

RESOLUTION 07- 34

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA, ESTABLISHING THE CRIMINAL JUSTICE, MENTAL HEALTH, AND SUBSTANCE ABUSE REINVESTMENT GRANT PLANNING COMMITTEE; DESIGNATING THE COMMITTEE AS A STANDING COMMITTEE AND PROVIDING FOR THE TERM OF THE COMMITTEE; ESTABLISHING THE MEMBERSHIP AND QUALIFICATIONS OF THE COMMITTEE; ESTABLISHING THE RESPONSIBILITIES AND DUTIES OF THE COMMITTEE; ESTABLISHING PROVISIONS FOR OPERATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida has created the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program (CJMHSARG) within the Department of Children and Family Services; and

WHEREAS, in order to apply for said grant, the Board of County Commissioners (the "County") must establish a planning committee (the "Advisory Board") to make a formal recommendation to the Board regarding how the CJMHSAG may best be implemented within the community;

WHEREAS, the State has set forth requirements for the composition of the Committee;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA:

Section 1. Planning Committee Established. The County hereby establishes the Criminal Justice, Mental Health, and Substance Abuse Grant Planning Committee ("Advisory Board").

Section 2. Designated Standing Committee. This Advisory Board is designated as a Standing Committee.

Section 3. Membership and Qualifications. The membership of the Advisory Board must include:

- A) the state attorney, or an assistant state attorney designated by the state attorney;
- B) a public defender, or an assistant public defender designated by the public defender;
- C) a circuit court judge designated by the chief judge of the circuit;
- D) a county court judge designated by the chief judge of the circuit;



- E) the sheriff, if the sheriff is the chief correctional officer, or a person designated by the sheriff;
- F) the police chief, or a person designated by the local police chiefs association;
- G) the State probation circuit administrator, or a person designated by the State probation circuit administrator;
- H) the local court administrator, or a person designated by the local court administrator;
- I) the Chair of the Board of County Commissioners, or another County Commissioner designated by the Chair;
- J) the director of the County probation or pretrial intervention program
- K) the director of a local substance abuse treatment program, or a person designated by the director;
- L) the director of a community mental health agency, or a person designated by the director;
- M) a representative of the substance abuse program office and the mental health program office of the Department of Children and Family Services, selected by the substance abuse and mental health program supervisor of the district in which Alachua County is located;
- N) a primary consumer of mental health services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides;
- O) a primary consumer of substance abuse services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides;
- P) a family member of a primary consumer of community-based treatment services, selected by the substance abuse and mental health program supervisor of the district in which the family member resides;
- Q) a representative from an area homeless program or a supportive housing program;
- R) the director of the detention facility of the Department of Juvenile Justice, or a person designated by the director;
- S) the chief probation officer of the Department of Juvenile Justice, or an employee designated by the chief probation officer.

Section 4. Responsibilities and Duties. The Advisory Board, in coordination with the County Office of Management and Budget and the County Court Services Department, shall make a formal recommendation to the County regarding how the CJMHSARG may best be implemented in the community. The Court Services Department will serve as staff liaison to the Advisory Board. The County may assign any entity to prepare the grant application on behalf of the County.

Section 5. Operations. The Advisory Board shall be guided by the by-laws approved by the Advisory Board and the Alachua County Commission's Rules of Procedure. The by-laws shall include the following provisions and such other provisions as the Advisory Board may deem appropriate:

A. Elections. The Chair of the Board of County Commissioners, or another County Commissioner, if designated, shall serve as the chair of the Advisory Board until a chair is elected from the membership. The Advisory Board shall annually elect one of its members as Chair, and such other officers as the Advisory Board deems necessary to meet its needs. Vacancies in offices shall be filled by election at the next regular meeting following the date the vacancy occurred.

B. Meetings. Meetings of the Advisory Board, or any subcommittee thereof, shall be open to the public and the media and shall be conducted in compliance with the Sunshine Law, Section 286.011, Florida Statutes and Section 199.07, Florida Statutes. The County Manager or his or her designee shall produce minutes of the meetings which shall be submitted to the Advisory Board for approval.

The Chair shall preside and conduct meetings of the Advisory Board according to the most recent edition of Alice Sturgis' Standard Code of Parliamentary Procedure. Special meetings may be called by the Chair or by any three (3) members of the Advisory Board upon forty-eight (48) hours written notice to all members and to the County Manager or his or her designee.

C. Agenda. The Chair shall be responsible for the meeting agenda. The County Manager, or his or her designee, shall serve as staff liaison to the Advisory Board and shall aid in preparing and distributing the agenda prior to the meeting. The County Manager, or his or her designee, or any member of the Advisory Board may place an item on the agenda by notifying the Chair prior to the preparation of the agenda.

D. Subcommittees. Subcommittees composed of members of the Advisory Board may be appointed by the Chair, as determined by the Advisory Board or the Chair.

E. Quorum. A majority of the Advisory Board membership positions filled shall constitute a quorum. Recommendations and decisions of the Advisory Board must be made by a majority vote of those present and voting.

F. Attendance. The County Manager or his or her designee shall attend all meetings of the Advisory Board, but shall not vote on any matter. The attendance policy for the Advisory Board shall be in accordance with the attendance policy for boards and committees set forth in the Alachua County Commission's Rules of Procedure.

G. Compensation. Members of the Advisory Board shall receive no compensation for the performance of their duties and responsibilities.

H. Reports. The Advisory Board shall submit all reports and communications directly to the County Commission Chair with a copy to the County Manager or designee. Any Advisory Board reports required by the Alachua County Commission's Rules of Procedure shall be submitted in accordance with said Rules.

Section 5. Effective Date. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 22nd day of May, 2007.

BOARD OF COUNTY COMMISSIONERS OF
ALACHUA COUNTY, FLORIDA

By: Paula M. DeLaney
Paula M. DeLaney, Chair

ATTEST:

J. K. "Buddy" Irby
J. K. "Buddy" Irby, Clerk
(SEAL)

APPROVED AS TO FORM

D. Wagoner
Alachua County Attorney