



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.8.

12/7/2021

### Subject:

Adoption of a Resolution Amending and Continuing the Together In Partnership (TIP) Citizen Advisory Committee

### Fiscal Impact:

FY 21-22: Funds for approximately 100 hours of staff support (\$2,747) for TIP have been included in the Department's approved budget.

FY 22-23: Approximately 100 hours of staff support for TIP will be included in the Department's budget request.

### Dept/Office:

Housing and Human Services Department

### Requested Action:

It is requested that the Board of County Commissioners approve and adopt the attached Together In Partnership (TIP) Resolution.

### Summary Explanation and Background:

Together in Partnership (TIP) has a proven history of success with bringing together community partners since 1999. While TIP is not specifically mandated by State or Federal regulations, by facilitating this community partnership the Board of County Commissioners (BOCC) provides a framework, oversight, and legitimizes efforts to build community led solutions to sustain endeavors associated with the reduction of domestic violence, child welfare issues, juvenile justice impacts, mental health, and substance abuse. TIP affords these agencies the opportunity to work together to enhance services for Brevard, maximize resources, seek additional funding, and reduce service duplication. TIP not only ensures accountability and transparency but it allows the community's nonprofits to leverage that oversight in applications for grant and donor funding.

Per direction from the Board of County Commissioners on October 26, 2021, TIP's purpose and responsibilities is being amended to include assisting the County in managing Brevard County Regional Opioid Settlement Funds, municipality representation has been added, and two new committees (a Review Committee and a Recommendation Committee) have been created.

Additional changes to the Resolution include:

- Corrected Scribner's errors and adjusted formatting throughout the document,
- Corrected statutory references,
- Addressed voting conflicts, and
- Extended the Sunset Date to December 31, 2027.

**Clerk to the Board Instructions:**

Please have the Chair sign the Resolution and then return the documents to Housing and Human Services (HHS).

**BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS**

# **CONTRACT REVIEW AND APPROVAL FORM**

## **SECTION I - GENERAL INFORMATION**

<b>1. Contractor:</b>		<b>2. Amount:</b>	
<b>3. Fund/Account #:</b>		<b>4. Department Name:</b>	
<b>5. Contract Description:</b>			
<b>6. Contract Monitor:</b>		<b>8. Contract Type:</b>	
<b>7. Dept/Office Director:</b>			
<b>9. Type of Procurement:</b>			

## **SECTION II - REVIEW AND APPROVAL TO ADVERTISE**

### **APPROVAL**

**COUNTY OFFICE**

**YES**

**NO**

**SIGNATURE**

User Agency

Purchasing

Risk Management

County Attorney


## **SECTION III - REVIEW AND APPROVAL TO EXECUTE**

### **APPROVAL**

**COUNTY OFFICE**

**YES**

**NO**

**SIGNATURE**

User Agency

Purchasing

Risk Management

County Attorney


## **SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST**

<b>CM DATABASE REQUIRED FIELDS</b>	<b>Complete ✓</b>
Department Information	
Department	
Program	
Contact Name	
Cost Center, Fund, and G/L Account	
Vendor Information (SAP Vendor #)	
Contract Status, Title, Type, and Amount	
Storage Location (SAP)	
Contract Approval Date, Effective Date, and Expiration Date	
Contract Absolute End Date (No Additional Renewals/Extensions)	
Material Group	
Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract)	
"Right To Audit" Clause Included in Contract	
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	



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December 8, 2021

**M E M O R A N D U M**

**TO:** Ian Golden, Housing and Human Services Director

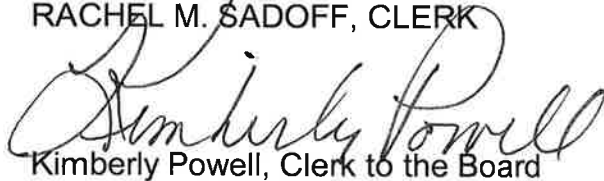
**RE:** Item F.8., Adoption of a Resolution Amending and Continuing the Together In Partnership (TIP) Citizen Advisory Committee

The Board of County Commissioners, in regular session on December 7, 2021, adopted Resolution No. 21-167, renewing TIP Citizen Advisory Committee, in an effort to sustain an effective system to address issues impacting families and at-risk youth within Brevard County. Enclosed is a fully-executed Resolution.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

  
Kimberly Powell, Clerk to the Board

/ds

Encl. (1)

cc: Finance  
Budget

**RESOLUTION 2021 -167**

**A RESOLUTION OF THE BOARD OF COUNTY  
COMMISSIONERS OF BREVARD COUNTY, FLORIDA  
APPROVING TOGETHER IN PARTNERSHIP**

WHEREAS, the Brevard County Board of County Commissioners (hereinafter "County") is renewing "Together in Partnership" (hereinafter "TIP") in an effort to sustain an effective system to address issues impacting families and at-risk youth within Brevard County, Florida; and

WHEREAS, the County is a collaborative partner for the planning and implementation of a comprehensive strategy for juvenile crime prevention; and

WHEREAS, the County is a collaborative partner for the planning and implementation of a comprehensive strategy for child abuse prevention and other youth and family issues; and

WHEREAS, there is wide-array of participation from many organizations, including but not limited to: community-based organizations, non-profit agencies, government agencies, and government funded programs involved and interested in this planning process; and

WHEREAS, TIP serves as the Community Alliance, as outlined in Section 20.19(5), Florida Statutes as there is no other coordinated local effort or local existing plan to coordinate and provide services, and to address the continuum of care related to these issues in Brevard County; and

WHEREAS, the County believes that such planning is necessary to ensure the quality of life for our citizens; and

WHEREAS, TIP will be in the best interest of the current and future citizens residing in Brevard County.

NOW THEREFORE BE IT RESOLVED that the County does adopt this Resolution as follows:

**SECTION 1.** – The Recitals above are true and correct and incorporated herein.

**SECTION 2. - PURPOSE AND RESPONSIBILITIES**

The purpose of TIP is to build partnerships, conduct ongoing planning to improve the delivery of services for youth and families, and prioritize recommendations for action (by community agencies, individuals, and government agencies) through:

- A. Engaging the public, funding agencies, and service providers to identify the needs, issues, concerns, and trends associated with youth and their families in Brevard County.
- B. Identifying community resources - analyzing strengths and areas for improvement.
- C. Making recommendations for systematic and programmatic changes to enhance services for youth and their families in Brevard County.

- D. Overseeing the implementation of approved recommendations to better accommodate youth and their families in Brevard County.
- E. Cooperatively working with community partners to seek revenue, grant funding, and other resources to provide services.
- F. Informing the County, and other Federal, state, and local agencies about issues impacting youth and their families in Brevard County.
- G. Supporting legislative recommendations relating to youth and their families and advising the County of such legislation.
- H. Facilitating long term planning for youth and families in Brevard County.
- I. Assisting the County in managing its Opioid Misuse Abatement Program, as TIPs role is defined in the Interlocal Agreement for the Brevard County Regional Opioid Settlement Funds, to include recommending to the County the appropriate priority list for funding abatement from within the Brevard County Opioid Misuse Abatement Plan, assisting with any required Requests for Proposal (RFP), and other activities as necessary or directed.

### **SECTION 3 – MEMBERSHIP OF TIP**

#### **A. Standing Membership**

(1) The portion of TIP, whose membership constitutes the Community Alliance shall at a minimum be composed of the following per Section 20.19, Florida Statutes:

- a. A representative from the Department of Children and Families.
- b. A representative from Brevard County government.
- c. A representative from the Brevard County School District.
- d. A representative from the Brevard County United Way.
- e. A representative from the Brevard County Sheriff's Office.
- f. A representative from the judicial circuit court for Brevard County.
- g. A representative from the Brevard County Children's Board, if one exists.
- h. A representative of a faith-based organization involved in efforts to prevent child maltreatment, strengthen families, or promote adoption.

(2) Additionally, TIP shall include a standing member or a designee representing each of the following:

- i. Brevard County Health Department
- j. Brevard County Guardian Ad Litem
- k. CareerSource Brevard
- l. Florida Department of Juvenile Justice
- m. Central Florida Cares Health System

- n. Public Defender, Circuit 18
- o. State Attorney, Circuit 18
- p. Brevard Family Partnership, Inc.
- q. Eckerd Connects
- r. Community Connect / Healthy Start Coalition of Brevard
- s. A representative from the City of Melbourne, Florida
- t. A representative from the City of Palm Bay, Florida
- u. A representative as appointed by the Space Coast League of Cities

(3) Terms: Each standing member shall be appointed by the group that they represent. Each appointee shall have an interest in juvenile justice and/or children and family services in Brevard County, Florida. Each designated member is asked to name an alternate by written letter signed annually by the designee as noted above. The appointed member's term of office shall begin upon appointment of the designated organization and shall be at the discretion of the organization.

(4) Attendance: Absence by a member from more than twenty-five percent of the meetings held within a one-year period or from three consecutive meetings may be deemed a resignation and the appointee's seat shall be considered vacant. Any absence in which the alternate attends the meeting shall not be deemed an absence for the member.

#### **B. At-Large Membership**

(1) Membership: By majority vote of a quorum of the Standing Membership, a representative/designee of a group/organization or interested Brevard County resident may be made an at-large member after attending three consecutive meetings. The at-large membership is to reflect the on-going collaborative efforts among diverse sectors of the community. At-large members shall be appointed to achieve the goal of an accurate representation of the racial, cultural, socioeconomic, and geographic diversity of Brevard County.

(2) Terms: Each at-large member shall have an interest in services for youth and their families in Brevard County. Only one representative/designee of a group/organization may become a member of TIP, after meeting the membership requirements and by submitting a written letter of request to the Chair of TIP for consideration at the next meeting.

(3) Attendance: Absence by a board member from more than three consecutive meetings held in a one-year period shall be deemed a resignation and the individual or organization seat shall be eliminated. If the board member is a statutorily required member, a new agency representative must be designated.

#### **SECTION 4 – COMMITTEES**

TIP will utilize the following committees to facilitate the opioid funding process:

A. Review Committee - Appointed to prioritize Abatement Plan Core Strategies and Approved Uses and make suggestions on which to address and fund with Opioid Settlement funding through a Request for Proposal (RFP) process. The Committee will be made up of the following TIP members:

1. The representative from the City of Melbourne
2. The representative from the City of Palm Bay
3. The representative appointed by the Space Coast League of Cities
4. The representative from Brevard County Government
5. The representative from Central Florida Cares Health Systems
6. The representative from the Florida Health Department in Brevard County
7. The representative from the Department of Children and Families
8. The representative from Eckerd Connects
9. The representative from the judicial circuit court for Brevard County

B. Recommendations Committee - Appointed to oversee the RFP process and make recommendations on which agencies are awarded funding to the Brevard County Board of County Commissioners. The Committee will be made up of the following TIP members:

1. The representative from the City of Melbourne
2. The representative from the City of Palm Bay
3. The representative appointed by the Space Coast League of Cities
4. The representative from the County Government
5. Five additional TIP members, without conflict, as chosen by a majority vote at a regularly scheduled meeting.

## **SECTION 5 - TECHNICAL ADVISORS**

TIP may appoint non-voting technical advisors who shall provide information and data relevant to the purpose and responsibilities of the advisory board and/or the planning committee.

## **SECTION 6 - OFFICERS**

TIP shall conduct elections for chair and vice-chair bi-annually to preside over and conduct meetings. Only members in good standing will be eligible for nomination. A vote will be held at the beginning of the County fiscal year. The chair and vice-chair shall be selected by majority vote of the TIP members. Chair and vice-chair responsibilities shall begin immediately upon determination of election results.

## **SECTION 7 - BUSINESS**

Meetings shall be conducted using consensus voting. The meetings shall be governed by Robert's Rules of Order (most recent edition). Fifty percent plus one of the TIP standing membership (as listed in Section 3 A (1) shall constitute a quorum).



## **SECTION 8 - GOVERNMENT IN THE SUNSHINE**

- A. All meeting of TIP and any committees or subcommittees shall meet according to the schedule established by the membership. All groups shall be responsible under Section 286.011, Florida Statutes as interpreted by the Attorney General Opinions 076-193, 077-137, and 077-138 to include:
1. All meetings of any agency shall be declared to be public meetings, open to the public at all times. This is to include committee and subcommittee meetings.
  2. The minutes of the meetings are recorded and open for public inspection.
  3. Reasonable notice must be given to the public of the time and place of the meeting.
- B. Procedures shall be established or there will be a mechanism for taking public comment at all meetings. Such procedure shall have the following minimum guidelines:
1. Two kinds of public comment shall be taken:
    - a) Relevant comment when discussing a particular issue or taking a final vote on any issue; and
    - b) Comment, which brings new business or issues before the board or committee.
  2. Each speaker shall be given at least 3 minutes to speak, with a provision for an extension of time by the chairman or majority vote.
  3. The speaker may be required to file their name and address for the record, however the social security number shall not be required.
- C. The meeting agenda and any back-up material will be made available for inspection during regular business hours within 24 hours prior to each meeting.

## **SECTION 9 - VOTING CONFLICT AND PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS**

Voting Conflict Form 8B is for use by any person serving the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes. Instructions for compliance with Section 112.3143 Florida Statutes and Form 8B should be obtained from staff when there is a voting conflict at hand. FORM 4A Disclosure of Business Transaction, Relationship or Interest is for reporting business relationships in compliance with section 112.313(3) and 112.313(7), Florida Statutes.

## **SECTION 10 – SPECIAL REPORTS**

The Board of County Commissioners or the County Manager may request a report of activities, which must be satisfied within 30 days of the request. Any requests not

satisfied within 30 days shall render the group inactive and subject to dissolution by the Board.

#### **SECTION 11 – STAFF ASSISTANCE**

The Housing and Human Services Department shall provide the coordination efforts specified in BCC Policy 26 including all accountability, scheduling of matters requiring board or committee attention, notification of vacancies, communications with the Board secretary regarding address, telephone numbers, terms, starting dates of appointees and replacements.

#### **SECTION 12 - SUNSET PROVISIONS**

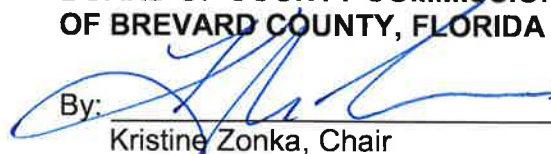
The advisory board and planning committee will sunset on December 31, 2027, unless extended by a majority vote of the Brevard County Board of County Commissioners. The Board may dissolve, revise, or extend the advisory board, as they deem appropriate.

**DONE, ORDERED AND ADOPTED**, in regular session on this 7th day of December, 2021.

**ATTEST:**

  
\_\_\_\_\_  
Jason Arthun, Chief Deputy

**BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY, FLORIDA**

  
By: \_\_\_\_\_  
Kristine Zonka, Chair

As approved by the Board on 12/7/21.