

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

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Meeting Date: April 10, 2007       Consent       Regular  
     Ordinance       Public Hearing

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

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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 immediately upon ratification by the Board of County Commissioners.

**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 narrowed the list down to nine (9) applicants. Interviews were held on March 12, 2007 and the Committee selected three (3) finalists. 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
  3. Letter to Commissioner Greene from Criminal Justice Commission staff regarding monitoring of Youth Empowerment Centers
  4. Letter of Agreement regarding reporting relationship of the Criminal Justice Commission's Executive Director
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RECOMMENDED BY: N/A  
    Department Director      Date

APPROVED BY:  4/4/07  
    Assistant County Administrator      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:**

<u>N/A VJB</u>	<u>N/A VJB</u>
OFMB	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**



FEB 07 2007

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

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  Part-Time  Temporary  On-Call  8. Present or previous Palm Beach County Board of County Commissioners' employee? Yes  No  IF YES, give dates: From: **12/99** To: **PRESENT**

9. Related to Palm Beach County, Board of County Commissioners' employee? Yes  No   
 IF YES, give name, relationship & Dept./Div. employed: \_\_\_\_\_

10. Complete if position requires driving:  
 Do you have a valid Florida Driver's license? Yes  No  Commercial  A  Non-Commercial  D  
 Has your license ever been suspended or revoked? Yes  No   B  E-Operator  
 If Yes, please provide dates and explain: \_\_\_\_\_  C  
 Endorsements: \_\_\_\_\_

11. Have you ever been convicted of a felony? Yes  No  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  No   
 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?  Yes
- B) As a veteran with a compensable service-connected disability?  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?  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?  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	DEGREE(S) AWARDED
High School	<b>STRONG VINCENT H.S., ETRIE, PA.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Junior College		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College or University	<b>EDINBURGH STATE COLLEGE, PA. UNIV. OF CINCINNATI, CINCINNATI, OH.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<b>CRIMINAL JUSTICE</b>	<b>B.S.</b>
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<b>CLASSROOM HOURS</b>		<b>COURSE(S)</b>	
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, CLETC ....)**

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.**

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. 11 Yr. 01 Employer: PALM BEACH COUNTY Supervisor: DIANA CUNNINGHAM Phone: ( ) 355-2314
To: Mo. Yr. Address: 301 N. DUVE AVE. #100 City: WEST PALM BEACH State: FL Zip: 33411
HOURS/WEEK: 40 Type of Business: CRIMINAL JUSTICE COMMISSION Phone: ( ) 355-1522
Salary: \$ 76,000 /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 + BOARD REVIEW CONCEPT FOR JLC + PCC. 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+COMPTROLLER, 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. DINGHWY #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 LICENCE 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 HAD CONDUCTED ALL PERSONNEL EVALUATIONS.

Computer Software, Equipment, Machines Operated: STANDARD COUNTY DESKTOP HARDWARE + SOFTWARE, WORD, EXCEL, ACCESS, PISO, CLERK+COMPTROLLER, 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: GWENTHERTZ Phone: ( )
To: Mo. 12 Yr. 99 Address: SE 3RD AVE 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 NIEMANS Phone: ( )
To: Mo. 12 Yr. 97 Address: 2000 SANDOZ ST. #201 City: CINCINNATI, OHIO State: OH Zip:
HOURS/WEEK: 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 SUPV. AGENCY 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.
Signature: Date: 2-1-07
Applications not received by 5 P.M. on closing date will not be considered.

## Michael L Rodriguez

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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
- 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.
- pretrial services
  - court based employment services

## Michael L Rodriguez

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- 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: _____					
<b>NOTE:</b> The type of offense and the nature of the position applied for are the only factors considered. Crime conviction check will be conducted.					
12. <b>Military Service</b> 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 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.					
* <b>It is the applicant's responsibility to submit current and complete documentation with this application.</b>					
<b>Documentation Includes:</b> 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. <b>Education:</b>		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	
<b>School</b>	<b>Name &amp; Address</b>	<b>DID YOU GRADUATE?</b>	<b>SEM HRS</b>	<b>QTR HRS</b>	<b>MAJOR/MINOR</b>
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
		<b>CLASSROOM HOURS</b>		<b>COURSE(S)</b>	
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. **RÉSUMÉS 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 Supervisor: A. Fuhrman Phone: (561) 866-3282  
To: Mo. Prevent 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 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: *Pamena 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**

March 1985 to October 1997

West Palm Beach, Florida

*Mental Health Administrator*

*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**

November 1983 to March 1985

West Palm Beach, Florida

*Criminal Justice Specialist*

*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**

August, 1980 to November 1983

West Palm Beach, Florida

*Therapeutically Oriented Work Program Manager*

*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**

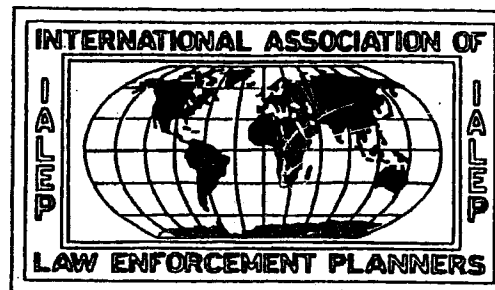
**Financial Secretary/Treasurer, Ebony Chorale of the Palm Beaches**

**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*

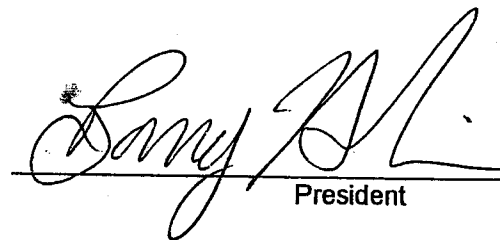
**Sanjena D. Clay**

*has successfully fulfilled the requirements for*

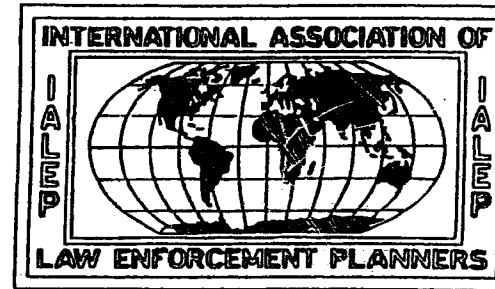
*Advanced Certified Law Enforcement Planner*

*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

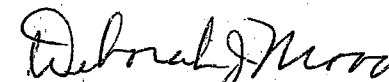
*Sanjena Clay*

has satisfactorily completed a 4 hour workshop

“Assessor Refresher”

June 28, 2005

  
Jana Y. Paulk  
Instructor

  
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) <i>Executive Director Palm Beach County Criminal Justice Commission</i>		Dept./Div./Location	2. Minimum Salary Requirement <i>86,346</i>	
3. Name: (Last) <i>Martin</i>		(First) <i>Faith</i>	(Middle) <i>Robin</i>	
4. Present Mailing Address: (Street) <i>145 Magnolia Way</i>		(Apt. No.)	5. Home Phone <i>(561) 748-2853</i>	
(City) <i>Tequesta</i>		(State) <i>FL</i>	(Zip Code) <i>33469</i>	6. Other Phone <i>(561) 758-9553</i>
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: <i>1/03</i> To: <i>Present</i>		
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: _____ 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  No   
 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?  Yes
- B) As a veteran with a compensable service-connected disability?  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?  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?  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 Circle LAST YEAR COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 (12)				College / Graduate 1 2 3 4 5 6			
School	Name & Address	DID YOU GRADUATE?	SEM HRS	QTR HRS	MAJOR/MINOR	DEGREE(S) AWARDED			
High School	<i>Long Beach High, 322 Lagoon Dr. W., Lido Beach, NY</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<i>Liberal Arts</i>	<i>HS Diploma</i>			
College or University	<i>Ch Post Campus of LIU, 720 Northern Blvd. Brookville, NY</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>145 credits</i>		<i>Criminal Justice</i>	<i>BA/MS</i>			
Graduate School	<i>Hunter College, CUNY, 129 E. 79th Street, NY, NY</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>60 credits</i>		<i>Social Work</i>	<i>MSW</i>			
		CLASSROOM HOURS			COURSE(S)				
Vocational/Technical School	<i>Authored thesis on Alternatives to Incarceration</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Other Training		<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. RÉSUMÉS 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: Diana 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 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 services + 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, PDA, 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 + Co-ordinated 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 out come measures. Worked in unison with other local + state agencies. Spokesperson for Center, organized research to assist with programming.

Computer Software, Equipment, Machines Operated: Microsoft Excel, Powerpoint, Word, Fax, Copier 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 Pruitt 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, Copier

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 18<sup>th</sup> 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

*Additional Backup*  
*6B-1 3/27/07*



**County Administration**

P.O. Box 1989  
West Palm Beach, FL 33402-1989  
(561) 355-2030  
FAX: (561) 355-2030  
www.pbcgov.com

**Palm Beach County  
Board of County  
Commissioners**

Addie L. Greene, Chairperson

Jeff Koons, Vice Chair

Karen T. Marcus

Warren H. Newell

Mary McCarty

Burt Aaronson

Jess R. Santamaria

**County Administrator**

Robert Weisman

*"An Equal Opportunity  
Affirmative Action Employer"*

TO: Chairperson Addie L. Greene and  
Members of the Board of County Commissioners

FROM: Vincent J. Bonvento *Vincent J. Bonvento*  
Assistant County Administrator

DATE: March 21, 2007

RE: **Additional Backup for Agenda Item 6B1  
on March 27, 2007 Meeting**

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I've attached additional backup for Agenda Item 6B1 scheduled to be heard at the March 27, 2007 meeting regarding the selection of the Criminal Justice Commission Executive Director. This backup consists of the voting results for each member of the Selection Committee and also outlines each step of the selection process and how the Committee arrived at the final result.

I've also attached a letter sent to Commissioner Greene by the Chairperson of the Criminal Justice Commission, Harry Johnston, which outlines the process utilized by the Committee in the selection of Michael L. Rodriguez as the new Executive Director of the Criminal Justice Commission.

If you have any questions, please do not hesitate to contact me at 355-3260.

VJB/jmt  
cc: Robert Weisman, County Administrator  
Attachments (5 pages)

**RESULTS OF THE SELECTION COMMITTEE VOTES FOR THE TOP THREE CANDIDATES**

Candidates (in order of appearance)	Barr	Krischer	Cheives	Johnston	Bradshaw	Haughwout	Bonvento	TOTAL Number of Votes
Rebecca A. Walker								0
John B. Brown, III								0
Sanjena V. Clay	✓	✓	✓		✓	✓		5*
Robert Garlo								0
Linda S. Hamilton				✓		✓	✓	3
Faith R. Martin	✓	✓	✓	✓	✓		✓	6*
Michael L. Rodriguez	✓	✓	✓	✓	✓	✓	✓	7*
Laurie J. Van Deusen								0
James J. Vardalis								0

**\*REPRESENTS TOP 3 FINALISTS**

**CHART REPRESENTS THE TOP THREE CANDIDATES SELECTED  
BY SELECTION COMMITTEE**

<b>Candidates (in order of appearance)</b>	<b>Barr</b>	<b>Krischer</b>	<b>Cheives</b>	<b>Johnston</b>	<b>Bradshaw</b>	<b>Haughwout</b>	<b>Bonvento</b>	<b>TOTAL Number of Points</b>
<b>Sanjena V. Clay</b>	1	2	3	1	2	2	1	<b>12*</b>
<b>Faith R. Martin</b>	2	1	1	3	1	1	3	<b>12*</b>
<b>Michael L. Rodriguez</b>	3	3	2	2	3	3	2	<b>18</b>

\*Resulted in Tied Scores

**DEFINITIONS OF POINT SYSTEM UTILIZED BY THE COMMITTEE:**

**3 POINTS REPRESENTS THE TOP PICK OF THE COMMITTEE**

**2 POINTS REPRESENTS THE SECOND CHOICE OF THE COMMITTEE**

**1 POINT REPRESENTS THE THIRD CHOICE OF THE COMMITTEE**

**SELECTION COMMITTEE VOTING TO IDENTIFY THE 2ND AND 3RD PLACE CANDIDATE**

**RESULTING FROM TIE**

<b>Candidates (in order of appearance)</b>	<b>Barr</b>	<b>Krischer</b>	<b>Cheives</b>	<b>Johnston</b>	<b>Bradshaw</b>	<b>Haughwout</b>	<b>Bonvento</b>	<b>TOTAL Number of Votes</b>
<b>Sanjena V. Clay</b>		✓	✓		✓	✓		<b>4</b>
<b>Faith R. Martin</b>	✓			✓			✓	<b>3</b>

**VOTING BY SELECTION COMMITTEE FOR 1ST AND 2ND PLACE**

<b>Candidates (in order of appearance)</b>	<b>Barr</b>	<b>Krischer</b>	<b>Cheives</b>	<b>Johnston</b>	<b>Bradshaw</b>	<b>Haughwout</b>	<b>Bonvento</b>	<b>TOTAL Number of Votes</b>
<b>Sanjena V. Clay</b>			✓					1
<b>Michael L. Rodriguez</b>	✓	✓		✓	✓	✓	✓	6

**JONES  
FOSTER  
JOHNSTON  
& STUBBS, P.A.**  
**Attorneys and Counselors**

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505 South Flagler Drive  
West Palm Beach, Florida 33401  
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Post Office Box 3475  
West Palm Beach, Florida 33402-3475

**Harry A. Johnston, II, Esq.**  
Direct Dial: 561-650-0413  
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E-Mail: [hjohnston@jones-foster.com](mailto:hjohnston@jones-foster.com)

March 20, 2007

The Honorable Addie Greene  
Chair of the Board of County Commissioners  
of Palm Beach County  
West Palm Beach, FL

Re: Executive Director of the Palm Beach County Criminal Justice Commission

Dear Chairperson Green:

Pursuant to your request, I am enclosing the resume of Michael Rodriguez who was chosen as Executive Director of the Criminal Justice Commission ("CJC") last week, subject to confirmation by the Board of County Commissioners.

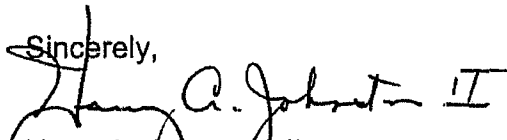
I will give you a brief history of our selection process, all of which is a matter of public record.

We received over 40 applications for this position and, after two meetings, reduced the number of applications to 9. Of these applicants, there were 4 men and 5 women, two of whom are African American. There were 6 members of the CJC who were on this committee, consisting of myself, James Barr, Barbara Cheives, the Sheriff, the State Attorney, and the Public Defender. After spending an entire day interviewing the 9 applicants, which also included an oral and a written exam, we reduced the number of applicants to 3—Michael Rodriguez, Sanjena Clay, and Faith Martin. Both Linda Hamilton and Sanjena Clay were from the Sheriff's office. Incidentally, I voted for Linda Hamilton, but there were not sufficient votes for her to make the top 3. Again, after much discussion and review, a vote was made to reduce the number to 2, and Rodriguez and Clay made the cut, after which, the final vote between the 2 was won by Rodriguez.

This was not an easy exercise on our part, but, in the final analysis, we felt that Michael Rodriguez was the most qualified.

If there is any further information you desire, please do not hesitate to contact me.

Sincerely,

  
Harry A. Johnston, II

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Enclosure

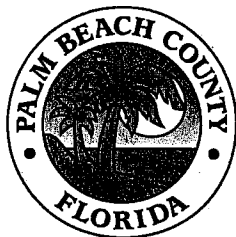
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SINCE 1924

**ATTACHMENT 3**

**LETTER TO  
COMMISSIONER GREENE**





**County Administration**

P.O. Box 1989  
West Palm Beach, FL 33402-1989  
(561) 355-2030  
FAX: (561) 355-2030  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Addie L. Greene, Chairperson

Jeff Koons, Vice Chair

Karen T. Marcus

Warren H. Newell

Mary McCarty

Burt Aaronson

Jess R. Santamaria

**County Administrator**

Robert Weisman

*"An Equal Opportunity  
Affirmative Action Employer"*

TO: Chairperson Addie L. Greene and  
Members of the Board of County Commissioners

FROM: Vincent J. Bonvento *VJB/jmt*  
Assistant County Administrator

DATE: March 26, 2007

RE: Youth Violence Prevention Project

I've attached a copy of the Memorandum I received from Becky Walker, Criminal Justice Manager, regarding the Youth Violence Prevention Project.

If you have any questions, please do not hesitate to contact me at 355-3260.

VJB/jmt

cc: Robert Weisman, County Administrator (w/attachment)

Attachment: Memo dated March 23, 2007



## MEMORANDUM

**Criminal Justice Commission**  
301 N. Olive Avenue, Suite 1001  
West Palm Beach, FL 33401-4705  
(561) 355-4943  
Fax: (561) 355-4941  
[www.pbcgov.com/cjc](http://www.pbcgov.com/cjc)

■  
**Palm Beach County  
Board of County  
Commissioners**

Addie L. Greene, Chairperson  
Jeff F. Koons, Vice Chair  
Karen T. Marcus  
Warren H. Newell  
Mary McCarty  
Burt Aaronson  
Jess R. Santamaria

**Criminal Justice  
Commission Officers**

Harry A. Johnston, II, Chairman  
James Barr, Vice Chairman  
Feirmon Johnson, Secretary  
Barbara Cheives, Treasurer

■  
**County Administrator**  
Robert Weisman

**Executive Director**  
L. Diana Cunningham

E-mail: [dcunning@co.palm-beach.fl.us](mailto:dcunning@co.palm-beach.fl.us)

*"An Equal Opportunity  
Affirmative Action Employer"*

TO: Vince Bonvento, Assistant County Administrator  
FROM: *BW* Becky Walker, Criminal Justice Program Manager  
DATE: March 23, 2007  
RE: Youth Violence Prevention Project

Four of the cities identified as the target areas for the Youth Violence Prevention Project have executed Interlocal Agreements for their program. Each Agreement has a Scope of Work and budget which define the provision of the programs for each component of the project. The monitoring of the Youth Violence Prevention Project is the responsibility of the Youth Violence Prevention Planning Coordinator.

The Coordinator is meeting at least monthly with law enforcement and representatives of the cities that have an Agreement with Palm Beach County. The cities are Riviera Beach, West Palm Beach, Lake Worth and Boynton Beach. Each Youth Empowerment Center and Justice Service Center will be visited at least monthly. At the monthly meetings and through the required reports the areas to be monitored, from their Scope of Work, are the number of youth being served, the activities/programs they are involved in, and the number successfully completing. Each center has or will have job preparation, computer skills, tutoring, mentoring, character building and employment services.

Each program component has specific outcomes to determine if it is being effective. For example, tutoring outcomes would be to look at improvement in the youth's grades or for employment, did they get and maintain a job. Each monthly invoice of expenditures will be reviewed by the Youth Violence Prevention Planning Coordinator, CJC Financial Analyst and CJC Executive Director prior to submission for reimbursement.

In addition, Florida State University is contracted to provide the overall evaluation of the project. They have made one visit already and will be collecting data from all the centers, law enforcement, State Attorney's Office and other sources. They will be aggregating data on outcomes as well as analysis of crime trends. For each program they will evaluate the effectiveness and provide recommendations for changes. FSU will be providing a six month and yearly report to the Board of County Commissioners.

C: Diana Cunningham, Executive Director  
Michael Rodriguez, Interim Executive Director

**ATTACHMENT 4**  
**LETTER OF AGREEMENT**

### LETTER OF AGREEMENT

This Letter of Agreement is intended to more fully delineate responsibilities as described in Section 6 of the Criminal Justice Commission authorizing Ordinance, 88-16, as approved on August 16, 1988.

The Criminal Justice Commission shall select an Executive Director through a County approved hiring process. The Board of County Commissioners shall have the right of approval of the selection. The Executive Director shall be a County employee and shall be considered a Department Head for all administrative purposes and shall adhere to all applicable County policies and procedures. By standard County hiring processes, additional County employees, as authorized in the County budget and as selected by the Executive Director, will be hired to support the CJC.

Either the Criminal Justice Commission or County Administrator may periodically initiate a review of goals and a performance evaluation of the Executive Director, but such shall be accomplished jointly. It shall be the primary responsibility of the Executive Director to satisfy the expectations and policies of the CJC, acting on behalf of the Board of County Commissioners and in consideration with other participating jurisdictions and agencies.

The starting salary of the Executive Director and annual salary adjustments will be in conformance with County salary policy. Special merit salary consideration may be granted by mutual agreement of the CJC and the County Administrator. Termination of the services of the Executive Director can be initiated by either the CJC or the County Administrator. If the CJC and the County Administrator cannot jointly agree on a course of action, the matter will be brought to the Board of County Commissioners for a decision.

Nothing in this Section shall be interpreted as to inhibit the Executive Director from representing the views of the CJC, establishing the agenda for the CJC and presenting any of their issues directly before the Board of County Commissioners.

Approved this \_\_\_\_\_ day of April, 2007.

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Robert Weisman  
County Administrator

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Harry Johnston  
Chairman of the Criminal  
Justice Commission