

**CHILDREN'S SERVICES ADVISORY BOARD
REGULAR MEETING
COUNTY ADMINISTRATION BUILDING, 5TH FLOOR MANATEE ROOM
1112 Manatee Avenue West
Bradenton, Florida
January 21, 2026**

Present were:

Xtavia Bailey, Chairperson
Jannon Pierce, Vice-Chairperson, (Via Zoom)
Sara Arter
Heather Felton
Kristin Gallagher
Carolann Garafola
Michelle Laughrey
Cassandra Mitchell
Connie Shingledecker
Debbie Tapp

Absent was:

Hon. Scott Brownell

One seat is vacant.

Also present were:

Amanda Ballard, Board of County Commissioner
Tracie Adams, Deputy Director, Community and Veteran's Services
Kristi Hagen, Children's Services Coordinator
Melissa Bomar, Interim Children's Services Coordinator
Brenda Marquez Facio, Human Services Analyst
Mark Dillon, Senior Human Services Analyst
Hannah Bishop, Deputy Clerk, Clerk of the Circuit Court

1.  Chairperson Bailey called the meeting to order at 3:02 p.m.

AGENDA/SIGN-IN SHEET

CS20260121DOC001

2. **ROLL CALL**
A quorum was declared.

A motion was made by Member Felton, seconded by Member Shingledecker, and carried 10-0, with Vice-Chairperson Pierce attending via zoom, and Member Brownell absent, to approve the minutes of November 19, 2026.

3. **MANATEE COUNTY – FINANCIAL MANAGEMENT DEPARTMENT**
Sheila McLean, Chief Financial Officer, introduced Claudia Campos, Interim Chief Financial Officer, and reviewed budget stabilization with the Children's Services Advisory Board (CSAB), purpose, Resolution R-10-98, reserves, CSAB funds, investment portfolio, annual audits, millage, utilization of funds, expenses, use of revenues, and an overall budget review for CSAB.

Discussion ensued regarding interest earned on CSAB reserves, allocation of funds, the location of finance investment reports, potential conflicts of interests, reserve balances, and stabilization funding.

4. **LOCAL GOVERNMENT LAW SEMINAR SUMMARY**

Melissa Bomar, Interim Children's Services Coordinator, utilized a slide presentation to review Fiscal Year (FY) 2026 Legal Law overview, Sunshine Law requirements, exemptions, violations, public records, social media and government, ethics, conflicts, definition of a meeting, exempt and confidential records distinctions, public records disclosure and retention, and best practice.

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5. **REVIEWER'S PORTAL**

Kristi Hagen, Children's Services Coordinator, displayed the reviewer's portal including active, invited, in-progress, submitted, and pinned applications for the upcoming review meetings.

Discussion ensued regarding the location of inputting scores for each program, saving versus submitting scores, category scoring for each program, deadlines for submitting questions during the review period, allotted speaking time, and response time.

6. **APPLICATIONS TIMELINE**

Melissa Bomar, Interim Children's Services Coordinator, reviewed the application timeline, and batches.

Discussion ensued regarding new program presentations, new applications, the review timeline, meetings, Robert's Rules of Order, concerns about presentations occurring before application review, time allotted for new program presentations, the possibility of having no presentations, and review batches.

A motion was made by Member Garafola, seconded by Member Felton, and carried 10-0, with Vice-Chairperson Pierce attending via zoom, and Member Brownell absent, to forgo presentations by new programs.

7. **STAFF UPDATES**

Brenda Marquez Facio, Human Services Analyst, requested that CSAB Members return window and door alarms, along with associated forms.

Melissa Bomar, Interim Children's Services Coordinator, stated compliance reviews for Avenue941, Manatee Children's Services Residential, Boys and Girls Club Great Futures Start Here, Boys and Girls Club Teen Program, Healthy Teens, and Sarasota Manatee Association for Riding Therapy (SMART) have been completed with no concerns, all contracts have been executed, quarter one reports are being processed, and is learning the new role as Interim Children's Services Coordinator.

Mark Dillon, Senior Human Services Analyst, reported first review results for Take Stock, Mentoring Matters, National Alliance on Mental Illness (NAMI), Parents for Parents, and All-Star Children's Foundation Trauma Informed Services were completed with no concerns, and stated Feeding Empty Little Tum mies (FELT) Weekend Program was placed in a Corrective Action Plan (CAP).

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(Continued)

Kristi Hagen, Children's Services Coordinator, stated Staff members throughout the department will be assisting with the transition, and thanked CSAB Members for their efforts on behalf of the community.

8. **COMMISSIONER COMMENTS/UPDATES**

Commissioner Ballard thanked Kristi Hagen, Children's Services Coordinator, for her support of the County, requested feedback from the CSAB for larger programs, and asked the Board to consider expanding services to include youth ages 18 to 22, provided this possible expansion would not conflict with the CSAB ordinance.

Discussion ensued regarding the foster care system, services for youth ages 18 to 22, concerns related to homelessness, aging-out ordinance, and guidance from other counties.

9. **NEW/OLD BUSINESS**

Ms. Bomar stated this section is intended to clarify any existing conflicts for voting purposes.

Members Felton and Smith disclosed existing conflicts of interest and will fill out the 8B Memorandum of Voting Conflict form.

10. **PUBLIC COMMENT**

Jessica Ryherd, FELT, spoke on the program's reporting processes.

There being no further public comment, Chairperson Bailey closed public comment.

11. **NEXT MEETING**

The next meeting will occur February 18, 2026, at 3:00 p.m., in the Manatee County Administrative Building, 1112 Manatee Avenue W, Bradenton, in the 5th Floor Manatee Room.

ADJOURN

There being no further business, Chairperson Bailey adjourned the meeting at 5:20 p.m.

Minutes Approved: 

