Indian River County Florida

Indian River County Administration Complex
1800 27th Street, Building B
Vero Beach, Florida, 32960-3388
www.ircgov.com

Children's Services Advisory Committee Meeting Minutes - Final

Tuesday, August 6, 2024

Committee Members

Miranda Swanson, IRC Health Department, Chair
Michelle Morris, District 2 Appointee
Katie Mieras - District 3 Appointee
Amber Cerda – Member at Large
Doug DeMuth – Financial Appointee
Eric Flowers, Law Enforcement Ex Officio
VACANT, District 1 Appointee

Bob McPartlan, DCF – Ex Officio, Vice Chair
Bob Schlitt, Jr., Member-at-Large Appointee
Jeffrey Andros- District 4 Appointee
Hope Woodhouse, District 5 Appointee
Hon. Victoria Griffin, Judge Circuit 19 Ex Officio
David Moore, IRCS Superintendent

Commissioner Joseph H. Earman, BCC – VOTING MEMBER

CSAC STAFF:

Cindy Emerson, IRC Community Services
Ms. Maya Miller, IRC Community Services
Megan Kendrick, IRC Human Services
Robert Catapano, Human Services

1. **CALL TO ORDER**

Miranda Swanson, Chair called the August 6, 2024, meeting of the Children's Services Advisory Committee to order at 3:32 P.M.

2. **ROLL CALL** *15 Voting Members / 8 for Quorum*

Members Present

Miranda Swanson, Chair
Robert McPartlan, Vice Chair, DCF Ex Officio
Michelle Morris, District 2 Appointee
Katie Mieras, District 3 Appointee
Jeffrey Andros, District 4 Appointee
Doug DeMuth, Financial Appointee
Bob Schlitt, Jr., Member at Large
Amber Cerda, Member at Large
Commissioner Joseph H. Earman, BCC Voting Member
Dr. David Moore, Superintendent, School District IRC, Ex-Officio
Frank Isele, Hospital District Appointee

Members Absent:

Hope Woodhouse, District 5 Appointee
Sheriff Eric Flowers, Law Enforcement Ex-officio
Hon. Victoria Griffin Judge Circuit 19 Ex-Officio
VACANT, District 1 Appointee

Also Present:

Cindy Emerson, Community Services Director
Megan Kendrick, Human Services Manager
Robert Catapano, Human Services
Ms. Maya Miller, Community Services
Michael Zito, Deputy County Administrator

QUORUM WAS MET

3. **APPROVAL OF MINUTES**

A motion was made by Robert McPartlan and seconded by Jeffrey Andros to approve the Minutes for June 14, 2024. The motion carried by the following vote:

Aye 9: Chairman Swanson, Vice Chairman McPartlan, Bob Schlitt, Jr., Amber Cerda, Katie Mieras, Jeffrey Andros, Doug DeMuth, Michelle Morris, Dr. David Moore and Frank Isele

4. **COMMUNITY SERVICES DIRECTOR REPORT**
Mrs. Megan Kendrick reported The team is in the process of sending out a needs assessment survey to nonprofit agencies to gather feedback, which will inform a comprehensive professional development plan moving forward.

Invitations have been sent out for the community forum, scheduled for August 29th, and CSAC members are encouraged to attend and invite others from the community. The community forum series will focus on three funding priorities: health and well-being, nurturing families and communities, and success in school and life, designed to address community needs based on a needs assessment.

Third quarter report can be found on the County CSAC website. 62% of the funds have been utilized and agencies have been contacted to ensure agencies expend funding by the end of the fiscal year. Further discussion about the draw down report and possibly changing the contract to reflect that agencies submit reimbursement requests within 30 days of the expenditure or event.

5. **CSAC COMMUNITY UDATES**
   - Law Enforcement Data – N/A
   - Hospital District Data Update – Frank Isle reported nothing specifically for Hospital District updates; however, proposed a question regarding funding cuts to three local agencies.
   - School District Data Update – Dr. David K. Moore reported that the district currently has 800 points and needs 56 more points to match Nassau County's score of 856 points, aiming for all schools to achieve an 'A' rating by the end of the year. The district has shown a larger rate of growth than any other district in Florida over the last three years. The district plans to challenge traditional educational structures, including the bell schedule, to better meet the learning needs of students. Dr. Moore also reported that there are currently 11 open positions within the district and on the day of this meeting, there were 1200 teachers participating in professional development before the start of the new school year.

6. **CSAC SUBCOMMITTEE UPDATES**
Needs Assessment – Mrs. Kendrick reported that the needs assessment committee is tasked with reviewing last year's data and providing any updates. The plan is to collect all data in August and meet in September to evaluate the needs assessment plan for potential changes. The needs assessment plan is set to continue until 2027, emphasizing the importance of accurate data for measuring outcomes and success.

Grants Subcommittee – Mr. Bob Schlitt reported that the resignation of Sherry K. from the grant subcommittee raises concerns about the need for an active CPA with knowledge of nonprofit regulations, especially with recent changes in auditing rules.

Mrs. Emerson reported that the process for filling vacancies on the CSAC will be publicized in September, with applications being collected and reviewed in accordance with past practices. There are concerns about the fairness of the application process for new members, with a focus on ensuring equal opportunities for all applicants. Mr. Andros stated for the record that his focus is making sure everybody gets an equal shot; whether its people coming on the board, whether it’s people who want to apply for CSAC, whether it's old standing CSAC members or people that didn’t get anything last time. Everybody gets an equal shot this year.

7. **OLD BUSINESS**
   Mr. Robert Catapano reported agencies that have not drawn at least 75% of their funds have been individually contacted to understand their situations, with a focus on both past and future performance. Mr. Catapano expects a significant increase in reimbursement requests following discussions with agencies, indicating a proactive approach to improve drawdown rates.

   Mrs. Kendrick reported various grant management software options were evaluated, with costs ranging from $6,000 to $50,000 annually, highlighting the financial considerations involved. CSAC staff recommended continuing with e-CImpact as the preferred grant management software due to its competitive pricing and enhanced features. The committee agreed to move forward with the EC-Impact system for managing applications, recognizing its advantages and the familiarity of local agencies with the system. It was noted that 90% of nonprofits in the county are already using EC-Impact, which facilitates a smoother transition.

   CSAC staff will work on identifying objectives for the strategic plan in the next month, aiming to present a strategic plan in three phases. The committee decided to move forward with the PATCH framework for the strategic plan, as it aligns with existing community CHIP and needs assessment. CSAC staff will develop measurable outcomes and specific goals under the funding priorities, which will be presented in future meetings. There was a concern raised about ensuring accountability and the need for collaboration with local entities like the hospital and school districts to maximize impact.

8. **NEW BUSINESS**
   The committee approved the FY24/25 CSAC Main Committee Meeting Calendar with the time change to start at 3PM and to plan a 3-hour meeting during the funding recommendation process.

9. **PUBLIC COMMENT**
   Ms. Katie Mieras asked for an update regarding the Step Into K Program. No information to report at this time.

10. **ADJOURNMENT**
    No further comments, the meeting was adjourned at 4:38PM by Chairman Miranda Swanson.