

ORDINANCE 97- 17

AN ORDINANCE OF INDIAN RIVER COUNTY, FLORIDA, AMENDING CHAPTER 103 COMMISSIONS AND BOARDS TO PROVIDE FOR A CHILDREN'S SERVICES NETWORK.

WHEREAS, it is in the public interest to promote healthy children in a healthy community in Indian River County; and

WHEREAS, orderly administration dictates a unified system of planning and delivery,

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

SECTION 1. AMENDMENT.

Chapter 103 of Indian River County Code *is amended as set forth in exhibit "A" of this ordinance.*

SECTION 2. SEVERABILITY.

If any section, or any sentence, paragraph, phrase, or word of this ordinance is for any reason held to be unconstitutional, inoperative, or void, such holding shall not affect the remaining portions of this ordinance, and it shall be construed to have been the legislative intent to pass the ordinance without such unconstitutional, invalid or inoperative part.

SECTION 3. EFFECTIVE DATE.

A certified copy of this ordinance, as enacted, shall be filed by the Clerk with the Office of the Secretary of State of the state of Florida within ten days after enactment, and this ordinance shall take effect upon filing with the Secretary of State.

Approved and adopted by the Board of County Commissioners of Indian River County, Florida, on this 13 day of May, 1997.

This ordinance was advertised in the Vero Beach Press-Journal on the 1 day of May, 1997, for a public hearing to be held on the 13 day of May, 1997, at which time it was moved for adoption by Commissioner Macht, seconded by Commissioner Tippin, and adopted by the following vote:

ORDINANCE 97-17

Chairman Carolyn K. Eggert	Aye
Vice Chairman John W. Tippin	Aye
Commissioner Caroline Ginn	Nay
Commissioner Kenneth R. Macht	Aye
Commissioner Fran B. Adams	Aye

The Chairman thereupon declared the ordinance duly passed and adopted this 13 day of May, 1997.

BOARD OF COUNTY COMMISSION
INDIAN RIVER COUNTY, FLORIDA

Attest:

JK Barton
 Jeffrey K. Barton, Clerk
 By Patricia Jones D.C.

By Carolyn K. Eggert
 Carolyn K. Eggert, Chairman

Effective date: This ordinance became effective upon filing with the Department of State which took place on 23 day of May, 1997.

Indian River Co.	Approved	Date
Admin.	<u>JSC</u>	<u>3/20/97</u>
Legal	<u>TPO</u>	<u>3-20-97</u>
Budget		
Depl.		
Risk Mgr.		

1 **EXHIBIT A**

2
3
4 Current Sections 103.01 - 103.08 are hereby designated Part I of the chapter.

5
6 Section 103.03 is hereby amended by the addition of the new paragraph (6) to read as follows:

7
8 (6) There is hereby created a Children’s Services Network (CSNetwork), an advisory board to the
9 Indian River County Board of Commissioners, to carry out the procedures, duties and functions
10 set forth in Part II of this chapter.

11
12 **PART II**

13
14 **Section 103.20. Purpose**

15
16 The purpose of the CSNetwork is to promote healthy children in a healthy community. The term
17 “healthy” encompasses socioeconomic, physical, environmental, educational and behavioral
18 health.

19
20 **Section 103.21 Objectives**

21
22 (1) The objective of the CSNetwork is to provide a unified system of planning and delivery
23 within which children’s needs can be identified, targeted, evaluated and addressed by the
24 CSNetwork.

25
26 (2) This objective will be met by the CSNetwork through the powers and functions of the
27 Board of County Commissioners as follows:

- 28
29 a) Recommend to provide and maintain in the county services for children as the
30 CSNetwork determines are needed for the general well-being of the county.
31
32 b) Collect information and statistical data and to conduct research that will be helpful to
33 the CSNetwork and the county in deciding the needs of children in the county.
34
35 c) Consult, collaborate, and coordinate with other agencies dedicated to the well-being of
36 children to the end that duplication of services will be prevented.
37
38 d) Recommend the allocation of funds to agencies that provide services for the benefit of
39 children in Indian River County.
40
41 e) Recommend standards for measurable outcomes within the request for proposal and to
42 monitor the agencies for actual performance on agreed upon standards.
43
44 f) Recommend to employ, pay and provide benefits for any part-time or full-time
45 positions needed to execute the foregoing powers and functions.

1 **Section 103.22** **Appointment to the Children’s Service’s Network**
2

3 (1) The membership of the CSNetwork shall consist of 13 voting members as follows:
4

5 a) Six (6) ex-officio voting members. Those members shall be:

6 County Commissioner

7 Judge living in Indian River Designated by Chief Judge

8 Superintendent of Schools

9 Department of Children & Families District Administrator

10 Department of Health – County Health Department Administrator

11 Law Enforcement - County Sheriff
12

13 b) Five (5) voting members from the community appointed by the Board of County
14 Commissioners, reflecting the geographical and social diversity of the community.
15 Each Commissioner shall appoint one member from their district.
16
17

18 2) Two (2) at-large members shall be appointed by the Board of County Commissioners.
19

20 3) The seven district and at-large members shall have been residents of Indian River County for
21 at least 24 months prior to nomination. Such members shall be appointed for 4-year terms,
22 except that the length of the terms of the initial appointees shall be adjusted to stagger the
23 terms. No at-large member shall serve for more than two consecutive 4 year terms.
24

25 4) Members appointed as District members may be replaced during their term if the
26 Commissioners from the same District requests the Board of County Commissioners to
27 replace that District member.
28

29 5) No Designee of principals will be allowed for any member of the CSNetwork.
30

31 6) One County staff member, assigned by the county administrator, acting as the executive staff
32 officer to the network, shall be a non-voting member of the CSNetwork.
33

34 7) Officers: Officers will include a Chair, Vice Chair, and standing committees’ chairs. Officers
35 will be elected by the majority vote of the CSNetwork members each September and will
36 assume the duties of their office on October 1 of each year. The term as an officer will be
37 for one year, but officers may succeed themselves one time.
38
39

40 **Section 103.23** **Duties of the CSNetwork Members**
41

42 1) Identify and assess the needs of the children in Indian River County and submit to the Board
43 of County Commissioners a written description of:
44

- 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 educational 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 interagency 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.

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 people will serve on each committee.

1 2) There shall be standing committees created by the CSNetwork. The CSNetwork Chair shall
2 appoint the committee chairs with the approval of the CSNetwork. Annually
3 Standing Committees will evaluate their effectiveness and make recommendations to the
4 CSNetwork.

5
6 a) Nominating committee: Identify and contact potential appointees interested in serving
7 as members. When a vacancy occurs, this committee will submit nominees' names and
8 credentials to the Board of County Commissioners of the appropriate district for
9 presentation to the Board, as per Board of County Commission rules.

10
11 b) Community Assessment and Planning Committee: Identify and assess the needs of
12 children of Indian River County through a needs assessment and asset mapping; submit
13 to the Board of County Commissioners through the CSNetwork a written description
14 of those needs. Provide and update short term and long term plan to the CSNetwork
15 including, but not limited to:

16
17 i) Programs, services, and activities that meet the objectives of the CSNetwork.

18
19 ii) A detailed budget for activities, services, and programs recommended to
20 receive funding from the Board of County Commissioners.

21
22 c) Grant Review and Program Committee: In coordination with the Executive Office
23 Director, review and revise requests for proposal (RFP) based on need determination
24 and set priorities: Submit to CSNetwork for approval. Review and recommend letters
25 of intent submitted by agencies requesting funding. Through Executive Office
26 Director, notify selected grant applicant of second step process. Review final RFPs and
27 make recommendations for funding to CSNetwork, who will then recommend to the
28 Board of County Commissioners for funding. Receive, review and present to
29 CSNetwork members quarterly (at a minimum) reports from funded agencies. Conduct
30 program evaluations throughout the funding period; schedule and attend site visits to
31 funded program.

32
33 d) Other Committees deemed necessary to fulfill the duties of the CSNetwork.

34
35 **Section 103.25** **Meetings**

36
37 1) The CSNetwork will meet at least quarterly or as called by the Chair.

38
39 a) All members are expected to attend all meetings. If a member's annual attendance drops
40 below the 75% mark the executive office director shall submit a report to the Board
41 County of Commissioners for their consideration of possible removal from CSNetwork.

42
43 b) Members of the network shall serve without compensation.

1 2) The fiscal year of the CSNetwork will be the same as the Indian River County Board of
2 Commissioners.

3
4
5 **Section 103.26** **Funding**

6
7 The Board of County Commissioners shall provide an assigned millage of up to 0.125 to
8 CSNetwork.

9
10
11 **Section 103.27** **Distribution of Funds**

12
13 1) The application process will be in the form of a Request for Proposal. Each completed
14 application shall contain expected results stated in required measurable terms for review by the
15 CSNetwork and a copy of the most recent financial audit. Governmental agencies are
16 excluded from the financial audit requirement.

17
18 2) Prior to budget hearings, the CSNetwork shall submit a line item request, by program, to the
19 Board of County Commissioners for funding consideration. This total request will be within
20 the boundaries of the aggregate funding allocated for children's services by the Board of
21 County Commissioners.

22
23 **Section 103.28** **Cooperative Agreements**

24
25 The CSNetwork, through the Board of County Commissioners, may enter into agreements with
26 approved agencies to facilitate the achievements of the Network's objective.

27
28 **Section 103.29** **Bookkeeping and Audit**

29
30 Any agency funded through the process set forth in Part II of this chapter shall be required to keep
31 adequate records reflecting the use of funds and services provided. These records shall be made
32 available to the CSNetwork or Board of County Commissioners upon reasonable demand. The
33 Executive Office Director shall, at a minimum, review said records quarterly and prepare written
34 reports for the CSNetwork. All agencies must provide the CSNetwork with an audit based upon
35 standard accounting procedures.

36
37
38 **Section 103.30** **Function of County Executive Office**

39
40 The Executive Office of the County will provide all services needed to complete reports and
41 activities required to meet the objectives of the CSNetwork. These activities will include, but are
42 not limited to, secretarial support for the CSNetwork meetings and be the official record

1 repository for said records, keeping other records, monitoring agencies receiving funds, writing
2 appropriate grants, producing written materials, reviewing applications for funding, reporting to
3 the CSNetwork, preparing annual budgets, writing and presenting annual reports. The Executive
4 Office shall consist of a director and adequate staff to perform all duties assigned by the
5 CSNetwork.
6

10-8-97

This attachment is to be kept
with Ordinance 97-17 but
has not been filed in Tallahassee

[Signature]



Indian River County
Guide
Children's Services Network

Indian River County
Children's Services Network Guide

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INTRODUCTION

GENERAL OVERVIEW

The Children's Services Network Guide is to be used as the primary document that contains the standards, policies, 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 Network (CSNetwork). With respect to the Guide, The Board of County Commissioners (BCC) will have the approval authority on its adoption and revisions. The CSNetwork will maintain the Guide and act as an advisory board to the BCC.

The CSNetwork will also receive and review proposals for allocation of funds for targeted children's services and make recommendations regarding funding to the BCC. County staff will be made available at the direction of the county administrator. Although the CSNetwork 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 CSNetwork Guide serves as a reference for the CSNetwork throughout the continuing planning process. The main principles contained in the Guide are to:

1. Recommend to provide and maintain services for children as the CSNetwork determines are needed 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 CSNetwork 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 the end that duplication of services will be prevented.
4. Recommend the allocation of funds for programs that provided services for the benefit of children in the county.
5. Recommend standards for 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 the stated principles. Children should be given the opportunity to grow up as "Healthy Children in a Healthy Community." The term "healthy" encompasses socioeconomic, physical, environmental, educational and behavioral 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.

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1 In making its recommendation, the CSNetwork follows the procedures set forth in the CSNetwork
2 Guide. Designated county staff support the CSNetwork in monitoring programs receiving funds,
3 grant writing, facilitating review of funding applications, preparing annual reports, taking minutes
4 of the CSNetwork meetings and maintaining complete official records.
5
6

7 **SUMMARY OF CHAPTERS**
8

9 **Chapter I** sets forth the purpose of the guide, as well as objectives and policy to direct the
10 CSNetwork.
11

12 **Chapter II** describes the responsibility and relationships of the BCC, the CSNetwork and the
13 County Staff in carrying out the objectives and policies of the guide.
14

15 **Chapter III** summarizes the procedures for assessing the needs of children from which short and
16 long term plans are developed.
17

18 **Chapter IV** provides a description of funding sources to be utilized by the CSNetwork.
19

20 **Chapter V** describes the application and funding process.
21

22 The appendices of the guide are excerpts from important reference documents, forms to be used
23 by agencies, the ordinance, statutes and or resolution's used in development of the CSNetwork.
24
25

26 **MAINTENANCE OF THE CHILDREN'S SERVICES NETWORK GUIDE**
27

28 **Responsibility**
29

30 To carry out the responsibilities of maintaining the Guide in a correct and up-to-date manner, the
31 Children's Services executive office director shall identify a county staff member whose duties will
32 include coordinating all guide issuance and keeping the guide up-to-date.
33

34 **Amendment and Updating Procedures**
35

36 The Guide may be amended by a majority vote of the BCC with recommendation by the
37 CSNetwork. The CSNetwork shall conduct an annual review of the Guide and shall make
38 recommendations to the BCC regarding proposed Guide revisions.
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CHAPTER I

PURPOSE, DEFINITIONS, OBJECTIVES & POLICIES

PURPOSE

This Guide is to assist the CSNetwork through the planning process and procedures that lead to decisions on development of programs funded by the BCC to enhance the lives of children in a community.

A formal needs assessment process will identify gaps in children's services. The CSNetwork will recommend program planning and funding to the BCC.

DEFINITIONS

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

- A. Ad Valorem Taxes: A tax that is levied in the form of a percentage of the value of property
- B. Advisory Board: 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.
- C. Asset Mapping: Identification of services provided within the community by agencies. Includes locations, number served, unmet and undermet needs. Can be represented by graph or map.
- D. Board of County Commissioners (BCC): 124.01 F.S. There shall be five county commissioners' district in each county. There shall be one county commissioner for each such county commissioner's district.
- E. Children: Any person who has not attained the age of 18 years, also minor.
- F. Children's Services Plan: Plan of program operation and administration that describes the manner in which the CSNetwork intends to implement and operate all aspects of program administration within its jurisdiction in accordance with Ordinance #_____.
- G. Collaboration: The act of setting aside individual or agency agendas with the goal of working together for a stronger, more effective program.
- H. Contingency Funding: Dollars that would be approved for a program at a time other than at budget time to meet a need that has been identified as critical for the County. Funding could come from the county contingency funds or through a grant.

- 1 I. County Fiscal Year: Period of 12 calendar months beginning on October 1 of any calendar
2 year and ending September 30 of the following calendar year.
- 3 J. CSNetwork: Children's Services Network as created by BCC ordinance.
4
- 5 K. Endowments: The act of settling a fund, or permanent pecuniary provision, for the
6 maintenance of a public institution, charity, college etc.
7
- 8 L. Ex-officio: From office; by virtue of the office; without any other warrant or appointment
9 than that resulting from the holding of a particular office.
10
- 11 M. Family: A group of related or unrelated individuals with children who are living together as
12 one economic unit, except that residents of a homeless facility or an institution shall not all
13 be considered as members of a single family.
14
- 15 N. Health Services: Ongoing, routine pediatric care for preventive and acute illnesses and
16 referral for treatment.
17
- 18 O. Homeless Children: Children who lacks a fixed and regular nighttime residence or whose
19 primary nighttime residence is a publicly or privately operated supervised shelter.
20
- 21 P. Measurable outcomes: Outcomes that can be quantified from the services delivered
22
- 23 Q. Mil: A money of account equal to 1/10 cent.
24
- 25 R. Needs Assessment: A comprehensive, county-wide evaluation of children's needs which
26 includes a qualitative summary of programs, services and activities servicing children and
27 includes the involvement of people who collectively share the perspectives represented
28 with in the community.
29
- 30 S. Non-profit agency: A private agency that is exempt from income tax under the Internal
31 Revenue Code of 1954, as amended.
32
- 33 T. Operating Capital Outlay (OCO): Equipment, fixtures, and other tangible personal property
34 of a non-consumable and non-expendable nature, the value or cost of which is \$500 or more
35 and the normal expected life of which is 1 year or more. Hardback books with a value or
36 cost of \$25 or more should be classified as an OCO expenditure only if they are circulated
37 to students or to the general public. Those hardback books not circulated to students or to
38 the general public should be classified as an OCO expenditure only if their value or cost is
39 \$100 or more.
40
- 41 U. Partnerships: A voluntary contract between two or more competent persons to place their
42 money, effects, labor, or some or all of them in lawful business with the understanding that
43 they shall be a proportional sharing of profits and losses.
44

- 1 V. Priority of needs: Children's needs identified for potential funding request listing in
2 descending order of priority.
3
- 4 W. Program: Program services designed to meet unmet or undermet needs in accordance with
5 the goals and objectives of the CSNetwork.
6
- 7 X. Requests for Proposal: A formal process to request agencies to submit programs to address
8 identified unmet or undermet needs.
9
- 10 Y. Standardized Outcomes: A goal or benchmark used to evaluate the effectiveness of a
11 program. These outcomes should be guided by the Year 2000 National Objectives.
12
- 13 Z. Survey: A topic specific tool used to verify the needs of requested services for children in
14 Indian River County.
15
- 16 AA. Undermet needs: Needs identified in a community that have been partially met, either in
17 terms of a portion of services provided to the total community or total services provided to a
18 portion of the community.
19
- 20 BB. Unified System: A system of services that are offered in coordination, sometimes from a
21 variety of agencies.
22

23

24 OBJECTIVE

25

26 The primary objective of the CSNetwork of Indian River County is to recommend a unified
27 system of planning and delivery within which children's needs can be identified, targeted,
28 evaluated and addressed by the CSNetwork through the BCC.
29

30

31 POLICIES

32

33 Indian River BCC will consider recommendations presented by the CSNetwork for programs that
34 have been shown to be needed for the children of Indian River County when these
35 recommendations are consistent with the objectives as set forth in the CSNetwork.
36

37 The County's policy is to consider funding of programs after a needs assessment has been
38 completed and the CSNetwork has reviewed and prioritized the programs that are not available to
39 the children in Indian River County. This process should be done with the involvement of
40 agencies providing programs for the BCC at least every three years with interim surveys done as
41 needed. All functions of the CSNetwork are done as recommendations to the BCC.
42

43
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45

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

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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 CSNetwork.
2. Approves in writing only those childrens programs or agencies proposed by the CSNetwork and may approve or delete any program. The BCC may add or expand programs on prioritized children's need list, but only under the contingency funding.
3. Authorizes all financial measures including grant applications and the receipt of gifts for carrying out funding of services.
4. Provides final approval of all CSNetwork recommended contracts and documents.
5. Approves the annual budget for CSNetwork programs, as well as expenses necessary to staff the Executive Office.
6. Appoints members to the CSNetwork.

CHILDREN'S SERVICES NETWORK

1. Membership shall consist of thirteen (13) members appointed by the Indian River County BCC, in accordance with the provisions of County Ordinance No. _____ as follows:
 - a) County Commissioner
 - b) Judge living in Indian River County designated by Chief Judge
 - c) Superintendent of Schools
 - d) Department of Children & Families' District Administrator
 - e) Department of Health's County Health Department Administrator
 - f) Law Enforcement -- County Sheriff
 - g) Member from District 1
 - h) Member from District 2
 - i) Member from District 3
 - j) Member from District 4
 - k) Member from District 5
 - l) At-Large Member
 - m) At-Large Member

- 1 2. Term of Office: The five (5) district and two (2) at-large members shall have been
2 residents of Indian River County for at least 24 months prior to nomination. Such district
3 and at-large members shall be appointed for 4-year terms with the initial appointments
4 staggered with district 3 and 5 having a beginning 2 year term. Thereafter, each district
5 and at-large member shall serve terms of four years. No district or at large member shall
6 serve for more than two consecutive 4-year terms.
7
- 8 3. All business of the CSNetwork shall be conducted by majority vote of a quorum defined
9 as no fewer than seven (7) members of the CSNetwork being present.
10
- 11 4. Purpose of the CSNetwork shall be to:
12
- 13 a) Provide a unified system of planning within which children's needs are identified,
14 targeted, evaluated and addressed.
15
- 16 b) Recommend, pursuant to the CSNetwork Ordinance, priorities for the BCC's
17 consideration for funding of programs to fulfill unmet and undermet needs of
18 children.
19
- 20 5. Duties and responsibilities of the CSNetwork are:
21
- 22 a) Review and recommend the ordinance of Indian River County that establishes the
23 CSNetwork.
24
- 25 b) Make recommendations to the BCC concerning modifications to the CSNetwork
26 Guide.
27
- 28 c) Through a comprehensive needs assessment, identify and assess the needs of
29 children in Indian River County and submit to the BCC a written description of:
30 i) The activities, services and opportunities that are available to Indian River
31 County children.
32 ii) The activities, services and opportunities that need to be provided to Indian
33 River County's children.
34 iii) The anticipated schedule for providing those activities, services and
35 opportunities.
36 iv) The strategy that will be used for interagency coordination and
37 collaboration to maximize existing human and fiscal resources.
38 v) The manner in which children will be served, including a description of
39 collaboration and partnerships that will be made with community
40 organizations, state and local educational agencies, federal agencies, public
41 assistance agencies, the juvenile courts, foster care agencies and other
42 applicable government and private agencies and organizations.
43 vi) The special outreach efforts that will be undertaken to provide services to
44 promote healthy children.

- 1 This comprehensive needs assessment shall be renewed every three years and
2 conducted by the Community Assessment and Planning Committee.
3
- 4 d) Develop an annual plan describing the long and short term goals for programs to
5 meet prioritized needs of children for BCC approval.
6
- 7 e) Create an annual list for needed or continued services in accordance with the plan.
8 Request for proposals to meet prioritized needs will be issued.
9
- 10 f) Receive and review individual proposals nominated for consideration in
11 accordance with criteria established in this Guide. This function will be performed
12 by the Grant Review and Program Committee and reported to the CSNetwork.
13
- 14 g) Develop an annual detailed budget of activities, services and programs
15 recommended for funding by the BCC. Investigate and develop available funding
16 sources for children's service needs.
17
- 18 h) The CSNetwork shall conduct an annual review and evaluation of the BCC funded
19 services for children. This written report to the BCC shall include updated
20 prioritization of needs, recommending new services and continuation of existing
21 services, results of services being provided.
22
- 23 6. Staff: County personnel shall be assigned by the County Administrator to provide
24 assistance to the CSNetwork. The duties and responsibilities of the staff are to assist the
25 CSNetwork to:
26
- 27 a) Develop a list of needed services by conducting an in-depth needs assessment of
28 services for children in Indian River County. This includes not only conducting the
29 needs assessment but also the development of the instrument to be used. A needs
30 assessment will be conducted every three years.
31
- 32 b) Develop a plan in conjunction with the CSNetwork that encompasses all steps of
33 the Request for Proposal from application to monitoring program performance
34
- 35 c) Record and be the official repository for the minutes and all documents of all
36 meetings of the CSNetwork.
37
- 38 d) Develop the annual report to the BCC.
39
- 40 e) Develop a recommended annual budget of the CSNetwork for presentation to the
41 BCC.
42
- 43 f) Schedule and arrange meetings and activities of the CSNetwork.
44 g) Prepare memorandum and recommendations for BCC at the direction of the
45 Chairperson of the CSNetwork.

- 1 h) Prepare grants and provide assistance in grant writing to non-profit agencies with
2 CSNetwork approval.
3
- 4 7. Advisory Status: The CSNetwork shall be advisory only, the members shall serve
5 without compensation.
6
- 7 8. General Provision: Except as provided herein, the provisions of Title 1, Chapter 103,
8 relating to advisory boards and committees, shall apply to this CSNetwork.
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CHAPTER III

NEEDS ASSESSMENT, SURVEYS & PRIORITIES

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 with in its jurisdiction in accordance with Ordinance #____. 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
5 one 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
12 year 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
16 the BCC. The first monitoring to be completed no later than January of each funding
17 year. This will give the CSNetwork data to base their decisions upon whether the
18 program should be funded in the following year.
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CHAPTER IV

FUNDING / FINANCING

The main component of CSNetwork is recommendation of allocation of funds for programs to provide services based upon identified needs. In light their goals and objectives, the CSNetwork has the responsibility to evaluate the agencies' applying for funding. The CSNetwork has the ability to apply for grants, serve as a resource for other agencies applying for grants. The CSNetwork has the ability through the BCC to accept gifts and endowments from individuals to fund programs that are within the goals and priorities of their 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 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 BCC's policies allow ad valorem tax revenues to be used for both operating and capital expenditures. The 0.125 millage in the third year of program funding has been set for children's services by the BCC.

GRANTS

Through the approval of the BCC the CSNetwork may apply for grants. The CSNetwork 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 for the CSNetwork to apply for the funds to pay for specific programs and then request proposals from agencies for this funding. The Executive Office would have the responsibility of monitoring those agencies receiving grants where the CSNetwork had any involvement in funding grants. The CSNetwork shall not be a provided of services.

With approval of the CSNetwork the executive office may provide technical assistance to agencies when they are applying for grants wven though they are not applying for grants funded through the BCC.

GIFTS OR ENDOWMENTS

If at anytime the citizens of Indian River County choose to give gifts or endowments to the CSNetwork through the BCC, then the CSNetwork could accept gifts or endowments to enhance the funding provided by the BCC through ad valorem taxes and other sources will be used to enhance those tax dollars.

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CHAPTER V

APPLICATION PROCESSES/PROCEDURES

The purpose of this chapter is to provide guidance through sequential procedure for the CSNetwork to follow. The review and recommendation process is set forth in 7 phases.

Phase 1:

Develop a comprehensive needs assessment of services, assets mapping, population needs and prioritization or Develop unmet and undermet needs conducted through a recognized methodology of study, such as PATCH (Planned Approach to Community Health) or other similar programs. For this information, the CSNetwork will identify unmet or undermet needs and prioritize needs to be addressed.

Review and revise the CSNetwork Guide and the policy and objectives annually. Any changes must be taken to the BCC 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 RFP in accordance with Indian River County Procedures. The application is done in a two step process, 1) letter of intent 2) completed grant application. The RFP shall include instruction, administrative requirements, a list of priority of needs, measurable parameters, requested program budget, what constitutes acceptable expenses, time line for return for letter of intent, and statement that all grants are reimbursement grants.

Phase 4:

Request the letters of intent portion of the RFP and presentation of annual report.

Phase 5:

Review the letters of intent from agencies for each RFP. Establish a list of applicants from whom further information will be requested. Notify those agencies that did not make the list.

1 **Phase 6:**
2 Notify those agencies making the list and request their completed grant application.
3 Agencies must follow the process as explained in Phase 3.
4

5 **Phase 7:**
6 Evaluation of submitted applications is performed by the CSNetwork's Grant Review
7 and Program Committee. Recommendation for funding to the BCC for each program
8 selected is the final step.
9

10 The following is a flow chart depicting the process for the CSNetwork process and
11 procedures. Each phase is described in detail later in this chapter.
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2 **Chart #1**
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4 **CHILDRENS SERVICES PROCESS/PROCEDURES**
5

6 **Timeline: July/August/September**
7

8 Phase 1:
9

10 Comprehensive Needs Assessment and Asset Mapping
11 Annual policy/objective review
12 Annual CSNetwork Guide review
13 Discussion on non tax dollar funding sources
14

- 15 • Product: Report to BCC on needs assessment, changes to Guide,
16 policy/objectives, funding sources other than tax dollars.
17

18 **Timeline: September/October**
19

20 Phase 2:

21 Compilation of services identified in needs assessment or surveys
22 Ranking of Services needed for the next funding cycle
23

- 24 • Product: Report to BCC on identified needs and ranking by the
25 CSNetwork and suggested program areas to be funded.
26

27 **Timeline: November/December**
28

29 Phase 3:

30 Writing and advertising of RFP.
31

32 (After the first funding cycle) The Grant and Review and Program Committee
33 will conduct a review of programs funded during the previous and current
34 year.
35

- 36 • Product: Report to the BCC on completed RFP, and on grant performance
37

38 **Timeline: January**
39

40 Phase 4:

41 Request letters of intent portion of the RFP
42 Present the Annual Report to BCC
43
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1 **Timeline: February**
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3 Phase 5:
4 Review of all Letters of Intent conducted by the Grant Review and
5 Program Committee
6 Creation of list of selected programs
7
8 • Short list of applications selected by the CSNetwork
9
10 **Timeline: February/March**
11
12 Phase 6:
13 Notify and send the second step of the application process to the selected
14 agencies
15
16 **Timeline: March/April**
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18 Phase 7:
19 Evaluation of the completed RFP.
20 Make final list of programs to be recommended for funding to BCC
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22 Product: Report to BCC on programs recommended for funding
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1 **PHASE 1: Needs Assessment**

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3 The first phase of the CSNetwork planning process will be the development of a tool
4 which will give a comprehensive overview of all children services. One methodology
5 that can be used is the PATCH program. Methodology chosen by the CSNetwork's
6 Community Assessment and Planning Committee must include all service areas with
7 asset mapping to assess socioeconomic, physical, environmental, educational, and
8 behavioral health. This process will determine what programs are available and in
9 what quality and quantity they are being provided to the children of Indian River
10 County.

11
12 This review shall occur in a time frame to meet recommendation deadlines to the BCC
13 for fiscal year budgeting, as suggested in Chart #1. An update to the needs assessment
14 shall be done every three years with surveys conducted as needed.

15
16 The CSNetwork Guide shall be reviewed by the CSNetwork and staff annually.
17 Membership changes and Board member terms shall be reviewed along with purpose,
18 objectives, duties, committees, meeting time and place, funding and agreements.

19
20
21 **PHASE 2: Compilation of services and Ranking**

22
23 The second phase of the CSNetwork planning process will be the compilation of the
24 needs assessment and from that instrument will come the information to prepare the
25 ranking of needed services. This phase will be done by the Community Assessment
26 and Planning Committee. The Committee will present results of the needs assessment
27 to the CSNetwork who will then prepare a report to the BCC for presentation in late
28 October. The report will include program areas recommended for funding.

29
30
31 **PHASE 3: RFP writing and report on funded programs from prior year**

32
33 The third phase of the CSNetwork planning process will be the writing and advertising
34 of the RFP for each identified area that the CSNetwork has agreed is in need of
35 additional programs.

36
37 The Grant Review and Program Committee will review the programs funded in the
38 previous year to see that the program is progressing in the manner that are agreed to in
39 the application. The purpose of this review is to identify if the program should be
40 funded again.

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42 The final draft of the RFP for each program shall be presented to the CSNetwork for
43 approval.

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PHASE 4 Advertising of RFP

The RFP shall contain a cut off date for the letter of intent after which application will not be accepted.

- The annual report to the BCC will be presented by the CSNetwork

PHASE 5 Letter of intent

The Grant Review and Program Committee will review all letters checking to see that all requirements of the RFP are included. It will then be determined whether or not the agency proposing the program is doing or has done so in the past and, if so, how well.

A funding priority list is then created for each of the RFP categories. The final step is to send letters to the agencies that were not selected including an explanation of why they did not make the final list.

PHASE 6: Application for RFP

The agencies selected to complete the second step of the application process shall be so notified. A deadline for application will be determined and communicated.

PHASE 7: Request for Funding

The Grant Review and Program Committee will review all completed RFP's and compile a priority listing within each program area for the CSNetwork. In turn the CSNetwork will compile a priority listing to recommend funding by the BCC.