



Safe & Sound

HILLSBOROUGH

January 19th, 2016
Leadership Council
AGENDA

- I. Call meeting to Order/Pledge of Allegiance (5 mins)**
- II. Approve minutes from December 15th Meeting (5 mins)**
- III. Old Business: (5 mins)**
 - a. Action Items that require update (F. Barton)
 - i. Draft of the Action Plan Committee - Year 2 Goal Worksheet Template
- 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. Grant Writing (A. Smith) (3 mins)
 - vi. Improving Neighborhoods (C. Lewis) (3 mins)
 - vii. Maximizing Impact (S. Combs) (3 mins)
 - viii. Youth and Gun Violence (K. Heide) (3 mins)
 - ix. Policy & Governance (W. Niles) (15 mins)
 - b. USF Evaluation (A. Salinas) (10 mins)
 - c. All-Call January Meeting (F. Barton) (5 mins)
- V. Questions and Comments (10 mins)**
- VI. Public Comment (10 mins)**
- VII. Next Meetings: (2 mins)**

Tuesday, February 16th, 2016
1:00 PM
TBD

Tuesday, March 22nd, 2016
1:00 PM
TBD

VIII. Adjourn

Safe & Sound Hillsborough Collaborative
Tuesday, December 15th, 2015
Children's Board of Hillsborough County

Leadership Council Members Present

Julianne Holt, Chair, Public Defender's Office
Kenneth Albano, Vice Chair, City of Temple Terrace
Kevin Beckner, Hillsborough County, BOCC
Gina Justice, 13th Judicial Circuit Court
Kelley Parris, Children's Board of Hillsborough Cnty
Michael Sinacore, State Attorney's Office
Cindy Stuart, Hillsborough County School Board
James Burton, Hillsborough County Sheriff's Office
Walter Niles, Florida Dept. of Health
Carla Lewis, City of Tampa
Keith O'Connor, City of Tampa, Tampa Police Dept.
Jaime Robe, Children's Board of Hillsborough Cnty
Kathleen Heide, University of South Florida
Angie Smith, Administrator's Office of the Court
Freddy Barton, Safe & Sound Hillsborough
Steve Hegarty, Tampa Police Department

Alternates Present

Holly East, Hillsborough County, BOCC
John Chaffin, Hillsborough County Sheriff's Office
Alfred Van Duyne, City of Plant City, Plant City PD
Marc Hutek, Hillsborough County School Board

Others Present

Nichole Hanscom, Public Defender's Office
Abraham Salinas, University of South Florida
Ilene Chavez, Safe & Sound Hillsborough
Manny Rivera, USF & Jim Walter Partnership Ctr.
Sadia Robinson, University of South Florida
Wanda Sloan, Hillsborough County
Miray Holmes, City of Tampa
Linnette Salcedo, Safe & Sound Hillsborough
Kelly Watts, MiW, LLC
Tonia Williams, Children's Board of Hillsborough Cnty
Marcy Pellegrino, Sassi Concepts & Designs Inc.

The meeting was called to order at 1:05 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 November 10th, 2015 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 Vice Chair Kenneth Albano. The motion carried and the minutes were approved without modification.

OLD BUSINESS: None

NEW BUSINESS:

2016 Meeting Dates: S&SH Staff will email an online poll to the Leadership Council members to vote and choose the best dates for the January through March 2016 meeting dates.

Committee Updates:

Ms. Kelley Parris, Chair of the Cultivating Communities Committee, presented to the Leadership Council the Children's Board of Hillsborough County Town Hall Report. The report highlighted the lack

of sense of community and unsafe caregivers in 33612, the desire of mentoring programs in neighborhoods, the depressed areas with vacant buildings and overgrown lots in 33610, Communication, bullying, and unsafe caregivers was reported in 33566, and in the lower part of the county in 33598 bullying, access to behavioral health resources and counseling, and lack of out of school activities for youth was reported. The county wide trends included the lack of out of school activities, unsafe caregiver, pedestrian safety, water safety, and lack of community green space. The Children's Board of Hillsborough County is working to address some of the issues with the out of school time activities, water safety, and unsafe caregiver with programs and recommendations. Pedestrian safety, lack of community green space, and the law enforcement piece will need to be addressed by additional agencies. Mr. Barton updated the leadership council that utilizing the information from the town hall reports, the committees are able to mobilize to develop strategies and goals tied to the Strategic Plan. Ms. Parris plan to continue working on 60 Kids for 60 Days in order to provide youth programs within the target zip codes to address the need for additional summer programming for youth.

- **Action Item:** The Children's Board of Hillsborough County Town Hall report will be emailed to the Leadership Council.

Mr. Freddy Barton presented on behalf of the Business Outreach Committee. He updated the Leadership Council that the committee has reached out to several different companies that have committed to working with S&SH. There is a second employer looking to hire individuals from the four target zip code areas, and is being developed for the spring and summer months. The current committee focus is workforce development opportunities and identifying additional support from the local business community to assist S&SH. Mr. Barton is actively looking for additional committee members and champion to lead the committee.

Mr. Steve Hegarty, Chair of the Communications Committee, updated the Leadership Council that the committee plans to include themselves and actively participate in the other S&SH committee meetings to provide additional support. The committee is currently working on the communications part of the All-Call Meeting.

Mr. Jamie Robe, Chair of the Data Committee, updated the Leadership Council that the committee is continuing work on the zip code profiles. The committee will be collecting additional data from the committee members to generate an in-depth profile booklet with more information on each of the four target zip codes. The committee is working on street level zip code maps to zoom into the hot spots within each of the zip codes. In regards to the yearly update, the indicator maps will be updated with the guidance from Dr. Abraham Salinas-Miranda of the University of South Florida. Mr. Robe will be providing a PowerPoint template for the All-Call meeting to share with other S&SH committees. The committee plans to work closely with Computer Mentors Group in regards to the S&SH website.

Ms. Angie Smith, Chair of the Grant Writing Committee, updated the Leadership Council that the committee discussed the preliminary budget proposal. It was determined that violence prevention is not a five year plan, and additional resources will be to be successful beyond that time frame. The committee is focusing on sustainability efforts in conjunction with the Business Outreach committee. The committee plans to have a subcommittee for mobilization regarding moving forwarding with grant

writing opportunities. The committee will continue to review My Brother's Keeper and how it will overlay with our community.

Ms. Carla Lewis, Chair of the Improving Neighborhoods Committee, updated the Leadership Council that the committee plans to have a speaker for Camp Anytown present at one of the meetings after the holidays. This initiative will link into the youth component and teen summit in 2016.

Mr. Marc Hutek, Vice Chair of the Maximizing Impact Committee, updated the Leadership Council that the contract with the Crisis Center of Tampa Bay's (CCTB) 2-1-1 System has been finalized. It is currently working on updating the Guide Map as there are outdated resources listed. The committee has reached out to the national "Safe places for kids" chapter, and will be working on involving the designated individual focused on Hillsborough County.

Mr. Michael Sinacore, Vice Chair of the Policy & Governance Committee, updated the Leadership Council that the committee will be presenting for discussion their recommendations for the Bylaws at the January 2016 meeting. The bylaws will address decorum, voting, structure of the organization. The committee will also recommend the S&SH committee structure that will involve all permanent committees, creation of subcommittees, and task-forces generated for specific projects. The committee also recommends a meeting requirement for annual meetings, it plans to include a statement regarding diversity and non-discrimination, conflicts of interest, and the committee suggests that the organization year be defined the same as the fiscal year beginning October 1st. The committee suggests making the Youth & Gun Violence sub-committee a committee pending the approval of the recommended structure to be proposed in January 2016. The committee will be addressing the naming of the committees to ensure they are meeting the specific goals.

- **Action Item:** The S&SH Staff will email a copy of the draft Bylaws to the Leadership Council for review prior to the January 2016 meeting.

Dr. Kathleen Heide, Chair of the Youth & Gun Violence Subcommittee, updated the Leadership Council regarding summary data from the 2nd Youth Mock Trial held on November 20th, 2015. Dr. Heide noted the youth group of 31 was more racially diverse, and included more female participation. The committee is waiting to receive the raw data from the 2nd Mock Trial. The committee will be separating the data from the first participants of Grant Park and new participants of the University Area CDC. The committee is actively working on hosting two more Mock Trials in 2016 for the remaining target zip codes.

MOTION: Vice Chair Kenneth Albano made a motion to approve the committee reports. The motion was seconded by Dr. Kathleen Heide. The motion carried and the committee reports were approved without modification.

Target Area Update: Mr. Freddy Barton on behalf of the Chairs of the Action Plan/Steering Committees presented for consideration to the Leadership Council the draft Action Plan Committee – Year 2 Goals. The committees will also use the Year 2 Goals Worksheet to track milestones, estimated timeline, times and evidence of completion. Once the goals are finalized, the information will be sent to Dr. Salinas for evaluation

by the University of South Florida (USF). Dr. Salinas recommended general measures and mechanisms to be used in the USF Evaluation in assessing the S&SH organization and committees.

- **Action Item:** The S&SH Staff will email a draft of the Action Plan - Year 2 Goal Worksheet template for review prior to the next meeting.

MOTION: Mr. Jamie Robe made a motion to incorporate the University of South Florida measurements and mechanisms into all of the S&SH Committee activities for evaluation. The motion was seconded by Vice Chair Kenneth Albano. The motion carried and the USF measurements were approved without modification.

All-Call Meeting: Scheduled for January 27th, 2016 from 10 am to Noon at the Children's Board of Hillsborough County. The All-Call meeting will be a reconvening of all individuals who were formerly a part of S&SH as well as individuals who are interested in supporting the S&SH initiative. The S&SH chair or vice chair will discuss future goals, and discuss the target zip codes, then break off the general meeting into small introductory workshops for each committee. Each committee chair or vice chair will make a presentation about their committee, state what their committee is designed to do, discuss their goals in line with the strategic plan, and the type of members they would need to support their committee prior to the break out session. The committee break out session will encourage individuals to join the committee and a conduct regular meeting. From the All-Call Meeting the committees will mobilize and hold smaller meetings within each target zip code to generate community support.

- **Action Item:** Mr. Steve Hegarty will create the All-Call Invitation. Once the invitation is approved, Mr. Freddy Barton will send the invitation out to the Leadership Council so each council member can share to all individuals they recommend for recruitment to S&SH.

Public Comment: There was no public comment.

Chairwoman Julianne Holt shared the Hillsborough County Driver's License Reinstatement Day flyer with the Leadership Council. The function will be held on January 8th, 2016 at the George Edgecomb Courthouse and intended to help people who have a suspended license or people who owe outstanding fines. The Chairwoman asked if the council would share within their agencies.

- **Action Item:** The S&SH Staff will send out a copy of the flyer to the Leadership Council.

Chairwoman Julianne Holt asked if there were any other questions or comments. There were none and the meeting was adjourned at 2:38 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 Leadership Council has not been determined. S&SH Staff will send out an online poll to determine the date.



DRAFT, 1/4/2016

**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 the *Safe & Sound Hillsborough 2014-2015 Strategic Plan* 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 Membership in Safe & Sound Hillsborough is open to all individuals interested in participating on one or more of the committees and/or projects.
- 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 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; and hire, support, and evaluate the performance of the Safe & Sound Hillsborough operations staff.
- 3.9 Safe & Sound Hillsborough Committees are established in Article VI. 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 and Vice Chair.
- 4.5 The Executive Director shall arrange and coordinate Leadership Council meetings, including options for electronic attendance when necessary, as well as ensuring compliance with Florida's "Sunshine Law" relating to public meetings.
- 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 institution members.
- 5.2 The Chair presides at all regular and special meetings of Safe & Sound Hillsborough. 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.
- 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 institution 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 by the Chair with approval from the Leadership Council or by resolution of the Leadership Council as needed to accomplish Safe & Sound Hillsborough's strategic goals.
- 6.4 Applications to join Safe & Sound Hillsborough Committees will be vetted by the Governance Committee or a subcommittee formed for this purpose, with the assistance of Safe & Sound operations staff in accordance with a process approved by the Leadership Council.
- 6.5 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.
- 6.6 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.
- 6.7 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.
- 6.8 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.
- 6.9 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, either in person or electronically, 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 either in person or electronically.
- 7.3 A simple majority (50% plus one person) of the Leadership Council membership present, either in person or electronically, 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, 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 who are physically present or participating electronically 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 who are physically present or participating electronically at a meeting 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 A member of the Leadership Council who was unable to attend and vote in 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 age, sex, race, religion, national origin, 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 30th 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

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.

SAFE & SOUND HILLSBOROUGH VIOLENCE PREVENTION COLLABORATIVE
****RECOMMENDED** STRUCTURE: LEADERSHIP COUNCIL**

**Foundational, Institutional Members
(Inter-local Agreement)**

Committee Leadership Members

Hillsborough County	City of Tampa	Support the Health and Well-Being of all Families	Cultivate a Strong, Connected Community
City of Temple Terrace	City of Plant City	Coordinate Efforts to Maximize our Impact	Improve Conditions in Neighborhoods Most Impacted by Violence
Hillsborough County School Board	Hillsborough County Children's Board	Youth & Gun Violence Committee	Business Outreach
Hillsborough County Sheriff's Office	Courts, 13 th Judicial Circuit	Data	Communications
State Attorney, 13 th Judicial Circuit	Public Defender, 13 th Judicial Circuit	Grant-writing	Governance

**Evaluation Services
(Vendor/Partner)**

University of South Florida
 College of Public Health
 Evaluation Services
Dr. Martha Coulter (sabbatical)
Dr. Kay Perrin
Dr. Abraham Salinas

**Management/Fiscal Agent
(Operations)**

Corporation to Develop Communities
 (CDC Tampa)
Freddy Barton, Executive Director
Ilene Chavez, Exec. Assistant