



MINUTES OF NOVEMBER 7, 2023
CHILDREN'S SERVICES ADVISORY COMMITTEE

Minutes of the Children's Services Advisory Committee Meeting held at
Indian River County Administration Building B, Conference Room B1-501 Vero Beach, FL
3:00 PM on Tuesday, November 7, 2023

1. CALL TO ORDER

Chair Miranda Swanson called the November 7, 2023 meeting of the Children's Services Advisory Committee to order at 3:00 PM.

2. ROLL CALL

Members Present

Miranda Swanson, Chair
Amber Cerda, Member at Large
David Moore, Superintendent, School District IRC, Ex-Officio
Michelle Morris, District 2 Appointee
Katie Mieras, District 3 Appointee
Jeffrey Andros, District 4 Appointee
Hope Woodhouse, District 5 Appointee
Frank Isele, Hospital District Appointee
Doug DeMuth, BCC Accountant Appointee
Laura Moss, BCC Voting Member

Members Absent

Sheriff Eric Flowers, Law Enforcement Ex-officio
Kerry Bartlett, District 1 Appointee
Bob McPartlan, Department of Children and Families Appointee
Bob Schlitt, Jr., Member at Large
Victoria Griffin Judge, Ex-Officio

Also Present

Kyra Schafte, School District IRC, Ex-Officio
Cindy Gibbs
Tracey Zudans
Susan Meheil
Kyleigh Savoie
Susan Aguirre
Michael Zito, Deputy County Administrator
Cindy Emerson, IRC Community Services

Maya Miller, IRC Community Services
Amie Rutherford, IRC Human Services
Leigh Anne Uribe, IRC Human Services
Natalie Novak, IRC Recording Secretary

Quorum was met.

3. ADDITIONS AND DELETIONS TO THE AGENDA

No additions and deletions to the agenda.

4. APPROVAL OF MINUTES

Amber Cerda made a motion, seconded by David Moore, to approve the Minutes of the September 19, 2023 Meeting of the Children's Services Advisory Committee Regular Meeting. The motion passed unanimously.

5. COMMUNITY SERVICES DIRECTOR REPORT

Introductions

Cindy Emerson introduced new committee member Jeffrey Andros, District 4 Appointee, Ms. Maya Miller, new member of the Community Services Department, and Amie Rutherford, new Human Services Manager.

All 29 Agencies Signed Contracts

Ms. Rutherford reported all 29 funded agencies met with Human Services for contract reviews to include scheduled site visit, reporting in ECimpact and public dashboards, and attendance initiative and demographics.

Meet the Funders Event

Ms. Emerson reported United Way held a Meet the Funders Event. Discussion at the Event included when the RFP should be released and expectations for agencies seeking funding. New agencies were present and introduced to CSAC. CSAC also met with other funders in the community and are in the process of developing a database to maintain overall funding information for agencies funded by multiple Community funders.

Agency Professional Learning Opportunities

Ms. Rutherford reported funded agencies would like support for grant writing capacity for increasing their funding opportunities. Learning opportunity workshops have been scheduled.

22-23 Final Agency Drawdown Amount

Leigh Anne Uribe reported 99% of the budget was utilized. Two agencies, Childcare Resources and RCMA, did not fully draw down funding.

Ms. Emerson reported if CSAC funding isn't expended the funding is returned to the

County General Fund.

UPDATED CSAC Timeline

Ms. Emerson shared and explained the UPDATED CSAC Timeline.

Social Media Campaign #IRCSuccess

Ms. Emerson reported on the new social media campaign #IRCSuccess and encourages all members to share the social media posts. Funded agencies have been encouraged to submit success stories to Human Services to share on the #IRCSuccess campaign.

6. CSAC COMMUNITY UPDATES

Hospital District Data Update – Frank Isele

Frank Isele reported the Hospital District Data Update. Mr. Isele provided an overview of the Hospital District function, and reported his background and interest in the Community and with CSAC.

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 presented an overview of the School District Strategic Plan and the Board Approved Strategic Plan, updated annually.

Dr. Moore addressed a question from Katie Mieras about the impact the Charter Schools have on the School District by noting that Charter Schools are fully funded by the State of Florida and are part of the District's overall outcome. Charter Schools are publicly funded and privately operated. There are five (5) in the School District.

7. CSAC SUBCOMMITTEE UPDATES

Needs Assessment Subcommittee

Hope Woodhouse reported the Needs Assessment Subcommittee is scheduled for a ½ day workshop on November 8, 2023. Ms. Woodhouse reported that there will be two additional meetings this year.

Ms. Woodhouse reported hundreds of pages of data have been received and the Subcommittee would like to receive data from the Hospital District. Mr. Isele addressed this request by stating the Hospital District is working on accurate data reporting.

Grants Subcommittee

Ms. Emerson reported the Grants Subcommittee has expanded the number of meetings and approved creation of a rubric for scoring proposals, 3 to 5 days for presentations (breaking down the presentations into tiers).

8. OLD BUSINESS

Fidelity Site Visit Expectations

Ms. Rutherford shared a draft Fidelity Site Visit for comment and discussion.

Scoring Rubric for CSAC Grant Subcommittee

Ms. Emerson reported a scoring rubric for CSAC Grant Review Subcommittee is in draft.

Spotlight/ Community Impact Awards

Human Services is currently working on the Spotlight/ Community Impact Awards. Frequency will be discussed at the next Departmental Meeting.

9. NEW BUSINESS

DISCUSSION & VOTE to approve three applicants for the CSAC Grants Subcommittee Vacancies

Ms. Swanson reported a vote will be taken via paper ballot for the applicants applying for three positions on the CSAC Grant Review Subcommittee. Ms. Woodhouse asked if there are certain qualifications to consider with the applicants for the vacancies. Discussion continued addressing gaps and needs in Subcommittee Membership. Applicants present, in alphabetical order, were given a minute each to provide background and qualifications for appointment. Discussion continued about diversity, application circulation date, and representative population, and discussion about applicant qualifications.

During the discussion Mr. DeMuth expressed interest in putting the vote off until the next CSAC Advisory Committee meeting to have additional time to review the applications received for the open positions.

Ms. Swanson asked for a motion to table the voting. Receiving no motion, Michelle Morris expressed her interest in making a motion to vote on the applicants at the current meeting.

Michelle Morris made a motion, seconded by Jeffrey Andros, to vote on the applicants for the vacant Grants Review Committee. The motion passed unanimously.

Ms. Swanson reported the results of the voting and the three (3) new CSAC Grant Review Subcommittee members are Susan Aguirre, Pilar Greto, and Dr. Deborah Taylor-Long.

Staff presentation of tentative Agency Site Visit Progress Monitoring Tool

Ms. Rutherford presented the draft Agency Site Visit Progress Monitoring Tool and asked members to review and provide feedback for changes and suggestions. This tool will be used for both announced and unannounced agency site visits.

10. COMMENTS AND ANNOUNCEMENTS

Ms. Emerson reported the CSAC Guidebook has been updated and revised. A draft was distributed to CSAC for review and feedback. A link to the document will be emailed to CSAC.

Ms. Rutherford reported all final reports from 2022-2023 funded agencies have been collected. Agency's will be asked to complete the new reporting tool. The reports will be available.

11. ADJOURNMENT

With no further business or discussion, Miranda Swanson adjourned the meeting at 4:44 PM.

Respectfully submitted,

Natalie Novak
Recording Secretary