

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	\$94,037	_____	_____	_____	_____
External Revenues	<\$94,037>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	- 0 -	=====	=====	=====	=====
# ADDITIONAL FTE	_____	_____	_____	_____	_____
POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes X No _____

Budget Account No.: Fund 1323 Dept. 520 Unit 7674 Object R8249
 Fund 1507 Dept. 762 Unit 7692 Object E9062
 Fund 1507 Dept. 762 Unit 7697 Object E9062

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

FY 2011 Justice Assistance Grant Program- Grant #2011-DJ-BX-2709-\$136,005
FY 2012 Justice Assistance Grant Program- Grant #2012-DJ-BX-0315-\$94,037
 (Unexpended funds from the prior fiscal year will be carried forward)

C. Departmental Fiscal Review: *ms 9/6/12*

III. REVIEW COMMENTS

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

[Signature] *9/14/2012*
 OFMB *9/13/12 cc [Signature] 9/12/12*

[Signature] *9/17/12*
 Contract Dev. and Control

B. Legal Sufficiency:

[Signature] *9/19/12*
 Assistant County Attorney

C. Other Department Review:

 Department Director

**INTERLOCAL AGREEMENT BETWEEN
THE BOARD OF COUNTY COMMISSIONERS,
PALM BEACH COUNTY AND
THE OFFICE OF THE PUBLIC DEFENDER, FIFTEENTH JUDICIAL CIRCUIT
REINSTATING THE TERMS OF INTERLOCAL AGREEMENT (R2011-2051)**

This Interlocal Agreement dated _____ reinstates the Interlocal Agreement of December 20, 2011 (R2010-2051) "Agreement", 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 Office of the Public Defender, Fifteenth Judicial Circuit (herein referred to as the OFFICE), 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, upon direction from the Board of County Commissioners, continues the development of the Ex-Offender Reentry Initiative, which addresses recidivism; and

WHEREAS, the COUNTY agreed to reimburse the OFFICE for expenses from a Department of Justice grant up to the amount of \$136,005 as referenced in (R2011-2051) from October 1, 2011 through September 30, 2012 for the Ex-Offender Reentry Initiative and the OFFICE did not expend all funds prior to September 30, 2012; and

WHEREAS, the COUNTY awarded the OFFICE a Justice Assistance Grant (JAG) of up to \$136,005 for the Ex-Offender Reentry Initiative and now wishes to add up to an additional \$94,037; and

WHEREAS, the parties mutually desire to reinstate the terms of the Original Agreements and extend the date of each to September 30, 2013; and

WHEREAS, the OFFICE will provide tasks and deliverables as set forth in Exhibit A;
and

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

1. The Original Agreement R2010-2051 is reinstated in its entirety.
2. The effective date of the Original Agreements shall be extended until September 30, 2013.
3. An amount of up to \$94,037 JAG funding shall be added to the underlying grant amount to be used for Ex-Offender Reentry services (Exhibit B).

All other provisions of said Original Agreements are hereby confirmed, and except as provided herein, are not otherwise altered or amended and shall remain in full force and effect.

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

ATTEST:
Sharon R. Bock, Clerk & Comptroller

**PALM BEACH COUNTY
BOARD OF COUNTY
COMMISSIONERS:**

By: _____
Deputy Clerk

By: _____
Shelley Vana, Chair

**OFFICE OF THE PUBLIC DEFENDER
FIFTEENTH JUDICIAL CIRCUIT:**

By: Carey Haighwout
Carey Haighwout, Public Defender

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

By: [Signature]
County Attorney

**APPROVED AS TO TERMS
AND CONDITIONS**

By: [Signature]
Michael L. Rodriguez,
Executive Director,
Criminal Justice Commission

SCOPE OF WORK

Scope of Work pertaining to the 2012 Interlocal Agreement between the Office of the Public Defender (OFFICE) and the Criminal Justice Commission (CJC) of Palm Beach County.

Effective date: October 1, 2011

Objective

The Reentry Ex-Offender Initiative will connect ex-offenders returning from state and local incarceration with appropriate community based service providers in conjunction with their felon registration; provide sealing and expungement of records assistance to ex-offenders; and connect work release eligible inmates and ex-offenders with employment opportunities.

Services

The Office of the Public Defender will:

- Manage and supervise a paralegal, a job finder and a reentry social worker for the Reentry Ex-Offender Initiative. (job descriptions attached)
- Submit a Report of Monthly Measurable Outcomes Report for the initiative, within 5 days of the end of each calendar month (i.e. January 5, for the month of December) that reflects the OFFICE'S progress in attaining its goals. All required data will be submitted to COUNTY staff in MS Word or MS Excel format.
- 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. All required data will be submitted to COUNTY staff in MS Word or MS Excel format.

Reentry Social Worker Job Description

This position will be placed at the Central Detention Center/Portal for the purposes of :

- Connecting ex-offenders returning from state and local incarceration with appropriate community based service providers in conjunction with their felon registration.
- Providing any necessary assistance to RESTORE clients who are connecting with their community based service providers at the portal on the day of their release.

Responsibilities:

These examples are intended to provide general guidelines related to the described position but does not exclude additional or similar related duties being assigned as needed.

- Demonstrate ability to work with diverse groups and individuals;
- Provides monitoring and case management services for ex-offenders in various programs and modalities;
- Identifies target population who meet program criteria; completes screening intake and assessment;
- Maintains individual client files;
- Interacts with the Palm Beach County Sheriff's Office and the Florida Department of Corrections;
- Monitors and assists inmate progress of a reintegration plan of action;
- Assists inmates with the reunification and strengthening of family ties;
- Ensures program and data integrity through tracking, collection and reporting of data related to the provision of direct services;
- Acts as an advocacy function between ex-offenders and public and private social service agencies, substance abuse and mental health agencies, literacy, educational and vocational training and employment assistance;
- Provides accurate and timely reporting of program data including program outcome measurement;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

These examples are intended to provide general guidelines related to the described position but does not exclude additional or similar related duties being assigned as needed.

- Graduation from an accredited University with a Master's degree in social work with Florida LCSW. An equivalent combination of experience, training and education may be considered;
- Knowledge of laws, rules and practices relating to the provision of social services by Federal, State and County Governments;
- Knowledge of the principles and practices of case management, including standard methods and techniques of social work;
- Knowledge of research techniques and data collection and storage;
- Able to develop, facilitate and make referrals to social service agencies and other resources;
- Ability to coordinate volunteer and community partner collaboration;
- Ability to prepare and make program presentations for community education;
- Ability to express ideas clearly and concisely both orally and in writing;
- Able to provide crisis intervention when necessary;
- Be computer proficient in internet and word processing usage;
- Have a valid Florida drivers license and transportation for regular off-site meetings;

Exhibit A

Re-Entry Paralegal/Legal Assistant: An individual to assist county-wide ex-offender re-entry efforts in the areas of sealing and expunction, early termination of probation and driver's license reinstatement.

Job Requirements: Associates degree in the area of paralegal studies, a paralegal certificate or comparable experience preferably in the criminal court area.

Job responsibilities:

In the areas of sealing and expunction, early termination of probation and driver's license re-instatement (and potentially other areas):

- Screen applicants for eligibility;
- Communicate eligibility or ineligibility with applicants;
- Prepare appropriate application and secure appropriate supporting documentation;
- Prepare appropriate court filings and secure appropriate supporting documentation;
- Submit and track applications and court filings;
- Schedule appropriate court hearings and proceedings;
- Coordinate efforts to provide services to ex-offenders county-wide

Exhibit A

Job Finder job description

Serve as a resource to connect work release eligible inmates and ex-offenders with employment opportunities. Create and maintain a database of open jobs in Palm Beach County and the communities within the county where the highest number of ex-offenders return. To accomplish this, the job finder's responsibilities would include the following:

- Review, centralize and maintain "help wanted" needs from newspapers, internet, door to door investigation and other resources. Compile and publish to reentry service providers the job requirements and application requirements of these opportunities.
- Consult with case managers at the various reentry centers to identify specific employment needs.
- Assist in matching needs with opportunities.
- Identify specific employers willing to hire inmates that are still incarcerated but eligible for work release.
- Educate willing employers on incentives available for hiring ex-offenders.

Bachelor's degree required. This position requires a highly organized individual with excellent communication and computer skills. Individual must be able to deliver data, information and reports in a timely and consistent manner. Experience in business marketing and/or sales is preferred.

Budget Detail

Contract with Office of the Public Defender to be paid from Grant #2011-DJ-BX-2709 Local JAG and 2012-DJ-BX-0315 Local JAG

Personnel

<u>Name</u>	<u>Computation</u>	<u>Cost</u>
Reentry Social Worker	Salary 100%	\$91,337.60
Reentry Paralegal	Salary 100%	\$61,011.80
Reentry Job Finder	Salary 100%	\$37,003.20
	Sub Total Personnel	\$189,352.60

Fringe Benefits

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Reentry Social Worker	Benefits & FICA	\$24,818.36
Reentry Paralegal	FICA	\$4,448.85
Reentry Job Finder	FICA	\$2,830.75
	Sub Total Fringe Benefits	\$32,097.96

Travel

	<u>Computation</u>	<u>Cost</u>
Reentry Social Worker mileage to and from jail facilities	188 miles per month x .445 per mile x 12 months= \$1003.92	\$1,003.92
Reentry Job Finder mileage to businesses	75 miles per month x .445 x 12 months = \$400.50	\$400.50
Staff attend conferences	\$1,477.01 per trip x 2 trips	\$2,954.02
	Sub Total Travel	\$4,358.44

Supplies

		<u>Cost</u>
Office supplies	Materials and supplies for office work administration	\$2,728.00
ID Program	Florida identification cards and supporting documentation	\$1,505.00
	Sub Total Supplies	\$4,233.00

Total	\$230,042.00
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