

# Indian River County Florida

Indian River County Administration Complex  
1800 27th Street, Building B  
Vero Beach, Florida, 32960-3388  
[www.indianriver.gov](http://www.indianriver.gov)



## Children's Services Advisory Committee



### Meeting Minutes - Final

FEBRUARY 11, 2025

### 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. Rebecca White, Judge Circuit 19 Ex Officio

David Moore, IRCSuperintendent

David Bailey, District 1 Appointee

**Commissioner Susan Adams, BCC Liaison, Chair**

### 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**

Commissioner Susan Adams, Chair called the February 11, 2025, meeting of the Children Services Advisory Committee to order at 3:04 P.M. Commissioner Adams shared the meeting norms and started roll call.

2. **ROLL CALL**

15 Voting Members / 8 for Quorum

**Members Present**

Commissioner Susan Adams, BCC Liaison, Chair  
Bob Schlitt, Jr., Member at Large  
Amber Cerda, Member at Large  
Katie Mieras, District 3 Appointee  
David Bailey, District 1 Appointee  
Michelle Morris, District 2 Appointee  
Robert McPartlan, Vice Chair, DCF Ex Officio  
Hon. Rebecca White, Judge Circuit 19 Ex-Officio  
Jeffrey Andros, District 4 Appointee  
Doug DeMuth, Financial Appointee  
Hope Woodhouse, District 5 Appointee  
Dr. Kyra Schafte, School District Designee

**Members Absent:**

Sheriff Eric Flowers, Law Enforcement Ex-officio  
Dr. David Moore, Superintendent, School District IRC, Ex-Officio  
Miranda Swanson, Administrator Health Department, Ex Officio  
Frank Isele, Hospital District Appointee

**Also Present:**

|                                            |                    |
|--------------------------------------------|--------------------|
| Cindy Emerson, Community Services Director | Erica Villafuerte  |
| Megan Kendrick, Human Services Manager     | Catalina Sepulveda |
| Robert Catapano, Human Services            | Larry Salusfa      |
| Ms. Maya Miller, Community Services        | Triane Romero      |
| Michael Zito, Deputy County Administrator  | Will Malone        |
| Jennifer Schuler, County Attorney          | Elizabeth Thomason |
| Donna Holleran                             | Shannon Bowman     |
| Jennifer Satterly                          | Tara Beard         |
| Kyleigh Motiwala                           | Jessie Ray         |
| Chris Drake                                | Cathy DeSchouwer   |
| Phil Barnes                                | Antoine Jennings   |

3. **QUORUM WAS MET**4. **ADDITIONS AND DELETIONS TO THE AGENDA**

None.

5. **APPROVAL OF MINUTES - January 14, 2025**

*A motion was made by Robert McPartlan and seconded by Amber Cerda to approve the Minutes for January 14, 2025. The motion carried unanimously. None opposing.*

6. **COMMUNITY SERVICES DIRECTOR REPORT**

Mrs. Cindy Emerson reported that all of the documents submitted to the Board of County Commissioners have been approved.

Mrs. Megan Kendrick reported Community Impact: provided updates on Professional Development opportunities such as the Grant Writing Workshops and the feedback from the agencies who attended. In March Grant Writing Workshop Part III will focus on the grant for the FY25-26 and will provide peer review based on the CSAC scoring rubric; in May a governance & board member workshop is planned. Staff offers follow up coaching after each workshop for any agency requesting. Mr. Robert Catapano reported status

update on the heat map that shows where programs are located throughout the County.

Mrs. Kendrick reported Communication and Engagement: provided information about the upcoming Golden Impact Awards Event (fully sponsored by JA Mack Consultants); and attended the Friendship Christian Church Drop In and the Family Fun Fest. At the Fun Fest, Mrs. Kendrick received feedback from the community through a survey. She will compile the results and share with the Committee. Mr. Catapano reported social media trends.

Mrs. Cindy Emerson reported Fiscal Responsibility and Governance: provided the feedback from the CSAC Onboarding Workshop: Mrs. Kendrick reported that staff requested agencies to provide their funding priority for the FY 25-26 RFP cycle, 30 agencies responded and provided the results. An informational flyer was provided to the Committee regarding the CSAC Grant Application instructions. Mr. Catapano reported on the drawdown report for Quarter 1.

7. **OLD BUSINESS**

Mrs. Kendrick reported updates on Site Visits during the quarter at The Samaritan Center, Big Brother Big Sisters, Childcare Resources, Gifford Youth Achievement Center; Michelle Morris provided positive insight from the site visits she attended at The Samaritan Center and Childcare Resources. Katie Mieras provided positive insight from the site visit she attended at Gifford Youth Achievement Center. Mrs. Kendrick wrapped up with asking committee members to sign up for upcoming site visits March 5, 8, 24 and 27. Mrs. Emerson reminded the committee that they can see the results of all site visits on the Children Services webpage.

Mrs. Kendrick reported that the 2023/2024 Annual Report presentations were requested by the Committee and 8 agencies came to share the work they are doing in the community with children and answer any questions regarding the outcomes for FY23/24 and plans for expansion.

1. Safe Families Circle of Support, Jessie Ray.
2. Hibiscus Children Safe Care, Will Malone.
3. Crossover Mission – Building the Future, Cathy DeSchouwer and Antoine Jennings.
4. Pelican Island Audubon Society-Audubon Advocates Science Program, Donna Holleran.
5. Youth Sailing-Junior Learn to Sail Program, Chris Drake.
6. Childcare Resources-Children in Centers, Shannon Bowman & Tara Beard.
7. RCMA-Enhancing Children, Erica Villafuerte; Catalina Sepulveda and Larry Salusfa.
8. Youth Guidance-Pre-Apprenticeship, Phil Barnes.

8. **NEW BUSINESS**

Mrs. Kendrick reported updates on the 2024/2025 Quarter 1 Report; staff monitors the number of clients served; 75% of agencies are on track meeting their outcomes; staff will report back to Committee during the mid-year reporting period.

9. **CSAC COMMUNITY UPDATES**

- Law Enforcement Data – Sheriff Eric Flowers was not present.
- Hospital District Data Update – Frank Isele was not present
- School District Data Update – Dr. Schafte reported thanks for those who attended the State of The District event; announced it is Career Technical Education month; provided data regarding acceleration opportunities have increased and placed the District #4 in the State.

10. **CSAC SUBCOMMITTEE UPDATES**

Needs Assessment – No report

Grants Subcommittee – Mr. Bob Schlitt reported the Committee had its first meeting last month and preparing for the grant cycle applications that open February 1 – March 31 5PM; agency presentations will take place in May. Mrs. Kendrick provided how agencies can apply for the CSAC grant for FY25-26; a video will be made by staff to provide step-by-step instructions.

11. **PUBLIC COMMENT**

Mr. Schlitt stated that a couple of agencies, primarily after school programs reached out to him regarding the over reliance of outcomes and the dictation of what the outcomes should be; and that some of the feedback the agencies received from CSAC Staff that things should align with the School District. Mr. Schlitt also stated he has a little issue with not giving awards to agencies who did not meet their outcomes; Mr. Schlitt invited Elizabeth Thomason from Boys & Girls Clubs of IRC to speak about a letter that was addressed to the CSAC Grant Subcommittee; the letter was provided to the Main Committee at this meeting. Commissioners Adams asked Mr. Schlitt to be more specific about the general comments he stated. Mr. Andros; Michelle Morris; Amber Cerda; Doug DeMuth provided their feedback; some committee members were in disagreement with the delivery and content of Mr. Schlitt's comments.

NEXT MEETING: March 11, 2025; 3PM

12. **ADJOURNMENT**

No further comments, the meeting was adjourned at 5:21PM by Commissioner Susan Adams. 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

APPROVED