



CITY OF TITUSVILLE

TITUSVILLE SOCIAL SERVICES AD HOC COMMITTEE

AGENDA

Regular Meeting

March 18, 2026 - 5:30 PM

Harry T. Moore Social Service Center

725 South DeLeon Avenue, Titusville, FL 32780

The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request that the physically handicapped person desires to attend the meeting.

1. CALL TO ORDER

2. ROLL CALL

3. DETERMINATION OF A QUORUM

4. APPROVAL OF MINUTES

5. OLD BUSINESS

6. NEW BUSINESS

A. Introduction to the Sunshine Law

No action requested

B. Social Services Ad Hoc Kick-off meeting presentation

No action requested

C. Chairperson and Committee Discussions

As appropriate

7. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT (OPEN FORUM)

8. ADJOURNMENT

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Titusville Social Services Ad Hoc Committee
From: Terrie Franklin, Neighborhood Services Director
Subject: **Introduction to the Sunshine Law**
Department/Office: Neighborhood Services

Recommended Action:

No action requested

Summary Explanation & Background:

City Attorney will provide information and guidance on the Sunshine Law to new committee members

Alternatives:

None

Item Budgeted:

Not applicable

Source/Use of Funds/Budget Book Page:

Not applicable

Strategic Plan:

None

Strategic Plan Impact:

None

ATTACHMENTS:

1. SUNSHINELAW



LET'S
TALK
SUNSHINE
– PUBLIC
MEETINGS

F L O R I D A I S
T H E
“ S U N S H I N E
S T A T E ”



THE PUBLIC'S RIGHT TO ACCESS PUBLIC MEETINGS

- All meetings . . . of any collegial public body of a . . . municipality, . . . at which **official acts** are to be taken or at which **public business of such body is to be transacted or discussed**, shall be **open and noticed to the public** . . . , except with respect to meetings exempted pursuant to this section or specifically closed by this Constitution. Fla. Const. Art. 1 Sec. 24 (b). See *also* Florida Statutes, section 286.011.



WHAT “MEETINGS” ARE SUBJECT TO THE SUNSHINE LAW?



The Sunshine Law applies to any gathering -

- Formal *or* informal of ...
- two or more members
- of the same board
- to discuss some matter which will foreseeably come before that board for action.

Prohibits board members from engaging in private discussions with each other regarding board business, whether in person, by telephone, email, text, social media, or other type of electronic communication.



Public Meetings:

The entire decision-making process is to be in the “sunshine.” -How & why decisions are made.

Public Meeting Requirements:

1. Meetings open to the public,
2. Reasonable notice of meetings provided, and
3. Minutes of the meetings must be taken and promptly recorded.



SUNSHINE LAW REQUIREMENTS



EXCEPTIONS TO THE SUNSHINE LAW

- The Law does not allow a board to avoid the Sunshine unless specifically exempted.
- *Attorney-Client Session:*
 - Pending litigation
 - Confined to **settlement negotiations** or **strategy session** related to litigation expenditures.
 - Other procedural requirements apply:
 - Attendance is strictly limited to Commissioners, City Administrator, City Attorney, and a court reporter.
 - No formal action is taken.
 - Meeting is **recorded** by a court reporter. The transcript is sealed until conclusion of the litigation – at which time it becomes a public record.



EXCEPTIONS TO THE SUNSHINE LAW - PART 2

- Collective Bargaining Executive Session
 - Limited in scope
 - Confined to **strategy discussions** between the Chief Administrative Officer, a duly appointed negotiating committee, and the legislative body regarding actual or future collective bargaining negotiations
 - City Administrator and members of the negotiation team are allowed to be present



EXCEPTIONS TO THE SUNSHINE LAW - PART 3

- **Security Systems**

- Meetings to discuss a security plan, in general, or a security system related to any publicly owned or leased building are exempt.

- **Fact Finding committees**

- Limited exception for committees formed for information gathering or fact finding. Limited to conduct only those activities.

PUBLIC COMMENT UNDER THE SUNSHINE LAW

- Section 286.0114, Florida Statutes
 - Board must allow an opportunity for the public to be heard before the board takes final action on an item.
 - Occurs at a meeting that is during the decision- making process, and
 - Within reasonable proximity in time before the board takes official action.



PENALTIES FOR VIOLATION

- City action taken in violation of Sunshine Law may be void
- Knowing violation: 2nd degree misdemeanor
 - Official may be removed from office if convicted (sometimes before convicted)
 - Not more than 60 days jail and/or a \$500 fine
- Unintentional violation: Noncriminal infraction
 - Fine up to \$500
- Attorney's fees and court costs
 - Attorney's fees may be assessed against an individual member of a board except in those cases when the member sought and took advice of its attorney.



City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Titusville Social Services Ad Hoc Committee
From: Terrie Franklin, Neighborhood Services Director
Subject: **Social Services Ad Hoc Kick-off meeting presentation**
Department/Office: Neighborhood Services

Recommended Action:

No action requested

Summary Explanation & Background:

Presentation to be provided by City staff.

The presentation will provide historical information and data on the creation, use, and current status of the Harry T. Moore Social Service Center.

Alternatives:

None

Item Budgeted:

Not applicable

Source/Use of Funds/Budget Book Page:

Not applicable

Strategic Plan:

None

Strategic Plan Impact:

None

ATTACHMENTS:

1. Staff Presentation

TITUSVILLE
SOCIAL SERVICES
AD HOC COMMITTEE
KICK OFF
MEETING

AGENDA

Sunshine Law- City Attorney

Social Services Center Background

Historical Operations and Current Data

SOCIAL SERVICE CENTER DEFINED

INFORMATION-REFERRAL COORDINATION

Neighborhood service centers have long been recognized as functional and highly effective mechanisms for coordinating information-referral activities and the delivery of a wide range of services

- Data reveals that an information-referral system when designed around health, rehabilitative, education, and employment services lifts underserved areas.
- Built around concepts of self-help, love for neighbors, and basic notion that a “community” is no stronger than the health and welfare of all its people.
- Serves as a vital link between agencies who can provide and the people who need.



HTMC HISTORY

LOOKING BACK

TITUSVILLE SOCIAL SERVICE CENTER



July 1971

Property donated by the County. City Seeks grant.



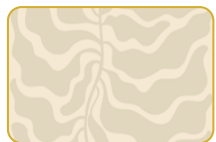
July 1972

Social Service Center top capital improvement project



August 1973

Social Service Department established by City



1974

Construction complete and dedication

Department primary responsibilities:

- Coordinate and provide administrative and operational support for the various social agencies at the Center
- Coordinate information-referral activities
- Funnel information
- Vital link between the agencies who can provide and the people who need.

TITUSVILLE SOCIAL SERVICE CENTER



1975

Community Development
Department created for grant

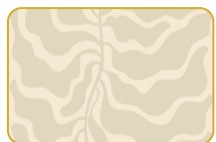


Center to be operated by City



1990

Cost analysis performed.
Recommendations for rent



2000

Housing & Community Development
department relocates to Center



2007

Social Services and Housing
Departments merge



Neighborhood Services
Department created



Includes Social Services,
Housing, and Code
Enforcement

COMMUNITY GAP ANALYSIS, PETITIONS AND SURVEYS

2007

Brevard County PSN
Community Solutions Task Force

CITY SURVEYS

North Brevard Coalition of
Human Services GAP Analysis

*2020 Community Survey
(mailed)*

Petition from North Brevard
Ministries Alliance and surveys

2014 HTMC drop box survey

Letter of concerns Q&A
Concerned Citizens

2025 HTMC counter survey

TENANCY 2004-2013

- Space Coast Center for Independent Living
- Early Learning Coalition
- Consumer Credit
- Crosswinds
- Family Counseling Center
- Community Services Council (RSVP)
- State Attorney
- Habitat for Humanity
- Women's Center
- Fair Housing

2012 – Notice to tenants that City has opportunity to become the location of the Florida Wildflower Center requiring reorganization of office space.

2012-2013 – Notice to tenants that City employees will be furloughed two days per week and center operation hours will be reduced as a result

TENANCY
2014-2019 [PRE-COVID]

CITY OPERATIONS

2014

Eckerd
Family Counseling
Senior Care Brevard

2015

AARP
Hope for North Brevard
S&T Health
Salvation Army

SMILE

2016

AARP
Hope for North Brevard
Brevard AIDS
Eckerd

OUTSOURCED - NBC

2017

Hope for North Brevard
Brevard AIDS
Eckerd

2018

Hope for North Brevard

2019

Hope for North Brevard
Sickle Cell Association

**TENANCY
COVID/POST-COVID**

OUTSOURCED – NBC

2020

Hope for North Brevard

2021

Hope for North Brevard

2022

Hope for North Brevard
Community of Hope

CITY OPERATIONS

2023 - 2026

Hope for North Brevard
Community of Hope

CURRENT SERVICES

- Free copy service
- Free fax services
- Free Notary service
- Assistance with completing documents for assistance i.e. food stamps, social security, etc.
- Free community meal service
- Resource Center (information and referrals)
- Free resource fairs, instructional workshops, etc.
- Lease opportunities for non-profit service providers
- Tenant Services – Hope for North Brevard; Community of Hope

OFFERED SOCIAL-RECREATIONAL EVENTS 2023-2026

- Game On [2nd & 4th Monday]
- BINGO [4th Wednesday]
- Artistic Expressions– ART Activity
- Movie & Popcorn
- Puzzle Palooza
- Good Friday Eggstravaganza
- Summer Fun Day
- Back to School Bash
- Monster Mash Bash
- Father's Day Brunch
- Mother's Day Breakfast

HISTORICAL SERVICES DATA

YEAR	2011	2012	2013	2014	2015	2016	2017*
Bread Program	1836	1116	2103	2444	3089	1439	566
Community Meal (sponsors)	2674	2569	1701	1674	3593	1602	1141
Daily Clients	2597	2167	2100	2526	4256	2917	2411

CURRENT SERVICES ANALYSIS

Served	2024	2025
Social-Recreational Events	84	28
Daily Clients (fax, copies, notaries)	2060	1301
Community Meals*	1363	559

OFFERED	2024	2025
Events	26	10
Community Meals	29	13

CHALLENGES

- Lack of participation
- Budget restraints
- Lack of Service Providers
- Lack of Meal Sponsors

*2024 meals twice a month vs. 2025 once a month

RESOURCE FAIR ANALYSIS

ORGANIZATION	# PARTICIPANTS
211 Brevard	35
ATW Independent Living Services	17
Brevard County Housing & Human Services	48
Brevard Prevention Coalition	38
Bridge the Gap Ministries	46
Circles of Care	40
Community of Hope	39
Complimentary Contraception	46
Crosswinds Youth Services	10
First United Methodist Church	43
Grandparents Raising Grandchildren	46

ORGANIZATION	# PARTICIPANTS
Lifetime Counseling Center	47
National Coalition for Homeless Veterans	40
North Brevard Charities	47
Parrish Healthcare	37
Recovery Connections	31
Serene Harbor	46
St. Francis Hospice	42
Code Enforcement	49
Titusville Public Library	38
Unconditional Love	49
Women's Center – Titusville	35
Hope for North Brevard	43

IDENTIFY SERVICES & GAPS



COMMUNITY RESOURCES

Community Resources list maintain on the Neighborhood Services City webpage at

<https://www.titusville.com/2803/Community-Resources>

Hard copies provided in the Resource Center

RECOMMENDATIONS TO FILL IDENTIFIED GAPS

- **Identify Gaps**
 - **Address Needs**
 - **Offer Solutions**
1. **Service enhancements**
 2. **Providers**
 3. **Collaborative partnerships**
 4. **Other**

THANK YOU

NEIGHBORHOOD SERVICES

neighborhoodservices@titusville.com

www.titusville.com

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Titusville Social Services Ad Hoc Committee
From: Terrie Franklin, Neighborhood Services Director
Subject: **Chairperson and Committee Discussions**
Department/Office: Neighborhood Services

Recommended Action:

As appropriate

Summary Explanation & Background:

Committee Chair, Dr. Gina Beckles, to provide an overview of meeting operations and purpose.

Alternatives:

None

Item Budgeted:

Not applicable

Source/Use of Funds/Budget Book Page:

Not applicable

Strategic Plan:

None

Strategic Plan Impact:

None

ATTACHMENTS:

None