

**Florida Department of Juvenile Justice
Board and Council Chairs Conference Call
Tuesday, February 21, 2012
Minutes**

Welcome

Wanda Finnie, Esq., Assistant Secretary
Office of Prevention and Victim Services

Department of Juvenile Justice staff on call: Wanda Finnie, Andrew Lewis, Budget Manager, Rhyna Jefferson, Deputy Manager, Cameo Collins, Elaine Atwood, Contracts Bureau Chief, Michael Jacob, Steven Solomon, Federal Grants Administrator, Marcus Smith, Procurement Specialist, Yvonne Woodard, State Board and Council Coordinator, Andy Hindman, State Programs Manager, Pat McGhee, Delinquency Prevention Specialist Supervisor, Prevention Specialists and Chief Probation Officers.

Board and Council Chairs Roll Call

Yvonne Woodard, State Board and Council Coordinator

Invest in Children Funding

Wanda Finnie, Esq., Assistant Secretary

There are various reasons why we have been unable to put money on the street. One of which is that leadership has changed from the top moving down in the past year. We want to be fair and equitable as we look at the small and large counties throughout the state.

We have approximately \$412,903 that we are ready to put out in the form of Invest in Children awards. Currently, the department is exploring various vehicles that will be fair to each county in how that money will be awarded. There is a supplementary amount of approximately \$1.2 million that will be used to supplement that \$412,903 to be spread to each county statewide. Each county will get something.

- We are exploring various avenues. One avenue is the Request for Information (RFI) process. There will be awards of less than \$35,000 put out statewide in various manners.
- We are requesting that each county submit to DJJ in the next 2 weeks, March 9th a list of what you feel is the needs in your county. DJJ/Prevention feels strongly that the counties know best what the needs of the counties are.
- You have been supplied with a list of the amounts that have been collected through the Invest in Children dollars by each county. We anticipate those amounts going back to the counties dollar for dollar.
- The \$1.2 million is what we are exploring in terms of how that will be fairly and equitably divided among the 67 counties and we are exploring many options at this time.

Questions and Responses

Question: Richard Rolfes, C-13 – *Is there an RFI format?*

Response: Elaine Atwood, Contracts Bureau Chief – *Yes, the dept. has an RFI format. RFI stands for Request for Information. It is no more or no less than a marketing tool by which the department will gather information. We will use that tool as an information gathering tool. A*

decision is not made based on the RFI but that is the process we use to gather information. As Asst. Secretary Finnie has indicated they are anticipating looking at contracts that are small dollar purchase amounts that is less than \$35,000. We will have a format for that. We will require certain information with a deadline to submit. It will be posted on our vender bid system as a marketing opportunity and sent courtesy copy to anyone interested. It is not a tool we use to disqualify anyone. It is a tool we use to gather information on interest and service capabilities.

Question: Bryan Russell, C-14 - *Am I correct in assuming that Bay County received \$14,700? Will we get that back into our county?*

Response: Rhyna Jefferson - *Yes*

Question: Bryan Russell, C-14 - *Who makes the decision on what agency or where that money goes?*

Response: Rhyna Jefferson - *The Boards and Councils will review proposals and make recommendations to the department on whom they think we should fund. The decision ultimately lies with the department on who will be funded.*

Question: Bryan Russell, C-14 - *Is that in statute? The way funds are distributed?*

Response: Rhyna Jefferson – *Yes*

Question: Maureen Simmons, C19 – *You said we should get a list in by March 6th, now you are talking about going through RFI process. Which one should we respond to?*

Response: Asst. Secretary Finnie - *The RFI process goes through the Bureau of Contracts. Prevention is asking for something informal. Being that the funding is coming out of the Office of Prevention we are trying to develop some kind of tool that we can use not just in this process but as we move forward in several other things in terms of the particular needs in the particular counties. It could be something extremely informal such as an email sent to Yvonne Woodard, State Boards and Councils Coordinator. That will not be a part of the formal RFI process.*

Question: Maureen Simmons, C19 - *This particular request will go directly to Yvonne and should be money spent in the Prevention arena?*

Response: Asst. Secretary Finnie – *That will just be used as a tool to help us prepare for what would be coming down the pipe as part of the RFI process. We are trying to get a heads up in Prevention on what are the particular needs of the individual 67 counties. When we get to the RFI process and we are talking about the actual funding, that must all be by formal procedure.*

Question: Maureen Simmons, C19 - *What are you projecting as a startup time for money to be invested back into the counties?*

Response: Rhyna Jefferson - *We are looking at contract start date of July 1, 2012*

Comment: Elaine Atwood – *I would like to clarify what Asst. Secretary Finnie stated. Her request for boards and councils to send in their identified service needs is information that would really help us as we format the RFI. When we send out the RFI we are going to state in that document what our service needs are that have been identified in each county. It is imperative that information be received by Prevention before we can move forward with the RFI.*

Question: Rose Chapman, C-12 - Should the identified needs for the county come out of the three year plan that was developed by each county.

Response: Asst. Secretary Finnie - That would be fine if your needs are still the same.

Question: Rose Chapman, C-12 - *We are not having a local meeting of the board. I guess I can send an email asking for needs or I can use those needs. Do you have a preference?*

Response: Asst. Secretary Finnie – *We don't have a preference, but the information that you send needs to be an accurate reflection of the needs currently in the community. If your three-year plan talks about needs a year ago and your needs have changed then you need to update that.*

Question: Rose Chapman, C-12 - *If we are not having a Board meeting before March 6th than we must identify those needs. Are there any suggestions?*

Response: Asst. Secretary Finnie - *Perhaps you can have a phone conference, send out an email; however it is you collect information from your board when you don't have a meeting.*

Question: Barbara Gerlock, C-15 - *Is there a possibility to extend deadline to March 10th?*

Response: Asst. Secretary Finnie - *Ok. Let's do it Friday, March 9th*

Question: Jim Pearce, C-8 – *Are you looking for a simple laundry list of needs or do you need more information on what the needs might involve?*

Response: Asst. Secretary Finnie - *It doesn't have to be anything formal just something that reflect what you consider to be the needs in your county. If you think the greatest need is drug counseling, just state "drug counseling". It doesn't have to be anything formal.*

Question: Michael Johnson, C-14 – *On the last RFP a resource guide played heavily on deciding what counties were eligible to receive funding. How heavily will the resource guide play into this situation?*

Response: Rhyna Jefferson - *No. That was the Civil Citation RFI led by the Office of Probation. That will have nothing to do with the particular RFI.*

Question: Michael Johnson, C-14 - *I would like to know how accurate is the list that was distributed? The amounts listed are nowhere near what were provided to us in October. I want to verify that the list is accurate.*

Response: Rhyna Jefferson – *The list is accurate. It is the Invest in Children collection for each county for FY 10-11, it is the community partnership dollars we have available, divided up based on tiers and referrals amongst each of the 67 counties.*

Again, these figures are accurate Invest in Children collection on top of community partnership dollars divided among the 67 counties based on referrals ranked in tiers. This will be sent out after call.

Question: Mr. Knowles, C-17 - *I hear the term community partnership coming up. Will faith based and service providers going to be eligible to get involved and possibly expect funds.*

Response: Rhyna Jefferson – *Yes. This opportunity will be open and available to Community and faith based organizations.*

Question: Jim Clark, C-4 - *The item we are to identify in our counties, we are not trying to limit ourselves with what we see these numbers being, are we?*

Response: Rhyna Jefferson - *Are you asking about the funding amount or the information due to Yvonne on March 9th?*

Comment: Jim Clark, C-4 - *The information due to Yvonne on March 9th. I'm trying to figure if the funding has anything to do with that or just to give list of needs in counties.*

Response: Rhyna Jefferson - *The information due to Yvonne on March 9th will help us craft the RFI so we can put that out for eligible providers in your county to submit proposals, based on what you send. So whatever your board or council sees as prevention services needed we will take that information and craft an RFI based on that.*

Question: Jim Clark, C-4 – *For example, Duval is listed at \$48,000. What our judge and people have talked about is well over that, but you still want us to submit what our needs are, regardless of cost?*

Response: Rhyna Jefferson – *Correct.*

Response: Asst. Secretary Finnie - *In one respect we need you to create a list of needs of children in your county. Whatever our funding is may not address all the needs. It may supplement something already existing. We are not looking at rather or not this money will totally fund all those needs, but they are related.*

Question: Dana Platas, C-7 – *Could Yvonne send out an email clarifying to the council chairs all of this?*

Response: Asst. Secretary Finnie – *Yes. Absolutely*

Question: Jim Pearce, C-8 - *Ms. Finnie mentioned that the 1.2 million to supplement the \$412,903 and spread to the 67 counties. Is there a formula for that allocation?*

Response: Asst. Secretary Finnie - *No. We are looking at various options to equitably distribute the money. One is the tier ranking based on data and research and the number of arrest that the department uses in regard to other actions they can take, but that is only option we're looking at right now.*

Question: Jim Pearce, C-8 - *I assume that will be a combination of a RFI and RFP? Depending on amount of money?*

Response: Asst. Secretary Finnie - *No. The amount of each individual award will be capped at \$35, 000.*

Question: Bill Naylor, C-20 - *Is it going to be based off of arrest?*

Response: Asst. Secretary Finnie - *If we use the tier ranking system based on data and research that will be based on arrests and referrals and that is it. The largest tier is Tier 1 and that's the smallest counties.*

Question: George Ellis, C-11 - *Will the boards and councils have any accountability or influence of who will be awarded in their county?*

Response: Asst. Secretary Finnie – *Yes. The boards and councils will be making recommendations to the department.*

Question: George Ellis, C-11 - *Are the boards and councils able to apply in partnership with a local entity?*

Response: Rhyna Jefferson – *Please allow me a few days to get back with you on that. According to our interpretation of the statute, boards and councils are allowed to apply, but at this point we are not sure how to execute that. We don't know how that process should work by having a board and council, the actual entity, apply for funding.*

Response: Asst. Secretary Finnie - *The obvious question is how you do that without there being a conflict. That's what we need to look into. The statute clearly states that boards and councils can apply, but if boards and councils are making recommendations to the department, it will raise an issue with conflict.*

Comment: Jim Clark, C-4 - *We had a grants committee in order to take that away. That is a suggestion.*

Response: Asst. Secretary Finnie - *That is something to be considered, but we still get into the issue of conflict.*

Question: Bill Naylor, C-20 - *Do you have a time frame of when the RFP will go out?*

Response: Asst. Secretary Finnie - *In fairness we cannot give you any idea at this particular point when the RFP are going out, but the funding is scheduled to start July 1st. We will give you ample time to apply.*

Question: Alma Viennese, C-2 - *Are these reoccurring funds or one time?*

Response: Asst. Secretary Finnie - *One time*

Closing - Wanda Finnie, Assistant Secretary

We thank you for your service, your indulgence, understanding, respect and patience as we go through these hurdles.

Conference call adjourned 3:45pm