MINUTES OF MARCH 13, 2023

CHILDREN'S SERVICES ADVISORY COMMITTEE

Minutes of the Children's Services Advisory Committee Meeting held at
Indian River County Administration Building A, Conference Room A2-230 Vero Beach, FL
5:00 PM on Monday, March 13, 2023

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1. CALL TO ORDER

Chair Miranda Swanson called the March 13, 2023 meeting of the Children's Services Advisory Committee to order at 5:02 PM.

2. ROLL CALL

Members Present

Miranda Swanson, Chair
Eric Flowers, Sheriff - Law Enforcement, Ex-Officio
Bob McPartlan, Department of Children and Families Appointee
Katie Mieras, District 3 Appointee
Michele Falls, District 4 Appointee
Hope Woodhouse, District 5 Appointee
Ann Marie Suriano, Hospital District Appointee
Laura Moss, BCC Voting Member
Bob Schlitt, Jr., Member at Large
Doug DeMuth, BCC Accountant Appointee

Members Absent

Victoria Griffin Judge, Ex-Officio
Dr. David Moore, Superintendent, School District IRC, Ex-Officio
Kerry Bartlett, District 1 Appointee
Michelle Morris, District 2 Appointee

Also Present

Roberta Katz, IRC Human Services Managing Director
Leigh Anne Uribe, IRC Human Services Division
Beth Powell, IRC Acting General Services Director
Dylan Reingold, County Attorney
Julianne Price, IRC Department of Health
Shelley Sharp
Thomas Weber, TC Palm

Quorum was met.

3. INTRODUCTION OF GUESTS

Miranda Swanson introduced Doug DeMuth as Accountant Appointee and Katie Mieras as the District 3 Appointee. Beth Powell introduced Roberta Katz, IRC Human Services Managing Director. Discussion continued regarding dedicated staff support for CSAC. Bob Schlitt stated his understanding that CSAC was to have one full time employee managing Children Services. Dylan confirmed the Ordinance was written such that CSAC is to be provided "adequate staff to perform all duties".

4. ADDITIONS/ DELETIONS TO THE AGENDA

None.

5. APPROVAL OF MINUTES

a. Approval of the CSAC Advisory Committee Minutes of January 09, 2023 regular meeting with recommended changes including; 1) Spelling of Leigh Anne and title, IRC Human Services Division on page 1 and page 3; 2) Beth Powell, Interim General Services Director; 3) Michael Kint is no longer with United Way; 4) Elizabeth Thomason name misspelled on page 2 and page 3; and 5) Daniel Lenderman close parenthesis.

Eric Flowers made a motion, seconded by Hope Woodhouse, to approve the Minutes of the January 09, 2023 Meeting of the Children's Services Advisory Committee Regular Meeting with the above edits. The motion passed unanimously.

6. INFORMATIONAL ITEMS

a. Recently attended community meetings/ site visits

1) Crossover Mission

Roberta Katz reported on a site visit to Crossover Mission on Thursday, March 09, 2023. Roberta requested that Crossover Mission submit pictures of facility with the next grant proposal. Roberta had an informative discussion with the program about CSAC funding. Discussion continued.

2) Community Resource Fair at United Against Poverty

Roberta Katz reported that she attended and shared a table with United Way at the Community Resource Fair at United Against Poverty on Friday, March 10, 2023. Roberta connected with two (2) children's programs that had not applied for funding and provided them with information on CSAC funding and Mandatory Meeting date information. Four (4) CSAC applicant agencies were in attendance and provided with the Mandatory Meeting Information. Roberta spoke with Shala Edwards, Treasure Coast Girls Coalition Executive Director, attended the Fair with their food truck.

Roberta spoke with Shala about reaching more girls with her programs.

Discussion ensued about coordination of site visits and committee members accompanying staff. The Committee cannot visit sites as a group unless the visit is publicly noticed. Committee members can individually visit and accompany Staff when visits are scheduled. Additionally, committee members can attend the CSAC Grants Subcommittee meetings where agencies present mid-year updates.

b. Annual Report FY21/22

Roberta Katz announced that the Annual Report should be on the BCC Meeting Agenda on March 28, 2023 for presentation to the Commissioners. ***Hope Woodhouse requested a hard copy of the Annual Report after it has been presented to the Commissioners.***

c. Guidebook Update

Roberta Katz located and is reviewing and updating a copy of the 1999 CSAC Guidebook. Discussion continued.

d. Strategic Plan and Board Development

The Strategic Plan is referenced in the CSAC Guidebook. Discussion ensued around funding priorities, the creation of a three-year CSAC Strategic Plan, one-year Annual Review update, and board development.

It is determined that a conflict exists for the Indian River School Superintendent to attend the Committee Meetings. Discussion continued about rescheduling the dates/ times of the Advisory Committee Meetings.

Commissioner Moss commented on the BCC funding agenda item.

Miranda suggested that the Advisory Board needs to meet more than four (4) times a year.

Beth Powell expressed her appreciation to the Advisory Board and would like to provide board development opportunities. Beth introduced Shelley Sharp who was hired as ED at FL Native Plant Society who made changes with the nonprofit for their Board. The Board is in support of having a full day retreat to facilitate Board Development. Miranda Swanson offered a new board member orientation. Dylan Reingold affirmed that Sunshine Law is applicable for a board development retreat and new board member orientation. Discussion continued.

7. GRANTS SUBCOMMITTEE

a. Evaluation Form Options and RFP Approval

Roberta reported the RFP contains a few changes were made by the Grants Subcommittee. The two (2) options for the Evaluation Form were presented to the Grants Subcommittee the form with "meets" and "does not meet" selection was preferred.

Miranda summarized that the Grants Subcommittee would like to move forward on the ranking and overhauling of the process for the next period, keep what is in place for this period, recognizing that the Subcommittee will move to a new evaluation process next year. Bob Schlitt made a motion to approve the recommendations approved by the Grants Subcommittee in the RFP, Application, and Evaluation Form Options. The motion was seconded by Hope Woodhouse and approved unanimously.

8. NEEDS ASSESSMENT SUBCOMMITTEE

a. Request to appoint Carrie Lester to Subcommittee

Hope made a motion to approve Carrie Lester to the Needs Assessment Subcommittee. Eric seconded the motion. The motion was approved unanimously.

b. Recruitment of additional members

Bob Schlitt recommended Michael Kint, Doug DeMuth recommended Susan Mehiel

Being no further business or discussion, Miranda Swanson adjourned the meeting at 6:27 PM.

Next Meeting: **June 12, 2023**

Respectfully submitted,

Natalie Novak
Recording Secretary