



Children's Services Advisory Board Meeting

October 19, 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 October 19, 2022, at 3:00 p.m.

Roll Call

Present (In Person): Debbie Tapp, Connie Shingledecker, Xtavia Bailey, Janet Vestal, Kimberly Kutch, Rita Smith, Susan Miller Kelly, Carolann Garafola, (Virtually): Gina Messenger and Jannon Pierce. **Absent/Excused:** Hon. Scott Brownell; **Absent/Unexcused:** Kelly Hunt.

Also Present: County Staff: (In Person) Lee Washington, Kristi Hagen, LaWanda Timmons, Johanna Beville, and Melissa Bomar; Members of the Public: (In Person) Susan Ford, Drena Green, Melinda Thompson, Kim Ross, Maribel Garcia, Silvia Cruz, (Virtually) Jonathan Evans, Renee Simon, and Beth Clark.

Call to Order/Welcome

Debbie Tapp, Chair, called the meeting to order at 3:08 p.m.

Step up Suncoast, Whole Child Program Presentation

Kim Ross from Step up Suncoast's, Whole Child Manatee Program provided a history and an update on the status of the program. Shared information on the services their program provides to their clients, local service providers, community supports, stake holders, and funders. Kim fielded questions from CSAB members.

Xtavia Bailey entered at 3:19pm

Emergency Funding Request

Johanna Beville provided an update on Insight Counseling, Inc.'s previously submitted Emergency Funding request on September 7, 2022. The Agency withdrew the request on October 17, 2022, due to a change in circumstances making emergency funding unnecessary. Johanna, on behalf of Insight, thanked the CSAB for their consideration.

Approval of Minutes

Motion: Minutes for August 17, 2022, Action: Approve, **Moved by** Carolann Garafola, **Seconded by** Connie Shingledecker, **Vote:** Motion passed (**Summary:** Yes = 9, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Xtavia Bailey, Janet Vestal, Kimberly Kutch, Rita Smith, Carolann Garafola, (Virtually): Gina Messenger and Jannon Pierce.

Motion: Minutes for the CSAB Retreat on October 14, 2022, **Action:** Approve, **Moved by** Xtavia Bailey, **Seconded by** Kimberly Kutch, **Vote:** Motion passed (**Summary:** Yes = 9, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Xtavia Bailey, Janet Vestal, Kimberly Kutch, Rita Smith, Carolann Garafola, (Virtually): Gina Messenger and Jannon Pierce.

Retreat Action Items

Debbie Tapp reviewed the items from the CSAB Retreat for action, which included guidance for increase consideration, changes to targets on Priority C, and recommended changes to FY24 application and related guidance.

Motion: Accept the guidance provided to the increase considerations as determined during the CSAB retreat on October 14, 2022, **Action:** Approve, **Moved by** Carolann Garafola, **Seconded by:** Rita Smith, **Vote:** Motion passed (**Summary:** Yes = 9, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Xtavia Bailey, Janet Vestal, Kimberly Kutch, Rita Smith, Carolann Garafola, (Virtually): Gina Messenger and Jannon Pierce. **Public Comment:** None.

Discussion ensued amongst CSAB Members concerning the changes to targets on Priority C.

Motion: Approve the changes to targets on Priority C as determined during the CSAB Retreat on October 14, 2022 **Action:** Approve, **Moved by** Janet Vistal, **Seconded by** Carolann Garafola, **Vote:** Motion amended.

Further discussion by CSAB Members ensued. Reviewed Priority C as there are current barriers to obtaining data from the Manatee County School District. Kristi Hagen mentioned working with Gina Messenger, CSAB School Board representative, to develop and implement a Memorandum of Understanding with the school district to obtain information on students served by programs funded through Manatee County Government's Children's Millage.

Motion: Amend previous motion to reflect changes to targets on Priority C for Kindergarten and reading on grade level to include language of "measured objectively by the program against prior results" **Action:** Approve, **Moved by** Janet Vestal, **Seconded by** Carolann Garafola, **Vote:** Motion passed (**Summary:** Yes = 10, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Xtavia Bailey, Janet Vestal, Kimberly Kutch, Rita Smith, Carolann Garafola, Susan Miller Kelly (Virtually): Gina Messenger and Jannon Pierce. **Public Comment:** None.

Susan Miller Kelly entered at 3:47pm

Jannon Pierce exited at 4:10pm

Debbie Tapp reviewed the recommended changes to FY24 application and related guidance with CSAB Members.

Motion: Make the recommended changes to FY24 application and related guidance as determined during the CSAB Retreat on October 14, 2022, **Action:** Approve, **Moved by** Carolann Garafola, **Seconded by** Kimberly Kutch, **Vote:** Motion passed (**Summary:** Yes = 9, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Xtavia Bailey, Janet Vestal, Kimberly Kutch, Rita Smith, Carolann Garafola, Susan Miller Kelly (Virtually): Gina Messenger. **Public Comment:** None.

Determine CSAB Chair and Vice Chair for FY23

Debbie Tapp opened the nominations for CSAB Chair and Vice Chair for FY23.

CSAB Members discussed the suggestion posed by Dr. Hopes during the CSAB Retreat. The possibility of a county commissioner being a liaison with the CSAB and potentially attending CSAB Meetings. CSAB Member consensus is they agree.

Motion: Approve Connie Shingledecker to be the board chair **Action:** Approve, **Moved by** Janet Vistal, **Seconded by** Carolann Garafola, **Vote:** Motion passed (**Summary:** Yes = 9, No = 0,

Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Xtavia Bailey, Janet Vestal, Kimberly Kutch, Rita Smith, Carolann Garafola, Susan Miller Kelly (Virtually): Gina Messenger.
Public Comment: None.

Motion: Approve Kimberly Kutch to be the Vice Chair of the CSAB **Action:** Approve, **Moved by** Janet Vital, **Seconded by** Xtavia Bailey, **Vote:** Motion passed (**Summary:** Yes = 9, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Xtavia Bailey, Janet Vestal, Kimberly Kutch, Rita Smith, Carolann Garafola, Susan Miller Kelly (Virtually): Gina Messenger.
Public Comment: None.

Staff Updates

LaWanda Timmons provided the following updates:

- Currently working with agencies on writing their agreements, and scheduling dates to have their agreements signed.

Johanna Beville provided the following updates:

- Completed final program compliance visits for FY21/22 for all assigned programs. There were no findings of concern observed at the time of the visits.
- 4th Quarter Results are due on October 30, 2022.
- Staff contract assignments are being created for FY22/23.
- North River BUMP program provided a verbal declination of the funding awarded to them for FY23. The Agency will be sending in formal declination in writing.

Melissa Bomar provided the following updates:

- All final payment requests have been submitted.
- Working to obtain all agency contract signatures and provide a smooth transition for agencies with newly assigned contract manager.
- No concerns to report currently.

Kristi Hagen provided the following updates:

- The Manatee County Local Law Seminar is scheduled for November 30, 2022, from 1pm to 5pm. It is a requirement for all CSAB Members to attend and it is offered virtually via zoom. Registration link will be provided to all CSAB Members.
- Dr. George VanBuren's proclamation is scheduled to be presented during the Board of County Commissioner meeting scheduled for Tuesday, October 24, 2022 and all are welcome to attend.
- Reviewed the contract execution process for programs awarded \$500,000 or more are scheduled to be reviewed and signed by Board of County Commissioners Chairman on October 24, 2022.
- New Human Services Analyst Staff will be starting with the Children's Services on Monday, October 24, 2022.

New/Old Business

Kimberly Kutch spoke on her knowledge about the funding of school nurse positions for every school in DeSoto County by the Florida Department of Health for DeSoto County. Kimberly linked with the Director of the Florida Department of Health for DeSoto County to confirm they are the funding source. Kimberly spoke on her hope of Manatee County Government making

connections with the Department of Health in Manatee to determine the status and funding of nursing positions in the Manatee County Schools.

Public Comment

None

Next Meeting

November 16, 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 4:33 p.m.

Approved

Connie Shingledecker, Chair

Date