

**PROGRAM MONITORING AND
EVALUATION SUB-COMMITTEE**



Palm Beach County Governmental Center
10th Floor, CJC Conference Room
301 N. Olive Avenue

West Palm Beach, Florida 33401

<http://www.pbcgov.com/criminaljustice>

Wednesday, November 10, 2011, 1:30 PM

- FINAL MINUTES -

Members Present:

Lee Waring, Chair

Jim Barr, Criminal Justice Commission

Jennifer Loyless, Public Defender's Office

Chuck Shaw, Palm Beach School District Board (Absent)

Paul Zacks, State Attorney's Office

Guest s Attending:

Mary Quinlan, Court Admin

Staff:

Michael Rodriguez, Executive Director

Damir Kucek, Research & Planning Manager

Pamela Williams, Temporary Staff

1. Welcome / Opening Comments, Lee Waring, Chair

Advised that the purpose of the meeting is to come to a general consensus on how to evaluate the programs that the Criminal Justice funds and to agree on a format that ranks all the programs for one fiscal year.

Suggested that the easiest way for someone who is not involved in Criminal Justice to understand the format is to grade on a scale 1-10, analysis of each program, staff commentary, have staff assign grade or number and thereby providing the Commission with certain program that falls with range.

Said that in the end when this is submitted to the Board of County Commissioners and the evaluation is given it should be plain that the programs are working and that they are worth the funding.

- 2. Roll Call & Introduction of Guests**
- 3. Approval and/or Additions to the Agenda**
- 4. Chairman's Comments**
- 5. New Business**

- A. Program Monitoring & Evaluation Sub-Committee Scope of Work
- B. Program Monitoring Matrix Scale

Scope of work was presented by Research & Planning Manager Damir Kucec that specifically focused on what the County Commission is requesting of the Criminal Justice Commission either by ordinance or by direction as well as information from the CJC in terms of what we should be doing from a directional point of view. A 10 question matrix that would help with the ranking and would require a yes or no answer for each Matrix category and the corresponding program was reviewed. There would also be an opportunity to add subjective commentary.

Mr. Kucec also suggested that there should be a system that would monitor the programs to ensure that their objectives are met and that the grants are spent on the programs for which they were intended.

Executive Director, Mike Rodriguez suggested that since this was new the Committee should recognize the value going forward, also that the Matrix System was not a tool to endanger funding but to assist in getting each program where it should be. Executive Director, Mr. Rodriguez also suggested that a draft report should be done for the 2011-2012 fiscal year and that if possible should be completed before the Strategy Planning Meeting in March 2012. He would also like the Matrix System to be developed and a test program in place by December.

Mr. Paul Zacks from the State Attorney's Office said that these were grant programs and as such a performance measure should be built into the Matrix System.

6. Adjournment

Chair, Lee Waring suggested that once the Matrix System is established that the Commission would meet twice a year or as needed and as soon as a sample of the Matrix is ready then a meeting would be scheduled to examine it. No further business the meeting was adjourned