

Indian River County Florida

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



Children Services Advisory Committee



Needs Assessment Subcommittee Meeting Minutes – Final

Prepared By Recording Secretary: Ms. Maya Miller

JULY 28, 2025

Committee Members

Hope Woodhouse, Chair Brian McMahon
Carrie Maynard-Lester Autumn Schneider
Jody Idlette

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

The CSAC Needs Assessment Subcommittee meeting was called to order by Carrie Maynard-Lester at 9:15AM.

2. ROLL CALL

5 Voting Members / 3 for Quorum

Members Present

Autumn Schneider
Brian McMahon (after roll call)
Carrie Maynard-Lester
Hope Woodhouse – Joined via Teams/Phone
Jody Idlette

Also Present:

Megan Kendrick, Human Services Manager
Robert Catapano, Human Services
Ms. Maya Miller, Community Services, Recording Secretary

3. ESTABLISHMENT OF QUORUM**4. ADDITIONS AND DELETIONS TO THE AGENDA**

- Time permitting, Healthy Start Updates added to New Business

5. APPROVAL OF MINUTES

- November 20, 2024
- March 6, 2025
- June 4, 2025

A motion was made by Autumn Schneider and seconded by Jody Idlette to approve the Minutes for November 20, 2024, March 6, 2025 and June 4, 2025. The motion carried unanimously. None opposing.

6. COMMUNITY SERVICES DIRECTOR'S REPORT

- Community Impact: Mrs. Megan Kendrick presented updates on all of the professional development opportunities for non-profit agencies, the mini-PD on using Canva and the FAC Conference PD.
- Communication and Engagement: Mr. Robert Catapano informed the committee about the social media campaigns and metrics.
- Fiscal Responsibility and Governance: Mr. Catapano provided the latest drawdown report. Mrs. Kendrick informed the committee that the BOCC approved the FY25/26 funding recommendations.

7. OLD BUSINESS

- Site Visits: Mrs. Kendrick provided a brief update on all of the site visits performed to date and encouraged anyone from the committee to attend the last site visit scheduled in September.

8. NEW BUSINESS

- 2025 Data Review, Analysis and Discussion: Mrs. Kendrick & Mr. Catapano facilitated the walk-through of updating the data; the committee discussed and provided input and narratives related to their expertise. The committee will provide updates to the narratives at the next meeting to finalize the Needs Assessment Update for 2026.
- Ms. Autumn Schneider provided information regarding upcoming town hall meetings in August hosted by the Hospital District.

9. PUBLIC COMMENT**10. ADJOURNMENT**

The CSAC Needs Assessment Subcommittee meeting was adjourned by Carrie Maynard-Lester at 11:56AM

NEXT MEETING: August 29, 2025 9AM