MINUTES OF MARCH 5, 2024
Children's Services Advisor Committee

Minutes of the Children's Services Advisory Committee held at Indian River County Administration Building B, Conference Room B1-501 Vero Beach, FL
at 3:30PM on Tuesday, March 5, 2024

1. **CALL TO ORDER**
   Chair, Miranda Swanson called the March 5, 2024, meeting of the Children's Services Advisory Committee to order at 3:30 PM.

2. **ROLLCALL**

   Members Present:

   Miranda Swanson, Chair
   Robert McPartlan, Vice Chair, DCF Ex Officio
   Dr. David Moore, Superintendent, School District IRC, Ex-Officio
   Sheriff Eric Flowers, Law Enforcement Ex-officio
   Michelle Morris, District 2 Appointee
   Jeffrey Andros, District 4 Appointee
   Hope Woodhouse, District 5 Appointee
   Frank Isele, Hospital District Appointee
   Doug DeMuth, BCC Accountant Appointee
   Commissioner Joseph H. Earman, BCC Voting Member

   Members Absent:

   Bob Schlitt, Jr., Member at Large
   Hon. Victoria Griffin Judge Circuit 19 Ex-Officio
   Amber Cerda, Member at Large
   Katie Mieras, District 3 Appointee
   Kerry Bartlett, District 1 Appointee

   Also Present:

   Cindy Emerson, Community Services Director
   Amie Rutherford, Human Services Manager
   Leigh Anne Uribe, Human Services
   Ms. Maya Miller, Community Services
   Sophia Flood
   Brook Flood
   Susan Mihiel

   Quorum was met.

3. ADDITIONS AND DELETIONS TO THE AGENDA

No Additions or Deletions.

4. APPROVAL OF 2 SETS OF MINUTES

A motion was made by Sheriff Eric Flowers to approve the Minutes of the January 9, 2024, meeting. Jeffrey Andros seconded the motion which passed unanimously; A motion was made by Sheriff Eric Flowers to approve the Minutes of the February 6, 2024, meeting. Jeffrey Andros seconded the motion which passed unanimously.

5. COMMUNITY SERVICES DIRECTOR REPORT

Mrs. Cindy Emerson provided recognition of Schlitt Services for a donation to the County for CSAC refreshments and reviewed the established meeting norms.

Agency Professional Learning Opportunities Update
Mrs. Emerson reported part two for budget planning, with experts from Martin County, was finished with over 20 participants. The next professional development is March 13; 18 participants are already registered. This is the first-time professional development has been offered and so now we're already on session number four. We're excited to see how that impacts the RFP process.

Site Visit Sign-Up
Mrs. Emerson shared site visits are still taking place all the way through April and into May and invited Committee Members to participate in those site visits. Please sign up, register to attend; It's very telling when we get on site, and we get to see things in action.

RFP – Walkthrough & Release
Mrs. Emerson reported the request for proposal is on the County website. Agencies can begin completing the RFP. An entire day was available for agencies to meet one-on-one with staff for assistance. An online walkthrough that Amie, Leigh Anne, and Nate did with e-Cimpact and a presentation is available for agencies to review at their own pace if they would like to go through to see exactly how to fill out the RFP.
Agencies have eight weeks to be able to apply as opposed to last year where they had about three and a half, four weeks.

CSAC Timeline Updates
Mrs. Emerson reported the timeline for the RFP is on target with all the objectives as far as updates for this year.
The budget will go in front of the Board of County Commissioners in April. We're not sure exactly what day yet. The Budget and Finance department will bring that forward. The RFP deadline is April 12th, and grant presentations will begin on May 30th. The RFP, Scoring Rubric and Needs Assessment are all available on the website. As well as the site visit documentation. Discussion continued regarding which assessment categories agencies can choose for their application.

Mrs. Emerson asked the Committee to review the proposed change for the CSAC Main Committee meeting schedule from 1st Tuesday to 4th Tuesday and prepare to vote on the changes at their next meeting.

Social Media Campaign #IRCSuccess

Mrs. Emerson reported the social media campaign is still going strong.

Every agency that submitted an IRC success story was also asked to participate in the Golden Impact Awards. In addition, every site visit performed, the team puts together a little social media (blurb) to gather what their outcome measures are and share out what they saw on site just to shine a little bit of light on the programs.

Children's Week Florida

Mrs. Emerson reported it was a huge success. This is the first time we've participated in this with the state of Florida. The public library sent the art handwork up to Tallahassee; local early learning programs with Principal Brooke Flood shared their hand artwork right here with our county commissioners and decorate outside of the Board of County Commissioner Chambers; there was a teen day where we did a youth survey capturing some of the hopes and dreams of teens and also where there may be some areas of need; Storybook Village where we had 15 guest readers go throughout the county to read at our public library and At our early learning programs, really an awesome opportunity to connect with the children and youth in our community; and ending the week with the inaugural Golden Impact Recognition event being able to recognize agencies that met 100% of their outcome measures (which was 61% of our agencies) and being able to share some of those stories of success.

Committee Questions/Comments

Further discussion regarding the budget process for the upcoming fiscal year and whether the Committee can make recommendations and have access to what the County Budget Office proposes; based on a 0.0125. Commissioner Earman reported that he has no objection to the Committee making a recommendation for the budget request.

6. CSAC COMMUNITY UPDATES

Law Enforcement Data Update – Sheriff Eric Flowers

Sheriff Flowers reported some aggregate numbers and categories that are reported to the state and the federal government about things that happen from September 1, 2023 to December 31st the last quarter of this year. These are just juvenile arrests: (1) robbery arrest for juvenile; (17) simple assault arrests; (2) that fall under the category of intimidation, so those would be like threats and bullying; (1) burglary or breaking and entering category; (1) shoplifting; (1) theft of a motor vehicle; (2) all other larcenies; (3) destruction, damage of property or vandalism; (1) Drug charge; (1) Weapons law violation; (1) disorderly conduct; (4) Other miscellaneous offenses.

Hospital District Data Update – Frank Isele

Mr. Isele reported that a system for collecting and comparing data month over month, quarter over quarter, year over year is being developed. Mr. Isele & Jenny Frederick met with Cindy, Amie and Leigh Anne to address the issue concerning CSAC and the Hospital District allegedly duplicating funding to programs, which is not happening; however, further discussion is planned for creating lanes in the future, not this funding cycle. Discussion regarding issues with mental health with children and duplication of funding continued.

School District Data Update – Dr. David K. Moore

Dr. Moore reported data on the graduation rate in the county, which is 96%, the third highest in the state of Florida, improvements across the board and an increase in the number of graduates.

Dr. Moore discussed the results of a new assessment implemented last year. The ranking of the county in third-grade reading, which improved as the bar was raised.

Dr. Moore reported the ongoing assessments in K-8 and the focus on improving the quality of instruction in schools.

Dr. Moore reported that there have been no significant changes in funding or structure for mental health services and that the involvement of parents in services is a partnership, not a change in services.

7. CSAC SUB-COMMITTEE UPDATES

Needs Assessment

No updates to report.

Grants Subcommittee Committee

Mrs. Rutherford reported that grant applications are being submitted through e-Cimpact by agencies for their programs for this next fiscal year. Due to a large number of new members on the grant subcommittee, Nate Bruckner from United Way who oversees e-Cimpact will attend the March 18th meeting to provide training, to ensure Committee Members can access the evaluation rubrics and can log in as well as create a contact relationship with Nate.

Bob Schlitt shared with Human Services staff that he will be out of town on June 11th, which is the day that the grant subcommittee will have finished reviewing all the grant applications, and grant presentations, and come up with a funding recommendation for the next fiscal year to be made at CSAC. Staff asked the Committee for direction on how to proceed; Jeffrey Andros recommended seeking legal direction from the County Attorney on the appropriate way to handle and Staff agreed to do so.

OLD BUSINESS

Grant Subcommittee Vacancy

In the absence of Mr. Schlitt, Amie Rutherford reported a vacancy in the subcommittee and the applicants for the vacant position. Two applicants, Kyliegh Savoie and Tracey Zudans, discussed their qualifications and involvement in previous meetings. Mrs. Emerson confirmed staff reached out to previous applicants and then Mrs. Rutherford opened the floor for public comment and voting. Further discussion by committee members regarding the applicants continued. Recording Secretary, Ms. Maya Miller announced the vote results, by a vote of 7 to 3, Kyleigh Savoie is the newest member of the Grants Subcommittee.

Agency Site Visit Updates

Mrs. Rutherford reported staff having a spreadsheet where we are collecting the site visit reports when each member of the site visits completes the site visit rubric and it's available online.
The staff is creating a site visit dashboard so it will be available to agencies and members of the public who want to see what the outcomes of those site visits are as well.
Discussion regarding site visit outcomes continued. Mr. Andros inquired about what happens when a program is not in alignment with their approved applications. Mrs. Emerson stated a discussion can be planned to discuss next steps and the Committee can inform Staff on how to proceed. Discussion regarding

site visits and the spreadsheet continued. After clarity from the County Attorney, the Committee recommends for discussion that when a program scores a three-year partially met that we'd like to see a letter go out to them and the agency have a plan for how they are going to get up to alignment with their approved application. Staff will consult with the County Attorney.

8. NEW BUSINESS

FY24 CSAC Program Drawdown Report

Mrs. Leigh Anne Uribe reported that overall, agencies are on track with drawing down their funding, except for just a couple, which are listed in the report. Discussion continued regarding agency reimbursements, quarter 1 reports and outcome measures.

STEP into Kindergarten

Mrs. Emerson hands over the meeting to Ms. Brooke Flood who reports the what's new about STEP into Kindergarten program and how the program is brought together. The reason Ms. Flood is before the Committee is to express concern about the need for a fiscal agent to accept CSAC funds for the VPK program due to the dissolution of the Education Foundation. Ms. Flood stated she would like to ask The Learning Alliance to request them to be the fiscal agent with the approval of the Committee. Discussion continued.

The motion was given by both Ms. Hope Woodhouse and Dr. David Moore; STEP into Kindergarten can use TLA as a fiscal agent. CSAC allows TLA to serve as the funded agency's fiscal agent for this upcoming school year and this funding should not impede any current or future funding. The motion was seconded by Robert McPartlan and the vote passed unanimously.

Strategic Planning

Mrs. Emerson reported that with the strategic plan what Staff would like to do is every meeting come to the Committee with one of those indicators and discuss what would a three-year success look like for that indicator so we can start building out what the strategic plan goals are. Staff will start sending that out and will start with prenatal and health with Frank. Committee agrees it sounds good.

9.COMMITTEE COMMENT

Mr. Andros requests that Staff stay in communication with the Committee regarding the meetings with the Hospital District. The committee needs to get some kind of brief or rundown about what staff is doing with the Hospital District. Mr. Andros states he doesn't think one member should have total control over that. The Committee should know with some kind of brief whether it's in meetings or an email or something.

Mrs. Emerson agrees.

10. PUBLIC COMMENT

No public comment.

With no further business Miranda Swanson adjourned the meeting at 5:25PM.

A recording of this meeting is on file at the Community Services office and available on request.