ORDINANCE 99-01

AN ORDINANCE OF INDIAN RIVER COUNTY, FLORIDA, AMENDING CHAPTER 103 COMMISSIONS AND BOARDS TO AMEND THE 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; and

WHEREAS, experience has shown that the initial ordinance 97-17 designed to promote healthy children can be improved by certain amendments,

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 9 day of January, 1999.
This ordinance was advertised in the Vero Beach Press-Journal on the 8th day of January, 1999, for a public hearing to be held on the 19th day of January, 1999, at which time it was moved for adoption by Commissioner Adams, seconded by Commissioner Ginn, and adopted by the following vote:

Chairman Kenneth R. Macht Aye
Vice Chairman Fran B. Adams Aye
Commissioner John W. Tippin Aye
Commissioner Caroline D. Ginn Aye
Commissioner Ruth M. Stanbridge Aye

The Chairman thereupon declared the ordinance duly passed and adopted this 19th day of January, 1999.

BOARD OF COUNTY COMMISSION
INDIAN RIVER COUNTY, FLORIDA

By Kenneth R. Macht, Chairman

Effective date: This ordinance became effective upon filing with the Department of State which took place on 2nd day of February, 1999.
EXHIBIT A

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

PART II Children's Services Advisory Committee

Section 103.20. Purpose

The purpose of the Children's Services Advisory Committee is to promote healthy children in a healthy community. The term “healthy” encompasses socioeconomic, physical, environmental, educational and behavioral health.

Section 103.21 Objective

1) The objective of the Children’s Services Advisory Committee is to provide a unified system of planning and delivery within which children’s needs can be identified, targeted, evaluated and addressed by the Children’s Services Advisory Committee.

2) Definition of Child. Any person who has not attained the age of eighteen (18) years, also minor.

3) This objective will be met by the Children’s Services Advisory Committee through the powers and functions of the Board of County Commissioners as follows:

a) Recommended to provide and maintain in the county services for children as the Children’s Services Advisory Committee determines are needed for the general well being of the county.

b) Collect information and statistical data and conduct research helpful to the Children’s Services Advisory Committee and the County in deciding the needs of children in the County.

c) Consult, collaborate, and coordinate with other agencies dedicated to the well being of children to the end that duplication of services will be prevented.

d) Recommend the allocation of funds to agencies that provide services for the benefit of children in Indian River County.

e) Recommend standards for measurable outcomes within the Request for Proposal and monitor the agencies for actual performance on agreed upon standards.

f) Recommend to employ, pay and provide benefits for any part-time or full-time position needed to execute the foregoing powers and functions.

Revised: 1/28/99
Section 103.22  Appointment to the Children's Services Advisory Committee.

(1) The membership of the Children's Services Advisory Committee shall consist of 13 voting members who must be residents of Indian River county as follows:

a) Six (6) ex-officio voting members. Those members shall be:
   - County Commissioner
   - Judge living in Indian River Designated by Chief Judge
   - Superintendent of Schools
   - Department of Children & Families, Assistant District Administrator for IRC
   - Department of Health – County Health Department Administrator
   - Law Enforcement officer

b) Five (5)-voting members from the community appointed by the Board of County Commissioners, reflecting the geographical and social diversity of the community. Each Commissioner shall appoint one member to represent his/her district.

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

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

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

5) No Designee of principals will be allowed for any member of the Children's Services Advisory Committee.

6) One County staff member, assigned by the County Administrator, acting as the Executive Staff Officer to the Children's Services Advisory Committee, shall be a non-voting member.

7) Officers: Officers will include a Chair, appointed by the Board of County Commissioners, Vice Chair, and standing Sub-Committee chairs. Officers excluding the Chair will be elected by the majority vote of the Children's Services Advisory Committee members each January and will assume the duties of their office on the regular meeting on the second Monday of the next meeting each year. The term as an officer, other than a county commissioner, will be for one year, but officers may succeed themselves.

Revised: 1/28/99
**Section 103.23  Duties of the Children's Services Advisory Committee 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 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 Children's Services Advisory Committee members, to allow them to perform their duties and understand the Sunshine Law.

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 Children's Services Committee.
   
   b) A detailed budget for activities, services, and programs recommended to receive funding from the Board of County Commissioners.

Revised: 1/28/99
Section 103.24 Sub-Committees:

1) The Children's Services Advisory Committee may establish the change of membership in or termination of the existence of any sub-committees. Each committee shall be named and shall have and may exercise such powers as delegated by the Children's Services Advisory Committee through the Board of County Commissioners. Committees may be composed of Children's Services Advisory Committee members and citizens who are Indian River County residents. Only Children's Services Advisory Committee members shall serve as committee chairs. A minimum of three people will serve on each committee.

2) There shall be standing sub-committees created by the Children's Services Advisory Committee. The Children's Services Advisory Committee chair shall appoint the committee chairs with the approval of the Children's Services Advisory Committee. Annually Standing Sub-Committees will evaluate their effectiveness and make recommendations to the Children's Services Advisory Committee.

   a) Nominating Sub-Committee: Potential appointees shall submit resumes to the Board of County Commissioners and the Board will make the selection.

   b) Community Needs Assessment and Planning Sub-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 Children's Services Advisory Committee a written description of those needs. Provide and update short term and long term plan to the Children's Services Advisory Committee including, but not limited to:

      i) Programs, services, and activities that meet the objectives of the Children's Services Advisory Board.

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

   c) Grant Review and Program Sub-Committee: In coordination with the Executive Office Director, review and revise requests for proposal (RFP) based on need determination and set priorities. Submit to Children's Services Advisory Committee 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 Children's Services Advisory Committee, who will then recommend to the Board of County Commissioners for funding. Receive, review and present to Children's Services Advisory Committee members' quarterly (at a minimum) reports from funded

Revised: 1/28/99
agencies. Conduct program evaluations throughout the funding period, schedule and
attend site visits to funded program.

d) Other Sub-Committees deemed necessary to fulfill the duties of the Children’s
Services Advisory Committee may be established by the Children’s Services Advisory
Committee Chair, with the expressed consent of the Board of County Commissioners.

Section 103.25 Meetings

1) The Children’s Services Advisory Committee 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 75% mark the Executive Office Director shall submit a report to the Board
County of Commissioners for their consideration of possible removal from Children’s
Services Advisory Committee.

b) Members of the Children’s Services Advisory Committee shall serve without
compensation.

2) The fiscal year of the Children’s Services Advisory Committee will be the same as the Indian
River County Board of Commissioners.

Section 103.26 Funding

The Board of County Commissioners shall provide an assigned millage of up to 0.125 to the
Children’s Services Advisory Committee.

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 Children’s Services Advisory Committee and a copy of the most recent financial audit.
Governmental agencies are excluded from the financial audit requirement.

2) Prior to budget hearings, the Children’s Services Advisory Committee 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.

Section 103.28 Cooperative Agreements

Revised: 1/28/99
The Children's Services Advisory Committee, through the Board of County Commissioners, may enter into agreements with approved agencies to facilitate the achievements of the Children's Services Advisory Committee objective.

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 Children's Services Advisory Committee 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 Children's Services Advisory Committee. All agencies must provide the Children's Services Advisory Committee with an audit based upon standard accounting procedures.

Section 103.30 Function of Executive Staff Officer

The Executive Office of the County will provide all services needed to complete reports and activities required to meet the objectives of the Children's Services Advisory Committee. These activities will include, but are not limited to, secretarial support for the Children's Services Advisory Committee meetings and be the official record repository for said records, keeping other records, monitoring agencies receiving funds, writing appropriate grants, producing written materials, reviewing applications for funding, reporting to the Children's Services Advisory Committee, preparing annual budgets, writing and presenting annual reports. The office of the Executive Staff Officer shall consist of a Director and adequate staff to perform all duties assigned by the Children's Services Advisory Committee.

Section 103.31 Procedures Handbook

The procedure handbook shall be adopted by the Board of County Commissioners by resolution, which sets out the operating procedures of the Children's Services Advisory Committee.
INTRODUCTION

GENERAL OVERVIEW

The Children’s Services Advisory Committee Guide is to be used as the primary document that contains the standards, policies, and 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 Advisory Committee. With respect to the Guide, the Board of County Commissioners will have the approval authority on its adoption and revisions. The Children’s Services Advisory Committee will maintain the Guide and act as an advisory committee to the Board of County Commissioners.

The Children’s Services Advisory Committee will also receive and review proposals for allocation of funds for targeted children’s services and make recommendations regarding funding to the Board of County Commissioners. County staff will be made available at the direction of the County Administrator. Although the Children’s Services Advisory Committee 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 Children’s Services Advisory Committee Guide serves as a reference for the Children’s Services Advisory Committee throughout the continuing planning process. The main principles contained in the Guide are to:

1. Recommend providing and maintaining services for children as the Children’s Services Advisory Committee determines the needs 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 Children’s Services Advisory Committee 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 end duplication of services.

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 these 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.

In making its recommendation, the Children's Services Advisory Committee follows the procedures set forth in this Guide. Designated county staff support the Children's Services Advisory Committee in monitoring programs receiving funds, grant writing, facilitating review of funding applications, preparing annual reports, taking minutes of the Children's Services Advisory Committee meetings and maintaining complete official records.

MAINTENANCE OF THE CHILDREN'S SERVICES ADVISORY COMMITTEE

Responsibility

To carry out the responsibilities of maintaining the Guide in a correct and up-to-date manner, the Children's Services Advisory Committee Executive Office Director shall identify a county staff member whose duties will include coordinating all Guide issuance and keeping the Guide up-to-date.

Amendment and Updating Procedures

The Guide may be amended by a majority vote of the Board of County Commissioners with recommendation by the Children's Services Advisory Committee. The Children's Services Advisory Committee shall conduct an annual review of the Guide and shall make recommendations to the Board of County Commissioners regarding proposed Guide revisions.
CHAPTER I

PURPOSE, DEFINITIONS, OBJECTIVES & POLICIES

PURPOSE

This guide is to assist the Children’s Services Advisory Committee through the planning process and procedures that lead to decisions on development of programs funded by the Board of County Commissioners to enhance the lives of children in the community.

A formal needs assessment process will identify gaps in children’s services. The Children’s Services Advisory Committee will recommend program planning and funding to the Board of County Commissioners.

DEFINITIONS

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

A. Advisory Committee: 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.

B. Asset Mapping: Identification of services provided within the community by agencies. Includes locations, number served, unmet and undermet needs.

C. Children: Any person who has not attained the age of 18 years, also minor.

D. Children’s Services Plan: Plan of program operation and administration that describes the manner in which the Children’s Services Advisory Committee intends to implement and operate all aspects of program administration within its jurisdiction in accordance with Ordinance # 97-17, as amended.

E. Collaboration: Working together for a stronger, more effective program.

F. Endowment: The act of settling a fund, or permanent pecuniary provision, for the maintenance of a public institution, charity, college etc.

G. Ex-officio: From office; by virtue of the office; without any other warrant or appointment than that resulting from the holding of a particular office.
H. **Family**: A group of individuals with children who are living together as one economic unit, except that residents of a homeless facility or an institution shall not all be considered as members of a single family.

I. **Health Services**: Ongoing routine pediatric care for preventive and acute illnesses and referral for treatment.

J. **Homeless Children**: Children who lack a fixed and regular nighttime residence or whose primary nighttime residence is a publicly or privately operated supervised shelter.

K. **Measurable Outcomes** that can be quantified from the services delivered.

L. **Need Assessment**: A comprehensive county-wide evaluation of children’s needs which includes a qualitative summary of programs, services and activities serving children.

M. **Non-profit agency**: A private agency that is exempt from income tax under the Internal Revenue Code of 1954, as amended.

N. **Partnerships**: A voluntary contract between two or more competent persons to place their money, effects, labor, or some or all of them in lawful business with the understanding that there shall be proportional sharing of profits and losses.

O. **Priority of needs**: Children’s needs identified for potential-funding requests listed in descending order of priority.

P. **Program**: Program services designed to meet unmet or undermet needs in accordance with the goals and objectives of the Children’s Services Advisory Committee.

Q. **Request for Proposal**: A formal process to request agencies to submit programs to address identified unmet or undermet needs.

R. **Standardized Outcomes**: A goal or benchmark used to evaluate the effectiveness of a program.

S. **Survey**: A topic-specific tool used to verify the needs of requested services for children in Indian River County.

T. **Undermet needs**: Needs identified in a community that have been partially met, either in terms of a portion of services provided to the total community or total services provided to a portion of the community.

U. **Unified System**: A system of services that are offered in coordination, sometimes from a variety of agencies.
POLICIES

Indian River County Board of Commissioners will consider recommendations presented by the Children’s Services Advisory Committee for programs that have been shown to be needed for the children of Indian River County when these recommendations are consistent with the objectives as set forth by the Children’s Services Advisory Committee.

The County’s policy is to consider funding of programs after a needs assessment has been completed and the Children’s Services Advisory Committee has reviewed and prioritized the programs that are needed by the children in Indian River County. This process should be done with the involvement of agencies providing program for the Board of County Commissioners at least every three years with interim surveys done as needed. All functions of the Children’s Services Advisory Committee are done as recommendations to the Board of County Commissioners.

It is the policy of the Board of County Commissioners to work in a cooperative venture with such entities including, but not limited to, for-profit and not-for-profit organizations, municipalities within Indian River County, the Indian River County School Board, and all public agencies (i.e., Department of Health, Children & Families, Juvenile Justice, etc.)
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 Children’s Services Advisory Committee.

2. Approves in writing only those children’s programs or agencies proposed by the Children’s Services Advisory Committee and may approve or delete any program.

3. Authorizes all financial measures including grant applications and receipt of gifts for carrying out funding of services.

4. Provides final approval of all Children’s Services Advisory Committee recommended contracts and documents.

5. Approves the annual budget for Children’s Services Advisory Committee programs, as well as expenses necessary to staff the Executive Office.

6. Appoints members to the Children’s Services Advisory Committee.

CHILDREN’S SERVICES ADVISORY COMMITTEE

Membership shall consist of thirteen (13) members appointed by the Indian River County Board of County Commissioners, in accordance with the provisions of County Ordinance No. 97-17, as amended:
CHAPTER III

NEEDS ASSESSMENT, PRIORITIES & PLANNING

NEEDS ASSESSMENT

The Needs Assessment shall include a Comprehensive countywide 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 Children’s Services Advisory Committee. 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 Board of County Commissioners.

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 Children’s Services Advisory Board and the Board of County Commissioners should consider the priority rating as a guideline in making funding decisions. A Request For Proposal 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 Children’s Services Advisory Board intends to implement and operate all aspects of program administration within its jurisdiction in accordance with Ordinance # 97-17, as amended. The recommended Children’s Services Plan will be presented to the Board of County Commissioners for approval.
The plan shall include:

1. Executive Summary with results of the Needs Assessment, prioritized needs and recommended programs to meet those needs with the three-year strategic plan and a one-year operating plan.

2. Needs Assessment - updated annually with a re-evaluation every three years.

3. Prioritization of unmet or undermet needs.

4. Recommendation of programs and services to meet those needs addressed in a three-year strategic plan and a one-year operating plan.

5. Monitoring and Evaluation Criteria based upon standardized outcome indicators. The monitoring will be done at least twice each grant period for each program funded by the Board of County Commissioners. The first monitoring will be completed no later than January of each funding year. This will give the Children’s Services Advisory Committee data to base their decisions upon as to whether the program should be funded in the following year.
CHAPTER IV

FUNDING / FINANCING

An important component of Children’s Services Advisory Committee is recommendation of allocation of funds for programs to provide services based upon identified needs. In light of their goals and objectives, the Children’s Services Advisory Committee has the responsibility to evaluate the agencies applying for funding. The Children’s Services Advisory Committee has the ability to apply for grants and serve as a resource for other agencies applying for grants. The Children’s Services Advisory Committee has the ability, through the Board of County Commissioners, 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 Board of County Commissioner’s policies allow ad valorem tax revenues to be used for both operating and capital expenditures. The up to 0.125 millage in the third year of program funding has been set for children’s services by the Board of County Commissioners.

GRANTS

Through the approval of the Board of County Commissioners, the Children’s Services Advisory Committee may apply for grants. The Children’s Services Advisory Committee 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 the Children’s Services Advisory Committee 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 Children’s Services Advisory Committee had any involvement in funding grants. The Children’s Services Advisory Committee shall not be a provider of services.

With approval of the Children’s Services Advisory Committee, the Executive Office may provide technical assistance to agencies when they are applying for grants, even though they are not applying for grants funded through the Board of County Commissioners.

GIFTS OR ENDOWMENTS

If at anytime the citizens of Indian River County choose to give gifts or endowments to the Children’s Services Advisory Committee through the Board of County Commissioners, then the Children’s Services Advisory Committee could accept gifts or endowments to enhance the funding
provided by the Board of County Commissioners through ad valorem taxes. The Children’s
Services Advisory Committee was established to provide services through the ad valorem taxes
and other sources will be used to enhance those tax dollars.
CHAPTER V

APPLICATION PROCESS/PROCEDURES

The purpose of this chapter is to provide guidance through a sequential procedure for the Children’s Services Advisory Committee to follow.

Phase 1:

Develop a comprehensive Needs Assessment of services, Asset Mapping, population needs and prioritization of 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 Children’s Services Advisory Committee will identify unmet or undermet needs and prioritize needs to be addressed.

Review and revise the Children’s Services Advisory Committee Guide, 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 Request For Proposal in accordance with Indian River County Procedures. The Request For Proposal 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:

Evaluation of submitted applications is performed by the Children’s Services Advisory Committee and the Grant Review and Program Sub-Committee. Recommendation for funding to the Board of County Commissioners for each program selected is the final step.

The following is a flow chart depicting the process for the Children’s Services Advisory Committee process and procedures. Each phase is described in detail later in this chapter.
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<tr>
<th>Timeline:</th>
<th>July/August/ September</th>
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<td><strong>Phase 1:</strong></td>
<td>Needs Assessment and Asset Mapping</td>
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<td>Annual Policy / objective review</td>
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<td>Annual Children’s Services Advisory Committee Guide review</td>
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<td>Discussion on non tax dollar funding sources</td>
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<td>• Product: Report to Board of County Commissioners on needs assessment, changes to Children’s Services Advisory Committee Guide, policy/objectives, funding sources other than tax dollars.</td>
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<td>Timeline:</td>
<td>September/October</td>
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<td><strong>Phase 2:</strong></td>
<td>Compilation of services identified in needs assessment or surveys.</td>
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<td>Ranking of Services needed for the next funding cycle</td>
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<td>• Product: Report to Board of County Commissioners on identified needs and ranking by the Children’s Services Advisory Committee and suggested program areas to be funded.</td>
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<td>Timeline:</td>
<td>November/December</td>
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<td><strong>Phase 3:</strong></td>
<td>Writing and advertising of Request For Proposal.</td>
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<td>(After the first funding cycle) The Grant Review and Program Sub-Committee will conduct a review of programs funded during the previous and current year.</td>
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<td>• Product: Report to the Board of County Commissioners on completed RFP, and on grant performance.</td>
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Timeline: January

Present Annual Report to Board of County Commissioners.

- Product: Annual Report

Timeline: February

Review and Program Committee.
Creation of list of selected programs
Notification to agencies not selected

- Product: Short list of applications selected by the Children’s Services Advisory Committee.

Timeline: March/April

Phase: Evaluation of the completed RFPs
Make final list of programs to be recommended for funding
Board of County Commissioners

- Product: Report to Board of County Commissioners on programs recommended for funding.

PHASE 1: Needs Assessment

The first phase of the Children’s Services Advisory Committee planning process will be the development of a tool, which will give a comprehensive overview of all children services. One methodology that can be used is the PATCH program. Methodology chosen by the Children’s Services Advisory Committee Community Assessment and Planning Committee must include all service areas with asset mapping to assess socioeconomic, physical, environmental, educational, and behavioral health. This process will determine what programs are available and in what quality and quantify they are being provided to the children of Indian River County. This review shall occur in a time frame to meet recommendation deadlines to the Board of County Commissioners for fiscal year budgeting, as suggested in Chart #1. An update to the Needs Assessment shall be done every three years with surveys conducted as needed.

The Children’s Services Advisory Committee Guide shall be reviewed by the Children’s Services Advisory Committee and staff annually. Membership changes and Board member terms shall be
reviewed along with purpose, objectives, duties, committees, meeting time and place, funding and agreements as needed.

PHASE 2: Compilation of Services and Ranking

The second phase of the Children’s Services Advisory Committee planning process will be the compilation of the Needs Assessment and from that instrument will come the information to prepare the ranking of needed services. This phase will be done by the Community Assessment and planning Sub-Committee. The Sub-Committee will present results of the needs assessment to the Children’s Services Advisory Committee who will then prepare a report to the Board of County Commissioners for presentation in late October. The report will include program areas recommended for funding.

PHASE 3: Writing and Advertising of RFP’s: and Report on Funded Programs from Prior Year

The third phase of the Children’s Services Advisory Committee planning process will be the writing and advertising of the RFP for each identified area the Children’s Services Advisory Committee has agreed is in need of additional programs.

The Grant Review and Program Sub-Committees will review the programs funded in the previous year to see that the program is progressing in the manner that was agreed to in the application. The purpose of this review is to identify if the program should be funded again.

The final draft of the RFP for each program shall be presented to the Children’s Services Advisory Committee for approval.

PHASE 4: Evaluation of RFP’s: Recommend Funding to the BCC

The Grant Review and Program Sub-Committee will review all completed RFPs and compile a priority listing within each program for the Children’s Services Advisory Committee. In turn the Children’s Services Advisory Committee will compile a priority listing to recommend funding by the Board of County Commissioners.