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 13th day of May, 1997.

This ordinance was advertised in the Vero Beach Press-Journal on the 1st day of May, 1997, for a public hearing to be held on the 13th day of May, 1997, at which time it was moved for adoption by Commissioner Nacht, 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. MacK  Aye
Commissioner Fran B. Adams  Aye

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

Attest:

Jeffrey K. Burton, Clerk

BOARD OF COUNTY COMMISSION
INDIAN RIVER COUNTY, FLORIDA

By  Carolyn K. Eggert, Chairman

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

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EXHIBIT A

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

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

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

PART II

Section 103.20. Purpose

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

Section 103.21. Objectives

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

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

a) Recommend to provide and maintain in the county services for children as the CSNetwork determines are needed for the general well-being of the county.

b) Collect information and statistical data and to conduct research that will be helpful to the CSNetwork 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 to monitor the agencies for actual performance or agreed upon standards.

f) Recommend to employ, pay and provide benefits for any part-time or full-time positions needed to execute the foregoing powers and functions.
Section 103.22  Appointment to the Children's Service's Network

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

a) Six (6) ex-officio voting members. Those members shall be:
   1. County Commissioner
   2. Judge living in Indian River Designated by Chief Judge
   3. Superintendent of Schools
   4. Department of Children & Families District Administrator
   5. Department of Health – County Health Department Administrator
   6. Law Enforcement - County Sheriff

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 from their district.

2) 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 Commissioners 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 CSNetwork.

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

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

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 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.
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 contact potential appointees interested in serving as members. When a vacancy occurs, this committee will submit nominees’ name 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.

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 75% mark the executive office director shall submit a report to the Board of County of 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.

Section 103.26  Funding

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

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.

Section 103.28  Cooperative Agreements

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

Section 103.29  Bookkeeping and Audit

Any agency funded through the process set forth in Part I 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.

Section 103.30  Function of County Executive Office

The Executive Office 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, reviewing applications for funding, reporting to
the CSNetwork, preparing annual budgets, writing and presenting annual reports. The Executive
Office shall consist of a director and adequate staff to perform all duties assigned by the
CSNetwork.
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 wherever 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:

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

SUMMARY OF CHAPTERS

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

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

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

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

Chapter V describes the application and funding process.

The appendices of the guide are excerpts from important reference documents, forms to be used by agencies, the ordinance, statutes and other resolutions used in development of the CSNetwork.

MAINTENANCE OF THE CHILDREN’S SERVICES NETWORK GUIDE

Responsibility

To carry out the responsibilities of maintaining the Guide in a correct and up-to-date manner, the Children’s Services 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 BCC with recommendation by the CSNetwork. The CSNetwork shall conduct an annual review of the Guide and shall make recommendations to the BCC regarding proposed Guide revisions.
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. <br>Ad Valorem Tax: A tax that is levied in the form of a percentage of the value of property

B. <br>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. <br>Asset Mapping: Identification of services provided within the community by agencies. Includes locations, number served, amount and underutilized needs. Can be represented by graph or map.

D. <br>Board of County Commissioners (BCC): 124.01 F.S. There shall be five county commissioners’ districts in each county. There shall be one county commissioner for each such county commissioner's district.

E. <br>Children: Any person who has not attained the age of 18 years, also minor.

F. <br>Children’s Services Plan: Plan of program operations 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. <br>Collaboration: The act of setting aside individual or agency agendas with the goal of working together for a stronger, more effective program.

H. <br>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.
L. County Fiscal Year: Period of 12 calendar months beginning on October 1 of any calendar year and ending September 30 of the following calendar year.

J. CINetwork: Children’s Services Network as created by BCC ordinance.

K. Employment: The act of seeking a fund, or permanent pay status by the maintenance of a public position, charity, college etc.

L. Fix-office: From office, by virtue of the officer, without any other warrant of appointment than that resulting from the holding of a particular office.

M. Family: A group of related or un-related individuals with children who are living together as one economic unit, except that residents of a homeless facility or an institution shall be considered as members of a single family.

N. Health Services: Ongoing, routine pediatric care for preventive and acute illnesses and referral for treatment.

O. Homeless Children: Children who lack a fixed and regular nighttime residence or whose primary nighttime residence is in a public or private supervised shelter.

P. Measurable outcomes: Outcomes that can be quantified from the services delivered.

Q. Mile: A money of account equal to $1/10 cent.

R. Needs Assessment: A comprehensive, county-wide evaluation of children’s needs which includes a qualitative summary of programs, services and activities servicing children and includes the involvement of people who collectively share the perspectives represented with in the community.

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

T. Operating-Capital Outlay (OCC): Equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, the value or cost of which is $100 or more and its normal expected life of which is 1 year or more. Handbooks, books with a value or cost of $15 or more should be classified as an OCC expenditure only if they are circulated to students or on the general public. Those handbooks and books circulated to students or to the general public should be classified as an OCC expenditure only if their value or cost is $100 or more.

U. Partnership: A voluntary contract between two or more competent persons to place the money, effort, labor, or some or all of them in lawful business with the understanding that they shall be a proportional sharing of profits and losses.
V. Priority of needs: Children's needs identified for potential funding request listing in descending order of priority.

W. Program: Program services designed to meet unmet or undermet needs in accordance with the goals and objectives of the CSNetwork.

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

Y. Standardized Outcomes: A goal or benchmark used to evaluate the effectiveness of a program. These outcomes should be guided by the Year 2000 National Objectives.

Z. Survey: A topic specific tool used to verify the need of requested services for children in Indian River County.

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

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

OBJECTIVE

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

POLICY

Indian River BCC will consider recommendations presented by the CSNetwork 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 in the CSNetwork.

The County's policy is to consider funding of programs after a needs assessment has been completed and the CSNetwork has reviewed and prioritized the programs that are not available to the children in Indian River County. This process should be done with the involvement of agencies providing programs for the BCC at least every three years with interim surveys done as needed. All functions of the CSNetwork are done in recommendations to the BCC.
It is the policy of the SCC to work in a cooperative venture with such entities including, but not limited to, profit and nonprofit organizations, municipalities within Indian River County, the Indian River County School Board, and all public agencies (i.e., Departments of Youth, 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 CSNetwork.

2. Approves in writing only those children's 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 Administrators
   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
2. Term of Office: The five (5) district and two (2) at-large members shall have been residents of Indian River County for at least 24 months prior to nomination. Each district and at-large members shall be appointed for 4-year terms with the initial appointments staggered with districts 3 and 5 having a beginning 2-year term. Thereafter, each district and at-large member shall serve terms of four years. No district or at-large member shall serve for more than two consecutive 4-year terms.

3. All business of the CSNetwork shall be conducted by majority vote of a quorum defined as no fewer than seven (7) members of the CSNetwork being present.

4. Purpose of the CSNetwork shall be to:
   a) Provide a unified system of planning within which children's needs are identified, targeted, evaluated and addressed.
   b) Recommend, pursuant to the CSNetwork Ordinance, priorities for the BCC's consideration for funding of programs to fulfill unmet and undermet needs of children.

5. Duties and responsibilities of the CSNetwork are:
   a) Review and recommend the ordinances of Indian River County that establishes the CSNetwork.
   b) Make recommendations to the BCC concerning modifications to the CSNetwork Ordinance.
   c) Through a comprehensive needs assessment, identify and assess the needs of children in Indian River County and submit to the BCC a written description of:
      i) The activities, services and opportunities that are available to Indian River County children.
      ii) The activities, services and opportunities that need to be provided to Indian River County's children.
      iii) The anticipated schedule for providing those activities, services and opportunities.
      iv) The strategy that will be used for interagency coordination and collaboration, to maximize existing human and fiscal resources.
      v) The manner in which children will be served, including a description of collaborations 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 government and private agencies and organizations.
      vi) The special outreach efforts that will be undertaken to provide services to promote healthy children.
This comprehensive needs assessment shall be renewed every three years and conducted by the Community Assessment and Planning Committee.

e) Develop an annual plan describing the long and short term goals for programs to meet prioritized needs of children for BCC approval.

f) Receive and review individual proposals nominated for consideration in accordance with criteria established in this Guide. This function will be performed by the Grant Review and Program Committee and reported to the CSNetwork.

g) Develop an annual detailed budget of activities, services and programs recommended for funding by the BCC. Investigate and develop available funding sources for children’s service needs.

b) The CSNetwork shall conduct an annual review and evaluation of the BCC funded services for children. This written report to the BCC shall include updated prioritization of needs, recommending new services and continuation of existing services, results of services being provided.

6. Staff: County personnel shall be assigned by the County Administrator to provide assistance to the CSNetwork. The duties and responsibilities of the staff are to assist the CSNetwork to:

a) Develop a list of needed services by conducting an in-depth needs assessment of services for children in Indian River County. This includes not only conducting the needs assessment but also the development of the instrument to be used. A needs assessment will be conducted every three years.

b) Develop a plan in conjunction with the CSNetwork that encompasses all steps of the Request for Proposal from applications to monitoring program performance.

c) Record and be the official repository for the minutes and all documents of all meetings of the CSNetwork.

d) Develop the annual report to the BCC.

e) Develop a recommended annual budget of the CSNetwork for presentation to the BCC.

f) Schedule and arrange meetings and activities of the CSNetwork.

g) Prepare memorandum and recommendations for BCC at direction of the Chairman of the CSNetwork.
h) Prepare grants and provide assistance in grant writing to non-profit agencies with
CSNetwork approval.

7. Advisory Status: The CSNetwork shall be advisory only, the members shall serve
without compensation.

8. General Provisions: Except as provided herein, the provisions of Title 1, Chapter 103,
relating to advisory boards and committees, shall apply to the CSNetwork.
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 issued 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 jurisdiction in accordance with Ordinance X. The recommended Children’s Services Plan will be presented to the BCC 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 BCC. The first monitoring to be completed no later than January of each funding year. This will give the CSNetwork data to base their decisions upon whether the program should be funded in the following year.
CHAPTER IV
FUNDING / FINANCING

The main component of CSNetwork is the recommendation of allocation of funds for programs to provide services based upon identified needs. In light of 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 assessed value of property. Such taxes are generally assessed in mills, thousandths of a dollar of assessed value. The state mandates a millage cap in 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 rate in the first 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 service with funding from a non-taxing source, either private or public. The second possibility that might be used would be for the CSNetwork to use a grant to pay for specific programs and then request proposals from agencies for this funding. The Executive Office would have the responsibility of ensuring those agencies receiving grants where the CSNetwork had any involvement in funding such. The CSNetwork shall not be a provider of services.

With approval of the Executive Office, 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 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 unmet 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 unmet 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 unmet 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, timelines for the 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.
Phase 6:

Notify those agencies making the list and request their completed grant application. Agencies must follow the process as explained in Phase 3.

Phase 7:

Evaluation of submitted applications is performed by the CSNetwork's Grant Review and Program Committee. Recommendation for funding to the BCC for each program selected is the final step.

The following is a flow chart depicting the process for the CSNetwork process and procedures. Each phase is described in detail later in this chapter.
Chart #1

CHILDREN’S SERVICES PROCESSES/PROCEDURES

Timeline: July/August/September

Phase 1:
- Comprehensive Needs Assessment and Asset Mapping
- Annual policy/objective review
- Annual CSNetwork Guide review
- Discussion on non-tax dollar funding sources
- Product: Report to BCC on needs assessment, changes to Guide, policy/objectives, funding sources other than tax dollars.

Timeline: September/October

Phase 2:
- Compilation of services identified in needs assessment or surveys
- Ranking of Services needed for the next funding cycle
- Product: Report to BCC on identified needs and ranking by the CSNetwork and suggested program areas to be funded.

Timeline: November/December

Phase 3:
- Writing and advertising of RFP
- (After the first funding cycle) The Grant and Review and Program Committee will conduct a review of programs funded during the previous and current year.
- Product: Report to the BCC on completed RFP, and a grant performance

Timeline: January

Phase 4:
- Request letters of intent portion of the RFP
- Present the Annual Report to BCC
Timeline: February

Phase 5:
- Review of all Letters of Intent conducted by the Grass Review and Program Committee
- Creation of list of selected programs
- Short list of applications selected by the CSNetwork

Timeline: February/March

Phase 6:
- Notify and send the second step of the application process to the selected agencies

Timeline: March/April

Phase 7:
- Evaluation of the completed RFP
- Make final list of programs to be recommended for funding to BCC

Product: Report to BCC on programs recommended for funding
PHASE 1: Needs Assessment

The first phase of the CSNetwork 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 CSNetwork's 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 quantity the are being provided to the children of Indian River County.

This review shall occur in a timeframe to meet recommendation deadlines to the BCC 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 CSNetwork Guide shall be reviewed by the CSNetwork 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.

PHASE 2: Compilation of services and Ranking

The second phase of the CSNetwork 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 Committee. The Committee will present results of the needs assessment to the CSNetwork who will then prepare a report to the BCC for presentation in late October. The report will include program areas recommended for funding.

PHASE 3: RFP writing and report on funded programs from prior year

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

The Grant Review and Program Committee will review the programs funded in the previous year to see that the program is progressing in the manner that are 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 CSNetwork for approval.
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 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.