

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

May 13, 2025

Committee Members

Miranda Swanson, Administrator Health Dept. Ex-Officio
David Bailey, District 1 Appointee
Michelle Morris, District 2 Appointee
Katie Mieras - District 3 Appointee
Jeffrey Andros- District 4 Appointee
Hope Woodhouse, District 5 Appointee

Amber Cerda – Member at Large
Bob McPartlan, DCF – Ex Officio
Bob Schlitt, Jr., Member-at-Large Appointee
David Moore, IRCSSuperintendent
Doug DeMuth – Financial Appointee
Eric Flowers, Law Enforcement Ex Officio
Frank Isele – Hospital District Appointee

Hon. Rebecca White, Judge Circuit 19 Ex Officio

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 May 13, 2025, 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

Amber Cerda, Member at Large
Bob Schlitt, Jr., Member at Large
Commissioner Susan Adams, BCC Liaison & Chair
David Bailey, District 1 Appointee
Doug DeMuth, Financial Appointee (after role call)
Dr. Kyra Schafte, SDIRC Appointee
Frank Isele, Hospital District Appointee
Hope Woodhouse, District 5 Appointee
Katie Mieras, District 3 Appointee
Michelle Morris, District 2 Appointee
Robert McPartlan, DCF Ex Officio

Members Absent:

Jeffrey Andros, District 4 Appointee
Dr. David Moore, Superintendent, School District IRC, Ex-Officio
Miranda Swanson, Administrator Health Department Ex-Officio
Hon. Rebecca White, Judge Circuit 19 Ex-Officio
Sheriff Eric Flowers, Law Enforcement Ex-officio

Also Present:

Cindy Emerson, Community Services Director
Megan Kendrick, Human Services Manager
Robert Catapano, Human Services
Ms. Maya Miller, Community Services
Chris Hicks, County Attorney Office
Kristin Harris, Magnolia Learning Center
Erin Cusson, Magnolia Learning Center

• **QUORUM WAS MET**

• **ADDITIONS AND DELETIONS TO THE AGENDA**

N/A

• **APPROVAL OF MINUTES - March 11, 2025**

A motion was made by Michelle Morris and seconded by Robert McPartlan to approve the Minutes for March 11, 2025. The motion carried by the following vote:

Aye 10: Amber Cerda, Bob Schlitt, Jr., David Bailey, Dr. Kyra Schafte,
Frank Isele, Hope Woodhouse, Katie Mieras, Michelle Morris, Miranda Swanson, Robert McPartlan; none
opposing.

- **COMMUNITY SERVICES DIRECTOR REPORT**

- Community Impact: presented by Megan Kendrick – agency professional development upcoming topics in June, July & August
- Communication and Engagement: presented by Megan Kendrick – children’s week highlights (community forum, storybook village); Robert Catapano reported results of the social media campaign; mid-year highlights
- Fiscal Responsibility and Governance: presented by Cindy Emerson – feedback & results from agency survey were a robust discussion; & Robert Catapano presented the current drawdown report as of April 2025. Megan Kendrick reminded the committee about the attendance policy; the committee had questions regarding virtual attendance and Chris Hicks clarified that it is not allowed.

- **OLD BUSINESS**

- Site Visits – presented by Megan Kendrick and committee members who attended a site visit provided their insight gained from the visit.

- **NEW BUSINESS**

- Mid-year Report: presented by Megan Kendrick & Robert Catapano – provided a 1-pager overview and provided the committee opportunity to review and discuss their takeaways
- Grant Presentation Schedule & Process: presented by Megan Kendrick – the committee was provided the 4-Day Agenda for the upcoming Grant Presentations; the scoring and funding recommendation process was discussed.

- **CSAC COMMUNITY UPDATES**

- Law Enforcement Update – None to report
- School District Data Update – Dr. Schafte provided information for the upcoming community agency meeting on June 10, 2025, 1p – 2p at the SDIRC Teacher Education Center

- **CSAC SUBCOMMITTEE UPDATES**

- Needs Assessment: presented by Hope Woodhouse – The next Needs Assessment is June 4, 2025 9AM; reviewing & updating data.
- Grants Subcommittee: presented by Bob Schlitt – No comment

- **PUBLIC COMMENT**

- NEXT MEETING: June 10, 2025, 3:00PM.

- **ADJOURNMENT**

No further comments, the meeting was adjourned at 4:29PM 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