


Memorandum



Date: March 6, 2012

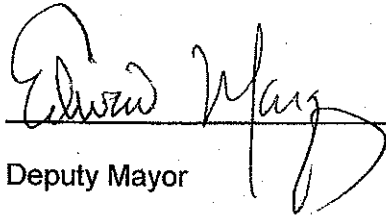
To: Honorable Joe A. Martinez, Chairman
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Sunset Review of County Boards for 2012 – Miami-Dade Youth Crime Task Force

Agenda Item No. 1F7

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2012 Sunset Review of County Boards Report for the Miami-Dade Youth Crime Task Force. The Board approved the attached report at its meeting of December 7, 2011 and has recommended the continuation of its board.


Deputy Mayor

mayor05412

Memorandum



Date: January 5, 2012

To: Carlos Gimenez
Mayor

From: Marie Osborne
Acting Chairperson

Subject: Sunset Review of County Boards for 2012 – Miami-Dade Youth Crime Task Force (YCTF)

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2012 Sunset Review of County Boards Report for the Miami-Dade Youth Crime Task Force for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of December 7, 2011.

It is recommended that the BCC approve the continuation of the Youth Crime Task Force.

BACKGROUND

The Miami-Dade 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. The purpose of the Board is 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 Miami-Dade Youth Crime Task Force should continue to function as an advisory board to the Board of County Commissioners, the County Mayor (or their designee), and the community concerning youth crime, youth weapons violence, and youth crime prevention in Miami-Dade County.

A handwritten signature in cursive script, appearing to read "Marie Osborne".

Ms. Marie Osborne, Acting Chairperson

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

2012

I. GENERAL INFORMATION

1. Name of Board reporting: **Youth Crime Task Force (YCTF)**
2. Indicate the number of board members, terms of office, and number of vacancies:
Number of Board Members: **24**
Terms of Office: **2 years**
Number of Vacancies: **3 - County Commissioner, Asst. County Manager for Public Safety, Neighborhood Resource Team Coordinator (appointments pending).**
3. Identify number of meetings and members' attendance records reflecting activity from Jan. 1, 2010 through December 31, 2011
Number of Meetings: **7**
Number of Meetings with a Quorum: **5**
Attendance Records: **(See Attachment A)**
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 B)**
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: **N/A**
9. Attach a copy of 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) **Yes. The Youth Crime Task Force has served as a forum to identify and discuss issues regarding youth crime in Miami-Dade County and has contributed its resources towards addressing these issues.**

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 quarterly reports from the independent evaluator charged with the assessment and efficacy of all YCTF-funded programs.

3. What are the Board's major accomplishments?

- a. Last 24 months:

- **Provided input and recommendations for development of the County's Request for Proposal (RFP) process for community-based organization funding, specifically geared toward criminal justice and youth programs. YCTF staff coordinated the application review process and contract awards.**
- **Developed funding priority areas and provided program and funding recommendations for future funding made by the Youth Crime Task Force and Miami-Dade Criminal Justice Council.**
- **Researched Multi-systemic Therapy for youth with problem sexual behaviors (MST-PSB), and established MST-PSB programs as a future funding priority.**
- **Provided updates to the County, various criminal justice system experts, professionals, and other stakeholders regarding current issues, analyses, and legislation regarding juvenile justice related issues.**
- **Served in an advocacy role to various community groups seeking support for youth crime prevention initiatives.**
- **Held presentations regarding best practice crime intervention and prevention models and studied/discussed the possible implications for the local juvenile justice system.**
- **Provided recommendations for juvenile justice improvements to various juvenile justice agencies and programs.**
- **Successfully maintained on-going monitoring of all funded programs by examining the information provided by the independent evaluator. This monitoring resulted in corrective action plans from selected programs and a program termination due to lack of contract compliance.**

b. Since established

- Has continued to monitor approximately funds 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 Youth Commission, Children's Trust, Miami-Dade Public School Board, Community Relations Board, etc., on issues impacting the local juvenile criminal justice system.
- Has maintained close ties with the County's Department of Juvenile Services, using their data to guide all decisions, funding priorities, and best practice initiatives.
- The Youth Crime Task Force's approach to juvenile justice intervention has attracted juvenile justice experts from many different countries. In the last five (5) years, delegations from Belgium, Thailand, Ireland, Spain, Jamaica, Dominican Republic, England, and Mexico have been hosted by the board to become trained to replicate our success with juvenile intervention programs within their respective countries.

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.**
7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2010 and FY 2011)

2010: \$200,000

2011: \$200,000

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

See Bylaws.

**MIAMI-DADE YOUTH CRIME TASK FORCE
2010 MEETING ATTENDANCE RECORD**

MEMBERS		04/25/10 Regular Meeting	04/28/10 Special Meeting	10/21/10 Regular Meeting
Mayor Carlos Gimenez (designee)			Present	
Hon. Audrey Edmondson, Miami-Dade County Commissioner				
County Manager (or designee)				
James Loftus, Miami-Dade Police Dir. (or designee)		Present	Present	Present
Hon. Frederica Wilson, MD Legislative Delegation				
Manuel Exposito, City of Miami Police Chief				
Charles Hurley, MDPS Police Chief (or designee)			Present	Present
Alberto Carvalho, MDPS Superintendent (or designee)			Present	Present
Leon Botkin, Esq., SAO, Juv. Div. Chief (or designee)		Present	Present	Present
Marie Osborne, Esq., Public Defender's Ofc, Juv. Div. Chief		Present	Present	Present
Gilda Ferradaz (or designee), DCF Director (or designee)				
Isabel Afanador, Chief Probation Officer (or designee)		Present	Present	Present
Modesto Abety, Director, Children's Services Council (or designee)				
John Dixon, Director, MD Economic Advocacy Trust (or designee)				
Rev. Victor Curry, President, MD Branch NAACP (or designee)				
Carmen Caldwell, Citizen's Crime Watch (or designee)				
Georgia Ayers (or designee), The Alternative Program (or designee)		Present	Present	Present
Mimi Sutherland, GATE Program (or designee)		Present	Present	Present
Daisy Franklin, ASPIRA of Florida (or designee)				
Rhadames Peguero, Dom-Amer National Foundation (or designee)			Present	Present
Thema Campbell, World Literacy Crusade (or designee)			Present	Present
Carolyn Nesbitt Concerned African Women (or designee)		Present	Present	Present
Diana Susi, AYUDA (or designee)		Present	Present	Present
Walter Wansley, Director, DJJ (or designee)		Present	Present	Present
QUORUM		NO	YES	YES

**MIAMI-DADE YOUTH CRIME TASK FORCE
2011 MEETING ATTENDANCE RECORD**

MEMBERS	02/16/11 Regular Meeting	07/27/11 Regular Meeting	08/31/11 Regular Meeting	12/7/11 Regular Meeting
Mayor Carlos Gimenez (designee)	Present			
Hon. Audrey Edmondson, Miami -Dade Commissioner	Present			
County Manager (or designee)				
James Loftus, Miami-Dade Police Director (or designee)	Present	Present	Present	Present
Hon. Frederica Wilson, MD Legislative Delegation				
City of Miami Police Chief (or designee)		Present	Present	Present
Charles Hurley, MDPS Police Chief (or designee)				
Alberto Carvalho, MDPS Superintendent (or designee)				
Leon Botkin, Esq., SAO, Juv. Div. Chief (or designee)	Present	Present	Present	Present
Marie Osborne, Esq., Public Defender's Ofc., Juv. Div. Chief	Present	Present	Present	Present
Gilda Ferradaz, DCF Director (or designee)				
Terria Flakes, Sr. Juv. Justice Manager, DJJ (or designee)	Present	Present	Present	Present
Morris Copeland, Director DJJ (or designee)	Present	Present	Present	Present
Modesto Abety, Director, Children Services Council (or designee)				
John Dixon, Director, MD Economic Advocacy Trust (or designee)	Present	Present	Present	Present
Rev. Victor Curry, President, MD Branch NAACP (or designee)				
Carmen Caldwell, Citizen's Crime Watch (or designee)		Present		
Georgia Ayers, The Alternative Program (or designee)	Present		Present	Present
Mimi Sutherland, GATE Program (or designee)	Present	Present	Present	Present
Daisy Franklin, ASPIRA of Florida (or designee)	Present			
Rhadames Peguero, Dom.-Amer. National Foundation (or designee)				
Thema Campbell, World Literacy Crusade (or designee)	Present	Present		Present
Carolyn Nesbitt, Concerned African Women (or designee)	Present	Present	Present	
Diana Susi, AYUDA (or designee)				Present
QUORUM	YES	YES	NO	YES

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ATTACHMENT B

Miami - Dade County, Florida, Code of Ordinances >> PART III - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE XCVIII. - MIAMI-DADE COUNTY YOUTH CRIME TASK FORCE >>

ARTICLE XCVIII. - MIAMI-DADE COUNTY YOUTH CRIME TASK FORCE 1191

- Sec. 2-1431. - Creation and purpose.
- Sec. 2-1432. - Membership.
- Sec. 2-1433. - Organization.
- Sec. 2-1434. - Powers and Duties.
- Sec. 2-1435. - Compensation.
- Sec. 2-1436. - Applicability of State and County laws.
- Sec. 2-1437. - Section 2-11.37(c) waived for this article.]
- Secs. 2-1438—2-1440. - Reserved.

Sec. 2-1431. - 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.

(Ord. No. 02-131, § 1, 7-23-02)

Sec. 2-1432. - 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, Department 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 2-1432(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.

(Ord. No. 02-131, § 2, 7-23-02)

Sec. 2-1433. - 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)

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Meetings. The Task Force shall conduct at least four (4) 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) *Reserved.*
- (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.

(Ord. No. 02-131, § 3, 7-23-02)

Sec. 2-1434. - 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.

(Ord. No. 02-131, § 4, 7-23-02)

Sec. 2-1435. - 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.

(Ord. No. 02-131, § 5, 7-23-02)

Sec. 2-1436. - 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 (1) County advisory board, but no more than two (2) 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.

(Ord. No. 02-131, § 6, 7-23-02)

Sec. 2-1437. - Section 2-11.37(c) waived for this article.]

Section 2-11.37(c) of the Miami-Dade County Code which requires six (6) weeks between first reading and public hearing for consideration of an advisory board ordinance shall be waived for this article.

(Ord. No. 02-131, § 7, 7-23-02)

Secs. 2-1438—2-1440. - Reserved.

FOOTNOTE(S):

⁽¹¹⁰⁾ *Editor's note*— Ord. No. 02-131, §§ 1—7, adopted July 23, 2002, did not specifically amend the Code. Hence, its inclusion herein as article XCVIII, §§ 2-1431—2-1437, was at the discretion of the editor. ([Back](#))

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.

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 YOUTH CRIME TASK FORCE
QUARTERLY MEETING**

Stephen P. Clark Center, 111 NW 1 Street, 18th Floor Conference Room # 18-3
Wednesday, December 7, 2011
2:00 PM

MEETING MINUTES
(DRAFT)

Members/Designees Present:

Marie Osborne, Chair
Mimi Sutherland
Thema Campbell
Dir. Morris Copeland
Ivan Silva for Chief Charles Hurley
Bernardo Suarez for Dir. James Loftus
George E. Jones for Georgia Ayers
Leon Botkin, Esq.
C. Palmer for Carolyn Nesbitt,
Wilfredo Seda for Diana Susi
Anthony Williams, for John Dixon

Members/Designees Absent:

Carlos A. Gimenez
Chip Iglesias
Sen. Frederika Wilson
Chief Miquel Exposito
Modesto Abety
Carmen Caldwell
Daisy Franklin
Rhadames Peguero

Guests Present:

Dr. Maxine Thurston-Fischer, Thurston Group
Marta Vega, Thurston Group
Cathy Burgos
Nicolas Pinchinat, Miami-Dade Public Schools
Kerry Bruce, World Literacy/Girl Power
Felipe Rivero, Office of Management and
Budget, Grants Coordination

Staff Present:

Alphermelia Martin, Office of Management and
Budget, Grants Coordination

I. Welcome and Introductions

The quarterly meeting of the Youth Crime Task Force (YCTF), being duly noticed was called to order at 2:25 p.m., by Acting Chairperson, Ms. Marie Osborne. Board members, staff, and guests introduced themselves, stating their name and the organization that they represented.

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II. Review and Approval of Meeting Minutes

A motion to approve the minutes for the February 16, 2011, July 27, 2011, and the August 31, 2011, meetings was unanimously approved by the board. (See Attachment A)

III. Independent Program Evaluation Update

The Evaluation Services Report for the Contract Period of October 2011- September 2012 was presented by Ms. Maxine Thurston of The Thurston Group. Copies of the report were provided to board members. (See Attachment B)

IV. Old Business

a. Approval of the Letter from YCTF to the BCC, dated September 7, 2011.

The letter submitted to the BCC from the YCTF, dated September 7, 2011, was unanimously approved by the board. (See Attachment C)

V. Other/New Business

a. Discussion on the Revised Language to the Notice of Funding Availability (NOFA) for YCTF- funded programs

Ms. Thema Campbell introduced her concerns with the "revised language" of the current NOFA and the process of its development. She stated that in the past, provider agencies were allowed to provide input regarding the language of the document; however, during the last process, agencies were not allowed input. She feels that it is important that agencies which serve juveniles should be allowed to provide input during the development process.

She also had concerns with the current continuation of funding from a solicitation that was placed approximately 8 years ago and wanted to know when a new NOFA will be submitted to the public.

The board extensively discussed her concerns, as well as their collective concerns regarding the NOFA, including the type of language that should be included in the NOFA, specifically as it relates to the Scope of Services, the continuation of funding, and the role of the Independent Evaluator

Mr. Felipe Rivero (Office of Management and Budget, Grants Administrator) advised the board that there was no information currently available regarding a date or time period, and that he would relay the concerns of the board, including those of Ms. Campbell to Dan Wall of the Office of Management and Budget Grants Division, and will update the board.

b. Review and Approval of YCTF Sunset Review 2012

A copy of the 2012 Sunset Review was provided to all board members and guests. The document was reviewed and unanimously approved by the board with the addition to the accomplishments adding language regarding the board's hosting of international delegations. (See Attachment D)

c. Update on Standing Committees

JSD will host a meeting with the Model Programs Committee on January 17, 2012. Marie Osborne volunteered to Chair this committee.

The board discussed the other Standing Committees and requested from staff a current roster of members. Staff informed the board that the information would be emailed out to all members.

d. Establishment of Ad Hoc Committee

The Chair requested volunteers for the Nominating Committee. Volunteers should advise Board Staff.

Ms. Osborne re-introduced the discussion of establishing a committee to explore the feasibility of merging the YCTF with the Dade-Miami Criminal Justice Council (DMCJC). She also reminded the board of its past discussions and the current status of the board's consideration of merging with the DMCJC.

After more group discussion, including the consideration of the background and the history of juvenile services in Miami-Dade County provided by JSD Director Morris Copeland, including the deliberate separation of juvenile services from the overall criminal justice component, the board agreed that the YCTF should remain separate in order to remain focused specifically on juvenile justice issues. However, the board agreed that the YCTF should request to be placed on the agenda for quarterly DMCJC meetings to present and seek their support, for YCTF initiatives. This closed the discussion on this matter.

VI. Next Meeting Date/ Meeting Dates for 2012

The next meeting date and 2012 meeting dates for the Youth Crime Task Force was announced to be held as follows:

Wednesday, February 22, 2012

Wednesday, April 25, 2012

Wednesday, August 22, 2012

Wednesday, October 24, 2012

VII. Meeting adjourned.

The meeting was adjourned at 3:45pm.

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