

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: May 19, 2009

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

Department
Submitted By: CRIMINAL JUSTICE COMMISSION

Submitted For: CRIMINAL JUSTICE COMMISSION

I. EXECUTIVE BRIEF

MOTION AND TITLE: Staff recommends motion to: **A) Receive and File** the Palm Beach County Criminal Justice, Mental Health and Substance Abuse Reinvestment Act grant final financial report; **B) Approve** the return of unexpended grant funds not to exceed \$7,000; and **C) Approve** an upward budget amendment not to exceed \$4,500 to reconcile the budget to the actual interest revenue received through the repayment date.

SUMMARY: Palm Beach County was awarded a \$100,000 Mental Health and Substance Abuse grant from the Florida Department of Children and Families on May 20, 2008. The Palm Beach County Criminal Justice, Mental Health and Substance Abuse Planning Council worked on this one-year planning grant that was used to develop partnerships and strategies to identify and divert adults and juveniles with mental health and substance abuse issues out of the criminal justice system. The end result of the planning was a Strategic Plan report. This grant is now being closed out and any unused funds are being returned to the Florida Department of Children and Families pursuant to the grant agreement. Countywide (DW)

Background and Justification: On May 20, 2008 a Memorandum of Understanding (MOU) was executed with the Palm Beach County Board of County Commissioners and the State of Florida Department of Children and Families (DCF) to accept funds received through the Criminal Justice Commissions' application for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant Planning Program for the period of twelve (12) months to provide for contractual services for project management, training, printing materials, and travel expenses for site visits to counties implementing similar programs, in the amount of \$100,000 and matching in-kind funds in the amount of \$100,000 for services of staff from the Criminal Justice Commission and a Mental Health Case Manager (which is funded with county funds) from Court Administration for the purpose of developing a comprehensive strategic plan for diverting adults and juveniles with mental illness and substance abuse disorders from the criminal justice system. The project goals have been met and the deliverables from the grant include a Strategic Plan, literature review, and analysis of strengths and weaknesses in the criminal justice, mental health and substance abuse system, training and education, grant application, and the facilitation of a summit. This grant is being closed and as such will end the MOU # LH222 and contract No. 08-070/LJ made under the grant.

Attachments:

1. Palm Beach County Criminal Justice, Mental Health and Substance Abuse Reinvestment Act final financial report
2. Budget Amendment

Recommended by:

Department Director

Date _____

Approved By:

Assistant County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures					
Operating Costs	\$4,500				
External Revenues	(\$4,500)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$0				
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included In Current Budget? Yes _____ No X

Budget Account No.: Fund _____ Dept. _____ Unit _____ Object _____
Program Code _____ Program Period _____

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

Unexpended grant funds will be returned from the CJC Mental Health & Sub Abuse Reimbursement Grant Year 2008 Fund.

C. Departmental Fiscal Review: *mg 5/11/09*

III. REVIEW COMMENTS

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

[Signature] 5/14/09
OFMB 5/12/09

[Signature] 5/15/09
Contract Dev. and Control

B. Legal Sufficiency:

[Signature] 5/18/09
Assistant County Attorney

C. Other Department Review:

Department Director

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

**Criminal Justice, Mental Health, & Substance Abuse
Reinvestment Act – Planning Grant Final Report**

Palm Beach County

**Report Period: May 20, 2008 through
May 19, 2009**

FINAL

CLOSE OUT REPORT

Section 1. Contact Information

Report Completed on April 26, 2009 by:

Michael L. Rodriguez, Executive Director, Criminal Justice Commission, Palm Beach County, 301 North Olive Ave., Suite 1001, West Palm Beach, FL 33401, Phone (561) 355-2314, E-mail: MLRodrig@pbcgov.org

and

Jenise Link, Sr. Criminal Justice Analyst, Criminal Justice Commission, Palm Beach County, 301 North Olive Ave., Suite 1001, West Palm Beach, FL 33401, Phone (561) 355-1503, E-mail: Jlink@pbcgov.org

Report Certified by:

Robert Weisman, County Administrator, Palm Beach County, 301 North Olive Ave., West Palm Beach, FL 33401, Phone (561) 355-2712, E-mail: RWeisman@pbcgov.org

Section 2. Detailed Progress Summary

Palm Beach County has been fortunate to have the support of each agency that was identified in HB 1477 and per F.S. 394.657(2)(a) for establishing the membership of the Planning Council. Through a resolution by the Palm Beach County Board of County Commissioners, the Council was strategically housed under the Palm Beach County Criminal Justice Commission (CJC) which is the fiscal agent for the grant. The CJC is a County advisory board that was created by county ordinance in 1988 and is comprised of 21 public sector members representing local, state and federal criminal justice and governmental agencies, and 12 private sector business leaders nominated by the Economic Council of Palm Beach County. The vision of the CJC is to cultivate and enrich local criminal justice practice, policy, and program development, with a mission to serve as a catalyst to bring together criminal justice and related agencies in partnerships. The CJC has a remarkable history of building strong partnerships to improve the criminal justice system in the County. It is with this collaborative approach that the County believes it will be successful in attaining a comprehensive strategic plan that will work towards long-term systemic change so that the number of persons with mental health disorders and/or dual substance abuse disorders in the criminal justice system is significantly reduced.

The membership of the Palm Beach County, **Criminal Justice, Mental Health and Substance Abuse Planning Council** set forth in Resolution No. R-2007-1639, and established on September 25, 2007, (Provided by CS/CS/HB 1477, Chapter No. 2007-200, Laws of Florida) includes:

1. The state attorney, or an assistant state attorney designated by the state attorney. *Elizabeth Parker*
2. The public defender, or an assistant public defender designated by the public defender. *Jennifer Loyless*
3. A circuit judge designated by the chief judge of the circuit. *Judge Krista Marx*
4. A county court judge designated by the chief judge of the circuit. *Judge Nancy Perez*
5. The sheriff, or a person designated by the sheriff if the sheriff is not the chief correctional officer. *Colonel Michael Gauger*
6. A police chief or a person designated by the local police chief's association. *Chief Phillip Ludos*
7. The state probation circuit administrator, or a person designated by the state probation circuit administrator. *Rosalyn Baker*
8. The local court administrator or the court administrator's designee. *Michelle Spangenberg*
9. The chairperson of the board of county commissioners, or another county commissioner if designated by the chairperson. *Commissioner Jeff Koons*
10. The director of any county probation or pretrial intervention program; *Charles Trotta*
11. The director of a local substance abuse treatment program, or a person designated by the director. *Alton Taylor*
12. The director of a community mental health agency, or a person designated by the director. *Linda De Piano PhD*

13. A representative of the substance abuse and mental health program office of the Department of Children and Family Services, selected by the substance abuse and mental health program supervisor of the district in which the county is located. **Cathy Claud**
14. A primary consumer of mental health services, selected by the substance abuse and mental health program supervisor of the district in which the county is located. **John McDermott**
15. A primary consumer of substance abuse services, selected by the substance abuse and mental health program supervisor of the district in which the family member resides. **Michelle Woodside**
16. A family member of a primary consumer of community-based treatment services, selected by the abuse and mental health program supervisor of the district in which the family member resides. **Victoria Cury**
17. A representative from an area homeless program or a supportive housing program. **Diana Stanley**
18. The director or designee of the detention facility of the Department of Juvenile Justice. **Superintendent Anthony Flowers**
19. The chief probation officer of the Department of Juvenile Justice, or an employee designated by the chief probation officer. **Feirmon Johnson**

The Council is chaired by County Commissioner, John F. "Jeff" Koons and held its first meeting on October 10, 2007, during which members discussed the Reinvestment Act grant. After holding its first meeting, the Planning Council members identified additional agencies that would be beneficial to have on the Planning Council as members in order for the Council to complete its task of creating a comprehensive strategic plan. In April, 2008 the Board of County Commissioners amended the resolution to provide for adding the following member seats:

- Chief Judge of the 15th Judicial Circuit; **Judge Kathleen Kroll**
- Director of the Palm Beach County Health Department or designee; **Dr. Karen Dodge**
- A Representative of the Palm Beach County School District; **School Board Member, Dr. Sandra Richmond**
- A Representative of the Children's Services Council; **Nate Nichols, Deputy Director**
- A practicing Psychiatrist; **currently vacant**
- A Representative from the Area Agency on Aging Palm Beach/Treasure Coast, Inc.; **Jaime Fitzgerald**

In addition, members voted in favor of appointing Chief Judge, Kathleen Kroll as the Council's Vice-Chair. This combined leadership of the judiciary and the county commission has proven to be a significant opportunity to work as a true partnership. The judiciary sees firsthand how committed the county is to finding solutions in this area. At the same time, the county receives an in depth view of the court systems consideration with this subject matter.

County match funds are provided in the form of two CJC staff positions for part of their time (a senior criminal justice analyst and a research and planning manager) and a mental

health case manager at part of her time from the court administration office. The mental health case manager position used for match funds in this project was a newly created position this year. While it was anticipated that this person would have been hired before the start date of the MOU, there was difficulty in filling the position and the person was not employed until September 15, 2008. However, during the entire project and since the beginning of the MOU's execution, the supervisor for the mental health case manager position performed the duties that were described in our grant application for the match dollars.

During an October meeting, the Planning Council members voted to create a Grant Review Board that was tasked with finalizing the grant application to the Florida Department of Children and Families. At a January meeting, the Council was provided with a copy of the current State Supreme Court's Report on Transforming Florida's Mental Health System, Constructing a Comprehensive and Competent Criminal Justice, Mental Health, and Substance Abuse Treatment System. The report was provided to be used by the working groups as a guide for their strategic planning process. The Chief Judge extended an invitation to the members of the Planning Council to attend a March 2008 meeting of the Community Alliance where Judge Steven Leifman will give a presentation on mental health at the Children's Services Council.

The Grant Review Board, met on February 5, 2008 to finalize a Professional Scope of Work for the Project Management. The Scope of Work was used by CJC staff to prepare a formal request for proposal (RFP) document. After having advertised the RFP for one month, the County received three applications, two of which were screened by the RFP Selection Committee. As a result of the RFP review the County selected Analytica Consulting firm on May 22, 2008. The Project Manager and Principal is Dr. Herb Marlowe, and his other consultants and advisors include Jean Logan, John Dupree, L. Arrington, B. Neri and Alexandria Douglas-Bartolone.

The project goals, as stated in the county's application are being met as of the date of this reporting requirement. Particularly, the County has created a Strategic Plan.

One of the Council's key activities was the creation of several subcommittees encompassing courts, corrections, law enforcement, social services, treatment, housing and other relevant issues aligned with the intercept points of the Sequential Intercept Model. The Council identified these workgroups/subcommittees and they met in November 2008, January 2009 and February 2009. Subcommittee members were responsible for gathering relevant information and data on their specific issue areas, conducting a thorough needs and gap assessment, and reviewing their respective agency's established goals/objectives/strategies that can be used as a foundation for the strategic plan. Each subcommittee then developed a report summarizing the major findings to be provided to the Council for review, input and direction.

Another goal was to create a Resource Subcommittee which was to assess all the resources, funding, and opportunities available in Palm Beach County. This goal has been met partially but will remain an ongoing goal throughout the project. Information has

been gathered during stakeholder interviews, and the Council voted to create this subcommittee. When developing the subcommittee, the Council tasked the members not only with finding funding resources, but also with identifying legislative issues. The Chairman of the Council and the CJC invited foundations to begin communications on funding sustainability. Specifically, they have invited United Way, Quantum Foundation and Palm HealthCare to begin this process. Meeting with foundations will be a future endeavor of the Planning Council.

The Council worked towards key activities consisting of:

1. Held a Summit of all subcommittees that was convened to review a SWOT analysis that determined the strengths, weaknesses, opportunities and threats that surround incarcerated persons with mental illness and/or substance abuse disorders.
2. Conducted extensive research on models and best practices will be conducted. The Project Director used the assistance of the CJMHSA Technical Assistance Center for research collections.
3. Analyzed the data derived from the SWOT analysis to develop trends, common goals, objectives, corresponding strategies and specific action steps with timelines and projected costs.
4. Team members from the Council and subcommittees participated in training and educational seminars.
5. Developed a comprehensive strategic plan by the Working Group members in consultation with the Council and subcommittee members, which outlines the mission, vision, goals and objectives, values, performance measures, and a conceptual model for addressing best practices diversion options for persons with mental health, substance abuse or co-occurring disorders.
6. The Board of County Commissioners will consider the Planning Council's recommendation as to the best way to initiate systemic change for the identification and treatment of adults and juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorder and who are in, or at risk of entering the criminal and/or juvenile justice systems.
7. In the future, the Planning Council will develop an implementation plan.

The Planning Council members and other stakeholders participated in individual meetings during July, August, and September 2008 with the project consultants and CJC staff to:

- (1) Understand the expectations of each stakeholder;
- (2) Understand the concerns of each stakeholder as to how the system currently functions from both a strength and gap perspective;
- (3) Solicit ideas for improvements and comments on systems, procedures or practices that should be examined in greater depth and
- (4) Build working relationships with the Planning Council

Council members and other stakeholders have provided valuable information through these individual interviews with them. A stakeholders report was drafted at the end of September that identified overarching themes, summaries of the strategic issues at each stage of the sequential intercept model and detailed summaries of community stakeholder feedback on the adult and juvenile criminal justice, mental health and substance abuse system. The overarching themes that were identified consisted of issues that we learned are also occurring throughout the state such as a need to:

- Focus on populations with co-occurring disorders
- Strengthen the County's capacity to serve dually diagnosed clients
- Eliminate duplication and fragmentation to develop a coordinated, integrated system of care for people with co-occurring disorders

Other areas of interest that were identified during the stakeholder interviews were to be cognizant of developing Palm Beach County specific solutions. Of great significance, the report also conveyed that there is a high level of readiness to move forward with sustainable solutions in the county.

Information has been gathered from the individual interviews of key stakeholders and observations of meetings and other relevant interactions. CJC staff has gathered documents on similar past and current projects for the consultants to assimilate into their literature review. Specific reports that were gathered and shared with the consultants and Council members include the Department of Juvenile Justice Blueprint Commission report, the Palm Beach County ten-year strategic plan to end Homelessness, a 2004 Substance Abuse Retreat report, a mental health and substance abuse report prepared for the Palm Beach County Community Health Alliance, and various reports compiled by the County Health Department. In addition to focusing on the gathering of information, during the interviews, stakeholders were asked to rate the importance of the issues in a matrix (high, moderate, low) and to estimate their general feelings towards these outcomes (favorable, neutral/unknown, negative). These interviews included posing questions specific to the diversion process about engagement of stakeholders and the community, the informal social ties between individuals and groups, and trust among groups and stakeholders. The Stakeholders Perspectives Report summarizes the many diverse perspectives of individuals and organizations that interface with adults or juveniles with severe, persistent mental illness (SPMI), substance abuse or co-occurring disorders who have involvement with Palm Beach County's criminal justice, juvenile justice, behavioral healthcare, public health or homeless service systems. The report identified areas of agreement and disagreement. This report was utilized by the four workgroups to inform their recommendations for change strategies. This approach will also be applied to the needs assessment process in the upcoming months.

An important understanding that emerged from the workgroup mapping activity is that *stakeholders have differing understandings and expectations of what happens at any given intersection* between one activity and another. When the workgroups identified disagreements about process or program, disconnects between activities, lack of capacity,

or the need for better outcomes, strategic choices were identified for recommendations to the Council for actions to be included in the Strategic Plan.

The target population for Palm Beach County's mapping is men and women with serious mental illness, (and often co-occurring substance use disorders) who are Involved in the criminal justice system, and juveniles with similar needs. The process mapping activities have been utilized in development of the Palm Beach County strategic plan to:

- Identify possible barriers and challenges, as well as potential solutions identified by participants
- Identify best practices for developing a more integrated system in PBC that would (a) provide services in appropriate venues—and (b) reduce inappropriate use of the jail as a treatment facility
- Identify opportunities to improve and develop the collaboration and coordination among criminal justice, mental health and drug treatment, physical health and related social service systems for the targeted population.
- Illustrates key points to “intercept,” to ensure:
 - Prompt access to treatment
 - Opportunities for diversion
 - Timely movement through criminal justice system
 - Linkage to community resources
- Identify the typical client pathway
- Identify current therapeutic services to the target population, how these services interface with the criminal justice system currently and the relative capacity of these services compared to demand;
- Identify barriers and challenges in the existing systems with particular emphasis on sequential intercept issues;
- Using the sequential intercept model identify opportunities and solutions which would improve and develop the collaboration and coordination among criminal justice, mental health and drug treatment, physical health care and related social service systems for the targeted population.

Each workgroup addressed a specific section of the Sequential Intercept Model. The workgroups developed two documents; a) an analysis of the Palm Beach community's Strengths, Weaknesses, Opportunities and Threats (SWOT); and b) recommendations from each workgroup of strategic choices to be implemented through the Strategic Plan. The four workgroups addressed:

- a. Intercept 1: Pre-booking, community law enforcement and emergency services
- b. Intercepts 2 and 3: Booking, first appearance, courts, jail
- c. Intercepts 4 and 5: Re-entry and community supports
- d. Juvenile system strategies

A review of evidence based practices, best practices, accepted clinical practices and promising practices for mental health and substance abuse interventions and services to

persons involved in the criminal justice system was prepared by Analytica. This provides a substantial resource for the Palm Beach County leadership as they move forward to implement their strategic priorities.

The Planning Council met on February 4, 2009 and discussed the transporting of mentally ill persons to treatment or receiving facilities as it relates to section 394.462 Florida Statutes. Council Members requested for further information on the amount of transports that law enforcement agencies perform and what percentage of these transports are for violent persons.

Council members also discussed a Federal Bureau of Justice Assistance Competitive grant solicitation for a Justice and Mental Health Collaboration Program. The focus of the grant opportunity is areas that increase public safety through innovative cross-system collaboration for individuals with mental illness who come into contact with the criminal justice system. Members voted to have staff prepare the grant for two areas:

- Enhanced Crisis Intervention Team training which shall include juvenile justice probation and corrections officers and possibly health system workers
- Pilot project for intensive case management for treatment-resistant non-violent persons

The proposed project will be administered jointly by a unit of government with responsibility for criminal or juvenile justice activities and a mental health agency. The grant funds must be used to support a target population that includes an adult or juvenile accused of a nonviolent offense who:

1. Has been diagnosed as having a mental illness or co-occurring mental health and substance abuse disorder.
2. Has faced, is facing, or could face criminal charges for a misdemeanor or nonviolent offense.

On March 10, 2009, the Criminal Justice Commission, jointly with the Oakwood Center of the Palm Beaches Inc., submitted a Federal BJA Competitive grant solicitation for a Justice and Mental Health Collaboration Program for the following two areas:

- Enhanced Crisis Intervention Team training including training for juvenile justice corrections officers and possibly health system workers
- Intensive case management pilot project for treatment-resistant non-violent persons

The purpose of the Planning Council this year was to develop a strategic plan for addressing criminal justice, mental health and substance abuse issues in Palm Beach County. The Planning Council participated in a Summit on March 31, 2009 to prepare the Strategic Plan. Leading up to the Summit, a comprehensive effort involving all stakeholders produced a series of strategic choices for improving services and addressing the issue. Those 52 choices were presented to the Planning Council members and discussed. Members were then provided a forum to vote on and prioritize all of the strategic choices.

Through this now completed strategic planning process, the County has assessed and identified systemic gaps and established priority strategies to move toward services delivered efficiently and seamlessly through our collaborative network of treatment and social service providers. The Strategic Plan was presented and approved by the Criminal Justice Commission on April 27, 2009 and will be presented for approval to the County Commission on May 19, 2009. The strategic plan was organized into two major sections: adults and juveniles. Given the differences in how these two systems are structured and purposed, it was logical to approach them separately. Within the adult section, strategies are grouped into cross intercept strategies, pre-booking and community law enforcement strategies, booking, jail, and courts strategies, and re-entry and community support strategies. The juvenile section addresses all intercepts.

Match funds were used for supplies for folders and brochures for the summit, printing agenda packets for the summit, printing posters for the summit and the workgroup meetings, printing materials for the mapping and workgroup meetings, and an additional unidentified cash match in an amount of \$1,956.93 was provided through the CJC to pay for refreshments at the summit consisting of breakfast and beverages. The match was also used for staff to provide meeting coordination and research. Expenses that were paid with grant funds included the facility and equipment to hold the strategic planning summit, training events, conferences, and travel for training and/or conferences for the Planning Council members and staff.

Enacting and managing the plan

For the strategic plan to be more than simply a document, it must be actively managed and modified over time as events unfold. To achieve this end, the Criminal Justice, Mental Health and Substance Abuse Planning Council will take responsibility for the plan itself. The Council will establish a sub-committee responsible for routine oversight of the plan with annual or bi-annual (as needed) meetings of the full Council to review and modify as needed. It is the further intent of the Council to actively review and seek funding opportunities through governmental grants, foundation proposals and re-design of current programs as appropriate to further the intent of the plan.

Barriers Encountered

Some barriers that were encountered during this reporting period were that often, during the initial mapping sessions, the discussion of the participants would tend to focus on solving the issues directly rather than merely attempting to put them on the map. On a different note, Council members expressed concern that the county did not elect to apply for the implementation reinvestment grant. This discourse has been expressed to the grant managing staff given that no funds were allocated in the 08/09 fiscal year.

In addition, the project has confronted difficulty knowing when to invite and include the system providers for the mapping meetings. This barrier remains, however, the project consultant has recommended including providers in the first set of workgroup meetings for their input into the process. The management team realizes that a comprehensive

strategic plan cannot be developed without the collaborative participation of the providers.

Performance Evaluation

A scientific performance evaluation was not conducted to measure the effectiveness of the planning process. However, during the entire project, the CJC's Research and Planning Manager was consulted with progress reports. He provided support and proposals for ensuring the project's effectiveness.

Leveraging Funding

Through the Criminal Justice Commission and its Law Enforcement Planning Council, additional funds have been leveraged during this reporting period for the local Crisis Intervention Team (CIT) training program. In August 2008 the Commission approved a \$10,000 yearly contract to assist the voluntary CIT training program with ongoing training.

Training and Education

Members and staff attended a conference on research for co-occurring conditions in Washington D.C. sponsored by the University of South Florida Louis De La Parte Florida Mental Health Institute and the National Institute on Drug Abuse. Court Administration members attended an annual conference held in Tampa on children's mental health. In January 2009, members and staff attended a conference sponsored by the University of Miami, Miller School of Medicine on Mental Health and Juvenile Justice: Assessment, Diagnosis, and Treatment of Forensic Cases. Members and staff received training on psychological testing in forensic cases, evaluations in the delinquency and dependency system, and ethical & professional issues in providing forensic evaluations for courts.

Section 3. Technical Assistance

The CJC Executive Director and Senior Criminal Justice Analyst along with the county's project consultants met with the members of the technical assistance center during the Criminal Justice, Mental Health and Substance Abuse Reinvestment Act conference in Tampa during July 2008. The consultants have accessed the center's data available via the internet to compile an analysis on comparative counties. The project consultant and staff have contacted Nicolette Springer from the Center by phone numerous times and by various e-mail communications to discuss resources, re-entry programming and confidentiality issues. Staff from the center participated in an October 22, 2008 meeting of the Planning Council and provided an overview of their services to the members. Staff from the center also participated in various workgroup meetings in 2009 to provide data analysis. Particularly, the technical assistance center provided juvenile detainee data at the juvenile workgroup meetings. Data from the center has been used to compile a federal grant application. The Planning Council plans to use the services of the center in the upcoming months to assist with data analysis needs at the jail to assist in identifying

and analyzing case files for mentally ill and substance abusers that are treatment-resistant and repeat offenders.

End of Narrative Report- Budget Detail following

**Department of Children and Families
Florida Substance Abuse and Mental Health Corporation
Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant Program**

Financial Report Guidance

This Financial Report is used to track all expenses associated with a Criminal Justice, Mental Health and Substance Abuse (CJMHS) Reinvestment Grant. The Financial Report is used for both Planning Grants and Implementation Grants. The Financial Report tracks both grant award-funded and county match-funded expenses and encourages program expenditure planning and projection.

Counties are required to submit a Financial Report documenting their CJMHS activities on or before November 1 and May 1 of any year in which CJMHS grant award funds were used. The Financial Report is available in an Excel spreadsheet for ease of reporting. Counties must submit the Financial Report in both electronic format and hard copy. The Financial Report must be accompanied by the signed certification from the County Administrator, found on Tab 2 - Certification. The County Administrator certifies that the Financial Report represents a complete and accurate account of all activities and expenses supported by the CJMHS grant award and county match

General Guidance

Counties are required to enter information into only those portions of the Financial Report indicated by a white cell. All other color coded cells will automatically input data as appropriate.

Enter all amounts as dollars and cents. Do not round. Enter all percentages to the nearest tenth of a percent. Enter all dates as mm/dd/yyyy. Do not enter any additional category lines.

Do not enter negative amounts. Counties must monitor and ensure spending is within approved limits. Counties are encouraged to discuss reasonable, allowable and necessary budget adjustments with DCF and the Corporation in advance of committing excess funds from any category to any other category.

Attach a brief narrative justification for the current period expense reporting. Discuss any payment delays, budget adjustments, underestimates or changes to the detail budgets and timelines contained in the MOU.

Tab Specific Guidance

Tab 2 - Certification

Cut and paste the certification statement onto county grantee letterhead. Include signed original certification with the hard copy of the Financial Report.

Tab 3 - Approved Budget

Enter the identifying information requested in Lines 2 through 7, Columns B and D. The executed CJMHS MOU contains the MOU#, MOU beginning and end dates, and the County Grant Manager information.

The County Lead Agency is the county entity given primary responsibility by the County Public Safety Planning Council for achieving the goals and objectives of the CJMHS program. This agency may or may not be the same agency as the County Grant Manager's agency. In the event grant activities are wholly or partially subcontracted, the lead agency is the county agency responsible for oversight of the subcontracting entity. Enter the Type of CJMHS grant as "Planning" or "Implementation."

Enter the name, title and agency designation of the individual preparing the report and the date on which the report is completed.

Enter the From and To dates of the current reporting period.

Enter the approved budgeted amounts as presented in the county application included as Attachment I of the MOU. If the county has formally requested and received written approval from DCF and the Corporation for a budget revision, enter the approved revised budget amounts. Budget amounts for Implementation Grants must be entered for the full multi-year Grant Award and County Match amounts.

Contractual Expenses presented in a single line in the Attachment I must be broken out by the approved CJMHSA Expenses Categories using the supporting budget narrative detail in the Attachment I

Enter the dollar amounts for Administrative Indirect costs combining the indirect cost of both Direct and Contractual Expenses

Enter the Amount and Date of any CJMHSA funds advanced to the county under the MOU. In the event of multiple advances, enter the combined total of all advances and the most recent advance date. Enter the amount of interest accrued on the combined total of all advance funds by the county according to the most recent statement provided by the county financial administrator. Enter the statement date.

Tab 4 - Expenses This Period

Enter the dates included in the current reporting period. At a minimum, financial reports must be current through the close of the previous fiscal quarter, (i.e., through September 30 for any reports delivered November 1 and through March 31 for any reports delivered May 1)

Enter the actual expense amounts disbursed during the current period as reflected in the official county financial system. Do not include unpaid encumbrances, pending invoices, estimates or other amounts which may represent activities during this period which have not yet been processed through the county payment system.

Tab 5 - Prior Period Expenses

Enter the "To" date only. The "To" date on Tab 5 is the day before the "From" date of Expenses This period on Tab 4. The "From" date on Tab 5 will automatically populate when the MOU Begin Date on Tab 3 is entered.

Enter the actual expense amounts disbursed during the all previously reported periods. If desk reviews, audits or other financial adjustments have been made to reconcile previously reported expenses, provide a narrative description of the nature and reason for the adjustment.

Tab 6 - Total Expenses to Date

Tab 6 will automatically total information entered in Tabs 4 and 5. Counties are responsible for verifying the accuracy of these totals before submitting the Financial Report. Report any formula adjustments needed to your DCF Grant Manager.

Tab 7 - CJMHSA Available Fund Balance

Enter the "From" date on Tab 7 as the day after the "To" date on Tab 4 Expenses This Period

Tab 7 will automatically subtract totals on Tab 6 from the Approved Budget totals on Tab 3. Counties are responsible for verifying the accuracy of these totals before submitting the Financial Report. Report any formula adjustments needed to your DCF Grant Manager.

Tab 8 - CJMHSA Projected Additional Expenses

Provide an updated estimate of the costs involved in completing the CJMHSA program as described in the MOU. Discuss any differences between this report and the totals on Tab 7 in the financial narrative attachment.

I, Robert Weisman, hereby certify the above to be accurate and in agreement with the records on file and with the terms and conditions of the Memorandum of Understanding for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant awarded to Palm Beach County.

Signed:

Print Name: Robert Weisman

Date:

CRIMINAL JUSTICE MENTAL HEALTH AND SUBSTANCE ABUSE REINVESTMENT GRANT PROGRAM			
County	Palm Beach	MOU#	LHZ22
MOU Begin Date	5/20/2008	End Date	5/19/2009
County Grant Manager	Michael Rodriguez	Title and Agency	Executive Director, Criminal Justice Commission
County Lead Agency	Criminal Justice Commission	Grant Type	Planning
Report Prepared By	Jenise Gibson	Report Date	10/20/2008
Report Period: From	5/20/2008	To:	9/30/2008
CJMHS A Expense Category	Total CJMHS A Approved Budget ¹		
	Grant Award	County Match	Total
DIRECT EXPENSES			
Salaries:		\$72,860.39	\$72,860.39
Fringe Benefits:		\$25,701.61	\$25,701.61
Equipment:			\$0.00
Travel:	\$619.26		\$619.26
Supplies:		\$700.00	\$700.00
Rent/Utilities:			\$0.00
Other Expenses:	\$11,255.74	\$738.00	\$11,993.74
SUBTOTAL DIRECT	\$11,875.00	\$100,000.00	\$111,875.00
CONTRACTUAL EXPENSES			
Consultant Fees:	\$88,125.00		\$88,125.00
Fringe Benefits:			\$0.00
Equipment:			\$0.00
Travel:			\$0.00
Supplies:			\$0.00
Rent/Utilities:			\$0.00
Other Expenses:			\$0.00
SUBTOTAL CONTRACTUAL	\$88,125.00	\$0.00	\$88,125.00
ADMINISTRATIVE \$			\$0.00
ADMINISTRATIVE %	0.0%	0.0%	0.0%
TOTAL ALL COSTS	\$100,000.00	\$100,000.00	\$200,000.00
MATCH %			100.0%
STATE ADVANCES AND INTEREST			
CJMHS A Funds Advanced	\$100,000.00	Date Funds Advanced	6/27/2008
Accrued Interest on Advances	\$3,953.00	Interest Accrued As Of Date	4/24/2009

¹ As approved in the county original CJMHS A application or as revised with written approval of the Department of Children

County	Palm Beach	MOU#	LHZ22	Report Date	39741
CJMHS A Expense Category	CJMHS A Expenses This Period ²				
	From 10/1/2008			To 5/19/2009	
	Grant Award	County Match		Total	
DIRECT EXPENSES					
Salaries:			\$46,238.35	\$46,238.35	
Fringe Benefits:			\$16,310.67	\$16,310.67	
Equipment:				\$0.00	
Travel:	\$437.51			\$437.51	
Supplies:			\$565.37	\$565.37	
Rent/Utilities:				\$0.00	
Other Expenses:	\$9,582.64		\$1,956.93	\$11,539.57	
SUBTOTAL DIRECT	\$10,020.15		\$65,071.32	\$75,091.47	
CONTRACTUAL EXPENSES					
Consultant Fees:	\$69,500.00			\$69,500.00	
Fringe Benefits:				\$0.00	
Equipment:				\$0.00	
Travel:				\$0.00	
Supplies:				\$0.00	
Rent/Utilities:				\$0.00	
Other Expenses:				\$0.00	
SUBTOTAL CONTRACTUAL	\$69,500.00		\$0.00	\$69,500.00	
ADMINISTRATIVE \$			\$0.00	\$0.00	
ADMINISTRATIVE %	0.0%		0.0%	0.0%	
TOTAL ALL COSTS	\$79,520.15		\$65,071.32	\$144,591.47	
MATCH %				81.8%	

² Current reporting period costs only.

County	Palm Beach	MOU#	LHZ22	Report Date	39741
CJMHTA Expense Category	CJMHTA Expenses Prior Period ³				
	From			To	
	5/20/2008			9/30/2008	
	Grant Award	County Match		Total	
DIRECT EXPENSES					
Salaries:			\$26,622.04	\$26,622.04	
Fringe Benefits:			\$9,390.94	\$9,390.94	
Equipment:				\$0.00	
Travel:				\$0.00	
Supplies:			\$134.63	\$134.63	
Rent/Utilities:				\$0.00	
Other Expenses:				\$0.00	
SUBTOTAL DIRECT		\$0.00	\$36,147.61	\$36,147.61	
CONTRACTUAL EXPENSES					
Consultant Fees:		\$18,000.00		\$18,000.00	
Fringe Benefits:				\$0.00	
Equipment:				\$0.00	
Travel:				\$0.00	
Supplies:				\$0.00	
Rent/Utilities:				\$0.00	
Other Expenses:				\$0.00	
SUBTOTAL CONTRACTUAL		\$18,000.00	\$0.00	\$18,000.00	
ADMINISTRATIVE \$				\$0.00	
ADMINISTRATIVE %		0.0%	0.0%	0.0%	
TOTAL ALL COSTS		\$18,000.00	\$36,147.61	\$54,147.61	
MATCH %				200.8%	

³ Cumulative summary of any and all expense reports submitted prior to the "Report Period From" date on page 1

County	Palm Beach	MOU#	LHZ22	Report Date	39741
CJMHS A Expense Category	CJMHS A Total Expenses to Date				
	From			To	
	5/20/2008			5/19/2009	
	Grant Award	County Match		Total	
DIRECT EXPENSES					
Salaries:	\$0.00	\$72,860.39		\$72,860.39	
Fringe Benefits:	\$0.00	\$25,701.61		\$25,701.61	
Equipment:	\$0.00	\$0.00		\$0.00	
Travel:	\$437.51	\$0.00		\$437.51	
Supplies:	\$0.00	\$700.00		\$700.00	
Rent/Utilities:	\$0.00	\$0.00		\$0.00	
Other Expenses:	\$9,582.64	\$1,956.93		\$11,539.57	
SUBTOTAL DIRECT	\$10,020.15	\$101,218.93		\$111,239.08	
CONTRACTUAL EXPENSES					
Consultant Fees:	\$87,500.00	\$0.00		\$87,500.00	
Fringe Benefits:	\$0.00	\$0.00		\$0.00	
Equipment:	\$0.00	\$0.00		\$0.00	
Travel:	\$0.00	\$0.00		\$0.00	
Supplies:	\$0.00	\$0.00		\$0.00	
Rent/Utilities:	\$0.00	\$0.00		\$0.00	
Other Expenses:	\$0.00	\$0.00		\$0.00	
SUBTOTAL CONTRACTUAL	\$87,500.00	\$0.00		\$87,500.00	
ADMINISTRATIVE \$	\$0.00	\$0.00		\$0.00	
ADMINISTRATIVE %	0.0%	0.0%		0.0%	
TOTAL ALL COSTS	\$97,520.15	\$101,218.93		\$198,739.08	
MATCH %				103.8%	

County	Palm Beach	MOU#	LHZ22	Report Date	39741
CJMHS A Expense Category	CJMHS A Available Fund Balance				
	From			To	
	5/20/2008			9/30/2008	
	Grant Award	County Match		Total	
DIRECT EXPENSES					
Salaries:	\$0.00	\$0.00		\$0.00	
Fringe Benefits:	\$0.00	\$0.00		\$0.00	
Equipment:	\$0.00	\$0.00		\$0.00	
Travel:	\$181.75	\$0.00		\$181.75	
Supplies:	\$0.00	\$0.00		\$0.00	
Rent/Utilities:	\$0.00	\$0.00		\$0.00	
Other Expenses:	\$1,673.10	-\$1,218.93		\$454.17	
SUBTOTAL DIRECT	\$1,854.85	-\$1,218.93		\$635.92	
CONTRACTUAL EXPENSES					
Consultant Fees:	\$625.00	\$0.00		\$625.00	
Fringe Benefits:	\$0.00	\$0.00		\$0.00	
Equipment:	\$0.00	\$0.00		\$0.00	
Travel:	\$0.00	\$0.00		\$0.00	
Supplies:	\$0.00	\$0.00		\$0.00	
Rent/Utilities:	\$0.00	\$0.00		\$0.00	
Other Expenses:	\$0.00	\$0.00		\$0.00	
SUBTOTAL CONTRACTUAL	\$625.00	\$0.00		\$625.00	
ADMINISTRATIVE \$	\$0.00	\$0.00		\$0.00	
ADMINISTRATIVE %	0.0%	0.0%		0.0%	
TOTAL ALL COSTS	\$2,479.85	-\$1,218.93		\$1,260.92	
MATCH %				-49.2%	

County	Palm Beach	MOU#	LHZ22	Report Date	39741
CJMHS A Expense Category	CJMHS A Projected Additional Expenses				
	From			To	
	39588			39952	
	Grant Award		County Match		Total
DIRECT EXPENSES					
Salaries:					\$0.00
Fringe Benefits:					\$0.00
Equipment:					\$0.00
Travel:					\$0.00
Supplies:					\$0.00
Rent/Utilities:					\$0.00
Other Expenses:					\$0.00
SUBTOTAL DIRECT		\$0.00		\$0.00	\$0.00
CONTRACTUAL EXPENSES					
Consultant Fees:					\$0.00
Fringe Benefits:					\$0.00
Equipment:					\$0.00
Travel:					\$0.00
Supplies:					\$0.00
Rent/Utilities:					\$0.00
Other Expenses:					\$0.00
SUBTOTAL CONTRACTUAL		\$0.00		\$0.00	\$0.00
ADMINISTRATIVE \$					\$0.00
ADMINISTRATIVE %		#DIV/0!		#DIV/0!	#DIV/0!
TOTAL ALL COSTS		\$0.00		\$0.00	\$0.00
MATCH %					#DIV/0!

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

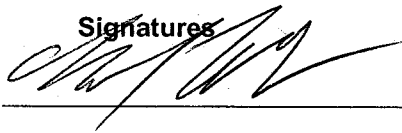
BGEX 767-050709*1701
BGRV 767-050709*662

FUND 1508 - CJMHSA Grant 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 as of 5/01/09	REMAINING BALANCE
REVENUES								
Criminal Justice Mental Health Substance Abuse 762-7682-8901	Balance Brought Forward	82,099	82,099		2,479	79,620		
TOTAL REVENUES		82,099	82,099	0	2,479	79,620		
EXPENDITURES								
Criminal Justice Mental Health Substance Abuse 762-7682-3401	Other Contractual Services	70,662	70,662		0	70,662		
762-7682-3421	Contractual Services - Training	10,055	10,055		1,279	8,776		
762-7682-4001	Travel and Per Diem	182	182		0	182		
762-7682-6405	Data Processing Equipment	1,200	1,200		1,200	0		
TOTAL EXPENDITURES		82,099	82,099	0	2,479	79,620		

Criminal Justice Commission
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures

Date
5-7-09

By Board of County Commissioners
At Meeting of 5/19/09
Deputy Clerk to the
Board of County Commissioners