

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

Present were:

Xtavia Bailey, Chairperson
Jannon Pierce, Vice-Chairperson
Hon. Scott Brownell
Heather Felton
Carolann Garafola
Graham Ledger
Laurie McCracken (Via Zoom)
Cassandra Mitchell
Connie Shingledecker (Via Zoom)
Rita Smith (Entered during meeting via Zoom)

Absent were:

Debbie Tapp

Two seats are vacant.

Also present were:

Tracie Adams, Deputy Director Community and Veterans Services
Kristi Hagen, Children's Services Coordinator
Melissa Bomar, Human Services Analyst
Brenda Marquez Facio, Human Services Analyst
Denis Gunic, Human Services Analyst
Mark Dillon, Senior Human Services Analyst
Vicki Tessmer, Board Records Supervisor, Deputy Clerk, Clerk of the Circuit Court

AGENDA/SIGN-IN SHEET

CS20251015DOC001

1. **CALL TO ORDER**

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

2. **ROLL CALL**

A quorum was declared.

New Members McCracken, Mitchell and Ledger introduced themselves.

3. **MINUTES**

A motion was made by Member Felton, seconded by Member Garafola, and carried 9-0, with Members Smith and Tapp absent, to approve the Minutes of September 17, 2025.

ELECTION OF OFFICERS

Chairperson Bailey opened the floor for nominations

Nominations – Chairperson

Xtavia Bailey by Member Pierce

A motion was made by Member Garafola, seconded by Member Ledger, and carried 9-0, with Members Smith and Tapp absent to close nominations. Member Bailey was appointed Chairman by unanimous vote.

Nominations – Vice-Chairperson

Jannon Pierce by Member Garafola

A motion was made by Member Garafola, seconded by Member Felton and carried 9-0 with Members Smith and Tapp absent to close nominations. Member Pierce was appointed as Vice-Chairperson by unanimous vote.

4. **RETREAT REFLECTION**

Discussion ensued regarding the retreat was well organized, much accomplished, appreciated School District presentation and time to collaborate together, good input from Members, ice-breaker amazing, positive engagement with staff, and corrected information provided in the summary.

Kristi Hagen, Children's Services Coordinator, suggested having the retreat and first meeting at the same time to avoid the beginning of the fiscal year.

Discussion continued regarding if action is being taken during the retreat, it takes away from the openness of the retreat, appoint Chairperson and Vice-Chairman at the first meeting, and the formality of meetings is put aside during the retreat. CS20251015DOC002

5. **EMERGENCY FUNDING REQUEST/I AM ACADEMY-TRULY VALUED**

Discussion ensued regarding this is a new program, emergency funding should be granted to existing programs, mentoring does not constitute an emergency, emergency funding is for health, safety, welfare, there are several other mentoring programs already being funded, suggest reaching out to other programs for assistance, applications open in December, most of the funding for this programs comes from foundations, what date did the program start in Manatee County, program works with the School District, Program centers on young African-American girls who are at risk, ask is for October – December, and program attempted to find funding from other sources.

Ms. Hagen explained there is a process for emergency funding. Programs must answer questions in the letter of intent, and if the answers are yes, they may be considered for emergency funding.

Discussion continued regarding the importance of past funding makes it easy to determine if they need emergency funding, organization responded they meet the needs of clients, but there is no measure, financial stability of program, last year expenses were more than revenue, less than half of the Board members are from Manatee County, typically do not fund new programs with emergency funding, need measurable results, program was notified of this meeting, but they are not in attendance, why are they ineligible for funding by the Patterson Foundation, existing fund sources, and non-profits are losing federal dollars.

Ms. Hagen suggested sub-committees could review the process, and noted federal funding can go away for programs, and need to determine if the program is a vital program.

Chairperson Bailey would like to invite funding investors, such as foundations, to discuss funding and determining priorities. Priorities in Manatee County are changing and CSAB could consider the possibility of hosting an event for non-profits to voice their concerns.

Discussion continued regarding starting a sub-committee to discuss the possibilities, there needs to be more funding allocated to the youngest children, and identify what programs are losing federal funds.

A motion was made by Member Garafola and seconded by Member Ledger not fund the emergency funding for I AM ACADEMY.

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

The motion carried 9-0, with Members Smith and Tapp absent.

CS20251015DOC003

(Enter Member Smith via Zoom)

6. **SUBCOMMITTEE UPDATES**

CSAB Internal Procedures and Rules

Ms. Hagen used a slide presentation to review changes made by the Sub-Committee.

Discussion ensued regarding attendance, clarity on virtual attendance, virtual attendance between February and May does not count as being present, and virtual attendance is allowed between June and January and is not considered an absence.

A motion was made by Member Garafola and seconded by Member Felton to approve the internal rules and procedures as discussed. The motion carried 10-0 with Member Tapp absent.

CS20251015DOC004

Applications and Guidance

Ms. Hagen led discussion regarding components of the application including clarifying questions and Results First and Results as Service.

Discussion ensued regarding the wording of questions, and define significant changes to the program that make the results better, and key essential partners.

(Depart Members Garafola, Felton, and Ledger during discussion)

Tracie Adams, Community and Veterans Services Deputy Director, stressed if programs do not follow the directions on the application, that will affect their score.

Discussion continued regarding replace a memorandum of understanding with a letter, and identify key program elements.

CS20251015DOC005

7. **COMMISSIONER COMMENTS/UPDATES**

There were no Commissioner comments.

8. **STAFF UPDATES**

Brenda Marquez Facio, Human Services Analyst, had no updates.

Denis Gunic, Human Services Analyst, had no updates.

Melissa Bomar, Human Services Analyst, had no updates.

Mark Dillon, Senior Human Services Analyst, had no updates.

Tracie Adams, Deputy Director Community and Veterans Services, had no updates.

Kristi Hagen, Children's Services Coordinator, noted a meeting was held with the School District regarding Literacy that will provide a template, and the program will provide a report, the water surface alarms arrived and there is a list of locations, and Members can attend the investment process seminar to be a panel and offer opinions. CS20251015DOC006

Ms. Hagen clarified the pool alarms are being handed out first come, first serve.

9. **PUBLIC COMMENTS**

Kristen Gallagher applied for the Department of Children and Families seat on the Board, and provided her history.

Glen Gibellina addressed truancy in schools and stressed the importance of attending school.

Susan Ford provided historical knowledge regarding new agencies not receiving emergency funding.

10. **MEETING SCHEDULE**

The next meeting will take place on Wednesday, November 19, 2025, at 3:00 p.m., on the 5th Floor, Manatee Room, Manatee County Administration Building, 1112 Manatee Avenue West, Bradenton.

MEMBER COMMENTS

There were no member Comments.

ADJOURN

There being no further business, Chairperson Bailey adjourned the meeting at 5:48 p.m.

Minutes Approved: _____

