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

SEPTEMBER 9, 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
VACANT, Member-at-Large Appointee
David Moore, IRCS Superintendent
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**
Robert McPartlan, Co-Chair called the September 9, 2025, meeting of the Children Services Advisory Committee to order at 3:00 P.M.

2. **ROLL CALL** *14 Voting Members / 8 for Quorum*

Members Present
Frank Isele, Hospital District Ex-Officio
Hon. Rebecca White, Judge Circuit 19 Ex-Officio
Katie Mieras, District 3 Appointee
Michelle Morris, District 2 Appointee
Robert McPartlan, Vice Chair, DCF Ex Officio
Sheriff Eric Flowers, Law Enforcement Ex-officio

Members Absent:
Amber Cerda, Member at Large
Commissioner Susan Adams, BCC Liaison, Chair
David Bailey, District 1 Appointee
Doug DeMuth, Financial Appointee
Eric Seymour, Member at Large
Hope Woodhouse, District 5 Appointee
Jeffrey Andros, District 4 Appointee
Miranda Swanson, Chair
Vacant, Member At Large

Also Present:
Cindy Emerson, Community Services Director
Megan Kendrick, Human Services Manager
Robert Catapano, Human Services
Ms. Maya Miller, Community Services
Wendy McDaniel

3. **QUORUM WAS NOT MET**

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

5. **APPROVAL OF MINUTES - July 8, 2025**
A motion was made by Eric Flowers and seconded by Michelle Morris to approve the Minutes for July 8, 2025. The motion carried by the following vote:*
Aye 7: Eric Flowers, Frank Isele, Hon. Rebecca White, Katie Mieras, Michelle Morris, Miranda Swanson, and Robert McPartlan. None opposing.

*Following post-meeting verification of attendance, staff confirmed that quorum was not established. Consequently, the vote is invalid, and no action was taken.

6. **COMMUNITY SERVICES DIRECTOR REPORT**
- Community Impact: updates on Professional Development presented by Mrs. Megan Kendrick
- Communication and Engagement: information on upcoming Community Forum and update on social media outreach presented by Mrs. Kendrick and Mr. Robert Catapano.

- Fiscal Responsibility and Governance: updates presented by Mrs. Kendrick & Mr. Catapano regarding the current drawdown report, the Quarter 3 report and the upcoming nominations for CSAC Main committee and the Subcommittees. Information regarding the part-time Program Specialist Data Analyst position to support CSAC was also shared.

7. **OLD BUSINESS**
   - Site Visits: updates presented by Mrs. Kendrick and she added a request for committee members to sign up to attend the site visits next FY whenever staff send requests.

8. **NEW BUSINESS**
   - FY26/27 Needs Assessment Update: presented by Mrs. Kendrick; highlighting the changes and sharing some of the narratives. Committee members commented and asked questions.

     A motion was made by Miranda Swanson and seconded by Frank Isele to approve the Needs Assessment 2026 Updates. The motion carried by the following vote:*
     Aye 7: Eric Flowers, Frank Isele, Hon. Rebecca White, Katie Mieras, Michelle Morris, Miranda Swanson, and Robert McPartlan. None opposing.

     *Following post-meeting verification of attendance, staff confirmed that quorum was not established. Consequently, the vote is invalid, and no action was taken.

   - FY26/27 RFP, Grant Application: presented by Mrs. Kendrick; highlighting the feedback received from the surveys provided to the grant subcommittee and the agencies and she reported the changes in the RFP, Grant Application, Scoring Rubric and Contract. There were no major changes across all the documents.

     A motion was made by Eric Flowers and seconded by Katie Mieras *to approve the FY26/27 Grant Application. The motion carried by the following vote*:* Aye 7: Eric Flowers, Frank Isele, Katie Mieras, Michelle Morris, Miranda Swanson, and Robert McPartlan. Abstaining: Hon. Rebecca White. None opposing.

     *Following post-meeting verification of attendance, staff confirmed that quorum was not established. Consequently, the vote is invalid, and no action was taken.

9. **CSAC COMMUNITY UDATES**
   - Law Enforcement Update – Sheriff Flowers presented updates regarding the start of school with no major incidents.
   - Hospital District Update by Frank Isele regarding the maternity services – labor & delivery in the County. Mr. Isele reported that the response to the town halls and surveys was overwhelming by the community and provided the date for the next meeting.
   - School District Data Update – Not present to provide any updates.

10. **CSAC SUBCOMMITTEE UPDATES**
    - Needs Assessment – None provided.
    - Grants Subcommittee – None provided.

11. **PUBLIC COMMENT**
    Miranda Swanson provided information about the FLDOH Healthy Home Assessment Program.

12. **ADJOURNMENT**

NEXT MEETING: October 14, 2025, 3:00PM.
No further comments, the meeting was adjourned at 4:04PM.

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