

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: September 16, 2025 ☒ Consent ☐ Regular
 ☐ Ordinance ☐ Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Victim Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: an increase of \$100 from a rate of \$350 to \$450 for forensic nurses in the Forensic Nurse Examiners (FNE) Program when a sexual battery forensic examination is conducted in accordance with Section 960.28, Florida Statutes.

Summary: On June 3, 2014, the Board of County Commissioners (BCC) approved a per exam rate of \$300 for forensic nurses in Public Safety Department's Division of Victim Services (PSDDVS) FNE Program. This rate was later increased on April 5, 2022, when the BCC approved a \$50 adjustment, raising the rate from \$300 to \$350 per exam. The current recommendation is to increase the forensic exam rate by \$100, from \$350 to \$450 per exam. In recent years, PSDDVS FNE's have taken on expanded roles including advanced forensic documentation, operating specialized medical equipment, and comprehensive assessments for prophylactic medications and non-fatal strangulation injuries. The forensic nurses provide critical, trauma-informed care and remain on-call twenty-four (24) hours a day, seven (7) days a week. PSDDVS operates the only FNE Program in Palm Beach County which includes twelve (12) FNE positions, with only four (4) currently filled. The FNE program is relied upon by numerous partner agencies including the Office of the State Attorney and law enforcement agencies. However, despite this vital role, PSDDVS offers the lowest on-call pay and among the lowest in per-exam rates compared to other Florida FNE Programs. These pay disparities significantly hinder PSDDVS's ability to recruit and retain qualified nurses, placing an unsustainable burden on the small team as the demand for services grows. Increasing the exam rate will align PSDDVS's FNE Program with industry standards, improve retention, attract skilled staff, and ensure long-term program sustainability. The increased exam rate does not require additional funding, as these costs along with other program costs are currently covered under F.S. 960.28 and are included in the PSDDVS budget. Projected annual FNE program costs include the per exam FNE rate of \$450 for -twelve nurses (\$157,000), on-call pay (\$20,000), and operating costs (\$6,000). It is anticipated that by 2031 an alternative funding source may be necessary. This is because if a victim chooses to receive the exam at a hospital rather than at Palm Beach County's (PBC) Butterfly House, the reimbursement cost is \$500 compared to \$1,000. While PBC's Butterfly House is the preferred location for conducting exams, the choice ultimately lies with the victim. In some cases, medical needs require the victim to be seen at a hospital, making PBC's Butterfly House an unavailable option. PSDDVS strives towards having most exams performed at PBC's Butterfly House. For the period July 1, 2024 through June 2, 2025, DVS forensic nurses responded to 236 victims and conducted 218 forensic sexual battery exams of which 121 were performed at the County's forensic examination site, the Butterfly House.

Countywide (RS)

Background and Justification: Effective March 1, 2021, the Crime Victims' Services Office of the Florida Office of the Attorney General (OAG) increased the maximum reimbursement for medical expenses connected with an initial forensic physical examination of a victim of sexual battery (including collection of forensic evidence) from \$500 to up to \$1,000. The OAG will reimburse the County up to \$1,000 which includes all costs associated with the forensic nurse and any associated exam expenses (i.e. medical supplies and equipment, test kits and cleaning supplies). The PSDDVS is the County's only Certified Rape Crisis Center.

Attachments:

- 1) Agenda Item 3X-1 (April 5, 2022)
- 2) Agenda Item 3X-3 (June 3, 2014)

Recommended By: See index 8/13/25
Department Director Date

Approved By: See index 8/25/25
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Personal Services					
Operating Expenses		35,000	35,000	35,000	35,000
Capital Outlay					
Grants & Aids					
Program Income (County)		(35,000)	(35,000)	(35,000)	(35,000)
In-Kind Match (County)					
Net Fiscal Impact	0*	0*	0*	0*	0*

ADDITIONAL FTE

POSITIONS (Cumulative) 0 0 0 0 0

Is Item Included In Proposed Budget? Yes X No
 Is this item using Federal Funds? Yes No X
 Is this item using State Funds? Yes X No

Budget Account Exp No: Fund 1426 Dept. 662 Unit 3291 Obj. various
 Rev No: Fund 1426 Dept. 662 Unit 3291 Rev. 6999

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

Fund: 1426 – Public Safety Grants

Unit: 3291 – Sexual Assault

*The FY26 proposed budget is \$150,000 which includes estimated expenses of 350 exams at \$350 per exam with a cost of \$122,500 along with standby pay and benefits. The increase in exam rate to \$450 (effective October 1, 2025), assuming the same number of exams, will have an estimated cost of \$157,500 which will increase the expenses by an estimated \$35,000. Funding for the examinations is offset by the revenue from sexual battery forensic examinations and the Sexual Assault fund balance in Unit 3291.

C. Departmental Fiscal Review:

(V)

III. REVIEW COMMENTS

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

Asda 8/14/25
 OFMB 8/14

Handa 8/19/25
 Contract Dev. And Control 267 8.18.25

B. Legal Sufficiency:

[Signature] 8/12/2025
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

Agenda Item #: 3X - 1
DK16W 710

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF APR 05 2022

APPROVED

AGENDA ITEM SUMMARY

MINUTES & RECORDS SECTION

Meeting Date: April 5, 2022 [X] Consent [] Regular
[] Ordinance [] Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Victim Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: approve an increase of \$50 from a rate of \$300 to \$350 for forensic nurses to be paid when a forensic rape exam is performed as approved by Florida Statute 960.28.

Summary: On June 3, 2014, the Board of County Commissioners approved a forensic rape exam rate of up to \$300 per exam for forensic nurses. Over the last several years, there have been additional requirements of the Public Safety Department's Division of Victim Services (DVS) forensic nurses when performing forensic rape exams including utilization of specialized equipment to assist in their examinations, prophylaxis assessments and strangulation assessments. Forensic nurses respond 24 hours a day, 7 days a week. The additional funds will be used to support the increased duties that the forensic nurses are routinely performing during the forensic exam. Furthermore, with the recent impact on the healthcare industry due to COVID, the rate increase will help retain forensic nurses. The increase in the exam fee will not require additional funds to be added to the DVS budget as the forensic rape exams are 100% funded under F.S. 960.28. Countywide (JW)

Background and Justification: Effective March 1, 2021, the Crime Victims' Services Office of the Florida Office of the Attorney General (OAG) increased the maximum reimbursement for medical expenses connected with an initial forensic physical examination of a victim of sexual battery (including collection of forensic evidence) from \$500 to up to \$1,000. The OAG will reimburse the County up to \$1,000 which includes all costs associated with the forensic nurse and any associated exam expenses (i.e. medical supplies and equipment, test kits and cleaning supplies). The DVS is the County's only Certified Rape Crisis Center. For the period July 1, 2017 through June 30, 2020, DVS forensic nurses responded to 764 victims and conducted 708 forensic rape exams of which 396 were performed at the County's forensic examination site, the Butterfly House.

Attachments:
1) Agenda Item 3x3 (June 3, 2014)

Recommended By: [Signature] Department Director Date
Approved By: [Signature] Assistant County Administrator Date 3/21/22

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Personal Services	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
Capital Expenditures	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	<u>0</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>

ADDITIONAL FTE

POSITIONS (Cumulative) 0 0 0 0 0

Is Item Included In Current Budget? Yes X No _____

Does this item include the use of federal funds? Yes _____ No X

Budget Account Exp No: Fund 1426 Dept. 662 Unit 3291 Obj. various Prog. various

Rev No: Fund 1426 Dept. 662 Unit 3291 RevSc. 3429 Prog. _____

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

Grant: SART Program, COHO3

Fund: 1426 – Public Safety Grants

Unit: 3291 Sexual Assault

No additional fiscal impact. The \$50 increase per exam is offset by the increase in reimbursement by the State.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

LM 3/9/22
OFMB LM
3/9

J. J. Jacobson 3/17/22
Contract Dev. And Control

B. Legal Sufficiency:

Tessie-Adel Williams
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

Agenda Item #: 3X3

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

PBISA 7-0

Meeting Date: 6/3/2014

☒ Consent
☐ Ordinance

☐ Regular
☐ Public Hearing
APPROVED

Department: Department of Public Safety
 Submitted By: Department of Public Safety
 Submitted For: Division of Victim Services

BY BOARD OF COUNTY COMMISSIONERS
 AT MEETING OF JUN 03 2014
 D.C.
 MINUTES & RECORDS SECTION

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: A) Approve the addition of one (1) full-time Sexual Assault Nurse Examiner (SANE) Program Coordinator position (pay grade 40) contingent upon grant funding being approved by the State of Florida, Department of Health (DOH); and B) Approve a rape exam rate of up to \$300 for the SANE Nurse Coordinator position when a forensic rape exam is performed as approved by Florida Statute (F.S.) 960.28.

Summary: In 2011, Public Safety's Division of Victim Services was awarded \$880,662 from the State of Florida, DOH via Contract #COH8Z for the period September 1, 2011 through June 30, 2014 to implement a sexual assault forensic exam facility and SANE program in Palm Beach County. Victim Services also generates funds from the reimbursement of sexual battery initial forensic physical examinations through the Attorney General's Crime Victims' Services Office as set forth in F.S. 960.28 in the amount of \$53,000. From these funding sources, Victim Services provides \$152,521.04 to Emergency Service of Wellington, LLC (ESOW) for a SANE Program Coordinator and a pool of SANE nurses who work on a stand-by basis to perform forensic rape exams for Victim Services. ESOW agreed to assist Victim Services when the SANE program started to provide the payroll service for the nurses at no cost. However, ESOW is not a private nurse service, but rather a provider of contracted emergency room physicians. Long term, this is not a service that fits with ESOW's business goals. Victim Services considered using a different nurse contracting service but, due to the fees charged, it does not fit the County's budget needs. Therefore, Victim Services is requesting the SANE Program Coordinator become a County position. This position will manage the day-to-day operations of the SANE program, supervise up to 12 on-call SANEs, perform forensic exams, provide expert witness testimony, train first-responders and emergency room staff county-wide, represent Victim Services at conferences and community events, and participate on the Sexual Assault Response Team (SART). The additional position is contingent upon approval of funding from the State of Florida, DOH for the period July 1, 2014 through June 30, 2017, at which time the position will be deleted from Victim Services complement. In addition, the rape exam rate of up to \$300 will only be paid in extreme circumstances when coverage is not available by other staff to perform the forensic rape exams after hours. The rape exams are 100% funded under F.S. 960.28. Countywide (PGE)

Background and Justification: (Continued on Page 3)**Attachments**

1) SANE Nurse Coordinator Job Description

Recommended by:


 Department Director

5/19/14

Date

Approved By:


 Assistant County Administrator

5/19/14

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures					
Operating Costs	16,979	76,627	76,627	61,014	
External Revenues	(16,979)	(76,627)	(76,627)	(61,014)	
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	0	0	0	0	0
# ADDITIONAL FTE					
POSITIONS (Cumulative)	1	0	0	0	0

Is Item Included In Current Budget? Yes X No

Budget Account Exp No: Fund 1426 Department 662 Unit 3290 Object VAR Personal Sves
Rev No: Fund 1426 Department 662 Unit 3290 RevSc var

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

This position is 100% funded by the State of Florida through the Florida Department of Health and the Attorney General's Crime Victims' Services Office through rape exam reimbursements.

Fund: 1426 Public Safety Grants
Unit: 3290 SART program

Departmental Fiscal Review: Stephanie Seyroka 5/16/14

III. REVIEW COMMENTS

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

[Signature]
OFMB
AM
5/22

[Signature] 5/28/14
Contract Administration
5-28-14 [Signature]

B. Legal Sufficiency:

[Signature] 5/28/14
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

JOB DESCRIPTION

SEXUAL ASSAULT NURSE EXAMINER (SANE) PROGRAM COORDINATOR (Pay Grade 40)

NATURE OF WORK

The Nurse Coordinator is an integral part of the Palm Beach County Sexual Assault Response Team (SART) and manages day-to-day Sexual Assault Nurse Examiner (SANE) program operations and administration in addition to performing forensic sexual assault exams. Work requires supervision of on-call professionally trained Sexual Assault Nurse Examiners (SANEs). Employees allocated to SANE positions are responsible for providing patient assessment, forensic evidence collection and management of the sexual assault victim, testimony and interaction throughout the judicial process to include timely response to subpoenas and court testimony, and participation in SART meetings and case staffing. Sexual assault forensic examinations are performed at the County's dedicated sexual assault forensic exam facility (Butterfly House) or at hospital emergency departments within Palm Beach County.

The Nurse Coordinator is responsible for completing comprehensive evidentiary exams, oversight of day-to-day SANE operation to include schedule coordination, training, report preparation, inventory control, chart reviews, preparation for and participation in the judicial process, mentoring SANE on-call staff, liaising with community organizations, educating medical facility/emergency room providers on sexual assault evidence collection and SANE program services, and active participation on SART and related activities.

EXAMPLES OF WORK

Recommends hiring, firing of on-call professional SANE staff; handles employee complaints and concerns.

Provides timely, thorough, victim-centered, medically focused assessment and forensic evidence collection of sexual assault victims referred and assigned through Palm Beach County Victim Services and Certified Rape Crisis Center (PBCVS); completes entire sexual assault evidentiary exams including patient assessment, risk evaluation, collection and documentation of forensic evidence, discharge planning, and referrals for additional support and care.

Supervises, instructs and assists on-call professional SANE staff in the performance of evidentiary exams, charting, assessment and referral, chain-of-custody, and participation in judicial process including, court testimony.

Ensures dedicated sexual assault forensic exam facility is maintained with adequate supplies and equipment is operational at all times; ensures on-call professional SANE staff have supplies and equipment needed to complete forensic exams at hospital emergency rooms.

Participates in judicial process; provides expert witness testimony and is a subject matter expert on SANE program.

Designs and implements procedures for SANE program; stays current on best practices and revises procedures as needed; conducts regular meetings and trainings with on-call professional SANE staff to ensure their competency.

5/2014

Provides training to medical facility and hospital emergency room staff throughout Palm Beach County on sexual assault evidence collection and SANE services; provides presentations and training to SART members and community agencies.

Participates on local and regional multi-disciplinary teams addressing sexual assault; represents PBCVS at conferences.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of medical forensic evaluation of patients who experience sexual assault, including psychological reactions and mental health concerns related to trauma following sexual assault.

Skill in the application of professional nursing and forensic evidence collection and documentation techniques with a broad range of patients, ranging in age from older adolescents to geriatric patients and those from various socio-economic levels and ethnic populations.

Ability to put people at ease, build credibility and rapport, maintain patient-centered focus; able to maintain an empathetic attitude toward and harmonious relationship with survivors of sexual assault, victims may be intoxicated/impaired, developmentally delayed, suffer from mental illness, or be prisoners.

Substantial analytical and critical thinking skills.

Excellent written and oral communication skills.

Management skills including record management, program implementation, and evaluation.

Organization and planning skills including schedule coordination and resource allocation.

Ability to present instructional content effectively; experience conducting staff training, conference presentations, or providing community education.

Ability to work collaboratively with multidisciplinary responders including Victim Advocates, law enforcement personnel, other medical professionals, and the legal system.

Knowledge of Microsoft Office software including Outlook, Word, Excel.

Ability to be a fact and expert witness.

Must be able to take flexible call hours and possess current valid driver's license.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited school of nursing with an Associate's Degree/Diploma Program; two (2) years experience as a Registered Nurse in an acute care setting. Preference: experience in public health, emergency department nursing, obstetrics-gynecology, or psychiatry.

Minimum 40 hours/nursing continuing education contact hours in a course that meets the International Association of Forensic Nurse's Sexual Assault Nurse Examiner Education Guidelines for SANE

5/2014

Adult/Adolescent training; speculum competency attestation; and completion of clinical experience preceptorship by a physician, physician assistant, advanced practice nurse, or a forensically experienced registered nurse; or completion of clinical simulation training sponsored by the International Association of Forensic Nurses (IAFN) or Florida Council Against Sexual Violence (FCASV).

NECESSARY SPECIAL REQUIREMENTS

Possess valid State of Florida, Department of Professional Regulation, Registered Nursing (RN) license (active, unrestricted license).

Obtain SANE-A Certification within 24-months of hire.

Maintain SANE-A Certification throughout employment.