



# VIOLENCE PREVENTION COLLABORATIVE

September 22, 2014

## **AGENDA**

- I. Call Meeting to Order/Pledge of Allegiance
- II. Approve recap of August 25 meeting
- III. New Business:
  - a. Reorganization of Leadership Structure
  - b. GIS Presentation re: heat maps: Jamie Robe
  - c. Facilitation of October and November meetings
  - d. Communications Committee Update: Steve Hegarty
- IV. Old Business:
  - a. Hiring Committee: Kelley Parris
  - b. Data Sharing Plan: Mike Bridenback
  - c. Revised 1<sup>st</sup> 100 Days
- V. Questions and Comments
- VI. Next Meeting: October 23, 2014, 1:00 PM
- VII. Adjourn

**Violence Prevention Collaborative**  
**Monday, August 25, 2014**  
**County Center, 24th Floor Conference Room**

**Leadership Council Members Present**

Kevin Beckner, Chair, BOCC  
Gerald Seeber, City of Temple Terrace  
Bill McDaniel, City of Plant City  
Deputy Chief Brian Dugan, City of Tampa  
Michael Bridenback, Court Administrator  
Col. Donna Luszcynski, HCSO  
Julianne Holt, Public Defender  
Michael Sinacore, State Attorney's Office  
Kelley Parris, Chair, Community-Based Orgs.  
Steve Hegarty, Chair, Communications Comm.  
Dr. Martha Coulter, Co-Chair, Education Comm.  
Chakita Hargroves, Chair, Faith-Based Committee  
Karen Pesce, RN, Co-Chair Education Comm.  
Dan Jurman, Chair, Public Safety/Judiciary  
Robert Blount, Vice Chair, Faith-Based Committee  
Walter Niles, Chair, Health Committee

**Alternates Present**

Holly East, Commissioner's Aide  
Kenneth Albano, Temple Terrace PD  
Cindy Stuart, HC School Board

**Others Present**

Chloe Coney, Congresswoman Castor's Office  
Dr. Samuel Wright, Sr., Community at Large  
Tonia Williams, Children's Board

**Staff Present**

Tom Fesler, Business & Support Services  
Orlando Perez, County Attorney's Office  
Lynne Tierney, Division of Children's Services

The meeting was called to order at 1:05 p.m. Commissioner Beckner led the Collaborative in the Pledge of Allegiance.

The Violence Prevention Collaborative (VPC) received copies of the minutes from the July 24, 2014 meeting via email to allow the opportunity for review prior to this meeting. Ms. Holt made a motion to approve the meeting minutes, seconded by Col. Luszcynski. The minutes were unanimously approved with one correction, the spelling of Ms. Stuart's name.

**COMMUNICATIONS SUBCOMMITTEE UPDATE:**

Commissioner Beckner lauded the Communications Subcommittee for an outstanding job with the morning 10:00 a.m. Press Conference. Mr. Steve Hegarty, Chair of the Communications Subcommittee, thanked the Commissioner and informed the group of Commissioner Beckner's contributions: he wrote a prominent opinion article published on Sunday (July 23<sup>rd</sup>, 2014) in the Tampa Tribune which generated some early buzz about the Violence Prevention Collaborative; he was interviewed this morning at 7:30 on Fox 13, then called a Radio 970 from the TV station for another interview. The 10:00 a.m. press conference included representatives from the St. Petersburg Times, the Tampa Tribune, independent columnists, News Channel 8, Fox 13, the Osprey Observer, and Creative Loafing magazine. The press packets were well received and there are a number of related items on social media as well. Mr. Hegarty concluded that we did a lot of things right

and captured a lot of media interest, but we can do a better job of reaching out to media that targets minority audiences.

Ms. East added that when they were leaving to Fox 13 studio the station staff offered their help in the future. Mr. Hegarty agreed that the roll out of the Strategic Plan was successful and all the signs are positive; we have the attention of the community. Commissioner Beckner concurred and added that now the real work begins, to execute the plan and transform the ideas into action.

The group received hard copies of the 36-page Strategic Plan. Commissioner Becker informed the group that the Safe & Sound Hillsborough Strategic Plan can also be found on the Hillsborough County website, at: <http://www.hillsboroughcounty.org/DocumentCenter/View/12859>

#### NEW BUSINESS:

The group moved to the next item on the Agenda, approving the VPC's 5-year pilot budget.

Ms. Holt noted yellow highlights in the budget. Commissioner Beckner explained those were two items with some service issues currently undetermined, office equipment and website hosting/maintenance. Ms. Holt noticed an error with the Outreach Manager's salary increments and it was corrected during the meeting.

Tom Fesler, Director of Hillsborough County Business & Support Services, addressed the group regarding the proposed budget. He explained that the line items for Staff were envisioned as contracted positions with inflationary increases of 4% per year. Initially, the County will set up separate cost centers within the County's financial system, which will track both the revenues coming in to support the budget and expenditures required. Mr. Fesler clarified that the staff positions would not include benefits.

There were no more questions on the budget and Ms. Holt moved for approval of the budget, seconded by Mr. Bridenback. The motion passed unanimously.

Commissioner Beckner added that the group has 100% participation of the partners, subject to the Board of County Commissioner's approval on September 4<sup>th</sup>. The discussion is 10:15 a.m. time certain the Commissioner would like to see the members in attendance, if possible. Copies of the actual plan will be available to the public at that time.

Commissioner Beckner then moved to the next item of New Business, implementation of the 100 Day Plan. Top priority is to get a director in place, and to do so will require a committee to help develop the timeline for the process, the deliverables for which the director will be responsible, the job posting, the start date, etc. Commissioner Beckner asked who would be interested in serving on the Hiring Committee. Volunteers included Ms. Kelley Parris, Mr. Dan Jurman, Mr. Walter Niles and Ms. Cindy Stuart. Ms. East offered to be an *ad hoc* member of the Hiring Committee, to provide background information that she may have in her possession as a result of conversations with other Violence Prevention programs in the country. The group agreed to meet and bring reports back to the full Collaborative as part of the regular Agenda.

## OLD BUSINESS:

The first item of Old Business on the Agenda is setting up a Cost Center in the County's financial system. At the last meeting, the group reached consensus to consider non-profit organizations that might be interested in managing the staff contracts and serving as fiscal agent under certain conditions to be defined in an Interlocal Agreement. Commissioner Becker worked with Mr. Fesler and Ms. Kelley Parris of the Children's Board to glean information about the development of an RFQ and asked Ms. Parris to update the group. Ms. Parris clarified that the RFQ document provided in the agenda backup is basically a template and that she and her staff analyzed all of the documents generated by the Collaborative, including past directives, minutes and, of course, the Strategic Plan. Staff came up with recommendations regarding issues that need to be resolved prior to issuing an RFQ: clear deliverables, formalize a reporting structure, identify feedback loops, structure processes, qualifications for applicants and reimbursements for any host agency. Also key is to hire the coordinator to move forward with a timeline. The initial draft timeline reflects the development of an RFQ in February 2015, with proposals due in June, and a goal date to transition to the selected nonprofit in October 2015. Mr. Fesler added that was a very good summary and stressed the importance of the detailed scope of services that includes associated outcomes.

Commissioner Beckner suggested moving forward with the County serving as the cost center and temporarily housing the program at the Children's Board while the work of developing the RFQ is underway. Ms. East added that implementing the tasks of the First 100 Days is necessary to complete the RFQ. Ms. Parris emphasized the importance of the Hiring Committee developing a process to get the project's director/coordinator in place.

Ms. Holt made a motion to defer the RFQ and permit Hillsborough County to act as the cost center for the project and to permit the Collaborative be housed at the Children's Board. She expressed her thanks to Ms. Parris. The motion was seconded by Mr. Sinacore. The motion carried unanimously.

Commissioner Beckner then led the group to review the 100 Days Plan and setting in motion filling the staff positions. He asked if the group had any questions or comments regarding the plan. Ms. Holt asked the Commissioner if he would like any assistance in drafting the job descriptions or will that be done by the Hiring Committee. He replied that Ms. East has researched other job descriptions for similar positions and she will forward the information to the group for review. He cautioned that the Hiring Committee will be operating in the Sunshine, meaning the committee meetings will need to be publicly noticed. He inquired if anyone was interested in chairing the committee. Ms. Parris agreed to serve as Chair.

Commissioner Beckner asked if there were any other questions or comments. Ms. Holt responded with her appreciation for Mr. Hegarty and the work of the Communications Committee and was impressed with the roll out of the program. She commented that having the Strategic Plan be so clearly data driven speaks well of the clear vision that the VPC has of our community and its commitment to this effort. She also thanked Dr. Coulter for highlighting the challenges that we have as it relates to our children in school and the view that most kids have of our schools as not only an educational opportunity, but as a safe haven with adult support. Ms. Holt and those who work in the court system are concerned about our youth and the extent of their involvement in violence at ever younger ages. Ms. Holt stated she is proud to live here and glad to see all of the community partners at the table to work together on this collaborative. She also commended Ms. East for her tireless efforts and tremendous amount of work on behalf of the group.

Ms. East informed the group that she has contacted the GIS department for overlaying the heat maps contained in the strategic plan to highlight the neighborhoods and zip codes at greatest risk for violence. These maps provide an overview of the areas that may require additional resources, and will assist the VPC in prioritizing targets.

Ms. Stuart stated that the school system is ready to move ahead, and seeks direction from the VPC. Commissioner Beckner confirmed that future discussions will include what it means to have a data based perspective to prevent violence, how that structure will look and how the public health plan will be implemented.

Ms. Parris shared her experience in engaging affected communities. On Saturday, The Children's Board sponsored an Empowerment of Women seminar. The Children's Board partnered with the matriarchs of Sulpher Springs and developed a survey addressing the top four community issues, one of which was violence. The event kicked off with an inspiring video featuring Ms. Chloe Coney and Ms. Evangeline Best speaking about the history of Sulpher Springs and what it took to organize the community to come together and address the violence in the area. <http://youtu.be/fiQTWh7oiVE>

At the conclusion of the video, the group applauded Ms. Coney, who was present. Ms. Parris added that the video effectively sends the message that lasting change comes from involving the people living in the community. Commissioner Becker added that if anyone can facilitate change, it is Ms. Coney, and echoed Ms. Coney's beliefs that to foster great change we must involve the community. He referred to the five-year pilot project and reminded members that it will take a substantial amount of work from every person at the table to successfully implement the plan.

Ms. Pesce emphasized Ms. Coney's belief that we must not approach a community with the attitude that we intend to 'save the day.' When agencies initially had the grant funding to provide services in Sulpher Springs, the residents did not attend or participate. It took substantial effort and sincere listening to hear what the community wanted and believed were solutions it could own and embrace. The community must know that these are their programs.

Ms. Coney concurred that it was not easy to get that participation and issued a challenge to the Collaborative to go to the people, learn from the people, love the people. Start with what they know and build on what they have, so that when the task is done, the people say we have done it ourselves.

Ms. Coney thanked the group and stated that our community is ripe for change. Commissioner Beckner responded that this Collaborative is not a top down approach; it is a bottom to the top approach. It is essential to put the plan together as a community, but even more essential to the implementation of the plan. He sees the VPC as having created the soil and the foundation, and now it must go into the community to plant the seeds to harvest the fruits of a more peaceful community.

Dr. Samuel Wright introduced himself to the group and asked the Commissioner if the committee would continue after the staff is selected. Commissioner Beckner confirmed that the VPC would continue to be the governing body of the effort to oversee the work and hold the director accountable.

There being no further discussion, Commissioner Beckner thanked all of the committee members for their hard work and contributions.

The meeting was adjourned at 2:00 p.m.

There is no financial impact to Hillsborough County BOCC as a result of this meeting.

The next scheduled meeting of the Violence Prevention Collaborative will be:

Monday, September 22, 2014  
24<sup>th</sup> Floor Conference Room  
1:00 p.m.

DRAFT

- Develop a communications plan for Youth Outreach Survey data and Strategic Plan;
- Develop a budget that provides sustainable funding; secure financial and in-kind commitments from Collaborative partners;
- Develop Hiring Committee to define staff positions, deliverables, salary ranges; hire lead;
- Identify community partners to take responsibility for aspects of the plan;
- Plan a community forum to solicit input from the community-at-large on the draft plan; finalize, print & distribute;
- Develop Business Committee;
- Develop a means for USF College of Public Health to evaluate data indicators and deliverables to measure progress; and
- Present Interlocal Agreement to Tampa, Temple Terrace and Plant City City Councils, Hillsborough County BOCC, School Board of Hillsborough County for approval.

## Job Description

### Safe and Sound Hillsborough Violence Prevention Coordinator

#### Qualifications:

- Graduate degree in Social Work, Psychology, Criminal Justice, Public Health, Public Policy or equivalent degree in a closely related field of study. Five years' experience in work directly related to improving a community, system of care, or health care system; (Bachelor Degree may be accepted from an accredited college or university with significant program and management experience)
- Five years relevant work experience;
- Excellent oral and written communication skills;
- Demonstrated experience in developing partnerships;
- Experience working with diverse populations in a community setting;
- Experience in data collection and evaluation;
- An understanding of barriers that prevent community involvement.
- Experience in planning and implementing **successful evidence-based** prevention programming.

#### Overview:

To lead the strategic direction of **Safe and Sound Hillsborough** by utilizing a public health model as structured in the Strategic Plan; manage the workflow processes and track the results of the Strategic Plan implementation. Create a unified vision of countywide priorities and programming **based on relevant data** in order to prevent violence. Promote collaborative opportunities for communities to participate in violence reduction activities and develop protocols for inclusion for all segments of community. Work directly with the school system to develop priority programs to reduce violence in the teen population. Create a structured method of effectively sharing information on **Safe and Sound Hillsborough** across Hillsborough County.

**Essential Functions and Requirements:** Typical duties and responsibilities of this position include but are not limited to the following:

Develop job descriptions for support staff; hire, conduct supervision with contract staff, document all required evaluations, performance improvement and/or training plans as necessary to maximize productivity of staff members;

Develop a timeline for completion of key goals as defined in the **S&S Strategic Plan**;

Conduct an analysis of emerging trends in youth violence and produce / deliver presentations and / or official papers to stakeholders;



Implement and evaluate the **S&S Strategic Plan**, maintain data and manage data collection; develop ways to measure and monitor effectiveness of pilot project;

Work directly with **S&S Committee**, stakeholders, neighborhood associations, community volunteers and residents on initiatives designed to increase community capacity for primary violence prevention;

Work with community members to implement evidence-based violence prevention programs focused on neighborhoods and schools;

Assist in developing and maintaining essential partnerships with school system, law enforcement, neighborhood associations and the **S&S Committee**;

Ensure the Community Coordinator (outreach staff) functions within the social justice and public health frameworks and Trauma Informed Care practices;

Primary person responsible for maintaining budget and fiscal fidelity of project;

Responsible for tracking and responding and management of grant opportunities and creatively strategize methods to grow the collaborative;

Engage in policy based initiatives to end violence in Hillsborough County;

Develop a series of communication strategies to share the progress of preventing youth violence with partners;

Share updates in implementation with the Hillsborough County Board of County Commissioners; **S&S Committee**; other external partners as identified;

Map community resources and engage partners in identifying gaps in programs and / or services;

Participate in outreach events necessary to build coalitions and partnerships to prevent violence in Hillsborough County.

Act as the voice of the **S&S Pilot Project** with designated committee members;

Act as the connecting agent among **S&S Committee** members.

## Position Announcement

### Safe and Sound Hillsborough Violence Prevention Coordinator

#### Qualifications:

- Graduate degree in Social Work, Psychology, Criminal Justice, Public Health, Public Policy or equivalent degree in a closely related field of study. Five years' experience in work directly related to improving a community, system of care, or health care system; (Bachelor Degree may be accepted from an accredited college or university with significant program and management experience)
- Five years relevant work experience;
- Excellent oral and written communication skills;
- Demonstrated experience in developing partnerships;
- Experience working with diverse populations in a community setting;
- Experience in data collection and evaluation;
- Experience in planning and implementing prevention programming;
- An understanding of barriers that prevent community involvement.

#### Specifications for Position:

- Ability to work in a collaborative environment at multiple levels of government and community;
- Experience with creative development of new project management;
- A strong understanding data collection, interpretation and project evaluation;
- Technical knowledge and experience in grant seeking and writing;
- Ability to present information accurately, effectively and concisely;
- Experience in presentation and public speaking.

**Application Process:** Closes October 8, 2014

**Submit resume and 3 references to:**

**This will depend on what the procedures are in place for the county.**

Kelley Parris, Chair

*Re: Safe and Sound Search Committee*

1002 East Palm Avenue

Tampa, Fl. 33605

**Respond to the following with a written explanation attached:**

1. Refer to "*Safe and Sound Hillsborough*" *Strategic Plan* website at: [www.safesoundhillsborough.org](http://www.safesoundhillsborough.org)  
Re: First 100 Days  
Submit a timeline and plan for reaching each of the "First 100 Days" milestones.
2. Share your experience working with diverse populations.

3. Describe your experience facilitating and working with committees and work groups.
4. Detail your experience with public speaking and presentations.
5. Describe your experience with program development; specifically with Public Health Models.
6. Please list any successful grant awards that you were responsible for securing, the grant award amount, funding source and success rate.



**Violence Prevention Collaborative**

5-year Pilot Budget

APPROVED 8.25.14

COLLABORATIVE EXPENSES						
ITEM:	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	5 YR TOTAL:
<b>Staff</b>						
Project Manager/Coordinator/Director/Grant Writer	\$110,400.00	\$114,816.00	\$119,409.00	\$124,185.00	\$129,152.00	\$597,962.00
Outreach Manager	\$65,947.00	\$68,585.00	\$71,328.00	\$74,181.00	\$77,149.00	\$357,190.00
Administrative Specialist	\$57,211.00	\$59,499.00	\$61,879.00	\$64,355.00	\$66,929.00	\$309,873.00
	<b>\$233,558.00</b>	<b>\$242,900.00</b>	<b>\$252,616.00</b>	<b>\$262,721.00</b>	<b>\$273,230.00</b>	<b>\$1,265,025.00</b>
<b>Infrastructure Funding</b>						
Office space/VPC Meeting Space/Logistics/Setup	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000.00
Data Collection & Evaluation	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$31,000.00	\$155,000.00
Office Equipment (3 computers)						
Mini Grants for Community Awareness Events	\$20,000.00	\$15,000.00	\$10,000.00	\$5,000.00	\$0.00	\$50,000.00
Multi-Sector Collaboration	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$100,000.00
Communications/Outreach/Printing	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000.00
Website Development	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
IT Staff salary for data input/webpage maint.	\$20,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$40,000.00
Website Hosting/Maintenance						
Technical Assistance/Consulting/Grant Writing	\$20,000.00	\$20,000.00	\$15,000.00	\$10,000.00	\$5,000.00	\$70,000.00
Professional Development	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00
Margin for Course Correction	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000.00