



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Charlie Crist, Governor

Frank Peterman, Jr., Secretary

October 22, 2008

Mr. Billy Davis, Executive Director
A Positive Step (APS)
422 Fleming Street, Suite 14
Key West, Florida 33040

Dear Mr. Davis:

By the terms of this letter, your program may utilize space at the Monroe Regional Juvenile Detention Center under the following stipulations:

- You will have two (2) staff that shall be allowed to perform their job functions, related to APS, in the administrative area of the juvenile detention center.
- These staff shall not interfere with the work related activities of the detention center's staff, and any issues related to the interaction of our respective staff will be mutually resolved between you and Ms. LaWanna Tynes, Detention Superintendent.
- Your staff will not have access to the secure area of the detention center.
- Your staff will maintain the confidentiality of any detained juvenile they may inadvertently see during the transportation, admission and/or release processes.
- APS will be responsible for all cost related to the movement of furniture and equipment, including, but not necessarily limited to furniture, a fax machine, a copier, a printer, a postage meter and all other work supplies/equipment.
- APS will pay for the movement of, and all ongoing expenses for the telephone and computer lines, which will be utilized by the program.
- APS will be responsible for funding their own office supplies and for the repair and maintenance of their own furniture and equipment.
- APS will have no responsibility for utility, water, electricity and/or building maintenance and repair costs.
- The relocation of your staff may begin the week of November 3, 2008.

The Department of Juvenile Justice is pleased to assist an interagency partner in these times of budgetary constraints.

Your signature within shall document either your acceptance or rejection of this letter and its terms. The Department Of Juvenile Justice reserves the right to terminate this agreement at any time, however, a 30-day notice shall be provided should that become necessary. These terms may be revisited as determined necessary by either party and is subject to renewal annually from the date of this letter.

5503 College Road, Suite 209 • Key West, Florida 33040 • (305) 292-6787
<http://www.djj.state.fl.us>

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

Sincerely,

Julia Strange

Julia Strange
Acting Assistant Secretary
Detention Services

I accept the stipulations as outlined in this letter.

I do not accept the stipulations as outlined in this letter.

Billy Davis 10/22/08

Billy Davis
Executive Director, A Positive Step

CC: Rex Uberman, Assistant Secretary, Probation & Community Intervention
William Myrick, Acting Regional Director, Detention Services, South
RaiEtte Arael, Chief Probation Officer / Circuit Coordinator, Circuit 16
LaWanna Tynes, Superintendent, Monroe Regional Juvenile Detention Center

APS

A POSITIVE STEP

422 Fleming Street, Suite 14 – Key West, FL 33040
Phone (305) 304-1969 – Fax (305) 295-8333 – Email: apsmccrp@aol.com

TO: Raiette Avel, Circuit 16 Chief

DATE: October 10, 2008

FROM: Billy Davis, Executive Director *BD*

SUBJECT: Relocation

The intent of this memorandum is to respectfully request a change of location for A Positive Step of Monroe County, Inc. (APSMC) from 422 Fleming Street to 5503 College Road.

After careful consideration and a tour of the available office space on the second floor of the Monroe Regional Juvenile Detention Center (MRJDC), APSMC feels that both the Department of Juvenile Justice and APSMC would benefit greatly from this arrangement in the following ways:

Availability: APSMC staff and offices would be in the same building as the JPO's Juvenile Detention Center and staff, and other stakeholders. APS staff would be more available to handle onsite crises while youth are detained, meet with prospective clients and families, and discuss DJJ matters face-to-face with JPO's or stakeholders.

Travel Time/Costs: Currently, JPO's must drive downtown to a separate facility to meet with APS youth and staff for treatment team meetings, interventions, etc. If APSMC were housed in the MRJDC, the need for JPO travel would be reduced, thereby reducing associated travel costs as well as eliminating time wasted during transportation from one location to another. APSMC staff would also reap the benefits of saved travel time/costs associated with attending interagency meetings, Circuit Coordinator's meetings, Transfer Hearings, etc.

Utilization of Funds: If APSMC were housed in the MRJDC, APSMC funds could be better spent on evidence based training materials, more in-depth training opportunities for our staff, and the ability to offer more competitive salaries to staff members – which would reduce staff turnover and provide youth with more consistency. These opportunities would make APSMC a stronger program and would benefit each youth served.

It is for these reasons we respectfully request that the Department of Juvenile Justice allow APS to utilize the available office space on the second floor of the MRJDC.

Please feel free to contact me with any further questions.

From: Avel, RaiEte <RaiEte.Avel@djj.state.fl.us>

To: Uberman, Rex <Rex.Uberman@djj.state.fl.us>

Cc: Myrick, William H. <William.Myrick@djj.state.fl.us>; Tynes, Lawanna <Lawanna.Tynes@djj.state.fl.us>; Billy Davis (E-mail) <apsmccrp@aol.com>; Michelle Nelson - Norwood (E-mail) <apsmccrp@aol.com>; Kunas, Susan J. <Susan.Kunas@djj.state.fl.us>; Afanador, Isabel <Isabel.Afanador@djj.state.fl.us>; Salton, Lois <lois.salton@djj.state.fl.us>; Olson, Darryl <Darryl.Olson@djj.state.fl.us>; Strange, Julia <Julia.Strange@djj.state.fl.us>

Subject: APS RELOCATION REQUEST

Date: Tue, 21 Oct 2008 10:46 am

Attachments: MOVE_Letter_to_College_Road_from_Fleming_10-10-08.doc (33K), APS_Relocation.doc (137K)

Good morning, Rex,

Attached is the letter from APS requesting space in the administration area of our detention/residential facility. As you recall, this was discussed during your visit to Key West last week. With your approval, I drafted a letter of understanding - also attached - for your signature so we can accomodate this move. Since you are no longer responsible for detention, Julia Strange may need to sign so I have copied her on this email as well.

Please let me know if you have questions or need additional information.

*RaiEte Avel, CPM
Chief Probation Officer and
Circuit Coordinator, Circuit 16
Phone: (305) 292-6787
FAX: (305) 293-1735*