

Memorandum



Date: March 4, 2008

Agenda Item No:

1 (D)4

To: Honorable Chairman Bruno A. Barreiro and
Members, Board of County Commissioners

From: George M. Burgess, County Manager

Subject: Sunset Review of County Boards for 2008 – Youth Crime Task Force

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2008 Sunset Review of County Boards Report for the Youth Crime Task Force. The Board approved the attached report at its meeting of December 10, 2007, and has recommended the continuation of its Board.

A handwritten signature in cursive script, reading "Irene Taylor-Wooten".

Irene Taylor-Wooten
Special Assistant for Social Services

cmo08908

Memorandum



Date: March 4, 2008

To: George M. Burgess, County Manager

From: Isabel Afanador, Chairperson
Miami-Dade County Youth Crime Task Force

Subject: Sunset Review of County Boards for 2008 – Miami-Dade County Youth Crime Task Force



Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2008 Sunset Review of County Boards Report for the Miami-Dade County Youth Crime Task Force (YCTF) for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of December 10, 2007.

BACKGROUND

The YCTF was authorized to serve in an advisory capacity to the Board of County Commissioners and to other private or public agencies regarding youth crime, youth weapons violence, and youth crime prevention.

The YCTF should continue to function as an advisory board to the Board of County Commissioners, the County Manager and the community concerning youth crime, youth weapons violence, and youth crime prevention in Miami-Dade County.


Isabel Afanador
Board Chairperson

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2008**

I. GENERAL INFORMATION

1. Name of Board reporting:
Miami Dade County Youth Crime Task Force

2. Indicate number of board members, terms of office, and number of vacancies:
Number of Board Members: 31 Board Members
Terms of Office: _____
Number of Vacancies: 3 current vacancies (representation for: YMCA, Switchboard of Miami, and Miami Dade County Commissioner)

3. Identify number of meetings and members' attendance (Attach records reflecting activity from **Jan. 1, 2006** through **December 31, 2007**):
Number of Meetings: See attached minutes for 2006 and 2007
Number of Meetings with a Quorum: _____
Attendance Records: See Attachment (Attachment A)

4. What is the source of your funding?
Miami Dade County General Funds

5. Date of Board Creation:
By Resolution 1997; by Ordinance, September 23, 2002

6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).
See Attachment B

7. Include the Board's Mission Statement or state its purpose:
Mission Statement: To serve in an advisory capacity to the Board of County Commissioners and to other private and public agencies regarding youth crime, youth weapons violence, and youth crime prevention.

8. Attach the Board's standard operating procedures, if any.
N/A

9. Attach a copy of the Board's By-Laws, if any.
See Attachment C.

10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, **including a vote of the membership**.
See Attachment D

II. EVALUATION CRITERIA

1. Is the Board serving the purpose for which it was created? (Please provide detailed information)
The Youth Crime Task Force is serving the purpose for which it was created. It continues to identify Juvenile Justice needs and allocates funding for best practices programming. It also cooperates with other boards (e.g., Criminal Justice Council, The Alliance for Human Services etc.) in determining Juvenile Justice needs and creating effective programming to address the needs.

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2008**

2. Is the Board serving current community needs? (Please provide detailed information)

The Youth Crime Task Force has served the needs of the Juvenile Justice System through 9 priority areas. These are: 1) Family and Child Empowerment (3 programs); 2) Improving Community Control (3 programs); 3) Post Detention Girls Program (1 program); 4) Juvenile Weapons Offenders Program; 5) Family Intervention Program (over 320 slots for Functional Family Therapy); 6) Teen Drug Court (supporting the efforts of the Clerk of the Courts); 7) Serious Habitual Offenders and their siblings (Shosib) program (co-sponsored with Miami-Dade's Department of Juvenile Services); 8) Under 11 years Offenders program (Shop Now and Plan – SNAP) CO-sponsored with Miami-Dade's Department of Juvenile Services; and 9) Independent Evaluator of all funded programs.

3. What are the Board's major accomplishments?

Last 24 months

- ❖ Co-sponsored the Youth Gang Symposium with the Dade-Miami Criminal Justice Council in April 2007. Over 500 professionals from the fields of education, law enforcement, mental health, etc. attended one of two sessions offered in the North and South areas of Miami Dade County.
- ❖ Identified and recommended funding for programming addressing the needs of Girl offenders and the expansion of Functional Family Therapy through the Family Intervention Program.
- ❖ Conducted an in-depth review of best practices to deal with serious habitual youth offenders. Three main approaches were discussed and studied at an ad hoc committee. These were: 1) Multi-systemic Therapy; 2) Multi-Dimensional Family Therapy; and 3) Strategic Family Therapy. A report was submitted to the Youth Crime Task Force.
- ❖ Conducted an in-depth review of best practices to deal with Juvenile Sexual Offenders. An ad hoc committee heard from experts in the field of Multi-Dimensional Treatment, Foster Care Intervention, and Multi-Systemic Therapy.
- ❖ Continued oversight of funded programs through regular scheduled monthly meetings with agency representatives, and staff from the Department of Juvenile Services and the State Department of Juvenile Justice.
- ❖ Continued working with the Independent Evaluator to assess program effectiveness and adherence to best practice models.

a. Since established _____ See Above _____

4. Is there any other board, either public or private, which would better serve the function of this board?

No

5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created? (If "Yes", attach proposed changes)

No

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2008**

6. Should the Board's membership requirements be modified?

No

7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2006 and FY 2007)

\$500,000

8. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals.

- ❖ Conduct meetings with specific agenda to address Task Force matters, including crime prevention program funding and other issues developed quarterly by chairperson, the YCTF committees and/or staff.
- ❖ Develop specialized reports as a result of Task Force directed collection and analysis of juvenile data.
- ❖ Develop materials and activities initiated for the purpose of preventing juvenile crime through public awareness, education and information.
- ❖ Conduct forums for the discussion of juvenile justice issues relevant to the maintenance of interagency relationships within the juvenile justice system, as well as with those agencies serving the needs of the system and its clients.
- ❖ Serve as a Advisory Board of county Commissioners regarding funding recommendations for intervention with high risk juvenile offenders.

Also: Include a diskette, saved as ASCII or Rich Text Format (RTF), of the County Manager's transmittal memorandum to the Board of County Commissioners with the Board's recommendation.

**Miami-Dade County
Youth Crime Task Force Meeting**

**111 NW 1st Street, Conference Room 18-3
Miami, Florida 33128**

MINUTES

February 6, 2006

Task Force Members Present:

<i>Commissioner Natacha Seijas</i>	<i>County Commissioner, District 13</i>
<i>Nancy Schleifer for Comm. Audrey Edmonson</i>	<i>District 3</i>
<i>Denis Morales for Mayor Carlos Alvarez</i>	<i>Mayor's Office</i>
<i>Georgia Ayers-Jones</i>	<i>The Alternatives Program</i>
<i>Felix L. Cruz for Raul A. Martinez</i>	<i>ASPIRA of Florida, Inc.</i>
<i>C.C. Holliman for Kiani Nesbitt</i>	<i>Concerned African Women</i>
<i>Marie Osborne</i>	<i>Public Defender's Office</i>
<i>Mimi Sutherland</i>	<i>JMH/University of Miami</i>
<i>Michael Dentato</i>	<i>Switchboard of Miami</i>
<i>Wansley Walters</i>	<i>Juvenile Services Department</i>
<i>Imran Ali for Susanne Torriente</i>	<i>County Managers Office</i>
<i>Chris Norwood for Modesto Abety</i>	<i>The Children's Trust</i>
<i>Glenn Saks</i>	<i>Assistant County Attorney</i>
<i>Mark Zaher</i>	<i>Dade County Public Schools</i>
<i>Alina Lopez for Carmen Caldwell</i>	<i>Citizens Crime Watch</i>
<i>Thema Campbell</i>	<i>World Literacy Crusade</i>

Members Absent:

<i>Jackye Russell</i>	<i>Department of Children & Families</i>
<i>Adora Obi Nweze (Excused)</i>	<i>NAACP</i>
<i>Hon. Lester Langer</i>	<i>Judicial Circuit Court</i>
<i>Wallace Chester</i>	<i>MADDADS</i>
<i>Officer Ron Tookes</i>	<i>Miami-Dade Police Department</i>
<i>Juanita Walker-Kirkland</i>	<i>Miami Police Department</i>
<i>Rhadames Peguero (Excused)</i>	<i>Dominican American Foundation</i>
<i>Chief Gerald Darling (Excused)</i>	<i>Miami Dade Schools Police Department</i>
<i>Patricia Llightfoot for Sen. Wilson (Excused)</i>	<i>State Representative</i>
<i>Leon Botkin (Excused)</i>	<i>Public Defender's Office</i>
<i>Isabel Afanador</i>	<i>Department of Juvenile Justice</i>
<i>Randel Carr</i>	<i>Metro-Miami Action Plan</i>
<i>Kimberly Redmond-Jones for Dir. Robert Parker</i>	<i>Metro-Dade Police Department</i>
<i>Diana Susi</i>	<i>AYUDA, Inc.</i>

**Miami-Dade County
Youth Crime Task Force Meeting**

**111 NW 1st Street, Conference Room 18-3
Miami, Florida 33128**

MINUTES

May 8, 2006

Task Force Members Present:

<i>Commissioner Natacha Seijas</i>	<i>County Commissioner, District 13</i>
<i>Isabel Afanador</i>	<i>Department of Juvenile Justice</i>
<i>Denis Morales for Mayor Carlos Alvarez</i>	<i>Mayor's Office</i>
<i>Georgia Ayers-Jones</i>	<i>The Alternatives Program</i>
<i>Felix L. Cruz for Raul A. Martinez</i>	<i>ASPIRA of Florida, Inc.</i>
<i>Kiani Nesbitt</i>	<i>Concerned African Women</i>
<i>Marie Osborne</i>	<i>Public Defender's Office</i>
<i>Mimi Sutherland</i>	<i>JMH/University of Miami</i>
<i>Shirley Almeida for Wansley Walters</i>	<i>Juvenile Services Department</i>
<i>Glenn Saks</i>	<i>Assistant County Attorney</i>
<i>Leon Botkin</i>	<i>State Attorney's Office</i>
<i>Chief Gerald L. Darling</i>	<i>Miami-Dade Schools Police</i>
<i>Kimberly Redmond-Jones for Director Parker</i>	<i>Metro-Dade Police Department</i>
<i>Diana Susi</i>	<i>Ayuda Inc.</i>
<i>Juanita Walker-Kirkland for Chief Timoney</i>	<i>Miami Police Department</i>
<i>Laverne Carlile for Milton Vickers</i>	<i>Metro-Miami Action Plan</i>

Members Absent:

<i>Jackye Russell</i>	<i>Department of Children & Families</i>
<i>Adora Obi Nweze (Excused)</i>	<i>NAACP</i>
<i>Hon. Lester Langer</i>	<i>Judicial Circuit Court</i>
<i>Wallace Chester</i>	<i>MADDADS</i>
<i>Officer Ron Tookes</i>	<i>Miami-Dade Police Department</i>
<i>Rhadames Peguero</i>	<i>Dominican American Foundation</i>
<i>Patricia Llightfoot for Sen. Wilson (Excused)</i>	<i>State Representative</i>
<i>Leon Botkin (Excused)</i>	<i>Public Defender's Office</i>
<i>Modesto Abety</i>	<i>The Children's Trust</i>
<i>Carmen Caldwell</i>	<i>Citizen's Crime Watch</i>
<i>Thema Campbell</i>	<i>World Literacy Crusade</i>
<i>Mark Zaher</i>	<i>Miami Dade Public Schools</i>
<i>Michael Dentato</i>	<i>Switchboard of Miami</i>

**Miami-Dade County
Youth Crime Task Force Meeting**

**111 NW 1st Street, Conference Room 18-3
Miami, Florida 33128**

MINUTES

September 25, 2006

Task Force Members Present:

*Commissioner Natacha Seijas
Isabel Afanador
Denis Morales for Mayor Carlos Alvarez
Georgia Ayers-Jones
Kiani Nesbitt
Marie Osborne
Mimi Sutherland
Wansley Walters
Glenn Saks
Leon Botkin
Chief Gerald L. Darling
Kimberly Redmond-Jones for Director Parker
Diana Susi
Anthony Williams for Milton Vickers
Imran Ali for Susanne Torriente
Carmen Caldwell
Thema Campbell
Mark Zaher for Dr. Rudolph Crew
Michael Dentato
Rhadames Peguero*

*County Commissioner, District 13
Department of Juvenile Justice
Mayor's Office
The Alternatives Program
Concerned African Women Inc.
Public Defender's Office
JMH/University of Miami
Juvenile Services Department
Assistant County Attorney
State Attorney's Office
Miami-Dade Schools Police
Miami-Dade Police Department
Ayuda Inc.
Metro-Miami Action Plan
County Managers Office
Citizens Crime Watch
World Literacy Crusade Inc.
Dade County School Board
Switchboard of Miami Inc.
Dominican American Nat'l Foundation*

Members Absent:

*Jackye Russell
Adora Obi Nweze (Excused)
Hon. Lester Langer
Wallace Chester
Officer Ron Tookes
Patricia Llightfoot for Sen. Wilson (Excused)
Modesto Abety*

*Department of Children & Families
NAACP
Judicial Circuit Court
MADDADS
Miami-Dade Police Department
State Representative
The Children's Trust*

Visitors:

*Jennie Rundell
Dr. Maxine Thurston-Fischer
Felicia Freeman
George E. Jones*

*Administrative Office of the Courts
The Thurston Group
Girl Power
The Alternatives Program*

**Miami-Dade County
Youth Crime Task Force Meeting**

**111 NW 1st Street, Conference Room 18-3
Miami, Florida 33128**

MINUTES

December 11, 2006

Task Force Members Present:

*Isabel Afanador
Denis Morales for Mayor Carlos Alvarez
Georgia Ayers-Jones
Kiani Nesbitt
Marie Osborne
Jaymer Neimier for Mimi Sutherland
Wansley Walters
Leon Botkin
Chief Gerald L. Darling
Kimberly Redmon-Jones for Director Parker
Diana Susi
Imran Ali for Susanne Torriente
Thema Campbell
Adeyela A. Bennet for Mark Zaher*

*Department of Juvenile Justice
Mayor's Office
The Alternatives Program Inc.
Concerned African Women Inc.
Public Defender's Office
JMH/University of Miami
Juvenile Services Department
State Attorney's Office
Miami-Dade Schools Police
Miami-Dade Police Department
Ayuda Inc.
County Managers Office
World Literacy Crusade Inc.
Dade County School Board*

Members Absent/Excused:

*Comm. Natacha Seijas
Jackye Russell
Hon. Lester Langer
Wallace Chester
Officer Ron Tookes
Patricia Llightfoot for Sen. Wilson
Modesto Abety
Michael Dentato
RahadamesPeguero*

*District 13
Department of Children & Families
Judicial Circuit Court
MADDADS
Miami-Dade Police Department
Florida House of Representative
The Children's Trust
Switchboard of Miami
Dominican American National Foundation*

Visitors:

*Jennie Rundell
Dr. Maxine Thurston-Fischer
Felicia Freeman
George E. Jones
Doris Maya
Marta Vega
Nicole Bailey*

*Administrative Office of the Courts
The Thurston Group
World Literacy Crusade/Girl Power
The Alternatives Program
The Thurston Group
The Thurston Group
Concerned African Women Inc.*

**Miami-Dade County
Youth Crime Task Force Meeting**

**111 NW 1st Street, Conference Room 18-4
Miami, Florida 33128**

MINUTES

March 7, 2007

Task Force Members Present:

Comm. Natacha Seijas
Isabel Afanador
Luis Gazhua for Denis Morales
George E. Jones for Georgia Ayers-Jones
Kiani Nesbitt
Mimi Sutherland
Wanda Finnie for Wansley Walters
Leon Botkin
Chief Gerald L. Darling
Kimberly Redmon-Jones for Director Parker
Diana Susi
Imran Ali for Susanne Torriente
Thema Campbell
Mark Zaher for Dr. Rudolph F. Crew
Raul A. Martinez
Michael Dentato
Mandana Dashtaki

District #13
Department of Juvenile Justice
Mayor's Office
The Alternatives Program Inc.
Concerned African Women Inc.
JMH/University of Miami
Juvenile Services Department
State Attorney's Office
Miami-Dade Schools Police
Miami-Dade Police Department
Ayuda Inc.
County Manager's Office
World Literacy Crusade Inc.
Miami-Dade Public Schools
ASPIRA Inc.
Switchboard of Miami
Assistant County Attorney

Members Absent/Excused:

Jackye Russell
Hon. Lester Langer
Wallace Chester
Officer Ron Tookes
Patricia Llightfoot for Sen. Wilson
Modesto Abety
Rhadames Peguero
Carmen Caldwell
Marie Osborne

Department of Children & Families
11th Judicial Circuit Court
MADDADS
Miami-Dade Police Department
Florida House of Representatives
The Children's Trust
Dominican American National
Foundation
Citizen's Crime Watch
Public Defender's Office

Visitors:

Doris Maya

**Miami-Dade County
Youth Crime Task Force Special Meeting**

**2525 NW 62nd Street, 2nd Floor, Conference Room #3
Miami, Florida 33128**

MINUTES

April 10, 2007

Task Force Members Present:

<i>Isabel Afanador</i>	<i>Department of Juvenile Justice</i>
<i>Modesto Abety</i>	<i>The Children's Trust</i>
<i>Georgia Ayers-Jones</i>	<i>The Alternatives Program Inc.</i>
<i>Kiani Nesbitt</i>	<i>Concerned African Women Inc.</i>
<i>Mimi Sutherland</i>	<i>JMH/University of Miami</i>
<i>Wansley Walters</i>	<i>Juvenile Services Department</i>
<i>Leon Botkin</i>	<i>State Attorney's Office</i>
<i>Carmen Caldwell</i>	<i>Citizen's Crime Watch of Miami- Dade</i>
<i>Kimberly Redmon-Jones for Director Parker</i>	<i>Miami-Dade Police Department</i>
<i>Cristina Vonlindenberg for Raul A. Martinez</i>	<i>ASPIRA Inc.</i>
<i>Diana Susi</i>	<i>Ayuda Inc.</i>
<i>Felicia Freeman for Thema Campbell</i>	<i>World Literacy Crusade Inc.</i>
<i>Anthony Williams for Milton Vickers</i>	<i>Metro-Miami Action Plan</i>
<i>Joseph Saltillaci for John F. Timoney</i>	<i>Miami Police Department</i>
<i>Michael Dentato</i>	<i>Switchboard of Miami Inc.</i>

Members Absent/Excused:

<i>Comm. Natacha Seijas</i>	<i>District 13</i>
<i>Jackye Russell</i>	<i>Department of Children & Families</i>
<i>Hon. Lester Langer</i>	<i>Judicial Circuit Court</i>
<i>Wallace Chester</i>	<i>MADDADS</i>
<i>Officer Ron Tookes</i>	<i>Miami-Dade Police Department</i>
<i>Patricia Lightfoot for Sen. Wilson</i>	<i>Florida House of Representative</i>
<i>Denis Morales for Mayor Carlos Alvarez</i>	<i>Mayor's Office</i>
<i>Mark Zaher for Rudolph Crew</i>	<i>Miami-Dade School Board</i>
<i>Gerald Darling</i>	<i>Miami-Dade Schools Police</i>
<i>Marie Osborne</i>	<i>Public Defender's Office</i>
<i>Rhadames Peguero</i>	<i>Dominican American Nat'l Foundation</i>

Visitors:

<i>Dr. Maxine Thurston-Fischer</i>	<i>The Thurston Group</i>
<i>George E. Jones</i>	<i>The Alternatives Program</i>
<i>Sylvia Boynton</i>	<i>Center for Family/Child Enrichment</i>

**Miami-Dade County
Youth Crime Task Force Meeting**

**111 NW 1st Street, 18th Floor, Conference Room 18-4
Miami, Florida 33128**

MINUTES

June 4, 2007

Task Force Members Present:

*Comm. Natacha Seijas
Isabel Afanador
Georgia Ayers-Jones
Kiani Nesbitt
Jayme Neimier for Mimi Sutherland
Wansley Walters
Leon Botkin
Raul A. Martinez
Thema Campbell
Albert Sabates for Mayor Carlos Alvarez
Sylvia R. Godoy for Dr. Rudolph Crew
Chief Gerald Darling
Marie Osborne
Nizam Ishmael for Robert Parker
Persephone Taylorgary for Modesto Abety
Imran Ali for Alina Hudak*

*District 13
Florida Department of Juvenile Justice
The Alternatives Program Inc.
Concerned African Women Inc.
JMH/University of Miami
Miami-Dade Juvenile Services Department
State Attorney's Office
ASPIRA Inc.
World Literacy Crusade Inc.
Miami-Dade County Mayor's Office
Miami-Dade School Board
Dade County Schools Police
Public Defender's Office
Miami-Dade Police Department
The Children's Trust
Miami-Dade County Manager's Office*

Members Absent/Excused:

*Jackye Russell
Hon. Lester Langer
Wallace Chester
Officer Ron Tookes
Patricia Lightfoot for Sen. Wilson
Rhadames Peguero*

*Department of Children & Families
11th Judicial Circuit Court
MADDADS
Miami-Dade Police Department
Florida House of Representative
Dominican American Nat'l Foundation*

Visitors:

*Dr. Maxine Thurston-Fischer
George E. Jones
Catherimarty Burgos
Marta Vega
Felicia Freeman*

*The Thurston Group, Inc.
The Alternatives Program
Juvenile Services Department
The Thurston Group, Inc.
World Literacy Crusade Inc.*

**Miami-Dade County
Youth Crime Task Force Meeting**

**111 NW 1st Street, 12th Floor conference room
Miami, Florida 33128**

MINUTES

September 10, 2007

Task Force Members Present:

*Commissioner Natacha Seijas
Denis Morales for Mayor Carlos Alvarez
George Jones for Georgia Ayers-Jones
Kiani Nesbitt
Mimi Sutherland
Morris Copeland for Wansley Walters
Leon Botkin
Carmen Caldwell
Kimberly Redmon-Jones for Director Parker
Raul A. Martinez
Diana Susi
Thema Campbell
Mark Zaher for Dr. Rudolph Crew
Chief Gerald Darling
Imran Ali for Alina Hudak
Marie Osborne*

*District 13
Miami-Dade County Mayor's Office
The Alternatives Program Inc.
Concerned African Women Inc.
JMH/University of Miami
Miami-Dade Juvenile Services Department
State Attorney's Office
Citizen's Crime Watch of Dade County
Miami-Dade Police Department
ASPIRA Inc.
AYUDA Inc.
World Literacy Crusade Inc.
Miami-Dade School Board
Dade County's Schools Police
Miami-Dade County Manager's Office
Public Defender's Office*

Members Absent/Excused:

*Jackye Russell
Hon. Lester Langer
Wallace Chester
Officer Ron Tookes
Patricia Lightfoot for Sen. Wilson
Rhadames Peguero*

*Department of Children & Families
Judicial Circuit Court
MADDADS
Miami-Dade Police Department
Florida House of Representative
Dominican American Nat'l Foundation*

Visitors:

*Louis Mary
Marta Vega
Cathy Burgos
Dr. Gladys Negron-Soto
Jhariva Mallik*

*Concerned African Women Inc.
The Thurston Group
Miami-Dade Juvenile Services Department
Miami-Dade Juvenile Services Department
GATE Program*

Attachment B
MEMORANDUM

OPTIONAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
DADE COUNTY, FLORIDA

Amended
Agenda Item No. 4(E)

TO: Hon. Chairperson and Members
Board of County Commissioners

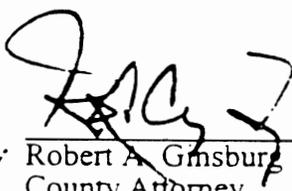
DATE: (Public Hearing 7-23-0
June 18, 2001

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Ordinance creating the
Miami-Dade County Youth
Crime Task Force

O#02-131

The accompanying ordinance was prepared and placed on the agenda at the request of Dr. Barbara Carey-Shuler, Commissioner District 3 and Senator Javier S. Souto.


Robert A. Ginsburg
County Attorney

RAG/jls



MEMORANDUM

TO: Honorable Chairperson and Members
Board of County Commissioners

DATE: July 23, 2002

FROM: Steve Shiver
County Manager

SUBJECT: Ordinance creating the
Miami-Dade County Youth
Crime Task Force

The proposed ordinance creating the Miami-Dade County Youth Crime Task Force will have no fiscal impact on Miami-Dade County. Staff support for the Task Force and its activities will continue to be provided by the Department of Human Services.



MEMORANDUM

TO: Honorable Chairperson and Members
Board of County Commissioners

DATE: July 23, 2002

FROM: *Robert A. Ginsburg*
Robert A. Ginsburg
County Attorney

Amended
SUBJECT: Agenda Item No 4(E)

Please note any items checked.

- "4-Day Rule" (Applicable if raised)
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of private business sector impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- "Sunset" provision required
- Legislative findings necessary

Approved _____ Mayor
Veto _____
Override _____

Amended
Agenda Item No 4(E)
7-23-02

ORDINANCE NO. 02-131

ORDINANCE CREATING THE MIAMI-DADE COUNTY YOUTH CRIME TASK FORCE, SETTING FORTH PURPOSE AND MEMBERSHIP REQUIREMENTS, SPECIFYING ORGANIZATION, POWERS AND DUTIES, PROVIDING SEVERABILITY, INCLUSION IN THE CODE, SUNSET PROVISION AND EFFECTIVE DATE

WHEREAS, the Youth Crime Task Force was created by resolution to address the critical issues of youth crime, youth weapons violence and youth crime prevention in our community; and

WHEREAS, the Youth Crime Task Force has made great strides in addressing these critical issues; and

WHEREAS, this Board of County Commissioners understands the importance of the Youth Crime Task Force to this community and therefore desires to have it continue to address the matters of youth crime, youth weapons violence and youth crime prevention; and

WHEREAS, it is necessary to create the Youth Crime Task Force by ordinance in order for it to continue its work,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. Creation and Purpose. There is hereby created the Miami-Dade County Youth Crime Task Force. The purpose of this Task Force is to advise the Board of County Commissioners on matters related to youth crime, youth weapons crime and youth crime prevention.

Section 2. Membership. The Task Force shall consist of the following appointments:

- (a) Mayor of Miami-Dade County;
- (b) Two Members of the Miami-Dade County Board of County Commissioners;
- (c) Assistant County Manager for Public Safety;
- (d) Representative from the Miami-Dade County Legislative Delegation;
- (e) Director of Miami-Dade Police Department;
- (f) Coordinator, Neighborhood Resource Team, Miami-Dade Police Department;
- (g) Chief of the City of Miami Police Department;
- (h) Chief of Police for Miami-Dade Public Schools;
- (i) Superintendent of Miami-Dade Public Schools;
- (j) Chief of the Juvenile Division, State Attorney for Miami-Dade County;
- (k) Chief of the Juvenile Division, Public Defender's Office of Miami-Dade County;
- (l) Juvenile Court Judge, 11th Judicial Circuit;
- (m) Deputy Division Director of Operations, Dept. of Children & Families;
- (n) Senior Juvenile Justice Manager, Florida State Department of Juvenile Justice, District XI;
- (o) Director Delinquency Prevention Services, Miami-Dade County Department of Human Services;
- (p) Director of Miami-Dade Juvenile Assessment Center;

- (q) Director of the Children's Services Council;
- (r) Director of Metro-Miami Action Plan (MMAP);
- (s) The President of the National Association for the Advancement of Colored People (NAACP), Florida State Conference Branch;
- (t) Up to eleven (11) members who work for or serve on the board of directors of an organization that works with youth and/or crime prevention recommended by the County Manager and appointed by the Board of County Commissioners;

The appointments listed in Section 2(a) through (s) may be served by a designee. If the appointment is served by a designee that person serves in the full capacity of the appointment, with all its duties and responsibilities, and not as a proxy. The appointment of a designee by a Task Force member shall be in writing to the Clerk of the Board.

Section 3. Organization.

(a) Officers. Members of the Task Force shall elect one (1) of its members as chairperson, one (1) of its members as vice-chairperson and any such other officers as the Task Force determines to be necessary and appropriate.

(b) Meetings. The Task Force shall conduct at least four meetings per annum. All meetings of the Task Force shall be public and written minutes shall be maintained. No recommendations shall be forwarded nor action taken by the Task Force unless first approved by a majority of a quorum attending a regularly scheduled meeting or specially called meeting of the Task Force.

(d) Attendance. Attendance requirements for members shall be in accordance with Section 2-11.39, as amended, of the Code of Miami-Dade County.

(e) Special or Emergency Meeting. The chairperson or five (5) members of the Task Force upon written request to the chairperson may call for a special or emergency meeting.

(f) Committee. The Task Force may appoint committees to accomplish its tasks. Members of a committee may consist of members of the Task Force and/or other persons with specialized knowledge that would benefit the committee.

(g) Bylaws. The Task Force may create bylaws in order to operate and conduct its business.

(h) Staff Support. The Task Force shall have assistance from staff designated by the county manager. The staff shall: maintain and keep the records of the Task Force; prepare, in cooperation with the chairperson, the agenda for each meeting; be responsible for the preparation of such reports, minutes, documents, resolutions or correspondence as the Task Force may direct; and generally administer the business and affairs of the Task Force, subject to budgetary limitations.

Section 4. Powers and Duties.

(a) The Task Force shall have the following powers and duties:

(1) To serve in an advisory capacity to the Board of County Commissioners with respect to matters of youth crime, youth weapons violence and youth crime prevention.

(2) To study the problems of youth crime and youth weapons violence in Miami-Dade County and to analyze possible solutions to these problems with particular emphasis on studying crime prevention programs which have significantly reduced youth crime in other communities and cities.

(3) To develop an overall countywide plan for the prevention of youth crime and youth weapons violence in Miami-Dade County in cooperation with other planning agencies and entities.

(4) To submit a written report to the Board of County Commissioners with its countywide plan and recommendations to address youth crime and youth weapons violence.

(5) To recommend guidelines and criteria to be included in competitive solicitation processes for the allocation of youth crime prevention funding, review any and all proposals submitted through such competitive solicitation process and provide recommendations to the Board of County Commissioners or the Alliance for Human Services for the award of such youth crime prevention funding.

(b) The Task Force is advisory only and shall not have the power or authority to commit Miami-Dade County or any of its agencies or instrumentalities to any policies, to incur any financial obligation or to create any liability, contractual or otherwise, on behalf of Miami-Dade County or any of its agencies or instrumentalities.

Section 5. Compensation. The members of the Task Force shall serve without compensation but shall be entitled to reimbursement for necessary expenses incurred in the discharge of their duties.

Section 6. Applicability of State and County laws.

(a) The Task Force shall be regulated by the Standards for Creation and Review of Boards Generally Ordinance (Sections 2-11.36 et. al. of the Code of Miami-Dade County), Chapter 286 of Florida Statutes (the "Sunshine Law") and Chapter 119 of Florida Statutes (the "Public Records Law"). However, members of the Youth Crime Task Force may sit on more than one County advisory board, but no more than two County advisory boards.

(b) Methods of organization and conduct of business shall be governed by Mason's Manual of Legislative Procedure (1953 Edition).

(c) Task Force members shall be regulated by the State of Florida Code of Ethics for Public Officers and Employees and the Miami-Dade County Conflict of Interest and Code of Ethics ordinance.

Section 7. Section 2-11. 37 (c) of the Miami-Dade County Code which requires six weeks between first reading and public hearing for consideration of an advisory board ordinance shall be waived for this ordinance.

Section 8. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 9. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or re-lettered to accomplish such intention,

and the word "ordinance" may be changed to "section, "article", or other appropriate word.

Section 10. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

Section 11. This ordinance shall stand repealed five (5) years from its effective date.

PASSED AND ADOPTED: JUL 23 2002

Approved by County Attorney as
To form and legal sufficiency:



Prepared by:



Karon M. Coleman

Sponsored by Dr. Barbara Carey-Shuler and
Senator Javier D. Souto

Miami-Dade Department of Human Services
Youth Crime Task Force
Sunset Review of County Boards for 2008

MISSION STATEMENT

To serve in an advisory capacity to the Board of County Commissioners and to other private and public agencies regarding youth crime, youth weapons violence, and youth crime prevention.

Miami-Dade County Youth Crime Task Force Bylaws

Article I - Name

The name of this body shall be the Miami-Dade County Youth Crime Task Force ("YCTF").

Article II - Creation

The Miami-Dade County Youth Crime Task Force was established by resolution in 1997, to address youth crime and violence programming needs. The Task Force was re-authorized annually by the Board of County Commissioners by resolution thereafter until January 2002. On September 23, 2002, the Miami-Dade County Youth Crime Task Force was established as a Board of County Commissioners advisory board pursuant to Ordinance 02-131 for the countywide coordination of juvenile justice activities.

Article III - Purpose

The Miami-Dade County Youth Crime Task Force shall:

1. Serve in an advisory capacity to the Board of County Commissioners with respect to matters of youth crime, youth weapons violence, and youth crime prevention;
2. Study the problems of youth crime and youth weapons violence in Miami-Dade County and analyze possible solutions to these problems with particular emphasis on studying crime prevention programs which have significantly reduced youth crime in other communities and cities;
3. Develop an overall countywide plan for the prevention of youth crime and youth weapons violence in Miami-Dade County in cooperation with other planning agencies and entities;
4. Recommend guidelines and criteria to be included in competitive solicitation processes for the allocation of youth crime prevention funding, review any and all proposals submitted through such competitive solicitation process, and provide recommendations to the Board of County Commissioners for the award of such youth crime prevention funding;
5. Encourage and facilitate coordination and cooperation between and among the various agencies of the juvenile justice system and funding bodies for juvenile justice programming in Miami-Dade County;
6. Provide for coordination through the efficient and effective use of federal, state, private, municipal, and county funds from various sources to improve the juvenile justice system;
7. Provide advice to public officials on city and county juvenile justice related programming and funding needs, as requested;
8. Provide legislative analysis, development, and recommendations at the local, state, and federal levels;
9. Consider local juvenile justice issues as they arise and are brought to the attention of the Miami-Dade Youth Crime Task Force or its staff, thus encouraging appropriate cooperative juvenile justice agency response;

10. Facilitate, whenever possible, technical assistance to juvenile justice-related agencies in the areas of concept development, grant writing, data collection, record keeping, evaluation, etc.; and
11. Serve in an advisory capacity, when asked, to any private or public agency whose activities are related to the juvenile justice system.

Article IV - Membership

Section 1: Number

The business and affairs of the Task Force shall be managed by the membership. There shall be a maximum of thirty-one (31) members of the Task Force, comprised of local juvenile justice agency administrators, public officials, and interested citizens, based upon their generally recognized expertise, involvement, and interest in improving the total juvenile justice system.

Section 2: Appointment of Members

The Task Force members shall be appointed pursuant to Ordinance No. 02-131, the ordinance creating the Miami-Dade County Youth Crime Task Force:

1. Mayor of Miami-Dade County;
2. Two members of the Miami-Dade County Board of County Commissioners;
3. Assistant County Manager for Public Safety;
4. Representative from the Miami-Dade Legislative Delegation;
5. Director of Miami-Dade Police Department;
6. Coordinator, Neighborhood Resource Team, Miami-Dade Police Department;
7. Chief of the City of Miami Police Department;
8. Chief of Miami-Dade Schools Police Department;
9. Superintendent of Miami-Dade County Public Schools;
10. Chief of the Juvenile Division, State Attorney for Miami-Dade County;
11. Chief of the Juvenile Division, Public Defender's Office of Miami-Dade County;
12. Juvenile Court Judge, 11th Judicial Circuit;
13. Deputy Director, Department of Children and Families;
14. Senior Juvenile Justice Manager, Department of Juvenile Justice, District XI;
15. Director, Miami-Dade Juvenile Services Department;
16. Director of the Children's Services Council;
17. Director of the Metro-Miami Action Plan (MMAP);
18. President of the Florida State Conference Branch of the National Association for the Advancement of Colored People (NAACP); and

19. Up to eleven (11) members who work for or serve on the board of directors of an organization that works with youth and/or youth crime prevention, recommended by the County Manager and appointed by the Board of County Commissioners.

A Nominating Committee comprised of Task Force Members will be appointed by the Chairperson to fill any vacancies up to a maximum of eleven (11). The new members should represent a cross-section of all populations in the community.

Section 3. Attendance

Attendance requirement for members shall be in accordance with Section 2-11.39 of Miami-Dade County Ordinances, as amended.

Any Task Force Member shall be automatically removed if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or (ii) if he or she is absent from three (3) of the Board's meetings without an acceptable excuse. An "acceptable excuse" is defined as an absence for medical reasons, business reasons, or any other reason which the task force, by a two-thirds majority vote of the membership deems appropriate. A member is also deemed absent from a meeting when he or she is not present at the meeting at least seventy-five (75) percent of the meeting.

All requests for excused absences shall be given in writing (faxed, mailed, or emailed) to the Staff Director of the Task Force prior to the Task Force meeting. In the event of extenuating circumstances when prior notice cannot be given, the Chair shall determine excused absences.

Section 4. Removal.

Upon three (3) absences during a fiscal year for any reason, staff will calendar the absenteeism hearing for the Task Force Member at the next scheduled Task Force meeting and notify that member of the action to be taken by the Task Force. The Task Force shall be notified of the reason for the absenteeism and if any excuse was given by the Staff Director of the Task Force. The Task Force may recommend removal to the Clerk of the Board by a two-thirds (2/3) vote of the members in attendance at the meeting where this issue was scheduled.

Section 5. Clerk of the Board Notification.

The Staff Director of the Task Force shall send a letter to the Task Force member and copies to the appointer or designator and shall notify the Clerk of the Board. On the date the Clerk receives the letter, that is the date the seat is vacant.

Section 6. Resignation and Vacancy

If a Task Force member desires to resign, the member shall forward a written letter of resignation to the Chairperson. In cases of a vacancy on the Task Force, the Chairperson shall appoint a nominating committee to fill the vacancy from the same category as the vacating member to serve for the remaining portion of the original member's term.

Section 7. Term of Office for Members

1. Members serving by virtue of their official position shall serve as long as they are in that position and are in good standing in terms of attendance requirements. Upon leaving their position, they shall relinquish their Task Force membership.

2. Other members shall be appointed for a two-year term and may be re-appointed. If they should change their representative status during their term in office they shall relinquish their Task Force membership.

Article V - Officers

Section 1. Election of Chairperson, Vice-Chairperson, and Second Vice-Chairperson.

The Chairperson shall serve for the period ending July and is eligible to succeed him/her-self in this office.

Future elections of the Chairperson, Vice-Chairperson, and Second Vice-Chairperson: The Miami-Dade Youth Crime Task Force shall appoint a five (5) person Nominating Committee from among the membership of the Task Force no later than April 1st of each year ending with an odd number beginning with 2005. The Nominating Committee shall recommend one (1) Task Force member in good standing for Chairperson, one (1) Task Force member in good standing for Vice-Chairperson, and one (1) Task Force member in good standing for Second Vice-Chairperson for the (2) two-year term commencing in July of that year. The Chairperson Vice-Chairperson, and Second Vice-Chairperson shall not be persons who are representing an agency applying for or receiving funds as an employee, board member, consultant, or family member. These recommendations shall be forwarded to the Chairperson no later than May 1st of the same year and the Chairperson shall submit these names to the full membership of the Task Force for a vote at the next regularly scheduled Task Force meeting. At that time, the Chairperson shall call for any additional nominations from the membership. To be nominated, a person must be a current member of the Task Force in good standing and must agree to serve, if elected. Only Task Force members in good standing who are present at the meeting may vote for the new Chairperson, Vice-Chairperson, and Second Vice-Chairperson. This action will require a majority vote of those members in attendance at the meeting of the full membership.

If a vacancy in the position of Chairperson should occur due to resignation, incapacity, prolonged illness, death, or other reason during a term of office, the Vice-Chairperson shall assume the role of Chairperson for the balance of that term or until the Chairperson returns. If a vacancy in the position of Chairperson and Vice-Chairperson should occur due to resignation, incapacity, prolonged illness, death, or other reason, during a term of office, the Second Vice-Chairperson shall assume the role of Chairperson for the balance of that term or until the Chairperson or Vice-Chairperson returns.

If a vacancy in the position of Vice-Chairperson or Second Vice-Chairperson should occur due to resignation, incapacity, prolonged illness, death, or other reason, during a term of office, the Chairperson shall appoint a new Vice-Chairperson and/or Second Vice-Chairperson from among the Council membership and that person shall serve for the balance of that term or until the Vice-Chairperson or Second Vice-Chairperson returns.

Section 2. Appointment of Staff Director

A Justice Systems Support Administrator, assigned to the Miami-Dade County Department of Human Services, shall serve as the Staff Director. The Staff Director shall be the supervisor of the staff of the Miami-Dade County Youth Crime Task Force. The Staff Director shall, in addition to such other duties and responsibilities:

1. Provide minutes of all Task Force meetings (ten working days prior to meeting);
2. Prepare the Task Force's agenda;
3. Provide for notifying Task Force members of Task Force meetings and Task Force committee meetings and for public notices of such meetings;
4. Arrange for each Task Force meeting and Task Force committee meetings as to location and materials for distribution;
5. Attend all Task Force meetings and Task Force committee meetings;
6. Prepare and distribute materials of an informative nature to each Task Force member;
7. Provide a staff report on relevant activities; and
8. In the absence of the Chairperson, Vice-Chairperson, and Second Vice-Chairperson, the Staff Director shall select an acting Chairperson from among the members of the Task Force present.

The Staff Director may delegate these aforementioned duties to members of the staff of the Miami-Dade County Youth Crime Task Force, which, in addition, shall act as the research and clerical arm of the Task Force.

Section 3. Duties of Officers

These officers shall perform the duties described by these Bylaws and by the parliamentary authority adopted by the Task Force.

Chairperson – Chair meetings of the Task Force and Executive Committee, act as an ex officio member of all committees, attend committee meetings when requested by a committee, act as Task Force spokesperson, and meet with staff to approve the content of any report to the Board of County Commissioners and the public. The Chairperson shall be considered the presiding officer of the Task Force.

Vice-Chairperson – Assume duties of the Chairperson in the absence of the Chairperson.

Second Vice-Chairperson – Assume duties of the Chairperson in the absence of the Chairperson and Vice-Chairperson.

Article VI - Committees

Section 1. Executive Committee

The Miami-Dade County Youth Crime Task Force shall have an Executive Committee to be comprised of the Chairperson, Vice-Chairperson, Second Vice-Chairperson, and standing committee chairs.

The functions of the Executive Committee shall be to:

1. Prepare emergency resolutions, when necessary;
2. Review and discuss routine parts of any relevant planning and the comprehensive application process;
3. Discuss selected Task Force agenda items prior to a full Task Force meeting;

4. Receive and review criminal justice-related issues of interest to the community which are brought forth in writing by federal, state, or local governmental agencies, Task Force members, or recognized community organizations; and
5. Review said issues and make recommendations to the full Task Force regarding whether these issues should be accepted for study. It will be the responsibility of the full Task Force to accept or reject said issues.
6. Announcement of a quorum and passage of motions in said Executive Committee shall be governed by Article VII, Sections 4 and 5 of the Bylaws. Each member of the Executive Committee shall be entitled to one (1) vote. No alternates may be authorized to vote at an Executive Committee meeting. Results of Executive Committee action will be made known to all Task Force members at the next scheduled full Task Force meeting.

Section 2. Standing Committees

Committees established to carry out the Miami-Dade County Youth Crime Task Force's responsibilities are: Legislation and Funding; Education, Prevention, and Intervention; the Juvenile Justice System; Monitoring Outcomes and Evaluation; and Model Programs. Membership on committees is voluntary and committee members are not necessarily Task Force members. A Task Force member may appoint one (1) person to each standing committee, except to the Executive Committee. Although Non-Task Force members may not vote at Task Force meetings, as members of a committee representing a member, they may vote on committee issues. Committee Chairpersons and Vice-Chairpersons must be members of the Miami-Dade County Youth Crime Task Force and are elected by their respective committee memberships. The Monitoring Outcomes and Evaluation committee and the Model Programs committee Chairpersons shall not be persons who are representing an agency applying for or receiving funds as an employee, board member, consultant, or family member. A Committee should meet as frequently as needed to carry out the tasks with which it was charged, at the committee members' mutual convenience.

Section 3. Ad hoc Committees

The Task Force Chairperson may appoint an "ad hoc" Committee for special purposes. Each ad hoc committee shall have no less than three (3) members. Each appointed Task Force member may appoint one nonmember to an ad hoc committee who may vote in committee decision-making. Duties may be assigned to an ad hoc committee, but in general they would function according to Section 2. Committees; Duties. Only Task Force members may serve as Chairperson or Vice-Chairperson of committees.

Section 4. Duties of Committees

The duties of each standing and ad hoc committee shall include, but not be limited to:

1. Aiding in the identification of the problems, needs, and priorities used in any relevant comprehensive planning, including the development of requests for proposals;
2. Recommending needs and priorities to the Task Force to be used as guidelines for the funding of juvenile justice projects by various funding sources at the federal, state, and local levels;
3. Providing analysis and development of legislation affecting its area of interest;

4. Serving in an advisory and/or liaison capacity, when asked, to any private or public agency whose activities are related to juvenile justice;
5. Reviewing and making recommendations on all relevant grant applications before submission to the Miami-Dade County Youth Crime Task Force; and
6. Acting to carry out any other appropriate task designated by the Task Force or its Chairperson.

Section 5. Chairperson as "Ex Officio" Member

The Chairperson shall be an ex officio member of all Committees, with all rights and privileges stipulated in the current edition of Mason's *Manual of Legislative Procedure*.

Article VII - Meetings

Section 1. Regular Meetings

Regular meetings of the Task Force shall be held a minimum of four (4) times per calendar year and shall be held in Miami-Dade County. The Staff Director, in consultation with the Chairperson, may schedule any regular meeting by giving written notice (mail, fax, or email) to each Task Force member. The notice shall include the date, time, and location of the meeting, and shall be given at least ten (10) working days prior to the meeting date. Each Task Force member shall notify the Staff Director at least (1) working day before each meeting as to his/her inability to attend.

Section 2. Special or Emergency Meetings

Special meetings of the Task Force may be called by the Chairperson, upon request from five (5) or more Task Force members, the Executive Committee, or from the Staff Director. A notification of the date, time, location, and agenda for any such meeting will be sent to the members and other appropriate persons at least three (3) working days prior to the meeting date. Only the items on the agenda will be acted upon at any special meeting.

Section 3. Committee Meetings

Meetings of committees shall be held at the discretion of the Committee Chairperson, with agreement of properly noticed members and Task Force staff. Written notice, including date, time, and location of the meeting shall be given to each committee member, all Task Force members, and Task Force staff at least five (5) working days prior to the meeting date.

All committee meetings shall be held subject to and in conformance with Miami-Dade County and Florida Conflict of Interest and Open Government Laws including the "Sunshine Law," public meeting laws, public records laws, and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance. Unless a greater portion is required by the Task Force when designating a committee, a majority of the entire authorized number of members of each committee shall constitute a quorum for the transaction of business and the vote of the members present at the committee meeting at the time of such vote, if a quorum is then present, shall be the act of each committee.

Section 4. Quorum

In order to legally transact business, ten (10) Task Force members must be present at the initial roll call at the commencement of any Task Force meeting or special meeting. If a quorum is not present at that time, the Chairperson may elect to proceed on an interim basis and continue to call the roll again at later times. If a quorum is not present within sixty (60) minutes after the meeting is called to order, the meeting shall be adjourned. After a quorum is announced, Task Force business may continue to be transacted by the members remaining, provided that no vote may be taken unless a quorum is present. The same procedure will apply to Committee meetings, with a majority of the Committee constituting a quorum.

Section 5. Passage of Motions

After a quorum is announced, a majority of those voting (defined as those who cast "Yes" or "No" votes) shall be sufficient to pass a motion and make it an official act of the Task Force. The Chairperson shall be a voting member of the Task Force.

Section 6. Agency Interest

All Task Force members present at Task Force meetings, or their designated alternates at committee meetings, who are representing an agency applying for or receiving funds as an employee, board member, consultant, or family member may not discuss or vote on any issues relating directly to their agency. All voting on funding issues will be by roll call and recorded by name in the minutes. Members required to recuse themselves from voting will be listed with the vote on the issue before the Task Force.

Section 7. Roll Calls

The members' roll may be called upon any or all propositions. The Chairperson shall have the right to call for a voice vote by "Yes" or "No" providing, however, upon an objection by one member, a roll call vote shall be made. Additionally, any member voting who does not agree with the vote of the majority of the membership present and voting, may request that his/her position be recorded separately. The minutes shall reflect the results of each roll call or voice vote.

Section 8. Public Meetings

1. It is the policy of the Miami-Dade County Youth Crime Task Force that all actions be taken openly and deliberations be conducted openly in accordance with Open Government Laws including the "Sunshine Law," public meeting laws, public records laws, and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance;
2. All meetings shall be held at specified times and places which are convenient to the public. No meeting shall be held on a legal holiday;
3. The Task Force shall supply copies of the notice of its regular meetings and notice of any special, rescheduled, and reconvened meeting, through the Miami-Dade County Portal meetings calendar. Public notices of all special, rescheduled, or reconvened meetings will be given, provided the meeting is scheduled at least seventy-two (72) hours in advance.

Section 10. Participation in Meetings

Proxies: Task Force members are not permitted to vote by proxy at Task Force meetings. A Task Force member must be physically present to be counted as part of the quorum, to record his or her vote, or to present a motion or motions. Task Force Members, when unable to attend a meeting, may present signed and dated written communications which shall be distributed or read to Task Force members by the Staff Director. A motion or motions may be made by other members concerning the contents of such communications.

Alternate: A Task Force member may designate an alternate with the right to vote at full Task Force meetings. A Task Force member may, however, designate a first and second choice alternate to attend committee meetings in the absence of the Task Force member. However, only one designated alternate per committee meeting shall be allowed voting privileges for a Task Force member. All Alternate designations shall be made in writing to the Staff Director of the Task Force. If designated alternate fails to attend Task Force meetings as required in Section 3, the Staff Director shall advise the Task Force member, who shall re-designate an alternate.

Guests: Non-Task Force members serving as representatives of, or accompanying Task Force members or visitors at any regular, special, or committee meeting(s), may participate in the general discussion under announced agenda items if recognized by the Chairperson, but may not vote on Task Force business. Public or private presentations at Task Force meetings, however, must be placed on the agenda by the Staff Director, upon written request of the presenter, no less than three (3) working days in advance of any meeting.

Disruption: Anyone disrupting or otherwise interfering with the conduct of a meeting shall, at the discretion of the Chairperson, be removed from the place of the meeting.

Section 11. Agenda

The Staff Director shall prepare the agenda for all Task Force meetings. Items may be placed on the agenda by any Task Force member via a written request to the Staff Director at least three (3) working days prior to the scheduled meeting. Additions to the agenda from the floor during a regular or special meeting may be considered at the discretion of the Chairperson.

Section 12. Expenses

Task Force members shall not be entitled to reimbursement.

Section 13. Other Business

In every agenda there shall be a category entitled "Other Business" for the initiation of matters not included in the agenda for that meeting. This is open to all attendees at meetings.

Article VIII

Miami-Dade County Department of Human Services

Section 1. Justice System Support Administrator

A Justice System Support Administrator, assigned to the Department of Human Services, shall serve as Task Force Staff Director at the pleasure of the Department of Human Services and the Miami-Dade County Youth Crime Task Force. The Staff Director of the Task Force shall serve in accordance with Article V, Section 2.

Section 2. Miami-Dade County Department of Human Services

The Miami-Dade County Department of Human Services shall provide staff to the Task Force. Its responsibilities will include, but not be limited to:

1. Soliciting of grant applications in proper form and submission of summaries of the same, with staff reports and recommendations, to the Task Force;
2. Providing monitoring information regarding project status to the Task Force;
3. Preparing data and reports as requested by the Task Force;
4. Providing research and analysis relevant to Miami-Dade County's juvenile justice system;
5. Acting as liaison between local juvenile justice agencies to obtain interpretation of federal and state policies and guidelines;
6. Serving as the focal point for juvenile justice planning, coordinating, and related activities within Miami-Dade County and the State of Florida; and
7. Serving as the day-to-day administrative center for the Miami-Dade County Youth Crime Task Force.

Article IX - Parliamentary Authority

The rules contained in the current edition of Mason's *Manual of Legislative Procedure*, shall govern the Task Force in all cases where procedural questions shall arise.

Article X – Procedures For Handling Service Providers In Default Of Their Contracts

Whenever the YCTF Staff receives information (e.g., from diversion case managers, Juvenile Probation Officers, contracts officers) concerning a service provider's program being deficient in service delivery or out of contract compliance, the following activity is required:

1. Verify program deficiency through the independent evaluator, the Contracts Manager, referral sources, YCTF Community Liaison, etc.
2. Prepare a list of deficiencies and a draft corrective action plan.
3. Meet with the agency with the purpose of discussing the problems and solutions. The corrective action plan and date of compliance should be agreed upon, with the understanding that failure to comply would compromise future agency funding. Provide technical assistance as required.
4. Within ten (10) working days after the meeting, send the agency a meeting summary letter, with a copy to the Contracts Management Division, that includes: a statement of the program's deficiencies, the agreed upon corrective action plan, the agreed upon date of compliance, and a statement indicating that the contract will be terminated unless the agency is in compliance by the agreed date.
5. On the date of compliance agreed to by the agency, Staff should verify agency compliance through all means at their disposal.

6. If it is found that the agency is still deficient and out of contract compliance, Staff must convene a meeting of the Monitoring Outcomes and Evaluation Committee to review staff findings. The agency will be invited to present reasons for non-compliance. The committee will determine whether to recommend termination and forward that recommendation to the YCTF or YCTF Executive Committee or suggest a new corrective action plan.
7. If the YCTF or YCTF Executive Committee agrees to the termination, Staff must inform the agency in writing and send a copy to the County Manager's Office for official County contract termination.

Article XI - Amendment of Bylaws

These bylaws may be amended at any scheduled Task Force meeting by a two-thirds (2/3) vote of those present, provided that the proposed amendment shall have been distributed to all Task Force members at least five (5) working days prior to said meeting; or, without notice, they can be amended at any regular meeting by vote of a majority of the entire membership or by majority vote of those members responding to a mail out or email provided that at least five (5) working days are allowed for responses.

**Miami-Dade County
Youth Crime Task Force Meeting**

**401 N.W. 2nd Avenue, Room N1011
Miami, Florida 33128**

MINUTES

December 10, 2007

Task Force Members Present:

Isabel Afanador

George Jones for Georgia Ayers

Mimi Sutherland

Morris Copeland for Wansley Walters

Leon Botkin

Kimberly Redmon-Jones for Director Robert Parker

Thema Campbell

Chief Gerald Darling

Imran Ali for Alina Hudak

Anthony Williams for Milton Vickers

Florida Dept. of Juvenile Justice, Circuit XI

The Alternatives Program Inc.

JMH/University of Miami

Miami-Dade Juvenile Services Department

State Attorney's Office

Miami-Dade Police Department

World Literacy Crusade Inc.

Miami-Dade County Schools Police

Miami-Dade County Manager's Office

Metro Miami Action Plan (MMAP)

Visitors:

Stewart Stewart

Dena Stewart

Jeanie Rundell

Ronald McGie

Jharna Malik

Felicia Freeman

Doris Maya

Center for Folk & Community Art

Center for Folk & Community Art

11th Judicial Circuit

Alternative Program

GATE Program

World Literacy Crusade of Florida

The Thurston Group

Staff Present:

Rafael Martinez, Ed.D.

Charles Golphin

Bridgette H. Bostick

Director of YCTF

Administrative Officer III

Secretary

Agenda Item No. 1 – Welcome & Introductions

The Miami-Dade County Youth Crime Task Force meeting, being duly noticed, was called to order at 3:07 p.m. by Chairperson Ms. Isabel Afanador. Ms. Afanador welcomed everyone to the December 10, 2007 Youth Crime Task Force meeting (YCTF).

Agenda Item No. 2 – Introduction of New YCTF Support Staff

Ms. Afanador thanked Dr. Rafael Martinez (YCTF, Director) and Mr. Denis Morales (Miami-Dade County Mayor's Office) for making sure that the YCTF have the necessary staff to fulfill its responsibilities.

Dr. Martinez introduced Mr. Charles Golphin (Administrative Officer III) and Ms. Bridgette H. Bostick (Secretary) as the additional staff to the YCTF and the Dade-Miami Criminal Justice Council (DMCJC). Dr. Martinez stated that Ms. Rachel Tourgeman will be working with the YCTF and the DMCJC on a part-time basis. Ms. Tourgeman is the Director of Community Relations and will help the Boards disseminate any information via e-mail, television or the radio as an outreach to our communities. Dr. Martinez also informed Task Force members that the Contracts Officer, Diego Oramas, will remain with the YCTF and an Accountant will assist both Boards.

Agenda Item No. 3 – Approval of Minutes (September 10, 2007 – YCTF Quarterly Meeting) and (November 1, 2007 – YCTF Executive Committee Meeting)

Ms. Afanador stated the minutes of the September 10, 2007 YCTF meeting was e-mailed to all the YCTF members as well as the November 1, 2007 Executive Committee meeting minutes. Ms. Afanador asked are there any deletions or additions to the minutes. Mr. Imran Ali motioned that the minutes be accepted as presented.

**Motioned: Mr. Imran Ali
Seconded: Ms. Kimberly R. Jones
Approved Unanimously**

Ms. Afanador also informed Board members that meetings for the 2008 YCTF quarterly meetings have been selected by staff. They are: Monday, February 25, 2008; Monday, May 12, 2008; Monday August 25, 2008 and Monday, November 17, 2008. Chief Gerald Darling motioned that the YCTF 2008 quarterly meetings dates be accepted as presented.

**Motioned: Chief Gerald Darling
Seconded: Ms. Isabel Afanador
Approved Unanimously**

Agenda Item No. 4 – Financial Report (Funding Availability for 2008 Last year of the 3-year cycle)

Dr. Martinez stated that the YCTF is entering into its third year of the three year funding cycle. Dr. Martinez advised Board members that their packets contain information on the budget of the programs the YCTF funds. Dr. Martinez stated for the 2007-2008 funding cycle the YCTF no longer receives \$3 million dollars; the Task Force now receives a little over \$2 million dollars as a total budget. On reserves the Task Force has \$640,000 which was taken back by the Executive Committee. These funds will be added to the pot so that programs can be funded to the maximum capacity. Dr. Martinez reported that funding the programs that the Task Force currently has will cost \$2,502,400. The Multi-Dimensional Family Therapy (conducted by the University of Miami) and the Art Spring that originally had \$640,000 will only have \$570,600 to continue their program. This means that the Task Force does not have the total amount to fund these two proposed programs. Dr. Martinez suggested that these programs should be notified, since a contract has not been agreed upon, that their program will not be fully funded.

Ms. Afanador requested that Dr. Martinez contact the Art Spring/University of Miami and propose to them the new amount of their and determine if they are still interested. If they are, the YCTF should immediately put their program on the Miami-Dade County Board of County Commissioners Agenda for approval.

Chief Darling stated that it seems as if the Task Force is chasing them to spend money that has been budgeted for them already.

Ms. Afanador stated that these programs have already been approved for meeting unmet gap of services in Miami-Dade County communities. Unfortunately, we don't have the amount of money originally stated but if the agencies are willing to provide services with the reduction of funds then the Task Force is willing to go into an agreement.

Chief Darling stated the Task Force should be prepared for more budget cuts since a decision has already been made not to fund these two agencies. Since no contracts has been executed; by the time the contracts are executed and the commissioners approve the funding, a new funding cycle will begin.

The YCTF members decided to wait until the January 29, 2008 elections and determine if the Task Force should contact these two agencies regarding funding.

Ms. Afanador asked YCTF staff to table this item (utilization of the reserve funds) until the February 25, 2008 meeting.

Ms. Thema Campbell asked that the Art Spring program is providing services by an agency that is already funded by the Task Force. Ms. Campbell added that there is an issue with referrals already. If another agency is funded to do the identical task then this is going to cause problems for both agencies.

Dr. Martinez stated that the Art Spring program was going to be an add on to existing programs. They were not going to create a separate program. The girls that were already in the system will receive services.

Agenda Item No. 5 - YCTF Committee Assignments

Dr. Martinez stated that he will contact Task Force members via e-mail and asked what committee he/she would like to be a member of. A Task Force member can designate someone from their staff to serve on a committee. Dr. Martinez informed Task Force members that there are five standing committees.

Ms. Afanador reminded YCTF members that the Bylaws required that they must participate in one of the sub-committees.

Ms. Afanador asked staff to provide the Task Force with the number of girls served within the last six months so this way we will know what the needs are. Ms. Doris Maya stated that The Thurston Group can provide the Task Force with this information.

Agenda Item No. 6 – Special Presentation (Center for Folk and Community Art

Mr. Stewart Stewart (Executive Director) and Ms. Dena Stewart (Program Director) of the Center for Folk and Community Art, started that for the past fifteen years our mission has been to use visual art and spoken words for intervention and prevention tools, as well as a method of education. Mr. Stewart reported that they go into the communities that are most impacted by a specific social or health related issue. We will then use our nationally recognized model program which is called "telling stories through visuals". Mr.

Stewart added, "we can take anybody and show them how to visualize their feelings and experiences relating to a particular issue. We will first have them write it down and narrow the form and then based on what they have written; we will then help them create their own art work to go along with that. Then we take their art work and narratives and design giants self-standing movable murals and tapestries that go into the community to create awareness about the issue."

Mr. Stewart stated that his company is working on three projects. One deals with crime and gang violence. Another one deals with abuse and violence with intimate relationships among teenagers. The last one deals with bullying. Mr. Stewart added that his organization goes to disenfranchised alienated groups and ask for their help. We explain to them how the community needs their information. In order to find solutions to very complexed problems, you need to know what questions to ask. Before you can ask the right questions, it is really important to understand why those that are at-risk for that issue act and re-act the way they do. Mr. Stewart informed Board members that his organization teaches kids a new form of communication by using the written word and art to express their inner feelings.

Ms. Dean Stewart stated, "we then take the program a step further, we select the group that we work with (we generally work in the schools or community centers) and focus on their experiences based on how those experiences made them feel. The workshops are generally from six to eight hours. We break it down into two hours segments. We put all of the different academics components into the project so that their critical thinking skills are expanded.

Ms. Afanador added that this is a very productive and a different way to engage at-risk juveniles, which is the target population of this task force. Knowing that we do not have any additional funding at this time, how could we be of assistance?

Mr. Stewart stated that we would like to get on-line for the next funding cycle and determine if any of your programs that you are now funding needs a program component to work with their constituencies in a completely different way.

Ms. Afanador requested that Dr. Martinez send all the providers the contact information for Center for Folk and Community Art.

Mr. and Ms. Stewart thanked the YCTF for allowing them to make their presentation and stated that they will provide Dr. Martinez written literature on their organization to be disseminated to YCTF Programs.

Agenda Item No. 7 – New Business

Ms. Afanador stated that Miami-Dade County requires, on a yearly basis, for all County Boards to complete a Sunset Review Questionnaire. Ms. Kimberly Redmon-Jones motioned that the questionnaire be approved as presented.

Motioned: Ms. Kimberly Redmon-Jones
Seconded: Chief Gerald Darling
Unanimously Approved

Ms. Felicia Freeman of the World Literacy Crusade stated there are some concerns about a pilot program for girls been developed within the Department of Juvenile Justice; is this correct?

Ms. Afanador stated right now there is no pilot program been developed. The only program being considered is a residential program for girls within the South region.

Agenda Item No. 8 – Tentative Next Meeting Dates for 2008

Ms. Afanador asked Task Force members with discrepancies with the 2008 YCTF meeting dates to contact staff. Ms. Afanador stated the 2008 YCTF meeting will take place at the Martin Luther King, Jr., Office Plaza. The address is 2525 N.W. 62nd Street, 2nd Floor. There is a \$4.00 parking fee.

Agenda Item No. 9 – Adjournment: Meeting was adjourned at 4:00 p.m.