

**Violence Prevention Collaborative**  
**Thursday, July 24, 2014**  
**County Center, 26<sup>th</sup> Floor Conference Rooms A & B**

**Leadership Council Members Present**

Kevin Beckner, BOCC  
Frank Chillura, Temple Terrace  
Michael Bridenback, Court Administrator  
Julianne Holt, Public Defender  
Michael Sinacore, State Attorney's Office  
Kenneth Albano, Temple Terrace PD  
Kelly Parris, Children's Board  
Walter Niles, Health Department  
Cindy Stuart, HC School Board

**Alternates Present**

Marie Marino, Public Defender  
Gerald Seeber, City of Temple Terrace  
John Newman, Tampa PD  
Col. Donna Luszczynski, HCSO  
Tonia Williams, Children's Board  
Dr. Carla VandeWeerd, USF College of Public Health  
Jeff Stidham, 13<sup>th</sup> Judicial Circuit Court  
Holly East, Commissioner's Aide

**Staff Present**

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

**Others Present**

Nichole Hanscom, Public Defender

The meeting was called to order at 10:05 am. Commissioner Beckner led the Collaborative in the Pledge of Allegiance.

The Violence Prevention Collaborative (VPC) received copies of the minutes from the June 12, 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 Mayor Chillura. The minutes were unanimously approved with no additions, corrections or deletions.

**COMMUNICATIONS SUBCOMMITTEE UPDATE:**

The group received an update from Mr. Jeff Stidham, standing in for Mr. Steve Hegarty, Chair of the Communications Subcommittee. Mr. Stidham urged the group change the date of the upcoming press conference to August 25 from September 4<sup>th</sup>. By introducing the Collaborative's mission while requesting funding from the Board in September, the story may become more about the BOCC's funding of the VPC instead of the mission of the group. He added that by August 15<sup>th</sup> the Violence Prevention Collaborative should have a finalized Strategic Plan in hand, as well as the talking points from the Prevention Institute. The subcommittee has reserved the ceremonial courtroom on the 6<sup>th</sup> Floor of the Edgecomb building on August 25<sup>th</sup> at 10:00 am. Moving the press conference to that date will give the VPC more control over the message to the community regarding the mission of the Collaborative. He anticipates having Commissioner Becker, Mayor Buckhorn, Ms. Holt, and possibly Mr. Ober and someone from the USF College of Public Health in attendance. By that time the Communication Subcommittee will have developed a visual, have a Facebook presence and a Twitter feed in place, which will include the Safe and Sound logo. Post-press conference VPC

representatives can be scheduled to go to both (newspaper) Editorial Boards and some early morning or late afternoon radio shows. The Prevention Institute talking points will be essential to this coordinated effort.

Commissioner Becker asked for discussion and recognized Mr. Walter Niles of the Health Department. Mr. Niles agreed that since the effort is a public health initiative that perspective should be represented. Commissioner Beckner asked if he envisioned a representative of the Health Department speaking at the press conference. Mr. Niles established that they would be available to speak from the talking points if needed. Mr. Stidham agreed that would place the focus on the effort as a public health initiative as opposed to simply another funding request for the Board to consider.

Ms. Holly East added that she has been in discussion with Dr. Martha Coulter and Dr. Carla VandeWeerd, who is attending in Dr. Coulter's place, and has confirmed that one of them will be present at the press conference to speak to the issues of public health as well as the outreach survey analysis.

Commissioner Beckner asked when the Prevention Institute would have the talking points. Ms. East informed him that we will need to provide the timeline to the Prevention Institute and they have committed to providing talking points for 4 to 5 principles and will edit the final draft of the press release as well. Ms. East will confirm the timeline with Prevention Institute once it is finalized.

Commissioner Beckner opened the floor to further discussion or feedback regarding the timeline. Mr. Michael Bridenback made a motion to accept the recommendations from the Communications Subcommittee to change the date and format of the press conference. The motion was seconded by Ms. Kelly Parris and unanimously approved. Commissioner Beckner asked any member who would like to be involved and was not previously mentioned to please contact his office.

#### NEW BUSINESS:

Next on the Agenda, the Commissioner welcomed Mr. Orlando Perez of the County Attorney's office to discuss how the agreements with the partner agencies could work and how their contributions would be managed. He also welcomed Mr. Tom Fesler, Director of Hillsborough County's Business & Support Services to discuss an overview of the budget and a couple of different ways the organization of the program could be structured.

Mr. Perez recognized that the group has come to the point that they are prepared to finalize and formalize some of the commitments that the member agencies have made to this effort. He described a variety of ways this could be accomplished, depending upon the level of formality desired. First, it could be something as simple as a letter of intent with regard to making commitments to this agency and its function. Alternately, each agency could prepare a Memorandum of Understanding. Even more formal, would be an Interlocal Agreement, which would take the form of a binding agreement between all of the relevant agencies involved. The Interlocal Agreement would provide a lot of detail regarding the specifics of what each agency would provide, be it monetary or in kind contributions. One key provision would be identification of the parties, which would include each agency represented and define who has authority to speak on behalf of each agency. Under an Interlocal Agreement each commitment would be spelled out including defining the contribution, due dates, length of commitment as well as the procedure for accounting and management of

any funds committed. Because there are many groups involved, such an Interlocal Agreement would take some time to be approved and signed by the head of each agency or their authorized representative.

Ms. Holt asked for Mr. Perez's recommendation. Mr. Perez expressed a preference, from a legal standpoint, for an Interlocal Agreement. He added that an Interlocal Agreement can be changed, should the need arise, as long as each agency approves each change.

Mr. Fesler addressed the group regarding potential options for operations of the program. Whichever option the group agrees upon will need to include an associated budget for the operation and some fiscal management. The legal entity charged with managing the program will need to be responsible for taking care of the accounting, paying the bills and collecting the revenue.

One option is to identify an existing non-profit organization that might be able to run the program and either the County or one of the other partners could contract with that agency utilizing a Scope of Services which would very clearly lay out performance expectations. Hillsborough County contracts with many non-profits and the County, as contract manager, makes payment based on outcomes and performance measures.

Another option is to utilize a partner agency as contract manager and set up individual employment contracts for the each of the positions. One drawback to having the County act as contract manager is that it may give the impression the staff are Hillsborough County employees and Collaborative is a Hillsborough County program. A third suggestion is to inquire if there is a collaborative partner that would like to run the program as part of their organization. One option that Mr. Fesler would not recommend is to set up a new non-profit. Such a move would involve a great deal of paperwork and many steps to set up a separate legal entity.

Ms. Parris said that she thinks contracting with non-profit sounds like a good idea, but she would like to ensure that it is a non-profit that serves the entire span of Hillsborough County, as opposed to one with limited geographical scope.

Mr. Bridenback strongly supported pursuing the Interlocal Agreement, as that would best meet the requirements of a 5-year program. Although the agreement would probably require changes in future years, starting out with a clearly defined scope of services would provide a valuable foundation and reference through possible changes in leadership, etc. The entire agreement may not be completed in time for the August 25<sup>th</sup> press conference but some of the components could be presented to the public. In addition, it could benefit the public relations side of the project because it would present the project not as some new program that agencies will throw money at, but as a new way of dealing with violence that would utilize existing resources from a variety of agencies and give focus to violence as a public health issue, which affects all of these different agencies. Mr. Bridenback agreed with Ms. Parris that best option is to locate a non-profit with a wide reach that encompasses the entire county.

Mr. Bridenback made a motion to pursue an Interlocal Agreement. Ms. Holt concurred with Mr. Bridenback and made a second to his motion. Commissioner Becker inquired if there were any further questions or discussion. There were not, and the motion passed unanimously.

Commissioner Beckner appealed to the group to suggest non-profit agencies that could be considered. Ms. Parris recommended The Spring as a natural fit for the project. Ms. East suggested the Harrell Center at USF

as a possibility. Mr. Niles suggested the USF Public Health Institute or possibly the Courts. Mr. Bridenback felt the realm of responsibility in the court system is too narrow and the program needs a more community based approach. His preference was also USF. Mr. Michael Sinacore of the State Attorney's office concurred and liked the idea of a non-profit or County-sponsored initiative. Ms. Holt believes her office would be restricted under Chapter 27.

Commissioner Becker asked for any further suggestions. He offered, if authorized, to perform some outreach to the suggested entities in order to gauge their interest and find out if they would be permitted to do so by their Boards or Charters. He could bring the results back to the group for further consideration. Col. Donna Luszczynski asked if there were any formal process required to reach out to the suggested entities, such as a Request for Proposals (RFP). Commissioner Beckner responded that if the non-profits are interested in the opportunity, he would welcome them to submit a proposal and present it to the Collaborative.

Ms. Holt asked if the non-profit would be the entity that would contract with the Violence Prevention employees. Mr. Fesler responded that he would envision it that way, and the County or the Children's Board could be the administrative entity to manage the contract. Ms. Holt asked about the physical office space and the importance of having a visible presence in the community. Ms. Parris responded that the Children's Board has offered space to the program and that is on the table regardless of the entity chosen to manage the contract. Dr. Carla VandeWeerd of USF College of Public Health explained that the Harrell Center is located University Professional Center, across Fletcher Avenue from USF. Parking is free and there is easy access to the location. Ms. East brought forward a standing proposal on the table, free office space at the Children's Board. If the administrative entity chosen were to charge for office space that would increase the budget of this effort. Ms. Holt recalled for the group their prior commitment to have a visible and accessible location in the community.

Ms. Parris clarified that she and the Children's Board want the best place for the program to be housed. They have offered the space because that is an available asset that they have which would include AV equipment, meeting space, parking space, etc. They would be glad to manage the contract, as well, but are currently not in a position to contract themselves.

Commissioner Beckner made clear the project is moving forward with regard to hiring staff, making policy decisions and controlling the direction of the program, but a large part of getting the program running will be to find the administrative agency to be responsible to process the checks, be accountable for revenue collected and so forth.

Commissioner Becker asked for any more comments. Mr. Chillura proposed that there have been a lot of viable options brought forward today, and some more fact finding is necessary before making a decision. He encouraged the group to find out more about each option. Mr. Chillura added that it would be very beneficial if, prior to the press conference, someone from the Collaborative make a five minute pitch to each of the partner agencies so that they have a little information ahead of time. He believes the Collaborative has done a good job of aligning things so that the effort takes off in the right direction. Careful consideration of the pros and cons of each option will benefit the future of the program.

Commissioner Beckner offered that he is open to considering additional non-profits if anyone would like to add to the list. He will report next month on the results of his outreach to find out if the entities are willing and what requirements they would have.

Mr. Niles asked if the group should settle on housing the program at the Children's Board. Mr. Sinacore preferred to leave that option open during the outreach phase of contacting the non-profits. Ms. Marie Marino would like the group to cast a wider net and perhaps find a lesser known non-profit that may be a great fit. Ms. East liked the concept of bringing more groups to the table but would like a more structured search for a non-profit. Ms. Parris is familiar with contracting with lead agencies and their associated subcontractors. She emphasized that funders must be secure that the non-profit has the fiscal infrastructure and checks and balances in place and utilizes best practices and standards to handle the dollars that pass through the agency. Mr. Bridenback suggested the group initially begin with a Request for Information (RFI). That would not be a commitment, but would let the need for the service be known in the community. Ms. Parris clarified it would be a Request for Qualifications (RFQ) and would require a selection committee that would be fully transparent. Commissioner Beckner asked about the RFQ procedure in place at the Children's Board. Ms. Parris responded they publish their RFQ's on their website, and recently added Public Service Announcements (PSA's) as well as press releases. Ms. Cindy Stuart liked the idea of the RFQ and suggested adding the Education Foundation to the non-profits to be included. Mr. Niles asked how the RFQ would impact their budget. Ms. Parris responded everyone would have to consider meeting space, AV equipment, and facilitating any other needs of the staff. Commissioner Beckner said it sounds like there could be two potential RFQ's, one that includes housing the program and another that would only include the administrative costs. These parameters would have to be developed

Mr. Niles made a motion to separate the issues of being a fiscal agent for the program and housing the program. There was no second on the motion.

Mr. Chillura asked that group get some more answers before deciding one way or another.

Commissioner Becker highlighted the need to give the non-profits some type of guidelines to respond to the RFQ. Ms. Stuart favored an open conversation first. Some entities would be happy to house the program and others may not have the space but be a great partner to handle the fiscal duties. Mr. Chillura suggested keeping the discussions open and including the fact that the program may already have the required office space and see if the non-profits could provide alternate scenarios of what they could provide at what cost. Mr. Sinacore agreed with keeping the discussions open and not encouraging specific bids at this time. At this point we can gauge interest in the project and tap into the members of the subcommittees to find even more entities that may be suitable.

Commissioner Beckner asked the members to nominate other non-profits that could be interested and he will work with staff to figure out the best way to narrow the field. He asked the members to provide all suggestions to his office by August 1<sup>st</sup>. Ms. Stuart added the Department of Health as a possible partner. Commissioner Beckner asked that Mr. Fesler, Mr. Perez and Ms. Parris meet with him to outline what would be included in the initial outreach.

Mr. Sinacore made a motion to authorize Commissioner Beckner to meet with Ms. Parris and members of the County Administrator's staff, to outreach to the non-profits mentioned previously and ones that will be

included later, and to bring a report back to the group at the August 25, 2014 meeting. The motion was seconded by Mr. Chillura and passed unanimously.

Commissioner Beckner thanked Mr. Perez and Mr. Fesler for their presentations.

#### OLD BUSINESS:

The Chair moved the group to the next item of business on the agenda, a continuation of the program's budget discussion. Ms. East presented the projected budget for the program on the interactive whiteboard. Commissioner Beckner began the discussion by noting there was some debate last meeting about the projected cost of the data collection and evaluation line item. He noted that he was advised by Prevention Institute that the Center for Disease Control (CDC) recommends budgeting 10% of their project costs for data collection and evaluation, a generally accepted percentage required for that task.

The second change is that the project will require that three computers be purchased. The line item was added, but no dollar amount provided as the hope was that they could be donated or purchased at a discount.

Also adjusted is the in-kind contribution from the Children's Board. We will need to verify and include the values for the cost of meeting space and set up, and for additional data indicators as well. Ms. Parris indicated that there were 5 to 6 data indicators at \$3,000 each. Ms. Parris clarified that they purchase a certain number every year, but for this year and next year they have dedicated the acquisition to the indicators needed by the VPC.

Another change is the removing the line item for the Data Sharing Model Project Manager, which is a very valuable tool for the project, but per the Prevention Institute's recommendation the cost should not be included as part of the base budget.

Mr. Bridenback emphasized the importance of the Data Sharing Model. He understands this may not be the time to budget for it, but this is a critical component and essential to addressing the issue of violence as a public health issue. This existing network of information can be brought together and outsourced to the entities confronting this issue in the community, such as ER doctors, police, schools, etc. The earlier that we can identify the problems the sooner we can focus our resources to address them. This project is a critical piece of the program. Although it will be expensive he believes it should be pursued sooner rather than later.

Commissioner Beckner confirmed that the Prevention Institute absolutely agrees about the necessity of this component. Data will drive this project and, as some of the Collaborative members know well, there are many challenges concerning data sharing between agencies. While the Prevention Institute did not feel this should be included in the start up costs, this is an important issue. Commissioner Becker asked Mr. Bridenback if he could begin pursuing the model and bring some information back to the Collaborative regarding possible acquisition and implementation costs.

Mr. Bridenback stated this component was a strong motivator for the Courts to provide in kind contributions and to become part of this process. Every day he sees a need in the court system when judges don't have all of the information they need. The information is there in some network, but not accessible to all of the interested parties. Providing the data between agencies in a common server that all agencies could access is a

priority and could have a variety of functional uses that many agencies would benefit from. He clarified that he is not speaking to data collection for evaluation of performance, but data on individuals that is in various networks.

Commissioner Beckner stressed that this is the Collaborative's budget and if this is something that the group wants to include from the get go they could certainly have that discussion.

Ms. East added that many of the other communities participating in prevention initiatives are working toward a similar goal. The Prevention Institute believes there are grants available specifically for such projects because this type of communication is so important to communities. They suggested taking the line item out of the bare bones budget and get the infrastructure in place and in a position to write grants. Mr. Bridenback added that staff hired for the Violence Prevention office should hit the ground running with the Data Sharing Model as their priority issue.

Dr. VandeWeerd asked about the need for an administrative assistant on the office staff, when an additional \$10,000 could get a MPH graduate with data experience. Ms. East shared that when she spoke to the other programs she was informed of the essential role the administrative assistant provides. Other programs strongly encouraged a full time staff position which would to handle the phones, schedule calendars, schedule public events, answer emails and create and maintain office filing and organizational systems. This position will set up an administrative structure in the office and respond to any number of issues that may come up while the outreach manager and the project manager are out in the field.

Mr. Niles asked if the staff positions included benefits. Comm. Beckner confirmed that they do.

Dr. VandeWeerd asked if a candidate with a data background would be a priority when hiring for the project manager position. Ms. East responded that the Leadership Council will be meeting to write the job descriptions at a later date and she expects the Collaborative will have a lot of options on the table.

Mr. Bridenback clarified that he was not speaking of the need staff for that could manipulate and analyze data; the Data Sharing Model would integrate entire systems that house data. This is not about performance data, but accessing existing data that is located in a variety of systems and integrating it in a central system accessible to a variety of users. Mr. Niles compared the system to the Electronic Medical Records system currently in place.

Commissioner Beckner asked if the group had consensus on the Data Sharing Model. Col. Luszczynski agreed with the importance of the model and the in kind contribution. Mr. Bridenback suggested the Collaborative initiate a "data subgroup" to identify what systems are being utilized, where they are located and what barriers, legal procedural or technical would need to be overcome in order to integrate the existing data systems. Commissioner Beckner asked if that would impact any of the Court Administrator's current commitment. Mr. Bridenback stated this in kind contribution was one that Court Administrator's office was planning to offer and remains committed to that goal. Dr. VandeWeerd added this system integration is essential in terms of the overall vision of the group.

Commissioner Beckner asked if everyone in the group was comfortable with Mr. Bridenback taking the lead in a “data subgroup” that would begin the effort on the Data Sharing Model. Ms. East added that representatives from other agencies may need to be included in the group.

Mr. Niles suggested Mr. Bridenback check the Health & Human Services website, as there is a good chance that there are grant dollars available for this type of system integration. Mr. Niles believes that grant dollars for a data sharing effort would go to the County Administrator’s office, and not the Collaborative itself. The body receiving the funds would have to have the technical capacity to support the effort.

Further discussion by the group led to a consensus to leave the Data Sharing Model out of the budget for the time being, authorize Mr. Bridenback to initiate the effort and bring a progress report back before the Violence Prevention Collaborative at the September meeting.

Dr. VandeWeerd addressed the Data and Evaluation line item in the budget which had seemed very low at \$20,000, but had been raised to \$31,000. She inquired if USF would be using existing data to perform the evaluation. Ms. East clarified that she contacted Prevention Institute and project managers at the New Orleans and Seattle sites, who confirmed this line item was to evaluate the program’s strategic plan only. Any additional data surveys would require additional funding. Dr. VandeWeerd expressed USF’s commitment to the project and offered to organize and utilize students working on special projects. She wanted to be clear that she would not be able to collect additional data as there wouldn’t be enough resources to go into the field, administer surveys, do new coding, etc.

Col. Luszczynski asked if the group is going to review the strategic plan before it is finalized on August 15<sup>th</sup>. She is specifically interested in language regarding measuring the effectiveness of service providers in the community and coordination of services and outcomes. Commissioner Beckner responded that this is an area the County has been working on for a while, citing a recent evaluation by Dr. Meyers for the Juvenile Justice Task Force. Mr. Sinacore agreed that would make the strategic plan more substantive. Commissioner Beckner suggested any further changes to the Strategic Plan could be sent to the members individually and vote via email.

Mr. Sinacore noted our next meeting is scheduled for August 25<sup>th</sup>, which is the same date as the Press Conference. Commissioner Beckner informed him that his office will work out the logistics and notify the group.

Commissioner Beckner asked if there were any further comments or questions. There were not and he thanked the attendees for their time and continued commitment to the Violence prevention Collaborative.

The meeting was adjourned at 11:50 a.m.