



DALLAS COUNTY JUVENILE BOARD
Agenda
Monday, July 24, 2017 - 5:00 p.m.
Letot Residential Treatment Center
10503 Denton Dr. Dallas, Texas 75220

REVISED

FILED
 2017 JUL 19 PM 3:46
 COUNTY CLERK
 DALLAS COUNTY

- I. **Call to Order**
- II. **Tour of Facility**
Letot RTC
- III. **Approval of Minutes**
June 26, 2017
- IV. **Public Comment (Limited to 3 minutes per individual or organization)***
- V. **Discussion Items - Juvenile Department**
 - A. Director's Report
 - B. 2nd Quarterly Reports
 - C. Juvenile Justice Alternative Education Program (JJAEP) Update
- VI. **Action Items - Juvenile Department**
 - D. Juvenile Department Budget FY2018
 - E. Juvenile Justice Alternative Education Program Budget FY2018
 - F. Re-Certification of the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility
 - G. Approval of the 2017 Policies and Procedures Manual for the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility
 - H. Annual Performance Review of Dallas County Juvenile Justice Alternative Education Program Required by Texas Juvenile Justice Department
 - I. Interlocal Agreement between Dallas County Juvenile Justice Alternative Education Program and Parkland Nursing Services
 - J. Juvenile Processing Offices – DFW Airport Department of Public Safety and City of Combine Municipal Court and Police Department
 - K. Renewal of the Victoria County Contract for FY2018
 - L. Substance Abuse Unit (SAU) – Application for Continuing Education Provider Approval for 2018
 - M. Affiliation Agreement – Student Practicum between Tarlton State University and Dallas County Juvenile Department
 - N. Youth Services Advisory Board (YSAB) Juror Funds Recommendation for Fiscal Year 2018
 - O. Any subsequent action deemed necessary as a result of IX - Personnel: Employee #41157
- VII. **Discussion Items - Charter School**
 - P. Charter School Update
- VIII. **Action Items – AAE Charter School**
 - Q. Academy for Academic Excellence Budget FY2018
 - R. Dallas County Schools Transportation Amendment for School Year 2017-2018

IX. **Executive Session - Juvenile Department**

For Purposes Permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.071 Through Section 551.076
 Subjects: Contracts: Personnel: Duties # 41157 Security: Litigation: Update -

Notes:

**Individuals Wishing to Speak During the Public Comment Period Must Register with the Director's Executive Administrative Coordinator, Ms. Claudia Avila (214.698.2224) By 4:00 p.m. on the Business Day Prior to The Date of The Board Meeting. Agenda Items are assigned numerically and alphabetically for ease of reference only, and do not necessarily reflect the order of their consideration by the Board.*

 Judge Cheryl Lee Shannon, 305th District Court
 Chairman, Dallas County Juvenile Board



TOUR OF FACILITY

II.



APPROVAL OF MINUTES

III

MINUTES OF MEETING DATE: June 26, 2017

DALLAS COUNTY TIME: 5:06 p.m.

JUVENILE BOARD

PLACE: Henry Wade Juvenile Justice Center
305th Master's Courtroom, Rm., A332, 3rd Floor
2600 Lone Star Drive, Dallas, Texas 75212

MEMBERS PRESENT: Commissioner John Wiley Price, Vice-Chairman
Judge Clay Jenkins
Judge Craig Smith
Judge Paula Miller
Judge Amber Givens-Davis
Judge Andrea Martin

MEMBERS ABSENT: Judge Cheryl Lee Shannon, Chairman
Judge Ken Molberg
Judge Andrea Plumlee

The Dallas County Juvenile Board meeting was held at the Henry Wade Juvenile Department, in the 305th Master's Courtroom, Room A332, 3rd floor. At 5:01 pm Commissioner John Wiley Price, Vice-Chairman, noted there were not enough members present for a quorum and instructed those who were present the meeting would start with Discussion Item A-the Director's report, and once the quorum was met he would call the meeting to order.

I. Discussions Items-Juvenile Department

A. Director's Report

Dr. Smith began by informing the Board that Ms. Shawnetta Gantt-Wilkins, Supervisor of the Substance Abuse Unit, was the Employee of the month for May. In addition, during the month of May the Hispanic Committee was recognized for hosting their first Immigration Forum, which featured Dr. Elba Garcia, Dallas County Commissioner; Honorable Cheryl Lee Shannon, Judge of the 305th District Court, Mr. Juan Carlos Galicia, Consulate General of Mexico in Dallas, and Dr. Terry Smith, Executive Director of Dallas County Juvenile Services. Dr. Smith continued by saying there was a lot of good information provided on Immigration during the forum and stated there was information, in English and Spanish explaining the Department's position on Immigration, on the Juvenile Departments website, written by Judge Shannon and Ms. Denika Caruthers, Legal Advisor for the Juvenile Department. Dr. Smith recognized Ms. Patricia Hames for twenty years of service and her promotion to Supervisor of District 7 Field Office; Dr. Smith continued by acknowledging Mr. Roger Taylor, Manager of Field Probation Services-Post Adjudication for his 25 years of service. Commissioner Price interrupted the Director's report to ask Ms. Caruthers if she had spoken with Russell Roden, Chief of the Civil Division of the Dallas County District Attorney's Office concerning the publishing and the lawsuit the County is currently involved in. Commissioner Price stated the County is currently involved in a lawsuit and asked if anything in the publishing was contrary to the current legislation concerning

this topic. Ms. Caruthers assured him there was nothing to her knowledge conflicting with the current legislation, and said that she would indeed speak with Mr. Roden about the publishing to make certain things were in fact in order as it pertains to legislation. Commissioner Price then informed the audience that the Mercado lawsuit is the genesis of the current lawsuit and added that he wanted to be sure that everything published be in line with current legislation. Ms. Caruthers added the information published is the information the Consulate provided when they attended the forum and not anything about the position of Dallas County.

II. Call to Order

- Judge Paula Miller arrived at 5:04 pm. Commissioner Price recognized the arrival of Judge Paula Miller and stated the quorum was established. Commissioner Price called the meeting to order and asked for a motion.
- Judge Andrea Martin moved to call the meeting to order; Judge Paula Miller seconded. The motion passed unanimously.
- Commissioner Price asked the Director to continue with her report.

Dr. Smith continued by recognizing Ms. Raquel Mariscal from the W. Haywood Burns Institute as the keynote speaker for the Juvenile Detention Alternatives Initiative (JDAI) Mini Conference, facilitated by Dr. Jaya Davis. She stated the conference covered topics on JDAI fundamentals, violations of probation, purpose of detention, reducing racial and ethnic disparities, engaging law enforcement, case processing, and diversion programs. The conference had over 125 attendees and consisted of local attorneys, law enforcement agencies and departmental staff. Dr. Smith continued by saying that a new program has been added to the Detention Center, with the newest volunteer group, Women Divine, who will be working with the Short Term Adolescent Residential Treatment (START) girls. In addition, Ms. Cynthia Wallace, Program and Training Manager collaborated with Rev. Dr. Irie Sessions to bring Trauma-Informed Ministry and her expertise in Adverse Childhood Experiences (ACEs) training to our ministry groups and the faith-based organizations that are providing life and social skills. Dr. Sessions challenged the volunteers to alter their method of teaching the Bible from a platform of condemnation, which reinforces trauma in our youth. Our volunteers have expressed an interest in Dr. Sessions training on how to teach the Bible to youth who experience ACEs. Dr. Smith continued by stating that Essilor Vision Foundation provided 72 vision screenings, 39 eye exams, and 36 pair of eyeglasses to the youth. Dr. Smith stated for the record as an FYI, of the already reported incident that occurred on May 31, two residents absconded from the Youth Village facility by running immediately after they exited the gymnasium after their last school class period. As of this writing, one youth is in custody while the other remains on warrant status. She also reminded the Board of the five girls that ran from the Letot Center in May, two remain on warrant status, and three are in custody. Commissioner Price asked for a year-to-date report of all youth who have absconded from all facilities, and requested a comparison by any other year. Commissioner Price stated in his 32 years that he has never seen this amount of youth abscond. Dr. Smith informed the Board that she had pulled the data for the comparison, and stated there were more absconders in one particular year and she would provide the results to him. Judge Martin asked the Director if she knew the particular incident that led to the girls at Letot escaping and how they were able to get out. Dr. Smith replied that she did not know the specifics but added the girls ran in spurts; two ran first and three ran subsequently after that. Dr. Smith asked Mr. Rodderick Armwood, former Superintendent of the Letot Center to elaborate on whether the girls were in fact dealing with issues at the time. Mr. Armwood

reiterated that two residents ran first then the other three ran. He resolved it to be a copycat effect. Dr. Smith restated to the Commissioner that she had the data and reiterated there were years when the number or absconds were high and that she would make sure the Board had copies of the information.

B. Quarterly Report

Dr. Smith began the Juvenile Justice Alternative Education Program (JJAEP) update by saying that summer school ended on June 23rd for 5th and 8th grade students who were preparing for and taking the STAAR test. She continued by stating that summer camp begins on July 10th for JJAEP students only. Commissioner Price wanted to know when the information on the \$250,000 shortfall for JJAEP will be disseminated to the Board. Dr. Smith replied that Ryan Brown, Budget Officer for Dallas County, would be discussing and outlining specifically the details during the Budget Retreat on this topic. She added it was prepared and ready for presentation at the June 10th Budget Retreat, but the opportunity to present was not available.

III. Approval of Minutes

Vice-Chairman Commissioner Price entertained a motion to approve the minutes from the May 22, 2017, Board meeting.

- Judge Miller brought to the Board's attention that on page 13, Section P refers to a list of proposals in two places but the list was not included. Dr. Smith acknowledged the list was inadvertently left out of the packet, and provided each member with the list of proposals for their viewing. *See page 10.*
- Judge Miller moved to approve the minutes with the addition of the list; Judge Martin seconded. Commissioner Price stated for the record that because of the last discussion that he would be voting no on the minutes.
- Judge Jenkins then stated that he had not voted yet and asked Commissioner Price for clarity as to why he voted against the approval of the minutes. He asked if the minutes were incomplete or was it due to the Medlock topic. Commissioner Price explained the minutes are correct but that he did not support Medlock last month and he does not support the minutes as well as they pertain to the discussion of Medlock. The motion passed 5 to 1.

IV. Public Comments (Limited to 3 minutes per individual or organization)

Commissioner Price noted there was no one present for public comments.

V. Action Item-Juvenile Department

C. Budget Retreat Reschedule

Dr. Smith began by stating during the rescheduled meeting held on Saturday, June 10, 2017, at 9a.m., the Board recommended rescheduling another Budget Retreat date to allow ample time for a Budget Analysis. Dr. Smith provided copies of a blank July 2017 calendar for the Board members to decide on a date for this meeting. Dr. Smith asked if the Board would consider a weekday after hours meeting in an attempt to accommodate the members' schedule.

- After much discussion it was decided Thursday, July 6, 2017 at 6 pm, the Budget Retreat will convene at the Henry Wade Juvenile Justice Center in room 203A on the second floor. Commissioner Price stated for the record this is a determination based on the members present, for this quorum.
- Judge Martin moved to approve the holding of the Budget Retreat meeting on Thursday July 6, 2017, at 6 pm, at the Henry Wade Juvenile Justice Center in room 203 A on the second floor; Judge Givens-Davis seconded. The motion passed unanimously.

D. Renewal Application to Continue Participation in USDA National School Lunch/Breakfast Program for School Year 2017-2018

Dr. Smith stated that Judge Miller has taken a keen interest in the food served to the youth so much so that she has spoken with some of the youth to get feedback on what's currently served. As a result of the comments from the youth, both Dr. Smith and Judge Miller have spoken with Ms. Diane Skipworth, Director of Support Services, and Dietician over Cook Chill. From the conversation, they were able to replace some of the items the youth found abhorrent. Commissioner Price interjected and stated that he wanted the Department to understand that we are in compliance with regulations; he continued by saying that the USDA contacted the Sheriff's Department, and asked that they not to contact the Sheriff's Department as long as they are in compliance. Dr. Smith explained that she was complimenting Ms. Skipworth on her excellent job by ordering alternative foods for the youth. She continued by stating the Department is pleased with the selections and ended by stating that according to Ms. Skipworth, the Federal Government is in the process of changing some of the guidelines in regards to the USDA; she also expressed the Department's gratitude for Ms. Skipworth's efforts to make the substitutions. Dr. Smith stated that by the end of the current school year, we anticipate this program to generate revenue in excess of \$898,600 in reimbursement to Dallas County's General Fund. She asked the Board to approve the renewal contract application to continue to participate in the USDA National School Lunch/Breakfast Program for School Year 2017-2018.

- Judge Jenkins moved to approve the Renewal Application to Continue Participation in USDA National School Lunch/Breakfast Program for School Year 2017-2018; Judge Martin seconded. The motion passed unanimously.

E. Juvenile Processing Offices-Dallas County Community College District Police Department and Seagoville Police Department

Dr. Smith informed the Board that on March 1, 2017, all Dallas County Community College individual Police Departments were merged and became one agency, responsible for law enforcement and security at all Dallas County Community College campuses. The newly formed agency is now the Dallas County Community College District Police Department. She stated in calendar year 2016, the Dallas County Community College District Police Department made no referrals to the Dallas County Juvenile Department. She listed the names and locations of the colleges stating that there were no changes. The list is as follows: The Dallas County Community College District Police Department, Richland College campus, maintains Juvenile Processing Offices, Pecos Hall Rooms P161, P162, P163, P170, P172 and Kiowa Hall Room K110. These offices are located at 12800 Abrams Road, Dallas, Texas 75243. The Dallas County Community College District Police Department, Eastfield College Main campus maintains a Juvenile Processing Office, Room

N112E, located at 3737 Motley Dr., Mesquite, Texas 75150. The Dallas County Community College District Police Department, Eastfield College Pleasant Grove campus maintains a Juvenile Processing Office, Room 112N, located at 802 S. Buckner Blvd., Dallas, Texas 75217. The Seagoville Police Department maintains Juvenile Processing Offices, Patrol Room, and Interview Room, located at 600 N. Highway 175, Seagoville, Texas 75159. Dr. Smith reported in calendar year 2016, the Seagoville Police Department referred 12 juveniles to the Dallas County Juvenile Department. Of the 12 referrals, 7 (58.3%) were Hispanic and 5 (41.7%) were Black. Of the 12 referrals, 11 (91.7%) were male and 1 (8.3%) was female. Dr. Smith asked the Board to approve the Juvenile Processing Offices-Dallas County Community College District Police Department and Seagoville Police Department.

- Commissioner Price stated the address of the Seagoville Police Department and asked for clarity on the room numbers for the rooms established as processing offices. Ms. Leah Probst, Manager of Field Probation-Pre Adjudication replied the rooms are identified by Patrol Room and Interview Room and do not have numbers associated with them. Commissioner Price asked Ms. Caruthers if the Community Colleges District had unified with the Police Department to which she responded she was not aware of any unification. Dr. Smith then explained the DCCCD merged all individual college police departments to become Dallas County Community College District Police Department. Commissioner Price asked if the Department had in writing the notice of change. He then implored Ms. Caruthers to examine the documents to ensure it was vetted from a legal standpoint.
- Judge Jenkins moved to approve the Juvenile Processing Offices-Dallas County Community College District Police Department and Seagoville Police Department; Judge Miller seconded. Commissioner Price voted in the affirmative with the stipulation that Ms. Caruthers reviews the merger document to ensure it is compliant. The motion passed unanimously.

F. Approval of the Memorandum of Understanding with Child and Family Guidance Center Safety Net Program

Dr. Smith began by informing the Board, Child and Family Guidance Center Safety Net Program is an ongoing program and they receive a Department of State Health Services (DSHS) grant funded program that is committed to help youth of Dallas and Collin counties to become drug, alcohol, and tobacco free. They provide SAMSHA approved curriculum-based, youth support groups to ages 11 to 18 years old in small group settings. She stated The Safety Net Program only serviced 9 participants in 2016, due to the fiscal year ending, which resulted in an 89% completion rate, a 63% successful completion rate, and a 56% overall success rate.

- Commissioner Price asked if there is a Departmental cost associated with the program. Dr. Smith explained the program receives a grant in order to provide services to our population. Commissioner Price wanted to know the amount of the grant. Dr. Smith responded she was unsure of the total amount of the grant and explained the Department was asked to collaborate with the program, but was not told the amount of money that would be allocated but would ask. She also informed the Board that a copy of the contract was included in the packet. Commissioner Price stated that his concern about the cost of the grant is in the event the grant goes away, what would be the inherited cost to the County to continue the program. Dr. Smith compared this program to the other programs that have gone away in regards to using our own people to provide the services, stating this is like a supplemental service that is

being provided to our youth. Commissioner Price stated that he still had concerns for the cost as it relates to the budget noting this is the year of right sizing departments. He also wanted to know the number of youth provided service annually. Dr. Smith replied in the proposal it's stated what they plan to do, but is also depends on the number of referrals they receive and reiterated that in the event the program were to dissolve, our current staff could provide the same services.

- Judge Miller moved to approve the Memorandum of Understanding with Child and Family Guidance Center Safety Net Program; Judge Martin seconded. The Vice-Chair voted in the affirmative with the caveat of the cost. The motion passed unanimously.

G. Licensure Renewal as Functional Family Therapy Provider with Functional Family Therapy LLC

Dr. Smith stated FFT is a fully staffed department with one supervisor and seven Juvenile Probation Officers who continue to provide services to our youth and families. It was agreed upon that in order to provide the best possible service, because treatment is so intense, the normal caseload is between eight to ten cases. The Department is agreeing to pay a total \$7,000 shared between two fiscal years beginning July 27, 2017, to July 26, 2018 (fiscal year 2017 and 2018). Payment schedule will be as follows: \$5,000 for the initial payment (due 60 days from start of contract) and four quarterly payments of \$500. Dr. Smith added that she had included a letter from Julie Elmenhurst who oversees our FFT program, indicated that we are one of the top agencies when it comes to outcome data. The Department asked the Board to approve the License Renewal as Functional Family Therapy with Functional Family Therapy LLC and to authorize the Board's Chairman or designee to sign the related documents on behalf of the Juvenile Board.

- Commissioner Price asked if this program was associated with TAC Chapter 37 in regards to the placement of officers. Dr. Smith replied no. Commissioner Price asked for clarity if any of the FFT officers fell into the category of the ones referenced in TAC Chapter 37. Dr. Smith answered she could not identify where the original FFT officers are, but when the Department went to seven officers, they did take some of those Juvenile Probation Officers (JPO) from the vacant JPO positions. Commissioner Price stated my problem is we are approving things right now and we are coming up on a budget and what concerns me is that we are talking about right sizing departments and dealing with budgets; by approving some of this we are locking ourselves in and it gives me some real pause. He continued by saying that he knows that it is not 100 to 1 or 2 to 100 or whatever version you want to do, there is a 104 officers that was budgeted and this Department is utilizing them another way. Dr. Smith offered the Board a copy of the Compliance Resource Manual in an attempt to shed light on the policy. She continued by saying that policy specifically states it does not mandate the ratio for JPO supervision so none of these are counted in that 1 to 100 ratio, it is strictly for referrals. Looking at the 5200 referrals we had last year 1 to 100 that's 52 Certified Probation officers and do not have 52 officers in Intake, reiterating that TAC Chapter 37 does not acknowledge ratios for Probation officers.
- Judge Martin moved to approve the Licensure Renewal as a Functional Family Therapy Provider with Functional Family Therapy LLC; Judge Jenkins seconded. The motion passed unanimously.

H. Application of Licensure of Letot RTC Residential Drug Treatment.

Dr. Smith began by reminding the Board the topic of licensure for Letot RTC was discussed in the past. She reminded them that as soon as the building is certified as a secure facility the girls from the START and Residential Drug Treatment (RDT) programs would be moved to Letot RTC. Dr. Smith stated that it is the recommendation of the Department to pay the cost of \$868 for the licensure for the Letot Residential Treatment Center Residential Drug Treatment Program, through the Texas Department of State Health Services, Substance Abuse Facility Licensing Group – to provide residential drug treatment services to the female population in a gender-specific environment.

- Commissioner Price asked how many girls would be moving to Letot RTC. Dr. Smith replied between both programs approximately 21 girls would be moving. Commissioner Price stated for clarity that the total amount of girls at Letot RTC after the move would be 39 girls. Dr. Smith agreed, and informed the Board that there are a number of other counties currently seeking contract beds with the Department. Commissioner Price stated Letot is the most expensive treatment we have in the system. Dr. Smith stated the Department is trying to rectify the situation by moving the girls' programs to one location. Commissioner Price stated that moving the programs does not rectify the problem. Dr. Smith explained Letot is an exceptional program and it helps to reduce the risks of human trafficking, drug use, drug selling, and prostitution, with the gender specific programs that are offered this is the perfect program for the girls, as it will give them tools that will help them upon release. Commissioner Price then asked Mr. Ryan Brown what is the cost associated with housing the girls at Letot. Mr. Brown stated it is \$400 per child. Dr. Smith explained that Letot was originally designed to be a 96 bed facility, and at the time (2008-2009) there were 120 girls in placement and with that in mind, Letot was built to accommodate that number; to date we don't have that many girls in Placement. Judge Miller asked how many children from other counties would come in if we were to lease beds. Dr. Smith stated we are currently working on contracts with four counties for beds, and stated that no matter how many contract beds we have, that no Dallas County girl would be displaced for contract bed occupancy. Dr. Smith added that it is the Department's desire to have the numbers match the cost, but the Department has no control of the amount of girls that come through the system. Commissioner Price reiterated he is more concerned with the cost associated with the operational piece of the puzzle. Dr. Smith expressed the reason for the move of the START and RDT girls is to decrease operational cost. Judge Martin asked Dr. Smith if there are any projections on how we can address the issues of the shortfall, and if there are any projections of how many kids are expected to come in. Dr. Smith explained that when youth are ordered there, that is a decision made by the attorney and the court. Commissioner Price clarified the question for Dr. Smith by asking what is the projection concerning coming into this facility. Dr. Smith replied as soon as we become secure the numbers will increase by approximately 25-30 girls immediately, and that is not inclusive of the projections from other counties. She added currently we have four girls in our contract pre-adjudication beds and have had as many as eight and concluded that she was unsure of what the other counties projected numbers are but assured the Board that our numbers will increase immediately once Letot becomes a secure facility.

- Judge Miller moved to approve the Application of Licensure of Letot RTC Residential Drug Treatment; Judge Given-Davis seconded. The motion passed unanimously.

I. Juvenile Detention Alternatives Initiative Coordinator Professional Service Contract Renewal

Dr. Smith stated the Juvenile Department has had a contract coordinator since 2006. The Department receives funding for \$15,000 from JDAI. She explained that \$12,000 is budgeted for the coordinator and the other \$3,000 is budgeted for events. Dr. Smith asked the Board to continue our agreement with the Annie E. Casey by renewing our participation in the JDAI project.

- Judge Martin moved to approve the Juvenile Detention Alternatives Initiative Coordinator Professional Service Contract Renewal; Judge Miller seconded. The motion passed unanimously.
- The Vice-Chairman entertained a motion to recess as the Dallas County Juvenile Board.
- Judge Martin moved to recess as the Juvenile Board; Judge Givens-Davis seconded. The motion passed unanimously.
- Judge Martin moved to convene as the Academy for Academic Excellence; Judge Miller seconded. The motion passed unanimously.

VI. Discussion Items-AAE Charter School

J. Charter School Update

Dr. Smith stated the Charter school update was the same as the JJAEP update, but added that teacher Patrick O'Rear is retiring after 12 years of service and Registrar Fred Jacobs is also retiring with 11 years of service. She stated that last month 45 families benefitted from the food bank, 8 families from the clothing closet, and lastly each campus provided information regarding the youth and Charter school information.

VII. Action Items-AAE Charter School

K. Interlocal Agreement between Dallas County Sheriff's Department and Academy for Academic Excellence

Dr. Smith stated it is recommended that the Juvenile Board approve the Interlocal Agreement between Dallas County Sheriff's Department and the Academy for Academic Excellence. AAE agrees to pay the Dallas County Sheriff Department (DCSD) the salary and benefits for one Deputy Sheriff at \$109,289.63, and also pay DCSD \$300 a year for uniform allowance during the time he provides coverage, which is during the AAE school year (August 14, 2017 through July 31, 2018) and during normal operating hours.

- Judge Martin moved to approve the Interlocal Agreement between Dallas County Sheriff's Department and Academy for Academic Excellence; Judge Jenkins seconded. The motion passed unanimously.

- Vice-Chairman Commissioner Price entertained a motion to recess as AAE.
- Judge Miller moved to recess as AAE; Judge Martin seconded. The motion passed unanimously.
- Judge Martin moved to reconvene as the Dallas County Juvenile Board; Judge Givens-Davis seconded. The motion passed unanimously.
- Dr. Smith took a moment to speak about the escape of two girls from the Marzell C. Hill Center on June 25, 2017. She gave a heartfelt thanks to everyone who was involved in the search and rescue of the individuals. She gave a special thanks to Ms. Edney and her staff, one in particular who went into the water looking for the youth.
- The Vice- Chairman noted there were no issues for the Executive Session.
- The Vice-Chairman noted there were no further matters before the Board and entertained a motion to adjourn.
- Judge Martin moved to adjourn; Judge Givens-Davis seconded. The motion passed unanimously.
- Meeting adjourned at 5:55 pm.

ATTACHMENT

Monday, June 26, 2017

For previous Juvenile Board Meeting (May, 22, 2017)

**RFP No. 2017-019-6643 and Recommendations for
FY2017 Contract Award for Non-Residential Service Providers**

Of the twenty-two (22) proposals evaluated, a total of fifteen (15) met or exceeded the minimum required composite score (70 points) for contract consideration. Eight (8) of the fifteen (15) proposals were received from non-residential contractors who are currently serving Juvenile Department youth under a contract extension which was authorized by the Juvenile Board on March 27, 2017 (Order No. 2017-030). Those eight (8) proposals (listed below), are all being recommended for contract award in this process.

#	Contractor	Service Category
1	Big Thought, Inc.	Other
2	Dallas Challenge, Inc.	Outpatient Substance Abuse Treat.
3	Family and Guidance Centers, DBA: Child and Family Guidance Center	Family Preservation Program Services
4	My Girls, Inc.	Mentoring
5	The Family Place	Group Counseling
6	Youth Advocate Program	Detention Alternative Program
7	Youth Advocate Program	Family Preservation Program Services
8	Youth Advocate Program	Intensive Case Management

The remaining seven (7) proposals (listed below) were submitted by new vendors or existing contractors proposing new/different services. Contract negotiations with these vendors are underway. Thus, recommendations for contract award for these vendors will be addressed in a separate process.

#	Vendor	Proposed Service Category
1	Galaxy Counseling Center	Group Counseling
2	K16 Ready Society, Inc., DBA: Texas Initiative Program Services	Detention Alternative Program
3	K16 Ready Society, Inc., DBA: Texas Initiative Program Services	Group Counseling
4	K16 Ready Society, Inc., DBA: Texas Initiative Program Services	Intensive Case Management
5	K16 Ready Society, Inc., DBA: Texas Initiative Program Services	Mentoring
6	My Girls, Inc.	Group Counseling
7	Youth Conversion, Inc.	Intensive Case Management

Judge Paula Miller referenced this form as missing from the packet in regards to approving the May 22, 2017 Juvenile Board Meeting Minutes. The form was unintentionally left out of the packet, but handed out during the June 26, 2017 Juvenile Board Meeting for the Board's review and consideration. The form was to be included under **Section P**, RFP No. 2017-019-6643 and Recommendations for FY2017 Contract Award for Non-residential Service Providers.



**PUBLIC
COMMENTS
IV**



DISCUSSION ITEMS

V



DISCUSSION

ITEM

A.

DIRECTOR'S REPORT

July 2017

The Juvenile Department recognized outstanding departmental Employee for June 2017: *DCJD Employee of the Month*: Ms. Melissa Vega-Bailey (District 3).

PROBATION SERVICES DIVISION

The Evening Reporting Center (ERC) celebrated its 3rd year of operation as a detention alternative initiative program. The ERC specifically targets youth on probation that have been struggling with maintaining compliance with their terms and conditions of probation and might have otherwise been referred back to the Juvenile Court for technical violations. The ERC has processed 293 referrals, provided programming for 203 youth and successfully graduated 89 youth from the program. The Placement Services Unit has assumed case management responsibilities for the Dallas County STARS residents who have transitioned from the Lyle B. Medlock Treatment Center to the Dr. Jerome McNeil Jr. Detention Center. Thanks to Sheriff office, DA office, Administration and all staff from Detention and Medlock who made this a very smooth transition. Reginald Rivers, currently assigned to the Intake Screening unit, was recognized for twenty years of service with the Department.

Community Service Restitution (CSR) Update:

Throughout the month, two hundred and thirty-two (232) youth completed a total of one thousand, four hundred and thirty-eight (1,438) Court Ordered CSR hours at various approved CSR sites in Dallas County. The CSR Coordinator facilitated summer supervised community service restitution projects at the Garland Pawsabilities, Hunger Busters, Sharing Life, Harmony Food Pantry, Salvation Army, World Vision and the North Texas Food Bank. These summer projects, supervised by probation officers from field district offices 1, 2, 3 and 4, resulted in the completion of eight hundred and thirteen (813) CSR hours by one hundred and ninety-eight (198) youth.

PSYCHOLOGICAL SERVICES AND SUBSTANCE ABUSE DIVISION

Psychology staff referred 94 youth for psychiatric services during the month. A total of 22 psychiatric consultations were performed with 13 of those being follow-up consultations. Of the 9 initial psychiatric consultations performed: 5 resulted in no medication being prescribed, 1 had already been prescribed psychotropic medications and continued those, 1 youth was already prescribed psychotropic medication and the medication was discontinued, and 2 were started on medication.

INSTITUTIONAL SERVICES DIVISION

DETENTION CENTER

Program News and Updates:

We are off to a great summer with lots programs for our youth. This month is going to be an amazing month with theatrical productions, special guests and workshops.

Volunteer Programs and Residents Activity:

Total Volunteer/Hours for June: Volunteers: 69 Total Hours: 289.5

Dallas County HHS Screening: 14 residents, 0 positive for Syphilis and 0 positive for HIV.

Volunteer Programs: Lend-an-Ear

Life/Social Skill Programs: Catholic Diocese – Learning for Life; New Friends New Life – Refuge; Succeeding @ Work – Teens @ Work; Traffick911 – TRAPS (Traps of a Trafficker); NTRUPT – Making Proud Choices.

Spiritual Enrichment/Ministry Bible Study: Covenant Church, A-Team, Snickers Church (formally Gospel Lighthouse), Children’s Home Bible Club, Oak Cliff Bible Fellowship, New Birth Baptist Church, Praise Chapel, New Hope Prison Ministry, Living Hope Outreach, New Comfort COGIC.

Life & Social Skills/Spiritual Enrichment Combo: MTO Leadership Development (Ministry through Originality); I Am Second; More Than Jewels; Women Divine.

Chaplain’s Report: Counsel/Prayer

June Special Programs/Events:

Movie Night: Movies and refreshments made possible by Snickers Church.

- Courageous

Friday Night Socials - made possible by Covenant Church Juvenile Ministry.

- Residents attending Socials: Honors girls, Honors males and RDT girls.

DETENTION CENTER				
Detention	Apr	May	June	YTD
Admissions	260	309	231	1550
Releases	255	303	217	1489
ADP	178	192	195	174
Detention Hearings	457	552	552	2896
TJJD/Placement Trips	7	6	5	57
Local trips	84	60	65	491
Youth transported	5	6	6	151
START	Apr	May	June	YTD
Admissions	13	13	12	61
Releases	3	11	39	81
Successful	3	9	10	47
Unsuccessful	0	2	1	6
Administrative	0	0	28	28
ADP	29	37	29	27

MARZELLE C. HILL TRANSITION CENTER

Program and Residents Activities: This summer, the youth are participating in enrichment programs: They are: “Be Project” and “More than Jewels”. “Be Project” focuses on domestic violence among teens; they facilitated groups for all youth during the mornings. “More than Jewels” focuses on Social Skills and Ministries; and they facilitated groups with all the female youth as they visited during evenings; these groups brought snacks and sandwiches for the residents as they exhibited excellent group participation.

HILL CENTER				
	Apr	May	June	YTD
Admissions	37	37	31	105
ADP	28	39	28	95
Releases	28	36	38	102
Total Youth Served	64	73	64	201

Medical Services: There was zero (0) medical issue during the month.

Volunteer Services: 7 groups consisting of 17 individuals provided a total 44 hours of service.

MEDLOCK CENTER

New Initiatives: From June 5th through June 7th, Texas Juvenile Justice Department (TJJD) representatives were on campus to conduct their annual On Site Compliance Monitoring visit pursuant to Texas Administrative Code 343 for Post Adjudicated, Secure Juvenile Facilities; the official report has not been received however; verbally they stated Medlock was suitable for the confinement of youth. Mr. Aaron Fields, from the First 3 Years

program, continues to visit and working diligently with resident K.O., it appears these visits have made an impact on resident K.O. as the interaction with his child have progressed. On June 22nd, Youth With Faces provided lunch to all staff.

Activities: Full Gospel Holy Temple, Life Quest Essentials, Potter's House, and Pleasant Valley Baptist Church presented spiritual enrichment services to the youth who volunteered to attend their programs.

Medical Services: Twenty (20) youth were transported from Medlock to the Dr. Jerome McNeil Detention Center for routine dental care. No one required transporting to Parkland Hospital for follow up medical care. One (1) youth was taken via transport to his respective Court hearings. One (1) youth was transported to his independent dental appointment.

Volunteer/Intern Hours: Eight (8) volunteers provided eight (8) hours of service. The Chaplain provided two (2) hours of service. There were ten (10) hours of volunteer service provided during the month.

Staff:

Vonda Causey, Culinary Supervisor, retired effective June 30th, after sixteen (16) years of service with Dallas County. Bill Hayes, JSO Swing Shift Supervisor, retired effective June 30th, after eighteen (18) years of service.

YOUTH VILLAGE

On Campus: Family Training, Concord Ministries Program, Horticulture Program, PREP Program, Culinary Arts/Food Handlers Program, Career Management Class. Youth Village was audited by TJJD Monitoring and Inspections Division beginning June 5th through June 7th. There were no non-compliance issues related to the youth. The non-compliances verbally mentioned were related to missing paperwork and the number of reported grievances in 2016. It was also verbally stated that Youth Village was suitable for the confinement of youth.

Off Campus: Three (3) residents were transported to Juvenile Detention Center for dental care. Six (6) residents were transported to Detention to attend their Review Hearings.

Volunteer /Intern Hours: One (1) individual volunteer provided two (2) hours of service. Two (2) chaplains provided twenty four (24) hours of service. Twelve (12) group program volunteers provided forty one (41) hours of service, for a total of sixty seven (67) hours of volunteer service during the month.

MEDLOCK CENTER				
	Apr	May	June	YTD
Admissions	14	6	7	39
Released	9	7	6	42
Successful	3	7	5	38
Unsuccessful	1	0	1	4
Administrative	0	0	0	0
ADP	47	48	43	46
Total Youth Served	56	53	53	89
MEDLOCK STARS				
	Apr	May	June	YTD
Admissions	2	2	0	12
Releases	1	1	33	39
Successful	1	1	4	8
Unsuccessful	0	0	0	2
Administrative	0	0	29	29
ADP	29	30	32	29
Total Youth Served	31	32	33	39
START				
			June	YTD
Admissions			32	32
Releases			0	0
Successful			0	0
Unsuccessful			0	0
Administrative			0	0
ADP			29	29
Total Youth Served			32	32

YOUTH VILLAGE				
	Apr	May	June	YTD
Admitted	1	8	10	36
ADP	30	31	34	30
Total Youth Served	34	38	42	66
Releases	4	6	7	31
Successful	3	3	7	25
Unsuccessful	0	3	0	5
Administrative Rel.	1	0	0	1

Training: Staff received Online/Web training to assist with retaining re-certification training hours and the topics reviewed were: Managing Change in the Workplace, Ethical Justice, Bully Prevention, and Building Strong Families. The Large Muscle Exercises for Youth Training was facilitated by Frederick Jernigan. Superintendent Marilyn Boss provided CRR/First Aid Training for JSO and JPO staff.

Medical Services: Ten (10) residents were seen for sick call requests. Three (3) residents were transported to dental appointments at the Juvenile Detention Center. Seven (7) residents were treated at the Med Van and no residents were seen by an on campus mental health provider.

Religious Programs: Full Gospel Holy Temple, Mt. Zion Baptist Church, Countryside Bible, Shady Grove Baptist Church and Concord Baptist Church.

Account of Reportable Injuries: There were no reportable injuries for the month.

Escape/Furlough: There were no reportable runaways or youth who failed to return from home furloughs during the month.

LETOT CENTER

Community Initiatives: Non-Residential Services received 34 referrals to be addressed through the Letot Crisis Intervention Program, Deferred Prosecution and ESTEEM Court.

LETOT CENTER				
Residential	Apr	May	June	YTD
Admissions	27	18	13	122
Releases	21	26	16	125
ADP	24	27	27	146
Total Youth Served	50	46	35	268
Intake/Orientation				
Admissions	80	77	55	421
Releases	79	77	55	419
ADP	2	1	1	7
Total Youth Served	22	78	55	369

The ESTEEM Court continues at Letot Center with Judge Shannon presiding. There are currently four (4) youth and families attending ESTEEM Court during this month. One (1) youth began services, one (1) successfully completed this month. Zero (0) were unsuccessfully discharged, and Zero (0) was neutrally discharged. One (1) youth was referred this month. AIM, Functional Family Therapy, and Clinical have been providing services. Two (2) girls are actively participating in the ESTEEM Court after-care at this time. ESTEEM Court hosted a graduation on June 14th in honor of two (2) girls that successfully finished the program during the month. An Enrichment Activity was also hosted on June 8th for current participants. They were taken to Painting with a Twist which included lunch from Chick Fil A.

Residential Services: Why Try Topics: (1) Reality Ride - a roadmap for residents to identify the challenges and goals in their lives; (2) Motivation - teaches residents a formula to turn their challenges into a source of power. (3) Tearing off My Labels - how to remove the negative perceptions and labels that we allow others to put on us; (4) Defense Mechanisms - looking at what our defense mechanism are and how to change them; (5) Climbing Out - helps residents identify a problem area and the support they have to change the problem.

Monthly Community Connection:

Letot Clinical Psychological Services - 3 Families were referred for Clinical services.

Medical Services: Residential: Health screens – 13, Call backs – 1, Doctor’s visits - 29.

Volunteer Services: Faith Based Volunteers: worship and religious study – 6 volunteers, 8.75 hours; Life Skills Volunteers: visiting and teaching - 12 volunteers, 12.75 hours; Special Events: 3 volunteers, 1 hour.

Clinical Services: Held eight process groups with male youth (10 residents) and eleven process groups with

female youth (21 residents), processing issues pertaining to why they are here and what steps they can take to keep from going further into the system. Residential rounds consisted of clinical team making one to two rounds daily to speak with the youth and JSO's. The daily rounds allowed the Clinical team to staff resident cases, provide consultation, and conduct crisis screens as needed (24 rounds).

LETOT RESIDENTIAL TREATMENT CENTER

There were a total of 20 residents from May 23rd to June 26th. One youth successfully discharged and four residents were admitted.

LETOT RTC				
	Apr	May	June	YTD
Admission	7	3	3	22
Releases	3	6	16	17
ADP	15	17	17	14
Total Youth Served:	22	22	19	35

Social Skills: Yoga group: Most residents participated in yoga groups; there were three groups provided. These groups were conducted by our volunteer yoga instructor, Ms. Laura Fonville. The girls continue to engage in yoga in order to practice grounding techniques, which helps them to re-connect with their bodies and feel a sense of safety and self-efficacy.

Youth with Faces has been involved in providing enrichment programs to the girls. All girls participated in Culinary Arts, financial planning, and job-related or horticulture groups.

Medical Services: Residential: Health Screens – 0, Call Backs – 0, Doctor's visits -16

Volunteer Services: Faith Based Volunteers: Worship and religious study – 1 volunteer, 6.5 hours; Life Skills Volunteers: visiting and teaching – 4 volunteers, 18.9 hours; Special Events: 0 volunteers, 0 hour.

Clinical Services:

All 20 residents received individual therapy (approximately 94 hours). Family therapy was offered to all families. Therapists provided family therapy to 20 families (approximately 30 client-contact hours) and 8 parents received parent therapy (8 client contact hours). The clinical team also provided crisis intervention (approximately 35.5 client-contact hours) and clinical rounds (97.5 client contact hours). Clinical rounds consist of each clinical team member engaging with the youth, checking in, and providing support throughout the day. Clinicians also consult with and check in with staff throughout the day which facilitates continuity of care and clear and consistent communication (approximately 80 hours).

The girls also received daily group therapy (art, coping skills, girl empowerment, My Life My Choice, meditation, or process groups). Four My Life My Choice groups focused on prevention of exploitation, hearing survivors' stories, and increased self-efficacy. Art is a therapeutic modality that encourages expression through the use of art materials. Clinicians conducted eight art groups this month which primarily focused on open studio, painting, using tape with paint, making paper bowls, and sculpting clay. Coping skills group, which is rooted in Dialectical Behavior Therapy (DBT), teaches the girls to manage difficult thoughts and emotions. Ten coping skills group were provided. These groups focused on mindfulness and an introduction to DBT. The girl empowerment group enables the girls to increase their self-protective skills and self-identity by discussing healthy and unhealthy relationships and relationship dynamics. Five girl empowerment groups focused on improving boundaries, goals, communication, self-respect, and healthy relationships. Four meditation groups were provided for the girls to engage in self-reflection and emotional regulation. Seven residents attended bi-weekly drug education groups. This month nine groups were provided.

Psychiatric Services:

At Letot RTC, eight residents were seen for a psychiatric re-evaluation and one was referred due to increased depression and irritability. All residents were seen by the psychiatrist. These youth are on medication to treat unspecified impulse control disorders, unspecified trauma-related disorders, Bipolar disorder, ADHD, oppositional defiant disorder, depression, and anxiety, Drug Education.

June 2017 Referrals

	Alleged Delinquent Behavior															Alleged CINS Behavior										Other Referrals					All Referrals																									
	Total Felony										Class A & B Misdemeanors					Total Delinquent	Violation of Court Order					Total CINS					Other Referrals																													
	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Weapons Offenses	Assaultive	Theft	Other Property	Drug Offenses	Other Misd.	Contempt of Magistrate		Runaway	Alt. Ed. Expulsion	Property (was Theft)	Disorderly Conduct	Drugs	Liquor Laws	Sex Offenses	Other CINS	Status Only	Runaway	Alt. Ed. Expulsion	Property (was Theft)	Disorderly Conduct	Drugs		Liquor Laws	Sex Offenses	Other CINS	Contract Detention	Crisis Intervention	Other Administrative	Total Other																		
Male	1	17	24	17	0	22	25	4	4	5	8	127	84%	6	21	15	17	29	37	0	252	75%	41	80%	0	30	0	1	0	0	0	0	0	0	0	9	40	50%	14	0	7	21	72%	354	72%											
Female	0	0	3	10	0	4	2	0	1	0	4	24	16%	0	19	17	0	10	13	0	83	25%	10	20%	0	33	0	0	0	0	0	0	7	40	50%	6	0	2	8	28%	141	28%														
												151									335		51											80		29		495																		
Amer. Indian/Alaskan	0	0	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0	0	0	0	0	0%	1	2%	0	1	0	0	0	0	0	0	0	1	1%	0	0	0	0	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0	0	2	0%
Asian	0	0	0	0	0	0	0	0	0	1	1	0	0%	0	0	0	0	0	0	0	3	1%	0	0%	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0	0	3	1%
Black	0	6	19	15	0	11	14	2	3	0	7	77	51%	3	19	16	7	8	29	0	159	47%	18	35%	0	23	0	1	0	0	0	0	4	28	35%	7	0	7	14	48%	219	44%														
Hispanic	1	8	8	9	0	13	13	1	1	4	4	62	41%	3	15	12	6	24	17	0	139	41%	29	57%	0	32	0	0	0	0	0	0	10	42	53%	7	0	2	9	31%	219	44%														
White	0	3	0	3	0	2	0	1	1	1	1	12	8%	0	5	3	3	7	4	0	34	10%	3	6%	0	7	0	0	0	0	0	0	2	9	11%	6	0	0	6	21%	52	11%														
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0	0	0	0	0	0%	0	0%	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0	0	0	0%
												151									335		51											80		29		495																		
10 Years Old	0	1	0	0	0	0	0	0	0	0	0	1	1%	0	1	0	0	0	0	0	2	1%	0	0%	0	1	0	0	0	0	0	0	0	1	1%	0	0	0	0	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0	0	3	1%
11 Years Old	0	0	0	1	0	0	0	0	0	1	0	2	1%	0	2	0	1	0	0	0	5	1%	0	0%	0	3	0	0	0	0	0	0	0	3	4%	0	0	0	0	0	0	0%	0	0	0	0	0	0	0%	0	0	0	0	0	8	2%
12 Years Old	0	0	0	1	0	0	0	1	0	0	0	2	1%	0	3	0	0	1	3	0	9	3%	0	0%	0	3	0	0	0	0	0	0	0	3	4%	1	0	0	1	3%	13	3%														
13 Years Old	0	0	1	6	0	4	2	0	0	0	0	13	9%	0	3	0	1	6	5	0	28	8%	3	6%	0	5	0	0	0	0	0	1	6	8%	1	0	1	2	7%	39	8%															
14 Years Old	1	3	3	6	0	4	7	1	1	1	2	29	19%	0	12	5	6	10	8	0	70	21%	6	12%	0	11	0	0	0	0	0	4	15	19%	1	0	0	1	3%	92	19%															
15 Years Old	0	3	14	7	0	12	5	0	0	3	3	47	31%	2	10	11	3	6	9	0	88	26%	8	16%	0	23	0	0	0	0	0	6	29	36%	9	0	3	12	41%	137	28%															
16 Years Old	0	5	7	5	0	6	13	2	3	0	5	46	30%	3	8	13	4	15	25	0	114	34%	17	33%	0	17	0	1	0	0	0	5	23	29%	3	0	4	7	24%	161	33%															
17+ Years Old	0	5	2	1	0	0	0	0	1	0	2	11	7%	1	1	3	2	1	0	0	19	6%	17	33%	0	0	0	0	0	0	0	0	0	0%	5	0	1	6	21%	42	8%															
												151									335		51										80		29		495																			

474 youth accounted for the 495 total referrals.

June 2017 Detentions

	Alleged Delinquent Behavior																		Alleged CINS Behavior						Other Detentions			Total Detentions																			
	Alleged Delinquent Behavior											Alleged CINS Behavior							Other Detentions																												
	Class A & B Misdemeanors											Status Only	Other than Status Only						Contract Detention	Crisis Intervention	Other Administrative																										
	Total Felony											Total Delinquent							Violation of Court Order	Total CINS						Total Other			Total																		
	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Weapons Offenses	Assaultive	Theft	Other Property	Drug Offenses	Other Misd.	Contempt of Magistrate	Total	77%	31	72%	0	0	0	0	0	0	0	0	0	0	0	13	0	0	0	68%	173	75%										
Male	2	13	19	9	0	21	16	1	4	3	4	92	85%	2	11	1	3	6	14	0	129	77%	31	72%	0	0	0	0	0	0	0	0	0	0	0	0	0	13	0	0	0	68%	173	75%			
Female	0	0	3	6	0	2	1	0	1	0	3	16	15%	0	10	5	0	2	6	0	39	23%	12	28%	0	1	0	0	0	0	1	100%	6	0	0	6	32%	58	25%								
	108											168							43	1						19	231																				
	Total Felony											Total Delinquent							Violation of Court Order	Total CINS						Total Other			Total																		
Amer. Indian/Alaskan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0		
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Black	1	5	16	9	0	13	9	0	2	1	4	60	56%	2	9	2	3	3	16	0	95	57%	15	35%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	32%	116	50%		
Hispanic	1	5	6	6	0	9	8	1	2	2	3	43	40%	0	10	4	0	5	3	0	65	39%	24	56%	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	37%	97	42%		
White	0	3	0	0	0	1	0	0	1	0	0	5	5%	0	2	0	0	0	1	0	8	5%	3	7%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	32%	17	7%		
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	108											168							43	1						19	231																				

225 youth accounted for the 231 total detentions.



DISCUSSION

ITEM

B.



DISCUSSION

ITEM

C.



JJAEP JUNE MONTHLY REPORT

Director's Report Juvenile Justice Alternative Education Program – June 2017

June 1st ended the 2016-2017 school year for students.

June 2nd was the teacher's last day. Education Services hosted a luncheon, donated by Baker's Ribs, for all staff. Retirees were honored at the luncheon and staff was recognized for their hard work.

JJAEP summer school began on June 5th and ended on June 16th. June 19th through June 23rd was testing week. This included the third round of the 5th and 8th grade STAAR Reading and Math given to all students still needing to pass. End of Course exams (EOC's) were given to students still needing to pass EOC's. STAAR and EOC results are not yet in for these students.



ACTION ITEMS

VI



ACTION ITEM

D.



Dallas County

JUVENILE DEPARTMENT

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: FY2018 Juvenile Department Budget Request

Background of Issue:

The attached Juvenile Department's budget request for FY2018 was developed based on the following factors: statutory requirements; expectations of the Juvenile Board, Juvenile Courts, and the community; projected workload; available resources from grants and other sources; and consultation with the Dallas County Office of Budget and Evaluation. This briefing gives an overview of the department's proposed budget for FY2018 and summarizes the overall budget request. Attachments and formal budget documents for each cost center provide a more detailed review of each request. Attachment A explains how the budget documents are organized.

Projected Workload Measures:

Referral history and projections

Total referrals through June 2017 are up by 9.1% compared to the same period last year. Felony referrals increased by 13.1%, misdemeanor referrals increased by 5.4%, Children In Need of Supervision (CINS) referrals increased by 2.0% and Other (which consists almost exclusively of Contract Detention referrals) increased by 338%. Violation of Court Order referrals decreased by 7.2%. The pattern for 2017 thus far seems to reflect a trend of increasing referrals except with regard to technical violations of Court Orders.

Specifically, with regard to felony offenses, the significant areas of increase are Robbery referrals (up 42%), Assaults (up 28%), and Burglaries (up 15%). Felony referrals showing decreases are Property felonies (down 43%), Weapons offenses (down 24%), and Sexual Assaults (down 14%).

Misdemeanor referrals that have increased modestly are Assaults (up 7%) and Thefts (up 6%). Misdemeanor offenses that have decreased are Weapons referrals (down 14%) and Property misdemeanors (down 8%).

As mentioned, Violation of Court Order referrals are down 7.2%. Runaway CINS offenses have increased by 3%.

Detention population

Through the first six months of 2017, the average daily population (ADP) of the detention center has risen to 174. Detention population for 2016 averaged 158 youth per day, compared with 156 for 2015.

The ADP began a downward trend in July 2016, reaching its lowest ADP in October 2016 at 140. It remained flat until February 2017 and has steadily increased throughout the past several months, reaching an average high of 195 in June 2017.

The average length of stay (ALOS) last year in the Detention Center for pre-adjudicated youth reached its lowest point in September 2016 at 23 days and its highest in July 2016 at 33 days. The overall ALOS for the last year was 27 days. So far this year, the highest ALOS has occurred in June at 31 days. The lowest ALOS occurred in February, when it was 24. Through the first six months of 2017, the ALOS for pre-adjudication detention is 26 days.

Hill Center population

For the first six months of 2017, the Hill Center ADP has been 31 youth. For 2016, the ADP was 32 youth. These numbers compare with an ADP of 33 that the Hill Center experienced in 2015. So for the past several years, the ADP at the Hill Center has remained fairly consistent.

Juvenile Department Internal Residential Placement populations

The Medlock Residential Treatment Center has an ADP of 73 for the first six months of 2017. This contrasts with an ADP of 68 in 2016, and 70 in 2015.

The Dallas County Youth Village has an ADP of 40, including the Youthful Offenders program, for the first six months of 2017. This contrasts with the ADP of 57 in 2016, and 52 in 2015.

The Letot Residential Treatment Center has an ADP of 14 for the first six months of 2017. This is the same ADP as it had in 2016. The facility was not open for an entire 12 month period in 2015.

The Letot Shelter has an ADP of 24 for the first six months of 2017. This contrasts with an ADP of 19 for 2016, and 24 again in 2015.

The Residential Drug Treatment (RDT) program has an ADP of 43 for the first six months of 2017. This contrasts with its ADP of 46 in 2016, and 37 in 2015.

The START program has an ADP of 27 for the first six months of 2017. This contrasts with an ADP of 28 in 2016, and 32 in 2015.

Contract Residential Placement population

The ADP for calendar year 2017 to this point is currently 59. This compares with the ADP for 2016, which was 61; and 2015, which was 69. So we are placing approximately ten less youth in contract placements than we were two years ago. This is due, in part, to the fact that overall referrals were down in 2015 and 2016, and also because of the department's stated strategy of placing youth closer to their homes; thereby utilizing internal, in-county residential placement whenever possible. With referrals going up for the first six months of this year, we must be prepared for the possibility that contract residential placement may also go up.

The FY2018 total budget includes a projected ADP of 100 youth in contract residential programs, with 55 of these slots funded through 5110 and the remainder through State Aid. Although the ADP in contract placement has decreased in recent years and been maintained at levels below the budgeted level, the department has traditionally built in this cushion in case of the need for additional residential or non-residential services. The costs associated with residential placement will increase from last year due to a change in the State rate for placement facilities. The rate for specialized level of care, which is what most of our placements contract for, has increased to \$162/day. Intensive level of care, which we utilize much less frequently, has increased to \$260/day.

Deleted Positions:

Upon examination of current departmental positions, and in conjunction with discussions with the Office of Budget and Evaluation; the Juvenile Department is proposing that fourteen (14) Grade EE JPO positions funded through cost centers 5110 and 5116, and thirty four (34) JSO positions funded through cost centers 5114, 5115, 5116, and 5117 be deleted. The cost of the JPO positions amounts to \$783,875 and the cost of the JSO positions amounts to \$1,773,100; thus resulting in a total cost of \$2,556,975 in proposed deleted positions.

Planned FY 2018 Initiatives:

Priorities for FY2018 that are nearing completion or in the planning stages.

- **Increase in resident population at the Letot RTC:**

Completion of the structural changes required to make Letot RTC a secure facility are in the final stages. Once these are finished and Letot RTC is certified as a secure facility, our current population of female residents in the START program and the RDT program, now housed in post-Detention, will be moved into this building. Other Texas counties that have previously expressed an interest in contracting with Dallas County for female residential treatment beds will be informed that we are now able to enter into such contracts. The overall impact of this development is that the population of Letot RTC will increase, the population of post-adjudication detention will decrease, and revenue should be generated from external contracts with other counties who wish to place females in our facility.

- **Implementation of a Mental Health Unit in the Detention Center:**

The Clinical Services Division is currently conceptualizing a plan to implement a specialized Mental Health Unit in the detention center to address both the current influx of youth who are detained who possess significant mental health issues and the dearth of viable treatment alternatives in the community for these youth. We have experienced an increase in the number of youth with emotional and mental health challenges, while seeing placement alternatives, both short and long term, for these youth diminish. Examples of this are the closing of Timberlawn Psychiatric hospital, which provided evaluation and short-term treatment for many of our youth; and the propensity for some of our longer term contract residential placements to now reject the applications of our youth who suffer from significant mental health issues (ie: Mingus Mountain, which has recently denied placement to several of our females who need mental health treatment). This is an area of challenge that we don't envision going away, so it behooves us to create a program that can potentially meet some of the needs of this growing youth detention population.

Legislative

The Department's funding is substantially provided by the Commissioners Court, from State funds allocated through the Texas Juvenile Justice Department, and by grants which have been awarded. The TJJJ Board approved a funding formula at their June 16, 2017 Board Meeting that will result in an overall award of \$10,357,992 to the Dallas County Juvenile Department. This represents a decrease of \$312,378 from the funding received by TJJJ for FY'17.

Grant Funding

The Juvenile Department will receive \$10,819,287 million in grant funds. Most of the funds (\$10,357,992 million) are provided through State Aid by the Texas Juvenile Justice Department (TJJD) and are budgeted for staff, operational costs, stipends for certified staff, placement costs, and non-residential services for youth. Grant funding for FY2018 is as delineated below:

Grant	Source	Amount
State Aid	TJJD	\$10,357,992
RSAT	CJD	\$125,744
Drug Court	CJD	\$45,635
FVIP	CJD	\$83,986
Mental Health	CJD	\$72,184
Evening Report Ctr	CJD	\$78,398
Prevention/Interv.	TJJD (for summer school)	\$7,665
ESTEEM	CJD	\$32,682
JDAI	Annie E. Casey Foundation	\$15,000
Total Fiscal Year 2018		\$10,819,287

Overall Budget Request:

The proposed FY2018 budget total request from the Commissioners Court of \$53,356,410 represents an increase of \$180,149 or approximately 0.3% compared to the prior year's adopted budget. A summary of the budget for each of the seven cost centers within the department is as follows:

Cost Center	FY2017 Actuals	FY2018 Proposed Budget	% of Change
Administration (5110)	\$21,236,442	\$21,575,214	+1.6%
Detention (5114)	\$15,323,725	\$15,124,907	-1.3%
Hill (5115)	\$2,446,779	\$2,402,626	-1.8%
Letot Center (5116)	\$4,512,483	\$3,414,834	-24.3%
Youth Village (5117)	\$3,793,090	\$4,063,054	+6.6%
Medlock (5118)	\$4,421,216	\$4,790,781	+7.7%
Letot RTC (5119)	\$1,442,526	\$1,984,994	+27.3%
Total	\$53,176,261	\$53,356,410	+0.3%

Included in this budget is funding necessary to provide for a 2% salary increase for all departmental employees, and the accompanying impact that salary increases will have on staff benefits. We were instructed to use this percentage by the Office of Budget and Evaluation.

Strategic Plan Compliance:

The current proposed budget for FY2011 conforms to the Dallas County Strategic Plan – Vision 3 *Dallas County is safe, secure, and prepared*, as evidenced by the *effective allocation of juvenile justice resources across Dallas County*.

Recommendation:

It is recommended that the Juvenile Board approve the FY2018 budget request for the Juvenile Department for formal submission to the Dallas County Commissioners Court.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

ATTACHMENT A

General Budget Format

The Juvenile Department's county funded budget is actually divided into seven separate budget units, each designated by a cost center code as follows: Administration (5110), Detention (5114), Marzelle C. Hill Center (5115), Letot Center (5116), Youth Village (5117), Medlock (5118), and Letot RTC (5119). The budget summaries are in a spreadsheet format listed by the various line items used in all Dallas County budget and accounting systems. A spreadsheet outlining funding from County appropriations and Grants is attached for your review. This budget packet includes a consolidated spreadsheet that gives a quick overview of the FY2018 request for all seven cost centers, followed by detailed budget information. The spreadsheet for each division is designed to provide the following information:

2015/2016 Budget Actual Expenditures: This column represents actual expenditures from FY's 2015 and 2016.

2017 Current Budget: The FY 2017 budget as originally approved by Commissioners Court.

2018 Budget Projections: This column represents projected expenditures for FY 2018.

Difference: This column compares the increase or decrease in funding of our request compared to the FY 2017 budget.

Budget Forms

The section for each division contains the relevant budget forms, such as Operating Expenditure Detail and Program Improvement Requests. Equipment requests made to the OBE were also included.

Supporting Documents

Each cost center's staffing pattern allocation is included, as well as salary and benefits information for the allocated staff. Some cost centers have child/staff ratio information and relevant caseload information. The facility historical population numbers, as well as future projections, were included under a separate tab.

Cost Centers

Administration (5110)

This department includes all non-institutional services, including; field probation, mediation/restitution, intake/screening, assessment, court liaison, placement, aftercare and administrative support functions such as contract and budget management, training, and general administration. Funds for residential and non-residential placement services are also assigned to this department.

Detention (5114)

The budget for this department provides all costs of operating a pre-adjudication and two post-adjudication programs at the Henry Wade Juvenile Justice Center. The pre-adjudication program is certified by the Texas Juvenile Justice Department for 322 beds, and is staffed for an average daily population of 232 youth. The post-adjudication program has two components and is certified for 100 beds. The STARS program has the capacity to house 30 males, which will be expanded when START females relocate to Letot RTC; and the Residential Drug Treatment program has the capacity to house 60 youth (40 males/20 females). These females will also eventually relocate to Letot RTC. Both programs are also certified by the Texas Juvenile Justice Department. The Residential Drug Treatment program is licensed by the Texas Department of State Health Services.

Marzelle Hill Center (5115)

The Marzelle Hill Center is licensed by the Texas Juvenile Justice Department as a 48-bed shelter (40 males/8 females), for youth awaiting adjudication pending transfer to residential placement and/or youth who are in need of intensive assessment and intervention prior to returning to the community. This facility also houses the department's CAI (Community Alternative Initiative) program.

Letot Center (5116)

The Letot Center is a co-educational short-term residential facility that provides emergency shelter care, and non-residential counseling services to Dallas County runaway youth, status offenders and their families. Letot has the capacity for 32 youth in its residential program (8 males/24 females) and 8 youth in its transition unit. It is licensed by the Texas Department of Family and Protective Services.

Youth Village (5117)

Youth Village provides for the operation of basic child care for adjudicated males and currently has the capacity to house 72 youth. Sixteen (16) of these beds are allocated for Youthful Sex Offenders. Youth Village is licensed by the Texas Juvenile Justice Department.

Medlock Youth Treatment Center (5118)

The Juvenile Department assumed direct operation of this 96 bed secure facility for boys in October 2005. The facility had previously been operated by a private contractor. The program provides 36 beds for the START program for males, and 60 beds of traditional residential therapeutic treatment. It is licensed by the Texas Juvenile Justice Department.

Letot RTC (5119)

The Letot RTC provides for gender-specific female residential treatment for a capacity of 96 adjudicated girls. While currently a non-secure facility, it is in the final stages of being renovated to become a secure facility. Once this occurs, the population will be expanded to include female RDT placements and female START placements, in addition to the current residential treatment curriculum being provided. Letot RTC is licensed by the Texas Juvenile Justice Department, but will also require Texas Department of State Health licensure to provide upcoming RDT services to residents.

JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July, 2017, in accordance with the Texas Open Meetings Act, with a quorum of the member present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, the Juvenile Department’s proposed FY2018 budget was presented for Juvenile Board approval; and

WHEREAS, it was prepared based on statutory requirements, projected workload, available resources from grants and other sources, and in consultation with the Office of Budget and Evaluation; including the recommendation of the County Budget Director to utilize a 2% salary increase for all Juvenile Department employees; and

WHEREAS, the proposed FY2018 Juvenile Department budget proposes a recommended amount of \$53,356,410 financed through the Dallas County General Fund, which represents an overall increase of \$180,149; or approximately 0.3% from the allocated FY2017 approved budget; and

WHEREAS, the proposed FY2018 Juvenile Department budget proposes a recommended total amount of \$71,839,622 when including State and Federal aid, and all Grant funding, which represents an overall decrease of \$339,619; or approximately 0.5% from the allocated FY2017 approved budget; and

WHEREAS, upon approval, the Juvenile Department’s FY2018 proposed budget request will be submitted for Commissioners Court approval through normal County procedures; and

WHEREAS, this request conforms to the Dallas County Strategic Plan – Vision 3: Dallas County is safe, secure, and prepared, as evidenced by the effective allocation of juvenile justice resources across Dallas County.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board of Dallas County approves the Juvenile Department’s FY2018 budget request for submission to the Dallas County Commissioners Court.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of ___ for the motion and ___ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee-Shannon, Chairman
Dallas County Juvenile Board

Dallas County Juvenile Department
 Juvenile Department - Consolidated Budget
 FY 2018

Expense Code	Description	5110 Administration	5114 Detention Center	5115 Marzelle Hill	5116 Letor	5117 Youth Village	5118 Medlock	5119 Letor RTC	Total
SALARIES AND BENEFITS									
1010	Salaries - Official	200,372	-	-	-	-	-	-	200,372
1020	Salaries - Assistant	12,161,292	10,160,511	1,675,597	2,380,619	2,675,635	3,308,151	1,331,442	33,703,246
1025	Supplemental Pay	-	-	-	-	-	-	-	-
1050	Salaries - Overtime	-	-	-	-	-	-	-	-
1060	Salaries - Extra Help	165,000	300,000	65,000	50,000	137,160	182,514	-	899,674
1070	Automobile Allowance	7,702	-	-	-	-	-	-	7,702
1080	Mileage Reimbursement	170,000	4,000	500	3,500	5,000	5,000	2,050	190,050
1090	Salary Lag	(309,042)	(254,013)	(42,538)	(59,765)	(60,924)	(76,742)	(33,286)	(836,308)
1111	FICA	771,732	642,977	106,015	151,765	160,424	208,652	84,260	2,134,855
1112	Medicare	180,486	150,374	26,612	35,793	30,581	48,788	19,713	501,366
1113	PARS	-	-	-	-	-	-	-	-
1120	Sick Leave Payoff	-	-	-	-	-	-	-	-
1140	Insurance - Employer	2,315,700	2,092,500	316,200	418,500	492,900	604,500	297,600	6,537,900
1150	Fringe Benefits Retirement	1,641,798	1,357,881	225,538	322,867	360,049	443,890	179,321	4,541,344
1190	Workers Compensation - County	-	-	-	-	-	-	-	-
SALARIES AND BENEFITS TOTAL		\$ 17,385,040	\$ 14,464,229	\$ 2,372,926	\$ 3,313,278	\$ 3,818,825	\$ 4,724,762	\$ 1,891,131	\$ 47,880,191
OPERATING EXPENSES									
2050	Conference/Staff Development Expense	-	-	-	-	-	-	-	-
2060	Dues & Subscriptions	300	-	-	-	-	-	-	300
2082	Subscriptions	-	-	-	-	-	-	-	-
2090	Property Less than \$5000	3,879	17,950	1,200	1,246	2,122	10,492	250	37,139
2093	Computer Hardware	-	-	-	-	-	-	-	-
2095	Computer Software	-	-	-	-	-	-	-	-
2150	License & Permit Fees	1,000	-	-	308	52	52	206	1,618
2155	Notary/Bonds Fees	300	-	-	-	-	-	-	300
2160	Office Supplies	63,360	23,000	3,000	8,974	6,000	8,000	5,500	117,834
2170	Postage	20,000	3,000	1,000	650	1,000	500	500	26,650
2180	Printing/Imaging Expense	20,000	1,200	-	100	-	-	400	21,700
2230	DDA - Spendable Balance	10,000	-	-	-	-	-	-	10,000
2440	Classroom Training	2,300	5,500	1,900	1,000	750	750	680	12,889
2460	Training Fees	-	-	-	2,300	-	-	-	2,300
2540	Groceries	-	352,050	-	31,160	152,205	-	46,990	582,405
2545	Household Utensils	-	25,000	500	5,209	5,500	3,000	3,000	42,209
2550	Detention Supplies	-	38,850	4,500	19,326	4,000	10,000	4,845	81,521
2590	County Auto Maintenance	5,000	2,000	-	500	5,000	500	500	13,500
2640	Maintenance/Labor on Building	5,000	4,000	-	45	1,500	55	45	10,645
2660	Hardware & Electrical Supplies	-	-	-	-	250	-	-	250
2720	Janitorial Supplies	-	45,000	8,500	3,150	11,500	10,350	4,000	82,500
2720	Ground Maintenance	-	-	-	-	-	-	-	-
2840	Laboratory Supplies	3,000	-	-	-	-	-	-	3,000
2920	Drug and Medical Supplies	-	25,000	2,000	1,000	1,000	-	2,500	31,500
2930	Photo Supplies	-	1,700	-	-	-	-	-	1,700
2950	Books & Supplements	3,500	-	-	-	-	-	-	3,500
2960	Training Supplies	5,000	2,000	350	1,500	1,100	1,000	1,000	11,950
2970	Uniforms	-	-	-	290	-	-	-	6,080
3000	Reporting Vital Statistics	50	-	-	-	-	-	-	50
3095	Fuel	12,000	8,000	-	3,000	7,500	3,000	1,500	35,000
4010	Business Travel	-	-	-	-	-	-	-	-
5020	Day Treatment Program	2,000,000	-	-	-	-	-	-	2,000,000
5030	Electronic Monitoring	-	-	-	-	-	-	-	-
5040	Residential Placement	1,530,485	-	-	-	-	-	-	1,530,485
5050	Juvenile Groceries	4,000	67,284	-	12,450	37,950	3,500	16,424	141,608
5070	Long-Term Foster Care	80,000	-	-	-	-	-	-	80,000
5080	School/Recreation	-	1,000	750	500	1,000	1,000	500	4,750
5095	Medical Expenses	-	-	-	-	-	-	-	-
5140	Transportation	-	-	-	-	-	-	-	-
5190	Testing Expense	65,000	-	-	-	-	-	-	65,000
5590	Other Professional Fees	76,000	14,144	2,000	404	3,000	5,760	600	101,908
6095	Court Appointed Masters/Referees	-	-	-	-	-	-	-	-
6130	Court Appointed Interpreter	25,000	-	-	-	-	-	-	25,000
7010	Building Rental	300,000	-	-	-	-	-	-	300,000
7020	Equipment Rental	35,000	24,000	4,000	8,534	2,800	4,150	8,534	87,018
7211	Telephones	-	-	-	-	-	-	-	-
8410	Furniture and Equipment	-	-	-	-	-	3,910	-	3,910
8610	Special Equipment	-	-	-	-	-	-	-	-
OPERATING EXPENSES TOTAL		\$ 4,270,174	\$ 660,678	\$ 29,700	\$ 101,556	\$ 244,229	\$ 66,019	\$ 103,863	\$ 5,476,219
Totals		\$ 21,575,214	\$ 15,124,907	\$ 2,402,626	\$ 3,414,834	\$ 4,063,054	\$ 4,790,781	\$ 1,994,994	\$ 53,356,410

Dallas County Juvenile Department
 Juvenile Administration - 5110 Budget
 FY2018

Expense Code	Juvenile Administration	2015 Actuals	2016 Actuals	2017 Current Budget	2018 Projected	Difference
SALARIES AND BENEFITS						
1010	Salaries - Official	177,124	185,749	196,443	200,371,88	3,929
1020	Salaries - Assistant	9,744,231	10,481,907	12,099,911	12,161,292	61,381
1025	Supplemental Pay	(6,792)	-	-	-	-
1050	Salaries - Overtime	98	-	-	-	-
1060	Salaries - Extra Help	148,888	183,028	165,000	165,000	-
1070	Automobile Allowance	7,585	7,876	7,585	7,702	117
1080	Mileage Reimbursement	175,258	159,592	170,000	170,000	-
1090	Salary Lag	-	-	(307,409)	(309,042)	(1,633)
1111	FICA	577,854	622,670	762,374	771,732	9,358
1112	Medicare	136,080	146,658	178,297	180,488	2,180
1113	PARS	-	-	-	-	-
1120	Sick Leave Payoff	29,066	12,142	-	-	-
1140	Insurance - Employer	2,112,559	2,307,995	2,204,100	2,315,700	111,600
1150	Fringe Benefits Retirement	1,146,993	1,250,718	1,479,251	1,641,798	162,547
1190	Workers Compensation- County	125,250	117,328	-	-	-
SALARIES AND BENEFITS TOTAL		\$ 14,374,181	\$ 15,476,863	\$ 16,965,562	17,305,040	\$ 349,488
OPERATING EXPENSES						
2050	Conference/Staff Development Expense	7,582	-	-	-	-
2080	Dues & Subscriptions	-	300	50	300	250
2082	Subscriptions	-	212	-	-	-
2090	Property Less than \$5000	6,461	5,253	2,732	3,679	1,147
2093	Computer Hardware	-	-	2,000	-	(2,000)
2095	Computer Software	-	-	-	-	-
2150	License & Permit Fees	750	475	1,000	1,000	-
2155	Notary/Bonds Fees	291	146	300	300	-
2160	Office Supplies	56,781	56,352	63,360	63,360	-
2170	Postage	15,649	12,412	20,000	20,000	-
2180	Printing/Imaging Expense	31,153	910	20,000	20,000	-
2230	DDA - Spendable Balance	1,713	2,956	10,000	10,000	-
2440	Classroom Training	1,854	2,250	-	2,300	2,300
2480	Training Fees	4,058	626	3,000	-	(3,000)
2550	Detention Supplies	223	-	-	-	-
2590	County Auto Maintenance	4,737	2,328	5,000	5,000	-
2640	Maintenance/Labor on Building	1,018	1,213	5,000	5,000	-
2720	Janitorial Supplies	-	-	-	-	-
2810	Groceries (other)	-	-	-	-	-
2840	Laboratory Supplies	1,398	-	3,000	3,000	-
2920	Drug and Medical Supplies	-	-	-	-	-
2950	Books & Supplements	4,161	2,289	2,913	3,500	587
2960	Training Supplies	12,879	-	5,000	5,000	-
3060	Reporting Vital Statistics	23	23	50	50	-
3095	Fuel	13,601	9,504	12,000	12,000	-
4010	Business Travel	547	685	-	-	-
5020	Day Treatment Program	1,086,280	1,495,858	2,000,000	2,000,000	-
5030	Electronic Monitoring	-	8,910	10,000	-	(10,000)
5040	Residential Placement	2,640,199	2,197,911	1,530,485	1,530,485	-
5050	Juvenile Groceries	4,263	4,958	4,000	4,000	-
5070	Long-Term Foster Care	-	-	80,000	80,000	-
5080	School/Recreation	-	-	-	-	-
5095	Medical Expenses	-	-	-	-	-
5140	Transportation	-	-	-	-	-
5190	Testing Expense	58,862	44,305	65,000	65,000	-
5590	Other Professional Fees	52,961	249,539	76,000	76,000	-
6095	Court Appointed Masters/Referees	1,260	-	-	-	-
6130	Court Appointed Interpreter	41,365	52,693	25,000	25,000	-
7010	Building Rental	317,313	256,770	300,000	300,000	-
7020	Equipment Rental	24,191	23,224	35,000	35,000	-
7211	Telephones	(107)	-	-	-	-
8410	Furniture and Equipment	-	-	-	-	-
OPERATING EXPENSES TOTAL		\$ 4,493,776	\$ 4,432,401	\$ 4,280,890	\$ 4,270,174	\$ (10,716)
Totals		\$ 18,777,957	\$ 19,909,264	\$ 21,236,442	\$ 21,575,214	\$ 338,772

Employee	(Multiple Items)
Grant/Dept.	5110

Row Labels	Sum of Yearly	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of GRAND TOTAL
ADMINISTRATIVE ASSISTANT	40,798.37	2,529.50	591.58	5,381.30	9,300.00	58,702.74
ADMINISTRATIVE COORDINATOR II	58,895.58	3,651.53	853.99	7,768.33	9,300.00	80,616.65
ASST TO PROBATION SUPERVISOR	503,662.17	32,387.69	7,574.54	68,902.21	83,700.00	716,252.37
BUDGET SERVICES MANAGER	75,223.98	4,663.89	1,090.75	9,922.04	9,300.00	100,388.72
CASE MANAGEMENT COORDINATOR	69,022.95	4,408.38	1,030.99	9,378.48	9,300.00	95,398.56
CASEWORKER II	146,093.34	9,444.67	2,208.83	20,092.77	27,900.00	212,360.44
CLERK II	72,643.67	4,503.91	1,053.33	9,581.70	18,600.00	106,564.21
CLERK I	32,375.66	2,007.29	469.45	4,270.35	9,300.00	48,503.68
CLERK (RECEPTIONIST)	27,071.58	1,678.44	392.54	3,570.74	9,300.00	42,080.97
CLERK II	612,060.71	37,947.76	8,874.88	80,730.81	158,100.00	899,244.31
CLERK IV	33,757.09	2,095.42	490.06	4,457.84	9,300.00	50,224.89
CLERK TYPIST	33,584.97	2,082.27	486.98	4,429.86	9,300.00	49,968.04
CLINICIAN I/II	134,223.11	8,321.83	1,946.24	17,704.03	18,600.00	181,130.75
CONTRACTS OFFICER	67,912.29	4,339.52	1,014.89	9,231.98	9,300.00	94,053.67
COURT LIAISON COORDINATOR	51,533.70	3,195.09	747.24	6,797.30	9,300.00	71,702.16
DATA ANALYST	109,071.50	6,762.43	1,581.54	14,386.53	18,600.00	150,674.68
DATA ENTRY CLERK I	32,375.66	2,007.29	469.45	4,270.35	9,300.00	48,503.68
DRUG INTERVENTION SPECIALIST OFFICER	978,215.29	60,649.35	14,184.12	129,026.60	176,700.00	1,361,220.90
DRUG INTERVENTION UNIT SUPERVISOR	68,137.02	4,224.50	987.99	8,987.27	9,300.00	91,807.12
ELECTRONIC MONITORING SPECIALIST	56,307.30	3,555.53	831.54	7,564.11	9,300.00	78,741.85
FISCAL MONITOR	56,857.74	3,525.18	824.44	7,499.54	9,300.00	78,149.03
GRANTS SERVICES SUPERVISOR	60,188.61	3,731.69	872.73	7,938.88	9,300.00	82,182.39
HR TECHNICIAN II	39,970.94	2,478.20	579.58	5,272.17	9,300.00	57,700.82
JDO III - DISCRETIONARY TRANSFER	412,948.22	26,183.11	6,123.47	55,702.45	83,700.00	595,073.03
JUVENILE PROBATION OFFICER	4,266,749.80	275,371.13	64,401.31	585,829.87	781,200.00	6,159,375.78
JUVENILE COURT LIAISON	65,823.42	4,081.05	954.44	8,682.11	9,300.00	89,005.57
JUVENILE DETENTION OFFICER I	123,965.13	7,879.28	1,842.73	16,762.53	27,900.00	181,787.38
JUVENILE DETENTION OFFICER II	37,149.26	2,367.73	553.74	5,037.16	9,300.00	55,543.37
JUVENILE DETENTION OFFICER III	147,345.12	9,328.84	2,181.74	19,846.35	27,900.00	210,098.21
JUVENILE PROBATION OFFICER	203,100.77	13,108.09	3,065.60	27,886.40	37,200.00	293,209.41
JUVENILE RESIDENTIAL OFF I	42,750.28	2,715.00	634.96	5,775.94	9,300.00	62,325.65
JUVENILE TRANSPORTATION OFFICER	239,783.31	15,253.45	3,567.34	32,450.48	55,800.00	353,709.63
LIGHT TRUCK DRIVER	74,192.39	4,599.93	1,075.79	9,785.98	18,600.00	108,439.57
MANAGER OF FIELD PROBATION	89,469.75	5,676.08	1,327.47	12,075.41	9,300.00	120,157.59
MANAGER OF RESEARCH AND STATISTICS	65,501.38	4,061.09	949.77	8,639.63	9,300.00	88,615.62
MANAGER PRE-ADJUDICATION SERVICES	81,965.53	5,210.82	1,218.66	11,085.61	9,300.00	111,070.73
MEDICAID SPECIALIST	46,908.58	2,908.33	680.17	6,187.24	9,300.00	66,101.59
OFFICE SUPPORT	174,809.35	10,838.18	2,534.74	23,057.35	55,800.00	267,476.65
PARAPROFESSIONAL SUPPORT	40,989.31	2,541.34	594.35	5,406.49	9,300.00	58,933.96
PROBATION SUPERVISOR	866,311.70	55,258.85	12,923.44	117,558.74	111,600.00	1,190,840.91
PROFESSIONAL SUPPORT	60,338.30	3,740.97	874.91	7,958.62	-	73,063.65
PROGRAM COORDINATOR (DIVERSION UNIT)	68,170.80	4,355.55	1,018.64	9,266.08	9,300.00	94,366.70

PROGRAM MANAGER - SUBSTANCE ABUSE	75,223.98	4,663.89	1,090.75	9,922.04	9,300.00	100,388.72
PROGRAM MONITOR	80,812.64	5,139.34	1,201.94	10,933.54	9,300.00	109,674.70
SENIOR SECRETARY	39,970.94	2,478.20	579.58	5,272.17	9,300.00	57,700.82
SUPERINTENDENT III	99,858.08	6,255.68	1,463.02	13,308.46	9,300.00	131,477.49
TITLE IV-E SPECIALIST	111,023.29	6,883.44	1,609.84	14,643.97	18,600.00	153,038.10
TRAINER I	52,127.71	3,231.92	755.85	6,875.65	9,300.00	72,421.45
TRAINER II	59,929.86	3,715.65	868.98	7,904.75	9,300.00	81,869.06
CLINIC MANAGER - FUNCTIONAL FAMILY THERAPY	83,911.55	5,331.48	1,246.88	11,342.29	9,300.00	113,427.19
PROFESSIONAL SUPPORT- MENTAL HEALTH TECH	23,836.18	1,477.84	345.62	3,143.99	-	28,863.23
PROFESSIONAL SUPPORT - MENTAL HEALTH TECH	121,557.03	7,536.54	1,762.58	16,033.37	-	147,193.41
PT ADMIN	36,894.65	2,287.47	534.97	4,866.41	9,300.00	53,975.75
ADMINISTRATION DIRECTORS	907,850.84	57,060.51	13,344.80	121,391.64	65,100.00	1,179,528.61
Grand Total	12,161,292.39	771,732.13	180,485.74	1,641,797.87	2,092,500.00	17,164,926.36

OPERATING EXPENDITURE DETAIL

Department: Juvenile Administration

Budget No. 5110

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
1080	159,592	165,000	165,000	\$165,000	Mileage reimbursement
2080	300	50	300	300	Government Finance Officers Association Yearly Fees
2082	212	-	-	-	
2090	5,253	2,732	7,732	3,879	Approved Equipment through Budget and Evaluation
2150	475	1000	4,690	1,000	License and permit fees for the department (RDT and SAU)
2155	146	300	300	300	Notary fees for 4 @ 85.00 each
2160	56,352	63,360	63,360	63,360	Yearly office and paper supplies
2180	970	1,200	1,200	1,200	Business Cards for Probation, Clinical, administration, and support staff
2440	3,239	5,000	5,000	5,500	Handle with care training for Probation, Training Unit and Clinical Services
2460	626	3,000	-	-	
2550	-	-	-	-	
2590	2328	5,000	5,000	5,000	Annual cost to maintain vehicles
2640	1213	5,000	5,000	5,000	Repairs on office, janitorial, household equipment.
2720	-	-	-	-	
2810	-	-	-	-	
2840	-	3,000	3,000	3,000	Drug testing supplies
2920	-	-	834	-	
2950	2289	2,913	3,053	3,500	Yearly order of Law books update
2960	-	5,000	5,000	5,000	Allocations for new hire probation and JSO training supplies
3090	23	50	50	50	Cost for birth certificates for youth placement
3095	9504	12,000	12,000	12,000	Fuel cost for carrier vans and fuel cost for Placement Unit
4010	685	-	-	-	
5020	1495868	2,000,000	2,000,000	2,000,000	Day Treatment cost for pre and post adjudicated youth
5030	8910	10,000	10,000	-	
5040	2,197,911	1,530,485	2,500,443	1,530,485	Residential contact placement cost for youth at average State Rate of \$162.30/day for ADP of 55 youth
5050	4,958	4,000	6,049	4,000	Cost of milk for SAU

Staff Review and Comments

FY2018

OPERATING EXPENDITURE DETAIL

Department: Department: Juvenile Administration Budget No. 5110					
Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
5070	-	80,000	80,000	80,000	Placement cost of Foster care youth
5095	-	-	3,085	-	
5140	-	-	-	-	
5190	44,393	65,000	65,000	65,000	Redwood drug testing for probation, institution, and clinical.
5590	249,539	76,000	76,000	76,000	Professional Services for Drug Court and professional training for Probation staff.
6095	-	-	-	-	
6130	52,893	25,000	37,975	25,000	Interpreter Services
7010	256,770	300,000	300,000	300,000	
7020	23,224	35,000	40,069	35,000	Building rent for District 2, 4, 5, and 9
7211	-	-	-	-	
7213	-	-	288	-	
					Rental fees for printers at all District Offices, Administration, Court Liaison, Victim Services, and the copy room on the 2 nd floor.

Dallas County Juvenile Department
Detention - 5114 Budget
FY2018

Expense Code	Detention Center	2015 Actuals	2016 Actuals	2017 Current Budget	2018 Projected	Difference
SALARIES AND BENEFITS						
1020	Salaries - Assistant	7,720,150	8,164,002	10,127,480	10,160,511	33,031
1025	Supplemental Pay	-	20,320	-	-	-
1050	Salaries - Overtime	144	191	-	-	-
1060	Salaries - Extra Help	289,436	230,768	450,000	300,000	(150,000)
1080	Mileage Reimbursement	1,866	1,036	8,000	4,000	(4,000)
1090	Salary Lag	-	-	(253,187)	(254,013)	(626)
1111	FICA	467,453	492,156	627,904	642,977	15,073
1112	Medicare	109,324	115,101	146,848	150,374	3,526
1113	PARS	-	-	-	-	-
1120	Sick Leave Payoff	6,914	12,184	-	-	-
1140	Insurance - Employer	1,588,015	1,732,850	2,278,500	2,092,500	(186,000)
1150	Fringe Benefits Retirement	922,153	969,046	1,218,336	1,367,881	149,545
1190	Workers Compensation - County	95,462	100,838	-	-	-
SALARIES AND BENEFITS TOTAL		11,200,917	11,838,492	14,603,881	14,464,229	(139,652)
OPERATING EXPENSES						
2090	Property Less than \$5000	19,880	6,222	18,844	17,950	(894)
2160	Office Supplies	22,642	24,000	23,000	23,000	-
2170	Postage	2,301	2,382	3,000	3,000	-
2180	Printing/Imaging Expense	11	970	1,200	1,200	-
2440	Classroom Training	3,551	3,239	5,000	5,500	500
2540	Groceries	336,766	365,968	430,000	352,050	(77,950)
2545	Household Utensils	22,701	22,814	25,000	25,000	-
2550	Detention Supplies	37,757	33,959	33,000	38,850	5,850
2590	County Auto Maintenance	1,579	926	2,000	2,000	-
2640	Maintenance/Labor on Building	4,235	4,025	3,000	4,000	1,000
2720	Janitorial Supplies	43,068	45,483	40,400	45,000	4,600
2920	Drug & Medical Supplies	15,990	14,783	25,000	25,000	-
2930	Photo Supplies	1,473	1,473	2,000	1,700	(300)
2960	Training Supplies	-	-	-	2,000	2,000
2970	Uniforms	-	-	-	-	-
3095	Fuel	2,894	5,842	8,000	8,000	-
5050	Juvenile Groceries	66,752	76,641	70,000	67,284	(2,716)
5080	School/Recreation Expense	60	724	1,400	1,000	(400)
5590	Other Professional Fees	10,099	9,501	11,000	14,144	3,144
7020	Equipment Rental	19,828	23,648	18,000	24,000	6,000
OPERATING EXPENSES TOTAL		611,587	642,600	719,844	660,678	(59,166)
Totals		11,812,504	12,481,092	15,323,725	15,124,907	(198,818)

Employee Grant/Dept.	Sum of Yearly	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of GRAND TOTAL
(Multiple Items) 5114	792,544.28	50,556.31	11,823.65	107,554.46	204,600.00	1,191,997.27
	72,074.63	4,468.63	1,045.08	9,506.64	9,300.00	96,575.17
Row Labels						
ADMISSIONS COORDINATOR	34,942.75	2,166.45	506.67	4,608.95	9,300.00	51,512.18
BUSINESS MANAGER	38,464.57	2,384.80	557.74	5,073.48	9,300.00	55,876.74
CASEWORKER SUPERVISOR	36,724.90	2,276.94	532.51	4,844.01	9,300.00	53,770.18
CLERK II	285,748.43	17,716.40	4,143.35	37,690.22	46,500.00	392,512.77
CLERK III	388,142.27	24,451.70	5,718.54	52,019.02	55,800.00	533,357.49
CLINICIAN I/II	42,389.57	2,628.15	614.65	5,591.18	9,300.00	60,629.53
DETENTION MANAGER	1,459,512.90	93,069.00	21,766.14	197,996.79	372,000.00	2,189,697.61
ENVIRONMENT & FOOD SERVICE COORDINATOR	1,576,475.65	100,191.73	23,431.94	213,149.83	353,400.00	2,310,209.13
JUVENILE DETENTION OFFICER I	3,008,407.54	190,712.47	44,602.11	405,725.39	604,500.00	4,329,237.53
JUVENILE DETENTION OFFICER II	983,812.03	62,156.99	14,536.71	132,233.98	167,400.00	1,381,366.04
JUVENILE DETENTION OFFICER III	41,413.67	2,632.13	615.58	5,599.64	9,300.00	60,707.15
JUVENILE DETENTION SUPERVISOR	209,858.23	13,527.05	3,163.58	28,777.71	37,200.00	301,392.02
JUVENILE TRANSPORTION OFFICER	222,736.11	13,809.64	3,229.67	29,378.89	9,300.00	279,011.16
LEAD CASEWORKER	59,132.17	3,666.19	857.42	7,799.53	9,300.00	80,993.15
PARAPROFESSIONAL SUPPORT	150,447.96	9,456.73	2,211.66	20,118.44	18,600.00	203,296.11
PROGRAM COORDINATOR	16,166.59	1,002.33	234.42	2,132.37	-	19,576.13
PROGRAM MANAGER II	263,120.46	16,313.47	3,815.25	34,705.59	37,200.00	355,812.57
PROTECTIVE SERVICES SUPPORT	39,970.94	2,478.20	579.58	5,272.17	9,300.00	57,700.82
PSYCHOLOGIST I/II	181,821.16	11,272.91	2,636.41	23,982.21	55,800.00	275,967.24
SENIOR SECRETARY	155,046.53	9,612.88	2,248.17	20,450.64	46,500.00	234,245.84
SERVICE ATTENDANT	101,557.24	6,425.51	1,502.74	13,669.75	9,300.00	134,794.33
SERVICE ATTENDANT II						
ADMINISTRATION DIRECTORS						
Grand Total	10,160,510.60	642,976.62	150,373.56	1,367,880.90	2,092,500.00	14,650,248.16

OPERATING EXPENDITURE DETAIL

Department: Detention Center (Pre & Post)

Budget No. 5114

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
1080	1,036	8,000	4,000	\$4,000	Mileage reimbursement
2150	-	-	-	-	- Child Care Administrators License fee for superintendent
2155	-	-	-	-	- Notary fees for secretarial and administrative staff
2160	24,000	23,000	23,000	23,000	General office supplies for staff and juveniles.
2170	2,382	3,000	3,000	3,000	Postage, based on current trend for business and \$1,000 for juvenile mail. (Texas Juvenile Justice Department) mandates provision of writing materials for no less than 2 letters per resident per week and adequate attorney mailings.) And, \$2,000 for freight charges.
2180	970	1,200	1,200	1,200	Printing forms used for admissions, releases, court hearings, training, incidents, parent information packets, and employee documentation.
2440	3,239	5,000	5,000	5,500	American Red Cross Instructor Certification 9 staff trainers for \$2,700 Handle With Care annual restraint training Certification - \$250 per instructor for \$500. Defensive Driving for Transportation Officers 7 staff @ \$300 for the group Staff development training for front-line staff who are challenged to work with youth who have extreme behavioral and mental health issues - \$1,000 + \$1,000 (training for managers and supervisors) Total = \$2,000

Staff Review and Comments

FY2018

OPERATING EXPENDITURE DETAIL

Department: Detention Center (Pre & Post) Budget No. 5114

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2540	365,968	430,000	430,000	352,050	Meals from Sheriff Department's Central Kitchen for Detention Pre and Post Programs (START, RDT), Detention Intake, Hill Center, and Substance Abuse Units = 352,050 meals x \$1.00 per meal = <u>\$352,050</u> Detention/STARS/RDT 202 x 365 x 3 = 221,190 Detention Staff 10 x 365 x 3 = 10,950 Detention Intake 10 x 365 x 3 = 10,950 Hill Center 32 x 365 x 3 = 35,040 SAU 140 x 260 x 2 = 72,800 SAU Dinner 2 days wk $70 \times 2 \text{ days} \times 8 \text{ mos} = 1,120$ 352,050
2545	22,814	25,000	25,000	26,250	Disposable items, utensils, and other kitchen supplies for Detention Center and Hill Center (projected cost increase @ 5%) Disposable utensils \$12,050 Household supplies \$9,525 Kitchen utensils \$3,050 Misc. supplies <u>\$1,625</u> \$26,250
2550	33,959	33,000	37,000	38,850	Detention Center miscellaneous supplies (projected cost increase @ 5%: Transport belts \$1,000 ID bracelets \$2,300 Laundry products \$2,100 Towels \$7,000 Outer clothing \$7,100 Pillows \$3,000 Blankets \$5,000 Tennis, socks, shower shoes \$7,150 Underwear <u>\$4,200</u> \$38,850

Staff Review and Comment

FY2018

OPERATING EXPENDITURE DETAIL

Department: Detention Center (Pre & Post)

Budget No. 5114

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2590	926	2,000	2,000	2,000	Annual cost to maintain detention vehicles.
2640	4,025	3,000	3,000	3,000	Repairs on office, janitorial, household equipment.
2720	45,483	40,400	40,674	42,700	Janitorial supplies including toilet tissue, cleaning supplies, trash bags, etc. (projected price increase @ 5%) General toiletries \$23,500 Floor products 8,700 Cleaners/Disinfectants 9,500 Floor signs 500 Misc. supplies 500 \$42,700
2920	14,783	25,000	25,000	25,000	Hygiene and medical supplies for residents including shampoo, sanitary napkins, deodorant, foot powder, hair grease, body wash, and bar soap.

Staff Review and Comment

FY2018

OPERATING EXPENDITURE DETAIL

Department: Detention Center (Pre & Post)

Budget No. 5114

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2930	1,473	2,000	-	2,000	Photo Supplies
2960	-	-	-	2,000	Supplies for training in EMS: (American Red Cross standards for CPR certification require that staff certify both on infant and adult CPR.) 1 st Aid Supplies 1200 Airway Lung bags 800
2970	-	-	-	-	- Two uniforms each for 14 service attendants
1095	5,842	8,000	8,000	8,000	Fuel costs
5050	76,641	70,000	80,000	64,284	Milk, snacks, and miscellaneous condiments for Detention Center and Hill Center (new vendor pricing): 1. <u>Milk:</u> Detention Center: Residents 202 + 25 staff 227 pts. x 2 x 365 = 165,710 Hill Center: 32 pts. x 2 x 365 = <u>23,360</u> TOTAL 189,070 189,070 pts. x \$0.3400 = \$64,284 \$6,000 evening snacks for Detention & Hill Center residents \$64,284 + \$6,000 = \$70,284
5080	724	1,400	1,400	1,400	Miscellaneous program and recreational supplies

Staff Review and Comment

FY2018

OPERATING EXPENDITURE DETAIL

Department: Detention Center (Pre & Post)

Budget No. 5114

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
5590	9,501	11,000	11,000	14,144	<p>Haircut services for male residents: Approximately 41 wk x 52 = 2,132 cuts x \$4.00 per cut = \$8,528</p> <p>Hair care services for female residents: 6 females x 52 weeks = 312 females x \$18 per service = \$5,616</p>
7020	23,648	18,000	18,000	24,000	<p>I. Copier lease – Technifax Copier MX-M904 @ \$607.89mo. \$607.89 x 12 months = \$7,294.68/year (administration)</p> <p>\$4,000 estimated overage charges</p> <p>\$7,294.68 annual rental + \$4,000 = \$11,294.68 total annual cost</p> <p>II. Copier lease – Technifax Copier MX-M904 @ \$607.89mo. \$607.89 x 12 months = \$7,294.68/year (intake)</p> <p>\$4,000 estimated overage charges</p> <p>\$7,294.68 annual rental + \$4,000 = \$11,294.68 total annual cost</p> <p>\$1,400 misc.</p>

Staff Review and Comment

FY2018

Dallas County Juvenile Department
Hill Center - 5115 Budget
FY2018

Expense Code	Hill Center	2015 Actuals	2016 Actuals	2017 Current Budget	2018 Projected	Difference
SALARIES AND BENEFITS						
1020	Salaries - Assistant	1,335,566	1,397,473	1,701,428	1,675,597	(25,831)
1025	Supplemental Pay	-	4,000	-	-	-
1050	Salaries - Overtime	206	110	-	-	-
1060	Salaries - Extra Help	47,983	33,650	65,000	65,000	-
1080	Mileage Reimbursement	81	-	500	500	-
1090	Salary Lag	-	-	(42,536)	(42,536)	-
1111	FICA	81,804	84,320	105,489	106,015	526
1112	Medicare	19,149	19,720	24,671	26,612	1,941
1113	PARS	16	-	-	-	-
1120	Sick Leave Payoff	9,506	5,411	-	-	-
1140	Insurance - Employer	243,164	285,852	362,700	316,200	(46,500)
1150	Fringe Benefits Retirement	160,027	165,694	204,682	225,538	20,856
1190	Workers Compensation- County	19,468	20,515	-	-	-
SALARIES AND BENEFITS TOTAL		1,916,970	2,016,745	2,421,934	2,372,926	(49,008)
OPERATING EXPENSES						
2090	Property Less than \$5000	5,477	7,232	5,670	1,200	(4,470)
2093	Computer Hardware	-	923	1,025	-	(1,025)
2095	Computer Software	-	-	-	-	-
2155	Notary/Bonds Fees	-	-	-	-	-
2160	Office Supplies	2,944	2,450	2,300	3,000	700
2170	Postage	505	389	400	1,000	600
2180	Printing/Imaging Expense	-	-	-	-	-
2440	Classroom Training	854	700	800	1,900	1,100
2545	Household Utensils	96	-	400	500	100
2550	Detention Supplies	3,329	1,857	2,500	4,500	2,000
2640	Maintenance/Labor on Building	-	-	-	-	-
2720	Janitorial Supplies	7,231	4,513	6,000	8,500	2,500
2920	Drug & Medical Supplies	1,080	971	1,200	2,000	800
2960	Training Supplies	285	204	350	350	-
5080	School/Recreation Expense	-	-	750	750	-
5590	Other Professional Fees	-	1,412	950	2,000	1,050
7020	Equipment Rental	2,613	2,997	2,500	4,000	1,500
8610	Special Equipment	-	-	-	-	-
OPERATING EXPENSES TOTAL		24,414	23,648	24,845	29,700	4,855
Totals		1,941,384	2,040,393	2,446,779	2,402,626	(44,153)

Grant/Dept. Employee	5115 (Multiple Items)	Sum of Yearly	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of GRAND TOTAL
Row Labels		34,942.75	2,166.45	506.67	4,608.95	9,300.00	51,612.18
COOK II (LEAD)		237,916.47	15,137.70	3,540.27	32,204.24	55,800.00	351,449.07
JUVENILE RESIDENTIAL OFF I		344,272.03	21,860.71	5,112.58	46,506.89	74,400.00	501,353.69
JUVENILE RESIDENTIAL OFF II		366,358.01	23,230.04	5,432.83	49,470.03	74,400.00	528,097.60
JUVENILE RESIDENTIAL OFF III		454,153.57	28,673.36	6,705.87	61,000.26	74,400.00	634,409.25
JUVENILE RESIDENTIAL SUPV		55,714.15	3,583.24	838.02	7,623.05	9,300.00	79,282.94
LEAD CASEWORKER		80,832.96	5,011.54	1,172.08	10,661.87	-	97,880.63
PARAPROFESSIONAL SUPPORT		72,956.03	4,587.75	1,072.94	9,760.08	9,300.00	98,901.79
PROGRAM MANAGER I		28,450.66	1,763.94	412.53	3,752.64	9,300.00	43,750.90
SERVICE ATTENDANT		1,675,596.64	106,014.83	24,793.79	225,538.00	316,200.00	2,386,738.05
Grand Total							

OPERATING EXPENDITURE DETAIL

Department Juvenile-Marzelle Hill Center

Budget No. 5115

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
1080	-	500	500	500	Reimbursement for assistant superintendent's travel expense for the year
2150	-	-	-	-	- Renewal of Child Care Administrator license
2155	-	-	-	-	- Notary for facility secretary
2160	2,450	2,300	3,900	4,000	General office supplies for residents and facility operations.
2170	389	400	579	2,000	Postage of general facility mail and resident letters.
2180	-	-	-	-	- Forms, business cards, and general residential materials
2440	700	800	800	1,900	Handle With Care -- 2 staff @ 250 = 500 American Red Cross -- 1 staff @ 300 Staff development training -- 1,100
2545	-	400	400	500	Disposable products (i.e. thermometers, beverage pitchers, etc.)

Staff Review and Comment

FY 2018

OPERATING EXPENDITURE DETAIL

Department Juvenile-Marzelle Hill Center

Budget No. 5115

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2550	1,857	2,500	3,500	5,000	Resident clothing, bedding, inner spring mattresses, underwear, laundry products, and shoes/socks.
2590	-	-	-	-	Maintaining County vehicle. (5110 absorbs the cost for this line item)
2640	-	-	-	-	Maintenance cost for fax and floor machine
2720	4,513	6,000	7,200	9,000	Janitorial and cleaning supplies, general toiletries and disinfectant products.
2920	971	1,200	2,500	3,000	Hygienic supplies for residents
2960	204	350	350	350	Training supplies for CPR certification.
2970	-	-	-	-	Uniforms for support staff

Staff Review and Comment

FY 2018

OPERATING EXPENDITURE DETAIL

Department: Juvenile - Marzelle Hill Center

Budget No. 5115

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
5080	-	750	750	750	Recreational supplies for youth.
5590	1412	950	2,400	2,400	Haircut services for male residents Approximately 40 per month x \$5 = \$200 \$200 x 12 months = \$2,400
7020	2,997	2,500	2,800	4,000	Technifax copier - 148.88 x 12 months = 1,786.56 + 2,200 overage copies = \$3,986.56

Staff Review and Comment

FY 2018

Dallas County Juvenile Department
Letot - 5116 Budget
FY2018

Expense Code	Letot Center	2015 Actuals	2016 Actuals	2017 Current Budget	2018 Projected	Difference
SALARIES AND BENEFITS						
1020	Salaries - Assistant	2,475,423	1,985,542	3,319,015	2,390,619	(928,396)
1025	Supplemental Pay	-	6,280	-	-	-
1050	Salaries - Overtime	12	4	-	-	-
1060	Salaries - Extra Help	51,561	61,164	50,000	50,000	-
1080	Mileage Reimbursement	4,417	2,212	3,500	3,500	-
1090	Salary Lag	-	-	(82,975)	(59,765)	23,210
1111	FICA	149,532	121,243	205,779	151,765	(54,014)
1112	Medicare	34,971	28,355	48,126	35,793	(12,333)
1113	PARS	-	-	-	-	-
1120	Sick Leave Payoff	2,717	1,236	-	-	-
1140	Insurance - Employer	487,674	387,802	465,000	418,500	(46,500)
1150	Fringe Benefits Retirement	290,759	236,261	399,276	322,867	(76,411)
1190	Workers Compensation - County	28,813	21,312	-	-	-
SALARIES AND BENEFITS TOTAL		3,525,880	2,851,411	4,407,723	3,313,278	(1,094,445)
OPERATING EXPENSES						
2090	Property Less than \$5000	322	-	9,891	1,246	(8,645)
2150	License & Permit Fees	50	100	-	308	308
2155	Notary/Bonds Fees	519	-	-	-	-
2160	Office Supplies	9,501	9,191	8,547	8,974	427
2170	Postage & Freight	420	239	500	650	150
2180	Printing/Imaging Expense	240	11	100	100	-
2440	Classroom Training	1,200	138	1,000	1,000	-
2460	Training Fees	1,235	537	2,000	2,300	300
2540	Groceries	40,390	45,241	41,564	31,160	(10,404)
2545	Household Utensils	5,416	2,595	4,961	5,209	248
2550	Detention Supplies	21,204	10,926	10,596	19,326	8,730
2590	County Auto Maintenance	96	467	200	500	300
2640	Maintenance Office Equipment	45	42	-	45	45
2720	Janitorial Supplies	4,918	3,882	3,000	3,150	150
2920	Drug & Medical Supplies	709	682	1,000	1,000	-
2960	Training Supplies	521	936	1,500	1,500	-
2970	Uniforms	-	-	-	200	200
3095	Fuel	2,900	2,356	3,000	3,000	-
5050	Juvenile Groceries	7,789	8,973	9,036	12,450	3,414
5080	School/Recreation Expense	232	-	-	500	500
5590	Other Professional Fees	-	152	404	404	-
7020	Equipment Rental	4,408	4,604	7,461	8,534	1,073
7213	Cellular Phones	-	-	-	-	-
TOTAL OPERATING		102,115	91,092	104,760	101,556	(3,204)
TOTAL		3,627,994	2,942,503	4,512,483	3,414,834	(1,097,649)

5116
 Grant/Dept.
 Employee
 (Multiple Items)

Row Labels	Sum of Yearly	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of GRAND TOTAL
ASST TO PROBATION SUPERVISOR	54,761.88	3,524.20	824.21	7,497.44	9,300.00	78,129.84
CASEWORKER SUPERVISOR	273,316.14	17,461.44	4,083.72	37,147.81	37,200.00	378,233.20
CASEWORKER II	142,826.11	9,242.10	2,161.46	19,661.82	27,900.00	208,404.16
CLERK TYPIST	32,375.66	2,007.29	469.45	4,270.35	9,300.00	48,503.68
CLINICIAN I/II	117,162.50	7,264.08	1,698.86	15,453.73	18,600.00	160,472.08
JUVENILE PROBATION OFFICER	52,127.71	3,360.88	786.01	7,150.00	9,300.00	74,940.12
JUVENILE PROBATION OFFICER	260,426.44	16,791.24	3,926.98	35,722.01	46,500.00	374,443.74
JUVENILE RESIDENTIAL OFF I	40,395.30	2,568.99	600.81	5,465.32	9,300.00	59,474.01
JUVENILE RESIDENTIAL OFF II	42,644.16	2,708.42	633.42	5,761.94	9,300.00	62,197.15
JUVENILE RESIDENTIAL OFF III	681,373.50	43,212.36	10,106.12	91,930.81	139,500.00	983,465.22
JUVENILE RESIDENTIAL SUPV	154,528.16	9,774.19	2,285.90	20,793.79	27,900.00	218,796.16
JUVENILE TRANSPORTION OFFICER	39,970.94	2,542.68	594.66	5,409.34	9,300.00	58,960.15
LEAD CASEWORKER	108,944.81	7,012.50	1,640.02	14,918.52	18,600.00	155,558.62
PARAPROFESSIONAL SUPPORT	111,224.88	6,895.94	1,612.76	14,670.56	-	134,682.21
PROGRAM MANAGER I	79,516.67	4,994.51	1,168.07	10,625.42	9,300.00	106,846.07
SECRETARY	36,321.83	2,251.95	526.67	4,790.85	9,300.00	53,282.11
SENIOR SECRETARY	39,970.94	2,478.20	579.58	5,272.17	9,300.00	57,700.82
SERVICE ATTENDANT II	30,063.03	1,863.91	435.91	3,965.31	9,300.00	45,703.32
SUPERINTENDENT II	92,667.82	5,809.88	1,358.76	12,360.06	9,300.00	122,770.79
Grand Total	2,390,618.51	151,764.75	35,493.37	322,867.26	418,500.00	3,382,563.44

OPERATING EXPENDITURE DETAIL

Department Juvenile - Letot Center Budget No. 5116

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
1080	\$2,212	\$3,500	\$3,500	\$3,675	Mileage reimbursement for staff to transport residents to appointments, placement, court, home, and for travel to meetings and trainings for Letot Center staff (projected 5% price increase).
2090	\$0	\$9,891	\$9,891	\$1,246	Handheld radios, vacuum cleaner, fax machine and printer for Residential and Intake Units. <div style="text-align: right; margin-right: 20px;"> Vacuum Cleaner \$250 Supply Closet \$348 <u>Mattresses</u> \$648 Total <u>\$1,246</u> </div>
2150	\$100	-	-	\$308	Texas Department and Family Protective Services (TDFPS)-Residential Child Care Administrator's License <div style="text-align: right; margin-right: 20px;"> Initial License- 2 @ \$102 \$204 <u>Renewal- 2 @ \$52</u> \$104 Total <u>\$308</u> </div>
2155	\$0	-	-	-	
2160	\$9,191	\$8,547	\$8,547	\$8,974	General office supplies for staff and residents total of 42 residents and 52 staff (projected 5% price increase).
2170	\$239	\$500	\$500	\$650	Postage, based on current trend for business and for residents' mail. TDFPS mandates provision of writing materials and postage for all residents. And freight charges.
2180	\$11	\$100	\$100	\$300	Print forms, parent information packets, employee documentation, business cards, training supplies, and general office documents.

OPERATING EXPENDITURE DETAIL

Department Juvenile – Letot Center Budget No. 5116

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2440	\$138	\$1,000	\$1,000	\$1,037	American Red Cross Instructor Certification: CPR/First Aid Certification- 1 @ \$399 \$399 Handle w/Care Instructor Cert. 2 @ \$250 \$500 Defensive Driving- 1 @ \$ 40 \$40 <u>Total</u> <u>\$939</u>
2460	\$537	\$2,000	\$2,000	\$2,300	Trainings for Administration to receive CEUs, which are required for Licensed Administrators to renew Childcare Administrator's License. Other miscellaneous training, i.e. PREA Audit Training, to assist with improving job performance.
2540	\$45,241	\$41,564	\$44,397	\$31,160	Meals from Sheriff's Department's Central Kitchen for Letot Shelter and Letot Intake Unit for 23 residents and 5 staff (4 Residential and 1 Intake). 28 meals x 3 daily = 84 meals per day 84 meals x 365 days = 30,660 meals for the year 30,660 meals at \$1.00 = \$30,660 <u>\$30,660</u> Miscellaneous (medical necessity) = <u>\$ 500</u> <u>\$31,160</u>
2545	\$2,595	\$4,961	\$4,961	\$5,209	Disposable items, utensils, and other kitchen supplies (paper products, thermometers, disposable gloves, serving pans, drink dispensers, oven mitts, etc.) for Residential and Intake Units.
2550	\$10,926	\$10,596	\$10,596	\$11,126	Clothing, shoes, mattresses, bedding, towels, uniforms for residents, household supplies \$13,305 (bath mats, shower curtains, garment bags). Miscellaneous \$500.00 (special body soap, creams, hair products, etc.) Uniforms for 42 residents at 2 per resident (2-polo shirts, 2-pants, 1-fleece jacket and 1-vest) and 2 uniforms for each service attendant. \$21.22 x 84 polo shirts \$1,782 \$21.26 x 84 pants \$1,786 \$24.00 x 42 jackets \$1,008 \$22.49 x 42 vests \$ 945 <u>\$7.82 x 42 tennis shoes \$ 328</u> <u>Total</u> <u>\$5,521</u>

OPERATING EXPENDITURE DETAIL

Department Juvenile – Letot Center Budget No. 5116

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2590	\$487	\$200	\$200	\$500	Vehicle routine maintenance and parts: 2011 Ford Van, Model-E350 & 2014 Ford Van Model-S3B4
2640	\$42	-	\$42	\$45	Maintenance on fax machine, janitorial and housekeeping equipment
2720	\$3,882	\$3,000	\$3,000	\$3,150	Janitorial supplies (i.e. wax, stripper, disinfectant, floor products, mops, brooms, cleaning supplies, trash bags, toilet tissues, etc.). Miscellaneous Supplies- \$500
2920	\$682	\$1,000	\$1,000	\$1,050	Personal hygiene for residents which (i.e. medicated shampoo, sanitary napkins, deodorant, foot powder, hair grease, body wash, and bar soap) and 1 st Aid Kits and other medical supplies.
2960	\$936	\$1,500	\$1,500	\$1,500	Supplies for training in EMS: (American Red Cross standards for CPR certification require that staff certify both on infant and adult CPR.) <div style="margin-left: 20px;"> 1st Aid Supplies \$1000 Airway Lung bags \$ 250 Miscellaneous \$ 250 Total <u>\$1,500</u> </div>
2970	-	-	-	\$200	Uniform shirts for each service attendant. <div style="text-align: right; margin-right: 20px;"> $\\$50.00 \times 2 = \\200 Total <u>\$200</u> </div>
3090	\$2,356	\$3,000	\$3,000	\$3,300	Fuel costs (projected 10% price increase) for two 15-passenger vans

OPERATING EXPENDITURE DETAIL

Department Juvenile – Letot Center

Budget No. 5116

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
5050	\$8,973	\$9,036	\$11,169	\$9,950	Milk, snacks, and miscellaneous condiments for Letot Center and Intake Unit: I. <u>Milk</u> : Letot Center and Intake Unit: Residents 23 + 5 staff = 28 28 pints x 2 pints/day = 56 56 x 365 days within a year = 20,440 20,440 pints x \$0.34/unit = \$6,950 II. <u>Evening snacks</u> \$ 3,000 Total <u>\$9,950</u>
5080	-	-	-	\$500	Indoor/recreation supplies (balls, nets, games, Ping-Pong table, etc.).
5590	\$152	\$404	\$404	\$3,024	<u>Haircut services for male residents:</u> Estimated Cost per Hair cut - \$4.50 8 residents twice a month=16 haircuts/ month x \$4.50 = \$72 \$72 x 12 months within a year Total = \$864 <u>Hair care services for female residents:</u> Estimate Cost per female resident - \$18 5 residents twice a month=10 styling services /month x \$18-\$180 \$180 x 12 months within a year Total = \$2,160 Grand Total= <u>\$3,024</u>
7020	\$4,604	\$7,461	\$8,280	\$8,535	Rental of medium volume copier: \$577.86/per x 12 = \$6,934 <u>Estimated overage charges = \$1,600</u> Total <u>\$8,534</u>
7213	-	-	-	-	
8610	-	-	-	-	

Dallas County Juvenile Department
Youth Village Center - 5117 Budget
FY2018

Expense Code	Youth Village Center	2015 Actuals	2016 Actuals	2017 Current Budget	2018 Projected	Difference
#	SALARIES AND BENEFITS					
1020	Salaries - Assistant	1,986,951	2,113,115	2,436,948	2,675,635	238,687
1025	Supplemental Pay	-	5,360	-	-	-
1050	Salaries - Overtime	-	-	-	-	-
1060	Salaries - Extra Help	109,720	134,706	130,000	137,160	7,160
1080	Mileage Reimbursement	2,627	2,917	5,000	5,000	-
1090	Salary Lag	-	-	(60,924)	(60,924)	-
1111	FICA	122,714	132,667	151,091	169,424	18,333
1112	Medicare	28,699	31,027	35,336	39,581	4,245
1113	PARS	-	-	-	-	-
1120	Sick Leave Payoff	-	-	-	-	-
1140	Insurance - Employer	396,729	259,116	530,100	492,900	(37,200)
1150	Fringe Benefits Retirement	241,367	259,116	293,165	360,049	66,884
1190	Workers Compensation - County	1,622	29,079	-	-	-
	SALARIES AND BENEFITS TOTAL	2,890,429	2,967,103	3,520,716	3,818,825	298,109
	OPERATING EXPENSES					
2090	Property Less than \$5000	-	-	3,424	2,122	(1,302)
2093	Computer Hardware	-	-	-	-	-
2095	Computer Software	-	-	-	-	-
2150	License & Permit Fees	-	-	-	52	52
2155	Notary Fees	-	-	-	-	-
2160	Office Supplies	7,659	7,875	6,000	6,000	-
2170	Postage	838	864	1,000	1,000	-
2180	Printing/Imaging Expense	-	-	-	-	-
2440	Classroom Training	1,464	400	750	750	-
2540	Groceries	239,296	176,581	186,000	152,205	(33,795)
2545	Household Utensils	2,395	6,823	5,000	5,500	500
2550	Detention Supplies	2,008	3,207	3,000	4,000	1,000
2590	County Auto Maintenance	3,682	1,569	5,000	5,000	-
2640	Maintenance/Labor on Building	4	1,317	1,000	1,500	500
2690	Hardware & Electrical Supplies	-	-	-	250	250
2720	Janitorial Supplies	9,095	11,476	8,000	11,500	3,500
2760	Ground Maintenance	-	-	-	-	-
2920	Drug & Medical Supplies	376	789	1,000	1,000	-
2960	Training Supplies	407	1,104	1,000	1,100	100
3095	Fuel	5,877	3,053	7,500	7,500	-
5050	Juvenile Groceries	24,199	27,806	38,000	37,950	(50)
5080	School/Recreation Expense	-	-	-	1,000	1,000
5590	Other Professional Fees	2,525	3,050	3,000	3,000	-
7020	Equipment Rental	1,775	2,787	2,700	2,800	100
8410	Furniture and Equipment	-	-	-	-	-
	OPERATING EXPENSES TOTAL	301,599	248,701	272,374	244,229	(28,145)
	Totals	3,192,028	3,215,804	3,793,090	4,063,054	269,964

Grant/Dept. Employee	5117 (Multiple Items)	Sum of Yearly	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of GRAND TOTAL
Row Labels							
ASSISTANT BUSINESS MANAGER		57,195.19	3,546.10	829.33	7,544.05	9,300.00	78,557.66
BUILDING MECHANIC		45,423.50	2,816.26	658.64	5,991.36	9,300.00	64,303.31
CASEWORKER II		264,245.20	17,028.00	3,982.36	36,225.70	46,500.00	379,067.87
CLINICIAN I/II		67,111.55	4,160.92	973.12	8,852.01	9,300.00	90,565.38
COOK I		53,103.61	3,292.42	770.00	7,004.37	18,600.00	82,903.16
COOK II (LEAD)		36,321.83	2,251.95	526.67	4,790.85	9,300.00	53,282.11
JUVENILE RESIDENTIAL OFF I		320,637.57	20,395.37	4,769.88	43,389.50	74,400.00	472,734.72
JUVENILE RESIDENTIAL OFF II		431,660.74	27,407.77	6,409.88	58,307.81	93,000.00	628,291.35
JUVENILE RESIDENTIAL OFF III		708,147.65	44,872.35	10,494.34	95,462.31	139,500.00	1,015,886.03
JUVENILE RESIDENTIAL SUPV		323,618.26	20,451.21	4,782.94	43,508.30	55,800.00	455,225.36
LEAD CASEWORKER		55,112.80	3,545.95	829.30	7,543.73	9,300.00	78,554.77
PARAPROFESSIONAL SUPPORT		193,999.10	12,027.94	2,812.99	25,588.48	-	234,913.52
PROGRAM MANAGER II		78,916.91	4,957.33	1,159.38	10,546.32	9,300.00	106,119.82
SENIOR SECRETARY		40,140.71	2,488.72	582.04	5,294.56	9,300.00	57,906.39
Grand Total		2,675,634.62	169,242.31	39,580.86	360,049.36	492,900.00	3,798,311.44

OPERATING EXPENDITURE DETAIL

Department Juvenile – Youth Village

Budget No. 5117

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
1080	\$2,917	\$5,000	\$4,686	\$5,000	Mileage reimbursements are expected to average approximately the same as in previous year, no significant changes.
2150	-	-	-	52	Childcare License Renewal – Program Manager
2155	-	-	-	-	
2160	\$78,740	\$6,000	\$6,000	\$6,000	General office supplies for staff and residents.
2170	\$999	\$1,000	\$1,000	\$1,000	Postage and freight.
2180	-	-	-	-	
2440	\$750	\$750	\$750	\$750	Handle With Care instructor annual certification: 3 staff x \$250 = \$750
2540	\$207,431	\$200,000	\$200,000	\$152,205	Meals from Sheriff's Department: 139 meals x 3 daily x 365 days x \$1.00 = \$152,205

Staff Review and Comment

Form A

FY 2018

REVISED 6/29/2017 11:40 AM

OPERATING EXPENDITURE DETAIL

Department Juvenile – Youth Village

Budget No. 5117

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2545	\$6,216	\$5,000	\$5,500	\$5,500	Disposable Utensils, Household Supplies, Kitchen Utensils, Misc. Supplies used in Food Service.
2550	\$2,579	\$ 3,000	\$9,000	\$9,000	Clothing, shower shoes, bedding, towels, socks, underwear, outerwear and misc. supplies for residents. Increase due to providing the outwear requested by Admin.
2590	\$1,795	\$ 200	\$5,000	\$5000	Maintenance and repairs for five vehicles(1 pickup truck: RH037, 4 vans: RH33, RH34, RH35 and RH36)
2640	\$1,121	\$1,000	\$1,800	\$1800	
2720	\$9,304	\$8,000	\$11,500	\$11,500	1)Maintenance on fax machine \$ 55.00 2) Non contract equipment <u>1750.00</u> \$1805.00 Janitorial supplies (floor wax, stripper, and other products, disinfectant, mops, brooms, cleaning supplies, trash bags, etc).
2760	-	-	-	-	Used to keep YV and Medlock grounds maintained

Staff Review and Comment

Form A

FY 2018

OPERATING EXPENDITURE DETAIL

Department Juvenile – Youth Village

Budget No. 5117

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2920	\$1,026	\$1,000	\$1,500	\$1,500	Lab testing for drugs/alcohol \$1000 Misc. supplies to replenish first aid kits <u>500</u> \$1500
2960	\$1,000	\$1,000	\$1,000	\$1,000	Supplies for EMS training. Disposable supplies (mouth pieces, latex gloves, knee and elbow pads, etc.) = \$ 200 \$10 Provider fee CPR for 70 staff = 700 10 replacement cards @ \$10 each = <u>100</u> \$1000
3095	\$2,294	\$7,500	\$7,500	\$8,638	Auto fuel for five vehicles (4 vans and 1 pickup truck) combined average of 50,000 miles per year. At an average of 12 mpg per vehicle, projected usage is 4167 gallons of gas. National average price per gallon of gas is \$2.073. 4167 gallons x \$2.073 = \$8,638
5050	\$31,991	\$38000	\$38,000	\$35,450	Dairy products and miscellaneous food items for YV and Medlock facilities (2 meals daily 139 milk pts x 2 x 365 x \$.34) = \$ 34,450 <u>Miscellaneous purchases= \$ 1,000</u> <u>\$35,450</u>
5080	-	-	\$1,000	\$1,000	Purchase of recreational activities supplies for Residents.
5590	\$3,050	\$3,000	\$4,320	\$3,000	Monthly haircuts for residents @\$5.00per cut 50 residents x 12 x \$5.00 = \$3,000

Form A

FY 2018

OPERATING EXPENDITURE DETAIL

Department Juvenile – Youth Village

Budget No. 5117

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
7020	\$2,620	\$2,700	\$2,619	2,700	Lease of 1 Konica Minolta Bizhub 363 Copier \$118.29 per month X 12 months = \$1,419.48 Estimated excess copy cost annually = <u>1,200.00</u> \$ <u>2,619.48</u>

Form A

FY 2018

Dallas County Juvenile Department
Medlock - 5118 Budget
FY2018

Expense Code	Medlock	2015 Actuals	2016 Actuals	2017 Current Budget	2018 Projected	Difference
SALARIES AND BENEFITS						
1020	Salaries - Assistant	2,408,412	2,545,905	3,069,668	3,308,151	238,483
1025	Supplemental Pay	-	5,920	-	-	-
1050	Salaries - Overtime	-	-	-	-	-
1060	Salaries - Extra Help	134,222	141,529	130,000	182,514	52,514
1080	Mileage Reimbursement	3,012	2,705	-	5,000	5,000
1090	Salary Lag	-	-	(76,742)	(76,742)	-
1111	FICA	149,504	158,694	190,319	208,652	18,333
1112	Medicare	34,963	37,114	44,510	48,798	4,288
1113	PARS	-	-	-	-	-
1120	Sick Leave Payoff	-	584	-	-	-
1140	Insurance - Employer	447,998	522,542	641,700	604,500	(37,200)
1150	Fringe Benefits Retirement	292,269	309,873	369,281	443,890	74,609
1190	Workers Compensation - County	29,740	30,557	-	-	-
SALARIES AND BENEFITS TOTAL		3,500,120	3,755,423	4,368,736	4,724,782	356,026
OPERATING EXPENSES						
2090	Property Less than \$5000	-	-	3,600	10,492	6,892
2150	License & Permit Fees	-	52	-	52	52
2155	Notary Fees	-	-	80	-	(80)
2160	Office Supplies	9,285	9,181	8,000	8,000	-
2170	Postage	538	22	500	500	-
2180	Printing/Imaging Expense	-	-	-	-	-
2440	Classroom Training	400	984	800	750	(50)
2545	Household Utensils	2,582	2,649	3,000	3,000	-
2550	Detention Supplies	11,045	8,481	10,000	10,000	-
2590	County Auto Maintenance	57	318	500	500	-
2640	Maintenance/Labor on Building	45	42	-	55	55
2720	Janitorial Supplies	12,291	10,914	10,000	10,350	350
2760	Ground Maintenance	-	-	-	-	-
2820	Drug, Medical, and Sanitary Supplies	-	-	-	-	-
2960	Training Supplies	1,104	1,000	1,000	1,000	-
3095	Fuel	1,260	819	1,500	3,000	1,500
5050	Juvenile Groceries	1,452	1,452	3,500	3,500	-
5080	School/Recreation Expense	237	-	1,000	1,000	-
5590	Other Professional Fees	6,180	5,765	4,500	5,760	1,260
7020	Equipment Rental	4,609	5,092	4,500	4,150	(350)
8410	Furniture and Equipment	-	-	-	3,910	3,910
OPERATING EXPENSES TOTAL		51,085	46,771	52,480	66,019	13,539
Totals		3,551,205	3,802,194	4,421,216	4,790,781	369,565

5118

(Multiple Items)

Grant/Dept.
Employee

Row Labels	Sum of Yearly	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of GRAND TOTAL
CASEWORKER II	103,385.53	6,667.82	1,559.41	14,185.26	18,600.00	148,826.88
CLINICIAN I/II	489,460.22	30,346.53	7,097.17	64,559.80	74,400.00	667,087.38
COOK I	28,662.78	1,777.09	415.61	3,780.62	9,300.00	44,007.75
COOK II (LEAD)	36,385.48	2,255.90	527.59	4,799.24	9,300.00	53,359.18
DETENTION MANAGER	67,943.26	4,276.96	1,000.26	9,098.89	9,300.00	92,831.83
JUVENILE DETENTION OFFICER I	691,896.60	43,993.75	10,288.86	93,593.15	158,100.00	1,017,326.30
JUVENILE DETENTION OFFICER II	687,568.17	43,660.91	10,211.02	92,885.06	148,800.00	1,001,525.67
JUVENILE DETENTION OFFICER III	366,782.13	23,256.33	5,438.98	49,475.97	74,400.00	528,611.16
JUVENILE DETENTION SUPERVISOR	348,377.82	21,986.30	5,141.96	46,774.09	55,800.00	485,206.72
JUVENILE PROBATION OFFICER	43,535.23	2,828.14	661.42	6,016.65	9,300.00	64,535.48
PARAPROFESSIONAL SUPPORT	177,832.51	11,025.62	2,578.57	23,456.11	-	215,337.39
PSYCHOLOGIST I/II	90,153.11	5,589.49	1,307.22	11,891.19	9,300.00	118,466.40
SECRETARY	34,942.75	2,166.45	506.67	4,608.95	9,300.00	51,612.18
SENIOR SECRETARY	43,705.00	2,709.71	633.72	5,764.69	9,300.00	62,222.39
SUPERINTENDENT II	97,520.00	6,110.72	1,429.12	13,000.06	9,300.00	128,646.30
Grand Total	3,308,150.58	208,651.74	48,797.58	443,889.74	604,500.00	4,679,603.01

OPERATING EXPENDITURE DETAIL

Department Juvenile – Medlock

Budget No. 5118

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
1080	2,705	-	5,000	5,000	Mileage expenses are expected to average approximately same as in previous year, no significant changes.
2150	52	-	-	52	Child Care License Renewal - Superintendent
2155	-	80	-	-	Senior Secretary (Notary)
2160	9,181	8,000	8,000	8,000	(1)Supplies for 84 full and part time staff to complete treatment plans, copies and general office work (2) Supplies provided for residents for correspondence, school work and life skills
2170	22	500	1,000	1,000	
2180	-	-	-	-	Used for mailing of routine letters, resident's letters, certified letters and packs. Forms, business cards, letter head, etc.
2440	984	800	750	750	Handle with care restraint training for 3 staff @ \$250 = \$750

Staff Review and Comment

Form A

FY 2018

REVISED 6/29/2017 11:35 AM

OPERATING EXPENDITURE DETAIL

Department Juvenile – Medlock

Budget No. 5118

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2545	2,649	3,000	3000	3,000	Disposable Utensils, Misc. Supplies (Gloves, hairnet, etc). \$3,000
2550	8,481	10,000	10,000	10,000	Detention Supplies – All essential items Towels, Sheets, Outer Clothing, Blankets, Shoes, Shower shoes, underwear, etc.
2590	318	500	500	500	on vehicle (RM-001) No major repairs expected
2640	42	-	48	55	Maintenance contract for specified office equipment – Fax machine – 1 @ \$ 55.00
2720	10,914	10,000	10,350	10,350	Average monthly expenditures on janitorial supplies: \$862 X 12 months = \$ 10,344

FY2018

OPERATING EXPENDITURE DETAIL

Department Juvenile – Medlock

Budget No. 5118

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2760	-	-	-	-	Maintain grounds
2960	1,000	1,000	1,000	1,000	Supplies for in-house training for Medlock staff.
3095	819	1,500	2,700	3,000	Fuel for one(1) van RM-001. An average of 12,000 miles a year. An average of 12 mpg. Projected gasoline usage is 1,000 gallons of gas. Gas estimated at \$2.073 per gallon (figure based on national average) per gallon of regular grade gas. $1000 \text{ gallons} \times \$2.073 = \$2,073$ Possible price increase = <u>1,000</u> $\$3,073$
5050	1,452	3,500	3,500	3,500	Purchase miscellaneous condiments for 96 bed facility.
5080	-	1,000	1,000	1,000	Recreational supplies and equipment used for indoor and outdoor recreation.

Form A

FY 2018

OPERATING EXPENDITURE DETAIL

Department Juvenile – Medlock Budget No. 5118

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
5590	5,765	4,500	5,760	5,760	Haircuts for residents monthly @ 5.00 each 96 residents X \$5.00 = \$480 X 12 = \$5,760
7020	5,092	4,500	4,150	4,150	Rental of one copier brand Sharp MX, Make number BH60MX-M654N, Serial # 550410700 @ \$293262.41 per month X 12 = \$3,149 Estimated excessive copy <u>1,000</u> Charges annually \$4,149

FY2018

PROGRAM IMPROVEMENT REQUEST COST WORKSHEET

Brief Title of PIR	JSO I (3)	
Staff Cost		
Grade	AA	
Salary	\$118,812	
FICA @ 7.65%	\$ 9,089	
Insurance @ \$8,500	\$ 25,500	
Retirement @ 13.19%	\$ 15,671	
Total		\$169,073
Related Equipment		
	\$ Amount	
Number		
Desk	N/A	
Furniture	N/A	
Computer	N/A	
Printer	N/A	
Network Cabling	N/A	
Software	N/A	
Vehicle	N/A	
Travel	N/A	
Pager	N/A	
Cell Phone	N/A	
Other	N/A	
Total		N/A
Other Costs (describe)		
Special Training	N/A	
Consultant Fees	N/A	
Renovation/Space	N/A	
Total		N/A
Less Additional Revenue Source		N/A
Grand Total		<u>\$169,073</u>

PROGRAM IMPROVEMENT REQUEST COST WORKSHEET

Brief Title of PIR	JIS Supervisors (2)	
Staff Cost		
Grade	EE	
Salary	\$ 98,348	
FICA @ 7.65%	\$ 7,524	
Insurance @ \$8,500	\$ 17,000	
Retirement @ 13.19%	\$ 12,972	
Total		\$ 135,844
Related Equipment		
	\$ Amount	
Number		
Desk	N/A	
Furniture	N/A	
Computer	N/A	
Printer	N/A	
Network Cabling	N/A	
Software	N/A	
Vehicle	N/A	
Travel	N/A	
Pager	N/A	
Cell Phone	N/A	
Other	N/A	
Total		N/A
Other Costs (describe)		
Special Training	N/A	
Consultant Fees	N/A	
Renovation/Space	N/A	
Total		N/A
Less Additional Revenue Source		N/A
Grand Total		\$ 135,844

Dallas County Juvenile Department
Letot RTC - 5119 Budget
FY2018

Expense Code	Letot RTC Center	2015 Actuals	2016 Actuals	2017 Current Budget	2018 Projected	Difference
SALARIES AND BENEFITS						
1020	Salaries - Assistant	-	632,328	978,062	1,331,442	353,380
1025	Supplemental Pay	-	1,240	-	-	-
1050	Salaries - Overtime	-	-	-	-	-
1060	Salaries - Extra Help	-	-	-	-	-
1080	Mileage Reimbursement	-	284	1,000	2,050	1,050
1090	Salary Lag	-	-	(24,452)	(33,286)	(8,834.06)
1111	FICA	-	37,955	60,840	84,290	23,650
1112	Medicare	-	8,877	14,182	19,713	5,531
1113	PARS	-	-	-	-	-
1120	Sick Leave Payoff	-	762	-	-	-
1140	Insurance - Employer	-	141,375	223,200	297,600	74,400
1150	Fringe Benefits Retirement	-	72,983	117,661	179,321	61,660
1190	Workers Compensation - County	-	8,333	-	-	-
SALARIES AND BENEFITS TOTAL		-	904,137	1,370,293	1,881,131	510,838
OPERATING EXPENSES						
2090	Property Less than \$5000	-	-	-	250	250
2150	License & Permit Fees	-	-	400	206	(194)
2155	Notary/Bonds Fees	-	219	-	-	-
2160	Office Supplies	-	5,378	5,196	5,500	304
2170	Postage & Freight	-	8	50	500	450
2180	Printing/Imaging Expense	-	55	250	400	150
2440	Classroom Training	-	-	-	689	689
2540	Groceries	-	20,763	35,000	46,990	11,990
2545	Household Utensils	-	3,032	1,873	3,000	1,127
2550	Detention Supplies	-	3,292	3,230	4,845	1,615
2590	County Auto Maintenance	-	-	-	500	500
2640	Maintenance Office Equipment	-	42	142	45	(97)
2720	Janitorial Supplies	-	1,965	2,700	4,000	1,300
2920	Drug & Medical Supplies	-	1,344	2,000	2,500	500
2960	Training Supplies	-	156	750	1,000	250
2970	Uniforms	-	7,072	4,000	5,880	1,880
3095	Fuel	-	-	-	1,500	1,500
5050	Juvenile Groceries	-	5,068	9,128	16,424	7,296
5080	School/Recreation Expense	-	-	-	500	500
5590	Other Professional Fees	-	-	-	600	600
7020	Equipment Rental	-	4,623	7,514	8,534	1,020
TOTAL OPERATING		-	53,017	72,233	103,863	31,630
TOTAL		-	957,154	1,442,526	1,984,994	542,468

Grant/Dept. Employee	5119 (All)	Sum of Yearly	Sum of \$S	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of GRAND TOTAL
ASSISTANT BUSINESS MANAGER	53,866.16	3,339.70	781.06	7,104.95	9,300.00	74,526.53	
CASEWORKER II	51,512.41	3,322.73	777.09	7,068.84	9,300.00	74,195.05	
CLINICIAN I/II	167,213.46	10,367.23	2,424.60	22,055.45	27,900.00	230,378.77	
COOK II (LEAD)	37,743.26	2,340.08	547.28	4,978.34	9,300.00	55,003.32	
JUVENILE RESIDENTIAL OFF I	335,255.31	21,430.63	5,012.00	45,591.94	93,000.00	511,554.02	
JUVENILE RESIDENTIAL OFF II	123,286.18	7,837.18	1,832.89	16,672.97	27,900.00	180,965.24	
JUVENILE RESIDENTIAL OFF III	333,048.69	21,164.86	4,949.85	45,026.53	74,400.00	487,763.34	
JUVENILE RESIDENTIAL SUPV	205,075.94	12,972.63	3,033.92	27,598.22	37,200.00	290,563.80	
SERVICE ATTENDANT II	24,440.83	1,515.33	354.39	3,223.75	9,300.00	38,895.40	
Grand Total	1,331,442.23	84,290.38	19,713.07	179,320.98	297,600.00	1,943,845.47	

OPERATING EXPENDITURE DETAIL

Department Letot RTC

Budget No. 5119

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
1080	\$284	\$1,000	\$1,000	\$2,050	Mileage reimbursement for staff to transport residents to appointments, placement, court, home, and for travel to meetings and trainings for Letot RTC staff (projected 5% price increase in addition to the START, RDT and out of county placement).
2090	-	-	-	\$4,000	Handheld radios, vacuum cleaner, fax machine and printer for Residential and Intake Units. <div style="text-align: right;"> <u>Vacuum Cleaner</u> \$250 <u>Total</u> \$250 </div>
2150	-	\$400	-	\$206	Texas Department and Family Protective Services (TDFPS)-Residential Child Care Administrator's License <div style="text-align: right;"> <u>Initial License- 1 @ \$102</u> \$102 <u>Renewal- 2 @ \$52</u> \$104 <u>Total</u> \$206 </div>
2155	\$219	-	-	-	
2160	\$5,378	\$5,196	\$5,196	\$7,000	General office supplies for staff and residents total of 55 residents and 35 staff (projected 5% price increase in addition to the START, RDT and out of county placement).
2170	\$8	\$50	\$50	\$500	Postage, based on current trend for business and for residents' mail. TJJD mandates provision of writing materials and postage for all residents. And freight charges.
2180	\$55	\$250	\$250	\$400	Print forms, parent information packets, employee documentation, business cards, training supplies, and general office documents.

OPERATING EXPENDITURE DETAIL

Department Leto1 RTC Budget No. 5119

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
2440	-	-	-	\$738	American Red Cross Instructor Certification: CPR/First Aid Certification- 1 @ \$399 \$399 Handle w/Care Instructor Cert. 1 @ \$250 \$250 Defensive Driving- 1 @ \$ 40 \$40 Total \$ 689
2460	-	-	-	\$2,000	Trainings for Administration to receive CEUs, which are required for Licensed Administrators to renew Childcare Administrator's License. Other miscellaneous training, i.e. PREA Audit Training, to assist with improving job performance.
2540	\$20,763	\$35,000	\$37,772	\$46,990	Meals from Sheriff's Department's Central Kitchen for RTC for 34 residents and 8 staff. 42 meals x 3 daily= 126 meals per day 126 meals x 365 days =45,990 meals for the year 45,990 meals at \$1.00 = \$45,990 Miscellaneous (medical necessity) = \$1,000 \$46,990
2545	\$3,032	\$1,873	\$1,873	\$3,000	Disposable items, utensils, and other kitchen supplies (paper products, thermometers, disposable gloves, serving pans, drink dispensers, oven mitts, etc.) for all programs.
2550	\$3,292	\$3,230	\$3,230	\$4,845	Clothing, shoes, mattresses, bedding, towels, uniforms for residents, household supplies (bath mats, shower curtains, garment bags). Miscellaneous \$500.00 (special body soap, creams, hair products, etc.)

OPERATING EXPENDITURE DETAIL

Department Letot RTC

Budget No. 5119

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification														
2590	-	-	-	\$500	Vehicle routine maintenance and parts: 2011 Ford Van, Model-E350 & 2014 Ford Van Model-S3B4														
2640	\$42	\$142	\$42	\$45	Maintenance on fax machine, janitorial and housekeeping equipment														
2720	\$1,965	\$2,700	\$2,700	\$4,050	Janitorial supplies (i.e. wax, stripper, disinfectant, floor products, mops, brooms, cleaning supplies, trash bags, toilet tissues, etc.). Miscellaneous Supplies- \$500														
2920	\$1,344	\$2,000	\$2,000	\$3,000	Personal hygiene for residents which (i.e. medicated shampoo, sanitary napkins, deodorant, foot powder, hair grease, body wash, and bar soap) and 1 st Aid Kits and other medical supplies.														
2960	\$156	\$750	\$750	\$1,000	Supplies for training in EMS: (American Red Cross standards for CPR certification require that staff certify both on infant and adult CPR.) <table style="margin-left: 20px;"> <tr> <td>1st Aid Supplies</td> <td style="text-align: right;">\$ 500</td> </tr> <tr> <td>Airway Lung bags</td> <td style="text-align: right;">\$ 250</td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;"><u>\$ 250</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>\$1,000</u></td> </tr> </table>	1 st Aid Supplies	\$ 500	Airway Lung bags	\$ 250	Miscellaneous	<u>\$ 250</u>	Total	<u>\$1,000</u>						
1 st Aid Supplies	\$ 500																		
Airway Lung bags	\$ 250																		
Miscellaneous	<u>\$ 250</u>																		
Total	<u>\$1,000</u>																		
2970	\$7,072	\$4,000	\$4,000	\$5,880	Uniforms for 40 new residents at 2 per resident (2-polo shirts, 2-pants, 1-fleece jacket and 1-vest) and 2 uniforms for each service attendant. <table style="margin-left: 20px;"> <tr> <td>\$21.22 x 80 polo shirts</td> <td style="text-align: right;">\$1,698</td> </tr> <tr> <td>\$21.26 x 80 pants</td> <td style="text-align: right;">\$1,701</td> </tr> <tr> <td>\$24.00 x 40 jackets</td> <td style="text-align: right;">\$1,008</td> </tr> <tr> <td>\$22.49 x 40 vests</td> <td style="text-align: right;">\$ 960</td> </tr> <tr> <td>\$7.82 x 40 tennis shoes</td> <td style="text-align: right;">\$ 313</td> </tr> <tr> <td>\$ 50.00 x 4 service attendants</td> <td style="text-align: right;">\$ 200</td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>\$5,880</u></td> </tr> </table>	\$21.22 x 80 polo shirts	\$1,698	\$21.26 x 80 pants	\$1,701	\$24.00 x 40 jackets	\$1,008	\$22.49 x 40 vests	\$ 960	\$7.82 x 40 tennis shoes	\$ 313	\$ 50.00 x 4 service attendants	\$ 200	Total	<u>\$5,880</u>
\$21.22 x 80 polo shirts	\$1,698																		
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\$22.49 x 40 vests	\$ 960																		
\$7.82 x 40 tennis shoes	\$ 313																		
\$ 50.00 x 4 service attendants	\$ 200																		
Total	<u>\$5,880</u>																		
3095	-	-	-	\$1,500	Fuel costs (projected 10% price increase) for two 15-passenger vans														

OPERATING EXPENDITURE DETAIL

Department Letot RTC Budget No. 5119

Expense Codes	FY2016 Actual	FY2017 Budget	FY2017 Projection	FY2018 Request	Comments/Justification
5050	\$5,068	\$9,128	\$11,849	\$15,424	Milk, snacks, and miscellaneous condiments for all programs: I. <u>Milk</u> : RTC, RDT, START and out of county placements: Residents 34 + 8 staff = 42 42 pints x 2 pints/day = 84 84 x 365 days within a year = 30,660 30,660 pints x \$0.34/unit = \$10,424 II. <u>Evening snacks</u> Total \$ 5,000 Total <u>\$15,424</u>
5080	-	-	-	\$500	Indoor/recreation supplies (balls, nets, games, Ping-Pong table, etc.).
5590	-	-	-	\$8,640	<u>Hair care services for female residents</u> : Estimate Cost per female resident -\$18 20 residents twice a month=40 styling services /month x \$18=\$720 \$720 x12 months within a year Total =\$8,640
7020	\$4,623	\$7,514	\$8,534	\$8,534	Rental of medium volume copier: \$577.86/per x 12 = \$6,934 <u>Estimated overage charges = \$1,600</u> Total <u>\$8,534</u>
7213	-	-	-	-	
8610	-	-	-	-	

Projection of Staff Needs in Juvenile Facilities

	Positions Needed According to Trends						Current Positions filled as of 6-12-17			
	Estimated ADP	JSO NEEDED/YEAR	PT JSO STAFF NEEDED	TOTAL STAFFING NEEDED/YEAR	CURRENT JSO FT	CURRENT JSO PT	TOTAL JSO STAFF	CURRENT JSO FT	CURRENT JSO PT	TOTAL JSO STAFF
4-DETENTION/RDT/STARS - 5114	202	131	30	160	129	14	143			
HILL CENTER - 5115	32	20	4	24	25	5	30			
LETOT - 5116	23	15	3	18	18	8	26			
LETOT RTC - 5119	34	21	4	26	9	0	9			
YOUTH VILLAGE - 5117	50	33	7	40	36	12	48			
MEDLOCK/START - 5118	72	46	9	55	41	11	52			

Based on ADP for 2014, 2015, 2016 and year to date 2017. Current JSO staff is based off the HR report and filled report pulled 6-12-17. Vacant position include in the employee count and projected count includes positions previously filled from the HR report pulled on 2-18-17 and still funded.

**Estimated ADP are combined pts and post programs

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE
 FY 2018 Budget
 State Aid

	2015 Actual	2016 Actual	2017 Approved Budget	2018 Proposed Budget	Difference
Projected Revenue:					
State or Federal Match Funds	\$ 5,270,484	\$ 5,055,595	\$ 5,250,041	\$ 5,135,046	\$ (114,195)
Amounts Estimated from Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Revenue	\$ 5,270,484	\$ 5,055,595	\$ 5,690,849	\$ 5,890,296	\$ 199,447
Salaries and Benefits:					
1020 Salary	3,058,224	2,974,480	3,526,660	3,586,623	39,963
1025 Supplemental Pay	107,501	21,749	42,500	49,000	6,500
1050 Over time Pay	454	0	-	-	-
1060 Salary - Substitute Teacher	137,151	132,072	215,798	139,198	(76,597)
1080 Mileage	5,239	2,290	3,800	3,800	-
1090 Salary Lag	-	-	-	-	-
1111 FICA	212,573	187,046	236,310	232,799	(3,511)
1112 Medicare	50,047	43,745	55,268	54,445	(821)
1113 PERS	284	-	2,818	1,810	(1,008)
1120 Sick Leave Pay	1,539	109	-	-	-
1140 Insurance	684,700	539,687	633,600	632,400	(1,200)
1150 Retirement	33,385	367,677	464,997	495,261	30,264
1190 Workers Comp.	6,803	5,805	9,529	9,387	(142)
Salaries and Benefits Total	4,305,660	4,274,659	6,191,275	6,184,722	(6,553)
Operating Expenses					
2010 Advertising	179	179	179	179	-
2014 Other	-	15,000	-	-	-
2050 Conference	-	1,753	-	-	-
2080 Dues & Subscription	3,266	2,150	2,000	2,000	-
2090 Property less than \$5,000	-	692	600	-	(500)
2093 Computer Hardware	-	3,012	-	-	-
2095 Computer software	43,935	39,074	47,000	50,000	3,000
2150 License	35,550	97,773	10,000	10,000	-
2155 Notary/Bond	-	73	-	-	-
2160 Office Supplies	33,684	31,537	27,000	27,000	-
2170 Postage	4,495	3,959	4,500	4,500	-
2180 Printing	-	608	110	110	-
2210 Shipping and Handling	311	1,369	-	-	-
2450 Training	3,325	2,485	-	-	-
2540 Food	29,633	-	-	-	-
2640 Maintenance	359	3,560	2,300	2,300	-
2670 Fax & Scantron Machine Maint	-	-	1,555	1,555	-
2050 Textbooks	-	10,910	-	-	-
3095 Fuel	28	410	100	100	-
5080 School Supplies	7,078	15,037	8,000	8,000	-
5140 Transportation	278,789	267,869	156,000	350,000	194,000
5514 Audit	49,500	40,750	43,000	43,000	-
5590 Contracted Services	57,950	20,024	34,000	35,000	1,000
7010 Building Rent at JJAEP	52,449	-	-	-	-
7020 Equipment Copier	20,200	18,924	20,000	20,000	-
7213 Cell Phones	289	265	300	300	-
7230 Utilities	14,026	-	-	-	-
7541 General Liabilities	12,372	12,969	13,000	15,000	2,000
7902 Grants Operations	153,477	153,814	130,000	136,500	6,500
7960 Indirects Costs	14	12	30	30	-
8610 Special Equipment	-	9,000	-	-	-
OPERATING EXPENSES TOTAL	800,920	693,268	499,571	705,574	206,000
Total Salary & Operating	5,106,600	4,967,928	6,690,849	6,890,296	199,447
Difference	163,684	87,667	-	-	-

Fund Name	Employee	# of Months	SA- TEA (Multiple Items) (All)	Sum of Yearly	Sum of Stipend	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of Worker's Comp	Sum of PARS -		Sum of GRAND TOTAL
											Subs	TOTAL	
	ACCOUNTANT 2			58,524.70	-	3,628.53	848.61	7,719.41	9,300.00	146.31			80,167.56
	ADMINISTRATIVE ANALYST			51,151.82	-	3,171.41	741.70	6,746.92	9,300.00	127.88			71,239.73
	ASSISTANT CAMPUS ADMII			59,886.89	2,000.00	3,896.99	897.36	8,162.88	9,300.00	154.72			84,238.84
	CAMPUS ADMINISTRATOR			130,036.05	4,000.00	8,310.23	1,943.52	17,679.35	18,600.00	335.09			180,904.25
	CLERK 1			179,296.48	-	11,116.38	2,599.80	23,549.21	46,500.00	448.24		210.44	263,820.55
	CLERK 2			36,343.01	-	2,253.27	526.97	4,793.64	9,300.00	90.86			53,307.75
	COMPUTER LAB ASSISTANT			125,895.74	-	7,805.54	1,825.49	15,605.65	27,900.00	314.74			180,347.16
	DATA CONTROLLER			85,118.55	-	5,277.35	1,234.22	11,227.14	18,600.00	212.80			121,670.05
	DATA ENTRY CLERK 2			28,641.60	-	1,775.78	415.30	3,777.83	9,300.00	71.60			43,882.11
	DIRECTOR OF SPECIAL EDU			64,639.68	-	4,007.66	937.28	8,525.97	9,300.00	151.60			87,572.19
	EDUCATION ASSESSMENT			56,857.74	-	3,525.18	824.44	7,499.54	9,300.00	142.14			78,149.03
	EDUCATION INFORMATION			62,552.15	-	3,878.23	907.01	8,250.63	9,300.00	156.38			85,044.40
	EDUCATIONAL DIAGNOSTIC			127,460.87	-	7,902.57	1,848.18	16,812.09	18,600.00	318.65			172,942.37
	INSTRUCTIONAL MANAGER			81,752.55	2,000.00	5,192.66	1,214.41	11,046.96	9,300.00	209.38			110,715.96
	OFFICE SUPPORT			14,225.33	-	881.97	206.27	1,876.32		35.56		184.93	17,410.38
	PROFESSIONAL SUPPORT			108,785.14	-	6,744.68	1,577.38	14,348.76		271.96		1,414.21	135,142.14
	SENIOR FISCAL MONITOR			64,639.68	-	4,007.66	937.28	8,525.97	9,300.00	161.60			87,572.19
	SPED TEACHER			340,126.47	6,000.00	21,459.84	5,018.83	45,654.05	55,800.00	855.32			474,924.54
	TEACHER			1,912,625.70	35,000.00	120,752.79	28,240.57	256,891.83	325,500.00	4,869.06			2,683,879.97
	TEACHER AID			117,260.91	-	7,276.18	1,700.28	15,466.71	27,900.00	293.15			169,891.24
	Grand Total			3,705,821.08	49,000.00	232,798.91	54,444.91	495,260.90	632,400.00	9,387.05		1,809.58	5,180,922.42

DALLAS COUNTY ACADEMY FOR ACADEMIC EXCELLENCE
 FY 2018 Budget
 By Federal Grant

	Title I, A	Title I, D	IDEA B	Title II, A	Title III, A	Title IV	IMA	Total
Projected Revenue:								
State or Federal Match Funds	\$ 412,438	\$ 763,682	\$ 98,678	\$ 29,349	\$ 5,524	\$ 10,000	\$ 90,000	\$ 1,409,671
Amounts from Fund Balance	\$ -	\$ 252,239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,239
	\$ 412,438	\$ 1,015,921	\$ 98,678	\$ 29,349	\$ 5,524	\$ 10,000	\$ 90,000	\$ 1,661,910
Salaries and Benefits:								
1020 Salary	248,805	709,583	57,363	-	-	-	-	1,015,751
1025 Supplemental Pay	4,000	15,500	1,000	29,349	-	-	-	49,849
1111 FICA	15,674	44,490	3,619	-	-	-	-	63,783
1112 Medicare	3,686	10,405	846	-	-	-	-	14,917
1140 Insurance	46,500	138,500	9,300	-	-	-	-	195,300
1150 Retirement	33,345	94,649	7,698	-	-	-	-	135,692
1190 Workers Comp.	632	1,794	146	-	-	-	-	2,572
Salaries and Benefits Total	352,621	1,015,921	79,972	29,349	-	-	-	1,477,863
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
2090 Property less than \$5,000	-	-	-	-	-	8,000	-	8,000
2093 Computer Hardware	-	-	-	-	5,524	-	90,000	95,524
2150 License	-	-	-	-	-	-	-	-
2460 Training	10,618	-	-	-	-	-	-	10,618
OPERATING EXPENSES TOTAL	\$ 10,618	\$ -	\$ -	\$ -	\$ 5,524	\$ 10,000	\$ 90,000	\$ 116,142
Total Salary & Operating	\$ 363,239	\$ 1,015,921	\$ 79,972	\$ 29,349	\$ 5,524	\$ 10,000	\$ 90,000	\$ 1,594,005
Difference	\$ 49,198.66	\$ -	\$ 18,706.06	\$ -	\$ -	\$ -	\$ -	\$ 67,905

Fund Name | TITLE 1, PART A
 Employee | (Multiple Items)

Row Labels	Sum of Yearly	Sum of Stipend	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of Worker's Comp	Sum of PARS - Subs	Sum of GRAND TOTAL
TEACHER	213,862.05	4,000.00	13,507.45	3,159.00	28,736.00	37,200.00	544.66		301,009.16
TEACHER AID	34,942.75	-	2,166.45	506.67	4,608.95	9,300.00	87.36		51,612.18
Grand Total	248,804.81	4,000.00	15,673.90	3,665.67	33,344.95	46,500.00	632.01		352,621.34

Fund Name: IDEA B
 Employee: (Multiple Items)

Row Labels	Sum of Yearly	Sum of Stipend	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of Worker's Comp	Sum of PARS Subs	Sum of GRAND TOTAL
SPED TEACHER	57,363.37	1,000.00	3,618.53	846.27	7,698.13	9,300.00	145.91		79,972.21
Grand Total	57,363.37	1,000.00	3,618.53	846.27	7,698.13	9,300.00	145.91		79,972.21

Fund Name
Employee

TITLE A, PART D
(Multiple Items)

Row Labels	Sum of Yearly Stipend	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of Worker's Comp	Sum of PARS - Subs	Sum of GRAND TOTAL
ADMINISTRATIVE ANALYST	47,566.23	2,949.11	689.71	6,273.99	9,300.00	118.92		66,897.95
COMPUTER LAB ASSISTANT	81,533.09	5,055.05	3,182.23	10,754.21	18,600.00	203.83		117,328.42
DATA CONTROLLER	156,383.14	9,595.75	2,267.56	20,526.94	37,200.00	390.96		226,564.34
INSTRUCTIONAL SPECIALIST	64,639.68	4,059.65	951.78	8,657.87	9,300.00	164.10		88,783.09
TEACHER	323,117.52	20,405.29	4,772.20	43,410.60	55,800.00	822.79		454,328.40
TEACHER AID	36,343.01	2,315.77	541.47	4,925.54	9,300.00	93.36		54,518.65
Grand Total	709,582.67	44,490.13	10,404.95	94,649.15	139,500.00	1,793.96		1,008,420.85

Dallas County Juvenile Justice Department
 Juvenile Justice Alternative Education Program
 FY 2018 Budget

	Actual FY 2016	FY 2017 Budget	FY 2018 Proposed	Difference
Projected Revenues:				
State or Federal	\$ 954,108.04	\$ 1,118,408.40	\$ 1,118,408.40	\$ -
Match Funds	\$ 218,475.72	\$ 189,137.55	\$ 504,851.81	\$ 315,714.25
Amounts from Fund Balance	\$ 3,408.99	\$ -	\$ -	\$ -
	\$ 1,175,992.75	\$ 1,307,545.95	\$ 1,623,260.21	\$ 315,714.25
Projected Expenditures:				
1020 Salaries	543,190	622,842	787,741	\$ 164,900
1025 Stipend	9,498	7,040	11,200	\$ 4,160
1050 Salaries - Overtime	-	-	-	\$ -
1060 Sub Teacher	5,243	-	21,757	\$ 21,757
1111 FICA	36,359	36,781	61,131	\$ 11,350
1112 Medicare	6,503	6,304	11,958	\$ 2,654
1113 Pans	-	-	283	\$ 283
1120 DC Sick Payoff	-	-	-	\$ -
1140 Insurance Employer	108,729	105,046	148,800	\$ 43,754
1150 Retirement - Employer's Share	70,811	78,279	108,778	\$ 30,498
1160 Unemployment Insurance	-	-	-	\$ -
1060 Mileage	1,000	500	500	\$ -
1180 Worker's Compensation	3,802	1,604	2,082	\$ 458
Total Salaries & Fringes	787,029	\$ 884,396	\$ 1,144,210	\$ 279,814
2050 Conference	1,550	4,000	2,900	\$ (1,100)
2090 Furniture & Equip < \$500	2,003	-	-	\$ -
2093 Computer Hardware	5,224	-	-	\$ -
2095 Computer Software	10,512	9,500	9,500	\$ -
2160 Office Supplies	3,805	2,900	2,900	\$ -
2170 Postage	693	1,300	1,300	\$ -
2180 Printing	25	350	350	\$ -
2210 Shipping & Handling	391	-	-	\$ -
2460 Training	557	1,000	1,000	\$ -
2590 County Auto Maintenance	2,341	1,300	1,300	\$ -
2640 Fax Machine Maint	-	200	200	\$ -
2670 Maintenance	2,530	3,000	3,000	\$ -
2770 Extermination/F	270	400	400	\$ -
2950 Educational Supplies	16,379	600	600	\$ -
3040 Dumpster Services	1,610	2,300	2,300	\$ -
3095 Fuel	118	700	700	\$ -
5080 School Supplies	2,232	2,000	2,000	\$ -
5140 Transition Bus Passes	60	500	500	\$ -
5590 Contracted Services	61,818	70,000	72,000	\$ 2,000
6570 Janitorial Services	21,307	30,000	30,000	\$ -
7010 Building Rent at JJAEP	212,911	241,000	275,000	\$ 34,000
7020 Equipment Copier	2,571	3,100	3,100	\$ -
7230 Utilities	41,045	69,000	70,000	\$ 1,000
Total Operations	\$ 388,961	\$ 443,150	\$ 479,950	\$ 35,800
Grand Total	\$ 1,175,991	\$ 1,307,546	\$ 1,623,260	\$ 315,714
Difference	\$ -	\$ -	\$ -	\$ -

Fund Name Employee # of Months	JJAEP (Multiple Items) (All)	Sum of Yearly	Sum of Stipend	Sum of SS	Sum of Medicare	Sum of Retirement	Sum of Insurance	Sum of Comp	Sum of Worker's Subs	Sum of PARS - Sum of GRAND TOTAL
Row Labels										
ASSISTANT CAMPUS ADMINISTRATOR		59,886.89	2,000.00	3,836.99	897.36	8,162.88	9,300.00		154.72	84,238.84
BEHAVIOR SPECIALIST		51,554.88	-	3,196.40	747.55	6,800.09	9,300.00		128.89	71,727.80
CASEWORKER 2		49,157.43	2,080.00	3,176.72	742.94	6,758.22	9,300.00		128.09	71,343.41
COMPUTER LAB ASSISTANT		41,540.97	-	2,575.54	602.34	5,479.25	9,300.00		103.85	59,001.96
DATA CONTROLLER		39,482.94	-	2,447.94	572.50	5,207.80	9,300.00		98.71	57,109.89
JUVENILE DETENTION OFFICER 1		80,790.61	2,080.00	5,137.98	1,201.62	10,930.63	18,600.00		207.18	118,948.02
JUVENILE DETENTION OFFICER 3		45,041.61	1,040.00	2,857.06	668.18	6,078.15	9,300.00		115.20	65,100.22
PROFESSIONAL SUPPORT		21,757.03	-	1,348.94	315.48	2,869.75			54.39	26,628.43
RESOURCE TEACHER ASSISTANT		40,098.24	-	2,486.09	581.42	5,288.96	9,300.00		100.25	57,854.96
TEACHER		266,335.91	5,000.00	16,822.83	3,934.37	35,789.21	46,500.00		678.34	375,060.66
COUNSELOR/REGISTER		56,488.58	2,000.00	3,626.29	848.08	7,714.64	9,300.00		146.22	80,123.82
TEACHER		57,363.37	1,000.00	3,618.53	846.27	7,698.13	9,300.00		145.91	79,972.21
Grand Total		809,498.46	15,200.00	51,131.30	11,958.13	108,777.73	148,800.00		2,061.75	1,147,710.21



ACTION ITEM

E.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Juvenile Justice Alternative Education Program Budget FY 2018

Background of Issue:

The FY 2018 Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) budget, based on projected attendance and program needs, has been developed with input from program staff and information gained from Governance Committee members which is made up of representatives from the 14 Independent School Districts and Region 10 Education Service Center staff. The purpose of this briefing is to seek approval for the DCJJAEP FY 2018 Budget.

Impact on Operations and Maintenance:

For the upcoming 2017-2018 school year, JJAEP Governance Committee members have relayed their plan to send approximately the same number of discretionary students to the JJAEP as the 2016-2017 school year. The budget is created based on 75 students. Based on communication, revenue has been projected at \$1,118,408.40 to budget for an average daily attendance (ADA) of 75 students using the following rates: mandatory expulsions at \$86 per diem and discretionary expulsions at \$103.58 per diem. Funding is based upon students actually present each day (daily attendance) and is not necessarily based upon student enrollment. Additionally, JJAEP's FY 2018 Budget was generated with a proposed 2% pay increase for staff.

The following are key components of the FY 2018 budget.

- Food services being provided by the Dallas Independent School District via the National School and Breakfast Lunch program, indicating that no expenses are incurred by the JJAEP, as any students not identified as eligible for "free" lunch are funded by the Region 10 Education Service Center (No Cost).
- Continued use of the TEKS-Resource System - a comprehensive curriculum management system that supports all TEKS required by the State (line item 2095).
- Educational supplies, including assessment materials to assist with evaluation and placement of students with learning differences (line item 2950).
- Continued use of the school administrative software application (TxEIS) and support offered by Region 10 Educational Service Center to assist with the required Texas Education Agency Public Education Information Management System to provide information on district organization, finances, staff, and students as it integrates student and business systems to maintain compliance with state and federal reporting and accountability requirements (line item 2095).
- Continuation of contracted special education consultation services (DAS – Diagnostic Assessment Services) to ensure compliance with the Memorandum of Understanding with the 14 Independent School Districts, and Region 10 Education Service Center (line item 5590).

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

- Continuation of services with Parkland Nurses (line item 5590).
- Professional development, including but not limited to the Texas Association of Alternative Educators Conference and Texas Juvenile Justice Department (TJJD) recommended trainings (line item 2460).
- Continuation of annual maintenance services renewal with Scantron to score the mandatory State test for students (line item 2670).
- Continue services with Office Depot for fax machine services and maintenance (2670).
- Continuation of lease agreement with Sealy (line item 7010).
- Continuation of services with School Specialty - Educators Publishing Service (EPS) (line item 2150).
- Continuation of services with Edmentum (line item 2150).
- Continue services with Houghton Mifflin Harcourt (HMH) for ITBS materials (2950).
- Utilize Instructional Materials Allotment (IMA) Funds to support instructional needs.
- Continue services with Technifax Corp. for annual maintenance on SHARP copy machines (7020).
- Continue services with Western Paper (2160).

Approval of the Dallas County Juvenile Justice Alternative Education Program's budget will provide the authorization required to process the ongoing daily expenditures needed to operate the JJAEP. Authorized budgets are designed to accurately communicate planned expenditures.

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system and assisting with academic growth.

Legal Information:

The DCJJAEP budget requires the approval of the Juvenile Board.

Financial Impact/Considerations:

The FY 2018 JJAEP Budget has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager.

Performance Impact Measures:

To comply with required spending guidelines and policies.

Project Schedule/Implementation:

The proposed budget will be implemented on September 1, 2017, and be in effect until August 31, 2018.

Recommendation:

It is recommended that the Juvenile Board approve the Dallas County Juvenile Justice Alternative Education Program FY 2018 Budget as presented.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2017 - XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, the FY 2018 Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) budget, based on projected attendance and program needs, has been developed with input from program staff and information gained from Governance Committee members which is made as up of representatives from the 14 Independent School Districts and Region 10 Education Service Center staff. The purpose of this briefing is to seek approval for the DCJJAEP FY 2018 Budget; and

WHEREAS, for the upcoming 2017-2018 school year, JJAEP Governance Committee members have relayed that their plan is to send approximately the same number of discretionary students to the JJAEP as the 2016-2017 school year. The budget is created based on 75 students. Based on communication, revenue has been projected at \$1,118,408.40 to budget for an average daily attendance (ADA) of 75 students using the following rates: mandatory expulsions at \$86 per diem and discretionary expulsions at \$103.58 per diem. Funding is based upon students actually present each day (daily attendance) and is not necessarily based upon student enrollment. Additionally, JJAEP's FY 2018 Budget was generated with a proposed 2% pay increase for staff; and

WHEREAS, the following are key components of the FY 2018 budget:

- Food services being provided by the Dallas Independent School District via the National School and Breakfast Lunch program, indicating that no expenses are incurred by the JJAEP, as any students not identified as eligible for "free" lunch are funded by the Region 10 Education Service Center (No Cost).
- Continued use of the TEKS-Resource System - a comprehensive curriculum management system that supports all TEKS required by the State (line item 2095).

- Educational supplies, including assessment materials to assist with evaluation and placement of students with learning differences (line item 2950).
- Continued use of the school administrative software application (TxEIS) and support offered by Region 10 Educational Service Center to assist with the required Texas Education Agency Public Education Information Management System to provide information on district organization, finances, staff, and students as it integrates student and business systems to maintain compliance with state and federal reporting and accountability requirements (line item 2095).
- Continuation of contracted special education consultation services (DAS – Diagnostic Assessment Services) to ensure compliance with the Memorandum of Understanding with the 14 Independent School Districts, and Region 10 Education Service Center (line item 5590).
- Continuation of services with Parkland Nurses (line item 5590).
- Professional development, including but not limited to the Texas Association of Alternative Educators Conference and Texas Juvenile Justice Department (TJJD) recommended trainings (line item 2460).
- Continuation of annual maintenance services renewal with Scantron to score the mandatory State test for students (line item 2670).
- Continue services with Office Depot for fax machine services and maintenance (2670).
- Continuation of lease agreement with Sealy (line item 7010).
- Continuation of services with School Specialty - Educators Publishing Service (EPS) (line item 2150).
- Continuation of services with Edmentum (line item 2150).
- Continue services with Houghton Mifflin Harcourt (HMH) for ITBS materials (2950).
- Utilize Instructional Materials Allotment (IMA) Funds to support instructional needs.
- Continue services with Technifax Corp. for annual maintenance on SHARP copy machines (7020).
- Continue services with Western Paper (2160); and

WHEREAS, this request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the Juvenile Justice system and assisting with academic growth; and

WHEREAS, the DCJJAEP budget requires the approval of the Juvenile Board; and

WHEREAS, the FY 2018 JJAEP Budget has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager; and

WHEREAS, to comply with required spending guidelines and policies; and

WHEREAS, the proposed budget will be implemented on September 1, 2017, and be in effect until August 31, 2018; and

WHEREAS, it is recommended that the Juvenile Board approve the Dallas County Juvenile Justice Alternative Education Program FY 2018 Budget as presented.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board approves the Dallas County Juvenile Justice Alternative Education Program FY 2018 Budget.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of ____ for the motion and ____ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board



ACTION ITEM

F.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Re-Certification of the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility

Background of Issue:

Section 51.126 of the Texas Family Code, added by the 81st Legislature, sets guidelines for inspection of non-secure correctional facilities by the Juvenile Judges and Juvenile Board:

Sec. 51.126. NON-SECURE CORRECTIONAL FACILITIES.

- (a) A non-secure correctional facility for juvenile offenders may be operated only by:
 - (1) a governmental unit, as defined by Section 101.001, Civil Practice and Remedies Code; or
 - (2) a private entity under a contract with a governmental unit in this state.
- (b) In each county, each judge of the juvenile court and a majority of the members of the juvenile board shall personally inspect, at least annually, all non-secure correctional facilities that are located in the county and shall certify in writing to the authorities responsible for operating and giving financial support to the facilities and to the Texas Juvenile Justice Department that the facility or facilities are suitable or unsuitable for the confinement of children. In determining whether a facility is suitable or unsuitable for the confinement of children, the juvenile court judges and juvenile board members shall consider:
 - (1) current monitoring and inspection reports and any noncompliance citation reports issued by the Texas Juvenile Justice Department, including the report provided under Subsection (c), and the status of any required corrective actions; and
 - (2) the other factors described under Sections 51.12(c)(2)-(7).

Section 51.12(c)(2)-(7)

- (2) current governmental inspector certification regarding the facility's compliance with local fire codes;
- (3) current building inspector certification regarding the facility's compliance with local building codes;
- (4) for the 12-month period preceding the inspection, the total number of allegations of abuse, neglect, or exploitation reported by the facility and a summary of the findings of any investigations of abuse, neglect, or exploitation conducted by the facility, a local law enforcement agency, and the Texas Juvenile Justice Department;
- (5) the availability of health and mental health services provided to facility residents;
- (6) the availability of educational services provided to facility residents
- (7) the overall physical appearance of the facility, including the facility's security, maintenance, cleanliness, and environment.

*To assist referred youth in becoming productive, law abiding citizens,
while promoting public safety and victim restoration.*

Current Texas Juvenile Justice Department (TJJD) contract regulations require Juvenile Departments who operate or contract for the operation of facilities to comply with TJJD's minimum standards for pre-adjudication juvenile detention facilities or TJJD standards for post-adjudication secure and non-secure correctional facilities, as appropriate, to receive Texas Juvenile Justice Department funding. The purpose of this brief is to ask the Juvenile Board to re-certify the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility as suitable for the confinement of children in accordance with the guidelines established by the Texas Legislature.

Impact on Operations

The Letot Residential Treatment Center Post-Adjudication Non-Secure Facility is located at 10503 Denton Dr., Dallas, Texas 75220. It provides long-term placement and supervision for up to 96 adjudicated girls, ages 13-17, who are deemed appropriate for the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility by a Juvenile Court. Educational, psychological and recreational services are provided by the Juvenile Department's professional staff, and medical services are provided by Parkland Hospital personnel. The facility is registered with the Texas Juvenile Justice Department (TJJD) as a non-secure residential facility.

Strategic Plan Compliance

This request conforms to the Dallas County Strategic Plan – Vision 3: Dallas County is *safe, secure, and prepared*, as evidenced by the strategy to maximize the effectiveness of the County's criminal justice resources. Specifically, the current request aligns crime prevention goals with other governmental entities as well as represents effective allocation of juvenile justice resources around Dallas County.

Legal Information:

The Texas Family Code requires each Judge of the Juvenile District Courts and a majority of the members of the Juvenile Board to personally inspect the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility, a non-secure correctional facility and certify in writing that the facility is suitable for the confinement of children.

Financial Impact/Considerations:

Juvenile facilities found to be out of compliance with TJJD standards, and who fail to correct deficiencies after a reasonable time, may have State funding reduced or suspended. The current per diem cost for the Letot Residential Treatment Center is \$256.02 and, based on projections, the total FY'17 cost for operating the program is \$1,442.526.

Recommendation:

It is recommended that the Dallas County Juvenile Board recertify the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility as suitable for the confinement of youth in accordance with Section 51.126 of the Texas Family Code.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

*To assist referred youth in becoming productive, law abiding citizens,
while promoting public safety and victim restoration.*

JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July, 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, section 51.126 of the Texas Family Code sets guidelines for inspection of non-secure correctional facilities by the Juvenile Judges and Juvenile Board, and mandates each Judge of the Juvenile District Courts and a majority of the members of the Juvenile Board to personally inspect the juvenile non-secure correctional facilities located in the County at least annually and to certify in writing to the authorities responsible for operating and giving financial support to the facilities and to the Texas Juvenile Justice Department that the facility or facilities are suitable or unsuitable for the confinement of children; and

WHEREAS, section 51.126 of the Texas Family Code adds that in determining whether a facility is suitable or unsuitable for the confinement of children, the Juvenile District Court Judges and Juvenile Board members shall consider current monitoring and inspection reports, any noncompliance citation reports issued by the Texas Juvenile Justice Department, the status of any required corrective actions, and current governmental inspector certification regarding the facility's compliance with local fire codes and local building codes, the number of allegations of abuse, neglect, or exploitation, the availability of health and mental health services, the availability of educational services, and the overall physical appearance of the facility, including the facility's security, maintenance, cleanliness, and environment; and

WHEREAS, the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility is located at 10503 Denton Dr., Dallas, Texas 75220; and

WHEREAS, the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility provides long-term placement and supervision for up to 96 adjudicated girls, ages 13-17, who are deemed appropriate for the Letot Residential Treatment Center Post Adjudication Non-Secure Facility by a Juvenile Court. Educational, psychological and recreational services are provided by the Juvenile Department's professional staff, and medical services are provided by Parkland Hospital

personnel. The facility is registered with the Texas Juvenile Justice Department (TJJD) as a non-secure residential facility; and

WHEREAS, each Judge of the Juvenile District Courts and a majority of the members of the Juvenile Board personally inspected the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility; and

WHEREAS, as a result of the personal tour and inspection, the Judges of the Juvenile District Courts and the Dallas County Juvenile Board deemed the Letot RTC to be suitable for the confinement of children in accordance with Section 51.126 of the Texas Family Code; and

WHEREAS, this request conforms to the Dallas County Strategic Plan – Vision 3: *Dallas County is safe, secure, and prepared*, as evidenced by the strategy to *maximize the effectiveness of the County’s criminal justice resources*. Specifically, the current request aligns crime prevention goals with other governmental entities as well as represents effective allocation of juvenile justice resources around Dallas County.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County Juvenile Board recertifies the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility as suitable for the confinement of children in accordance with Section 51.126 of the Texas Family Code and the Texas Juvenile Justice Department Standards for non-secure correctional facilities.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____ and duly adopted by the Juvenile Board on a vote of _ for the motion and _ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board



ACTION ITEM

G.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

Memorandum

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Approval of the 2017 Policies and Procedures Manual for the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility

Background of issue:

Texas Juvenile Justice Department standards mandate the Juvenile Board to adopt written policies and procedures, and mandate the Chief Juvenile Probation Officer to enforce and annually review those policies and procedures adopted by the juvenile board:

§341.3 Policy and Procedures.

(b) Department Policies. The juvenile board must adopt written department policies and procedures.

§341.9 Policy and Procedure Manual.

(a) The chief administrative officer must develop, maintain, and enforce a policy and procedure manual for the juvenile probation department, which must include the policies and procedures of the juvenile probation department as adopted by the juvenile board. The chief administrative officer must also ensure the daily juvenile probation department practice conforms to the policies and procedures detailed in the manual.

(b) The chief administrative officer must provide all employees with a copy of or access to the policy and procedure manual, review the manual at least once every 365 calendar days, maintain documentation of this review, and update the manual as necessary.

§355.400 Policy, Procedure, and Practice.

The governing board of the facility shall require that written policies and procedures exist governing the operation of all non-secure juvenile correctional facilities in the county or district, as applicable.

Discussion:

The Juvenile Department is presenting the 2017 Policies and Procedures Manual for the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility for review and approval of the Juvenile Board. The policies and procedures comply with the Texas Administrative Code Chapter 355, Non-Secure Correctional Facilities.

Strategic Plan Compliance:

This request conforms to the Dallas County Strategic Plan – Vision 3: *Dallas County is safe, secure, and prepared*, as evidenced by the strategy to *leverage impact in the County by implementing best practices*.

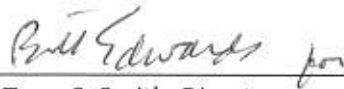
Legal Information:

The 2017 Policies and Procedures Manual for the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility was reviewed and approved as to form by Mrs. Denika Caruthers, Administrative Legal Advisor.

Recommendation:

It is respectfully recommended that the Dallas County Juvenile Board approve the 2017 Policies and Procedures Manual for the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility. It is furthermore recommended that the Juvenile Board authorize the Director of Juvenile Services or designee to modify any policy and procedure as needed, and pending approval by the Juvenile Board at the next regularly scheduled annual meeting.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July, 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

- WHEREAS,** standards published by the Texas Juvenile Justice Department (TJJD) mandate the Juvenile Boards to adopt written department policies and procedures; and
- WHEREAS,** TJJD standards also mandate Juvenile Boards to approve policies and procedures for a facility or approve the policies and procedures of a private provider operating a facility within its county under contract with the Juvenile Board and/or the county; and
- WHEREAS,** TJJD standards further mandate the Chief Juvenile Probation Officer to review the policies and procedures manual on an annual basis and update it as necessary; and
- WHEREAS,** the 2017 Policies and Procedures Manual for the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility is fully compliant with Texas Administrative Code Chapter 355, Non-Secure Correctional Facilities; and
- WHEREAS,** this request conforms to the Dallas County Strategic Plan – Vision 3: Dallas County is safe, secure, and prepared, as evidenced by the strategy to leverage impact in the County by implementing best practices.

THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County Juvenile Board approves the 2017 Policies and Procedures Manual for the Letot Residential Treatment Center Post-Adjudication Non-Secure Facility.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the Dallas County Juvenile Board authorizes the Director of Juvenile Services or designee to modify any policy and procedure as needed, and pending approval by the Juvenile Board at the next regularly scheduled annual meeting.

DONE IN OPEN BOARD MEETING this 24th day of July 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of _ for the motion and _ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board



ACTION ITEM

H.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Annual Performance Review of Dallas County Juvenile Justice Alternative Education Program Required by Texas Juvenile Justice Department

Background of Issue:

Juvenile Justice Alternative Education Programs (JJAEPs) were established by the 74th Texas Legislature in 1995 and were required in counties with populations of 125,000 or more. Chapter 37 of the Texas Education Code designated that the county Juvenile Boards of each of these counties would develop a JJAEP and that the operation and funding of the JJAEP be outlined in a Memorandum of Understanding (MOU) between the county Juvenile Board and the Independent School Districts (ISDs) of the county. State-wide oversight of all JJAEPs was given to the Texas Juvenile Justice Department (TJJD), which developed standards of operation for all JJAEPs. Per Title 37 of the Texas Administrative Code, Chapter 348, Juvenile Justice Alternative Education Programs, the Juvenile Board and the JJAEP Administrator shall participate in an annual performance review of the JJAEP between the conclusion of the school year and prior to the beginning of the next school year to determine effectiveness of the program. The purpose of this briefing is to provide information to facilitate the annual evaluation of the Dallas County Juvenile Justice Alternative Education Program.

Per Chapter 348.104 Program Administration and Organization

(c) Performance Review. The Juvenile board and the JJAEP administrator shall participate in an annual performance review of the JJAEP between the conclusion of the school year and prior to the beginning of the next school year to determine the effectiveness of the program.

(1) The review shall, at a minimum, include statistical information on the number of student program entries and exits, the reason for student entries and exits, student academic performance, attendance rates, assessment scores for math and reading, recidivism rates among students who exit the JJAEP, restraints and the number of students with disabilities.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

214-698-2200 Office

214-698-5508 Fax

Impact on Operations and Maintenance:

The Juvenile Board and the JJAEP administrator shall participate in an annual performance review of the JJAEP to determine the effectiveness of the program. The review includes the following:

Measure	Output
Program entries	146
<i>Reason for Entry:</i>	
<i>Agg Assault</i>	<i>16</i>
<i>Arson</i>	<i>6</i>
<i>Assault on an employee</i>	<i>3</i>
<i>False alarm</i>	<i>1</i>
<i>Felony drug</i>	<i>37</i>
<i>Firearm</i>	<i>2</i>
<i>Indecency with a child</i>	<i>2</i>
<i>Misdemeanor marijuana</i>	<i>2</i>
<i>Prohibited weapon knuckles (PC 46.05)</i>	<i>11</i>
<i>Serious misbehavior</i>	<i>31</i>
<i>Sex assault</i>	<i>1</i>
<i>Terroristic threat</i>	<i>8</i>
<i>Title 5 Felony Aggravated assault</i>	<i>3</i>
<i>Title 5 Felony Aggravated Sex Assault</i>	<i>1</i>
<i>Title 5 Felony Indecency with a Child</i>	<i>1</i>
<i>Unlawful Carrying Weapons – Handgun</i>	<i>10</i>
<i>Unlawful Carrying Weapons – Knife</i>	<i>6</i>
Expulsion type entered	
<i>Mandatory referrals</i>	<i>115</i>
<i>Discretionary referrals</i>	<i>62</i>
<i>Other</i>	<i>1</i>
Program Outcomes	178
<i>Reason for exits</i>	
<i>Completed program – expulsion expired</i>	<i>113</i>
<i>Completed program – probation expired</i>	<i>2</i>
<i>Graduated</i>	<i>5</i>
<i>Left program incomplete</i>	<i>58</i>

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

Recidivism	
<i>Students returned during the school year</i>	0
Restraints	17
Students with disabilities	35
<i>Emotionally disturbed</i>	14
<i>Learning disabled, specific</i>	17
<i>Other Health Impairment</i>	3
<i>Autism</i>	1
Student growth	
<i>Math</i>	<i>.26 grade change improvement</i>
<i>Reading</i>	<i>.59 grade change improvement</i>
Attendance	79.78%

Overall measures from 2015-2016 to 2016-2017 indicate the following:

- Decrease in recidivism.
- Increase in student attendance.

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system and assisting with academic growth.

Legal Information:

There is no legal impact on the Annual Performance Review of the JJAEP.

Financial Impact/Considerations:

The Texas Juvenile Justice Department currently pays the Dallas County Juvenile Department \$86 per day of attendance for each mandatory expelled student. For each discretionary expelled student, the referring school district currently pays \$113.58 per attendance day. DCJJAEP receives \$103.58 per student for all discretionary referrals and Region 10 Education Service Center receives \$10.00 per student for all discretionary referrals student, as the fiscal agent. The MOU states the following, "For discretionary placements, a term of 90 days for possible exit at 60 days, contingent upon the student's academic progress, attendance and adherence to the rules, policies and procedures of the DCJJAEP" and "mandatory placements, a term of maximum 180 days."

The financial implications have been reviewed by Ms. Carmen Williams, Budget Service Manager.

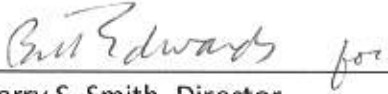
Project Schedule/Implementation:

This review shares the performance of the 2016-2017 JJAEP program.

Recommendation:

It is recommended that the Dallas County Juvenile Board certify completion of the required annual performance review of the DCJJAEP overall operations.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2017 - XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, Juvenile Justice Alternative Education Programs (JJAEPs) were established by the 74th Texas Legislature in 1995 and were required in counties with populations of 125,000 or more. Chapter 37 of the Texas Education Code designated that the Juvenile Boards of each of these counties would develop a JJAEP and that the operation and funding of the JJAEP be outlined in a Memorandum of Understanding (MOU) between the county Juvenile Board and the Independent School Districts (ISDs) of the county. State-wide oversight of all JJAEPs was given to the Texas Juvenile Justice Department (TJJD), which developed standards of operation for all JJAEPs. Per Title 37 of the Texas Administrative Code, Chapter 348, Juvenile Justice Alternative Education Programs, the Juvenile Board and the JJAEP Administrator shall participate in an annual performance review of the JJAEP between the conclusion of the school year and prior to the beginning of the next school year to determine effectiveness of the program. The purpose of this briefing is to provide information to facilitate the annual evaluation of the Dallas County Juvenile Justice Alternative Education Program.

Per Chapter 348.104 Program Administration and Organization

(c) Performance Review. The Juvenile board and the JJAEP administrator shall participate in an annual performance review of the JJAEP between the conclusion of the school year and prior to the beginning of the next school year to determine the effectiveness of the program.

(1) The review shall, at a minimum, include statistical information on the number of student program entries and exits, the reason for student entries and exits, student academic performance, attendance rates, assessment scores for math and reading, recidivism rates among students who exit the JJAEP, restraints and the number of students with disabilities; and

WHEREAS, the Juvenile Board and the JJAEP administrator shall participate in an annual performance review of the JJAEP to determine the effectiveness of the program. The review includes the following:

Measure	Output
Program entries	146
<i>Reason for Entry:</i>	
<i>Agg Assault</i>	16
<i>Arson</i>	6
<i>Assault on an employee</i>	3
<i>False alarm</i>	1
<i>Felony drug</i>	37
<i>Firearm</i>	2
<i>Indecency with a child</i>	2
<i>Misdemeanor marijuana</i>	2
<i>Prohibited weapon knuckles (PC 46.05)</i>	11
<i>Serious misbehavior</i>	31
<i>Sex assault</i>	1
<i>Terroristic threat</i>	8
<i>Title 5 Felony Aggravated assault</i>	3
<i>Title 5 Felony Aggravated Sex Assault</i>	1
<i>Title 5 Felony Indecency with a Child</i>	1
<i>Unlawful Carrying Weapons – Handgun</i>	10
<i>Unlawful Carrying Weapons – Knife</i>	6
Expulsion type entered	
Mandatory referrals	115
Discretionary referrals	62
Other	1
Program Outcomes	178
<i>Reason for exits</i>	
<i>Completed program – expulsion expired</i>	113
<i>Completed program – probation expired</i>	2
<i>Graduated</i>	5
<i>Left program incomplete</i>	58

Recidivism	
<i>Students returned during the school year</i>	0
Restraints	17
Students with disabilities	35
<i>Emotionally disturbed</i>	14
<i>Learning disabled, specific</i>	17
<i>Other Health Impairment</i>	3
<i>Autism</i>	1
Student growth	
<i>Math</i>	<i>.26 grade change improvement</i>
<i>Reading</i>	<i>.59 grade change improvement</i>
Attendance	79.78%

Overall measures from 2015-2016 to 2016-2017 indicate the following:

- Decrease in recidivism.
- Increase in student attendance.

WHEREAS, this request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the Juvenile Justice system and assisting with academic growth; and

WHEREAS, there is no legal impact on the Annual Performance Review of the JJAEP; and

WHEREAS, the Texas Juvenile Justice Department currently pays the Dallas County Juvenile Department \$86 per day of attendance for each mandatory expelled student. For each discretionary expelled student, the referring school district currently pays \$113.58 per attendance day. DCJJAEP receives \$103.58 per student for all discretionary referrals and Region 10 Education Service Center receives \$10.00 per student for all discretionary referrals student, as the fiscal agent. The MOU states the following, "For discretionary placements, a term of 90 days for possible exit at 60 days, contingent upon the student's academic progress, attendance and adherence to the rules, policies and procedures of the DCJJAEP" and "mandatory placements, a term of maximum 180 days". The financial implications have been reviewed by Ms. Carmen Williams, Budget Service Manager; and

WHEREAS, this review shares the performance of the 2016-2017 JJAEP program; and

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board certify completion of the required annual performance review of the DCJJAEP overall operations.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of ____ for the motion and ____ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board



ACTION ITEM

I.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Interlocal Agreement between Dallas County Juvenile Justice Alternative Education Program and Parkland Nursing Services

Background of Issue:

Dallas County Hospital District d/b/a Parkland Health & Hospital System is responsible for correctional health services for Dallas County and for juvenile health services at the Dallas County Juvenile Department. Because the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) has a nurse, a separate Interlocal Agreement has been previously established for the nursing services at the DCJJAEP. In February 2009, the Juvenile Board granted authorization for the provision of nursing health services by Dallas County Hospital District d/b/a Parkland Health & Hospital System for the DCJJAEP.

The purpose of this briefing is to request approval to continue the agreement with DCHD d/b/a Parkland Health & Hospital System for juvenile health services at the Dallas County Juvenile Justice Alternative Education Program during the 2017-2018 academic year with a one-year extension.

Impact on Operations and Maintenance:

Parkland Health & Hospital System has indicated a willingness to continue to provide nursing services for the DCJJAEP with the expectation nursing services be provided at the DCJJAEP campus from 10:00 am to 2:30 pm (with a 30 minute lunch) for all school days. If additional medical services are needed, the DCJJAEP will seek assistance from the Detention Center nursing staff and/or seek assistance from emergency medical services. The changes to the Interlocal Agreement include an increase in hourly pay (salary), fringe benefits, and number of days. The increases are reflected below:

- An increase in the number of days to ensure nurses are available during summer school
 - From 195 days to 224 days (an additional 29 days)
- No change in hourly costs
 - salary (\$24.59 hour x 4 hours/day x 224 days - to ensure support during summer school)
- A decrease in fringe benefits of 1.1 %
 - From - fringe benefits (24.2% of salary)
 - To - fringe benefits (23.1% of salary)
- Adjust the timeline to align with 2017-2018 school year (including summer school)
- Total cost for services - \$27,122.17

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system while assisting with academic growth.

Legal Information:

The Parkland Interlocal Agreement has been submitted to and approved by Ms. Denika Caruthers, Dallas County Juvenile Department's Administrative Legal Advisor.

Financial Impact/Considerations:

Total cost of the annual contract is \$27,122.17, which includes salary of \$22,032.64 and fringe benefits at \$5,089.53. Additional after-hours or emergency treatment charges are calculated at a rate of \$24.59 per hour plus fringe benefits at 23.1% of salary. Funds for the payment of services performed under the agreement are allocated to DCJJAEP contracted services 5590. Total contract amount shall not exceed the amount approved by the DCJJAEP fiscal year. The financial impact to the DCJJAEP budget has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager.

Project Schedule/Implementation:

Implementation will start at the beginning of the school year on August 14, 2017, and end July 31, 2018.

Recommendation:

It is recommended that the Dallas County Juvenile Board approve the Interlocal Agreement with DCHD d/b/a Parkland Health & Hospital System for nursing services at the Dallas County Juvenile Justice Alternative Education Program and authorize the Juvenile Board Chair or designee to sign the agreement.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2017 - XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, Dallas County Hospital District d/b/a Parkland Health & Hospital System is responsible for correctional health services for Dallas County and for juvenile health services at the Dallas County Juvenile Department. Because the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) has a nurse, a separate Interlocal Agreement has been previously established for the nursing services at the DCJJAEP. In February 2009, the Juvenile Board granted authorization for the provision of nursing health services by Dallas County Hospital District d/b/a Parkland Health & Hospital System for the DCJJAEP.

The purpose of this briefing is to request approval to continue the agreement with DCHD d/b/a Parkland Health & Hospital System for juvenile health services at the Dallas County Juvenile Justice Alternative Education Program during the 2017-2018 academic year with a one-year extension; and

WHEREAS, Parkland Health & Hospital System has indicated a willingness to continue to provide nursing services for the DCJJAEP with the expectation nursing services be provided at the DCJJAEP campus from 10:00 am to 2:30 pm (with a 30 minute lunch) for all school days. If additional medical services are needed, the DCJJAEP will seek assistance from the Detention Center nursing staff and/or seek assistance from emergency medical services. The changes to the Interlocal Agreement include an increase in hourly pay (salary), fringe benefits, and number of days. The increases are reflected below:

- An increase in the number of days to ensure nurses are available during summer school
 - From 195 days to 224 days (an additional 29 days)
- No change in hourly costs
 - salary (\$24.59 hour x 4 hours/day x 224 days - to ensure support during summer school)

- A decrease in fringe benefits of 1.1 %
 - From - fringe benefits (24.2% of salary)
 - To - fringe benefits (23.1% of salary)
- Adjust the timeline to align with 2017-2018 school year (including summer school)
- Total cost for services - \$27,122.17; and

WHEREAS, this request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the Juvenile Justice system while assisting with academic growth; and

WHEREAS, the Parkland Interlocal Agreement has been submitted to and approved by Ms. Denika Caruthers, Dallas County Juvenile Department’s Administrative Legal Advisor; and

WHEREAS, the total cost of the annual contract is \$27,122.17, which includes salary of \$22,032.64 and fringe benefits at \$5,089.53. Additional after-hours or emergency treatment charges are calculated at a rate of \$24.59 per hour plus fringe benefits at 23.1% of salary. Funds for the payment of services performed under the agreement are allocated to DCJJAEP contracted services 5590. Total contract amount shall not exceed the amount approved by the DCJJAEP fiscal year. The financial impact to the DCJJAEP budget has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager; and

WHEREAS, implementation will start at the beginning of the school year on August 14, 2017, and end July 31, 2018; and

WHEREAS, it is recommended that the Dallas County Juvenile Board approve the Interlocal Agreement with DCHD d/b/a Parkland Health & Hospital System for nursing services at the Dallas County Juvenile Justice Alternative Education Program and authorize the Juvenile Board Chair or designee to sign the agreement.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board approves the Interlocal Agreement with DCHD d/b/a Parkland Health & Hospital System for nursing services at the Dallas County Juvenile Justice Alternative Education Program.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of ____ for the motion and ____ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board

**INTERLOCAL AGREEMENT (“Agreement”)
FOR
PROVISION OF LICENSED VOCATIONAL NURSE SERVICES
BETWEEN
DALLAS COUNTY HOSPITAL DISTRICT (“DCHD”)
AND
DALLAS COUNTY JUVENILE BOARD (“DCJB”),
ON BEHALF OF
THE DALLAS COUNTY JUVENILE DEPARTMENT (“DCJD”)**

WHEREAS, the DCHD d/b/a Parkland Health & Hospital System is a political subdivision of the State of Texas and Hospital District, which is created by the authority of Article 9, Section 4 of the Texas Constitution and Chapter 281 of the Health and Safety Code; and

WHEREAS, DCHD furnishes medical aid and hospital care to indigent and needy persons residing in the hospital district; and

WHEREAS, the DCJB is created by the authority of the Texas Human Resources Code; and

WHEREAS, the Interlocal Cooperation Act of the Texas Government Code, Chapter 791, authorizes any local government to contract with one or more local governments to perform governmental functions and services; and

WHEREAS, DCHD and DCJB desire to enter into an agreement whereby DCHD will provide licensed vocational nursing services to the youths enrolled in the DCJD’s Juvenile Justice Alternative Education Program (“DCJJAEP”).

WITNESSETH:

I. RESPONSIBILITIES OF DCHD:

A. DCHD shall provide the services of a qualified Licensed Vocational Nurse (“LVN”), assigned to a DCJJAEP Facility that is located at 1673 Terre Colony, Dallas, Texas 75212.

B. DCHD shall ensure that in addition to performing the standard professional duties of a licensed vocational nursing, the LVN shall also perform specific responsibilities that include, without limitation, the following:

- Interview each youth admitted to the DCJJAEP upon arrival to assess any special medical needs;
- Communicate special medical needs to the supervisor, and appropriate school administrators and staff;
- To the extent permitted by law coordinate with home school districts to ensure that the youths are current with Texas Education Agency’s (“TEA”) and the Texas Department of State

Health Services' ("DSHS") requirements regarding vision, hearing, and immunizations;

- Communicate with the youths' parents or legal guardians regarding the youths' medical needs as appropriate and in accordance with school policy and procedure and as is otherwise required by applicable law;
- Provide first-aid and health care services to the youths as necessary and appropriate;
- Administer medications according to statutory and administrative policy and procedure; and
- Maintain active license and certifications including CPR and First-aid.

C. DCHD shall ensure that the LVN is available and on site each school day and preparation days as needed from the hours of 10:00 a.m. - 2:30 p.m. (with a 30 minute lunch).

D. DCHD shall provide supervision of the LVN through the DCHD Nurse Manager at the Henry Wade Juvenile Detention Center.

E. DCHD shall pay the LVN.

F. DCHD shall provide office supplies and medical supplies for the LVN's use.

II. RESPONSIBILITIES OF DCJD:

A. DCJD agrees to provide office space and office equipment for the LVN.

B. DCJD agrees to provide required TEA and/or school district forms. **These forms are the property of DCJD/JJAEP/AE and their responsibility.**

III. BASIS FOR CALCULATING COSTS:

Salary (\$24.59 hour x 4 hours/day x 224days)	\$22,032.64
Fringe benefits (23.1% of Salary)	<u>\$ 5,089.53</u>
	\$27,122.17

*Services rendered after scheduled hours or emergency treatment will be at an hourly rate of \$24.59 per hour with fringe benefits at 23.1% of salary.

IV. CONTRACT AMOUNT:

The total Contract Amount of this Agreement **twenty-seven thousand one hundred twenty-two dollars and seventeen cents (\$27,122.17) plus any additional after hours or emergency treatment charges calculated at a rate of \$24.59 per hour plus fringe benefits at 23.1% of salary.** The funds for the payment of services performed under this Agreement are funds allocated to DCJJAEP through the Texas Juvenile Justice Department and the Juvenile Department DCJJAEP budget. It is noted that the above-referenced Contract Amount does not include any modifications made for merit pay. However, it is

noted that the total Contract Amount shall not exceed the amount approved by the JJAEP fiscal year budget.

V. PAYMENT FOR SERVICES:

A. Monthly requests for reimbursement must be received by the DCHD no later than thirty (30) business days after the last day of the month for which the services were rendered. Reimbursement requests shall be submitted on forms approved by the DCJD.

B. Payments for services performed shall be made within thirty (30) days after receipt of the invoices from DCHD. All invoices shall be sent to:

Dallas County Juvenile Department
ATTN: Dallas County Juvenile Justice Alternative Education Program
1673 Terre Colony Court
Dallas, TX 75212

C. Prompt Payment. DCHD agrees that a temporary delay in making payments due to the DCJB's or DCJD's accounting and disbursement procedures shall not place them in default of this Agreement and shall not render the DCJB and/or DCJD liable for interest or penalties, provided such delay shall not exceed thirty (30) days after its due date. Any payment not made within thirty (30) days of its due date shall bear interest in accordance with Chapter 2251, Texas Government Code, as amended.

VI. INDEPENDENT CONTRACTOR:

For the purposes of this Agreement and all services to be provided hereunder, the parties are independent contractors and not agents or employees of the other party. Neither party shall have authority to make any statements, representations nor commitments of any kind, or to take any action which shall be binding on the other party, except as may be expressly provided for herein or authorized in writing.

VII. TITLE VI OF THE CIVIL RIGHT ACT OF 1964:

The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or vendors that it will affirmatively ensure that any contract entered into pursuant to this advertisement or agreement, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award if applicable.

Pursuant to Title VI requirements, any entity or person that enters into a contract with Dallas County including, but not limited to prime contractors, sub-contractors, and sub-recipients, may not discriminate on the basis of race, color, national origin, age, sex, disability, or religion in their selection and retention of subcontractors (including consultants), in connection with any federally funded program or activity (including any program or activity undertaken/funded by a Dallas County Division/Department that receives federal funds). The Juvenile Department Title VI Assurances are attached to this MOU (Attachment A).

VIII. TERM:

A. Term. The Term of this Agreement is to be consistent with the JJAEP academic calendar with the addition of summer school programs, and in accordance with the Texas Education Code. Unless otherwise stated, the Term will be from August 14, 2017 through July 31, 2018.

B. Termination. This Agreement may be terminated for any reason by either party upon sixty (60) days prior written notice to the other party, or as mutually agreed in writing.

IX. NOTICE:

Any notice to be given under this Agreement shall be deemed to have been given if reduced to writing and delivered in person or mailed by overnight or Registered Mail, postage pre-paid, to the party who is to receive such notice, demand or request at the addresses set forth below. Such notice, demand or request shall be deemed to have been given three (3) days subsequent to the date it was so delivered or mailed.

DCJB:

Judge Cheryl Shannon, Chairman
Dallas County Juvenile Board
Henry Wade Juvenile Justice Center
2600 Lone Star Drive
Dallas, Texas 75212

with copy to:

Dr. Terry S. Smith
Director of Juvenile Services
2600 Lone Star Drive
Dallas, TX 75212

DCHD:

Sr. Vice President, Community Medicine
Dallas County Hospital District
5200 Harry Hines Blvd.
Dallas, Texas 75235

with copy to:

General Counsel, Legal Affairs
Dallas County Hospital District
5200 Harry Hines Blvd.
Dallas, TX 75235

X. GOVERNING LAW:

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas and any applicable federal laws.

XI. GENERAL COMPLIANCE RELATING TO RECORDS:

A. Privacy Laws. Both parties shall safeguard and adhere to all confidentiality, privacy and security requirements according to the applicable federal, State and local rules and regulations for the privacy and security of all information, including, without limitation, HIV/AIDS-related information, accessed while performing under this agreement.

B. Ownership of Records under this Agreement. All records created under this Agreement shall belong to the DCJB and DCJD.

XII. TRANSITION SERVICES:

Upon notice of termination and/or expiration of this Agreement, the DCJB shall have the right to request an audit (and DCHD shall reasonably accommodate such a request), at DCJB's expense and at a reasonable time mutually agreed upon by the parties, any and all records of DCHD relating to this Agreement. Moreover, upon termination and/or expiration date of this Agreement, DCHD agrees to transition the services provided herein in a cooperative manner and provide the following to DCJB or DCJD, within sixty (60) days after the date of termination and/or expiration: (i) All Agreement and services documentation identified in a complete, neat and orderly manner; and (ii) Good faith pledge to cooperate with DCJB upon transition of services to another contractor or a DCJB department providing the same or similar services; and (iii) Final accounting of all income from the Agreement. This provision shall survive Agreement Termination.

XIII. INDEMNIFICATION:

All parties agree to be responsible for their own negligent acts or omissions or other tortious conduct in the course of performance of this Agreement, without waiving any sovereign immunity, governmental immunity or available defenses available to the parties under Texas law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities. All parties agree that any such liability or damages occurring during the performance of this Agreement caused by the joint or comparative negligence of the parties, or their employees, agents or officers shall be determined in accordance with comparative responsibility laws of Texas.

IVX. DEFAULT/CUMULATIVE RIGHTS/MITIGATION:

It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Agreement are cumulative, and either party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the parties may have by law, statute, ordinance or otherwise. Both parties have a duty to mitigate damages.

XV. COUNTERPARTS, NUMBER/GENDER AND HEADINGS:

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Words of any gender used in this Agreement shall be held and construed to include any other gender any words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

XVI. ENTIRE CONTRACT:

This Agreement constitutes the entire and only agreement between the parties relating to the services being provided hereunder, and all prior negotiations, representations, agreements and understandings are superseded hereby. No agreement altering or supplementing the terms hereof may be made except by means of a written document signed by the duly authorized representatives of the parties.

XVII. SIGNATORY WARRANTY:

The undersigned signatories for the parties hereby represent and warrant that they are officers of their respective organizations for which they have executed this Agreement and that they have full and complete authorities to enter into this Agreement on behalf of their respective organizations and that the executions thereof are the acts of the parties involved and have been delivered and constitute legal, valid and binding obligations of the respective parties.

DALLAS COUNTY JUVENILE BOARD:

By: _____
Judge Cheryl L. Shannon
Chairman of the Dallas County Juvenile
Board

By: _____
Dr. Terry S. Smith, Director
Dallas County Juvenile Department

APPROVED AS TO FORM:

By: _____
Denika R. Caruthers, J.D.
Administrative Legal Advisor
Dallas County Juvenile Department

DALLAS COUNTY HOSPITAL DISTRICT:

By: _____


EXHIBIT A

1. TITLE VI ASSURANCES/COMPLIANCE POLICY

The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all vendors that it will affirmatively ensure that any contract, bid, Memorandum of Understanding or Agreement entered into will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, or national origin in consideration of award.

Pursuant to Title VI requirements, any entity or person that enters into a contract with Dallas County including, but not limited to prime contractors, sub-contractors, and sub-recipients, may not discriminate on the basis of race, color, national origin, age, sex, disability, or religion in their selection and retention of subcontractors (including consultants), in connection with any federally funded program or activity (including any program or activity undertaken/funded by a Dallas County Division/Department that receives federal funds).

TITLE VI ASSURANCES/COMPLIANCE - APPENDIX A

A. *Assurances*

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, the U.S. Department of Health and Human Services, and the U.S. Department of Education, the U.S. Department of Justice as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the Federal Highway Administration, the U.S. Department of Health and Human Services, or the U.S. Department of Education, to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the Federal Highway Administration, the U.S. Department of Health

and Human Services, or the U.S. Department of Education, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration, the U.S. Department of Health and Human Services, or the U.S. Department of Education may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration, the U.S. Department of Health or Human Services, or the U.S. Department of Education may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

B. Nondiscrimination Authorities

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal- aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department

of Transportation regulations at 49 C.F.R. parts 37 and 38, Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); Americans With Disabilities Act, Public Law (P.L.) 101-336, 42 United States Code (USC) section 12101, and the regulations effectuating its provisions contained in 28 CFR Parts 35 and 36, 29 CFR Part 1630, and 47 CFR Parts 0 and 64. Title V, Part A, of the Civil Rights Act of 1964, as amended (prohibition of discrimination by race, color, or national origin), and the implementing regulations in 34 CFR Part 100; Title IX of the Education Amendments of 1972, as amended (prohibition of sex discrimination), and the implementing regulations in 34 CFR Part 106; Section 504 of the Rehabilitation Act of 1973, as amended (prohibition of discrimination on the basis of handicapping condition), and the implementing regulations in 34 CFR Part 104; and the Age Discrimination Act of 1975, as amended (prohibition of discrimination on basis of age) and the implementing regulations in 34 CFR Part 110, Family Educational Rights and Privacy Act (FERPA) of 1975, as amended (ensures access to educational records for students and parents while protecting the privacy of such records), and any regulations issued thereunder, including Privacy Rights of Parents and Students (34 CFR Part 99), if the Subrecipient is an educational institution (20 USC 1232g).

- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

C. *Representations/Warranties*

The Contractor also makes the following representations and warranties to Dallas County (and the Juvenile Department):

1. It has taken the steps necessary to effectuate Title VI requirements.
2. Disadvantaged business enterprises are afforded equal opportunity to submit bids/proposals as sub-contractors or sub-consultants and will not be discriminated against on the grounds of race, color, sex, age, disability, religion, veteran status, or national origin in consideration of a selection or award.
3. Neither contractor or any subcontractors or sub-recipients that will participate in activities to be funded as a result of this contract/bid/solicitation, are listed on the debarred list due to violations of Title VI or VII of the Civil Rights Act of 1964, nor are any proposed parties to this contract, or any subcontract resulting therefrom, aware of any pending action which might result in such debarment or disqualification.

D. *Title VI Complaints*

Any person, contractor, or subcontractor who believes that they have been subjected to an unlawful discriminatory practice under Title VI will be notified of their right to file a formal complaint within one hundred eighty (180) days following the alleged discriminatory action or the date the person(s) became aware of the alleged act(s) of discrimination. Any such complaint must be filed in writing or in person with the Dallas County Title VI Coordinator:

Dallas County Human Resources

c/o: Dallas County Director of Human Resources and Title VI Coordinator
509 Main St., 1st Floor, Ste. 101, Records Building
Dallas, TX 75202
(214) 653-7638 (phone)
(214) 653-7608 (fax)

A copy of Dallas County Title VI Non-Discrimination Plan and Documents, and complaint forms, may be obtained at http://www.dallascounty.org/department/HR/title_vi.html or at the address above.

A complainant may also contact the Federal Coordination and Compliance Office, Civil Rights Division at the Title VI Hotline: 888-TITLE-06 (888-848-5306) or send a letter to: U.S. Department of Justice Civil Rights Division Federal Coordination and Compliance Section, NWB 950 Pennsylvania Avenue, N.W. Washington, D.C. 20530. More information on Title VI is available from the Justice Department online at www.justice.gov.

Contractor shall comply with all reasonable requests made in the course of an investigation of Title VI and these assurances by Dallas County, the Texas Department of Transportation, the U.S. Department of Transportation, the U.S. Department of Justice, or any other federal or state agency. Failure to comply with such reasonable requests will be deemed a breach of this contract/bid/solicitation.

E. *Enforcement*

The contractor affirmatively acknowledges that it will be subject to Title VI, and implementing regulations, and any enforcement measures therein. In addition to any enforcement action by Dallas County, the contractor acknowledges that the United States, including the U.S. Department of Justice, and the State of Texas has a right to seek judicial enforcement with regard to any matter arising under Title VI, including the assurances herein.

Contractor's Full Name: Dallas County Hospital District



Signature, Authorized Representative of Contractor

6/21/17

Date

Title

**INTERLOCAL AGREEMENT ("Agreement")
FOR
PROVISION OF LICENSED VOCATIONAL NURSE SERVICES
BETWEEN
DALLAS COUNTY HOSPITAL DISTRICT ("DCHD")
AND
DALLAS COUNTY JUVENILE BOARD ("DCJB"),
ON BEHALF OF
THE DALLAS COUNTY JUVENILE DEPARTMENT ("DCJD")**

WHEREAS, the DCHD d/b/a Parkland Health & Hospital System is a political subdivision of the State of Texas and Hospital District, which is created by the authority of Article 9, Section 4 of the Texas Constitution and Chapter 281 of the Health and Safety Code; and

WHEREAS, DCHD furnishes medical aid and hospital care to indigent and needy persons residing in the hospital district; and

WHEREAS, the DCJB is created by the authority of the Texas Human Resources Code; and

WHEREAS, the Interlocal Cooperation Act of the Texas Government Code, Chapter 791, authorizes any local government to contract with one or more local governments to perform governmental functions and services; and

WHEREAS, DCHD and DCJB desire to enter into an agreement whereby DCHD will provide licensed vocational nursing services to the youths enrolled in the DCJD's Juvenile Justice Alternative Education Program ("DCJJAEP").

WITNESSETH:

I. RESPONSIBILITIES OF DCHD:

- A. DCHD shall provide the services of a qualified Licensed Vocational Nurse ("LVN"), assigned to a DCJJAEP Facility that is located at 1673 Terre Colony, Dallas, Texas 75212.
- B. DCHD shall ensure that in addition to performing the standard professional duties of a licensed vocational nursing, the LVN shall also perform specific responsibilities that include, without limitation, the following:
 - Interview each youth admitted to the DCJJAEP upon arrival to assess any special medical needs;

- Communicate special medical needs to the supervisor, and appropriate school administrators and staff;
- To the extent permitted by law coordinate with home school districts to ensure that the youths are current with Texas Education Agency's ("TEA") and the Texas Department of State Health Services' ("DSHS") requirements regarding vision, hearing, and immunizations;
- Communicate with the youths' parents or legal guardians regarding the youths' medical needs as appropriate and in accordance with school policy and procedure and as is otherwise required by applicable law;
- Provide first-aid and health care services to the youths as necessary and appropriate;
- Administer medications according to statutory and administrative policy and procedure; and
- Maintain active license and certifications including CPR and First-aid.

- C. DCHD shall ensure that the LVN is available and on site each school day and preparation days as needed from the hours of 10:00 a.m. — 2:30 p.m. (with a 30 minute lunch).
- D. DCHD shall provide supervision of the LVN through the DCHD Nurse Manager at the Henry Wade Juvenile Detention Center.
- E. DCHD shall pay the LVN.
- F. DCHD shall provide office supplies and medical supplies for the LVN's use.

II. RESPONSIBILITIES OF DCJD:

- A. DCJD agrees to provide office space and office equipment for the LVN.
- B. DCJD agrees to provide required TEA and/or school district forms. **These forms are the property of DCJD/JAEP/AAE and their responsibility.**

III. BASIS FOR CALCULATING COSTS:

Salary (\$24.59 hour x 4 hours/day x 195 <u>224</u> days)	\$19,180.20 \$22,032.64	
Fringe benefits (24.2% <u>23.1%</u> of Salary)	\$ 4,641.61 <u>\$5,089.53</u>	Total
	\$23,821.81 <u>\$27,122.17</u>	

*Services rendered after scheduled hours or emergency treatment will be at an hourly rate of \$24.59 per hour with fringe benefits at ~~24.2%~~ 23.1% of salary.

IV. CONTRACT AMOUNT:

The total Contract Amount of this Agreement is ~~Twenty-three thousand, eight six hundred twenty-one ten dollars and eighty one three cents~~ twenty-seven thousand one hundred twenty-two dollars and seventeen cents (~~\$23,821.81~~) \$27,122.17 plus any additional after hours or emergency treatment charges calculated at a rate of \$24.59 per hour plus fringe benefits at ~~24.2~~ 23.1% of salary. The funds for the payment of services performed under this Agreement are funds allocated to DCJJAEP through the Texas Juvenile Justice Department and the Juvenile Department DCJJAEP budget. It is noted that the above-referenced Contract Amount does not include any modifications made for merit pay. However, it is noted that the total Contract Amount shall not exceed the amount approved by the JJAEP fiscal year budget.

V. PAYMENT FOR SERVICES:

- A. Monthly requests for reimbursement must be received by the DCHD no later than thirty (30) business days after the last day of the month for which the services were rendered. Reimbursement requests shall be submitted on forms approved by the DCJD.
- B. Payments for services performed shall be made within thirty (30) days after receipt of the invoices from DCHD. All invoices shall be sent to:

Dallas County Juvenile Department
ATTN: Dallas County Juvenile Justice Alternative Education Program
1673 Terre Colony Court
Dallas, TX 75212

C. Prompt Payment. DCHD agrees that a temporary delay in making payments due to the DCJB's or DCJD's accounting and disbursement procedures shall not place them in default of this Agreement and shall not render the DCJB and/or DCJD liable for interest or penalties, provided such delay shall not exceed thirty (30) days after its due date. Any payment not made within thirty (30) days of its due date shall bear interest in accordance with Chapter 2251, Texas Government Code, as amended.

VI. INDEPENDENT CONTRACTOR:

For the purposes of this Agreement and all services to be provided hereunder, the parties are independent contractors and not agents or employees of the other party. Neither party shall

have authority to make any statements, representations nor commitments of any kind, or to take any action which shall be binding on the other party, except as may be expressly provided for herein or authorized in writing.

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The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or vendors that it will affirmatively ensure that any contract entered into pursuant to this advertisement or agreement, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award if applicable.

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VIII. TERM:

Term, The Term of this Agreement is to be consistent with the JJAEP academic calendar with the addition of summer school programs, and in accordance with the Texas Education Code. Unless otherwise stated, the Term will be from August 15, 2016 through June 2, 2017. June 30, 2017 August 14, 2017 through July 31, 2018.

Termination. This Agreement may be terminated for any reason by either party upon sixty (60) days prior written notice to the other party, or as mutually agreed in writing.

IX. NOTICE:

Any notice to be given under this Agreement shall be deemed to have been given if reduced to writing and delivered in person or mailed by overnight or Registered Mail, postage pre paid, to the party who is to receive such notice, demand or request at the addresses set forth below. Such notice, demand or request shall be deemed to have been given three (3) days subsequent to the date it was so delivered or mailed.

DCJB:

Judge Cheryl Shannon, Chairman
Dallas County Juvenile Board
Henry Wade Juvenile Justice Center
2600 Lone Star Drive
Dallas, Texas 75212

with copy to:

Dr. Terry S. Smith
Director of Juvenile Services
2600 Lone Star Drive
Dallas, TX 75212

IX. GOVERNING LAW:

DCHD:

Sr. Vice President, Community Medicine
Dallas County Hospital District
5201 Harry Hines Blvd.
Dallas, Texas 75235

with copy to:

General Counsel, Legal Affairs
Dallas County Hospital District
5201 Harry Hines Blvd.
Dallas, TX 75235

X GOVERNING LAW:

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas and any applicable federal laws.

XI. GENERAL COMPLIANCE RELATING TO RECORDS

A. Privacy Laws. Both parties shall safeguard and adhere to all confidentiality, privacy and security requirements according to the applicable federal, State and local rules and regulations for the privacy and security of all information, including, without limitation, HIV/AIDS-related information, accessed while performing under this agreement.

B. Ownership of Records under this Agreement. All records created under this Agreement shall belong to the DCJB and DCJD.

TRANSITION SERVICES

Upon notice of termination and/or expiration of this Agreement, the DCJB shall have the right to request an audit (and DCHD shall reasonably accommodate such a request), at DCJB's expense and at a reasonable time mutually agreed upon by the parties, any and all records of DCHD relating to this Agreement. Moreover, upon termination and/or expiration date of this Agreement, DCHD agrees to transition the services provided herein in a cooperative manner and provide the following to DCJB or DCJD, within sixty (60) days after the date of termination and/or expiration: (i) All Agreement and services documentation identified in a complete, neat and orderly manner; and (ii) Good faith pledge to cooperate with DCJB upon transition of services to another contractor or a DCJB department providing the same or similar services; and (iii) Final accounting of all income from the Agreement. This provision shall survive Agreement Termination.

XII. INDEMNIFICATION:

All parties agree to be responsible for their own negligent acts or omissions or other tortious conduct in the course of performance of this Agreement, without waiving any sovereign immunity, governmental immunity or available defenses available to the parties under Texas law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities. All parties agree that any such liability or damages occurring during the performance of this Agreement caused by the joint or comparative negligence of the parties, or their employees, agents or officers shall be determined in accordance with comparative responsibility laws of Texas.

XIII. DEFAULT/CUMULATIVE RIGHTS/MITIGATION

It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Agreement are cumulative, and either party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the parties may have by law, statute, ordinance or otherwise. Both parties have a duty to mitigate damages.

XIV. COUNTERPARTS, NUMBER/GENDER AND HEADINGS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Words of any gender used in this Agreement shall be held and construed to include any other gender any words in the

singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

ENTIRE CONTRACT:

This Agreement constitutes the entire and only agreement between the parties relating to the services being provided hereunder, and all prior negotiations, representations, agreements and understandings are superseded hereby. No agreement altering or supplementing the terms hereof may be made except by means of a written document signed by the duly authorized representatives of the parties.

XV. SIGNATORY WARRANTY

The undersigned signatories for the parties hereby represent and warrant that they are officers of their respective organizations for which they have executed this Agreement and that they have full and complete authorities to enter into this Agreement on behalf of their respective organizations and that the executions thereof are the acts of the parties involved and have been delivered and constitute legal, valid and binding obligations of the respective parties.

DALLAS COUNTY JUVENILE BOARD:

PARKLAND HEALTH & HOSPITAL

BY: Judge Cheryl L. Shannon
Chairman of the Dallas County Juvenile Board

BY: Liz McMullen
Vice President & Controller, Finance

BY: Dr. Terry S. Smith, Director
Dallas County Juvenile Department

APPROVED AS TO FORM:

By: _____
Denika R. Caruthers, J.D.
Administrative Legal Advisor
Dallas County Juvenile Department

10-10-18



ACTION ITEM

J.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Juvenile Processing Offices – DFW Airport Department of Public Safety and City of Combine Municipal Court and Police Department.

Background of the Issue:

Amendments passed during the 77th Legislative Session assign the Juvenile Board the responsibility of designating Juvenile Processing Offices within Dallas County.

The Juvenile Board has previously approved sites as Juvenile Processing Offices (see attached list). The Department regularly reviews sites to make appropriate additions, deletions, modifications, or amendments to this list. When the Department is notified of the modification of a site, or receives a request from law enforcement for designation of a new site, we personally inspect the site and apprise the agency of their obligations and responsibilities when processing juveniles at the approved site.

Impact on Operations and Maintenance:

The DFW Airport Department of Public Safety maintains Juvenile Processing Offices at: CID Conference Room, CID Interview Room 1 and Patrol Conference Room. These offices are located at 2900 E. 28th Street, DFW Airport, Texas 75261. The rooms were previously designated as approved Juvenile Processing Offices on June 22, 2015, by this Department and the Dallas County Juvenile Board.

In response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the DFW Airport Department of Public Safety's Juvenile Processing Offices located at 2900 E. 28th Street, DFW Airport, Texas 75261 were personally inspected by Rudy Acosta, Deputy Director of Probation Services, on July 3, 2017. The sites were determined to be suitable as Juvenile Processing Offices, and the designated areas were clearly identified with affixed signage.

In addition, specific training relating to the requirements of the Juvenile Processing Office utilization and operation was provided to the designated Agency representative, Sgt. Kara Cooper, during the site visit. The training provided the Agency representative with information from Title 3 of the Texas Family Code §52.025, the Juvenile Justice Delinquency and Prevention Act outlining the requirements of operating a Juvenile Processing Office, and the specifics associated with the handling of juveniles in the Juvenile Processing Office. The training document was signed by the Agency representative, and a copy will be maintained by the Juvenile Department.

In calendar year 2016, the DFW Airport Department of Public Safety made no referrals to the Dallas County Juvenile Department.

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

The City of Combine Municipal Court and Police Department maintains Juvenile Processing Offices at Chief's Office #101 and Judge's Office #102, located at 123 Davis Road, Combine, Texas 75159. The rooms were previously designated as approved Juvenile Processing Offices on July 27, 2015, by this Department and the Dallas County Juvenile Board.

In response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the City of Combine Municipal Court and Police Department's Juvenile Processing Offices, Chief's Office #101 and Judge's Office #102, were personally inspected by Rudy Acosta, Deputy Director of Probation Services, on July 5, 2017. The sites were determined to be suitable as Juvenile Processing Offices, and the designated areas were clearly identified with affixed signage.

In addition, specific training relating to the requirements of the Juvenile Processing Office utilization and operation was provided to Jack Gilbert, Chief of Police, during the site visit. The training provided the Agency representative with information from Title 3 of the Texas Family Code, §52.025 and the Juvenile Justice Delinquency and Prevention Act outlining the requirements of operating a Juvenile Processing Office, and the specifics associated with the handling of juveniles in the Juvenile Processing Office. The training document was signed by the Agency representatives, and a copy will be maintained by the Juvenile Department.

In calendar year 2016, the City of Combine Municipal Court and Police Department made no referrals to the Dallas County Juvenile Department.

Strategic Plan Compliance:

This Juvenile Processing Office designation complies with the Dallas County Strategic Plan: Vision 3 - Dallas County is *safe, secure, and prepared*, by ensuring local law enforcement agencies adhere to Federal and State legislative mandates.

Legal Impact:

Law enforcement agencies must follow the Texas Family Code and Code of Criminal Procedure guidelines when processing youthful offenders:

In conformance with Title 3 of the Texas Family Code §52.025, the Juvenile Board of Dallas County has ordered the plans and guidelines of each law enforcement agency in Dallas County operating a Juvenile Processing Office be amended and adopted as follows:

SECTION 1. Any juvenile taken into custody and not released in the field by the officer shall be brought immediately to either an office or to an official designated site herein without unnecessary delay and without first being taken elsewhere. The juvenile shall not be permitted contact with any adult who is in custody, charged with, or convicted of a crime.

SECTION 2. The following are "offices or rooms designated by the Juvenile Board where a child who has been taken into custody may be taken pursuant to Section 52.02 and 52.025 of the Texas Family Code, and as such are designated as Juvenile Processing Offices;"

The Juvenile Board also requires Juvenile Processing Offices may be used to complete all investigative and administrative activities related to taking a child into custody, said activities including, but not limited to the following:

- (1) The full investigation of each subject offense for which each child is taken into custody and all related offenses admitted to or alleged to be committed by said child, and may be used for temporary detention, for purposes of investigation of the identity and age of the juvenile, and for purposes of investigating and continuing the investigation of each subject offense and each related offense.
- (2) The completion of investigative and administrative paperwork concerning each subject and related offense and the taking of any oral, written, or magistrate confessions as may occur pertaining to each subject or related offense and for all other related investigative conduct such as fingerprinting, photographing, and other medical and/or scientific examinations or testing necessary to the investigation of the subject or related offenses.
- (3) The creation or completion of any essential forms and records, including, but not limited to, all police reports, offense reports, arrest reports, and supplements to said reports and other reports or records, required by the Juvenile Court or Title 3 of the Texas Family Code or other law or the particular law enforcement agency's procedures.
- (4) The photographing and/or fingerprinting of the child as authorized by Title 3 of the Texas Family Code or other applicable law. Warnings may be issued to the child as required or permitted by Title 3 of the Texas Family Code or other applicable law. An oral or written statement of the child may be taken and warning given pursuant to Title 3 of the Texas Family Code either in said Juvenile Processing Office or before an official designated by the Juvenile Court in Section 3 of the order.
- (5) All administrative steps necessary subsequent to taking a child into custody.

Recommendation:

The Juvenile Department recommends the Juvenile Board approve the Juvenile Processing Offices for the DFW Airport Department of Public Safety's, CID Conference Room, CID Interview Room 1 and Patrol Conference Room, located at 2900 E. 28th Street, DFW Airport, Texas 75261.

The Juvenile Department recommends the Juvenile Board approve the Juvenile Processing Offices for the City of Combine Municipal Court and Police Department, Chief's Office #101 and Judge's Office #102, located at 123 Davis Road, Combine, Texas 75159.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July, 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, the Juvenile Board is charged with the responsibility of designating Juvenile Processing Offices pursuant to Juvenile Justice Code 51.02 (12), 52.02 (a) and (b), 52.025 (a), 52.027 (f), 52.05 (a) and (b), 52.01 (a) and (c), 58.01 (4), 52.03 (d), 52.041 (c) and (d), and Article 15.27 of the Code of Criminal Procedures; and

WHEREAS, the Juvenile Board of Dallas County previously approved Juvenile Processing sites; and

WHEREAS, the DFW Airport Department of Public Safety maintains Juvenile Processing Offices at CID Conference Room, CID Interview Room 1 and Patrol Conference Room, located at 2900 E. 28th Street, DFW Airport, Texas 75261. The rooms were previously designated as approved Juvenile Processing Offices on June 22, 2015, by the Juvenile Department and the Dallas County Juvenile Board; and

WHEREAS, in response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the DFW Airport Department of Public Safety's Juvenile Processing Offices, CID Conference Room, CID Interview Room 1 and Patrol Conference Room were personally inspected by Rudy Acosta, Deputy Director of Probation Services, on July 3, 2017. The sites were determined to be suitable as Juvenile Processing Offices, and the designated areas were clearly identified with affixed signage; and

WHEREAS, the DFW Airport Department of Public Safety's Juvenile Processing Offices comply with the Dallas County Strategic Plan: Vision 3- Dallas County is *safe, secure, and prepared*, by ensuring local law enforcement agencies adhere to Federal and State legislative mandates; and

WHEREAS, specific training, under the guidelines of Title 3 of the Texas Family Code, § 52.025 and the Juvenile Justice Delinquency and Prevention Act relating to the requirements of the Juvenile Processing Office utilization and operation was provided; the training also outlined the specifics associated with the handling of juveniles in the Juvenile Processing Office.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board approve the Juvenile Processing Offices for the DFW Airport Department of Public Safety, CID Conference Room, CID Interview Room 1 and Patrol Conference Room, located at 2900 E. 28th Street, DFW Airport, Texas 75261.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by ____ and seconded by ____, and duly adopted by the Juvenile Board on a vote of __ for the motion and __ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board

JUVENILE BOARD ORDER

ORDER NO: 2017-xxx

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July, 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, the Juvenile Board is charged with the responsibility of designating Juvenile Processing Offices pursuant to Juvenile Justice Code 51.02 (12), 52.02 (a) and (b), 52.025 (a), 52.027 (f), 52.05 (a) and (b), 52.01 (a) and (c), 58.01 (4), 52.03 (d), 52.041 (c) and (d), and Article 15.27 of the Code of Criminal Procedures; and

WHEREAS, the Juvenile Board of Dallas County previously approved Juvenile Processing sites; and

WHEREAS, the City of Combine Municipal Court and Police Department maintains Juvenile Processing Offices at Chief's Office #101 and Judge's Office #102, located at 123 Davis Road, Combine, Texas 75159. The rooms were previously designated as approved Juvenile Processing Offices on July 27, 2015, by this Department and the Dallas County Juvenile Board; and

WHEREAS, in response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the City of Combine Municipal Court and Police Department's Juvenile Processing Offices, Chief's Office #101 and Judge's Office #102, were personally inspected by Rudy Acosta, Deputy Director of Probation Services, on July 5, 2017. The sites were determined to be suitable as Juvenile Processing Offices, and the designated areas were clearly identified with affixed signage; and

WHEREAS, the City of Combine Municipal Court and Police Department's Juvenile Processing Offices comply with the Dallas County Strategic Plan: Vision 3- Dallas County is *safe, secure, and prepared*, by ensuring local law enforcement agencies adhere to Federal and State legislative mandates; and

Juvenile Processing Offices – City of Combine Municipal Court and Police Department
Page 2

WHEREAS, specific training, under the guidelines of Title 3 of the Texas Family Code, § 52.025 and the Juvenile Justice Delinquency and Prevention Act relating to the requirements of the Juvenile Processing Office utilization and operation was provided; the training also outlined the specifics associated with the handling of juveniles in the Juvenile Processing Office.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board approve the Juvenile Processing Offices for the City of Combine Municipal Court and Police Department at Chief’s Office #101 and Judge’s Office #102, located at 123 Davis Road, Combine, Texas 75159.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by ____ and seconded by ____, and duly adopted by the Juvenile Board on a vote of __ for the motion and __ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board

**JUVENILE PROCESSING OFFICE DESIGNATIONS
DALLAS COUNTY JUVENILE BOARD
(Revised 7/3/17)**

- 1) Addison Police Department
Juvenile Processing / Briefing Room
4799 Airport Parkway
Addison, TX 75001 972-450-7120
Detention Supervisor, Mr. Michael Meharg
- 2) Barbara Bush Middle School
room #D103 labeled as "Certified Juvenile
Processing Room"
515 Cowboy Parkway
Irving, TX 75063
Lt. Justin Essary (jessary@dcschools.com)
972-915-6429
- 3) Balch Springs Police Department
Room #1 Juvenile Room and Interview Room
12500 Elam Road
Balch Springs, TX 75180
Sgt. Walts 972-557-6036 Cell 469-853-3958
- 4) Baylor Health Care Dept. of Public Safety
Police Supervisors Room, Room 100.10-100.13
4005 Crutcher Street, Ste 100
Dallas, TX 75246 214-820-6193
Asst. Chief Jesse Gomez/Det. Marlana Colvin
- 5) Carrollton Police Department
Rooms 157-JPO1,138-JPO2
137-JPO3,136-JPO4, 135-JPO5
2025 Jackson Road
Carrollton, TX 75006
Sgt. Sheldon Blackwell 972-466-4328
- 6) Cedar Hill ISD Police Department
Briefing/Training Office
Door 5A entrance, Room 1 & 2
504 E. Beltline Rd.
Cedar Hill, TX 75104
Lt. Eddie Thompson 469-272-2088
- 7) Cedar Hill Marshal's Office
285 Uptown Boulevard, Room 7108
Cedar Hill, TX 75014
Marshall Leland Herron 972 291-1500 Ext.1048
- 8) Charlton Methodist Medical Center
3500 W. Wheatland-Juvenile Processing Office
Dallas, TX 75203
Deputy Chief Howard Hollins 214-947-7711
- 9) City of Combine Municipal Court &
Combine Police Department
Chief's Office #101 & Judge's Office #102
123 Davis Rd. Combine, TX 75159
Chief of Police Jack Gilbert
972-476-8790 (office) / 214-212-5103 (cell)
- 10) Cockrell Hill Police Department
Juvenile Processing Office
4125 W. Clarendon Drive
Dallas, TX 75211
Lt. Heraldo Hinojosa 214-939-4141
- 11) Coppell Police Department
Room 125/ Juvenile Processing Room
130 S. Town Center Blvd.
Coppell, TX 75019
Sgt. Bill Camp 972-304-3593
- 12) Dallas County Community College Police
Department / Room N112E
Eastfield College – Main Campus
3737 Motley Dr.
Mesquite, Texas 75150
Commander Michael Horak 972-860-8344

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

13) Dallas County Community College Police Department / Room 112N
Eastfield College – Pleasant Grove Campus
802 S. Buckner Blvd.
Dallas, Texas 75217
Commander Michael Horak 972-860-8344

18) Dallas County Sheriff's Department
Rooms C3-6 & C3-7
Frank Crowley Courts Building
133 North Riverfront Blvd.
Dallas, TX 75202
Detective Billy Fetter 214-653-3495

14) Dallas County Community College Police Department
Pecos Hall – Rooms P161, P163, P170, P172
Kiowa Hall – Room K110
Richland College Campus
12800 Abrams Road
Richardson, Texas 75243
Lt. C. Sena 972-761-6758

19) Dallas Independent School District P.D.
Holding Rooms A&B, Report Room, Shift Briefing Room
1402 Seegar Street Dallas, TX 75215
Deputy Chief Gary Hodges (by Communications Manager Wilford Davis)
214-932-5610 or 214-932-5613

15) Dallas County Hospital District P.D.
Police Roll Call Room
5201 Harry Hines Blvd. Dallas, TX 75235
Capt. Richard D. Roebuck Jr. 214-590-4330

20) Dallas P.D.- Specialized Investigations Division – Operations Unit
1400 S. Lamar St.
Dallas, TX 75215
Lt. Michael Woodbury/Detective R.P. Dukes
214-671-4250/214-671-4255

16) Dallas County Juvenile Justice Department
Detention Center and Probation Department
Detention Center Room B109
Henry Wade Juvenile Justice Department
2600 Lone Star Drive
Dallas, TX 75212 214-698-2200

21) Desoto P.D.
"Juvenile" Booking and Processing Office
714 E. Beltline Rd.
Desoto, TX 75115
Det. W. Tillman 469-658-3028

17) Dallas County Schools Police Department
Juvenile Processing Room
8035 E. R.L. Thornton Freeway, suite 111
Dallas, TX 75228
Lt. Justin Essary (jessary@dcschools.com)
972-915-6429

22) DFW Airport Department of Public Safety
CID Conference Room, CID Interview Room 1, and Patrol Conference Room
2900 East 28th Street
Airport, TX 75261
Sgt. Kara Cooper 972-973-3561

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214-698-2200 Office

- 23) Duncanville ISD - Byrd Middle School
"Juvenile Processing Center" Room # 200F
1040 W. Wheatland Road
Duncanville, TX 75116
Lt. Justin Essary 972-915-6429
- 24) Duncanville High School
"Juvenile Processing Center"
Rooms L105,L105A, A118, B167 & B167B, J112
900 W. Camp Wisdom Rd.
Duncanville, TX 75116
Lt. Justin Essary (jessary@dcschools.com)
972-915-6429
- 25) Duncanville Kennemer Middle School
Room labeled as "Juvenile Processing Center"
7101 W. Wheatland Road
Dallas, TX 75249
Lt. Justin Essary (jessary@dcschools.com)
972-915-6429
- 26) Duncanville Police Department
Juvenile Processing Room, located in Lobby
203 E. Wheatland Road
Duncanville, TX 75116
Det. Kalef Jefferson 972-780-5037
- 27) Duncanville ISD - Reed Middle School
"Juvenile Processing Center" Room # 509
530 E. Freeman Road
Duncanville, TX 75116
Lt. Justin Essary 972-915-6429
- 28) Farmers Branch Police Department
Juvenile Sect Rm. /Rm. 156
Interview Room 204
3723 Valley View Ln.
Farmers Branch, TX 75244
Sgt. T. Eoff 972-919-9352
- 29) Garland Police Department
Room J1008 & J1015
1900 W. State Street
Garland, TX 75042
Supervisor Don McDonald 972-485-4891
- 30) Glenn Heights Police Department
Patrol Sgt. Office, Squad Rm, CID Office & Lt. Office
550 E. Bear Creek
Glenn Heights, TX 75154
Det. Kevon L. Howard 972-223-3478
- 31) South Grand Prairie High School
Room A122
301 W. Warrior Trail
Grand Prairie, TX 75052
Chris Moore, S.R. Officer 972-522-2560
- 32) South Grand Prairie High School
Dr. Vern Alexander Bldg., Room 101E
305 W. Warrior Trail Grand Prairie, TX 75052
Clint Blessing, S.R. Officer 972-237-4701
- 33) Grand Prairie High School
Room 501
101 High School Drive
Grand Prairie, TX 75050
Edward Rahman, S.R. Officer 972-809-5707
- 34) Grand Prairie Johnson D.A.E.P.
Room 13
650 Stonewall Drive
Grand Prairie, TX 75052
Louis Whittington, S.R. Officer 972-262-7244

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

- 35) Grand Prairie P.D.
Rooms J1, J2, J3, J4, J5, J6, 1008A, 1009, 1010 & 1029
1525 Arkansas Lane
Grand Prairie, TX 750502
Officer Teresa Coomes 972-237-8746
- 36) Grand Prairie Young Men’s Leadership Academy at Kennedy Middle School
Room C110C
2205 SE 4th Street
Adrian Gilmore, S. R. Officer 972-522-3688
- 37) Highland Park Department of Public Safety
Room 331 and Report Writing Room
4700 Drexel Drive
Dallas, TX 75205 and Dallas, TX 75209
Detective Rusty Nance 214-559-9306
- 38) Hutchins Police Department
Patrol/Briefing Room
205 W. Hickman
Hutchins, TX 75141
Sgt. Frank Garcia 972-225-2225
- 39) Irving Police Department
Juvenile Holding Area, Interview Lineup Report Writing Room, Report Writing Room, Community services Division School Resource Office, Juvenile Intake Lobby & Youth Investigators Office
305 N. O’Connor Rd. Irving, TX 75061
Lt. Monty Vincent 972-721-2456
Lt. Byron Keyes 972-721-3610
Invest. Jerry Sanderford 972-721-3731
- 40) Irving Police Department
Report Writing Room
5992 Riverside Dr.
Irving, TX 75039
Lt. Monty Vincent 972-721-2456
- 41) Lancaster ISD P.D.
Elsie Robinson Middle School
Juvenile Processing Room LISD Police #86
822 W. Pleasant Run
Office Keith Wilkerson 972-218-3086
- 42) Lancaster ISD P.D.-Headquarters
Juvenile Processing Room 603
814 W. Pleasant Run Road
Lancaster, TX 75134
Chief Sam Allen 469-261-8889
- 43) Lancaster ISD P.D.-Lancaster High School ‘Juvenile Processing Office’
Room G123, Police Office, Room C126A
200 Wintergreen Rd.
Lancaster, TX 75134
Chief Sam Allen 469-261-8889
- 44) Lancaster P.D.
Rooms A148 & B122
1650 North Dallas Avenue
Lancaster, TX 75134
Assistant Chief W.C. Smith 972-218-2726
- 45) Methodist Health System P.D.
Front Lobby
1441 N. Beckley Ave
Dallas, TX 75203
Sgt. Det. Mary Manzay 214-947-8802
- 46) Mesquite Police Department
Rooms 1016, 1019, 1021, 1022, 2008, 4045 & 4047
777 North Galloway Avenue
Mesquite, TX 75149
Lt. Mitch Kovalcik 972-216-6796

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

- 47) Ranch View High School
"Juvenile Processing Office" room C1314
8401 Valley Ranch Parkway East
Irving, Texas 75063
Michael Huffman 972-968-5025
- 48) Richardson P.D.
Youth Crimes Unit/Rooms D-207, D208 & D211
140 North Greenville Avenue
Richardson, TX 75081
Sgt. Jaime Gerhart 972-744-4862
- 49) Rowlett Police Department
Room 3, Juvenile Processing Room
4401 Rowlett Road
Rowlett, TX 75088
Lt. David Nabors 972-412-6215
Detective David Mayne 972-412-6292
- 50) Sachse Police Department
Juvenile Division & Youth Holding Area
Rooms PS116 and PS118
3815 Sachse Rd.
Sachse, TX 75048
Lt. Steve Norris 469-429-9823
- 51) Seagoville Police Department
Law Enforcement Center -
Interview Room and Patrol Room
600 North Highway 175
Seagoville, TX 75159
Manager Christine Dykes 972-287-6834
- 52) Southern Methodist University Police Dept.
Briefing Room 214
3128 Dyer Street Dallas, TX 75205
Lt. Brian Kelly 214-768-1577
- 53) University Park P.D.
Room 215, 2nd Floor
3800 University Boulevard
Dallas, TX 75205
Lieutenant John Ball 214-987-5360
- 54) UT Southwestern Medical Center Police Dept.
Room BLC 206, BLC 214 & BLC 228
6303 Forest Park Road
Dallas, TX 75390-9027
Lt. Jason Bailey 214-648-8311
- 55) Wilmer Police Department
Warrant Office and Patrol Room
219 E. Beltline Rd.
Wilmer, TX 75172
Sgt. Eric Pon 972-441-6565 Ext. 270

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

214-698-2200 Office



ACTION ITEM

K.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Renewal of the Victoria County Contract for FY2018

Background of Issue:

The Dallas County Juvenile Department entered into a contractual agreement with Victoria County for use of the Victoria Regional Juvenile Justice Center (VRJJC), Post-Adjudication Program as a residential placement option in FY2008. The Juvenile Department utilizes the Victoria County facility for difficult to place youth who have been unsuccessful in several previous placements, youth who exhibit aggressive behaviors, and youth who have an extensive run away history. A total of thirteen (13) Dallas County youth were admitted into the VRJJC during the performance review period (July 1, 2016 – June 30, 2017). Currently, four (4) Dallas County youth remain in treatment at the facility. The purpose of this briefing is to request the Juvenile Board's approval to renew the contract with Victoria County for utilization of the VRJJC Post-Adjudication Program as a placement option for Dallas County youth during FY2018.

Evaluation Process:

The evaluation process for contract renewal involves an analysis of the contractor's performance outcomes in comparison to a three (3) year historical average for the department's contract secure facility programs. The performance criterion includes the rate of successful discharge, the average length of stay for successfully discharged youth (for the period July 1, 2016 – June 30, 2017), as well as the contractor's rate of recidivism which was determined thru an analysis of all cases which successfully discharged from the contractor's facility during the twelve (12) month period of January 1, 2016 – December 31, 2016. The utilization of this time frame allowed for the analysis of recidivism on successfully discharged youth at six (6) months post-discharge.

An analysis of the contractor's performance data for the review periods revealed the following performance outcomes for FY2017:

FY2017 Performance Evaluation Criteria	DCJD FY2017 Performance Measures for Secure Facilities	VCRJJC FY2017 Performance Outcomes
Rate of Successful Discharge:	73%	88%
Rate of Recidivism for Successful Discharges:	42%	0%*
Avg. Length of Stay for Successful Discharges:	207 days (average) 180 days (standard)	250 days

* = Outcome considered skewed due to the minimal number of successful discharges during the review periods.

Successful Discharge Rate: A total of eight (8) youth discharged from the facility during the review period, July 1, 2016 – June 30, 2017. Of those eight (8) youth, one was neutrally discharged from the facility after five (5) days. The remaining seven (7) youth successfully completed the program giving the contractor a successful discharge rate of 88%. The Juvenile Department's FY2017 target rate for successful discharges from a contract secure facility is 73%.

Recidivism Rate: Three (3) youth successfully discharged from the contractor's facility during the review period, January 1, 2016 – December 31, 2016. Those youth did not recidivate within six (6) months of release from the facility. This computes to a 0% recidivism rate for the contractor. The Juvenile Department's FY2017 target rate of recidivism for a contract secure facility is 42%.

Length of Stay: The Juvenile Department's standard length of stay for secure facilities is six (6) months or 180 days. The Department's FY2017 target average length of stay for secure facilities is 207 days. Victoria County's average length of stay for the seven (7) successful discharges for the review period, July 1, 2016 – June 30, 2017, is 250 days.

The evaluation process for contract renewal also included a review of the contractor's Compliance Performance Rating Profile report which reflects the outcome of the Texas Juvenile Justice Department's (TJJD) standards compliance monitoring visit. The FY2017 monitoring visit for the VRJC facility took place on February 7 – 17, 2017. According to the TJJD compliance report, the following three (3) deficiencies related to the (contracted) post-adjudication program were cited:

Standard 343.212: Duty of Facility Administrator – According to the report, a completed application for employment was not maintained in the personnel file for staff D. C. (date of hire, 10/08/07).

Standard 343.238: Hazard Materials – According to the report, the facility's inventory of hazardous materials did not include the hazardous material "ONYX Professional Soak Off Gel & Nail Coatings" which is stored in the facility's Intake area, nor was this material's corresponding Material Safety Data Sheet being maintained in accordance with subsection (a) of this standard.

Standard 343.274: Resident Discipline Plan – According to the report, TJJD reviewed the facility's resident discipline plan (Policies 15.1 and 15.2) and determined that the plan did not include a list of the corresponding sanctions available for major rule violations as required by subsection (b)(1).

According to Facility Administrator, Lynette Acuna, a program improvement plan (PIP) was not necessary as the cited issues were addressed by the facility prior to the conclusion of the monitoring visit.

The Juvenile Department's Contract Services visited the facility for the FY2017 annual site review on November 9 – 10, 2016. A subsequent desk top review was conducted on April 6, 2017. Both reviews yielded favorable outcomes.

Impact on Operations and Maintenance:

The Contract Services Unit will administer and monitor this contract. Field and Assessment Probation staff will refer youth to this program for treatment. Subsequent to the recommendation of probation staff, the District Courts will order youth to the residential placement program.

Strategic Plan Compliance:

This request conforms to the Dallas County Strategic Plan – Vision 3: Dallas County is *safe, secure, and prepared by expanding disposition alternatives with regard to residential treatment for youth/families involved in the juvenile justice system.*

Legal Impact:

The FY2016 contract with Victoria County contained an automatic renewal clause for additional one-year terms, commencing September 1st and ending August 31st. Administrative Legal Advisor, Ms. Denika Caruthers reviewed the contract renewal process, and determined that contract compliance and program effectiveness, as determined by the Juvenile Department should continue to be the impetus for annual renewal of the contract. In addition, Ms. Caruthers determined that the renewal process should include the execution of new contract documents each year. As such, Contract Services effectively re-negotiated the revision of Article II Term, Section 2.01 of the contract, accordingly. The FY2018 contract document is included as Attachment One.

Financial Impact/Considerations:

There will be no change in the reimbursement rate structure for FY2018. The rate structure, which is consistent with rates established by TJJD, will remain at the following per diems for FY2018:

Post-Adjudication Specialized Level (Pregnant Females):	\$ 200.00
Post-Adjudication Specialize Level (Males/Non-Pregnant Females):	\$ 162.30
Post-Adjudication Moderate Level (Males and Non-Pregnant Females):	\$ 115.00

Funding for this program will come from the Juvenile Department’s 5110 budget and by grants provided by the Texas Juvenile Justice Department and the Texas Office of the Governor, Criminal Justice Division. This information has been reviewed and approved by Ms. Carmen Williams, Budget Services Manager.

Performance Measures Impact:

The Department will set FY2018 performance goals and objectives based on FY2017 evaluation criteria (e.g., length of stay, successful program completion, and recidivism rates). The provider will be notified of these targets and informed that their performance and individual evaluation scores will be the initial impetus in recommending contract renewal for FY2019. Contract Services staff will evaluate the provider’s ability to achieve the set performance goals and objectives.

Project Schedule/Implementation:

The term of the contract shall run from September 1, 2017 until August 31, 2018.


Minority/Women-Owned Business Enterprise:

Not applicable to this agreement.

Recommendation:

It is recommended that the Dallas County Juvenile Board approve the Juvenile Department’s request to renew the contract with Victoria County for residential treatment services for Dallas County youth at the Victoria Regional Juvenile Justice Center, Post-Adjudication Program in Victoria, Texas during FY2018.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July, 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, the Victoria County contract allows the Juvenile Department to refer youth to Victoria County's Victoria Regional Juvenile Justice Center (VRJJC) Post-Adjudication Program in Victoria, Texas for residential treatment; and

WHEREAS, there will be no change in the rate structure for FY2018 as the rates will remain as indicated below; and

Post-Adjudication Specialized Level (Pregnant Females):	\$ 200.00
Post-Adjudication Specialize Level (Males/Non-Pregnant Females):	\$ 162.30
Post-Adjudication Moderate Level (Males and Non-Pregnant Females):	\$ 115.00

WHEREAS, funding will be provided by utilizing the Juvenile Department's 5110 budget and by grants provided by the TJJD and Criminal Justice Division; and

WHEREAS, the contract term is from September 1, 2017 through August 31, 2018; and

WHEREAS, this request conforms to the Dallas County Strategic Plan – Vision 3 Dallas County is *safe, secure, and prepared by expanding disposition alternatives with regard to residential treatment for youth/families involved in the juvenile justice system.*

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board of Dallas County approves the Dallas County Juvenile Department's request to renew the contractual agreement with Victoria County for provision of residential treatment services for Dallas County youth in the Victoria Regional Juvenile Justice Center, Post-Adjudication Program in Victoria, Texas for FY2018.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of ___ for the motion and ___ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board

**CONTRACT AND AGREEMENT FOR SECURE LONG-TERM
RESIDENTIAL SERVICE OF JUVENILE OFFENDERS
SPACE AVAILABLE**

STATE OF TEXAS

§

COUNTY OF VICTORIA

§

VICTORIA COUNTY JUVENILE BOARD
VICTORIA COUNTY JUVENILE JUSTICE CENTER
Residential Services

September 1, 2017 – August 31, 2018

This Agreement is entered into by and between **Dallas County**, acting by and through its duly authorized representative (**hereinafter, " Juvenile Probation"**) and the **Victoria County Juvenile Board**, acting by and through its duly authorized representative and County Judge, concerning residential care services provided at the **Victoria County Juvenile Justice Center (hereinafter "the Facility")** by the **Victoria County Juvenile Services Department (hereinafter, "Service Provider")** pursuant to license granted by the Texas Juvenile Justice Department, and/or any other appropriate State agency with licensure or regulatory authority over the facility ("**Service Provider**").

ARTICLE I
PURPOSE

- 1.01 The purpose of this Residential Services Agreement is to provide Juvenile Probation with long term residential care for children adjudicated to have committed delinquent conduct or conduct indicating a need for supervision. The Facility to be utilized is operated by Service Provider, and is located at 97 Foster Field Dr., Victoria, Texas 77904.

ARTICLE II
TERM

- 2.01 The term of this Agreement is for 12 months commencing **September 1, 2017 – August 31, 2018**. All amendments during the contractual time period shall be in writing and agreed to by both parties.

ARTICLE III

SERVICES

- 3.01 The two level of care services delivery criteria as well as the required description of the characteristics of children will be in accordance with the definitions determined by the Texas Juvenile Justice Department.

Service Provider will provide the following level of care services:

- A. **Moderate Level of Care (Secure Post Adjudication)** consists of a structured, supportive residential setting that is designed to maintain or improve the child's functioning. It includes more than routine guidance and supervision to ensure the child's safety, involvement in age- appropriate structured activities, access to therapeutic, habilitative and medical intervention and guidance from professionals or paraprofessionals to help the child attain or maintain functioning appropriate to the child's age and development.

Moderate Level of Care requires the facility meet all applicable standards under Title 37 Texas Administrative Code. All Secure Post-adjudications facilities that are registered with the Texas Juvenile Justice Department and certified by the local juvenile board qualify for the daily rate listed above.

- B. **Specialized Level of Care** consists of a structured, controlled residential treatment setting that is designed to provide appropriate supervision and a moderate level of therapeutic services to maintain or improve the child's functioning. These services reflect a full range of social, psychosocial, and rehabilitative interventions and may include, but are not limited to, substance abuse services, sex offender treatment, special populations, mental health services and services for pregnant females. Specialized programming is developed and implemented by appropriately credentialed professionals.

The provision of individual, group and family therapy and other therapeutic interventions and programs, are managed and administered by appropriately licensed mental health professionals (e.g., psychiatrists, psychologists, therapists, counselors or paraprofessional staff under the direct supervision of professional therapists or counselors).

Review of a child's continued need for specialized services shall be conducted at least every 90 days by an appropriate mental health professional and/or treatment team.

Specialized Level of Care requires the facility meet all applicable standards under Title 37 Texas Administrative Code. Secure Post-adjudications facilities that are registered with the Texas Juvenile Justice Department (TJJD) and certified by the local juvenile board may qualify for this higher level of funding by submitting an application to TJJD for approval.

- 3.02 Service Provider will perform the following services:

- A. Provide basic residential services, including; standard supervision by qualified adults, food and snacks, recreation, personal hygiene items, hair cuts, transportation, school

supplies, and room, (rent, utilities, maintenance, telephone).

- B. Provide and document paraprofessional counseling, off-campus visits or furloughs, major incidents, and worker contacts. Any and all costs associated with off-campus visits or furloughs will be paid by the parent or guardian.
- C. Initiate and document meetings and attempted meetings among Service Provider, Juvenile Probation staff and contracted children for the purpose of justifying continued placement. Justification shall be done at a minimum of every ninety (90) days. A copy of the placement justification shall be submitted to Juvenile Probation within ten (10) working days.
- D. Ensure that the child's parent(s) or legal guardian(s) and Juvenile Probation are notified if a child in placement makes an unauthorized departure, becomes seriously ill, or is involved in a serious accident. Juvenile Probation and parents will be informed immediately if during working hours. After normal working hours, every effort will be made to notify Juvenile Probation and the parents. In the event of serious illness or accident and for any required follow-up care Service Provider shall be responsible for having the child transported to the nearest hospital or emergency care facility.
- E. Provide to Juvenile Probation a written Individualized Treatment/Case Plan developed in concert with the child and mutually agreed upon by the appropriate Service Provider staff and Juvenile Probation within thirty (30) days of placement. Said Individualized Treatment/Case Plan shall include measurement of progress towards goals in the following nine (9) domains: medical; safety and security; recreational; educational; mental/behavioral health; relationship; socialization; permanence; parent and child participation.
- F. Initiate and document meetings to review the Individualized Treatment/Case Plan with the child and the assigned Service Provider staff at reasonable intervals, not to exceed ninety (90) days, to assess the child's progress toward meeting goals set forth, making modifications when necessary and determining the need for continued placement outside of the child's natural home. The Individualized Treatment/Case Plan shall contain the reasons why the placement may benefit the child; shall specify behavioral goals and objectives being sought for each child; shall state how the goals and objectives are to be achieved in the placement; and shall state how the parent(s), guardian(s), and, where possible, grandparents and other extended family members will be involved in the program plan to assist in preventing controlling the child's objectionable behavior.
- G. Maintain copies of the original Individualized Treatment/Case Plan and the periodic reviews.
- H. Provide Juvenile Probation with a written report of the child's progress on a monthly basis in a Monthly Progress Report.

- I. Document and maintain records of all goods and services provided to contracted children. These records shall contain, but are not limited to: hours of services provided, number of children served, average length of stay per client, total hours of counseling or treatment provided. These records shall be made available to Juvenile Probation for periodic inspection.
- J. Document and maintain records pertaining to the effectiveness of goods and services provided to contracted children. These records shall contain, but are not limited to: percentage of children in program successfully achieving set educational goals, percentage of children achieving set vocational goals, percentage of children achieving set social skills goals, percentage of youth demonstrating overall progress, and number and type of investigations made by the Department of Family and Protective Services or any law enforcement agency due to reports of abuse and/or neglect. These records shall be made available to Juvenile Probation for periodic inspection.
- K. Any and all medical/psychiatric treatment and medication required to meet the needs of the child, as well as clothing, or other expenses not provided for in the Service Provider's program, shall be the sole responsibility of the said child's parent(s), guardian(s), court ordered appointed conservator or Juvenile Probation, to be paid by either Juvenile Probation, Medicaid or health insurance. However in no case shall a child be denied any needed medical/psychiatric treatment or clothing due to the inability to pay.
- L. Facility agrees to maintain web-conferencing capabilities to allow for audio and visual communication between the Dallas County, facility staff, residents and the parent/guardian. Web-conferencing will be utilized for contacts including, but not limited to, treatment planning, case staffings, utilization reviews and family counseling sessions.
- M. Facility agrees to ensure that Clients are placed in compatible foster home environments. The basis for determining compatibility should include, but is not limited to; information from documented assessments of the Client and the Clients identified treatment needs. The Contractor shall not place non-sex offending Clients in living quarters with sex offenders.
- N. Facility shall notify the Dallas County Juvenile Probation Department when client leaves their facility due to **any reason**, including; admittance into a medical and/or psychiatric hospital of any kind, in which the Dallas County Juvenile Department's Budget Services unit will be internally notified.
- O. The Service Provider agrees to conduct the first monthly family counseling session within the first 30 days of initial placement with the Client, parent(s) and Client's assigned caseworker.

ARTICLE IV
EVALUATION CRITERIA

4.01 The performance of Service Provider in achieving the goals of Juvenile Probation will be evaluated on the basis of the output and outcome measures contained in this section. Juvenile Probation, at its discretion, may use other means or additional measures to evaluate the performance of Service Provider in fulfilling the terms and conditions of the Agreement.

A. Juvenile Probation shall evaluate Service Provider's performance under this Agreement according to the following specific performance goals for Service Provider:

1. Ensure children complete residential placement.
2. Prevent re-referrals of children during the six (6) months following release from residential placement.
3. Ensure children move down in their Level of Care as they progress in the treatment program.

B. Juvenile Probation shall additionally evaluate Service Provider by the following output measures (in actual numbers of units of service and activities):

1. The total number of children placed in residential placement.
2. The total number of children who were discharged from residential placement successfully.
3. The total number of re-referrals of children discharged from placements within six (6) months after release.
4. The total number of children who move down in their Level of Care.
5. The average length of time before a child moves down in the Level of Care.

C. Juvenile Probation shall further evaluate Service Provider by the following outcome measures:

1. Percentage of children in residential placement who will complete their placement as a successful discharge.
2. Percentage of children who have completed their placement and not re-referrals within six (6) months after release.
3. Percentage of children who move down in their Level of Care.

Notwithstanding the foregoing criteria for evaluation, nothing herein shall be construed as a guaranty of outcome or performance by any child.

4.02 Service Provider shall report on a monthly basis to Juvenile Probation as to each of the foregoing output and outcome measures. These reports will be reviewed by Juvenile Probation in order to monitor Service Provider for programmatic compliance with this Agreement.

ARTICLE V
COMPENSATION

- 5.01 For and in consideration of the above-mentioned services, Juvenile Probation agrees to pay the Service Provider the sum of **\$115.00** per day for each child whether male or female, admitted under "Moderate" Level of Care, **\$162.30** per day for each child admitted under "Specialized" Level of Care. The Levels of Care are defined by the Texas Juvenile Justice Department. The daily rate shall be paid to the Service Provider for each day a child is in residential treatment pursuant to billing and paying procedures agreed upon by Juvenile Probation and Service Provider. The Specialized Female Pregnant Offender Program is recognized as a Specialized Treatment program and payment shall be at **\$200.00** per day. **Payment is due within 30 days of receipt of billing and shall be mailed to:**

**Victoria County Juvenile Justice Center
97 Foster Field Dr.
Victoria, Texas 77904
ATT: Pama Hencerling, Chief JPO**

- 5.02 Psychiatric services will be provided to the child on an as needed basis and shall be billed to Juvenile Probation. An initial psychiatric/psychological evaluation that has been conducted within the last 12 months is required prior to acceptance into the program.
- 5.03 Service Provider will submit an invoice for payment of services to Juvenile Probation on a monthly basis. Said invoice shall be submitted with ten (10) working days following the end of the invoiced month and shall include information deemed necessary for adequate fiscal control, including but not limited to: to be attributed to specific clients if appropriate, date service was rendered, total daily cost, and total monthly cost. Each invoice received for payment will be reviewed by Juvenile Probation in order to monitor Service Provider for financial compliance with this Agreement. Invoices submitted by Service Provider in proper form shall be paid by Juvenile Probation in a timely manner.
- 5.04 Juvenile Probation shall be responsible for all of the juvenile's medical expenses, and Juvenile Probation agrees to indemnify and hold the Service Provider, its officers, administrator, representatives, agents, shareholders and employees from any and all liability for charges for medical expenses.

If an emergency examination, EMS treatment, health care treatment, and/or hospitalization outside the Facility (hereinafter, "**Outside Treatment**") is required for a child placed in the Facility, the Administrator of the Facility (hereinafter, "the Administrator") is authorized to secure the Outside Treatment at the expense of Juvenile Probation. The Administrator shall notify Juvenile Probation of Outside Treatment within twenty-four (24) hours of its occurrence.

Juvenile Probation shall make arrangements directly with vendors for the provision of, and payment for, routine medical expenses, including without limitation, hospitalization, prenatal services, and dental, for Post-Adjudication Program juveniles and other juveniles for whom the Administrator has not elected to secure such services as provided herein above. In all other medical situations, the Service Provider is authorized, but not required, to make

arrangements with vendors, at Juvenile Probation's request, for the provision of medical treatment at the expense of Juvenile Probation. If the Service Provider makes such arrangement, the Service Provider is authorized, but not required, to seek coverage or reimbursement of expenses from all sources, including but not limited to, Medicaid, Social Security, medical insurance coverage, or contributions from parents or others and deducted from the invoice submitted to Juvenile Probation. Documentation must include the name(s) and SID numbers of the parties receiving the services, the dates and time services were provided and such other information deemed necessary for adequate fiscal control. In any event, responsibility for payment to vendors or reimbursement to Service Provider is the ultimate responsibility of Juvenile Probation. Service Provider will invoice Juvenile Probation for any non-reimbursed funds advanced by the Service Provider, and the Juvenile Probation will remit to the Service Provider, within 30 days of invoice, full and final payment.

If a Client requires psychiatric hospitalization, the Juvenile Department will reimburse the Service Provider for placement costs up to five (5) days after the Client is admitted into the hospital. If the Client is not stabilized and unable to return to the facility at the end of the five (5) day period, the Facility shall provide a discharge summary including support documentation from the hospital indicating the Client's diagnosis, current condition, contact information (for hospital, attending psychiatrist, case manager) to the probation officer. In such cases, the discharge status shall be an Administrative Discharge and will be reviewed by administration for approval on a case by case basis. Juvenile Department shall be responsible for the Client's discharge from the medical and/or psychiatric hospital and transportation back to Dallas County. Service Provider must notify the Dallas County Juvenile Department immediately upon the client being admitted into a psychiatric and/or medical hospital so that the Dallas County Juvenile Detention Superintendent can be notified and transportation arrangements be made promptly, if client is not stabilized in five (5) days. The probation officer shall provide written notification of the transportation arrangements and the Service Provider shall ensure that all of the Client's belongings are packed and available for pick up by Juvenile Department according to the transportation arrangements provided by the probation officer.

Juvenile Department does not expect the Service Provider to retain the space if the Client does not return to the facility within five (5) days of admission into a medical and/or psychiatric hospital. In no event will the Facility be entitled to reimbursement from Juvenile Department for a space occupied by another Client on the same day.

The Service Provider must obtain written documentation of the approval of the Client's probation officer for any over-night stay away from the residential facility unless it is considered part of the Service Provider's rehabilitation program. Prior written approval must also be received and documented for any home visit. In the event of an emergency overnight-stay, Service Provider shall obtain written approval from the Client's probation officer within 72 hours of the Client departing from the facility.

- 5.05 Service Provider shall account separately for the receipt and expenditure of any and all state funds received from Juvenile Probation under this Contract. Service Provider shall account separately for state funds received and expended utilizing the following Generally Accepted

Accounting Practices (GAAP):

1. Service Provider has an outside audit completed on a yearly basis which specifies receipt and expenditure of State funds. Service Provider shall forward a copy of the annual outside audit to Juvenile Probation by March 1 following the end of the fiscal year.
 2. If Service Provider does not obtain an annual outside audit, then Service Provider shall provide a separate accounting of funds received from Juvenile Probation in whole or in part paid from state funds. The accounting shall clearly list the state funds received from Juvenile Probation and account for expenditures of said funds including documentation of appropriate expenditures as well as the year's tax forms and documentation. The accounting shall be provided to Juvenile Probation thirty (30) days prior to the renewal date of the contract.
- 5.06 It is understood and agreed by Service Provider that this Agreement is funded in whole or in part with grant or state funds and shall be subject to termination without penalty, either in whole or in part, if funds are not available or are not appropriated by the Texas Legislature.
- 5.07 In the event that State Reimbursement Rates are increased during the duration of the terms Of this Contract, the new rates will become effective reflecting those of the increase.
- 5.08 Service Provider agrees to make claims for payment or direct any payment disputes to Juvenile Probation's Fiscal Officer. Service Provider will not contact other department employees regarding any claims of payment.
- 5.09 Service Provider will provide certification of eligibility to receive state funds as required by Texas Family Code Section 231.006.
- 5.10 Except to the extent that a party to this Agreement seeks emergency judicial relief, the parties agree to negotiate in good faith in an effort to resolve any disputes related to this contract that may arise, no matter when the dispute may arise. If a dispute cannot be resolved by negotiation, the dispute shall be submitted to mediation before the parties resort to arbitration or litigation. The parties shall choose a mutually acceptable mediator to mediate the dispute, and the parties shall pay the costs of mediation services equally.

ARTICLE VI
ADDITIONAL TERMS & AGREEMENTS

- 6.01 Prior to transporting a child to the Facility for placement, Juvenile Probation shall call the Facility to ensure that space is available. Placement of children by Juvenile Probation may be denied if space limitations require as determined by the Facility.
- 6.02 A child will only be accepted in the Facility upon receipt by the Administrator of a proper order from the Juvenile Court of **Dallas County** and other documentation required by Service Provider.

- 6.03 Each child placed in the Facility shall be required to follow the rules and regulations of conduct as fixed and determined by the Administrator and staff of the Facility.
- 6.04 If a child is accepted by the Facility from Juvenile Probation and the child thereafter is determined to be, in the sole judgment of the Administrator, mentally or physically unfit, dangerous, or unmanageable, unsuitable for the program or combination of such conditions or characteristics or whose mental or physical conduct would or might endanger the other occupants of the Facility, then the Administrator shall notify Juvenile Probation of **Dallas County** of this determination. It will be the responsibility of Juvenile Probation to provide for the transportation for the removal of the child and shall be removed as soon as practicable, but in no event longer than seven (7) working days after notification.
- 6.05 Service Provider, agrees that the Facility will accept any child who qualifies, without regard to such child's religion, race, creed, sex or national origin.
- 6.06 It is understood and agreed by the parties that children placed in the Facility under proper orders of the appropriate Juvenile Court shall not be discharged from the Facility until the Administrator of the Facility receives a written authorization from the Juvenile Probation Department that originally authorized the placement of the child.
- 6.07 It is further understood and agreed by the parties that children placed in the Facility may be released to the Juvenile Probation or other appropriate authority of **Dallas County** pursuant to: (a) Section 6.04 of this Contract or, (b) an Order of Release signed by the Judge of the Juvenile Court of **Dallas County**.
- 6.08 It is further understood and agreed by the parties that nothing in this contract shall be construed to permit **Dallas County**, its agents, servants, or employees in any way to manage, control, direct or instruct Service Provider, its director, officers, employees, agents, shareholders and designees in any manner respecting its work, duties or functions pertaining to the maintenance and operation of the Facility. However, it is also understood that the Juvenile Court of **Dallas County** shall control the conditions and terms of detention supervision as to a particular child pursuant to Texas Family Code, Section 51.12.
- 6.09 Juvenile Probation reserves the right to terminate the child's placement with Service Provider at its discretion. Service Provider must not release a child to any person or agency other than Juvenile Probation without the written consent of an authorized agent of Juvenile Probation.

ARTICLE VII
EXAMINATION OF PROGRAM & RECORDS

- 7.01 Service Provider agrees that it will permit Juvenile Probation to examine and evaluate its program of services provided under the terms of this agreement and/or to review its record periodically. This examination and evaluation of the program may include site visitation, observation of programs in operation, interview and the administration of questionnaires to the staff of Service Provider and the children when deemed necessary.

- 7.02 Service Provider shall provide to Juvenile Probation such descriptive information contracted children as requested on forms provided by Juvenile Probation.
- 7.03 For purpose of evaluation, inspection, auditing or reproduction, Service Provider agrees to maintain and make available to authorized representatives of the State of Texas or Juvenile Probation any and all books, documents or other evidence pertaining to the costs and expenses of this Agreement.
- 7.04 Service Provider will keep a record of all services provided to Juvenile Probation under this agreement, and upon reasonable notice will provide information, records, papers, reports, and other documents regarding services furnished as may be requested by Juvenile Probation. Service Provider will maintain the records (as referenced above) for three (3) years after the termination of this Agreement.
- 7.05 "Contractor (aka "Service Provider") understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the contractor and the requirement to cooperate is included in any subcontract it awards."

ARTICLE VIII
CONFIDENTIALITY OF RECORDS

- 8.01 Service Provider shall maintain strict confidentiality of all information and records relating to children involved in Juvenile Probation, and shall not re-disclose the information except as required to perform the services to be provided pursuant to this Contract, or as may be required by law.

ARTICLE IX
DUTY TO REPORT

- 9.01 Allegations Occurring Inside the Facility. As required by Texas Family Code Chapter 261 and Title 37 Texas Administrative Code Chapter 358, or successor provisions, Service Provider, and any of its employees, interns, volunteers or contractors, shall report any allegation or incident of abuse, neglect, exploitation, death or other serious incident involving a juvenile in a juvenile justice facility or juvenile justice program in the following manner:
- A. For all allegations and incidents except sexual abuse and serious physical abuse: within twenty-four (24) hours from the time the allegation is made, to the following:
1. Local law enforcement agency; and

2. Texas Juvenile Justice Department by submitting a TJJJ Incident Report Form to facsimile number 1-512-424-6717; (or if unable to complete the form within 24 hours, then by calling toll-free 1-877-786-7263, followed by submitting the report within 24 hours of said call). In addition, for serious incidents, a treatment discharge form or other medical documentation that contains evidence of medical treatment pertinent to the reported incident shall be submitted to the Texas Juvenile Justice Department within 24 hours of receipt; and
 3. With respect to juveniles placed by Dallas County Juvenile Probation Department, the TJJJ Incident Report Form shall also be sent to Dallas County Juvenile Probation Department within 24 hours at facsimile number, 214-698-4299.
- B. For allegations and incidents of sexual abuse or serious physical abuse:
1. Local law enforcement agency immediately, but no later than one (1) hour from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone to law enforcement;
 2. Texas Juvenile Justice Department immediately, but no later than four (4) hours from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone by calling toll-free 1-877-786-7263. Within 24 hours of the report by phone, the completed TJJJ Incident Report Form shall be submitted by facsimile number 1-512-424-6717 or by email; and
 3. With respect to children placed by Dallas County Juvenile Probation Department, the TJJJ Incident Report Form shall also be sent to Dallas County Juvenile Probation Department within 24 hours at facsimile number Dallas 214-698-4299.
- 9.02 Allegations Occurring Outside the Facility. Any person who witnesses, learns of, receives an oral or written statement from an alleged victim or other person with knowledge or who has a reasonable belief as to the occurrence of alleged abuse, neglect, exploitation, death or other serious incident involving a child, but that is not alleged to involve an employee, intern, volunteer, contractor, or service provider of a program or facility, shall be immediately reported to law enforcement or to other appropriate governmental unit as required in Texas Family Code Chapter 261.
- 9.03 As used within this Agreement:
- A. An allegation or incident includes the witnessing, learning, or receiving an oral or written statement from an alleged victim or other person with reasonable belief or knowledge as to the occurrence or an alleged abuse, neglect, exploitation, death or other serious incident involving a child in a juvenile justice facility or juvenile justice program.

- B. A serious incident is attempted escape, attempted suicide, escape, reportable injury, youth-on-youth physical assault or youth sexual conduct.
- C. Sexual abuse is conduct committed by any person against a child that includes sexual abuse by contact or sexual abuse by non-contact.
- D. Serious physical abuse is bodily harm or condition that resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect or exploitation, if the bodily harm or condition requires medical treatment by a physician, physician assistant, licensed nurse practitioner, emergency medical technician, paramedic or dental.
- E. A juvenile justice facility is a facility, including its premises and affiliated sites, whether contiguous or detached, operated wholly or partly by or under the authority of the governing board, juvenile board or by a private vendor under a contract with the governing board, juvenile board or governmental unit that serves children under juvenile court jurisdiction. The term includes: a public or private juvenile post-adjudication secure correctional facility required to be certified in accordance with the Texas Family Code; and a public or private non-secure juvenile post-adjudication residential treatment facility housing children under juvenile court jurisdiction.
- F. A juvenile justice program is a program or department operated wholly or partly by the governing board, juvenile board or by a private vendor under contract with the governing board or juvenile board that serves children under juvenile court jurisdiction or juvenile board jurisdiction. The term includes a juvenile justice alternative education program and a non-residential program that serves juvenile offenders while under the jurisdiction of the juvenile court or juvenile board jurisdiction and a juvenile probation department.

ARTICLE X
CRIMINAL HISTORY SEARCHES

- 10.01 Criminal history searches shall be conducted by Service Provider for any and all of its employees, interns, volunteers or contractors providing services in a juvenile justice facility or juvenile justice program that may have direct unsupervised access to children in the facility or program.
- 10.02 Criminal history searches shall include the following:
 - A. Texas criminal history fingerprint-based criminal history background search through the Texas Department of Public Safety.
 - B. Local law enforcement sex offender registration records check through the Public Sex Offender Registry on the Texas Department of Public Safety website.

- C. Federal Bureau of Investigation fingerprint-based criminal history background search at the National Crime Information Center; internet-based searches shall not be used to conduct this background search.
- 10.03 A copy of the initial criminal history report required by this Agreement and any reports reflecting subsequent criminal activity shall be maintained for monitoring purposes for whichever of the following occurs later: duration of the individual's employment or period of service; minimum of three (3) years; or until any pending litigation, claim, audit or review and all questions arising there from have been resolved.
- 10.04 As used within this Agreement, a disqualifying criminal history is a history that includes any one of the following:
- A. A felony conviction against the laws of this state, another state, or the United States within the past ten (10) years;
 - B. A deferred adjudication for a felony against the laws of this state, another state, or the United States within the past ten (10) years;
 - C. A current felony deferred adjudication, probation or parole;
 - D. A jailable misdemeanor conviction against the laws of this state, another state, or the United States within the past five (5) years;
 - E. A deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past five (5) years;
 - F. A current jailable misdemeanor deferred adjudication, probation or parole; or
 - G. The requirement to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure.
- 10.05 In addition to the criteria and time frames set forth in the above definition of disqualifying criminal history, an individual must not have direct unsupervised access to children in a facility or program until at least one year has elapsed since the completion of any period of incarceration, community supervision, or parole.
- 10.06 Any of Service Provider's employees, interns, volunteers or contractors with a disqualifying criminal history shall be prohibited from having direct unsupervised access to children in a juvenile justice facility or a juvenile justice program.
- 10.07 Juvenile Probation reserves the right, in its sole discretion, to prohibit any individual with a prior criminal history from being placed in a position that involves direct unsupervised contact with children.

ARTICLE XI
DISCLOSURE OF INFORMATION

- 11.01 Service Provider warrants that, prior to entering this Contract, it has verified and disclosed the following information to Juvenile Probation, and agrees that it shall have an ongoing affirmative duty under this Agreement to promptly ascertain and disclose in sufficient detail this same information to Juvenile Probation:
- A. Any and all corrective action required by any of Service Provider's licensing authorities;
 - B. Any and all litigation filed against the Service Provider, or against its employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children;
 - C. Any arrest of any employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider that has direct contact with juveniles;
 - D. Any finding of "Reason to Believe" by a state regulatory agency in a child abuse, neglect and/or exploitation investigation where an employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider that has direct contact with juveniles was the alleged or designated perpetrator;
 - E. The identity of any of the Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with juveniles that are registered sex offenders; and
 - F. The identity of any of the Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with juveniles that have a criminal history. For the purpose of this Agreement, the term "criminal history" shall include: (1) current felony or misdemeanor probation or parole; (2) a felony conviction or deferred adjudication within the past ten years; or (3) a jailable misdemeanor conviction or deferred adjudication within the past five years.
 - G. The identity of any of the Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct unsupervised contact with juveniles in a juvenile justice facility or juvenile justice program that have a disqualifying criminal history.
- 11.02 Service Provider agrees and understands it has an affirmative and ongoing duty to ascertain and disclose to Juvenile Probation any and all of the foregoing information as to any individual, whether a prospective or existing employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider, prior to placing that individual in a position that involves direct unsupervised contact with juveniles in a juvenile justice facility or juvenile justice program.

ARTICLE XII
EQUAL OPPORTUNITY

- 12.01 Service Provider agrees to respect and protect the civil and legal rights of all children and their parents. It will not unlawfully discriminate against any employee, prospective employee, child, childcare provider, or parent on the basis of age, race, sex religion, disability or national origin. Service Provider shall abide by all applicable federal, state and local laws and regulations.

ARTICLE XIII
ASSIGNMENT & SUBCONTRACT

- 13.01 Service Provider may not assign or subcontract any of its rights, duties and /or obligations arising out of this Agreement without the written consent of Juvenile Probation.

ARTICLE XIV
OFFICIALS NOT TO BENEFIT

- 14.01 No officer, employee or agent of Juvenile Probation and no member of its governing body and no other public officials of the governing body of the locality or localities in which the project is situated or being carried who exercise any functions or responsibilities in the project, shall participate in any decision relating to this Agreement which affects or conflicts with his/her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XV
DEFAULT

- 15.01 Juvenile Probation may, by written notice of default to Service Provider, terminate the whole or any part of this Agreement, as it deems appropriate, in any one of following circumstances:
- A. If Service Provider fails to perform the work called for by this Agreement within the time specified herein or any extension thereof; or
 - B. If Service Provider fails to perform any of the other material provisions of this Agreement, including failure to achieve the defined goals, outcomes, and outputs, or so fails to prosecute the work as to endanger the performance of this Agreement in accordance with its terms, and
 - C. In either of these two circumstances after receiving notice of default, Service Provider does not cure such failure within a period of ten (10) days.

ARTICLE XVI
TERMINATION

- 16.01 This Agreement may be terminated:
- A. By either party upon ten (10) days written notice to the other party of the intention to terminate; or
 - B. Upon expenditure of available funds.
- 16.02 If at any time during the term of this agreement Juvenile Probation, in its sole discretion, determines that the safety of children being served under this Agreement may be in jeopardy, Juvenile Probation may immediately suspend the effect of this Agreement, including but not limited to the obligation to pay, upon giving notice to the Service Provider.

ARTICLE XVII
WAIVER OF SUBROGATION

- 17.01 Service Provider expressly waives any and all rights it may have of subrogation to any claims or rights of its employees, agents, owners, officers, or subcontractors against Juvenile Probation. Service Provider also waives any rights it may have to indemnification from Juvenile Probation.

ARTICLE XVIII
REPRESENTATIONS & WARRANTIES

- 18.01 Service Provider hereby represents and warrants the following:
- A. That it has all necessary right, title, license and authority to enter into this Agreement;
 - B. That it is qualified to do business in the State of Texas; that it hold all necessary licenses and staff certifications to provide the type (s) of services being contracted for; that it is in compliance with all statutory and regulatory requirements for the operations of its business and that there are no taxes due and owing to the State of Texas, the County of **Victoria** or any political subdivision thereof;
 - C. Victoria County will maintain in force policies of general liability insurance against loss to any person or property occasioned by acts or omissions of Service Provider providing limits of \$100,000 per occurrence and \$300,000 aggregate. Certificate of Liability Insurance shall be furnished to Juvenile Probation. Furthermore Juvenile Probation shall be notified immediately upon any changes in the status of the insurance policy and shall promptly furnish updated certificates of insurance to Juvenile Probation.
 - D. That all of its employees, interns, volunteers, subcontractors, agents and/or consultants will be properly trained to report allegations or incidents of abuse, exploitation, neglect, death or serious incidents involving a child under the supervision of Juvenile Probation in

accordance with the requirements of Texas Family Code Chapter 261 and any applicable Texas Juvenile Justice Department administrative rules regarding abuse, neglect, exploitation, death or serious incidents; and that, if it has employees, interns, volunteers, subcontractors, agents and/or consultants that have contact with children in a juvenile justice facility or juvenile justice program, then it shall prominently post in all public and staff areas of any and all of its offices/facilities, both the English and Spanish language versions of the following official notice forms that are available on the Texas Juvenile Justice Department website: *Notice to Public Regarding Abuse, Neglect and Exploitation* and *Notice to Employees Regarding Abuse, Neglect and Exploitation*.

ARTICLE XIV
TEXAS LAW TO APPLY

- 19.01 This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in **Victoria County, Texas**.

ARTICLE XX
VENUE

- 20.01 Exclusive venue for any litigation arising from this Agreement shall be in **Victoria County, Texas**.

ARTICLE XXI
LEGAL CONSTRUCTION

- 21.01 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceable provision shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

ARTICLE XXII
PRIOR AGREEMENTS SUPERSEDED

- 22.01 This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral agreement between the parties respecting the within subject matter.

This Contract and Agreement is executed with the declared intention of the parties that this Contract and Agreement is a contract providing for the care of children who have committed an act of delinquency or an act indicating a need for supervision, and payment for such care will be made by **Juvenile Probation** for the children placed in the Facility by the Judge of **Dallas County** having juvenile jurisdiction.

ARTICLE XXIII
PRISON RAPE ELIMINATION ACT

23.01 Service Provider shall adopt and comply with all federal, state, county, and city laws, ordinances, regulations and standards applicable to the provision of services described herein and the performance of all obligations undertaken pursuant to this Contract, including the Prison Rape Elimination Act of 2003 (PREA) which establishes a zero-tolerance standard against sexual assault of incarcerated persons, including juveniles, and addresses the detection, elimination, prevention, and reporting of sexual assault in facilities housing adult and juvenile offenders [PREA §115.312(a)].

Under PREA, Service Provider is complying with PREA standards [PREA §115.312(b)] shall make available to the CPO all incident-based aggregated data reports of sexual abuse at its facility or facilities within 24-hours of the allegation., and all such data may be requested by the Department of Justice from the previous calendar year no later than June 30 [PREA §115.387(e) and (f)]

EXECUTED IN QUADRUPPLICATE, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL.

IN WITNESS WHEREOF, we here unto affix our signature this _____ day of _____, 2017.

Dallas County Juvenile Department

Victoria County Juvenile Justice Center

Clay Jenkins, Dallas County Judge

Ben Zeller, Victoria County Judge

Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board

Eli Garza, Chairman
Victoria County Juvenile Board

RECOMMENDED BY:

Terry S. Smith, Ph. D.
Chief Probation Officer
Dallas County Juvenile Department

Pama Hencerling
Chief Probation Officer
Victoria County Juvenile Department

APPROVED BY:

Denika R. Caruthers, J. D.
Administrative Legal Advisor
Dallas County Juvenile Department



ACTION ITEM

L.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Substance Abuse Unit (SAU) – Application for Continuing Education Provider Approval for 2018

Background of Issue:

Dallas County Juvenile Department offers substance abuse treatment to youth referred for addictive or substance abuse behaviors. Currently, twenty-four (24) Licensed Chemical Dependency Counselors (Drug Intervention Specialists) are providing these services to approximately 1,400 youth and families.

Historically, SAU has been designated as a Continuing Education Unit (CEU) Provider by the Texas Certification Board of Addiction Professionals. The certification designation allows designated staff to provide license required CEUs through training and education to the Drug Intervention Specialists and Juvenile Supervision Officers (JSOs) throughout the department. Bachelor level Licensed Chemical Dependency Counselors (LCDC) are required to have 48 CEUs every renewal period and Master level LCDCs are required to have 24 CEUs every renewal period. This CEU certification includes, but is not limited to: Clinical Supervision, Ethics, Motivational Enhancement Theory, HIV/AIDS and other Communicable Diseases, Treatment Planning, Trauma Informed Care, Trends of Drug Use, and The Effects of Drugs on the Body. This certification must be renewed annually.

The purpose of this briefing is to request approval for SAU's renewal application to the Texas Certification Board of Addiction Professionals as a certified education provider.

Impact on Operations and Maintenance:

The Drug Intervention Specialists currently employed by the Dallas County Juvenile Department offered Substance Abuse Treatment services to 746 juvenile participants ages 13-17 during the calendar year 2016. As a Continuing Education Provider, SAU will be permitted to provide trainings in which CEUs will be earned by current Licensed Chemical Dependency Counselors (LCDCs) within Dallas County. The certification of SAU as a Continuing Education Provider by the Texas Certification Board of Addiction Professionals allows Licensed Chemical Dependency Counselors to maintain necessary licensure to continue to serve the needs of the youth who have been referred to the Dallas County Juvenile Department and need substance abuse treatment. An application for Continuing Education Provider Approval must be submitted annually.

Strategic Plan Compliance:

This request complies with the Dallas County Strategic Plan: Vision 3- Dallas County is *safe, secure, and prepared* by providing substance abuse treatment programs for youth and families involved in the Juvenile Justice System.

Legal Information:

There will be no legal impact attributable to the Continuing Education Provider application approval for SAU.

Financial Impact/Considerations:

The total estimated cost for the SAU application for Continuing Education Provider is \$200.00. Funding is available through the Juvenile Department's general fund, line item 2150 – License and Permit Fees, in FY2017. The financial impact has been reviewed and approved by Ms. Carmen Williams, Budget Manager.

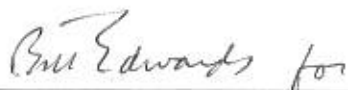
Performance Impact Measures:

The services provided by the Drug Intervention Specialists through the Dallas County Juvenile Department meet the needs of the youth who have been referred to the department and need substance abuse treatment. There are currently twenty-four (24) Drug Intervention Specialists on staff who provide alcohol and drug abuse counseling to these youth. Additionally, Dallas County JSOs will also be able to receive training and education to apply towards their Texas Juvenile Justice Department certification.

Recommendation:

It is recommended that the Dallas County Juvenile Board authorize the Juvenile Department to approve the SAU Application for Continuing Education Provider by the Texas Certification Board of Addiction Professionals at a cost of \$200.00 for the annual application fee.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24nd day of July, 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, the Dallas County Juvenile Board was briefed on July 24, 2017, regarding the request for SAU's Application for Continuing Education Provider Approval with the Texas Certification Board of Addiction Professionals, and a \$200 annual fee; and

WHEREAS, the Dallas County Juvenile Department currently offers drug treatment services through programs such as the Substance Abuse Unit; and

WHEREAS, the certification of SAU as a Continuing Education Provider by the Texas Certification Board of Addiction Professionals will allow SAU to provide training and education to Licensed Chemical Dependency Counselors (LCDC) and Juvenile Supervision Officers (JSO) currently on staff at DCJD; and

WHEREAS, the certification of a Continuing Education Provider by the Texas Certification Board of Addiction Professionals allows Licensed Chemical Dependency Counselors on staff with the Dallas County Juvenile Department to continue to serve the needs of referred youth; and

WHEREAS, this request conforms to the Dallas County Strategic Plan – Vision 3: Dallas County is *safe, secure, and prepared* by the effective allocation of juvenile justice resources around Dallas County.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board approves the SAU – Application for Continuing Education Provider Approval and the \$200.00 annual application fee.

DONE IN OPEN BOARD MEETING this 24nd day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of __ for the motion and __ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board

TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS

401 Ranch Road 620 South, Ste. 310
Austin, TX 78734

Telephone: (512) 708-0629 * Fax: (888) 506-8123 * Email: admin@tcbap.org

APPLICATION FOR CONTINUING EDUCATION PROVIDER RENEWAL

#1523-98

Provider Number

Dallas County Juvenile Department

Name of Education Provider (Certificate will be issued in this name)

Dallas County Juvenile Department - Substance Abuse Unit

Business Name

414 South A L Thornton Freeway

Mailing Address

Dallas, Texas 75203

City, State, Zip

414 South A L Thornton Freeway

Record Storage Address (Physical Addresses Only)

Dallas, Texas 75203

City, State, Zip

214.360.4371

Telephone Number

214.360.4318

Fax Number

shawneth.gantt@dallascounty.org

Email

Company Website

Shawneth Gantt - 3 Vertices MA LCO-S LCOE MAC

Name of Continuing Education Coordinator, Credential(s)

Will this provider offer distance learning or independent study under this provider number?

YES NO

I certify under penalty of perjury under the laws of the State of Texas that the foregoing is true and correct. I have read the TCBAP Continuing Education Guidelines and Standards. If approved as a provider, I agree to follow them when offering continuing education credit.

Renewal

The annual fee for Continuing Education Providers is \$200.00

Payments may be made by check, money order, purchase order or credit card. Mail your payment to:
TCBAP, 401 Ranch Road 620 South, Ste. 310, Austin, TX 78734.

Amt Enclosed: _____ Payment Type: ___ Check ___ Money Order ___ Purchase Order ___ Credit Card

Credit Card Information: ___ AMEX ___ DISC ___ VISA ___ MC Account # _____ Exp. _____

Name on Card: _____ Signature: _____

I authorize TCBAP to charge my credit card. I understand that my credit card statement will show charges in the amount of \$200.00 from "TAAP".



ACTION ITEM

M.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Affiliation Agreement – Student Practicum between Tarlton State University and Dallas County Juvenile Department

Background of Issue:

Traditionally, the Dallas County Juvenile Department has provided learning opportunities to students from various universities and colleges under an internship program, as internships provide an important part of education for college students. The ability to see the workings of the Juvenile Department in its entirety from Education to Probation to Institutions will assist in the preparation of a new generation of workers.

Tarlton State University has requested that an Affiliation Agreement be executed in reference to students from this institution participating in the Dallas County Juvenile Department's Internship program. Currently, the Juvenile Department has one student from Tarlton State University's Graduate program.

The purpose of this briefing is to request authorization to execute the attached Affiliation Agreement.

Impact on Operations and Maintenance:

The Affiliation Agreement will formalize the process of receiving students from the Tarlton State University (TSU). The interns' experiences should help them to operationalize the theories learned in class and translate them into real life learning.

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is safe, secure, and prepared, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

Legal Information:

The Affiliation Agreement has been approved as to form by Administrative Legal Advisor Ms. Denika Caruthers. The agreement requires the signatures of the Dean of College of Health Sciences & Human Services and the Director of Field Education of Tarlton State University.

Financial Impact/Considerations:

There is no financial impact on Dallas County or the Juvenile Department.

Performance Impact Measures:

There are no specific performance measures.

Project Schedule/Implementation:

Upon approval of the Juvenile Board, this agreement will be in effect for an initial term of three (3) years. After the initial term of three (3) years, the parties may renew this Affiliation Agreement as they deem appropriate. Both parties reserve the right to renegotiate this Affiliation Agreement upon the consent of the other party. Any modification of this Affiliation Agreement must be in writing and signed by all parties.

Recommendation:

It is recommended that the Dallas County Juvenile Board approve the Affiliation Agreement between Tarlton State University and Dallas County Juvenile Department. It is further recommended that the Dallas County Juvenile Board authorize the Chairperson to execute related documents on behalf of the Juvenile Board.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July, 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, traditionally, the Dallas County Juvenile Department has provided learning opportunities to students from various universities and colleges under an internship program, as internships provide an important part of education for college students. The ability to see the workings of the Juvenile Department in its entirety from Education to Probation to Institutions will assist in the preparation of a new generation of workers; and

WHEREAS, Tarleton State University has requested that an Affiliation Agreement be executed in reference to students from this institution participating in the Dallas County Juvenile Department’s Internship program. Currently, the Juvenile Department has one student from Tarleton State University’s Graduate program; and

WHEREAS, the Juvenile Department requested authorization to execute the attached Affiliation Agreement; and

WHEREAS, the Affiliation Agreement will formalize the process of receiving students from Tarlton State University (TSU). The interns’ experiences should help them to operationalize the theories learned in class and translate them into real life learning; and

WHEREAS, this request complies with Vision 3: Dallas is safe, secure, and prepared, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Dallas County Juvenile Board approve the Affiliation Agreement between Tarlton State University and Dallas County Juvenile Department. It is further ordered that the Dallas County Juvenile Board authorize the Chairperson to execute related documents on behalf of the Juvenile Board.

DONE IN OPEN BOARD MEETING this 24nd day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of __ for the motion and __ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board

**AFFILIATION AGREEMENT - STUDENT PRACTICUM
BETWEEN
TARLETON STATE UNIVERSITY
AND
DALLAS COUNTY JUVENILE DEPARTMENT**

The Department of Social Work at Tarleton State University, an institution of higher education and a state agency hereinafter referred to as "TSU" with its primary offices located in Stephenville, Texas and the Dallas County Juvenile Department, hereinafter referred to as "AFFILIATE" with offices located at 2600 Lone Star Drive, Dallas, Texas 752121, hereby establish an affiliation for the purpose of providing practicum experience for TSU students.

SCOPE OF PRACTICUM PLACEMENT:

Neither TSU nor AFFILIATE will incur financial obligation to each other as a result of this Affiliation Agreement ("Agreement"). TSU and AFFILIATE acknowledge that TSU students will not provide services apart from their educational value.

TSU AND AFFILIATE JOINTLY AGREE:

1. The purposes of the practicum placement are:
 - a. to provide learning activities which will assist the TSU student in meeting the objectives of course work established by TSU;
 - b. to provide expanded capabilities for TSU in providing services in consonance with the objectives of graduate education.
2. This Agreement shall commence on the date of the last party to sign and shall continue for three (3) years.
3. Either party may withdraw from this Agreement upon giving thirty (30) days prior written notice. This will not impact the status of any TSU student currently in his or her practicum experience at AFFILIATE and such student will be able to complete his or her practicum at AFFILIATE. No additional students may be assigned to AFFILIATE after such notice of withdrawal has been received. Dallas County Juvenile reserves the right to release any student at any time with the approval of the Executive Team.
4. The parties will provide and maintain open channels of communication relative to the practicum through designated representatives.
5. TSU students will adhere to practicum hours established by TSU subject to approval by AFFILIATE and will be subject to all applicable AFFILIATE policies and procedures. TSU will determine beginning dates, holidays, and ending dates for the practicum assignment.
6. The students will attend a three (3) hour Volunteer/Intern Training Program created by the AFFILIATE. Students will also complete an extensive background check and child abuse registry. All students must successfully pass the background check and child abuse registry to intern with AFFILIATE.
7. The educational experience provided will be consistent with the curriculum requirements of TSU and with the standards of the accrediting entity for the school or department of TSU in which the students are enrolled. The student will bear the sole responsibility for assuring said educational experience is consistent with his or her curriculum requirements at TSU and with the standards of the accrediting entity for the school or department of TSU in which the student is enrolled.
8. The program administered under this Agreement will be reviewed periodically by the parties and, when appropriate, will be revised to meet TSU's curriculum requirements and the standards of the accrediting entity.
9. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, TSU and AFFILIATE will not discriminate on the basis of race, sex, gender identity, sexual orientation, religion, color, national or ethnic origin, age, disability, veteran status, or military service in their administration of policies, programs, or activities; admission policies; other programs or employment.

- 10. This Agreement does not prevent AFFILIATE from participation in any other program, nor does this Agreement prevent TSU from placing TSU students with other entities.
- 11. Neither TSU nor AFFILIATE is responsible for providing personal liability or medical insurance covering TSU students. TSU assumes no liability for the acts or omissions of its students arising in the course of this affiliation. TSU students will be responsible for obtaining liability insurance coverage in an amount satisfactory to AFFILIATE including but not limited to automobile liability coverage for vehicles driven on or to Dallas County facilities.
- 12. TSU, to the extent allowed by the Constitution and laws of the State of Texas, and AFFILIATE each agree to indemnify and hold harmless the other from and against any and all liability, loss, damages, claims, or causes of action and related expenses, including attorney fees, caused or asserted to have been caused directly or indirectly by, or as the result of the performance of this Agreement by TSU or AFFILIATE.
- 13. Either TSU or AFFILIATE may withdraw a student enrolled in the practicum if, in the opinion of either party, the student is not making satisfactory progress in the practicum or violates any policy, procedure or ethical tenant of the AFFILIATE or oversight agency of AFFILIATE. Any student who does not satisfactorily complete the practicum or any portion thereof may repeat the practicum at AFFILIATE only with the written approval of both parties.

TSU AGREES TO:

- 1. Bear responsibility for academic administrative elements of the practicum.
- 2. Designate and assign appropriate faculty to serve as representative to AFFILIATE.
- 3. Limit the activities of TSU faculty at AFFILIATE to those functions required to fulfill the terms of this Agreement, unless otherwise agreed to by AFFILIATE.
- 4. Select the TSU student or students who shall be placed at AFFILIATE, subject to the approval of AFFILIATE.
- 5. Provide information requested by AFFILIATE related to students participating in the practicum unless prohibited by federal or state law.
- 6. Inform all TSU students and personnel participating in the practicum that they are required to comply with the rules and regulations of AFFILIATE while on the premises of AFFILIATE and to comply with the requirements of federal and state laws and regulations regarding the confidentiality of information in records maintained by AFFILIATE.
- 7. Acknowledge and agree that this Agreement is expressly made subject to both parties' sovereign immunity, including, without limitation, Title 5 of the Texas Civil Remedies Code and all applicable State and Federal laws. The parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit or from liability, or waiver of any tort limitation, that either party has by operation of law, or otherwise. Nothing in this Agreement is intended to benefit any third party beneficiary.
- 8. Provide AFFILIATE with copies of current course outlines, course objectives, the curriculum philosophy, and a list of faculty and their qualifications when requested.

AFFILIATE AGREES TO:

- 1. Provide initial and updated information to TSU on AFFILIATE policies and procedures, staffing, and organization related to the practicum, and provide orientation sessions to inform TSU students and personnel concerning the rules and regulations of AFFILIATE and ensure that TSU students comply with such AFFILIATE policies, rules, regulations, procedures, and instructions.
- 2. Allow the use of AFFILIATE material in TSU classroom discussions and assignments, subject to approval of the faculty member and subject to assurances by TSU to maintain the confidentiality of all AFFILIATE material and identifying information and records of Youth in the care, custody and control of the Chief Probation Officer in compliance with federal and state laws.
- 3. Provision of on-site supervision for training purposes only by a qualified AFFILIATE representative, approved by TSU for designation as the practicum instructor, for not less than one hour per week and to provide coordination of practicum instruction and work supervision of TSU students placed with AFFILIATE.

4. Provide reasonable time for the AFFILIATE representative to prepare for and conduct conferences with TSU students, and to consult with the representative(s) of TSU.
5. Accept TSU students without regard to race, national or ethnic origin, sex, gender identity, sexual orientation, age, disability, religion, veteran status, military service, nor any other grounds so as to remain in compliance with federal and state laws regarding nondiscrimination.
6. Accept TSU students for the practicum within the capability of AFFILIATE with the provision that said student may participate in any AFFILIATE programs and activities, as appropriate in the opinion of AFFILIATE.
7. Complete appropriate paperwork for TSU students that is required by TSU for performance evaluations and to promptly inform TSU of any concerns regarding the student.
8. Maintain sole responsibility for its clients' care.
9. Obtain and maintain all licenses required for AFFILIATE and ensure that all AFFILIATE personnel are appropriately licensed.

MISCELLANEOUS PROVISIONS:

1. **FERPA.** For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 ("FERPA") and the practicum, TSU hereby designates the AFFILIATE as a school official with a legitimate educational interest in the educational records of the students who participate in the practicum to the extent that access to the records is required by AFFILIATE. AFFILIATE agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.
2. **HIPAA.** The parties agree that:
 - (a) AFFILIATE is a covered entity for the purposes of the Health Insurance Portability and Accountability Act ("HIPAA") and subject to 45 CFR Parts 160 and 164 ("the HIPAA Privacy Regulations").
 - (b) to the extent that TSU students are participating in the practicum and TSU faculty members are providing supervision at AFFILIATE as part of the practicum, such students and faculty members shall:
 - (1) be considered part of AFFILIATE'S workforce for HIPAA compliance purposes in accordance with 42 CFR §164.103, but shall not be construed to be employees of AFFILIATE;
 - (2) receive training by AFFILIATE on, and subject to compliance with, all of AFFILIATE'S privacy policies adopted pursuant to the HIPAA Privacy Regulations; and,
 - (3) not disclose any Protected Health Information, as that term is defined by 45 CFR §160.103, to which a student has access through practicum participation or a faculty member has access through the provision of supervision at AFFILIATE that has not first been de-identified in 42 CFR §164.514(a);
 - (c) TSU will never access or request to access any Protected Health Information held or collected by or on behalf of AFFILIATE that has not first been de-identified as provided in 42 CFR §164.514(a); and,
 - (d) no services are being provided to AFFILIATE by TSU pursuant to this Agreement and therefore this Agreement does not create a "business associate" relationship as that term is defined in 42 CFR §160.103.
3. **Execution and Modification.** This Agreement is binding only when signed by both parties. Any modifications or amendments must be in writing and signed by an authorized representative of each party.
4. **Assignment.** This Agreement, with the rights and privileges it creates, is assignable only with the written consent of both parties.
5. **Force Majeure.** Each party shall be excused from any breach of this Agreement which is proximately caused by government regulation, war, strike, act of God, or other similar circumstance normally deemed outside the control of well-managed businesses.
6. **Entire Agreement.** This Agreement contains the entire understanding of the parties with respect to Practicum Placements and supersedes all other written and oral agreements between the parties with respect to the Practicum Placements. It is acknowledged that other contracts may be executed. Such other agreements are not intended to change or alter this Agreement unless expressly stated in writing.

- 7. Governing Law. This Agreement is construed under the laws of Texas. Venue is in Dallas County, Texas, unless a claim is brought against TSU, in which case venue is in Erath County (see Texas Education Code Section 85.18).
- 8. Independent Contractor Status. Nothing contained in this Agreement will be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent, of partnership, or of joint venture between the parties.
- 9. Headings. Headings appear solely for convenience of reference. Such headings are not part of this Agreement and shall not be used to construe it.
- 10. Provisions. If any provision or provisions of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- 11. Notice. Any notices required by this agreement shall be delivered to the following address:


TSU: Tarleton State University
 Contract Specialist
 Box T-0600
 Stephenville, Texas 76402

AFFILIATE: Henry Wade Juvenile Justice Center
 C/O Dr. Terry Smith, Executive Director
 2600 Lone Star Dr., Box 5
 Dallas, Texas 75212


DALLAS COUNTY JUVENILE BOARD:

TARLETON STATE UNIVERSITY

Name: Judge Cheryl L. Shannon, Chairman
 Title: Dallas County Juvenile Board


 Name: Dr. Vilmara Pillari
 Title: Dean, College of Health Sciences & Human Services

DATE _____

DATE _____

 Director of Field Education
 06/23/17
 DATE _____

RECOMMENDED BY:

BY: Dr. Terry S. Smith, Director
 Dallas County Juvenile Department

APPROVED AS TO FORM:

By: Denika R. Caruthers, J.D.
 Administrative Legal Advisor
 Dallas County Juvenile Department

1. TITLE VI ASSURANCES/COMPLIANCE POLICY

The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all vendors that it will affirmatively ensure that any contract, bid, Memorandum of Understanding or Agreement entered into will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, or national origin.

Pursuant to Title VI requirements, any entity or person that enters into a contract with Dallas County including, but not limited to prime contractors, sub-contractors, and sub-recipients, may not discriminate on the basis of race, color, national origin, age, sex, disability, or religion in their selection and retention of subcontractors (including consultants), in connection with any federally funded program or activity (including any program or activity undertaken/funded by a Dallas County Division/Department that receives federal funds).

TITLE VI ASSURANCES/COMPLIANCE - APPENDIX A

A. *Assurances*

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Health and Human Services, and the U.S. Department of Education, the U.S. Department of Justice as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.
3. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the U.S. Department of Health and Human Services, or the U.S. Department of Education, to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the U.S. Department of Health and Human Services, or the U.S. Department of Education, as appropriate, and will set forth what efforts it has made to obtain the information.
4. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the U.S. Department of Health or Human Services, or the U.S. Department of Education may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

B. *Nondiscrimination Authorities*

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities, as applicable; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal- aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); 12101, and the regulations effectuating its provisions contained in 28 CFR Parts 35 and 36, 29 CFR Part 1630, and 47 CFR Parts 0 and 64. Title V, Part A, of the Civil Rights Act of 1964, as amended (prohibition of discrimination by race, color, or national origin), and the implementing regulations in 34 CFR Part 100; Title IX of the Education Amendments of 1972, as amended (prohibition of sex discrimination), and the implementing regulations in 34 CFR Part 106; Section 504 of the Rehabilitation Act of 1973, as amended (prohibition of discrimination on the basis of handicapping condition), and the implementing regulations in 34 CFR Part 104; and the Age Discrimination Act of 1975, as amended (prohibition of discrimination on basis of age) and the implementing regulations in 34 CFR Part 110, Family Educational Rights and Privacy Act (FERPA) of 1975, as amended (ensures access to educational records for students and parents while protecting the privacy of such records), and any regulations issued thereunder, including Privacy Rights of Parents and Students (34 CFR Part 99), if the Subrecipient is an educational institution (20 USC 1232g).
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

C. Representations/Warranties

The Contractor also makes the following representations to Dallas County (and the Juvenile Department):

1. It has taken the steps necessary to effectuate Title VI requirements.
2. Disadvantaged business enterprises are afforded equal opportunity to submit bids/proposals as sub-contractors or sub-consultants and will not be discriminated against on the grounds of race, color, sex, age, disability, religion, veteran status, or national origin in consideration of a selection or award.
3. Neither contractor or any subcontractors or sub-recipients that will participate in activities are listed on the debarred list due to violations of Title VI or VII of the Civil Rights Act of 1964, nor are any proposed parties to this contract, or any subcontract resulting therefrom, aware of any pending action which might result in such debarment or disqualification.

D. Title VI Complaints

Any person, contractor, or subcontractor who believes that they have been subjected to an unlawful discriminatory practice under Title VI will be notified of their right to file a formal complaint within one hundred eighty (180) days following the alleged discriminatory action or the date the person(s) became aware of the alleged act(s) of discrimination. Any such complaint must be filed in writing or in person with the Dallas County Title VI Coordinator:

Dallas County Human Resources
c/o: Dallas County Director of Human Resources and Title VI Coordinator
509 Main St., 1st Floor, Ste. 101, Records Building

Dallas, TX 75202
(214) 653-7638 (phone)
(214) 653-7608 (fax)

A copy of Dallas County Title VI Non-Discrimination Plan and Documents, and complaint forms, may be obtained at http://www.dallascounty.org/department/HR/title_vi.html or at the address above.


A complainant may also contact the Federal Coordination and Compliance Office, Civil Rights Division at the Title VI Hotline: 888-TITLE-06 (888-848-5306) or send a letter to: U.S. Department of Justice Civil Rights Division Federal Coordination and Compliance Section, NWB 950 Pennsylvania Avenue, N.W. Washington, D.C. 20530. More information on Title VI is available from the Justice Department online at www.justice.gov.

Contractor shall comply with all reasonable requests made in the course of an investigation of Title VI and these assurances by Dallas County, the U.S. Department of Justice, or any other federal or state agency. Failure to comply with such reasonable requests will be deemed a breach of this contract/bid/solicitation.

E. Enforcement

The contractor affirmatively acknowledges that it will be subject to Title VI, and implementing regulations, and any enforcement measures therein. In addition to any enforcement action by Dallas County, the contractor acknowledges that the United States, including the U.S. Department of Justice, and the State of Texas has a right to seek judicial enforcement with regard to any matter arising under Title VI, including the assurances herein.

Contractor's Full Name: Tarleton State University


Signature, Authorized Representative of Contractor

June 28, 2017
Date

Dean, College of Health Sciences & Human Services
Title



ACTION ITEM

N.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Youth Services Advisory Board (YSAB) Juror Fund Recommendation for Fiscal Year 2018

Background of Issue:

The Juror Fund program began in FY1991 and allows jurors the option of donating their juror per diem back to Dallas County. Juror Fund monies designated for the Dallas County Juvenile Department's use are allocated to service programs focusing on new or innovative approaches in assisting youth and the provision of services which are not currently provided through the County budget. Administrative management of the Juror Fund program has been facilitated by the Youth Services Advisory Board (YSAB) with the assistance of the Grant Services Division of the Dallas County Juvenile Department. Final approval of funding initiatives is granted by the Dallas County Juvenile Board. At its meeting on July 17, 2017, the Youth Services Advisory Board approved allocations for continuation funding for four community organizations: AIM, LLC, Big Thought; Café Momentum; and, Succeeding at Work. Additionally, YSAB approved an allocation for one internal program, the Residential Drug Treatment Talent Show. Finally, YSAB approved allocations for two community organizations, Hayles Educational Incorporated and Sheila Bailey Ministries.

The purpose of this brief is to request approval of the Youth Services Advisory Board (YSAB) Juror Fund Recommendation for Fiscal Year 2018.

1. *AIM, LLC - \$40,000*

AIM, LLC provides case management and mentoring services specifically to encourage school attendance and reduce the achievement gap. AIM, LLC monitors, mentors, and advocates for justice involved youth to attend school and increase academic competencies. AIM, LLC will provide a turn-key case management solution for virtual mentoring and monitoring for an estimated 50 students, a dedicated case manager, utilization of AIM, LLC's proprietary software system and database, customized reporting, morning wake-up calls/text messages, and live mentoring calls. AIM has worked with other juvenile department programs, such as ESTEEM Court. This funding will allow AIM, LLC to continue their work with the Diversion Male Court in FY18. AIM, LLC will work with up to approximately 50 youth that are participants in the Diversion Male Court.

2. *Big Thought - \$35,000*

This funding will allow Big Thought to meet the Department's requests for Creative Solutions programming for residents at Juvenile Detention, Letot Center, and Letot RTC, as well as continue support for youth at the Evening Reporting Center and Creative Solutions Alumni, in FY'18. Through this programming, adjudicated and at-risk youth will receive high-quality, creative learning experiences, which engage them while building skills for future success in

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

education and career. Funding will support direct costs for programming, including instructional needs such as supplies, transportation, snacks, student stipends and contracted artists' fees.

3. *Café Momentum (Structured Therapy for Adolescent Recovery)-\$34,631*

Café Momentum has served youth with the Dallas County Juvenile Department for six years by offering a restaurant training platform that provides post-release paid internships for juvenile offenders. They receive intensive culinary, job, and life skills training, as well as continued mentoring and support to foster successful reentry into the community. Café Momentum also utilizes wrap-around programming that focuses on areas such as employment, healthcare, basic urgent needs, legal advocacy, education, and housing. By adding a mental health care component, the interns' chances of success will greatly improve. This funding will assist Café Momentum in implementing Structured Therapy for Adolescent Recovery (STAR) through therapists' fees and the cost of supplies. This mental health component will engage clinicians to provide assessments, group therapy and individual therapy for their clients. Café Momentum anticipates positive behavioral changes, such as the ability to internalize emotions and feelings, increased engagement and alignment with family, and greater emotional and mental stability.

4. *Succeeding at Work (Teens at Work program) - \$40,000*

5. The Teens at Work program prepares at-risk youth to become self-sufficient, productive citizens. The program provides education, training, job placement and volunteer opportunities for youth at the Dr. Jerome McNeil Detention Center, including the RDT Program, students at the Day Reporting Center and students in the GED program. The courses are designed to teach the necessary tools for becoming the next generation of employees, employers, and leaders. The Teens at Work program promotes education and continued learning throughout life. Funding for this program was provided in FY'17. This funding will allow the Teens at Work program to continue in FY'18.

6. *Residential Drug Treatment (Special Programming Talent Show)-\$1,950*

The Residential Drug Treatment's Talent Show aims to increase excitement and encouragement for RDT residents regarding the RDT program, while enhancing their self-efficacy, self-identity, and positive self-expression. This special program allows youth to actively participate in creating the decorations and props for the show, as well as participate in the show through individual and group acts. The talent show has provided opportunity for the youth to receive positive attention and acknowledgement from various staff throughout the Department. This funding will assist with direct costs, such as art supplies, equipment, refreshments, and rewards.

7. *Hayles Educational Incorporated-\$10,549*

Hayles Educational Incorporated seeks to implement "The 7 Habits of Highly Effective Teens" program, which is based on Stephen Covey's "The 7 Habits of Highly Effective People," at the Letot Residential Treatment Center. Beginning as a pilot project, by focusing on a small group of approximately 12 females, this program aims to improve communication skills and relationships among participants, while fostering behavioral change in order to be successful in school. The program will implement a step-by-step framework of eleven modules customized for teenage youth and each session will follow the same structure. This funding will provide instructional materials.

8. *Sheila Bailey Ministries-\$11,440*

Sheila Bailey Ministries seeks to implement their Project REBUILD, Speak Young Sista, program at the Letot Residential Treatment Center. This program aims to offer instruction in public speaking, communication and interpersonal skills, so participants can eloquently defend their values, as well as position themselves to be leaders in their schools and communities. Project REBUILD will lead a six-week course, which will take place four times in FY'18. Each course will

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law abiding citizens, while promoting public safety and victim restoration.*

consist of a 90 minute session, once per week. This first component is Expressive Arts Therapy, which will consist of drawing, writing, movement, sound and guided imagery. This will encourage participants to engage in self-exploration before speaking groups. This award will provide funding for supplies and materials, clinician rates, and instructor fees. It will also provide funding for indirect costs, which include administration fees that include organizing materials, tracking participants' progress, and preparing materials for each session.

Impact on Operations and Maintenance:

The current requests will enhance services to youth. Requests for payments related to these initiatives will continue to be processed by Grant Services and will be executed in accordance with Dallas County policy.

Strategic Plan Compliance:

The current request complies with Dallas County's Strategic Plan, as evidenced by *Vision 3: Dallas County is safe, secured, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system and utilizing community resources.

Legal Information:

Approval from the Dallas County Juvenile Board is required for allocation and expenditure of Juror Funds.

Financial Impact/Considerations:

All initiatives related to this request will be supported by the Juror Fund (Funding Source 203-94065). AIM, LLC will receive \$40,000; Big Thought will receive \$35,000; and, Café Momentum will receive \$34,631. Succeeding at Work will receive \$40,000 and the RDT Talent Show will receive \$1,950, Hayles Educational Incorporated will receive \$10,549 and Sheila Bailey Ministries will receive \$11,440. The new allocation will bring FY2018 total allocations to \$173,570. This information has been reviewed by Ms. Carmen Williams, Budget Services Manager.

Performance Impact Measures:

Each program presented specific anticipated performance measures in its initial application. Grant recipients with a Memorandum of Understanding will be required to periodically report performance measures outcomes as outlined in the attached application for the funded program/service.

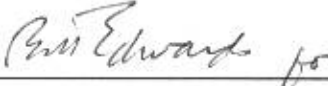
Project Schedule/Implementation:

All initiatives and programs will take place during FY'18. Recipients with a Memorandum of Understanding will be required to periodically report performance measures outcomes.

Recommendation:

It is recommended that the Dallas County Juvenile Board approve the Youth Services Advisory Board's recommendation for juror fund allocations for FY'18 in the amount of \$173,570. It is further recommended that the Dallas County Juvenile Board authorize the Chairman or designee to execute related documents on behalf of the Juvenile Board.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

JUVENILE BOARD ORDER

ORDER NO: 2017-XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24th day of July 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Juvenile Board Order:

WHEREAS, the Juror Fund program began in FY1991 and allows jurors the option of donating their juror per diem back to Dallas County. Juror Fund monies designated for the Dallas County Juvenile Department's use are allocated to service programs focusing on new or innovative approaches in assisting youth and the provision of services which are not currently provided through the County budget. Administrative management of the Juror Fund program has been facilitated by the Youth Services Advisory Board (YSAB) with the assistance of the Grant Services Division of the Dallas County Juvenile Department; and

WHEREAS, final approval of funding initiatives is granted by the Dallas County Juvenile Board. At its meeting on July 17, 2017, the Youth Services Advisory Board approved allocations for continuation funding for four community organizations: AIM, LLC; Big Thought; Café Momentum; and, Succeeding at Work. Additionally, YSAB approved an allocation for one internal program, the Residential Drug Treatment Talent Show. Finally, YSAB approved allocations for two community organizations, Hayles Educational Incorporated and Sheila Bailey Ministries; and

WHEREAS, AIM, LLC provides case management and mentoring services specifically to encourage school attendance and reduce the achievement gap. AIM, LLC monitors, mentors, and advocates for justice involved youth to attend school and increase academic competencies. AIM, LLC will provide a turn-key case management solution for virtual mentoring and monitoring for an estimated 50 students, a dedicated case manager, utilization of AIM, LLC's proprietary software system and database, customized reporting, morning wake-up calls/text messages, and live mentoring calls. AIM has worked with other juvenile department programs, such as ESTEEM Court. This funding will allow AIM, LLC to continue their work with the Diversion Male Court in FY18. AIM, LLC will work with up to approximately 50 youth that are participants in the Diversion Male Court; and

- WHEREAS,** YSAB approved an allocation to Big Thought for \$35,000. This funding will allow Big Thought to meet the Department's requests for Creative Solutions programming for residents at Juvenile Detention, Letot Center, and Letot RTC, as well as continue support for youth at the Evening Reporting Center and Creative Solutions Alumni, in FY'18. Through this programming, adjudicated and at-risk youth will receive high-quality, creative learning experiences, which engage them while building skills for future success in education and career. Funding will support direct costs for programming, including instructional needs such as supplies, transportation, snacks, student stipends and contracted artists' fees; and
- WHEREAS,** YSAB approved an allocation to Café Momentum (Structure Therapy for Adolescent Recovery) for \$34,631. Café Momentum has served youth, with the Dallas County Juvenile Department, for six years by offering a restaurant training platform that provides post-release paid internships for juvenile offenders. They receive intensive culinary, job, and life skills training, as well as continued mentoring and support to foster successful reentry into the community. Café Momentum also utilizes wrap-around programming that focuses on areas such as employment, healthcare, basic urgent needs, legal advocacy, education, and housing. By adding a mental health care component, the interns' chances of success will greatly improve. This funding will assist Café Momentum in implementing Structured Therapy for Adolescent Recovery (STAR) through therapists' fees and the cost of supplies. This mental health component will engage clinicians to provide assessments, group therapy and individual therapy for their clients. Café Momentum anticipates positive behavioral changes, such as the ability to internalize emotions and feelings, increased engagement and alignment with family, and greater emotional and mental stability; and
- WHEREAS,** YSAB approved an allocation to Succeeding at Work (Teens at Work Program) for \$40,000. The Teens at Work program prepares at-risk youth to become self-sufficient, productive citizens. The program provides education, training, job placement and volunteer opportunities for youth at the Dr. Jerome McNeil Detention Center, including the RDT Program, students at the Day Reporting Center and students in the GED program. The courses are designed to teach the necessary tools for becoming the next generation of employees, employers, and leaders. The Teens at Work program promotes education and continued learning throughout life. Funding for this program was provided in FY'17. This funding will allow the Teens at Work program to continue in FY'18; and
- WHEREAS,** YSAB approved an allocation to Residential Drug Treatment Talent Show for \$1,950. The Residential Drug Treatment's Talent Show aims to increase excitement and encouragement for RDT residents, regarding the RDT program, while enhancing their self-efficacy, self-identity, and positive self-expression. This special program allows youth to actively participate in creating the decorations and props for the show, as well as participate in the show through individual and group acts. The talent show has provided opportunity for the youth to receive positive attention and acknowledgement from various staff throughout the Department. This funding will assist with direct costs, such as art supplies, equipment, refreshments, and rewards; and
- WHEREAS,** YSAB approved an allocation to Hayles Educational Incorporated for \$10,549. Hayles Educational Incorporated seeks to implement "The 7 Habits of Highly Effective Teens" program, which is based on Stephen Covey's "The 7 Habits of Highly Effective People," at the Letot Residential Treatment Center. Beginning as a pilot project, by focusing on a small group

of approximately 12 females, this program aims to improve communication skills and relationships among participants, while fostering behavioral change in order to be successful in school. The program will implement a step-by-step framework of eleven modules customized for teenage youth and each session will follow the same structure. This funding will provide instructional materials; and

WHEREAS, YSAB approved an allocation to Sheila Bailey Ministries for \$11,440. Sheila Bailey Ministries seeks to implement their Project REBUILD, Speak Young Sista, program at the Letot Residential Treatment Center. This program aims to offer instruction in public speaking, communication and interpersonal skills, so participants can eloquently defend their values, as well as position themselves to be leaders in their schools and communities. Project REBUILD will lead a six-week course, which will take place four times in FY'18. Each course will consist of a 90 minute session, once per week. This first component is Expressive Arts Therapy, which will consist of drawing, writing, movement, sound and guided imagery. This will encourage participants to engage in self-exploration before speaking groups. This award will provide funding for supplies and materials, clinician rates, and instructor fees. It will also provide funding for indirect costs, which include administration fees that include organizing materials, tracking participants' progress, and preparing materials for each session.

WHEREAS, the current request complies with Dallas County's Strategic Plan, as evidenced by Vision 3: Dallas County is safe, secured, and prepared, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system and utilizing community resources; and

WHEREAS, the current requests will enhance services to youth. Requests for payments related to these initiatives will continue to be processed by Grant Services and will be executed in accordance with Dallas County policy; and

WHEREAS, approval from the Dallas County Juvenile Board is required for allocation and expenditure of Juror Funds; and

WHEREAS, All initiatives related to this request will be supported by the Juror Fund (Funding Source 203-94065). AIM, LLC will receive \$40,000; Big Thought will receive \$35,000, and, Café Momentum will receive \$34,631. Succeeding at Work will receive \$40,000, and the RDT Talent Show will receive \$1,950, Hayles Educational Incorporated will receive \$10,549 and Sheila Bailey Ministries will receive \$11,440. The new allocation will bring FY2018 total allocations to \$173,570. This information has been reviewed by Ms. Carmen Williams, Budget Services Manager; and

WHEREAS, each program presented specific anticipated performance measures in its initial application. Grant recipients with a Memorandum of Understanding will be required to periodically report performance measures outcomes as outlined in the attached application for the funded program/service; and

WHEREAS, all initiatives and programs will take place during FY'18. Recipients with a Memorandum of Understanding will be required to periodically report performance measures outcomes.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Dallas County Juvenile Board approve the Youth Services Advisory Board's recommendation for juror fund allocations for FY'18 in the amount of \$173,570. It is further recommended that the Dallas County Juvenile Board authorize the Chairman or designee to execute related documents on behalf of the Juvenile Board.

DONE IN OPEN BOARD MEETING this 24^h day of July, 2017.

The foregoing Juvenile Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Juvenile Board on a vote of __ for the motion and __ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board



ACTION ITEM

0.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Dallas County Juvenile Board
From: Dr. Terry S. Smith, Director
Subject: Any subsequent action deemed necessary as a result of IX – Personnel: Employee #41157

Background

Any subsequent action deemed necessary as a result of IX – Personnel: Employee #41157

Recommended by:

A handwritten signature in cursive script that reads "Ben Edwards" followed by a small flourish.

Dr. Terry S. Smith, Director
Dallas County Juvenile Department



DISCUSSION

ITEMS

VII



ACTION ITEM

P.



Academy for Academic Excellence Director's Report June 2017

June 1st ended the 2016-2017 school year for students.

June 2nd was the teacher's last day. AAE hosted a luncheon donated by Baker's Ribs for all staff. Retirees were honored at the luncheon and staff was recognized for their hard work.

AAE's summer school program began on June 5th and ended on June 16th. June 19th through June 23rd was testing week. This included the third round of the 5th and 8th grade STAAR Reading and Math which was given to students still needing to pass. End of Course exams (EOC's) were given to students still needing to pass EOC's. STAAR and EOC results are not yet in for these students. Results through the May testing for the district reveal growth in Language Arts, English, and Math. Cumulative results will be shared when complete.

AAE assisted fifteen (15) families from the Food Bank and three (3) families from the Clothing Closet.



ACTION ITEM

VIII.



ACTION ITEM

Q.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Academy for Academic Excellence Charter School Board
From: Dr. Terry S. Smith, Director
Subject: Academy for Academic Excellence Budget FY2018

Background of Issue:

In September 1998, the Dallas County Juvenile Justice Charter School Board was granted the authority to operate an open-enrollment Charter School. In July 2012, the name was changed to Academy for Academic Excellence (AAE) to support and encourage an optimistic learning succession that results in positive outcome for our students. A proposed budget for expenditures is presented annually to the Academy for Academic Excellence Charter School Board for approval. Staff updates revenue projections throughout the school year as additional funding is received.

The purpose of the brief is to seek approval for the AAE FY2018 Budget.

Impact on Operations and Maintenance:

In constructing a fiscally responsible budget, it was necessary to critically examine the staffing patterns and spending trends to appropriately provide quality educational services. This proposed budget provides estimates for revenues for FY2018 which includes State-Aid, Title I Part A, Title I Part D, Title II, Title III, and Idea B, of \$6,545,517 which is a decrease from last year's budgeted revenues by approximately \$166,158. The proposed budget also includes anticipated roll-over funds. Proposed expenditures account for 89% of salaries and 11% of operating expense.

AAE's FY2018 Budget was generated with a proposed 2% pay increase to staff.

Line items for school supplies, teacher supplies, computer hardware, computer software, mileage reimbursements, textbooks, Region 10 Education Service Center Administrative Services, training, and transportation are still at the amounts necessary to provide educational services at a high level.

The following items are some of the other key components of the AAE financed by the FY2018 budget:

- Region 10 Administrative Services Package that includes: Administrator Leadership Training; Business, Finance, and Operations Support; Teacher Job Network; 504 Training and Support; Human Services Training and Support; Texas Association of School Boards (TASB) Quarterly Trainings; Counselor Initiative Student Support; Principals Roundtables; Leadership Symposiums; Monthly Webinars; Face-to-Face/Positions Specific Professional Learning; Charter School Roundtables; Edviate (on-line professional development). (7500)
- TEKS Resource System, a comprehensive curriculum management system that supports all TEKS required by the State. (7500)
- Odysseyware (Glynlyon), a computer based instructional system for personal intervention plans, credit recovery, self-paced instruction, and data collection system for reporting purposes. (IMA funds)

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

- Eduphoria!, a database system designed to assist with the appraisals and professional development of staff in a centralized and easily accessible system. (7500/5590)
- Digital Media Resources, a web-based video streaming instructional resource for core content areas.
- Access to the referral system for special education (direct and related) services.
- Internet and E-Rate services (7500)
- Other trainings identified as needed for technology and specific software for educational staff as well as memberships in various professional organizations to improve access to professional development resources and conferences at reduced rates (7500/2460, 7502/2460)
- HBR Technologies (Deep Freeze/Farionics) to provide computer safety services. (7500/2160)
- Technology resources, including computer hardware, software, and student interactive devices to keep students engaged in various methods of instruction, as well as those technology needs identified in the Campus Improvement Needs Assessment.
- Instructional supplies, including textbooks, as needed. (7500 and 7502)
- Contracted services, including interpreter services (if needed), or other special education direct or related services with Diagnostic Assessment Services (DAS). (7500/5590)
- Case management system (E-SPED) to assist with scheduling of Admission, Review, and Dismissal committee meetings. (7506/2095)
- Continuation of annual maintenance services renewal for the fax machine with Office Depot. (7500/2670)
- Continue services with Western Paper (2160).
- Continue services with Fed-Ex. (7500/2170).
- Continue services with STAPLES for school and office supplies including toners (2160/5080)
- DM Media (Dallas Morning News ads)
- Continue services with Barnes and Noble (2095)
- Continue services with BSN Sports for PE supplies and equipment (5080)
- Harland Technologies – annual maintenance with Scantron for school scanners (2670)
- Continue services with Dallas Area Rapid Transit to allow monthly and daily bus passes (7500/5140)
- Transportation services for student transportation to and from SAU. (7500/5140)
- Continuation of annual maintenance services renewal with ESPED. (7506/ 2095)
- EPS Literacy & Intervention (School Specialty), an annual student licensing for reading and math interventions and support. (7502/2150)
- Edmentum, an annual student licensing for the ESL ReadingSmart program for English Language Learners to build literacy skills. (7511/2150)
- Edmentum Accucess for pre-post assessments (7500/2150)
- Interlocal Agreement with the Dallas County Sheriff's Office to provide security and support for discipline and behavior modification. (7500/5590)
- Continue services with Premier Logistics (formerly Q-Net) annual maintenance services. (7500/5590)
- TxEIS - student information system supported by Region 10 Education Services. (7500/2095)
- Additional services for Special Education. (7506/5590)
- Continue services with Dallas ISD Food and Nutrition Services. (no cost)
- Continue services with CDW-G (LanSchool) to manage/monitor student desktops/laptops key strokes. (7500/2095).
- Continue services with Agency 405 for background checks (2080).
- Continue services with CENVEO (2160).
- Continue services with DOT Thermography (2180).
- Utilize Instructional Materials Allotment (IMA) Funds to support instructional needs. (IMA)
- Continue services with Technifax Corp. for annual maintenance and services on SHARP copy machines (7500/7020)

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

- Continue services with DELL Corp. for technology equipment and supplies (2090)
- Teacher and staff trainings and conferences:
 - Charter School Conferences/Summits/Symposiums
 - CAST – The Conference for the Advancement of Science Teaching
 - CAMT – The Conference for the Advancement of Mathematics Teaching
 - TAHPERD – Texas Association for Health, Physical Education, Recreation & Dance
 - Texas Assessment Conference
 - TASBO – Texas Association of School Business Officials
 - TCELA – Texas Council of Teachers of English Language Arts
 - TSHA – Texas State Historical Association
 - ISTE – International Society for Technology in Education
 - STAT – Science Teachers Association of Texas
 - Bilingual/ESL Symposiums
 - ASCD – Association for Supervision and Curriculum Development
 - Region 10 Education Service Center trainings
 - TEKS and TEKS Resource Systems trainings
 - Texas School Administrators' Workshops

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment and education for youth/families involved in the juvenile justice system and assisting with academic growth.

Legal Information:

The AAE budget requires the approval of the Academy of Academic Excellence School Board.

Financial Impact/Considerations:

This information has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager.

Performance Impact Measures:

This request complies with Dallas County, State and Federal spending guidelines and policies.

Project Schedule/Implementation:

The proposed budget will be implemented on September 1, 2017, and be in effect until August 31, 2018.

Recommendation:

It is recommended that the Dallas County Academy for Academic Excellence Charter School Board approve the Academy for Academic Excellence Charter School FY2018 Budget as presented.

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.*

ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD ORDER

ORDER NO: 2017 - XXX

DATE: July 24, 2017

STATE OF TEXAS §

COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Academy for Academic Excellence Charter School Board of Dallas County, Texas, held on the 24th day of July 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Academy for Academic Excellence Charter School Board Order:

WHEREAS, in September 1998, the Dallas County Juvenile Justice Charter School Board was granted the authority to operate an open-enrollment Charter School. In July 2012, the name was changed to Academy for Academic Excellence (AAE) to support and encourage an optimistic learning succession that results in positive outcome for our students. A proposed budget for expenditures is presented annually to the Academy for Academic Excellence Charter School Board for approval. Staff updates revenue projections throughout the school year as additional funding is received.

The purpose of the brief is to seek approval for the AAE FY2018 Budget; and

WHEREAS, in constructing a fiscally responsible budget, it was necessary to critically examine the staffing patterns and spending trends to appropriately provide quality educational services. This proposed budget provides estimates for revenues for FY2018 which includes State-Aid, Title I Part A, Title I Part D, Title II, Title III, and Idea B, of \$6,545,517 which is a decrease from last year's budgeted revenues by approximately \$166,158. The proposed budget also includes anticipated roll-over funds. Proposed expenditures account for 89% of salaries and 11% of operating expense.

AAE's FY2018 Budget was generated with a proposed 2% pay increase to staff; and

WHEREAS, line items for school supplies, teacher supplies, computer hardware, computer software, mileage reimbursements, textbooks, Region 10 Education Service Center Administrative Services, training, and transportation are still at the amounts necessary to provide educational services at a high level; and

WHEREAS, the following items are some of the other key components of the AAE financed by the FY2018 budget:

- Region 10 Administrative Services Package that includes: Administrator Leadership Training; Business, Finance, and Operations Support; Teacher Job Network; 504 Training and Support;

- Human Services Training and Support; Texas Association of School Boards (TASB) Quarterly Trainings; Counselor Initiative Student Support; Principals Roundtables; Leadership Symposiums; Monthly Webinars; Face-to-Face/Positions Specific Professional Learning; Charter School Roundtables; Edivate (on-line professional development). (7500)
- TEKS Resource System, a comprehensive curriculum management system that supports all TEKS required by the State. (7500)
 - Odysseyware (Glynlyon), a computer based instructional system for personal intervention plans, credit recovery, self-paced instruction, and data collection system for reporting purposes. (IMA funds)
 - Eduphoria!, a database system designed to assist with the appraisals and professional development of staff in a centralized and easily accessible system. (7500/5590)
 - Digital Media Resources, a web-based video streaming instructional resource for core content areas.
 - Access to the referral system for special education (direct and related) services. (7500)
 - Internet and E-Rate services (7500)
 - Other trainings identified as needed for technology and specific software for educational staff as well as memberships in various professional organizations to improve access to professional development resources and conferences at reduced rates. (7500/2460, 7502/2460)
 - HBR Technologies (Deep Freeze/Faronics) to provide computer safety services. (7500/2160)
 - Technology resources, including computer hardware, software, and student interactive devices to keep students engaged in various methods of instruction, as well as those technology needs identified in the Campus Improvement Needs Assessment. (7500 and 7502)
 - Instructional supplies, including textbooks, as needed. (7500 and 7502)
 - Contracted services, including interpreter services (if needed), or other special education direct or related services with Diagnostic Assessment Services (DAS). (7500/5590)
 - Case management system (E-SPED) to assist with scheduling of Admission, Review, and Dismissal committee meetings. (7506/2095)
 - Continue annual maintenance services for the fax machines with Office Depot. (7500/2670)
 - Continue services with Western Paper. (7500/2160)
 - Continue services with Fed-Ex. (7500/2170)
 - Continue services with STAPLES for school and office supplies including toners. (2160/5080)
 - Continue services with DM Media (Dallas Morning News ads) for ads required by TEA. (7500)
 - Continue services with Barnes and Noble. (2095)
 - Continue services with BSN Sports for PE supplies and equipment. (5080)
 - Harland Technologies – annual maintenance with Scantron for school scanners. (2670)
 - Continue services with Dallas Area Rapid Transit for bus passes. (7500/5140)
 - Transportation services for student transportation to and from SAU. (7500/5140)
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 - EPS Literacy & Intervention (School Specialty), an annual student licensing for reading and math interventions and support. (7502/2150)
 - Edmentum, an annual student licensing for the ESL ReadingSmart program for English Language Learners to build literacy skills. (7511/2150)
 - Edmentum Accucess for pre-post assessments. (7500/2150)
 - Interlocal Agreement with the Dallas County Sheriff's Office to provide security and support for discipline and behavior modification. (7500/5590)

- Continue services with Premier Logistics annual maintenance services. (7500/5590)
- TxEIS - student information system supported by Region 10 Education Services. (7500/2095)
- Additional services for Special Education. (7506/5590)
- Continue services with Dallas ISD Food and Nutrition Services. (no cost)
- Continue services with CDW-G (LanSchool) to manage/monitor student desktops/laptops key strokes. (7500/2095)
- Continue services with Agency 405 for background checks. (7500/2080)
- Continue services with CENVEO. (7500/2160)
- Continue services with DOT Thermography. (7500/2180)
- Utilize Instructional Materials Allotment (IMA) Funds to support instructional needs. (IMA)
- Continue services with Technifax Corp. for annual maintenance and services on SHARP copy machines. (7500/7020)
- Continue services with DELL Corp. for technology equipment and supplies. (7500/2090)
- Teacher and staff trainings and conferences (7500/2460 and 7502/2460):
 - Charter School Conferences/Summits/Symposiums
 - CAST – The Conference for the Advancement of Science Teaching
 - CAMT – The Conference for the Advancement of Mathematics Teaching
 - TAHPERD – Texas Association for Health, Physical Education, Recreation & Dance
 - Texas Assessment Conference
 - TASBO – Texas Association of School Business Officials
 - TCELA – Texas Council of Teachers of English Language Arts
 - TSHA – Texas State Historical Association
 - ISTE – International Society for Technology in Education
 - STAT – Science Teachers Association of Texas
 - Bilingual/ESL Symposiums
 - ASCD – Association for Supervision and Curriculum Development
 - Region 10 Education Service Center trainings
 - TEKS and TEKS Resource Systems trainings
 - Texas School Administrators’ Workshops; and

WHEREAS, this request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system and assisting with academic growth; and

WHEREAS, the AAE budget requires the approval of the Academy of Academic Excellence School Board; and

WHEREAS, this information has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager; and

WHEREAS, this request complies with Dallas County, State and Federal spending guidelines and policies; and

WHEREAS, the proposed budget will be implemented on September 1, 2017, and be in effect until August 31, 2018; and

WHEREAS, it is recommended that the Dallas County Academy for Academic Excellence Charter School Board approve the Academy for Academic Excellence Charter School FY2018 Budget as presented.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Academy for Academic Excellence Charter School Board approves the FY2018 Academy for Academic Excellence Budget.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Academy for Academic Excellence Charter School Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Academy for Academic Excellence Charter School Board on a vote of ____ for the motion and _____ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, President
Academy for Academic Excellence Charter School Board



ACTION ITEM

R.



**DALLASCOUNTY
JUVENILE DEPARTMENT**

Dr. Terry S. Smith
Director Juvenile Services
Chief Juvenile Probation Officer

Henry Wade Juvenile Justice Center
2600 Lone Star Drive, Box 5 Dallas, Texas 75212

MEMORANDUM

Date: July 24, 2017
To: Academy for Academic Excellence Charter School Board
From: Dr. Terry S. Smith, Director
Subject: Dallas County Schools Transportation Amendment for School Year 2017-2018

Background of Issue:

On February 27, 2017, the Charter School Board approved an Agreement (Board Order #2017-022) between the Academy for Academic Excellence (AAE) and Dallas County Schools (DCS). In this agreement DCS would provide transportation services to youth at the Substance Abuse Unit (SAU). The current rate for the 2016-2017 school year is \$206.60 for the first three hours and \$35.42 per additional hour thereafter; a total cost of \$356,150.

Due to the increase in pricing, AAE worked with Dallas County Purchasing Department (Michael Irvin, Contract Specialist, Daniel Garza, Director of the Dallas County Purchasing Department) to create a Request for Proposals (RFP) (RFP#2017-042-6666).

Details regarding the RFP are as follows:

- An RFP was drafted March of 2017.
- Dallas County Purchasing Department reached out to 44 vendors.
- A Pre-Proposal Conference was held on May 1, 2017, at 10:00 AM at 1673 Terre Colony Court. One vendor attended, Wynne Transportation Services.
- Three vendors showed interest: Durham School Services, Wynne Transportation Services, and Dallas County Schools.
- Two vendors responded to the RFP#2017-042-6666, Dallas County Schools and Wynne Transportation Services.
- Wynne Transportation Services cost was \$1 more than DCSs and Wynne's safety record had numerous violations.
- AAE elected to stay with DCS.

The purpose of this brief is to request an Extension with DCS for the 2017-2018 school year.

Impact on Operations and Maintenance:

Dallas County Schools (DCS) provides transportation for the students attending the Substance Abuse Unit's Day Treatment Program. The Texas Education Agency policy requires that the Charter School request reimbursement directly from TEA. Changes to the Transportation Agreement Extension include the following:

- Decrease the number of routes not to exceed five (5).

*To assist referred youth in becoming productive,
law abiding citizens, while promoting public safety and victim restoration.
214-698-2200 Office*

Strategic Plan Compliance:

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment and education for youth/families involved in the Juvenile Justice system and assisting with academic growth.

Legal Information:

This Amendment to the Transportation Agreement has been reviewed and approved by Ms. Denika Caruthers, Juvenile Department's Administrative Legal Advisor.

Financial Impact/Considerations:

This information has been reviewed and approved by Ms. Carmen Williams, Juvenile Department's Budget Services Manager.

Performance Impact Measures:

To ensure students receive transportation to and from SAU for educational and other supportive services.

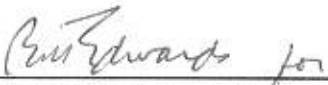
Project Schedule/Implementation:

Transportation services started at the beginning of the school year on August 14, 2017, and go through July 31, 2018.

Recommendation:

It is recommended that the Academy for Academic Excellence Charter School Board approve the Transportation Agreement Extension with Dallas County Schools to be paid from state-aid (7500).

Recommended by:



Dr. Terry S. Smith, Director
Dallas County Juvenile Department

ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD ORDER

ORDER NO: 2017 - XXX
DATE: July 24, 2017
STATE OF TEXAS §
COUNTY OF DALLAS §

BE IT REMEMBERED at a regular meeting of the Academy for Academic Excellence Charter School Board of Dallas County, Texas, held on the 24th day of July 2017, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

Where, among other matters, came up for consideration and adoption the following Academy for Academic Excellence Charter School Board Order:

WHEREAS, on February 27, 2017, the Charter School Board approved an Agreement (Board Order #2017-022) between the Academy for Academic Excellence (AAE) and Dallas County Schools (DCS). In this agreement DCS would provide transportation services to youth at the Substance Abuse Unit (SAU). The current rate for the 2016-2017 school year is \$206.60 for the first three hours and \$35.42 per additional hour thereafter; a total cost of \$356,150; and

WHEREAS, due to the increase in pricing, AAE worked with Dallas County Purchasing Department (Michael Irvin, Contract Specialist, Daniel Garza, Director of the Dallas County Purchasing Department) to create a Request for Proposals (RFP) (RFP#2017-042-6666).

Details regarding the RFP are as follows:

- An RFP was drafted March of 2017.
- Dallas County Purchasing Department reached out to 44 vendors.
- A Pre-Proposal Conference was held on May 1, 2017, at 10:00 AM at 1673 Terre Colony Court. One vendor attended, Wynne Transportation Services.
- Three vendors showed interest: Durham School Services, Wynne Transportation Services, and Dallas County Schools.
- Two vendors responded to the RFP#2017-042-6666, Dallas County Schools and Wynne Transportation Services.
- Wynne Transportation Services cost was \$1 more than DCSs and Wynne’s safety record had numerous violations.
- AAE elected to stay with DCS.

The purpose of this brief is to request an Extension with DCS for the 2017-2018 school year; and

WHEREAS, Dallas County Schools (DCS) provides transportation for the students attending the Substance Abuse Unit’s Day Treatment Program. The Texas Education Agency policy requires that the Charter School request reimbursement directly from TEA. Changes to the Transportation Agreement Extension include the following:

- Decrease the number of routes not to exceed five (5); and

WHEREAS, this request complies with Vision 3: Dallas is *safe, secure, and prepared*, by expanding disposition alternatives with regard to treatment for youth/families involved in the juvenile justice system and assisting with academic growth; and

WHEREAS, the Transportation Agreement Extension has been reviewed and approved as to form by Ms. Denika Caruthers, Juvenile Department’s Administrative Legal Advisor; and

WHEREAS, this information has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager; and

WHEREAS, to ensure students receive transportation to and from SAU for educational and other supportive services; and

WHEREAS, it is recommended that the Academy for Academic Excellence Charter School Board approve the Transportation Agreement Extension with Dallas County Schools to be paid from state-aid (7500).

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Academy for Academic Excellence Charter School Board approves the Dallas County Schools Bus Transportation Agreement Extension for the School Year 2017-2018.

DONE IN OPEN BOARD MEETING this 24th day of July, 2017.

The foregoing Academy for Academic Excellence Charter School Board Order was lawfully moved by _____ and seconded by _____, and duly adopted by the Academy for Academic Excellence Charter School Board on a vote of ____ for the motion and _____ opposed.

Recommended by:

Approved by:

Dr. Terry S. Smith, Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, President
Academy for Academic Excellence Charter School Board



EXECUTIVE

SESSION

IX