



# Safe & Sound

HILLSBOROUGH

## February 16<sup>th</sup>, 2016 Leadership Council AGENDA

- I. Call meeting to Order/Pledge of Allegiance (5 mins)**
- II. Approve minutes from January 19<sup>th</sup> Meeting (5 mins)**
- III. Old Business:**
  - a. All-Call January Meeting Update (F. Barton) (5 mins)
  - b. Neighborhood Zone Grant Update -33610 (F. Barton) (5 mins)
- IV. New Business:**
  - a. 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)
    - vi. Grant Writing (A. Smith) (5 mins)  
*(Discussion regarding designated grant writing representatives)*
    - vii. Improving Neighborhoods (C. Lewis) (3 mins)
    - viii. Maximizing Impact (S. Combs) (3 mins)
    - ix. Youth and Gun Violence (K. Heide) (5 mins)  
*(Plant City Mock Trial)*
    - x. Policy & Governance (W. Niles) (10 mins)
- V. Questions and Comments (10 mins)**
- VI. Public Comment (10 mins)**
- VII. Next Meetings: (2 mins)**

**Tuesday, March 22nd, 2016  
1:00 PM  
Plant City – HCC Trinkle Center**

**Tuesday, April 26th, 2016  
1:00 PM  
Temple Terrace – Omar K. Lightfoot  
Recreation Center**

**Tuesday, May 24<sup>th</sup>, 2016  
1:00 PM  
TBD**

**Tuesday, June 28<sup>th</sup>, 2016  
1:00 PM  
TBD**

- VIII. Adjourn**

**Safe & Sound Hillsborough**  
**Tuesday, January 19<sup>th</sup>, 2016**  
**Robert W. Saunders, Sr. Public Library**

**Leadership Council Members Present**

Julianne Holt, Chair, Public Defender's Office  
Kenneth Albano, Vice Chair, City of Temple Terrace  
Gina Justice, 13<sup>th</sup> Judicial Circuit Court  
Michael Sinacore, State Attorney's Office  
Cindy Stuart, Hillsborough County School Board  
James Burton, Hillsborough County Sheriff's Office  
Keith O'Connor, City of Tampa, Tampa Police Dept.  
Jaime Robe, Children's Board of Hillsborough Cnty  
Kathleen Heide, University of South Florida  
Sarah Combs, University Area CDC  
Angie Smith, Administrator's Office of the Court  
Freddy Barton, Safe & Sound Hillsborough

**Alternates Present**

Nichole Hanscom, Communications Committee  
Tonia Williams, Children's Board of Hillsborough Cnty  
Holly East, Hillsborough County, BOCC  
John Chaffin, Hillsborough County Sheriff's Office  
Alfred Van Duyne, City of Plant City, Plant City PD

**Others Present**

Abraham Salinas, University of South Florida  
Shana Geary, University of South Florida  
Yingwei Yang, University of South Florida  
Ilene Chavez, Safe & Sound Hillsborough  
Linnette Salcedo, Safe & Sound Hillsborough

The meeting was called to order at 1:08 p.m. by Chairwoman Julianne Holt, and led the group in the Pledge of Allegiance.

**APPROVAL OF MINUTES:**

Safe & Sound Hillsborough Leadership Council received copies of the minutes from the December 15<sup>th</sup>, 2015 meeting via email to allow the opportunity for review.

**MOTION:** Mr. Michael Sinacore requested the correction to Page 3, paragraph 3, "The bylaws will address quorum, voting, structure of the organization". Ms. Cindy Stuart made a motion to approve the minutes from the previous meeting. The motion was seconded by Vice Chair Kenneth Albano. The motion carried and the minutes were approved with a modification request.

**OLD BUSINESS:**

***Action Items that require update:***

Mr. Freddy Barton presented the Draft Year 2 Goal Worksheet Template. Each committee chair has begun working with their committees on these Year 2 goals. The worksheet will show the workings and tracking of each committee progress for the USF Evaluation of Year 2.

**MOTION:** Ms. Nichole Hanscom made a motion to accept the draft of the Year 2 Goal Worksheet Template. The motion was seconded by Mr. Jamie Robe. The motion carried and the Draft Year 2 Goal Worksheet Template was approved without modification.

## **NEW BUSINESS:**

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

Mr. Freddy Barton presented on behalf of the Business Outreach Committee. He is still actively looking for a Chair and Vice Chair to steer the committee. Mr. Barton will be reaching out the Prevention Institute to ensure the business packet is complete for the committee to move out to the community to garner support. The committee has secured its first corporate sponsorship, Molina Healthcare of Florida, has adopted the Youth & Gun Violence Committee and the All Call Meeting.

Ms. Nichole Hanscom, member of the Communications Committee, updated the Leadership Council that the committee worked diligently on the op-ed and assisted with the All Call Meeting.

Ms. Tonia Williams, on behalf of the Chair of the Cultivating Communities Committee, presented to the Leadership Council that the committee is currently working on setting up quarterly calls with the Neighborhoods Associations.

Mr. Jamie Robe, Chair of the Data Committee, updated the Leadership Council that the committee currently has a subcommittee working closely with USF for the evaluation data portion. The committee plans to update the maps in the strategic plan, the 18 indicators, and the target zip code maps. The committee also created the All Call Meeting PowerPoint slide and offered support to the other committees.

Ms. Angie Smith, Chair of the Grant Writing Committee, updated the Leadership Council that the committee is currently working on a grant funding opportunity, The CDC National Centers of Excellence in Youth Violence Prevention: Building the Evidence for Community- and Policy- Level Prevention, which is due on February 27<sup>th</sup>, 2016. To be eligible for the funding opportunity the applicant must be an academic institution. According to the bylaws, the University of South Florida, is an established vendor and partner of S&SH. Representatives from the College of Public Health of University of South Florida have reviewed the proposal. It is in line with the S&SH mission and purpose, and USF will proceed in applying for the grant.

**MOTION:** Ms. Angie Smith made a motion to pursue the funding opportunity and allow the University of South Florida as the lead agent on behalf of Safe & Sound Hillsborough. The motion was seconded by Ms. Nichole Hanscom. The motion carried and was approved without modification.

- **Action Item:** The Grant Writing Committee requests letters of support from all agencies on the Leadership Council due to Angie Smith by February 1<sup>st</sup>, 2016.

Ms. Smith presented the draft Grant Prospect: Decision Matrix form to the Leadership Council to assist the Grant Writing Committee in proceeding with grant proposals. The Decision Matrix will be used as a tool by the Grant Writing committee in moving forward with grant funding opportunities and will be modified as needed. It was discussed that the Interlocal Agreement lists designated Grant Writing Committee Representatives. Ms. Smith requested that each agency appoint and designate a grant writer to the committee.

**MOTION:** Ms. Nichole Hanscom made a motion to adopt the Grant Prospect: Decision Matrix in pursuing grant opportunities. The motion was seconded by Mr. Jamie Robe. The motion carried and was approved without modification.

- **Action Item:** The S&SH Staff will send a copy of the Inter Local Agreement, and provide a list of the representatives appointed to the Grant Writing Committee to the Leadership Council.

Ms. Sarah Combs, Chair of the Maximizing Impact Committee, updated the Leadership Council that they are continuing to update their resource Guide Map. The committee is also working on 1-800 Number, creating an S&SH Phone App, and working on creating marketing material for distribution in accessing the resource Guide Map. The committee plans to review the “Safe places for kids” concept, and seeking to create a partnership and link S&SH to the decal.

Dr. Kathleen Heide, Chair of the Youth & Gun Violence Subcommittee, updated the Leadership Council that the 3<sup>rd</sup> Mock Trial is scheduled for February 26<sup>th</sup>, 2016 at the Plant City Courthouse. The committee is focused on reducing accessibility of guns to youth, and is planning to partner with a representative from the Tampa Police Department. The committee is also focused on educating youth about guns, and plans to partner with the schools systems and a representative from More Health.

Mr. Michael Sinacore, Vice Chair of the Policy & Governance Committee, presented the draft of the Bylaws of the Safe & Sound Hillsborough Violence Prevention Collaborative and the Recommended Structure of the Leadership Council.

The proposed structure of the Leadership Council is broken down into:

- **Foundational Institutional Members:** comprised of the organizations of the Inter-local Agreement
- **Committee Leadership Members:** such as the Data Committee, Communications, and Grant Writing Committees.

Included at the bottom of the structure lists two support services that are not part of the Leadership Council.

- **Evaluation Services:** provided by the University of Florida
- **Management/Fiscal Agent:** provided by the Corporation to Development Communities (CDC of Tampa).

Mr. Sinacore suggested that the Youth & Gun Violence sub-committee be elevated to full committee.

Mr. Sinacore reviewed each of the Articles within the Bylaws with the Leadership Council. Participation in Article 3.2, term limits in Article 5.5, applications in Article 6.4, member presence in Article 7.4, voting in Article 7.7 and 7.8, and bylaw amendments in Article 10 will be addressed and revised by the Policy & Governance Committee. The Policy & Governance Committee will provide an updated draft of the Bylaws of the Safe & Sound Hillsborough Violence Prevention Collaborative to the Leadership Council at the February Meeting.

***USF Evaluation:***

Dr. Salinas presented the Evaluation of the Safe & Sound Hillsborough Logic Model. He provided detailed information and examples of the Inputs, Activities, and Outputs needed for Short Term, Intermediate, and Long term Outcomes. Dr. Salinas suggested that social cohesion, collaboration, and community readiness be measured in the evaluation.

**MOTION:** Ms. Angie Smith made a motion to accept the proposed Evaluation Model as presented by the University of South Florida. The motion was seconded by Mr. Jamie Robe.

***All-Call January Meeting:***

Mr. Barton reminded the Leadership Council that the All Call Meeting is scheduled for Wednesday, January 27<sup>th</sup>, 2016 from 10 am. to Noon at the Children's Board of Hillsborough County. The invitation is to all former members of S&SH and any new individuals the Leadership Council would like to include for the future of the collective effort. Mr. Barton reported that all of the committee chairs have provided their committee presentations, and a master presentation will be completed at the end of the week in preparation for the event. Applications were discussed by the Leadership Council, and the Policy & Governance Committee will revise the original committee form from the Violence Prevention Collaborative.

***Public Comment:*** There was no public comment.

Chairwoman Julianne Holt asked if there were any other questions or comments. There were none and the meeting was adjourned at 3:06 p.m.

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

The next scheduled meeting of the Safe & Sound Hillsborough Leadership Council is on February 16<sup>th</sup>, 2016 beginning at 1:00 p.m., located at the Children's Board of Hillsborough County, located at 1002 East Palm Avenue, Tampa, Florida 33605.



**DRAFT, 1/29/2016**

**BYLAWS OF THE SAFE & SOUND HILLSBOROUGH  
VIOLENCE PREVENTION COLLABORATIVE**

**ARTICLE 1: NAME AND PRINCIPAL OFFICE**

- 1.1 Safe & Sound Hillsborough is an agency collaborative collective impact project focused on implementing *Safe & Sound Hillsborough Strategic Plans* in order to reduce violent crime through a public health approach grounded in science.
- 1.2 Safe & Sound Hillsborough operates pursuant to an Interlocal Agreement executed and attested April 15, 2015 (Board of County Commissioners Hillsborough County Florida document no. 15-0336), as authorized by the Florida Interlocal Cooperation Act of 1969, §163.01, Florida Statutes. The Agreement expires September 30, 2019, unless terminated sooner in accordance with the Agreement.
- 1.3 The principal operating office is 1002 East Palm Avenue, Suite 200, Tampa, Florida 33605.

**ARTICLE 2: VISION AND VALUES**

- 2.1 Safe & Sound Hillsborough Vision: Working together to build strong families, safe schools and healthy neighborhoods.
- 2.2 Safe & Sound Hillsborough Values:
  - Community violence is preventable.
  - Community violence is a public health crisis.
  - Violence prevention is a public health initiative.
  - Meaningful and robust policy, system, and environmental changes can be accomplished collectively through the inclusion of and contributions from all sectors and people groups in Hillsborough County.

### **ARTICLE 3: MEMBERSHIP AND LEADERSHIP**

- 3.1 Safe & Sound Hillsborough meetings and committee meetings, subcommittee meetings, and community meetings held to encourage dialogue with citizens will be open to the public.
- 3.2 Participation in Safe & Sound Hillsborough is open to all individuals.
- 3.3 The Safe & Sound Hillsborough Leadership Council has oversight and authority over the affairs of Safe & Sound Hillsborough subject to limitations set forth in the Interlocal Agreement and these Bylaws.
- 3.4 The Safe & Sound Hillsborough Leadership Council is composed of foundational institutional members and committee leadership members.
- 3.5 The institutional parties to the Interlocal Agreement in effect at the time compose the foundational institutional members of the Leadership Council.
- 3.6 Any party, agency, organization, corporation, or institution wishing to become an institutional member of the Leadership Council must become a party to the Interlocal Agreement with the consent and approval of all existing parties to the Interlocal Agreement.
- 3.7 Institutional members are represented by an appointed designee of the agency/institution. An alternate designee may also be selected to interact with Safe & Sound Hillsborough on behalf of the institution when the appointed designee is unavailable.
- 3.8 In accordance with the Interlocal Agreement, the foundational institutional members of the Leadership Council set general policy; ensure legal, ethical, and fiduciary integrity and maintain accountability; ensure adequate financial and personnel resources, approve financial plans, and oversee financial management. Hiring, support, and evaluation of the performance of the Safe & Sound Hillsborough operations staff shall occur in accordance with the Interlocal Agreement.
- 3.9 Safe & Sound Hillsborough Committees are established in Article 6. All committees of Safe & Sound Hillsborough shall have a Chair and Vice Chair, to be selected as provided in these Bylaws. Chairs of each of the Safe & Sound Hillsborough Committees serve on the Safe & Sound Hillsborough Leadership Council as committee leadership members.
- 3.10 Committee leadership is responsible for recommending to the Leadership Council policy, operational, environmental, and systems strategies, and implementing and overseeing approved strategies and operational directions of Safe & Sound Hillsborough.

#### **ARTICLE 4: OPERATIONAL SUPPORT**

- 4.1 Safe & Sound Hillsborough has the following operational support: Executive Director, Outreach Manager, Administrative Assistant and any other positions deemed appropriate and permitted in accordance with the Interlocal Agreement.
- 4.2 The responsibilities and roles of the Leadership Council foundational members and the general duties of the Executive Director are provided in the Interlocal Agreement. The Safe & Sound Hillsborough operations staff is essentially responsible for ensuring the day-to-day operations occur within budget and within directives established by the Leadership Council.
- 4.3 The Executive Director is a non-voting, ex officio member of Safe & Sound Hillsborough.
- 4.4 The Executive Director shall prepare an agenda prior to each Safe & Sound Hillsborough meeting in conjunction with the Chair or Vice Chair if the Chair is unavailable.
- 4.5 The Executive Director shall arrange and coordinate Leadership Council, committees, and community meetings and ensure compliance with Florida's "Sunshine Law" relating to public meetings including proper notice of meetings and retention of public records.
- 4.6 The Executive Director shall ensure minutes of each Safe & Sound Hillsborough meeting are prepared and included for approval in the subsequent meeting agenda and materials.

#### **ARTICLE 5: CHAIR AND VICE CHAIR**

- 5.1 A Chair and Vice Chair of the Safe & Sound Hillsborough Leadership Council shall be elected from among the foundational institutional members.
- 5.2 The Chair presides at all regular and special meetings of Safe & Sound Hillsborough Leadership Council. The Chair shall perform such other duties usually incident to the position.
- 5.3 The Vice Chair shall perform the duties of the Chair in event of the Chair's absence or temporary inability to act, and shall perform such other duties usually incident to the office.
- 5.4 The Chair and Vice Chair shall be elected at a meeting properly noticed for such purpose.
- 5.5 The Chair and Vice Chair shall be elected by a simple majority of the Leadership Council present at the Annual Meeting and shall serve a one (1) year term. Terms run October 1 through September 30. There is no limit to the number of terms an individual may serve as Chair or Vice Chair.



- 5.6 If a vacancy should occur, the Leadership Council may hold a special election.
- 5.7 The Chair or Vice Chair may be removed from office for good cause by a 2/3 vote of the foundational institutional members.

## **ARTICLE 6: COMMITTEES**

- 6.1 Committee membership may be either institutional or individual depending on the committee, and as defined further in the Interlocal Agreement or these Bylaws.
- 6.2 Standing committees of continuing existence shall include the Data Committee, Communications Committee, Grant writing Committee, and Governance Committee.
- 6.3 Additional committees may be established or dissolved by the Chair with approval from the Leadership Council or by vote of the Leadership Council as needed to accomplish Safe & Sound Hillsborough's strategic goals.
- 6.4 Each committee will elect members from within the committee to serve as Chair and Vice Chair in order to represent the committee on the Leadership Council. The Vice Chair serves as the alternate for the Chair on the Leadership Council when the Chair is unavailable.
- 6.5 Committee Chairs and Vice Chairs will be elected by majority vote of the respective committee and will serve a term of one year to begin each year in October, or at any time if needed in order to fill a vacancy. There is no limit to the number of terms an individual may serve as committee Chair or Vice Chair.
- 6.6 Chairs may create subcommittees within their respective committees to focus on a particular task or topic. The Committee Chair should designate a subcommittee chair for the purpose of calling subcommittee meetings and reporting to the committee chair. Subcommittee chairs do not have voting rights on the Leadership Council.
- 6.7 The Chair of the Leadership Council may create ad hoc taskforces for the study and investigation of particular tasks or topics. A Taskforce serves until the completion of the work for which it was established. The Chair of the Leadership Council shall designate a member of the taskforce for the purpose of calling meetings and making report to the Leadership Council Chair and Vice Chair, unless directed to report otherwise.
- 6.8 The Executive Director is a non-voting, ex officio member of all committees and shall keep the Leadership Council Chair and Vice Chair fully advised as to meetings and all activities.

## **ARTICLE 7: MEETINGS AND VOTING**

- 7.1 There shall be an Annual Meeting of the membership on or about the beginning of each

fiscal year.

- 7.2 For meetings of the Safe & Sound Hillsborough Leadership Council or its committees, subcommittees, or taskforces, attendance in person by a simple majority (50% plus one person) of the number of assigned members constitutes a quorum for the transaction of business.
  - 7.2.1 For meetings of the Leadership Council, a quorum will not exist unless either the Chair or Vice Chair is in attendance in person.
- 7.3 A simple majority (50% plus one person) of the members present in person and voting shall be sufficient to pass or approve any matter, except as otherwise provided for in these Bylaws.
  - 7.3.1 Matters related to Bylaws amendments, fiscal matters, adoption of policy, or other matters affecting the funding of any foundational member institution not contemplated by the Interlocal Agreement, or other issues as specified in these Bylaws may be acted upon only with the approval of a majority of the foundational members.
- 7.4 Leadership Council members present at a meeting will be entitled to one vote on matters brought before Safe & Sound Hillsborough, unless otherwise provided by the Bylaws.
  - 7.4.1 Alternates for members of the Foundational Members and Committee Vice Chairs may vote only when the official designee is not present and available to vote.
- 7.5 The Chair and Executive Director shall set the agenda for each regular meeting. Any Safe & Sound Hillsborough member may request to agenda an item for a regular meeting. The final agenda and accompanying materials for each regular meeting shall be electronically provided to the appointed designees and alternates of the Leadership Council at least 5 calendar days prior to the meeting. During a regular meeting, the Chair shall not take up a matter not properly noticed on the agenda unless a majority of the Leadership Council votes to waive the notice requirement.
- 7.6 The Chair or a majority of the Leadership Council members may call a special meeting. The call for a special meeting shall contain the time and place of the meeting, and state with specificity the purpose of the proposed meeting. Members shall be provided 48 hours notice, exclusive of weekends and state holidays, of a special meeting. During a special meeting, the Chair shall not take up a matter not properly noticed.
- 7.7 Committee members will be entitled to one vote on matters brought before the committee, unless otherwise provided by the Bylaws. A simple majority of the membership present and voting shall be sufficient to pass or approve any matter, except as otherwise provided for in these Bylaws.
- 7.8 Designees or alternates shall have authority to vote and participate as a member of the

committee or Leadership Council based on the individual or entity they represent. Members of the Leadership Council who are unable to attend a meeting are urged to send a designee whenever possible and provide advance notice to the Chair, Vice Chair, or Executive Director.

- 7.9 A member of the Leadership Council who was unable to attend or send a designee to vote at a properly noticed meeting due to an unavoidable conflict or emergency may request in writing to schedule the issue for reconsideration at the next regularly scheduled meeting. Upon receipt of such a request, the Chair may direct the Executive Director to agenda the issue for reconsideration.

#### **ARTICLE 8: DIVERSITY AND NON-DISCRIMINATION**

The members, officers, committee members, employees, and persons working on behalf of Safe & Sound Hillsborough shall be treated entirely on a non-discriminatory basis with respect to actual or perceived age, sex, race, religion, national origin, disability, handicap, marital status, and sexual orientation, or gender identity or expression. Safe & Sound Hillsborough is committed to policies and practices that ensure the inclusion of all sectors and people groups in Hillsborough County.

#### **ARTICLE 9: FINANCIAL ADMINISTRATION**

- 9.1 The fiscal year shall end on the 30<sup>th</sup> of September each year.
- 9.2 It is the intent of Safe & Sound Hillsborough to provide the best service to Hillsborough County residents while encouraging healthy competition, supporting local communities and businesses, and operating in accordance with all federal, state, county, and municipal regulations.
- 9.3 Financial administration, including purchasing and procurement, will comply with the provisions of the Interlocal Agreement as well as federal, state, and local regulations.

#### **ARTICLE 10: BYLAWS AMENDMENTS**

The governance committee shall review the bylaws at any time on its own initiative or at the direction of the leadership council. A supermajority (2/3) vote of the Leadership Council foundational institutional members is required for creating, altering, amending, revising, or rescinding the Bylaws. There shall be 10 days notice to the Leadership Council members of the proposed amendments.

#### **ARTICLE 11: CONFLICT OF INTEREST**

Safe & Sound Hillsborough shall adopt and implement policies designed to avoid possible conflicts of interest among the personal interests, the business interests of the members and staff, and the interests of the organization.