

**Meeting Minutes of the Monroe County
Substance Abuse Policy Advisory Board (SAPAB)
August 22, 2016**

Harvey Government Center
1200 Truman Avenue, Key West, FL

BOCC Meeting Room - 10:00 A.M.

SAPAB members/designees present:

Sasha Thompson for Maureen Dunleavy, Chair, Director of Community Health Agency
Holly Elomina, Court Administrator, Vice-Chair
Sheriff Rick Ramsay, Monroe County Sheriff's Department
Chief Donie Lee, City of Key West Police Department
Catherine Vogel, State Attorney
Trish Docherty Gibson, Chief Assistant Monroe County Public Defender's Office
Brylan Jacobs, State Probation Circuit Administrator
Adele Faris, County Director of Probation
Major Tim Age, Chief Correctional Officer
Jane Muir-Isherwood, Local Substance Abuse Treatment
Pam Radloff for Amy Heavilin, Clerk of the Circuit Court & Comptroller

SAPAB Members Absent: Sylvia Murphy, Commissioner, Board of County Commissioners, Hon. Mark Jones, Chief Circuit Court Judge, Mark Porter, Superintendent of Education, Kris DiGiovanni, Chief of Police Department, City of Key Colony Beach.

Staff members present: Tina Boan, Sr. Director, Budget and Finance; Christine M. Limbert-Barrows, Assistant County Attorney; Laura deLoach-Hartle, Sr. Administrator Grants & Special Projects; and Janet Gunderson Herbener, Sr. Grants & Finance Analyst.

The CJMHSa meeting was called to order at 10:07 a.m. by Vice-Chair, Holly Elomina. H. Elomina led the Pledge of Allegiance.

A. Additions, Corrections, Deletions

1. Approval of agenda.

H. Elomina asked if there were any additions, corrections or deletions to the agenda. None heard; Sheriff Ramsay moved to approve the agenda, seconded by Chief Lee. There being no discussion; the motion passed to approve the agenda.

2. SAPAB members introduced themselves, stated the organization they worked for and their job title.

a. Disclosure of members' affiliations with applicants, if any.

S. Thompson and Sheriff Ramsay disclosed affiliation with the Guidance/Care Center. Chief Lee disclosed partnership and mentor with Keys to be the Change (KTBTC).

b. Election of Chairperson and Vice-Chairperson.

S. Thompson made a motion for Maureen Dunleavy to serve as Chairperson. T. Docherty Gibson seconded the motion and the motion passed unanimously. J. Muir-Isherwood made a motion for Holly Elomina to serve as Vice-Chairperson, Sheriff Ramsey seconded the motion. There being no discussion; the motion passed.

3. H. Elomina asked if there were any additions, corrections or deletions to the September 1, 2015 minutes. Correction/clarification of fiscal year was requested on items 2 and 7. J. Muir-Isherwood made a motion to approve the minutes with the correction/clarification Sheriff Ramsey seconded the motion. All were in approval; the motion passed.

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Sheriff Ramsay made a motion to adjourn the meeting so the CJMHSA Planning Council could convene, seconded by J. Muir-Isherwood. H. Elomina adjourned the SAPAB meeting 10:14 a.m.

The SAPAB meeting reconvened at approximately 10:42 a.m. by Vice-Chair, Holly Elomina.

1. Discussion of funding to be allocated: Vice-Chair H. Elomina discussed an overview of the funding provided by FDLE Byrne/JAG and the Clerk's Drug Abuse Trust Fund (CDATF).
2. SFY 2016 (State Fiscal Year 2016) Byrne/JAG County-wide allocation. Monroe County will receive \$76,979 in Byrne/JAG funds for 2016-17.
3. FY 2017 (County Fiscal Year 2017) Clerk's Drug Abuse Trust Fund (CDATF). Last year the SAPAB chose to use \$57,974 from the fund. The CDATF account balance is approximately \$112,000. (For the past several years SAPAB chose to use the CDATF monies to supplement the funding from FDLE Byrne-JAG and allocate it using the same application and process. CDATF monies are earmarked for substance abuse treatment, prevention and/or education programs.)

J. Muir-Isherwood summarized, *if* the SAPAB decided to award 100% requested by each organization for 2016-17, this would leave a balance of \$45,000 in the Trust Fund for 2017-18.

\$76,979.00	FDLE funds available for distribution
<u>\$112,000.00</u>	CDATF funds estimated to be available for distribution
\$188,979.00	Total estimated funds available for distribution for 2016-17
<u>(\$143,777.40)</u>	Total funding requested by applicants for 2016-17
<u>\$45,201.60</u>	CDATF Balance that will carry forward to 2017-18

4. Discussion of applications received for funding, presentations by applicants, and approval of recommendations to County Commission.

Applicants/Proposals: Total funding requested for 2016-17 = \$143,777.40

- a. Applicant: Samuel's House, Inc.
Project Title: Court Mandated Criminal/Substance Abuse Case Manager
Project Budget: \$37,086.40
Elmira Leto, CEO, spoke on behalf of Samuel's House. The funding will support a program that works with women who have been released from jail and are court mandated to receive criminal/substance abuse case management services.
- b. Applicant: Keys to be the Change, Inc.
Project Title: Kids Win: Pathways to Success (KW:PTS)
Project Budget: \$18,000
Melson Maxim, Board Member, spoke on behalf of Keys to be the Change (KTBTC). Mr. Maxim reported KW:PTS has a 66% success rate and stated some participants in the mentoring program have a history with the criminal justice system.
- c. Applicant: Guidance/Care Center, Inc.
Project Title: Assisted Living Prevents Recidivism
Project Budget: \$42,515
Lisa Marciniak, Program Director for the Heron Assisted Living represented Guidance/Care Center. Ms. Marciniak reported the funding will provide assistance to clients who

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have had experience with the criminal justice system and also have mental health issues.

- d. Applicant: Guidance/Care Center, Inc.
Project Title: Women’s Jail Incarceration Drug Abuse Treatment Program (WJIP)
Project Budget: \$37,331
Michael Rogers, Lead Substance Abuse Counselor for WJIP in the Monroe County Detention Center, represented the Guidance/Care Center. Mr. Rogers reported the funding will support a program for women who are incarcerated and have substance abuse issues.

- e. Applicant: Florida Keys Outreach Coalition
Project Title: Supportive Housing: SA Education & Relapse Prevention
Project Budget: \$8,845
Suzanne Holt, Business Manager, represented Florida Keys Outreach Coalition (FKOC). The funding is for the purchase of drug testing supplies for clients who are chronically homeless, mentally ill and have a history of alcohol or substance abuse.

The Board discussed selecting the programs that would best fit the stringent funding guidelines set forth by FDLE while taking into account the intent to select programs that would take the most advantage of the federal Byrne/JAG funds appropriated for Monroe County.

Sheriff Ramsay spoke advocating for keeping a nest egg in the Clerk’s Drug Abuse Trust Fund (CDATF).

J. Muir-Isherwood made a motion, seconded by C. Vogel, to award the applicants and amounts with the source of funding assigned as follows:

Recommendation for award of the FDLE Byrne/JAG grant:

APPLICANT	FDLE BYRNE/JAG
Guidance/Care Center - Heron	\$39,979
Samuel’s House	\$37,000
Total FDLE Byrne/JAG Recommended for Funding	\$76,979

Recommendation for award of the Clerk’s Drug Abuse Trust Fund:

APPLICANT	CDATF
Keys to be the Change	\$17,000
Florida Keys Outreach Coalition	\$8,669
Guidance/Care Center - WJIP	\$36,331
Total Drug Abuse Trust Funds Recommended for Funding	\$62,000

A Roll-Call was taken by L. deLoach-Hartle with the following results: Sasha Thompson, abstain; Holly Elomina, yes; Sheriff Rick Ramsay, abstain; Chief Donie Lee, yes; Catherine Vogel, yes; Trish Docherty-Gibson, yes; Brylan Jacobs, yes; Adele Faris, yes; Major Tim Age, yes; J. Muir-Isherwood, yes; Pam Radloff, yes. Motion Carried.

The SAPAB discussed, again, FDLE Byrne-JAG funding guidelines.

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J. Muir-Isherwood moved for approval to amend the motion, recommendation for award of FDLE Byrne/JAG grant and recommendation for award of the Clerk's Drug Abuse Trust Fund award, previously adopted; seconded by T. Docherty-Gibson. None opposed; two abstained (Sheriff Ramsay and S. Thompson), the amended motion passed as follows:

Amended recommendation for award of the FDLE Byrne/JAG grant:

APPLICANT	FDLE BYRNE/JAG
Guidance/Care Center - Heron	\$39,979
Guidance/Care Center - WJIP	\$37,000
Total FDLE Byrne/JAG Recommended for Funding	\$76,979

Amended recommendation for award of the Clerk's Drug Abuse Trust Fund:

APPLICANT	CDATF
Keys to be the Change	\$17,000
Florida Keys Outreach Coalition	\$8,669
Samuel's House	\$36,331
Total Drug Abuse Trust Funds Recommended for Funding	\$62,000

Total funds recommended for award FDLE and CDATF for 2016-17 = \$138,979.

CDATF Account Summary: 2016-17, beginning balance approximately \$112,000 *less* recommended award \$62,000 leaving an approximate balance of \$50,000 in CDATF account.

5. Approval of a motion to proportionately distribute any excess or shortage of funds due to any changes made by the County Commission, FDLE, or applicant, after SAPAB approval of recommendations, for FY2016-17 Byrne Jag funds. C. Vogel made a motion of proportionate distribution of shortage, seconded by J. Muir-Isherwood and motion passed unanimously.
6. Other Business as appropriate – None.

There being no further business, the meeting was adjourned by H. Elomina at 11:44 a.m.

Video recording of 8/22/16 Monroe County Substance Abuse Policy Advisory Board meeting is available for viewing on line:
<http://view.liveindexer.com/ViewIndexSessionSLMQ.aspx?ecm=636376947347343750&indexSessionSKU=owLdwYv3DnEMAIISFUNB8g%3D%3D&siteSKU=qoO9+8C6gRWyzrz1siMncQ%3D%3D>