

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Year	2011	2012	2013	2014	2015
Capital Expenditures					
Operating Costs	<u>210,000</u>				
External Revenues	<u><210,000></u>				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	<u>0</u>				
POSITIONS (Cumulative)	<u>0</u>				

Is Item in adopted Budget? Yes X No

Budget Account No: Fund 1504 Agency 762 Org 7676 Object 8101


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

Unexpended grant funds will be administratively carried forward to FY 2011.

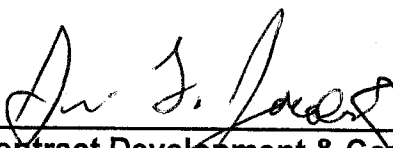
C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. OFMB Fiscal And/Or Contract Development and Control Comments:



 OFMB

JB
10/21/10
AD
11/16/10
11/16/10

 10/26/10
 Contract Development & Control
 E. Jones 10/16/10

This Contract complies with our contract review requirements.

B. Legal Sufficiency:


 Assistant County Attorney

11/5/10

14067-10

**INTERLOCAL AGREEMENT BETWEEN
THE BOARD OF COUNTY COMMISSIONERS,
PALM BEACH COUNTY, FLORIDA, AND
THE CITY OF RIVIERA BEACH, FLORIDA**

THIS INTERLOCAL AGREEMENT is made the first day of October, 2010 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 City of Riviera Beach, a municipality located in Palm Beach County, Florida (herein referred to as the CITY), 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 their commitment to offender reentry; and

WHEREAS, the CITY has presented a proposal to initiate a partnership in accordance with the Palm Beach County Criminal Justice Commission Reentry Task Force's 5-Year Strategic Plan; and

WHEREAS, the COUNTY will reimburse the CITY for the expenses outlined in the Budget, Exhibit A, up to the amount of \$210,000 from October 1, 2010 through September 30, 2011 for reentry efforts as outlined in the Palm Beach County Criminal Justice Commission Reentry Task Force's 5-Year Strategic Plan as set forth in Exhibit B; and

WHEREAS the CITY will provide services and expenditures in the targeted areas as set forth in Exhibits A and B.

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

The CITY agrees that it shall implement a Justice Service Center (Center) in partnership

with the COUNTY and adhering to the concepts proposed by the CJC, outlined in the Palm Beach County Criminal Justice Commission Reentry Task Force's 5-Year Strategic Plan and Scope of Work in Exhibit C. The COUNTY agrees to reimburse the CITY for the expenses identified in Exhibit A for the Program in a total amount not to exceed \$210,000.

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, event, and trip expenses in excess of \$500.00. All events/trips 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 Center 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.

The CITY'S representative/contract monitor during the term of this Agreement shall be Gloria Shuttlesworth, Assistant City Manager whose telephone number is (561) 845-4010.

SECTION 3. EFFECTIVE DATE/TERMINATION

This Agreement shall take effect on October 1, 2010 and shall continue in full force and effect up to and including September 30, 2011 unless otherwise terminated as provided herein.

SECTION 4. RESPONSIBILITIES AND DUTIES

The CITY agrees to: provide services and sustain said services in accordance with the Scope of Work delineated in Exhibit C.

SECTION 5. PAYMENTS/INVOICING AND REIMBURSEMENT

The CITY shall submit monthly programmatic reports (Exhibit E) 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 the CITY, as well as confirmation of the CITY's expenditures for the Center. Upon receipt and approval of the CITY's monthly programmatic and fiscal invoices, included as part of Exhibit A, the COUNTY will reimburse the CITY the not-to-exceed amount in accordance with the

budget (Exhibit A). Invoices shall be itemized in sufficient detail for prepayment audit thereof. The CITY shall supply any further documentation deemed necessary by the COUNTY, including detailed data for the purposes of evaluation of the Center. Invoices received from the CITY 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

The CITY 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 Center. 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:

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

For the CITY:

Thomas A. Masters, Mayor
600 W. Blue Heron Blvd.
City of Riviera Beach
Riviera Beach, FL 33404

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 CITY.

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 the CITY agree that no person shall, on the grounds of race, color, sex, national origin, disability, religion, ancestry, marital status, familial status, sexual orientation or gender identity or expression, 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 CITY OF RIVIERA BEACH

Without waiving the right to sovereign immunity as provided by s.768.28 F.S., CITY 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 CITY maintains third-party Commercial General Liability and Business Auto Liability in lieu of exclusive reliance of self-insurance under s.768.28 F.S., CITY shall agree to maintain said insurance policies at limits not less than \$500,000 combined single limit for bodily injury or property damage.

The CITY agrees to maintain or to be self-insured for Worker's Compensation & Employer's Liability insurance in accordance with Florida Statute 440.

When requested, CITY 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 the CITY of its liability and obligations under this Interlocal Agreement.

SECTION 17. NOTICES

The CITY, and its subcontractors, shall include information in all public announcements, presentations, advertisements, special events and printed materials relating to the Center 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; failing to adhere to the notice requirement will result in forfeiting reimbursement as it relates to the event.

SECTION 18. CRIMINAL HISTORY RECORDS CHECK

The CITY shall comply with the provisions of Ordinance 2003-030, the Criminal History Records Check Ordinance ("Ordinance"), if the CITY'S employees or subcontractors are required under this contract to enter a "critical facility" as identified in Resolution R-2003-1274. The CITY acknowledges and agrees that all employees and subcontractors who are to enter a "critical facility" will be subject to a fingerprint based criminal history records check. Although the COUNTY may agree to pay for all applicable FDLE/FBI fees required for criminal history record checks, the CITY shall be solely responsible for the financial, schedule, and staffing implications associated in complying with Ordinance 2003-030.

The CITY shall conduct a Criminal History Records Check including fingerprinting for all CITY employees or subcontractors who are in direct contact with youth program participants as per Florida Statute, Chapter 435.

SECTION 19. REGULATIONS; LICENSING REQUIREMENTS

The CITY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. The CITY 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. BUREAU OF JUSTICE ASSISTANCE GRANT PROGRAM (BJA)

The CITY agrees to be bound by the requirements of the Bureau of Justice Assistance Grant Program.

SECTION 21. CITY'S PROGRAMMATIC REQUIREMENTS

The CITY agrees to specific programmatic requirements, including but not limited to, the following:

- A. Maintain books, records, documents, and other evidence which sufficiently and properly reflects all costs of any nature expended in the performance of this Interlocal Agreement in accordance with generally accepted accounting principles.
- B. Maintain records in accordance with the Public Records Law, Chapter 119, Florida Statutes.
- C. No private or confidential data collected, maintained or used during the course of the contract period shall be disseminated except as authorized by statute during the contract period or thereafter.
- D. To allow COUNTY through the Criminal Justice Commission to both fiscally and programmatically monitor CITY to assure that its fiscal and programmatic goals and conduct as outlined in the Scope of Work, Exhibit C, are adhered to. Resources permitted, all contracted programs/services will be reviewed at least yearly and possibly twice-yearly. Programmatic monitoring includes announced and unannounced site visits. Outcomes will be reviewed on a quarterly basis. The Criminal Justice Commission staff will utilize and review other funding entities licensing or accreditation monitoring results. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The CITY shall maintain business and accounting records detailing the performance of the contract. Authorized representatives or agents of the COUNTY and/or the Criminal Justice Commission shall have access to records upon reasonable notice for purposes of review, analysis, inspection and audit.
- E. Reimburse funds to COUNTY that are deemed misused or misspent.
- F. Submit a Report of Monthly Measurable Outcomes Report for each program, within 5 days of the end of each calendar month (i.e. January 5, for the month of December) that reflects the CITY'S progress in attaining its goals as outlined in the Scope of Work, Exhibit C. Failure to provide this information in a timely fashion and in the format required will be grounds for financial reimbursements to be withheld by COUNTY staff. All required data will be submitted to COUNTY staff in MS Word or MS Excel format.
- G. Submit a Monthly Demographic Report based on the clients served by the COUNTY funding. This report will be due 5 days from the end of each calendar

month. Failure to provide this information in a timely fashion and in the format required will be grounds for financial reimbursements to be withheld by COUNTY staff. All required data will be submitted to COUNTY staff in MS Word or MS Excel format.

SECTION 22. INSPECTOR GENERAL

Pursuant to Ordinance No. 2009-049, Palm Beach County has established the Office of the Inspector General, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. All contractors and parties doing business with the County and receiving County funds shall fully cooperate with the Inspector General. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and to audit, investigate, monitor, and inspect the activities of the contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and to detect waste, corruption and fraud. Where applicable, the cost of the Inspector General's Office shall be incorporated into the contract price of all contracts and shall be one quarter ($\frac{1}{4}$) of one (1) percent of the contract price.

SECTION 23. CAPTIONS

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

SECTION 24. 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 25. 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.

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IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Interlocal Agreement on behalf of the COUNTY and CITY has hereunto set its hand the day and year above written.

ATTEST:

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

Sharon R. Bock, Clerk and Comptroller

By: _____
Deputy Clerk

By: _____
Chair

(SEAL)

WITNESSES:

CITY: Riviera Beach, FL

Thomas A. Masters, Mayor

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

REVIEWED FOR LEGAL SUFFICIENCY

Rachael Johnson for
CITY ATTORNEY PJR
CITY OF RIVIERA BEACH

DATE: 9/23/2010

FORM A : INDIVIDUAL PROGRAM BUDGET NARRATIVE
FOR: PALM BEACH COUNTY, CRIMINAL JUSTICE COMMISSION

Ex A

Page 1 of 3

Agency: **Justice Service Center**

Proposed Budget For Year Ending:

September 30, 2011

Program:

REVENUES	PBC Requested Amount	Balance Amount
1. Funds from Government Sources		
2. Dept. of Children & Families		
3. Palm Beach County: Criminal Justice Commission	\$ 210,000.00	
4. Children's Services Council		
5. Federal (Specify)		
6. School District		
7. Other: City of Riviera Beach		\$ 1,700.00
8. United Way		
8a. United Way of Palm Bch Cty		
8b. United Way/Community Chest		
8c. Other United Way		
9. Foundation (Specify)		
10. Fund Raising		
11. Contributions, Legacies & Bequests		
12. Membership Dues		
13. Program Service Fees and Sales		
14. Investment Income		
15. In-Kind		
16. Miscellaneous Revenue		
17. Total Revenues	\$210,000	\$1,700

FORM A : INDIVIDUAL PROGRAM BUDGET NARRATIVE

Ex A

Page 2 of 3

Agency: **Justice Service Center**

Proposed Budget For Year Ending:

September 30, 2011

EXPENDITURES	PBC Requested Amount	Balance Amount
18. Salaries (F/T Director, 12 months; F/T Reentry Coordinator, 12 months; P/T Staff Assistant, 10 months)	\$ 111,199.00	
19. Employee Benefits (Director and Reentry Coordinator)		
a. FICA	\$ 7,360.00	
b. Health & Dental Plan	17,710.00	
20. Sub-Total Employee Benefits	\$25,070.00	\$0
21. Sub-Total Salaries & Benefits	\$136,269.00	\$0
22. Travel		
a. Gas, Vehicle Registration, and State Tag (1 vehicles @ \$100/monthly fill-up x 12)	0.00	1200.00
23. Sub-Total Travel	\$0	\$1,200
24. Building/Occupancy		
a. Rent [Port Center \$ 30,504.00]	\$30,504	
25. Sub-Total Building/Occupancy	\$30,504	\$0.00
26. Communications/Utilities		
a. Cellular Phones (2) monthly billing \$111 x 12= \$1332	\$1,332.00	
b. Postage & Shipping Correspondence mailed from Justice Service Centers		\$500
27. Sub-Total Communications/Utilities	\$1,332.00	\$500

All Financial Information Rounded to Nearest Dollar

FORM A : INDIVIDUAL PROGRAM BUDGET NARRATIVE

Ex A

Page 3 of 3

Agency: **Justice Service Center**

Proposed Budget For Year Ending:

September 30, 2011

EXPENDITURES	PBC Requested Amount	Balance Amount
28. Printing & Supplies		
a. Office Supplies (Pens, Paper, Pencils, Folders, etc)	\$2,000.00	
b. Program Supplies	\$700	
c. Printing & Publications	\$505	
29. Sub-Total Printing & Supplies	\$3,205.00	\$0
30. Food Service		
	\$0	
31. Other		
a. Professional Fees/Contractual/Legal	\$31,920	
Urban Farmers Inc. Job Training \$30,000; POD Portable Storage Unit for JSC OJT Tools \$160/month x 12 months = \$1920		
b. Insurance		
c. Building Maintenance	\$0.00	
d. Equipment Rental & Maintenance (Copier Maintenance \$122.50 per month x 12 months)	\$1,470.00	
e. Specific Assistance to Individuals	\$5,000	
f. Membership Dues		
g. Training & Development	\$ 300.00	
h. Awards & Grants		
i. Payments to Affiliated Organizations		
j. Payments to Non Affiliated Organizations		
k. Miscellaneous		
32. Sub-Total Other	\$38,690	\$0
33. Equipment Purchase (capital items)		
34. Indirect/Administrative Costs		
35. Total Expenditures	\$210,000	\$1,700



Palm Beach County Criminal Justice Commission

Reentry Task Force

5-Year Strategic Plan

Revised, 2010

Mission: *To implement a five year plan for providing coordinated and effective reentry services to those returning to our community from incarceration based on the gaps identified in the Countywide Assessment. This plan should solidify the Task Force as the advisory body for reentry programming in Palm Beach County, whether publicly or privately funded.*

Brief History

Between 2007 and 2009, the CJC Reentry Task Force, which sometimes numbered more than 60 individuals, contributed to a detailed assessment of all reentry services in Palm Beach County, including those programs funded through public dollars and those funded by private or faith-based organizations. The result was a clearer picture of what services were being offered, but more importantly, what services were lacking due to geographical, financial or other barriers. The next step for the Task Force was then to develop a Five Year Strategic Plan that would create a strategy for filling the gaps identified in the Assessment. Not all gaps were included in this plan; the Task Force decided to narrow its scope and improve what it felt was realistic, with hopes of expanding its scope once existing programs were proven effective.

The current 2010 Reentry Task Force is now responsible for the overall implementation and sustainability of the Strategic Plan, and includes 4 Subcommittees that are responsible for various tasks that will lead to the achievement of specific goals described in the plan. The Assessment is continually updated to reflect changes in countywide programs. The consequence of such changes is that the Strategic Plan is a dynamic rather than static document, subject to modifications and periodic updates.

Task Force Membership, Recidivism Goals and Responsibilities

A. Membership

The 2010 CJC Reentry Task Force consists of, but is not limited to, representatives from the following agencies and organizations:

Veteran's Administration	Workforce Alliance
Palm Beach State College	Victim's Services
Literacy Coalition	Health Department
Criminal Justice Commission	Palm Beach County Sheriff's Office
Department of Children and Family Services: Substance Abuse	Department of Children and Family Services: Mental Health
Public Defender's Office	State's Attorney's Office
Florida Department of Corrections	Gulfstream Goodwill Industries
Riviera Beach Justice Service Center	Prison Fellowship
Diocese of Palm Beach County	Salvation Army
Department of Public Safety	West Palm Beach Weed & Seed
Palm Beach County Board of Commissioners	Matthew 25 Ministries
Juvenile Justice	

B. Recidivism Goals

The Reentry Task Force has adopted the following definitions of recidivism and timeline for achieving a goal of 50% reduction in recidivism.

- ✓ **50% Reduction in Recidivism by Jurisdiction** (county, state and federal releases to PBC)
- ✓ **25% increase in number of offenders using services** (based on funding availability through grants and tax dollars diverted from corrections)
- ✓ **3 year re-arrest/violation free**
- ✓ **1 year reporting periods established for comparison of data**
- ✓ **Uniform data collection available to all service providers by 2012**
- ✓ **Program Evaluation implemented in 2011 with recommendations implemented 2012**

Jurisdiction	Current Recidivism Rate *	2010 % Reduction (cumulative)	2011 % Reduction (cumulative)	2012 % Reduction (cumulative)	2013 % Reduction (cumulative)	2014 % Reduction (cumulative)	Projected Recidivism Rate by 2015
PBSO	51	2 (2)	4 (6)	6 (12)	7 (19)	8 (27)	24
DOC	33	2 (2)	3 (5)	4 (9)	5 (14)	5 (19)	14
FBOP	41	2 (2)	4 (6)	5 (11)	5 (16)	5 (21)	20

C. Responsibilities

The Reentry Task Force is responsible for the following:

1. Updating the Strategic Plan annually.
2. Continuing to identify new partners and determine how and when to bring additional partners into the initiative
3. Fine-tuning goals and tasks as needed due to new initiatives and circumstances
4. Developing a plan for sustainability, including the ability to maintain existing services in the event of budget cuts, grant losses/non-renewals or staff changes
5. Facilitating sharing of resources among agencies and service providers
6. Developing a fundraising plan which includes diverse sources of support
7. Engaging federal, state and local officials
8. Determining feasibility of shifting county/state/federal-funded programming to community-based funding.
9. Working with Data & Evaluation subcommittee to identify cost savings impact of successful reentry, and advise CJC on potential County re-allocation of funding.*
10. Working with Data & Evaluation subcommittee to identify cost savings impact of successful reentry, and advise impacted communities on partnerships and reallocation of money.*
11. Identifying and prioritizing new funding sources based on prioritization of case management needs and direct service needs. *

12. Identifying and seeking additional funding opportunities for site augmentation/addition and for closing service gaps. ***(See Goal 4)**

The Strategic Plan: Goals, Tasks and Timeline

Goal 1

Continue to build a coordinated re-entry service delivery plan through the infrastructure of existing CJC programs by augmenting existing services at sites and adding additional sites. This will include the coordination of felon registration with re-entry services and coordination with DOC inmates. (Update annually with the goal that in five years as many gaps have been closed as possible but all existing gaps continue to be identified and prioritized through the strategic planning process.)

Task 1: Augment existing sites. (See also Goal 2, Task 1)

- A.** Map actual services provided to ex-offenders while incarcerated and upon release to determine which services are most effectively delivered at the various points.
- B.** Assess services that are currently delivered and the allocating of funding for those services.
- C.** Identify opportunities for re-allocation of funding for more effective service delivery for recommendation to the Task Force.
- D.** Identify gaps in specific services and prioritize those gaps for consideration by the Task Force.

Responsibility: County-wide Coordinator

Due Date: February 1, 2010 with ongoing updates

Task 2: Add re-entry opportunities.

- A.** Work with the Palm Beach County Sheriff's Office to increase work release, conditional release and house arrest opportunities.
- B.** Work to close gaps identified in the Task 1 mapping of services through coordination and implementation of new efforts.

Responsibility: Task A: Task Force Chair, Sheriff and Task Force
Task B: County-wide Coordinator

Due Date: Ongoing

Task 3: Add new sites.

- A. Prioritize additional sites for recommendation to the Task Force based on the updated gap assessment of re-entry case management services and the mapping process above.

Responsibility: County-wide Coordinator

Due Date: According to Funding Cycle, Grant Opportunities - Ongoing

Task 4: Coordinate Felon registration with the delivery of re-entry services.

- A. Identify cost to PBSO for moving felon registration; cost of separating felon registration from sex offender registration.
- B. Identify potential sites for combination of services.

Responsibility: Re-Entry Task Force

Due Date: August 30, 2010

Task 5: Increase opportunities to work with the DOC to support offenders returning from the state system.

- A. Collaborate with DOC and Community Corrections to better coordinate immediate efforts.
- B. Continue advocating to the DOC for inmates to be moved to closer facilities prior to release as we develop a county-wide service delivery plan similar to Duval County (Felon registration coordination with re-entry services.)
- C. Identify costs of providing services to additional offenders at closer facilities.

Responsibility: Task Force and County-wide Coordinator

Due Date: June, 2010 - ongoing

Task 6: Implement and increase opportunities to educate returning offenders about services that are provided in the community.

- A. Create and update literature that provides information about services within various communities where offenders are returning.

- B. Work with facilities to provide this information to offenders prior to release.
- C. Identify pockets where returning offenders aren't educated prior to release and target those offenders.

Responsibility: Service Providers Subcommittee/Case Managers,
County-wide Coordinator

Due Date: March, 2010 + ongoing outreach efforts

Task 7: Identify and seek additional funding opportunities for site augmentation/addition and for closing services gaps for recommendation to the Task Force. (See also Goal 4: Sustainability)

Responsibility: Reentry Task Force and County-wide Coordinator

Due Date: Ongoing

Goal 2

Create uniformity in assessment, delivery and evaluation of services. (Update annually with the goal that in five years as many program as possible - both public and privately funded – quantify the delivery and evaluation of services through the same method).

Task 1: Map effective delivery of services.

- A. This task is being accomplished under Goal 1, Task 1.

Responsibility: County-wide Coordinator

Due Date: February 1, 2010

Task 2: Create recommended county-wide data collection and evaluation methods.

- A. Create a Task Force subcommittee that will recommend based on the map of effective delivery of services: what data should be collected, at what points and how that data will be evaluated. (See also Goal 5, Tasks 1 & 2)
- B. Advocate to various re-entry service providers for uniform tracking of data based on recommendations of subcommittee and Task Force.

Responsibility: Data & Evaluation Subcommittee/Countywide Coordinator
(See Appendix 1 D)

Due Date: Committee Formation: February, 2010. Data collection and evaluation methods determined by December, 2010.

Task 3: Implement uniform case management system within CJC funded re-entry program for data tracking.

- A. Identify funding source for system.
- B. Implement system within programs.

Responsibility: Countywide Coordinator/Data & Evaluation Subcommittee

Due Date: March, 2011

Task 4: Expand uniform case management system to non-CJC funded re-entry programs through advocacy.

Responsibility: Data & Evaluation Subcommittee/Countywide Coordinator

Due Date: January 2012

Goal 3

Increase employment opportunities for ex-offenders.

(Update annually with the goal that in five years we have doubled our partnerships in the business community and developed two micro-enterprises serving ex-offenders).

Task 1: Based on the employment successes of existing programs, build a shared database of offender-friendly employers.

Responsibility: Service Provider Subcommittee/County-wide Coordinator
(See Appendix 1 A)

Due Date: February 1, 2010, continual updating

Task 2: Work with community and civic agencies to increase that database.

- A. Create opportunities for Task Force members to address organizations such as Chambers of Commerce, Rotary Clubs, etc.
- B. Educate organizations about incentives to hire ex-offenders such as tax credits, bonding and support system.

Responsibility: Advocacy Subcommittee/County-wide Coordinator
(See Appendix 1 B)

Due Date: Establish Sub-committee by February, 2010 + ongoing

Task 3: Create opportunities for ex-offender participation in micro-enterprises.

A. Partner with agencies that currently operate micro-enterprises.

B. Seek funding for creation of micro-enterprises.

Responsibility: Employment Subcommittee/County-wide Coordinator
(See Appendix 1 C)

Due Date: Establish Sub-committee by February, 2010 + ongoing

Goal 4

Secure the financial sustainability of reentry services and programs.

Task 1: Update strategic plan annually.

Responsibility: Reentry Task Force/County-wide Coordinator

Due Date: Ongoing with Strategic plan tied appropriately to County funding cycle

Task 2: Work with Data & Evaluation Subcommittee to Identify cost savings impact of successful Re-Entry and advise CJC on potential County re-allocation of funding.

Responsibility: Reentry Task Force/County-wide Coordinator

Due Date: Ongoing with Strategic plan tied appropriately to County funding cycle

Task 3: Work with Data/Evaluation Subcommittee to Identify cost savings impact of successful Re-Entry and advise impacted communities on partnerships and re-allocation of money.

Responsibility: Reentry Task Force/County-wide Coordinator

Due Date: Ongoing with Strategic plan tied appropriately to County funding cycle

Task 4: Identify new funding sources and – based on prioritization of case management needs and direct service needs – make recommendations to the Task Force.

Responsibility: Reentry Task Force/County-wide Coordinator

Due Date:

Ongoing with Strategic plan tied appropriately to County funding cycle

Goal 5

Create a subcommittee structure to support goals 1-4.

Task 1: Identify Subcommittees based on Strategic Plan. (See Appendix 1)

Service Providers
Employment/Training/Education
Advocacy & Marketing
Data & Evaluation

Responsibility: Task Force/Countywide Coordinator

Due Date: February, 2010. Subcommittee roles and responsibilities updated annually by Task Force.

Task 2: Form and advise each subcommittee on roles and responsibilities, updating on an annual basis consistent with strategic planning process.

Responsibility: Task Force/Countywide Coordinator

Due Date: Formation in February 2010 followed by ongoing work addressing tasks outlined in **Appendix 1**

Appendix 1: Subcommittees of the Reentry Task Force:
Members and Missions

A. Service Provider Subcommittee

Membership includes, but is not limited to, representatives from the following agencies and organizations:

Workforce Development	Weed & Seed	Community Justice Service Centers
Faith-based organizations	Veteran's Administration	Public Defender's R.E.A.P. Program
PBSO	DCF	Gulfstream Goodwill
Salvation Army	PRIDE Probation	FLDOC

Mission:

1. Identify and develop methods of educating offenders, including those still incarcerated, about reentry services
2. Increase opportunities for employment
3. Increase communication for the purposes of aligning services to ex-offenders and filling service area gaps

B. Advocacy and Marketing Subcommittee

Membership includes, but is not limited to, representatives from the following agencies and organizations:

Criminal Justice Commission	Community Justice Service Centers	Gulfstream Goodwill
Prison Fellowship	West Palm Beach Chamber of Commerce	Editor of Palm Beach Post
Court Liaisons	State Attorney's Office	Ex-offenders
Private citizens	Outreach to city, county and state representatives	

Mission:

1. Raise awareness about reentry
2. Develop a proactive strategy for working with media, employers and other stakeholders
3. Develop a proactive strategy for responding to negative events involving participants
4. Prepare agency executives, staff, crime victims and formerly incarcerated people to serve as initiative spokespeople
5. Develop a documented procedure for responding to press inquiries.

C. Employment, Training and Education Subcommittee

Membership includes, but is not limited to, representatives from the following agencies and organizations:

Florida Training Services, Inc	Weed & Seed	Workforce Alliance
Project R.E.A.P. Success	PBSO	Prison Fellowship
The Lord's Place (Microenterprise)	SCORE/SBA	Downtown Development Agency
FL Division of Vocational Rehabilitation	Palm Beach State College	Palm Beach County Schools
Professional Associations		

Mission:

1. Determine the strategy and approach for increasing employment opportunities for ex-offenders
2. Increase partnerships with the business community
3. Increase awareness of incentives for businesses to hire ex-offenders
4. Connect training programs to local labor market needs

D. Data & Evaluation Subcommittee

Membership includes, but is not limited to, people with direct experience in collecting, analyzing, and interpreting data and/or have direct experience with the formal evaluation process. Subcommittee members with such skills are representatives of the following organizations:

Criminal Justice Commission	Gulfstream Goodwill	PBSO
Florida Atlantic University	Public Defender's Office	Salvation Army

Mission:

1. Develop annual and long-term performance goals for Plan initiatives
2. Work with service providers to identify ways of measuring short- and long-term goals
3. Develop common definitions for measuring goals
4. Research and implement common case management software for service providers and reporting agencies
5. Recommend professional outside evaluation team to conduct process and outcome evaluations; participate in such evaluations as needed
6. Respond to recommendations made by evaluation

**Criminal Justice Commission
Scope of Work for Justice Service Centers**

1. 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.

Justice Service Center	Responsibility
Develop the Justice Service Center concept in targeted neighborhoods in order to provide assistance to residents, juvenile offenders, and adult offenders countywide. Palm Beach County Criminal Justice Commission Reentry Task Force's 5-Year Strategic Plan. The Justice Service Center would provided 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.	
Justice Service Center Facility	City
Mental Health Services The Justice Service Center would provide assistance to those seeking mental health services. By partnering with mental health providers, residents and both juvenile and adult offenders can access services through referrals.	By referral
Substance Abuse Services Substance Abuse Services- the Justice Service Center would be able to provide substance abuse counseling either onsite or through referrals.	MOU with Civil Drug Court
Community Service Provide judges with the options of having youth complete their sanctions in the neighborhood and repay the community for their law violations.	City

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.	MOU with Workforce Alliance, City and partners
Collaborative Partnerships Participate in a minimum of ten (10) CJC sponsored collaborative meetings throughout the year.	City-Justice Service Center Administrative Staff
Legal Services	City/Public Defender
Education-Job Training	City
Life Skills	City
Social Services	City, other Centers
Individual Assistance	City (as needed and grant-allowed)

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			
Unit 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) AND UNIT COSTS

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

Justice Service Center
Monthly Programmatic Report

Exhibit E

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: _____

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

JUSTICE SERVICE CENTER	
<small>Please indicate the total number of participants for the following categories:</small>	
Mental Health :	
Substance Abuse:	
Probation Sanction:	
Community Service:	
Life Skills:	
Social Services:	
Legal Services:	
Employment:	
Education	

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

Exhibit E

[illegible]