

### Call to Order

The Leadership Council meeting of Safe & Sound Hillsborough was held on Tuesday, August 28, 2018 at the Children's Board of Hillsborough County. It began at 1:01PM; Chair Holt presided over the meeting. Meeting was properly noticed, and a quorum was present.

### Approval of Minutes

*A motion to approve the minutes of the June 26<sup>th</sup> meeting was made by **Ms. Cindy Stuart** and seconded by **Chief Ken Albano**, passed unanimously.*

### Old Business

- Safe Routes to Parks update includes a presentation from invited guests and Pedro Parra from the Planning Commission and Wade Reynolds from MPO who are working with Safe & Sound Hillsborough on Safe Routes to Parks for the King's Forest Park & Recreation Center
- Data Committee in waiting on information from Temple Terrace Police Department and the Plant City Police Department
- Mental Health Forum update from Family Health & Wellbeing Chair Marie Marino; informed members about the August 18<sup>th</sup> Mental Health Forum, entitled *Faith & Health: A Mental Wellness Perspective*; registered participants were engaged and were excited about the forum; asked for the next steps and when another forum would be scheduled; received a lot of positive feedback from attendees; **Chair Holt** recommended the committee look to provide forums in the community; Question raised by **Ms. Stuart**, asked whether school district personnel participated in the forum; **Ms. Marino** responded that school district staff site on the Family Health & Wellbeing and were invited to attend the forum.

### Public Comments

Presentation made by JaLem Robinson, 2018 Kevin Beckner Community Builder Award and grant recipient; Introduction of outreach partner in Wimauma, Carlos Irizarry; Senior Pastor; Wholesome Church; **Mr. Barton** informed members about the co-partnership between Wholesome Church and the Wimauma CDC to provide services to residents in the 33598-service area of South Hillsborough County.

### New Business

#### **Finance Committee Report was presented by Ms. Cindy Stuart**

- Discussion of SSH expenditures; explanation of expenditures related to May 19<sup>th</sup> SafeSummit 18 Violence Prevention Conference; discussion of expenses for June and July. Committee did not meet in June.

**Motion:** *To accept financial report made by **Ms. Cindy Stuart**; seconded by **Chief Ken Albano**. Passed as favorable.*

#### **Executive Director's Report was presented by Freddy Barton**

**Mr. Barton** updated members on projects Safe & Sound Hillsborough is working on including the Safe Routes to Parks Activating Communities project at King's Forest Park and its surrounding communities; spoke about the summer programs underwritten by S&SH; the activities highlight the impact Safe & Sound Hillsborough is making in the communities we serve and beyond; discussed the proposed budget for the FY 2018-2019; changes to the budget include adding an additional new position of Operations Manager to S&SH allows for the expansion of programs and services; position will begin with the new fiscal year and an announcement is pending; Operations Manager role will be responsible for overseeing outreach providers, assist with internal communications and operations; implementation of internship program in partnership with USF to assist with outreach and communications; discussion of current budget reserves for future programming; informed members that invoices for the new fiscal year will be sent out to agencies early next week (first week in September); informed members that S&SH would be looking to the legislature for potential future funding;

Cash surplus expected to take the collaborate to 2019 at which time, S&SH will seek to request a 3-year extension; discussed the reduction of the violence prevention summit without an event planner; violence prevention planning committee to initiate in October; discussion of the Sandy Perrone Park as a new service site in Town & Country for Safe & Sound Hillsborough to provide programming in workforce development, youth programming for students who are not connected with the area Boys & Girls club; **Mr. Barton** asked for the Council's support in acquiring a new location for S&SH programming; Increase in amount of funding to the four outreach coordinators that work with S&SH; outcome goals have been met and in some areas exceeded the goals; Mr. Barton asked members for their questions or a motion to approve the proposed budget

- Question raised by **Ms. Justice** regarding recurring funding for the Operations Manager position to support the position in future years; response is the position is being built into the operational budget for Safe & Sound Hillsborough; cash surplus will support new position;
- Question raised by **Ms. Marino** regarding reducing homelessness initiative, asked whether we have delved into this issue before, how does it tie into the wellbeing of children and families; response is that as we are working with families in need, there may be instances where homelessness is an issue and S&SH's strategy is workforce development programming; looking to provide wrap-around services; follow-up from **Ms. Marino** was if we could look into the mental health services we provide; **Mr. Larry Williams** commented on the homelessness and mentioned there are already agencies addressing this even though its slow moving, need to partner with existing resources including Hillsborough County and fill in the gaps; **Mr. Barton** said S&SH is not looking to tackle the issue head-on but be able to provide services that alleviate the issues leading to homelessness;
- Comment by **Ms. Stuart** said we need to ensure that the services we provide addressing homelessness ties back to the mission of supporting children and families as a violence prevention collaborative; we should be cautious before moving forward with the homelessness issue and ensure that the data supports it; does support programming for youth and workforce development;
- Safe & Sound Hillsborough was approached to manage Sandy Perrone because of the work that is being done in Mental Health and Wellbeing and Strategies to address violence prevention; the success of what is already being done in the University Area can be duplicated in Town & Country; question was raised by **Chair Holt** at the council's support of the budget modification to include a third position to increase the ability to provide services in other areas of Hillsborough County; asked for a motion to approve the proposed budget
- Question raised by **Ms. Stuart** relating to the acquisition of Sandy Perrone Park & Recreation Center – how long is the commitment for? Is S&SH entering into a contract? Response is the written agreement is for a period of three years; Will the agreement be brought before the Executive Committee; response was in the affirmative; **Ms. Stuart** made a motion to approve the proposed 2018-2019 budget; seconded by **Ms. Marino**
- Question raised by **Ms. Williams** on the discrepancy of the proposed budget included in the agenda packet; proposed dates incorrect; the proposed figures for subcontracted positions; removed the outreach coordinator position; added CDC of Tampa, Inc under the subcontracted Staffing and fringe column; added Manager of Programs and Outreach under Staff Salaries and Fringes at a starting salary of \$50,000;
- Question raised by **Ms. Justice** as to whether the Council could vote by another means or must the vote be carried now; **Chair Holt** asked **Ms. Justice** whether the vote should be deferred until the revised budget is received, **Ms. Justice** responded yes for record keeping purposes to do so in a formal document; said she was ok with voting on something that proposes we accept the items in the budget and vote by email on the revised document or a referral to the Executive Committee for a vote; whatever is appropriate as what is stated in the by-laws; **Chair Holt** could not confirm what is stated in

the by-laws referencing the vote; **Chair Holt** recommended tabling the vote until the September meeting of the Leadership Council and asked for the correct budget to be sent to the Council for review;

- **Chair Holt** asked **Ms. Justice** for a motion to approve the salary and fringe of the Manager of Programs and Outreach at \$55,000; that will allow for the posting of the position; **Ms. Justice** affirmed the motion; seconded by **Ms. Marino**. *Motion was approved*; **Chair Holt** tabled the proposed budget for FY 2018-2019 until the September 26<sup>th</sup> meeting.

#### **Main Motions**

1. **Motion:** Moved by **Ms. Cindy Stuart** and seconded by **Chief Ken Albano** to approve minutes from June 26<sup>th</sup> meeting. The motion carried with a unanimous vote in favor.
2. **Motion:** Moved by **Ms. Cindy Stuart** and seconded by **Chief Ken Albano** to approve the Finance Committee report and budget. The motion carried with a unanimous vote in favor.
3. **Motion:** Moved by **Ms. Gina Justice** and seconded by **Ms. Marie Marino** to approve the salary and fringe for a new staff position for Manager of Operations and Outreach at a salary of \$55,000 for the purpose of recruiting for the position. The motion carried with a unanimous vote in favor.

#### **Announcements**

The next meeting of Safe & Sound Hillsborough's Leadership Council is scheduled for Tuesday, September 28<sup>th</sup> from 1:00PM -3:00PM at the Children's Board of Hillsborough County.

#### **Adjournment**

Meeting ended at 2:53 PM

## Leadership Council Meeting Minutes for Safe & Sound Hillsborough

### ATTENDANCE LIST: August 28, 2018

LEADERSHIP COUNCIL MEMBERS	ATTENDANCE
Julianne Holt, <b>Chair</b> ; Public Defender's Office	X
Chief Kenneth Albano, <b>Vice-Chair</b> ; City of Temple Terrace, Temple Terrace Police Dept.	X
Freddy Barton, <b>Executive Director</b> ; Safe & Sound Hillsborough	X
Major Calvin Johnson; City of Tampa, Tampa Police Department	-
Lesley "Les" Miller, Commissioner; Hillsborough County Board of County Commissioners	-
Marie Marino; Public Defender's Office	X
Kelley Parris, Executive Director; Children's Board of Hillsborough County	-
Lieutenant Tommy St. John; Hillsborough County Sheriff's Office	-
Cindy Stuart, Hillsborough County School Board	X
Gina Justice, 13 <sup>th</sup> Judicial Circuit	X
Andrew Warren, State Attorney	-
Sergeant Alfred Van Duyne, City of Plant City; Plant City Police Department	-
Dr. Kathleen Heide, University of South Florida	-
John Chaffin, Hillsborough County Sheriff's Office; Data Committee	-
Patrice Gringas, Community Advisory Council member, University Area	-
ALTERNATES	ATTENDANCE
Tonia Williams, Children's Board of Hillsborough County	X
Lieutenant Frank Greco, Hillsborough County Sheriff's Office	X
Larry Williams, Legislative Assistant to Commissioner Les Miller	X
Lieutenant Kim Torres, Tampa Police Department	X
Rocky Brancato, Public Defender's Office	X
SAFE & SOUND/CDC STAFF	ATTENDANCE
Rosalie Smith, Program Administrator	X
Sharon Perdue, CFO; CDC of Tampa, Inc.	X
Lafe Thomas, Outreach Coordinator	-

**Others in attendance:** JaLem Robinson; B.U.B.B.A 2018 Kevin Beckner Community Builder Award Recipient ; Gena Torres, Vision Zero; Pedro Parra, Plan Hillsborough; Wade Reynold, MPO; Pastor Carlos Irizarry; Wholesome Community Church

## Safe and Sound Hillsborough

### Narrative/Assumptions for FY2019 Budget

#### Revenue

##### NOTE IMPORTANT CHANGE TO INTERLOCAL AGREEMENT & BUDGET

Starting in FY 2016, funds distributed from Hillsborough County BOCC were no longer restricted to payroll/administration costs, per interlocal agreement. Refer to Interlocal agreement changes

- **CARRYOVER SUMMARY**
  - CARRYOVER FROM 2016-2017 FY \$359,489
  - 2017-2018 Revenue from Interlocal Agencies \$349,016
  - 2017-2018 Revenue from other sources \$30,000
  - 2017-2018 Expenses (Including Estimate for July-September 2018) \$377,798
  - **Total Carryover** \$360,707
- REVENUE FROM INTERLOCAL AGENCIES FY - 2019
  - Hillsborough County \$273,230
  - City of Plant City \$4,750
  - City of Tampa \$45,250
  - City of Temple Terrace \$1,850
  - Hillsborough County Public Defender \$12,350
  - Hillsborough County School Board \$5,000
  - Office of State Atty, 13<sup>th</sup> Judicial Circuit -Florida \$12,350
  - 13<sup>th</sup> Judicial Circuit-Hillsborough County \$1,850
- **Sponsorships/Donations/Grants**
  - Operational Program Sponsorships (Executive Director) – To support and expand current programming, ED to solicit sponsorships from local businesses, foundations and community partners. Total annual amount to be raised - \$15,000
  - Violence Prevention Conference Sponsorships (Executive Director) – To support other costs for Violence Prevention Conference, ED to work with committee to raise \$15,000.
  - Grant Income (Capacity Grant – Current Resources) – ED to work with Grant Writing Committee to respond to grant announcements to support current/existing programming with no expected increase to projected expenditures

## Expenditures

- **Salaries and Fringe**
  - Executive Director – NO Budgeted increase = \$85,696
  - Program Administrator – Budgeted increase of 3% ( $\$46,350 \times 1.03 = \$47,741$ )
  - Outreach Coordinator - Removed as an in-house item and moved to Contracted Outreach, as the CDC of Tampa will be responsible for East Tampa metrics.
  - Manager of Programs and Outreach - \$55,000
    - This position is NEW in fiscal year 2018-2019. As S&SH shifts to expanding more programs through subcontracted outreach agencies and ED charged with more public exposure and fundraising, a secondary support position is needed to interact with agencies and ensure programs are operating at maximum efficiency
  - Fringe – Based on percentage of healthcare and employer related costs
  - Subcontracted Salaries and Fringe
    - MOU's for 4 agencies provide staff time to achieve outcomes
      - University Area --- \$22,000
      - Plant City---\$22,000
      - South County---\$22,000
      - East Tampa --- \$22,000
- **Administrative Fee – 13.5% of Salaries and Fringe**
  - Administrative Fee is 13.50 of total salaries and fringe ONLY.
- **Infrastructure Funding**
  - **Data Collection and Evaluation-** Budget of \$5,000 is for the Data Committee to provide internship stipends to USF/UT students to help with data collection and analysis.
- **Office Expenditures**
  - **Computer Equipment** – Budget of \$1000 is for software or peripherals that may be needed in 2018-2019 year.
  - **Printer/Copier** – Monthly copier/printer/scan equipment lease is \$285 which includes 2000 B/W copies/prints and 500 Color copies/prints. B/W copy/print overages are \$.008 per copy and color overages are \$.06 per copy. Total average monthly copier cost is \$325(\$285 +\$40). Annual cost of \$3,900. In Kind Printing from Interlocal agencies will be utilized as much as possible to minimize copy overages.
  - **Office Supplies**- \$750 for Pens, Clipboards, Paper, Binders, Folders, manila envelopes, other miscellaneous office supplies
  - **Internet Service**-Monthly internet service used for computer and phone system connectivity is \$128 per month. Annual cost is \$1,536.
  - **IT Support** – Dropbox Fees of \$10/month and IT monitoring and support of devices including update for virus software and other installed software and backup services. IT support cost is \$50 per device per month; for 3 staff budgeted \$150/mo. Total annual cost is \$160 per month or \$1,960 annually.
  - **Phone System**- Phone system is voice over IP utilizing the internet. Monthly cost for

- three staff and conference table phone is \$125 per month. Annual cost of \$1,500.
- **Staff Communication Expense** – For cell phone usage (Program Administrator). Monthly cost of \$50 per month.

- **Violence Prevention Summit**

- One day conference focused on violence prevention to be held in the Summer of 2018. Estimated costs for the conference are:

■ Facility Costs	\$4,000
■ Speaker fees	\$3,000
■ Community Awards 4 @ \$750	\$3,000
■ Conference materials – Bags \$400, Programs \$500, Wristbands & T-shirts & Decor & general supplies \$1,100	\$2,000
■ Luncheon for 250 people @ \$12 per person	\$3,000
■ AV Rental	\$3,500
■ Video/PSA Production – \$1,200, Photographer - \$300	\$1,500
■ Neighborhood Scholar Awards (4 \$1000 scholarships for enrollment into college and/or vocational training. (Scholarship to cover tuition, fees and books.)	\$ 4,000
■ Other	<u>\$ 1,000</u>
TOTAL ESTIMATED COST	<u><u>\$ 25,000</u></u>

- **Communications/Outreach/Printing**

- **Staff Mileage/Parking**
  - Mileage reimbursement for Outreach staff for daily travel within their zone is estimated at \$648 calculated based on \$54 per month (100 miles @ \$.54).
  - Parking for meetings is estimated at \$100 annually (averages \$4 per meeting)
- **Community Meeting Space – Kings Forest Recreation Center (County)**
  - Year-round community meeting space at Kings Forest Recreation Center (Approximately 1800 SF). S&SH to pay for monthly occupancy of \$150, monthly electric of \$125, janitorial and pest control service as needed. Average monthly estimated cost is \$275 per month. Increased expenses of up to \$125 per month to include wi-fi enabled cameras for security as well as internet connectivity. Total annual cost of \$4,800.
- **Community Meeting Space – Sandy Perrone Park (County)**
  - Year-round community meeting space at Sandy Perrone Park (Approximately 2300 SF). S&SH to pay for monthly occupancy of \$150, monthly electric of \$125, janitorial and pest control service as needed. Average monthly estimated cost is \$300 per month.
- **Marketing & Promotion**
  - \$2,000 - Placement of ads in community event booklets, participating in community events, sponsoring youth for events/camps
  - \$2,000 – Advertising in Tampa Bay Times, Florida Sentinel, La Gaceta, WTMP, other radio outlets for S&SH sponsored events

- \$3,000-Logo'd items (pens, fair giveaways, etc.)
  - \$1,000-Printing of flyers, screening forms, templates, Badges, signage and banners for Workforce Development Strategies/Initiatives.
- **Sponsorship of community activities** - to aid in the visibility of S&SH - \$5,000
- **Supplies /Materials for Outreach Programs**
  - \$750 – Supplies for Community Group Meetings. 2 Community Meetings per year @ \$375/meeting. Supplies include water, flip charts, markers, handouts, audio/visual rental.
  - \$3,000-Supplies for Community Events. 3 Community Meetings per year @ \$1,000/meeting. Supplies include bounce house rentals, vendor costs, audio/video rental, space rental, promotional/marketing materials, giveaways.
  - \$1,200-Supplies and Materials for Training Workshops, Resident Engagement and Leadership. 4 workshops @ \$300/workshop. Supplies include flip charts, office supplies, speaker/facilitator costs.
  - \$1,000-Workforce Development strategies/initiatives. flyers, screening forms, templates, Badges, signage and banners.
  - \$4,000- Criminal background check/drug testing for pre-screened applicants for house recruitment/hiring fairs. \$50/per candidate x 20 candidates x 4 job fairs = \$4,000
- **Food for Outreach Programs**
  - \$2,400 – Food for neighborhood/community involvement events such as festivals, health fairs, graffiti removal projects and beautification projects. Budget is based on \$200 per event, 3 events in each of the 4 zones per year. Total of 12 events at \$200 = \$2,400.
- **Contracted Outreach to 4 Organizations**
  - **Supplies /Materials for Outreach Programs**
    - \$4,000 – Printing & Promotional Materials for Outreach. \$1,000 for each of the four agencies per year. To cover costs of printing/duplication of materials and promotional/marketing items for branding purposes.
    - \$3,000 – Supplies for Community Group Meetings. \$750 for each of the four agencies per year. 8 Community Meetings per year @ \$375/meeting. Supplies include water, flip charts, markers, handouts, audio/visual rental.
    - \$12,000-Supplies for Community Events. \$3,000 for each of the four contracted agencies per year. 12 Community Meetings per year @ \$1000/meeting. Supplies include bounce house rentals, vendor costs, audio/video rental, space rental, promotional/marketing materials, giveaways.
    - \$4,800-Supplies and Materials for Training Workshops, Resident Engagement and Leadership \$1,200 for each of the four contracted agencies per year. 16 Workshops @ \$300/workshop. Supplies include flip charts, office supplies, speaker/facilitator costs.
  - **Food for Outreach Programs**
    - \$8,000 – Each of the four contracted Agencies has \$2,000.
    - Food for neighborhood/community involvement events such as festivals, health

fairs, graffiti removal projects and beautification projects. Budget is based on \$200 per event, 10 events by each agency per year. Total of 40 events at \$200 = \$8,000.

- **Website Development/Maintenance**
  - Budget for 2018-2019 is based on utilizing a provider to support website and social media platforms.
- **Technical Assistance/Consulting/Grant Writing**
  - Grant Writing – \$5,000 budget is for grant writing \$50 per hour for 100 hours.
  - Other Technical Assistance – \$5,000 - To include costs for facilitator/consultant costs for strategic planning, marketing, meeting facilitation, logistics or program design.
- **Professional Development**
  - **Staff Training**
    - For training on best practices, participation in related think tanks, councils (Ex. MBK), etc.
    - Budget is for each staff member at \$500 for year. Total budget of (\$1,500 for 3 staff)
  - **S&SH Committee Member Training**
    - For training on best practices, participation in related think tanks, councils (Ex. MBK), etc.
    - Budget is for each 5 key committee members at \$500 per person. Total budget of (\$2500 for 5 members)
    - Committee members will be responsible for their travel costs (airfare, per diem, hotel, etc.) for these trainings.
  - **Non-local Mileage**
    - Budget is for travel to professional development and attendance at association meetings and other events within Florida. Budgeted for 500 miles per year for each of the 3 staff members at \$.54 per mile reimbursement rate.  
( $500 * \$0.54 = \$270 * 3 = \$810$ )
  - **Lodging**
    - Budget for outreach staff member to attend one week of training (5 nights), Exec. Director for 5 scattered nights of training and Program Administrator training for 2 scattered nights. Total of 12 nights throughout year for association meetings or training. Estimate average hotel cost of \$175 per night. Cost for 12 nights is \$2,100.
  - **Per Diems for Meals**
    - Budget for outreach staff member to attend one week of training (5 nights), Exec. Director for 5 scattered nights of training and Program Administrator training for 2 scattered nights. Total of 12 nights at Per diem cost of \$80 per day. Total cost for 12 days is \$960 ( $12 * \$80$ ). Per diem rate of \$80 based on *Florida Statutes section 112.061(6)*.
  - **Airfare**

- Airfare for outreach staff to attend training given by Neighborworks for Community Building and Engagement. Budget also includes airfare for Executive Director training. Average airfare cost of \$500 per person for 2 people is \$1,000 for year.
- **Mental Health First Aid Training**
  - Hold 1 training per year in each of the 4 zip codes for a total of 4 trainings.
  - \$960- Cost of Booklets. Cost per person for booklet is \$12. Estimate 20 persons per training for a cost of \$240 (\$12\*20). Total cost for the 4 trainings is \$960.
  - \$200 for Supplies- Each training at \$50 for a total of \$200.
  - Other costs - \$840
- **Community Discussions**
  - \$1,200 – Flip Charts, Markers, AV Rental needs, refreshments. \$300 per targeted area.
- **Youth Programming**
  - Youth Mock Trials
    - Mock trials to be held once each quarter. Cost of 1 mock trial is \$360 for:
      - T-Shirts for participants - \$7 per shirt for 20 participants = \$140.
      - Pizza for practice date and for mock trial date. 10 pizzas each date for a total of 20 pizzas at \$10 = \$200
      - Supplies for mock trial - \$20
    - Annual cost for 4 mock trials is \$1,440
  - Summer Programming
    - \$25,000 - Support youth programming over summer - \$500/youth x 50 youth
  - Youth Town Halls
    - \$800 – Refreshments – 2 Town Halls @ \$400, Estimated 100 youth per event.
    - \$800 – Supplies - 2 Town Halls @ \$400, Estimated 100 youth per event.
  - RICH House Tampa
    - \$5,000 – to support youth programming in partnership with Tampa Police Department including sponsorship of field trips, expanding of curriculum and afterschool mentorship activities. Budgeted amount to include 12 marketed events (\$150 food per event, \$150 supplies per event, \$50 printing per event \$150 other costs per event)



**Proposed Budget 2018-2019**

	<b>Budget 2017-2018</b>	<b>Budget 2018-2019</b>
<b>FUNDING</b>		
Hillsborough County - Current Year Amount	\$252,616	\$273,230
Carryover from Prior Yrs Hillsborough County	\$165,933	\$158,576
<b>Total Hillsborough County Funds</b>	<b>\$418,549</b>	<b>\$431,806</b>
All other interlocal agencies Current Year Amount	\$96,400	\$83,400
Carryover from Prior Yrs All other interlocal agencies and other	\$157,696	\$202,131
<b>Total Interlocal Funds</b>	<b>\$254,096</b>	<b>\$285,531</b>
Sponsorship/Donations		
Operational Program Sponsorships (Executive Director)	\$15,000	\$15,000
Violence Prevention Conference Sponsorships (Executive Director)	\$15,000	\$15,000
Grant Income (Capacity Grant - Current Resources)	\$50,000	\$50,000
Total Sponsorship/Donations/Grants	\$80,000	\$80,000
<b>TOTAL FUNDING</b>	<b>\$752,645</b>	<b>\$797,337</b>

**COLLABORATIVE EXPENSES**

<b>ITEM:</b>	<b>Budget 2017-2018</b>	<b>Budget 2018-2019</b>
<b>STAFF SALARIES AND FRINGES COMBINED</b>		
Executive Director 1 FTE	\$85,696	\$85,696
Program Administrator(1 FTE)	\$46,350	\$47,741
Outreach Coordinator (1 FTE)	\$43,260	
Possible Overtime	\$2,163	
Manager of Programs and Outreach		\$55,000
Fringes	\$35,227	\$37,687
<b>SUBTOTAL STAFFING AND FRINGE</b>	<b>\$212,696</b>	<b>\$226,124</b>
<b>SUBCONTRACTED STAFFING AND FRINGE</b>		
UACDC	\$20,000	\$22,000
Plant City	\$20,000	\$22,000
Wiamauma	\$20,000	\$22,000
CDC of Tampa		\$22,000
<b>SUBTOTAL SUBCONTRACTED STAFFING AND FRINGE</b>	<b>\$60,000</b>	<b>\$88,000</b>
Administrative Fee (13.5%)	\$36,814	\$42,407
<b>TOTAL REVISED BUDGET</b>	<b>\$309,510</b>	<b>\$356,531</b>



**Proposed Budget 2018-2019**

	<b>Budget 2017-2018</b>	<b>Budget 2018-2019</b>
<b>Infrastructure Funding</b>		
Data Collection & Evaluation	\$5,000	\$5,000
<b>Office Expenditures</b>		
Computer Equipment	\$500	\$1,000
Printer/Copier Lease	\$3,900	\$3,900
Office Supplies	\$750	\$750
Internet Service	\$1,776	\$1,536
IT Support	\$2,400	\$1,960
Phone System	\$1,500	\$1,500
Staff Communication Expense	\$600	\$600
<b>Safe &amp; Sound Hillsborough Violence Prevention Summit</b>	\$37,200	\$25,000
<b>Communications/Outreach</b>		
Staff mileage & Parking	\$1,720	\$748
Community Meeting Space - Kings Forest Recreation Center (County)	\$4,800	\$4,800
Community Meeting Space - Sandy Perrone Park (County)		\$3,600
Marketing and Promotion(FKA Printing-Promotional Materials for Outreach)	\$8,000	\$8,000
Sponsorships of Community Events	\$4,900	\$5,000
Supplies/Materials for Outreach Programs	\$9,950	\$9,950
Food for Outreach Programs	\$2,400	\$2,400
<b>CONTRACTED Outreach (4 Organizations)</b>		
Printing & Promotional Materials for Outreach	\$3,000	\$4,000
Program Materials for Outreach events	\$14,850	\$19,800
Food for Outreach Activities	\$6,000	\$8,000
<b>SUBTOTAL CONTRACTED OUTREACH</b>	<b>\$23,850</b>	<b>\$31,800</b>
<b>Website Development/Maintenance</b>	\$3,000	\$2,500
<b>Technical Assistance/Consulting/Grant Writing</b>		
Grant Writing Assistance	\$5,000	\$5,000
Other technical assistance	\$5,000	\$5,000



**Proposed Budget 2018-2019**

	<b>Budget 2017-2018</b>	<b>Budget 2018-2019</b>
<b>Professional Development</b>		
Staff Training	\$1,500	\$1,500
S&SH Committee Member Training	\$2,500	\$2,500
Non-local mileage	\$810	\$810
Lodging	\$2,100	\$2,100
Per Diems	\$420	\$960
Airfare	\$1,000	\$1,000
<b>COMMITTEE PROJECTS</b>		
Mental Health First Aid Training	\$1,160	\$2,000
Hillsborough Speaks	\$5,920	\$0
Community Discussions	\$1,160	\$1,200
Youth Mock Trials	\$1,440	\$1,440
Summer Programming	\$25,000	\$25,000
TTPD Mentorship Program	\$2,500	\$0
Youth Town Halls	\$1,600	\$1,600
RICH House Tampa - Partnership with Tampa Police Department	\$5,000	\$5,000
<b>TOTAL INFRASTRUCTURE EXPENSES</b>	<b>\$174,356</b>	<b>\$165,154</b>
<b>TOTAL REVISED EXPENSES</b>	<b>\$483,866</b>	<b>\$521,685</b>
<b>REVENUE OVER(UNDER)EXPENSES-(Carry over to 2019-2020)</b>		
Total to carry over to 2019-2020	\$275,652	



## POSITION ANNOUNCEMENT

**Position Title:** Director of Programs and Operations

**Expected Start Date:** October 1, 2018

**Expected Starting Salary:** \$50,000 + Benefits

**Position Closing Date:** **9/17/2018**

**Job Description** - Reporting to the Executive Director (ED), the Director of Programs and Operations will be responsible for the operational success of Safe & Sound Hillsborough, ensuring seamless team management and development, program delivery, and quality control and evaluation. Duties will include year-round planning, execution and quality control of program activities, organizational administration and communication. In this newly established role, the Director of Programs and Operations will manage subcontracted vendors and working alongside the ED, the Director of Programs and Operations will work to establish partnerships throughout the Tampa Bay Area.

**Note that this position requires an individual with a passion and understanding for community and youth development. Requires flexibility in scheduling and a “get it done” mentality.**

### **General Responsibilities**

- Work with Executive Director to identify and execute program recommendations that will enhance current operations within the scope of the organizational strategy
- Provide input and guidance to ED and Board on matters of program expansion and strategic growth
- Extract, analyze, and communicate data pertaining to key indicators of the strategic plan measurements of success
- Oversee subcontracted vendors for community outreach and provide direction and support of outreach efforts
- Create and execute a marketing plan for expansion of programs and services including new service areas throughout Hillsborough County
- Assist ED in implementing new programs throughout Hillsborough County

### **Specific Duties and Expectations**

- Serve as lead contact and logistics coordinator for annual violence prevention conference including marketing, program design, vendors, workshop coordination and recruitment of attendees
- Serve as lead organizer of youth town hall project and community summits
- Work with existing Safe & Sound Hillsborough committees to execute committee initiatives within budget
- Provide direction and support to outreach providers in the creation and maintaining of community advisory councils
- Working with Program Administrator and vendors, create and maintain communication platforms including website and social media applications

## **Qualifications**

- Graduation from an accredited college or university with a bachelor's degree and five (5) years of relevant experience; or an equivalent combination of training and experience.
- Possession of a valid Florida driver's license, and must have reliable transportation.
- 3-5 years of experience working within nonprofit sector, business operations or communications.
- 3 letters of reference from nonprofit executive staff, community advocacy organizations, and/or community leaders (public/elected officials, faith based leaders, neighborhood organizations, etc), highlighting participation in community efforts.
- Experience working with diverse populations in a community setting;
- Experience in data collection and evaluation;
  - **A special note: Candidates with strong demonstrated experience with creating and managing outcome matrixes and evaluation tools a plus (must provide examples of previous work)**
- Experience in planning and implementing prevention programming;
- An understanding of barriers that prevent community involvement.
- A demonstrated understanding of youth violence prevention programming, juvenile justice programming, public policy and/or public health approach.
- Demonstrated proficiency in creating and implementing programs and services for at-risk populations
- Demonstrated understanding of creating and maintaining operational budgets
- Excellent communication and presentation skills
- Provide Authorization for Background Screening. Must be able to pass criminal background check. (A felony conviction will not necessarily disqualify an applicant for employment. Consideration will be given based on offense, length of time since last incident, and other factors).
- Must be authorized to work in the United States
- Bi-lingual preferred but not required

## **To be considered for positions applicants must:**

Along with resume and letters of reference, candidates must respond to the following with a written explanation attached:

1. How would you go about establishing trust in communities to increase resident participation?
2. Describe one factor contributing to youth violence. How would you develop a program or strategy involving a partnership with public agencies, policy makers and neighborhoods working together to successful address this concern.
3. What is the private sector and business community's role in preventing violence?

**Submit all materials to [info@safinandsoundhillsborough.org](mailto:info@safinandsoundhillsborough.org).**

# 2018-2019 Operational Budget Presentation

Highlighted Changes and Operational Goals for 2018-  
2019 FY

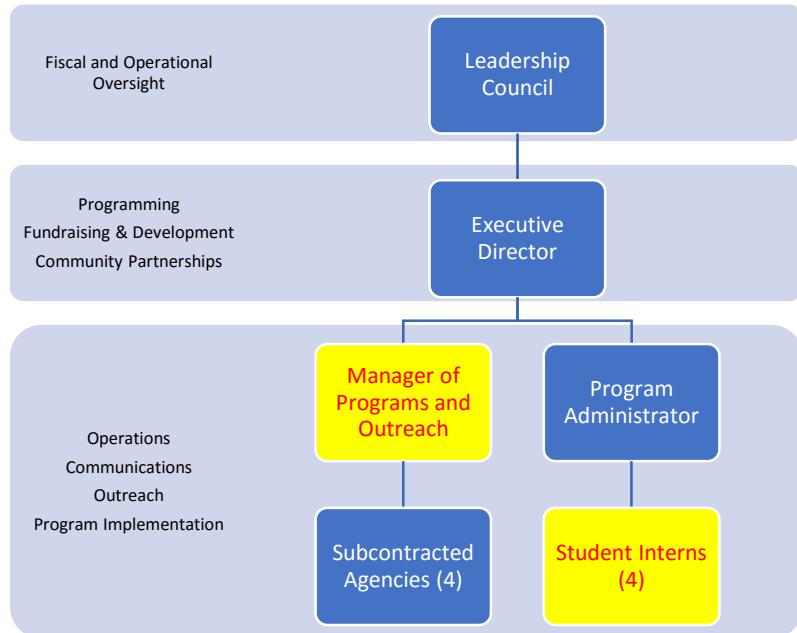


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	Budget 2017-2018	Budget 2018-2019
<b>FUNDING</b>		
Hillsborough County - Current Year Amount	\$252,616	\$273,230
Carryover from Prior Yrs Hillsborough County	\$165,933	\$158,576
Total Hillsborough County Funds	\$418,549	\$431,806
All other interlocal agencies Current Year Amount	\$96,400	\$83,400
Carryover from Prior Yrs All other interlocal agencies and other	\$157,696	\$202,131
Total Interlocal Funds	\$254,096	\$285,531
Sponsorship/Donations		
Operational Program Sponsorships (Executive Director)	\$15,000	\$15,000
Violence Prevention Conference Sponsorships (Executive Director)	\$15,000	\$15,000
Grant Income (Capacity Grant - Current Resources)	\$50,000	\$50,000
Total Sponsorship/Donations/Grants	\$80,000	\$80,000
<b>Total Funding</b>	<b>\$752,645</b>	<b>\$797,337</b>

- Positive cash balance at end of FY 2017-2018. Allows for quick start to programming for 2018-2019 FY
- Invoices to agencies to be sent out September 1, 2018

- New position of Manager of Programs and Outreach added. \$50,000/year + Benefits. Position Announcement 8/29/18.
- Student intern program with USF to be in place October 1, 2018
- Subcontract Agreements to be in place September 30, 2018
- Monthly program reports will accompany invoices, to be approved by ED and FC



## Staffing

# Other noted changes

## SafeSummit

- Reduction in budget amount of \$10,000 – No need for contract vendor for logistics

## Increase in Community Meeting Space

- Addition of Sandy Perrone Park (Town N Country Area)



## 2018 - 2019 Outcomes



# Criminal Record

COMMISSION ON THE



In Partnership With:



## Will host a FREE Hillsborough County Expungement Clinic:

The Hillsborough County Expungement Clinic will include all steps needed to complete the application for Certificate of Eligibility for submission to the Florida Department of Law Enforcement (FDLE) - the first step in obtaining a sealing or expunction.

- Preparation of application and review by the State Attorney's Office.
- Notary services at no charge.
- For qualified participants, our sponsors will provide the \$75 processing fee required by FDLE.
- We are able to assist with qualifying Hillsborough County misdemeanor or felony criminal records for adults.

**Saturday, September 29th, 2018**

9:00AM – 3:00PM

HCC Ybor Campus | Ybor Room | 2001 N 14th St, Tampa 33605

**APPLICANTS MUST BRING GOVERNMENT-ISSUED ID**

**MUST PRE-REGISTER BY SEPTEMBER 23<sup>RD</sup> at:**

[www.sao13th.com/Expungement.htm](http://www.sao13th.com/Expungement.htm)

For Questions, Please Contact:

[ExpungementClinic@sao13th.com](mailto:ExpungementClinic@sao13th.com)

Initial Sponsors:

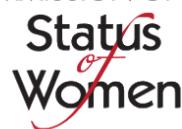


COMMISSION ON THE



# Cargos Criminales

COMMISSION ON THE



En asociación con:



## Evento de Procedimiento Para La Eliminación de Cargos Criminales

La Clínica de Eliminación de Cargos Criminales del Condado de Hillsborough, incluirá **GRATIS** todos los pasos necesarios para completar la solicitud de certificado de elegibilidad para su presentación al Departamento de Aplicación de la Ley de Florida (FDLE), el primer paso para obtener un sellado o eliminación de cargos.

- Preparación de solicitud y revisión por parte de la Oficina del Fiscal del Estado.
- Servicios notariales gratuitos.
- Para los participantes calificados, nuestros patrocinadores proporcionarán la tarifa de procesamiento de \$75 requerida por el FDLE.
- Podemos ayudar a personas calificadas (*adultos*) con delitos menores o cargos criminales de felonía en el condado de Hillsborough.

**Sabado 29 de Septiembre, 2018**

9:00AM – 3:00PM

HCC Ybor Campus | Ybor Room | 2001 N 14th St, Tampa 33605

**LOS SOLICITANTES DEBEN PRESENTAR IDENTIFICACIÓN.**

**FAVOR DE REGISTRARSE ANTES DEL 23 de SEPTIEMBRE:**

[www.sao13th.com/Expungement.htm](http://www.sao13th.com/Expungement.htm)

Preguntas, por favor contactar:

[ExpungementClinic@sao13th.com](mailto:ExpungementClinic@sao13th.com)

Patrocinadores:



COMMISSION ON THE

