



**INDIAN RIVER COUNTY, FLORIDA
AGENDA ITEM**

Department of Community Services / Human Services Division

Date: December 30, 2024
To: The Honorable Board of County Commissioners
Thru: John A. Titkanich, Jr., County Administrator
Michael C. Zito, Deputy County Administrator
Cindy Emerson, Community Services Director
From: Megan Kendrick Human Services Manager
Subject: Children Services Advisory Committee Updated Guidebook (Revision 12.10.2024)

BACKGROUND:

On **May 1, 1997**, the Board of County Commissioners adopted **Ordinance 97-7**, establishing the Children's Services Network as an advisory board to the Indian River County Board of County Commissioners. Along with the ordinance, a guide was adopted by resolution, outlining the operating procedures for the Children's Services Network.

On **May 17, 2022**, the Board of County Commissioners adopted **Ordinance 2022-007**, amending Part II of Chapter 103 (Commissions and Boards). This ordinance updated various aspects of the Children's Services Advisory Committee (CSAC), including the requirement that the procedure handbook be adopted by resolution to formally establish CSAC's operating procedures.

Following revisions, updates, and input from the Children's Services Advisory Committee, the **CSAC Guidebook** was approved by majority vote during the CSAC meeting on **December 5, 2023**. This marked the first comprehensive update to the procedure handbook since its adoption in **1997**. The updated language and operating procedures now align with **Ordinance 2022-007**, ensuring clarity, consistency, and effective governance moving forward.

DESCRIPTION AND CONDITIONS:

Based on feedback from the Children's Services Advisory Committee (CSAC), the guidebook has been updated and unanimously approved by CSAC at the December 10, 2024, CSAC meeting, to ensure clarity, consistency, and alignment with current needs and policies. Key updates include:

- **CSAC Civility Policy:** Establishes expectations for respectful communication, active listening, constructive feedback, and a zero-tolerance policy for harassment or unprofessional behavior.
- **Attendance Policy:** Clarifies attendance requirements, stating that members must maintain at least 75% attendance annually to remain in good standing.
- **Needs Assessment Process:** Strengthened timelines and procedures for conducting comprehensive needs assessments every **five years** with annual updates, including asset mapping and community feedback.
- **Subcommittee Selection Process:** Outlined procedures for advertising, reviewing, and selecting members for the Needs Assessment and Grant Subcommittees.

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- **Funding and Program Monitoring:** Improved processes for grant review, performance monitoring, site visits, and evaluation of funded programs throughout the year.
- **Strategic Plan Requirements:** Formalized a five-year strategic planning cycle with annual updates, prioritizing unmet or under-met needs and ensuring alignment with measurable outcomes.

These updates reflect CSAC's commitment to accountability, transparency, and the effective allocation of resources to programs that serve children and families in Indian River County.

FUNDING:

There is no funding required for this item.

RECOMMENDATION:

Staff recommend the Board accept the Children's Services Advisory Committee's Guidebook, as submitted.

ATTACHMENTS:

Children's Services Advisory Committee Guidebook (Revision 12.10.2024)

APPROVED AGENDA ITEM FOR JANUARY 28, 2025