

# **PALM BEACH COUNTY PUBLIC SAFETY DEPARTMENT**

## **BYLAWS Of**

### **THE PALM BEACH COUNTY REENTRY TASK FORCE**

#### **ARTICLE I Name, Mission, and Purpose**

##### Section 1 - Name

The Name of this Task Force shall be The Palm Beach County Reentry Task Force, herein referred to as the Task Force.

##### Section 2 - Mission

The mission of the Task Force is to increase public safety, reduce victimization and recidivism rates and create an improved quality of life for Palm Beach County residents. .

Section 3 – Purpose - The Task Force will evaluate data and systems to make recommendations designed to coordinate and facilitate resources, develop and maintain partnerships, evaluate and implement changes, and identify opportunities to sustain reentry services.

##### *1. Coordinate and Facilitate Resources*

- Build a coordinated reentry service delivery plan by enhancing existing infrastructure.
- Increase employment, education and vocational training opportunities for ex-offenders in both pre- and post-release settings.
- Increase opportunities to educate ex-offenders about services in the community.
- Facilitate sharing of resources among agencies and service providers.

##### *2. Develop and Maintain Partnerships*

- Identify partners and determine how and when to bring additional partners into the initiative.
- Maintain the reentry subcommittee structure.
- Continue to work with the Florida Department of Corrections, the Department of Juvenile Justice and the Palm Beach County Sheriff's Office to support offenders returning from each system.
- Engage federal, state and local officials.

##### *3. Evaluate and Implement Changes*

- Identify gaps in reentry services and prioritize the needs.
- Map actual pre and post release services to determine how and when services are most effectively delivered.
- Evaluate reentry programs for effectiveness to insure the best use of limited dollars and recommendations for funding.
- Update the Strategic Plan annually by adjusting goals and tasks as needed.

4. *Sustain Reentry Services*

- Influence policies that allow for more effective inmate transition.
- Develop a marketing plan.
- Identify and seek additional funding opportunities in order to close service gaps.
- Determine feasibility of shifting county/state/federal-funded programming to community-based funding.
- Develop a plan to secure the coordination of services, the provision of services, and the financial sustainability of reentry services and programs.

**ARTICLE II**  
**Membership Composition**

Section 1 - Membership

The Task Force shall be composed of the following organizations, agencies and categories below. Each member shall have one vote on matters before the Task Force:

1. Florida Department of Corrections
2. Palm Beach County Sherriff's Office
3. League of Cities
4. Ex-Offender nominated and approved by majority vote of Task Force membership
5. National Association of Mental Illness
6. Palm Beach County School District
7. CareerSource
8. Department of Juvenile Justice - 15<sup>th</sup> Judicial Circuit
9. Public Defender's Office- 15<sup>th</sup> Judicial Circuit
10. State Attorney's Office- 15<sup>th</sup> Judicial Circuit
11. Criminal Justice Commission Member
12. Member of the Judiciary- 15<sup>th</sup> Judicial Circuit
13. Member of the Substance Abuse Community

Members shall be designated by the agencies and organizations identified in this section and may begin serving upon confirmation by county staff of eligibility to serve.

Section 2 - Advisory, Membership

Advisory members provide guidance and input to the Reentry Task Force but do not vote on issues before the Task Force. Advisory members shall include but are not limited to the following agencies, and reentry sub-committee chairs. New members may also be appointed as needed without amending the Bylaws:

1. Department of Children and Families
2. The Lord's Place
3. Gulfstream Goodwill Industries
4. City of Pahokee

5. Florida Department of Corrections
6. Riviera Beach Justice Service Center
7. Matthew 25 Ministries
8. True Fast Ministries, Inc.
9. Palm Healthcare Foundation
10. Florida Action Committee
11. Court Administration for 15<sup>th</sup> Judicial Circuit
12. Palm Beach County Youth Services
13. Mental Health Association
14. Veteran's Administration
15. Literacy Coalition
16. Southeast Florida Behavioral Health Network
17. Palm Beach County Department of Public Safety
18. Prison Fellowship
19. Salvation Army
20. Jay Ministries
21. Legal Aid Society of Palm Beach County
22. South County Mental Health Center
23. Palm Beach County Human and Veteran Services
24. Palm Beach State College
25. CL Brumback Primary Care Clinics
26. Florida Atlantic University, School of Criminology and Criminal Justice

Section 3 - Residency. All organizations must provide services in Palm Beach County at the time of appointment and while serving on the Task Force.

**ARTICLE III**  
**Officers, Elections, Terms of Office/Duties, Vacancies, Salaries**

Section 1 - Officers

1. The officers of the Task Force shall consist of a Chair and a Vice-Chair. The duties of Secretary will be handled by Public Safety Department staff.

Section 2 – Election(s)

1. Nominations for Chair may be made, once the floor is open for nominations, by any member at the October meeting.
2. Elections will take place at the October meeting.

Section 3 - Terms of Office

1. Terms of Office shall be three (3) years. Terms shall begin on October 1st and end on September 30th. Members shall be limited to three (3) consecutive three-year terms. However, an elected official serving as a member may serve for the duration of their elected term in office. All members serve at the pleasure of the BCC and may be removed with or without cause upon majority vote by the BCC. Vacancies occurring during a term shall be filled for the unexpired term.

#### Section 4 - Duties

1. Chair: The Chair is responsible for the general and active management of the business and affairs of the Task Force. The Chair shall have the power to perform any necessary duties relevant to his/her position. The Chair shall preside at all meetings of the members.
2. Vice-Chair: The Vice-Chair shall have the power and shall perform the duties the Chair prescribes. If, however, the Chair is absent or unable to fulfill his/her duties, the Vice-Chair shall perform all the duties and may exercise all the powers of the Chair.

#### Section 5 - Vacancies

1. If, for any reason including death, illness, or personal cause, the Chair is unable to serve his/her full term, the Vice-Chair shall assume the duties of the Chair for the remainder of the term.
2. In the event of a vacancy in any of the remaining offices, the Task Force may fill the vacancy for the remainder of that term of office.

#### Section 6- Salary

1. Members shall not receive or be paid any compensation for serving as members of the Task Force.

### **ARTICLE IV Meetings, Voting, Quorum, and Proxies**

#### Section 1 - Meetings

1. A meeting of the members of the Task Force for the election of officers and the transaction of other business shall be held every three years in October . .
2. A regular meeting of the members shall be held quarterly unless modified by vote of the members.
3. A special meeting of the members for any purpose may be held when called by the Chair or when requested in writing by a majority of the members. The Secretary shall notice members of the meeting, unless the Chair or requesting members designate another person to do so.
4. Place - The place of regular meetings shall be in Palm Beach County.
5. Notice - A written, electronic or telephonic notice of each meeting of members stating the place, day, date and time of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered to each member, not less than five (5) nor more than sixty (60) days before the date set for the meeting either by or at the direction of the Chair, or the other persons calling the meeting. If it is impossible to make notice of a

meeting less than five (5) days due to exceptional circumstances, it is at the discretion of the Chair of the Task Force to authorize the meeting.

6. Committees and Subcommittees. The Task Force may include such committees and subcommittees that are responsible for various tasks that lead to the achievement of specific goals. The chairs of the subcommittees shall be appointed by the Chair of the Reentry Task Force at their sole discretion.

#### Section 2 - Voting and Quorum

Each member of the Task Force shall have one vote on each proposal presented at the meeting. A majority of the voting members shall constitute a quorum. Designees may not be counted to establish a quorum. If a quorum is present, the affirmative vote of a majority of the members represented at the meeting and entitled to vote on the matter is the act of the members.

#### Section 3 - Proxies

1. A member may vote either in person or by proxy executed in writing by the member. However, representation by proxy is for the purpose of voting only and shall not be used in ascertaining the existence of a quorum.
2. To be effective, a proxy must be signed by the member. A proxy is valid only for the specific meeting date designated on the face of the proxy. All proxies shall be filed with the Secretary/Public Safety Department staff prior to the vote. All proxies must be delegated to a voting member.

### **ARTICLE V Amendments**

The Uniform policies and procedures applicable to Palm Beach County Advisory Boards, committees and commissions, as may be amended from time to time, are adopted and incorporated into this Resolution and shall take precedence over any conflicting policies and procedures. These Bylaws may be repealed, or amended by a majority vote of the Task Force at a regular meeting.

I HEREBY CERTIFY that the foregoing is a true, correct, and complete copy of the Bylaws of the Palm Beach County Reentry Task Force, approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Sylvia Moffett, ,  
Chair, Palm Beach County Reentry Task Force