

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: 3/11/08

[X] Consent [] Regular
[] Ordinance [] Public Hearing

Department:

Submitted By: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

Submitted For: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: (a) An Interlocal Agreement for the period of March 1st, 2008 through September 30th, 2008 with the Palm Beach Community College as a partner to implement job training and job coaching targeted toward ex-offenders at the Community Justice Service Centers and the Justice Service Center in Riviera Beach; (b) a budget transfer of \$20,878 in the Criminal Justice Reserve Fund; and (c) a budget amendment of \$20,878 to decrease transfers to the General Fund.

SUMMARY: The corrections component of the Youth Violence Prevention Project involves the establishment of an Adult Justice Service Center in each targeted area to provide assistance to juvenile and adult offenders. The Adult Justice Service Center located in Riviera Beach, provides services including employment, substance abuse, mental health, legal assistance, re-entry assistance, life skills, and probation sanction assistance. In January 2008, a federal re-entry grant sun-setted leaving the Justice Service Center without a job coach. Efforts to keep the services through grant writing have not been successful.

The Criminal Justice Commission proposes to enter into a partnership for 6 months (March – September 2008) with Palm Beach Community College to restore job coaching and employment skills to ex-offenders being served by the City of Riviera Beach's Justice Service Center and the Community Justice Service Centers. This service will be cost-shared between PBC and the City of Riviera Beach for FY 2008 and fully funded by the City of Riviera Beach in FY 2009. District 7 (DW)

BACKGROUND AND JUSTIFICATION: On February 15, 2005, the Board of County Commissioners (BCC) directed the Criminal Justice Commission (CJC) to develop a Youth Violence Prevention Project which would address the increase in violent firearms crimes. The CJC recommended implementation of a Youth Empowerment Center with programs for teens that are not in the criminal justice system and a Justice Service Center with programs for juveniles and young adults on probation or re-entering from jail and prison in each of the five targeted violent crime areas. The project emphasizes education, employment services, and law enforcement strategies.

Eighteen months of experience has identified job coaching and employment skills as key services needed to ensure the success of the Justice Service Centers. Due to federal budget cuts, this component is no longer available yet is sorely needed to enhance the success of the Justice Service Center and the Community Justice Service Centers in PBC.

Attachments:

1. Interlocal Agreement with the Palm Beach Community College (3)
2. Budget Transfer (Fund 1507)
3. Budget Amendment (Fund 0001)

Recommended by: _____

Department Director

Date

Approved By: _____

Assistant County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>\$20,878</u>	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$20,878</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes _____ No X

Budget Account No.: Fund 1507 Dept. 767 Unit 7607 Object 8101

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

Criminal Justice Reserve Fund (1507)

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Funding for this position will be taken from salaries of one vacant position that will only be filled for six months.

2.27.08
OFMB
2/25/08
2/26/08
CN
2/21/08

2/29/08
Contract Dev. and Control
2/29/08

B. Legal Sufficiency:

3/4/08
Assistant County Attorney

This Contract complies with our contract review requirements.

CSC will obtain the required proof of insurance.

C. Other Department Review:

Department Director

REVISED 9/95

ADM FORM 01

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

08-

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

Page 1 of 1
BGEX-767-021208*2223

FUND 1507 - Criminal Justice Reserve Fund

Use this form to provide budget for items not anticipated in the budget.

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 2/11/2008	REMAINING BALANCE
EXPENDITURES								
767-7607-8101	Contributions - Non-Gov't Agencies	300,000	300,000	20,878		320,878	200,000	120,878
Transfers								
820-7607-9000	Tr to General Fund 0001	565,060	565,060		20,878	544,182		
TOTAL EXPENDITURES				20,878	20,878			

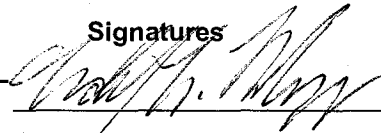
Criminal Justice Commission

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures



Date

2-14-08

By Board of County Commissioners
At Meeting of 3/11/08

Deputy Clerk to the
Board of County Commissioners

08-

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Page 1 of 1

BGEX 767-021208*2224
BGRV 767-021208*414

Use this form to provide budget for items not anticipated in the budget.

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 2/11/08	REMAINING BALANCE
REVENUES								
<u>Community Justice Service Center</u>								
762-7641-8249	Tr From Criminal Justice Res. Fund 1507	153,820	153,820		20,878	132,942		
<u>TOTAL REVENUES</u>		<u>1,018,278,583</u>	<u>1,020,017,452</u>		<u>20,878</u>	<u>1,019,996,574</u>		
EXPENDITURES								
<u>Community Justice Service Center</u>								
762-7641-1201	Regular Salaries & Wages	235,616	235,616		20,878	214,738		
<u>TOTAL EXPENDITURES</u>		<u>1,018,278,583</u>	<u>1,020,017,452</u>		<u>20,878</u>	<u>1,019,996,574</u>		

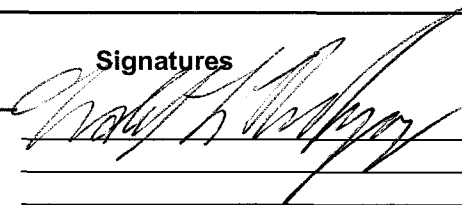
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OFMB Department - Posted

Signatures



Date

2-14-08

By Board of County Commissioners
At Meeting of 3/11/08

Deputy Clerk to the
Board of County Commissioners

**INTERLOCAL AGREEMENT BETWEEN
THE BOARD OF COUNTY COMMISSIONERS,
PALM BEACH COUNTY, FLORIDA, AND
THE PALM BEACH COMMUNITY COLLEGE**

THIS INTERLOCAL AGREEMENT is made the eleventh day of March, 2008 by and between the Board of County Commissioners, Palm Beach County, a political subdivision of the State of Florida (herein referred to as the COUNTY), and the Palm Beach Community College, located in Palm Beach County, Florida (herein referred to as PBCC), each one constituting a public agency as defined in Part I of Chapter 163, Florida Statutes.

WITNESSETH:

WHEREAS, Section 163.01 of the Florida Statutes, known as the Florida Interlocal Cooperation Act of 1969, authorizes local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, Part I of Chapter 163 of the Florida Statutes permits public agencies as defined therein to enter into interlocal agreements with each other to exercise jointly any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

WHEREAS, The Criminal Justice Commission (CJC), upon direction from the Board of County Commissioners (BCC), continues the development of a Youth Violence Prevention Project which addresses the increase in violent firearms crimes; and

WHEREAS, on December 5, 2006 the BCC approved funding to initiate partnerships with Riviera Beach, West Palm Beach and Boynton Beach to implement the Youth Violence Prevention Project; and

WHEREAS, PBCC has presented a proposal to enhance the Justice Service Centers (a core component of the Youth Violence Prevention Project) and the Community Justice Service Centers in accordance with the Youth Violence Prevention Project guidelines; and

WHEREAS, the COUNTY, will reimburse PBCC for the expenses outlined in the Budget Narrative in Exhibit "A", up to the amount of \$20,878 from March 1, 2008 through September 30, 2008 for the Youth Violence Prevention Project/Community Justice Service Centers set forth in Exhibit "B". A copy of the budget is attached as part of Exhibit "A" and by this reference incorporated herein; and

WHEREAS PBCC will provide services and expenditures in the targeted areas as set forth in Exhibits "A" and "B"; and

NOW, THEREFORE, in consideration of the mutual representations, terms and covenants hereinafter set forth, the parties hereto agree as follows:

SECTION 1. PURPOSE and PAYMENT

PBCC agrees that it shall implement a Job Coaching/Employability Program in partnership with the COUNTY and adhering to the concepts proposed by the CJC and approved by the BCC, outlined in the Youth Violence Prevention Project Implementation Plan in Exhibit "B". The COUNTY agrees to reimburse PBCC for the expenses identified in Exhibit "B" for the Program in a total amount not to exceed \$20,878.

The COUNTY'S Executive Director of the Criminal Justice Commission may authorize adjustments in the inclusive budgeted items of up to 10% provided there is not an increase in the total Agreement amount.

The COUNTY'S representative shall review in advance all capital and event expenses in excess of \$500.00. All events must have their own budgets. All equipment and capital items costing more than \$300.00 shall be inventoried and marked. A list of all such items shall be provided to the COUNTY'S representative within twenty (20) days of receipt and prior to payment by the COUNTY. In the event of the termination of the Youth Violence Prevention Project/Community Justice Service Centers by either party under this or subsequent contracts, the items purchased hereunder shall be immediately transferred to the COUNTY.

All subcontracts for services herewith, shall require prior review and written authorization by the COUNTY'S representative.

SECTION 2. REPRESENTATIVE/MONITORING POSITION

The COUNTY'S representative/contract monitor during the term of this Agreement shall be Brenda Oakes, whose telephone number is (561) 355-1617.

PBCC's representative/contract monitor during the term of this Agreement shall be, Ms. Robin Johnson whose telephone number is (561) 868-3377.

SECTION 3. EFFECTIVE DATE/TERMINATION

This Agreement shall take effect upon execution and shall continue in full force and effect up to and including September 30, 2008 unless otherwise terminated as provided herein.

SECTION 4. RESPONSIBILITIES AND DUTIES

PBCC agrees to: provide services and sustain said services in accordance with the Youth Violence Prevention Project Implementation Plan delineated in Exhibit "B".

SECTION 5. PAYMENTS/INVOICING AND REIMBURSEMENT

PBCC shall submit monthly programmatic reports (Exhibit "C") and monthly financial invoices (Exhibit "D") to the COUNTY which will include a reference to this Agreement,

identify the project and identify the amount due and payable to PBCC, as well as confirmation of PBCC's expenditures for the Project. Upon receipt and approval of PBCC's monthly programmatic and fiscal invoices, included as part of Exhibits A and B, the COUNTY will reimburse PBCC the not-to-exceed amount in accordance with the budget (Exhibit "A"). Invoices shall be itemized in sufficient detail for prepayment audit thereof. PBCC shall supply any further documentation deemed necessary by the COUNTY, including detailed data for the purposes of evaluation of the project by the Florida State University College of Criminology and Criminal Justice. Invoices received from PBCC will be reviewed and approved by the staff of the COUNTY'S CJC, indicating that expenditure has been made in conformity with this Agreement and then will be sent to the COUNTY's Finance Department for final approval and payment. Invoices will normally be paid within thirty (30) days following approval.

SECTION 6. ACCESS AND AUDITS

PBCC shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of the projects. The COUNTY shall have access to all books, records and documents as required in this section for the purpose of inspection or audit during normal business hours.

SECTION 7. BREACH/OPPORTUNITY TO CURE

The parties hereto expressly covenant and agree that in the event either party is in default of its obligations herein, the party not in default shall provide to the party in default thirty (30) days written notice to cure said default before exercising any of its rights as provided for in this Agreement.

SECTION 8. TERMINATION

This Agreement may be terminated by either party to this Agreement upon sixty (60) days written notice to the other party.

SECTION 9. ATTORNEY'S FEES

Any costs or expenses (including reasonable attorney's fees) associated with the enforcement of the terms and/or conditions of this Agreement shall be borne by the respective parties; however, this clause pertains only to the parties to this Agreement.

SECTION 10. NOTICE AND CONTACT

All notices provided under or pursuant to the Agreement shall be in writing, delivered either by hand or by first class, certified mail, return receipt requested, to the representatives identified below at the address set forth below.

For the COUNTY:

Michael L. Rodriguez
Executive Director
Criminal Justice Commission
301 N. Olive Ave., Suite 1001
West Palm Beach, Florida 33401

With a copy to:

Dawn Wynn, Assistant County Attorney
301 North Olive Avenue, 6th Floor
West Palm Beach, FL 33401

For PBCC:

Dr. Dennis Gallon, President
Palm Beach Community College
4200 Congress Ave
Lake Worth, FL 33461

SECTION 11. DELEGATION OF DUTY

Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of the officers of the COUNTY and PBCC.

SECTION 12. FILING

A copy of this Agreement shall be filed with the Clerk and Comptroller in and for Palm Beach County.

SECTION 13. LIABILITY

The parties to this Agreement and their respective officers and employees shall not be deemed to assume any liability for the acts, omissions, and negligence of the other party. Further, nothing herein shall be construed as a waiver of sovereign immunity by either party, pursuant to Section 768.28, Florida Statutes.

SECTION 14. REMEDIES

This Agreement shall be construed by and governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

SECTION 15. EQUAL OPPORTUNITY PROVISION

The COUNTY and PBCC agree that no person shall, on the grounds of race, color, sex, national origin, disability, religion, ancestry, marital status or sexual orientation be excluded from the benefits of, or be subjected to, any form of discrimination under any activity carried out by the performance of this Agreement.

SECTION 16. INSURANCE BY PALM BEACH COMMUNITY COLLEGE

Without waiving the right to sovereign immunity as provided by s.768.28 F.S., PBCC acknowledges to be self-insured for General Liability and Automobile Liability under Florida sovereign immunity statutes with coverage limits of \$100,000 Per Person and \$200,000 Per Occurrence; or such monetary waiver limits that may change and be set forth by the legislature.

In the event PBCC maintains third-party Commercial General Liability and Business Auto Liability in lieu of exclusive reliance of self-insurance under s.768.28 F.S., PBCC shall agree to maintain said insurance policies at limits not less than \$500,000 combined single limit for bodily injury or property damage.

PBCC agrees to maintain or to be self-insured for Worker's Compensation & Employer's

Liability insurance in accordance with Florida Statute 440.

When requested, PBCC shall provide an affidavit or Certificate of Insurance evidencing insurance, self-insurance and/or sovereign immunity status, which the COUNTY agrees to recognize as acceptable for the above mentioned coverages. Compliance with the foregoing requirements shall not relieve PBCC of its liability and obligations under this Interlocal Agreement.

Section 17. NOTICES

PBCC, and its subcontractors, shall include information in all public announcements, advertisements and printed materials relating to the Youth Violence Prevention Project/Community Justice Service Centers and its activities thereafter, that the funding has been provided by the Palm Beach County Criminal Justice Commission and the Palm Beach County Board of County Commissioners.

Section 18. CRIMINAL HISTORY RECORDS CHECK

PBCC shall conduct a Criminal History Records Check including fingerprinting for all employees or subcontractors who are in direct contact with youth program participants.

Section 19. REGULATIONS; LICENSING REQUIREMENTS:

PBCC shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. PBCC is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

Section 20. CAPTIONS

The captions and section designations herein set forth are for convenience only and shall have no substantive meaning.

Section 21. SEVERABILITY

In the event that any section, paragraph, sentence, clause, or provision herein shall be held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.

SECTION 22. ENTIRETY OF AGREEMENT

This Agreement represents the entire understanding between the parties, and supersedes all other negotiations, representations, or agreement, written or oral, relating to this Agreement.

ATTEST:

**PALM BEACH COUNTY, FLORIDA, BY ITS
BOARD OF COUNTY COMMISSIONERS**

Sharon R. Bock, Clerk and Comptroller

By: _____
Deputy Clerk

By: _____
Addie L. Greene, Chairperson

(SEAL)

WITNESSES:

Palm Beach Community College

Danir Luke
Robert L Murray

By: *Dr. Dennis Gallon* 2/20/18
Dr. Dennis Gallon, President

Richard A. Becker, VP Administration & Business Svcs.

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS
AND CONDITIONS**

By: _____
County Attorney

By: _____
Michael L. Rodriguez, Executive Director
Criminal Justice Commission

Justification for Re-Entry Job Coach/Job Development Services

In February 2005, Palm Beach County experienced and continues to see a rash of shootings, generating tremendous concern on the part of the PBC Board of County Commissioners (BCC), Criminal Justice Commission (CJC) members, local law enforcement, educators and the community. As a result, the BCC directed the CJC to develop a Youth Violence Prevention Project which would address the increase in violent firearm crimes.

The CJC utilized a national model created by the U.S. Department of Justice, Office of Justice Programs. A comprehensive approach was developed using research compiled by Florida State University and by involving professionals from the criminal justice system, education, human services, and local youth.

The implementation of Youth Empowerment Centers providing programs for teens and Adult Justice Service Centers with programs for young adults on probation or re-entering from prison in each of the five targeted violent crime areas was the CJC recommendation. The project emphasizes education and law enforcement strategies.

The implemented strategy encompasses four core components including: crime prevention, law enforcement, courts and corrections.

The corrections component involves the establishment of an Adult Justice Service Center in each targeted area to provide assistance to juvenile and adult offenders. The Adult Justice Service Center located in Riviera Beach, provides services either on-site or through referrals. These services include employment, substance abuse, mental health, legal assistance, re-entry assistance, life skills, and probation sanction assistance.

Eighteen months of experience has identified job coaching and employment skills as key services needed to ensure the success of the Justice Service Centers. Due to federal budget cuts, this component is no longer available yet is sorely needed to enhance the success of the Justice Service Center and the Community Justice Service Centers in PBC.

The Criminal Justice Commission proposes to enter into a partnership with Palm Beach Community College to bring job coaching and employment skills to ex-offenders being served by the City of Riviera Beach's Justice Service Center and the Westgate and West Palm Beach Community Justice Service Centers.

Services as proposed by PBCC are outlined below:

- Intake interview
- Development of an Employability Development Plan which lists individual long-term occupational goals and the strategies to accomplish the goal (including short-term employment goals).
- Development of a budget with the individual.
- Completion of a resume(s).

- Teaching of job search and job keeping skills through the Job Coaching process and through structured workshops.
- Job placement assistance through the Job Coaching process including monitoring of job search activities, job referrals, individualized job development, and other referrals.
- The cost of such services:

PROPOSED SIX MONTH BUDGET (March 2008-Sept 2008)

1 FT job coach/developer salary @ 40 hours per week	\$20,000
Monthly Administrative Fee @ 5% of Direct Costs	\$1,470
Fringe Benefits 27%	\$5,400
Travel Costs	\$580
Misc. Client Services (DL, ID, tools, etc.)	\$3,500
Total Proposed Contract Amount (6 months)	\$30,878

Funding Sources	
PBC	\$20,878
City of Riviera Beach	\$10,000

The above service components are fully detailed below:

In competency-based Job Coaching the Job Coach works with the individual to identify employment-related goals and determines the specific needs, competencies and strategies that need to be met and developed to assist the ex-offender in obtaining legitimate employment as quickly as possible and for the individual to remain employed.

Through a structured interview process (approximately one hour), the job coach begins the initial appraisal process while also establishing a helping relationship and rapport with the individual. Establishing a rapport with the ex-offender is critical as individuals involved in past criminal behavior are frequently distrustful of workers in community and state agencies. During the structured interview and appraisal process, information is gathered through questioning and observation to determine the following:

Acquired Skills

Education and Training

Interests and Leisure-time activities

Values and Motivations

Temperaments

Appearance, attitude and manner

Physical capacities and environmental limitations

Financial factors (expenses taken into consideration to determine minimum income needs to be self-sufficient)

Environmental factors

Potential skills

The interview process is also the time for an appraisal of the individuals' employability skills (job search and job keeping skills) through questioning and observation. Appraisal of the individual in this area includes:

- Job-related strengths and weaknesses
- Knowledge of completing an employment application accurately
- Pre-interviewing skills/Post-interviewing skills
- Resume writing skills
- Interviewing skills
- Communication skills
- Knowledge of avenues/resources to overcome barriers/obstacles to employment
- Knowledge of avenues/resources for obtaining job leads/referrals

All of the above information is mentally synthesized by the Job Coach and an initial **Employability Development Plan (EDP)** is developed with the full participation of the individual that lists their initial long-range employment/career goal and the strategies necessary to accomplish the goal(s). A budget is also developed with the individual for the individual to take a realistic look at how much they need to earn per hour to be self-sufficient. Usually, there is a disconnect in this area where the individual has minimal job skills and a need for an income above \$12.00/hour to meet their basic needs. The various options the individual may have to accomplish goals are presented and discussed before the initial EDP is developed. Frequently individuals underestimate their skill/knowledge level and their employment options.

Once the Employability Development Plan is complete, the job coach works with individual to guide his/her efforts in overcoming the individual barriers/obstacles to employment and moving as quickly as possible into employment that will, ideally, be in line with the individual's long-range occupational goal. Since each individual is different, a differential mix and multiple strategies are required for each individual. Continuity of personalized, positive contact is important to be effective as well as having an extensive knowledge of community resources, employment and training programs, knowledge of careers/occupations, knowledge of employers' willing to consider hiring individuals with offender histories, ability to refer individuals to address sensitive mental and physical health issues, etc.

Since community agencies, state agencies and educational institutions frequently set key program policies based on the values and interests of the middle-class community, accessing services can be quite overwhelming for individuals labeled as "economically disadvantaged" of which offenders re-entering the community frequently fall in this category. Agencies, institutions and businesses in the County have strategically kept pace with Information Technology and now have computer-based application and services processes that a significant number of individuals who fall in the "economically disadvantaged" category are quite overwhelmed to access due to a lack of even basic computer skills. Returning offenders need computer skills to develop resumes, to search

for jobs on the Internet, to explore careers, or to apply at application Kiosks (which many employers now use). Add other barriers to the mix (lack of transportation, lack of child care, lack of job skills, mental or physical health factors, lack of budgeting skills, etc.) and it is more than overwhelming and frequently results in individuals becoming frustrated and “giving up” in their job search and an increase in recidivism.

Fully implemented, job coaching in collaboration and communication with case management staff, can provide improved accessibility for the individuals to jobs and training within the county (not just PBCC) that will move the individual towards accomplishing their long-range goals and strategies to get there. If an individual is “desperate” for a job, sending him/her to learn computer skills in order to write a resume is not realistic for that person at the moment. Addressing the individual’s immediate employment needs by writing the resume for him/her and coaching them in the job search process and/or assisting them in completing an on-line application is what is most effective with this population.

Identifying job leads for individuals through multiple strategies is also important. It is important not to give the individual the impression that the Job Coach will “find them a job” as this results in unrealistic expectations from the individual and the individual frequently stops looking because someone else is going to get them a job. It is important to emphasize that the Job Coach is there to guide and assist them in their job search. Appraisal of the individual is key here as individuals with developmental delays or other disabilities may need more intensive assistance and coaching. It is the responsibility of the individual to keep in contact with the Job Coach for job leads and referrals and on-going coaching in the job search process and when the individual does not follow-through with this, it provides the Job Coach with insight into some of the individual’s job search approaches that need improvement and the individual is then “coached” through a “raising awareness” process. Sometimes, lack of follow-through is due to the individual being overwhelmed or lacking in confidence. Gently presenting behavioral observations to the individual, while being encouraging, can facilitate more confidence and behavioral/attitude changes for results.

It is also important to note that many individuals who exhibit criminal behaviors have been raised in dysfunctional families resulting in the development of self-defeating personality styles. Personality reflects an individual’s habitual way of thinking, acting, and relating to others. Ideally, **Life Skills Training** further addresses the individual development of emotional, social and cognitive skills and address the individual’s habitual way of thinking, acting and relating to others. Competency-based Job Coaching also involves the teaching of life skills during “teachable moments”, but is more effective if individuals have the opportunity to attend structured life skills programs.

The Life Skills needs of the returning offender are complex. It is important to take into consideration that a high percentage of individuals incarcerated have underlying substance abuse and addiction histories. After release, the primary cause of returning to the use of alcohol, other drugs and anti-social behavior is a lack of effective social and recovery skills to build a pro-social support system. Life Skills/Educational Components

that also include skills that will assist the individual in developing effective social skills and increase self-awareness are also critical for re-entry success. The following life skills will be provided through the coaching process which will include informational handouts based upon the individual need.

Life Skills

Goal Setting – Critical Antedote to Relapse

Budgeting/financial concepts

Values Clarification

Communication Skills

Building Self-Confidence

Anger Management/Conflict Resolution

Expectations of Self and Others

Critical Thinking Skills

Achievement Motivation (Motivation to do well)

Developing a Commitment to Learning

Handling Family, Social, and Environmental Pressure

Decision-Making

Positive view of personal future (Optimistic)

Relapse Prevention - Sufficient time is needed to rehearse relapse coping skills including self-monitoring of thoughts, problem emotions, and behaviors that have lead to relapse in the past.

Employability Skills

Job Search Skills

Job Keeping Skills

The above list is comprehensive and it is recommended to present them not only in an integrated manner during the job coaching process, but through a flexible workshop presentation process as well.

**Criminal Justice Commission
Implementation Plan for Youth Violence Prevention Project**

Each partner, in recognition of the findings of the Criminal Justice Commission's Youth Violence Prevention Project Steering Committee that youth violence must be addressed in a comprehensive and systematic way, wishes to participate in this worthwhile project.

Background:

The Criminal Justice Commission utilized a national model created by the U.S. Department of Justice, Office of Justice Programs for the development of the Youth Violence Prevention Project. A comprehensive approach was developed using the research compiled by Florida State University and involved professionals from the criminal justice system, education, and human services, and local youth. Florida State University, Center for Public Policy in Criminal Justice, assimilated and analyzed local violent crime data which demonstrates, after a decline from 1994-2002, a significant increase in murders and firearms crimes. Four subcommittees, including crime prevention, law enforcement, courts and corrections, developed a strategic plan. A Youth Workgroup was formed with 25 youth from various areas of the county. The Workgroup surveyed over 500 youth, including juveniles in jail and on Department of Juvenile Justice probation. The recommendations made by the Workgroup have been incorporated into the overall plan. The research supports that a multi-agency comprehensive approach is the most effective. The project incorporates the model programs and the recommendations from the Subcommittees.

Components:

1. Crime Prevention:

The establishment of a Youth Empowerment Center in each targeted area that provides activities and services to youth ages 13-18, including after school programs and activities, tutoring/mentoring, job training for in school and out of school youth, information on resources, gang prevention outreach, parenting classes, employment services, Safe Schools Programs and transportation.

2. Law Enforcement:

The law enforcement strategies include:

- a. Provide training for all law enforcement agencies on the collection of evidence by standardization of evidence collection policies, procedures and training
- b. Utilization of the newer technology "license plate recognition cameras" in each of the targeted areas
- c. Community oriented police officer in each targeted area

- d. Ad campaigns utilizing bus shelters and billboards to assist in cold case investigations, provide crime prevention tips, and to make people aware of the penalties for gun crimes
- e. Gun safety programs, including working with gun dealers to better secure the firearms
- f. Multi-Agency Task Forces
 - i. Violent Crimes Task Force
 - ii. Joint operations with Alcohol, Tobacco, Firearms, and Explosives

3. **Courts:**

The strategies for the Courts component are designed to divert youth from the juvenile justice system and provide the judiciary with additional sanctions.

- a. Extend Youth Court within each targeted area
- b. Establish Aggression Replacement Therapy (ART) as a specialized program for violent juvenile offenders. ART provides an alternative treatment program to stem the violence at an earlier age
- c. Initiate judicial training on ways to involve the parents more in the judicial process to reduce the likelihood of recidivism
- d. Fund new prosecutor to handle violent firearm crimes with defendants up to 29 years of age and to work with law enforcement on the prosecution of these crimes

4. **Corrections:**

Establish a Justice Service Center in each targeted area to provide assistance to juvenile and young adult offenders up to age 29. The Justice Service Center provides services either on-site or through referrals. These services include employment, substance abuse, mental health, legal assistance, re-entry assistance, life skills, and probation sanction assistance.

Educational programs such as Safe Schools and Career Academies, and law enforcement strategies except for the cameras and the community oriented police officer would be countywide. Each targeted area will have an Advisory Board of residents and a Teen/Youth Council. For each area, a Memorandum of Understanding will describe the participation of the local government, human service agencies, foundations and other funding sources. The CJC will maintain oversight until all sites have been established.

The specific programs are: Youth Empowerment Centers and Justice Service Centers in the five targeted areas incorporate all four components of the plan.

Justice Service Center	Responsibility
Partner in the development of the Justice Service Center concept in targeted neighborhoods in order to provide assistance to residents, juvenile offenders, and adult offenders. The Justice	PBCC

<p>Service Center will contract for services to assist residents and both juvenile and adult offenders either onsite or through referrals. These services would include employment, substance abuse, mental health, legal assistance, re-entry assistance, life skills, community outreach, and probation sanction assistance.</p>	
<p>Employment Services The Justice Service Center would be able to provide assistance to those seeking employment services. By partnering with the Workforce Alliance and other agencies, the Justice Service Center would offer an array of referrals to partner agencies that can provide the individual with assistance in obtaining employment, gaining self-sufficiency, gaining work skills to obtain employment, and upgrading skills to maintain employment. Services include:</p> <ul style="list-style-type: none"> • Intake interview • Development of an Employability Development Plan which lists individual long-term occupational goals and the strategies to accomplish the goal (including short-term employment goals). • Development of a budget with the individual. • Completion of a resume(s). • Teaching of job search and job keeping skills through the Job Coaching process and through structured workshops. <p>Job placement assistance through the Job Coaching process including monitoring of job search activities, job referrals, individualized job development, and other referrals.</p>	<p>PBCC</p>
<p>Life Skills To further address the individual development of emotional, social and cognitive skills and address the individual's habitual way of thinking, acting and relating to others.</p> <p>Goal Setting – Budgeting/financial concepts Values Clarification Communication Skills Building Self-Confidence Anger Management/Conflict Resolution Expectations of Self and Others Critical Thinking Skills</p>	<p>PBCC</p>

Achievement Motivation (Motivation to do well) Developing a Commitment to Learning Handling Family, Social, and Environmental Pressure Decision-Making Positive view of personal future (Optimistic) Relapse Prevention - Sufficient time is needed to rehearse relapse coping skills including self-monitoring of thoughts, problem emotions, and behaviors that have lead to relapse in the past.	
Employability Skills Job Search Skills Job Keeping Skills	PBCC

Youth Violence Prevention Project
Monthly Programmatic Report

Exhibit C

Return to: Palm Beach County Criminal Justice Commission
Youth Violence Prevention Coordinator
301 North Olive Ave., Suite 1001
West Palm Beach, FL 33401

REPORTING MONTH: _____

Organization: _____
Project Name: _____
Person completing this form: _____

YOUTH EMPOWERMENT CENTER	
<i>Please indicate the total number of participants for the following categories:</i>	
After-school Activities	<input type="text"/>
Career Academy:	<input type="text"/>
Comm. Outreach Program:	<input type="text"/>
Cultural Diversity Training:	<input type="text"/>
Employment Services:	<input type="text"/>
Job Training:	<input type="text"/>
Life Skills:	<input type="text"/>
Parenting Classes:	<input type="text"/>
Safe School Program:	<input type="text"/>
Teen Center:	<input type="text"/>
Tutoring:	<input type="text"/>
Mentoring:	<input type="text"/>

JUSTICE SERVICE CENTER

Due Dates: The 10th of each month
following each month of services.

LAW ENFORCEMENT	
<i>Please indicate the following:</i>	
<u>License Plate Identification System</u>	
Total number of identifications:	<input type="text"/>
<u>Community Oriented Policing</u>	
Total number of contacts with the public:	<input type="text"/>

Please indicate the total number of participants for the following categories:

Mental Health :

Substance Abuse:

Probation Sanction:

Community Service:

Life Skills:

Social Services:

Legal Services:

Employment:

Cult. Competency Training

[illegible]

Please include any other information pertaining to current projects/events.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Reimbursement Request

SUMMARY STATEMENT OF TOTAL PROJECT COSTS

Agency:		Project #:	
Subgrantee:			
Address:		Project Title:	
Telephone:			Claim #:
Claim Period:			
Budget Category		Category Total	
Salaries & Benefits			
Other Personal / Contractual Services			
Expenses			
Operating Capital Outlay			
Indirect Costs			
Total Claim Amount			
I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.			
Date _____ Signed _____ Project Director			
_____ Typed Name of Project Director			

DETAIL OF SALARIES AND BENEFITS

Subgrantee:		County:	Claim Period:				Claim #:
Project #:		Project Title:					Telephone:
Name of Employee	Job Title	Type of Work Performed on Project	Hrs. Worked on Project	Total Hrs. Worked	%	Gross Salary for Pay Period	Charges to Project
Subtotals							
Add Actual Cost of Retirement, Group Insurance, FICA Taxes, Etc. (from Page 3, Details of Benefits)							
Total Overtime Pay and Benefits (form Page 4, Details of Overtime Pay and Benefits)							
This column total must appear on Page 1, Summary Statement.						Total Salaries and Benefits	

DETAIL OF BENEFITS

Subgrantee:		County:		Claim Period:			Claim #:	
Project #:		Project Title:					Telephone:	
Name of Employee	Health Insurance	Life Insurance	Retirement	FICA	Other (List)	Total Benefits Paid this Period	Percentage of Time Worked on Project	Total Benefits Charged to Project
This column total must appear on Page 2, Detail of Salaries & Benefits						Total Charges to Project		

DETAIL OF OVERTIME PAY AND BENEFITS

Subgrantee:		County:	Claim Period:		Claim #:
Project #:		Project Title:		Telephone:	
Name of Employee	Job Title	Type of Work Performed on Project	Hrs. Worked on Project	Charges to Project	
			Subtotals		
Add Actual Cost of Retirement, Group Insurance, FICA Taxes, Etc. (from Page 5, Details of Benefits for Overtime Only)					
This column total must appear on Page 2, Detail of Salary and Benefits, if regular Salaries and Benefits are included in the budget. If no regular Salaries and Benefits are included then this column total must appear on Page 1, Summary Statement.				Total Overtime Pay and Benefits	

DETAIL OF BENEFITS FOR OVERTIME ONLY

Subgrantee:		County:		Claim Period:		Claim #:
Project #:		Project Title:			Telephone:	
Name of Employee	Health Insurance	Life Insurance	Retirement	FICA	Other (List)	Total Benefits Charged to Project
This column total must appear on Page 4, Detail of Overtime Pay & Benefits					Total Charges to Project	

DETAIL OF OTHER PERSONAL/CONTRACTUAL SERVICES (OPS)

Subgrantee:		County:		Claim Period:		Claim #:	
Project #:		Project Title:				Telephone:	
Vendor	Description of Services Provided (Provide Unit Cost if Applicable)	Date Paid	Check Number	Amount			
This column total must appear on Page 1, Summary Statement.				Total			

DETAIL OF EXPENSES

Subgrantee:		County:	Claim Period:	Claim #:
Project #:		Project Title:		Telephone:
Vendor	Description of Item	Date Paid	Check Number	Amount
This column total must appear on Page 1, Summary Statement.				Total

DETAIL OF OPERATING CAPITAL OUTLAY (OCO)

Subgrantee:	County:	Claim Period:	Claim #:	
Project #:	Project Title:		Telephone:	
Vendor	Description of Property	Date Paid	Check Number	Amount
This column total must appear on Page 1, Summary Statement.				Total

DETAIL OF INDIRECT COSTS

Subgrantee:		County:	Claim Period:	Claim #:
Project #:		Project Title:		Telephone:
Vendor	Description	Date Paid	Check Number	Amount
This column total must appear on Page 1, Summary Statement.				Total