

Agenda Item # 3Q2

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: November 19, 2013
Department: Criminal Justice Commission
Submitted By: Palm Beach County Criminal Justice Commission
Submitted For: Palm Beach County Criminal Justice Commission

EXECUTIVE BRIEF

MOTION AND TITLE: Staff recommends motion to approve: Appointment of Michelle Dyer to the Corrections Task Force/Public Safety Coordinating Council (CTF/PSCC) to serve for the period of November 19, 2013 through September 30, 2017.


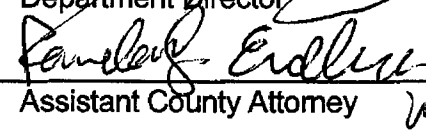
<u>Appoint Nominee</u>	<u>Seat No.</u>	<u>Term to Expire</u>	<u>Nominated By:</u>
Ms. Michelle Dyer	11	9/30/2017	CTF/PSCC Chair

SUMMARY: The CTF/PSCC is comprised of 20 members including elected officials and representatives from private and public sectors. This committee meets the requirements of Florida Statute 951.26. This statute requires a seat for a representative from a County/State job program. To satisfy this requirement, the committee has nominated Ms. Michelle Dyer of Workforce Alliance for appointment. Her term will begin November 19, 2013 and expire September 30, 2017. Countywide (PGE)

BACKGROUND AND JUSTIFICATION: The CTF/PSCC was established by the Palm Beach County Board of County Commissioners Criminal Justice Commission to monitor the County's jail population and make recommendations to achieve the efficient use of the County's limited jail beds. It meets the requirements of Florida Statute 951.26 which requires Counties to create Public Safety Coordinating Councils for the same purpose. The current diversity make up consists of 13 males (11 Caucasians, 1 African-American, and 1 Hispanic-American) and 7 females (5 Caucasians and 2 African-Americans). Appointments for nominees and expiration of terms correspond with Florida Statute 951.26.

ATTACHMENTS:

1. Boards/Committees Applications
2. Bio for Michelle Dyer
4. Florida State Statute 951.26
5. Corrections Task Force/Public Safety Coordinating Council Membership list

Recommended By:		10-30-13
	Department Director	Date
Legal Sufficiency:		10/31/13
	Assistant County Attorney	Date

II. REVIEW COMMENTS

A. Other Department Review:

Assistant County Administrator

Date

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

Section I (Department): (Please Print)

Board Name: Corrections Task Force/Public Safety Coordinating Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: N/A

Term of Appointment: 4 Years. From: 10/1/13 To: 9/30/17

Seat Requirement: FL Statue 951.26 #1(K) Seat #: 11

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

***When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Dryer Michelle Andrea
Last First Middle

Occupation/Affiliation: Director of Community Partnerships
Owner Employee Officer

Business Name: Workforce Alliance

Business Address: 1951 N. Military Trail

City & State: West Palm Beach Zip Code: 33409

Residence Address: 2770 Foxhall Drive West

City & State: West Palm Beach Zip Code: 33417

Home Phone: (561) 688-2082 Business Phone: (561) 340-1060 Ext. 2487

Cell Phone: (561) 632-1740 Fax: (561) 340-1057

Email Address: mdryer@pbcallianc.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Ex: (R#XX-XXXX/PO XXX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/11-09/30/12</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature:  Printed Name: Michelle Dryor Date: 10/26/13

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
Shahzia Jackson
301 N. Olive Ave, Suite 1001
West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Michelle Dryer

Objective

A challenging position where excellent communication skills, organizational ability, creativity, and an extensive background in nonprofit management and program development are needed to meet the goals of the organization.

Qualifications

- A dedicated and highly motivated professional with more than two decades of experience in the nonprofit sector.
- An accomplished grant writer with a proven track record of securing awards from foundations, corporations, and governmental sources.
- A skilled communicator with a demonstrated ability to establish and maintain effective working relationships with diverse groups of individuals.
- An experienced trainer with a twenty-year background of expanding participants' knowledge and skills in a variety of areas.
- A technologically adept self-starter with proficiency in Microsoft Office applications and internet-based research.

Professional Experience

Director of Community Partnerships

Workforce Alliance, West Palm Beach, FL

9/2009 - Present

- Established public/private partnerships to garner more than \$2.5 million in grants from federal, state, and private sources. Responsible for researching, identifying, and pursuing government and private funding prospects that match Workforce Alliance's objective and goals – including creating and maintaining a grant funding calendar. Position requires a high degree of relationship building within the organization and with community-based stakeholders.
- Duties also include developing and overseeing grant management systems and procedures to assure that performance objectives are met and reported; this includes the provision of training, technical assistance, guidance, and oversight regarding grant administration to management and staff.

Director of Program Development

Mental Health Association of Palm Beach County, West Palm Beach, FL

11/2006 – 8/2009

- Generated and monitored more than \$300,000 in grant funding from local, state, and national sources. Oversaw the submission of renewal applications and compliance reports for more than \$800,000 in local and state contracts, recruited community partners for federal grant proposals.
- Supervised and managed a staff of 16, including direct supervision of five program managers. Played a key role in researching and writing policies and procedures to assure compliance with government laws and regulations including Title VI, Section 504, and ADA.
- Developed new programs and strengthened existing activities to assure effective, high-quality service delivery. Achieved accreditation for mentoring program from the *Mentor Center of PBC*. Played a key role in the planning and implementation of advocacy, awareness, outreach, and fundraising initiatives including the Mental Health Coalition of Palm Beach County.

Grants Research Specialist

Broward County Human Services Department, Fort Lauderdale, FL 1/2006 – 10/2006

- Enhanced the capacity and competitiveness of nonprofit agencies by providing information regarding federal, state, and local funding opportunities; assisting with strategic planning and proposal writing; and developing and conducting workshops and seminars.
- Accomplishments: provided key support on grant applications to HUD, SAMHSA, HHS, and several local foundations; maintained a grant resource library; developed a web-based survey to assess the impact of Medicaid/Medicare reforms on the provision of mental health and substance abuse treatment; received four written accommodations for exemplary performance.

Training and Development Consultant

8/2005 - Present

- Strengthened the cross-cultural communication skills of more than 600 health and human services professionals as a certified Cultural Competency Trainer for *Towards a More Perfect Union*. Played a key role in curriculum development including researching, analyzing, and adapting local demographic data and trends.
- Increased the capacity of human services professionals to achieve optimal child and family outcomes as a member of the *Children's Services Council of Palm Beach County's* trainer cadre.
- Provided race relations and cultural competency training to law enforcement officials as Training Associate for *Converge & Associates Consulting*. Wrote training proposals, business plans, and participated in curriculum development and design.

Training Coordinator/Publications Specialist

Children's Services Council, West Palm Beach, FL 10/1996 – 8/2005

- Successfully planned and implemented the launch of *Touchpoints Palm Beach County*, a national professional development program founded by Dr. T. Berry Brazelton. Exceeded first-year goals, developed faculty recruitment and selection criteria, and coordinated the efforts of nine faculty members. Served as a consultant from 2005 – 2006.
- Lead writer for the State of the Child in Palm Beach County, a biennial report on local child well-being indicators that has received local, state, and national acclaim. Responsibilities included planning, research, and convening community partners for review and comment.

Executive Director

Nelle Smith Residence for Girls, Palm Beach Gardens, FL 1/1991 – 9/1996

- Responsible for all aspects of the administration and management of a non-profit home for abused and neglected teens, including securing more than \$100,000 in operating funds on an annual basis.
- As the sole administrator, successfully navigated a myriad of tasks including fund-raising, grant writing, budget development, staff and volunteer recruitment and supervision, marketing, promotion, and assuring compliance with local, state, and federal regulations.

Education

Bachelor of Arts in Political Science – California State University, Long Beach, CA • 1996

Select Year: 2013

The 2013 Florida Statutes

Title XLVII
CRIMINAL PROCEDURE AND
CORRECTIONS

Chapter 951
COUNTY AND MUNICIPAL
PRISONERS

[View Entire
Chapter](#)

951.26 Public safety coordinating councils.—

(1) Each board of county commissioners shall establish a county public safety coordinating council for the county or shall join with a consortium of one or more other counties to establish a public safety coordinating council for the geographic area represented by the member counties.

(a)1. The public safety coordinating council for a county shall consist of:

- a. The state attorney, or an assistant state attorney designated by the state attorney.
- b. The public defender, or an assistant public defender designated by the public defender.
- c. The chief circuit judge, or another circuit judge designated by the chief circuit judge.
- d. The chief county judge, or another county judge designated by the chief county judge.
- e. The chief correctional officer.
- f. The sheriff, or a member designated by the sheriff, if the sheriff is not the chief correctional officer.
- g. The state probation circuit administrator, or a member designated by the state probation circuit administrator, to be appointed to a 4-year term.
- h. The chairperson of the board of county commissioners, or another county commissioner as designee.
- i. If the county has such program available, the director of any county probation or pretrial intervention program, to be appointed to a 4-year term.
- j. The director of a local substance abuse treatment program, or a member designated by the director, to be appointed to a 4-year term.
- k. Representatives from county and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the board of county commissioners to 4-year terms.

2. The chairperson of the board of county commissioners, or another county commissioner as designee, shall serve as the chairperson of the council until the council elects a chairperson from the membership of the council.

(b)1. The public safety coordinating council for a consortium of two or more counties shall consist of the following members, appointed with the approval of each board of county commissioners within the consortium:

- a. A chief circuit judge, or a circuit judge designated by a chief circuit judge.
- b. A chief county judge, or a county judge designated by a chief county judge.
- c. A state attorney, or an assistant state attorney designated by a state attorney.
- d. A public defender, or an assistant public defender designated by a public defender.

e. A state probation circuit administrator, or a member designated by a state probation circuit administrator, to be appointed to a 4-year term.

f. A physician who practices in the area of alcohol and substance abuse, to be appointed to a 4-year term.

g. A mental health professional who practices in the area of alcohol and substance abuse, to be appointed to a 4-year term.

h. A sheriff or a jail administrator for a county within the consortium.

i. A chief of police for a municipality within the geographic area of the consortium.

j. A county commissioner from each member county of the consortium.

k. An elected member of the governing body of the most populous municipality within the geographic area of the consortium.

l. An elected member of a school board within the geographic area of the consortium.

2. The members of the public safety coordinating council shall elect a chairperson from among its members.

(2) The council shall meet at the call of the chairperson for the purpose of assessing the population status of all detention or correctional facilities owned or contracted by the county, or the county consortium, and formulating recommendations to ensure that the capacities of such facilities are not exceeded. Such recommendations shall include an assessment of the availability of pretrial intervention or probation programs, work-release programs, substance abuse programs, gain-time schedules, applicable bail bond schedules, and the confinement status of the inmates housed within each facility owned or contracted by the county, or the county consortium.

(3)(a) The council may also develop a local public safety plan for future construction needs. The plan must cover at least a 5-year period. The plan may be submitted for consideration to the local planning agency for the county, or the planning agency for each county within the consortium, at least 120 days before the adoption of or amendment to the comprehensive plan for the county by the local planning agency pursuant to part II of chapter 163.

(b) Each county, or county consortium, that contracts to receive community corrections funds for its community corrections programs under s. [948.51](#) shall require the public safety coordinating council to develop a comprehensive public safety plan as described therein which includes the future public safety construction needs as described in paragraph (a).

(4) The council may also develop a comprehensive local reentry plan that is designed to assist offenders released from incarceration to successfully reenter the community. The plan should cover at least a 5-year period. In developing the plan, the council shall coordinate with public safety officials and local community organizations who can provide offenders with reentry services, such as assistance with housing, health care, education, substance abuse treatment, and employment.

(5) All meetings of a public safety coordinating council, as well as its records, books, documents, and papers, are open and available to the public in accordance with ss. [119.07](#) and [286.011](#).

History.—s. 2, ch. 87-340; s. 90, ch. 88-122; s. 16, ch. 91-225; s. 35, ch. 92-310; s. 7, ch. 93-204; s. 44, ch. 95-283; s. 32, ch. 96-312; s. 1881, ch. 97-102; s. 22, ch. 2010-64.

Palm Beach County Criminal Justice Commission
**CORRECTIONS TASK FORCE/
PUBLIC SAFETY COORDINATING COUNCIL (members noted by asterisk)**
(Revised September 5, 2013)

Chairman

Mr. Douglas Duncan, Esquire
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Dnd325@aol.com

Vice-Chairman

Major Chris Kneisley*
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West Palm Beach, Florida 33406
Phone: 688-4407 Fax:
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Members

Ms. Rosalyn Baker*
Department of Corrections
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chief@southpalmbeach.com

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