

# **TASK FORCE ON SAFETY AND CRIME REDUCTION**

## **Reduction Subcommittee on Mentoring**

### **Meeting Agenda**

**April 18, 2019  
2:30 p.m. - 3:30 p.m.**

**Task Force on Safety and Crime Reduction Subcommittee Members:**

**Dr. Sabrina Edwards, Chair  
Clifton Anderson  
Francois Brown  
Larry Cook  
Preston Harris  
Rob Mason  
Sean Mulholland**

- |             |  |                            |
|-------------|--|----------------------------|
| <b>I.</b>   | <b>Welcome</b>   | <b>Dr. Sabrina Edwards</b> |
| <b>II.</b>  | <b>Introduction of Subcommittee Members</b>                      | <b>All</b>                 |
| <b>III.</b> | <b>Review of Documents for City-Wide Mentoring Program</b>       | <b>All</b>                 |
|             | <b>A. Example of Mentoring Summary Proposal for City Council</b> |                            |
|             | <b>B. Budget Narrative</b>                                       |                            |
|             | <b>C. Job Descriptions (Director and Case Managers)</b>          |                            |
|             | <b>D. Examples of City-Wide Program Activities</b>               |                            |
| <b>IV.</b>  | <b>Next Steps</b>  | <b>All</b>                 |
| <b>V.</b>   | <b>Public Comments</b>   |                            |
| <b>VI.</b>  | <b>Meeting Adjourn</b>   |                            |

## Task Force on Safety and Crime Reduction



### Subcommittee on Mentoring

#### **Subcommittee Members:**

Dr. Sabrina Edwards, Chair

Clifton Anderson

Francois Brown

Larry Cook

Preston Harris

Rob Mason

Sean Mulholland

#### A Proposal Submitted to Jacksonville City Council

**Proposal:** Implement a City-Wide Mentoring Office that will include the hiring of a Director and (2) Case Managers that will be responsible for monitoring and ensuring that existing programs and activities throughout Jacksonville/Northeast Florida are adequately available.

---

The **Mission** of the City-Wide Mentoring Program for the City of Jacksonville is to leverage the combine resources of local mentoring programs, while retaining their identity and ensuring the accountability of program activities

Immediately Plan of Action to Implement the City-Wide Mentoring Office includes:

- Immediately release funds to support City-Wide Mentoring
- Hire a Director for City-Wide Mentoring/Liaison to the Mayor and 2 Case Managers to implement the citywide mentoring plan.

- Conduct an immediate press release to introduce the City-Wide Mentoring Office (Housed with Kids Hope Alliance with a reporting line to the Office of the Mayor).
- Recruit Mentors Immediately
- Aid the City-Wide Mentoring Office to implement the mentoring plan, as a measure/resource to reduce youth/juvenile crimes serving ages 10-18. With a special program assisting ages 19-25, juvenile offenders, and establishing a specialized program for juvenile offenders.
- Using Program Development Funds (See Budget Narrative) to begin providing activities/ programs throughout Jacksonville.
- Coordinate City-Wide Annual Mentoring Recognition (Annually)
- Provide support/allow the development of partnerships with local business to serve as Advisory Council Members (Aiding in the mission to provide every child in enrolled into Duval County Schools a certified mentor).
- Focusing on programs involving business and community volunteers; programs that focus on our most needed populations; inventory of existing programs.

Space provided for additional plan of actions:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

| City of Jacksonville City-Wide Mentoring Office<br>Budget Narrative<br>2019-2020<br>October 1, 2019 Implementation Date  |                  |                  |
|--|------------------|------------------|
|  | 2019-2020        | 2020 -2021       |
| Personnel (All salaries are consistent with the City of Jacksonville salary schedule)  |                  |                  |
| City-Wide Mentoring Director/Liaison to the Mayor Develop<br>(1) Full-time Director to implement and manage all project activities for the City-Wide Mentoring Program (Jacksonville City Government)<br>(See attached job description)  | \$90,000         | \$90,000         |
| Two (2) Case Manager/Career Specialist: 1 full-time (40 hours per week) to identify, recruit and enroll Mentors and Mentees in the program and provide follow-up services (providing, tracking, training, support referral, resources)   | \$100,000        | \$100,000        |
| <b>Total Salaries</b>  | <b>\$190,000</b> | <b>\$190,000</b> |
| <b>Fringe benefits</b> for program staff will be as follows:   |                  |                  |
| Benefits for Director of Program Development (FT benefits include FICA, Florida Retirement System, Worker's Comp, Disability Insurance, Health, Dental and Life Insurance and Medicare)  | \$22,500         | \$22,500         |
| Benefits for Case Manager/Career Specialists (FT benefits include FICA, Florida Retirement System, Worker's Comp, Disability Insurance, Health, Dental and Life Insurance and Medicare)  | \$25,000         | \$25,000         |
| <b>Total Fringe Benefits</b>   | <b>\$47,500</b>  | <b>\$47,500</b>  |
| <b>Travel</b>  |                  |                  |
| <b>City Mileage</b><br>In-district travel for staff traveling to targeted schools, community organizations, and colleges to coordinate mentoring outreach and project services paid at College rate of \$.445/mi (approximately 1,236 miles)   | \$550.00         | \$550.00         |
| <b>State Mentoring Conference</b><br>3 Conference \$2,574.00 registration at \$250.00 per person X 3 staff = \$750.00 airfare at \$200.00 per person X 3 staff = \$600.00 hotel at \$150 per night X 2 night X 3 staff = \$900.00 per diem at \$36 per day X 3 days X 3 staff = \$324.00 Totaling \$2,574.00 | \$10,500         | \$10,500         |
| <b>National Mentoring Conference/Training</b>  |                  |                  |
| <b>Total Travel</b>  | <b>\$11,050</b>  | <b>\$11,050</b>  |
| <b>Office Supplies</b>   |                  |                  |
| <b>Office supplies</b> for project activities. Includes supplies such as staplers, staples, tape dispensers, tape, pens, pencils, paper clips, binder clips, legal pads, post-it notes, file folders, office printer,  | \$2,275          | \$2,275          |

|   |                |                |
|---|----------------|----------------|
| dry erase board, hanging folders, labels, stationery, envelopes, copy paper.  |                |                |
| <b>Other Support Materials</b>  | <b>\$2,275</b> | <b>\$2,275</b> |
| <b>Tracking Software</b> - Includes membership/account specifically for tracking mentors and mentees. In addition, opportunities to utilize the National Student Clearinghouse and software programs to track mentees after program completion.   | \$3,500        | \$3,500        |
| <b>Computer Equipment</b> - Laptop, docking station and screen for case manager to have mobile access while working at target schools and ability to use laptop in the office.  | \$3,675        | \$3,675        |
| City Wide Program Activities and Development<br>Provide financial resources to city wide mentoring programs and activities throughout the City of Jacksonville (to assist with decrease of youth crimes, such as high school activities, weekend events, after lights, Seven Seas, Midnight Basketball, and week end lock-ins). Other relevant program activities as deemed necessary | \$75,000       | \$75,000       |
| Background screening for mentors - appropriate local, state and federal screens for volunteers working with students. \$45.00 per screen for 15 mentors.<br><br>Director will also bill a collaboration/partnership with Jacksonville Sheriff Office for background checks  | \$15,000       | \$15,000       |
| Outreach, Recruitment and Printing - the development and implementation of a comprehensive recruitment and outreach plan including media PSAs through social media, radio, television and print.<br><br>*Request in-kind contribution from City of Jacksonville Marketing Department  | \$2,000        | \$2,000        |
| Office Space/Location<br>City of Jacksonville Commitment  | \$350,000      | \$350,000      |

## **DIRECTOR OF CITY-WIDE MENTORING/LIASION TO THE MAYOR:**

### **JOB DESCRIPTION:**

Under supervision of the Jacksonville City Council, the **DIRECTOR OF CITY-WIDE MENTORING/LIASION TO THE MAYOR** will promote the program mission, achieve long and short-term goals and objectives, expand resources and maintain quality and effectiveness in all activities and services. Implement and Coordinate program with existing mentoring organizations throughout the city of Jacksonville. Is responsible for the overall management of the program, its mentors, and mentees in accord with City of Jacksonville policies, organizational goals, mission and operational policies.

### **ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Implement program policy and procedures for recruitment and training of mentors and youth participants with existing mentoring programs. Help establish a flow chart of programs in Jacksonville and a communication link to offer a city wide umbrella for participating organizations.
- Communicate with City personnel and community members in understanding the Mentoring Program goals and objectives, and enlist their support and involvement.
- Plan, organize, and coordinate prevention activities, including: trainings, workshops, conferences, luncheons, assemblies, fundraising events, and safe and drug-free activities.
- Conduct information gathering for the purpose of evaluating and adjusting current program plans when necessary.
- Supervise Case Managers and provide assistance to all program participants.
- Speak before groups, conduct media interviews, and represent the Jacksonville Mentoring Program in any and/or all community functions.
- Represent Jacksonville's Mentoring program on related committees.
- Monitor the annual budget, receipts, and disbursements staying within budget parameters, and provide timely corporate, federal, and state reports to the appropriate parties.
- Oversee communication, record, and documentation systems for organization.

### **QUALIFICATIONS and REQUIREMENTS:**

- Valid Florida driver's license and evidence of insurance.
- The incumbent of this position, in accordance with sections 110.1127 and 435.04, Florida Statutes and DEP Directive 422, Background investigations, is required to successfully complete a background and fingerprint check.

### **EXPERIENCE & EDUCATION**

- Bachelor's degree in social work, psychology, rehabilitation counseling, case management, leadership development or child learning. Equivalent combination of education, experience, training, or certification may be considered in lieu of degree. Master's degree preferred.
- 5+ years of related experience in Mentoring or child behavior field preferred.
- Proven experience leading large-scale training and leadership development projects linked to related objectives.

## **CASE MANAGER/Career Specialist:**

### **Job Description:**

The Case Manager/Career Specialist will assist the **DIRECTOR OF CITY-WIDE MENTORING/LIASION TO THE MAYOR** oversees existing local mentoring programs, ensuring adequate staffing levels, health and safety of the individuals we serve and staff satisfaction/ retention. The Case Manager serves as a mentor to the staff /volunteers of local ongoing programs by promoting teamwork and identifying training, recruitment and financial needs of the local organizations.

### **Job Responsibilities:**

- Under the supervision of the Director, oversee the day-to-day operation of the program.
- Ensure staff/volunteer needs are obtainable to meet current plans to properly assist and support in social, behavioral, and health care needs in all areas of daily living.
- Provide coaching and mentoring assistance to current existing mentoring programs in Jacksonville.
- Assist and oversee when necessary the activities of the employees/ volunteers in an existing program.
- Provide direct care and support to individuals in the program
- Provide input and feedback in hiring and performance management decisions
- Responsible for ensuring that orientation and ongoing training is delivered.

### **Qualifications:**

- Bachelor's degree in social work, psychology, rehabilitation counseling, case management, or related mental health field. Equivalent combination of education, experience, training, or certification may be considered in lieu of degree.
- One year related work experience; supervisory experience preferred
- Must be 18 years of age
- Valid driver's license in good standing
- Successful clearance of local and/or state background checks
- A strong work ethic with a commitment to serving others
- Excellent communication skills with an ability to establish rapport with team members and those we serve
- Strong organizational abilities to ensure staffing and schedules are maintained

# The Florida Times-Union **jacksonville.com**

---

## **Youths can play all night at Jacksonville Summer Night Lights**

**By James Cannon**

Posted Jun 20, 2010 at 11:22 PM

The biggest complaint city officials hear from parents and children during the summer months is there is nothing to do in the evenings.

To counter boredom and the subsequent crime that comes along with unsupervised youths out on the streets late at night, the Jacksonville Sheriff's Office, City Council, parks department and community leaders created JaxParks Summer Night Lights.

The program, modeled after a successful version in Los Angeles, will keep a handful of parks open and supervised later in the evenings on Friday and Saturday nights through Aug. 7. Friday was the first night for the parks to be open from 7 p.m. to midnight with police and community leaders watching the youths.

Nick Lloyd, a 17-year-old who lives near Clanzel T. Brown Community Center on Moncrief Road, said he is thankful to have a place to go this summer.

"I usually come here to play hoops, but when it starts to get dark we are supposed to leave," Lloyd said. "It'll be nice to have something to do all night."

The park is one of five participating in the program on the Northside and Westside, designated as high-crime areas by The Jacksonville Journey. The others are the Charles "Boobie" Clark, Mary Lena Gibbs, Kennedy and Mitchell community centers and parks.

To get the word out, the parks department and mayor's office hired five youths at each park to be liaisons between the neighborhood children and the organizers. The SNL Youth Squad not only receives valuable community service skills but also will be paid by the mayor's summer jobs program.



"I mean it helps socially but it also helps me with money, which is a good thing," said Shante Easton, a 20-year-old member of the SNL Youth Squad.

She and the others also will take photographs and write blogs for the program's website, [www.JaxSNL.com](http://www.JaxSNL.com).

Several groups from across town also are helping out.

Northside Community Involvement will be managing many of the late-night basketball games.

"We already run a program for the Northside Church of Christ, so we are very familiar with how to run these types of events," said Philip Mobley, a spokesman for the group.

He's encouraged that it will bring children and families closer together by giving them something to do together. He also said he hopes it will foster a greater sense of pride in the community, especially in this part of town.

Another group, the 100 Black Men of Jacksonville, is participating but in a more educational role.

"We are rolling out education programs that are not only geared toward kids but to their parents as well," said Tillis DeVaughn, the group's education chairman. "We will be talking about health awareness and economic empowerment specifically."

Other events and activities will be available at the different parks, like swimming pools, billiards, cooking classes and art. A movie in the park will be shown every Saturday night at a different location.

Even local hip-hop radio station WJBT (93.3 FM) The Beat is involved. The station will be spinning music at a different park each Friday night, and DJ T-Roy said he is calling all his celebrity friends to come down and get involved. He even said free concerts with hop-hop artists are in the works.

[james.cannon@jacksonville.com](mailto:james.cannon@jacksonville.com), (904) 359-4207



Currently KHA serves less than 3% of high school students and only provides funding to one organization that serves juveniles re-entering the community. The organization is only funded to serve 30 youth per year who re enter our community so this could be a huge opportunity to expand the number of youth being served by programming.

The city wide mentoring coordinator will structure relationships to serve high school students and those youth re-entering our community. We will especially focus on youth who have not passed proficiency tests going into high school and those who request help.

The mentoring coordinator will also create relationships with businesses to create internship opportunities for informal group mentoring relationships. They will recruit businesses in every neighborhood to be a Mentor Safe Houses. These are places where mentors and mentees can go to spend time together receive coupons to use during their time together.

**Identify At Hope Youth, Recruit and Train Mentors and Set Up Community Relationships (Safe Houses) (October –December 2019)**

**Facilitate Leadership Conference 2020, Schedule Monthly Mentoring Safe Houses and Begin Planning Mentor Awards (January – March 2020)**

**Spring Break Leadership Conference 2020, Finish Strong Campaign, Begin Summer Of Success (April – June 2020)**

**Summer Of Success, Recruiting and Training New Mentors, Identify New Students Needed Mentors, Back To School Bash (July – September 2020)**

The outcomes would improve recidivism rates, FSA Proficiency rates, save taxpayers money, stimulate the economy but most of all save lives. Unifying Jacksonville making it global leader, a safer more prosperous place and the powerhouse of the South!

Brick By Brick Mentoring it is a two-part re-entry program that teaches youth the leadership skills necessary to be successful upon their release into the community. It also pairs them with a positive role model that they can use as a reference point to help keep them on the right track.

The program works like this when youth is getting ready to leave a juvenile facility they are required to attend our weekly leadership meetings. These meetings last an hour an a half and combine motivation, a physical workout and positive self image psychology based leadership curricula. At the end of the meeting we ask each youth their plan for success upon re-entry and pair them with the best mentor to help them get there.

Potential mentors will attend leadership meetings allowing them to build relationships with youth in a low pressure, fun and positive environment. The mentor is required to make contact with their youth every week; they must attend a leadership meeting once a month and find another enrichment activity monthly (Safe House).

***Created by Preston Harris Executive Director of Seven S.E.A.S, Motivational Speaker, Author Of Define Your Value and CEO of PHE Consulting***



Every year during the summer we have been missing an opportunity to invest in our greatest resource our youth. This year Jacksonville is going to do something different, we are going to call the project Summer Of Success.

### **What is the Summer Of Success?**

The Summer Of Success is a city wide movement to provide activities, mentors and education to the communities who need it most.

### **How does it work?**

The Summer Of Success has a huge kickoff event June 1<sup>st</sup> then splits into two categories: Leadership Development Series and Events

Leadership Development Series is a daily leadership camp for high school students. It is designed to help them put their dreams into action and/or get caught up so they can achieve the success they desire. Everyday includes a workout and built in internship program to enrich students and the business community.

We will host an event every week with the exception of the 4<sup>th</sup> of July to bring the community together and have fun. Events include sports, reading, dance, music, food and vision mapping. This is a great opportunity for businesses to get exposure.

### **How do you know this will work?**

I asked high school students around the state what they felt they needed to be successful. Our youth want time, activities and the opportunity to make money this provides all three.

### **Speaking of Money how much does this cost?**

The entire project can be done for \$100,000 and impact over 100,000 people.

### **How are you going to reach 100,000 people?**

Live streaming every event will increase exposure to our high quality events with healthy food, powerful partners and positive energy showcased at every one.

### **How is this going to help?**

It will reduce crime by providing alternative activities, it will educate our youth during the summer so they begin ahead of the curve instead of behind and make Jacksonville a safer, more connected and prosperous place.

### **What's at stake?**

Every juvenile arrested costs the taxpayer an average of \$408.58 per day, that's \$148,767 if they are sentenced for a year. If we are able stop one kid from getting locked up the program pays for itself.

### **How can I support this?**

Write us a check or help us fund the project. Once the funding is in place we will finalize locations and businesses then begin marketing for the program.

***All Donations Are Tax Deductible as Seven S.E.A.S. is a 501c3 Non Profit  
Contact CEO Christopher Chandler at 904-536-9192***

# Kid's Night Out



## PACKING LIST

We recommend that you pack your camper's belongings in a large Rubber-maid-type tote box. This makes it easy for campers to keep their things together and easy for parents to clean out when they come home!

Clearly mark items with camper's name; this will help in finding lost items. Lost items are kept for two weeks and then are donated to charity.

- Warm Coat - We will be outside a lot
- Hat and Gloves - Oct - Mar camps
- Sweatshirt/jacket/raincoat
- Pants/Shorts - Nylon shorts are not suitable for ropes course
- T-shirts
- Sleepwear
- Underwear and socks
- Laundry bag
- Bedding-Sleeping bag, sheet and pillow
- Shoes - Closed-toe shoes

- Bathroom articles - toothbrush & toothpaste
- Water Bottle

- Medication - In the original labeled container, medications are to be given to the nurse on Sunday during Check-In. Epi-pens and inhalers can be carried by campers or staff but must be logged with the nurse. The nurse recommends you send an extra inhaler/eppi-pen as backup to be kept in the health center.

- Commonly-brought items - flashlight, boots, disposable camera and snacks to share.



**YMCA Camp Ernst**  
7615 Camp Ernst Rd  
Burlington, KY 41005  
Office: (859) 586-6181  
Fax: (859) 586-6214  
www.myYcamp.org

### PROHIBITED ITEMS

- ⊗ CELL PHONE(S)
- ⊗ HAND-HELD VIDEO GAMES
- ⊗ VIDEO CAMERA
- ⊗ DIGITAL CAMERA
- ⊗ IPODS
- ⊗ EXTENSION CORDS (prohibited by the Fire Department unless equipped with a surge protector)
- ⊗ CASH
- ⊗ POCKET KNIVES
- ⊗ MATCHES/LIGHTERS
- ⊗ FIREWORKS
- ⊗ EXPENSIVE ITEMS (clothes, shoes, jewelry, etc.)

## Check-in

6:00 P M



## Check-out

9:30 A M



## MAKE IT A WEEKEND

Select Kid's Night Outs are paired with our Ranch Day program. Ask the office or check out the dates and rates page on myYcamp.org for more information and to see if you can add on a \$40 Ranch Day. Ranch Days are from 9:45am until 3:15pm and can easily be added to a Kid's Night Out.

Twitter - Follow the action with @campernst

Instagram - See snapshots of our overnight with @campernst.

### OFFICE HOURS

Our office is open Monday-Friday  
from 8:30am - 5:00pm.

Give us a call at (859) 586-6181.

For an after hours or weekend emergency, call  
Eli's cell phone, (859) 912-3457