

CHILDREN'S SERVICES ADVISORY COMMITTEE GUIDEBOOK

Ordinance 2022-007

Revised on December 5, 2023

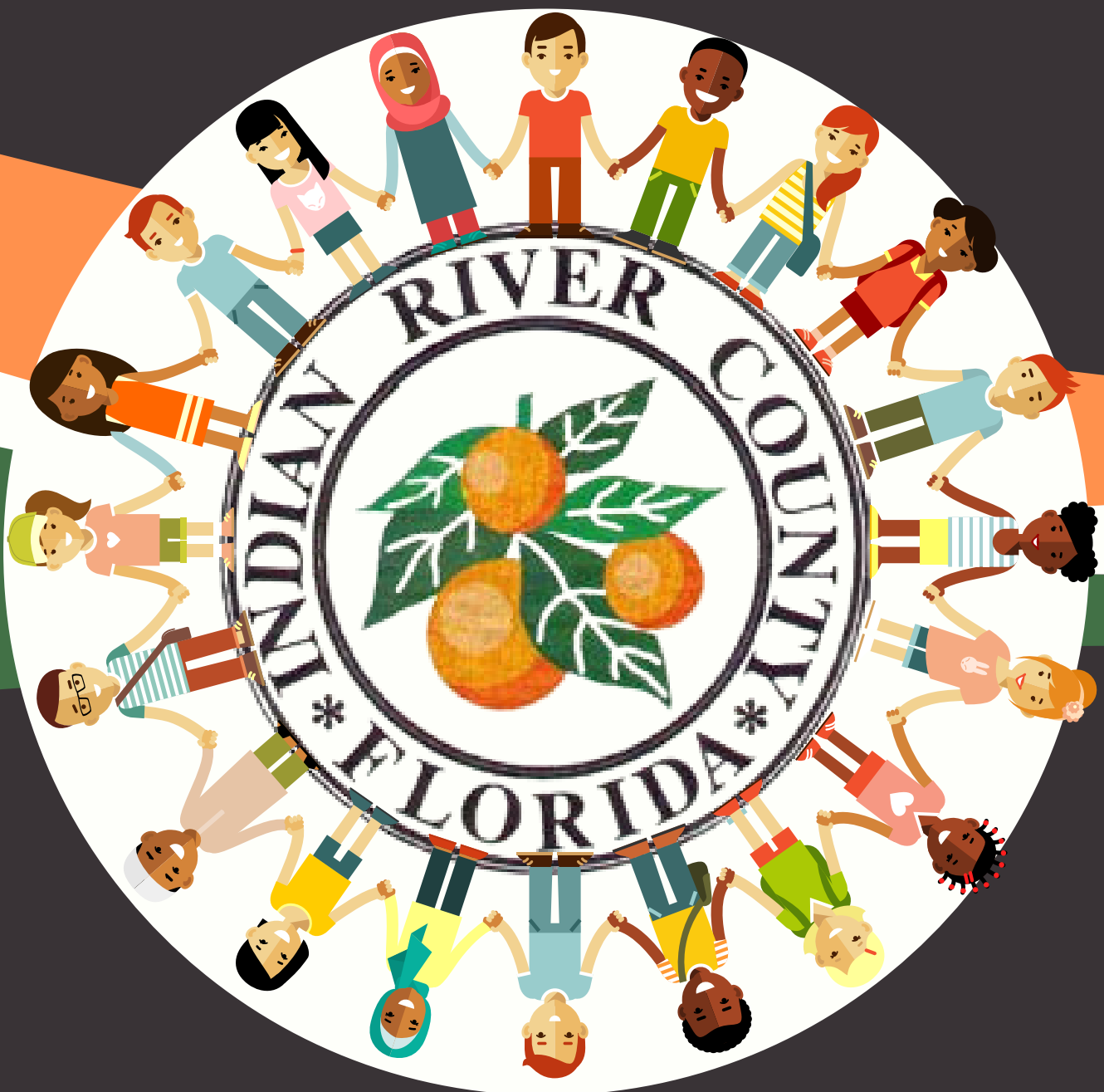
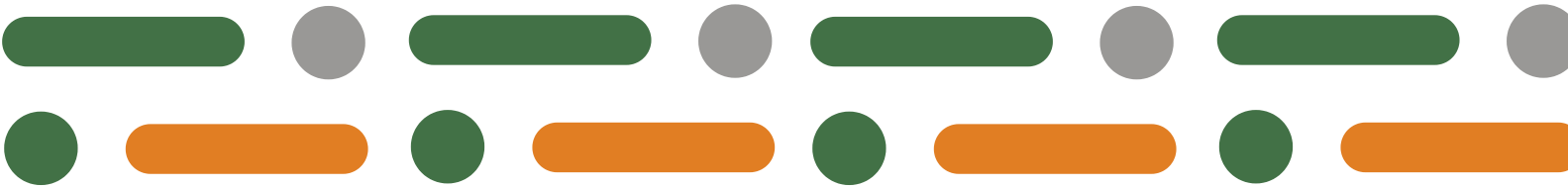


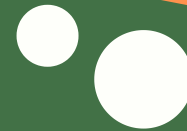
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INTRODUCTION



The Children's Services Advisory Committee Guide is to be used as the primary document that contains the standards, policies, and procedures creating a unified system of planning and delivery within which children's needs can be identified, targeted, addressed and evaluated by the Children's Services Advisory Committee. With respect to the Guide, The Board of County Commissioners will have the approval authority on its adoption and revisions. The Children's Services Advisory Committee will maintain the Guide and act as an advisory committee to the Board of County Commissioners.

The Children's Services Advisory Committee will also receive and review proposals for allocation of funds for targeted children's services and make recommendations regarding funding to the Board of County Commissioners. County staff will be made available at the direction of the County Administrator. Although the Children's Services Advisory Committee Guide will be the primary source for policy and procedural guidance, the Indian River County Comprehensive Plan, as well as the Comprehensive Plans of municipalities in the County, will be used where they contain goals, policies, and objectives relating to children's services.

The Children's Services Advisory Committee Guide serves as a reference for the Children's Services Advisory Committee throughout the continued planning process. The main principles contained in the Guide are to:

1. Recommend providing and maintaining services for children as the Children's Services Advisory Committee determines the needs for the general well-being of the children in the county.
2. Collect information and statistical data, and conduct research that will be helpful to the Children's Services Advisory Committee and the county in deciding the needs of children in the county.
3. Consult, collaborate, and coordinate with other agencies dedicated to the well-being of children to end duplication of services.
4. Recommend the allocation of funds for programs that provide services for the benefit of children in the county.
5. Recommend standards for evidence-based, measurable outcomes within the Request for Proposal, and monitor the agencies for actual performance on agreed upon standards.

The primary objective of the Guide is to outline procedures to meet these principles. Children should be given the opportunity to grow up as "Healthy Children in a Healthy Community." The term "healthy" encompasses socioeconomic, physical, mental, social, emotional, environmental, and educational health. Meeting this goal will require the cooperation, collaboration, and partnership of both public and private agencies. The secondary objective of the Guide is to recommend procedures for the application for and allocation of dollars.

In making its recommendation, the Children's Services Advisory Committee follows the procedures set forth in this Guide. Designated county staff support the Children's Services Advisory Committee in monitoring programs receiving funds, grant writing, facilitating review of funding applications, preparing annual reports, taking minutes of the Children's Services Advisory Committee meetings, and maintaining complete official records.

MAINTENANCE OF THE CHILDREN'S SERVICES ADVISORY COMMITTEE

RESPONSIBILITY

To carry out the responsibilities of maintaining the Guide in a correct and up-to-date manner, the Children's Services Advisory Committee Human Services Manager shall identify a county staff member whose duties will include coordinating all Guide issuance and keeping the Guide up-to-date. The guidebook shall be adopted by the board of county commissioners by resolution.

AMENDMENT AND UPDATING PROCEDURES

The Guide may be amended by a majority vote of the Board of County Commissioners. The Children's Services Advisory Committee shall work with staff and sub-committees to review and update the Guide and shall make recommendations to the Board of County Commissioners regarding the proposed Guide revisions every two years.



CHAPTER I

PURPOSE, DEFINITIONS, OBJECTIVES & POLICIES

PURPOSE

This guide is to assist the Children's Services Advisory Committee through the planning process and procedures that lead to decisions on development of programs funded by the Board of County Commissioners to promote the health and well-being of children in the community.

A formal needs assessment process will identify gaps in children's services. The Children's Services Advisory Committee will recommend program planning and funding to the Board of County Commissioners.

DEFINITIONS

The following terms and definitions are to aid in interpreting this manual.

- A. Advisory Committee: Any group by whatever name created by a specific act of the Board of County Commissioners as an adjunct to the Board to provide advice or recommendations and policy alternatives.
- B. Asset Mapping: Identification of services provided within the community by agencies. Includes locations, number served, unmet and under-met needs.
- C. Children: Any person who has not attained the age of 18 years, also minor.
- D. Children's Services Plan: Plan of program operation and administration that describes the manner in which the Children's Services Advisory Committee intends to implement and operate all aspects of program administration within its jurisdiction in accordance with Ordinance No. 2022-007.
- E. Collaboration: Working together for a stronger, more effective program.
- F. Endowment: The act of settling a fund, or permanent pecuniary provision, for the maintenance of a public institution, charity, college etc.
- G. Ex-Officio: From office; by virtue of the office; without any other warrant or appointment than that resulting from the holding of a particular office.
- H. Family: A group of individuals with children who are living together as one economic unit, except that residents of a homeless facility or an institution shall not all be considered as members of a single family.
- I. Health Services: Ongoing routine pediatric care for preventive and acute illnesses and referral for treatment.
- J. Homeless Children: Children who lack a fixed and regular nighttime residence or whose primary nighttime residence is a publicly or privately operated supervised shelter.

- K. Measurable Outcomes: outcomes that can be quantified from the services delivered.
- L. Need Assessment: A comprehensive county-wide evaluation of children's needs, which includes a qualitative summary of programs, services, and activities serving children.
- M. Non-profit Agency: A private agency that is exempt from income tax under the Internal Revenue Code of 1954, as amended.
- N. Partnerships: A voluntary contract between two or more competent persons to place their money, effects, labor, or some or all of them in lawful business with the understanding that there shall be proportional sharing of profits and losses.
- O. Priority of Needs: Children's needs identified for potential funding requests listed in descending order of priority.
- P. Program: Program services designed to meet unmet or under-met needs in accordance with the goals and objectives of the Children's Services Advisory Committee.
- Q. Request for Proposal: A formal process to request agencies to submit programs to address identified unmet or under-met needs.
- R. Standardized Outcomes: A goal or benchmark used to evaluate the effectiveness of a program.
- S. Survey: A topic-specific tool used to verify the needs of requested services for children in Indian River County.
- T. Under-met Needs: Needs identified in a community that have been partially met, either in terms of a portion of services provided to the total community or total services provided to a portion of the community.
- U. Unified System: A system of services that are offered in coordination, sometimes from a variety of agencies.

POLICIES

Indian River County Board of County Commissioners will consider recommendations presented by the Children's Services Advisory Committee for programs that have been shown to be needed for the children of Indian River County when these recommendations are consistent with the objectives as set forth by the Children's Services Advisory Committee.

The County's policy is to consider funding of programs after a needs assessment has been completed and the Children's Services Advisory Committee has reviewed and prioritized the programs that are needed by the children in Indian River County. This process should be done with the involvement of agencies providing programs for the Board of County Commissioners at least every three years with interim surveys done as needed. All functions of the Children's Services Advisory Committee are done as recommendations to the Board of County Commissioners.

It is the policy of the Board of County Commissioners to work in a cooperative venture with such entities including, but not limited to, for-profit and not-for-profit organizations, municipalities within Indian River County, the Indian River County School Board, and public agencies (i.e., Department of Health, Children & Families, Juvenile Justice, etc.).

CHAPTER II

RESPONSIBILITIES/RELATIONSHIPS

Officials listed below are responsible for the functions indicated:

INDIAN RIVER COUNTY BOARD OF COUNTY COMMISSIONERS:

1. Approves policies, procedures, and priorities based upon recommendations from the Children's Services Advisory Committee.
2. Approves in writing only those children's programs or agencies proposed by the Children's Services Advisory Committee and may approve or delete any program.
3. Authorizes all financial measures including grant applications and receipt of gifts for carrying out funding of services.
4. Provides final approval of all Children's Services Advisory Committee recommended contracts and documents.
5. Approves the annual budget for Children's Services Advisory Committee programs, as well as expenses necessary to staff the Executive Office.
6. Appoints members to the Children's Services Advisory Committee.

CHILDREN'S SERVICES ADVISORY COMMITTEE

Membership shall consist of fifteen (15) members appointed by the Indian River County Board of County Commissioners, in accordance with the provisions of County Ordinance No. 2022-007.

CHAPTER III

NEEDS ASSESSMENT, PRIORITIES & PLANNING

NEEDS ASSESSMENT

The Needs Assessment shall include a comprehensive countywide evaluation of children's services to produce a qualitative summary of existing programs, services, activities, asset mapping, and identification of unmet and under-met needs. A Needs Assessment shall be done every three (3) years with annual updates. This document may include results of assessments and surveys done by other agencies in Indian River County. The format of the survey shall include all areas of services to Indian River County children and will utilize a systematic approach to identify and understand the unmet and undermet needs of children.

Asset Mapping shall be conducted for the identification of programs, services, and activities currently in place in the county. This process identifies the location, number of individuals served, and potential waiting lists for unmet needs.

Targeted surveys may be requested periodically if they are topic-specific and needed to verify a service priority for Indian River County children. The request should be written and presented to the Children's Services Advisory Committee. If approved, then a survey will be developed and completed. The results of the survey will then be used to verify the need and will be incorporated into the overall vision for future funding recommendations to the Board of County Commissioners.

PRIORITIES

In accordance with the planning timetable, a priority listing will be established based on the results of the needs assessment. This listing may not exclude a program from being recommended for funding, but the Children's Services Advisory Board and the Board of County Commissioners should consider the priority rating as a guideline in making funding decisions, A Request for Proposal will be initiated based upon the recommended priority listing.

PLANNING

A three (3) year Children's Services Plan shall be developed by March 30 of each year and updated annually within the same time frame. This plan describes the manner in which the Children's Services Advisory Committee intends to implement and operate all aspects of program administration within its jurisdiction in accordance with Ordinance No. 2022-007. The recommended Children's Services Plan will be presented to the Board of County Commissioners for approval.

The plan shall include:

1. Executive Summary with results of the needs assessment, prioritized needs, and recommended programs to meet those needs with the three-year long-term plan and a one-year short-term plan.
2. Needs Assessment: updated annually with a re-evaluation every three years.
3. Prioritization of unmet or under met needs.
4. Recommendation of programs and services to meet those needs addressed in a three-year long-term plan and a one-year short-term plan.
5. Monitoring and Evaluation Criteria based upon standardized outcome indicators. The monitoring will be done by the Children's Services Advisory Committee quarterly each grant period for each program funded by the Board of County Commissioners. The first monitoring will be completed no later than January of each funding year. This will give the Children's Services Advisory Committee data to base their decisions upon as to whether the program should be funded in the following year.

CHAPTER IV

FUNDING/FINANCING, AD VALOREM TAXES, GRANTS, GIFTS/ENDOWMENTS

FUNDING I FINANCING

An important component of Children's Services Advisory Committee is its recommendation of allocation of funds for programs to provide services based upon identified needs. In light of their goals and objectives, the Children's Services Advisory Committee has the responsibility to evaluate the agencies applying for funding. The Children's Services Advisory Committee has the ability to apply for grants and serve as a resource for other agencies applying for grants. The Children's Services Advisory Committee has the ability, through the Board of County Commissioners, to accept gifts and endowments from individuals to fund programs that are within the goals and priorities of its plan and Needs Assessment. In this chapter, funding and financing alternatives are summarized.

AD VALOREM TAXES

Ad valorem taxes are based on the appraised value of real property. Such taxes are generally assessed in mills; thousandths of a dollar of assessed value. The state mandated millage cap is 10 mills per local government, excluding voted millage. The Board of County Commissioners policies allow ad valorem tax revenues to be used for both operating and capital expenditures. The up to 0.25 millage in the third year of program funding has been set for children's services by the Board of County Commissioners.

GRANTS

Through the approval of the Board of County Commissioners, the Children's Services Advisory Committee may apply for grants. The Children's Services Advisory Committee may apply for grants when there is more than one agency involved in the delivery of the services with funding from a non-taxing source, either private or public. The second possibility that might be used would be the Children's Services Advisory Committee to apply for the funds to pay for specific programs and then request proposals from agencies for this funding. The Human Services Manager would have the responsibility of monitoring those agencies receiving grants where the Children's Services Advisory Committee had any involvement in funding grants. The Children's Services Advisory Committee shall not be a provider of services.

With approval of the Children's Services Advisory Committee, the Human Services Manager may provide technical assistance to agencies when they are applying for grants, even though they are not applying for grants funded through the Board of County Commissioners.

GIFTS OR ENDOWMENTS

If at anytime the citizens of Indian River County choose to give gifts or endowments to the Children's Services Advisory Committee through the Board of County Commissioners, then the Children's Services Advisory Committee could accept gifts or endowments to enhance the funding provided by the Board of County Commissioners through ad valorem taxes. The Children's Services Advisory Committee was established to provide services through the ad valorem taxes and other sources will be used to enhance those tax dollars.

CHAPTER V

APPLICATION PROCESS/PROCEDURES

The purpose of this chapter is to provide guidance through a sequential procedure for the Children's Services Advisory Committee to follow.

Phase 1:

Develop a comprehensive Needs Assessment of services, Asset Mapping, population needs and prioritization of unmet and undermet needs, conducted through a recognized methodology of study, such as PATCH (Planned Approach to Community Health) or other similar programs. From this information the Children's Services Advisory Committee will identify unmet or undermet needs and prioritize needs to be addressed.

Review and revise the Children's Services Advisory Committee Guide, policy and objectives annually. Any changes must be taken to the Board of County Commissioners for approval.

Phase 2:

Compile and rate identified needs based on the results of the Needs Assessment, including both unmet and undermet needs.

Phase 3:

Write and advertise the Request For Proposal in accordance with Indian River County Procedures. The Request For Proposal shall include instruction, administrative requirements, a list of priority of needs, measurable parameters, requested program budget, what constitutes acceptable expenses, timeline for submission of application, and statement that all grants are reimbursement grants.

Phase 4:

Evaluation of submitted applications is performed by the Children's Services Advisory Committee and the Grant Sub-Committee. Recommendation for funding to the Board of County Commissioners for each program selected is the final step.

The following is a flow chart depicting the process for the Children's Services Advisory Committee process and procedures. Each phase is described in detail later in this chapter.

Timeline:

CHILDREN'S SERVICES ADVISORY COMMITTEE PROCESS & PROCEDURES

PHASE 1: Needs Assessment and Asset Mapping

Timeline: July - December

- Annual Policy & Objective Review
- Annual Children's Services Advisory Committee Guide Review
- Discussion on non tax dollar funding sources

Product: Report to Board of County Commissioners on needs assessment, changes to Children's Services Advisory Committee Guide, Policy/Objectives, Funding Sources other than tax dollars.

PHASE 2: Compilation of Services Identified in Needs Assessment or Surveys

Timeline: November - January

- Ranking of Services needed for the next funding cycle

Product: Report to Board of County Commissioners on identified needs and ranking by the Children's Services Advisory Committee and suggested program areas to be funded.

PHASE 3: Writing and Advertising of Request For Proposal

Timeline: December - March

- The Grant Sub-Committee will conduct a review of programs funded during the previous and current year.

Product: Report to the Board of County Commissioners on completed Request For Proposal and on grant performance.

Timeline: January/February

- Present Annual Report to Board of County Commissioners

Timeline: June

Product: Grant Review and Program Subcommittee creation of list of selected programs and notification to agencies not selected

Product: Short list of applications selected by the Children's Services Advisory Committee.

PHASE 4: Evaluation of the completed Requests For Proposal

Timeline: July

- Make final list of programs to be recommended for funding to the Board of County Commissioners

Product: Report to Board of County Commissioners on programs recommended for funding.

PHASE 1: NEEDS ASSESSMENT

The first phase of the Children's Services Advisory Committee planning process will be the development of a tool, which will give a comprehensive overview of all children services. One methodology that can be used is the PATCH program. Methodology chosen by the Children's Services Advisory Committee Needs Assessment Subcommittee must include all service areas with asset mapping to assess socioeconomic, physical, mental, social, emotional, environmental, and educational health. This process will determine what programs are available and in what quality, and quantify if they are being provided to the children of Indian River County.

This review shall occur in a time frame to meet recommendation deadlines to the Board of County Commissioners for fiscal year budgeting, as suggested in Chart #1. An update to the Needs Assessment shall be done every three years with surveys conducted as needed.

The Children's Services Advisory Committee Guide shall be reviewed by the Children's Services Advisory Committee and staff annually. Membership changes and Board member terms shall be reviewed along with purpose, objectives, duties, committees, meeting times and places, funding, and agreements as needed.

PHASE 2: COMPILATION OF SERVICES AND RANKING

The second phase of the Children's Services Advisory Committee planning process will be the compilation of the Needs Assessment and, from that instrument, will come the information to prepare the ranking of needed services. This phase will be done by the Needs Assessment Subcommittee. The Subcommittee will present results of the Needs Assessment to the Children's Services Advisory Committee who will then prepare a report to the Board of County Commissioners for presentation in December. The report will include program areas recommended for funding.

PHASE 3; WRITING AND ADVERTISING FOR REQUESTS FOR PROPOSAL & REPORT ON PROGRAMS FUNDED FOR PRIOR YEAR

The third phase of the Children's Services Advisory Committee planning process will be the writing and advertising of the Request For Proposal for each identified area the Children's Services Advisory Committee has agreed is in need of additional programs.

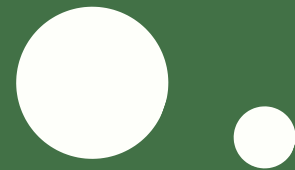
The Grant Review and Program Subcommittee will review the programs funded in the previous year to see that each program is progressing in the manner that was agreed to in the application. The purpose of this review is to identify if the program should be funded again.

The final draft of the Request For Proposal for each program shall be presented to the Children's Services Advisory Committee for approval.

PHASE 4; EVALUATION OF REQUEST FOR PROPOSALS; RECOMMENDED FUNDING TO THE BOARD OF COUNTY COMMISSIONERS

The Grant Review and Program Subcommittee will review all completed Requests For Proposal and compile a priority listing with each program for the Children's Services Advisory Committee. In turn the Children's Services Advisory Committee will compile a priority listing to recommend funding by the Board of County Commissioners.

CSAC ADVISORY COMMITTEE MEMBERS



1	Miranda Swanson, Chair, Administrator Health Department: Ex-Officio	9	Michelle Morris, Appointee: District 2
2	Laura Moss, Commissioner	10	Jeffrey Andros, Appointee: District 4
3	Frank Isele, Hospital District: Ex-Officio	11	Bob Schlitt, Member-at Large
4	Bob McPartlan, Vice Chair, Department of Children & Families: Ex-Officio	12	Amber Cerda, Member-at-Large
5	Dr. David K. Moore, Superintendent of Schools: Ex-Officio Dr. Kyra Schafte, Designee	13	Katie Mieras, Appointee: District 3
6	Sherriff Eric Flowers, Law Enforcement: Ex-Officio	14	Hope Woodhouse, Appointee: District 5
7	Judge Victoria Griffin, Judge: Ex-Officio	15	Doug DeMuth, Accountant, certified financial officer, certified financial planner or has significant financial experience
8	Kerry Bartlett, Appointee: District 1		

RESPONSIBILITIES:

The primary responsibilities of the Children’s Services Advisory Committee are as follows:

- Inventory current child welfare services available in Indian River County;
- Conduct a needs assessment for children’s services in Indian River County;
- Recommend a plan for providing any additional, necessary child welfare services to the Board of County Commissioners;
- Submit recommendations to the Board of County Commissioners on any matters affecting the health and well-being of children in Indian River County;
- Through the County staff, consult, collaborate, and coordinate with other agencies dedicated to the well-being of children to prevent duplication of services;
- Collect information and statistical data and conduct research that will be helpful to Indian River County in deciding the needs of children within the county;
- Recommend the allocation of funds to agencies that provide services for the benefit of children in Indian River County to the Board of County Commissioners for funding based the approved budget by the Board of County Commissioners.

CSAC NEEDS ASSESSMENT & PLANNING SUBCOMMITTEE MEMBERS



No	Name
1	Hope Woodhouse, Chair
2	Carrie Lester
3	Brian McMahon
4	Autumn Schneider
5	Karissa Bolden
6	Michael Kint
7	Chiaka Nwosu

CHILDREN'S SERVICES ADVISORY COMMITTEE NEEDS ASSESSMENT & PLANNING Identify and assess the needs of the children of Indian River County through a needs-assessment and asset mapping; submit to the Board of County Commissioners through the Children Services Advisory Committee a written description of those needs. Provide and update short term and long-term plan to the Children Services Advisory Committee including, but not limited to, programs, services, and activities that meet the objectives of the children's services advisory committee.

CSAC GRANT REVIEW & PROGRAM SUBCOMMITTEE MEMBERS

1	Robert (Bob) Schlitt, Jr. , Chair	9	Brooke Sauserman
2	Susan Blaxill-Deal	10	Deana Shatley
3	Anthony Brown	11	Caryn Toole
4	Tony Consalo	12	Wendy McDaniel
5	Michael Kint	13	Angela Jones
6	Sherri Kolodziejczak	14	David Erickson
7	Susan Aguirre	15	Pilar Greto
8	Dr. Deborah Taylor-Long		

CSAC Grant Review and Program In coordination with the Executive Office Director- review and revise requests for proposals (RFP) based on need determination and set priorities. Upon completion of review, submit to the Children Services Advisory Committee for approval. Review and recommend letters of intent submitted by agencies requesting funding. Review final RFPs and make recommendations for funding to Children Services Advisory Committee, who will then recommend to the Board of County Commissioners for funding. Receive, review, and present to Children Services Advisory Committee members quarterly (at a minimum) reports from funded agencies. Conduct program evaluations throughout the funding period, schedule and attend site visits to funded program.

2023-2024 FUNDING DASHBOARD

Indian River County Children's Services Advisory Committee



SUNSHINE LAW



Board Appointed Committees
and the
Florida Sunshine,
Public Records,
and
Code of Ethics Laws

This educational tool is recommended for all citizens interested in serving on committees.