



## **Criminal Justice Commission**

Clayton E. Hutchinson Agricultural Services Center  
559 North Military Trail, Auditorium  
West Palm Beach, FL 33415

**Monday, January 23, 2023, at 8:00 am**

### **Meeting Minutes**

#### ***Members Present***

Reverend Kevin Jones, Clergy, and CJC Chair  
Matt Pawlowski, Next Era Energy, and CJC Treasurer  
Marcia Andrews, Palm Beach County School Board Member  
Rachel Docekal, Lyrae Group, LLC, and CJC Vice-Chair  
Carey Haughwout, Public Defender, 15<sup>th</sup> Judicial Circuit  
Carmen Mattox, Representative, PBC Chiefs of Police Association  
Glenn Kelley, Chief Judge, 15<sup>th</sup> Judicial Circuit  
Michael Barnett, County Commissioner

#### ***Members Absent***

Joseph Abruzzo, Clerk of the PBC Circuit Court & Comptroller  
Randolph K. Johnson, Sr., Communications by Johnson  
Kathleen Kroll, Administrative Judge, Juvenile Division  
Gregory Starling, Circuit 15 Manager, District 9, Florida DJJ  
Dave Aronberg, State Attorney, 15<sup>th</sup> Judicial Circuit  
Michael D Barbercheck, Supervisory Special Agent, Federal Bureau of ATF  
Ric Bradshaw, Palm Beach County Sheriff  
Frank Adderley, Chief, West Palm Beach PD  
Sheldon Burkett, Resident in Charge, PBC Office, DEA  
Christopher Caldwell, Senior Representative in PBC, FBI  
Joseph Ianno, Jr., Florida Power & Light Company  
Eric Jester, Special Agent Supervisor, FDLE  
Michelle Johns, Circuit Administrator, Florida DOC, 15<sup>th</sup> Judicial Circuit  
Nellie King, Attorney, PBC Association of Criminal Defense Lawyers  
Adam McMichael, Asst. US Attorney, WPB  
Lauren Whetstone, Greenberg Traurig, LLP  
Anthony LaCosta, Asst. US Attorney, WPB  
Matthew Wilhite, Member, Legislative Delegation

#### ***Guests Attending***

Barbara Cheives, Converge & Associates  
Christina Morrison, PA, CPM, and CJC Secretary  
Todd Bonlarron, PBC Administration  
Frank Demario, Chief Law Enforcement, PBSO – *for Sheriff Bradshaw*  
Latronda Hayes, Court Services  
Keith Clinkscale, Director Strategic Planning and Performance Management

#### ***CJC Staff Present***

Regenia Herring, Executive Director  
Amii Trivedi, Administrative Assistant III

Dawn Davenport, Criminal Justice Analyst  
Damir Kukec, Manager, Research & Planning  
Rosalind Murray, Senior Criminal Justice Analyst  
Katherine Shover, Senior Criminal Justice Analyst

**I. Meeting called to order**

Chair Rev. Kevin Jones called the meeting to order at 8:09 AM

**II. Roll Call – Regenia Herring, Director**

Director Regenia Herring called the roll and determined there was not a quorum.

**III. Approval and/or corrections to Agenda**

Motion to approve Agenda was not completed due to insufficient quorum.

**IV. Approval and/or corrections to Minutes dated October 24, 2022**

Motion to approve Agenda was not completed due to insufficient quorum.

**V. Presentation – Presentation to Christina Morrison for her dedicated service to CJC.  
(Presentation delayed until Christina arrived to meeting)**

Christina Morrison has arrived:

**Chair Jones** - Christina, we have a presentation for you. So there was a slight oversight as it relates to I guess her term limits and we definitely apologize for that oversight because you have served so well and so faithfully. So Ms. Morrison is no longer on the commission but she will continue to stay engaged with the community engagement work and also the subcommittee committee that we created with the Criminal Justice Commission and re-entry task force. So at this time, Ms. Morrison, if you'll come up for this presentation.

**Director Herring:** Christina has been an enormous support to our work. I'm sad that she's leaving to be perfectly honest. She's really been a great support to this board. She's been a voice when we needed that voice. She's that champion when we needed a champion. And I really, really wanted to publicly apologize for that oversight.

**Chair Jones** - It reads as follows, Mr. Christina Morrison, thank you for your years of dedicated service. Palm Beach County Criminal Justice Commission. December 2022.

Let's give her a hand.

**VI. Chair's Comments**

A. Congratulations to Nellie King on being featured on the August 2022 issue of the National Association of Criminal Defense Lawyers Champion. On August 13, 2022 she was sworn in as the 64<sup>th</sup> president of the National Association of Criminal Defense Lawyers (*see attachment*)

**Chair Jones-** It's a nice attachment in your packet. That's why we don't see her as much. She's busy on the national level, but we're really grateful for her leadership and congratulate her on the work that she's doing with that organization, and we trust that she's representing Palm Beach County well.

- B. PBC Represented so well in Everyday Democracy's end of year report. *(see attachment)*

**Director Herring** - We are one of, I don't know how many for safety and justice sites and everyday democracy is one of their technical assistance providers and they do a lot of the community engagement work. And we've been one of their sites that they've worked very well with and we've had a strong community participation unlike many of their other sites. And the work that we've done in our community dialogues change, and they thought it was outstanding. It was one of those things that they featured in their annual reports. So we got the kudos for that work. Special thanks to Rosalind for making that happen and working them. And Barbara Chiefs, who was the, one of the co-chairs and Chief Jabar Sims really were very instrumental in making that happen for us.

**Chair Jones** - If I could give you all kudos and it is really important. I think a lot of times you know, with organizations or different programs, we usually tell community what we want to do. And it was encouraging to see the Criminal Justice Commission take the step on including the community. I'm really grateful for this community engagement task force because it's important for us to, to engage our community, engage our residents to get their perspectives. And, and hopefully through that way we continue to keep them engaged. So let's continue that work.

- C. Delivery of soil collected remembering Mr. Samuel Nelson who was lynched on September 27, 1926. Delivery will take place on Friday February 24, 2023 at 10:00 am at the Equal Justice Initiative Legacy Museum for Peace and Justice (400 N. Court Street Montgomery, Alabama 36104). *(see attachment)*

**Chair Jones** - As you all know we have created, or the county has created the Palm Beach County Community Remembrance Project. This ties into the Equal Justice Initiative led by Ryan Stevenson, and as we heard the memorial in Alabama they have these pillars that remember those who were lynched in our community. And in order for us to get the replica, a replica of that, of that column, that's still column here in Palm County, there are certain things that we need to do. I wasn't able to attend this, but I know that the community came together and collected soil where Mr. Samuel Nelson was lynched and they will take that, as I just mentioned to Alabama. If you haven't seen a picture, you see it here or some somewhere, but it's very powerful to see the soil of all of those that have been mentioned in our country. It's important to reflect and to remember to never forget those special ones. So that that work is going on. And I know at some point they'll collect the soil for the gentleman that was lynched in West Palm Beach.

- D. Annual fundraiser for Stand up for Innocence benefiting the Innocence Project of Florida is coming up on February 10, 2023 at Lake Park. Reception will start at 7pm and show will start at 8:15pm. This organization does critically important work in the criminal legal system and operates, unfortunately, on a shoestring budget. A number of Florida exonerees will also be in attendance – it is a moving experience to hear the stories of the wrongful convictions. *(see attachment)*

- E. Mobile Probation Unit Bus has an updated schedule. *(see attached)*

**Chair Jones** - Look at that and share it with anyone you believe that could benefit. We received a report from the Department of Corrections as it relates to the Mobile Probation unit from last month. Once again, we believe this is a

much needed service in our community. So please share those dates with your contacts and anyone that can benefit.

**VII. New Business:**

- A. Ratify Chair's appointment of Marcia Andrews as Secretary for a two year term. *(unable to do so because of lack of quorum)*
- B. Public Safety Coordinating Council and Criminal Justice Mental Health Substance Abuse Council.
- C. System-wide Strategic Plan – Matt Pawlowski *(presentation)*

**Matt Pawlowski** - So we've been talking a little bit about the strategic plan over the two or three years and we wanted to start the conversation about the strategic plan and the reason why it's really important. We want to make sure that the work that's being done on the Criminal Justice Commission has some kind of a plan, that it has guidance about what we should be working on, what staff should be considered as a priority, and also kind of jumping in on what needs to be prioritized that's coming ahead of us in the future. I think where it really starts is that we started having these conversations about how should we develop the strategic plan? And what we determined with Keith's help from the county, is that we can start with it from the standpoint of what are we, what would we really set up to do? What was the purpose? What was the scope? And I'm, I'm not a slide reader so you can read the slides on your own, but really the ordinance of the CJC drive, what our purpose and. And you can see it up there that the purpose in the scope is on the slide. And so what we, what we started thinking about is how do we lay out the strategic plan so that we align with the current objectives and, and figure out what, what areas we're working on well, what areas we need to target more and what areas maybe are missing from there. So that's what the following few slides are going to cover.

So just want to briefly go through some of the objectives of, of the CJC. And you can see that the objectives that are outlined in the ordinance focus a lot on policies, programs, and what we're really intended to. So the three bullet points are really important: obviously coordination of law enforcement, criminalization efforts in the county, making sure that we have a cost effective, efficient process, and then reduction of crime on a basis. So those were the three key objectives that came out of the ordinance. And it really starts to ground us as we were talking a little bit at the executive committee and others on, okay, so what is the work that's actually being done and how do we do so? We have the authorities, again, won't go through specific details, but again, research evaluation. And you can see some of the things that have been worked on so far in some of these areas. And these are the steps that we're taking to strategic projects, and really putting them in and saying, okay, here's how it aligns to the abilities. Here's what we're currently working on and what is the missing link between the work that's being done and, and other things that we should be putting under here. So again, you can see as far as research goes, evaluating release practices performing research on trauma informed training, and also the evaluation that we're doing with the Delray Beach Police Department. So those are some examples of how we're doing the research on that part that fits onto the authority.

We've had some conversations in here and at the executive committee. Now, the fact that we do a lot of study, that there is a lot of study work that's being performed and I think it's really important for us to look at, again, one of the authorities that's set actually on two studies of programs. The distinction

there though is that we don't want to get into Judge Kelly's system and then that's not the purpose of it or any other. We want to evaluate it from a high level perspective and make sure that it fits in with what the county wants to do with the commissioners and what we're set up to do as far as our goals as a team. So it's not a come in, evaluate, are you doing it right or wrong? That's not it at all. It's an evaluation of the program in general and how it fits into the grand scheme of what's happening for them.

And again, some of the past and current projects that we've done are on there. Corrections task force is a really important one that we've been speaking a lot about. Racial equity test force we set up three years ago about now. So these are some of the initiatives that are fitting in on the study. And again, we broke this down into each of the individual to kind of spur a conversation on this. Again more authorities on as far as rules and bylaws, establishing the executive committee. That's something that we've already been working out really well. Good meetings there. And then reviewing and commenting on all the grants we are filling, and that is important.

Making recommendations on abolishing certain programs or changing the way that they're administered. This is certainly one on there as well as outsourcing the provider. And making any recommendations on future ordinances or legislation. And there are other examples there, Parkland Red Flag Laws, which we supported for juvenile detention facility. That was one of the topics in the planning meeting last year. And then I was supporting the domestic violence trust. The last set of authorities has to do with consolidation of systems and also making sure that we request members to fulfill this commission in the right capacity. And so there is a lot, especially on the last item. There's data that we have, there's been some data that's very outdated. We've had a lot of discussions on what data we should actually have. So that's something that we need to continue to push forward. And also from the county commissioner's perspective, at least in my three years, and I know there's COVID mixed in here, but we have not been able to provide updates.

What we're working on with the staff is a lot about the authorities, the ordinance of the CJC, but really what we're seeking from all members of CJC as well as community, community groups and other key stakeholders that we have in our process is trying to figure out if we are where we are because that's obviously really important. Does it still fit with where we are 20, 30 years later? That's some of the feedback that we're seeing. What are we currently set up to do? How is the staff set up? What are they capable of or what are the different priorities that we need? Those are the types of things that we really want to include in here. Get a survey of all our members, see where we are, and see what changes. That's what we want to do. Well that is the information that we want to obtain in order to put it into the strategic plan and have really good confidence about where we want to be as an organization. So that's what we are focusing on as far as the strategic plan goes. We are setting this up to make sure that we have a way to track what the priorities are, how they should change from year to year, how often we should make, for example, commissioners what systems we should be looking at and so on. So that strategic plan that we're coming up with is going to be focused on laying out, starting at a high level, and then getting into more details as we develop it. One of the things that happened two weeks ago was that we did not want to be boiling the ocean because there's a lot that we do. There's a lot that can go into this and we've been talking about it for a while, but now we are here. So

we are not necessarily going to start with it as completely comprehensive, including every single step of plan, but we are going to build on that as we go. As far as process goes we can use a lot of words but you can review these slides and get more details, but basically the idea behind what we're proposing on this process is to obtain information. We need to do again, laying it out, starting with our future plan, and then obtaining more input and recommendations from the various task forces that we have, all the organizations that we have and it coming back to the board of county commissioners to obtain their recommendations and making that a circular kind of process so that we're constantly evolving into the work we're doing.

Post COVID, I think this is one area that we can do a better job with. I think that this seeking information and seeking input from the community action groups represented here is going to be a very important step to push this organization forward. We just had to give you a little bit of perspective so we've been having some conversations about the shooting plan for probably at least a year and a half or so, maybe even longer. This has not been set up and it came up in our last executive session in the beginning of January and we had a good conversation about how to start thinking about it.

I also just wanted to give Todd and Keith a huge amount of credit because within a couple days, Keith was able to put together a really good presentation to get our minds thinking and going. Keith, so thank for that and Todd for coordinating with us. I will tell you that sometimes these things don't move very fast, but within four days we had a plan set up and had a presentation layout so that we can move this forward. So I appreciate that. To get us to this point, at least to have a framework for how to do this. And we will continue to work with both of you. So, as far as next steps go, we are putting together a very short survey. It's not going to be painful, it's not one of those long painful surveys but, what we are going to do is we're going to get this out to everyone, again asking some of feedback.

I'll give you an example of what we talked about as far as what's missing. There is not a single mention of juvenile justice. Right, wrong and different. It's not there. We speak about it a lot here and it's included as far as overall system, but it's not laid out in any sort of way. So things like that, that's what wanted to discuss. We did have the 30 or more years and what we should be thinking going forward, what changes should be made potentially. We would really appreciate any input on this. Any thoughts any recommendations are really appreciated.

**Chair Jones** - Thank you, Matt. So really appreciate that presentation and just grateful for the county staff's supporting this because it's something that we've been talking about for a while, but we appreciate Matt's leadership really taking this bull by the horns to get this conversation started.

And before we go any further, I just want to welcome Carrie Haughwout to the meeting this morning.

So at this time, are there any questions, any questions or comments as it relates to the strategic plan and the way we're looking at approaching it?

Well, I would just like to say I appreciate it. I think it's laid out in a clear way and what I'm grateful to see is that this idea that we're making recommendations to the board of county commissioners. I think that's important. So it's good to study the system, it's good to talk amongst ourselves

and the task force or what have you. I believe it's important for us to periodically be able to get before the board county commissioners to keep them abreast of all the work that we're doing and what we're studying, and give that information over to them so that they can weigh in and make decisions as they see fit. And another question, well, one question I had, I guess when we do the survey, I know we're going to reach out to the members in the task force and the community, which is important. Are we reaching out to like all the system players? I mean, I know a lot of them at the table, but, you know, maybe some that are not.

**Matt Pawlowski** - Absolutely, the whole idea behind this is to get as much feedback as possible. What we are looking at is that we want to get the views of each of those systems about what they think is the real and again, focusing a lot on what's going well, what's not going well, what's missing. So we want to get feedback from every single system, every program, as much as possible and by the end you mentioned too, the community groups are a key part of that as well. We really understand what they're thinking, with a lot of discussion in our meeting and I think what was really clear from that meeting is that we need to get more.

**Marcia Andrews** - Thank you, Matt, for the wonderful presentation. I was happy to hear this morning about including juvenile justice. The school district in Palm County is willing to put a heavy hand on giving information as well toward this.

**Matt Pawlowski** - Thank you, absolutely appreciate it. But this wasn't like rocket science. This thing made us actually taking a step back, and again with Keith's leadership on this, taking a step back and actually looking at, at the language. I mean, we've all read it a bunch of times, but then breaking down to those steps, that's the kind of, that's why we want it out this way, so that you have an opportunity and others have an opportunity to really look at it step by step and say, ok, good, not good missing piece. That's why we are going to send this out and that's how we came up with that example.

**Chair Jones** - Anyone else? So we are definitely asking everybody to complete the survey. Make sure you participate. Now will this be a part of our annual planning meeting?

**Matt Pawlowski** - Yeah, we would like to get at least strong numbers of surveys back before that to obtain feedback as quickly as possible. And present the findings; we have probably two meetings or so before the annual planning meeting and I would love to come back and say here are the results of what we are seeing before that planning meeting. Again, start ideas flowing and then have a draft of the strategic plan for that. That would be ideal.

**Chair Jones** - Okay anything else? So we had one commission member come but one commission member just left. So we still do not have a quorum.

## **VIII. Old Business:**

### **A. Public Safety Coordinating Council**

**Director Herring** - Well let me just give you an update on the Public Safety Coordinating Council because it has really come to this particular group of the executive board to discuss it. And so where we're moving to with that board is, you know, we've already always had the Corrections Task Force and typically the Corrections Task Force would operate as the Public Safety

Coordinating Council, but in doing so, the memberships were different for the Corrections Task Force vs the Public Safety Coordinating Council. The Public Safety Coordinating Council is a legislative board by the state so its membership is specific but the CJC pulled it together in its own resolution, but we can't do our own resolution. We are really going to merge it together and do it in a way that really comes to meet state statutes. So, state statute does give us a little leeway in being able to plug those members that were under community groups. We have to move them over to that membership group and now we will operate as the Public Safety Coordinating Council in accordance to state statutes. Also a part of this that I found out that there is a Criminal Justice Mental Health and Substance Abuse Council that's also legislated by the state, and each county is supposed to create such a body OR it could designate its Public Safety Coordinating Council to serve in that state. So we are recommending that the Public Safety Coordinating Council that we are operationalizing to serve also as the Criminal Justice Mental Health and Substance Abuse Council. It would be one board with two missions. There are dollars attached to the Criminal Justice Mental Health and Substance Abuse Council and we didn't utilize those dollars. So in this position we will hopefully be able to take advantage of those grant dollars. So we can look at our mental health system, intersecting systems like employment, substance abuse and how do we actually make some improvements. So we have to make appointments for those members because they have to be approved by the Board of County Commissioners. We have got most of those applications back and we will be submitting them for the March 14th board meeting. They are four year appointments. Some appointments are just by the virtue of their position and their title. And so that's going to be a big board. It is a board that reports to, it's a separate advisory board, which reports to the Board of County Commissioner. So it's always been set up that way. I don't know if we ever knew that, but it's always based on the board and the county administration, it's always been a separate board. But we didn't operate it and such, so we are just trying to operate in compliance with those rules. And that's basically the update. I wanted to put that on our note. It's really not a vote for this board, it's something that's going to vote for Board of County Commissioners, but it's something you should be aware of that we are doing and we will wind up serving to that board. The beauty of it is that this board and that board has to work together because they're working on the jail, they're looking at partnership and coordination with reentry because it's still corrections and mental health and substance use. So all of that ties in with working collaboratively.

**Carey Haughwout** - So does this do away with the corrections task force?

**Director Herring** - Yes. You are still doing the same things that Corrections Task Force that we have been doing. It's the same operations. It's just, we're just putting it all under the one state in compliance with state statute. That's all. Because that board really was created by the Board of County Commissioners, but we really operated as corrections opposed to really following some of those things that are written in statute.

**Carey Haughwout** - Well, it sounds like there's differences, is that Corrections Task Force reported to the CJC.

**Director Herring** - Yes, that's a difference.

**Carey Haughwout** - So it's the CJC that's staffing that board?



**Director Herring** - Yes.

**Carey Haughwout** - Okay. So as we talk about our Strategic Plan, I guess we have to say what's left that isn't part of the Public Safety Coordinating Council or the Criminal Justice Mental Health and Substance Abuse Council?

**Director Herring** - There's still a lot that when you look at the Strategic Plan. That is what Matt was going through in terms of the authorities. Because those authorities are very broad in terms of what CJC requires in the ordinance. These authorities that are under the Public Safety Coordinating Council are very specific. So if they don't have a broad scope of things to work on, that's very specific as to what their tasks are. So I think what we have to do in the Strategic Plan is look at their alignment, and how do we work in collaboration with that board and all of our boards across the county.

**Carey Haughwout** - But hopefully the Public Safety Coordinating Council continues to do important work.

**Director Herring** - Yes.

**Carey Haughwout** - The Corrections Task Force, which works with jail population and provide all that information to the CJC. So that's where I'm not sure where we are going with this.

**Director Herring** - No, we could still do all those things. So that's where the collaboration comes and that's where we as staff can still share that information. Yes. That is why I said the collaboration and the coordination comes in because we shouldn't be operating in silos. They all go hand in hand. So I think it's creating that process of how we do that.

**Carey Haughwout** - Just so we're not miscommunicating.

**Matt Pawlowski** - No, but that's exactly why we wanted to go through this. And review the scope and statutes one by one because we're doing, I don't want to call it cleanup work, right? But at the same time, it's a little bit of clean work to make sure that we align with what the regulations require in the ordinance. So it's the right time to look at that. It's the time to look at what data we are getting from what patient we should be focusing on, and also to lay out what is the staff currently working on that needs be done. Because if we lay it out then it's clearly spelled out. That's what we're going to get into some issues where we don't know which person is doing what. So that's good. It's a good point. Right. But that's what we want layers.

**Chair Jones** - I do believe it's important. Where Carey mentioned, because our hope is at some point and at some time, we need to have a layout on what the CJC is responsible for and what the Public Safety Coordinated Council is responsible for so we are clear on this

**Director Herring** - And I can provide that to you, so you can see exactly what the steps requires.

**Carey Haughwout** - We talked about all of this, I think about two years ago when we brought up the Strategic Plan.

**Chair Jones** - Any other comments?

**Matt Pawlowski** - I'll just bring up that you should put that into the survey.

**Chair Jones** - Alright. So we will hold off on ratifying the chair's appointment for Marcia Andrews. We will do that at the next meeting. Let's move on to the committee reports. We will start with the Law Enforcement Planning Council.

## **IX. Committee Reports**

### A. Law Enforcement Planning Council (LEPC)

**Dawn Davenport** - Update is that the next meeting is this Thursday. The chair has decided to make this meeting a closed door session.

### B. CJC/Re-entry join team – Kevin Jones/Carey Haughwout

**Carey Haughwout** - So this was a meeting that we had regarding a grant that through reentry public safety is received for reentry services of the people being released from the county jail. We had a meeting with the Reentry Task Force and the CJC and the chair. The county commissioners had asked if there was anything they could do to help the reentry efforts. And so what we thought was coordinating with this brand could be that we have relatively small grant for the county jail that could provide funding into the Western communities by provides for annual health services and other sort of support, like case management and so on. So unfortunately, the grant only served 30 people. We had approximately 430 last year from, so when the task, when the two task boards kind of discussed this, the proposal was to request from the county a package could be receiving, and that would be so we would be able to serve 60 instead of 30 for a number of reasons that the numbers support it, the needs, supports, if this comes out, dialogues, as well as all our knowledge about the lack of services and the fact that for any useful evaluation, we have large population to do reporting on. So the request from the county, the plan was to discuss at the last reentry task force meeting, was for Sharon Jones and myself as chair of the reentry task force to request the county to match the dollars that we received for this grant to be approximately to match \$141 thousand dollars. I do believe there's some overlap there where some costs of the costs can be shared. So it's not a precise number, but it's the number that will allow us to serve up to 60 people having population for evaluation. We had planned to vote on it at the reentry task force meeting, and we need the support. I don't know what we need to do to get it voted on by the CJC board.

**Chair Jones** - Thank you Carey. I believe it personally, it makes sense for the CJC to support this effort. You know, as Carey mentioned, when we went before the CJC to talk about the community dialogues and the recommendations one of the things that the commissioners mentioned that if there was any way we can support, please reach out, so that's what we're doing. That's one thing I told them, well, we have to see how much we receive from this grant, but we may need additional funding to pull this off. So you know, definitely seems like there is some momentum ruling with the concerns in the Glades the work that is needed in the Glades. And yeah, it makes complete sense for us to try to expand on what they've already received. And take this before the Board of County Commissioners. So, Regina, I guess I know we're not scheduled to meet again until the end of next February, do we think that would hinder the process? You know as far as moving this work forward? That's why it'd be very important, I just want to encourage our staff or whoever's responsible to make sure we try. I know we can't force people to come here, but we, we lost well now four commission members over the last month that were engaged and attended meeting. So, in order for us to do

business, we are really going to need to make sure that we have the commission members here. Because this is something positive, this is something I think that'll benefit the Glades. We just need to make sure that we have the people here to vote.

**Director Herring** - I think this was a project approved by the board. It's a follow up action. I don't know it's anything that should be held up for approval. That's just my opinion. Everyone seems to be in agreement for it.

**Carey Haughwout** - I thought it needed to be voted on by the CJC to approve it. Reentry Task Force is going to vote to approve it and it, you know, frankly, is going to be held up at the county budget which is off and rolling. So I think it needs to be on the next agenda for a vote. And the next step really is for the chair and myself as chair to present it to the county commissioners and the county administrators. So that was the plan process.

**Director Herring** - That's fine.

**Chair Jones** - Thank you, any other questions or comments?

C. Community Engagement Taskforce – Barbara Cheives, Co-Chair

**Rosalind Murray** - Update is that there will be a meeting on February 15, 2023. We also have a number of other meetings scheduled for outreach. No other updates.

D. Racial and Ethnic Disparities Taskforce – Kevin Jones, Co-Chair

Chair Jones - We actually meet this Thursday, so we are moving to meet every other month. We are meeting our consultants who are traveling here from California so we have changed that up a little bit. As we know, race is an important issue as it relates to our justice system and we continue to do that work. In a meeting held on October 22nd staff was directed to prepare a letter to the Chief Judge to further the idea of using Zoom to hose some court proceedings. A letter was prepared in early December, and we are waiting for the response. So the purpose of looking into Zoom and doing more Zoom and using Zoom more for court proceedings is to help more the failure to appear rate. So that's something that we're working on. On that note, the Sheriff's Office and West Palm Beach has changed their notice to appear form to a new form that includes the new language on all their forms. So basically this will give the individual opportunity to opt into the text reminder system so that they will know when their court dates are and we believe that this will assist with the failure to appear and to further the significance and data collection of the text messaging system, we're now asking the clerk's office to sort differently. This hasn't been done as of yet, so we don't know. So we'll definitely be monitoring the data, you know, to get a better understanding of who is or is not benefiting from the text message system. Uptrust, our vendor, in the near future will provide this report on a monthly basis. And lastly, as we heard about the NTA forms the Sheriff's office is preparing to roll those out and provide training to deputies using a fact sheet which is prepare by the CJC staff. So we're excited about that. Do we know about any other law enforcement agencies at this time?

**Rosalind Murray** - Not at this time.

**Chair Jones** - Okay.

**Director Herring** - We've presented it to the LEPC for them to offer assistance to those agencies that help with printing it. We'll follow up and see where they stand. But we have the two largest one, so that's good. Even if we just start pilot testing that would be good. I thank Louis at the clerk's office because they've been extremely, extraordinarily helpful in us getting this project up and ready.

**Carey Haughwout** - So I was just going to ask about the fact sheet we have that replace the I-card.

**Rosalind Murray** - The fact sheet really is a training sheet so that the deputies can understand why we're asking them to take certain steps.

**Carey Haughwout** - Oh, so it's for law enforcement, not for the individual. So it doesn't, it's not necessarily something that explains the process to the individual.

**Director Herring** - Yeah.

**Carey Haughwout** - Where are we on the I-card again?

**Rosalind Murray** - Louis and I are meeting again this week with Regina and we hope we are close. We thought we were there, but each, at each step of the way it turns out that there is another thing that we have to do, so we are trying to roll this out, develop this process so once it's done, we don't have to go back to tweak anything. So I'm hoping it will be completed by this quarter's end which is March 31<sup>st</sup>.

**Carey Haughwout** - So, I'm sure I missed some meetings where the I-cards were discussed in different meetings, but the last one that I was at there was a lot of resistance from law enforcement about any additions. So do we now have law enforcement on board to do that?

**Rosalind Murray** - I think that PBSO does support this and they are going to be our largest law enforcement agency that will be supporting this. Others will come aboard but PBSO will be our largest supporting agency.

**Carey Haughwout** - So do we have a commitment from them? From the entire agency?

**Rosalind Murray** -Yes, from the entire agency.

**Director Herring** - The only thing we are working on with is trying to make it so that the person who receives it, if they were to lose their NTA and they had their I-card that the code will send them to the clerk's office. They can put their information in and get their court information. The other thing we are trying to see is how we, can if they need an attorney, how do they get determined to be eligible for an attorney. So that becomes a step that they can do because typically from what we understand, the reason for the I-card was so that they can be represented early on and to minimize some of those failure to appear that were happening, as I understand. So that's what we are trying to work through.

## **X. Director's Comments**

- A. New Employees - I want to just bring to your attention, because I thought we did at the last meeting we didn't. I have two new staff that has come on to work for the Criminal Justice Commission. Margo Smith she's now our program coordinator for our McArthur Safety and Justice Challenge. So she's

going be working with Catherine to ensure we're complying with the grant from from A to Z. There's a lot of work, a lot of projects that we are doing under that grant. She is also helping us move from where we are, just to the sustainability grant and we're moving a lot of that information back to this board. So this, board is very aware of that project and what's happening with us. So we're going to make sure we bring some of that information back. And Amii Trivedi who's over in the corner over there, she's my administrative assistant. Because as you all know I need it. It's been a crazy last year. And so she's really jumped in, boots on the ground and really getting things organized for us. So you all just bear with us and we'll hopefully see a much smooth train. Alright, those are my comments.

**Chair Jones** - Welcome ladies. We appreciate you both being part of the team.

- B. Room for meeting - I wanted to ask, what do you all think of meeting in this room versus meeting in the back room being used as the place for holding this meeting? It's up to you all you know? I know some people went to the back rooms today, but this may be an option for us because we have the other room back there scheduled already for every meeting but one. The October meeting. This room is typically always available.

General Consensus: Either room works for the meetings.

**XI. Adjournment – Meeting adjourned at 9:52 AM**

**Next Meeting: Monday, February 27, 2023- 8am**

*Clayton E. Hutchinson Agricultural Services Center  
559 North Military Trail, Room A & B  
West Palm Beach, FL 33415*