

Memorandum



Date: March 2, 2010

Agenda Item No. 1F8

To: Honorable Chairman Dennis C. Moss and
Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Sunset Review of County Boards for 2010 – Miami-Dade County 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 2010 Sunset Review of County Boards Report for the Miami-Dade County Youth Crime Task Force. The Task Force approved the attached report at its meeting on October 14, 2009 and has recommended the continuation of its board.

A handwritten signature in black ink, appearing to read "Jennifer Glazer-Moon".

Jennifer Glazer-Moon
Special Assistant/Director, Office of Strategic Business Management

cno17910

Memorandum



Date:

To: George M. Burgess, County Manager

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

Subject: Sunset Review of County Boards for 2010 – Miami-Dade County Youth Crime Task Force

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2010 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 Task Force approved the attached report at its meeting of October 14, 2009.

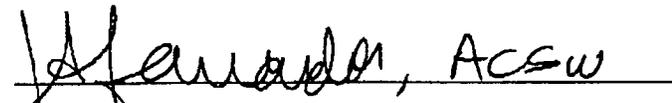
It is recommended that the BCC approve the continuation. The Miami Dade County Youth Crime Task Force was established on September 23, 2002 as an official board of the Miami Dade County Commission pursuant to Ordinance 02-131.

2. Purpose

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.

3. Recommendation

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.



Ms. Isabel Afanador, Chairperson

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2010**

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 members**
Terms of Office: **2 years**
Number of Vacancies: **3 (1 County Commissioner; 1 representative from YMCA; 1 representative Switchboard of Miami)**

3. Identify number of meetings and members' attendance (Attach records reflecting activity from **Jan. 1, 2008 through December 31, 2009**):
Number of Meetings: **11 (general and special ad-hoc meetings)**
Number of Meetings with a Quorum: **11**
Attendance Records: **See Attachment**

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

5. Date of Board Creation: **By Resolution: 1997; By Ordinance (02-131): September 23, 2002**

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

7. Include the Board's Mission Statement or state its purpose:
The Youth Crime Task Force serves 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.

8. Attach the Board's standard operating procedures, if any.
NONE

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

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

II. EVALUATION CRITERIA

1. Is the Board serving the purpose for which it was created? (Please provide detailed information)
Yes. The Youth Crime Task Force has served as a forum to identify and discuss issues regarding youth crime in Dade County and has contributed its resources to address these issues. An example of this is the Task Force co-sponsoring of the Annual Youth Gang Summit in 2008 and 2009.

2. Is the Board serving current community needs? (Please provide detailed information)
Yes. The YCTF has established the service priorities for juvenile offender programs funded by Miami Dade County. The Task Force continues to monitor and evaluate the performance of these programs and receives and reviews

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2010**

quarterly reports from the independent evaluator charged with examining all of the funded programs.

3. What are the Board's major accomplishments?

a. Last 24 months

- Established new service funding areas to address the needs of juvenile offenders and their families.
- Re-directed funds to establish a program to deliver Multi-Dimensional Family Therapy services to the offender population through a competitive application process.
- Co-sponsored the 2008 and 2009 Youth Gang Summit that convened experts from various fields (e.g., law enforcement, education, counseling, etc.) to study solutions to the gang problem throughout Miami-Dade County.
- Served in an advocacy role to various community groups seeking support for youth crime prevention initiatives.
- Listened to various presentations regarding best practice crime intervention and prevention models and studied/discussed the possible applications for the local juvenile justice system.
- Maintained on-going monitoring of all funded programs by examining the information provided by the independent evaluator. This monitoring resulted in corrective action plans for selected programs and a program termination due to lack of compliance

b. Since established

- Has continued to monitor approximately \$2.5 M dedicated to juvenile crime prevention and intervention programs serving youth arrested and diverted within Miami Dade County.
- Has continued to cooperate and participate with other County boards such as the Dade-Miami Criminal Justice Council, the Community Based Organization Advisory Board and the Juvenile Justice Board, the former Alliance for Human Services, etc. on issues impacting the local juvenile criminal justice system
- Has maintained close ties with the County's Department of Juvenile Services, particularly by funding two best practice initiatives that resulted from the National Demonstration Project (the SNAP and the ShoSib programs).

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

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

NO

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2010**

7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2008 and FY 2009)

2008: \$200,000

2009: \$200,000

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

See ByLaws

Also: Include a diskette, saved in Word, 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
2008 – 2009 MEETING ATTENDANCE RECORDS

YCTF MEMBERS	10/14/09	8/7/09 (Executive Committee)	5/27/09	2/23/09 (Special Meeting)	1/30/09
Mayor Carlos Alvarez (or designee)	YES		YES	YES	YES
Chief Miami Police Dept. (or designee)	NO		NO	NO	NO
Sup. Alberto M. Carvalho (or designee)	YES		YES	YES	YES
Leon Botkin (State Attorney's Office Juv)	YES		YES	YES	YES
Isabel Afanador (DJJ)	YES	YES	YES	YES	YES
Mimi Sutherland (or designee)	YES		YES	YES	YES
Hon. Frederica Wilson	NO		YES	YES	NO
Marie Osborne (Public Defender's Juv)	YES	YES	YES	NO	YES
MDPD Director (or designee)	YES		YES	YES	YES
Wansley Walters (or designee)	NO		NO	YES	YES
John Dixon (or designee)	YES		YES	YES	NO
Thema Campbell	NO		NO	YES	YES
Georgia Ayers (or designee)	YES		YES	YES	NO
Victor Curry (NAACP)	NO		NO	NO	NO
Modesto Abety (or designee)	NO		NO	NO	NO
Carmen Caldwell (Citizen's Crime Watch)	NO		NO	NO	NO
Rhadames Peguero (DANF)	NO		YES	YES	YES
Luis de Jesus (AYUDA)	NO		YES	YES	YES
Carolyn 'Kiani' Nesbitt (or designee)	YES		YES	YES	YES
Imran Ali (County Manager)	YES		NO	NO	NO
MDC Public Schools Police Chief (or designee)	NO		NO	NO	NO
Hon. Lester Langer	NO		NO	NO	NO
Raul Martinez (Aspira - or designee)	YES		YES	YES	NO
QUORUM?	YES	YES	YES	YES	YES

6

MIAMI-DADE COUNTY YOUTH CRIME TASK FORCE
2008 – 2009 MEETING ATTENDANCE RECORDS

YCTF MEMBERS	12/08/08	10/16/08	10/15/08 (Funding Ad hoc)	5/12/08	3/26/08 (Funding Ad hoc)	2/25/08
Mayor Carlos Alvarez (or designee)	YES	YES	YES	YES	YES	YES
Chief Miami Police Dept. (or designee)	NO	NO		YES		YES
Sup. Alberto M. Carvalho (or designee)	YES	YES		YES		NO
Isabel Afanador (DJJ)	YES	NO	YES	YES	YES	YES
Mimi Sutherland (or designee)	YES	YES		YES		YES
Leon Botkin (State Attorney's Office Juv)	YES	YES	YES	YES	YES	YES
Hon. Frederica Wilson	NO	YES		YES		NO
Marie Osborne (Public Defender's Juv)	YES	NO	YES	YES	YES	YES
MDPD Director (or designee)	YES	YES	YES	NO	YES	NO
Wansley Walters (or designee)	YES	YES	YES	YES	YES	YES
John Dixon (or designee)	YES	YES		YES		YES
Thema Campbell	YES	YES		YES		YES
Georgia Ayers (or designee)	YES	YES		YES		YES
Victor Curry (NAACP)	NO	NO		NO		NO
Modesto Abety (or designee)	NO	NO		NO		YES
Carmen Caldwell (Citizen's Crime W)	YES	YES		NO		NO
Rhadames Peguero	YES	NO		NO		YES
Luis de Jesus	YES	YES		NO		YES
Carolyn 'Kiani' Nesbitt (or designee)	YES	NO		YES		NO
Imran Ali	NO	NO		NO		YES
MDC Public Schools Police Chief (or designee)	YES	YES		YES	YES	YES
Hon. Lester Langer	NO	NO		NO		NO
Raul Martinez (Aspira - or designee)	YES	YES		NO		NO
QUORUM?	YES	YES	YES	YES		YES

7

TITLE

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

BODY

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;

9

- (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.

- (c) Quorum. In order to transact business or to exercise any power vested in the Task Force, a quorum consisting of no fewer than ten (10) members shall be present.
- (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

10

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.

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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, Delinquency Prevention Services, Office of Grants Coordination;
16. Director, Miami-Dade Juvenile Assessment Center;
17. Director of the Children's Services Council;
18. Director of the Metro-Miami Action Plan (MMAP);
19. President of the Florida State Conference Branch of the National Association for the Advancement of Colored People (NAACP); and

20. 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.

14

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 Office of Grants Coordination, 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;
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: 1) Funding and Legislation Committee, 2) Systems Committee, and 3) Model Programs Committee. 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 committee Funding and Legislation Chairperson 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 Office of Grants Coordination

Section 1. Justice System Support Administrator

A Justice System Support Administrator, assigned to the Office of Grants Coordination, shall serve as Task Force Staff Director at the pleasure of the Office of Grants Coordination 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 Office of Grants Coordination

The Miami-Dade County Office of Grants Coordination 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 - 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.

Article XI – 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.

Miami-Dade County
Youth Crime Task Force Quarterly Meeting
October 14, 2009
Stephen P. Clark Center
111 NW 1st Street, 19th Floor Conference Room
Miami, Florida 33128

MINUTES

Members Present:

Isabel Afanador
Georgia Ayers
Leon Botkin
Tim Gomez for Mayor Carlos Alvarez
Anthony Williams for John Dixon

Sylvia Godoy for Mark Zaher
Luis De Jesus
Kimberly Redmon-Jones

Daisy Franklin for Raul Martinez
Marie Osborne
Mimi Sutherland
Michelle Johnson for Kiani Nesbitt
Imran Ali

Department of Juvenile Justice
The Alternatives Program
Office of the State Attorney
Miami-Dade County Mayor's Office
Miami- Dade Economic Advocacy
Trust
Miami-Dade County Public Schools
AYUDA
Miami-Dade County Police
Department
ASPIRA of Florida
Public Defender's Office
Gate Program/JWOP
Concerned African Women
Miami Dade County

Guests Present:

Dr. Tangier Scott
Dr. Maxine Thurston-Fischer
Wilfredo Seda
Luisa Ramirez
Silvio Padilla
George Jones
Jharna Mallik

Community Action Agency
The Thurston Group
The Thurston Group
Regis House
Regis House
The Alternatives Program
GateProgram/JWOP

Staff Present:

Dan Wall
Rafael Martinez, Ed.D.
Charles Golphin
Christian Schoepp

Office of Grants Coordination
Office of Grants Coordination
Office of Grants Coordination
Office of Grants Coordination

I. Welcome and Introductions

The Youth Crime Task Force (YCTF), being duly noticed was called to order at 2:05 pm by the YCTF Chairperson, Ms. Isabel Afanador. Ms. Afanador welcomed all Task Force members and thanked guests for their attendance.

II. Approval of Minutes

The May 27, 2009 quarterly meeting minutes were unanimously approved.

III. FY 09-10 CBO Funding Report

Dan Wall, Director, Office of Grants Coordination reported that the Youth Crime Task Force program funding is part of the Community-Based Organization Funding. The Board of County Commissioners approved 100% funding to CBO's serving the elderly, and up to 70% funding to all other CBO's. Funding will be allocated to CBO's with executed contracts last FY (08-09) and are currently in good standing. Unspent money from FY (08-09) will be utilized to make up the difference in available funding for FY (09-10). Mr. Wall also reported the following information:

- Contract letters for FY (09-10) have been sent to service providers. Cash advance will be available prior to full execution of the contract;
- There will be the ability to renegotiate scope of services within reason;
- Agencies will be allowed to collapse multiple allocations into one contract;
- There is no new RFP this year; instead there will be a 12-month extension. An RFP will be prepared and advertised for FY (10-11).

The following comments made/ questions asked by board members:

- Kimberly Redmon-Jones asked if any of the current programs fall into the D/F grade category. Answer: none of the currently funded programs are in the D/F category.
- Tim Riera-Gomez asked if the new contracts will reflect the 70% funding reduction. He was informed that there will be reduction in the number of clients served. All the numbers will be renegotiated. Dr. Martinez reminded the board that all programs have an associated unit cost, thus the number of clients to be served will be reduced.
- Luis De Jesus was informed that the billing procedures will remain the same for the new funding cycle. All policy, procedures, forms, etc. will be the same as last year. Dan Wall reminded the members that Elderly (Senior) CBO Programs have already been identified and total approximately \$4.22 million.
- Kimberly Redmon-Jones asked if the 70% allocation to CBO's funds programs at different amounts based on their performance or if all current programs will be funded at 70%? Answer: All programs will be funded at 70%.
- Georgia Ayers commented that she was in support of funding to senior programs, but wanted to know what we are doing relative to saving our young people. With the increase of youth violence (e.g., use of Saturday night special/AK 47) there should be an increase in funding for juvenile crime prevention. She implored all Task Force members to be more

24

proactive, and the need to have an audience with the County Commissioners, State Attorney, Public Defender, Chief Judge, and others. She concluded that "None of us are safe."

- Daisy Franklin wanted to know when the contract letters would be provided to the CBOs. Dan Wall informed the Task Force that the County Attorney will provide guidance and direction with the process. However, OGC will send out a notices to all CBOs regarding the next steps in this process.

IV. YCTF Staff Changes

Dr. Martinez announced that board support staff member Charles Golphin was reassigned to the Housing Department, and that today's meeting would be his last., Dr. Martinez and the Task Force thanked and applauded him for his work with the Youth Crime Task Force. Dr. Martinez expressed continued support from the Office of Grants Coordination. Ms. Afanador informed Dr. Martinez that under the current staff shortage situation, he could expect support from her office and Ms. Osborne if needed (e.g., conference calls, mailings, etc.). Dan Wall also stated that as of October 1, the Addiction Services Board has been added to OGC in addition to the existing YCTF, CBOAB, DMCJC, and the Ryan White Board, and that he expected increased interaction from staff. Dan Wall expressed thanks to the YCTF members who wrote letters of support and spoke at the recent County Commission Budget hearings.

V. YCTF Committee Assignments

Dr. Martinez reminded the Task Force members about the role of standing committees and the need to re-activate participation in these teams. A form was circulated and the following individuals agreed to participate in the standing committees:

- Funding and Legislation Committee
 1. Camila Rocha
 2. Leon Botkin
 3. Marie Osborne
 4. Michelle Johnson
 5. Isabel Afanador
- Systems Committee
 1. Kimberly Redmon-Jones
 2. Imran Ali
 3. Tarria Flakes
- Model Programs Committee
 1. Georgia Ayers
 2. Anthony Williams
 3. Jharna Mallik
 4. Marie Osborne
 5. Michelle Johnson
 6. Frank Manning

Ms Afanador asked Dr. Martinez to send an e-mail informing board members of the Standing Committees and to request their participation or that of a designee appointment .

- VI. Special Presentation-(Postponed)
 - a. University of Miami

VII. New Business

Dr. Martinez informed the board of the vacant Vice Chair of the YCTF vacated by DCPS police Chief Gerald Darling. A motion was made and seconded to move Second Vice Chairperson Marie Osborne to the position of Vice Chair and conduct an election of the second vice chair at the next meeting. Dr. Martinez was requested to send an e-mail to members for 2nd Vice Chair nominations in preparation of an election at the next quarterly meeting.

Dr. Martinez circulated the completed draft of the Sunset Review Questionnaire Document for review by the Task Force. The preparation and submission of this document is required every 2 years. Ms. Georgia Ayers (a long time community volunteer) expressed concerns over having to submit financial disclosure information, and doesn't think it should be done. A motion was made and seconded to approve the Sunset Questionnaire as presented. The motion was unanimously approved.

Ms. Afanador commented that in spite of all the letter writing and personal contacts made during the budget hearings, the YCTF was not well represented. Our efforts lacked coordination/organized approached in bringing awareness to the population serve by this board. She suggested that in the interim, every Task Force member should make a quarterly commitment to share success stories for submission to the editorial boards, so the community is aware of the valuable and successful work done in this community.

- VIII. Public Comments
 - None

- IX. Next Meeting Date
 - February 4, 2010 at 2:00 PM (location TBA)

- X. Adjournment
 - Meeting adjourned at 2:55pm