the committee have discussed when the next meeting can take place. The Staff will confirm July 28 and August 29 as the next meeting dates.

9. **PUBLIC COMMENT**

- No public comment

10. **ADJOURNMENT**

- The workshop concluded at approximately 10:56AM.

APPROVED