



Children's Services Advisory Board Meeting

December 14, 2022

A meeting of the Children's Services Advisory Board of Manatee County, Florida, was held at the Manatee County Administration Building, 1112 Manatee Avenue West, Bradenton, Florida, 5th Floor Manatee Room on Wednesday December 14, 2022, at 3:00 p.m.

Roll Call

Present (In Person): Kimberly Kutch, Xtavia Bailey, Janet Vestal, Kelly Hunt, Gina Messenger, Jannon Pierce, Rita Smith, Susan Miller Kelly, Carolann Garafola, (Virtually): None. **Absent/Excused:** Hon. Scott Brownell, Debbie Tapp, and Connie Shingledecker; **Absent/Unexcused:** None.

Also Present: County Staff: (In Person) Lee Washington, Kristi Hagen, LaWanda Timmons, Johanna Beville, Melissa Bomar, and Brenda Marquez-Facio; Members of the Public: (In Person), Marcus Francis, Paige Eddens, Laurel Lynch, Char Young, Dawn Bryant, Theresa Woods, Molly White, (Virtually) Drena Green and Renee Simon.

Call to Order/Welcome

Kimberly Kutch, Vice Chair, called the meeting to order at 3:06 p.m.

Approval of Minutes

Motion: Minutes for October 19, 2022 **Action:** Approve, **Moved by** Jannon Pierce, **Seconded by** Gina Messenger, **Vote:** Motion passed (**Summary:** Yes = 8, No = 0, Abstain = 0). (In Person): Kimberly Kutch, Xtavia Bailey, Janet Vestal, Kelly Hunt, Gina Messenger, Jannon Pierce, Rita Smith, Carolann Garafola,

Motion: Minutes for November 16, 2022 **Action:** Approve, **Moved by** Gina Messenger, **Seconded by** Jannon Pierce, **Vote:** Motion passed (**Summary:** Yes = 8, No = 0, Abstain = 0). (In Person): Kimberly Kutch, Xtavia Bailey, Janet Vestal, Kelly Hunt, Gina Messenger, Jannon Pierce, Rita Smith, and Carolann Garafola.

Emergency Funding Request

CSAB members reviewed the Emergency Funding Request submitted by the Manatee County Government - Sports & Leisure Services Department, Summer Blast Camp Program. Molly White and Marcus Francis were present on behalf of the requesting agency and fielded questions by members.

Motion: Table the Emergency Funding Request for the Manatee County Sports & Leisure Services Department, Summer Blast Camp Program until the program has completed the FY23 Children Services Funding Application and will be reviewed during next CSAB Meeting scheduled for January 18, 2022 – 3:00 pm **Action:** Approve, **Moved by** Xtavia Bailey, **Seconded by** Kelly Hunt, **Vote:** Motion passed (**Summary:** Yes = 8, No = 0, Abstain = 0). (In Person): Kimberly Kutch, Xtavia Bailey, Janet Vestal, Kelly Hunt, Gina Messenger, Jannon Pierce, Rita Smith, and Carolann Garafola.

It was determined the requesting agency will complete the FY23 funding application and related documentation to provide more insight and establish the program need as well as how the investment would be utilized.

Review Results First Application with Edits

Kristi Hagen reviewed the CSAB recommended revisions made to the FY24 Results First Investment Application with CSAB Members.

Staff Updates

LaWanda Timmons provided the following updates:

- Conducted 3 Results First Review and the Milestones are appropriate in tracking towards achieving the Result; the Verification methods are appropriate to confirm achievement of Milestones. There were no findings or concerns, and follow-up visits are not necessary.
 - Family Resources
 - Parenting Matters
 - Early Learning Coalition
- Hope Family Services and The Florida Center are scheduled for their review this month.
- In process of communicating with agencies to schedule Results First Review with her other assigned programs.

Johanna Beville provided the following updates:

- All assigned agreements have been signed and executed.
- Reviewed recent compliance visits and Results First Reviews conducted for the following programs and there was nothing of concern noted during the observations:
 - Children's Home Society of Florida's Manatee Elementary Focus on Literacy
 - Insight's SOAR program
 - Step Up Suncoast:
 - Whole Child program
 - Parents as Teachers
 - Just for Girls:
 - GAPS
 - SUS
- Has streamlined record maintenance practices across all three sites to increase consistency.

Melissa Bomar provided the following updates:

- Continuing to execute contracts.
- Currently working to schedule and conduct Results First Reviews.
- Boys and Girls Club voiced some uncertainty about the new program "Lalilo".
 - Research indicates it is a comprehension, phonics, grammar, and reading activity platform for students in grades 3-6 who have not mastered foundational literacy skills.
- No concerns to report currently.

Brenda Marquez-Facio provided the following updates:

- Accompanying staff to attend site visits to be introduced to the program staff and learn about the programs.
- There are no issues or concerns to report currently.

Kristi Hagen provided the following updates:

- Shared the purpose of the Results First Reviews is for staff to confirm the program/agency is tracking the milestones as stated in the verification method, and to confirm the agency has an appropriate method to accurately compile the information for required quarterly reporting.
- Board of County Commissioners approved the Annual Plan on December 6, 2022, and it will be posted on the website once it has been received.

- Children's Services Application Information and Process meeting is scheduled for December 16, 2022, at 10am located at the Manatee Chamber of Commerce/United Way Suncoast Manatee, 4215 Concept Ct, Bradenton, FL 34211.
- Will begin RSVP option for CSAB Members to respond to meeting notices. This is to ensure there is a quorum.

Susan Miller Kelly entered at 3:39pm

New/Old Business

Lee Washington shared an update on the possibility of a county commissioner being a liaison with the CSAB and attending CSAB Meetings.

Kimberly Kutch shared she has resigned from her position with Department of Children and Families effective January 16, 2023, and will be unable to continue to serve as Department of Children and Families representative on the Children's Services Advisory Board. There currently is not a replacement for Kimberly.

Nominations for Vice Chair were opened with Xtavia Bailey being the only nomination.

Motion: Action: Approve Xtavia Bailey as Vice Chair of the CSAB, **Moved by** Kimberly Kutch, **Seconded by** Kelly Hunt, **Vote:** Motion passed (**Summary:** Yes = 9, No = 0, Abstain = 0). (In Person): Kimberly Kutch, Xtavia Bailey, Janet Vestal, Kelly Hunt, Gina Messenger, Jannon Pierce, Rita Smith, Susan Miller Kelly, and Carolann Garafola.

Lee Washington thanked the CSAB Members for their time and dedication for adhering to the processes in place for Children's Millage Funding Application.

Public Comment

None.

Next Meeting

January 18, 2022 – 3:00 pm, Manatee County Administration Building, 1112 Manatee Avenue West, Bradenton, Florida, Manatee/Osprey Rooms, 5th floor.

Adjourn

There being no further business, the meeting adjourned at 3:47 p.m.

Approved

Connie Shingledecker, Chair

Date