



**MINUTES OF JANUARY 9, 2024**  
**CHILDREN'S SERVICES ADVISORY COMMITTEE**

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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, January 9, 2024**

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**1. CALL TO ORDER**

Chair Miranda Swanson called the January 9, 2024 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  
**Bob Schlitt, Jr., Member at Large**  
Kyra Schafte, 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  
Sheriff Eric Flowers, Law Enforcement Ex-officio  
Commissioner Joseph H. Earman, BCC Voting Member

**Members Absent**

Kerry Bartlett, District 1 Appointee  
Bob McPartlan, Department of Children and Families Appointee  
Victoria Griffin Judge, Ex-Officio  
Doug DeMuth, BCC Accountant Appointee

**Also Present**

Cindy Emerson, IRC Community Services  
Amie Rutherford, IRC Human Services  
Natalie Novak, IRC Recording Secretary  
Bob Atwater  
Kyleigh Savoie  
Leni Schinderwolf

**Quorum was met.**

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

Cindy Emerson added Children's Week and GIS Funding Assets Map to Community Services Director Report. Under New Business Annual Report add Approval for 2022-2023 to the agenda.

### **4. APPROVAL OF MINUTES**

The minutes from December 5, 2023, are not ready for review.

### **5. COMMUNITY SERVICES DIRECTOR REPORT**

Ms. Emerson reviewed the established meeting norms.

#### **Agency Professional Learning Opportunities Update**

Cindy Emerson handed the meeting over to Amie Rutherford. Ms. Rutherford reported a professional learning opportunity was held in November to discuss evidence-based programs, how to collect and analyze data for grant reporting. The next opportunity on January 17, 2024, from 9:30-10:30 AM will cover budget planning for accountability for grant applications. The learning opportunities are open to the public.

#### **End-of-Year Data Report Highlights**

Ms. Emerson shared the End-of-Year Data Report. Ms. Rutherford reported highlights of the Report.

#### **CSAC Timeline**

Ms. Emerson reported the first quarter reports for FY 2023-24 are due January 15, 2024 and will be distributed to CSAC to be discussed at the February meeting.

#### **Children's Week**

Ms. Emerson reported the State of Florida celebrates Children's Week February 25 – March 1, 2024. Community Services will celebrate this week. On March 1, Golden Impact Awards Ceremony will be held at the IG Center. Please save the date.

#### **GIS Funding Assets Map**

Ms. Emerson reported the GIS Funding Assets Map is live on the CSAC webpage and provided a demonstration of the Map.

### **6. CSAC COMMUNITY UPDATES**

#### **Law Enforcement Data Update – Sheriff Eric Flowers**

Sheriff Eric Flowers reported one (1) gun related homicide in 2023. Juvenile arrests are up for 2023 and it is the older juveniles that are being arrested. The majority are low level crimes; breaking into cars, theft, etc.

#### **Hospital District Data Update – Frank Isele**

Frank Isele reported the Hospital District is working with community partners to ensure children and parents affected by University of Florida mental health program leaving the area, are getting the care they need. Mr. Isele reported changes and improvements to promotion and communication of Hospital District impact.

#### **School District Data Update – Dr. David Moore**

Dr. Kyra Schafte reported the School District of Indian River County is an A school district, the only school district on the Treasure Coast in this category, and it is based on a new assessment.

### **7. CSAC SUBCOMMITTEE UPDATES**

#### **Needs Assessment Subcommittee**

Hope Woodhouse reported the Needs Assessment Subcommittee has completed its work for 2024. The Assessment will be updated annually. The Subcommittee spent 16.5 hours in Subcommittee meetings as well as time outside of the formal meetings compiling and sorting data for the Assessment.

#### **Grants Subcommittee**

Bob Schlitt, Jr. reported the dates of the Agency Presentations have been scheduled. The Grant Review Subcommittee is expected to read all program proposals before the presentations.

### **8. OLD BUSINESS**

#### **CSAC Final Report**

Ms. Swanson requested a motion to approve the Final Report. There was no public comment.

*Hope Woodhouse made a motion, seconded by Amber Cerda, to approve the End of Year Report as presented. The motion passed unanimously.*

#### **Agency Site Visits**

Ms. Rutherford reminded Committee Members may sign up to attend an Agency Site Visit if interested. Ms. Rutherford reported that 27 of the 29 Agencies have signed up for their site visit.

#### **CSAC Guidebook approved 12/5 now posted on website and ADA compliant.**

Ms. Emerson reported the CSAC Guidebook is posted on the webpage.

#### **Funding Priorities**

Ms. Woodhouse reported the funding priorities are Health and Wellbeing, Nurturing Families and Communities, and Success in School and Life. Building Parent and Guardian Capacity is expected to be built into every program funding request. Discussion continued.

*Bob Schlitt, Jr. made a motion, seconded by Michelle Morris, to approve the*

*Needs Assessment. The motion passed unanimously.*

## **9. NEW BUSINESS**

### **CSAC Chair Recommendations**

Staff recommend keeping Miranda Swanson as Chair of CSAC. This will be an agenda item presented to the Board of County Commissioners.

Ms. Emerson reported Bob McPartlan has agreed to continue to serve as Vice Chair of CSAC.

*The motion to have Bob McPartlan serve as Vice Chair of CSAC passed unanimously.*

### **Subcommittee Chair Recommendations**

Hope Woodhouse was nominated and agreed to continue to serve as Chair of the Needs Assessment Subcommittee.

*The motion passed unanimously.*

Bob Schlitt was nominated and agreed to serve as the Chair of the Grant Review Subcommittee.

*The motion passed unanimously.*

### **2023-2024 Grant Application & RFP Recommendations**

Ms. Emerson reported the Grant Application has been modeled after the Needs Assessment funding priorities. Agencies will only be able to select one Priority and one Focus Area for each program application. The language of the application has been aligned to the Children's Services Ordinance 2022-007. The committee requested to update the dates and change the June CSAC meeting from June 4<sup>th</sup> to June 11<sup>th</sup>, 2024.

*Sherrif Eric Flowers made a motion, seconded by Amber Cerda to approve the 2023-2024 Grant Application & RFP Recommendations with updated dates on the timeline. The motion passed unanimously.*

### **Grant Scoring Rubric**

Ms. Emerson reported the Grant Scoring Rubric has been developed to fully align with the Children's Services Ordinance 2022-007. The Rubric will be completed by the Grant Review Subcommittee members while reviewing the Agency Proposals, before grant presentations. The rubric emphasizes the importance of the outcome measures as program outcomes account for 45 out of 103 points. The committee requested that the Impact Score criteria include prevention, early identification, and intervention.

*Bob Schlitt, Jr. made a motion, seconded by Amber Cerda to approve the rubric with updated language to the Impact Score that includes Prevention, Early*

***Identification, and intervention. The motion passed unanimously.***

**Children's Week, February 25-March 1, 2024**

Ms. Emerson requested that committee members save the date for March 1<sup>st</sup> at the IG center for the Inaugural Event and reported that County Administrator, John Titkanich, will be the opening speaker and Superintendent, Dr. David K. Moore, will serve as the Keynote Speaker.

**10. PUBLIC COMMENTS**

Bob Atwater, town of Indian River Shores. Looking at the annual report, I see a lot of outcomes and statistics. I assume those are self-reported. How does CSAC audit those to ensure that they are not just "Garbage-in and Garbage out"? Another thing, the gentleman from the Hospital District said there needs to more done to inform the public about the good things being done, but at the same time you also have to be able to show the public that they are real. That is something this committee needs to consider if they want more funding.

**11. ADJOURNMENT**

With no further business or discussion, Miranda Swanson adjourned the meeting at 4:50 PM.

***Sherrif Eric Flowers made a motion, seconded by Commissioner Joseph H. Earman for adjournment. The motion passed unanimously.***

Respectfully submitted,

Natalie Novak  
Recording Secretary