

PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION  
**PROBATION ADVISORY BOARD**

Governmental Center, 10<sup>th</sup> Floor  
301 N. Olive Avenue  
West Palm Beach, FL 33401

July 20, 2011, 12:00 p.m.

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**DRAFT MINUTES**

Members Present

August Bonavita, Chairman  
Rosalyn Baker  
Virginia Cataldo  
Daniel Eisinger  
Kay Oglesby  
Louis Tomeo  
Daliah Weiss

County Criminal Court  
Florida Department of Corrections  
US Probation  
Public Defender's Office  
Public Defender's Office  
Clerk and Comptroller's Office  
State Attorney's Office

Guests Present

Wanda Joiner  
Lisa Juliano  
Geoff Sluggett

Pride Integrated Services, Inc.  
Purchasing Department  
Sluggett & Associates

CJC Staff Present

Michael Rodriguez  
Candee Villapando  
Arlene Griffiths

Executive Director  
Criminal Justice Analyst  
Administrative Secretary

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- I. Welcome/Opening Comments.** The meeting started at 12:02 pm. Chair Bonavita welcomed everyone.
- II. Roll Call and/or Introduction of Members & Guests.** In lieu of roll call Chair Bonavita asked members and guests to introduce themselves. He extended a special welcome to Ms. Lisa Juliano, Senior Buyer, Palm Beach County Purchasing Department.
- III. Approval and/or Amendments to the April 26, 2011 minutes.** The draft minutes for the April 26, 2011 meeting were approved without amendments.
- IV. Approval and/or Amendments to the Agenda.** The agenda was approved without amendments.

**V. New Business**

No new business.

**VI. Old Business**

**A. Misdemeanor Probation Services Scope of Work – *Michael Rodriguez, CJC Executive Director***

Mr. Michael Rodriguez noted that there are no changes on the scope of work (SOW), and he introduced Ms. Lisa Juliano who was invited to the meeting to more fully explain the request for proposal (RFP) process and answer other related questions. He added that Ms. Juliano also needed to clarify/obtain additional information about a few items on the SOW from the committee.

Ms. Juliano explained the reason for doing a more formal RFP instead of a simpler request for submittal. She mentioned language in the contract about the (IG) and their audit requirements; i.e. the winning proposer agrees that the IG be allowed to audit their records, and further, failure to cooperate with the IG or interfering with or impeding any of the investigations will be a violation of the county code punishable pursuant to Florida statute 125.69.

Another item brought up by Ms. Juliano was the criminal history records check on employees that would access county critical facilities (performed and paid for by the county). There was also a discussion and an agreement on doing an informational non-mandatory pre-proposal meeting where proposers will be allowed to ask questions about the purchasing process, documents required, and the SOW, attended by Ms. Juliano, and a department representative (CJC staff). Ms. Juliano clarified that she will be the sole point of contact when the RFP goes out, and to direct to her any questions.

The committee also discussed the evaluation criteria listed on a form provided by Ms. Juliano wherein the members assigned point values to each criterion. Mr. Rodriguez suggested removing local preference from the list, to which the members agreed, and Ms. Juliano noted that it this criterion was not required. Mr. Rodriguez also suggested taking out price proposal since the county will not be paying the provider, to which Ms. Juliano concurred. Mr. Rodriguez further elaborated that he envisions the provider to pay the county \$5,000 per year to administer and monitor the contract, as is the current case. Ms. Juliano asked if the committee would want to consider allowing proposers to pay more than \$5,000 and the committee agreed to leave it as is. Chair Bonavita, however, suggested looking into this issue in the future. Ninety percentage points (90%) were assigned among the first three evaluation criteria: (1) experience qualifications (40%); (2) project approach and understanding (25%); and (3) key personnel and operations (25%); and then small business enterprise (10%). Under section 3, proposer requirements (submittal information), the committee agreed to require five years of successful experience with the provision of misdemeanor probation services. The committee agreed to delete subsection 3.2.2, and added a requirement for a detailed transitional plan and timeline. And under section 3.4, the committee agreed to include information on financial viability/stability as a requirement.

Ms. Juliano asked CJC staff to contact by phone or email each and every provider they know that could provide these services notifying them that the Probation Advisory Board/Criminal Justice Commission will be issuing a solicitation to select a misdemeanor probation service

provider within the next few weeks, or whatever is the specified timeframe and direct them to the county's Purchasing Department website from where they can download the solicitation documents.

Ms. Juliano confirmed the members of the selection to be Chair August Bonavita, Ms. Daliah Weiss, Mr. Daniel Eisinger, Judge Ted Booras, and Ms. Rosalyn Baker. She said that the Office of Small Business has to be invited although they do not always choose to participate, but that they are a voting member of the committee. She added that they have to notify the IG Office of a meeting, although they do not have a vote and do not have any input during the time they are at the meeting, but could issue an advisory about something they might see a problem. Mr. Rodriguez mentioned that Mr. Vince Bonvento, Assistant County Administrator, suggested asking CJC Chair Barbara Cheives to assign a member from the commission to the committee, and the members agreed that this might expedite the selection process. This will bring the total members of the selection committee to seven (if the Office of Small Business chooses to participate). Ms. Juliano clarified and emphasized that members of the committee have to commit to being part of the committee and attend the meeting, and that a member can drop out of a meeting, but cannot drop in because the members have to hear all the information in order to vote.

Ms. Juliano then asked some questions/clarified some items from the SOW. It was agreed that the PAB will assist as much as it can in securing a space for probation in the courthouse, but it should be clarified that the committee is not required to secure a space since it does not have any authority in this regard. It was clarified that only the contents of the form of the needs assessment form are approved by the committee and not each risk and needs assessment form completed. It was confirmed that a minimum of one substance abuse testing lab is sufficient. It was verified that ACH transfers are required at a minimum of three times per week. The committee agreed to keep language requiring proposer to conduct a statewide criminal records check using any appropriate statewide database system, but leaving it up to the proposer to decide what system to use that is available to them (which could be changed later should an appropriate system becomes available). Upon clarification from Ms. Juliano, the committee agreed changing all words "will" to "shall" making a requirement mandatory. Chair Bonavita noted that as far as the group is concerned, the word "will" is interchangeable with "shall" and that "may" is the word that has a permissive connotation, rather than being mandatory. The committee added the word "early" to the language specifying the provider to notify the court that "early" termination has been granted. The committee clarified that a full file review will be conducted "at" 10 days prior to termination. The committee agreed that all funds shall be maintained at an FDIC insured financial institution. Upon the suggestion of Ms. Juliano, the committee agreed to require a theft and fraud fidelity bond in the amount of \$100,000 in addition to the other insurance required.

## **VII. Member and Guest Comments**

Chair Bonavita thanked everyone for staying for the duration of the meeting. He also especially thanked Ms. Juliano for coming to the meeting.

## **VIII. Next Meeting**

To be determined.

**IX. Adjournment**

The meeting was adjourned at 1:47 pm.