

**CHILDREN'S SERVICES ADVISORY BOARD  
REGULAR MEETING  
COUNTY ADMINISTRATION BUILDING, 5<sup>TH</sup> FLOOR MANATEE ROOM  
1112 Manatee Avenue West  
Bradenton, Florida  
May 15, 2024**

**Present were:**

Connie Shingledecker, Chairman  
Xtavia Bailey, Vice-Chairman, (entered during meeting)  
Hon. Scott Brownell  
Constance Charles-Logan  
Carolann Garafola  
Susan Miller Kelly  
Melissa Leslie  
Jannon Pierce  
Debbie Tapp

**Absent were:**

Gina Messenger  
Patricia Miner  
Rita Smith

**Also present were:**

Amanda Ballard, Board of County Commissioners  
Tracie Adams, Deputy Director, Community and Veteran's Services  
Kristi Hagen, Children's Services Program Coordinator  
Johanna Beville, Senior Human Services Analyst  
Melissa Bomar, Human Services Analyst  
Lawanda Timmons, Senior Human Services Analyst  
Brenda Marquez Facio, Human Services Analyst – via Zoom  
Hannah Bishop, Deputy Clerk, Clerk of the Circuit Court

Chairman Shingledecker called the meeting to order at 3:05 p.m.

Johanna Beville, Senior Human Services Analyst, read opening comments regarding the procedures for the meeting and declared a quorum.

**AGENDA and SIGN-IN SHEET**

BC20240515DOC001

**MINUTES**

A motion was made by Member Brownell, seconded by Member Kelly, and carried 8-0, with Members Messenger, Miner, and Smith absent, to approve the minutes of April 24, 2024 and May 1, 2024.

**DISCUSSION OF RECOMMENDATION PROCESS**

Kristi Hagen, Children's Services Coordinator, reviewed 35 programs seeking an increase in investment for FY25, and encouraged Children Services Advisory Board (CSAB) Members to utilize the Decision-Making Guide - Request for Increased Investment and Tier Process, for Requested Increases to assist in making a final determination if a program qualifies for consideration for a recommendation of increased investment. Ms. Hagen also provided clarity on the role of staff in drafting agreements with agencies by utilizing the application and detailed conversation. Staff strive to understand the program and processes that are used to demonstrate service are provided and gains are achieved. Staff's goal is to ensure the details are accurate and complete based on what is learned and in the best interest of the community on behalf of Manatee County Government and Children's Services

Millage. Motions for recommendations may not include the utilization of staff to work with the agency to make the program services or Result better.  
(Enter Member Bailey)

Discussion ensued regarding the review process, scoring, and funding recommendation possibilities.

Ms. Hagen shared score ranges for investment applications for FY25 are as follows with one application scoring below 40, the rest are 55 or higher:

- Highest 92.90
- Lowest 38.90
- Average 79.94

### **ROBERT'S RULES PRESENTATION**

Johanna Beville, Senior Human Services Analyst, utilized a slide presentation reviewing Robert's Rules of Order and encouraged Members to utilize the Robert's Rules of Order Handout provided and fielded questions.

Discussion ensued regarding utilizing this information at future retreat events, and an understanding of the motion template form.

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### **CSAB INCREASE CONSIDERATIONS**

Chairman Shingledecker facilitated the CSAB members' review and discussion regarding programs seeking an increase in investment for FY25 to determine if they are eligible to be recommended for increase in investment with final determinations below:

- Big Brothers Big Sisters of the Sun Coast - One to One Mentoring Program:
  - Program is requesting a 50 percent increase. CSAB Members consensus determined the program is eligible a tier two investment increase up to a maximum of \$21,000.
- Boys and Girls Clubs of Manatee County - Great Futures Start Here (Ages 5-12 years old):
  - Program is requesting a ten percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$92,500.
- Boys and Girls Clubs of Manatee County - The Club Teen Program (Ages 13-17 years old):
  - Program is requesting a ten percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$22,500.

(Depart Member Kelly)

- Centerstone of Florida- Children's Community Action Treatment Team (CAT):
  - Program is requesting a three percent increase. CSAB Members consensus determined the program is eligible a tier one investment increase up to a maximum of \$24,761.
- Centerstone of Florida- Sexual Assault (Rape Crisis) Child Advocacy and Child Therapy:
  - Program is requesting a three percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$4,307.
- Centerstone of Florida- Mental Health Evaluation - Baker Act Youth:
  - Program is requesting a three percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$3,627.

(Enter Member Kelly)

- Children's Home Society of Florida - Focus on Literacy After School and Summer Program:
  - Program is requesting a 100 percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$5,600.
- Educational Consultants Consortium Inc. Program:

- Program is requesting a 27 percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$32,800.
- Early Learning Coalition of Manatee County, Inc. - Coordinated Approach to Child Health (CATCH):
  - Program is requesting a seven percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$10,500.
- Early Learning Coalition of Manatee County, Inc. - Early Care and Education Child Care Subsidy and Match Program:
  - Program is requesting a 20 percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$427,950.
- Early Learning Coalition of Manatee County, Inc. - Nemours Reading Brightstart! Program:
  - Program is requesting a seven percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$16,100.
- Family Resources, Inc. - CERTAIN (Community Effort to Reduce Truancy by Assessing Individualized Needs):
  - Program is requesting a six percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$21,027.
- Feeding Empty Little Tummys, Inc. - Feeding Empty Little Tummys, Inc.:
  - Program is requesting a 60 percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$25,000.
- Foundation for Dreams - Dream Oaks Camp:
  - Program is requesting an eight percent increase. CSAB Members consensus determined the program is eligible a tier one investment increase up to a maximum of \$17,500.
- Healthy Teens, Inc. - Teen Health Educators:
  - Program is requesting a six percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$8,606.
- Just for Girls - Girls Alternative Program for Success (GAPS):
  - Program is requesting a seven percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$46,805.
- Just for Girls - Stepping-Up to Success:
  - Program is requesting a seven percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$59,463.
- Manatee Children's Services - Child Advocacy Center:
  - Program is requesting a seven percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$64,553.
- Manatee Children's Services - Kids Personal Safety:
  - Program is requesting a 95 percent increase. CSAB Members consensus determined the program is eligible for a tier three investment increase up to a maximum of \$76,832.
- Manatee Children's Services - Residential:
  - Program is requesting a seven percent increase. CSAB Members consensus determine the program is eligible for a tier one investment increase up to a maximum of \$26,460.

- Palmetto Youth Center - Foundation for Excellence:
  - Program is requesting an 18 percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$41,002.
- Palmetto Youth Center - Helping Young People Excel (HYPE):
  - Program is requesting a 30 percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$30,316.
- Parenting Matters - Parent Partner Program:
  - Program is requesting a seven percent increase. CSAB Members consensus determined the program is eligible a tier one investment increase up to a maximum of \$19,950.
- Safe Children Coalition, Inc - Child Welfare Prevention Program:
  - Program is requesting a 16 percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$58,811.
- Safe Children Coalition, Inc - Family Preservation and Reunification Program:
  - Program is requesting a seven percent funding increase and CSAB Members consensus determined it is eligible to be recommended for an increase for a tier one investment increase up to a maximum of \$23,800 investment for FY25 by member consensus.
- Step Up Suncoast - Collaborative Action Therapy for Children's Health (CATCH):
  - Program is requesting a 90 percent increase. CSAB Members consensus determined the program may be eligible for a tier two investment increase up to a maximum of \$28,612.
- Step Up Suncoast - Head Start/Early Head Start:
  - Program is requesting a seven percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$63,000.
- Step Up Suncoast - Healthy Families Manatee:
  - Program is requesting a four percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$17,358.
- Step Up Suncoast - Home Instruction for Parents of Preschool Youngsters (HIPPY):
  - Program is requesting a five percent increase. CSAB Members consensus determined the program is eligible to be recommended for an increase for a tier one investment increase up to a maximum of \$9,933 investment for FY25 by member consensus.
- Step Up Suncoast - Parents as Teachers (PAT):
  - Program is requesting a four percent funding increase and CSAB Members consensus determined it is eligible a tier one investment increase up to a maximum of \$5,956.
- Step Up Suncoast- Whole Child Manatee:
  - Program is requesting a four percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$5,448.
- The Florida Center - Early Childhood Court:
  - Program is requesting a 15 percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$49,713.
- The Salvation Army Housing - Focused Shelter for Families:
  - Program is requesting a seven percent increase. CSAB Members consensus determined the program is eligible for a tier one investment increase up to a maximum of \$7,000.

- Tidewell Foundation - Blue Butterfly Family Grief Program:
  - Program is requesting a 328 percent increase. CSAB Members consensus determined the program is eligible for a tier two investment increase up to a maximum of \$3,976.
- United Community Centers, Inc. - Before and After School, Summer Enrichment Plus (BASE+):
  - Program is requesting a 58 percent increase. CSAB Members consensus determined the program is eligible tier two investment increase up to a maximum of \$69,065.

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### **STAFF UPDATES**

Kristi Hagen, Children's Services Coordinator, provided the following updates:

- Sleep Baby Safely was executed

Melissa Bomar, Human Services Analyst, provided the following updates:

- Conducted a site visit for Manatee Children Services

### **MEMBER COMMENTS/UPDATES**

Member Tapp noted all Members should review and highlight from their notes, to be ready for the meetings next week.

Member Bailey expressed concern regarding today's buffer meeting, explained the motion process for the next two meetings, all Members can make motions, and expressed concern regarding safety for Children.

Chairman Shingledecker requested Members write down their motions and prepare ahead of time for the next meeting.

Member Pierce asked for the scoring sheet before the meeting to review.

Discussion ensued regarding clarity on the priorities for each program, and an understanding of the motions.

Member Leslie asked if the Board is working on prioritizing the priorities, and asked for clarity on having the motions ready for the meeting.

A motion was made by Member Tapp, seconded by Member Bailey, and carried 8-0, with Members Messenger, Miner, and Smith absent, to address all priority claiming programs in score order, and have the other programs in score order to follow on Monday, May 20, 2024.

Member Garafola asked for clarity regarding the funding for each program, with the scoring process.

### **NEW/OLD BUSINESS**

There was no new or old business.

### **PUBLIC COMMENT**

Kim Bailey, CEO of Feeding Empty Little Tummys, Weekend Meal Backpack Program, addressed funding concerns for their program.

There being no further public comments, Johanna Beville closed public comments.

**NEXT MEETING**

The next meeting of the Children's Services Advisory Board will take place on May 20, 2024, at 3:00 p.m., in the 5th Floor, Manatee Room, Manatee County Administrative Building, 1112 Manatee Avenue West, Bradenton.

**ADJOURN**

There being no further business, Chairman Shingledecker adjourned the meeting at 5:26 p.m.

Minutes Approved: \_\_\_\_\_