

RESOLUTION NO. 90-167

A RESOLUTION OF INDIAN RIVER COUNTY,
FLORIDA, CREATING A CHILDREN'S SERVICES
ADVISORY COMMITTEE.

WHEREAS, §125.901, Florida Statutes, authorizes each county in Florida to create an independent special district to provide funding for children's services throughout the county; and

WHEREAS, the Board of County Commissioners of Indian River County has determined that it would be advisable to create an advisory board reporting to the Board of County Commissioners rather than to have an additional independent special taxing district in the county; and

WHEREAS, the advisory board could perform most of the functions which the state laws allows the independent special district to provide, except that the ultimate funding decisions would be made by the elected members of the Board of County Commissioners,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF INDIAN RIVER COUNTY, FLORIDA, that:

1. There is hereby created a Child Services Advisory Committee to be composed of 11 members with membership and terms of office as follows:

- (1) Carolyn K. Eggert - Board of County Commissioners - Committee Chairman
- 2 years
- (2) County Judge Joe Wild - 2 years
- (3) Dr. Nancy Sargent - 2 years
Alternate: Sue Dugan - School Board
- (4) Wayne McDonough - 2 years
Alternate: Sue Banak -
Governor's Constituency
- (5) Rev. Henry Holmes - Insight,
Gifford - 1 year
- (6) Pat Callahan, Recreation Department
- 2 years
- (7) Fran Harrison - 1 year
Alternate: Lenore Quimby - Private
Sector
- (8) Kathy French - Substance Abuse
Council - 1 year
- (9) Julie Starrett - Mental Health
Association - 1 year
- (10) Anthony Donatio - Center for the
Prevention of Child Abuse - 1 year
- (11) Joyce Johnston - Welfare Department
- 2 years

2. The committee shall meet monthly or at the call of its chairman or vice chairman and shall be advisory only.

3. The committee shall be charged specifically with the duty to:

- (a) inventory current child welfare services available in Indian River County,
- (b) conduct a needs assessment for services required for children in Indian River County,
- (c) recommend a plan for providing any additional needed child welfare services to the Board of County Commissioners, and
- (d) submit recommendations to the Board of County Commissioners on any matters affecting the welfare of children in Indian River County.

4. The provision of Title 1, Chapter 101 of the Code of Ordinances of Indian River County shall apply to this advisory committee.

The resolution was moved for adoption by Commissioner Bird and the motion was seconded by Commissioner Wheeler, and, upon being put to a vote, the vote was as follows:

Chairman Carolyn K. Eggert	Aye
Vice Chairman Richard N. Bird	Aye
Commissioner Don C. Scurlock, Jr.	Aye
Commissioner Margaret C. Bowman	Aye
Commissioner Gary C. Wheeler	Aye

The Chairman thereupon declared the resolution duly passed and adopted this 6 day of November, 1990.

BOARD OF COUNTY COMMISSIONERS
INDIAN RIVER COUNTY, FLORIDA

By Carolyn K. Eggert
Carolyn K. Eggert
Chairman

Attest

Jeffrey K. Barton
Jeffrey K. Barton, Clerk
D. C.

Indian River Co	Approved	Date
Adm. Serv.	<i>gsc</i>	10-31-90
Finance	<i>EA</i>	10-29
Health		
Legal		
Public Works		

Section 103.23. Duties of the CSNetwork members.

(1) Identify and assess the needs of the children in Indian River County and submit to the board of county commissioners a written description of:

- (a) The activities, services, and opportunities that are available to Indian River County Children.
- (b) The activities, services, and opportunities that need to be provided to Indian River County's children.
- (c) The anticipated schedule for providing those activities, services, and opportunities.
- (d) The manner in which children will be served, including a description of collaboration and partnerships that will be made with community organizations, state and local education agencies, federal agencies, public assistance agencies, the juvenile courts, foster care agencies, and other applicable public and private agencies and organizations.
- (e) The strategy that will be used for inter-agency coordination and collaboration to maximize existing human and fiscal resources.
- (f) The special outreach efforts that will be undertaken to provide services to promote healthy children.

(2) Provide orientation to all new CSNetwork members, to allow them to perform their duties.

(3) Based upon board of county commissioner's fiscal year, provide an annual written report and presentation in January to the board of county commissioners.

(4) Provide an updated short term and long term plan to the board of county commissioners to include but not limited to:

- (a) Programs, services, and activities that meet the objectives of the CSNetwork.
- (b) A detailed budget for activities, services, and programs recommended to receive funding from the board of county commissioners.

Ord. No. 97-17, § 1, 5-13-97

Section 103.24. Committees.

(1) The CSNetwork may recommend to the board of county commissioners the change of membership in or termination of the existence of any committee or committees. Each committee shall be named and shall have and may exercise such powers as delegated by the CSNetwork through the board of county commissioners. Committees may be composed of CSNetwork members and citizens who are Indian River County residents or who work in Indian River County. Only CSNetwork members shall serve as committee chairs. A minimum of three (3) people will serve on each committee.

(2) There shall be standing committees created by the CSNetwork. The CSNetwork chair shall appoint the committee chairs with the approval of the CSNetwork. Annually standing committees will evaluate their effectiveness and make recommendations to the CSNetwork.

- (a) *Nominating committee:* Identify and contract potential appointees interested in serving as members. When a vacancy occurs, this committee will submit nominees' names and credentials to the board of county commissioners of the appropriate district for presentation to the board, as per board of county commission rules.
- (b) *Community assessment and planning committee:* Identify and assess the needs of children of Indian River County through a needs assessment and asset mapping, submit to the board of county commissioners through the CSNetwork a written description of those needs. Provide and update short term and long term plan to the CSNetwork including, but not limited to:
 - (i) Programs, services, and activities that meet the objectives of the CSNetwork.
 - (ii) A detailed budget for activities, services, and programs recommended to receive funding from the board of county commissioners.
- (c) *Grant review and program committee:* In coordination with the executive office director, review and revise requests for proposal (RFP) based on need determination

and set priorities: Submit to CSNetwork for approval. Review and recommend letters of intent submitted by agencies requesting funding. Through executive office director, notify selected grant applicant of second step process. Review final RFPs and make recommendations for funding to CSNetwork, who will then recommend to the board of county commissioners for funding. Receive, review and present to CSNetwork members quarterly (at a minimum) reports from funded agencies. Conduct program evaluations throughout the funding period; schedule and attend site visits to funded program.

- (d) Other committees deemed necessary to fulfill the duties of the CSNetwork.
(Ord. No. 97-17, § 1, 5-13-97)

Section 103.25. Meetings.

- (1) The CSNetwork will meet at least quarterly or as called by the chair.
- (a) All members are expected to attend all meetings. If a member's annual attendance drops below the seventy-five (75) percent mark the executive office director shall submit a report to the board of county commissioners for their consideration of possible removal from CSNetwork.
- (b) Members of the network shall serve without compensation.
- (2) The fiscal year of the CSNetwork will be the same as the Indian River County Board of Commissioners.
(Ord. No. 97-17, § 1, 5-13-97)

Section 103.26. Funding.

The board of county commissioners shall provide an assigned millage of up to 0.125 to CSNetwork.
(Ord. No. 97-17, § 1, 5-13-97)

Section 103.27. Distribution of funds.

(1) The application process will be in the form of a request for proposal. Each completed application shall contain expected results stated in required measurable terms for review by the

CSNetwork and a copy of the most recent financial audit. Governmental agencies are excluded from the financial audit requirement.

(2) Prior to budget hearings, the CSNetwork shall submit a line item request, by program, to the board of county commissioners for funding consideration. This total request will be within the boundaries of the aggregate funding allocated for children's services by the board of county commissioners.
(Ord. No. 97-17, § 1, 5-13-97)

Section 103.28. Cooperative agreements.

The CSNetwork, through the board of county commissioners, may enter into agreements with approved agencies to facilitate the achievement of the network's objective.
(Ord. No. 97-17, § 1, 5-13-97)

Section 103.29. Bookkeeping and audit.

Any agency funded through the process set forth in Part II of this chapter shall be required to keep adequate records reflecting the use of funds and services provided. These records shall be made available to the CSNetwork or board of county commissioners upon reasonable demand. The executive office director shall, at a minimum, review said records quarterly and prepare written reports for the CSNetwork. All agencies must provide the CSNetwork with an audit based upon standard accounting procedures.
(Ord. No. 97-17, § 1, 5-13-97)

Section 103.30. Function of county executive office.

The executive officer of the county will provide all services needed to complete reports and activities required to meet the objectives of the CSNetwork. These activities will include, but are not limited to, secretarial support for the CSNetwork meetings and be the official record repository for said records, keeping other records, monitoring agencies receiving funds, writing appropriate grants, producing written materials,

CHAPTER III

NEEDS ASSESSMENT, PRIORITIES & PLANNING

NEEDS ASSESSMENT

The needs assessment shall include a comprehensive county-wide evaluation of children's services to produce a qualitative summary of existing programs, services, activities, asset mapping and identification of unmet and undermet 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 CSNetwork. 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 BCC.

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 CSNetwork and the BCC should consider the priority rating as a guideline in making funding decisions. A Requests For Proposals (RFP) 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 CSNetwork intends to implement and operate all aspects of program administration within its jurisdiction in accordance with Ordinance # 97-17. The recommended Children's Services Plan will be presented to the BCC for approval.

1 The plan shall include:
2

- 3 1. Executive Summary with results of the needs assessment, prioritized needs and
4 recommended programs to meet those needs with the three year strategic plan and a one
5 year operating plan.
6
- 7 2. Needs Assessment - updated annually with a re-evaluation every three years.
8
- 9 3. Prioritization of unmet or undermet needs.
10
- 11 4. Recommendation of programs and services to meet those needs addressed in a three year
12 strategic plan and a one year operating plan.
13
- 14 5. Monitoring and Evaluation Criteria based upon standardized outcome indicators. The
15 monitoring will be done at least twice each grant period for each program funded by the
16 BCC. The first monitoring will be completed no later than January of each funding year.
17 This will give the CSNetwork data to base their decisions upon whether the program
18 should be funded in the following year.
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

CSNETWORK MEMBER APPOINTMENTS

County Commissioner - Ken Macht
Judge - Judge Paul Kanarek
Superintendent of Schools - Dr. Roger Dearing
Department of Children & Families District Administrator - Don Dixon
Department of Health - County Health Department Administrator - Jean Kline
Law Enforcement - County Sheriff, Gary Wheeloer

Board of County Commissioners' Appointees:

Annie Grace Foster
Gary Smith
Alan Polackwich
Rolf Bibow
Rose Gaines

At Large:

Joan Woodhouse
Peter Jones

STANDING COMMITTEES:

Nominating Committee - Chairman, Sheriff Gary Wheeler

Members: Jean Kline
Peter Jones
Rose Gaines
Rolf Bibow

Needs Assessment & Planning Committee - Chairman, Dr. Roger Dearing

Members: Jean Kline
Peter Jones
Rose Gaines
Rolf Bibow

Added 9/8/97: Beverly O'Neill
Kay Youngbluth
Rita Dion

(9/8/97 Minutes: Dr. Dearing speaks of "an eleven member Needs Assessment Committee.")

Grant Review & Program Committee - Chairman, Alan Polackwich

Members: Rose Gaines
Annie Grace Foster
Rolf Bibow
Jean Kline
Judge Paul Kanarek

Added 4/23/98: Tim Turner
Judy Jones
Gene Waddell
Patty Hutchison

**Also listed at various times
as members:** Joan Woodhouse
Ken Macht
Kip Jacoby