

# Indian River County Florida

*Indian River County Administration Complex  
1800 27th Street, Building B  
Vero Beach, Florida, 32960-3388*



## Children's Services Advisory Committee Meeting Minutes - Final

**Tuesday, September 10, 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

Frank Isele – Hospital District 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, IRCSSuperintendent

VACANT, District 1 Appointee

**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**

Robert McPartlan, Vice Chair called the September 10, 2024, meeting of the Children's Services Advisory Committee to order at 3:00 P.M.

2. **ROLL CALL**

15 Voting Members / 8 for Quorum

**Members Present**

Robert McPartlan, Vice Chair, DCF Ex Officio  
Katie Mieras, District 3 Appointee  
Jeffrey Andros, District 4 Appointee  
Bob Schlitt, Jr., Member at Large  
Amber Cerda, Member at Large  
Commissioner Joseph H. Earman, BCC Voting Member  
Frank Isele, Hospital District Appointee  
Sheriff Eric Flowers, Law Enforcement Ex-officio  
Hon. Victoria Griffin Judge Circuit 19 Ex-Officio

**Members Absent:**

Miranda Swanson, Chair  
Michelle Morris, District 2 Appointee  
Hope Woodhouse, District 5 Appointee  
Doug DeMuth, Financial Appointee  
Dr. David Moore, Superintendent, School District IRC, 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  
Michael Marsh, Team Success Ent.  
Cliff Labbe, IRC SO

**QUORUM WAS MET**3. **APPROVAL OF MINUTES**

*A motion was made by Amber Cerda and seconded by Katie Mieras to approve the Minutes for August 6, 2024. The motion carried by the following vote:*

Aye 9: Hon. Victoria Griffin, Bob Schlitt, Jr., Amber Cerda, Katie Mieras, Jeffrey Andros, Eric Flowers, Michelle Morris, Commissioner Joseph Earman and Frank Isele

**4. COMMUNITY SERVICES DIRECTOR REPORT**

Mrs. Megan Kendrick reported the next Community Forum is scheduled for October 3, 2024 focusing on nurturing families and communities with key speakers including Bob McPartlan and Sheriff Eric Flowers. Mr. McPartlan requested that staff consider hosting a forum in the northern part or central part of the County. Sheriff Flowers suggested the Fairgrounds.

Staff is preparing for agencies to sign the contracts for FY24-25. There have been issues with missing documentation from invoices leading unnecessary time spent by staff on reviewing materials. Agencies will be trained in October regarding the new e-CImpact system and the updated rules and procedures.

Mrs. Kendrick informed the Committee that there is an opportunity for business sponsors for CSAC meeting refreshments and Golden Impact Awards. The 3 levels are \$1000 CSAC Snack Sponsor, \$5000 Community Partnership Sponsor and \$7500 Children's Week and Golden Impact Sponsor.

Mrs. Cindy Emerson reported, the frequency of meetings has increased from four meetings a year to a more structured schedule to meet the Board's requirements. The committee is encouraged to reach out to staff for any questions regarding the new timeline and workflow. Things that were added in last year are Golden Impact Awards, Children's Week, professional development, which was not previously done with Children's Services, and then also a more systematized site visit where we're visiting every single agency with opportunities for CSAC and subcommittees to attend when they sign up in advance, one person from each committee.

Mr. Robert Catapano reported 98% of agencies are projected to be on track with their drawdowns, indicating a positive trend in agency performance. There are concerns regarding the timely submission of invoices and the workload on staff to verify salaries, which may impact the drawdown process. An urgent email was sent to agencies to expedite the drawdown process, with hopes to have improvements in place within the week. Sheriff Flowers asked about the status of Miss B's drawdown of \$23,000. Staff has contacted Ms. Bullard on several occasions, and she is aware of the need to submit invoices.

Ms. Katie Mieras asked for an update on the Step Into Kindergarten Program receiving funding for FY24-25. Mrs. Emerson informed that the Program staff would need to bring the request to CSAC Main Committee or the BOCC. Nothing has been done to date.

**5. CSAC COMMUNITY UPDATES**

- Law Enforcement Data – Sheriff Flowers reported that the school year kicked off with no huge concerns; everything is running smoothly. The exciting change on the horizon is Teen Court is being re-implemented in our community in early 2025.
- Hospital District Data Update – Frank Isele reported funding totaling \$320,000.00 that was supposed to come through DCF to CEF that affected the Substance Awareness Center, Healthy Start, and Tykes and Teens; he reached out to Senator Brackett and Senator Grall and they were able to look into it and get some answers for me and will update the group next time. In the meantime, the hospital district is going to carry the \$80,000 of funding from July 1st through the end of September. Mr. Isele also reported on Women's Sober Living, In-patient detox program development and the Orlando healthcare services coming to the community.
- School District Data Update – No update provided.

**6. CSAC SUBCOMMITTEE UPDATES**

Needs Assessment – Mrs. Kendrick reported that the next needs assessment meeting is September 25 to update the data for the upcoming year.

Grants Subcommittee – Mr. Bob Schlitt reported that the committee is basically closing out the year and planning for next year.

7. **OLD BUSINESS**

Mrs. Emerson reported that the Strategic Planning came from feedback from this committee, the subcommittees and agencies. CSAC Staff did not identify the issues; staff simply facilitates the conversation. Phase I identifies the key indicators from the needs assessment and homes in on what the strongest data indicators are. The three focus areas for the strategic plan were decided to be community impact, communication and engagement, and fiscal responsibility and governance, based on feedback from the committee. There's flexibility for reporting back to the committee.

The staff will create indicators under the agreed focus areas based on collected data, which will allow the board to hold them accountable for their work. The CSAC Staff will return with feedback in Phase 2 of the strategic planning process, allowing for adjustments based on community needs and committee feedback.

Mr. Andros stated that many nonprofit representatives are afraid to speak up due to fears of losing funding, indicating a need for a more structured and consistent approach to policies and procedures so that everybody knows what's going on, there's a sense of fairness and everything's on a level playing ground.

Mrs. Emerson suggested providing opportunity for agencies to annually complete an anonymous survey in order to receive helpful feedback with no repercussions.

8. **NEW BUSINESS**

No new business.

9. **PUBLIC COMMENT**

Mr. Michael Marsh provided comments of appreciation for the work being done in the community.

Mr. Schlitt asked about the status of committee openings and the application process. Mrs. Kendrick reported that subcommittees are at their minimum required members; however, the deadline for applications is October 1. The Main Committee does not have to nominate anybody. CSAC Staff is requesting the Committee to look at the needs of what it thinks each subcommittee has. Mr. Schlitt also asked by the term limits for committee members. Mrs. Emerson stated that CSAC Staff is awaiting the new attorney to clarify that their interpretation is the same as the retired attorney, Bill DeBaal.

NEXT MEETING: October 8, 2024, 3:00PM.

10. **ADJOURNMENT**

No further comments, the meeting was adjourned at 4:04PM by Vice-Chairman Bob McPartlan.

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

Prepared By Recording Secretary: Ms. Maya Miller