

**CHILDREN'S SERVICES ADVISORY BOARD  
REGULAR MEETING  
COUNTY ADMINISTRATION BUILDING, 5TH FLOOR MANATEE ROOM  
1112 Manatee Avenue West  
Bradenton, Florida  
January 15, 2025**

**Present were:**

Xtavia Bailey, Chairman  
Barbara Byrne  
Constance Charles-Logan (entered during meeting)  
Carolann Garafola  
Emily Robertson  
Connie Shingledecker,  
Rita Smith  
Debbie Tapp

**Absent were:**

Hon. Scott Brownell  
Chad Choate  
Patricia Miner  
Jannon Pierce, Vice-Chairman

There is one seat vacant.

**Also present were:**

Tracie Adams, Deputy Director, Community and Veteran's Services  
Kristi Hagen, Children's Services Coordinator  
Johanna Beville, Senior Human Services Analyst  
Melissa Bomar, Human Services Analyst (via Zoom)  
Lawanda Timmons, Senior Human Services Analyst  
Brenda Marquez Facio, Human Services Analyst  
Vicki Tessmer, Deputy Clerk, Clerk of the Circuit Court

Chairman Bailey called the meeting to order at 3:04 p.m.

**AGENDA/SIGN-IN SHEET**

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**1. CALL TO ORDER**

Chairman Bailey called the meeting to order.

**2. ROLL CALL**

A quorum was declared.

**3. MINUTES**

Member Shingledecker made a correction to the verbiage in Item 9, Citizens Comments on the November 20, 2024 minutes.

A motion was made by Member Tapp, seconded by Member Shingledecker, and carried 7-0, with Members Brownell, Charles-Logan, Choate, Miner and Pierce absent, to approve the minutes of November 20, 2024.

**4. EMERGENCY FUNDING REQUEST**

Member Shingledecker noted an additional child in 2024 died during sleep.

Kristi Hagen, Children's Services Coordinator, stated the contract with Early Learning Coalition (ELC) for Sleep Baby Safely was written for one year, and created a gap, therefore the ELC is requesting emergency funding to cover April 1 2025-September 30 2025.

A motion was made by Member Garafola and seconded by Member Shingledecker to approve emergency funding of \$93,625 from April 1 2025-September 30 2025.

Rachel Spivey, Early Learning Coalition, requested \$93,625. The application will be submitted shortly.

There being no public comment, Chairman Bailey closed public comment.

The motion carried 7-0, with Members Brownell, Charles-Logan, Choate, Miner and Pierce absent.

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(Enter Member Charles-Logan)

5. **REVIEW PROCESS**

Kristi Hagen, Children's Services Coordinator, summarized the Reviewer's Portal Scoring guidance, which was shared with the agencies. The Board agreed to receiving the summary and the matrix. She explained the process for signing into the portal and reviewing/submitting applications.

Discussion ensued regarding the importance of input on all applications and Member attendance during the review process, and when entering initial scores, members should save, but not submit their scores.

6. **STAFF UPDATES**

Lawanda Timmons, Senior Human Services Analyst, is scheduling observations with agencies.

Johanna Beville, Senior Human Services Analyst, conducted all reviews, and Genesis Health is on a corrective action plan to ensure all documentation is correct.

Brenda Marquez Facio, Human Services Analyst, is scheduling observations with agencies.

Melissa Bomar, Human Services Analyst, conducted observations, and visited AMI kids, with no findings, and all submittals were timely.

Kristi Hagen, Children's Services Coordinator, noted members should contact the contract managers prior to February if they wish to do a site visit. The Board of County Commissioners now has an agenda item on meetings for Advisory Boards to provide updates.

Discussion ensued that the Board of County Commissioners may have a separate meeting for the CSAB approvals, important to have a work session as well, good for Chairman or Vice-Chairman to speak at Board meetings, next Commission meeting is on January 28, need to be prepared to speak before the Commission and able to respond to questions eloquently, staff to prepare a statement for review at the next meeting, and there are different perspectives between Commissioners and CSAB Members.

Ms. Hagan noted the purchase of items to help prevent drowning was approved at the County Commission meeting on January 12. There have been three applications submitted, and there are 91 applications started, although some applications may be duplicates. Agencies are reminded to only submit one application. The application deadline is January 29, 2025. New programs should apply using the new application.

Discussion ensued that all Members score every program, there are 10 batches of programs that need to be analyzed at each review meeting, make the process quicker by having programs by the same agency in the same batch, review the top 10 programs first, shorten presentation time for new applications, video of new programs that can be sent to Members, and Members can send questions to staff.

7. **COMMISSIONER COMMENTS**

There were no comments.

8. **NEW/OLD BUSINESS**

Chairman Bailey noted there is an emergency funding request by the Boys and Girls Club (BGC) for Opioid Prevention Programming.

Discussion ensued regarding if the Boys and Girls Club went before the Board of County Commissioners for the funding to be paid by the Opioid Settlement fund, is that funding available, what does the program consist of and how long is it, is there a stop gap request, how many staff members are needed, is this a group or individual program, and there are small group opportunities.

Dawn Stanhope, Boys and Girls Club of Manatee County, provided context, and noted the Opioid Settlement Funds should be used for this program. They went to the County Commission and requested the funding, but there is not a program to provide the funding. The settlement funds will last for 18 years. The County approved over \$160,000 from their budget, and it was recommended if CSAB could provide the emergency funding, until the new budget cycle begins. BGC will apply for settlement funds once the program is developed by the County. They have sponsored events in the community.

Gary Angelo, Boys and Girls Club of Manatee County, reviewed the sessions held with participants. Trauma Care specialists are available to participants, and the program is very in-depth.

Discussion continued that this is a continuing program, BGC works with community partners, programs held at different sites every two and a half months, details of the program, sessions are interactive, July 2024-December 2024 was paid out of BGC reserves, the funding request is to complete the program this year, the County funds have not been specified as being retro-active, groupings are age based, and not large, tests before and after program to see the difference in understanding opioids, programs is for grades 3-12, children attending BGC programs are automatically enrolled in the program, the program was new last year, but there have no negative effects, CSAB is not the right place to receive the funding, funds were available from Drug Free Manatee, BGC wants the funding to come from proper channels, and this is a one-time request.

Tracey Adams, Deputy Director Community and Veterans Services explained there may not be a process in the County. The Board still has to approve the funding, and if the funds are not approved today, a member of CSAB should be available at the Board meeting.

Discussion continued regarding CSAB does not have authorization to spend settlement funds, recommendation to the Board, this request is to cover January 2025-September 30, 2025. Funding from the State ended July 1, 2024, can a motion have a statement that the program is worth funding, had settlement funds not be available, CSAB is the first stop for this funding, the BGC requested the funds at the November 7, 2024, Commission meeting, and there are no other programs at this time receiving settlement funds.

A motion was made by Member Shingledecker that based on request CSAB feels this program is necessary giving circumstances in Manatee, but they do not feel funding should come from CSAB, but come from the opioid settlement funds. CSAB could do a formal review of the program. The motion was seconded by Member Garafola.

Discussion ensued that CSAB has enough applications to review, it should be funded, but not volunteer the resources of this board, no children programs are being funded by settlement funds, motion pushes the County to take action, and Public Safety has non-profit programs they fund with a similar review process.

Jannon Pierce, CSAB Member, expressed the same concern as the CSAB, but motion should specify lending review process, and put it all in the County's court.

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

The motion carried 5-3, with Members Charles-Logan, Smith, and Tapp voting nay.

Discussion continued that there are opioid settlement funds that have been received by the County, and the funding needs to come from that, and BCG would be the only children's program receiving those funds.

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9. **PUBLIC COMMENT**

Heather Felton, future CSAB member, introduced herself.

Debbie Tapp, requested an update on the programs that were denied funding by CSAB, but the County approved.

Johanna Beville, Senior Human Services Analyst, noted Isaiah House 117 withdrew their application, Prodigal Daughters needs to determine the program, and staff is working with them on the contract process. Summer Blast camp is not starting services until the summer, and they are working on the contract.

Kristi Hagen, Children's Services Coordinator, noted review of the Summer Blast Camp will have a different procedure since they are internal, but there will be a contract manager assigned to the program. An update will be provided after the contracts are complete.

Member Shingledecker, reiterated her comments regarding Sleep Baby Safely, and 2024 cases will be reviewed this year.

Chairman Bailey noted the Multi-Cultural festival is scheduled for February 15, and booths are available.

10. **MEETINGS**

The next meeting will take place February 12, 2025, at 3:00 p.m. in the Manatee County Administrative Building, 1112 Manatee Avenue W, Bradenton, in the 5th Floor Manatee Room.

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**ADJOURN**

There being no further business, Chairman Bailey adjourned the meeting at 5:02 p.m.

Minutes Approved: 