



AGENDA  
DALLAS COUNTY JUVENILE BOARD  
Monday, October 24, 2016 5:00 PM  
Letot Center  
10505 Denton Drive, Dallas, TX 75220

FILED

2016 OCT 19 PM 4:03

COUNTY CLERK  
DALLAS COUNTY

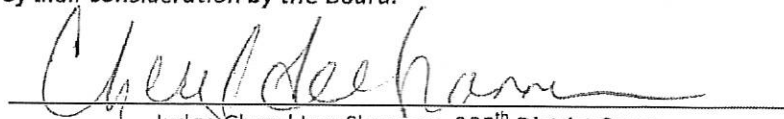
- I. Call to Order
- II. Tour of Facility – Letot Shelter Center
- III. Approval of Minutes  
September 26, 2016
- IV. Public Comment (Limited to 3 minutes per individual or organization)\*
- V. Discussion Items-Juvenile Department
  - A. Director's Report
  - B. JJAEP Update
  - C. School District Discretionary Referral Letter
  - D. Quarterly Reports - Facilities
- VI. Action Items - Juvenile Department
  - E. Certification of the Letot Shelter Center
  - F. 2016 Annual Review of the Letot Shelter Center Policy and Procedures
  - G. Approval to Conduct 17<sup>th</sup> Annual Conference on the Treatment of Juveniles with Sexual Behavior Problems:  
May 4 – 5, 2017
  - H. Juvenile Processing Offices – Grand Prairie Police Department and Duncanville Police Department
  - I. Dallas County Juvenile Justice Alternative Education Special Education Services Contract with Diagnostic Assessment Services
  - J. Juvenile Detention Alternative Initiative Spending Plan
- VII. Discussion Items - Charter School
  - K. Charter School Update
- VIII. Action Items - Charter School
  - L. Academy for Academic Excellence Special Education Services Contract with Diagnostic Assessment Services
  - M. Wireless Bridge Repair at Youth Village with Sology Solutions
- IX. Executive Session - Juvenile Department

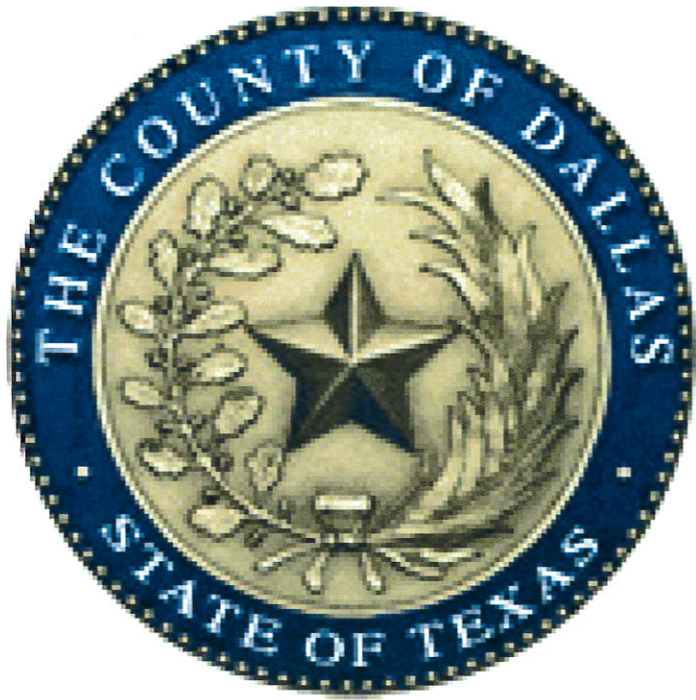
For Purposes Permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.071 through Section 551.076 Subjects:

Litigation	Security	Personnel -	Contracts
------------	----------	-------------	-----------

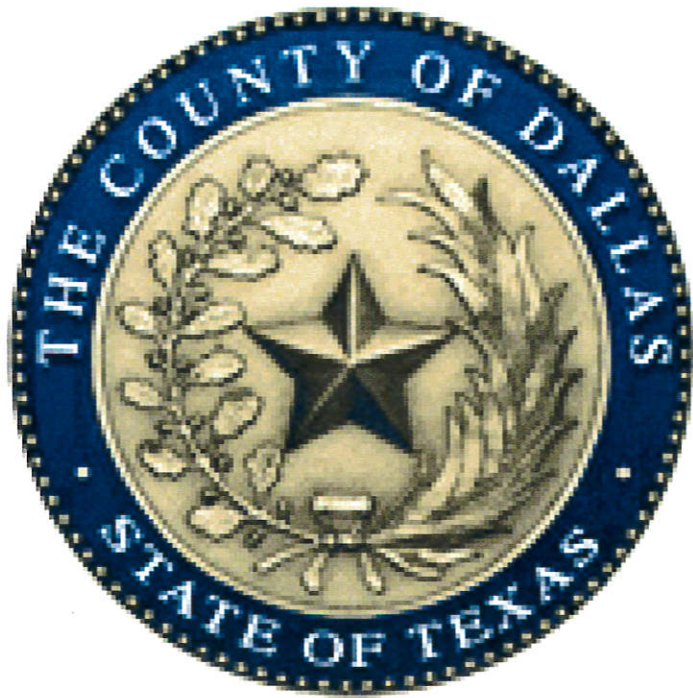
Notes:

*\*Individuals Wishing to Speak During the Public Comment Period Must Register With the Director's 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, 305<sup>th</sup> District Court  
Chairman, Dallas County Juvenile Board



# TOUR OF FACILITY II.



# APPROVAL OF MINUTES

III.

MINUTES OF MEETING DATE: September 26, 2016

DALLAS COUNTY TIME: 5:03 p.m.

JUVENILE BOARD

PLACE: Henry Wade Juvenile Justice Center  
305<sup>th</sup> District Court/ Referee Court, Rm. A332, 3<sup>rd</sup> Floor  
2600 Lone Star Drive  
Dallas, TX 75212

MEMBERS PRESENT: Judge Cheryl Lee Shannon, Chairman  
Commissioner John Wiley Price, Vice-Chairman  
Judge Andrea Martin  
Judge Clay Jenkins  
Judge Paula Miller  
Judge Andrea Givens-Davis

MEMBERS ABSENT: Judge Andrea Plumlee  
Judge Ken Molberg  
Judge Craig Smith

**I. Call to Order**

The Dallas County Juvenile Board met at the Henry Wade Juvenile Justice Center. Judge Shannon called the Juvenile Board Meeting to order at 5:03 p.m.

➤ Judge Andrea Martin arrived at 5:08 p.m.

**II. Approval of Minutes**

Judge Shannon presented the minutes from the August 22, 2016, Juvenile Board Meeting for approval. Commissioner Price motioned to approve the August 22, 2016 minutes, Judge Miller seconded. Motion passed.

**III. Public Comment**

Judge Shannon noted there was no one present for public comments and proceeded to the Discussion Items.

**IV. Discussion Items- Juvenile Department**

**A. Directors Report:**

Dr. Smith introduced Ms. Leah Probst as the new Pre-Adjudication Manager. Dr. Smith reported that the CSR unit had a banner year with 623 youth completing almost 3000 community service hours over a 9 week period this summer with our field Probation offices. She recognized all the programs that provide services for the youth in both detention and the Hill Centers. She mentioned the Medlock new initiative, "Back to School Bash" which consisted of food and fun for the kids. Native Solutions, the company contracted to install the air conditioning units at Medlock and Youth Village sponsored this event.

Dr. Smith mentioned the programs and services provided for our Non-Residential Services at both Letot and Youth Village. She mentioned the girls have gone on several field trips and that several girls have joined Café Momentum.



- Mr. Ervin Taylor addressed the Board and informed them of the USDA review held at the Letot RTC and Letot facility for all of the institutions. Mr. Taylor recognized Ms. Rhonda Gilliam, Ms. Barbara Bowser and Ms. Tileka Davis for a job well done. Mr. Taylor mentioned there were only two findings out of hundreds of standards.

**B. JJAEP Update**

Dr. Smith mentioned the first 6-weeks were completed. She stated school opened with 77 students, and encouraged everyone to go and see all the improvements that have taken place in order to promote a better learning environment for our youth. She informed the Board that we lost the contract with North Texas Food Bank. She informed the Board that on average we feed between 25-70 families per month. Ms. Ramos initiated an internal food drive challenge. Due to everyone working together, the food closet is replenished. Dr. Smith also informed the Board that the Department will be giving cash to needy families for meats for the holidays. Dr. Smith also stated the department is looking to collaborate with Concord Baptist Church as a resource and provider for our JJAEP services, food bank and clothes closet. Lastly, Dr. Smith thanked the entire juvenile department for their tireless efforts in providing food for our youth and families.

- Commissioner Price stated that he was concerned about the demographics of the students so early in the school year. He wanted to know why the lion's share of the demographics is still African American and Hispanic. He asked the question, "What is considered serious misbehavior". Dr. Smith explained that when policies changed to reflect discretionary and mandatory referrals, it left it nebulous, meaning it is up to each campus to identify "serious misbehavior". Serious misbehavior use to be described as chronic misbehavior; again, it is for the school to define what that is. Dr. Smith went on to say that she and Dr. Hinojosa, Superintendent for Dallas Independent School District (DISD) have been in conversation about what can be done about the serious misbehavior (chronic misbehavior) since DISD happens to be our biggest referral source. She also stated there would be conversations about not referring 10-12 year olds to the Department, as they do not need to go further into the juvenile system. Dr. Smith finished by saying the department is doing outreach specifically to DISD as they are our biggest referral source.
- Commissioner Price responded by saying that all of the surrounding ISD's are included in the rise of the demographics for the referrals. He talked about the statistics today resembling those of 15 years ago. Commissioner Price expressed to the Board members about having this information and nothing seems to be changing over time.
- Judge Miller asked Commissioner Price, "Are you saying that there is a heavier loading on African Americans and Hispanics here that means they are discriminating in the school systems against these particular ethnic groups?" Commissioner Price responded that is exactly what I am saying. Judge Miller added that she read some report that gave the ethnic breakout in DISD. The report revealed DISD is made of 70% Hispanic and 22% African Americans so when you look at these numbers there is a greater emphasis on African Americans. Commissioner Price emphatically agreed.
- Judge Shannon interjected by saying she understood Commissioner Price's concern, because the term "serious and persistent behavior" can be a catch-all and it can be easy to place a child in that category if the district decides they don't want to find other alternatives and ways to deal with the student. Commissioner Price reiterated the fact the Board needs to address these issues. He stated that he appreciated Dr. Hinojosa and DISD, but somebody has to say something. Judge Shannon asked the Commissioner if he would like Dr. Smith to reach out to the other ISD's Superintendents in addition to DISD, concerning the referral demographics. Commissioner Price responded yes, and referenced his

"Navarro Letter"; he continued by saying he wanted Dr. Smith to be an envoy for the Board so they understand that she is not alone and the Board recognizes there is something amiss disproportionately to the demographics they are supposed to be serving. Commissioner Price stated that he does not mind generating another one of those letters to those Superintendents. He made it clear that he did not want Dr. Smith out there proffering for our kids; he stated, "We are the Board and she is an envoy."

- Judge Shannon in an attempt to reach a resolution asked Commissioner Price, "Should we start, in terms of outreach with a letter from the Board to those particular ISD's and see what kind of response we receive." Commissioner Price agreed with sending the letters to the Superintendents to all of the Districts, and added that Judge Miller said it best; disproportionately 22% African Americans have 19.75 % of the offenses. Judge Jenkins added to the conversation by stating the people inside DISD are attuned to the statistics and are attempting to push the rules on expelling a kid all the way up to the fifth grade, and those who are against that have pushed all the way back down to the second grade. Judge Jenkins agreed with Commissioner Price in that DISD could do more as it relates to this issue. Judge Shannon finished by asking the Chair and Ms. Denika Caruthers to work on drafting a letter to particularly Duncanville, Garland, Dallas, and Mesquite ISD's and assured Commissioner Price that it would be sent to him for any adjustments before sending it out. She also said the Board would continue to follow-up and see if we are able to make an impact, if at all, but definitely let them know that they are on the radar.
- Commissioner Price then asked for the population demographics of each ISD. Judge Miller read the results for Garland ISD, African American 17.1%, Hispanic 51.7%, White 24.1%, and Other 7.1%. Commissioner Price noted that of the 17% of African American population in Garland, they have 13% of the offenses. Judge Shannon reiterated the letter would go out to see what their initial response is and report the findings to the Board, at which time they will determine how to move forward.

**C. Letot RTC Update**

- Judge Shannon asked Dr. Smith to continue with the Letot update. Dr. Smith began by introducing Ms. Gallegos from Sology and Mr. Chuck Schneider. She then asked Mr. E. Taylor to give an over-view in terms of where we are with the progress. Commissioner Price interjected asked insistently, "why are we still talking about this, we had a check list and it wasn't extensive so why are we still talking about this?" Mr. Schneider replied by saying, there is still an issue with the stairwell. He elaborated stating that because there are secured doors at the top and bottom of the stairwell, there is a possibility of someone being trapped inside the stairwell, so the scope of security has changed.
- Commissioner Price asked, did that concern come from Marshall De Los Santos, because that was not a part of the concern on the check-off list, and wanted to know how they arrived at this point. Ms. Gallegos responded by saying that it was probably brought to their attention by Sology. Commissioner Price asked for an explanation as to what Sology's concerns are. Ms. Gallegos replied by stating based on experience, but ultimately they will go on whatever the local Fire Marshall says. Mr. Schneider then added his concerns about having a youth trapped in the stairwell as well, he said that it is purely for safety, and added that right now, there are life-safety exit buttons, and if Marshall De Los Santos says that we do not need them, we will have those removed. Mr. Schneider finished by saying other than the concerns mentioned by Sology, we are ready to roll out. Commissioner Price asked are we finished with pricing and everything else. Mr. Schneider replied that everything was good unless there are some adjustments made for the life-safety buttons. Commissioner Price then asked Mr. Taylor if he had any prices for that, and continued by saying that it was his understanding that we did not have prices. Mr. Taylor replied, no, we do not have any prices.

- Commissioner Price then directed his attention to Dr. Smith, by stating that this process has been going on too long. He stated that after his conversation with Marshall De Los Santos, it was his understanding that we were ready to go. Commissioner Price then asked when are going to get prices so that we can conclude and move forward. Mr. Schneider answered; we are lacking a price from the fire alarm system vendor to tie-in these doors then we will have all our pricing. Dr. Smith asked if they could have all the pricing information in by the end of September. Ms. Gallegos replied that she has reached out to them and is awaiting feedback and stated that she would continue this week to try to get that information.
- Commissioner Price asked for clarity about the pricing. He asked specifically if the fire alarm pricing was in. Mr. Schneider explained, just the electronic tie-in to the fire alarm has not been priced. Dr. Smith asked Mr. Schneider what vendor is responsible for this particular piece, Mr. Schneider stated Convergent Technology. Commissioner Price asked for a timeframe for conclusion of this process. Mr. Schneider stated if we push and get our last number this week, then I could get it briefed in the next court session. Commissioner Price encouraged him to put it on the agenda for the next session.

**V. Action Items-Juvenile Department**

**D. Youth Service Advisory Board (YSAB) Juror Fund Recommendation for Fiscal Year 2017**

- Approval of Memorandum of Understanding with Big Thought;
  - Approval of Memorandum of Understanding with AIM, LLC;
  - Approval of Memorandum of Understanding with Succeeding at Work (Teens at Work Program);
  - Holiday Programs;
  - Amendment of Juror Funds Information Video Allocation
- 
- Judge Shannon stated that since items one thru five are all concerning YSAB that the Board could do all five at the same time. Dr. Smith explained the item in the briefings are listed as one thru five, so going forward we would label them as such, versus using bullets, that way the Board could vote on them individually or collectively. Commissioner Price expressed his concerns that AIM, LLC, is the only contract that seems to have metrics. Dr. Smith asked for clarity using AIM, LLC, as the example what are you expecting to see. Commissioner Price too used AIM, LLC., contract to explain that the breakdown of monies are clear and no guess work is needed to understand where and how the monies are being used and the expectations, but in the case of the other contacts the breakdown and expectations are not clear.
  - Dr. Smith informed the Board the information Commissioner Price is looking for is not broken down in the brief with specificity, but it is in the Memorandum of Understanding (MOU). She went on to explain that Big Thought deals with all of our facilities and the numbers are fluctuating based on the program. The numbers include what they have done before. Commissioner Price interjected looking at the attachments it is not clear as to what the breakdown and expectations are, and reiterated that he is looking for metrics. Dr. Smith pointed out where in the outline the metrics were. Judge Miller directed Commissioner Price to page where the breakdown for Big Thought appears. She also informed the Board that the YSAB Board went through the same line of questioning at their meeting.
  - Commissioner Price questioned their total budget of \$132,000.00, yet our contract is for \$35,000.00. Judge Miller explained that they have outside funding sources as well. Dr. Smith added that Big Thought does other things that are not included in the contract, citing the SMU summer program, and a variety of things beyond the facilities. Dr. Smith reminded the Board of the agreement to display our youth's artwork at Dallas Love Field Airport, and the murals and the paintings in detention. Dr. Smith apologized for not having it in the brief, but assured the Board the YSAB Board intensely asked those same

questions. Commissioner Price was satisfied with that answer. Dr. Smith then asked the Board to approve \$147,390.00 for contracts with AIM, LLC, Big Thought, Succeeding At Work, Holiday Programs, Juror Fund Video extension.

- Commissioner Price moved to approve \$147,390.00 for contracts with AIM, LLC, Big Thought, Succeeding At Work, Holiday Programs, Juror Fund Video extension. Judge Miller seconded. Motion passed.

**E. Request to Rollover Fiscal Year 2016 Juror Fund allocations to Fiscal Year 2017**

Dr. Smith stated the juror fund allocations comes to the amount of \$144,083.92. She explained what is seen in the briefing are those programs and what they have allocated thus far; and the rollover will only extend to November 30, 2016, at which time if these programs have not expended all of their funds it goes back into the juror fund. She further explained the department's attempt to have all programs synchronized with the same fiscal year, such the need for the extension until November 30, 2016.

- Commissioner Price stated that he looked at the breakdown of the \$144,083.92 and asked Dr. Smith, are we just not appropriating where we need to spend it, as that is a large amount of money. He expressed his concerns that even if half of the funds are spent, that is still \$70,000.00 going back into the juror fund.
- Dr. Smith explained that most of the money spent is based on the amount of youth they serve and if they do not meet the numbers then they are not going to expend that amount of money and the requested amount is based on the amount per child. She further explained that she has expressed to the contractors that if they are not spending the amount of money requested, then they need to ask for a lesser amount for the following year. She also stated that she was not sure as to why the money was not expended the way they said it would be. Commissioner Price then asked in regards to the Crane Memorial Emergency Fund, "What is an emergency". Dr. Smith answered anything that you could imagine that a family would need. She listed, paying for an exterminator for a roach infested house, and buying school uniforms because sizes were not available in the Letot closet, hygiene, beds, rent payments, band fees. Commissioner Price was satisfied with her response and made clear that he appreciates the Department being able to assist our youth and families to that magnitude, but it seems by looking at the percentage of the \$144,000.00, with \$12,000.00 being the largest amount allocated from the juror fund, the juror fund might need to have more dollars appropriated.
- Judge Miller interjected and explained to the Board that YSAB had indeed allocated more money to the Crane Memorial Fund to the tune of \$20,000.00; and explicitly left allocations to the Director's discretion to approve or not to grant to needy families as she deems appropriate. Judge Miller noted that one of the reasons that they have that allocation is so that the employees are not spending their own money to help the youth and families we serve in their hour of need. Dr. Smith assured the Board there is a list to substantiate the spending and added no food was purchased with these funds.
- Judge Miller YSAB Board's concern was that some of the agencies might start "money dumping"- spending excessively at the end of the year, in an attempt to be eligible for requesting the same amount or more the following year. She assured the Board the Departments' financial management people have been made aware of the possibility of end of year excessive spending and is keeping an eye out for it. She also agreed that it is a large amount of money to finish out the fiscal year.
- Commissioner Price move to approve the Request to Rollover Fiscal Year 2016 Juror Fund allocations to Fiscal Year 2017, Judge Miller seconded; motion passed.



**F. Management Training for Juvenile Department-WordSmooth for Fiscal Year 2017**

Judge Shannon yielded the chair for items F & G and abstained from voting.

- Dr. Smith asked the Board to approve \$12,850.00 for WordSmooth. She introduced Ms. Bates-Ballard who was in attendance to answer any questions the Board may have had. Dr. Smith continued by stating that this training stemmed from Commissioner Prices' brilliant idea that the Department should be more attuned to the people who come in by providing exceptional service, so the Board approved the WordSmooth contract last year. Dr. Smith asked that the contract for \$12,850.00 be extended to provide more services for our department in terms of more methods learned. That amount covers approximately sixty employees including teachers, JPO's, and Support Services that need to complete the course.
- Dr. Smith informed the Board that this training provides the reinforcing of values and maximizes the benefits of diversity.
- Dr. Smith informed Commissioner Price that the metrics are provided in the contract and the breakdown will provide the response of those who has taken the course. Commissioner Price asked Ms. Bates-Ballard, how is the feedback measured from the participants of the program. He pointed out the Performance Impact section and asked, do you glean that to be something different from what is being said. Ms. Bates-Ballard answered yes, and explained a survey is given after each session and the employee is asked are they using the information and if so how? Employees are also asked to perform a learning exercise so that it can be determined if they learned and retained the information. Ms. Bates-Ballard offered to send the evaluation reports. Commissioner Prices asked if the program is doing what it is designed to do. Ms. Bates-Ballard answered yes, but offered that in order to truly measure the impact of the course the trainers would have to come back and do an accountability piece that would necessitate a lot more effort in terms of coming in terms of their performance measurements.
- Commissioner Price addressed Dr. Smith and said that he would like to see if in fact this training is penetrating the veil. He concluded by saying that he didn't expect Ms. Bates-Ballard or anyone who has taken the training to say anything different. Judge Givens-Davis then asked if the added measure to determine the validity of the program would require more money or could it be done with the same budget. Dr. Smith answered yes, and Ms. Bates-Ballard suggested that the program trainers consult with the Department on how to implement it in their evaluations to defray the extra cost.
- Judge Miller moved to approve the Management Training for Juvenile Department-WordSmooth for Fiscal Year 2017, Judge Martin seconded; motioned passed. Commissioner Price stated the record reflects that Madam Chair recused herself.

**G. Amendment of the Agreement with WordSmooth Management Training for Juvenile Department**

Dr. Smith stated for this particular component they are finishing up, but they went over for the size of the amount of trainings performed. The initial amount was \$17,275.00 for training, asked the board to approve the amended amount of \$1,925.00 for sessions: Consultation, First Impressions, and Mindflex.

- Judge Miller move to approve the Amendment of the Agreement with WordSmooth Management Training for Juvenile Department for \$1,925.00 used for additional training sessions, Judge Martin seconded; motion passed. Commissioner Price stated the record reflects that Madam Chair recused herself.



**H. Ratification of Contract with Jewish Family Services of Greater Dallas FY2017**

- Judge Shannon resumed the chair and her voting position.
- Dr. Smith asked for ratifications stating the Juvenile Department was awarded Grant funding for \$83,986.22. We were awarded the contract and we will not exceed paying the Jewish Family Services \$81,340.00 for their JPO and the other \$2646.22 will be used for supplies for the juveniles, and office supplies for the therapeutic process. This has been vetted and improved with forms 1295 and Title VI. Dr. Smith asked the Board to approve the amount for \$83,986.22 with the amount paid to the Jewish Family Services not to exceed \$81,340.00. Commissioner Price commented the 11.6% recidivism rate was unbelievably great. Dr. Smith noted that some of our other Diversion courts have better rates than that.
- Judge Miller motioned to approve the Ratification of Contract with Jewish Family Services of Greater Dallas FY2017, Judge Givens-Davis seconded; motion passed.

**I. Continuation of Non-Residential Contracts for FY 2017**

Dr. Smith asked the Board to renew all three contracts; she noted only two of the three were we able to ascertain performance measures of above 70%. She stated that Nexxus Recovery Center did not have enough kids for us to quantify their success rates. She asked the Board to approve contracts with North Texas Community Initiative, Youth Conversions INC, and Nexxus Recovery Center.

- Commissioner Price motioned to approve the Continuation of Non-Residential Contracts for FY 2017, Judge Martin seconded; motion passed.

**J. Contract Agreement with New Rates for Victoria County for FY 207**

Dr. Smith informed the Board the rates for pregnant girls went up 19% so they are requesting an increase from \$162.00 to \$200.00 per day. The rates for Moderate Level males and non-pregnant females are \$115.00, and Specialized Level males and non-pregnant females rates will remain at \$162.30. Dr. Smith asked the Board to approve the rate increase for Victoria County for our pregnant girls for \$200.00.

- Commissioner Price motioned to approve the Contract Agreement with New Rates for Victoria County, with the stipulation that it be used as a backup for courts when needed until we make our facility secure. Judge Miller seconded; motion passed.

**K. Ratification of Memorandum of Understanding for Big Thought for Evening Reporting Center**

Dr. Smith stated that we continue to use Big Thought at our Evening Reporting Center and we received monies for this program, not to exceed \$4,950.00 for their services.

- Commissioner Price motioned to approve the Ratification of Memorandum of Understanding for Big Thought for Evening Reporting Center for \$4,950.00, Judge Miller seconded; motion passed.

**L. Ratification of Memorandum of Understanding with Inspire U for Evening Reporting Center**

Dr. Smith stated that the information is the same as the above-mentioned ratification for Big Thought.

- Commissioner Price moved to approve the Ratification with Inspire U for Evening Reporting Center for a total not to exceed \$5,000.00, Judge Givens-Davis seconded; motion passed.

**M. Approval of Memorandum of Understanding between North Texas Alliance to Reduce Teen Pregnancy (NTARuPT) and Dallas County Juvenile Detention Programs**

Dr. Smith stated this program works with our kids to protect their health and economic futures. She also stated they work with our kids at SAU, and we receive an enormous amount of positive feedback for them. Dr. Smith asked the Board to approve the continuation of services with North Texas Alliance (NTARuPT) working with our kids to reduce teen pregnancy.

- Judge Jenkins motion to approve the Memorandum of Understanding between North Texas Alliance to Reduce Teen Pregnancy (NTARuPT) and Dallas County Juvenile Detention Programs, Commissioner Price seconded; motion passed.

**N. Approval of Memorandum of Understanding between Rainbow Days, Inc and Dallas County Juvenile Department**

Dr. Smith asked the Board to approve the Memorandum of Understanding between Rainbow Days, Inc and Dallas County Juvenile Department, as there is no cost to the county. She mentioned they continue to work with independent evaluators from the University of North Texas Health Services Science Center, who work on presenting educational skills to families with high risks situations and substance abuse.

- Commissioner Price moved to approve the Memorandum of Understanding between Rainbow Days, Inc. and Dallas County Juvenile Department, Judge Givens-Davis seconded; motion carried.

**O. Approval of 6% Salary Increase of Executive Director/Chief Probation Officer**

- Commissioner explained that item O is the approval of the 6% salary increase for the Executive Director/Chief Probation Officer, he stated it complies with the courts. He asked the Board chair if he could amend the Board order for her signature to be specific with regards to the Director and complicit with the Budget Director. He stated that it is 6% for Elected Officials and Department Heads and this order needs to be specific in regards to the Director. Judge Shannon asked if the specificity would reflect the total amount, Commissioner Price affirmed, Judge Shannon agreed to amend the order to reflect the total amount.
- Commissioner Price moved to approve the 6% increase of the Executive Director/Chief Probation Officer; Judge Miller seconded. Motion passed.

**P. Request to extend the existing Residential and Non-residential Services Contracts and to release Requests for Proposals (RFP) for Residential and Non-residential contacts for FY 2017**

Dr. Smith informed the Board that we have seventeen contracts, eleven Non-residential and six Residential that we need to extend until March 2017 as not to interrupt services. The extension will also allow us time for Purchasing to construct the contracts. The extension is approved by Purchasing.

- Commissioner Price moved to extend the existing Residential and Non-residential Services Contracts and to release Requests for Proposals (RFP) for Residential and Non-residential contacts for FY 2017; Judge Miller seconded. Motion passed.

**VI. Public Hearing for Academy for Academic Excellence(AAE) (Limited to 3 minutes per individual or organization)\***

- Commissioner Price move to recess as Dallas County Juvenile Board; Judge Givens-Davis seconded. Motion passed.
- Commissioner Price moved to convene as the Public Hearing as the Academy for Academic Excellence (AAE); Judge Givens-Davis second. Motion passed.
- Commissioner Price moved to open the Public Hearing regarding the First Rating Report; Judge Miller seconded. Motion passed.
- Dr. Smith reported that last year AAE was rated as “Meet Standards”, this year AAE received a “Superior” rating. She thanked Ms. Ramos for her dedication and performance in bringing AAE to a superior status.
- Judge asked for any public comments, hearing none Commissioner Price moved to closed the Public Hearing for the Academy for Academic Excellence; Judge Given-Davis seconded. Motion passed.

**VII. Discussion Items- Charter School**

**Q. AAE Charter School Update**

Dr. Smith reported the hiring of new staff, and the installation of nine new security cameras were in place by the September 1, 2016 deadline in accordance with the Senate Bill 507. She pointed out that Ms. Caruthers and Ms. Ramos will be attending a meeting at Region 10 on October 1, 2016, concerning the lawsuit that is going on relating the cameras.

- Commissioner Price asked for an update on the book Dr. Smith informed the Board that all the books were in, the E-readers were loaded with all seven subjects, and disseminated across all of the campuses. She stated that as soon as the Department receives additional funds they will purchase more E-readers loaded with the seven subjects.

**VIII. Action Items – Charter School**

**R. Approval to Purchase Edmentum License for Tracking Performance of Long-Term Students in Reading and Math**

Dr. Smith asked the Board to approve the request to purchase Edmentum License for Tracking Performance of Long-Term Students in Reading and Math for \$3,600.00. She explained the monies will be equally divided between both subjects. She explained the benefit for the students is to have the necessary aids that are needed for success.

- Judge Miller motioned to approve the purchase of Edmentum License for Tracking Performance of Long-Term Students in Reading and Math; Commissioner Price seconded. Motion passed.

**S. Professional Service Agreement between Region 10 Education Service Center and Academy of Academic Excellence to Purchase an Additional Feature for Texas Computer Cooperative TxEIS Data Center Hosting**

Dr. Smith asked the Board to approve the purchase of an additional hosting feature for \$3,422.28 using State Aid monies. She informed the Board this new feature is a needed hosting system, and will be added

to the current system. Dr. Smith also mentioned this agreement has been vetted with IT, Mr. Victrum and Mr. Hyder.

- Commissioner Price moved to approve the purchase of an additional feature for the Texas Computer Cooperative TxELS Data Center Hosting for \$3,422.28; Judge Givens-Davis seconded. Motion passed.

**T. Acceptance of Estimated Federal Funds for FY2017**

Dr. Smith asked the Board to approve the estimated funds in the sum of \$1,172,254.00; an estimate of the funds that we have. She mentioned the allocation amounts from Title I and IDPT. She informed the Board this amount is approximately \$71,247.00 more than last years but it did not include our rollover. Dr. Smith asked the Charter School Board to accept and utilize the estimated federal funds for fiscal year 2017 and subsequent rollover federal funds.

- Commissioner Price moved to accept and utilize the estimated \$1,172,254.00 federal funds for fiscal year 2017; Judge Givens-Davis seconded. Motion passed.
- Commissioner Price moved to adjourn from Academy for Academic Excellence; Judge Givens-Davis seconded. Motion passed.
- Commissioner Price moved to reconvene as the Dallas County Juvenile Board; Judge Givens-Davis seconded. Motion passed.

**IX. Executive Session**

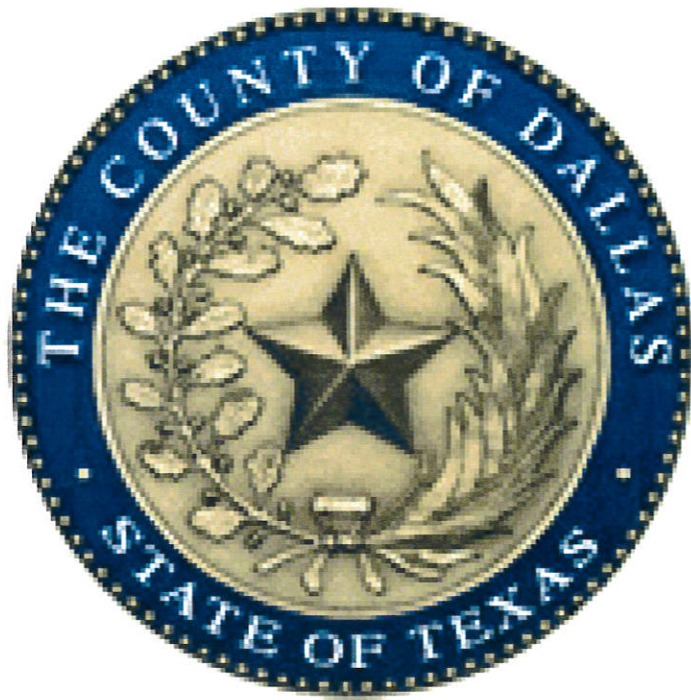
Judge Shannon noted there were no items or postings to consider for discussion, and asked for a motion to adjourn.

- Judge Miller moved to adjourn; Judge Givens-Davis seconded. Motion passed.



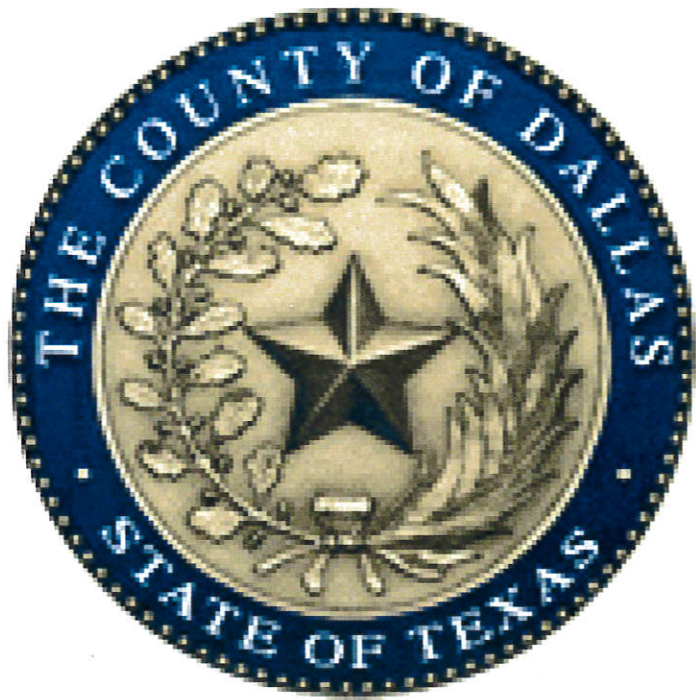
# PUBLIC COMMENTS IV





# DISCUSSION ITEMS

V



DISCUSSION

ITEM

A.

## **DIRECTOR'S REPORT**

### **September 2016**

The Juvenile Department recognized outstanding departmental employees for September 2016: DCJD Employee of the Month: Community Service Restitution Coordinator – Mr. Terrance Forest.

#### **PROBATION SERVICES DIVISION**

Mrs. Ulisa Brown Mitchell was promoted to Assistant Supervisor and was assigned to the vacant Field District 7 position under the Probation Services Division. Mrs. Brown-Mitchell's entire tenure with the Department has been in the Field District 7 Unit, where she has faithfully served as an Assessment and Field Probation Officer. We look forward to working with Mrs. Brown-Mitchell in her new position. The Juvenile Department recognized Pam DeGroff (Court Liaison) for thirty-five years of service and Marilyn Johnson (District Four) for twenty-five years of service. The Juvenile Department's Day of Amnesty was held at the Southwest Center Mall on September 10, 2016, and a total fifteen youths attended the event.

#### **Community Service Restitution (CSR) Update:**

Throughout the month of September 2016, one hundred and eighty-six (186) youth completed a total of eight hundred and thirty-three (833) Court-Ordered CSR hours at various approved CSR sites in Dallas County. Included in these hours were the Mesquite Trash Bash and Irving Trash Bash CSR events facilitated and supervised by the CSR Coordinator which resulted in the completion of ninety-eight (98) CSR hours by twenty (20) youth.

#### **PSYCHOLOGICAL SERVICES AND SUBSTANCE ABUSE DIVISION**

Psychology staff referred **37** youth for psychiatric services during September. A total of **39** psychiatric consultations were performed with **25** of those being follow-up consultations. Of the **14** initial psychiatric consultations performed: **7** resulted in no medication being prescribed, **3** had already been prescribed psychotropic medications and continued those, **1** youth was already prescribed psychotropic medication and the medication was discontinued and **3** were started on medication.

#### **INSTITUTIONAL SERVICES DIVISION**

##### **DETENTION CENTER**

##### **Program News and Updates:**

Our goal this year is to inspire our youth to Change Their Thoughts and Change Their Lives! We have altered placement of our volunteers to ensure that all of our youth have an opportunity to participate in the various spiritual enrichment and life and social skill programs. We are determined for our youth to experience Change in 2016.

**Volunteer Programs and Residents Activity:**

**Total Volunteers/Hours for August 2016:** Volunteers: 22; Hours: 69

Dallas County HHS tested/counseled **0** residents, **0** positive for Syphilis and **0** positive for HIV

**Volunteer Programs:** Other Programs: Lend-an-Ear

**Life/Social Skill Programs:** ALERT Ministries – Robot Wars Computer Programming; Catholic Diocese – Learning for Life; New Friends New Life – Refuge; Succeeding @ Work – Teens @ Work; Traffick911 – TRAPS (Traps of a Trafficker); 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, and Faith-4-Life

**Life & Social Skills/Spiritual Enrichment Combo:** The Potter's House – Boys to Men with Character and GenNext Life Series; MTO Leadership Development (Ministry through Originality); ALERT Ministries – Girls Circle; I Am Second

**Chaplain's Report:** Counsel/Prayer: 0 residents

**August Special Programs/Events:** Movie Night: Movies and refreshments made possible by Robert Cahill, One Way

Friday Night Socials – made possible by Covenant Church Juvenile Ministry

Residents attending Socials: Honors Girls, Honors Males and RDT Girls

Special Event: None

**MARZELLE C. HILL TRANSITION CENTER**

**Program Updates:** We had a great unannounced visit from the Ombudsman on September 21, 2016. We were able to purchase new board game for the center through YSAB grant. We were able to help two (2) youth getting uniforms for them to go back into their home school. In addition we continue to offer group and individual skills training to all the residents in our center.

DETENTION CENTER			
<i>Detention</i>	Aug	Sep	YTD
Admissions	182	256	2030
Releases	175	249	2028
ADP	140	140	164
ALOS (days)	30.1	23.2	22.7
Detention Hearings	418	371	4229
TJJD/Placement Trips	13	7	98
Local trips	69	66	578
Youth transported	56	41	1508
START			
Admissions	7	8	96
Releases	12	8	100
Successful	11	7	91
Unsuccessful	0	1	8
Administrative	1	0	1
ADP	29	26	31
ALOS	60.1	60.9	78.1

HILL CENTER			
	Aug	Sep	YTD
Admissions	28	28	259
ADP	39	32	32
ALOS	32	29.0	29.6
Releases	29	39	253
Total Youth Served	65	65	279



**Program and Residents Activities:** We are still rolling out skills training groups from an evidence-based skills training curriculum at the Hill Center, Aggression Replacement Training (ART).

We are still working to get training from the Field Probation Officer to have a group that will help our youth better understand the conditions of their probation. Dare to Dream provided services to the residents twice this month.

**Medical Services:** There were 0 medical issues during September 2016.

**Volunteer Services:** 2 groups including 7 individuals provided a total of 10 hours of service.

## MEDLOCK CENTER

### New Initiatives:

Many of the Medlock youth had a very successful academic first six weeks. Forty five (45) youth were recognized for achieving the A/B Honor Roll. All of the students that earned Honor Roll status participated in a pizza party hosted by the Education Department. Fourteen (14) youth received special recognition for earning all A's on their report card. These students also participated in the pizza party and the Detention Manager, Jose Miranda rewarded them with a Quarter Pounder meal from McDonald's. An unannounced Ombudsman visit was held on September 22nd. According to Nicole Prather, her questions were answered immediately and there were no other concerns with the overall facility operations. Medlock and Youth Village staffs were excited to have the opportunity to participate in the Department's can food drive. Facility staff, teachers, and Psychology staff combined efforts and donated 449 pan cake mixes and syrups.

**Activities:** All regularly scheduled activities continue as planned. Full Gospel Holy Temple, Lake Pointe Baptist Church, Potter's House, Pleasant Valley Baptist Church, and Life Quest Essentials who also sponsored the Adopt-A-Dorm activities. Youth and staff are preparing for the Hispanic Heritage Celebration that will be held on October 13th.

**Medical Services:** Twenty (20) youth were transported from Medlock to the Dr. Jerome McNeil Detention Center for routine dental care. Two were transported to court. Four (4) youth were transported to Parkland, and two (2) to Children's Hospital.

**TJJD Reports:** There was one incident reported to TJJD this month. Resident D. M. broke a bone in his left arm by running into the wall during large muscle exercise.

**Volunteer /Intern Hours:** Fifteen (15) volunteers provided twenty (20) hours of service. The Chaplain provided two hours of service. There were twenty two (22) hours of volunteer service provided for September.

MEDLOCK CENTER			
	Aug	Sept	YTD
Admissions	4	6	53
Releases	8	5	56
Successful	7	5	55
Unsuccessful	1	0	1
Administrative	0	0	0
ADP	36	37	38
Total Youth Served	43	41	92
MEDLOCK STARS			
	Aug	Sept	YTD
Admissions	2	1	27
Releases	3	3	16
Successful	2	3	13
Unsuccessful	1	0	3
Administrative	0	0	0
ADP	33	33	27
Total Youth Served	36	34	47



## YOUTH VILLAGE

Family Training, PREP, Culinary Arts, Food Management, El Centro College Computer, and Horticulture Program continue to strive on campus. Dr. David Poutin, Director of Student Activities, Grambling State University, talked to the youth to promote college careers and to stress the importance of education. The boys were given Grambling paraphilia (towels, t-shirts, and wrist bands). Youth Village students had a really good first semester of school. Twenty students earned the A/B honor roll; these were treated to a pizza party sponsored by the Education Department.

**Off Campus:** Six (6) residents were transported to the Juvenile Detention Center for routine dental care. One (1) resident was transported to his Parkland Radiology appointment. Two (2) residents were transported to Orthodontist appointments. One (1) resident was transported to Detention for his Review Hearing and one (1) resident was transported for a Psychiatric appointment. One (1) resident was transported to Parkland for lab work.

YOUTH VILLAGE			
	Aug	Sep	YTD
Admitted	5	3	85
ADP	56	53	51
Total Youth Served	61	55	130
Releases	9	3	78
Successful	6	3	61
Unsuccessful	3	0	13
Administrative Rel.	0	0	4

**Volunteer/Intern Hours:** Three (3) individual volunteers provided nineteen (19) hours of service. Two (2) chaplains provided two (2) hours of service. Fifteen (15) Group program volunteers provided one hundred ninety-two (192) hours of service for a total of two-hundred thirteen (213) hours of volunteer service for the month of September.

**Training:** Staff received Online/Web training to assist with retaining re-certification training hours. Mr. Gowan facilitated training on reporting and responding to serious incidents related to sexual abuse and sexual harassment of youth in the facility, as the PREA Compliance Manager. Dr. Maxey and Dr. Maliti facilitated training on supervising youth with sex offenses.

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

**Medical Services:** Thirty-five (35) residents were seen for sick call requests. Six (6) residents were transported to dental appointments at the Juvenile Detention Center, and fifteen (15) residents were treated at the Med Van.

**Account of Reportable Injuries:** There were no reportable injuries during the month of September.

**Escape/Furlough:** There were no escapes on residents who failed to return from home visits during the month.

**LETOT CENTER****Community Initiatives:**

Non-Residential Services received 31 paper referrals to be addressed through the Letot Crisis Intervention Program, Deferred Prosecution and ESTEEM Court.

The ESTEEM Court continues at Letot Center with Judge Shannon presiding. There are currently four youth and families attending ESTEEM Court in the month of September. Three youth began services. Three youth were referred during September. Aim, Functional Family Therapy, and Clinical Services have been providing services. On September 30th, current and graduate girls participated in an outing to Studio Movie Grill.

**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.

**Medical Services:** Residential: Health Screens – 17, Call Backs – 0, Doctor's visits -18.

**Volunteer Services:** Faith Based Volunteers: worship and religious study – 6 volunteers, 4 hours; Life Skills Volunteers: visiting and teaching - 15 volunteers, 17 hours; Special Events: volunteer, 0 hour.

**Clinical Services:** In the Residential Unit, Clinical Services held 13 process groups with male youth (12 residents) and 11 process groups with female youth (12 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 the resident's cases, provide consultation, and conduct crisis screens as needed (41 rounds).

**LETOT RESIDENTIAL TREATMENT CENTER**

**Residential Services:** Drug Education: Provided by the Juvenile Department's Substance Abuse Unit.

Social Skills: Teaching anger management, problem solving, moral decision making, positive peer interaction, team work, and leadership through groups, team-building exercises, sports, and assignments.

LETOT CENTER			
Residential	Aug	Sep	YTD
Admissions	14	16	144
Releases	22	12	150
ADP	13	14	18
ALOS (days)	31.8	27.0	34.4
Total Youth Served	32	26	164
Intake/Orientation			
Admissions	53	57	532
Releases	52	54	528
ADP	2	3	1
ALOS (days)	0.5	1.4	1.1
Total Youth Served	54	59	533

LETOT RTC			
Residential Treatment	Aug	Sept	YTD
Admissions	1	1	17
Releases	2	3	18
ADP	16	13	15
Total Youth Served	17	16	31

**Volunteer Groups:**

Big Thought: Residents were able to participate in photography class learning the art of taking photos and how to use a camera. Resident also participated in pottery/art class making bowls, plates and figurines and ornaments to give to their families.

Planned Parenthood: Provides resident with information on health education.

St. John's Church: Residents are able to participate in Bible study and religious activities if they choose.

Concord Church: Met with residents and provided life skill activities and religious guidance.

**Enrichment Programs:**

Culinary Arts Program: All new residents are learning how to obtain a "Servesafe Food Handlers" certificate.

Jobs: We currently have 5 residents employed at Speed Zone.

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

Field Trips: Levels 3's, 4's and 5's went to the Dallas Peace Day Event.

**Medical Services:** Residential: Health Screens – 0, Call Backs – 0, Doctor's visits – 13

**Volunteer Services:** Worship and religious study – 10 volunteers, 10 hours; Life Skills Volunteers: visiting and teaching -3 volunteers, 11 hours; Special Events: 0 volunteers, 0 hours.

Yoga group: All residents participated in 8 yoga groups. These groups were conducted by our volunteer yoga instructor, Ms. Laura Fonville. The girls have learned grounding techniques by participating in yoga that help them re-connect with their bodies and feel a sense of safety and self-efficacy.

**Clinical Services:**

All residents received weekly individual therapy (total of 68 hours in the month of September). The girls also received daily group therapy (art, coping skills, girl empowerment, My Life My Choice, or process groups). Art is a therapeutic modality that encourages expression through the use of art materials. Clinicians conducted seven art groups this month which primarily focused on painting. The girls are able to mindfully participate in art. Some of the girls have started to bloom as artists as demonstrated by them taking the time to think projects through before starting and by effectively mixing colors to create a beautiful work of art. Coping skills group, which is rooted in Dialectical Behavior Therapy (DBT), teaches the girls to manage difficult thoughts and emotions. Seven coping skills groups were provided. These groups focused on self-care, building mastery, and improving mood. The girl empowerment group enables the girls to increase their self-protective skills by discussing healthy and unhealthy relationships, power dynamics, and strengthening identity. Eight girl empowerment groups focused on self-esteem, respect, and communication skills.

The girls also participated in My Life My Choice groups, focused on education and prevention of sexual exploitation. One process group was provided to allow residents to celebrate the four residents who successfully completed the program in September and early October. Clinical staff attended trainings on utilizing clay in art groups and working with victims of sexual abuse. Family therapy was also provided to 15 residents (26 client-contact hours) and two parents received parent therapy (1.5 client contact hours). The clinical team also provided crisis intervention (26.75 client-contact hours) and clinical rounds (95.75 client contact hours). Clinical rounds consist of each clinical team member engaging with the youths, checking in, and providing support throughout the day.

**Psychiatric Services:**

Four residents were referred to the Parkland psychiatrist to continue monitoring their psychiatric health.



# September 2016 Referrals

	Alleged Delinquent Behavior													Alleged CINS Behavior										Other Referrals				All Referrals													
	Felonies													Class A & B Misdemeanors						Status Only										Other Referrals											
	Homicide	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Weapons Offenses	Total Felony	Weapons Offenses	Theft	Other Property	Drug Offenses	Other Misd.	Contempt of Magistrate	Total Delinquent	Violation of Court Order	Other than Status Only					Total CINS	Contract Detention	Crisis Intervention		Other Administrative	Total Other											
																				Triangy	Runaway	Alt. Ed. Expulsion	Property (was Theft)	Disorderly Conduct							Drugs	Liquor Laws	Sex Offenses	Other CINS							
Male	0	9	16	11	0	28	31	6	3	7	4	115	85%	4	31	28	13	20	32	0	243	78%	32	76%	0	24	1	0	0	0	0	19	44	47%	21	0	5	26	81%	345	72%
Female	0	1	4	7	0	1	5	0	1	1	0	20	15%	0	25	13	1	3	6	0	68	22%	10	24%	0	33	0	0	1	0	0	15	49	53%	4	0	2	6	19%	133	28%
												135									311		42															478			
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	
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	
Black	0	5	16	12	0	13	25	3	0	4	3	81	60%	2	33	25	8	8	21	0	178	57%	18	43%	0	19	1	0	0	0	0	15	35	38%	6	0	4	10	31%	241	50%
Hispanic	0	3	4	4	0	14	11	2	2	3	1	44	33%	2	15	12	4	12	17	0	106	34%	24	57%	0	26	0	0	1	0	0	18	45	48%	7	0	3	10	31%	185	39%
White	0	2	0	2	0	2	0	1	2	1	0	10	7%	0	8	4	2	3	0	0	27	9%	0	0%	0	12	0	0	0	0	1	13	14%	12	0	0	12	38%	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	
												135									311		42															478			
10 Years Old	0	0	0	0	0	1	0	0	0	0	0	1	1%	0	0	0	0	0	0	0	1	0%	0	0%	0	1	0	0	0	0	0	0	0	1	1%	0	0	0	0	2	0%
11 Years Old	0	0	0	1	0	0	0	0	0	0	0	1	1%	0	3	2	0	0	0	0	6	2%	0	0%	0	0	0	0	0	0	0	0	0	2	2%	0	0	0	0	8	2%
12 Years Old	0	1	2	2	0	1	0	0	0	1	0	7	5%	0	1	5	0	1	2	0	16	5%	1	2%	0	2	0	0	0	0	0	2	4	4%	2	0	2	6%	23	5%	
13 Years Old	0	0	0	2	0	1	1	1	0	0	1	6	4%	1	10	5	3	0	3	0	28	9%	2	5%	0	7	0	0	0	0	3	10	11%	2	0	2	6%	42	9%		
14 Years Old	0	4	2	2	0	7	11	2	0	3	0	31	23%	0	10	6	3	4	5	0	59	19%	3	7%	0	8	1	0	0	0	12	21	23%	6	0	2	8	25%	91	19%	
15 Years Old	0	1	2	6	0	9	11	1	1	2	1	34	25%	1	12	10	3	4	14	0	78	25%	10	24%	0	24	0	0	0	0	5	29	31%	4	0	3	7	22%	124	26%	
16 Years Old	0	1	13	4	0	6	10	0	3	2	2	41	30%	2	19	12	5	12	13	0	104	33%	14	33%	0	14	0	0	1	0	10	25	27%	11	0	2	13	41%	156	33%	
17+ Years Old	0	3	1	1	0	4	3	2	0	0	0	14	10%	0	1	1	0	2	1	0	19	6%	12	29%	0	1	0	0	0	0	1	1	1%	0	0	0	0	0	32	7%	
												135									311		42															478			

449 youth accounted for the 478 total referrals





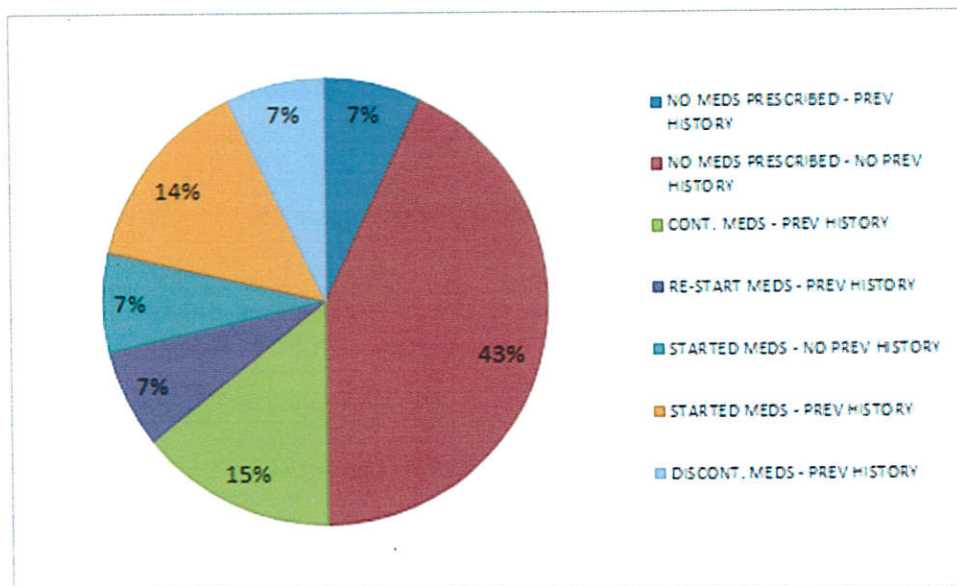


## PSYCHIATRIC CONSULTS COMPLETED - 2016

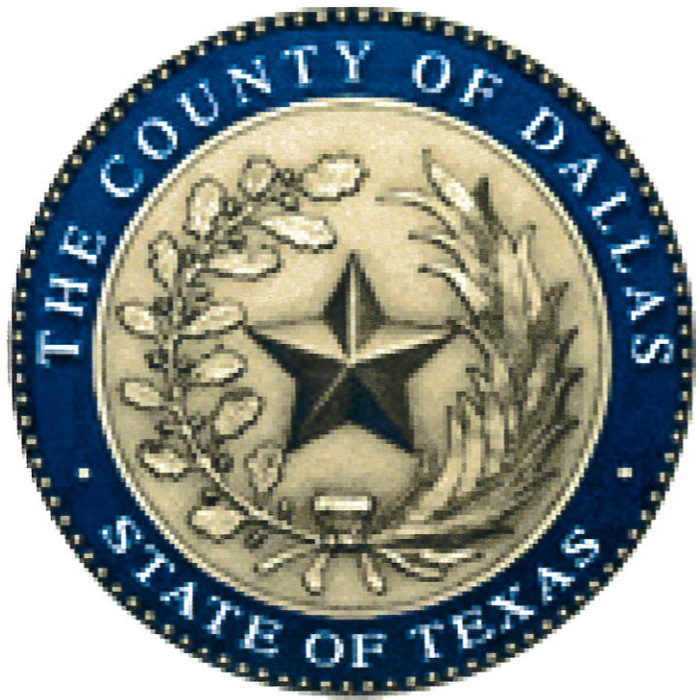
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
1. Total Reports Requested	88	155	111	131	96	136	116	112	82				1027
2. Total Consultations ( <i>actual reports received</i> )	56	61	42	97	59	43	49	41	39				487
A. Initial Consultations	28	32	19	29	22	10	14	9	14				177
B. Follow-Up Consultations	28	29	23	68	37	33	35	32	25				310
3. Total Number of Youth Receiving Consultations	55	60	42	92	59	41	49	41	37				476

## INITIAL CONSULTATIONS - PSYCHIATRIC MEDICATION RESULTS - 2016

TOTALS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1. No Medication Prescribed	17	19	10	22	12	8	6	7	7				108
2. Medication Discontinued	1	1	1	2	1	1	2	0	1				10
3. Continued on Medication	6	8	4	4	3	1	4	1	3				34
4. Started on Medication	4	4	4	1	6	0	2	1	3				25



NO MEDS PRESCRIBED - PREV HISTORY -	1
NO MEDS PRESCRIBED - NO PREV HISTORY -	6
CONT. MEDS - PREV HISTORY -	2
RE-START MEDS - PREV HISTORY -	1
STARTED MEDS - NO PREV HISTORY -	1
STARTED MEDS - PREV HISTORY -	2
DISCONT. MEDS - PREV HISTORY -	1



**DISCUSSION**

**ITEM**

**B.**

**Director's Report Juvenile Justice Alternative Education Program – September 2016**

September 23<sup>rd</sup> was the end of the first six-weeks and an Early Release Day for JJAEP students.

Staff attended Professional Development sessions to enhance and enrich their teaching strategies and effectiveness.

Students who ended the first six-weeks on the A/B Honor Roll and/or had perfect attendance were served pizza for their efforts. Incentive funds were given through a YSAB grant.

Restorative Circles are being held weekly with youth to help them process their day.

Dr. Guillory shared the JJAEP 2015-2016 stats previously briefed with the Juvenile Board in July with the North Texas Governance Committee.



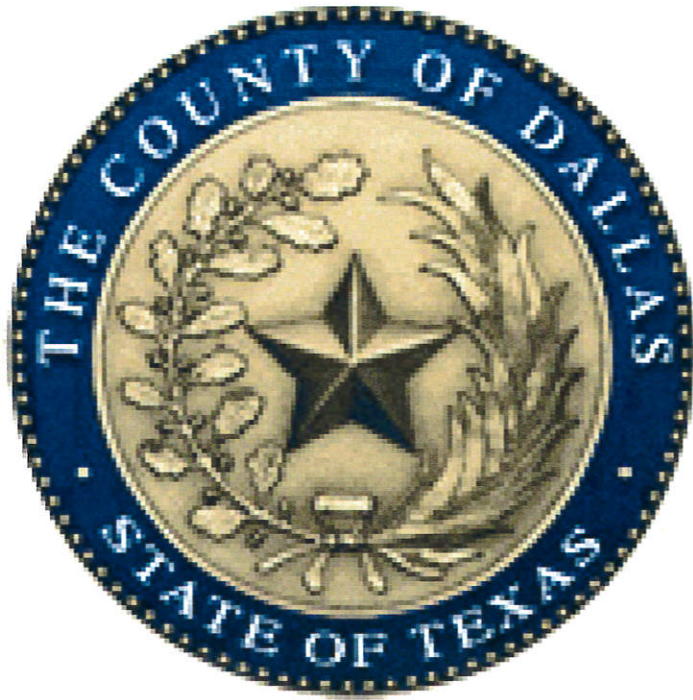
**DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

ACTIVE ENROLLMENT									
Student Enrollment as of :		9/3/2016		Total Enrollment:		81			
Students on Probation/Spv.:		58		71.60%					
OFFENSE STATUS									
Disc.:		21		25.93%		Mand.:		60 74.07% Plmt.:	
								0 0.00%	
DEMOGRAPHICS									
Category					Category				
GENDER					DISTRICT	Number	Percent		
Male		Female			CFB-904	5	6.17%		
65	80.25%	16 19.75%			CHISD-904	1	1.23%		
GRADE	Number	Percent		Coppell-992	1	1.23%			
3	0	0.00%		Desoto-906	3	3.70%			
4	0	0.00%		DISD-905	14	17.28%			
5	0	0.00%		Duncanville-907	8	9.88%			
6	1	1.23%		Garland-909	9	11.11%			
7	6	7.41%		GPISD-910	4	4.94%			
8	9	11.11%		HPISD-911	0	0.00%			
9	34	41.98%		IRVING-912	7	8.64%			
10	13	16.05%		Lancaster-913	6	7.41%			
11	13	16.05%		Mesquite-914	14	17.28%			
12	5	6.17%		RISD-916	9	11.11%			
	81	100.00%		Sunnyvale-919	0	0.00%			
						81	100.00%		
AGE	Number	Percent		ETHNICITY	Number	Percent			
10	0	0.00%		African American	36	44.44%			
11	0	0.00%		Asian	0	0.00%			
12	4	4.94%		Caucasian	3	3.70%			
13	7	8.64%		Hispanic	42	51.85%			
14	15	18.52%		Native American	0	0.00%			
15	19	23.46%			81	100.00%			
16	20	24.69%							
17	8	9.88%							
18+	8	9.88%							
	81	100.00%							
OFFENSE DESCRIPTIONS					Number	Percent			
D-12	Serious Misbehavior				10	12.35%			
D-14	Misdemeanor Drugs				1	1.23%			
D-15	Felony Criminal Mischief				0	0.00%			
D-16	Court/County Placement				0	0.00%			
D-17	Assault Against Employee				4	4.94%			
D-18	Assault/Retaliation of Employee (ON/OFF CAMPUS)				1	1.23%			
D-19	False Alarm/Terroristic Threat				4	4.94%			
Title 5	Off Campus Felonies Against Student & Other New Discretionary				1	1.23%			
M-01	Weapons/Firearms				12	14.81%			
M-02	Weapons other than Firearm				16	19.75%			
M-03	Aggravated Assault				5	6.17%			
M-04	Sexual Assault				0	0.00%			
M-05	Aggravated Sexual Assault				0	0.00%			
M-06	Arson				5	6.17%			
M-07	Murder Offenses/Manslaughter				0	0.00%			
M-08	Indecency with a Child				1	1.23%			
M-09	Aggravated Kidnapping				0	0.00%			
M-10	Felony Drugs				21	25.93%			
M-11	Retaliation Against Any Employee				0	0.00%			
M-12	Aggravated Robbery				0	0.00%			
P-16	Court Placement				0	0.00%			
					81	100.00%			
DETENTION; PLACEMENT or WARRANTS:					1	1.23%			
SPECIAL EDUCATION STUDENTS:					16	19.75%			
Avg. Daily Attendance:		69		85.19%		Cum. SY Daily Attendance:		66 84.45%	

**DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

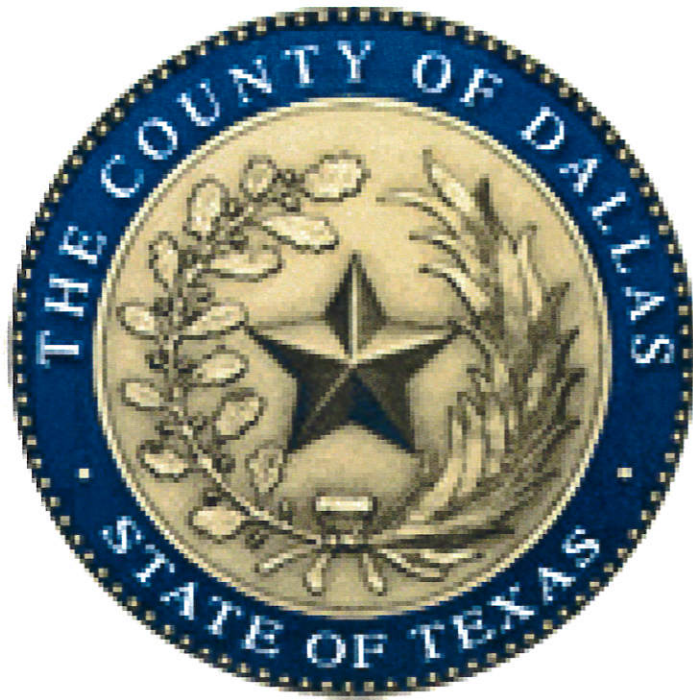
**2016-2017 School Year**

The month of September began with 81 students and ended with 81 students enrolled to attend the Dallas County's JJAEP. On average, there were 69 or 85.19% of the students attending on any given day in September. Of the 81 students enrolled at month end, there were 21 discretionary referrals; 0 placement; and 60 mandatory referrals.



# DISCUSSION ITEM C.





# DISCUSSION ITEM D.

## **Dr. Jerome McNeil Jr. Detention Center RDT**

### **3<sup>rd</sup> Quarter Report 2016**

The Dr. Jerome McNeil, Jr. Detention Center is registered by the Texas Juvenile Justice Department and has the capacity to house 245 youth. 3<sup>rd</sup> quarter statistics for the facility are as follows:

<b>Incident Description (Performance Measures)</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Quarter Total</b>
Physical Restraints	1	3	1	5
Mechanical Restraints	0	0	1	1
Escape - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Suicide Gesture - Serious Incident	0	0	0	0
Attempted Suicide - Serious Incident	0	0	0	0
Youth on Youth Physical Assault - Serious Incident	1	1	0	2
Youth on Youth Sexual Conduct	0	0	0	0
Reportable Injury - Serious Incident	0	0	0	0
Staff Injuries	2	0	0	2

#### **Account of Reportable Injuries:**

July 2016: None

August 2016: None

September 2016: None



## Dr. Jerome McNeil Jr. Detention Center START

### 3<sup>rd</sup> Quarter Report 2016

The Dr. Jerome McNeil, Jr. Detention Center is registered by the Texas Juvenile Justice Department and has the capacity to house 245 youth. 3<sup>rd</sup> quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	July	Aug.	Sept.	Quarter Total
Physical Restraints	0	1	2	3
Mechanical Restraints	0	0	1	1
Escape - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Suicide Gesture - Serious Incident	0	0	0	0
Attempted Suicide - Serious Incident	0	0	0	0
Youth on Youth Physical Assault - Serious Incident	0	1	0	1
Youth on Youth Sexual Conduct	0	0	0	0
Reportable Injury - Serious Incident	0	0	0	0
Staff Injuries	1	0	0	1

#### Account of Reportable Injuries:

July 2016: None

August 2016: None

September 2016: None

## Marzelle C. Hill Transition Center

### 3<sup>rd</sup> Quarter Report 2016

The Marzelle C. Hill Transition Center is registered by the Texas Juvenile Justice Department and has the capacity to house 48 youth. 3<sup>rd</sup> Quarter statistics for the facility are as follows:

<b>Incident Description (Performance Measures)</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Quarter Total</b>
Physical Restraints	7	11	1	<b>19</b>
Mechanical Restraints	0	1	0	<b>1</b>
Escape - Serious Incident	0	0	0	<b>0</b>
Attempted Escape - Serious Incident	0	0	0	<b>0</b>
Suicide Gesture - Serious Incident	1	0	0	<b>1</b>
Reportable Injury - Serious Incident	4	0	0	<b>4</b>
Youth on Youth Physical Assault - Serious Incident	3	0	1	<b>4</b>
Attempted Suicide - Serious Incident	0	0	0	<b>0</b>
Staff Injuries	0	0	1	<b>1</b>
Youth on Youth Sexual Conduct	0	0	0	<b>0</b>

#### **Account of Reportable Injuries:**

July 2016: None

August 2016: None

September 2016: None

## Dallas County Youth Village

### 3<sup>rd</sup> Quarter Report 2016

The Dallas County Youth Village is registered by the Texas Juvenile Justice Department and has the capacity to house 72 youth. 3<sup>rd</sup> quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	July	Aug.	Sept.	Quarter Total
Physical Restraints	3	6	5	<b>14</b>
Mechanical Restraints	0	0	0	<b>0</b>
Runaway - Serious Incident	1	0	0	<b>1</b>
Attempted Escape - Serious Incident	0	0	0	<b>0</b>
Suicide gesture - Serious Incident	0	0	0	<b>0</b>
Reportable Injury - Serious Incident	0	0	0	<b>0</b>
Youth on Youth Physical Assault - Serious Incident	0	0	0	<b>0</b>
Youth on Youth Sexual Assault - Serious Incident	0	0	0	<b>0</b>
Attempted Suicide - Serious Incident	0	0	0	<b>0</b>
Staff Injuries Requiring Medical Treatment	0	1	0	<b>1</b>

**Account of Reportable Injuries:** There were no reportable injuries for this quarter.

**Runaway:** On July 10<sup>th</sup>, Resident J. Fuentes absconded from the facility. A warrant was filed. He was detained on 8/17/16 for Violation of Probation. His probation was modified for court ordered placement at Lyle B. Medlock.

**Staff Injuries:** On August 20<sup>th</sup>, JSO Demetrius Franklin was diagnosed with a neck contusion that occurred while conducting a physical restraint of a resident. Staff returned back to work, full duty, no restrictions on August 31<sup>st</sup>.

**Suicide Gesture:** There were no serious incidents of this nature for this quarter.

## Lyle B. Medlock 3rd Quarter Report 2016

Lyle B. Medlock Treatment Facility is registered by the Texas Juvenile Justice Department and has the capacity to house 96 youth. 3<sup>rd</sup> quarter statistics for the facility are as follows:

Incident Description (Performance Measures)	July	Aug.	Sept.	Quarter Total
Physical Restraints	3	3	0	6
Mechanical Restraints	0	0	0	0
Escape - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Suicide Gesture - Serious Incident	0	0	0	0
Reportable Injury - Serious Incident	0	0	1	1
Youth on Youth Physical Assault - Serious Incident	0	0	0	0
Attempted Suicide - Serious Incident	0	0	0	0
Staff Injuries	0	1	0	1
Youth on Youth Sexual Conduct (Non- Contact)	0	0	0	0

### Account of Reportable Injuries:

08/24/16: Resident J. T. assaulted JSO P. B. by hitting him in his left eye with a closed fist.

09/03/16: Resident D. M. suffered a broken bone in his lower right arm as a result of running into the wall during large muscle exercise.



## Letot Center 3<sup>rd</sup> Quarter Report 2016

The Letot Center is registered by the Texas Juvenile Justice Department and has the capacity to house 40 residents (Orientation and Residential programs). 3<sup>rd</sup> quarter statistics for the facility are as follows:

<b>Incident Description (Performance Measures)</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Quarter Total</b>
Physical Restraints	0	1	0	1
Chemical Restraints	0	0	0	0
Mechanical Restraints	0	0	0	0
Escape - Serious Incident	0	0	0	0
Attempted Escape - Serious Incident	0	0	0	0
Attempted Suicide - Serious Incident	0	0	0	0
Reportable Injury - Serious Incident	0	0	0	0
Youth on Youth Physical Assault - Serious Incident	1	0	0	1
Youth Sexual Conduct - Serious Incident	1	0	1	2
Resident Injuries Requiring Medical Treatment	9	6	3	18
Staff Injuries Requiring Medical Treatment	0	0	0	0

### **Account of Resident Injuries:**

July 2016: None

August 2016: None

September 2016: None

## Letot Residential Treatment Center

### 3<sup>rd</sup> Quarter Report 2016

The Letot Residential Treatment Center is registered by the Texas Juvenile Justice Department and has the capacity to house 96 residents. 3<sup>rd</sup> quarter statistics for the facility are as follows:

<b>Incident Description (Performance Measures)</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Quarter Total</b>
Physical Restraints	0	1	4	<b>5</b>
Mechanical Restraints	0	0	0	<b>0</b>
Escape - Serious Incident	0	0	0	<b>0</b>
Attempted Escape - Serious Incident	0	0	0	<b>0</b>
Attempted Suicide - Serious Incident	0	0	0	<b>0</b>
Reportable Injury - Serious Incident	0	0	0	<b>0</b>
Youth on Youth Physical Assault - Serious Incident	0	0	0	<b>0</b>
Youth Sexual Conduct- Serious Incident	0	0	0	<b>0</b>
Resident Injuries Requiring Medical Treatment	3	3	1	<b>7</b>
Staff Injuries Requiring Medical Treatment	0	0	0	<b>0</b>

#### **Account of Reportable Injuries:**

July 2016: None

August 2016: None

September 2016: None

## **Dallas County Juvenile Justice Alternative Education Program 1st Quarter Report 2016-2017**

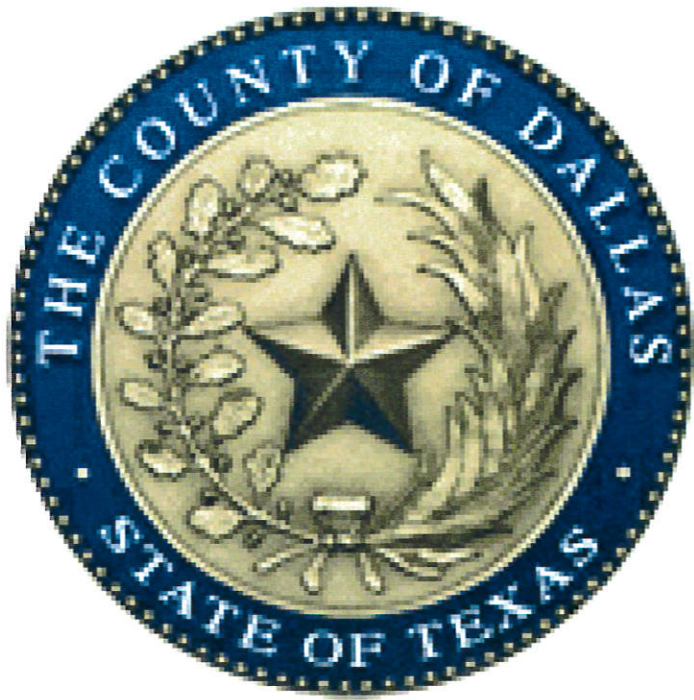
The Dallas Juvenile Justice Alternative Program statistics were as follows:

<b>Incident Description (Performance Measures)</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Quarter Total</b>
Physical Restraints	0	4	4	8
Reportable Injury - Serious Incident	0	0	0	0
Youth on Youth Physical Assault - Serious Incident	0	0	0	0
Youth on Youth Sexual Assault - Serious Incident	0	0	0	0
Suicide gesture	0	0	0	0
Staff Injuries Requiring Medical Treatment	0	0	0	0

**Account of Reportable Injuries: 0**

**Staff Injuries: 0**

**Suicide Gesture: 0**



# ACTION ITEM

## VI.





**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:** October 24, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Certification of the Letot Shelter Center

---

**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 detention facilities, as appropriate, to receive Texas Juvenile Justice Department funding. The purpose of this briefing is to recommend the Juvenile Board certify the Letot Center as suitable for the confinement of children in accordance with the guidelines established by the Texas Legislature.

**Impact on Operations**

The Letot Center is located at 10505 Denton Dr., Dallas, Texas 75220, and provides temporary or emergency care services and supervision for up to 40 youth, ages 10-17, who are deemed appropriate for the Letot Center setting by the Court. Residents at the Letot Center are either awaiting court disposition, re-entry into the community, or awaiting transportation to a long-term placement facility. Educational, psychological and recreational services are provided by the Juvenile Department's professional staff. Medical services are provided by Parkland Hospital personnel. Spiritual, social and tutoring services are provided by dedicated community mentors. In FY2016, the Letot Center served a total of 164 residential clients for an average length of stay of 34 days, and an average daily population of 18 residents. The facility is licensed by the Texas Department of Family and Protective Services (TDFPS).

**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 Court and a majority of the members of the Juvenile Board to personally inspect the Letot Center 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.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board certify the Letot Center 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:** 2016-XXX

**DATE:** October 24, 2016

**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 October, 2016, 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 court 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 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,** each judge of the juvenile court and a majority of the members of the Juvenile Board personally inspected the Letot Center; and

**WHEREAS,** as a result of the personal tour and inspection, the Judges of the juvenile court and the Dallas County Juvenile Board deemed the Letot Center 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*.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED** that the Dallas County Juvenile Board certifies the Letot Shelter Center 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 Juvenile Pre-Adjudication Detention.

**DONE IN OPEN BOARD MEETING** this 24th day of October, 2016.

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.

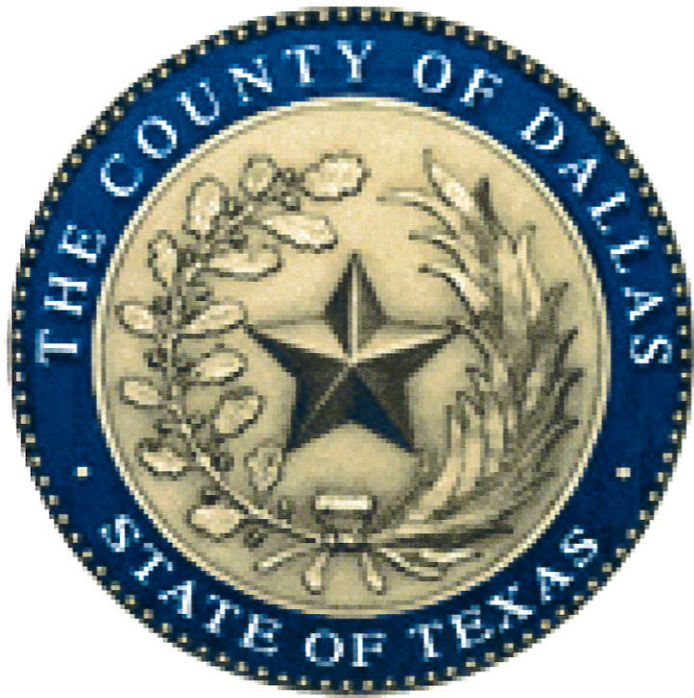
Recommended by:

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:** October 24, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** 2016 Annual Review of the Letot Shelter Center Policy and Procedures

**Background of issue:**

Texas Juvenile Justice Department standards mandate the Juvenile Board to adopt written policies and procedures, and mandate the Chief 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 shall adopt written department policies and procedures.

§341.9.Policy and Procedure Manual.

(a) The chief administrative officer shall maintain and enforce a policy and procedure manual for the juvenile probation department, which shall include the policies, procedures, and regulations of the juvenile probation department as adopted by the juvenile board.

(b) The chief administrative officer shall provide all employees with a copy of or access to the policy and procedure manual, review the manual on an annual basis and update it as necessary.

§343.2.Administration and Management.

(a) Policies and Procedures. The juvenile board shall 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.

**Discussion:**

The Juvenile Department is presenting the Letot Center Policy and Procedures for annual review and approval of the Juvenile Board.

**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*.

---

***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**

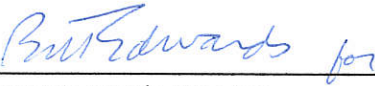
**Legal Information:**

The current changes to the Letot Center Policies and Procedures manual were approved by the Juvenile Department's Legal Advisor, Ms. Denika Caruthers, as to form. A red line copy of the manual is available for your review.

**Recommendation:**

It is respectfully recommended that the Dallas County Juvenile Board approve the 2016 Policy and Procedures for the Letot Shelter Center. It is furthermore recommended that the Juvenile Board authorize the Director of Juvenile Services or designee to modify any policy and procedure as needed.

**Recommended By:**

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

**JUVENILE BOARD ORDER**

**ORDER NO:** 2016 –XXX

**DATE:** October 24, 2016

**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 October, 2016, 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 Board 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 Probation Officer to review the policies and procedures manual on an annual basis and update it as necessary; and

**WHEREAS,** the Letot Shelter Center policies and procedures are fully compliant in accordance to the Texas Department of Family Protective Services Minimum Standards for Residential Services, Chapter 745 and Chapter 748; and

**WHEREAS,** as a result of the Juvenile Board's tour and inspection on October 24, 2016, the Judges of the Juvenile District Courts and the Dallas County Juvenile Board deemed the Letot Center 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 *leverage impact in the County by implementing best practices*.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED** that the Dallas County Juvenile Board approves the 2016 Letot Shelter Center Policies and Procedures.

**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.

**DONE IN OPEN BOARD MEETING** this 24th day of October, 2016.

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:** October 7, 2016

**TO:** Dallas County Juvenile Board

**FROM:** Dr. Terry S. Smith, Director

**SUBJECT:** Approval to Conduct 17<sup>th</sup> Annual Conference on the Treatment of Juveniles with Sexual Behavior Problems: May 4-5, 2017

**Background:**

The Clinical Services Division of the Juvenile Department is a leader in the treatment of juveniles with sexual behavior problems, having delivered training and presentations to professional associations and giving testimony before the State Legislature regarding specialized treatment. In order to provide quality professional development to our Psychology Division, probation staff, and the community, as well as remaining abreast of the most recent research and developments in the field of juvenile sex offenders, the department began offering an annual conference on the treatment and supervision of juvenile sex offenders in 1998. These annual conferences are highly successful and draw participation throughout the state. The Dallas County Juvenile Board has previously allowed the Department to charge a minimal registration fee to attend this conference. These conferences have been attended by approximately 100 or more participants and all costs associated with the conference were covered by the registration fees.

The Juvenile Department is requesting permission to conduct its 17<sup>th</sup> Annual Conference on the Treatment of Juveniles with Sexual Behavior Problems.

**Impact on Operations:**

The 2017 workshop is scheduled for May 4-5, 2017, and will be held at the Henry Wade Juvenile Justice Center. The Juvenile Department's Training Unit will coordinate the logistical arrangements and the Clinical Services staff will determine the content of the conference and the recruitment of speakers. Participants will receive 14 continuing education units (CEUs) for the two day event. CEU hours will apply to the required training hours for Licensed Sex Offender Treatment Providers, Licensed Professional Counselors, Psychologists, Texas Juvenile Justice Department (TJJD) Parole Officers, and Juvenile Probation Officers.

**Strategic Plan Compliance**

This request conforms with Dallas County Strategic Plan, Vision 3.1: *Synergize public safety programs and services across the County.*

**Financial Impact:**

The Juvenile Department will charge external workshop attendees a \$280 registration fee for both days and a \$160 registration fee for one day. The early registration fee for one day is \$130 and \$240 for two days. College students will be charged a 2-day conference fee of \$130 and 1-day conference fee of \$100. Group discounts range from \$10 to \$40 depending on the number of individuals in the group and how early they register. Approximately 100 participants are expected to attend, which includes 50 internal Juvenile Department employees who will not be charged a fee to attend. Registration fees will be deposited into the Annual Sex Offender Workshop Project fund - account No. 94022. Any proceeds remaining after expenses will be utilized to pay costs associated with staff development, training, or the purchase of supplies, materials, or equipment for the Department's Training or Clinical Services Units. Expenses include: one speaker at \$1,300 (per training day) at a total of \$2,600 plus travel expenses and per diem according to the county and state codes, \$900 for food and \$1000 for supplies.

This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager.

**Legal Impact:**

Dallas County's internal control system and local government code require Juvenile Board authorization order to engage in account payable or account receivable transactions associated with this event. Additionally, future utilization of surplus revenue associated with this event requires the same approval.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board approve the Juvenile Department's request to host the 17th Annual Conference on the Treatment of Juveniles with Sexual Behavior Problems scheduled for May 4-5, 2017, and to charge attendees other than the internal Juvenile Department staff a \$280 registration fee for both days and \$160 registration fee for one day or a discounted rate for early registration as well as group registrations. Group discounts range from \$10 to \$40 depending on the number of individuals in the group and how early they register. It is also recommended that the Dallas County Auditor be authorized to utilize project account No. 94022 for accepting registration fees and paying expenses associated with the conference. Further, it is requested that the Dallas County Juvenile Department be allowed to utilize any funds remaining after payment of all expenses to pay for further staff development and training, or the purchase of supplies, materials or equipment for the department's Training Unit or Clinical Services Units.

**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: 2016-XXX

DATE: October 24, 2016

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 October, 2016, 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 Dallas County Juvenile Board was briefed on October 24, 2016, regarding the Juvenile Department's request to conduct its 17<sup>th</sup> Annual Conference on the Treatment of Juveniles with Sexual Behavior Problems; and
- WHEREAS,** the 2017 conference is scheduled for May 4-5, 2017, and will be held at the Henry Wade Juvenile Justice Center; and
- WHEREAS,** attendees other than the fifty internal Juvenile Department attendees will be charged a \$280 registration fee for both days and \$160 registration fee for one day, including any discount fees for early registration (\$240 registration fee for both days and \$130 registration fee for one day) and group discounts (ranging from a \$10 to \$40 discount depending on the number of individuals in the group and how early they register); students will be charged a 2-day conference fee of \$130 and 1-day conference fee of \$100; and
- WHEREAS,** registration fees will be deposited into project account No. 94022 and expenses related to this event will be disbursed from this account; and
- WHEREAS,** proceeds remaining after expenses will be utilized to pay costs associated with staff development, training, or the purchase of supplies, materials or equipment for the Department's Training or Clinical Services Units; and



**WHEREAS,** this request conforms to the Dallas County Strategic Plan-Vision 3.1: *Synergize public safety programs and services across the County.*

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approves the Juvenile Department's request to host the 17<sup>th</sup> Annual Conference on the Treatment of Juveniles with Sexual Behavior Problems scheduled for May 4-5, 2017, and authorizes the Dallas County Auditor to utilize project account No. 94022 for accepting registration fees and paying all expenses associated with the conference.

**IT IS FURTHER ORDERED, ADJUDGED, AND DECREED** that any funds remaining after payment of all expenses shall be utilized by the Juvenile Department to pay costs associated with staff development, training, or the purchase of supplies, materials or equipment for the department's Training or Clinical Services Units.

**DONE IN OPEN BOARD MEETING** this 24th day of October, 2016.

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:

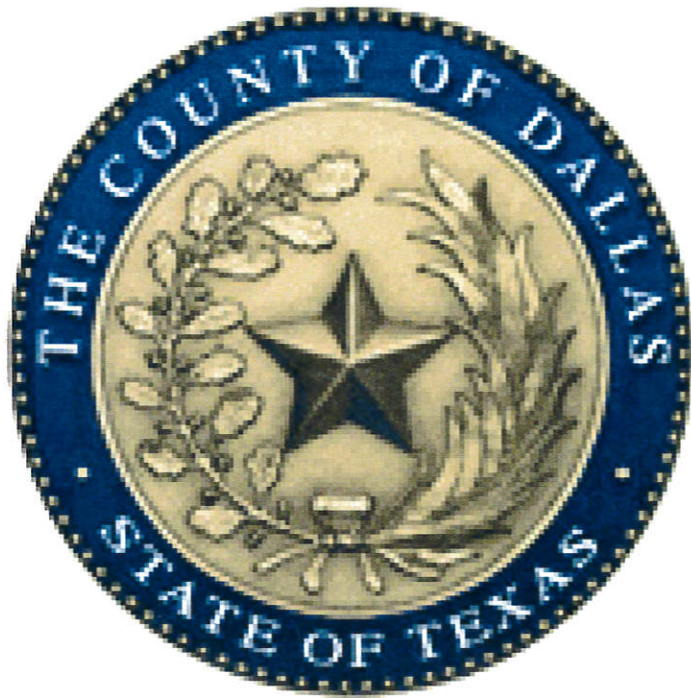
Approved by:

---

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:** October 24, 2016

**To:** Dallas County Juvenile Board

**From:** Dr. Terry S. Smith, Director

**Subject:** Juvenile Processing Offices – Grand Prairie Police Department and Duncanville Police Department

**Background of the Issue:**

Amendments passed during the 77<sup>th</sup> 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 appraise the agency of their obligations and responsibilities when processing juveniles at the approved site.

**Impact on Operations and Maintenance:**

The Grand Prairie Police Department has Juvenile Processing Offices at the following campuses of the Grand Prairie Independent School District: Grand Prairie High School, South Grand Prairie High School, Grand Prairie Young Men's Leadership Academy at Kennedy Middle School, and Grand Prairie Johnson DAEP. The rooms were previously designated as approved Juvenile Processing Offices on October 27, 2014, 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 Grand Prairie Police Department's Room 501 located at Grand Prairie High School, 101 High School Dr., Grand Prairie, Texas, 75050 was personally inspected by Leah Probst, Pre-Adjudication Manager on September 23, 2016, and she determined that the site is suitable as a Juvenile Processing Office. The designated room is clearly identified with affixed signage outlining an assigned room number.

There were modifications to the following Grand Prairie Police Department Juvenile Processing Offices:

**Deletions**

South Grand Prairie High School, Room A121  
301 W. Warrior Trail  
Grand Prairie, Texas 75052

South Grand Prairie High School  
Ninth Grade Center, Room A110C  
305 W. Warrior Trail  
Grand Prairie, Texas 75052

**Additions**

South Grand Prairie High School, Room A122  
301 W. Warrior Trail  
Grand Prairie, Texas 75052

South Grand Prairie High School  
Dr. Vern Alexander Bldg., Room 101E  
305 W. Warrior Trail  
Grand Prairie, Texas 75052

Grand Prairie Young Men's Leadership Academy  
at Kennedy Middle School, Room A216A  
2205 SE. 4th Street  
Grand Prairie, Texas 75051

Grand Prairie Young Men's Leadership Academy  
at Kennedy Middle School, Room C110C  
2205 SE. 4th Street  
Grand Prairie, Texas 75051

Grand Prairie Johnson DAEP, Room 11  
650 Stonewall Dr.  
Grand Prairie, TX 75052

Grand Prairie Johnson DAEP, Room 13  
650 Stonewall Dr.  
Grand Prairie, TX 75052

The modifications to the Juvenile Processing Office locations were personally inspected by Leah Probst, Pre-Adjudication Manager on September 23, 2016, and September 27, 2016, and she determined that these sites are suitable as Juvenile Processing Offices. The designated rooms are clearly identified with affixed signage outlining assigned room numbers.

In addition, specific training relating to the requirements of the Juvenile Processing Office utilization and operation was provided to the designated Agency representatives, Officers Edward Rahman, Chris Moore, Adrian Gilmore, and Louis Whittington during the site visits. The training provided the Agency representatives 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 2015, the Grand Prairie Police Department referred one hundred eighty eight (188) youth to the Dallas County Juvenile Department. Of the 188 referrals, 110 (58.5%) were Hispanic, 64 (34%) were Black, 13 (6.9%) were White, and 1 was Asian or Pacific Islander. Of the 188 referrals, 137 (72.9%) were male and 51 (27.1%) were female.

The Duncanville Police Department, "Juvenile Processing Room", located in the lobby, near the entrance, located at 203 E. Wheatland Rd., Duncanville, TX 75116 was previously designated as an approved Juvenile Processing Office by this Department and the Dallas County Juvenile Board on August 25, 2014. In response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices bi-annually, the Duncanville Police Department, room labeled "Juvenile Processing Room", located in the lobby, was personally inspected by Roger Taylor, Manager of Probation Services on September 8, 2016, who determined this site remains suitable as a Juvenile Processing Office. The designated room was clearly identified with affixed signage.

In addition, specific training relating to the requirements of the Juvenile Processing Office utilization and operation was provided to Detective Kalef Jefferson, the designated Agency representative 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 representative and a copy will be maintained by the Juvenile Department.

In calendar year 2015, the Duncanville Police Department referred fifty-three (53) youth to the Dallas County Juvenile Department. Of the 53 referrals, 35 (66%) were Black, 16 (30.2%) were Hispanic and 2 (3.8%) were White. Of the 53 referrals, 35 (66%) were male and 18 (34%) were female.

---

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



**Strategic Plan Compliance:**

This Juvenile Processing Office designation complies with the Dallas County Strategic Plan: Vision 3- Dallas County is *safe, secure, and prepared*.

**Legal Impact:**

Law enforcement agencies must follow the Juvenile Justice 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.

---

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

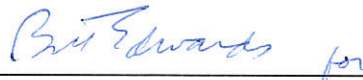
- (5) All administrative steps necessary subsequent to taking a child into custody.

**Recommendation:**

The Juvenile Department recommends the Juvenile Board approve the Juvenile Processing Office for the Grand Prairie Police Department located at Grand Prairie High School, Room 501, 101 High School Dr., Grand Prairie, Texas 75050 and approve the modification to the Juvenile Processing Offices for the Grand Prairie Police Department located at South Grand Prairie High School, Room A122, 301 W. Warrior Trail, Grand Prairie, Texas 75052; South Grand Prairie High School – Dr. Vern Alexander Bldg., Room 101E, 305 W. Warrior Trail, Grand Prairie, Texas 75052; Grand Prairie Young Men’s Leadership Academy at Kennedy Middle School, Room C110C, 2205 SE 4th Street, Grand Prairie, Texas 75052; and Grand Prairie Johnson D.A.E.P, Room 13, 650 Stonewall Dr., Grand Prairie, TX 75052. In addition, the Juvenile Department recommends the Juvenile Board approve removing South Grand Prairie High School, Room A121; South Grand Prairie High School – Ninth Grade Center, Room A110C; Grand Prairie Young Men’s Leadership Academy at Kennedy Middle School, Room A216A; and Grand Prairie Johnson D.A.E.P., Room 11 as Juvenile Processing Offices.

The Juvenile Department recommends the Juvenile Board approve the renewal of the Juvenile Processing Office for the Duncanville Police Department, located at 203 E. Wheatland Rd., Duncanville, TX 75116, by approving “Juvenile Processing Room”, located in the lobby, as a designated Processing Office.

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 PROCESSING OFFICE DESIGNATIONS  
DALLAS COUNTY JUVENILE BOARD  
(Revised 10/24/16)**

- |  |   |
|--|---|
| 1) Addison Police Department<br>Juvenile Processing / Briefing Room<br>4799 Airport Parkway<br>Addison, TX 75001 972-450-7120<br>Detention Supervisor, Mr. Michael Meharg                                    | 6) Cedar Hill Marshal's Office<br>285 Uptown Boulevard, Room 7108<br>Cedar Hill, TX 75014<br>Marshall Leland Herron 972 291-1500 Ext.1048   |
| 2) Balch Springs Police Department<br>Juvenile Room / #1<br>12500 Elam Road<br>Balch Springs, TX 75180<br>Sgt. Walts 972-557-6036 Cell 469-853-3958  | 7) Charlton Methodist Medical Center<br>3500 W. Wheatland-Juvenile Processing Office<br>Dallas, TX 75203<br>Deputy Chief Howard Hollins 214-947-7711  |
| 3) Baylor Health Care Dept. of Public Safety<br>Police Supervisors Room, Room 100.10-100.13<br>4005 Crutcher Street, Ste 100<br>Dallas, TX 75246 214-820-6193<br>Asst. Chief Jesse Gomez/Det. Marlena Colvin | 8) City of Combine Municipal Court<br>Combine Police Department<br>Judge's Office, Chief's Office<br>123 Davis Rd. Combine, TX 75159<br>Chief of Police Jack Gilbert<br>972-476-8790 (office) / 214-212-5103 (cell) |
| 4) Carrollton Police Department<br>Youth Services Section Rooms 142-JPO1,<br>143-JPO2, 112-JPO3<br>2025 Jackson Road<br>Carrollton, TX 75006<br>Sgt. Joseph Nault 972-466-4786                               | 9) Cockrell Hill Police Department<br>Juvenile Processing Office<br>4125 W. Clarendon Drive<br>Dallas, TX 75211<br>Lt. Heraldo Hinojosa 214-939-4141  |
| 5) Cedar Hill ISD Police Department<br>Briefing/Training Office<br>Door 5A entrance, Room 1 & 2<br>504 E. Beltline Rd.<br>Cedar Hill, TX 75104<br>Lt. Eddie Thompson 469-272-2088                            | 10) Coppell Police Department<br>Room 125/ Juvenile Processing Room<br>130 S. Town Center Blvd.<br>Coppell, TX 75019<br>Sgt. Bill Camp 972-304-3593   |

---

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

- 11) 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
- 12) 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
- 13) Dallas County Juvenile Department  
Truancy and Class C Enforcement Center  
Interview Rooms 1-4 & Holding Rooms 1-3  
414 R.L. Thornton Freeway  
Dallas, TX 75203  
Marquita Fisher 214-860-4408
- 14) Dallas County Schools Police Department  
Juvenile Processing Room  
612 N. Zang Blvd.  
Dallas, TX 75208  
Lt. Justin Essary 972-915-6429
- 15) 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
- 16) 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
- 17) 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
- 18) Desoto P.D.  
"Juvenile" Booking and Processing Office  
714 E. Beltline Rd.  
Desoto, TX 75115  
Det. W. Tillman 469-658-3028
- 19) DFW International Airport P.D.  
Public Safety Station 1, Conference Room 154  
Small & Large Conference Room-CID  
2900 East 28<sup>th</sup> Street  
Airport, TX 75261  
Sgt. Kara Cooper 972-973-3561
- 20) Duncanville ISD - Byrd Middle School  
"Juvenile Processing Center" Room # 200F  
1040 W. Wheatland Road  
Duncanville, TX 75116  
Lt. Justin Essary 972-915-6429
- 21) Duncanville High School  
"Juvenile Processing Center"  
Rooms L-105, A118 & B167B  
900 W. Camp Wisdom Rd.  
Duncanville, TX 75116  
Lt. Justin Essary 972-915-6429
- 22) Duncanville Kenner Middle School  
Room labeled as "Police, located in Library  
7101 W. Wheatland Road  
Dallas, TX 75229  
Inv. L. Holcomb 972-708-3713
- 23) Duncanville Police Department  
Juvenile Processing Room, located in Lobby  
203 E. Wheatland Road  
Duncanville, TX 75116  
Det. Kalef Jefferson 972-780-5037

---

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



- 24) Duncanville ISD - Reed Middle School  
"Juvenile Processing Center" Room # 509  
530 E. Freeman Road  
Duncanville, TX 75116  
Lt. Justin Essary 972-915-6429
- 25) Eastfield Community College P.D.  
Room #N112-E  
3737 Motley Drive  
Mesquite, TX 75150  
Cpt. Michael Horak 972-860-8344
- 26) Eastfield Community College P.D.  
Pleasant Grove Campus  
Room #112-N  
802 S. Buckner Blvd.  
Dallas, TX 75217  
Cpt. Michael Horak 972-860-8344
- 27) 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
- 28) Garland Police Department  
Room J1008 & J1015  
1900 W. State Street  
Garland, TX 75042  
Supervisor Don McDonald 972-485-4891
- 29) 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
- 30) South Grand Prairie High School  
Room A122  
301 W. Warrior Trail  
Grand Prairie, TX 75052  
Chris Moore, S.R. Officer 972-522-2560
- 31) 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
- 32) Grand Prairie High School  
Room 501  
101 High School Drive  
Grand Prairie, TX 75050  
Edward Rahman, S.R. Officer 972-809-5707
- 33) Grand Prairie Johnson D.A.E.P.  
Room 13  
650 Stonewall Drive  
Grand Prairie, TX 75052  
Louis Whittington, S.R. Officer 972-262-7244
- 34) 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
- 35) Grand Prairie Young Men's Leadership Academy at Kennedy Middle School  
Room C110C  
2205 SE 4<sup>th</sup> Street  
Adrian Gilmore, S. R. Officer 972-522-3688
- 36) 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
- 37) Hutchins Police Department  
"Patrol Room"  
205 W. Hickman  
Hutchins, TX 75141  
Asst. Chief D.W. Landers 972-225-2225

---

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

- 38) 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
- 39) Irving Police Department  
Report Writing Room  
5992 Riverside Dr.  
Irving, TX 75039  
Lt. Monty Vincent 972-721-2456
- 40) Lancaster ISD P.D.  
Elsie Robinson Middle School  
Juvenile Processing Room LISD Police #86  
822 W. Pleasant Run  
Office Keith Wilkerson 972-218-3086
- 41) Lancaster ISD P.D.-Headquarters  
Juvenile Processing Room 603  
814 W. Pleasant Run Road  
Lancaster, TX 75134  
Chief Sam Allen 469-261-8889
- 42) 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
- 43) Lancaster P.D.  
Rooms A148 & B122  
1650 North Dallas Avenue  
Lancaster, TX 75134  
Assistant Chief W.C. Smith 972-218-2726
- 44) Methodist Health System P.D.  
Front Lobby  
1441 N. Beckley Ave  
Dallas, TX 75203  
Lt. Steven Turner 214-947-8813
- 45) Mesquite Police Department  
Rooms 1016, 1019, 1021, 1022, 2008, 4045 &  
4047  
777 North Galloway Avenue  
Mesquite, TX 75149  
Lt. Mitch Kovalcik 972-216-6796
- 46) Ranch View High School  
'Juvenile Processing Office' room C1314  
8401 Valley Ranch Parkway East  
Irving, Texas 75063  
Michael Huffman 972-968-5025
- 47) Richland College P.D.  
Pecos Hall-Rooms P161, P163, P170 P172 &  
Kiowa Hall-Room K110  
12800 Abrams Road  
Richardson, TX 75243  
Lt. Sena 972-761-6758
- 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

---

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

- 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, 2<sup>nd</sup> 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

## JUVENILE BOARD ORDER

ORDER NO: 2016-xxx

DATE: October 24, 2016

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 October, 2016, 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 Procedure; and

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

**WHEREAS,** the Grand Prairie Police Department has Juvenile Processing Offices located at the following campuses of the Grand Prairie Independent School District: Grand Prairie High School; South Grand Prairie High School; Grand Prairie Young Men's Leadership Academy at Kennedy Middle School; and Grand Prairie Johnson DAEP. The rooms were previously designated as approved Juvenile Processing Offices by this Department and the Juvenile Board; and

**WHEREAS,** in response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the Grand Prairie Police Department's Room 501 located at Grand Prairie High School, 101 High School Dr., Grand Prairie, Texas, 75050 was personally inspected by Leah Probst, Pre-Adjudication Manager on September 23, 2016, and the site was determined to be suitable as a Juvenile Processing Office; and

**WHEREAS,** there were modifications to the following Grand Prairie Police Department Juvenile Processing Offices:

Deletions

South Grand Prairie High School, Room A121  
301 W. Warrior Trail  
Grand Prairie, Texas 75052

South Grand Prairie High School  
Ninth Grade Center, Room A110C  
305 W. Warrior Trail  
Grand Prairie, Texas 75052

Additions

South Grand Prairie High School, Room A122  
301 W. Warrior Trail  
Grand Prairie, Texas 75052

South Grand Prairie High School  
Dr. Vern Alexander Bldg., Room 101E  
305 W. Warrior Trail  
Grand Prairie, Texas 75052



Grand Prairie Young Men's Leadership  
Room A216A  
2205 SE. 4th Street  
Grand Prairie, Texas 75051

Grand Prairie Young Men's Leadership  
Room C110C  
2205 SE. 4th Street  
Grand Prairie, Texas 75051

Grand Prairie Johnson DAEP, Room 11  
650 Stonewall Dr.  
Grand Prairie, TX 75052

Grand Prairie Johnson DAEP, Room 13  
650 Stonewall Dr.  
Grand Prairie, TX 75052

**WHEREAS,** and the modifications to the Juvenile Processing Office locations were personally inspected by Leah Probst, Pre-Adjudication Manager on September 23, 2016, and September 27, 2016, and the sites were determined to be suitable as Juvenile Processing Offices; and

**WHEREAS,** the Grand Prairie Police Department Juvenile Processing Offices at the Grand Prairie Independent School District locations comply with the Dallas County Strategic Plan: Vision 3- Dallas County is *safe, secure, and prepared*; 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 approves the Juvenile Processing Office for the Grand Prairie Police Department located at Grand Prairie High School, Room 501, 101 High School Dr., Grand Prairie, Texas 75050 and approves the modification to the Juvenile Processing Offices for the Grand Prairie Police Department located at South Grand Prairie High School, Room A122, 301 W. Warrior Trail, Grand Prairie, Texas 75052; South Grand Prairie High School – Dr. Vern Alexander Bldg., Room 101E, 305 W. Warrior Trail, Grand Prairie, Texas 75052; Grand Prairie Young Men's Leadership Academy at Kennedy Middle School, Room C110C, 2205 SE 4th Street, Grand Prairie, Texas 75052; and Grand Prairie Johnson D.A.E.P., Room 13, 650 Stonewall Dr., Grand Prairie, TX 75052. In addition, the Juvenile Board approves removing South Grand Prairie High School, Room A121; South Grand Prairie High School – Ninth Grade Center, Room A110C; Grand Prairie Young Men's Leadership Academy at Kennedy Middle School, Room A216A; and Grand Prairie Johnson D.A.E.P., Room 11 as Juvenile Processing Offices.

**DONE IN OPEN BOARD MEETING** this 24 day of October, 2016.

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:** 2016-XXX

**DATE:** October 24, 2016

**STATE OF TEXAS** §

**COUNTY OF DALLAS** §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24<sup>th</sup> day of October, 2016, 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 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 Duncanville Police Department, "Juvenile Processing Room", located in lobby, near the entrance, located at 203 E. Wheatland Rd., Duncanville, TX 75116 was previously designated as an approved Juvenile Processing Office by this Department and the Dallas County Juvenile Board on August 25, 2014; and

**WHEREAS,** in response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices bi-annually, the Room labeled " Juvenile Processing Room", located in lobby, near the entrance was personally inspected by Roger Taylor, Manager of Probation Services on September 8, 2016 and has determined this site remains suitable as a Juvenile Processing Office; and

**WHEREAS,** this Juvenile Processing Office at the Duncanville Police Department complies with the Dallas County Strategic Plan: Vision 3- Dallas County is *safe, secure, and prepared*; 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 notification and operation was provided; the training also outlined the specifics associated with the handling of juveniles in the Juvenile Processing Office; and

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approve the renewal of the Juvenile Processing Office for the Duncanville Police Department, located at 203 E. Wheatland Rd., Duncanville, TX 75116, by approving, "Juvenile Processing Room", located in lobby as a designated Processing Office.

**DONE IN OPEN BOARD MEETING** this 24<sup>th</sup> day of October, 2016.

The foregoing Juvenile Board Order was lawfully moved by \_ and seconded \_, 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 L. 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:** October 24, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Dallas County Juvenile Justice Alternative Education Program Special Education Services  
Contract with Diagnostic Assessment Services

**Background of Issue:**

A Request for Proposal (RFP): Special Education Services No. 2016-066-6603 was approved by Commissioners Court on October 18, 2016, giving authorization to Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) to assume management of the special education components to increase accountability and relatedly ownership of the provision of special education programming. It is agreed that assuming management of the special education programming would result in improved productivity and communication, both of which are critical with regard to providing quality services and ensuring that the gaps in services to students are minimized. The Juvenile Justice Alternative Education Program (JJAEP) is contracting with Diagnostic Assessment Services for the provision of supportive services for special population students enrolled in JJAEP.

The purpose of this brief is to request the Juvenile Board to approve the Dallas County Juvenile Justice Alternative Education Program Special Education Services Contract with Diagnostic Assessment Services (DAS).

**Impact on Operations and Maintenance:**

Texas Administrative Code, Part 11, Chapter 348, (Juvenile Justice Alternative Education Program Standards) Rule §348.7 specifies that students with disabilities who are placed in the JJAEP shall be afforded education services determined by a duly constituted Admissions, Review and Dismissal Committee to be appropriate for the student to receive a free and appropriate public education as defined by federal and state laws. As such, the area of special education is a very highly regulated and precise field requiring close monitoring, specific training and certifications to be in compliance with state and federal laws aimed at protecting students' and parents' rights.

**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.

---

*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

**Legal Information:**

This information has been approved by Ms. Denika Caruthers, Dallas County Juvenile Department's Administrative Legal Advisor.

**Financial Impact/Considerations:**

This information has been approved by Ms. Carmen Williams, Budget Service Manager. Invoices will be paid from JJAEP (7201) funds in an amount not to exceed \$49,464.00.

**Performance Impact Measures:**

Overall, state performance measures are established by the State Board of Education and monitored by the Texas Education Agency (TEA) and the Texas Juvenile Justice Department (TJJD). DAS agrees to provide special education consultation services for students, ages ten (10) years and through twenty-two years (22) enrolled in the DCJJAEP. Such consultation services shall include, but are not limited to, the following:

1. Program Components - Comprehensive Needs Assessment to ascertain and develop any required procedural changes to current service delivery.
2. Consultation for JJAEP Principal, teachers, and special education staff.
3. Representation at meetings, including the JJAEP governance committee, weekly meetings to review potential referrals to the JJAEP, and regular monthly meetings with the Special Education Director and JJAEP principal.
4. Acting as consulting special education director in ARD meetings conducted at the JJAEP by sending schools, as well as Manifestation Determination (MD) ARDs conducted on the home school campuses.
5. Advocacy for students and program interests with school districts and families throughout the Dallas County service area.

DAS will provide a monthly report to the County by the end of the tenth (10th) calendar day of the month. This monthly report should include, but is not limited to, the following information:

1. Student data to include:
  - i. the number of ARD's attended during the previous month (by type)
  - ii. an up-to-date staff roster with position titles
  - iii. the number of hours of consultation conducted
  - iv. the number of students who transitioned to their Home School or a GED program

DAS will also provide communication to the County including, but not limited to, ARD's and code sheets for data entry purposes as it has in years past.

**Project Schedule/Implementation:**

The term of this Professional Services Contract is from September 1, 2016, through August 31, 2017. This contract may be renewed annually on the same terms and conditions upon written mutual agreement of the parties for up to five (5) years.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board approve the Dallas County Juvenile Justice Alternative Education Special Education Services Contract with Diagnostic Assessment Services.

**Recommended by:**



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

## JUVENILE BOARD ORDER

**ORDER NO:** 2016 - XXX

**DATE:** October 24, 2016

**STATE OF TEXAS** §

**COUNTY OF DALLAS** §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24<sup>th</sup> day of October 2016, 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,** a Request for Proposal (RFP): Special Education Services No. 2016-066-6603 was approved by Commissioners Count on October 18, 2016, giving authorization to Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) to assume management of the special education components to increase accountability and relatedly ownership of the provision of special education programming. It is agreed that assuming management of the special education programming would result in improved productivity and communication, both of which are critical with regard to providing quality services and ensuring that the gaps in services to students are minimized. The Juvenile Justice Alternative Education Program (JJAEP) is contracting with Diagnostic Assessment Services for the provision of supportive services for special population students enrolled in JJAEP.

The purpose of this brief is to request the Juvenile Board to approve the Dallas County Juvenile Justice Alternative Education Program Special Education Services Contract with Diagnostic Assessment Services (DAS); and

**WHEREAS,** Texas Administrative Code, Part 11, Chapter 348, (Juvenile Justice Alternative Education Program Standards) Rule §348.7 specifies that students with disabilities who are placed in the JJAEP shall be afforded education services determined by a duly constituted Admissions, Review and Dismissal Committee to be appropriate for the student to receive a free and appropriate public education as defined by federal and state laws. As such, the area of special education is a very highly regulated and precise field requiring close monitoring, specific training and certifications to be in compliance with state and federal laws aimed at protecting students' and parents' rights; 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,** this information has been approved by Ms. Denika Caruthers, Dallas County Juvenile Department's Administrative Legal Advisor; and
- WHEREAS,** this information has been approved by Ms. Carmen Williams, Budget Service Manager. Invoices will be paid from JJAEP (7201) funds in an amount not to exceed \$49,464.00; and
- WHEREAS,** overall, state performance measures are established by the State Board of Education and monitored by the Texas Education Agency (TEA) and the Texas Juvenile Justice Department (TJJD). DAS agrees to provide special education consultation services for students, ages ten (10) years and through twenty-two years (22), enrolled in the DCJJAEP. Such consultation services shall include, but are not limited to, the following:
1. Program Components - Comprehensive Needs Assessment to ascertain and develop any required procedural changes to current service delivery.
  2. Consultation for JJAEP Principal, teachers, and special education staff.
  3. Representation at meetings, including the JJAEP governance committee, weekly meetings to review potential referrals to the JJAEP, and regular monthly meetings with the Special Education Director and JJAEP principal.
  4. Acting as consulting special education director in ARD meetings conducted at the JJAEP by sending schools, as well as Manifestation Determination (MD) ARDs conducted on the home school campuses.
  5. Advocacy for students and program interests with school districts and families throughout the Dallas County service area.
- DAS will provide a monthly report to the County by the end of the tenth (10th) calendar day of the month. This monthly report should include, but is not limited to, the following information:
1. Student data to include:
    - i. the number of ARD's attended during the previous month (by type)
    - ii. an up-to-date staff roster with position titles
    - iii. the number of hours of consultation conducted
    - iv. the number of students who transitioned to their Home School or a GED program
- DAS will also provide communication to the County including, but not limited to, ARD's and code sheets for data entry purposes as it has in years past; and
- WHEREAS,** the term of this Professional Services Contract is from September 1, 2016, through August 31, 2017. This contract may be renewed annually on the same terms and conditions upon written mutual agreement of the parties for up to five (5) years; and

**WHEREAS,** it is recommended that the Dallas County Juvenile Board approve the Dallas County Juvenile Justice Alternative Education Special Education Services Contract with Diagnostic Assessment Services.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approves the Dallas County Juvenile Justice Alternative Education Special Education Services Contract with Diagnostic Assessment Services.

**DONE IN OPEN BOARD MEETING** this 24<sup>th</sup> day of October, 2016.

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

## 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:** October 24, 2016  
**To:** Dallas County Juvenile Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Juvenile Detention Alternative Initiative Spending Plan

**Background of Issue:**

In May of 2006, the Dallas County Juvenile Board approved participation in the Juvenile Detention Alternatives Initiative (JDAI) sponsored by the Annie E. Casey Foundation (AECF). The work and spending plan established the task forces' key priority goals identified through internal assessment and site visits, with measurable outcomes to be determined collaboratively by each task force.

The Dallas County Juvenile Department JDAI program is currently working under a letter of agreement for the current project year's \$15,000 grant.

The purpose of this brief is to approve the following spending for 2 years by November 30, 2017.

**Impact on Operations and Maintenance:**

The JDAI Coordinator has developed and will manage the project year work plan that will organize and guide the work of detention reform. The work plan includes the measurable outcomes made by the following task forces: Case Expediting, Facilities, Contract Services, Evening Reporting Center, Community Outreach and Parent Involvement, JDAI Training, Response Grid Study, and Data Evaluation. These task forces are comprised of Juvenile Department staff members and other stakeholders. The spending plan reflects the needs and outcomes identified in the work plan.

**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:**

There are no legal requirements for this request.

**Financial Impact/Considerations:**

Funds will be used to compensate the JDAI Coordinator (\$1,000 x 12 months), provide training support for Dallas County staff (\$500 for materials and \$500 for food), and allow for travel to JDAI site visits plus the JDAI National Conference. The current spending plan for fiscal year 2016 and 2017 will be allocated as follows:

Description	GL CODE	BUDGET JDAI
Business Travel	4010	2,000.00
Groceries - Other	2810	500.00
Office Supplies	2160	500.00
Other Professional Services	5590	12,000.00
	Total Operating Expense	15,000.00
	<b>Grand Total</b>	<b>\$ 15,000.00</b>

**Performance Impact Measures:**

Each task force has specific and time-bound performance measures and goals, some of which are designed to extend past November 30, 2017. The measures will be validated by the Dallas County Juvenile Department research team. Some of the measures and goals for the various task forces include:

- RAI Evaluation: Evaluating the RAI for efficacy.
- Case Processing: Evaluate the use of placement match requests by Respondent's Attorney and District Attorney in an effort to reduce ALOS.
- JDAI Training: Expand new probation officer JDAI and DMC training. Implement quarterly training program for Respondent Attorneys, District Attorneys, and Judiciary on JDAI and DCJD facilities.
- Data Evaluation: Program evaluation of DMC (Diversion Male Court).
- Community Outreach: Development of parent liaison/community committee for input on JDAI efforts.
- Conditions of Confinement: Conduct detention facility self-assessment.

**Project Schedule/Implementation:**

The two year term of the Grant year is from December 1, 2015 through November 30, 2017.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board approve the JDAI spending plan through November 30, 2017.

**Recommended by:**

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



## JUVENILE BOARD ORDER

**ORDER NO:** 2016-XXX

**DATE:** October 24, 2016

**STATE OF TEXAS** §

**COUNTY OF DALLAS** §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 24<sup>th</sup> day of October 2016, 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

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

**WHEREAS,** in May of 2006, the Dallas County Juvenile Board approved participation in the Juvenile Detention Alternatives Initiative (JDAI) sponsored by the Annie E. Casey Foundation (AECF). The work and spending plan establishes the task forces' key priority goals identified through internal assessment and site visits, with measurable outcomes to be determined collaboratively by each task force; and

**WHEREAS,** the Dallas County Juvenile Department JDAI program is currently working under a letter of agreement for the current project year's \$15,000 grant; and

**WHEREAS,** the Dallas County Juvenile Department JDAI program is currently working under a letter of agreement to expend previous program years roll over funds in addition to the current project year's \$15,000 grant; and

**WHEREAS,** funds will be used to compensate the JDAI Coordinator (\$1,000 x 12 months), provide training support for Dallas County staff (\$500 for materials and \$500 for food), and provide for travel to JDAI site visits plus the JDAI National Conference; and

**WHEREAS,** the current spending plan for fiscal year 2016 and 2017 will be allocated as follows:

Description	GL CODE	BUDGET JDAI
Business Travel	4010	2,000.00
Groceries - Other	2810	500.00
Office Supplies	2160	500.00
Other Professional Services	5590	12,000.00
	Total Operating Expense	15,000.00
	<b>Grand Total</b>	<b>\$ 15,000.00</b>

; and

- WHEREAS,** each task force has specific and time-bound performance measures and goals, some of which are designed to extend past November 30, 2017. The measures will be validated by the Dallas County Juvenile Department research team; and
- WHEREAS,** the JDAI Coordinator has developed and will manage the project year work plan that will organize and guide the work of detention reform; and
- WHEREAS,** The work plan includes the measurable outcomes made by the following task forces: Case Expediting, Facilities, Contract Services, Evening Reporting Center, Community Outreach and Parent Involvement, JDAI Training, Response Grid Study, and Data Evaluation; 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

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approve the JDAI spending plan for two years through November 30, 2017.

**DONE IN OPEN BOARD MEETING** this 24th day of October, 2016.

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:

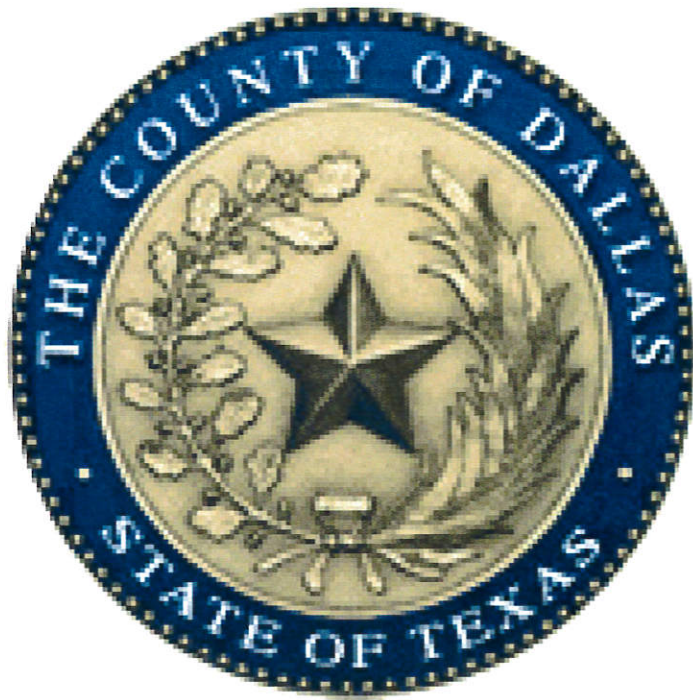
Approved by:

---

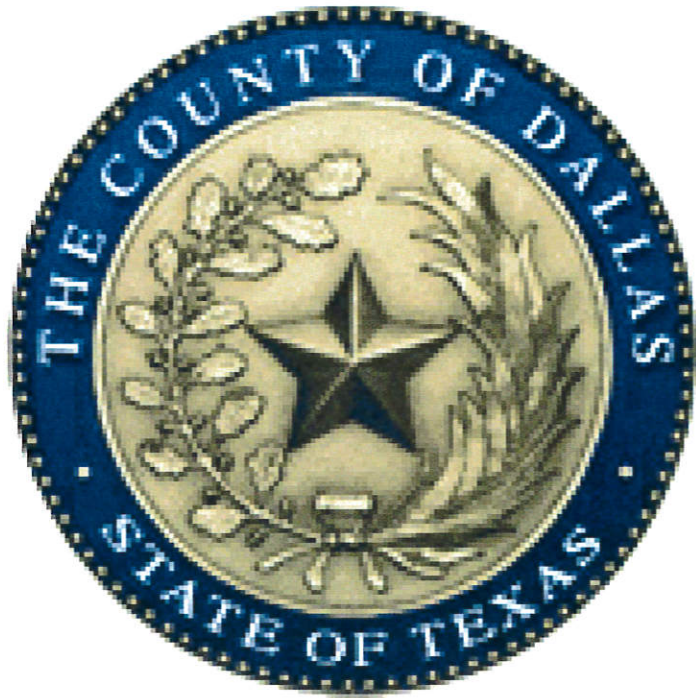
Dr. Terry S. Smith, Director  
Dallas County Juvenile Department

---

Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



# DISCUSSION ITEMS VII



# DISCUSSION ITEM K.

### **Director's Report Academy for Academic Excellence (AAE): September 2016**

September 23<sup>rd</sup> was the end of the first six-weeks and was an Early Release Day for Education Services. Staff attended Professional Development sessions across the District to enhance and enrich their teaching strategies and effectiveness.

Students who ended the first six-weeks on the A/B Honor Roll and/or had Perfect Attendance were served Pizza for their efforts. Incentive funds were given through a YSAB grant.

Edivate (PD360) (on-line professional development and training) is available and utilized by all staff. Edivate has resources to help personalize learning experiences for every educator. AAE utilized the Compliance Videos to ensure all staff was trained on Confidentiality and 504. Edivate also has management tools to track the tasks assigned.

AAE is currently pursuing additional community outreach opportunities with Dallas County Community College Districts (DCCCD) like Mountain View, Cedar Valley, Eastfield and El Centro.

Opportunities/partnerships are being investigated by our special education director.

On September 22<sup>nd</sup> our Fiscal Monitor attended the Charter Business Roundtable hosted by Region 10. This is one of two sessions held this fiscal year.

Education Services has one student that has successfully passed all four tests of the GED.



**ACADEMY FOR ACADEMIC EXCELLENCE  
CHARTER SCHOOL REPORT  
SEPTEMBER 2016**

**DR. JEROME MCNEIL DETENTION CENTER / AAE CAMPUS (001):**

**Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>255</b>
SPED - Total Students	58
ESL - Total Students	54

***Instruction at a Glance***

The JDC family has added two new staff members—Linda Lawson-Kennedy (Science) and Samuel Osamba (Math). Both teachers have a wealth of experience and knowledge that will complement the staff and students.

Teachers have been focused on gathering data to aid in providing focused instruction. Students are given a pre-test at the beginning of the six weeks to ascertain student levels and to help guide instruction. The students are given a post test at the end of the six weeks to measure growth.

Celebrate Freedom Week—In the Social Studies classroom the students reviewed and discussed the Bill of Rights. Students were asked to choose 'one right' and then they created a high school letter jacket depicting their favorite right. Also, classes have begun to decorate hallways, bulletin boards and individual classrooms in celebration of Hispanic Heritage Month, which began on September 15th.

***Student Recognition***

The first six weeks ended on September 23th and reports cards were mailed out. The students who worked hard to earn distinction will be honored on our 'Wall of Fame' in the Education Area. The students who earned A/B Honors were treated to pizza supplied through YSAB funds. We hope this recognition serves as an inspiration to continue on the path to academic success.

*Ardis McCann, Campus Administrator*

*Sheterric Malone, Assistant Campus Administrator*

**DAY REPORTING CENTER - CAMPUS (002):**

**Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>22</b>
SPED - Total Students	1
ESL - Total Students	2

***Instruction at a Glance***

The students prepared a salad and made butter after a series of lessons on reading and following directions. Mr. Darrion Lewis, from D7, was a guest speaker for the Million Father March. Teachers had online training using Edviate (on-line staff development courses).

***GED***

In September, we had one student pass all of his tests. We had three (3) students pass at least one test given. Several students only have one test to complete since they have passed three (3) of the four (4) required tests.

***Traditional***

It was determined in the last content meeting that the students have problems utilizing Social Studies Skills on the STAAR Assessment Test (i.e. cause and effect, making predictions, summarizing, drawing inferences and conclusions etc.) Students were assigned a Social Studies Skills Cause and Effect Foldable Project. The foldable project was completed after students read article and incorporated the skills into the project. The foldable project included summarization, a Cornell Notes section, Multi Flow Map (Cause and Effect), and a Quiz section.

*Christina Bradford, Assistant Campus Administrator*

---

*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**

**MEDLOCK/YOUTH VILLAGE CAMPUS – (003):****Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>133</b>
Medlock Students	69
Youth Village Students	53
Youth Village Youth Offenders	11
<b>SPED - Total Students</b>	<b>43</b>
Medlock SPED	25
Youth Village SPED	18
Medlock 504	1
<b>ESL – Total Students</b>	<b>22</b>
Medlock ESL	16
Youth Village ESL	6

**STAAR Results – STAAR END-OF-COURSE (EOC)**

The instructional staff is working diligently with the students who have previously taken the state assessment and planned interventions are in place targeting the students' deficiency areas to prepare them for the Fall STAAR EOC Testing in December.

**Special Education Department – MEDLOCK**

The Special Education Department is working in concert with the Psychology Staff at creating a library at Medlock. Similar to the library at Youth Village, students are able to check out books throughout the week.

**Dropout Recovery - Accelerated Instruction Plan (AIP) Program**

Medlock and Youth Village staff has identified all eligible students that are over-aged and under-credited to participate in the Academy for Academic Excellence's AIP Program. Six students have been identified to participate in the program after carefully reviewing the students' academic history and all relevant educational information.

**Student Achievement– Honor Roll**

In an effort to stimulate pride in the campus, the staff honored several A/B Honor Roll students for the 1<sup>st</sup> six weeks with a Pizza Party, compliment of YSAB funds. There were a total of 66 students on the Honor Roll, and 14 students made the A Honor Roll. In addition, we recognized the Youth Village Students of the Week for the month of September in a separate celebration.

**Hispanic Heritage Month**

Youth Village students assisted the staff in decorating the hallway and classroom walls with students' posters, students' Hispanic Heritage inspired writings, historical facts, and other educational materials that chronicled the influences of Hispanic Americans in every content area. The decorations and students' artistic expressions were displayed in the hallways and on prominent halls in the building as a part of the Youth Village campus beautification project, celebrating all major holidays and cultural recognitions.

In addition, the Youth Village students held a study of Hispanic-themed cultural awareness films documenting the historical contributions and fabric of Hispanic culture. Medlock students participated in intense discussions about the many valuable contributions of Hispanic Americans to the rich history of the United States; in addition, students addressed the emerging role of Hispanics in American politics.

**College and Career Readiness – College Awareness Assembly**

On September 30<sup>th</sup>, as a part of our college and career readiness program, Youth Village campus held a college awareness assembly featuring special guest speaker, Grambling State University (GSU) Vice President of Student Affairs and famed former Head Basketball Coach, Dr. David C. Ponton, Jr. The students were enlightened about the college experience and asked plenty of questions. Students were given fan towels and GSU bracelets.

**Aubrey Hooper, Campus Administrator**



**SAU (SUBSTANCE ABUSE UNIT) CAMPUS (004):****Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>44</b>
SPED Total Students	2
ESL Total Students	6

***Instruction at a Glance*****Math**

For the month of September, the students reviewed Real Number Systems, Laws of Exponents, One-step Equations, and Order of Operations for the 1st Six Weeks Test. Students also began a unit about Solving Equations with Variables on Both Sides.

**English**

Students completed a plot ending for the short essay "The Lady or The Tiger." Students then illustrated what they believed the different characters looked like based upon the details provided in the story.

**Social Studies****Immigration and Urbanization**

Students analyzed the effect that immigration and urbanization had on various cultures from 1850 to 1930. Students discussed how different immigrants were asked to abandon their culture to become part of the main culture; the prejudicial attack of the Old Immigrants upon the New Immigrants; and the mistreatment of certain cultural groups such as the Chinese and other Asian groups.

**Christina Bradford**, Assistant Campus Administrator

**LETOT CAMPUS (005):****End of Month Campus Enrollment**

Total Enrollment	14 shelter/13 RTC
SPED - Total Students	2 shelter/1RTC
ESL - Total Students	1 shelter/1 RTC

***Instruction at a Glance***

- Teachers met with their district content groups on the early release day to share best practices, set goals and write pre- and post- tests. This district has provided online learning/training opportunities for Sheltered Instruction Observation Protocol (SIOP) and Academic Vocabulary Tool-Kit K-6.
- The First grading period ended with six (6) RTC and three (3) shelter students on the A/B Honor Roll. These students received certificates and a pizza afternoon treat compliments of YSAB funds. Several other students had A's and B's with only one C.
- With the start of Hispanic Heritage Month, Letot students have been acknowledging the contributions and successes of Hispanic/Latino Americans in the areas of core content, politics, sports, entertainment, and the arts.

***Campus Life at a Glance*****RTC**

- Students have shown an increase in completing classwork assignments and monitoring their own grades. Teachers have noticed an increase in positive communication from students regarding their own academic progress including asking for assistance or review during the study hall/enrichment period.

***Shelter***

- Students were interested in holding classroom announcements during the 2<sup>nd</sup> period. Leading the class in the pledges, moment of silence, and reading interesting facts or quotes for the day contribute to building student confidence, public speaking development and classroom camaraderie.

***Sheri Flinn, Assistant Campus Administrator***

### ACADEMY FOR ACADEMIC EXCELLENCE PROGRAM STATUS REPORT

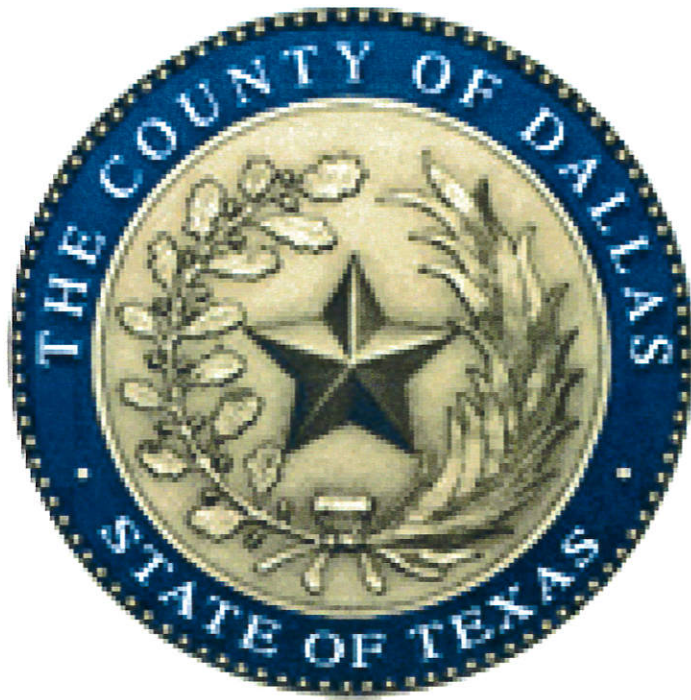
Active Enrollments					
Student Enrollment as of September 2016:			District Total Enrollment: 443		
District Average Attendance			428 (96.61%)		
District Special Education Student Population			127 (28.67%)		
CAMPUSES	JDC - 001	DRC - 002	MED. / YV - 003	SAU - 004	LETOT - 005
	Number	Number	Number	Number	Number
Enrollment	240	8	128	39	27
New Students	124	16	12	18	17
Withdrawals	112	5	10	13	15
Avg. Daily Attendance	238	6	127	31	26
Avg. Daily Enrollment	240	8	128	39	27
Attendance Average	99.17%	75.00%	99.23%	79.49%	96.30%

#### Demographics

CATEGORY	JDC - 001		DRC - 002		MED. / YV - 003		SAU - 004		LETOT - 005	
GENDER	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Female	39	(15.29%)	05	(20.00%)	00	(0.0%)	05	(12.20%)	19	(70.37%)
Male	216	(84.71%)	20	(80.00%)	128	(100%)	36	(87.80%)	08	(29.63%)
GRADE	Number		Number		Number		Number		Number	
3	0		0		0		0		0	
4	0		0		0		0		0	
5	0		0		0		0		0	
6	14		2		8		0		1	
7	28		3		16		4		2	
8	36		2		15		5		4	
9	128		15		63		17		10	
10	38		3		24		9		7	
11	11		0		5		4		3	
12	0		0		2		2		0	
AGE	Number		Number		Number		Number		Number	
10	0		0		0		0		0	
11	0		0		4		0		0	
12	6		0		2		0		1	
13	11		1		7		0		3	
14	35		2		18		4		5	
15	58		4		35		7		9	
16	93		6		40		13		7	
17	52		8		27		16		2	
18+	1		4		0		0		0	
ETHNICITY	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent

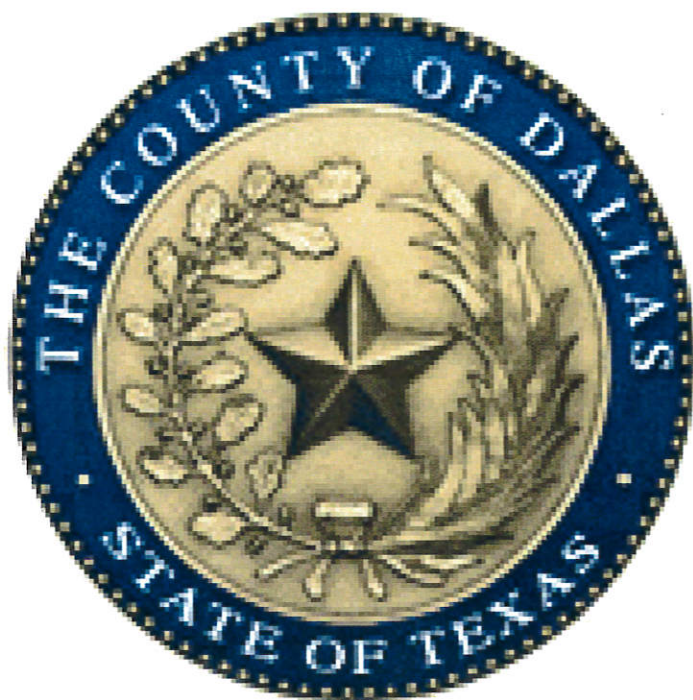


<b>African American</b>	107	(41.96%)	6	(24.00%)	63	(49.22%)	1	(02.44%)	16	(59.26%)
<b>Caucasian</b>	22	(08.63%)	1	(04.00%)	13	(10.16%)	3	(07.32%)	2	(07.41%)
<b>Hispanic</b>	122	(47.84%)	18	(72.00%)	55	(42.97%)	36	(87.80%)	8	(29.63%)
<b>Native American</b>	2	(00.78%)	0	(00.00%)	1	(00.78%)	1	(02.44%)	1	(03.70%)
<b>Other/Asian</b>	2	(00.78%)	0	(00.00%)	1	(00.78%)	0	(00.00%)	0	(00.00%)



# ACTION ITEM

## VIII.



# 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:** October 24, 2016

**To:** Dallas County Academy for Academic Excellence Charter School Board

**From:** Dr. Terry S. Smith, Director

**Subject:** Academy for Academic Excellence Special Education Services Contract with Diagnostic Assessment Services

**Background of Issue:**

A Request for Proposal (RFP): Special Education Services No. 2016-068-6605 was approved by Commissioners Count on October 18, 2016 giving authorization to the Academy for Academic Excellence to seek supplemental and supportive specialized services from Diagnostic Assessment Services (DAS). The Academy for Academic Excellence (AAE) is requesting to contract with Diagnostic Assessment Services for the provision of supplemental and supportive services for special population students enrolled in the AAE.

The purpose of this brief is to request the approval of the Professional Services Contract with DAS for the 2016-2017 academic year.

**Impact on Operations and Maintenance:**

The area of special education is a highly regulated and precise field that requires close monitoring. Dallas County Academy for Academic Excellence Charter School staff will be responsible for monitoring and ensuring compliance with state and federal laws. The DAS services include consultation services, as well as a provision allowing for the availability of professional staff (if needed) to assist with educational testing and instructional/related services such as counseling (LSSP) and audiological (CCC-A) services, as well as physical, (PT), occupational (OTR/L), and speech therapies (CCC-SLP). Services will be paid from IDEA-B (7506) funds.

**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:**

This information has been approved by Ms. Denika Caruthers, Dallas County Juvenile Department's Administrative Legal Advisor.



**Financial Impact/Considerations:**

This information has been approved by Ms. Carmen Williams, Budget Service Manager. Invoices will be paid from IDEA-B (7506) funds in an amount not to exceed \$30,000.00.

**Performance Impact Measures:**

This Professional Services Contract is entered into for the purpose of providing special education instructional (e.g., speech, audiology), related (occupational, physical, counseling), and assessment services for the students enrolled in the Academy for Academic Excellence (AAE) Charter School.

**Project Schedule/Implementation:**

The term of this Professional Services Contract is September 1, 2016, through August 31, 2017. This contract may be renewed annually on the same terms and conditions upon written mutual agreement of the parties for up to five (5) years.

**Recommendation:**

It is recommended that the Dallas County Academy for Academic Excellence Charter School Board approve the Contract between Diagnostic Assessment Services and the Academy for Academic Excellence Charter School.

**Recommended by:**

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

**ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD ORDER**

**ORDER NO:** 2016 - XXX

**DATE:** October 24, 2016

**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 24<sup>th</sup> day of October 2016, 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,** a Request for Proposal (RFP): Special Education Services No. 2016-068-6605 was approved by Commissioners Count on October 18, 2016, giving authorization to the Academy for Academic Excellence to seek supplemental and supportive specialized services from Diagnostic Assessment Services (DAS). The Academy for Academic Excellence (AAE) is requesting to contract with Diagnostic Assessment Services for the provision of supplemental and supportive services for special population students enrolled in the AAE.

The purpose of this brief is to request the approval of the Professional Services Contract with DAS for the 2016-2017 academic year; and

**WHEREAS,** the area of special education is a highly regulated and precise field that requires close monitoring. Dallas County Academy for Academic Excellence Charter School staff will be responsible for monitoring and ensuring compliance with state and federal laws. The DAS services include consultation services, as well as a provision allowing for the availability of professional staff (if needed) to assist with educational testing and instructional/related services such as counseling (LSSP) and audiological (CCC-A) services, as well as physical, (PT), occupational (OTR/L), and speech therapies (CCC-SLP). Services will be paid from IDEA-B (7506) funds; 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,** this information has been approved by Ms. Denika Caruthers, Dallas County Juvenile Department's Administrative Legal Advisor; and
- WHEREAS,** this information has been approved by Ms. Carmen Williams, Budget Service Manager. Invoices will be paid from IDEA-B (7506) funds in an amount not to exceed \$30,000.00; and
- WHEREAS,** this Professional Services Contract is entered into for the purpose of providing special education instructional (e.g., speech, audiology), related (occupational, physical, counseling), and assessment services for the students enrolled in the Academy for Academic Excellence (AAE) Charter School; and
- WHEREAS,** the term of this Professional Services Contract is September 1, 2016, through August 31, 2017. This contract may be renewed annually on the same terms and conditions upon written mutual agreement of the parties for up to five (5) years; and
- WHEREAS,** it is recommended that the Dallas County Academy for Academic Excellence Charter School Board approve the Contract between Diagnostic Assessment Services and the Academy for Academic Excellence Charter School.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Academy for Academic Excellence Charter School Board approve the Contract between Diagnostic Assessment Services and the Academy for Academic Excellence Charter School.

**DONE IN OPEN BOARD MEETING** this 24<sup>th</sup> day of October, 2016.

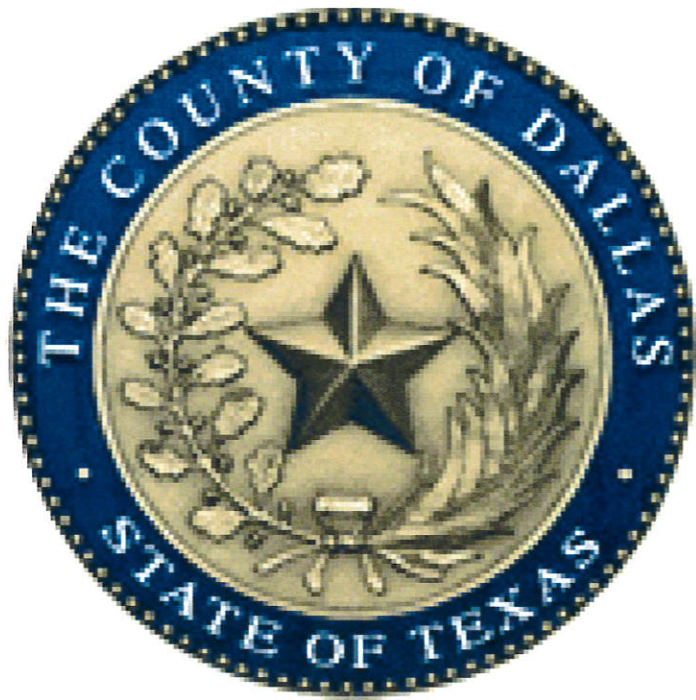
The foregoing Academy for Academic Excellence Charter School Board Order was lawfully moved by \_\_\_\_\_ and seconded by \_\_\_\_\_, and duly adopted by the Academy for Academic Excellence Charter School Board on a vote of \_\_\_\_ for the motion and \_\_\_\_\_ opposed.

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

## 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:** October 24, 2016  
**To:** Academy for Academic Excellence Charter School Board  
**From:** Dr. Terry S. Smith, Director  
**Subject:** Wireless Bridge Repair at Youth Village with Sology Solutions

**Background of Issue:**

In July of 2016, Education Services was notified that the wireless connection between two buildings (the school and the gym) at Youth Village had stopped working. Mr. Hien Trinh, Sr. Network Engineer, Dallas County Information Technology Department, went to the site to troubleshoot the connection issue and determined there were problems with the access point antennas. The two wireless access points and antennas are needed to replace the current wireless set-up between the school and the gym.

**Impact on Operations and Maintenance:**

Sology Safety and Security Solutions supplied a quote for a wireless bridge (quote #131335). The quote includes costs for materials, parts and services for a total of \$3,756.85 to be paid from state-aid (7500). This quote has been reviewed and approved for repair by Mr. Hien Trinh, Sr. Network Engineer, Dallas County Information Technology Department.

**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:**

This information has been approved by Ms. Denika Caruthers, Dallas County Juvenile Department's Administrative Legal Advisor.

**Financial Impact/Considerations:**

This information has been approved by Ms. Carmen Williams, Budget Service Manager and Mr. Hien Trinh, Sr. Network Engineer, Dallas County Information Technology Department.

**Performance Impact Measures:**

Sology Solutions will complete the Wireless Bridge Repair at Youth Village.

**Project Schedule/Implementation:**

Wireless Bridge Repair will take place after Charter School Board approval.

**Recommendation:**

It is recommended that the Academy for Academic Excellence Charter School Board approve the expected cost of \$3,756.85 for the Wireless Bridge Repair at Youth Village.

**Recommended by:**

 for

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





**SOLOGY**  
SAFETY AND SECURITY SOLUTIONS

Main: 972-792-9300

Fax: 972-792-9301

Email: [mdamron@sologysolutions.com](mailto:mdamron@sologysolutions.com)

Web: [www.sologysolutions.com](http://www.sologysolutions.com)

**We have prepared a quote for you**

**Wireless Bridge**

**Quote #131335**

Version 2

**DIR Contract # DIR-TSO-2542**

**HUB Certified #126044766900**

**Dallas County**





Main: 972-792-9300  
 Fax: 972-792-9301  
 Email: mdamron@sologysolutions.com  
 Web: www.sologysolutions.com

**Prepared For**

Dallas County  
 Hien Trinh  
 500 Elm Street, Suite 118  
 Dallas, TX  
 hien.trinh@dallascounty.org  
 (214) 653-6303

Valid For: 30 Days  
 Warranty: 30 Days

DIR Contract # DIR-TSO-2542  
 HUB Certified #126044766900

**Prepared By**

Mark Damron  
 Phone: 972-792-9300  
 Email: mdamron@sologysolutions.com

Cisco Video Surveillance Materials - DIR		List Price	Price	Qty	Extended
AIR-CAP1532E-B-K9	802.11n Low-Profile Outdoor AP, External Ant., B Reg Dom.	\$1,495.00	\$852.15	2	\$1,704.30
S1G3K9W7-15303JA	Cisco 1530 Series IOS WIRELESS LAN		\$0.00	2	\$0.00
SWAP1530-CMB-A1-K9	Cisco 1530 Series Combined Unified & Autonomous SW		\$0.00	2	\$0.00
AIR-ANT2588P3M-N=	2.4 GHz 8 dBi/5 GHz 8 dBi Directional Ant., 3 port, N conn.	\$949.00	\$540.93	2	\$1,081.86
AIR-ACC1530-PMK1=	Standard Pole/Wall Mount Kit for AP1530 Series	\$99.00	\$56.43	2	\$112.86
Cisco Video Surveillance Materials - DIR Subtotal					\$2,899.02

Other Materials - Non DIR		List Price	Price	Qty	Extended
Miscellaneous Parts	Miscellaneous Parts		\$11.54	2	\$23.08
Other Materials - Non DIR Subtotal					\$23.08

Professional Services - DIR		List Price	Price	Qty	Extended
DIR Professional Services	Professional Services		\$834.75	1	\$834.75
Professional Services - DIR Subtotal					\$834.75

Recap		Amount
Cisco Video Surveillance Materials - DIR		\$2,899.02
Other Materials - Non DIR		\$23.08
Professional Services - DIR		\$834.75
Total		\$3,756.85





**SOLOGY**  
SAFETY AND SECURITY SOLUTIONS

Main: 972-792-9300

Fax: 972-792-9301

Email: [mdamron@sologysolutions.com](mailto:mdamron@sologysolutions.com)

Web: [www.sologysolutions.com](http://www.sologysolutions.com)

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SOLOGY**  
SAFETY AND SECURITY SOLUTIONS

Main: 972-792-9300  
Fax: 972-792-9301  
Email: [mdamron@sologysolutions.com](mailto:mdamron@sologysolutions.com)  
Web: [www.sologysolutions.com](http://www.sologysolutions.com)

## Assumptions

- All networking equipment except security components are outside of scope.
- PoE switches are available for security end devices.
- Cabling will be completed by a 3rd party and is not part of this quote.
- Pricing for Professional Services are best-effort estimates only. Actual pricing will be finalized as part of a mutually agreeable Statement of Work.
- All AP locations are reachable with a Twelve foot (12') ladder and will not require a man lift.
- All discrepancies and shipping defects must be reported to Sology within two (2) business days.

**ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD ORDER**

**ORDER NO:** 2016 - XXX

**DATE:** October 24, 2016

**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 24<sup>th</sup> day of October 2016, 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 July of 2016, Education Services was notified that the wireless connection between two buildings (the school and the gym) at Youth Village had stopped working. Mr. Hien Trinh, Sr. Network Engineer, Dallas County Information Technology Department, went to the site to troubleshoot the connection issue and determined there were problems with the access point antennas. The two wireless access points and antennas are needed to replace the current wireless set-up between the school and the gym; and

**WHEREAS,** Sology Safety and Security Solutions supplied a quote for a wireless bridge (quote #131335). The quote includes costs for materials, parts and services for a total of \$3,756.85 to be paid from state-aid (7500). This quote has been reviewed and approved for repair by Mr. Hien Trinh, Sr. Network Engineer, Dallas County Information Technology Department; 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,** this information has been approved by Ms. Denika Caruthers, Dallas County Juvenile Department's Administrative Legal Advisor; and

**WHEREAS,** this information has been approved by Ms. Carmen Williams, Budget Service Manager and Mr. Hien Trinh, Sr. Network Engineer, Dallas County Information Technology Department; and

**WHEREAS,** Sology Solutions will complete the Wireless Bridge Repair at Youth Village after Charter School Board approval; and

**WHEREAS,** it is recommended that the Academy for Academic Excellence Charter School Board approve the cost for the Wireless Bridge Repair at Youth Village.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Academy for Academic Excellence Charter School Board approve the expected cost of \$3,756.85 for the Wireless Bridge Repair at Youth Village.

**DONE IN OPEN BOARD MEETING** this 24<sup>th</sup> day of October, 2016.

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.

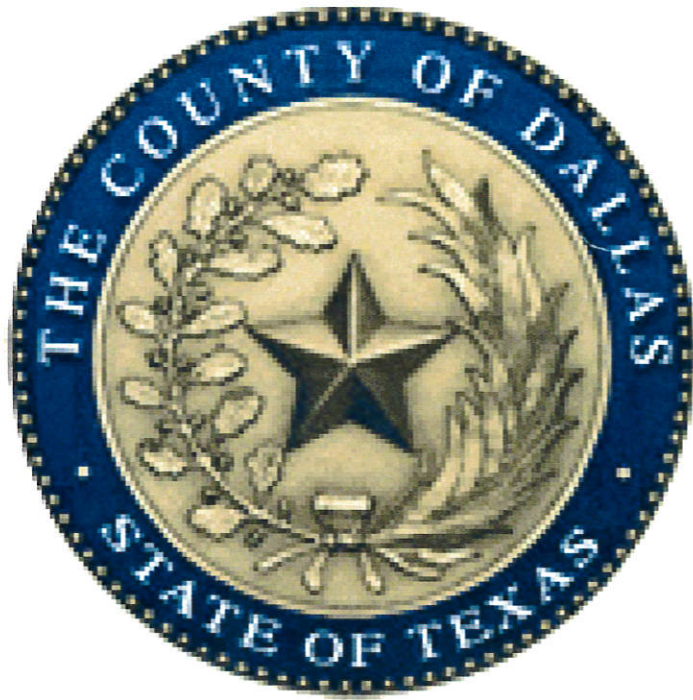
Recommended by:

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