

**Circuit 4 Advisory Board
Executive Committee Meeting**
January 10, 2014 @ 10AM
Youth Crisis Center, 3015 Parental Home Road
Jacksonville, FL 32116
Large Conference Room

PRESENT: Brook Brady, Jim Clark, Jim Pimentel, Andreu Powell

GUESTS: Chief David Coffman, Lawrence Hills, Dr. Vicki Waytowich

STAFF: Debra Guide

The meeting of the Executive Committee for the Circuit 4 Juvenile Justice Advisory Board was called to order at 10:00 a.m. by Chairman Jim Clark. Notice was provided per Sunshine Law and a quorum was present.

WELCOME & INTRODUCTIONS

Mr. Clark welcomed members and guests and stated the purpose of the meeting was to review membership vacancies, the Department's mission and vision, and bylaws; and to develop a three-year plan for the circuit, finalize committee participation and set the meeting schedule.

MEMBERSHIP UPDATE

Mr. Clark reported Chief Probation Officer Gwen Steverson is assisting in recruitment of a youth/family involved member; Mr. Taureen Sinclair; iCare, a faith-based organization has been asked to nominate a member. Vacancies were discussed. Mr. Pimentel will solicit the president of the Clay County Chamber of Commerce and Fernandina Beach Police Department. Mr. Clark will follow up with DCPS Superintendent Vitti regarding the nomination of a DCPS Dean of Discipline. A membership application has been sent to Chief Probation Officer Gwen Steverson to fill the vacancies for youth and parent/family.

Mr. Clark announced his assistant, Debra Guide, will provide assistance to the Board Secretary and serve as a liaison to the DJJ Advisory Circuit Boards Coordinator in Tallahassee.

RECAP OF BOARD CHAIR TRAINING

Mr. Clark provided members with copies of the Department's mission, bylaws, and the state's Sunshine Law as discussed at the December 3, 2013 Board Chair training in Tallahassee. Mr. Clark stated Secretary Walters encouraged advisory boards to be involved, make recommendations, and engage the community.

FUTURE MEETINGS

Members and guests were asked to consider hosting a future meeting. Conference rooms would need to accommodate 30-50 attendees for general board meetings and 10 for Executive Committee meetings. Please contact Debra Guide at 296-1055 Ext. 1040 or via email at dguide@danielkids.org if your organization is able to host a meeting. The Florida Times-Union and Jacksonville Children's Commission were suggested. Mr. Clark stated board meetings will include county and Standing Committee reports.

COMMITTEE MEMBERSHIP

Mr. Clark indicated every board member is asked to serve on a minimum of one committee.

Grant Review – The purpose of the Grant Review Committee is to ensure the grants process is equitable. Dr. Waytowich announced the Department monitors grants; not the board. The board receives the scoring mechanism and the authority to make the award recommendation, but the parameters for scoring are made by the Department. Dr. Waytowich accepted the committee’s recommendation to chair the committee.

Disproportionate Minority Contact (DMC) – Mr. Clark recommended Jacksonville Journey Coordinator Taurean Sinclair as chair of the DMC committee. The committee was in agreement and Mr. Clark will solicit his participation. Chief Coffman volunteered to serve as a member on this committee.

Legislative – Nassau County’s General Counsel for the Sheriff’s Office, Mr. Bobby Lippleman, was recommended as chair. Mr. Pimentel will initiate contact.

Planning – The committee recommended Ms. Sirdevan (Youth Crisis Center) as chair of the Planning Committee. Mr. Clark will follow up with Ms. Sirdevan.

Faith Community Network – Chief Coffman volunteered to chair the committee and announced he works closely with iCare.

3-YEAR PLAN

Dr. Waytowich distributed the Circuit’s prior 2010-2012 Juvenile Justice Comprehensive Plan for review and discussion. Chief Coffman stated the prior plan was replaced by the Jacksonville Journey. Mr. Clark will contact the Department’s Advisory Board Coordinator to request a proposed format. He indicated a 12-month planning calendar would be provided at the next Executive Committee meeting. The group discussed past difficulties including the ability to get specific strategies and focuses from outlying counties. The committee agreed that the Circuit 4 three-year plan should reflect the focus of the entire circuit addressing the following:

- What am I going to get? Receive research and information impacting the community.
- What am I going to do? As a Circuit Advisory Board member, make recommendations to the Department on best practices, and make recommendations to the community based on information received from the Department.
- What is the purpose? – The Advisory Board educates the Department on the needs of the community so as to influence legislative decisions.

ANNOUNCEMENTS

- A third Neighborhood Accountability Board (NAB) will be opening at the Beach United Methodist Church in Jacksonville Beach.

There being no further discussion, Mr. Clark adjourned the meeting at 10:59am.

Respectfully submitted,

Jim Pimentel
Secretary, Circuit 4 Advisory Board