Indian River County Florida

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

Children's Services Advisory Committee

Meeting Minutes - Final

December 10, 2024

Committee Members

Miranda Swanson, IRC Health Department, Chair
Bob McPartlan, DCF – Ex Officio, Vice 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 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
David Bailey, 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**

Miranda Swanson, Chair called the December 10, 2024, meeting of the Children Services Advisory Committee to order at 3:00 P.M.

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

Members Present

Commissioner Joseph H. Earman, BCC Voting Member
Bob Schlitt, Jr., Member at Large
Hope Woodhouse, District 5 Appointee
Amber Cerda, Member at Large
Miranda Swanson, Chair
Frank Isele, Hospital District Appointee
Katie Mieras, District 3 Appointee
David Bailey, District 1 Appointee
Michelle Morris, District 2 Appointee
Robert McPartlan, Vice Chair, DCF Ex Officio
Jeffrey Andros, District 4 Appointee
Doug DeMuth, Financial Appointee

Members Absent:

Sheriff Eric Flowers, Law Enforcement Ex-officio
Dr. David Moore, Superintendent, School District IRC, Ex-Officio
Hon. Victoria Griffin Judge Circuit 19 Ex-Officio

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
Yaima Cardenas
Carrie Lester
Chris Hicks, Assistant County Attorney
Megan McFall
John Biscanin

3. ***QUORUM WAS MET***

4. **ADDITIONS AND DELETIONS TO THE AGENDA**

Commissioner Earman requested to add discussion regarding the County Commissioner Liaison/Chairmanship

5. **APPROVAL OF MINUTES - November 12, 2024**

A motion was made by Robert McPartlan and seconded by Michelle Morris to approve the Minutes for November 12, 2024. The motion carried by the following vote:

Aye 12: Robert McPartlan, Bob Schlitt, Jr., Amber Cerda, Katie Mieras, Jeffrey Andros, Michelle Morris, Commissioner Joseph Earman, Hope Woodhouse, Miranda Swanson, David Bailey, Doug DeMuth and Frank Isele. None opposing.

6. **COMMUNITY SERVICES DIRECTOR REPORT**
Mrs. Cindy Emerson started the Director's report by introducing the District 1 Appointee, David Bailey. Mrs. Emerson reported that a draft of the annual report will be presented for time to process it over the next month and to go into depth and go through outcome measures at the next meeting. Mrs. Emerson also reported on the CSAC timeline, the Needs Assessment update, Strategic Plan and next steps.

Mrs. Megan Kendrick reported on professional development currently happening and future opportunities were presented. Onboarding and training based on the Committee's feedback has been scheduled for January 28, 2025.

Mr. Robert Catapano reported the current drawdown report for agencies.

7. **CSAC COMMUNITY UDATES**
   - Law Enforcement Data – No update provided.
   - School District Data Update – No update provided.

8. **CSAC SUBCOMMITTEE UPDATES**
24/25 Needs Assessment Update – Ms. Hope Woodhouse reported that the Committee met 6 times this year and worked really hard to compile the data. Mrs. Emerson reported the high-level summaries through the printed Needs Assessment updates & Executive Summary. Committee members and staff discussed some of the disparities and needs for early learning programs.

Grants Subcommittee – Mr. Bob Schlitt reported on the draft RFP, application, scoring rubric and contract that the subcommittee recommends. Mrs. Kendrick reported on the timeline and the process of how the subcommittee arrived at the changes in the RFP, scoring rubric and contract.
A motion was made by Hope Woodhouse and seconded by Amber Cerda to approve the recommendation for the RFP, Application, Scoring Rubric and Contract for FY25-26 to be presented to the Board of County Commissioners. The motion carried.

9. **DICUSSION: COMMISSIONER LIAISON/CHAIRMANSHIP**
Commissioner Earman presented the concern regarding the efficiency of the current voting process where the liaison votes both in the committee and again with the Board of County Commissioners, which may not be necessary. Committee members expressed concern about the current non-voting role of the commission liaison and its impact on decision-making efficiency. Further discussion continued.
A motion was made by Jeffrey Andros and seconded by Hope Woodhouse for the Commission Liaison to serve as the chairman of the committee in a non-voting capacity. The motion carried.

10. **OLD BUSINESS**
Mrs. Kendrick reported an update on the completed and scheduled site visits.

Megan McFall (IRC Healthy Start), Carrie Lester (Thrive) and John Biscanin (Tykes & Teens) reported on their respective agencies concerning the DCF shortfall. Megan McFall reported a shortfall of $7,280; Thrive reported a shortfall of $24,580. John Biscanin reported that Tykes & Teens no longer needed assistance.
A motion was made by Bob Schlitt and seconded by Frank Isele for the Committee recommends that the County Commission approves a special additional grant for the Indian River County Healthy Start Coalition for $7,280 and for Thrive for $24,580. This motion was amended by Bob Schlitt and second by Frank Isele to split the original motion into 2 separate votes due Bob McPartlan needing to recuse for Thrive. The motion for the recommendation that the County Commission approves additional funding for the Fatherhood Program of Indian River County Healthy Start Coalition in the amount of $7,280; motion carried. The motion for the recommendation that the County Commission approves additional funding for the Prevention Works Program of Thrive, previously known Substance Awareness Center in the amount of $24,580; motion carried.

11. **NEW BUSINESS**
Mrs. Emerson shared the updates to the Guidebook (Revised 12.10.2024:
A civility clause was added to the guidebook, emphasizing respectful communication, active listening, and zero

tolerance for harassment, discrimination, or profanity. This clause is located on page 7 of the guidebook.

The attendance policy states that members are expected to attend all meetings, and if attendance drops below 75%, a report will be submitted to the Board of County Commissioners for possible removal. This policy is part of the guidebook and is not new.

The needs assessment process has been changed from every 3 years to every 5 years to create consistency and improve return on investment. This change is noted on page 6 of the guidebook.

The strategic plan will also be updated every 5 years, with the needs assessment following the strategic plan. This is intended to guide the work of the committee and staff.

A motion was made by Jeffrey Andros and seconded by Katie Mieras to approve the updates to the Guidebook as submitted. The motion carried.

Mrs. Kendrick reported an email was sent to all committee members to submit their names if they are interested in the subcommittee chair for the Needs Assessment and the Grants Subcommittee. Hope Woodhouse responded she would continue if no one else wanted to. Amber Cerda and Bob Schlitt responded with interest for the chair for the Grants Subcommittee. Please note that at the time of nominations and voting the following Committee Members left early: Hope Woodhouse, Michelle Morris and Frank Isele.

A nomination was made by Jeffery Andros and seconded by Doug DeMuth to appoint Amber Cerda as Chair for the Grants Subcommittee. The motion failed by the following vote:

Aye 4: Amber Cerda, Doug DeMuth, Jeffrey Andros, Miranda Swanson. Opposing 5: Robert McPartlan, Bob Schlitt, Jr., Katie Mieras, Commissioner Joseph Earman, David Bailey

A nomination was made by Robert McPartlan and seconded by David Bailey to appoint Bob Schlitt, Jr. as Chair for the Grants Subcommittee. The motion carried by the following vote:

Aye 5: Robert McPartlan, Bob Schlitt, Jr., Katie Mieras, Commissioner Joseph Earman, David Bailey. Opposing 4: Amber Cerda, Doug DeMuth, Jeffrey Andros, Miranda Swanson

A nomination was made by Schlitt and second by Robert McPartlan to appoint Hope Woodhouse as Chair for the Needs Assessment Subcommittee. The motion carried by the following vote:

Aye: Robert McPartlan, Bob Schlitt, Jr., Amber Cerda, Katie Mieras, Jeffrey Andros, Commissioner Joseph Earman, Miranda Swanson, David Bailey. Opposing: Doug DeMuth.

12. **PUBLIC COMMENT**

Mr. Jeffery Andros stated that everything that the Committee has to vote about almost everybody have to leave because voting is at the end of the agenda. Mr. Andros stated he wants to discuss changing the order of business on the agenda at the next meeting.

NEXT MEETING: January 14, 2024, 3:00PM.

13. **ADJOURNMENT**

No further comments, the meeting was adjourned at 5:04PM by Chairman Miranda Swanson.

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

Prepared By Recording Secretary: Ms. Maya Miller