



Children's Services Advisory Board Meeting

October 18, 2023

A meeting of the Children's Services Advisory Board of Manatee County, Florida, was held at the Manatee County Administration Building, 1112 Manatee Avenue West, Bradenton, Florida, 5th Floor Manatee Room on Wednesday October 18, 2023, at 3:00 p.m.

Roll Call

Present (In Person): Debbie Tapp, Connie Shingledecker, Gina Messenger, Jannon Pierce, Rita Smith, Susan Miller Kelly, Carolann Garafola, Constance Charles-Logan; **Absent/Excused:** Kelly Hunt, Melissa Leslie, Xtavia Bailey; Hon. Scott Brownell; **Absent/Unexcused:** None.

Also Present: County Staff: (In Person) Tracie Adams, Kristi Hagen, Johanna Beville, Melissa Bomar, and LaWanda Timmons; (Virtually) Brenda Marquez Facio; Members of the Public: (In Person) Katie Becker, Sharon McClellan, Susan Bigham, Alexdrena Green, Kelly Benford; (Virtually) Beth Clark, Susan Ford, Becky Canesse, Kerry Gaylord, Rachel Spivey, Kim Ross

Call to Order/Welcome

Connie Shingledecker, Chair, called the meeting to order at 3:06 p.m.

Susan Miller Kelly entered at 3:10 p.m.

Annual Plan / Report FY25

Melissa Bomar provided a drafted version overview of the Annual Plan and Report for FY25. CSAB Members provided insights, recommendations, and feedback for improvements to the Annual Plan and Report.

Jannon Pierce entered at 3:21 p.m.

Approval of Minutes

Motion: Minutes for September 20, 2023 **Action:** Approve, **Moved by** Susan Miller Kelly, **Seconded by** Rita Smith **Vote:** Motion passed (**Summary:** Yes =8, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Gina Messenger, Rita Smith, Susan Miller Kelly, Carolann Garafola, Constance Charles-Logan, Jannon Pierce.

Motion: Minutes for the Retreat on October 6, 2023 **Action:** Approve, **Moved by** Susan Miller Kelly, **Seconded by** Jannon Pierce, **Vote:** Motion passed (**Summary:** Yes =8, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Gina Messenger, Rita Smith, Susan Miller Kelly, Carolann Garafola, Constance Charles-Logan, Jannon Pierce.

Appointment of CSAB Chairperson and Vice Chairperson

Motion: Approve Connie Shingledecker to be the board Chair of the CSAB **Action:** Approve, **Moved by** Debbie Tapp **Seconded by** Carolann Garafola **Vote:** Motion passed (**Summary:** Yes =8, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Gina Messenger, Rita Smith, Susan Miller Kelly, Carolann Garafola, Constance Charles-Logan, Jannon Pierce

Motion: Approve Xtavia Bailey to be the Vice Chair of the CSAB **Action:** Approve, **Moved by** Susan Miller Kelly, **Seconded by** Debbie Tapp; **Vote:** Motion passed (**Summary:** Yes =8, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Gina Messenger, Rita Smith, Susan Miller Kelly, Carolann Garafola, Constance Charles-Logan, Jannon Pierce

Susan Miller Kelly exited at 3:57 p.m.

Susan Miller Kelly entered at 4:01 p.m.

Increase Consideration Discussion

The CSAB Members were provided a handout regarding the previously presented tier system to be utilized when considering Agency requests for an increase in investment from one fiscal year to the next criteria for each tier. Discussion ensued between the CSAB Members and revisions were made to the proposed increase investment guide.

Motion: Implement the use of the Tier Increase Consideration in conjunction with the Decision-Making Guide; **Action:** Approve, **Moved by** Debbie Tapp **Seconded by** Carolann Garafola; **Vote:** Motion passed (**Summary:** Yes =8, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Gina Messenger, Rita Smith, Susan Miller Kelly, Carolann Garafola, Constance Charles-Logan, Jannon Pierce. **Public Comment:** (Virtual): Susan Ford, Manatee Children's Services: inquired about details of the increase investment tier system proposal.

Carolann Garafola exited at 4:48 p.m.

Motion: Amendment to the previous motion, "Implement the use of the Tier Increase Consideration in conjunction with the Decision-Making Guide" to include that exceptions can be made at the discretion of the CSAB for extenuating circumstances; **Action:** Approve, **Moved by** Debbie Tapp, **Seconded by** Carolann Garafola **Vote:** Motion passed (**Summary:** Yes =7, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Gina Messenger, Rita Smith, Susan Miller Kelly, Constance Charles-Logan, Jannon Pierce.

Carolann Garafola entered at 4:50 p.m.

Rita Smith exited at 4:51 p.m.

Sleep Baby Safely Initiative Update

Connie Shingledecker informed the CSAB Members that a final determination of the Sleep Baby Safely Initiative cost would be \$175,000. Connie requested to present the Sleep Baby Safely initiative to the Board of County Commissioners and have permission to accept applications to invest in the implementation of the program throughout Manatee County.

Motion: Connie Shingledecker to present the Sleep Baby Safely Initiative to the Board of County Commissioners for funding approval; **Action:** Approve, **Moved by** Susan Miller Kelly, **Seconded by** Jannon Pierce; **Vote:** Motion passed (**Summary:** Yes =7, No = 0, Abstain = 0). (In Person): Debbie Tapp, Connie Shingledecker, Gina Messenger, Susan Miller Kelly, Carolann Garafola, Constance Charles-Logan, Jannon Pierce.

Retreat Items

The topic of combining Priority 1 and Priority 2 was mentioned at the Annual Retreat and was revisited by CSAB Members. A subcommittee was formed to create a result statement to embody both priorities and maintain the priority targets. The Priority subcommittee will also be

discussing the possibility of creating a new priority for Child Health and Safety. The subcommittee will consist of Gina Messenger, Debbie Tapp, Jannon Pierce, and Connie Shingledecker and they will update the CSAB after they convene.

Staff Updates

LaWanda Timmons provided the following updates:

- No staff updates.

Johanna Beville provided the following updates:

- Currently awaiting some programs to submit their 4th Quarter Requirements and the information will be included in the Annual Report once it is all compiled.
- Staff assignments for Programs are going to be shifting in some cases and programs will be made aware the week of October 24, 2023.
- Working to schedule first Compliance Observation Visits for FY24.

Melissa Bomar provided the following updates:

- Continuing to gather required information for the Annual Plan and Report to provide to the Board of County Commissioners for the November 3, 2023, meeting.
- Continuing to participate in contract negotiations and agency signings to have all contracts ready for execution on October 24, 2023.

Brenda Marquez Facio provided the following updates:

- No staff updates.

Kristi Hagen provided the following updates:

- CSAB Members are to notify her if they need any updated information for their CSAB Member handbooks. She requested that each CSAB member sign the acknowledgement form regarding their handbooks.
- If any CSAB Members are having issues signing into the Blackbaud Reviewer's Portal they should notify Kristi right away.
- Janet Vestal has provided her notice of resignation and applications for the vacant Child Advocate position is now open and will close at midnight on November 15, 2023.
- FY24 Children's Services nonprofit agreements are to be executed on or after the October 24, 2023, Board of County Commissioner's meeting.
- Reminder the Local Law Seminar is scheduled for November 13, 2023, from 1pm-5pm. Digital copies of the certificate of completion must be sent to Kristi Hagen.
- Staff Program assignments was included in their member handbook and CSAB Members were encouraged to reach out to the assigned contract manager if they would like to attend a program observation.

Commissioner Comments/Updates

No updates

New/Old Business

No updates

Public Comment

Agencies who verbally provided a public comment during the meeting were:

(In Person): Katie Becker; (Virtually): Kerry Gaylord.

- Katie Becker, Parenting Matters: Shared testimonials from the clients and their families based on their experience with the programs at Parenting Matters. She also voiced appreciation and gratitude towards the CSAB Members.
- Kerry Gaylord, Early Learning Coalition: Extended an opportunity for the CSAB Chair, Connie Shingledecker, to join Early Learning Coalition's (ELC) Board of Directors. She also informed the CSAB Members there have been no new updates regarding the Florida Education Identifier (FLEID) provided to ELC at this time.

Next Meeting

November 15, 2023 – 3:00 pm, Manatee County Administration Building, 1112 Manatee Avenue West, Bradenton, Florida, Manatee/Osprey Rooms, 5th floor.

Adjourn

There being no further business, the meeting adjourned at 5:15 p.m.

Approved

Connie Shingledecker, Chair

Date