

6B1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date:	March 27, 2007	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

Department:
Submitted By: Administration
Submitted For: Criminal Justice Commission

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the Criminal Justice Commission Selection Committee's recommendation to appoint Michael L. Rodriguez as Executive Director, Criminal Justice Commission (CJC) effective April 1, 2007.

Summary: On January 21, 2007 the position was advertised statewide and posted in several national publications. Forty-nine (49) applications were received. The CJC's Selection Committee (see Attachment 1) narrowed the list down to nine (9) applicants. Interviews were held on March 12, 2007 and the Committee selected three (3) finalists (see Attachment 2). The Committee then unanimously selected Mr. Rodriguez as their number one choice. Countywide (DW)

Background and Justification: Diana Cunningham, the current Executive Director of Criminal Justice Commission (CJC), submitted her resignation effective March 31, 2007. Under the Criminal Justice Commission Ordinance No. 88-16, as amended, the Executive Director "will be selected by the CJC and approved by the Board of County Commissioners."

Attachments:

1. List of Selection Committee Members; list of nine (9) possible candidates for interviews; and list of three (3) finalists
 2. Final three (3) candidates' applications
-

RECOMMENDED BY: N/A

Department Director

Date

APPROVED BY:


Assistant County Administrator

3/20/07
Date

II. FISCAL IMPACT ANALYSIS

A. **Five Year Summary of Fiscal Impact:**

Fiscal Years	2007	2008	2009	2010	2011	2012
Capital Expenditures						
Operating Costs						
External Revenues						
Program Income (County)						
In-Kind Match (County)						
Net Fiscal Impact						
# Additional FTE Positions (Cumulative)	0					
Is Item Included in Current Budget:	YES	NO	X			
Budget Account No.:	Fund	Agency	Org	Object		
		Reporting Category				

B. **Recommended Sources of Funds / Summary of Fiscal Impact:**

III REVIEW COMMENTS

A. **OFMB Fiscal and/or Contract Administration Comments:**

N/A VJB
OFMB

N/A VJB
Contract Administration

B. **Legal Sufficiency:**

3/20/07
Assistant County Attorney

C. **Other Department Review:**

Department Director

This summary is not to be used as a basis for payment.

ATTACHMENT 1

Criminal Justice Commission Committee:

Harry Johnston, CJC Chair
Jim Barr, Member of CJC
Barbara Cheives, Member of CJC
Rick Bradshaw, Sheriff of Palm Beach County
Carey Haughwout, Public Defender
Barry Krischer, State Attorney
Vince Bonvento, Assistant County Administrator

List of Nine (9) Possible Candidates:

Rebecca A. Walker
John B. Brown, III
Sanjena V. Clay
Robert Garlo
Linda S. Hamilton
Faith R. Martin
Michael L. Rodriguez
Laurie J. Van Deusen
James J. Vardalis

List of Three (3) Finalists:

Michael L. Rodriguez
Sanjena V. Clay
Faith R. Martin

ATTACHMENT 2

FINAL THREE (3) CANDIDATES' APPLICATIONS

APPLICATION FOR EMPLOYMENT

In accordance with the provisions of ADA,
this document may be requested
in an alternative format.



FEB 07 2007

78547

Type or Print Clearly In Ink

1. Position Applied For: (Specific Title) EXECUTIVE DIRECTOR		Dept./Div./Location PBC CRIMINAL JUSTICE COMM.		2. Minimum Salary Requirement \$86,346	
3. Name: (Last) RODRIGUEZ (First) MICHAEL (Middle) L.					
4. Present Mailing Address: (Street) 458 RAINBOW SPRINGS TERR. (Apt. No.)				5. Home Phone (561) 281-5348	
(City) ROYAL PALM BEACH (State) FL. (Zip Code) 33411		6. Other Phone ()			
7. Will accept position as follows: Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> On-Call <input type="checkbox"/>		8. Present or previous Palm Beach County Board of County Commissioners' employee? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> IF YES, give dates: From: 12-99 To: PRESENT			
9. Related to Palm Beach County, Board of County Commissioners' employee? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> IF YES, give name, relationship & Dept./Div. employed:					
10. Complete if position requires driving: Do you have a valid Florida Driver's license? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Has your license ever been suspended or revoked? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide dates and explain: _____ Commercial: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Non-Commercial: <input type="checkbox"/> D <input type="checkbox"/> E-Operator Endorsements: _____					
11. Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, state the court, nature of offense, disposition of case and date:					
NOTE: The type of offense and the nature of the position applied for are the only factors considered. Crime conviction check will be conducted.					
12. Military Service Note: Receipt of any Armed Forces Expeditionary Medal is Qualifying for Veterans' Preference. Have you claimed and been employed through Veterans' Preference? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, give the name and address of employer: _____ If not, do you claim Veterans' Preference (in accordance with Chapter 55 A-7, Florida Administrative Code, and Chapter 295, Florida Statutes)?* A) Based on active duty during a wartime period? <input type="checkbox"/> Yes B) As a veteran with a compensable service-connected disability? <input type="checkbox"/> Yes (Documentation of disability must be dated within past 12 months.) C) As the unmarried spouse of a veteran who was killed in action or who died of a service-connected disability? <input type="checkbox"/> Yes D) As the spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability or as the spouse of a person missing in action, captured or forcibly detained by a foreign power? <input type="checkbox"/> Yes * It is the applicant's responsibility to submit current and complete documentation with this application. Documentation Includes: Department of Defense document, commonly known as form DD-214 or military discharge paper, or equivalent certification from Veterans' Affairs, listing military status, dates of service and discharge type (DOCUMENTATION MUST INDICATE ENTRY DATE AND DISCHARGE DATE). All documents must clearly indicate that they are copies of originals. A Veterans' Preference statement of documentation/eligibility is posted in the Human Resources office; a copy is available upon request. If applicants claiming Veterans' Preference for vacant position(s) are not selected for the position(s), they may file a complaint with the Florida Department of Veterans' Affairs, P.O. Box 31003, St. Petersburg, FL 33731, within 21 days after receiving notice of hiring decision.					
13. Education: Grade / High School College / Graduate Circle LAST YEAR COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6					
School	Name & Address	DID YOU GRADUATE?	SEM HRS	QTR HRS	MAJOR/ MINOR
High School	STRONG VINCENT H.S., ETRIE, PA.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Junior College		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College or University	EDINBURGH STATE COLLEGE, PA. UNIV. OF CINCINNATI, CINCINNATI, OH.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			CRIMINAL JUSTICE
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No			B.S.
			CLASSROOM HOURS		COURSE(S)
Vocational/Technical School		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other Training		<input type="checkbox"/> Yes <input type="checkbox"/> No			
14. A. List any special skills, knowledge or abilities that you possess that relate to this job opportunity. For example, list courses, training, bilingual ability, computer hardware/software skills, typing or shorthand. SUPERVISION + MANAGEMENT TRAINING IN OHIO + FLORIDA. PRIOR BOARD MEMBER OF NATIONAL + STATE PRETRIAL PROFESSIONAL ASSOCIATIONS, EXTENSIVE EXPERIENCE WITH VARIOUS HARDWARE + SOFTWARE COMPUTER PROGRAMS, WORD, EXCEL, POWERPOINT, PUBLISHER, PDSO, CLEVER B. List any CURRENT, VALID professional or occupational licensure(s), registration(s), certification(s), or membership(s) relevant to the position: Florida certificate in Water/Wastewater Treatment, Florida Professional Engineering registration, Registered Nurse license or Lifeguard certifications. Failure to specify required licensure(s), registration(s) and certification(s) may disqualify applicants for consideration. APPLICANTS ARE REQUESTED TO SUBMIT A COPY OF DOCUMENTATION WITH APPLICATION.					
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/VETERANS' PREFERENCE EMPLOYER M/F/D/V					

15. Employment Record

Begin with your CURRENT or most recent position. Describe specific duties and responsibilities for various positions held for each employer. Include the months, years, and hours worked. List all periods of employment/unemployment, including self-employment, internships, or volunteer hours. Attach additional sheets as necessary. RÉSUMÉS MAY NOT SUBSTITUTE FOR THE COMPLETED APPLICATION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO THOROUGHLY COMPLETE THE APPLICATION.

From: Mo. 11 Yr. 01 Employer: PALM BEACH COUNTY Supervisor: DIANA CUNNINGHAM Phone: (355) 2314
 To: Mo. 11 Yr. 01 Address: 301 N. DUKE AVE. #1001 City: WEST PALM BEACH State: FL Zip: 33411
 HOURS/WEEK: 40 Type of Business: CRIMINAL JUSTICE COMMISSION Phone: (355) 1522
 Salary: \$ 56,000 /YR Job Title: SENIOR CRIMINAL JUSTICE ANALYST

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☐ Yes ☒ No If YES, number and type of employees supervised: CURRENTLY PROVIDE RESEARCH, PLANNING, ANALYSIS + ORGANIZATION FOR

Duties Performed (In Detail): CORRECTIONS TASK FORCE. HAVE ALSO PROVIDED SAME FOR COURT SYSTEM TASK FORCE, LAW ENFORCEMENT PLANNING COUNCIL, PROBATION ADVISORY BOARD. PRIOR INTERIM COORDINATOR FOR COMMUNITY JUSTICE SERVICE CENTER PLANNED, IMPLEMENTED + PROMOTED CRISIS INTERVENTION TEAM TRAINING IN PBC. DEVELOPED PRESENTATION OF DAY REPORTING + BOND REVIEW CONCEPT FOR CJC + PBC. PROVIDED RESEARCH + PRESENTATION ON THE IMPACT OF ADDITIONAL LAW ENFORCEMENT OFFICERS ON CRIM. JUST. SYSTEM. PRODUCTION OF ANNUAL PROBATION AUDIT.

Computer Software, Equipment, Machines Operated: STANDARD COUNTY DESKTOP, WORD EXCEL, PUBLISHER, POINT, CLERK+CONTROLLER BANNER SYSTEM, PISO BOOKING SYSTEM, GROUPWISE, VIDEOCONFERENCE UNIT, PROJECTOR.

If no longer employed, reason for leaving: N/A Voluntary Yes ☐ No ☒

May we contact your present employer? Yes ☒ No ☐

From: Mo. 12 Yr. 99 Employer: PALM BEACH COUNTY Supervisor: CHARLIE TROTTA Phone: (355) 6308
 To: Mo. 11 Yr. 01 Address: 205 N. DINE HWY. #22400 City: WEST PALM BEACH State: FL Zip: 33401
 HOURS/WEEK: 40 Type of Business: COURT SERVICES Phone: (355) 6308
 Salary: \$ 38,000 /YR Job Title: ASST. MANAGER

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☒ Yes ☐ No If YES, number and type of employees supervised: 18. PRETRIAL COUNSELOR'S, INTERVIEWERS, LEGAL SECRETARY.

Duties Performed (In Detail): MANAGED ALL DAY TO DAY OPERATIONS OF SEVERAL COURT PROGRAMS INCLUDING PRETRIAL SERVICES, COMMUNITY SERVICE, COURT IMMOBILIZATION, DRIVERS LICENSE ASSISTANCE + COURT BASED EMPLOYMENT SERVICE. OVERSAW CONVERSION FROM PAPER BASED TO CASEWORK MANAGEMENT SOFTWARE. CONDUCTED DATA ANALYSIS AND RESEARCH FOR ALL PROGRAMS. ASSISTED WITH SPECIAL PROJECTS AS DIRECTED BY MANAGER. PERFORMED AND COMPLETED ALL PERSONNEL EVALUATIONS.

Computer Software, Equipment, Machines Operated: STANDARD COUNTY DESKTOP HARDWARE + SOFTWARE, WORD, EXCEL, ACCESS, PISO, CLERK+CONTROLLER, INTAKE CASE MANAGEMENT SOFTWARE

If no longer employed, reason for leaving: CURRENT JOB Voluntary Yes ☒ No ☐

From: Mo. 12 Yr. 97 Employer: BROWARD COUNTY Supervisor: GWEN HARTZ Phone: ()
 To: Mo. 12 Yr. 99 Address: 5630 DAVE City: FORT LAUDERDALE State: FL Zip:
 HOURS/WEEK: 40 Type of Business: PRETRIAL SERVICES Phone: ()
 Salary: \$ 48,000 /YR Job Title: MANAGER - PRETRIAL SERVICES

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☒ Yes ☐ No If YES, number and type of employees supervised: 20. PRETRIAL COUNSELORS, INTERVIEWERS, ELECTRONIC MONITORING + CLERICAL STAFF

Duties Performed (In Detail): MANAGED ALL PRETRIAL SERVICE PROGRAMS FOR BROWARD COUNTY. RESPONSIBLE FOR STAFF HIRING, EVALUATING + ALL DAY TO DAY FUNCTIONING OF THE AGENCY. OVERSAW IMPLEMENTATION OF CAD SOFTWARE FOR AUTOMATED CASE MANAGEMENT. CONDUCTED RESEARCH + ANALYSIS FOR ALL PRETRIAL PROGRAMMING FOR COUNTY COMMISSION + ADMINISTRATION. CONDUCTED EVIDENCE BASED BEST PRACTICES RESULTING IN INCREASED INTERVIEWS + CLIENTS. REPRESENTED PRETRIAL AT PUBLIC SAFETY COORDINATING COUNCIL.

Computer Software, Equipment, Machines Operated: STANDARD BROWARD COUNTY DESKTOP + SOFTWARE. CAD CASE MANAGEMENT SOFTWARE, WORD, EXCEL, ACCESS, POWERPOINT, PUBLISHER

If no longer employed, reason for leaving: COMMUTE DISTANCE + OPPORTUNITY IN PBC. Voluntary Yes ☒ No ☐

From: Mo. 10 Yr. 81 Employer: HAMILTON COUNTY, OHIO Supervisor: WENDY NIEHAUS Phone: ()
 To: Mo. 12 Yr. 97 Address: 2000 SUMMIT ST. #201 City: CINCINNATI, OHIO State: OH Zip:
 HOURS/WEEK: 32 Type of Business: PRETRIAL SERVICES Phone: ()
 Salary: \$ 32,000 /YR Job Title: INTERVIEWING + BOND SETTING SUPERVISOR

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☒ Yes ☐ No If YES, number and type of employees supervised: 10-15. INTERVIEWING + BOND SETTING STAFF

Duties Performed (In Detail): DURING EMPLOYMENT PERIOD PERFORMED ALL JOB FUNCTIONS WITHIN AGENCY. STARTED DURING COLLEGE AS A PT INTERVIEWER + RISING TO INTERVIEWING + BOND SETTING SUPERVISOR. 1ST SUPERVISOR RELEASE CASEWORKER, 1ST TELEPHONE BOND SETTER, 1ST ELECTRONIC MONITORING MANAGER. PERFORMED DEFENDANT INTERVIEW, INTERVIEW VERIFICATION, COURT PRESENTATION, CASEWORK MGMT + SUPERVISION. IMPLEMENTED AGENCY FIRST SOFTWARE CASE MGMT PROGRAM.

Computer Software, Equipment, Machines Operated: STANDARD COUNTY DESKTOP + SOFTWARE. PRETRIAL + CASE MGMT SOFTWARE, WORD, EXCEL

If no longer employed, reason for leaving: FLORIDA JOB OPPORTUNITY Voluntary Yes ☒ No ☐

16. Please use additional sheet(s) to explain other previous employment, if necessary.

To the best of my knowledge, all statements and information I have given in this application are true. I hereby authorize the Human Resources Department to verify any of this information to determine my capabilities for employment. I UNDERSTAND THAT ANY STATEMENTS FOUND NOT TO BE MATERIALLY ACCURATE MAY CONSTITUTE GROUNDS FOR MY DISMISSAL OR MAY DISQUALIFY ME FROM CONSIDERATION FOR ANY POSITIONS. THE OMISSION OF REQUIRED OR MATERIAL INFORMATION (SUCH AS PRIOR JOBS) MAY BE CONSIDERED AS GROUNDS FOR DISMISSAL OR DISQUALIFICATION. I AUTHORIZE RELEASE OF INFORMATION FOR REFERENCE CHECKS. In accordance with Public Records Law, Chapter 119, F.S., information provided on this application may be "inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or his designee."

Applications not received by 5 P.M. on closing date will not be considered.

Signature: [Signature]

Date: 2-1-07



Michael L Rodriguez

458 Rainbow Springs Terr.
Royal Palm Beach, FL
33411

Phone: 561-281-5348
Email: mlrodrig@co.palm-beach.fl.us

Objective

Executive Director
Palm Beach County
Criminal Justice Commission

Education

BS, University of Cincinnati

Professional Associations

Past President, Vice-President, Secretary and Treasurer of the Association of Pretrial Professionals of Florida
Past Regional Director, National Association of Pretrial Service Agencies

Positions Held

- | | |
|---------------------|--|
| 11/01/-01 - Present | Criminal Justice Commission, Palm Beach County, FL
Senior Criminal Justice Analyst
Currently conduct research, planning, analysis and organization for the Corrections Task Force. Local Area Network Administrator for the Criminal Justice Commission |
| | <ul style="list-style-type: none">- Have also staffed and provided research, planning, analysis and organization for the Court System Task Force, Law Enforcement Planning Council and Probation Advisory Board- Prior interim director of the Community Justice Service Center- Implemented, promoted and performed grant administration for the Crisis Intervention Team Training in Palm Beach County. Successfully transferred program to private non-profit agency- Researched and developed recommendations for a Day Reporting Center and a Bond Review Program for the CJC and BCC- Conducted research and analysis on a presentation regarding the Impact of additional law enforcement officers on the criminal justice system- Conducted and presented annual audit of PRIDE misdemeanor probation services contract for CJC and BCC- Involved in CJC initiative to automate all office practices including digital recording, video and web conferencing and possible new case management technologies for office programs |
| 12/1999 - 11/2001 | Court Services, Palm Beach County, FL
Assistant Manager
Managed all day to day operations of several court programs that were under the Court Services department. |
| | <ul style="list-style-type: none">- pretrial services- court based employment services |

Michael L Rodriguez

- drivers license assistance program

Oversaw conversion from paper based to automated case management software.
Responsible for all staffing decisions including hiring and evaluation of employees
Conducted data research and analysis for all court services programs as directed

12/1997 -
12/1999

Dept. of Pretrial Services, Broward County, FL
Manager, Pretrial Services

Managed all pretrial service programs for Broward County including

- staff hiring and evaluation
- pretrial interviewing
- court presentation of interviews
- casework supervision
- electronic monitoring program

Oversaw conversion from paper based to automated case management software.
Conducted research and analysis on all pretrial related programming for presentation to Public Safety Coordinating Council (PSCC) and the Board of County Commissioners. Represented pretrial services reports at monthly PSCC meetings. Increased amount of interviews done and clients served.

10/1981 }
12/1997 }

Department of Pretrial Services, Hamilton County, OH

Interviewing and Bond Setting Supervisor

During the period of employment rose from the position of part-time interviewer in the local jail to having held nearly every job position offered in the agency. Performed Interviewing, interview verification, court presentation, case management and various supervisory positions during employment.

Oversaw agencies conversion from paper based to software case management. Responsible for the implementation and successful use of many innovative programs and policies including but not limited to

- first supervised release caseworker
- first telephone bond setting staff
- first electronic monitoring program in Hamilton County

01/1978 -
01/1979

Pennsylvania National Guard
Radio Operator

Performed all duties normally assigned with regard to the sending and receiving of radio messages.

07/1973 -
07/1977

U.S. Navy
Cryptological Technician

Performed various duties related to the sending , receiving and storing of information and messages in a secure setting. Stationed for 1.5 years in the Washington D.C. area followed by 2 years aboard ship in East Asia.

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
HUMAN RESOURCES
50 South Military Trail, Suite 210
West Palm Beach, Florida 33415
HOTLINE 561-616-6900 FAX 561-616-6893

APPLICATION FOR EMPLOYMENT FEB 08 2007



In accordance with the provisions of ADA,
this document may be requested
in an alternative format.

Type or Print Clearly In Ink

1. Position Applied For: (Specific Title) Executive Director, PBC- Criminal Justice Comm.		Dept./Div./Location		2. Minimum Salary Requirement 105,000		
3. Name: (Last) Clay		(First) Sanjena		(Middle) V		
4. Present Mailing Address: (Street) 407 Michigan Place		(Apt. No.)		5. Home Phone (561) 471-4122		
(City) West Palm Beach, FL		(State)		(Zip Code) 33409		
6. Other Phone (561) 688-3272						
7. Will accept position as follows: Full-Time <input checked="" type="checkbox"/> Part-Time Temporary <input type="checkbox"/> On-Call <input type="checkbox"/>		8. Present or previous Palm Beach County Board of County Commissioners' employee? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> IF YES, give dates: From: 11/1983 To: 3/1985				
9. Related to Palm Beach County, Board of County Commissioners' employee? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, give name, relationship & Dept./Div. employed: _____						
10. Complete if position requires driving: Do you have a valid Florida Driver's license? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Has your license ever been suspended or revoked? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide dates and explain: _____ Commercial <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Non-Commercial <input type="checkbox"/> D <input checked="" type="checkbox"/> E-Operator Endorsements: _____						
11. Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, state the court, nature of offense, disposition of case and date: _____						
NOTE: The type of offense and the nature of the position applied for are the only factors considered. Crime conviction check will be conducted.						
12. Military Service Have you claimed and been employed through Veterans' Preference? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, give the name and address of employer: _____ If not, do you claim Veterans' Preference (in accordance with Chapter 55 A-7, Florida Administrative Code, and Chapter 295, Florida Statutes)?* A) Based on active duty during a wartime period? <input type="checkbox"/> Yes B) As a veteran with a compensable service-connected disability? <input type="checkbox"/> Yes (Documentation of disability must be dated within past 12 months.) C) As the unremarried spouse of a veteran who was killed in action or who died of a service-connected disability? <input type="checkbox"/> Yes D) As the spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability or as the spouse of a person missing in action, captured or forcibly detained by a foreign power? <input type="checkbox"/> Yes Note: Receipt of any Armed Forces Expeditionary Medal is qualifying for Veterans' Preference. * It is the applicant's responsibility to submit current and complete documentation with this application. Documentation Includes: Department of Defense document, commonly known as form DD-214 or military discharge paper, or equivalent certification from Veterans' Affairs, listing military status, dates of service and discharge type (DOCUMENTATION MUST INDICATE ENTRY DATE AND DISCHARGE DATE) All documents must clearly indicate that they are copies of originals. A Veterans' Preference statement of documentation/eligibility is posted in the Human Resources office; a copy is available upon request. If applicants claiming Veterans' Preference for vacant position(s) are not selected for the position(s), they may file a complaint with the Florida Department of Veterans' Affairs, P.O. Box 31003, St. Petersburg, FL 33731, within 21 days after receiving notice of hiring decision.						
13. Education: Grade / High School College / Graduate Circle LAST YEAR COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6						
School	Name & Address	DID YOU GRADUATE?	SEM HRS	QTR HRS	MAJOR/ MINOR	DEGREE(S) AWARDED
High School	Glades Central, Belle Glade, FL	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Diploma
Junior College		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College or University	Kent State University, Kent, OH	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	196		Psyc.	BA
Graduate School	Lynn University, Boca Raton, FL	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	36		Criminal Justice	MS
			CLASSROOM HOURS		COURSE(S)	
Vocational/Technical School		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other Training		<input type="checkbox"/> Yes <input type="checkbox"/> No				

14.

A. List any special skills, knowledge or abilities that you possess that relate to this job opportunity. For example, list courses, training, bilingual ability, computer hardware/software skills, typing or shorthand.

MicroSoft: Word, Excel, Access, Outlook, Publisher; Quark Xpress,
Crime Prevention Through Enviromental Design; Strategic Planning;
Team Building; Network Concepts; Relational Databases

B. List any CURRENT, VALID professional or occupational licensure(s), registration(s), certification(s), or membership(s) relevant to the position: Florida certificate in Water/Wastewater Treatment, Florida Professional Engineering registration, Registered Nurse license or Lifeguard certifications. Failure to specify required licensure(s), registration(s) and certification(s) may disqualify applicants for consideration. APPLICANTS ARE REQUESTED TO SUBMIT A COPY OF DOCUMENTATION WITH APPLICATION.

Commission for Florida Law Enforcement Accreditation Certified Assessor
International Association of Law Enforcement Planners, Advanced

Certified Law Enforcement Planner

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/VETERANS' PREFERENCE EMPLOYER M/F/D/V

15. Employment Record

Begin with your CURRENT or most recent position. Describe specific duties and responsibilities for various positions held for each employer. Include the months, years, and hours worked. List all periods of employment/unemployment, including self-employment, internships, or volunteer hours. Attach additional sheets as necessary. RESUMES MAY NOT SUBSTITUTE FOR THE COMPLETED APPLICATION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO THOROUGHLY COMPLETE THE APPLICATION.

From: Mo. 10 Yr. 04 Employer: Palm Bch. Cty. Sheriff's Office Supervisor: A. Fuhrman Phone: (561) 866-3282
To: Mo. Present Address: 3228 Gun Club Rd. City: W. Palm Bch State: FL Zip: 33406
HOURS/WEEK: 40 Type of Business: Law Enforcement Agency Phone: (561) 688-3000
Salary: \$94,584 Job Title: Section Manager

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☒ Yes ☐ No If YES, number and type of employees supervised: 1 clerical and 5 professionals

Duties Performed (In Detail): Develop, coordinate, and perform work activities associated
maintaining agency policies and procedures, accreditation standards and
accreditation status; Supervise staff of professionals; serve as assessor
for Florida Law Enforcement Accreditation; coordinate and conduct staff
inspections; compile statistical data; develop and monitor section
budget; conduct performance evaluations.

Computer Software, Equipment, Machines Operated: Windows, Internet systems, PBSO intranet,
Microsoft Word, Excel; Fax, Copier, Publisher

If no longer employed, reason for leaving: _____ Voluntary Yes ☐ No ☐

May we contact your present employer? Yes ☒ No ☐

From: Mo. 3 Yr. 99 Employer: Palm Bch. Cty. Sheriff's Office Supervisor: Alan Fuhrman Phone: (561) 688-3282
To: Mo. 10 Yr. 04 Address: 3228 Gun Club Rd. City: W. Palm Beach State: FL Zip: 33406
HOURS/WEEK: 40 Type of Business: Law Enforcement Agency Phone: (561) 688-3000
Salary: \$70,632 Job Title: Law Enforcement Planner

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☐ Yes ☒ No If YES, number and type of employees supervised: _____

Duties Performed (In Detail): Develop and coordinated planning activities, including
long range and business plan process and Govenor's Sterling Journey and
Quality process; communicated agency's vision and instructed sessions on
the development of business plans; served as the Law Enforcement liaison
for Quality and Professional Standards; combined team building and problem
solving techniques into committee meeting facilitation; conducted research

Computer Software, Equipment, Machines Operated: Quark Xpress, Publisher, Excel, Word, Internet
and PBSO intranet, Copier, Fax

If no longer employed, reason for leaving: promotional opportunity Voluntary Yes ☒ No ☐

From: Mo. 11 Yr. 97 Employer: Palm Bch. Cty. Sheriff's Office Supervisor: Steve Withrow Phone: () retired
To: Mo. 3 Yr. 99 Address: 3228 Gun Club Rd. City: W. Palm Beach State: FL Zip: 33406
HOURS/WEEK: 40 Type of Business: Law Enforcement Agency Phone: (561) 688-3000
Salary: \$ 56,712 Job Title: Programs Manager

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☒ Yes ☐ No If YES, number and type of employees supervised: 18 clerical, professionals and volunteers

Duties Performed (In Detail): Developed, coordinated, and managed academic, release services, vocational education, federal grant funded, law and leisure library, alternative schools, job skills development and self-help programs for all detention facilities; ensured delivery and availability of programs to over 2000 detainees daily; conducted in-service training for sworn and civilian staff; served as community, agency & court liaison, grant writing
Computer Software, Equipment, Machines Operated: Microsoft Word, Publisher, Excel, Internet Applications, Intranet Applications, Copier, Fax

If no longer employed, reason for leaving: promotional opportunity Voluntary Yes ☒ No ☐

From: Mo. 3 Yr. 85 Employer: Palm Bch. Cty S.O. Supervisor: Steve Lasley Phone: () retired
To: Mo. 10 Yr. 97 Address: 3228 Gun Club Rd City: W. Palm Beach State: FL Zip: 33406
HOURS/WEEK: 40 Type of Business: Law Enforcement Agency Phone: (561) 688-3000
Salary: \$ 46,500 Job Title: Mental Health Administrator

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☒ Yes ☐ No If YES, number and type of employees supervised: 24 clerical, professional and para-professional staff

Duties Performed (In Detail): Served as liaison with contracted mental health service providers; conducted in-service training for correctional & law enforcement officers; developed and managed the operation of four mental health units in the main detention center; community, agency and court liaison; served as an expert witness in civil, criminal, and federal court proceedings; served as inmate advocate in arranging continuity of care
Computer Software, Equipment, Machines Operated: Microsoft Word, Publisher, Excel, Internet, Intranet, Copier, Fax, Inmate Booking System

If no longer employed, reason for leaving: promotional opportunity Voluntary Yes ☒ No ☐

16. Please use additional sheet(s) to explain other previous employment, if necessary.

To the best of my knowledge, all statements and information I have given in this application are true. I hereby authorize the Human Resources Department to verify this information to determine my capabilities for employment. I UNDERSTAND THAT ANY STATEMENTS FOUND NOT TO BE MATERIALLY ACCURATE MAY CONSTITUTE GROUNDS FOR MY DISMISSAL OR MAY DISQUALIFY ME FROM CONSIDERATION FOR ANY POSITIONS. THE OMISSION OF REQUIRED OR MATERIAL INFORMATION (SUCH AS PRIOR JOBS) MAY BE CONSIDERED AS GROUNDS FOR DISMISSAL OR DISQUALIFICATION. I AUTHORIZE RELEASE OF INFORMATION FOR REFERENCE CHECKS. In accordance with Public Records Law, Chapter 119, F.S., information provided on this application may be "inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or his designee."

Applications not received by 5 P.M. on closing date will not be considered.

Signature: *Angela Clay*

Date: February 8, 2007

Sanjena V. Clay

407 Michigan Place
West Palm Beach, Florida 33409
561-688-3272 (W) 561-471-4122 (H)

Profile

- Over 20 years experience in professional management
- Over 25 years experience in all phases of criminal justice system
- Expertise in grant writing and grant administration
- Ability to direct complex projects from conception to fully operational status
- Goal-oriented individual with strong leadership skills in research methods, policy development and performance measures
- Organized, highly motivated, and detail oriented problem solver
- Ability to work in unison with staff, volunteers, and board of directors

Education

Lynn University
Boca Raton, Florida

Master of Science Degree
Major: Criminal Justice Administration

Kent State University
Kent, Ohio

Bachelor of Arts Degree
Major: Psychology

Professional Experience

Palm Beach County Sheriff's Office
West Palm Beach, Florida

October 2004 to Present

Staff Inspections Section Manager

Coordinate, manage, and perform work activities associated with maintenance of agency policies and procedures, accreditation standards, and law enforcement accreditation status; supervise and coordinate efforts of Civilian Field Inspectors; maintain accreditation records; assist with development of agency policies and procedures; serve as a certified assessor for the Commission for Florida Law Enforcement Accreditation, Inc.

Palm Beach County Sheriff's Office
West Palm Beach, Florida

March 1999 to October 2004

Law Enforcement Planner

Developed and coordinated planning activities, including business plan process, and the Sterling Journey and Quality process; communicated agency's vision and instructed sessions on the development of business and long range plans; served as the Law Enforcement liaison for Quality and Professional Standards; combined team building and problem solving techniques into committee meeting facilitation; conducted research for special projects; researched, planned and recommended continuous improvement strategies; coordinated agency reviews of Palm Beach County proposed annexations and small scale development plan amendments; served as an examiner for the Florida Sterling Council

Palm Beach County Sheriff's Office
West Palm Beach, Florida

November 1997 to March 1999

Programs Manager

Initiated and managed all programs relating to inmate welfare; designed educational and self-help curriculum; coordinated law and leisure library activities in detention facilities; ensured delivery and availability of programs to over 2000 detainees daily; conducted in-service training for sworn and civilian staff; served as community, agency, and court liaison; supervised professional staff and special interest volunteers; ensured compliance with Florida Model Jail Standards and accreditation standards

Palm Beach County Sheriff's Office
West Palm Beach, Florida
Mental Health Administrator

March 1985 to October 1997

Served as agency liaison to ensure contract compliance with mental health service providers; conducted in-service training for correctional and law enforcement officers; developed and managed the operation of four mental health units in the Main Detention Center; coordinated alternative mental health services for juvenile detainees; served as community, agency, and court liaison; compiled statistical data relating to treatment services and need for enhanced services; served as inmate advocate in arranging continuity of care for mentally ill inmates; testified in civil, criminal, and federal court proceedings as an expert witness

**Palm Beach County Board of
County Commissioners**
West Palm Beach, Florida
Criminal Justice Specialist

November 1983 to March 1985

Evaluated and assessed psychological needs of detainees incarcerated in Palm Beach County detention facilities; conducted individual counseling sessions at three detention facilities; directed court ordered screening evaluations; testified in court regarding emotional and mental health status of defendants; served as case manager for inmates with special mental health needs

Gulfstream Goodwill Industries
West Palm Beach, Florida
Therapeutically Oriented Work Program Manager

August, 1980 to November 1983

Developed programs and budgets for employment training and vocational assessments; managed government and non-profit grants; provided case management for disabled and workman's compensation cases

Professional Affiliations and Certifications

President, International Association of Law Enforcement Planners

Lamda Alpha Epsilon Fraternity (Criminal Justice Fraternity)

Commission for Florida Law Enforcement Accreditation Certified Assessor

International Association of Law Enforcement Planners, Advanced Certified Law Enforcement Planner

Other Affiliations

President of Board of Directors, Faith, Hope, Love, Charity, Inc.

Executive Board Member, South Conference Women's Missionary Society AME Church

Financial Secretary/Treasurer, Ebony Chorale of the Palm Beaches

Financial Secretary, National Coalition of 100 Black Women, Greater Palm Beaches Chapter

Member, Alpha Kappa Alpha Sorority

Member, Payne Chapel AME Church

International Association of Law Enforcement Planners



Be it known that

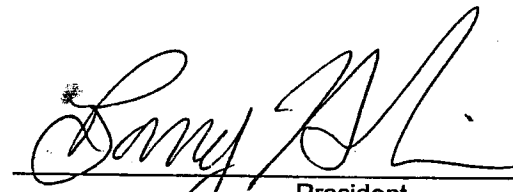
Sanjena D. Clay

has successfully fulfilled the requirements for

Advanced Certified Law Enforcement Planner

and upon the recommendation of the Certification Committee and by the authority vested to the President and the Executive Board of the International Association of Law Enforcement Planners awards this certificate.


Certification Committee Chairman


President

International Association of Law Enforcement Planners



Be it known that

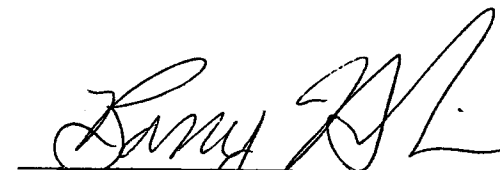
Sanjena D. Clay

has successfully fulfilled the requirements for

Certified Law Enforcement Planner

and upon the recommendation of the Certification Committee and by the authority vested to the President and the Executive Board of the International Association of Law Enforcement Planners awards this certificate.


Certification Committee Chairman


President



Commission for Florida Law Enforcement Accreditation, Inc.

This is to certify that

Sanjena Clay

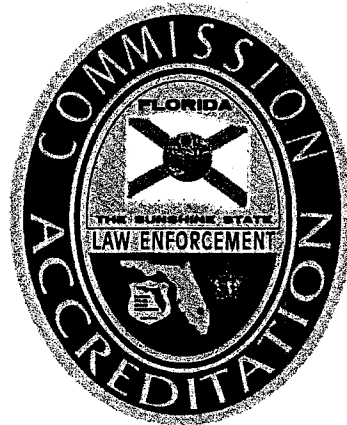
has satisfactorily completed a 4 hour workshop

“Assessor Refresher”

June 28, 2005

Jana Y. Paulk
Jana Y. Paulk
Instructor

Deborah J. Moody
Deborah J. Moody
Instructor



**Commission for Florida Law
Enforcement Accreditation, Inc.**


This is to certify that


Sanjena Clay

has satisfactorily completed a 4 hour workshop

“Assessor Refresher”

June 24, 2003


Jana Y. Paulk
Instructor


Deborah J. Moody
Instructor




Commission for Florida Law
Enforcement Accreditation, Inc.

This is to certify that

Sanjena Clay

has satisfactorily completed a 12 hour workshop

Assessor Training
June 20-21, 2002


Susan R. Kyzer
Executive Director


George Small
Instructor

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
HUMAN RESOURCES
50 South Military Trail, Suite 210
West Palm Beach, Florida 33415
HOTLINE 561-616-6900 FAX 561-616-6893

APPLICATION FOR EMPLOYMENT

In accordance with the provisions of ADA,
this document may be requested
in an alternative format.



FEB 09 2007

Type or Print Clearly In Ink

1. Position Applied For: (Specific Title) <u>Executive Director, Palm Beach County Criminal Justice Commission</u>		Dept./Div./Location		2. Minimum Salary Requirement <u>\$6,346</u>		
3. Name: (Last) <u>Martin</u>		(First) <u>Faith</u>	(Middle) <u>Robin</u>			
4. Present Mailing Address: (Street) <u>145 Magnolia Way</u>		(Apt. No.)		5. Home Phone <u>(561) 748-2853</u>		
(City) <u>Tequesta</u>		(State) <u>FL</u>		(Zip Code) <u>33469</u>		
6. Other Phone <u>(561) 758-9553</u>						
7. Will accept position as follows: Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> On-Call <input type="checkbox"/>		8. Present or previous Palm Beach County Board of County Commissioners' employee? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> IF YES, give dates: From: <u>1/03</u> To: <u>Present</u>				
9. Related to Palm Beach County, Board of County Commissioners' employee? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> IF YES, give name, relationship & Dept./Div. employed: _____						
10. Complete if position requires driving: Do you have a valid Florida Driver's license? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Has your license ever been suspended or revoked? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide dates and explain: _____ Commercial: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Non-Commercial: <input type="checkbox"/> D <input checked="" type="checkbox"/> E-Operator Endorsements: _____						
11. Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, state the court, nature of offense, disposition of case and date: _____						
NOTE: The type of offense and the nature of the position applied for are the only factors considered. Crime conviction check will be conducted.						
12. Military Service Have you claimed and been employed through Veterans' Preference? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, give the name and address of employer: _____ If not, do you claim <u>Veterans' Preference</u> (in accordance with Chapter 55 A-7, Florida Administrative Code, and Chapter 295, Florida Statutes)?* A) Based on active duty during a wartime period? <input type="checkbox"/> Yes B) As a veteran with a compensable service-connected disability? <input type="checkbox"/> Yes (Documentation of disability must be dated within past 12 months.) C) As the unmarried spouse of a veteran who was killed in action or who died of a service-connected disability? <input type="checkbox"/> Yes D) As the spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability or as the spouse of a person missing in action, captured or forcibly detained by a foreign power? <input type="checkbox"/> Yes Note: Receipt of any Armed Forces Expeditionary Medal is qualifying for Veterans' Preference. * It is the applicant's responsibility to submit current and complete documentation with this application. Documentation Includes: Department of Defense document, commonly known as form DD-214 or military discharge paper, or equivalent certification from Veterans' Affairs, listing military status, dates of service and discharge type (DOCUMENTATION MUST INDICATE ENTRY DATE AND DISCHARGE DATE) All documents must clearly indicate that they are copies of originals. A Veterans' Preference statement of documentation/eligibility is posted in the Human Resources office; a copy is available upon request. If applicants claiming Veterans' Preference for vacant position(s) are not selected for the position(s), they may file a complaint with the Florida Department of Veterans' Affairs, P.O. Box 31003, St. Petersburg, FL 33731, within 21 days after receiving notice of hiring decision.						
13. Education: Grade / High School College / Graduate Circle LAST YEAR COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 <u>(12)</u> 1 2 3 4 5 <u>(6)</u>						
School	Name & Address	DID YOU GRADUATE?	SEM HRS	QTR HRS	MAJOR/MINOR	DEGREE(S) AWARDED
High School		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<u>Liberal Arts</u>	<u>HS Diploma</u>
Junior College	<u>Long Beach High, 322 Lagoon Dr. W., Lido Beach NY</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
College or University		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>145 credits</u>		<u>Criminal Justice</u>	<u>BA/MS</u>
Graduate School		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>60 credits</u>		<u>Social Work</u>	<u>MSW</u>
Vocational/Technical School		<input type="checkbox"/> Yes <input type="checkbox"/> No	CLASSROOM HOURS		COURSE(S)	
Other Training	<u>Authored thesis on Alternatives to Incarceration</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No				

14. Effectively interacts with all levels of officials + members of organizations in PDC.

A. List any special skills, knowledge or abilities that you possess that relate to this job opportunity. For example, list courses, training, bilingual ability, computer hardware/software skills, typing or shorthand, Ability to direct + supervise the work of others engaged in Criminal Justice functions.

Knowledge of all aspects of Criminal Justice system, Community concerns + crime prevention + court legislation + grant procedures + administration. Spokesperson for Community Justice Service Centers. Implements policies + procedures, researches + evaluates programs, coordinates crime prevention effort.

B. List any CURRENT, VALID professional or occupational licensure(s), registration(s), certification(s), or membership(s) relevant to the position: Florida certificate in Water/Wastewater Treatment, Florida Professional Engineering registration, Registered Nurse license or Lifeguard certifications. Failure to specify required licensure(s), registration(s) and certification(s) may disqualify applicants for consideration. APPLICANTS ARE REQUESTED TO SUBMIT A COPY OF DOCUMENTATION WITH APPLICATION.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/VETERANS' PREFERENCE EMPLOYER M/F/D/V

15. Employment Record

Begin with your CURRENT or most recent position. Describe specific duties and responsibilities for various positions held for each employer. Include the months, years, and hours worked. List all periods of employment/unemployment, including self-employment, internships, or volunteer hours. Attach additional sheets as necessary. RESUMES MAY NOT SUBSTITUTE FOR THE COMPLETED APPLICATION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO THOROUGHLY COMPLETE THE APPLICATION.

From: Mo. 1 Yr. 03 Employer: PDC Criminal Justice Commission Supervisor: Diane Cunningham Phone: (561) 355-4943

To: Mo. present Address: 301 N. Olive Avenue City: West Palm Beach State: FL Zip: 33401

HOURS/WEEK: 40 Type of Business: County Government Phone: (561) 659-4054

Salary: \$ 67,244 Job Title: Coordinator, Community Justice Service Centers (CJSC)

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☒ Yes ☐ No If YES, number and type of employees supervised: Six (6) Community Justice Service Center staff supervised

Duties Performed (In Detail): Management experience in all phases of Criminal Justice System including 2 programs in areas of crime prevention + courts. Grant administration experience. Conceptualize plans, organizes, promotes + monitors programs + services to prevent crime + effect the quality of life issues. Spokesperson for CJSC. Directs CJSC staff involved in providing court related, community service + rehabilitative services within the Criminal Justice system. Assists in coordination of Criminal Justice program task forces. Analyzes + evaluates CJSC. Interacts with CJC, CJSC Board, Office of the State Attorney.

Computer Software, Equipment, Machines Operated: Public Defender, Clerk + Judiciary to coordinate CJSC program.

Microsoft Excel, Powerpoint, Wordperfect, Banner, Novell Groupwise, Software applications, Publisher

If no longer employed, reason for leaving: _____ Voluntary Yes ☐ No ☐

May we contact your present employer? Yes ☒ No ☐

From: Mo. 1 Yr. 99 Employer: Fifteenth Judicial Circuit Supervisor: Judge Jeffrey Colburn Phone: (561) 624

To: Mo. 1 Yr. 03 Address: 205 N. Dixie Highway City: West Palm Beach State: FL Zip: 33401

HOURS/WEEK: 40 Type of Business: Court Program / Division Phone: (561) 355-2154

Salary: \$ 33,080 Job Title: Coordinator, Domestic Violence Division

Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☒ Yes ☐ No If YES, number and type of employees supervised: One (1) Domestic Violence Division staff supervised

Duties Performed (In Detail): Liaison for Court Administration, the Judiciary, the Domestic Violence Council, Batterer's Intervention Programs. Created + implemented in Custody Batterer's Intervention Program. Responsible for keeping abreast of domestic violence challenges as they relate to service delivery + coordination of services. Monitored court ordered defendants referred to programs + treatment centers. Responsible for evaluating programs + researching new programs. Secured food grant for domestic violence families.

Computer Software, Equipment, Machines Operated: Microsoft, Excel, Powerpoint, Word, Novell Groupwise, PRADA, Fax, copier

If no longer employed, reason for leaving: Pursued Career Advancement opportunity Voluntary Yes ☒ No ☐

From: Mo. 3 Yr. 96 Employer: Family Service Center Supervisor: Caroline Bivona Phone: (803) 733-5450
To: Mo. 9 Yr. 98 Address: 1800 Main Street City: Columbia State: SC Zip: 29202
HOURS/WEEK: 50 Type of Business: Multi-service - not for-profit agency Phone: (803) 733-5450
Salary: \$ 32,000 Job Title: Director, community service - Community based programs
Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☒ Yes ☐ No If YES, number and type of employees supervised: Directed + monitored a staff of nine (9) / Managed all phases of programs
Duties Performed (In Detail): Developed + coordinated community service policies + programs of the Family Service Center in order to prevent community crisis situations that would impact the county. Conceptualized, planned, organized, developed + promoted programs for the center, as well as monitored their effectiveness with our case measures. Worked in unison with other local + state agencies. Spokeperson for center, organized research to assist with programming.
Computer Software, Equipment, Machines Operated: Microsoft Excel, Powerpoint, Word, Fax, Capri Publisher
If no longer employed, reason for leaving: Relocated to Florida Voluntary Yes ☒ No ☐

From: Mo. 10 Yr. 86 Employer: Five Towns Community Ctr Supervisor: Bertha Proitt Phone: (516) 239-6244
To: Mo. 12 Yr. 95 Address: 276 Lawrence Avenue City: Lawrence State: NY Zip: 11559
HOURS/WEEK: 40 Type of Business: Private, nonprofit multi-service agency Phone: (516) 239-6244
Salary: \$ 28,000 Job Title: Court liaison / Case Manager
Did you recommend new hires/promotions/terminations and conduct performance evaluations in a supervisory capacity? ☐ Yes ☒ No If YES, number and type of employees supervised: _____
Duties Performed (In Detail): Provided counseling, advocacy, crisis intervention + family outreach for youth at-risk of suspension or expulsion from Lawrence Middle School + High School. Facilitated team boards to listen to the needs of youth; assisted with the implementation of the AIDS Education + Prevention Project. Services included outreach education in the schools, community + community based organizations
Computer Software, Equipment, Machines Operated: Microsoft Excel, Powerpoint, Word, Fax, Capri
If no longer employed, reason for leaving: Relocated to South Carolina Voluntary Yes ☒ No ☐

16. Please use additional sheet(s) to explain other previous employment, if necessary.

To the best of my knowledge, all statements and information I have given in this application are true. I hereby authorize the Human Resources Department to verify this information to determine my capabilities for employment. I UNDERSTAND THAT ANY STATEMENTS FOUND NOT TO BE MATERIALLY ACCURATE MAY CONSTITUTE GROUNDS FOR MY DISMISSAL OR MAY DISQUALIFY ME FROM CONSIDERATION FOR ANY POSITIONS. THE OMISSION OF REQUIRED OR MATERIAL INFORMATION (SUCH AS PRIOR JOBS) MAY BE CONSIDERED AS GROUNDS FOR DISMISSAL OR DISQUALIFICATION. I AUTHORIZE RELEASE OF INFORMATION FOR REFERENCE CHECKS. In accordance with Public Records Law, Chapter 119, F.S., information provided on this application may be "inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or his designee."

Applications not received by 5 P.M. on closing date will not be considered.

Signature: Faith E. Martin

Date: 1/31/07

Faith R. Martin

145 Magnolia Way, Tequesta, FL 33469

561-748-2853

Professional Profile

In my years of working within the criminal justice field, I have identified and responded to the challenges facing the criminal justice system through crime prevention programs. I have a proven track record working in the criminal justice field with experience in crime prevention, courts, law enforcement and corrections; in addition to management, implementing policies and grant experience. I have the ability to effectively interact with federal, state and local officials as well as community organizations. I possess a Master's Degree and Bachelor's Degree in Criminology and a Master's Degree in Social Work and have authored a thesis titled "Alternative to Incarceration."

Professional Experience

Palm Beach County Criminal Justice Commission, West Palm Beach, Florida

January 2003 - Present

Coordinator, Community Justice Service Center(s)

- Directs, coordinates and supervises the planning, development, implementation and evaluation of two (2) Palm Beach County pre-trial diversion programs
 - Maintains interaction regularly with two (2) Community Justice Service Center's Community Advisory Boards to advise on all matters relative to the impact of crime
 - Interacts regularly with members of the Criminal Justice Commission, Federal, State, City and County officials
 - Supervises and monitors six (6) Community Justice Service Center staff involved in providing court related, community service, and rehabilitative services to assure goals and objectives are being met
 - Coordinates and prepares yearly application for grant renewal process with federal, state and local agencies and officials
 - Develops and coordinates written cooperative agreements between providers of court related services, community services, and rehabilitative services; which in sum constitute two (2) fully functioning programs
 - Establishes standards of performance by developing and administering program assessments of community needs and how the programs are satisfying those needs to lessen quality of life crimes
 - Implements a case flow management system to insure that the goals of the programs are accomplished, clients receive prompt processing and are afforded the opportunity to pay back the community through community service and/or receive rehabilitative social service assistance
 - Works closely with criminal justice entities including law enforcement, the judiciary, Clerk & Comptroller's Office and Offices of the State Attorney and Public Defender, as well as local service agencies, both public and private, and community groups with responsibility for improvement of service coordination, delivery of services and establishment of new resources
 - Administers the annual budget, approves purchases, and authorizes spending
 - Prepares reports on status and progress of the programs as required by funding agencies
 - Hires new employees, and establishes work schedules and training programs
 - Develops and implements policies and procedures
 - Exercises administrative oversight of agency employees assigned to work at the Centers in matters that effect the proper management of the court process
 - Responsible for creating program brochures, booklets and forms used by the programs
 - Spokesperson for the two (2) programs
-

Faith R. Martin

- In addition to overseeing the overall operations of two (2) programs, additional Criminal Justice Commission responsibilities are performed:
 - Staff the Court System Task Force and various subcommittees by conducting research and fact-finding projects, preparing reports and resolutions to review and evaluate existing programs within the criminal justice system; initialized restorative justice training and a juvenile drug program
 - Coordinated the 18th Citizen's Criminal Justice Academy
 - Assist with the Criminal Justice Commission's strategic plan and outcome measure planning

Fifteenth Judicial Circuit, West Palm Beach, Florida

January 1999 - January 2003

Coordinator, Domestic Violence Division

- Served as principal liaison between the Court and the domestic violence arena in Palm Beach County consisting of district and local officials
- Created and implemented In-Custody Batterer's Intervention Program
- Responsible for collecting and disseminating information for the Fifteenth Judicial Circuit to ensure consistency and accountability of Court and additional services
- Monitored compliance of pre-trial court orders and scheduled non-compliance hearings
- Performed grant writing and program development
- Evaluated and monitored the Certified Batterer's Intervention Programs
- Secured grant through Kraft Food Inc. to provide families in domestic violence division immediate food vouchers

Family Service Center, Columbia, South Carolina

March 1996 - September 1998

Director, Community Services

- Coordinated community outreach activities sponsored and supported by the Family Service Center
- Marketed Community Services Division
- Represented the agency in state and local meetings
- Maintained current knowledge of community needs, trends and programs in the area of education, training and prevention services to develop appropriate programs
- Responsible for recruitment, supervision and evaluation of division staff
- Maintained, assessed and assured compliance standards set by licensing and accrediting agents
- Developed and managed division's operating budget and service information systems
- Developed and implemented business plan including measurable goals
- Created and implemented one-hour brown bag "lunch & learn" programs for professionals
- Worked in capacity of Employee Member Assistance Program Consultant and Individual, Marriage, and Family Therapist providing full range of employee assistance program services including supervisory employee consultation, evaluation, referral and case management; training sessions, workshops and seminars for contracted companies before promoted to Director position

Additional Experience

- Five Towns Community Center, Lawrence, New York
Counselor
October 1986 - December 1995
 - Education Assistance Center, Hempstead, New York
-

Faith R. Martin

Case Manager/Court Liaison
May 1985 - October 1986

Education

- Hunter College, City University of New York, New York, NY
Master of Social Work, February 1996
- C.W. Post Campus, Long Island University, Brookville, NY
Bachelor of Art and Master of Science, September 1992
Accelerated Bachelor's/Master's Program in Criminal Justice
Thesis: Alternatives to Incarceration

References are available upon request

Faith R. Martin

145 Magnolia Way
Tequesta, Florida 33469

February 9, 2007

Human Resources
50 South Military Trail, Suite 210
West Palm Beach, Florida 33415

Dear Sir or Madam:

Attached please find my completed application and resume for the currently advertised position of Executive Director of the Palm Beach County Criminal Justice Commission.

As you will see from my application and resume, I possess a proven track record in the criminal justice field with experience in crime prevention, courts, corrections and law enforcement. I have an understanding of criminal justice technology and grant procedures.

In my current role as Coordinator for two (2) programs in Palm Beach County, I work closely with the various entities of the criminal justice system; i.e. law enforcement, the judiciary, Clerk & Comptroller's Office and Offices of the State Attorney and Public Defender, as well as local service providers and the community. It is my role to promote an atmosphere where all partners work together efficiently and have ownership in all solutions.

My professionalism, dedication and demonstrated belief in the essential role of the Criminal Justice Commission in the community make me the ideal candidate for the Executive Director position.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,



Faith R. Martin