

# NEWSLETTER

A quarterly newsletter for staff/offices/programs throughout the entire corporation.

## SOMEONE HAS BEEN WATCHING...

As usual, several Foundation programs have undergone QA visits, Contract Monitoring, and Substance Abuse Licensure reviews during this past quarter. All staff is aware of the preparation for these scheduled visits as well as the daily, ongoing efforts to ensure our compliance with applicable requirements and standards.

**Tiger SHOP** hosted DJJ’s QA team in September, and although the score was minimal – we did pass! Whew!!!! We are awaiting the written report.

**Volusia Halfway House’s** QA review was quite an ordeal. The review was split into two weeks due to Hurricane Faye. However, staff did a great job and the program received an overall 73% acceptable performance which is excellent for their first year of operation! Safety and Security standards scored in the commendable range and Food Services in the exceptional range. Congratulations to all involved!

**CBIS Circuit 2** experienced QA and received an overall 74% acceptable performance. Auditors noted much improvement from past years. Staff did a good job in implementing the new CBIS requirements this year. Way to go, guys!

**Circuit 3 Conditional Release/IDDS and Circuit 8 IDDS** both received good contract monitoring reviews from DJJ in August/September. The monitor noted significant improvements since the last review. Excellent news!

**Probationary Substance Abuse Licenses** were awarded to Nassau JRF, and MST programs in Circuits 4 and 14 in September. Since these were their first applications for licenses, they are now able to provide substance abuse services. Good job!



## in this ISSUE

- Someone’s Watching ..... 1
- COO Message..... 2
- Tallahassee Talent..... 3
- Training Calendar ..... 4
- Open House ..... 5
- Birthdays ..... 6
- Employee Recognition ..... 7



**THE HENRY & RILLA WHITE**  
FOUNDATION, INCORPORATED

## COO's Message

CONGRATS AND THANKS



FJJA: There is Strength in Numbers

The Florida Juvenile Justice Association (FJJA) is an advocate for juvenile justice that consists of approximately 40 different organizations from throughout the state, including The Henry and Rilla White Youth Foundation, who together strive to:

- Promote public awareness and education of juvenile justice issues
- Contribute to the development of public policy regarding juvenile justice
- Support evaluation and research of juvenile justice programs and issues and
- Provide training, technical assistance and consultation to Association members

I am proud to represent our organization on the Executive Board of the FJJA and I am pleased to inform you that our Association is making good progress on many different fronts that ultimately affect you and the many people we serve. Let me briefly share some information on just three of these areas:

### **Training**

As some of you know, on occasion, we have teamed up with other providers or organizations to share training opportunities. This has generally been done on an ad hoc basis and at the local level. We are currently working on a project with the other members of the FJJA to see if we can develop a more comprehensive and cost efficient way to share training resources and expertise statewide. We are also in the early stages of planning a FJJA sponsored training conference for late in 2009 specifically for staff in juvenile justice programs.

### **Coalition Building**

The FJJA is reaching out to other statewide associations and organizations with common interests in human services to strengthen advocacy for juvenile justice programs. Some of the key partners who share our priorities include Florida Children First, The Florida Network of Youth and Family Services, United Way of Florida, The Florida Children's Services Council, Associated Industries of Florida, The Children's Campaign and the Boys and Girls Clubs.

### **Legislative Agenda**

The FJJA has developed a simple but important three-part agenda for the next legislative cycle:

- No More Cuts—Florida's public safety depends on effective juvenile justice programs. The "return on investment" from our programs is significant to the taxpayers and to the many young people who may benefit from our services.
- Improve Accountability—Improving outcomes for youth also requires reducing duplication of efforts, unnecessary paperwork, unfunded mandates and developing effective oversight.
- Implement Reforms—The Governor's recent Blueprint Commission on Juvenile Justice made 52 recommendations for improving the juvenile justice system. The FJJA will be advocating for adoption of many of those recommendations.

I will periodically update you on our progress in these and other areas we are working on to improve our systems, programs, funding and outcomes. As always, thanks to all of you for your continued efforts to make a difference in your programs and in your communities.

Frank Alarcon  
COO

## TALLAHASSEE TALENT

We want to recognize these staff members and introduce them to all employees – they are an integral part of the functioning of the Foundation. They are dedicated, diligent, and darn nice people! They juggle lots of data and information, respond to requests and questions, remind us when we forget, and ensure that the basics keep happening again and again. They are a very talented group who keep us going.

So, from all employees and stakeholders – a HUGE THANKS for all you do!



*Pictured from left to right: Karen Parks, BenDette McCaskill, Ashley Nevels, and LaToya Williams.*

### **Ashley Nevels**

*Vice President for Administration*

Ashley provides administrative oversight to the Fiscal, Human Resources, Support Services and Computer Technology Departments and also serves as the Corporate Controller. In addition to monitoring budgetary revenues and expenditures, Ashley ensures the operational and contractual integrity of each program, assures the effective and efficient operation of the Fiscal, Human Resources and Support Services Departments and coordinates technical support for each program. Ashley is known as the Foundation go-to-guy.

### **LaToya Williams**

*Fiscal Assistant*

LaToya meticulously balances all invoices, reimbursements and travel vouchers while being responsible for processing all Medicaid billing for each program. If you travel, LaToya is the woman that processes all travel checks!

### **Karen Parks**

*Accountant*

Number, numbers, numbers is what Karen faces on a daily basis because she provides support to the fiscal side of Ashley's duties. While being responsible for a variety of fiscal transactions, Karen also processes payroll checks. We should all think of Karen every other Friday on paydays!

### **BenDette McCaskill**

*Human Resources Manager*

BenDette organizes and maintains employee personnel, health and benefit files. She also solicits nominations for the employee recognition program while taking calls and preparing for Quality Assurance visits, annual audits and staying abreast of compliance issues in regards to Homeland Security, IRS, COBRA, FMLA. Paper is her friend and enemy. If you are ever in Tallahassee stop by her office!



## Training Calendar October– December 2008

Date	Time	Training Title	Training Facilitator	Training Location/ Training Population
October 1-2, 2008 (Administrators Only)	All Day (2 days)	Leadership Development Train the Trainer	DJJ	Alexander Building Tallahassee
October 8, 2008 (Selected Staff Only)	All Day	BHOS Training	AHCA	Holiday Inn Express 8310 Galbraith Road, Tampa, FL 33647
November 3, 2008	9:30 a.m. – 11:00 a.m.	Testifying in Court	Dr. Rod Hall	707 Mill Creek Road, Jacksonville
November 3, 2008	3:00 p.m. – 6:00 p.m.	Assessing and Managing Suicide Risk	Dr. Rod Hall	707 Mill Creek Road, Jacksonville
November 10-14, 2008	All Day (5 days)	PAR	Patrick Brinson and/or Mike Blue	Panther Success Center (Jasper)
November 14, 2008	All Day	PAR Update	Patrick Brinson and/or Mike Blue	Panther Success Center (Jasper)
November 19, 2008	8:00 a.m. – 9:30 a.m.	Testifying in Court	Dr. Rod Hall	1100 Airport Blvd., Suite C, Pensacola
November 19, 2008	9:30 a.m. – 12:30 p.m.	Assessing and Managing Suicide Risk	Dr. Rod Hall	1100 Airport Blvd., Suite C, Pensacola
November 20, 2008	12:30 p.m. – 3:30 p.m.	Assessing and Managing Suicide Risk	Dr. Rod Hall	524 Mercer Avenue, Panama City
November 20, 2008	10:00 a.m. – 4:00 p.m.	BHOS Refresher	Brenda Mueller/Marcy Davis	707 Mill Creek Road, Jacksonville
December 15 – 19, 2008	All Day (5 days)	PAR	Nellie Mihas	TBD (wherever need is)
December 19, 2008	All Day	PAR Update	Nellie Mihas	TBD (wherever need is)
Contact Brenda to set up a class	9:00 a.m. – 5:00 p.m.	CPR/1 <sup>st</sup> Aid	William Futch	TBD (wherever need is)

Contact Brenda Mueller via email at [bmuller@hrwhite.org](mailto:bmuller@hrwhite.org) or phone at 850-922-8375 ext. 36 if you would like to attend one of these trainings and/or if you need assistance with hotel reservations. We are still trying to set up T4C and Motivational Interviewing, classes when possible. Documentation, HIV/AIDS, and Domestic Violence may also be added to this quarter's calendar at a later date.

**If you have staff that needs PAR training before the November class, please contact Brenda.**

## RATIONALE FOR OPEN HOUSE

Stephen Soderlind, Program Director of the Foundation's MST Program in Circuit 1, Pensacola, recently announced their annual Open House. When questioned as to the rationale for holding such an event, Stephen responded with the following:

"The Circuit 1 MST Program is hosting its annual Open House on Tuesday, Oct. 28th. We consider this, and other ongoing promotions of our program, to be critical to our growth and success. This is true for several reasons.

First, we must continually distinguish ourselves as a legitimate option for the treatment of juvenile offenders. There are so many small programs, and particularly grant-funded programs, that quickly come and go. These are often considered "boutique" or "novelty" programs, and are often given little attention by the mainstay components of DJJ. Our program was at first regarded in a similar light, and it has only been through continually putting ourselves on the map through various forms of communication that we have overcome such a stigma. Like any business, we must advertise.

Secondly, like any large business, DJJ has continual turnover of employees. Knowledge of our program is not passed down to the next generation. We believe that every new probation officer, attorney, judge, etc., must be educated about our program and included in our family of stakeholders.

Lastly, and this is specific to an open house or other multidisciplinary meeting, it brings people from differing agencies together. The success of our program often does not rely just on a good one-on-one relationship. It often relies on the mutual support of a probation officer and attorney for instance, or a school official and probation officer. An open house gives us the opportunity to discuss cooperation and communication among stakeholders in ways specific to our program. The net result of all of this is business. More youth are sent to us for treatment, and it is then up to us to deliver a quality service."

Very well said, Stephen!



# NOV 4TH

## BIRTHDAYS THIS QUARTER



### October

- 1 – Tiffany Harris
- 3 – Chauncy Mason
- 4 – Morris Westberry
- 7 – Edna Curry, Charles Lacy
- 10 – Syreeta Little
- 12 – Kathy Dorch
- 13 – Marcella Lee, Monica Proctor
- 14 – Matt Birt
- 16 – Shani Young
- 17 – Sonya Michel, Jackie Parland
- 20 – Fendrick Gabaud
- 21 – Ian Blackwell
- 25 – Harvey Norris
- 30 – Sue Gessler

### November

- 3 – Kimberly Pohl, Steven Troy
- 4 – Dedra Wiggins
- 5 – Elisabeth Edwards
- 7 – Mattie Lee
- 10 – Tonia Gaillard
- 15 – Ed da Silva
- 16 – Lisa Taebel, Deborah Oliver
- 18 – Celena Hayes
- 20 – Lee Johnson

- 23 – Valerie Raynor
- 27 – Anthony Bridges, Paula Wells
- 28 – Marie Hines
- 30 – Silbethia Blue, Albert McKinley

### December

- 3 – Valerie Tucker
- 4 – Chaneka Douglas
- 5 – Pam Kaus
- 9 – Courtney Maibach
- 12 – Henry Sanders, Marcy Davis
- 15 – BenDette McCaskill
- 16 – Linell Quarterman
- 17 – Martha Lynch
- 19 – Frank Alarcon
- 20 – Diana Wright
- 21 – Melvin Fields
- 22 – Patrick Webb
- 23 – Peggie Williams, Lamar Colleton
- 27 – Jennifer Horton

## Employee of the Quarter

Congratulations to Syreeta Little, Case Manager at Conditional Release, Circuit 4, who was selected as our most recent Employee of the Quarter!



Nominations for this award included the following comments about her:

“Syreeta Little defines professionalism . . . she never says no to any staff, client or agencies that request her help . . . Syreeta maintained the highest caseload in

our Circuit . . . Not one time did she complain or request for reduced cases . . . She supervises a fast growing, high crime area of Jacksonville . . . She is NEVER intimidated by this fact.”

This honor is apparently well deserved!

## Leadership Development Course

Brenda Mueller, Megan Young, and Dwight Pollock recently attended a two day Leadership Development Train the Trainer course sponsored by DJJ. They plan to work together to implement a similar type leadership program within the White Foundation. Brenda indicates that, “Our goal is to have all supervisors, lead staff and potential leaders go through the course. We will be mixing staff from MST, community based DJJ programs, and residential in the classes.” The initial class is planned for January, 2009.

## Annual Executive Summary

Brenda Mueller and Marcy Davis have completed the initial draft of an Annual Executive Summary. This is a first for The Foundation and CSF, but is an excellent summary of the work performed by our programs during the past fiscal year, 2007-2008. Brenda anticipates that a version of this report will be available for stakeholders by the end of December

## EQUAL EMPLOYMENT OPPORTUNITY PLAN

It is the policy of The White Foundation/ Correction Services of Florida to employ qualified individuals without regard to race, color, religion, age, sex, marital status, or national origin. This plan is outlined in detail in Foundation-Wide Policy and Procedure # 228.

This plan has been designed to reaffirm and strengthen the Foundation’s policy of providing equal employment opportunity in all of its operations and in all areas of employment practice and to assure that there is no discrimination against any employee or applicant for employment on grounds listed above. The purpose of this plan is to both reaffirm this policy toward the Foundation’s employment of qualified individuals without discrimination, and to provide a format for the implementation of this policy.

Discussions of this policy and the responsibility of all employees for its implementation are held at employee orientations and management training sessions and it is referenced in the Employee Handbook. Additionally, each Program Director is responsible for cooperating with the Human Resources Manager and the Corporate Compliance Officer in implementing the Foundation’s Equal Employment Opportunity Plan.

