

**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>

Tuesday, April 28, 2015

12:00 PM

- M I N U T E S -

Members:

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

Guests:

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

Staff:

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

1. Welcome / Opening Comments, Nellie King, Chair

2. Roll Call & Introduction of Guests

Damir Kukec did roll call, and guests introduced themselves.

3. Approval and/or Additions to the Agenda

The agenda was approved without changes.

4. Approval of November 20, 2014 Minutes

The minutes from the November 20, 2014 meeting were approved with one minor revision: add the last name of Alexia Cox which was not noted in the original minutes.

5. Chairman's Comments

Chair King welcomed members and guests to the Program Monitoring and Evaluation subcommittee meeting.

6. Old Business

a. Domestic Violence Training Proposal

Clay Walker, Domestic Violence Coalition Representative presented the revised proposal requesting funding from the Domestic Violence Trust Fund to bring training to Palm Beach County on domestic violence for law enforcement, specifically dealing with strangulation. Mr. Walker recalled that their original proposal was designed to do training over two fiscal years allotting \$60,000 each: with the first year as a more basic beginner's class for law enforcement in the county; and the second year would be a more advanced class for investigators that deal with more specific work with domestic violence. Listening to feedback from the CJC, they reached out to the organization providing the training and modified the proposal to train-the-trainer which will reduce the amount of time and money involved, and incorporated other changes requested, e.g., plan for collecting data and performance measures. Mr. Walker believed this is the right direction and requested the PME subcommittee to approve the modified proposal and move it forward it to the CJC. Staff had reviewed the proposal and performance measures and recommended that the PME approve the proposal and performance measures submitted by the National Family Justice Center Alliance (The National Training Institute on Strangulation Prevention) and The Domestic Violence Council of Palm Beach County. A motion was made and seconded to submit to the CJC and recommend for approval the modified domestic violence training proposal. The motion carried unanimously.

7. New Business

a. Request for Proposal Questionnaire

Damir Kukec, Research and Planning Manager, announced that staff had prepared a draft template that providers would be required to complete online in order to facilitate a request for proposal process for new contracts. This will meld the process of doing the annual contracts with the PME activities so that they are one undertaking. This will also be helpful to Mr. Kukec when he prepares the annual report for the PME because it gets at some of the basic questions with respect to the programs that the CJC currently funds. Mr. Kukec went over some of the questions that will be asked of the programs that are looking for funding, or what he called a program review of CJC's existing programs. The questionnaire has five main sections, namely: 1) Vendor Contact Information; 2) Program Description; 3) Program Performance; 4) Program Outcomes; and 5) Program Budget Information. Mr. Kukec clarified that this is just a starting point, and that by having all the programs answer the questions, he would not have to go to managers to ask them about their budgets, etc. Mr. Kukec would like to include the information gathered from the questionnaire in the report for the next annual planning meeting. Cristy Altaro asked if the questionnaire is pre-populated with the information that programs have already submitted; or can they upload information or files. Mr. Kukec said unfortunately no, but programs are nevertheless welcome to email files or documents. To speed things up, Al Johnson recommended accepting the questionnaire with minor changes such as including a sliding scale in terms of program fees. The members agreed.

b. Performance Measure Icons

Mr. Kukec wanted to get feedback on visual indicators or icons for how to best display whether providers are meeting or have met their performance target numbers or not. He presented two options: 1) Option One, based on the difference between the actual and target figures – a green check mark appears when the difference is in the positive range (zero or greater), indicating that the program's target was met; and a red X mark if the difference is less than zero (or negative); and 2) Option Two, based on the distribution of results when computing the difference between the actual and the target figures – a green check mark appears when the difference is in the positive range (zero or greater); a yellow exclamation point shows that the program has not met their target but are 10 points below their goal; and a red X mark if the difference is more than 10 points below zero (negative 11 or lower). Barry Krischer also offered to share a copy of the report card that DCF uses, but noted that the Mr. Kukec's indicators were easier to discern. Mr. James Barr expressed his preference for Option One which is simple, which all the members agreed to use.

c. Match with FDLE

Mr. Kukec reported that staff has been updating privacy agreements between Florida Department of Law Enforcement (FDLE) and the Palm Beach County Board of County Commissioners recently. Staff recommended that the match of program participants with the FDLE be completed only once per year - after the end of the fiscal year rather than each quarter, and to have that information ready for the annual planning meeting. The rationale for this was that their groups are so large, they are tracked for three years, that there is not much variation in data between quarters; there is no cost benefit in doing it this way. The actual recidivism computation would remain the same. Lee Waring suggested continuing doing it quarterly for a while longer, and see if the pattern or the trend changes over time. The subcommittee agreed and Mr. Kukec said he will report on this at the end of the year. Chair King noted that she has come to this late, but she had noticed a lot of improvement and progression in the process, even just in the presentations, and thanked Mr. Kukec for all that he does for the CJC and the PME. Mr. Kukec added that this will not be possible without the full cooperation of the program managers.

8. Member and Guest Comments

No member and guest comments.

9. Attachments

- a. November 20, 2014 Draft Minutes
- b. Domestic Violence Training Proposal
- c. Request for Proposal Questionnaire
- d. Performance Measure Icon Options

10. Adjournment

Next PME meeting: To be determined.