

**PROGRAM MONITORING AND
EVALUATION SUB-COMMITTEE**



Palm Beach County Governmental Center
10th Floor, Criminal Justice Commission Conference Room
301 N. Olive Avenue
West Palm Beach, Florida 33401

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

Thursday, November 20, 2014

3:00 PM

- M I N U T E S -

Members:

Nellie King, Chair
Jim Barr, Criminal Justice Commission
Carey Haughwout, Public Defender (absent)
Chuck Shaw, School District
Lee Waring, Seaside National Bank & Trust (absent)

Guests:

Cristy Altaro, Delinquency Drug Court Coordinator
Adrienne Ellis, State Attorney's Office
Lynn Powell (for Alan Johnson), State Attorney's Office
Dorrie Tyng, Adult Drug Court Coordinator
Clay Walker, Department of Children and Families
Alexia Cox, State Attorney's Office

Staff:

Damir Kukec, Research & Planning Manager
Katherine Hatos, Research & Planning
Shahzia Jackson, Juvenile Reentry
Rosalind Murray, Criminal Justice Program Development Specialist
Michael Rodriguez, Criminal Justice Commission
Craig Spatara, Criminal Justice Program Manager
Candee Villapando, Research & Planning

1. Welcome / Opening Comments, Nellie King, Chair

2. Roll Call & Introduction of Guests

3. Approval and/or Additions to the Agenda

The agenda was approved without changes.

4. Approval of August 26, 2014 Minutes

The minutes from the August 26, 2014 meeting were approved without amendments.

5. Chairman's Comments

Chair King reported that they now have all of the programmatic data for the fiscal year 2014 for each quarter. With the exception of Youth Empowerment Center data, all program participant data have been submitted to the Florida Department of Law Enforcement for matching with arrest and judicial history files. The recidivism data for the 4th quarter should be ready in late December. Chair King thanked Damir and appreciated the kind of work he has done for this subcommittee.

6. Old Business

a. Quarter Fiscal Year 2014 Report – Program Activity and Recidivism

Damir Kukec presented the report on the Programmatic Activity and Recidivism for the 4th Quarter of Fiscal Year 2014. The report includes the minimum performance indicators divided into two sections: 1) summary reports; and 2) detailed tables. The summary reports include data on the four specific minimum performance indicators approved by the Program Monitoring and Evaluation Sub-Committee (PME), i.e., 1) Cumulative Participants Served; 2) Average Daily Population (ADP); 3) Completion Rate; and (4) Three Year Recidivism Rate. The detailed reports, on the other hand, include historical data. Mr. Kukec reported that, overall, majority of the programs met their programmatic targets in FY 2014. The report also included 4th quarter activity for Law Enforcement Exchange (LEX) in its own reporting format meeting the requirements as directed.

b. Dashboard – Excel Summary File

For a better understanding of the information presented in the report, in addition to the tables, Mr. Kukec also created a dashboard summarizing for each program the results of the program performance indicators agreed upon by the PME. Mr. Kukec gave a short demonstration of how to navigate the dashboard, which has the ability to display data for a specific time period, as well as compare it to other periods. Mr. Kukec also demonstrated the recidivism dashboard. Mr. Kukec plans to post the dashboard on CJC's website, and have the annual report ready in January in time

for the Annual Planning Meeting. Chair King commended Damir for the functionality of the dashboard, as well as the aesthetics of the graphics. Mr. Chuck Shaw liked the dashboard because it shows if programs are meeting their targets. Chair King remarked that the next step is determining what to do with this information. Cristy Altaro asked if a program's budget is included; Mr. Kukec said the associated budgets will be included in the final report. Dorrie Tyng suggested adjusting the goals as the budget changes. Mr. Kukec said the goals can be tracked and adjusted accordingly as well.

c. 2014 Fiscal Year Annual Report Outline – Consultation

Mr. Kukec encouraged everyone to contact him for questions or one-on-one consultation.

d. 2015 Fiscal Year Quarterly Report - Update

Going forward, Mr. Kukec wanted to know up front for a program what is required to be funded, as well as the issues that may be feeding into 2015 ahead of time.

7. New Business

a. Domestic Violence Programming – Clay Walker, Domestic Violence Coalition Representative

Mr. Clay Walker presented a proposal to request funding from the Domestic Violence Trust Fund to bring training to Palm Beach County on domestic violence for law enforcement, specifically dealing with strangulation. They reached out to the Training Institute on Strangulation Prevention, part of the National Family Justice Center Alliance and founded with the assistance of the Department of Justice. The institute does this type of training and research for law enforcement in the country and employs a multi-disciplinary approach. Mr. Walker emphasized the importance of a multi-disciplinary approach as the success of law enforcement relies on their dealings with the different entities they work with. The training package is tailored for law enforcement in improving first response and developing a coordinated response to strangulation in partnership with multidisciplinary professionals. Chair King expressed concern over the source and efficacy of the training, and that this is the only proposal so far and was not sure if it is vetted. She was concerned about process and wondered if the most equitable way is to put out an RFI, just to make it known to the public. Mr. Walker concurred. The committee voted and agreed to recommend to the CJC to put out an RFI. Mike Rodriguez said it will be on Monday's agenda, and noted that it may just be an exercise on transparency and going through the process.

B. Mandated Quarterly Meetings

The committee agreed to continue having quarterly meetings until a change is required.

8. Member and Guest Comments

No member and guest comments.

9. Attachments

- a. August 26, 2014 Draft Minutes
- b. 4th Quarter Fiscal Year 2014 Report
- c. Domestic Violence Programming - Forthcoming

10. Adjournment

Next PME meeting: To be determined.