



# Safe & Sound

HILLSBOROUGH

## April 19<sup>th</sup>, 2016 Leadership Council AGENDA

- |              |   |  |
|--------------|---|--|
| <b>I.</b>    | <b>Call meeting to Order/Pledge of Allegiance</b>         | <b>(5 mins)</b>                            |
| <b>II.</b>   | <b>Welcome from Mayor Frank Chillura / Temple Terrace</b> | <b>(5 mins)</b>                            |
| <b>III.</b>  | <b>Public Comment</b>                                     | <b>(5 mins)</b>                            |
| <b>IV.</b>   | <b>Approve minutes from March 22<sup>nd</sup> Meeting</b> | <b>(5 mins)</b>                            |
| <b>V.</b>    | <b>Old Business:</b>                                      |  |
|              | a. Sunshine Law Presentation (M. Farris)                  | (10 mins)                                  |
|              | b. Finance Committee (T. Williams)                        | (10 mins)                                  |
| <b>VI.</b>   | <b>New Business:</b>                                      |  |
|              | a. USF Survey Presentation (A. Salinas)                   | (20 mins)                                  |
|              | b. Director's Report (F. Barton)                          | (20 mins)                                  |
|              | c. Committee Updates                                      |  |
|              | i. Business Outreach (F. Barton)                          | (3 mins)                                   |
|              | ii. Communications (S. Hegarty)                           | (3 mins)                                   |
|              | iii. Cultivating Communities (K. Parris)                  | (3 mins)                                   |
|              | iv. Data (J. Robe)  | (3 mins)                                   |
|              | v. Family Health & Well Being (M. Marino)                 | (3 mins)                                   |
|              | vi. Grant Writing (A. Smith)                              | (3 mins)                                   |
|              | vii. Improving Neighborhoods (C. Lewis)                   | (3 mins)                                   |
|              | viii. Maximizing Impact (S. Combs)                        | (3 mins)                                   |
|              | ix. Youth and Gun Violence (K. Heide)                     | (3 mins)                                   |
|              | x. Policy & Governance (W. Niles)                         | (3 mins)                                   |
| <b>VII.</b>  | <b>Questions and Comments</b>                             | <b>(5 mins)</b>                            |
| <b>VIII.</b> | <b>Next Meetings:</b>                                     | <b>(5 mins)</b>                            |
|              | <b>Tuesday, May 24<sup>th</sup>, 2016</b>                 | <b>Tuesday, June 28<sup>th</sup>, 2016</b> |
|              | <b>1:00 PM</b>  | <b>1:00 PM</b>                             |
|              | <b>University Area CDC</b>                                | <b>TBD (Wimauma)</b>                       |
| <b>IX.</b>   | <b>Adjourn</b>  |  |

**Safe & Sound Hillsborough**  
**Tuesday, March 22<sup>nd</sup>, 2016**  
**Hillsborough Community College – John R. Trinkle Center**

**Leadership Council Members Present**

Julianne Holt, Chair, Public Defender's Office  
Kenneth Albano, Vice Chair, City of Temple Terrace  
Freddy Barton, Safe & Sound Hillsborough  
Kevin Beckner, Hillsborough County, BOCC  
Carla Lewis, City of Tampa  
Sarah Combs, University Area CDC  
Angie Smith, Administrator's Office of the Court  
Keith O'Connor, City of Tampa, Tampa Police Dept.  
Michael Sinacore, State Attorney's Office  
Walter Niles, Florida Dept. of Health  
Gina Justice, 13<sup>th</sup> Judicial Circuit Court  
Cindy Stuart, Hillsborough County School Board  
Marie Marino, Public Defender's Office

**Alternates Present**

Marc Hutek, Hillsborough County School Board  
John Chaffin, Hillsborough County Sheriff's Office  
Megan Newcomb, State Attorney's Office  
Nichole Hanscom, Public Defender's Office  
Holly East, Hillsborough County, BOCC  
Willie Parker, Jr., Hillsborough County Sheriff's Office  
Tonia Williams, Children's Board of Hillsborough Cnty

**Others Present**

Abraham Salinas, University of South Florida  
Stanley Glover, Marshall Middle School  
Ilene Chavez, Safe & Sound Hillsborough  
Linnette Salcedo, Safe & Sound Hillsborough

The meeting was called to order at 1:06 p.m. by Chairwoman Julianne Holt, and led the group in the Pledge of Allegiance.

**SPECIAL PRESENTATION:**

The youth of Gentlemen's Quest (GQ) Program at Marshall Middle School in Plant City made a special presentation to the Leadership Council. The youth, led and sponsored by Mr. Stanley Glover, participated in the 3<sup>rd</sup> Youth Mock Trial that was held at the Plant City Courthouse on February 25<sup>th</sup>, 2016. The GQ program is a diverse brotherhood of sixth, seventh, and eighth graders who are taught to build positive relationships with each other and teachers. Mr. Glover recruits and mentors the young men to develop a concept of respect for themselves, and the ability to make good decisions, and resist peer pressure. The youth are encouraged to "dress for success" and each work to maintain or raise their grade point average. Mr. Glover thanked the Leadership Council for allowing the youth to participate in the April Leadership Council meeting, donating business suits, and providing the opportunity to take part in the 3<sup>rd</sup> Youth Mock Trial.

**PUBLIC COMMENT:**

There was no public comment.

**APPROVAL OF MINUTES:**

Safe & Sound Hillsborough Leadership Council received copies of the minutes from the February 16<sup>th</sup>, 2016 meeting via email to allow the opportunity for review.

**MOTION:** Mr. Michael Sinacore made a motion to approve the minutes from the previous meeting. The motion was seconded by Commissioner Kevin Beckner.

The motion carried at 1:08 pm with quorum, and the minutes were approved without modification.

### **OLD BUSINESS:**

#### ***April Leadership Council Date Change:***

Mr. Freddy Barton reported that the Heroes Luncheon, which honors brave men and women of Hillsborough's County law enforcement and fire rescue, will be held on April 26<sup>th</sup>, 2016 at 1:30 p.m. in conflict of the April Leadership Council Meeting. Many of the Leadership Council members plan to attend the luncheon, and it has been proposed the April Meeting be rescheduled to April 19<sup>th</sup> 2016. Chairwoman Julianne Holt discussed the date change with the council members, and it was unanimously agreed upon that the April Leadership Council meeting will be rescheduled to April 19<sup>th</sup>, 2016 beginning at 1:00 p.m.

- **Action Item:** S&SH Staff will send out an email notification regarding the rescheduling of the April Leadership Council Meeting to the council members.

#### ***Updated Bylaws:***

Mr. Michael Sinacore reported that the S&SH Bylaws were approved at the last meeting, and there was motion to amend by Commissioner Beckner to utilize *Robert's Rules of Order*. The Bylaws were revised, and an updated copy was provided to the Leadership Council.

**MOTION:** Mr. Sinacore made a motion to approve the Bylaws as amended that incorporates *Robert's Rules of Order*. The motion was seconded by Ms. Marie Marino. The Chair asked if there were any further questions or comments on the motion, there were none and the motion passed unanimously.

#### ***Sunshine Law Presentation:***

Mr. Michael Sinacore informed the Leadership Council that he submitted a request to the County Attorney to have a representative provide training and education regarding Florida "Sunshine Law" relating to public meetings and proper notice of meetings to the Leadership Council. Mr. Sinacore reports that Ms. Mary Helen Farris, of the Hillsborough County Attorney's Office, has agreed to do a presentation at the April Meeting.

- **Action Item:** Mr. Sinacore will coordinate the Florida "Sunshine Law" presentation with Ms. Farris, and confirm her participation in the April meeting with S&SH Staff.

### **NEW BUSINESS:**

Chairwoman Julianne Holt informed the Leadership Council that a Director's Report was requested and be incorporated in the agenda on all future meetings. The S&SH Executive Director, Mr. Freddy Barton, will provide updates to the Leadership Council.

#### ***Director's Report:***

Mr. Freddy Barton presented an operational update, evaluation, and financial review of S&SH to the Leadership Council. A copy of the presentation was provided to the Leadership Council members. Mr. Barton discussed the deliverables for fiscal agent (CDC of Tampa), evaluation measures for the

operations team and executive director, the summary of financial data and a recommendation for Leadership Council approval, and the need of a Finance Committee. Mr. Barton presented the need for a Finance Committee, and recommended the Chief Financial Officer (CFO) of the CDC of Tampa, the CFO of the Children's Board of Hillsborough County, and the Fund Manager of Hillsborough County to provide support to the new committee. The goals of the Finance Committee will be to establish an invoice approval process and establish purchasing/operational thresholds (approval levels). It was discussed by the Leadership Council that Tonia Williams of the Children's Board would be Chair the new committee. Cindy Stuart of the Hillsborough County School Board and Nichole Hanscom of the Public Defender's Office volunteered to serve the Finance Committee.

**MOTION:** Ms. Tonia Williams made a motion to establish a Finance Committee. The motion was seconded by Mr. Walter Niles. The Chair asked if there were any further questions or comments on the motion, there were none and the motion passed unanimously.

- **Action Item:** The Policy & Governance Committee will attend the first meeting of the newly formed Finance Committee to provide guidance, and suggest at the May Leadership Council meeting how the new committee will fall within the structure of the council (standing committee or sub-committee).

Mr. Barton suggested in the Director's Report that funding be shifted from the Violence Prevention Conference to the partnership with the Children's Board of Hillsborough County (CBHC) for the 2016 Summer Services Grant. The partnership would help S&SH maximize impact and its efforts to keep youth safe during the summer in Hillsborough County. The Chair reminded the Leadership Council that it was proposed at the last meeting to plan for a 2017 Violence Prevention Conference, and an update in the budget would be provided. Mr. Barton reports that S&SH has a Memorandum of Understanding with the CBHC. S&SH will provide funding support of \$50,000 to the four (4) S&SH target zip code areas for summer programming. The CBHC will provide funding of \$150,000 to seven (7) geographic areas which include the S&SH target zip code areas. The S&SH funding will concentrate on the four S&SH target zip codes areas. Programming includes six (6) curriculum focus areas: literacy, arts, safety, STEM, sports, and character education.

**MOTION:** Mr. Michael Sinacore made a motion to shift funding from the Violence Prevention Conference, as it will be postponed until 2017, and move \$50,000 in funding to partner with the Children's Board of Hillsborough County 2016 Summer Services Grant. The motion was seconded by Vice Chair Kenneth Albano. The Chair asked if there were any further questions or comments on the motion, there were none and the motion passed unanimously.

#### ***Committee Updates:***

Mr. Freddy Barton reported on behalf of the Business Outreach Committee that efforts to engage the private sector are continuing. Mr. Barton, the Chair, and Vice Chair of S&SH met with St. Joseph's Hospital in an effort to gain financial support, in addition to the support they have provided by participating in S&SH committees. Mr. Barton plans to make a S&SH presentation at the end of the month to the Board of Allegany Franciscan Ministries in request of financial support of \$150,000 to

focus in the Wimauma area. It was also discussed that Mark Sharpe and Jane Castor would both serve as Co-Vice Chairs for the committee. Mr. Barton is still seeking a Chair for the committee. It was discussed that a business tool kit was provided by the Prevention Institute, and is being modified to portray the S&SH message.

Mr. Freddy Barton reported on behalf of the Chair of the Communications Committee, and updated the Leadership Council that the committee working closely with Computer Mentors to ensure social media campaign is kicked off before the summer. The committee is working on a marketing strategy for all of S&SH, and that an Op-Bid is being worked on to keep several media outlets and the community up to date on S&SH prevention efforts.

Mr. Freddy Barton reported on behalf of the Chair of the Cultivating Communities Committee, and updated the Leadership Council that the committee is working on a community conversation to link law enforcement with resident stakeholders, crime watch, and neighborhood associations to conduct quarterly phone calls to identify gaps in services where S&SH could assist. The committee is still working on the neighborhood survey to be administered to the Neighborhoods Associations to identify the top issues in those neighborhoods.

Mr. John Chaffin, Vice Chair of the Data Committee, updated the Leadership Council that the committee is still working on obtaining data for a juvenile analysis as requested by the Action Plan Committee meeting. The juvenile data will be sorted by zip code, arrest offense, and arrest date for Hillsborough County. Mr. Chaffin on behalf of the Committee Chair Jamie Robe, invited the Leadership Council to a special presentation at the next Data Committee meeting scheduled on Friday, April 8<sup>th</sup>, 2016 at 10:00 a.m. at the Children's Board of Hillsborough County. The special presentation, "The Role of Social Cohesion and Perception on Community Violence Prevention", will be presented by Daragh Gibson (Health Dept.) and Dr. Abraham Salinas (USF). All committee chairs & vice chairs are encouraged to forward the invitation to the S&SH Committee members.

Ms. Marie Marino, Chair of the Family Health & Well Being Committee, updated the Leadership Council that the committee is holding a Mental Health First Aid Training in April at the Moffitt Business Center in partnership with the Hillsborough County Anti Drug Alliance. The committee invites all S&SH members to participate in the all-day June 24<sup>th</sup> Training scheduled at the Seminole Heights Library from 8:00 am to 5:30 pm. The training will promote wellness of mental health and reduce stigma. The committee is interested in the Healthy Transitions grant with Success 4 Kids & Families and the Crisis Center of Tampa Bay, as presented at the last committee meeting. The goal of the grant is to work with youths ages 16 to 25 diagnosed as at risk of developing mental illnesses, helping them transition into adulthood with services. The committee plans to partner with the two agencies to be able to use the services of the grant to target the youth in the S&SH target zip codes. Ms. Marino also reported that she will be meeting with representatives of Hillsborough County Schools, the Chairwoman Julianne Holt, and Mr. Barton to inquire about forming a partnership on safe and sound schools.

Ms. Angie Smith, Chair of the Grant Writing Committee, updated the Leadership Council that the committee is continuing to work on the Decision Matrix in scoring and evaluating grant opportunities. Mr. Barton also discussed the concern of a second matrix being need when the request of a letter of

support for grant opportunities is needed from S&SH and its partners. The committee will work to develop the second evaluation matrix for letters of support requests.

Ms. Carla Lewis, Chair of the Improving Neighborhoods Committee, reiterated to the Leadership Council that the committee decided it was not feasible to coordinate the Violence Prevention Conference at this time, and it is proposed instead to plan for a 2017 Conference to allow more time to engage youth and parents. Ms. Lewis updated the Leadership Council that a few of the committee members attend an Orlando Speaks Summit where community dialogue and workshops are held to strengthen the relationship between officers and residents. The committee would like to present to the Leadership Council the information from the Orlando Speaks Summit to help S&SH build topics for Violence Prevention Conference being held in 2017. The committee is regularly scheduled to meet every first Friday of the month, beginning at 1:30 pm at the Children's Board of Hillsborough County.

Ms. Sarah Combs, Chair of the Maximizing Impact Committee, updated the Leadership Council that the committee is working on partnering with the Safe Place Program. Ms. Combs is planning to meet with coordinator to further discuss a partnership with S&SH. The committee is working with the Crisis Center of Tampa Bay to revise and simplify updating the Guide Map. Ms. Combs reported the committee is also working with the Communications committee to create marketing material for the Guide Map and 1-800 Number.

Ms. Megan Newcomb, Co-Vice Chair of the Youth & Gun Violence Committee, updated the Leadership Council that Ms. Karen Buckenheimer of More Health presented at the last committee meeting in regards to training in the schools system regarding gun safety, and a presentation by Mr. Felix Vega of the State Attorney's Office who shared information on the Gun Bounty Program. Ms. Newcomb discussed the positive outcomes of the 3<sup>rd</sup> Mock Trial that took place on February 26<sup>th</sup>, 2016 at the Plant City Courthouse, and shared that Dr. Heide is working on the data obtained from the event. Ms. Newcomb thanked all S&SH members who volunteered, Plant City Police Department, and thanked Ms. Linnette Salcedo for coordinating the practice sessions and main event. The 3<sup>rd</sup> Mock Trial was very successful and included participation of the parents and family of the Plant City youth. Chairwoman Julianne Holt gave special praise to Ms. Angie Smith for all of her hard work in the scheduling of the Plant City Courthouse for the afterhours event. The 4<sup>th</sup> Mock Trial, focused on Wimauma youth, is scheduled tentatively for May 20<sup>th</sup>, 2016.

Mr. Walter Niles, Chair of the Policy & Governance Committee had no new update for the Leadership Council.

Chairwoman Julianne Holt asked if there were any other questions or comments.

Dr. Abraham Salinas reiterated to the Leadership Council that the University of South Florida Evaluation will be ready for discussion in April 2016. Dr. Salinas requested presentation time on the S&SH April Leadership Council Agenda to present the survey analysis, and would like to provide a online survey to S&SH Leadership Council Members to gain knowledge on their experience and perceptions of all S&SH services and organization structure.

- **Action Item:** S&SH Staff will share the online survey link on behalf of Dr. Salinas to the Leadership Council.

There were no additional questions or comments and the meeting was adjourned at 2:49 p.m.

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

The next meeting of Safe & Sound Hillsborough Leadership Council was rescheduled to April 19<sup>th</sup>, 2016 beginning at 1:00 p.m., located at Omar K. Lightfoot Recreation Center, 10901 North 56th Street, Temple Terrace, 33617.

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**Summary of Motions:**

Motion #	Motion	Made By	Seconded By	Vote Status
1	Approve minutes from March Meeting	M. Sinacore	K. Beckner	Unanimous
2	Approve Bylaws as amended that incorporates Robert's Rules of Order	M. Sinacore	M. Marino	Unanimous
3	Establishment of a Finance Committee	T. Williams (on behalf of K. Parris)	W. Niles	Unanimous
4	Shift funding from Violence Prevention Conference and move \$50,000 in funding to partner with Children's Board of Hillsborough County's 2016 Summer Services Grant	M. Sinacore	K. Albano	Unanimous

**Summary of Action Items:**

**Action Item:** S&SH Staff will send out an email notification regarding the rescheduling of the April Leadership Council Meeting to the council members.

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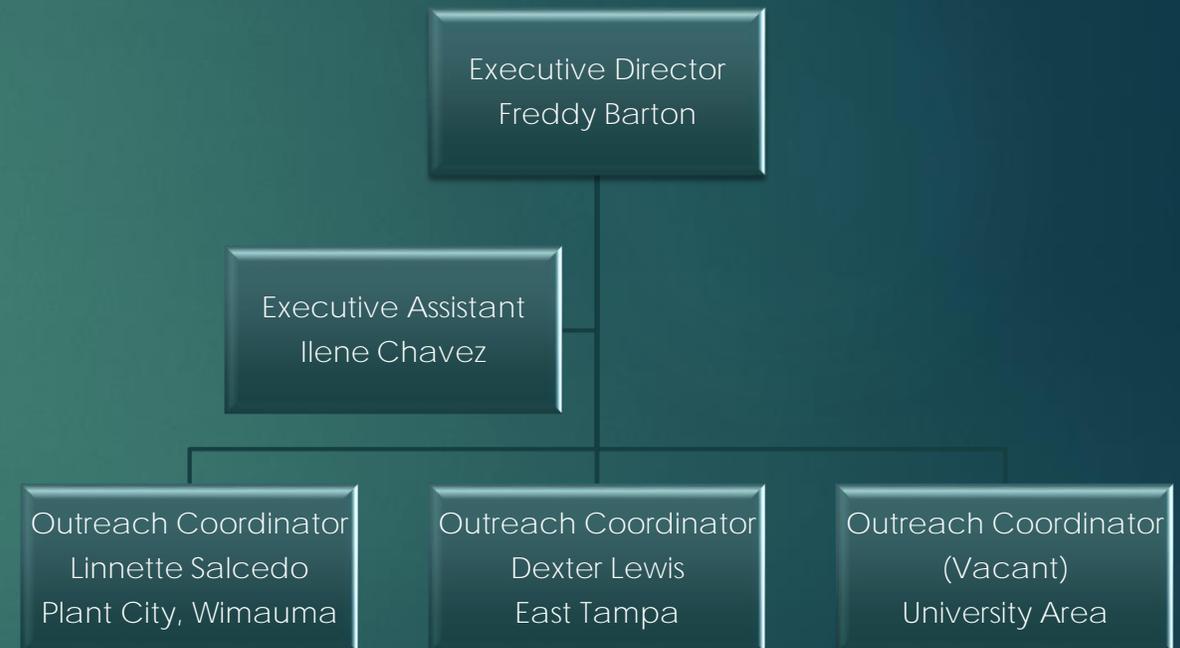


# Director's Report – April 2016

OPERATIONAL UPDATE, EVALUATION AND FINANCIAL REVIEW

# Deliverables

Deliverable	Status
Participate in the recruitment, and selection of qualified staff who are responsible for running the day to day activities of the Collaborative; provide office support at the designated/assigned facility; and produce outcome deliverables;	
Hire Coordinator	Complete
Develop job descriptions for outreach manager(s)	Complete
Post Outreach Manager position announcement	Complete
Develop job description for administrative assistant	Complete
Post Administrative Assistant position announcement	Complete
Hire Outreach Manager	Ongoing
Hire Administrative Assistant	Complete



Currently interviewing final candidates for University Area (33612). Working on possible funding to support another outreach coordinator for Wimauma area

# Deliverables - Director

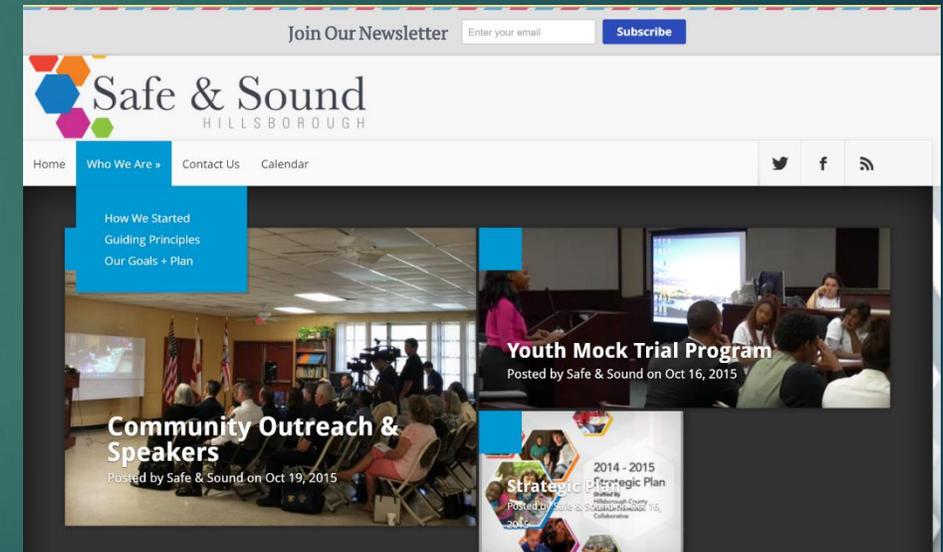
<u>Expectations &amp; Evaluation:</u>		
<u>"Safe and Sound" Violence Prevention Coordinator:</u>		
<u>EF-1:</u>	Develop job descriptions for support staff; hire, conduct supervision with contract staff, document all required evaluations, performance improvement and/or training plans as necessary to maximize productivity of staff members;	Job descriptions complete. 90 day evaluations completed on EA and OC. Weekly staff meetings. Outreach Run Sheets Created. Transitioning to mileage logs. Developing CEU and training plans for all staff
<u>EF-2:</u>	Develop a timeline for completion of key goals as defined in the S&S Strategic Plan;	Completed October 2015
<u>EF-3:</u>	Conduct an analysis of emerging trends in youth violence and produce / deliver presentations and / or official papers to stakeholders;	In Progress – Will be complete by end of quarter (June 30, 2016)
<u>EF-4:</u>	Implement and evaluate the S&S Strategic Plan, maintain data and manage data collection; develop ways to measure and monitor effectiveness of pilot project;	Ongoing – Action Plans are complete and committees are moving forward in the target areas
<u>EF-5:</u>	Work directly with S&S Committee, stakeholders, neighborhood associations, community volunteers and residents on initiatives designed to increase community capacity for primary violence prevention;	Ongoing: 33610 – 4 community meetings 33612 – Partnership meeting – 1 community meeting 33566 – 1 community meeting – Stakeholder meeting 33598 – 1 community meeting – Stakeholder meeting
<u>EF-6:</u>	Work with community members to implement evidence-based violence prevention programs focused on neighborhoods and schools;	In Process - Neighborhood Zone Grants <b>33610 – East Tampa Youth Leadership Council – first official meeting April 22<sup>nd</sup>, Columbia Restaurant, 6:00pm</b> <b>33612 – Held initial kickoff meeting on April 6<sup>th</sup>, 4 attendees. Suggestion from residents to hold block party to encourage more people to attend and participate</b> 33566 – Scheduled for first week in May 33598 – Scheduled for first week in May
<u>EF-7:</u>	Assist in developing and maintaining essential partnerships with school system, law enforcement, neighborhood associations and the S&S Committee;	Ongoing: <b>Working with school system with Project Prevent; School District, USF and City of Tampa for Homeless Families Initiative over Summer. Need to plug committees in for programming</b>
<u>EF-8:</u>	Ensure the Community Coordinator (outreach staff) functions within the social justice and public health frameworks and Trauma Informed Care practices;	Ongoing - Continuous

# Deliverables - Director

<u>EF-9:</u>	Primary person responsible for maintaining budget and fiscal fidelity of project;	Ongoing – See notes from finance committee along with financial reports
<u>EF-10:</u>	Responsible for tracking and responding and management of grant opportunities and creatively strategize methods to grow the collaborative;	Ongoing - Identified community and private partnerships
<u>EF-11:</u>	Engage in policy based initiatives to end violence in Hillsborough County;	Ongoing
<u>EF-12:</u>	Develop a series of communication strategies to share the progress of preventing youth violence with partners;	Ongoing
<u>EF-13:</u>	Share updates in implementation with the Hillsborough County Board of County Commissioners; S&S Committee; other external partners as identified;	Ongoing: <b>BOCC update due in May. Will work with Communications &amp; Data committees to create an Annual Report</b>
<u>EF-14:</u>	Map community resources currently available and work with community partners to identify any gaps in services / programs.	Ongoing
<u>EF-15:</u>	Participate in outreach events necessary to build coalitions and partnerships to prevent violence in Hillsborough County.	Ongoing - Op Eds, Tampa Bay Parenting Magazine, News Channel 8, Mock Trial Videos, Prevention Institute Panel, Community Forums, Neighborhood Association Meetings, Churches
<u>EF-16:</u>	Act as the voice of the S&S Pilot Project with designated committee members;	Ongoing
<u>EF-17:</u>	Act as the connecting agent among S&S Committee members.	Ongoing

# Deliverables

Deliverable	Status
Put Website out to bid	
Hire contractor	Complete
Website up and running	Complete



Website up and running. Creating monthly newsletter template and distribution list. Working on Safe & Sound Hillsborough App and Social Media Marketing Package

# Deliverables

Deliverable	Status
Conduct Community Forum to solicit input from community on draft strategic plan	
Finalize, print & distribute	Complete
Implement USF Evaluation Plan for 2nd year outcomes	
Work with USF College of Public Health to evaluate 1st year of S&S	Ongoing

# Deliverables

Deliverable	Status
Assist and support implementation of strategic plan activities to obtain goals and objectives, per direction provided by leadership of Safe and Sound Hillsborough	
Meet with committees/chairs, update year #1 timelines	Complete
Implement Action Plans	
· Action Plan #1: Cultivating Community	Ongoing
· Action Plan #2: Family Health & Wellbeing	Ongoing
· Action Plan #3: Improving Neighborhoods	Ongoing
· Action Plan #4: Maximizing Impact/Coordinate Multi-Sector Initiatives	Ongoing
· Action Plan #5: Youth and Gun Violence: Mock Trials	Ongoing
Deliver year 2 goals with timelines to Leadership Council	Complete

# Deliverables

Deliverable	Date Completed
Plan Annual Violence Prevention Conference	
Develop conference committee	
Develop proposal/set date	
Issue CFP (Call for Papers)	
Choose Keynote Speaker	
Invite participants (use Maximizing Impact Map of Programs/Services for base invitation list)	

# Deliverables

Deliverable	Status
Prepare written annual report and present to Leadership Council and BOCC	Complete November 2015 (6 month update)

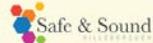


Program Updates to the Hillsborough County Board of County Commissioners  
November 4, 2015

### Vision

Working together to build strong families, safe schools and healthy neighborhoods.

**Partners:**  
 Hillsborough County BOCC  
 City of Tampa Service  
 Hillsborough County Public Defender  
 Hillsborough County Sheriff's Office  
 Children's Bureau of Hillsborough County  
 USF College of Public Health  
 City of Tampa  
 City of Plant City  
 Hillsborough County State Attorney  
 Hillsborough County Public Schools  
 USF Department of Community



### Update to April 9, 2015 BOCC Presentation

**Safe & Sound** *First 100 Days*

- 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 list;
- Identify community partners to take responsibility for aspects of the plan;
- Present Interlocal Agreement to Tampa, Temple Terrace and Plant City City Councils, Hillsborough County BOCC, School Board of Hillsborough County for approval;
- Develop a means for USF College of Public Health to evaluate data indicators and deliverables to measure progress, to assess and draft plan; finalize, print & distribute; (temporarily delayed)
- Develop Business Committee; (temporarily delayed)



### Target Areas for Year 2

33610 - East Tampa  
 33612 - University Area  
 33566 - Plant City  
 33598 - Wilmauma

**Factors:**

- Community Violence
- Youth Violence
- Trauma
- Economic Indicators
- Community Resources Available

### Goal: Support the Health and Well-Being of all Families

**Strategies:**

- Mental Health Support
- Substance Abuse Prevention
- Economic Development and Job Opportunities
- Successful Re-entry
- Family Support Services

**Year 1 Planning and Outcomes:**

- Worked with the Presentation Institute to develop strategies to engage businesses for support through workforce development opportunities
- Obtained support from an area employer committed to hiring individuals from the targeted zip codes.
- 20 positions to serve as fleet diesel mechanics. Average starting wage: \$30,000/year
- Economic Impact: Over \$750,000 in salaries and benefits to individuals in targeted areas

**Year 2 Focus:**

- Shift to "Mental Health Support" and "Substance Abuse Prevention"
- Partnering with faith-based community to discuss the importance of mental health in communities.



### Goal: Improve Conditions in Neighborhoods Most Impacted By Violence

**Strategies:**

- Neighborhood environment
- Trauma-informed systems

**Year 1 Planning and Outcomes:**

- Provided community survey on Trauma Informed Care principles
- Survey went out to several community partners including 13th Judicial Circuit Administrative Office of the Courts, Agency for Community Treatment Services, Inc., Central Florida Behavioral Health Network, DAKCO, Hillsborough County Children's Services, Hillsborough County Non-Profit Services, James A. Haley Veterans' Hospital, St. Joseph, Hillsborough County Public Defender Office, RockyBlock, The Spring of Tampa Bay, Inc., and others
- Partnered with youth and gun violence task force to help facilitate education and exposure components to youth in targeted areas through mock trials
- Mobilized volunteers to work with Great Park area youth during the summer as part of Tampa's "Stay and Play" initiative

**Year 2 Focus:**

- Organize a day of service for target zip codes encouraging membership, resident connection and volunteerism
- Assist with adoption and alignment of My Brother's Keeper National Milestones
- Work with neighborhood associations/other faith groups/community leaders in targeted areas to facilitate community dialogues



### Goal: Coordinate Efforts to Maximize our Impact

**Strategies:**

- Coordinated Approach

**Year 1 Planning and Outcomes:**

- Creation of county wide resource guide in partnership with Crisis Center of Tampa Bay
- Inclusion of resources for community violence (mental health support, substance abuse prevention, domestic violence, youth and gang violence)
- Working with website development to create an online building
- Creating an inbound customer service line to connect residents to 1-800-8

**Year 2 Focus:**

- Continue to develop resource tool
- Develop strategies to identify and leverage existing community resources



### Goal: Cultivate a Connected Community

**Strategies:**

- Quality Education and School Climate
- Social Connections in Neighborhoods

**Year 1 Planning and Outcomes:**

- Facilitated neighborhood meetings throughout Hillsborough County (Dor City, Plant City, Roski, Town and Country, North Tampa)
- Total of 137 residents participated to give feedback on community safety, interaction with law enforcement, community pride, requests for assistance or needed neighborhood engagement
- Community partners include Community Tampa Bay, Academy of Hope, Community Stopping Matters, Greater Mt. Carmel, FIC, Beliefs Ministry, Next Gen, 3rd/4th/5th/6th/7th/8th/9th/10th/11th/12th/HS, Marquis Outreach, TSP and others
- Sponsored 3 trainings on Trauma Informed Care for law enforcement personnel, including school resource officers

**Year 2 Focus:**

- Neighborhood quarterly meetings/workshops with law enforcement, neighborhood association presidents, residents and community stakeholders
- Maintain area grants for community safety and purposes
- Summer programming - 60 kits for 60 days
- Resident engagement /Academy training - 3/15/16



### Other Efforts and Strategies of Safe & Sound Hillsborough

#### Year 1 Progress

**Year 1 Planning and Outcomes:**

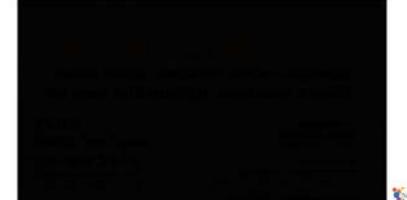
- Formation of Business Outreach Committee - Focus on engaging businesses to hire individuals from target areas, provide mentorship/community advocacy, and support the efforts of SBH. Goal is to secure employment for 200 students (20 from each targeted zip code) at an average wage of \$15/hour
- Formation of Youth and Gun Violence Subcommittee - Focus on working with youth in the targeted zip codes and providing pre and post survey to collect qualitative and quantitative data on gun violence /activity
  - Exposure to criminal justice system and courts through mock trials - 3 left to conduct
  - "Stops No-Schools" campaign - Work with other committees to work within communities to address "No-Schools" policy and help deter abusive behavior law enforcement and communities
- Facilitated train-the-trainer sessions on Restorative Justice Therapy - a psychosocial, trauma informed structured intervention for youth facing life threat and other restorative /trauma/ stress response
- Partnered with Hillsborough County Public Schools to conduct 2nd Annual Youth Outreach Survey - every middle school and high school (500 per grade level, per school) with an 88.9% response rate, with responses from more than 17,000 students, a significant increase from 3,300 students the previous year. (Survey attached). The resulting data have been provided to USF College of Public Health for analysis and reporting.

**Year 2 Focus:**

- Continue to engage private sector
- Conduct a community wide conference of neighborhoods to address community violence
- Community initiatives for neighborhood leadership training and improvement
- My Brother's Keeper and other bonding and support strategies



### 1st Youth and Gun Violence Convening (Mock Trial)





1002 East Palm Avenue, Suite 200  
 813-327-8317, ext. 402  
 813-498-1064 fax  
 Email: [info@safeandsoundhillsborough.org](mailto:info@safeandsoundhillsborough.org)  
[www.safeandsoundhillsborough.org](http://www.safeandsoundhillsborough.org)



\*Whatever profession is used just a law enforcement issue, sure it's just a policy issue. It's a community issue. Only when we truly combine efforts and resources will we make a positive impact.

6 month report given to BOCC, JJB, Neighborhood Meetings, and Stakeholder groups

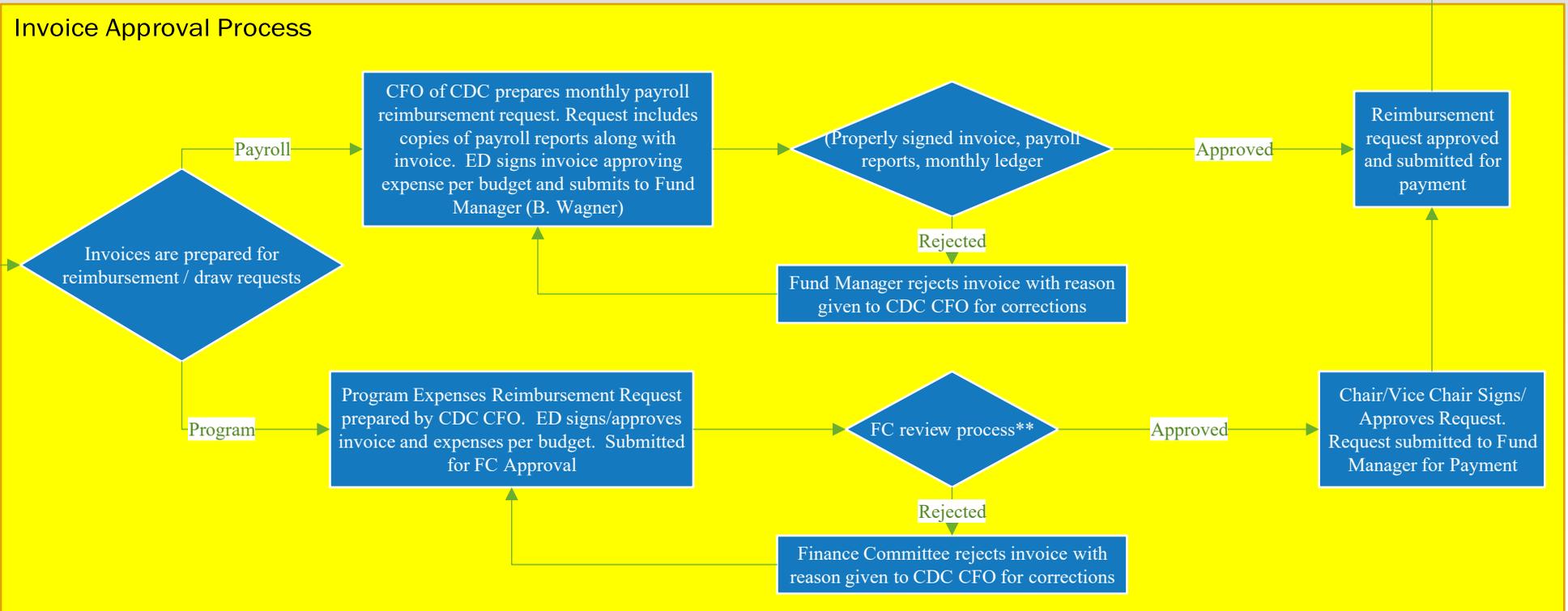
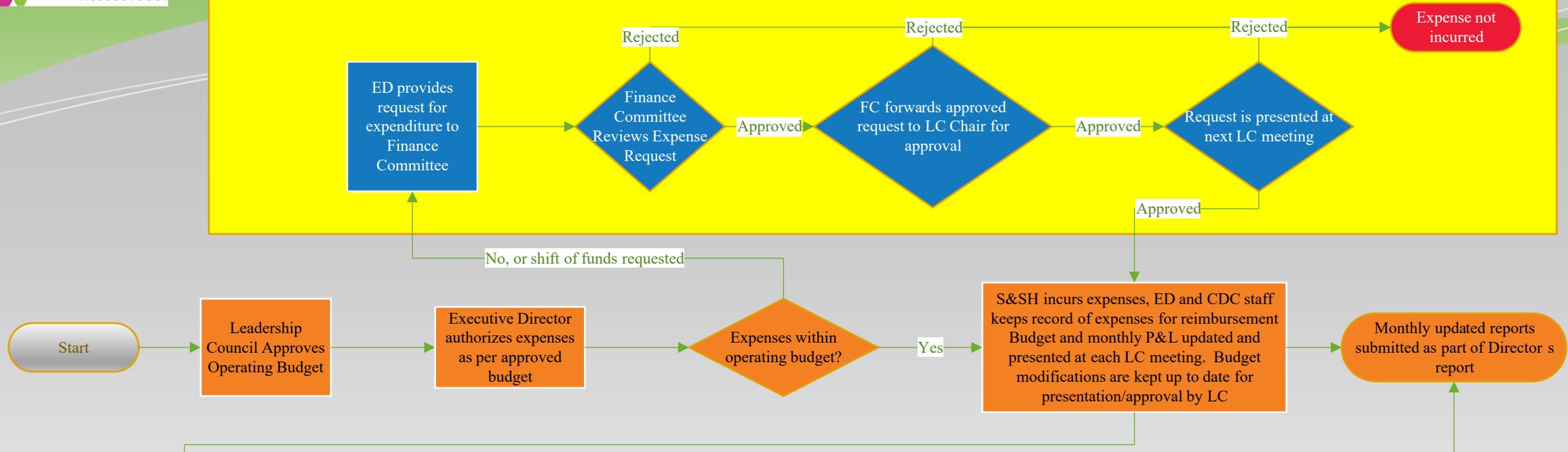
# Deliverables

Deliverable	Status
General/Ongoing:	
Attend monthly S&S meetings	Ongoing
Provide written monthly narrative report to Leadership Council and County with proof of payroll, and report directly, in-person, to Leadership Council	Ongoing
Communicate frequently with Chairs/Committees	Ongoing
Serve as Chair of Grant Writing Committee	Shift / Angie Smith, Chair

# Deliverables

Deliverable	Status
Fiscal:	
Provide bi weekly payroll and employee benefits administration including wages, vacation, sick, holidays, worker's compensation, state and federal taxes, fees	Ongoing
Per BOCC, cap administrative fees of county funds at 20%	Ongoing (13.5%)
Implement budget and fiscal accounting of revenues and expenditures on a monthly and year to date basis of the Collaborative to insure integrity and accountability of fiscal resources to all funding sources	Finance reports to begin March 2016
Set up accounts payable and receivable to pay Collaborative expenditures	Complete
Insure funds are audited annually by a qualified firm or individual	Complete, Rivero, Gordimer & Company, P.A.
Serve as fiscal agent for any grants or additional funding received by the project	Ongoing

# Budget Amendment Approval Process



Notes  
 ED - Executive Director  
 FC - Finance Committee  
 LC - Leadership Council  
 CDC - Fiscal Agent

\*\*Finance committee consists of 3 individuals. Invoice approval must come from 2/3 of committee. FC Chair MUST sign invoice for approval



Budget Modification #1  
Approved September 22, 2015

COLLABORATIVE EXPENSES						
ITEM:	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	5 YR TOTAL:
<b>Staff</b>						
Coordinator	\$26,520.00	\$84,864.00	\$99,840.00	\$103,833.60	\$107,986.94	\$423,044.54
Outreach Coordinator 1	\$0.00	\$54,050.00	\$57,678.40	\$59,985.54	\$62,384.96	\$234,098.90
Outreach Coordinator 2	\$0.00	\$54,050.00	\$57,678.40	\$59,985.54	\$62,384.96	\$234,098.90
Outreach Coordinator 3		\$24,772.92	\$26,435.93	\$27,493.37	\$28,593.11	\$107,295.33
Executive Assistant	\$7,666.67	\$48,256.00	\$50,186.24	\$52,193.69	\$54,281.44	\$212,584.04
<b>TOTAL REVISED BUDGET</b>	<b>\$34,186.67</b>	<b>\$265,992.92</b>	<b>\$291,818.97</b>	<b>\$303,491.74</b>	<b>\$315,631.41</b>	<b>\$1,211,121.71</b>
<b>TOTAL INITIAL PASSED BUDGET</b>	<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>						
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)	\$5,000.00	\$1,750.00	\$1,250.00	\$1,250.00	\$1,250.00	\$10,500.00
Miini Grants for Community Awareness Events	\$0.00	\$20,000.00	\$17,000.00	\$12,000.00	\$6,000.00	\$55,000.00
Mult-Sector Collaboration	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$80,000.00
Communications/Outreach/Printing	\$1,500.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$41,500.00
Website Development	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
IT Staff salary for data input/ webpage maint.	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$20,000.00
Website Hosting/Maintenance	\$500.00					\$500.00
Technical Assistance/Consulting/Grant Writing	\$9,500.00	\$20,000.00	\$15,000.00	\$10,000.00	\$5,000.00	\$59,500.00
Professional Development	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$16,000.00
Margin for Course Correction	\$2,401.88					\$2,401.88
Admin Fee	\$4,615.20	\$35,909.04	\$39,395.56	\$40,971.38	\$42,610.24	\$163,501.42
<b>TOTAL REVISED EXPENSES</b>	<b>\$88,703.75</b>	<b>\$433,651.96</b>	<b>\$434,464.53</b>	<b>\$437,713.12</b>	<b>\$440,491.65</b>	<b>\$1,835,025.01</b>
<b>TOTAL INITIAL PASSED BUDGET</b>	<b>\$399,558.00</b>	<b>\$358,900.00</b>	<b>\$358,616.00</b>	<b>\$358,721.00</b>	<b>\$359,230.00</b>	<b>\$1,835,025.00</b>



Proposed Budget Modification #2  
Submitted April 22, 2016

COLLABORATIVE EXPENSES						
ITEM:	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	5 YR TOTAL:
<b>STAFF SALARIES AND FRINGES COMBINED</b>						
Executive Director 1 FTE	\$20,531	\$70,720	\$74,880	\$79,040	\$83,200	\$328,371
Outreach Coordinator 1 (Lead) 1 FTE	\$0	\$46,000	\$47,150	\$48,329	\$49,537	\$191,016
Outreach Coordinator 2 (1 FTE)	\$0	\$17,000	\$42,000	\$43,050	\$44,126	\$146,176
Outreach Coordinator 3 (.7 FTE)		\$12,670	\$31,500	\$32,288	\$33,095	\$109,552
Executive Assistant (1 FTE)	\$5,385	\$42,000	\$43,050	\$44,126	\$45,229	\$179,790
Fringes	\$4,914	\$31,795	\$39,531	\$40,977	\$42,438	\$159,654
Administrative Fee (13.5%)	\$4,162	\$29,725	\$37,545	\$38,854	\$40,179	\$150,466
<b>TOTAL PROPOSED BUDGET / MODIFICATION #2</b>	<b>\$34,991</b>	<b>\$249,909</b>	<b>\$315,656</b>	<b>\$326,664</b>	<b>\$337,805</b>	<b>\$1,265,025</b>
<b>REVISED BUDGET MODIFICATION #1</b>	<b>\$34,187</b>	<b>\$265,993</b>	<b>\$291,819</b>	<b>\$303,492</b>	<b>\$315,631</b>	<b>\$1,211,122</b>
<b>ORIGINAL BUDGET</b>	<b>\$233,558</b>	<b>\$242,900</b>	<b>\$252,616</b>	<b>\$262,721</b>	<b>\$273,230</b>	<b>\$1,265,025</b>
<b>Infrastructure Funding</b>						
Data Collection & Evaluation	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$155,000
Office Equipment	\$5,384	\$6,131	\$6,131	\$6,131	\$6,131	\$29,909
Miini Grants for Community Awareness Events	\$1,241	\$90,000	\$35,000	\$30,000	\$25,000	\$181,241
Mult-Sector Collaboration	\$0		\$20,000	\$20,000	\$20,000	\$60,000
Communications/Outreach/Printing	\$2,005	\$7,001	\$7,000	\$7,000	\$7,000	\$30,006
Website Development	\$0	\$20,000	\$8,000	\$8,000	\$8,000	\$44,000
IT Staff salary for data input/ webpage maint.	\$0					\$0
Website Hosting/Maintenance	\$343					\$343
Technical Assistance/Consulting/Grant Writing	\$9,500	\$10,000	\$10,000	\$10,000	\$10,000	\$49,500
Professional Development	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Margin for Course Correction						\$0
<b>TOTAL PROPOSED BUDGET / MODIFICATION #2</b>	<b>\$84,465</b>	<b>\$419,042</b>	<b>\$437,787</b>	<b>\$443,795</b>	<b>\$449,936</b>	<b>\$1,835,025</b>
<b>REVISED BUDGET MODIFICATION #1</b>	<b>\$88,704</b>	<b>\$433,652</b>	<b>\$434,465</b>	<b>\$437,713</b>	<b>\$440,492</b>	<b>\$1,835,025</b>
<b>ORIGINAL BUDGET</b>	<b>\$399,558</b>	<b>\$358,900</b>	<b>\$358,616</b>	<b>\$358,721</b>	<b>\$359,230</b>	<b>\$1,835,025</b>

Notes:

Salaries broken out separate from fringes. Leverages current funding to allow for multiple positions, offering more coverage in target areas at significantly lower rate than initial budget  
 Funds shifted from other categories for programming needs. NO INCREASE IN FUNDING  
 Corrected budget to account for BOCC total contribution

COLLABORATIVE EXPENSES (2015 - 2016 ONLY)				COLLABORATIVE EXPENSES Full Five Year Funding			Narrative Description	Notes
ITEM:	2015 - 2016 ORIGINAL	2015 - 2016 Amendment #1	2015 - 2016 Proposed Amendment	Total Initial Funding Original	Total Initial Funding Amendment #1	Total Initial Funding Proposed Amendment		
<b>Staff</b>								
Coordinator	\$114,816	\$84,864	\$70,720	\$597,962	\$423,045	\$328,371	Fringes & Benefits Included	Original Budget called for 3 staff to cover entire county. New budget allows for 4 Full time staff and 1 Cost Share to cover 4 Zip Code Areas, giving adequate coverage while reducing individual costs. Salary amounts INCLUDE FRINGES (Original Budget called for independent contractors with no benefits - New budget allows for staff salaries and benefits and still increased staff capacity with no increase in overall budget)
Outreach Coordinator 1	\$68,585	\$54,050	\$46,000	\$357,190	\$234,099	\$191,016	Fringes & Benefits Included	
Outreach Coordinator 2		\$54,050	\$17,000		\$234,099	\$146,176	Fringes & Benefits Included	
Outreach Coordinator 3		\$24,773	\$12,670		\$107,295	\$109,552	Fringes & Benefits Included	
Executive Assistant	\$59,499	\$48,256	\$42,000	\$309,873	\$212,584	\$179,790	Fringes & Benefits Included	
Fringes			\$31,795		\$0	\$159,654	13.5% of Salaries ONLY	
Admin Fee (13.5%)		\$35,909	\$29,725		\$163,501	\$150,466		
<b>TOTAL</b>	<b>\$242,900</b>	<b>\$301,902</b>	<b>\$249,909</b>	<b>\$1,265,025</b>	<b>\$1,374,623</b>	<b>\$1,265,025</b>		Corrected Amount to match original 5 year funding
<b>Infrastructure Funding</b>								
Data Collection & Evaluation	\$31,000	\$31,000	\$31,000	\$155,000	\$155,000	\$155,000	For USF contract for evaluation of program components and strategies	This is NOT part of CDC contract. Will still report on financials but will need a process from Hills. Cty on reporting invoicing and payments made
Office Equipment (3 computers)	\$0	\$1,750	\$6,131	\$0	\$10,500	\$29,909	To include staff computers, IT support, Office Supplies (Pens, Clipboards, Paper, Binders, Folders, misc office supplies, etc.)	Originally not included in the budget, however, no consideration given to Outreach and Admin staff needs for equipment, projector, and office supplies for office outside of CDC location
Miini Grants for Community Awareness Events	\$15,000	\$20,000	\$90,000	\$50,000	\$55,000	\$181,241	For community awareness, youth programming, summer programming, resident engagement, Neighborhood Zone Grants (resident led, community driven), community events, kick-offs, travel (residents/youth to and from events), incentives/giveaways for program participants, advertisements/marketing for special events	Originally proposed for mini grants (small seed amounts of \$500 - \$1000) for neighborhood events. Now that focus is on 4 target areas, Neighborhood Zone Grants have been created for community wide projects led by residents and driven by community needs. Extra \$50,000 added for 2015-2016 year for summer programming grants in 4 target areas (average of \$12,500 each) in partnership with Childrens Board, leveraging \$150,000
Mult-Sector Collaboration	\$20,000	\$20,000	\$0	\$100,000	\$80,000	\$60,000	Violence Prevention Conference. To include speakers, workshop facilitators, community leader awards, advertising, fundraising costs, venue and other associated costs	No Conference to be held in 2015-2016 year. Committees will plan for 2016-2017 VPC and will create a Conference Committee/Task Force and assign fundraising and logistics tasks

Communications/Outreach/Printing	\$10,000	\$10,000	\$7,001	\$50,000	\$41,500	\$30,006	To include marketing costs, travel reimbursement for staff (per policy), printer/copier lease payments, printing/binding costs, outreach costs to include event registration fees, meals for community & stakeholder engagement, travel/parking for S&SH related meetings, marketing and promotional materials	
Website Development	\$0	\$20,000	\$20,000	\$30,000	\$20,000	\$44,000	For development of S&SH website and related components	5 year total increased due to contract with Community Provider. Amount also includes IT Staff Salary, still reducing 5 year total by over \$25,000
IT Staff salary for data input/ webpage maint.	\$5,000	\$5,000	\$0	\$40,000	\$20,000	\$0		No longer needed
Website Hosting/Maintenance		\$0	\$0	\$0	\$500	\$343		No longer needed
Technical Assistance/Consulting/Grant Writing	\$20,000	\$20,000	\$10,000	\$70,000	\$59,500	\$49,500	Grant writing assistance when needed, professional / technical assistance with program design and growth.	\$9500 paid in Year 1 not under CDC authority. With creation of Grant Writing committee, funds needed expected to decrease, however still a need to include in budget
Professional Development	\$5,000	\$4,000	\$5,000	\$25,000	\$16,000	\$20,000	For staff, committee member and resident training and certification including travel and lodging at training event locations, testing fees, speaker/facilitator fees, and other associated costs	
Margin for Course Correction	\$10,000	\$0	\$0	\$50,000	\$2,402	\$0		No longer needed. Admin fee added to Staff Salaries and NOT infrastructure Funding
<b>TOTAL</b>	<b>\$116,000</b>	<b>\$131,750</b>	<b>\$169,132</b>	<b>\$570,000</b>	<b>\$460,402</b>	<b>\$570,000</b>		<b>5 year total remains the same</b>
<b>TOTAL COLLABORATIVE EXPENSES</b>	<b>\$358,900</b>	<b>\$433,652</b>	<b>\$419,042</b>	<b>\$1,835,025</b>	<b>\$1,835,025</b>	<b>\$1,835,025</b>		



Year to Date Financial Summary  
Based on Budget Modification #1 (Approved 9/22/15)

	Revised Budget**	Year to Date Prior Period Expenses	Current Month Expenses	Year to Date Expenses	Budget Remaining
<b>STAFF SALARIES AND FRINGES COMBINED</b>					
Executive Director**	\$84,864	\$35,804		\$35,804	\$49,060
Outreach Coordinator 1 (Lead) 1 FTE **	\$54,050	\$17,409		\$17,409	\$36,641
Outreach Coordinator 2 (1 FTE) **	\$54,050			\$0	\$54,050
Outreach Coordinator 3 (.65 FTE) **	\$24,773			\$0	\$24,773
Executive Assistant (1 FTE) **	\$48,256	\$20,183		\$20,183	\$28,073
Fringes				\$0	\$0
Administrative Fee (13.5%) **	\$35,909	\$9,908		\$9,908	\$26,001
<b>TOTAL SALARIES, FRINGES &amp; ADMIN FEE</b>	<b>\$301,902</b>	<b>\$83,305</b>		<b>\$83,305</b>	<b>\$218,597</b>
<b>Infrastructure Funding</b>					
Data Collection & Evaluation	\$31,000				\$31,000
Office Equipment	\$1,750	\$807		\$807	\$943
Miini Grants for Community Awareness Events***	\$20,000	\$20,000		\$20,000	\$0
Mult-Sector Collaboration	\$20,000			\$0	\$20,000
Communications/Outreach/Printing	\$10,000	\$8,780		\$8,780	\$1,220
Website Development***	\$20,000	\$20,000		\$20,000	\$0
IT Staff salary for data input/ webpage maint.	\$5,000			\$0	\$5,000
Website Hosting/Maintenance	\$0			\$0	\$0
Technical Assistance/Consulting/Grant Writing	\$20,000	\$858		\$858	\$19,142
Professional Development	\$4,000			\$0	\$4,000
Margin for Course Correction	\$0			\$0	\$0
<b>TOTAL INFRASTRUCTURE</b>	<b>\$131,750</b>	<b>\$50,445</b>		<b>\$50,445</b>	<b>\$81,305</b>

Notes:

\*\*Based on Budget Modification #1. Salary costs include fringes

\*\*\*These were draws. Funds not expended. Parked in separate bank account to make payments to providers without having to float large expense

Need to have narrative categories approved for budget modification (#2)

Communications/Outreach/Printing category shows high number due to no category item for Administrative Infrastructure (IT, supplies, etc).

Updated P&L (per approved Budget Modification (#2) reflects more accurate information with appropriate categories and funding to match



Year to Date Financial Summary  
 Based on Budget Modification #2  
 Approved: Pending

	Revised Budget	Year to Date Prior Period Expenses	Current Month Expenses	Year to Date Expenses	Budget Remaining
<b>STAFF SALARIES AND FRINGES COMBINED</b>					
Executive Director	\$70,720	\$29,836		\$29,836	\$40,884
Outreach Coordinator 1 (Lead) 1 FTE	\$46,000	\$15,138		\$15,138	\$30,862
Outreach Coordinator 2 (1 FTE)	\$17,000			\$0	\$17,000
Outreach Coordinator 3 (.65 FTE)	\$12,670			\$0	\$12,670
Executive Assistant (1 FTE)	\$42,000	\$17,551		\$17,551	\$24,449
Fringes	\$31,795	\$10,871		\$10,871	\$20,924
Administrative Fee (13.5%)	\$29,725	\$9,908		\$9,908	\$19,816
<b>TOTAL SALARIES, FRINGES &amp; ADMIN FEE</b>	<b>\$249,909</b>	<b>\$83,305</b>		<b>\$83,305</b>	<b>\$166,605</b>
<b>Infrastructure Funding</b>					
Data Collection & Evaluation	\$31,000				\$31,000
Office Equipment	\$6,131	\$5,147		\$5,147	\$984
Miini Grants for Community Awareness Events***	\$90,000	\$20,000		\$20,000	\$70,000
Mult-Sector Collaboration	\$0			\$0	\$0
Communications/Outreach/Printing	\$7,001	\$4,440		\$4,440	\$2,561
Website Development***	\$20,000	\$20,000		\$20,000	\$0
IT Staff salary for data input/ webpage maint.	\$0			\$0	\$0
Website Hosting/Maintenance	\$0			\$0	\$0
Technical Assistance/Consulting/Grant Writing	\$10,000	\$858		\$858	\$9,142
Professional Development	\$5,000			\$0	\$5,000
Margin for Course Correction	\$0			\$0	\$0
<b>TOTAL INFRASTRUCTURE</b>	<b>\$169,132</b>	<b>\$50,445</b>		<b>\$50,445</b>	<b>\$118,687</b>

Notes:

\*\*\*These were draws. Funds not expended. Parked in separate bank account to make payments to providers without having to float large expense

- **What is the Sunshine Law?**  
 Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foresee ably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.
- **What are the requirements of the Sunshine law?**  
 The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.
- **What agencies are covered under the Sunshine Law?**  
 The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions.
- **Are federal agencies covered by the Sunshine Law?**  
 Federal agencies operating in the state do not come under Florida's Sunshine law.
- **Does the Sunshine Law apply to the Legislature?**  
 Florida's Constitution provides that meetings of the Legislature be open and noticed except those specifically exempted by the Legislature or specifically closed by the Constitution. Each house is responsible through its rules of procedures for interpreting, implementing and enforcing these provisions. Information on the rules governing openness in the Legislature can be obtained from the respective houses.
- **Does the Sunshine Law apply to members-elect?**  
 Members-elect of public boards or commissions are covered by the Sunshine law immediately upon their election to public office.
- **What qualifies as a meeting?**  
 The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.
- **Can a public agency hold closed meetings?**  
 There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's

attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.

- **Does the law require that a public meeting be audio taped?**

There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.

- **Can a city restrict a citizen's right to speak at a meeting?**

Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than every one present.

- **As a private citizen, can I videotape a public meeting?**

A public board may not prohibit a citizen from videotaping a public meeting through the use of nondisruptive video recording devices.

- **Can a board vote by secret ballot?**

The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.

- **Can two members of a public board attend social functions together?**

Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.