MINUTES OF SEPTEMBER 19, 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
3:00 PM on Tuesday, September 19, 2023

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1. CALL TO ORDER

Chair Miranda Swanson called the September 19, 2023 meeting of the Children's Services Advisory Committee to order at 3:00 PM.

2. ROLL CALL

Members Present

Miranda Swanson, Chair
Bob McPartlan, Department of Children and Families Appointee
Bob Schlitt, Jr., Member at Large
Amber Cerda, Member at Large
Kyra Schafte, School District IRC, Ex-Officio
Michelle Morris, District 2 Appointee
Katie Mieras, District 3 Appointee
Michele Falls, District 4 Appointee
Doug DeMuth, BCC Accountant Appointee
Laura Moss, BCC Voting Member
Victoria Griffin Judge, Ex-Officio

Members Absent

Dr. David Moore, Superintendent, School District IRC, Ex-Officio
Sheriff Eric Flowers, Law Enforcement Ex-officio
Kerry Bartlett, District 1 Appointee
Frank Isele, Hospital District Appointee

Also Present

Michael Zito, Deputy County Administrator
Cindy Emerson, IRC Community Services
Leigh Anne Uribe, IRC Human Services Division
Natalie Novak, IRC Recording Secretary
Angela Jones, CSAC Grants Subcommittee
Jennifer Frederick, Hospital District
Tracey Zudans
Sandra Rivera

Quorum was met.

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

No additions and deletions to the agenda.

4. **APPROVAL OF MINUTES**

Bob Schlitt made a motion, seconded by Amber Cerda, to approve the Minutes of the June 12, 2023 Meeting of the Children's Services Advisory Committee Regular Meeting. The motion passed unanimously.

5. **HUMAN SERVICES MANAGING DIRECTOR REPORT**

Public Dashboard Reveal
Cindy Emerson thanked all that participated in, and provided responses and feedback to the CSAC survey. Ms. Emerson provided a demonstration of the Public Dashboard. Ms. Emerson reported the goal of the dashboard is to provide the highest level of transparency with our community and taxpayers.

Feedback Data Share
Ms. Emerson reported on the survey feedback received from committee/ subcommittee members. Areas for improvement include:

- Increase opportunities for meaningful community input and engagement in the decision-making process;
- Improve the transparency and timely updates to the status of funded projects and the impact on children in the community;
- The current monitoring system (i.e. site visits) needs improvement to align with community needs;
- Increase meeting frequency;
- Improve professional development to support non-profit agencies, i.e. grant writing; and
- Improve marketing information about the impact and outcome of funded programs.

Ms. Emerson shared the results of the agency survey and reported that Agencies are pleased with Leigh Anne's availability and willingness to help, pleased with the turn-around time for the RFP, and they are interested in capacity and grant writing training. Discussion continued.

Reporting in ECimpact update
Ms. Uribe reported on ECimpact, including the ability for agencies to report directly in EC-Impact, request of attendance records and demographics for each quarterly report, collecting the number of students by location for asset mapping, improving service offerings for children throughout the County.

6. CSAC COMMUNITY UPDATES

Law Enforcement Data Update – Captain Angela Jones
Captain Jones reported that the jail was originally built to house 500 inmates and houses up to 550 at a time currently. Approximately $100 per day is necessary for the upkeep of each inmate in the County Jail. Training being offered to inmates includes CPR, Healthy Start, animal care, gardening, and building maintenance. The County Jail is collaborating with Treasure Coast Technical College to provide specialized training.

Hospital District Data Update – Jennifer Frederick
Jennifer Frederick, Program Director, reported Frank Isele has replaced Ann Marie Suriano with the Hospital District. Current funding includes 25 agencies with a total of 55 programs. The Hospital District will be creating a dashboard in the near future.

School District Data Update – Kyra Schafte
Dr. Kyra Schafte, Director of Academic Compliance and Equity, reported the data update for Indian River School District. Dr. Schafte reported the assessment changed this year. Overall students are performing well in the School District, outperforming the state in every subject measure.

7. CSAC SUBCOMMITTEE UPDATES

Needs Assessment Subcommittee
Ms. Emerson reported the Subcommittee consists of seven members, have met three times with the objective of determining which data is needed and who would gather the data, compiling the data, and determining data gaps. Key data sources are the Florida Department of Education, School District of Indian River County, the Department of Health, Florida Use Substance Survey, Circuit 19, and U.S. Census. There is $50,000 of CSAC funding budgeted for consulting for a Needs Assessment if needed. Currently there are four funding priorities for our county, and the data will drive the Community needs. The next Needs Assessment meeting is a full day workshop on November 8, 2023, and different data sources will be sorted to determine the needs and create funding initiatives based on that data.

Grants Subcommittee
Mr. Schlitt reported that he and Ms. Emerson have discussed Agency outcomes and employing some of the United Way structured outcomes. Mr. Schlitt further reported that he and Ms. Emerson discussed the possibility of offering multiyear contract/ award for some programs.

Discussion continued about the funding application and RFP process.

8. NEW BUSINESS

Establish Norms
Ms. Emerson introduced a set of norms to be considered for the CSAC Advisory

Committee meetings. Committee members voted unanimously to adopt the norms revised to include the recommendation that cell phones be turned to vibrate.

Program Outcome Revisions
Ms. Uribe reported there is no formal process for program revisions. As such, the following requests for revisions are brought to the Committee for review and vote. Staff recommends the Committee accept the outcome revisions for Feed the Lambs and SAFIR Coalition. The Committee requests Staff to work on the outcome revisions for the SAFIR Coalition and bring this back to the next meeting.

Bob Schlitt made a motion, seconded by Amber Cerda, to accept the Feed the Lambs change in outcomes. The motion passed unanimously.

Fidelity Site Visit Expectations
Ms. Emerson reported staff is creating a standardized rubric for site visits, based on other county's site visit forms. The goal is one visit for each agency every year. A schedule will be produced and shared at CSAC meetings to allow up to one member to join staff on the site visit. The first-year visits will be announced and grow to both a planned visit and an unexpected walk through visit.

Scoring Rubric for CSAC Grant Subcommittee
Ms. Emerson reported a scoring rubric will be developed for use during the CSAC Grant Subcommittee grant review process. Ms. Emerson reported alternatives to the grant review presentation format and structure are being considered. Discussion continued.

Mr. Doug DeMuth asked for clarification on chairs and terms. Ms. Uribe reported the CSAC Main Committee Chair is approved by the Board of County Commissioners and the Main Committee approves the Chair for the Subcommittees before the beginning of the New Year. Mr. DeMuth also asked for clarification on who provided the guarantee of funds for future years for CSAC. Mr. Michael Zito reported the initiative was by Commissioner O'Bryan. The Board of County Commissioners made a commitment to increase funding from 1/8 mil to 1/4 mil. The Budget Office took the concept of a three (3) year plan, presented an agenda item at the Board of County Commissioner meeting, and it was not approved. Commissioner Moss commented the Board of County Commissioners vote on the CSAC funding amount each year.

Ms. Emerson reported the CSAC acts as an advisor to the Board and make recommendations to the Commissioners. The RFP process will be transparent in the upcoming funding year. All CSAC Members will be able to view the applications.

Ms. Emerson reported there is $50,000 in the CSAC budget for consulting for a Needs Assessment if needed.

Spotlight/ Community Impact Awards

Ms. Emerson reported the intention of the Awards is to recognize a Community Impact nominee once a month at a BCC meeting. This is an opportunity to recognize an agency that is performing to expectations.

Bob Schlitt made a motion to move forward with the Community Impact Award concept and have staff gather parameters, seconded by Doug DeMuth, to accept the Community Impact Awards program. Mr. Schlitt reported CSAC needs to do a better job at letting the Community know where their tax dollars are going and to see the positive side of how the County spends money. The motion passed unanimously.

Needs Assessment Progress Report

Ms. Emerson presented the draft of the Needs Assessment from the Subcommittee. The next meeting is November 8, 2023 from 9:00 am – 3:00 pm. The goal is to have the Needs Assessment finalized by December 2023 in Room B1-501.

Set Meeting Schedule for 2023/2024

Ms. Emerson reported the majority of Committee Members are available and prefer to meet the first Tuesday monthly from 3:00 pm – 5:00 pm with November 7 being the first meeting.

Updated funder budgets-Leigh Anne Uribe

Ms. Emerson and Ms. Uribe reviewed funder budgets and compared the budgets to funding parameters to ensure alignment. Reimbursement will be based on program expenses. Ms. Emerson reported agencies should not be depending on the CSAC funding; funding is for programs only. Ms. Uribe reported the funder budget will become part of the funding contract this year. A reimbursement worksheet will be required with expense reimbursement submittal.

Applications for CSAC Grants Subcommittee-October Meeting

Ms. Uribe reported applicants for the CSAC Grants Subcommittee will be reviewed and voted on at the meeting on November 7, 2023. It is important for our committees to reflect the diversity of the people we serve when considering new applicants. Ms. Emerson reported that application packets for the current applicants will be available to Committee members prior to the next meeting so they may be reviewed. Mr. Schlitt will prepare an overview of the time commitment for Grant Subcommittee members for distribution to applicants.

Ms. Emerson reported the period of time for grant review may increase. Discussion continued with ideas categorizing the proposals into groups based on funding levels and new/ developing agencies. It was requested to share the background and relevant information about the current subcommittee members with the CSAC Main Committee. Staff will prepare the information for distribution.

Mr. Michael Zito thanked the Committee for their service. Mr. Zito announced the reorganization of the County infrastructure, adding two (2) new departments Natural Resources and Community Services, and Ms. Emerson has been appointed the Director of Community Services. In this role, Ms. Emerson is tasked with identifying an executive level manager for Human Services.

9. ADJOUNMENT

With no further business or discussion, Miranda Swanson adjourned the meeting at 5:15 PM.

Respectfully submitted,

Natalie Novak
Recording Secretary