



**Children's Services Advisory Board**  
**Application and CSAB Review Process Subcommittee Meeting**  
**August 28, 2024**

A meeting of the Children's Services Advisory Board Subcommittee of Manatee County, Florida, was held at the Manatee County Administration Building, 1112 Manatee Avenue West, Bradenton, Florida, 5<sup>th</sup> Floor Dolphin Room on Wednesday August 28, 2024, at 2:00 p.m.

**Attendance:**

CSAB Members: (In Person): Xtavia Bailey, Debbie Tapp, Patricia Miner, and Rita Smith  
Staff: (In Person): Kristi Hagen and Johanna Beville  
Public: None

**Increase Consideration**

The subcommittee reviewed and discussed the FY25 CSAB Tier Process for Requested Increases process and CSAB Decision Making Guide - Request for Increased Investment process. It was determined revisions will be made to the FY26 CSAB Decision Making Guide - Request for Increased Investment process to include whether or not an agency is seeking investment from sources outside of the Manatee County Government Children's Millage. The Children's Services team will update the guidance form and update the website to reflect appropriate changes.

**Review Scoring**

The subcommittee reviewed and discussed the FY25 application guidance. Members discussed previously recommended changes to the FY26 application and how it impacts the scoring and guidance. It was determined another scored question will be added to the end of the application to focus on the budget. The Children's Services team will update the current application and guidance form and update the website to reflect appropriate changes.

**Abbreviated Application**

The subcommittee reviewed and discussed the benefits of having an abbreviated application for programs who meet certain qualifications for FY26 and moving forward. It was determined the top 12 programs, can be Results 1<sup>st</sup> or Results as Service, for FY25 will be invited, via email, to complete an abbreviated application with a link to the

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VACANT  
*District 1*

AMANDA  
BALLARD  
*District 2*

KEVIN  
VAN OSTENBRIDGE  
*District 3*

MIKE  
RAHN  
*District 4*

RAYMOND  
TURNER  
*District 5*

JASON  
BEARDEN  
*At Large*

GEORGE W.  
KRUSE  
*At Large*

application included in the email. Each year will offer an opportunity for there to be a new Top 12 as the current year's top 12 will maintain their FY25 application scoring for FY26.

Qualifications to be considered for the top 12 include staff recommendations. Staff will consider meeting targets, the agency submitting items on-time, no compliance issues or staff concerns, and staff reports.

Questions the CSAB subcommittee would like to have on the abbreviated application will include the at-risk, barriers, results, milestones, verifications and timelines, how the agency plans to utilize an increase if provided, demographics, daily schedule, and other items.

CSAB members discussed how an abbreviated version of the application process for FY26 and how it would impact increase considerations. It was determined an agency who is eligible for applying for investment using the abbreviated application will still be eligible for increase investment consideration and will be using the score they received on their last full application.

The Children's Services team will be working to create an abbreviated application and guidance form and will review with CSAB Members.

### New/Old Business

The subcommittee reviewed and discussed the challenges facing new programs when applying for investment. A new program application is being considered to include items which the subcommittee members feel are consistently missed.

Member consensus determined it is difficult for new programs to share exactly what activities the program does, what the key program elements are. It was determined it would benefit from having the new programs provide a daily Schedule and typical activities in their application and how is Children's Millage investment going to enhance/expand the program without supplanting.

### Summary

The subcommittee did not finish addressing and determine the scores for abbreviated application with scoring items and a new program application. Another meeting will be scheduled to complete this task.

### Next Meeting

It was determined there is no need for an additional meeting at this time as the items discussed in this subcommittee will be reviewed during the next scheduled CSAB Meeting on September 18, 2024.