

**M I N U T E S**

**MONDAY, January 23, 2012**

**PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION**

McEaddy Conference Room  
12<sup>th</sup> Floor, 301 N. Olive Avenue  
West Palm Beach

***Members Present:***

Rosalyn Baker  
James Barr  
Douglas Duncan  
George Elmore  
Carey Haughwout  
Feirmon Johnson  
James Kelly  
Nellie King  
William Kramer  
Kathleen Kroll  
Mary Olsen  
Gerald Richman  
Chuck Shaw  
Priscilla Taylor  
Lee Waring

***Members Absent:***

Mack Bernard  
Peter Blanc  
Sharon Bock  
Ric Bradshaw  
Steven Burdelski  
Daniel Dooley  
Mike Driscoll  
Rolando Garcia  
Randolph K. Johnson, Sr.  
Michael McAuliffe  
John McKenna  
Valentin Rodriguez  
Carmen Veneziano  
Susan Yoffee

Barbara Cheives, Ex-Officio Immediate Past Chair

***Guests Attending:***

Jenise Link, Department of Public Safety  
Jennifer Loyless, Public Defender's Office  
Alan Russell, Office of Inspector General  
Neil Schiller, Becker Poliakoff  
Felicia Scott, Civil Drug Court  
Pat Sheffield, Juvenile Detention Alternatives Initiative  
Geoff Sluggett, Sluggett & Associates  
Sheryl Steckler, Office of Inspector General  
Louis Tomeo, Clerk and Comptroller (for Clerk Bock)

***Staff Present:***

Michael L. Rodriguez, Executive Director  
Arlene Griffiths, Administrative Secretary  
Katherine Hatos, Criminal Justice Analyst  
Brenda Oakes, Youth Violence Prevention Planning Coordinator  
Craig Spatara, RESTORE Initiative Program Manager  
Becky Walker, Criminal Justice Programs Manager

Megan Minotti, Student Intern  
Tangela Walden, Student Intern  
Renita Damgajian, Temporary Staff  
Pamela Williams, Temporary Staff

- I. Chairman Douglas Duncan called the meeting to order at approximately 8:05 a.m. Welcome was extended to members and guests.
- II. Roll call was taken and a quorum was present.
- III. Chairman Duncan invited guests to introduce themselves.
- IV. The agenda was unanimously approved.
- V. The minutes of the December 12, 2011 meeting were unanimously approved.
- VI. Under Chairman's Comments, Chairman Duncan:
  - A. Extended warm welcome to new member James Kelly representing the Police Chief's Association.
  - B. Thanked Ms. Nellie King for assuming the position of Chair for the Court Systems Taskforce.
  - C. Announced the departure of Ms. Jenise Link who was promoted to the Public Safety Department, and thank her for the unbelievable service during her years at the CJC. He wished her well in her new endeavors.  
  
Executive Director Michael Rodriguez presented Ms. Link with a token from CJC staff.
- VII. Under Executive Director's comments, Mr. Rodriguez:
  - A. Announced internal changes resulting from Ms. Link's departure. He noted that he would assume the duties of the Corrections Task Force/Public Safety Coordinating Council and the Reentry Task Force until the position gets filled. He will also handle the Sex Offender Task Force under Reentry while Brenda Oakes will handle the Employment Task Force. He said that he was assured by County Administration that approval will be granted to refill the position.
  - B. Announced the commencement of the 23<sup>rd</sup> Citizen's Criminal Justice Academy which will continue for nine consecutive Thursdays from 6:00 to 9:00 p.m. mostly at the West Palm Beach Police Department, and other locations. A total of 55 applications were received. He thanked Rosalind Murray and temporary staff Pamela Williams and Renita Damgajian for putting the program together and making it happen.
  - C. Said that he was advised by Todd Bonlarron of the Legislative Delegation, that House Budget announced it will not revise adult sentencing policies, change inmate release schedules, or take any action that jeopardize the long term safety of the public to save money in the current fiscal year.
- VIII. Business Consent Item  
There was no business consent item.

IX. Under Old Business, Ms. Jenise Link presented the Corrections Task Force/Public Safety Coordinating Council report on services offered to inmates. She noted that the reason for the request was to identify overlaps in services offered to pretrial inmates at the jail. She reported that a sub-committee was established with representation from the State Attorney's office, the Public Defender's office, the Sheriff's office, Misdemeanor Probation, Corrections, Clerk and Comptroller's office and Court Administration. The report indicate the types of services offered, the agency providing the service, target population, the data collected, who utilizes the data and how the services are funded.

She said that the sub-committee established that although there appears to be duplication, the inmates are asked the same questions by different persons as different services need to obtain specific information that must be asked at certain stages. The sub-committee identified the need for a better information system that it hopes will be addressed in the future.

Chairman Duncan added that one of the areas looked at was the drug court pretrial services and whether inmates were question by numerous sources numerous times. He said that was not found to be duplicative, but concurred with Ms. Link regarding the need for a better system of uniform information so that everybody is not reinventing things as they go along.

Public Defender Carey Haughwout inquired about the number of clients being served, noting that it was not identified in all the services highlighted. She feels that there are duplications in information gathering and a lack of sharing, specifically at the jail which she said is costing the system money, and suggested the need for a better way of gathering the information so that it can be shared. Also, to possibly reduce the number of personnel gathering the information while shift the resources to increase the number of providers of the services.

Mr. Rodriguez gave an example of a deficiency in the system relating to the Jerome Golding facility and further noted that Pretrial Services has a system developed by the County's Information System, but he was not sure to what extent Jerome Golden and South County could co-mingle databases because of confidentiality issues.

Ms. Nellie King commented on the length of time that the process can take and inquired about an analysis of the time and whether reducing that time was looked at.

Ms. Link said that the time was not looked at, and Chairman Duncan added that the majority of these programs are things that are done prior to going before the judge at First Appearance, but said that it may something to look at.

Commissioner Priscilla Taylor asked about in-house arrest and the report indicating that the Sheriff is actively seeking participants, and whether inmates have the option to participate, or if there are insufficient qualified participants. Chairman Duncan responded that the Alternative Custody Section is actively seeking and advertising the programs within the jail as a Commissioner expressed the concern regarding people in the jail that would otherwise qualify for house arrest.

## X. New Business

### A. Misdemeanor Probation Services

Mr. Rodriguez reported that the Selection Committee held its last meeting and that after going through the selection process, Professional Probation Services was selected as the vendor for probation services. The process involved written reports after which the top three providers made oral presentation. He sought the CJC's consideration on the Committee's choice before presenting to the Board of County Commissioners (BCC). He further noted that from a contractual point of view, while the CJC has the right to provide an opinion on the Committee's choice, it is a Purchasing policy that the Selection Committee presents its recommendation to the BCC.

Ms. Cheives stated that although it is the Purchasing Department's policy, she feels that the CJC should know more about the process before endorsing the recommendation. Other members concurred with Ms. Cheives regarding the need for more details.

Mr. Waring said that a summary of the process and its outcome will be sufficient for members to have a better understanding of the process.

After further discussion, Chairman Duncan requested that members be provided with details of the process and that the issue be brought back at the next CJC meeting. He also requested that Chairman of the Probation Advisory Board and the Selection Committee, Judge August Bonavita as well as a Purchasing representative be invited to the next CJC meeting to speak on the issue.

### B. Civil Drug Court

Ms. Becky Walker presented the Statutory Authority 893.165 County alcohol and other drug abuse treatment or education trust funds and budget request for Civil Drug Court. She noted that the budget was approved for \$51,000 to be used for Civil Drug Court for treatment, but sought the CJC's approval for allocating \$3,000 for a Certified Assessor and \$13,678 for a Case Manager from the said funds.

Ms. Walker noted that previously the CJC provided funding to Civil Drug Court for the Case Manager but did not this year because of limited funds, and although they received left over funds from the Florida Department of Law Enforcement (FDLE), those funds can only be used if someone commits a crime. This will therefore enable the Case Manager to work with clients that are not in the criminal justice system.

After further discussion, members approved the budget request after motion by Mr. George Elmore and second by Mr. Lee Waring.

## XI. CJC Initiatives/Updates

### A. Contract Management

Mr. Rodriguez reminded members that the contract management document was distributed a couple months ago for review, but noted that the purpose is to inform members that the Inspector General (IG) will be instituting the document as an in-house office practice for handling contracts. He said that the document was also provided to the IG who made revisions that have now been incorporated in the document.

The issue of providing misdemeanor probation services as it relates to contract management was again discussed.

Mr. Rodriguez pointed out that he was advised by Purchasing that a selection committee is not required for a Request for Service (FRS), and in this case for the selection of a misdemeanor probation service provider, and that he as the department head he could select the provider. Given the nature of the contract and the people involved however, a selection committee was established.

Public Defender Carey Haughwout questioned why the CJC does contract oversight instead of the Purchasing Department. She further stated that while she sees the Probation Advisory Board playing an important policy and implementation role, she thinks that other people in the County should be doing contract oversight, as she is not sure that it is the best use of CJC's resource and expertise. Mr. Rodriguez advised that there is no contract oversight department, and that departments handle their individual contracts.

Mr. Richman inquired about an analysis with respect to the \$5,000 for misdemeanor probation services. Mr. Rodriguez said an analysis was done and that it doesn't fully compensate for staff time, but noted that the issue was also raised at the Probation Advisory Board meeting and will be addressed in the next contract period.

Judge Kroll noted that if the County signs as the contracting party, it must be held accountable, and Mr. Bill Kramer inquired about the economics of the situation. Mr. Rodriguez also reminded members of the last CJC strategic planning meeting where a discussion surrounding the farming out of contract handling from the CJC even as the recipient of the grant. He reported that the CJC tried doing so with Public Safety with the recent drug court grant and thought there was an agreement to handle all the financial and reporting requirements, but they eventually decline because of the volume of work it entails.

B. Juvenile Assessment Center (JAC)

Ms. Brenda Oakes provided an update with regards to the co-location of the JAC and the Detention Center, saying that the move is on target for August. She noted the proposed options that were presented: a) moving the JAC services into the Detention Center, or b) to look at the old unsecured building behind the Detention Center. She said that the County preferred option A as it made more sense long term, while the Department of Juvenile Justice (DJJ) preferred option B.

Ms. Oakes said that Audrey Wolf, County Facilities Director said that given her experience working in facilities and correctional facilities she feels that while there will be an increase in the initial expense for capital to refurbish option A, a significant savings in operations will be realized by year two, while option B will not allow for sharing of resources. Going forward, according to Ms. Wolf, the County's contribution towards the relocation is estimated at \$230,000 maximum, DJJ about \$200,000 to \$300,000 for refurbishing, and the School District will provide four modulars as education facilities. The major issue is how the County will pay the stated amount, and although they initially thought capital projects in the County may be put on hold, Ms. Wolf's fear is that these capital projects are put on hold, they may not get funded in subsequent years.

She reported that so far \$30,000 has been identified along with a commitment of \$50,000 from the Sheriff. The CJC is currently looking at lapsed salary dollars or other ad valorem funds, but using grant dollars would be a difficult option as they are typically not for construction. The JAC donation fund also currently has \$39,000 available. One option Ms. Wolf discussed with County Administration is for future JAC donations to be placed in an account while the Board pays for the construction upfront and be reimbursed with the JAC donations as the years progress. The main issue is that the JAC funds have been decreasing over the past years and may not have sufficient funds in this regard.

Public Defender Haughwout questioned why it was Ms. Wolf's decision and not a County policy decision in terms of who benefits and whether it is an appropriate county expense when the county benefits. Commissioner Taylor noted that it is a BCC decision but that the commissioners depend on Ms. Wolf to make the recommendation, and further stated that she sees no reason why the BCC would not support this expenditure. She thinks that the key is to discuss the issue with the commissioners so that they are well informed before the item is presented at the meeting.

Judge Kroll remarked about her recent meeting with the Department of Children and Families when privatization of the detention centers was discussed. She said that DJJ is concern with the detention centers going to County funding, and commented that she previously asked the CJC, and is again asking the CJC to look at the direction of the detention center and JAC,

the cost to operate and how they should be funded.

Chief Kelly added that a holistic approach of what to do with the kids is needed as there are many centers but no focus on the treatment of kids.

Commission Taylor added that dealing with juvenile justice is a concern of the commissioners as they don't want the kids in the criminal justice system, but agreed that the CJC is the body to put the idea to the BCC for support.

Chairman Duncan advised that the issue presented by Judge Kroll will be sent to the Corrections Task Force for consideration. Judge Kroll, Chief Kelly and Ms. Cheives and other interested members will be invited to participate.

Mr. Fiermon Johnson commented on the logistics of relocating the JAC as it relates to both options presented, noting that the County has to make a decision on the issue.

With regards to the funding of the JAC relocation, Chairman Duncan said that the CJC will take the issue to the BCC.

With no further items for discussion, the meeting was adjourned at approximately 9:15 a.m.