



DALLAS COUNTY JUVENILE BOARD

Agenda

Monday, April 23, 2018 5:00 PM

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

FILED

2018 APR 18 PM 1:43

COUNTY CLERK  
DALLAS COUNTY

- I. Call to Order
- II. Approval of Minutes  
March 26, 2018
- III. Public Comment (Limited to 3 minutes per individual or organization)
- IV. Discussion Items - Juvenile Department
  - A. Directors Report
  - B. Juvenile Justice Alternative Education Program (JJAEP) Update
- V. Action Items - Juvenile Department
  - C. Juvenile Processing Offices – Addison Police Department and Farmers Branch Police Department
  - D. Approval of Contract with Ellis County Juvenile Department for Pre-Adjudication Beds at Dr. Jerome McNeil Jr. Juvenile Detention Center
  - E. Approval of the study of the Use of Sexual History Polygraph Examination with Juvenile Sex Offenders and Recidivism Rates Proposal
  - F. Approval of a Memorandum of Understanding with Big Thought Utilizing Creative Solutions for the JJAEP Summer Camp FY2018
  - G. Juvenile Department Legal Assistant Addition
- VI. Discussion Items – Academic for Academic Excellence (AAE) Charter School
  - H. Academic for Academic Excellence (AAE) Charter School Update
- VII. Action Items – Academy for Academic Excellence Charter School
  - I. Academy for Academic Excellence Charter School Special Education Policies and Procedures for 2018-2019
  - J. Academy for Academic Excellence Charter School 2018 Summer School Plan
- VIII. Executive Session - Juvenile Department  
For Purposes Permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.071 through Section 551.076
  - Subjects: -
  - Litigation:
  - Personnel:
  - Contracts:
  - Security:

Notes: *\*Individuals Wishing to Speak During the Public Comment Period Must Register With the Director's Executive Administrative Coordinator, Ms. Claudia Avila (214-698-2224) By 4:00 p.m. on the Business Day Prior to The Date of The Board Meeting.*

*Agenda Items are assigned numerically and alphabetically for ease of reference only, and do not necessarily reflect the order of their consideration by the Board.*

Judge Cheryl Lee Shannon, 305<sup>th</sup> District Court  
Chairman, Dallas County Juvenile Board



# APPROVAL OF MINUTES

II.

MINUTES OF MEETING DATE: March 26, 2018

DALLAS COUNTY

TIME: 5:00 p.m.

JUVENILE BOARD

PLACE: Henry Wade Juvenile Justice Department  
305<sup>th</sup> Master's Courtroom, 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 Craig Smith  
Judge Paula Miller  
Judge Andrea Martin  
Judge Clay Jenkins  
Judge Andrea Plumlee

MEMBERS ABSENT:

Judge Andrea Givens-Davis  
Judge Ken Molberg

**I. Call to Order**

The Dallas County Juvenile Board meeting was held at the Henry Wade Juvenile Justice Department, in the 305<sup>th</sup> Master's Courtroom. Judge Cheryl Lee Shannon, the Chairman, called the Juvenile Board Meeting to order at 5:00 p.m. noting there were enough members present for a quorum.

**II. Approval of Minutes**

Judge Shannon asked for a motion to approve the minutes from the February 26, 2018, meeting. Commissioner John Wiley Price moved and Judge Andrea Martin seconded to approve February 26, 2018, minutes. The motion passed unanimously.

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

Judge Shannon noted there was no one present for public comments.

**IV. Discussion Items – Juvenile Department**

**A. Director's Report**

Mr. Edwards, Assistant Director, began by recognizing Mr. Alvin Johnson, Special Education Clerk at JJAEP as the Employee of the Month. He recognized Mr. James Tinner, Home Detention Officer for 20 years of service and Ms. Alicia Lawhorn, Facility Expediter for 25 years of service. He mentioned the Essilor Vision Foundation rendered two days of services at our facilities providing vision assessments for the youth. He stated that 509 youth were screened and 240 received eyeglasses. Mr. Edwards also stated that Essilor has agreed to come back in June or July to offer services. Mr. Edwards stated to the Board that the Council of State Government Justice Center would be meeting with the Executive Team, Probation Officers, and Administrative Officers to perform a Strategy of Supervision Study of Youth Outcomes; he

continued by saying that Dallas County is one of eight counties that they'll be visiting. Mr. Edwards also told the Board that a group of International delegates would be visiting the Department as well. Mr. Edwards mentioned that in June, TJJD would be doing annual facility audits for Detention Pre and Post Institutions and for our other facilities. Mr. Edwards reminded the Board that during the last meeting there were concerns of what the contract beds cost the Department. He explained that in FY'16 the Department had only one contract youth with Kaufman County which generated \$552.24, and in FY'17 & FY'18 four additional contracts were approved which generated a combined total of \$16,900.80. The revenue generated for the 3 years was \$568,866.00. Mr. Edwards mentioned there was an uptick of youth being referred for school threats. He stated that most of the youth have been released following a psychological assessment and placed on pre-Court Supervision.

- Judge Shannon stated that legislature is requesting that the Department implements a process regarding how to handle a school shooting incident, school shooter or one who threatens. Commissioner Price expressed concerns about having all psychological services signed-off on by the doctor and therapist. He also wanted to know how the Department is dealing with the issue of an active school shooter and potential threats made by the youths who are coming in. Judge Shannon replied that one of her recommendations is that the Department provides specialized evaluations for those specific offenses. She stated that she is working with Judge Valencia Nash, who sits on one of the committees that is working directly with the legislature. She stated that she did not know what the communications were going to, but that she would find out and provide the name of the exact committee members to the Board. Commissioner Price then asked Ms. Carmen Williams, Budget Manager for the Juvenile Department, if the majority of the money generated through contract beds came from Ellis County. Ms. Williams stated it is between Ellis County and Kaufman County. Commissioner Price asked if Ellis County has increased its utilization of contract beds. Ms. Williams replied that since their contract began, it has been a constant flow of referrals. He then wanted to know the Average Length of Stay and requested that data be made available to the Board. Judge Shannon replied that the average is approximately 3-days, but assured Commissioner Price the Board would receive the data for review. Dr. Wilson wanted to know what happens to the youth once they were released from the Department. Judge Shannon explained they were released back to their home counties for their adjudication and disposition. Dr. Wilson then wanted to know what happens when they are back in school. Mr. Edwards replied the youth are placed on probation, assigned to a placement facility, or the charges are dismissed, but all of that is handled through their county.

#### B. JJAEP Update

Mr. Edwards stated that school resumed from Spring Break and that prior to the break, they had Meet the Teacher night on February 22, 2018. He stated that February 23, 2018, marked the end of the 4 week period. Mr. Edwards also informed the Board that several of the students were allowed to go on field trips to the Urban Art Center and that nine students were allowed to attend the College Fair sponsored by the Black History Committee during the month of February.

- Dr. Wilson wanted to know were there any overage students at JJAEP, and if so, what accommodations are provided so that when they return to their home school they are back on track. Ms. Karen Ramos, Deputy Director of Education, replied, that almost all of them are overage and since there are limited resources at JJAEP, we try to make sure they are successful while they are there. She added that students at the AAE are in the Board-approved accelerated program to try to get them back on the right grade level. Ms. Ramos concluded by stating students who are 16 years old and behind at JJAEP are transitioned to the AAE and placed in the GED program.



**C. Juvenile Processing Offices - Highland Park Department of Public Safety and Baylor Scott & White Health Department of Public Safety**

Mr. Edwards stated to the Board the Highland Park Department of Public Safety maintains Juvenile Processing Offices in Interview Room 331 and Report Writing Room located at 4700 Drexel Drive, Dallas, Texas 75209. This Department and the Dallas County Juvenile Board previously designated the rooms as approved Juvenile Processing Offices on March 28, 2016. The rooms were personally inspected by Rudy Acosta, Deputy Director of Probation Services, on February 6, 2018. These sites were determined to be suitable as Juvenile Processing Offices, and the designated rooms were clearly identified with affixed signage. In calendar year 2017, the Highland Park Department of Public Safety referred two juveniles to the Dallas County Juvenile Department. Of the two referrals, 2 (100%) were Hispanic, and male.

The Baylor Scott & White Health Department of Public Safety (formerly known as the Baylor Healthcare Department of Public Safety) maintains a Juvenile Processing Office at Room 100.10 to 100.13 located at 4005 Crutcher Street, Dallas, Texas 75246. This Department and the Dallas County Juvenile Board previously designated the room as an approved Juvenile Processing Office on March 28, 2016. This room was personally inspected by Rudy Acosta, Deputy Director of Probation Services, on February 7, 2018. This site was determined to be suitable as a Juvenile Processing Office, and the designated room was clearly identified with affixed signage. In calendar year 2017, the Baylor Scott & White Health Department of Public Safety made no referrals to the Dallas County Juvenile Department.

- Commissioner Price moved and Judge Smith seconded to approve the Juvenile Processing Offices for Highland Park Department of Public Safety and Baylor Scott & White Health Department of Public Safety. The motion passed unanimously.

**V. Action Items – Juvenile Department**

**D. Youth Services Advisory Board (YSAB) Juror Fund Recommendation for Fiscal Year 2018 For Youth Village Recreation and Engagement Initiative and Community Service Restitution Program**

Youth Village Recreation and Engagement Initiative: \$7,211.29

Mr. Edwards stated that at its March 12, 2018 meeting, YSAB approved an allocation for two departmental initiatives for summer programming, the Youth Village Recreation and Engagement Initiative and the Community Service Restitution Summer Program. Mr. Edwards stated the aim of the Youth Village Recreation and Engagement Initiative is to encourage family engagement by eliminating the transportation barrier, because at this time, Youth Village is inaccessible by public transportation and some parents/guardians struggle to attend visitations, family training groups, and family therapy sessions. With the use of gas cards and ride-hailing gift cards, the intent is to eliminate this barrier and increase family participation. Finally, a book club and a recreational program will offer meaningful programs during the summer to increase residents' problem-solving abilities, cooperation with peers, self-esteem, as well as mitigate summer learning loss. To accomplish this, funding will allow the purchase of a recreational therapy kit and books, and offer residents at Youth Village meaningful activities over the summer.

Community Service Restitution Summer Program: \$1,524.00

The Community Service Restitution (CSR) Program implements, monitors, and maintains a network of qualified non-profit sites and events where juveniles under Dallas County Juvenile Department supervision can complete their court-ordered community service restitution requirements. The summer CSR program increases the number of work sites and options available to our youth, as well as offers supervision and transportation. The CSR Summer Program will provide snacks and water due to

performing projects for extended lengths of time. This funding will prevent a loss of CSR programming during the summer by replacing essential equipment and supplies, as well as address the temporary needs of youth participating in CSR projects. Mr. Edwards asked the Board to approve the Youth Services Advisory Board's recommendation for a juror fund allocation for FY2018 for \$8,735.29. He introduced Dr. Gregory Maxey, Psychologist at Youth Village, for questions.

- Commissioner Price asked, "What is the percentage of participation with regards to the parents in their engagement in this program?" Dr. Maxey replied there are approximately 12-15 parents attending family trainings out of 51 families. Commissioner Price explained that currently Star Transit has a route that services Langdon Road and that he has passed the information on to the Department to try and aid in the transportation problem that is currently plaguing both Youth Village and Medlock programming. Commissioner Price asked for the data that substantiates that transportation is the primary issue for the lack of parent participation. Mr. Ervin Taylor, Deputy Director of Institutions Services, added that this request is the best solution until the details with both Star and DART can be worked out. Commissioner Price then requested that Mr. Taylor and the YSAB discuss the possibility of augmenting the cost given to the program in regards to implementing the Star/FedEX route as a means of transportation for the parents to Youth Village.
- Commissioner Price moved and Judge Jenkins seconded to approve the Youth Services Advisory Board's recommendation for a juror fund allocation for FY2018 for \$8,735.29. The motion passed unanimously.

**E. Ratification of Criminal Justice Division (CJD) FY2019 Continuation Grant Funding Applications for Drug Court, E.S.T.E.E.M. Court, Evening Reporting Center, and Residential Drug Treatment Program**

Mr. Edwards stated all applications were due to be electronically submitted by February 20, 2018. The Department is requesting ratification for the four (4) grant applications submitted on February 19, 2018, to CJD for continuation funding for FY2019.

**Drug Court:** For FY2019, the Department is requesting the maximum amount allowed which is \$45,635.36. This award will pay for 58% of the total salary and benefits for a full-time probation officer. The remaining 42% will be covered by Dallas County.

**E.S.T.E.E.M. (Experiencing Success Through Empowerment, Encouragement, and Mentoring) Court:** For FY2019, the Department is requesting the same amount (\$40,868.23) in funding with no cash match required, which will cover 55% of the total salary and benefits for one full-time Functional Family Therapist. The remaining 45% will be covered by Dallas County. This will be year three of a three-year award.

**Evening Reporting Center:** In FY2018, the Dallas County Juvenile Department submitted a new grant application, requesting \$78,398.22 to continue funding for two part-time positions and contracted programs for art, mentoring and gang prevention and intervention. For FY2019, the Department is again requesting \$78,398.22 with no cash match required for this program. This will be year two of a three-year award.

**Residential Drug Treatment Program:** For FY2019, the Department requested the same amount of \$125,744.25 with a 25% cash match requirement (\$41,914.75). This award will pay for 48% of the total salary and benefits for 1 full-time drug intervention specialist and 100% of the total salary and benefits for two full-time drug intervention specialists. The match requirement will be part of the FY2019 general fund budget request.

Mr. Edwards stated the Department is requesting grant funding totaling \$290,646.06 for FY2019. The cash match required by the grant and salary match to cover the remaining portions' salaries will total

\$142,209.14. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager.

Mr. Edwards stated that if awarded, the grant period would be from October 1, 2018, to September 30, 2019, for E.S.T.E.E.M. Court, Evening Reporting Center, and the Residential Drug Treatment Program, and from September 1, 2018 to August 31, 2019 for Drug Court. He then stated it is recommended that the Dallas County Juvenile Board ratify the submission of the continuation grant applications for FY2019 to the Criminal Justice Division of the office of the Governor submitted on February 19, 2018.

- Commissioner Price wanted to know how many young people would the various programs impact. Ms. Stephanie Bays, Grant Manager, stated that approximately 200 youth would benefit from the four programs. Commissioner Price then asked what the recidivism rate is for each of the programs. Mr. Edwards explained that the E.S.T.E.E.M. and Drug Courts have very good rates. He stated the RDT program is a longer-term program and that he did not have the exact data to present to the Board. Commissioner Price asked for the number of participants in the E.S.T.E.E.M. Court. Judge Shannon replied there are currently two in the program, and one more is scheduled to begin soon. She explained that the Probation Officer for that particular program was re-assigned to District 7 to handle a caseload during low participation times.
- Commissioner Price moved and Judge Plumlee seconded to approve the Ratification of Criminal Justice Division (CJD) FY2019 Continuation Grant Funding Applications for Drug Court, E.S.T.E.E.M. Court, Evening Reporting Center, and Residential Drug Treatment Program. The motion passed unanimously.

**F. Ratification of Criminal Justice Division (CJD) FY2019 New Program Grant Application for Family Violence Intervention Program and Mental Health Court**

Mr. Edwards stated the Criminal Justice Division (CJD) of the Office of the Governor solicited applications for FY2019 new grant funding for Juvenile Department programs. The Juvenile Department previously received a three-year grant for the Family Violence Intervention Program and for the Mental Health Court program. Since both funding cycles have ended, the Juvenile Department is applying for a new three-year grant cycle for the Family Violence Intervention Program and for a one-year project period for the Mental Health Court Program. Applications were due on February 19, 2018.

**Family Violence Intervention Program:** For FY2019, the Dallas County Juvenile Department submitted a new grant application to continue funding for counseling services for program participants. The Department requested \$83,100.71, for FY2019, with no cash match required for this program.

**Mental Health Court:** For FY2019, the Dallas County Juvenile Department submitted a new grant application to continue funding for a dedicated Probation Officer, training, and supplies. The Department also requested funding for therapeutic consultation services. The Department requested \$90,280.31 with no cash match required for this program.

Mr. Edwards stated the Department is requesting a total grant funding of \$173,381.02 for the Family Violence Intervention Program and the Mental Health Court program with no cash match required. If awarded, grant funding will begin October 1, 2018, and end September 30, 2019, for the Family Violence Intervention Program, and September 1, 2018, to August 31, 2019, for Mental Health Court. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager. He then asked the Board to ratify the submission of the new Criminal Justice Division grant application for FY2019 submitted on February 19, 2018.



- Commissioner Price asked, concerning Mental Health, if the individuals are trained to handle and assist this particular population. Mr. Edwards explained that both the Probation Officer and the therapist receive specialized training. Commissioner Price asked if the specialized training was a grant or Department requirement. Mr. Edwards explained that for the therapeutic component, they are employed through Metrocare, and the Department sends the Probation Officers to specialized training yearly through the Texas Council on Offenders with Mental Impairments (TCOMI) grant. Commissioner Price asked has the Mental Health population increased. Mr. Acosta, Deputy Director of Probation Services, replied that on average each officer carries a caseload of 10-12 youth with 13 being the max. Mr. Edwards clarified that not all youth assigned to the Special Needs Unit fall under the Mental Health grant.
- Commissioner Price moved and Judge Martin seconded to approve the Ratification of Criminal Justice Division (CJD) FY2019 New Program Grant Application for Family Violence Intervention Program and Mental Health Court. The motion passed unanimously.
- Judge Shannon stated for the record that Action Item C the address for Baylor Scott & White Health Department read into the record, as 5005 Crutcher St., Dallas, Texas 75246 was incorrect, but that the Board Order had the correct address of 4005 Crutcher St., Dallas, Texas 75246 listed.

**G. Juvenile Department Administration Policy and Procedures Revisions 2018**

Mr. Edwards stated the 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. He stated that most of the changes and or revisions came from changes in TJJD standards. He pointed out there were changes adopted by TJJD in Chapter 344, which has to do with training, employment, and the certifications of officers. Mr. Edwards noted that departmentally there were changes made for both the Short Term Adolescent Treatment Program (START) and the Successful Thinking and Responsible Sexuality (STARS) due to relocation. He added that a copy of the updated Administration Policy Revisions and a redline version outlining all changes made were provided to Administrative Legal Advisor Ms. Denika Caruthers for review. Ms. Caruthers approved both documents as to form. He then asked the Board to approve the Administration Policy and Procedures revisions.

- Commissioner Price noted that Ms. Denika Caruthers, Legal Advisor, had not signed off on the Policy and Procedures and wanted to know why. Ms. Caruthers stated it was an oversight and that Judge Shannon had pointed it out, and that she would be sure to sign. Judge Smith asked Ms. Caruthers to explain why the Order reads, "As to form". Ms. Caruthers explained that "As to form" means that Department acknowledges the changes being made by TJJD and the Department will comply with the changes, although the information has not been qualified by the Department. Dr. Wilson asked if all employees sign-off on reading the policy. Ms. Caruthers replied no, but explained that in each staff meeting there is a reminder to read both the Administrative policy as well as their Division policy, as the Administrative policy covers everyone. She also stated that there is a copy of the Administrative policy in every Supervisor's office for their convenience. Dr. Wilson expressed her concerns of not requiring staff to acknowledge that they have read the policy. Mr. Edwards added that for the JSO's there is weekly training and this information is covered. Commissioner Price re-stated the question and asked the Department, what steps are in place to ensure that staff has been advised of the Administration Policy and that they understand it. Commissioner Price along with Dr. Wilson agreed that there should be an acknowledgement of reading the Administration Policy by signature of the employees during training going forward.



- Commissioner Price moved and Dr. Wilson seconded to approve the Juvenile Department Administration Policy and Procedures Revisions 2018 with the sign-off acknowledgement of all employees. The motion passed unanimously.

**H. Approval of Termination of the One heart – Texas Mentoring Initiative of Juvenile Offender in Dallas County**

- Judge Shannon stated for the record Item H was pulled from the agenda.
- Judge Shannon stated for the record that during Executive Session, Items I, J, K, and L would be discussed.

**I. Approval of Award of Bid number #2018-015-6708 to highest ranked vendor**

**J. Any subsequent action deemed necessary as a result of VIII(a)**

**K. Any subsequent action deemed necessary as a result of VIII(b)**

**L. Any subsequent action deemed necessary as a result of VIII(c)**

- Commissioner Price moved and Judge Plumlee seconded to recess as the Dallas County Juvenile Board. Motion passed unanimously.
- Commissioner Price moved and Judge Plumlee seconded to convene as the Academy for Academic Excellence (AAE). The motion passed unanimously.

**VI. Discussion Items – AAE Charter School**

**M. AAE Charter School Update**

Mr. Edwards reiterated that programming as usual is taking place at all the campuses. He stated that the AAE report mirrors the JJAEP report. Mr. Edwards highlighted that the awardees of the Lyle B. Medlock scholarship are listed in the packet. He mentioned that 10 families benefited from the Food Bank and 18 families from the Clothing closet. He informed the Board that each individual campus report was included in the packet. Lastly, he mentioned that there are 527 school enrollees.

- There was no discussion on this topic.
- Judge Shannon stated for the record that there were no Action Items for AAE.
- Commissioner Price moved and Judge Martin seconded to recess as the AAE. The motion passed unanimously.
- Commissioner Price moved and Judge Smith seconded to reconvene as the Dallas County Juvenile Board. The motion passed unanimously.

**VII. Executive Session**

Judge Shannon stated for the record that there were matters to discuss during Executive Session. She dismissed the audience and called the Board into session at 5:45 pm.

- At 6:15 pm, Judge Shannon called the Board back into open session. She stated for the record that the Board took no votes or actions during executive session that they are not authorized by law to take.

- Judge Shannon entertained a motion on Item I – Approval of Award of Bid number #2018-015-6708 to highest ranked vendor.
- Commissioner Price moved and Judge Jenkins seconded to approve the CPSHR. The motion passed unanimously.
- Judge Shannon entertained a motion on Item J - Personnel: Appointment of employee #37653.
- Commissioner Price moved and Judge Jenkins seconded to approve as submitted by the Department at the maximum allowable by policy. The motion passed unanimously.
- Judge Shannon entertained a motion on Item K - Personnel: Appointment of employee #3314.
- Commissioner Price moved and Judge Jenkins seconded to approve as submitted by the Department at the maximum allowable by policy. The motion passed unanimously.
- Judge Shannon stated for the record that on Item L - Consultation with attorney settlement offer from employee #28616, there was no action taken.
- Judge Jenkins moved and Commissioner Price seconded to adjourn as the Dallas County Juvenile Department. The motion passed unanimously.
- Meeting adjourned at 6:16 pm.



**PUBLIC  
COMMENT  
III.**



# DISCUSSION ITEMS IV.





**DISCUSSION**

**ITEM**

**A.**

# DALLAS COUNTY JUVENILE DEPARTMENT

## DIRECTOR'S REPORT

March 2018

The Juvenile Department recognized the outstanding Employee of the Month for March: Mr. Arnaldo Pellot (District #9).

### PROBATION SERVICES DIVISION

Mr. Dennis Veal, probation officer assigned to the Victim Services Unit, received his thirty-year service pin. Dawn Pitman, probation officer assigned to the Specialty Unit, received her twenty-year service pin. On March 15, 2018, the Mental Health Court sponsored the Diversion Court Spring Break Event with guest speaker Christian Yazdanpanah. The youth and personnel from the Mental Health Court, Drug Court, and the Youthful Offender Court attended. In addition, representatives from the Functional Family Therapy Unit were present. Mr. Yazdanpanah's presentation focused on communication and identifying how we are affected by cultural bias in our society and how we can move forward by changing our thought process. The youth and adults were actively engaged in activities and open dialogue. The Crossover Youth Practice Model (CYPM) probation staff participated in the Dallas County CPS Resource Fair on March 29, 2018. The purpose of the fair was to meet community service providers and gain knowledge about available resources to ensure the safety, permanency, and well-being of CPS children and families.

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

Throughout the month, two hundred and fifty-five (255) youth completed a total of one thousand five hundred and forty-nine (1,549) Court-Ordered CSR hours at various approved CSR sites in Dallas County. A supervised Community Service Restitution project was held at the Sharing Life and The Brooks Peoples Academy and Arts, resulting in the completion of four hundred and thirty-two (432) CSR hours by sixty-seven (67) youth.

### INSTITUTIONAL SERVICES DIVISION

#### **DETENTION CENTER**

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

We are preparing for Global Youth Service Day which will be on April 20<sup>th</sup> and 21<sup>st</sup>. Residents in Detention and RDT along with our youth on probation will collaborate on an "Act of Kindness" project to give snacks and first-aid items to homeless and elderly individuals.

##### **Volunteer Programs and Residents Activity:**

**Total Volunteer/Hours March:** Volunteers: 85 Total Hours: 248

Dallas County HHS Screening: 17 residents, 0 positive for Syphilis and 0 positive for HIV.

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

##### **Special Programs/Events:**

- o **Movie Nights:** War Room

#### **MARZELLE C. HILL TRANSITION CENTER**

**Program and Residents Activities:** Residents participated in an art class in which they received blankets. Also during Spring Break, the residents participated in games and they watched movies.

**Medical Services:** There were zero (0) medical issues during the month.

**Volunteer Services:** 7 groups consisting of 15 individuals provided a total of 35 hours of service during the month.

DETENTION			
DETENTION	FEB.	MAR.	YTD
Admissions	242	256	757
Releases	232	262	752
ADP	189	190	186
Detention Hearings	471	542	1468
TJJD/Placement Trips	5	13	25
Local trips	66	81	210
Youth transported	53	59	164
START	FEB.	MAR.	YTD
Admissions	1	0	2
Releases	0	0	0
Successful	0	0	0
Unsuccessful	0	0	0
Administrative	0	0	0
ADP	4	5	4

HILL CENTER			
	FEB.	MAR.	YTD
Admissions	31	47	118
ADP	43	40	38
Releases	30	53	119
Total Youth Served	71	88	154

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*To assist referred youth in becoming productive,  
law abiding citizens, while promoting public safety and victim restoration.  
214-698-2200 Office*

**MEDLOCK CENTER**

**Education:** Residents participated in educational classes and curriculum from Academy of Academic Excellence, computerized credit recovery program, tutoring, special education services, GED preparation services and ESL services.

**Life Skills:** Residents learned how to maintain better health, hygiene, independent living and employment which can be utilized once they are released from the program.

**Medical Services:** Twenty-one (21) were seen by med van nurse on-site.

**Program Equip:** Residents participated in Juvenile Supervision Officer, Probation Officer and Therapist Groups.

**Recreational Activities:** Residents participated in large muscle activities which consist of push-ups, sit-ups and outside recreation.

**Social Skills:** Residents participated in anger management, problem solving, moral decision making, positive peer interaction, team work, and leadership through groups, team building exercises, sports, self-esteem building and assignments. The residents learn the skills and practice application when they get the opportunity to lead the group of peers.

Volunteer Groups:

**Potter's House:** Chapel service, Bible study and religious activities; participation is voluntarily.

**Life Quest Essentials:** Chapel services, Bible study and religious activities; participation is voluntarily.

**Pleasant Valley Baptist Church:** Chapel services, Bible study and religious activities; participation is voluntarily.

**Let's Get It:** Various exercise activities.

**Art Therapy:** Painting and other art activities.

March Activities:

**March 3, 2018:** Residents and staff were treated to hot dogs, chips and candy in celebration of Spring Break.

**March 4, 2018:** Essilor was on site to provide our residents with vision screenings and glasses if they needed them.

Enrichment Programs:

**Culinary Arts Program:** Opportunity to earn "Servsafe Food Handler" certificate, and possible internship at Café Momentum upon release.

Some of this month's culinary classes included: how to garnish and cut vegetables and fruits to place on serving trays. The residents are learning how to properly set tables with silverware and proper serving techniques. They are tasked with planning a meal and the process it takes beginning with what will be cooked, the ingredients needed, writing out the recipe as well as preparing the meal. The classes rotate every 4 to 6 weeks. With school back in session, they started the Career Readiness Classes. They will meet with their instructors on Mondays, Tuesdays and Thursdays.

**March 22, 2018:** Chef TLC and Chef Plummer hosted a welcome luncheon for our new Superintendent Mr. Ayodeji Omoniyi, and the meal was prepared by Chef Plummer's Culinary Arts Students.

**Trainings:** All Medlock Shifts (AM, Night Watch and Swing Shift) including part-timers and probation officers participated in Verbal De-escalation and Juvenile Rights Training. ALL Supervisors received Equipment Training. We also mandated staff to complete the Active Shooter training through the Homeland Security Website. Staff continued to participate in webinars and cross-training to obtain hours for re-certification.

**Medical:** Twenty-one (21) residents were seen by Parkland On-Site Care, three (3) were transported to the Parkland

MEDLOCK CENTER			
RTC	FEB.	MAR.	YTD
Admissions	11	15	35
Released	15	11	29
Successful	12	9	23
Unsuccessful	2	0	3
Administrative	1	2	3
ADP	49	47	46
Total Youth Served	58	58	76
START	FEB.	MAR.	YTD
Admissions	0	0	0
Releases	7	4	18
Successful	7	4	18
Unsuccessful	0	0	0
Administrative	0	0	0
ADP	8	4	9
Total Youth Served	12	5	19

Anderson Clinic for exams, twenty (20) were seen by JDC dental and one (1) was transported to Ophthalmology for appointment/exams.

## YOUTH VILLAGE

**Drug Education:** Classes are facilitated by the Dallas County Juvenile Department's Substance Abuse staff. Residents actively participate in the program by interacting in a positive way with the staff and each other. Residents apply what they learn in this class as a coping skill for everyday living.

**Social Skills/Thinking Errors:** Resident incentive plans and behaviors are addressed with use of social skills and thinking error principles. Group and Huddle-ups also use these principles to further emphasize problem-solving, anger management, positive interaction, leadership and teamwork strategies.

### Volunteer Groups:

**Church of Christ (Chaplains)** - Residents participate in Bible study and religious activities voluntarily. Chaplains meet with residents upon request.

**Concord Baptist Church** - Residents meet with the volunteers on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays for Bible-based study group. Discussion also includes anger management and coping strategies for overall success.

**Mount Zion/Shady Grove Baptist Church** - Bible study groups are available on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays for residents who wish to attend.

### Enrichment Programs:

**Culinary Arts Program:** Helps youth learn skills needed to work in restaurant setting within the food industry. Participants gain hands-on experience and lessons on working as a team to accomplish team goals. Completion of program leads to possible internship at Café Momentum.

**Therapeutic Horticulture:** Residents learn human nurturing, development, resiliency, socialization and rehabilitative skills. Residents also learn garden design, planting and harvesting.

**PREP Program:** PREP stands for Patience, Responsibility, Empathy and Partnership. By working through challenges with the dogs present, residents witness the power of being responsible and committing to something new and rewarding.

**Career Readiness:** Youth gain skills to enhance their employability by learning job skills, resume writing skills, and job searching skills. Youth are also given financial literacy course that emphasizes budgeting, using bank accounts and dangers of credit cards and loans.

**Field Trip:** On March 22, 2018, twelve (12) high level residents were transported to the Perot Museum of Science in Dallas. Residents experienced five floors which house 11 permanent exhibit halls containing state-of-the-art video and 3D computer animation with thrilling, life-like simulations where visitors can exercise their brains through hands-on activities, interactive kiosks and educational games. Resident were also treated to lunch at El Fenix Mexican restaurant.

**Medical Services:** Eight (8) residents were transported to Juvenile Detention Center for dental care. Fifty-six (56) residents were treated at the Med Van on campus and one (1) resident was seen by Mental Health Provider on campus.

## LETOT CENTER

**Community Initiatives:** Non-Residential Services received 61 referrals to be addressed through the Letot Crisis Intervention Program, Deferred Prosecution and ESTEEM Court.

YOUTH VILLAGE			
	FEB.	MAR.	YTD
TOTAL			
Admissions	11	10	28
Released	12	17	35
Successful	7	10	22
Unsuccessful	4	4	9
Administrative	1	3	4
ADP	53	49	52
Total Youth Served	64	62	80
YOUTHFUL OFFENDERS	FEB.	MAR.	YTD
Admissions	1	0	1
Releases	0	0	1
Successful	0	0	1
Unsuccessful	0	0	0
Administrative	0	0	0
ADP	4	4	4
Total Youth Served	4	4	5



Judge Shannon continues to preside over the ESTEEM Court. There are two (2) girls and families attending ESTEEM Court. There is one (1) girl actively participating in the ESTEEM court aftercare program. Two girls began services. Zero (0) successfully completed, zero (0) were unsuccessfully discharged, and zero (0) were neutrally discharged. Zero (0) girls were referred this month. Functional Family Therapy and Clinical Unit have been providing services.

#### Monthly Community Connection:

**Letot Clinical Psychological Services:** Zero (0) families were referred for Clinical services.

LETOT CENTER			
RESIDENTIAL	FEB.	MAR.	YTD
Admissions	15	20	61
Releases	11	23	53
ADP	26	25	24
Total Youth Served	38	48	78
INTAKE/ORIENTATION			
Admissions	62	64	199
Releases	57	65	197
ADP	1	2	1
Total Youth Served	62	67	199

**Non-Residential Unit:** Participated in the Elsie Robertson Lancaster Middle School STEM Career Day. Visited TW Browne Middle School and introduced Letot Services.

**Residential:** Health Screens – 33, Call Backs – 1, Doctor's visits – 28

Several residents participated in Field Trips during Spring Break. Residents attended USA Bowling and enjoyed dinner at Golden Corral; they also visited the Federal Reserve Bank, and enjoyed an outing/picnic at the River Ranch.

**Volunteer Services:** Faith-Based Volunteers: worship and religious study – 6 volunteers, 4.0 hours; Life Skills Volunteers: visiting and teaching - 33 volunteers, 18.25 hours; Special Events: Other – 1 volunteer – 11.75 hours; for a total of 40 volunteers who provided 34 hours of volunteer service.

#### Clinical Services:

**Residential Services:** Despite two clinical staff taking vacation this month, the team provided clinical services for 38 residents in the Letot Residential Program in March. Each resident was assigned a therapist who was responsible for offering individual and family counseling to the resident. These counseling services were provided weekly and included 73 individual sessions and 56 family counseling sessions during the month. In addition, the residents participated in 17 groups focusing on anger management, self-esteem, developing coping skills, emotional regulation, distress tolerance and mindfulness using DBT and CBT trauma-informed care models. The family counseling was provided using Family Systems Theory and concentrated on improving family communication and relationship building. As part of the clinical services, 164 consultations were provided to the case managers, JRO's, and administration when requested. Although each department established their own relationships with the residents, the consultations ensured that there was continuity among the various programs while monitoring the mental health of the youth. The interdisciplinary treatment team was also a significant part of the continuity of care and treatment team meetings were held weekly in which each resident's case was processed to evaluate progression toward goals and to discuss discharge plans. There were 4 staffings held in March allowing for the clinical, administrative, case management and JRO staff to discuss approximately 26 residents weekly (107 total). Crisis management is always a priority and the staff assisted in 35 crisis events. These incidents ranged from stabilizing a resident after a difficult phone call from home to ensuring hospitalization for an emotionally unstable youth. One of the essential roles of the clinician was to maintain awareness of the resident's difficulties in order to proactively manage potential emotional escalation. Clinicians checked on the youths through daily rounds which allowed them to observe the residents and for information to be shared among the staff. Twenty rounds were completed in March. Another important role of the clinician was to assess and refer residents for psychiatric evaluation when needed and 2 referrals were made in this regard.

**General Clinical Services:** The Letot Clinical Staff was also responsible for providing psychological screens to the Intake Unit. Individuals who scored high on the general screening tool (MAYSI-2) or who had histories of mental health issues were referred to the clinician who then completed a more in-depth assessment to determine whether Letot had the programs that meet the needs of the individual. The staff assessed 9 potential residents and made appropriate recommendations. Complete psychological assessments were also conducted when needed for placement purposes. The Parent/Youth Groups were held weekly and were open to both the Residential and Non-Residential families. These groups have been very successful in providing support and psychoeducational information and have received positive reviews from the parents. Topics were presented in a didactic style and included adolescent development, active communication, value clarification, stress management and appropriate discipline. Last month, four Parent/Youth Groups were held and involved 131 participants (57 Parents, 45 Youth, 29 Siblings/Others). In addition, the staff participated in weekly clinical supervision (Avg. of 2 hours/week x 4 weeks= 8 hrs. x 3 staff=24 hrs.).

**Additional Clinical Service:** In March, the Clinical Staff also provided staff training to 54 participants including Administrative, Intake, Case Management, Supervisory, and JRO staff members. As the majority of our youth have experienced multiple traumas before arriving at Letot, the training focused on adolescent development and the psychoeducational aspect of trauma-induced behavior. Through didactic methods and role plays, the trainers presented information, help and support to teach trauma triggers and de-escalation tactics to reduce stress and crises among our young people. Working with traumatized youth can also result in tension and increased levels of burnout for the staff; therefore, self-care and stress reduction was also emphasized. The session was concluded with a progressive relaxation exercise enjoyed by all.

## LETOT RESIDENTIAL TREATMENT CENTER FOR GIRLS

### March 1, 2018 to March 31, 2018

We had a total of 17 residents for the month. Two were successfully discharged during this time period.

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.

**Social Skills:** The girls continue to participate in anger management, problem solving, moral decision making, positive peer interaction, team work, and leadership through groups, team building exercises, sports, self-esteem building and assignments. The girls learn the skills and practice application of these skills when they get the opportunity to lead their group of peers.

### Volunteer Groups:

**Big Thought:** Residents participated in acting classes. The residents have been working on various skits where they are learning role play and working on character emotions. They are now learning how to write their own scripts for short skits they will perform during the class.

LETOT RTC			
	FEB.	MAR.	YTD
Admissions	3	4	8
Releases	2	2	8
ADP	14	15	14
Total Youth Served	16	18	24

**St. John Church (Mr. Charles Butler):** Residents may participate in Bible study and religious activities if they choose.

**Planned Parenthood:** Provided Sex Education Groups to the residents this month as well as theatrical performance of skits related to teen issues.

**Dr. Michelle Woody and Speak Young Sister:** Group resumed on February 22<sup>nd</sup>. The group involves a six-week enrichment program that assists the girls with their self-esteem and self-identity.

**Concord Baptist Church** - Residents participate in Bible study that is associated with building self-esteem and self-respect.

### Enrichment Programs:

**Culinary Arts Program:** The girls continue to thrive in this program and have learned to appreciate the planning and preparing steps necessary to present a nutritious, nice looking meal from various cultures. They are tasked with working through every detail of cooking, from knowing the ingredients that are needed, to writing the recipe, cooking, and serving the meal. Some of this month's culinary classes included learning how to garnish and cut vegetables and fruits to place on serving trays, learning how to properly set tables with silverware, and proper serving techniques. The girls are also involved in the Career Readiness Classes several days each week.

**Horticulture:** No programming at this time.

### Clinical Services:

All 17 residents received individual therapy (approximately 74 hours). Family therapy was offered to all families. Therapists provided family therapy to 19 families (approximately 23 client-contact hours) and 14 parents received parent therapy (15 client contact hours). The clinical team also provided crisis intervention (approximately 41 client-contact hours) and clinical rounds (approximately 86 client contact hours). Clinical rounds consist of each clinical team member engaging with the youth, checking in, and providing support throughout the day. Clinicians also consult with and check in with staff throughout the day which facilitates continuity of care and clear and consistent communication (approximately 75 hours).

The girls also received daily group therapy (art, coping skills, girl empowerment, My Life My Choice, meditation, or process groups). Eight (8) My Life My Choice groups were provided to teach youth about healthy relationships. Art is a therapeutic modality that encourages expression through the use of art materials. Clinicians conducted eight art groups this month which primarily focused on open studio, practicing meditation through art, self-expression, self-awareness, and family attachment. Coping skills group, which is rooted in Dialectical Behavior Therapy (DBT), teaches the girls to manage difficult thoughts and emotions. Eight coping skills groups were provided. These groups focus on biosocial theory and learning ways to advocate for youth needs in a respectful and effective way. The girl empowerment group enables the girls to increase their self-protective skills and self-identity by discussing how rights, cultural dynamics, gender, and environment impact residents and how they can successfully navigate challenging situations. Eight girl empowerment groups focused on social media, body image, and values. Eight meditation groups were provided for the girls to engage in self-reflection and emotional regulation. Clinicians also led 4 process groups which focused on peer relationships and conflict resolution.

**Psychiatric Services:** There were no girls referred to or seen by the Psychiatrist this month.

**Field Trips:** Four residents had the opportunity to participate on a field trip during Spring Break. The residents attended the Mary Kay Museum and ate lunch at Chili's Restaurant.

**Medical Services:** Health Screens – 4, Call Backs – 0, Doctor's visits – 27.

**Volunteer Hours:** We had 22 volunteers and a total of 28 hours volunteered.



## March 2018 Referrals

	Alleged Delinquent Behavior																Alleged CINS Behavior										Other Referrals					All Referrals																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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	Class A & B Misdemeanors																Status Only										Other Administrative																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Weapons Offenses	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other Felony	Other 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529 youth accounted for the 556 total referrals.



## March 2018 Detentions

	Alleged Delinquent Behavior																Alleged CINS Behavior										Other Detentions										
	Felonies																Status Only										Other than Status Only					Total CINS					
	Class A & B Misdemeanors																Violation of Court Order										Total Delinquent					Total CINS					
	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Weapons Offenses	Other Felony	Total Felony	Weapons Offenses	Assaultive	Theft	Other Property	Drug Offenses	Other Misd.	Contempt of Magistrate	Total Delinquent	Violation of Court Order	Truancy	Runaway	Alt. Ed. Expulsion	Property (was Theft)	Disorderly Conduct	Drugs	Liquor Laws	Sex Offenses	Other CINS	Total CINS	Contract Detention	Crisis Intervention	Other Administrative	Total Other	Total Detentions		
Male	0	9	19	7	0	5	17	5	4	5	10	81	83%	6	18	4	1	15	22	0	147	78%	35	74%	0	0	0	0	0	0	0	0	0	15	71%	197	77%
Female	0	0	3	8	0	0	3	0	2	1	0	17	17%	0	14	1	1	2	6	0	41	22%	12	26%	0	0	0	0	0	0	0	0	6	29%	59	23%	
												98								188		47											21		256		
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%	
Asian	0	0	0	1	0	0	0	0	0	0	0	1	1%	0	0	0	0	0	0	1	1%	0	0%	0	0%	0	0	0	0	0	0	0	0	0	0	0%	
Black	0	2	15	8	0	1	12	1	0	3	4	46	47%	2	17	5	2	3	15	0	90	48%	18	38%	0	0	0	0	0	0	0	2	10%	110	43%		
Hispanic	0	5	6	5	0	3	4	4	5	2	6	40	41%	4	12	0	0	13	11	0	80	43%	26	55%	0	0	0	0	0	0	0	6	29%	112	44%		
White	0	2	1	1	0	1	4	0	1	1	0	11	11%	0	3	0	0	1	2	0	17	9%	3	6%	0	0	0	0	0	0	0	13	62%	33	13%		
Unknown	0	0	0	0	0	0	0	0	0	0	0	98		0	0	0	0	0	0	188		47												21		256	
10 Years Old	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%	
11 Years Old	0	0	0	1	0	0	0	0	0	0	0	1	1%	0	0	0	0	0	0	1	1%	1	2%	0	0	0	0	0	0	0	0	0	0	0	0	0%	
12 Years Old	0	2	2	0	0	0	1	1	0	1	0	7	7%	0	4	0	0	4	0	15	8%	0	0%	0	0	0	0	0	0	0	0	2	10%	17	7%		
13 Years Old	0	2	1	3	0	1	1	1	0	1	0	10	10%	0	4	1	0	0	4	0	19	10%	1	2%	0	0	0	0	0	0	0	3	14%	23	9%		
14 Years Old	0	3	4	5	0	1	3	2	1	1	3	23	23%	0	7	0	0	4	5	0	39	21%	3	6%	0	0	0	0	0	0	0	2	10%	44	17%		
15 Years Old	0	1	6	4	0	1	5	1	1	2	3	24	24%	1	12	4	1	5	9	0	56	30%	5	11%	0	0	0	0	0	0	0	6	29%	67	26%		
16 Years Old	0	0	8	2	0	1	10	0	4	1	4	30	31%	5	5	0	0	7	6	0	53	28%	15	32%	0	0	0	0	0	0	0	5	24%	73	29%		
17+ Years Old	0	1	1	0	0	1	0	0	0	0	0	3	3%	0	0	0	1	1	0	5	3%	22	47%	0	0	0	0	0	0	0	3	14%	30	12%			
												98							188		47												21		256		

<b>252</b>	youth accounted for the	<b>256</b>	total detentions.
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# DISCUSSION ITEM B.





## **Juvenile Justice Alternative Education Program (JJAEP)**

### **Director's Report**

### **March 2018**

#### **Juvenile Justice Alternative Education Program – March 2018**

During the month of March, campuses participated in the mandatory Texas Language Proficiency Assessment System (TELPAS). TELPAS fulfills the federal requirements for assessing the English proficiency of English Language Learners (ELLs) in four domains: listening, speaking, reading and writing.

JJAEP staff attended the Campus Test Coordinator training on March 29, 2018, in preparation for STAAR testing.

#### **Campus at a Glance:**

This month began with testing our English Language Learners. While instruction continued during the week of March 5<sup>th</sup>, all students participated in writing across the curriculum. There were eleven students whose work was rated for Texas English Language Proficiency Assessment System (TELPAS) testing purposes. Additionally, these students participated in the online TELPAS Reading and Listening/Speaking test.

On March 9<sup>th</sup>, JJAEP recognized students for a variety of reasons. We celebrated four students that reached the status of either perfect attendance and/or A/B honor roll.

Additionally, several students were recognized for their excellence in the County's Black History competition. One student received third place for Dallas County's Black History month essay contest.

One group of students celebrated their first place designation in the Black History quiz bowl competition. This was hosted by our social studies teacher. Another group celebrated their 1st place designation in the bulletin board competition conducted in our social skills classes.

Spring break was the week of the 12<sup>th</sup>. Teachers and students enjoyed their time off.

March 30<sup>th</sup> was an inclement weather day – student/teacher holiday.

**DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

ACTIVE ENROLLMENT									
Student Enrollment as of:		3/29/2018		Total Enrollment:		60			
Students on Probation/Spv.:		31		51.67%					
OFFENSE STATUS									
Disc.:		23		38.33%		Mand.:		37	
						61.67%		Plmt.:	
								0	
								0.00%	
DEMOGRAPHICS									
Category					Category				
GENDER					DISTRICT	Number	Percent		
Male			Female		CFB-904	5	8.33%		
48			80.00%		CHISD-904	2	3.33%		
					Coppell-992	0	0.00%		
					Desoto-906	2	3.33%		
					DISD-905	9	15.00%		
					Duncanville-907	3	5.00%		
					Garland-909	11	18.33%		
					GPISD-910	12	20.00%		
					HPISD-911	1	1.67%		
					IRVING-912	4	6.67%		
					Lancaster-913	0	0.00%		
					Mesquite-914	7	11.67%		
					RISD-916	4	6.67%		
					Sunnyvale-919	0	0.00%		
						60	100.00%		
AGE	Number	Percent		ETHNICITY	Number	Percent			
10	1	1.67%		African American	19	31.67%			
11	2	3.33%		Asian	1	1.67%			
12	2	3.33%		Caucasian	6	10.00%			
13	6	10.00%		Hispanic	34	56.67%			
14	15	25.00%		Native American	0	0.00%			
15	12	20.00%			60	100.00%			
16	13	21.67%							
17	9	15.00%							
18+	0	0.00%							
	60	100.00%							
OFFENSE DESCRIPTIONS							Number	Percent	
D-12	Serious Misbehavior						11	18.33%	
D-14	Misdemeanor Drugs						5	8.33%	
D-15	Felony Criminal Mischief						0	0.00%	
D-16	Court/County Placement						0	0.00%	
D-17	Assault Against Employee						1	1.67%	
D-18	Assault/Retaliation of Employee (ON/OFF CAMPUS)						0	0.00%	
D-19	False Alarm/Terroristic Threat						3	5.00%	
D-20	300 ft. Rule						1	1.67%	
Title 5	Off Campus Felonies Against Student & Other New Discretionary						2	3.33%	
M-01	Weapons/Firearms						8	13.33%	
M-02	Weapons other than Firearm						6	10.00%	
M-03	Aggravated Assault						4	6.67%	
M-04	Sexual Assault						0	0.00%	
M-05	Aggravated Sexual Assault						0	0.00%	
M-06	Arson						1	1.67%	
M-07	Murder Offenses/Manslaughter						0	0.00%	
M-08	Indecency with a Child						1	1.67%	
M-09	Aggravated Kidnapping						0	0.00%	
M-10	Felony Drugs						16	26.67%	
M-11	Retaliation Against Any Employee						1	1.67%	
M-12	Aggravated Robbery						0	0.00%	
P-16	Court Placement						0	0.00%	
							60	100.00%	
DETENTION; PLACEMENT or WARRANTS:							4	6.67%	
SPECIAL EDUCATION STUDENTS:							8	13.33%	
Avg. Daily Attendance:		45		83.59%		Cum. SY Daily Attendance:		47	81.60%

**DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

**2017-2018 School Year**

March began with 55 students and ended with 60 students enrolled at the Dallas County JJAEP. On average, there were 45 or 83.59% of the students attending on any given day. Of the 60 students enrolled at month's end, there were 23 discretionary referrals; 0 placement; and 37 mandatory referrals.





# ACTION ITEMS

V.



**ACTION ITEM**

**C.**



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

## MEMORANDUM

**Date:** April 23, 2018  
**To:** Dallas County Juvenile Board  
**From:** Michael Griffiths, Interim Director  
**Subject:** Juvenile Processing Offices – Addison Police Department and Farmers Branch 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 apprise the agency of their obligations and responsibilities when processing juveniles at the approved site.

### Impact on Operations and Maintenance:

The Addison Police Department maintains a Juvenile Processing Office, Briefing Room located at 4799 Airport Parkway, Addison, Texas 75001. The room was previously designated as an approved Juvenile Processing Office on April 25, 2016, 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 Addison Police Department's Juvenile Processing Office located at 4799 Airport Parkway, Addison, Texas 75001 was personally inspected by Rudy Acosta, Deputy Director of Probation Services, on March 7, 2018. This site was determined to be suitable as Juvenile Processing Office, and 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 the designated Agency representative, Records Supervisor Jessica Morgan, during the site visit. The training provided the Agency representative with information from Title 3 of the Texas Family Code §52.025, the Juvenile Justice Delinquency and Prevention Act outlining the requirements of operating a Juvenile Processing Office, and the specifics associated with the handling of juveniles in the Juvenile Processing Office. The training document was signed by the Agency representative, and a copy will be maintained by the Juvenile Department.

In calendar year 2017, the Addison Police Department referred 3 juveniles to the Dallas County Juvenile Department. Of the 3 referrals, 2 (66.7%) were Hispanic and 1 (33.3%) was White. Of the 3 referrals, 2 (66.7%) were male and 1 (33.3%) was female.

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



The Farmers Branch Police Department maintains Juvenile Processing Offices, Juvenile Processing Room 156 and Interview Room 204 located at 3723 Valley View Lane, Farmers Branch, Texas 75244. The rooms were previously designated as approved Juvenile Processing Offices on April 25, 2016, 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 Farmers Branch Police Department's Juvenile Processing Offices located at 3723 Valley View Lane, Farmers Branch, Texas 75244 were personally inspected by Rudy Acosta, Deputy Director of Probation Services, on March 8, 2018. This site was determined to be suitable as a Juvenile Processing Office, and the designated rooms were clearly identified with affixed signage.

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

In calendar year 2017, the Farmers Branch Police Department referred 18 juveniles to the Dallas County Juvenile Department. Of the 18 referrals, 14 (77.8%) were Hispanic, 3 (16.7%) were White, and 1 (5.6%) was Asian or Pacific Islander. Of the 18 referrals, 10 (55.6%) were female and 8 (44.4%) were male.

**Strategic Plan Compliance:**

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

**Legal Impact:**

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

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

*SECTION 1. Any juvenile taken into custody and not released in the field by the officer shall be brought immediately to either an office or to an official designated site herein without unnecessary delay and without*

*first being taken elsewhere. The juvenile shall not be permitted contact with any adult who is in custody, charged with, or convicted of a crime.*

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



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

- (1) The full investigation of each subject offense for which each child is taken into custody and all related offenses admitted to or alleged to be committed by said child, and may be used for temporary detention, for purposes of investigation of the identity and age of the juvenile, and for purposes of investigating and continuing the investigation of each subject offense and each related offense.
- (2) The completion of investigative and administrative paperwork concerning each subject and related offense and the taking of any oral, written, or magistrate confessions as may occur pertaining to each subject or related offense and for all other related investigative conduct such as fingerprinting,
- (3) photographing, and other medical and/or scientific examinations or testing necessary to the investigation of the subject or related offenses.
- (4) 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,
- (5) required by the Juvenile Court or Title 3 of the Texas Family Code or other law or the particular law enforcement agency's procedures.
- (6) 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.
- (7) All administrative steps necessary subsequent to taking a child into custody.

**Recommendation:**

The Juvenile Department recommends the Juvenile Board approve the Juvenile Processing Office, Briefing Room, for the Addison Police Department located at located at 4799 Airport Parkway, Addison, Texas 75001.

The Juvenile Department also recommends the Juvenile Board approve the Juvenile Processing Offices, Juvenile Processing Room 156 and Interview Room 204 for the Farmers Branch Police Department located at 3723 Valley View Lane, Farmers Branch, Texas 75244.

**Recommended by:**

  
\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

**JUVENILE PROCESSING OFFICE DESIGNATIONS  
DALLAS COUNTY JUVENILE BOARD  
(Revised 3/26/18)**

- |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1) Addison Police Department<br/>Juvenile Processing / Briefing Room<br/>4799 Airport Parkway<br/>Addison, TX 75001 972-450-7108<br/>Records Supervisor, Jessica Morgan</p>                                                                        | <p>7) Charlton Methodist Medical Center<br/>3500 W. Wheatland-Juvenile Processing Office<br/>Dallas, TX 75203<br/>Sgt. Deon Simmons 214-947-7705</p>                                                                                                 |
| <p>2) Balch Springs Police Department<br/>Room #1 Juvenile Room and Interview Room<br/>12500 Elam Road<br/>Balch Springs, TX 75180<br/>Sgt. Walts 972-557-6036 Cell 469-853-3958</p>                                                                  | <p>8) City of Combine Municipal Court &amp;<br/>Combine Police Department<br/>Chief's Office #101 &amp; Judge's Office #102<br/>123 Davis Rd. Combine, TX 75159<br/>Chief of Police Jack Gilbert<br/>972-476-8790 (office) / 214-212-5103 (cell)</p> |
| <p>3) Baylor Scott &amp; White Health Dept. of Public<br/>Safety<br/>Police Supervisors Room, Room 100.10-100.13<br/>4005 Crutcher Street, Ste 100<br/>Dallas, TX 75246<br/>Det. Marlena Colvin 214-820-7694<br/>Sgt. Daniel Royalty 214-820-7694</p> | <p>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</p>                                                                                      |
| <p>4) Carrollton Police Department<br/>Rooms 157-JPO1,138-JPO2<br/>137-JPO3,136-JPO4, 135-JPO5<br/>2025 Jackson Road<br/>Carrollton, TX 75006<br/>Sgt. Sheldon Blackwell 972-466-4328</p>                                                             | <p>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</p>                                                                                       |
| <p>5) Cedar Hill ISD Police Department<br/>Briefing/Training Office<br/>Door 5A entrance, Room 1 &amp; 2<br/>504 E. Beltline Rd.<br/>Cedar Hill, TX 75104<br/>Lt. Eddie Thompson 469-272-2088</p>                                                     | <p>11) Dallas County Community College Police<br/>Department / Room N112E<br/>Eastfield College – Main Campus<br/>3737 Motley Dr.<br/>Mesquite, Texas 75150<br/>Commander Michael Horak 972-860-8344</p>                                             |
| <p>6) Cedar Hill Marshal's Office<br/>285 Uptown Boulevard, Room 7108<br/>Cedar Hill, TX 75014<br/>Chief Leland Herron 972 291-1500 Ext.1048</p>                                                                                                      |                                                                                                                                                                                                                                                      |

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

**214-698-2200 Office**



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| <p>12) Dallas County Community College Police<br/>Department / Room 112N<br/>Eastfield College – Pleasant Grove Campus<br/>802 S. Buckner Blvd.<br/>Dallas, Texas 75217<br/>Commander Michael Horak 972-860-8344</p> <p>13) Dallas County Community College Police<br/>Department<br/>Pecos Hall – Rooms P161, P163, P170, P172<br/>Kiowa Hall – Room K110<br/>Richland College Campus<br/>12800 Abrams Road<br/>Richardson, Texas 75243<br/>Lt. C. Sena 972-761-6758</p> <p>14) Dallas County Hospital District P.D.<br/>Interview Room 01-910<br/>Observation Room 01-911<br/>5223 Texoak Ave., Dallas, TX 75235<br/>Capt. Richard D. Roebuck Jr. 469-419-0533</p> <p>15) Dallas County Juvenile Justice Department<br/>Detention Center and Probation Department<br/>Detention Center Room B109<br/>Henry Wade Juvenile Justice Department<br/>2600 Lone Star Drive<br/>Dallas, TX 75212 214-698-2200</p> <p>16) Dallas County Sheriff's Department<br/>Rooms C3-6 &amp; C3-7<br/>Frank Crowley Courts Building<br/>133 North Riverfront Blvd.<br/>Dallas, TX 75202<br/>Detective Billy Fetter 214-653-3495</p> <p>17) Dallas Independent School District P.D.<br/>Holding Rooms A&amp;B, Report Room, Shift<br/>Briefing Room<br/>1402 Seegar Street Dallas, TX 75215<br/>Deputy Chief Gary Hodges (by<br/>Communications Manager Wilford Davis)<br/>214-932-5610 or 214-932-5613</p> | <p>18) Dallas P.D.- Specialized Investigations<br/>Division – Operations Unit<br/>1400 S. Lamar St.<br/>Dallas, TX 75215<br/>Lt. Michael Woodbury/Detective R.P. Dukes<br/>214-671-4250/214-671-4255</p> <p>19) Desoto P.D.<br/>"Juvenile" Booking and Processing Office<br/>714 E. Beltline Rd.<br/>Desoto, TX 75115<br/>Det. W. Tillman 469-658-3028</p> <p>20) DFW Airport Department of Public Safety<br/>CID Conference Room, CID Interview Room 1,<br/>and Patrol Conference Room<br/>2900 East 28<sup>th</sup> Street<br/>Airport, TX 75261<br/>Sgt. Kara Cooper 972-973-3561</p> <p>21) Farmers Branch Police Department<br/>Juvenile Sect Rm. /Rm. 156<br/>Interview Room 204<br/>3723 Valley View Ln.<br/>Farmers Branch, TX 75244<br/>Sgt. Dale Sikorsky 972-919-9352</p> <p>22) Garland Police Department<br/>Room J1008 &amp; J1015<br/>1900 W. State Street<br/>Garland, TX 75042<br/>Supervisor Don McDonald 972-485-4891</p> <p>23) Glenn Heights Police Department<br/>Patrol- Squad Rm &amp; CID Office<br/>550 E. Bear Creek<br/>Glenn Heights, TX 75154<br/>Det. Gene Yates 972-223-1690x248<br/>Gene.yates@glennheightstx.gov</p> |
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*To assist referred youth in becoming productive,  
law abiding citizens, while promoting public safety and victim restoration.*

**214-698-2200 Office**

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| <p>24) South Grand Prairie High School<br/>Rooms A122 and H254<br/>301 W. Warrior Trail<br/>Grand Prairie, TX 75052<br/>Off. Chris Moore/Rayford Starr 972-522-2560</p> <p>25) South Grand Prairie High School<br/>Dr. Vern Alexander Bldg., Room A110B<br/>305 W. Warrior Trail Grand Prairie, TX 75052<br/>Off. Brandon Darrough 214-707-2897</p> <p>26) Grand Prairie High School<br/>Room 501<br/>101 High School Drive<br/>Grand Prairie, TX 75050<br/>Off. Edward Rahman 972-809-5707</p> <p>27) Grand Prairie Johnson D.A.E.P.<br/>Room 16<br/>650 Stonewall Drive<br/>Grand Prairie, TX 75052<br/>Off. Louis Whittington 972-522-7007</p> <p>28) Grand Prairie P.D.<br/>Rooms J1, J2, J3, J4, J5, J6, 1008A, 1009, 1010<br/>&amp; 1029<br/>1525 Arkansas Lane<br/>Grand Prairie, TX 750502<br/>Manager Teresa Coomes 972-237-8746</p> <p>29) Grand Prairie Young Men's Leadership<br/>Academy at Kennedy MS, Room B102<br/>2205 SE 4<sup>th</sup> Street<br/>Off. Adrian Gilmore 972-522-3688</p> | <p>30) Grand Prairie Young Women's Leadership<br/>Academy at Arnold, Room 113<br/>1204 E. Marshall Dr.<br/>Grand Prairie, TX 75052<br/>Off. Takesha Dye 972-343-7498</p> <p>31) Highland Park Department of Public Safety<br/>Room 331 and Report Writing Room<br/>4700 Drexel Drive<br/>Dallas, TX 75205 and Dallas, TX 75209<br/>Detective Rusty Nance 214-559-9306</p> <p>32) Hutchins Police Department<br/>Patrol/Briefing Room<br/>205 W. Hickman<br/>Hutchins, TX 75141<br/>Sgt. Frank Garcia 972-225-2225</p> <p>33) Irving Police Department<br/>Juvenile Holding Area, CID Juvenile Interview<br/>Report Writing Room, Community &amp; Youth<br/>Services Division School Resource Office,<br/>Juvenile Intake Lobby &amp; Youth Investigators<br/>Office<br/>305 N. O'Connor Rd. Irving, TX 75061<br/>Lt. Christopher Summers 972-721-2456</p> <p>34) Irving Police Department<br/>Report Writing Room<br/>5992 Riverside Dr.<br/>Irving, TX 75039<br/>Lt. Christopher Summers 972-721-2456</p> <p>35) Lancaster ISD P.D.-Headquarters<br/>Juvenile Processing Room 603<br/>814 W. Pleasant Run Road<br/>Lancaster, TX 75134<br/>Chief Le'Shai Maston 214-784-4878</p> |
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*To assist referred youth in becoming productive,  
law abiding citizens, while promoting public safety and victim restoration.*



36) Lancaster ISD P.D.-Lancaster High School  
 'Juvenile Processing Office'  
 Police Office, Room C126A  
 200 Wintergreen Rd.  
 Lancaster, TX 75134  
 Chief LeShai Maston 214-784-4878

37) Lancaster P.D.  
 Rooms A148 & B122  
 1650 North Dallas Avenue  
 Lancaster, TX 75134  
 CID Sergeant Erick Alexander 972-218-2739

38) Mansfield ISD PD - Byrd Middle School  
 "Juvenile Processing Center" Room # 200F  
 1040 W. Wheatland Road  
 Duncanville, TX 75116  
 Asst. Chief Greg Minter 817-299-6008

39) Mansfield ISD PD -Duncanville High School  
 Rooms L105,L105A, A118, B167 & B167B,  
 900 W. Camp Wisdom Rd.  
 Duncanville, TX 75116  
 Asst. Chief Greg Minter 817-299-6008

40) Mansfield ISD PD- Kennemer Middle School  
 Room 100C  
 7101 W. Wheatland Road  
 Dallas, TX 75249  
 Asst. Chief Greg Minter 817-299-6008

41) Mansfield ISD PD - Reed Middle School  
 "Juvenile Processing Center" Room # 115  
 530 E. Freeman Road  
 Duncanville, TX 75116  
 Asst. Chief Greg Minter 817-299-6008

42) Methodist Health System P.D.  
 Front Lobby  
 1441 N. Beckley Ave  
 Dallas, TX 75203  
 PO Keviin Quilens 214-947-8899

43) Mesquite Police Department  
 Rooms 1016, 1019, 1021, 1022, 2008, 4023,  
 4024, 4045, & 4047  
 777 North Galloway Avenue  
 Mesquite, TX 75149  
 Lt. Michael Kelly 972-216-6796

44) Richardson P.D.  
 Youth Crimes Unit/Rooms D-207, D208 & D211  
 140 North Greenville Avenue  
 Richardson, TX 75081  
 Sgt. Jaime Gerhart 972-744-4862

45) 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

46) Sachse Police Department  
 Juvenile Division & Youth Holding Area  
 Rooms PS116 and PS118  
 3815 Sachse Rd.  
 Sachse, TX 75048  
 Lt. Steve Norris 469-429-9823

47) Seagoville Police Department  
 Law Enforcement Center -  
 Interview Room and Patrol Room  
 600 North Highway 175  
 Seagoville, TX 75159  
 Manager Christine Dykes 972-287-6834

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*To assist referred youth in becoming productive,  
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**214-698-2200 Office**

48) Southern Methodist University Police Dept.  
Briefing Room 214  
3128 Dyer Street Dallas, TX 75205  
Lt. Brian Kelly          214-768-1577

49) University Park P.D.  
Room 215, 2<sup>nd</sup> Floor  
3800 University Boulevard  
Dallas, TX 75205  
Lieutenant John Ball   214-987-5360

50) UT Southwestern Medical Center Police Dept.  
Room BLC 214 & BLC 228  
6303 Forest Park Road  
Dallas, TX 75390-9027  
Lt. Adam Jones          214-633-1633

51) Wilmer Police Department  
Warrant Room and Patrol Room  
219 E. Beltline Rd.  
Wilmer, TX 75172  
Lt. Eric Pon          972-441-6565

## JUVENILE BOARD ORDER

ORDER NO: 2018-XXX

DATE: April 23, 2018

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 23rd day of April, 2018, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

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

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

**WHEREAS,** the Juvenile Board of Dallas County previously approved Juvenile Processing sites for the Addison Police Department; and

**WHEREAS,** the Addison Police Department maintains a Juvenile Processing Office, Briefing Room located at 4799 Airport Parkway., Addison, Texas 75001. The room was previously designated as an approved Juvenile Processing Office on April 25, 2016, by the Juvenile Department and the Dallas County Juvenile Board; and

**WHEREAS,** in response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the Addison Police Department's Juvenile Processing Office, Briefing Room was personally inspected by Rudy Acosta, Deputy Director of Probation Services, on March 7, 2018. The site was determined to be suitable as a Juvenile Processing Office, and the designated area was clearly identified with affixed signage; and

**WHEREAS,** the Addison Police Department's Juvenile Processing Office complies with the Dallas County Strategic Plan: Vision 3- Dallas County is *safe, secure, and prepared*, by ensuring local law enforcement agencies adhere to Federal and State legislative mandates; 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, Briefing Room for the Addison Police Department located at 4799 Airport Parkway, Addison, Texas 75001.

**DONE IN OPEN BOARD MEETING** this 23rd day of April, 2018.

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:

\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

\_\_\_\_\_  
Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



## JUVENILE BOARD ORDER

ORDER NO: 2018-XXX  
DATE: April 23, 2018  
STATE OF TEXAS §  
COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 23rd day of April, 2018, in accordance with the Texas Open Meetings Act, with a quorum of the members present, to wit:

Name	Name	Name
Name	Name	Name
Name	Name	Name

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

- WHEREAS,** the Juvenile Board is charged with the responsibility of designating Juvenile Processing Offices pursuant to Juvenile Justice Code 51.02 (12), 52.02 (a) and (b), 52.025 (a), 52.027 (f), 52.05 (a) and (b), 52.01 (a) and (c), 58.01 (4), 52.03 (d), 52.041 (c) and (d), and Article 15.27 of the Code of Criminal Procedures; and
- WHEREAS,** the Juvenile Board of Dallas County previously approved Juvenile Processing sites for the Farmers Branch Police Department; and
- WHEREAS,** the Farmers Branch Police Department maintains Juvenile Processing Offices, Juvenile Processing Room 156 and Interview Room 204 located at 3723 Valley View Lane, Farmers Branch, Texas 75244. The rooms were previously designated as approved Juvenile Processing Offices on April 25, 2016, by the Juvenile Department and the Dallas County Juvenile Board; and
- WHEREAS,** in response to the Juvenile Department's commitment to review all previously approved Juvenile Processing Offices, the Farmers Branch Police Department's Juvenile Processing Offices, Juvenile Processing Room 156 and Interview Room 204 were personally inspected by Rudy Acosta, Deputy Director of Probation Services, on March 8, 2018. The site was determined to be suitable as a Juvenile Processing Office, and the designated areas were clearly identified with affixed signage; and
- WHEREAS,** the Farmers Branch Police Department's Juvenile Processing Offices comply with the Dallas County Strategic Plan: Vision 3- Dallas County is *safe, secure, and prepared*, by ensuring local law enforcement agencies adhere to Federal and State legislative mandates; and

**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 Offices, Juvenile Processing Room 156 and Interview Room 204 for the Farmers Branch Police Department located at 3723 Valley View Lane, Farmers Branch, Texas 75244.

**DONE IN OPEN BOARD MEETING** this 23rd day of April, 2018.

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:

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Michael Griffiths, Interim Director  
Dallas County Juvenile Department

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Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



**ACTION ITEM**

**D.**





**DALLAS COUNTY  
JUVENILE DEPARTMENT**

**Michael Griffiths**  
Interim Director Juvenile Services

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

**MEMORANDUM**

**Date:** April 23, 2018

**To:** Dallas County Juvenile Board

**From:** Michael Griffiths, Interim Director

**Subject:** Approval of Contract Agreement with Ellis County Juvenile Department for Pre-Adjudication Beds at Dr. Jerome McNeil Jr. Juvenile Detention Center

**Background of Issue:**

In October 2016, Dallas County Juvenile Department was contacted by Chief Probation Officer of Ellis County, Chatrinia Johnson, to inquire as to whether we would be interested in contracting pre-adjudication detention beds to her County. This resulted in both respective counties entering into a contract from May 1, 2017, through April 30, 2018. The purpose of this brief is to seek the Dallas County Juvenile Board's approval to continue contracting pre-adjudication detention beds with Ellis County from May 1, 2018, to April 30, 2019.

Ellis County does not have a Detention Center, and has been contracting with Lake Granbury to supervise youth from their county who are in need of secure detention. Current Interim Chief Probation Officer of Ellis County, Chelsea Smith, reported no issues with this facility. However, they have requested to continue contracting with Dallas County for Pre-Adjudication detention beds because their existing contract with Lake Granbury Youth Services often results in no bed availability at the time they are needed. The Dallas County Juvenile Department currently contracts out pre-adjudication detention beds to Kaufman County, Johnson County, Hill County and Parker County respectively, and has also proposed to contract with other Texas counties for post-adjudication beds at the Letot Girls RTC and the Youth Village Youthful Sexual Offenders program as part of Texas Juvenile Justice Department's Regionalization Plan, mandated by SB1360 from the 84<sup>th</sup> legislative session. The Dr. Jerome McNeil Jr. Juvenile Detention Center is currently funded to hold 232 youth, and the average daily population of detained youth has been below this capacity for the last several years. The Department believes that continuing to contract with Ellis County for a small number of pre-adjudication beds is advantageous to both counties, and endorses approval for entering into such a contract. Due to the small number of anticipated detention beds being needed by Ellis County, the impact on our detention center would be minimal and would not require additional staff or resources at this time. The Dallas County Juvenile Department has capped the total amount of beds to be contracted with all counties at sixteen (16); any additional beds will require administrative approval by the Dallas County Chief Juvenile Probation Officer.

**Impact on Operations and Maintenance:**

The proposed contract mandates that Ellis County would be responsible for all transportation to and from Ellis County (for things such as Court appearances). They are also responsible for all emergency or significant medical care for their youths outside of routine care that is provided by our Parkland medical staff in the detention facility. This component of the contract was sent to, and discussed with, Parkland, and they are in agreement with it. The inclusion of these youth in our school setting would not require additional educational staff, and would actually go toward our daily school enrollment, which could potentially increase our reimbursements from Texas Education Agency and Region 10 Education Service Center. We are charging a per diem of \$140 per youth, which is above the regular state rate of \$110 per day. This is due to the additional quality of our programming components in the Detention Center, which we believe far exceeds what most Detention Centers can offer. If approved, the proposed contract agreement will begin May 1, 2018, and last until April 30, 2019.

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

**Strategic Plan Compliance:**

This request conforms to the Dallas County Strategic Plan – Vision 3 Dallas County *is safe, secure, and prepared* by maximizing the effectiveness of Dallas County Criminal Justice Resources, while assisting surrounding counties with services for their youth

**Legal Impact:**

The May 2017 Contract and Agreement for Pre-Adjudication Residential Service of Juvenile Offenders, currently in effect, was prepared and approved by Ms. Denika Caruthers, Administrative Legal Advisor for the Dallas County Juvenile Department. The contract contains the signatures of the Juvenile Board Chair, Judge Cheryl Lee Shannon; the Dallas County Judge, Judge Clay Jenkins; and the Ellis County Juvenile Board Chairperson, Judge Cindy Ermatinger.

**Financial Impact/Considerations:**

Ellis County Juvenile Department will be responsible for the daily rate of \$140 per youth for every youth detained in the Dr. Jerome McNeil Jr. Juvenile Detention Center. This rate was established by our budget department based on our costs for Dallas County youth residing in the detention facility. This financial information has been reviewed and approved by Ms. Carmen Williams, Budget Manager. For the almost 12 months of the initial contract (May 1, 2017, through April 5, 2018), Dallas County Juvenile Department has received \$203,560.00 in revenue from Ellis County for the detention of their youth in our facility. This revenue is utilized to offset placement costs. This includes sixty-one contract detentions with an average length of stay of 28.59 days and average daily detention population of 5.51.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board approve the Juvenile Department's proposed contract with the Ellis County Juvenile Department to continue to house said County's youth who require secure pre-adjudication services in the Dr. Jerome McNeil Jr. Juvenile Detention Center from May 1, 2018, to April 30, 2019.

**Recommended by:**

  
\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department



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This contract shall automatically renew with the same terms and conditions unless within sixty (60) days prior to the expiration of the contract, one party gives notices to the other party regarding any changes to the terms and conditions of the contract.

If either party hereto feels in its judgment that the contract cannot be successfully continued and desires to terminate this contract, then the party so desiring to terminate may do so by notifying the other party in writing within 30 days, by certified mail or personal delivery to its principal office, of its intention to terminate the contract.

After receipt of notice of termination, the CONTRACT shall terminate, become null and void and be of no further force and effect. CONTRACT County shall remove all youth placed in the facility on or before the termination date.

(2) Dallas County will provide room and board 7 days a week, 24-hour supervision, an approved education program, recreation facilities, and behavior counseling to each youth placed within the facility. Provide basic residential services, including: standard supervision by qualified adults, food and snacks, recreation, personal hygiene items, haircuts, transportation, school supplies, and room, (rent, utilities, maintenance, telephone). Dallas County will Provide and document paraprofessional counseling, major incidents, and worker contacts. Any and all costs associated with off-campus visits or furloughs will be paid by the parent or guardian. Dallas County will also provide routine medical treatment that may customarily and reasonably be provided within the facility; however, Dallas County shall not provide nor be responsible for emergency examination, treatment, hospitalization, or any other service requiring transportation or removal of the youth outside the facility. Any outside medical procedure, treatment, examination, or hospitalization shall be the sole responsibility and obligation of CONTRACT County.

(3) CONTRACT County agrees to pay Dallas County the sum of \$140.00 per day for each bed used. This sum shall be paid to Dallas County upon billing and following the paying procedures agreed upon by the contracting counties and the auditor of Dallas County, Texas, the per day cost being the contracted amount. The Dallas County Juvenile Department has capped the total amount of beds to be contracted for all counties at sixteen (16). Any additional beds will require an administrative approval by the Dallas County Chief Juvenile Probation Officer.

(4) If emergency examination, treatment, and/or hospitalization outside the facility is required for a youth placed in the facility by CONTRACT County, the Administrator of the facility is authorized to secure such examination, treatment, or hospitalization at the expense of CONTRACT County and to request that CONTRACT County be billed for the same. CONTRACT County agrees to indemnify and hold harmless Dallas County, its representatives, agents, and employees for any liability for charges for medical treatment, examination, and/or hospitalization. The administrator shall notify CONTRACT County of

such an emergency within 24 hours of its occurrence. Prior to transporting a youth to the facility for placement, the official authorizing placement shall call the facility to ensure that space is available. The placement needs of Dallas County take precedence over those of contract counties and placement of youth from CONTRACT County may be denied if space limitations require. CONTRACT COUNTY will provide all transportation to and from CONTRACT COUNTY to the Dr. Jerome McNeil Jr. Juvenile Detention Center.

(5) Youth from the CONTRACT County who are alleged to have engaged in delinquent conduct or conduct indicating a need for supervision (CINS) will be admitted to the facility under the authority of the Juvenile Court of CONTRACT County or its designated official.

(6) Each youth placed therein shall be required to follow the rules and regulations of conduct as fixed and determined by the Administrator and staff of the facility.

(7) A copy of all of the appropriate paperwork required by the Texas Juvenile Justice Department to place a youth in a detention center, to include but not limited to: order of Detention, medical release, and verification of visitors form.

(8) If a youth is accepted by the facility from CONTRACT County and such youth thereafter is found to be, in the sole judgment of the Administrator, mentally unfit, dangerous, or unmanageable or a combination of such conditions or characteristics, or whose mental or physical health condition would or might endanger the other occupants of the facility, then in the Administrator's sole judgment, upon such determination and notification by the Administrator to the CONTRACT County Juvenile Judge or Probation Office, a Juvenile Probation Officer or Deputy Sheriff from CONTRACT County shall immediately and forthwith remove or cause to be removed such youth from the residential facility.

(9) Dallas County agrees that the facility will accept any youth qualified hereunder, without regard to such youth's religion, race, creed, color, or national origin.

(10) It is understood and agreed by the parties hereto that youth placed in the facility under the proper orders of the Juvenile Court of CONTRACT County shall be maintained therein except that the staff of the facility may take the youth under supervision from the facility for medical treatment.

(11) Dallas County Certifies that the Dr. Jerome McNeil Jr. Juvenile Detention Center is eligible to receive state funds as required by the Texas Family Code Section 231.006 and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

(12) Dallas County agrees to Provide maintenance, availability for inspection, audit or reproduction by authorized representative of the Comptroller General of the United States, Department of Justice and the State of Texas, books, documents and records of



the County which are directly pertinent to that specific contract for the purpose of making audit, experimentation, excerpts and transcriptions for a period of seven (7) years, or until pending litigation, claim audit or review and all questions arising therefrom have been resolved.

(13) Dallas COUNTY shall ensure that its employees, interns, volunteers and subcontractors comply in a timely and complete manner with all the CONTRACT County's request for information made concerning CONTRACT County's youth during the course of on-site monitoring visits, unannounced monitoring visits, abuse, neglect and exploitation investigations, programmatic and financial audits or monitoring, or other on-site inspections.

DALLAS COUNTY agrees that it will permit CONTRACT County to examine and evaluate its program of services provided under the terms of the contract and/or to review its records periodically. This examination and evaluation of the program may include on-site monitoring, observation of programs in operation, investigation of complaints, abuse, neglect and exploitation, interviews and the administration of questionnaires to the staff of DALLAS COUNTY and the youth when deemed necessary.

(14) It is further understood and agreed by the parties hereto that nothing in this contract shall be construed to permit CONTRACT County, its agents, servants, or employees in any way to manage, control, direct, or instruct Dallas County, its servants or employees in any manner respecting any of their work, duties, or functions pertaining to the maintenance and operation of the facility.

(15) It is further understood and agreed by the parties hereto that prior to any youth's admission to the facility, the CONTRACT County shall provide verification and documentation of the following: a tuberculosis test with received results no more than 365 calendar days prior to the admission date; a medical examination conducted by a physician, physician's assistant, or nurse practitioner within 365 calendar days of the admission date; and a psychological evaluation or behavioral health assessment completed no more than 365 calendar days prior to the admission date.

#### DEFAULT

21 CONTRACT County may, by written notice of default to Dallas County, terminate in whole or any part of this contract in any of the following circumstances:

(a) If Dallas County fails to perform the work called for by this contract within the time specified herein, or

(b) If Dallas County fails to perform any of the provisions of this contract, or fails to perform the work as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not



cure such failure within a reasonable period (or such extensions as authorized by CONTRACT County in writing) after receiving notice of default.

- 22 Except with respect to defaults of subcontractors, Dallas County shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of Dallas County. If the failure to perform is caused by the default of a subcontractor, and without the fault or negligence of either of them, Dallas County shall not be liable for any excess costs for failure to perform.

ARTICLE II  
OFFICIALS NOT TO  
BENEFIT

- 31 No officer, member, or employee of the Criminal Justice Division and no member of its governing body, and no other public officials of Dallas County who exercise any function or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this contract which affects their personal interest or have any personal or pecuniary interest, direct or indirect, in this contract or the proceeds thereof.
- 32 No member of or Delegate to the Congress of the United States of America, no Resident Commissioner, or employee of the Law Enforcement Assistance Administration or the Department of Justice shall be admitted to any share or part thereof or to any benefit to arrive here from.
- 33 No member of or Delegate to the Congress, or State Official, or Resident Commissioner shall be allowed to any share or part of this contract, or to any benefit that may arise therefrom.
- 34 Dallas County agrees to insert this Clause III into all subcontracts entered into the performance of the work assigned by this contract.

ARTICLE III  
EQUAL EMPLOYMENT OPPORTUNITY

- 4.1 During the performance of this contract, Dallas County agrees as follows:
- (a) Dallas County will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Dallas County will take affirmative action to ensure that applicants are employed and that employees

are treated during employment without regard to their race, color, or religion. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or advertising, lay-off or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. Dallas County agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provision of this non-discrimination clause.

(b) Dallas County will in all solicitations or advertisement for employees placed by or on behalf of Dallas County, state that all qualified applicants for positions in the facility will receive consideration for employment without regard to race, color, religion, sex, or national origin.

ARTICLE IV  
DUTY TO  
REPORT

- 5.1 Allegations Occurring Inside the Facility. As required by Texas Family Code Chapter 261 and Title 37 Texas Administrative Code Chapter 358, or successor provisions, DALLAS COUNTY, and any of its employees, interns, volunteers or contractors, shall report any allegation or incident of abuse, neglect, exploitation, death or other serious incident involving a juvenile in a juvenile justice facility or juvenile justice program in the following manner:
- A. For all allegations and incidents except sexual abuse and serious physical abuse: within twenty-four (24) hours from the time the allegation is made, to the following:
    - 1. Local law enforcement agency; and
    - 2. Texas Juvenile Justice Department by submitting a TJJD Incident Report Form to facsimile number 1-512-424-6717 (or if unable to complete the form within 24 hours, then by calling toll-free 1-877-786-7263, followed by submitting the report within 24 hours of said call). In addition, for serious incidents, a treatment discharge form or other medical documentation that contains evidence of medical treatment pertinent to the reported incident shall be submitted to the Texas Juvenile Justice Department within 24 hours of receipt; and
    - 3. With respect to juveniles placed by CONTRACT County, the TJJD Incident Report Form shall also be sent to CONTRACT County Juvenile Probation Department within 24 hours at facsimile number Dallas.
  - B. For allegations and incidents of sexual abuse or serious physical abuse:



1. Local law enforcement agency immediately, but no later than one (1) hour from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone to law enforcement;
  2. Texas Juvenile Justice Department immediately, but no later than four (4) hours from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone by calling toll-free 1-877-786-7263. Within 24 hours of the report by phone, the completed TJJD Incident Report Form shall be submitted by facsimile number 1-512-424-6717 or by email; and
  3. With respect to children placed by CONTRACT County, the TJJD Incident Report Form shall also be sent to Dallas County Juvenile Probation Department within 24 hours at facsimile number Dallas 214-698-4299.
- 52 Allegations Occurring Outside the Facility. Any person who witnesses, learns of, receives an oral or written statement from an alleged victim or other person with knowledge or who has a reasonable belief as to the occurrence of alleged abuse, neglect, exploitation, death or other serious incident involving a child, but that is not alleged to involve an employee, intern, volunteer, contractor, or DALLAS COUNTY of a program or facility, shall be immediately reported to law enforcement or to other appropriate governmental unit as required in Texas Family Code Chapter 261.
- 53 As used within this Agreement:
- A. An allegation or incident includes the witnessing, learning, or receiving an oral or written statement from an alleged victim or other person with reasonable belief or knowledge as to the occurrence of an alleged abuse, neglect, exploitation, death or other serious incident involving a child in a juvenile justice facility or juvenile justice program.
  - B. A serious incident is attempted escape, attempted suicide, escape, reportable injury, youth-on-youth physical assault or youth sexual conduct.
  - C. Sexual abuse is conduct committed by any person against a child that includes sexual abuse by contact or sexual abuse by non-contact.
  - D. Serious physical abuse is bodily harm or condition that resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect or exploitation, if the bodily harm or condition requires medical treatment by a physician, physician assistant, licensed nurse practitioner, emergency medical technician, paramedic or dental.



- E. A juvenile justice facility is a facility, including its premises and affiliated sites, whether contiguous or detached, operated wholly or partly by or under the authority of the governing board, juvenile board or by a private vendor under a contract with the governing board, juvenile board or governmental unit that serves children under juvenile court jurisdiction. The term includes: a public or private juvenile post-adjudication secure correctional facility required to be certified in accordance with the Texas Family Code; and a public or private non-secure juvenile post-adjudication residential treatment facility housing children under juvenile court jurisdiction.
- F. A juvenile justice program is a program or department operated wholly or partly by the governing board, juvenile board or by a private vendor under contract with the governing board or juvenile board that serves children under juvenile court jurisdiction or juvenile board jurisdiction. The term includes a juvenile justice alternative education program and a non-residential program that serves juvenile offenders while under the jurisdiction of the juvenile court or juvenile board jurisdiction and a juvenile probation department.

ARTICLE V  
PRISON RAPE ELIMINATION  
ACT

- 5.4 Dallas County shall adopt and comply with all federal, state, county, and city laws, ordinances, regulations and standards applicable to the provision of services described herein and the performance of all obligations undertaken pursuant to this Contract, including the Prison Rape Elimination Act of 2003 (PREA) which establishes a zero- tolerance standard against sexual assault of incarcerated persons, including juveniles, and addresses the detection, elimination, prevention, and reporting of sexual assault in facilities housing adult and juvenile Offenders.
- 5.5 Under PREA, Dallas County shall make available to the CPO all incident-based and aggregated data reports for every allegation of sexual abuse at its facility or facilities, and all such data may be requested by the Department of Justice from the previous calendar year no later than June 30 [PREA §115.387(e) and (f)]
- 5.6 Dallas County shall be monitored, at their expense, once in every three- year auditing cycle and documentation of this audit including any non-compliance shall be given to CONTRACT County.
  - A. Dallas County shall choose a monitor that meets all applicable PREA requirements and is pre-approved by CONTRACT County.
  - B. CONTRACT County may conduct their own audit, at any time, to determine

DALLAS COUNTY'S compliance with PREA standards.

1. Dallas County shall assist fully with any and all audits.

ARTICLE VI  
APPLICABLE  
LAW AND  
VENUE

- 6.1 This MOU shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Dallas County, Texas. Exclusive venue for any litigation arising from this Contract shall be in **DALLAS COUNTY, Texas.**

ARTICLE VII  
INDEMNIFICATION

- 7.1 Deleted by Agreement.

ARTICLE VIII  
SOVEREIGN IMMUNITY

- 8.1 This CONTRACT shall not be interpreted to inure to the benefit of a third party not a party to this CONTRACT. This CONTRACT may not be interpreted to waive any statutory or common law defense, immunity, including governmental and sovereign immunity, or any limitation of liability, responsibility, or damage of any party to this CONTRACT, party's agent, or party's employee, otherwise provided by law.

ARTICLE IX  
LEGAL CONSTRUCTION


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

ARTICLE X  
EXECUTION

10.1 This Contract and Agreement this date executed is made by and between the parties hereof; it being the declared intention of the parties hereto that the above and foregoing contract is a contract providing for the care of Youth who have allegedly committed an act of delinquency or an act indicating a need for supervision and payment for such care by CONTRACT County for such youth placed in the facility by the Judge of CONTRACT County having juvenile jurisdiction.

This contract is in lieu of all previous contracts between Dallas County and CONTRACT County for these purposes, said previous contracts to terminate, become null and void, and be of no further force or effect on the date this contract becomes effective. Executed in duplicate this 05<sup>th</sup> day of April 2017, to be effective May 1, 2017, each copy hereof shall be considered an original copy for all purposes.

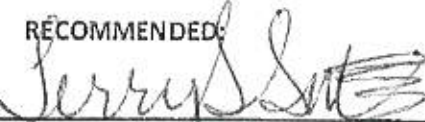
**DALLAS COUNTY JUVENILE BOARD:**

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


APPROVED AS TO FORM:

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

**RECOMMENDED:**

  
BY: Dr. Terry S. Smith  
Director of Juvenile Services  
Chief Juvenile Probation Officer

**COMMISSIONERS COURT OF DALLAS COUNTY, TEXAS**

  
Clay Jenkins, County Judge  
and Presiding Officer of  
Said Court Dallas County, Texas

**Ellis County Juvenile Board:**

  
Cindy Ermatinger  
Juvenile Board Chairperson

  
Chairman Johnson  
Chief Juvenile Probation Officer



## JUVENILE BOARD ORDER

ORDER NO: 2018-XXX  
DATE: April 23, 2018  
STATE OF TEXAS §  
COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 23<sup>rd</sup> day of April, 2018 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,** in October 2016, Dallas County Juvenile Department was contacted by Chief Probation Officer of Ellis County, Chatrinia Johnson, to inquire as to whether we would be interested in contracting pre-adjudication detention beds to her County. This resulted in both respective counties entering into a contract from May 1, 2017, through April 30, 2018; and
- WHEREAS,** Dallas County Juvenile Board's approval is sought to continue contracting pre-adjudication detention beds with Ellis County from May 1, 2018, to April 30, 2019; and
- WHEREAS,** Ellis County does not have a Detention Center, and has been contracting with Lake Granbury Youth Services to supervise youth from their county who are in need of secure detention. Current Interim Chief Probation Officer of Ellis County, Chelsea Smith, reported no issues with this facility. However, they have requested to continue contracting with Dallas County for Pre-Adjudication detention beds because their existing contract with Lake Granbury often results in no bed availability at the time they are needed; and
- WHEREAS,** the Dallas County Juvenile Department currently contracts out pre-adjudication detention beds to Kaufman County, Johnson County, Hill County and Parker County respectively, and has also proposed to contract with other Texas counties for post-adjudication beds at the Letot Girls RTC and the Youth Village Youthful Sexual Offenders program as part of Texas Juvenile Justice Department's Regionalization Plan, mandated by SB1360 from the 84<sup>th</sup> legislative session; and
- WHEREAS,** due to the small number of anticipated detention beds being needed by Ellis County, the impact on our detention center would be minimal and would not require additional staff or resources at this time; and

- WHEREAS,** the Dallas County Juvenile Department has capped the total amount of beds to be contracted with all counties at sixteen (16); any additional beds will require administrative approval by the Dallas County Chief Juvenile Probation Officer; and
- WHEREAS,** the proposed contract agreement will begin May 1, 2018, and last until April 30, 2019, and would require a per diem to be paid to Dallas County of \$140 per youth detained in the Dr. Jerome McNeil Jr. Juvenile Detention Center; and
- WHEREAS,** the May 2017 Contract and Agreement for Pre-Adjudication Residential Service of Juvenile Offenders, currently in effect, was prepared and approved by Ms. Denika Caruthers, Administrative Legal Advisor for the Dallas County Juvenile Department. The contract contains the signatures of the Juvenile Board Chair, Judge Cheryl Lee Shannon; the Dallas County Judge, Judge Clay Jenkins; and the Ellis County Juvenile Board Chairperson, Judge Cindy Ermatinger; and
- WHEREAS,** Ellis County Juvenile Department will be responsible for the daily rate of \$140 per youth detained in the Dr. Jerome McNeil Jr. Juvenile Detention Center. This rate was established by our budget department based on our costs for Dallas County youth residing in the detention facility. This financial information has been reviewed and approved by Ms. Carmen Williams, Budget Manager; and
- WHEREAS,** for the almost 12 months of the initial contract (May 1, 2017, through April 5, 2018), Dallas County Juvenile Department has received \$203,560.00 in revenue from Ellis County for the detention of their youth in our facility. This revenue is utilized to offset placement costs. This includes sixty-one contract detentions with an average length of stay of 28.59 days and average daily detention population of 5.51.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approves the Juvenile Department's recommendation to to continue to house said County's youth who require secure pre-adjudication services in the Dr. Jerome McNeil Jr. Juvenile Detention Center from May 1, 2018, to April 30, 2019.

**DONE IN OPEN BOARD MEETING** this 23<sup>rd</sup> day of April, 2018.

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:

\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

\_\_\_\_\_  
Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



# ACTION ITEM

## E.





**DALLAS COUNTY  
JUVENILE DEPARTMENT**

**Michael Griffiths**  
Interim Director Juvenile Services

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

**MEMORANDUM**

**Date:** April 23, 2018

**To:** Dallas County Juvenile Board

**From:** Michael Griffiths, Interim Director

**Subject:** Approval of the study of the Use of Sexual History Polygraph Examination with Juvenile Sex Offenders and Recidivism Rates Proposal

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**Background of Issue:**

Dallas County Juvenile Department is constantly searching for ways to review and improve strategies and techniques. As such, on April 3, 2018, the Research Review Committee consulted with, and reviewed the proposal submitted by, Ms. Andrea A. Wierzchowski, Mental Health Clinician with the Dallas County Juvenile Department, called "Use of Sexual History Polygraph Examination with Juvenile Offenders and Recidivism Rates". The reviewing committee members are: Christian Yost, Research Manager, Dr. John Pita, Chief Psychologist, Mr. Rudy Acosta, Deputy of Probation Services, Mrs. Leslie Gipson, Deputy of Administrative-Executive Services, and Ms. Carmen Williams, Budget Services Manager. It was then forwarded to Mr. Bill Edwards and Ms. Denika Caruthers on April 6, 2018 for approval. The primary goal of this study is to demonstrate that the Sexual History Polygraph Examination (SHPE) leads to better case-specific treatment planning, based upon the disclosure of specific deviant sexual behaviors that may call for different approaches in treatment.

The purpose of this brief is to request approval to participate in the study called "Use of Sexual History Polygraph Examination with Juvenile Sex Offenders and Recidivism Rates".

The study seeks to use secondary data in an attempt to determine whether sexual history polygraph examination (SHPE) leads to better case-specific treatment planning, based upon the disclosure of specific deviant sexual behavior that may call for different approaches to treatment. There will be no direct contact with any youth; all data will be extracted from juvenile psychological case files, polygraph results, and electronic extraction. The secondary data will include juvenile gender, race, ethnicity, category of offense, type of offense, offense date, offense description, age at time of offense, and referral disposition. The data requested will be archival data for youths who participated in the Juvenile Sex Offender Out-Patient and In-Patient treatment programs, and the Sexual History Polygraph Examination between 1995 and 2017.

**Impact on Operations and Maintenance:**

The answers to the following questions will provide greater awareness and knowledge for better planning and effective treatment:

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*To assist referred youth in becoming productive,  
law abiding citizens, while promoting public safety and victim restoration.  
214-698-2200 Office*

- Is the Sexual History Polygraph Examination effective in generating additional disclosures of inappropriate sexual behaviors and victims?
- Are there ethnic differences between rate of re-offending as defined by sexual re-offense or nonsexual re-offense?
- What are the descriptive statistics that make up the profiles of these juvenile sex offenders and is there a correlation between these demographics and recidivism (i.e. severity of offense, number of victims, ethnicity, age, etc.)?

**Strategic Plan Compliance:**

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

**Legal Information:**

The Research Agreement and Executive Research Summary have been reviewed by Administrative Legal Advisor Ms. Caruthers and approved as to form.

**Financial Impact/Considerations:**

There is no financial impact to the County.

**Performance Impact Measures:**

The Study on the Use of Sexual History Polygraph Examination with Juvenile Sex Offenders will reduce recidivism for juvenile sex offenders by identifying key factors of recidivism and implementing better case-specific and effective treatment.

**Project Schedule/Implementation:**

The study will begin when Juvenile Board approval is received.

**Recommendation:**

It is recommended the Dallas County Juvenile Board approve participation in the study called "Use of Sexual History Polygraph with Juvenile Sex Offenders and Recidivism Rates".

**Recommended by:**

  
\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

Andrea Alison Wierchowski  
5041 Cedar Springs Rd. Apt 211  
Dallas TX 75235  
Cell Phone: 903-229-2302  
[AAWierchowski@gmail.com](mailto:AAWierchowski@gmail.com)  
U.S. Citizen

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*Professional Goal: To promote psychological wellbeing by providing children and their families with the tools to strengthen their self-concept and efficacy skills. It is the hope that this will aid them to make meaning of their experiences and live their lives with intention.*

## EDUCATION

- Texas Women's University | Denton, Texas* August 2015 – Present
- Doctoral Student in School Psychology
  - GPA 3.89/4.0
- University of Dallas | Irving, Texas* May 2015
- Masters in Psychology with Clinical Concentration
  - GPA 3.76/4.0
- University of Texas at Tyler | Tyler, Texas* May 2011
- Bachelor of Science in Criminal Justice
  - Minor in Spanish
  - GPA 3.6/4.0 Cum Laude

## PROFESSIONAL ENDEAVORS

### Publications:

- Clark, J., Wierchowski, A., & Luker, C. (2011). Social Networking and The Contemporary Juror. *Criminal Law Bulletin*. Vol. 47 No. 1, 83-94

### Research Experience:

- Graduate Research Team* Spring 2018
- Under the guidance of Dr. Kathy DeOrnellas, I am transposing dissertations of varying topics into journal articles appropriate for publication.
- Graduate Research Team* Spring 2016
- Under the guidance of Dr. John Terrizzi, I aided in the exploration and examination of the behavioral immune system and how it plays a role in the formation of prejudicial attitudes, social value systems, criminal attitudes and psychopathy, and interpersonal relationships. Responsibilities to include managing undergraduate research assistants, laboratories, and statistical data.



*Graduate Research Assistant*

2015

- Aided in the process of developing a manual for the Office of Personal Career Development at the University of Dallas for prospective students to adhere to when applying for nationally recognized prestigious scholarships and fellowships. Collected data on experiential learning activities to decipher trends that make students stronger candidates.

*Research Assistant*

2014

- Data collection for a multicultural project regarding Autism Spectrum Disorders. I Study of parents' cultural perceptions and level of trust in individuals of different cultures and how it affected the parents' decision to accept a diagnosis and/or mental health services for their child. Contacted autism centers nationwide, attended local events to recruit participants, and served as a liaison between the research and the agencies.

*Psychological Internship/Practicum Experience:*

*Lewisville Independent School District | Dr. David Thompson & Rebecca Atkinson, LSSP |*

*Lewisville, Texas | 469-713-5203*

Fall 2017-Spring 2018

*School Psychology Practicum Student*

- Provided educational support and services through collaboration with teachers, counselors, administrators, parents, and special education students. Consultation was provided to reduce academic, behavioral, or social/emotional difficulties. Services consisted of: psychological evaluations, counseling, behavior management, and crisis intervention. Projected Hour Completion: 600 direct and indirect hours  
Total Psychological Evaluations Written: 8, varying ethnicities, gender, and special education diagnoses

*Momentous Institute | Dr. Alina Ponce & Taylor Freeman, LMFT | Dallas, Texas*

*214-916-4046*

Spring-Summer 2017

*Huddle-Up Group and Individual Psychotherapy Practicum Student*

- Providing group and individual therapeutic services to children and their families through experiential, play based modalities. The format of the groups focused on a strengths-based approach that strives to improve self-control and problem-solving skills, strengthen communication and increase respect for self and others. These practices are transposed through a systemic model that has a foundation in the biological, sociological, and psychological principles. Hour Completion: 479 direct and indirect hours  
Total therapy clients: 1 individual; 3 rotations of group therapy between 30-40 clients

*Woodcock Institute for the Advancement of Neurocognitive Research and Applied Practice |*

*Dr. Wendi Johnson | Denton, Texas | 940-898-2329*

Spring 2017

*Examiner*

- Working in the assessment clinic on TWU's Denton campus that serves to evaluate the educational and psychological needs of area children and adults. This practice is conducted based on the needs of the individual and various batteries are utilized such as,

cognitive, achievement, social/emotional, personality, and neurological tests to provide comprehensive psychological evaluations. Hour Completion: 67 direct and indirect hours  
Total Neuropsychological Evaluations Written: 2; 4 yr. old male & 42 yr. old female

*Short-Term Adolescent Residential Treatment (START) | Dr. Priscilla Souza | Dallas, Texas*

214-698-557

Fall 2016

*Counseling Practicum Student*

- In a court-ordered, 12-week residential placement facility for male and female juveniles (ages 12-18), I provided individual and family psychotherapy. Varying treatment modalities were utilized during weekly individual, family, and group therapy sessions; case load consisted of approximately 5 individuals. Daily crisis interventions were conducted on an as needed basis for those considered to be displaying high-risk behaviors. Engaged in weekly staffing meetings to discuss the client's progress with professionals related to the client. I was provided weekly supervision and any additional assistance on an as needed basis. Hour Completion: 300 supervised direct and indirect hours.

Total Clients: Approximately 15, varying ethnicities, gender, diagnoses, and treatment needs

*Henry Wade Juvenile Detention Center | Sarah Turman | Dallas, Texas |*

214-698-2273

2014-2015

*Psychology Intern*

- Conducted weekly court-ordered assessments, and provided individual psychotherapy (ages 12-18). Served both inpatient and outpatient populations for psychotherapy with various diagnoses and treatment needs. Administered 2-3 weekly psychological assessments and completed reports for court cases. Daily crisis intervention evaluations were conducted on juveniles considered to be 'high-risk' while in the detention facility. Hour Completion: 750 supervised direct and indirect training hours

### *Professional Experience:*

*Henry Wade Juvenile Detention Center | Dr. John Pita | Dallas, Texas*

214-698-2273

2015-Present

*Mental Health Clinician*

- Completing 2-3 weekly psychological assessments to include clinical interview, abbreviated cognitive and academic assessment instruments, and mental status examination.
- Weekly direct contact with adolescents (ages 10-18) through psychotherapy with varying degrees of treatment needs.
- Crisis intervention provided when providing on-call services, and needed on a unit when a child is at risk for harming themselves or someone else

*Texas Woman's University | Dr. Shannon Scott | Denton, Texas | 940-898-2303 | 2015-Present*  
*Graduate Assistantship*

- Providing additional support to administrative staff and faculty by grading assignments, providing instruction to students, meeting with students who seek extra aid in their assignments.

*University of Dallas | Dr. Scott Churchill | Irving, Texas | 919-744-7134 2014-2015*  
*Graduate Assistantship*

- Review and grade weekly assignments. Assist with input in course curriculum. Aid in various departmental needs. Meet with students outside of class who need additional insight on course material.

## HONORS

- Texas Woman's University New Graduate Scholarship (\$2,500) Fall 2016- Spring 2019
- TWU Grace, Viola, Mary & Ruth Loveless Scholarship (\$1000) Fall 2016- Spring 2017
- Texas Public Education Grant (\$1,200) Summer, Fall 2016-Spring 2017
- Texas Public Education Grant (\$1,200) Summer, Fall 2017-Spring 2018
- The Melanie Foundation Scholarship (\$1,500) Fall 2017-Spring 2018
- The Minerva Scholarship-Center of Women in Business (\$1,000) Fall 2017-Spring 2018

## AFFILIATIONS

*Texas Association of School Psychologists Student Affiliate 2015-Present*

*American Psychological Association: Student Affiliate 2014-Present*

*The National Society of Leadership and Success: Member 2017*

*School Psychology Graduate Student Organization: Social Coordinator, Officer 2016-Present*

- Responsibilities include organizing events to include, but not limited to; CEU symposiums, department socials, donation drives, community outreach

*Student Campus Representative for APA Division 16-School Psychology 2016-Present*

- Responsible for relaying important information from APAGS/SASP to the school psychology department

*Ambassador for the One Love Foundation at Texas Woman's University: President of Campus Organization Spring 2017 -Present*

- Founded Team One Love at TWU in Fall 2017. Introduced the foundation to Texas Woman's University's undergraduate and graduate students through the organization of escalation and facilitator trainings.
- Organization focuses to spread awareness about the warning signs of relationship violence and abuse.
- Ultimately, promoting social awareness to equip bystanders of abuse with appropriate tools to intervene and eventually reduce the social climate that allows abuse to take place.

*Financially Supported Myself through College 2007- Present*

- Sustained full and part time employment while maintaining good academic standing and honors status



## LINGUISTICS

- Fluent in Polish
- Proficient in Spanish

### COGNITIVE, ACADEMIC, SOCIAL-EMOTIONAL, PERSONALITY, & NEUROPSYCHOLOGICAL ASSESSMENT INSTRUMENTS

Familiar with Administration, Scoring, and Interpretation

\*This chart is not a complete list, but rather an overview of various areas in assessment\*

Wechsler Intelligence Scale for Children, Fifth Edition (WISC-V)	Beck Depression Inventory, Second Edition (BDI-II)
Wechsler Adult Intelligence Scale, Fourth Edition (WAIS-IV)	Beck Anxiety Inventory (BAI)
Stanford-Binet Intelligence Scale, Fifth Edtn (SB5)	House-Tree-Person; Kinetic Drawings
Woodcock-Johnson Test of Cognitive Abilities, Fourth Edition (WJ-COG IV)	Draw-A-Person (DAP)
Kaufman Assessment Battery for Children (KABC)	Rey Auditory Verbal Learning Test (RAVL)
Kaufman Brief Intelligence Test (KBIT)	Bender Visual Motor Gestalt Test
Wide Range Achievement Test (WRAT)	Rey-Osterrieth Complex Figure Test
Mini-Mental State Examination (MMSE)	Trail Making Test (TMT)
Woodcock-Johnson Test of Academic Achievement, Fourth Edition (WJ-ACH IV)	Kaufman Test Educational Assessment, Third Edition (KTEA-III)
Wechsler Individual Achievement Test, Third Edition (WIAT-III)	Key Math III Diagnostic Assessment
Woodcock-Johnson Tests of Oral Language (WJ-ORAL- IV)	Millon Adolescent Child Inventory (MACI)
Personality Assessment Inventory (PAI)	Conners Comprehensive Behavior Rating Scale (CBRS)
Behavior Assessment System for Children, Third Edition (BASC-3)	Behavior Rating Inventory of Executive Function, Second Edition (BRIEF-II)
Conners 3 Scale	Children's Depression Inventory (CDI-2)
Social Skills Improvement System (SSIS)	Childhood Autism Rating Scale, Second Edition (CARS 2)
Delis-Kaplan Executive Function System (D-KEFS)	NEUROPSYCHOLOGICAL Assessment (NEPSY-II)
Child and Adolescent Memory Profile (CHAMP)	Wide Range Test: Memory and Learning Assessment (WRAML-2)
Test of Memory and Learning (TOMAL-2)	Minnesota Multiphasic Personality Inventory (MMPI-2)
Millon Clinical Multiaxial Inventory (MCMI-IV)	Autism Diagnostic Observation Schedule (ADOS-2)

## **Use of Sexual History Polygraph Examination with Juvenile Sex Offenders and Recidivism Rates**

### **Research Objective/Value**

Despite the empirical and theoretical debate between the opponents and proponents of polygraphs, its use is becoming increasingly prominent among juvenile sex offender treatment programs in the United States (National Research Council, 2003). Mental health providers can be considered to be at a disadvantage when it comes to assessing risk and developing treatment plans without an accurate past history of sex offenders (Levenson, 2009). The purpose of this research is to demonstrate that the sexual history polygraph examination (SHPE) leads to better case-specific treatment planning, based upon the disclosure of specific deviant sexual behaviors that may call for different approaches in treatment. Furthermore, as additional offenses are uncovered, additional victims are also disclosed. All of whom, once identified can be provided with the opportunity to receive treatment. This study's hypothesis is that the juvenile who undergoes the sexual history polygraph examination (SHPE) leads to, and reveals more complete disclosures of sexually deviant behaviors, and identifying victims as a result of taking the polygraph.

It has been identified that having a complete history of the juvenile offender's deviant sexual behaviors will improve treatment planning, as well as provide information to other providers such as, probation officers (Abrams, Hoyt, & Jewel, 1991; Hindman & Peters, 2001). The sexual history polygraph examination (SHPE) can potentially facilitate more complete disclosures of sexually deviant behaviors and additional victims (Cook, Barkley, & Anderson, 2014). Specifically, there might be an absence of knowledge regarding the extensiveness of the

juvenile sex offender's practices, number/demographic of victims, and duration of time, each of which informs the treatment plan, intensity, and approaches. It is also believed that knowing the offender's prior patterns and choices of victims will help the Licensed Sex Offender Treatment Provider (LSOTP) identify if any reparation needs to be done with victims in the community.

Current research on the clinical utility of sexual history polygraph examination (SHPE) among juvenile sex offender's rests on comparison studies that simply indicate whether or not new information was elicited from this examination (Van Arsdale et. al., 2012). A larger body of research that examines the SHPE exists, but is specific to adult populations therefore; this study will add to the limited body of research that does exist among juvenile sex offenders and the SHPE. The research in this area has appeared to have slowed down, with the last studies found to be dated between 2009 and 2012. This study will serve to provide updated information to this important and continuously evolving area of research. Another component of this research will look at recidivism trends among this juvenile population, which will provide an outlook for future planning and development of treatment. This study would benefit Dallas County Juvenile Department in that with greater awareness and knowledge; better planning and effective treatment is possible. Based on the extensive research in this area, socially learned and modeled behavior appears to be a significant precursor to juveniles engaging in deviant sexual behavior. The value of exploring demographics and descriptive factors may contribute to the body of research that discusses the sociological factors correlated with the engagement of deviant sexual behaviors.



### **Research Questions**

1. Is the SHPE effective in generating additional disclosures of inappropriate sexual behaviors and other victims?
2. Are there ethnic differences between rate of reoffending as defined by sexual re-offense or nonsexual re-offense?
3. What are the descriptive statistics that make up the profiles of these juvenile sex offenders and is there a correlation between these demographics and recidivism (i.e. severity of offense, number of victims, ethnicity, age, etc.)?

### **Method of Data Collection and Management**

Polygraph results will be analyzed from archival data collected from 1995 to 2017 through the Juvenile Department of Dallas County in Dallas, Texas. Approximately 2,100 juvenile's case files, who participated in the juvenile sex offender out-patient and inpatient treatment program, will be reviewed to assess for disclosures on the SHPE and demographic data (i.e. ethnicity, age, number of offenses, severity of offense, inpatient or outpatient, duration of treatment, etc.). To ensure confidentiality for the study, participant names will be removed from data collection, and will be supplemented with identification numbers. Data will be implemented into an excel spread sheet that will be password protected. The data will be analyzed within the Juvenile Department of Dallas County and will most likely consist of t-tests and chi-square analysis since the data being collected is predominantly descriptive and categorical.

## Executive Summary

### Research Objective/Value

The purpose of this research is to demonstrate that the sexual history polygraph examination (SHPE) leads to better case-specific treatment planning, based upon the disclosure of specific deviant sexual behaviors that may call for different approaches in treatment. This study's hypothesis is that the juvenile who undergoes the sexual history polygraph examination (SHPE) leads to, and reveals more complete disclosures of sexually deviant behaviors, and identifying victims as a result of taking the polygraph.

This study would benefit Dallas County Juvenile Department in that with greater awareness and knowledge; better planning and effective treatment is possible. Furthermore, based on the extensive research in this area, socially learned and modeled behavior appears to be a significant precursor to juveniles engaging in deviant sexual behavior. The value of exploring demographics and descriptive factors may contribute to the body of research that discusses the sociological factors correlated with the engagement of deviant sexual behaviors.

### Research Questions

1. Does the SHPE have statistical significance in generating additional disclosure of inappropriate sexual behaviors and other victims that would otherwise remain undisclosed?
2. Are there ethnic differences between rate of reoffending as defined by sexual re-offense or nonsexual re-offense?
3. What are the descriptive statistics that make up the profiles of these juvenile sex offenders and is there a correlation between these demographics and recidivism (i.e. severity of offense, number of victims, ethnicity, age, etc.)?

### Method of Data Collection and Management

- Polygraph results will be analyzed from archival data collected from 1995 to 2017 through the Juvenile Department of Dallas County in Dallas, Texas.
- Approximately 2,100 juvenile's case files, who participated in the juvenile sex offender out-patient and inpatient treatment program, will be reviewed to assess for disclosures on the SHPE and demographic data (i.e. ethnicity, age, number of offenses, severity of offense, inpatient or outpatient, duration of treatment, etc.)
- To ensure confidentiality for the study, participant names will be removed from data collection, and will be supplemented with identification numbers. Data will be implemented into an excel spread sheet that will be password protected. The data will be analyzed within the Juvenile Department of Dallas County.

Date: 01/10/2018

#### Statement of Data Security

All data received in the course and scope of this research project will be kept confidential. Specifically, no identifying information or aggregate data is requested in this proposal. All data received and/or recorded will be stored on an external hard-drive that is password protected. When not actively in use, the password-protected hard drive will be stored in a locked filing cabinet within a locked office in the psychology department at Henry Wade Juvenile Detention Center located at 2600 Lone Star Dr. Dallas Texas, 75212. Additionally, any and all data that is in hard copy form will be stored in the same locked filing cabinet in the same location.

Researcher,

A handwritten signature in black ink, appearing to read 'Andrea Wierzchowski', is written over the printed name.

Andrea Wierzchowski, MA  
Mental Health Clinician  
Dallas County Juvenile Department, Psychology Division





## Research and Analytical Testing System (RATS)-Questionnaire

Dallas County Juvenile Department submits the questionnaire information to the Texas Juvenile Justice Department's Research and Analytical Testing System (RATS). RATS is designed to gather information on research projects being conducted on or with children under the jurisdiction of juvenile probation departments around the state. The reporting of this information is required under Chapter 141 of the Human Resources Code, Section 141.0486.

### **RESEARCH INFORMATION:**

Principal Researcher Name: Andrea Wierzchowski, MA

*Enter the first and last name of the person primarily responsible for the research being conducted by or in your department. Although there may be more than one person conducting research, enter only the primary or lead researcher.*

Title of Principal Researcher: Mental Health Clinician, Psychology Division, Dallas County Juvenile Department

*Enter the title of the principal (lead) researcher. For researchers working through a university, please include the university department as well as the person's title. Example: Professor, Dept of Sociology*

Research Project Name: Use of Sexual History Polygraph Examination with Juvenile Sex Offenders and Recidivism Rates

*Enter the official name of the project. If an Institutional Review Board (IRB) has approved the project, this name should match title of the project approved by the Board*

Sponsoring Entity: None

*Enter the name of the entity responsible for the research. This may or may not be the entity funding the project. For instance, if a university has received federal funding to conduct a project involving juvenile offenders, the sponsoring entity for the project would be the university, not the federal government*

Type of Study:

<input type="checkbox"/> Medical	<input type="checkbox"/> Pharmaceutical
<input type="checkbox"/> Psychological	<input checked="" type="checkbox"/> Social
<input type="checkbox"/> Other: _____	

*Select the one most appropriate type of study. If you choose "other" please specify the type of study in the box provided.*

Number of Juveniles involved in the study: 2100

*Enter the number of juveniles involved in the study. "Involved" means those individuals that are participants in or subjects of the study.*

Location of Juvenile involved:

<input type="checkbox"/> Detention	<input type="checkbox"/> Non-secure Placement
<input type="checkbox"/> JJAEP	<input type="checkbox"/> Secure Placement
<input checked="" type="checkbox"/> Probation Department	
<input checked="" type="checkbox"/> Other: <u>Community</u>	

*Indicate all of the locations where juveniles involved with the study will participate. If you choose "other" please specify the location in the box provided.*

Type of Contact:

<input type="checkbox"/> Direct Contact with Juveniles by Researcher
<input type="checkbox"/> Direct Contact with Juveniles by Officers/Staff
<input checked="" type="checkbox"/> Collection of Juvenile Data Records

*Indicate all the types of contact that will occur with the juveniles. Direct contact is face to face or other physical contact and includes the observation of participating juveniles. Contact may be made by the*

researcher and/or department staff assisting the researcher. If staff are involved in the collection of information for the researcher, select the "direct contact with juveniles by staff". (For instance, if staff are administering a survey to juveniles under their supervision.) If the research project involves gathering data from the paper files of the juvenile and/or gathering electronic data, select "collection of juvenile data records".

**IRB Number:**

All research projects which involve direct contact with juveniles or the collection of juvenile data records should have been approved by an Institutional Review Board (IRB). Approval by an IRB ensures that the methodology of the research project provides adequate protections for the health and safety and / or confidentiality of the study participants. The IRB number can be found on the IRB approval form. The number may be on the approval form as the "protocol number".

**IRB Approving Entity:** Dallas County Juvenile Probation Department

Enter the name of the Entity approving the IRB. For university Institutional Review Boards please enter the name of the university as well as the department or office where the Board is housed. Example: University of North, Office of Research Compliance.

**PROJECT DATES** May 1, 2018 to August 15, 2018

Enter the scheduled or planned date. If any of the dates' changes, the date may be revised to indicate the most current information available on the project's schedule.

**Project Begin Date:** May 1, 2018

Enter the date the project is scheduled to begin.

**Data Collection Begin Date:** May 1, 2018

Enter the date data collection is scheduled to begin.

**Data Collection End Date:** August 1, 2018

Enter the date data collection is scheduled to end.

**Project Completion Date:** August 15, 2018

Enter the date the project will be completed. Complete means that all data collection, analysis and reporting have been finished.

**Office use only:**

Received by: \_\_\_\_\_

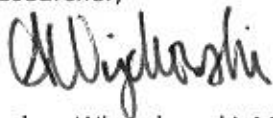
Date: \_\_\_\_\_

Date: 01/10/2018

#### Statement of Data Security

All data received in the course and scope of this research project will be kept confidential. Specifically, no identifying information or aggregate data is requested in this proposal. All data received and/or recorded will be stored on an external hard-drive that is password protected. When not actively in use, the password-protected hard drive will be stored in a locked filing cabinet within a locked office in the psychology department at Henry Wade Juvenile Detention Center located at 2600 Lone Star Dr. Dallas Texas, 75212. Additionally, any and all data that is in hard copy form will be stored in the same locked filing cabinet in the same location.

Researcher,

A handwritten signature in black ink, appearing to read 'A. Wierzchowski', written over a horizontal line.

Andrea Wierzchowski, MA

Mental Health Clinician

Dallas County Juvenile Department, Psychology Division



## **Dallas County Juvenile Department Research Agreement**

**THIS IS AN AGREEMENT** between Dallas County Juvenile Department, hereinafter called the "**Department**", and **Andrea Wierzchowski** hereinafter called the "**Researcher**".

WHEREAS, the Researcher has submitted a written request and research proposal to the Department dated 12/20/2017, a copy of which is attached hereto and incorporated by reference as part of this Agreement, and

WHEREAS, the Department has determined that the Researcher's written request and research proposal clearly specifies the information and/or data sought and the research, evaluative, or statistical purposes for which the information and/or data will be used; and

In agreement with Texas Family Code Section 58.0072 [(d)(2)] relating to Texas Juvenile Justice Department release of data, WHEREAS, the Researcher is a person or entity *[governmental entity]* authorized in Texas Family Code Section 58.0072 [(d)(2)] which may be granted access to juvenile justice information for research and statistical purposes *[by agreement]*;

The Department and Researcher, make the following agreements:

### **I. Purpose.**

The purpose of the agreement is to delineate the terms and conditions of an authorized disclosure of confidential juvenile justice information collected by Dallas County Juvenile Department

### **II. Confidentiality.**

Researcher hereby shall acknowledge the confidential nature of the information disclosed and shall agree to hold and comply with each and every restriction and obligation set forth herein. It is further acknowledged and agreed that the disclosure of information by the Department does not constitute a waiver of any applicable provisions or exceptions to disclosure under Chapter 58 of the Texas Family Code or Chapter 552 of the Government Code, the Public Information Act.

---

**III.A**  
**Scope of Department's Release**

The Department will supply the following items of information and/or data to the Researcher:

3.a.1 This study seeks to use secondary data in an attempt to determine whether the sexual history polygraph examination (SHPE) leads to better case-specific treatment planning, based upon the disclosure of specific deviant sexual behaviors that may call for different approaches to treatment. The following information is requested in order to determine if any of these factors correlate with their sexual offenses: **Juvenile Psychology Case Files** and **Polygraph Results** with specific regard to:

- **Demographic Information:**
  - Sex
  - Race
  - Ethnicity
- **Offense Information of Referrals:**
  - Offense category
  - Offense type
  - Offense description
  - Offense date
  - Age at time of offense
  - Referral disposition

**III.B**  
**Direct contact with research subjects**  
**Direct contact research will include the following:**

3.b.1 None

**IV.**  
**Researcher Statement of Data Security**

The Researcher shall provide to the Department in a separate written statement the administrative and physical precautions that will be taken to securely protect any data deemed confidential pursuant to this Agreement and/or statutory law. The Researcher's Statement of Data Security, is attached hereto and incorporated by reference as part of this Agreement.

**V.**

**Obligations and General Responsibilities of Researcher**

**5.3. The Researcher shall:**

- 5.3.1. Use the information and/or data provided only for the research, evaluative or statistical purposes described in the Researcher's written request and research proposal incorporated herein by reference as part of this Agreement;
- 5.3.2. Limit access to the information and/or data to the Researcher and those of the Researcher's employees or associates whose responsibilities cannot be accomplished without such access;
- 5.3.3. Replace any and all identifying information of any record subject with an alphanumeric or other appropriate code;
- 5.3.4. Immediately notify the Department of any material changes in the purposes or objectives of its proposed research or in the manner in which the information and/or data will be used;
- 5.3.5. Prohibit the disclosure of data in any form which identifies an individual, if applicable; and
- 5.3.6. Prohibit the disclosure, access, distribution, review, copying or duplication of information or data provided other than for the stated research, evaluative, or statistical purpose;
- 5.3.7. Secure a written agreement that contains a provision that restricts removal and portability of information and/or data by a student, faculty member, employee or associate after his or her affiliation, association or employment with an authorized entity, college or university has ended;
- 5.3.8. Provide a draft copy of the research report, article or publication prior to dissemination; and
- 5.3.9. Destroy any and all data files when the stated research, evaluative, or statistical purpose has been completed.



5.4 The Researcher shall not:

5.4.1 Disclose any of the information and/or data in a form which is identifiable to an individual in any project report or in any other manner whatsoever; and

5.4.2 Make copies of any of the information and or data provided other than that necessary for research, evaluative, or statistical purposes or directly or indirectly transfer, disseminate or disclose data files, computer diskettes, physical records or copies of any information to any person, firm, other business or governmental entity for any purpose without the Department's prior written consent;

5.5 In the event the Researcher deems it necessary, for the purposes consistent with this Agreement, to disclose the information and or data to any other person or entity, including but not limited to student researchers, associates, collaborators, and/or subcontractors, the Researcher shall:

5.5.1 Secure the written agreement of any such person or entity to comply with all terms of this Agreement as if they were the Researcher named herein;

5.5.2 Submit such written agreement to the Department with a request for its written consent;

5.5.3 Prohibit disclosure any of the information and/or data until the Department has provided such written consent; and

5.5.4 Notify the Department immediately upon discovery of any unauthorized use or disclosure or of any other breach of this agreement by Researcher's associates, collaborators, subcontractors or other persons, and will cooperate with the Department to regain possession and/or prevent its further unauthorized use or disclosure.

**VI.**

**Department's Right to Monitor Research Activities**

The Researcher shall further agree that the Department shall have the right, at any time, to monitor, audit, and/or review the activities and policies of the Researcher (or any person or entity granted access to information and/or data under Section 5.4, above) in order to assure compliance with this Agreement. The Department shall reserve the right to review Researcher's

work, including but not limited to project findings and reports, prior to dissemination or publication.

**VII.  
Department's Right to Terminate**

In the event the Researcher fails to comply with any term of this Agreement the Department shall have the right to take such actions, as it deems appropriate including termination of this Agreement. Department may at its option, without cause and without prejudice to any other remedy to which it may be entitled in law or in equity or elsewhere under this agreement, terminate this agreement, in whole or in part, by giving 30 calendar days notice thereof to the other party. If the Department terminates this Agreement, the Researcher (or any person or entity granted access to the information and/or data) shall return all information and/or data to the Department including all originals, copies, extracts, or other forms and/or formats. The confidentiality provisions contained herein shall survive upon termination of the Agreement.

**VIII.  
Notice**

Any notice or certification required or permitted to be delivered under this Contract shall be deemed to have been given when personally delivered, or if mailed, seventy-two (72) hours after deposit of the same in the United States Mail, postage prepaid, certified, or registered, return receipt requested, properly addressed to the contact person shown at the respective addresses set forth below, or at such other addresses as shall be specified by written notice delivered in accordance herewith:

To COUNTY:  
Dallas County Juvenile Department  
Attn: Ms. Leslie Gipson  
Henry Wade Juvenile Justice Center  
2600 Lone Star Drive, Box 5  
Dallas, TX 75212

To CONTRACTOR:  
Andrea Wierzchowski, MA  
Henry Wade Juvenile Justice Center  
Psychology Division  
2600 Lone Star Drive  
Dallas, TX 75212

**IX.  
Hold Harmless**

The Researcher shall defend, protect, and hold harmless the Department or any of its employees from any claims damages, or other liability arising as a result of disclosure by the Researcher of any information received pursuant to this agreement or for acts of the Researcher which are libelous or slanderous or violates a right of confidentiality. The Department makes no representations or warranties, express or implied, as to the accuracy and completeness of the information disclosed. Researcher acknowledges and agrees that the Department shall not be responsible for Researcher reliance on the information and/or data provided.

**X.  
Indemnification**

Researcher, to the fullest extent allowed by law, agrees to indemnify and hold harmless DALLAS COUNTY, Dallas County Juvenile Board, Dallas County Juvenile Department, its assigns, officers, directors, employees, agents, representatives (referred collectively in this Section as "COUNTY"), against all claims, demands, actions, suits, losses, damages, liabilities, costs, and/or expenses of every kind and nature (including, but not limited to court costs, litigation expenses and attorney's fees), incurred by or sought to be imposed upon County because of injury (including death), or damage to property (whether real, personal or inchoate), arising out of or in any way related (whether directly or indirectly, causally or otherwise) to any act or omission by Researcher in performance of this Agreement and/or Program, except to the extent such liability, damage, fine or expense is the result of negligent acts or omissions of the County

**XI.  
Governing Law and Sanctions**

This agreement is being executed, delivered and performed in the State of Texas. The laws of the State of Texas shall govern the validity, construction, enforcement and interpretation of this agreement. Proper venue for any litigation arising from this agreement shall be in Dallas County, Texas. Researcher shall further acknowledge and agree that failure to comply with the terms of this Agreement, including any misuse or wrongful disclosure may result in administrative or legal action and may subject the Researcher to civil or criminal penalties imposed by state or federal law.



**XII.**

**Sovereign Immunity**

This Agreement is expressly made subject to County's sovereign immunity, Title 5 of the Texas Civil Remedies Code and all applicable State and Federal law. The parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit or from liability that the parties or the County has by operation of law. Nothing herein is intended to benefit any third-party beneficiaries to this Agreement.

**XIII.**

**General.**

This document constitutes the complete and final agreement between the Department and Researcher. Any other oral or written agreements between the parties concerning the subject matter of this agreement are of no force or effect after the effective date of this agreement. Researcher and the Department agree that any modifications or amendments to this agreement must be in writing and signed by both parties. Neither this agreement nor any duties or obligations herein shall be assignable by the Researcher without express, prior written approval from Department.

***The parties hereto in their capacities as stated, affix their signatures and bind themselves to the terms of this agreement.***

**Dallas County Juvenile Department as an authorized by the Department's Executive Director:**

By: Leslie Gipson  
Date: 4/4/18

Ms. Leslie Gipson, Deputy Director of Administrative and Executive Services

By: C. Williams  
Date: 4/4/18

Ms. Carmen Williams, Manager of Budget Services

By: John Pita, PhD  
Date: 4/4/18

Dr. John Pita, Chief Psychologist

By: Christian Yost  
Date: 4/4/2018

Mr. Christian Yost, Manager of Research and Statistics

By: Rudy Acosta  
Date: 4/4/2018

Mr. Rudy Acosta, Deputy Director of Probation Services

**RESEARCHER,**

**NAME**

By: Andrea Wierzchowski  
Typed Name: Andrea Wierzchowski, MA

Title: Mental Health Clinician

Date: 4/4/18

Henry Wade Juvenile Justice Center  
Psychology Division  
2600 Lone Star Drive  
Dallas, TX 75212

1. TITLE VI ASSURANCES/COMPLIANCE POLICY

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

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

TITLE VI ASSURANCES/COMPLIANCE - APPENDIX A

A. *Assurances*

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

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



5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration, the U.S. Department of Health and Human Services, or the U.S. Department of Education may determine to be appropriate, including, but not limited to:
- a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration, the U.S. Department of Health or Human Services, or the U.S. Department of Education may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

**B. Nondiscrimination Authorities**

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

**Pertinent Nondiscrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal- aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38, Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b));

Americans With Disabilities Act, Public Law (P.L.) 101-336, 42 United States Code (USC) section 12101, and the regulations effectuating its provisions contained in 28 CFR Parts 35 and 36, 29 CFR Part 1630, and 47 CFR Parts 0 and 64. Title V, Part A, of the Civil Rights Act of 1964, as amended (prohibition of discrimination by race, color, or national origin), and the implementing regulations in 34 CFR Part 100; Title IX of the Education Amendments of 1972, as amended (prohibition of sex discrimination), and the implementing regulations in 34 CFR Part 106; Section 504 of the Rehabilitation Act of 1973, as amended (prohibition of discrimination on the basis of handicapping condition), and the implementing regulations in 34 CFR Part 104; and the Age Discrimination Act of 1975, as amended (prohibition of discrimination on basis of age) and the implementing regulations in 34 CFR Part 110, Family Educational Rights and Privacy Act (FERPA) of 1975, as amended (ensures access to educational records for students and parents while protecting the privacy of such records), and any regulations issued thereunder, including Privacy Rights of Parents and Students (34 CFR Part 99), if the Subrecipient is an educational institution (20 USC 1232g).

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

#### *C. Representations/Warranties*

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

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

#### *D. Title VI Complaints*

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

Dallas County Human Resources  
c/o: Dallas County Director of Human Resources and Title VI Coordinator  
Renaissance Tower  
1201 Elm Street, 23<sup>rd</sup> Floor  
Suite 2300-B

Dallas, TX 75270  
(214) 653-7638 (phone)  
(214) 653-7608 (fax)

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

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

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

E. Enforcement

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

Contractor's Full Name:

Andrea Arison Wierschowski

[Signature]  
Signature, Authorized Representative of Contractor

Date

4/4/2018

Title

Mental Health Clinician

## JUVENILE BOARD ORDER

ORDER NO: 2018-XXX

DATE: April 23, 2018

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 23rd day of April, 2018, 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 Department is constantly searching for ways to review and improve strategies and techniques. As such, on April 3, 2018, the Research Review Committee consulted with, and reviewed the proposal submitted by, Ms. Andrea A. Wierzchowski, Mental Health Clinician with the Dallas County Juvenile Department, called "Use of Sexual History Polygraph Examination with Juvenile Offenders and Recidivism Rates". The committee members are: Christian Yost, Manager of Research and Statistics, Dr. John Pita, Chief Psychologist, Mr. Rudy Acosta, Deputy of Probation Services, Mrs. Leslie Gipson, Deputy of Administrative-Executive Services, and Ms. Carmen Williams, Manager of Budget Services. It was then forwarded to Mr. Bill Edwards and Ms. Denika Caruthers on April 6, 2018, for approval; and

**WHEREAS,** the Juvenile Department requested approval from the Dallas County Juvenile Board to participate in the study called "Use of Sexual History Polygraph Examination with Juvenile Offenders and Recidivism Rates". The primary goal of this study is to demonstrate that the Sexual History Polygraph Examination (SHPE) leads to better case-specific treatment planning, based upon the disclosure of specific deviant sexual behaviors that may call for different approaches in treatment; and

**WHEREAS,** the study seeks to use secondary data in an attempt to determine whether the sexual history polygraph examination (SHPE) leads to better case-specific treatment planning, based upon the disclosure of specific deviant sexual behavior that may call for different approaches to treatment. There will be no direct contact with any youth; all data will be extracted from juvenile psychological case files, polygraph results, and electronic extraction. The secondary data will include juvenile gender, race, ethnicity, category of offense, type of offense, offense date, offense description, age at time of offense, and referral disposition. The data requested will be archival data for youths who participated in the Juvenile Sex Offender Out-Patient and In-Patient treatment programs, and the Sexual History Polygraph Examination between 1995 and 2017; and



**WHEREAS,** the answers to the following questions will provide greater awareness and knowledge for better planning and effective treatment:

- Is the Sexual History Polygraph Examination effective in generating additional disclosures of inappropriate sexual behaviors and victims?
- Are there ethnic differences between rate of re-offending as defined by sexual re-offense or nonsexual re-offense?
- What are the descriptive statistics that make up the profiles of these juvenile sex offenders and is there a correlation between these demographics and recidivism (i.e. severity of offense, number of victims, ethnicity, age, etc.); 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

**WHEREAS,** the Research Agreement and Executive Research Summary have been reviewed by Administrative Legal Advisor Ms. Caruthers and approved as to form.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approve participation in the study called "Use of Sexual History Polygraph Examination with Juvenile Sex Offenders and Recidivism Rates".

**DONE IN OPEN BOARD MEETING** this 23rd day of April, 2018.

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:

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Michael Griffiths, Interim Director  
Dallas County Juvenile Department

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Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



# ACTION ITEM

## F.



**DALLAS COUNTY  
JUVENILE DEPARTMENT**

**Michael Griffiths**  
Interim Director Juvenile Services

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

**MEMORANDUM**

**Date:** April 23, 2018

**To:** Dallas County Juvenile Board

**From:** Michael Griffiths, Interim Director

**Subject:** Approval of a Memorandum of Understanding with Big Thought Utilizing Creative Solutions for the JJAEP Summer Camp FY2018

**Background of Issue:**

At its August 22, 2016, meeting, the Dallas County Juvenile Board approved the JJAEP Summer Camp funded by TJJD Prevention, Programming and Placement Award (Board Order #2016-087). Funding for the summer camp was awarded this year without an application process. This year the Dallas County Juvenile Department will offer a three-week summer camp experience, from July 9, 2018, to July 27, 2018, to serve approximately 14 to 16 non-adjudicated youth between the ages of 12 to 17 years old who attend the Dallas County Juvenile Justice Alternative Education Program. Youth in the Pre-Adjudication Intensive Supervision (P.A.I.S.) or assessment stage will also be targeted. This will be the third year for the summer camp. DCJD aims to offer these youth opportunities to advance their academic knowledge and improve their social skills, while engaging in their community. Each week, DCJD will offer community service projects, a three-day credit recovery lab, a weekly field trip including a dining experience at a local restaurant, and a creative learning experience, provided by Big Thought.

The purpose of this briefing is to request authorization to execute the attached Memorandum of Understanding with Big Thought Utilizing Creative Solutions for the JJAEP Summer Camp FY2018.

**Impact on Operations and Maintenance:**

The services provided by Big Thought will occur at the Juvenile Justice Alternative Education Program location, once per week, over the course of the three-week summer camp. Each four-hour day, from 10:00am to 2:00pm, will be broken down into three sessions where each youth will be exposed to different disciplines. Big Thought will utilize its Creative Solutions program. Creative Solutions uses art to catalyze learning through creative engagement. Professional teachers, artists/mentors will work with the adjudicated and at-risk youth, accommodating a variety of skill and experience levels as well as permitting and encouraging participants to learn at their own pace.

With assistance from Grant Services, Education Services will administer/monitor the Memorandum of Understanding. Requests for payments related to these initiatives will continue to be processed by the Juvenile Department and will be executed in accordance with Dallas County policy.

**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:**

A Memorandum of Understanding has been approved as to form by Administrative Legal Advisor Ms. Denika Caruthers and Form 1295 has been completed per requirements. The agreement requires the signature of the Chair of the Juvenile Board.

**Financial Impact/Considerations:**

The Dallas County Juvenile Department agrees to allocate funds in the amount of \$2,245 from Grant S (Funding Source 466-07128) to support Big Thought's Creative Solutions Program initiatives and JJAEP. This includes teaching artist fees for instruction and planning/training, as well as supplies and administrative support. Total payment for FY2018 will not exceed \$2,245. Payment will be one installment of \$2,245. This information has been reviewed by Ms. Carmen Williams, Budget Services Manager.

**Performance Impact Measures:**

The Dallas County Juvenile Department must provide data measuring the results of the work done under this solicitation. The grant recipients will be required to report performance outcomes as indicated by the solicitation's requirements.

**Project Schedule/Implementation:**

This agreement is for July 1, 2018, to July 31, 2018.

**Recommendation:**

It is recommended that the Juvenile Board approve the Memorandum of Understanding with Big Thought utilizing Creative Solutions for the JJAEP Summer Camp FY2018. It is further recommended that the Dallas County Juvenile Board authorize the Chairman of the Juvenile Board to execute related documents on behalf of the Juvenile Board.

**Recommended by:**

  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department



## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU), effective from July 1, 2018 to July 31, 2018, is entered by and between Big Thought and Dallas County Juvenile Department (DCJD) along with the Juvenile Justice Alternative Education Program referred to as (County).

### **INCORPORATED DOCUMENTS**

All documents below are incorporated herein by reference. Contractor agrees to provide Services in the implementation and operation of the Program as described in the following:

- A. (Exhibit A), Attachment A, Contract Specifications.
- B. (Exhibit B), Attachment B, Juvenile Department Title VI Assurances.
- C. (Exhibit C), Attachment C, Certificate of Interested Parties 1295.

### **ORDER OF PRECEDENCE**

In the event of any inconsistency between the provisions of this Contract and any incorporated documents as described herein, it is agreed by all parties that the provisions of this Contract shall take precedence.

Big Thought and Dallas County have been working together since 1995.

### **SCOPE OF WORK**

Contractor agrees to provide services in accordance with the services as described in the Attachment A, Contract Specifications (Exhibit A).

### **ASSURANCES**

1. Big Thought understands that under no circumstances should individuals working on behalf of Big Thought, under this MOU (including but not limited to full-time and part-time employees, contract staff, interns, volunteers, guest speakers and presenters) have contact or any type of interaction with youth/families involved in the grant funded program/service, prior to being cleared by the results of the Fingerprint Applicant Services of Texas (FAST) process under the Juvenile Department's ORI # TX057013G.
2. Big Thought understands that the names of individual working on behalf of Big Thought, under this MOU (including but not limited to full-time and part-time employees, contract staff, interns, volunteers, guest speakers and presenters) must be consulted by the Central Child Abuse Registry maintained by the Texas Department of Family and Protective Services.
3. Big Thought understands that individuals involved in the Creative Solutions program on behalf of BIG THOUGHT must successfully complete the Dallas County Juvenile Detention Center's volunteer training program.
4. Big Thought must ensure that staff involved in the Program, receive annual training in (1) Cultural Sensitivity; (2) Management of Aggressive and Violent Behavior; and (3) Standard First Aid and Cardiopulmonary Resuscitation.
5. Big Thought understands that individuals working on behalf of Big Thought, under this MOU (including but not limited to full-time and part-time employees, contract staff, interns, volunteers, guest speakers and presenters) must be trained on Prison Rape Elimination Act.

Memorandum of Understanding with Big Thought Utilizing Creative Solutions for the JJAEP Summer Camp FY18

6. Big Thought understands that individuals working on behalf of the Big Thought, under this MOU (including but not limited to full-time and part-time employees, contract staff, interns, volunteers, guest speakers and presenters) must comply with the Dallas County Juvenile Department's Media Policy and keep all information that they become privy to concerning the Youth in the program confidential.
7. Big Thought will supply all materials, equipment and durable goods necessary to the program.
8. Dallas County, along with the Dallas County Juvenile Department agrees to allocate funds in the amount of \$2,245.00 from its Grant S-Prevention and Intervention Programs Funds to support Big Thought as approved in Commissioner's Court on May 16, 2018.
9. Total payment for FY2018 will not exceed two thousand two hundred and forty-five dollars (\$2,245.00). County's payment will be one installment of \$2,245.00. At the conclusion of the year, Big Thought will provide the County, via the Juvenile Department with a document comparing payments to actual cost incurred, and actual revenue received (if any).
10. County will make payment to Big Thought upon receipt of a verified and proper invoice in accordance with Texas Government Code, Chapter 2251.
11. County's payment will be due to Big Thought within thirty (30) days of receipt of an invoice for the appropriate amount.
12. Big Thought agrees that a temporary delay in making payments due to the county's accounting and disbursement procedures shall not place them in default of this Contract and shall not render the County liable for interest or penalties, provided such delay shall not exceed thirty (30) days after its due date.
13. Big Thought agrees to spend all funds as represented in the Grant S: TJJD Prevention, Programming and Placement Award Application.
14. Big Thought understands that The Dallas County Juvenile Department maintains the right to take ownership of non-expendable equipment (equipment that can have a life of more than two years) purchased with Grant S funds once the organization ends programming with the Dallas County Juvenile Department. Electronic monitoring items are excluded from this provision.
15. Big Thought agrees that Dallas County may audit performance data and financial data up to three years after the services are rendered to ensure compliance.
16. The Term of this Agreement shall be from July 1, 2018 to July 31, 2018.

#### **TITLE VI OF THE CIVIL RIGHT ACT OF 1964**

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

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

#### **PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL**

In 2017, the Texas Legislature adopted House Bill 89. The law states that a governmental entity or state governmental entity may not enter into certain contracts with a company for goods or services unless the contract contains written verification from the company that it (1) does not boycott Israel and (2) will not boycott Israel during the term of the contract.

The signing and executing of this Agreement by the person or persons on behalf of their respective governmental entity, state governmental entity or company serves as verification.

#### **CERTIFICATE OF INTERESTED PARTIES 1295**

In 2015, the Texas Legislature adopted House Bill 1295. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. (Exhibit C).

#### **INSURANCE**

It is Big Thought's responsibility to make sure it has comprehensive general liability and professional insurance coverage, with minimum limits of \$1,000,000/\$500,000 per occurrence. Big Thought should also possess an umbrella liability coverage with a minimum limit of \$2,000,000.

Contractor shall, at all times during the term of this Contract and at its own expense, provide and keep in full force and effect a policy of workers' compensation insurance for coverage in Texas with an Employer's liability limit of:

Bodily injury by accident – FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) each accident;  
Bodily injury by disease - FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) each employee; and  
Bodily injury by disease - FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) policy limit.

#### **INDEMNIFICATION**

Big Thought, to the fullest extent allowed by law, agrees to indemnify and hold harmless DALLAS COUNTY, Dallas County Juvenile Board, Dallas County Juvenile Department, its assigns, officers, directors, employees, agents, representatives (referred collectively in this Section as "COUNTY") against all claims, demands, actions, suits, losses, damages, liabilities, costs, and/or expenses of every kind and nature (including, but not limited to court costs, litigation expenses and attorney's fees) incurred by or sought to be imposed upon County because of injury (including death), including but not limited to exposure to any infections, communicable or sexually transmitted disease, by any manner or method whatsoever, or damage to property (whether real, personal or inchoate), arising out of or in any way related (whether directly or indirectly, causally or otherwise) to any act or omission by Big Thought in performance of this Agreement and/or Program, except to the extent such liability, damage, fine or expense is the result of negligent acts or omissions of the County.

#### **CHOICE OF LAWS AND VENUE**

In providing Services required by this MOU, the parties must observe and comply with all licenses, legal certifications, or inspections required for the Services, or materials, and all applicable Federal, State, and local statutes, ordinances, rules, and regulations. This MOU shall be governed by Texas law and exclusive venue shall lie in Dallas County, Texas.

All statutes and law stated herein shall be updated as amended.

#### **SEVERABILITY**

If any provision of this MOU is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions herein. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.



**SOVEREIGN IMMUNITY**

This MOU is expressly made subject to Dallas County's sovereign immunity, Title 5 of the Texas Civil Remedies Code and all applicable State and Federal law. The parties expressly agree that no provision of this Contract is in any way intended to constitute a waiver of any immunities from suit or from liability that the Dallas County has by operation of law. Nothing herein is intended to benefit any third-party beneficiaries to this Contract.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized representatives on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**DALLAS COUNTY JUVENILE BOARD:**

BY: 

Michael Griffiths, Interim Executive Director  
Dallas County Juvenile Department

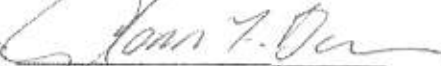
BY: \_\_\_\_\_

Judge Cheryl L. Shannon, Chairman  
Dallas County Juvenile Board

BY: \_\_\_\_\_

County Judge Clay Jenkins  
Dallas County Juvenile Board

**CONTRACTOR'S NAME:**

BY: 

Glenn Baldwin, Chief Financial Officer  
Big Thought

**APPROVED AS TO FORM\*:**

BY: 

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

## **ATTACHMENT A**

### **Contract Specifications**

Big Thought-DCJJAEP Summer Camp Creative Solutions Programming

**I. COST: \$2,245.00**

**II. PROGRAM SCHEDULE:**

A. Service Week: Juvenile Justice Alternative Education Program - Once per week; a three week program taking place July 9, 2018 to July 27, 2018.

B. Service Hours: Fridays, 10:00am to 2:00pm

C. Service Delivery Location: Dallas County's Juvenile Justice Alternative Education Program

**III. PROGRAM COMPONENTS**

A. **Frequency:** Each four hour day will be broken down into three sessions where each youth will be exposed to different disciplines. Big Thought will utilize its Creative Solutions program. Creative Solutions uses art to catalyze learning through creative engagement. Professional teaching artist/mentors work with the adjudicated and at-risk youth, accommodating a variety of skill and experience levels as well as permitting and encouraging participants to learn at their own pace.

**IV. PROGRAM MECHANICS**

A. **Length of stay:** Programming will last for 4 hours once a week over the course of a three week period.

B. **Holiday Schedule:** N/A

C. **Summer Schedule:** July 9, 2018-July 27, 2018

D. **Transportation:** N/A

E. **Meals/Snacks:** N/A

## **V. DIRECT CARE STAFF AND MINIMUM QUALIFICATIONS**

### **A. Program Director:**

- Bachelor's degree in education, fine or performing arts, or related field
- Minimum 5 years experience in program management, theatrical production or related field
- Minimum 3 years working with at-risk youth

### **B. Master Artists:**

- Bachelor's degree or equivalent experience in fine or performing arts
- A minimum of 5 years experience in arts-in-education.
- A minimum of 3 years experience working with at-risk youth
- A proven track record in developing artistic programs for children
- Experience in developing arts programs that integrate life skills

### **All positions require:**

- High level decision-making skills
- Outstanding communication skills
- Ability to work both independently and as leader of a team
- Ability to meet multiple deadlines
- Commitment and demonstrated ability to produce high quality work
- Discretion and good judgment
- Submission to background check
- Completion of required training which includes, but is not limited to, Dallas County Juvenile Department PREA training and orientation to county policies

Big Thought Utilizing Creative Solutions for the JJAEP Summer Camp FY2018

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JJAEP's proposed summer school plan with Big Thought and Creative Solutions is below.

JJAEP and Big Thought Creative Solutions	Pre-Adjudicated Youth (ages 12-17)
Credit Recovery Lab Weekly Field Trip Creative Learning Experiences	One teacher – M-W 10:00 am – noon Total = 18 hours @ \$20 per hour =\$360
<b>TOTAL</b>	<b>Total Budget: \$2,245</b>
	Funding Source 7128

**Summer School Dates**

July 9-27, 2018



1. TITLE VI ASSURANCES/COMPLIANCE POLICY

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

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

TITLE VI ASSURANCES/COMPLIANCE - APPENDIX A

A. *Assurances*

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

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

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration, the U.S. Department of Health and Human Services, or the U.S. Department of Education may determine to be appropriate, including, but not limited to:
- a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration, the U.S. Department of Health or Human Services, or the U.S. Department of Education may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

**B. Nondiscrimination Authorities**

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

**Pertinent Nondiscrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal- aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38, Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b));

Americans With Disabilities Act, Public Law (P.L.) 101-336, 42 United States Code (USC) section 12101, and the regulations effectuating its provisions contained in 28 CFR Parts 35 and 36, 29 CFR Part 1630, and 47 CFR Parts 0 and 64. Title V, Part A, of the Civil Rights Act of 1964, as amended (prohibition of discrimination by race, color, or national origin), and the implementing regulations in 34 CFR Part 100; Title IX of the Education Amendments of 1972, as amended (prohibition of sex discrimination), and the implementing regulations in 34 CFR Part 106; Section 504 of the Rehabilitation Act of 1973, as amended (prohibition of discrimination on the basis of handicapping condition), and the implementing regulations in 34 CFR Part 104; and the Age Discrimination Act of 1975, as amended (prohibition of discrimination on basis of age) and the implementing regulations in 34 CFR Part 110, Family Educational Rights and Privacy Act (FERPA) of 1975, as amended (ensures access to educational records for students and parents while protecting the privacy of such records), and any regulations issued thereunder, including Privacy Rights of Parents and Students (34 CFR Part 99), if the Subrecipient is an educational institution (20 USC 1232g).

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

*C. Representations/Warranties*

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

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

*D. Title VI Complaints*

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

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

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

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

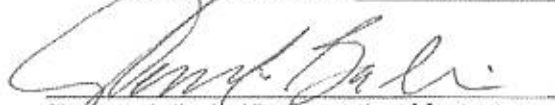
A complainant may also contact the Federal Coordination and Compliance Office, Civil Rights Division at the Title VI Hotline: 888-TITLE-06 (888-848-5306) or send a letter to: U.S. Department of Justice Civil Rights Division Federal Coordination and Compliance Section, NWB 950 Pennsylvania Avenue, N.W.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

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

E. Enforcement

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

Contractor's Full Name: BIG THOUGHT

  
Signature, Authorized Representative of Contractor

4.5.13  
Date

CEO  
Title



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2018-332515

Date Filed:  
03/30/2018

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Big Thought  
Dallas, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Dallas County Juvenile Department

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

JB-54  
JJAEP Summer Camp

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



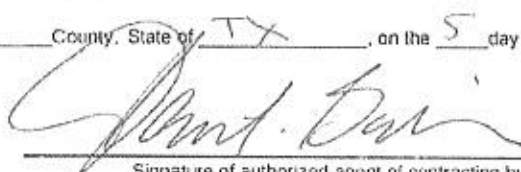
### 6 UNSWORN DECLARATION

My name is GLENN BALDWIN, and my date of birth is 3.3.1962

My address is 1409 S. LAMAR, 1510 DALLAS TX 75215 DALLAS  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in DALLAS CO. County, State of TX, on the 5 day of April, 2018  
(month) (year)



Signature of authorized agent of contracting business entity  
(Declarant)

## JUVENILE BOARD ORDER

ORDER NO: 2018-XXX

DATE: April 23, 2018

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 23<sup>rd</sup> day of April, 2018, 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,** at its August 22, 2016, meeting, the Dallas County Juvenile Board approved the JJAEP Summer Camp funded by TJJD Prevention, Programming and Placement Award (Board Order #2016-087). Funding for the summer camp was awarded this year, FY2018, without an application process. This year the Dallas County Juvenile Department will offer a three-week summer camp experience, from July 9, 2018, to July 27, 2018, to serve approximately 14 to 16 non-adjudicated youth, between the ages of 12 to 17 years old, who attend the Dallas County Juvenile Justice Alternative Education Program. Youth in the Pre-Adjudication Intensive Supervision (P.A.I.S.) or assessment stage will also be targeted. This will be the third year for the summer camp. DCJD aims to offer these youth opportunities to advance their academic knowledge and improve their social skills, while engaging in their community. Each week, DCJD will offer community service projects, a three-day credit recovery lab, a weekly field trip including a dining experience at a local restaurant, and a creative learning experience, provided by Big Thought; and

**WHEREAS,** the purpose of this order is to request authorization to execute the attached Memorandum of Understanding with Big Thought Utilizing Creative Solutions for the JJAEP Summer Camp FY2018; and

**WHEREAS,** the services provided by Big Thought will occur at the Juvenile Justice Alternative Education Program location, once per week, over the course of the three-week summer camp. Each four-hour day, from 10:00am to 2:00pm, will be broken down into three sessions where each youth will be exposed to different disciplines. Big Thought will utilize its Creative Solutions program. Creative Solutions uses art to catalyze learning through creative engagement. Professional teachers, artists/mentors will work with the adjudicated and at-risk youth, accommodating a variety of skill and experience levels as well as permitting and encouraging participants to learn at their own pace; and

- WHEREAS,** with assistance from Grant Services, Education Services will administer/monitor the Memorandum of Understanding. Requests for payments related to these initiatives will continue to be processed by the Juvenile Department and will be executed in accordance with Dallas County policy; 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,** a Memorandum of Understanding has been approved as to form by Administrative Legal Advisor Ms. Denika Caruthers and Form 1295 has been completed per requirements. The agreement requires the signature of the Chair of the Juvenile Board; and
- WHEREAS,** the Dallas County Juvenile Department agrees to allocate funds in the amount of \$2,245 from Grant 5 (Funding Source 466-07128) to support Big Thought's Creative Solutions Program initiatives and JJAEP. This includes teaching artist fees for instruction and planning/training, as well as supplies and administrative support. Total payment for FY2018 will not exceed \$2,245. Payment will be one installment of \$2,245. This information has been reviewed by Ms. Carmen Williams, Budget Services Manager; and
- WHEREAS,** the Dallas County Juvenile Department must provide data measuring the results of the work done under this solicitation. The grant recipients will be required to report performance outcomes as indicated by the solicitation's requirements; and
- WHEREAS,** this agreement is for July 1, 2018, to July 31, 2018.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Department respectfully requests the Dallas County Juvenile Board approve the Memorandum of Understanding with Big Thought utilizing Creative Solutions for the JJAEP Summer Camp FY18. It is further recommended that the Dallas County Juvenile Board authorize the Chairman of the Juvenile Board to execute related documents on behalf of the Juvenile Board.

**DONE IN OPEN BOARD MEETING** this 23<sup>rd</sup> day of April, 2018.

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:

\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

\_\_\_\_\_  
Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



**ACTION ITEM**

**G.**





**DALLAS COUNTY  
JUVENILE DEPARTMENT**

**Michael Griffiths**  
Interim Director Juvenile Services

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

**MEMORANDUM**

**Date:** April 23, 2018  
**To:** Dallas County Juvenile Board  
**From:** Michael Griffiths, Interim Director  
**Subject:** Juvenile Department Legal Assistant Addition

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**Background of Issue:**

Currently, the Dallas County Juvenile Department utilizes an Admissions Coordinator position (Grade 7) to assist the Administrative Legal Advisor in researching legal issues and reviewing legal documentation. In this position, the work assignments are complex in nature, where considerable judgement, tact, creativity and initiative are required in resolving problems and performing tasks that may be confidential or sensitive in nature and in accordance with policy. Under the direction of the Administrative Legal Advisor, this position also has a key responsibility in drafting routine correspondence, legal documents, compiling and copying forms and other materials.

The Juvenile Department seeks permission to add the position of Legal Assistant (Grade 10) to work more in sync with the duties required by the Administrative Legal Advisor. Additionally, this position will also perform duties as assigned by the Deputy Director of Institutional Services. The position will be under the direct supervision of the Administrative Legal Advisor.

**Impact on Operations and Maintenance:**

The proposed changes will not only yield budgetary savings, but allow the Juvenile Department to put into place an effective/efficient Administrative team. Additionally, we are ensuring that the Juvenile Department is properly aligned and staffed to meet identified performance goals, expectations and representation.

**Strategic Plan Compliance:**

Recommendations in this briefing are consistent with Dallas County's Strategic Plan, Vision 1; Strategy 1.3 – *Dallas County provides sound, financially responsible and accountable governance.*

**Legal Information:**

Changes in the staffing of the Dallas County Juvenile Department require approval of the Dallas County Juvenile Board, Commissioners Court and; where appropriate, Dallas County Civil Service Commission. Relatedly, budget amendments also require approval of the Dallas County Juvenile Board.

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

**Financial Impact/Considerations:**

We recommend deleting the Admissions Coordinator position, #7575 pay grade 7, and part-time position #7773 and adding the Legal Assistant position, pay grade 10.

The proposed changes planned by the Department are outlined below and include:

**Proposed Deletions:**

- Delete Admissions Coordinator #7575
- Delete Part time Positon #7773

Savings =55,994.73

Savings=19,771.55

**Total = \$75,766.28****Proposed Addition:**

- Legal Assistant

Cost= \$65,676.10

Savings associated with proposed deletion and addition:

**Total Savings = \$10,090.18****Performance Impact Measures:**

The present request, based on the current needs analysis, is anticipated to result in the improvement of the Administrative team for the Juvenile Department. The addition of the Legal Assistant ensures that the duties assigned to the position are in correlation within current job duties.

**Recommendation:**

It is recommended that the Dallas County Juvenile Board grant approval to the Dallas County Juvenile Department to proceed with the proposed plan for the reorganization of the Legal Assistant addition. If approved, it is further recommended that the Dallas County Juvenile Board authorize the submission of the above noted positions to the Civil Service Commission for final approval and for evaluation of pay grade and classification. Furthermore, it is recommended that the Dallas County Juvenile Board authorize the position to be filled as soon as approved by the Dallas County Civil Service Commission.

**Recommended by:**  
\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Legal Assistant	<b>Job Code:</b>	5030200	<b>Job Grade:</b>	10
<b>Reports To:</b>	Various	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9223
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B11

**Summary of Functions:** Assists prosecutors/public defenders in the preparation of subpoenas and routing slips to ensure presence of witnesses in court and at examining trials; schedules and monitor assigned cases to ensure cases are processed expeditiously and in accordance with established procedures; and assists with legal research of issues as directed. Work assignments are complex in nature where considerable judgement, tact, creativity and initiative are required in resolving problems and performing tasks that may be confidential or sensitive in nature in accordance with policy.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Schedules witness arrival and departure times for interviews and trials, schedules and monitors assigned cases to ensure cases are processed expeditiously and in accordance with established procedures, and performs various other duties associated with the preparation for court, as dictated by the Judge of the court and assigned prosecutors/public defenders.	20	E
2. Researches legal issues at the direction of the prosecutor/public defender.	20	E
3. Drafts routine correspondence; processes, compiles and copies forms, legal documents and other materials; ensures case information is organized; and maintains current policy and trial notebooks.	20	E
4. Serves as a liaison between prosecutors, public defenders, attorneys, Judges, witnesses, victims, granting and law enforcement agencies, and other County departments; and responds to and/or resolves inquiries, problems, issues and exceptions.	15	E
5. Ensures applicable equipment is available and in workable condition in the courtrooms.	10	E
6. Advises victims of rights and compensation entitlement in conjunction with the Victim Witness Division.	05	N
7. Notarizes documents, orders supplies, distributes mail, prepares statistical data and coordinates the transportation of County witnesses with the Victim Witness Division.	05	N

**Minimum Qualifications:**Education, Experience and Training:

Education and experience equivalent to an Associates Degree from an accredited college or university in job related field of study. One (1) year legal experience.

Juvenile Department:

*"Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment."*

Special Requirements/Knowledge, Skills & Abilities:

Ability to operate office equipment. Knowledge of computer applications and standard word processing software. Ability to enter data. Knowledge of criminal justice system. Ability to communicate effectively orally and in writing, organize, plan, and process work, and establish and maintain effective working relationships with employees and the general public. Ability to make decisions in accordance with established policies and procedures.

Physical/Environmental Requirements:

Standard office environment. May require prolonged kneeling, sitting, standing, walking, and the ability to lift and carry files, boxes, and other materials up to 25 lbs., unassisted.

Hay Points/Point Factor:

COL2: 125, EXP1: 10, VM2C: 20, PD1A: 05, WH1A: 05, WE1A: 05, IC3C: 55, DL4: 40, PS4: 40, RE1A: 05, SF1A: 05 TTL: 315

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date 7/2003

Approved by Civil Service Commission on \_\_\_\_\_

Date 8/18/2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.



## JUVENILE BOARD ORDER

ORDER NO: 2018-XXX

DATE: April 23, 2018

STATE OF TEXAS §

COUNTY OF DALLAS §

**BE IT REMEMBERED** at a regular meeting of the Juvenile Board of Dallas County, Texas, held on the 23rd day of April, 2018, 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,** currently, the Dallas County Juvenile Department utilizes an Admissions Coordinator position (Grade 7) to assist the Administrative Legal Advisor in researching legal issues and reviewing legal documentation; and
- WHEREAS,** in this position, the work assignments are complex in nature, where considerable judgement, tact, creativity and initiative are required in resolving problems and performing tasks that may be confidential or sensitive in nature and in accordance with policy; and
- WHEREAS,** under the direction of the Administrative Legal Advisor, this position also has a key responsibility in drafting routine correspondence, legal documents, compiling and copying forms and other materials; and
- WHEREAS,** the Juvenile Department seeks permission to add the position of Legal Assistant (Grade 10) to work more in sync with the duties required by the Administrative Legal Advisor; and
- WHEREAS,** this position will be under the direct supervision the Administrative Legal Advisor and also perform duties as assigned by the Deputy Director of Institutional Services; and
- WHEREAS,** the proposed changes will not only yield budgetary savings, but allow the Juvenile Department to put into place an effective/efficient Administrative team and ensure that the Department is properly aligned and staffed to meet identified performance goals, expectations, and representation; and

WHEREAS, the proposed changes planned by the Department are outlined below and include:

**Proposed Deletions:**

- Delete Admissions Coordinator
- Delete Part time Positon #7773

Savings =55,994.73

Savings=19,771.55

**Total = 75,766.28**

**Proposed Addition:**

- Legal Assistant

Cost= \$65,676.10

Savings associated with proposed deletion and addition:

**Total Savings =10,090.18**

WHEREAS, recommendations in this briefing are consistent with Dallas County's Strategic Plan, Vision 1; Strategy 1.3 – *Dallas County provides sound, financially responsible and accountable governance.*

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Juvenile Board approve authorization to proceed with the Dallas County Juvenile Department's proposed plan to reorganize resources for the Legal Assistant addition.

**IT IS FURTHER ORDERED, ADJUDGED, AND DECREED** that the Dallas County Juvenile Board authorize the submission of the above noted positions to the Civil Service Commission for final approval and for evaluation of pay grade and classification.

**IT IS FURTHER ORDERED, ADJUDGED, AND DECREED** that the Dallas County Juvenile Board authorize the position to be filled as soon as approved by the Dallas County Civil Service Commission.

**DONE IN OPEN BOARD MEETING** this 23rd day of April, 2018.

The forgoing 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:

\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

\_\_\_\_\_  
Judge Cheryl Lee Shannon, Chairman  
Dallas County Juvenile Board



# DISCUSSION ITEMS VI.



# DISCUSSION ITEM H.





## **Academy for Academic Excellence Director's Report March 2018**

During the month of March, campuses participated in the mandatory Texas Language Proficiency Assessment System (TELPAS). TELPAS fulfills the federal requirements for assessing the English proficiency of English Language Learners (ELLs) in four domains: listening, speaking, reading and writing.

Academy for Academic Excellence (AAE) held its Campus Test Coordinator training on March 29, 2018, in preparation of STAAR testing.

GED had two students pass all four exams and secure their GED certificate. GED also had four students who passed two out of four tests (50% complete) and two students who passed three out of four tests (75% complete).

In the month of March, AAE assisted 10 families from the Food Bank and 18 families from the Clothing Closet.

**ACADEMY FOR ACADEMIC EXCELLENCE**  
**CHARTER SCHOOL REPORT**  
**MARCH 2018**

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

**Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>296</b>
SPED - Total Students	58
ESL - Total Students	52
504 – Total Students	04

**Instruction at a Glance**

The Content Teams focused on the upcoming STAAR/EOC test and TELPAS. Teachers also completed the online State Assessment Review Course to review testing procedures. All teachers passed and received module completion certificates.

The learning objective for this month involved focus on the readiness standards for the March STAAR/EOC Test Administration. This included re-teaching and learning the writing process, reading and analyzing literature across various genres, reviewing STAAR related vocabulary, and proofreading and editing texts for clarity. Students practiced writing expository essays, transitioning thought processes, and vocabulary development.

In our efforts to focus on individualized learning, we continue to investigate better ways to differentiate instruction to ensure students are prepared for the increased rigor on the State assessments. The teachers used The Texas Curriculum Management Program Cooperative (TCMPC) focus documents and assessments to design lessons that will help determine the students' strengths and weaknesses in preparation for the upcoming STAAR administration. The staff is committed to raising the academic rigor in their instructional delivery.

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

**Latest Campus Enrollment**

<b>Total Enrollment</b>	<b>55</b>
SPED - Total Students	11
ESL - Total Students	08

**Instruction at a Glance**

Students took pre-post-tests in all core academic areas. Pre-post tests are administered to guide instruction and to measure student growth for the six weeks period.

ESL (English as a Second Language) students took TELPAS (Texas English Language Proficiency Assessment System) in four domains: Listening, Speaking, Reading and Writing.

**General Equivalency Diploma (GED)**

GED currently has 18 students enrolled. To date eight students have passed all of their tests and will secure their GED certificates.

Teachers are still working on their book study "Motivating Students Who Don't Care."

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

<b>Total Enrollment</b>	<b>98</b>
Medlock Students	48
Youth Village Students	47
Youth Village Youth Offenders	03

<b>SPED - Total Students</b>	<b>32</b>
Medlock SPED	17
Medlock 504	00
Youth Village SPED	15
Youth Village 504	00

<b>ESL – Total Students</b>	<b>28</b>
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**Instruction at a Glance**

During the month of March, Medlock Youth Village campus conducted several activities to celebrate Women's History Month teaching students the importance of showing appreciation to women who have contributed to the development of this country and who advocated for the advance of human rights and social justice. Celebrating Women's History Month, Medlock and Youth Village students assisted the staff in designing bulletin boards and decorating halls.

Medlock and Youth Village English teachers designed a TEKS-based lesson where students wrote essays on celebrating the legacy of different female leaders of different eras and movements.

Throughout the month, Medlock and Youth Village staff honored the contributions of women with a host of engaging activities that include all content areas, such as a tribute to the leaders of the Women Suffrage Movement, reenactment and discussion of Rosa Parks involvement in the Montgomery Bus Boycott, and debates on modern day movements led by women such as Angela Davis, Cecelia Richards, Roslyn Brock, Tamika Mallory and America Ferrera.

In an effort to stimulate pride in the campus, the staff honored several A/B honor roll students for the 4<sup>th</sup> six weeks. In addition, we recognized the Students/Residents of the Week for the month of March. Continuously promoting our collaborative spirit, Medlock and Youth Village content teams have been conducting cross-curriculum meetings to better plan our lessons and create consistency throughout the content areas.

**Student Incentives**

Youth Village staff developed a behavioral incentive plan that allows students that have been performing positively both in the classroom as well as in the other aspects of the program the opportunity to attend the Perot Museum of Nature and Science. They were also treated to meals from El Fenix.

**Report Cards**

Students received their progress reports for the 5<sup>th</sup> Six Weeks. Parent copies were mailed and students received copies.

**Dropout Recovery - Accelerated Instruction Plan**

Medlock and Youth Village staff continues to identify students that are over-aged and under-credited to participate in Academy for Academic Excellence Accelerated Instruction Program at DRC.

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

<b>Total Enrollment</b>	<b>40</b>
SPED Total Students	02
ESL Total Students	11

**English:**

In the English department students participated in STAAR Review to prepare for English I and II testing.

**Career and Technology:**

Students learned how to create a resume and complete a job application. They also worked on improving interview skills.

**Science:**

Students completed an identification lab of soft water versus hard water.

**Social Studies:**

Students continued to complete lessons on Odysseyware and prepare for STAAR testing.

**Math:**

Students worked on linear equations, graphing, functions, and completed an End of Course (EOC) Boot Camp to prepare for STAAR.

**LETOT CAMPUS (005):****Latest Campus Enrollment**

<b>Total Enrollment</b>	31 shelter/15 RTC
SPED Total Students	1 shelter/3 RTC
ESL Total Students	6 shelter/1 RTC
504 Total Students	0 shelter/0 RTC

**Instruction at a Glance**

- Faculty meetings are content specific. Teachers present an active learning strategy in instruction and student products every other week. Teachers lesson plan together by content.
- End of Course (EOC) tutoring is held after school every Monday and Tuesday from 3-3:45 pm.
- Student-teacher data conferences are held with each student to customize an academic action plan based on test results after each 6-weeks post-test.
- Letot teachers have been selected as training facilitators for a teacher in-service in August 2018.

**Campus Life at a Glance**

- Letot held its First Annual Successful Women's Summit on March the 9th. A panel of seven successful women leaders was invited to present and celebrate Women's Month.
- TELPAS testing for ESL students was completed.
- A/B Honor Roll celebrated with a pizza party.



**ACADEMY FOR ACADEMIC EXCELLENCE  
PROGRAM STATUS REPORT**

<b>Active Enrollments</b>					
Student Enrollment as of March 2018:			District Total Enrollment: 522		
District Average Attendance			489 (93.68%)		
District Special Education Student Population			150 (28.74%)		
<b>CAMPUSES</b>	<b>JDC - 001</b>	<b>DRC - 002</b>	<b>MED. / YV - 003</b>	<b>SAU - 004</b>	<b>LETOT - 005</b>
	Number	Number	Number	Number	Number
Enrollment	304	37	103	36	42
New Students	148	18	22	20	21
Withdrawals	158	23	31	17	17
Avg. Daily Attendance	300	19	102	25	41
Avg. Daily Enrollment	304	21	103	36	42
Attendance Average	98.68%	90.48%	99.03%	69.44%	97.62%

**Demographics**

<b>CATEGORY</b>	<b>JDC - 001</b>		<b>DRC - 002</b>		<b>MED. / YV - 003</b>		<b>SAU - 004</b>		<b>LETOT - 005</b>	
<b>GENDER</b>	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Female	49	16.55%	12	21.82%	00	0.0%	04	10.26%	38	82.61%
Male	247	83.45%	43	78.18%	98	100%	35	89.74%	08	17.39%
<b>GRADE</b>	Number		Number		Number		Number		Number	
3	0		0		0		0		0	
4	0		0		0		0		0	
5	3		0		0		0		0	
6	6		1		2		0		2	
7	33		7		7		4		8	
8	68		14		17		3		7	
9	124		23		54		26		16	
10	49		7		14		4		10	
11	11		3		2		2		3	
12	2		0		2		0		0	
<b>AGE</b>	Number		Number		Number		Number		Number	
10	0		0		0		0		0	
11	1		0		0		0		0	
12	5		0		1		0		2	
13	15		0		3		0		9	
14	49		5		11		5		8	
15	69		11		18		13		10	
16	92		13		35		12		14	
17	63		25		30		9		3	
18+	2		1		0		0		0	
<b>ETHNICITY</b>	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
African American	133	44.93%	29	52.73%	48	48.98%	8	20.51%	20	43.48%
Caucasian	29	09.80%	2	03.63%	4	04.08%	2	05.13%	3	06.52%
Hispanic	131	44.26%	24	43.64%	46	46.94%	29	74.36%	23	50.00%
Native American	2	00.68%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
Other/Asian	1	00.33%	0	00.00%	0	00.00%	0	00.00%	0	00.00%



# ACTION ITEMS

## VII.



# ACTION ITEM

I.



**DALLASCOUNTY  
JUVENILE DEPARTMENT**

**Michael Griffiths**  
Interim Director Juvenile Services

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

**MEMORANDUM**

**Date:** April 23, 2018

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

**From:** Michael Griffiths, Interim Director

**Subject:** Academy for Academic Excellence Charter School Special Education Policies and Procedures  
2018-2019

**Background of Issue:**

The Texas Education Code (TEC 29.0001) requires the Texas Education Agency (TEA) to develop and modify, as necessary, a statewide legal framework consistent with federal law for the delivery of services to children with disabilities. The framework must include guidelines for the administration and funding of the Special Education Program so that a Free Appropriate Public Education (FAPE) is available to all children between the ages of 3 and 21. The policies and procedures were written and developed by the Texas Charter School Association and then submitted to TEA for review. Upon acceptance by TEA, the legal framework was distributed to charter schools throughout Texas. The purpose of this brief is to recommend the adoption of the Special Education Policies and Procedures for the 2018-2019 academic year.

**Impact on Operations and Maintenance:**

The policies and procedures provide the legal framework that must be followed to ensure that the Academy for Academic Excellence is upholding laws and adopting best practices in the area of Special Education. The Academy for Academic Excellence ensures that all policies and procedures are followed. The policies and procedures will be uploaded to the State-Wide Legal Framework portal, sponsored by TEA, after Board approval. The change to the Academy for Academic Excellence (AAE) Charter School Special Education Policies and Procedures is as follows:

- Updated language regarding referrals to Student Support Team (SST)
- Updated timeframe from 60 days to 45 days to complete initial evaluation report after parental consent
- Updated language regarding ARD/IEP committee members/roles
- Clarification of definition for Temporary/Transfer ARDs
- Updated state minimum requirements for records retention

**Strategic Plan Compliance:**

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

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*To assist referred youth in becoming productive,  
law abiding citizens, while promoting public safety and victim restoration.  
214-698-2200 Office*



**Legal Information:**

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

**Financial Impact/Considerations:**

The policies and procedures do not have a direct fiscal impact.

**Performance Impact Measures:**

During the 2017-2018 school year, approximately 24.1% of the students enrolled in the Charter School received Special Education Services (based on October 2017 snapshot data). This is an increase of 1.6% from the previous school year. Also, the Academy for Academic Excellence held one hundred seventy-seven (177) Annual Admission, Review, and Dismissal (ARD) committee meetings to date.

**Project Schedule/Implementation:**

The proposed policies and procedures will be implemented for the school year 2018-2019 and updated annually as state and federal laws mandate.

**Recommendation:**

It is recommended that the Academy for Academic Excellence Charter School Board approve the Special Education Services Policies and Procedures to be in compliance with state and federal guidelines for operation.

**Recommended by:**

  
\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

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

**ORDER NO:** 2018 - XXX

**DATE:** April 23, 2018

**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 23<sup>rd</sup> day of April 2018, 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,** the Texas Education Code (TEC 29.0001) requires the Texas Education Agency (TEA) to develop and modify, as necessary, a statewide legal framework consistent with federal law for the delivery of services to children with disabilities. The framework must include guidelines for the administration and funding of the Special Education Program so that a Free Appropriate Public Education (FAPE) is available to all children between the ages of 3 and 21. The policies and procedures were written and developed by the Texas Charter School Association and then submitted to TEA for review. Upon acceptance by TEA, the legal framework was distributed to charter schools throughout Texas. The purpose of this brief is to recommend the adoption of the Special Education Policies and Procedures for the 2018-2019 academic year; and

**WHEREAS,** the policies and procedures provide the legal framework that must be followed to ensure that the Academy for Academic Excellence is upholding laws and adopting best practices in the area of Special Education. The Academy for Academic Excellence ensures that all policies and procedures are followed. The policies and procedures will be uploaded to the State-Wide Legal Framework portal, sponsored by TEA, after Board approval. The change to the Academy for Academic Excellence (AAE) Charter School Special Education Policies and Procedures is as follows:

- Updated language regarding referrals to Student Support Team (SST)
- Updated timeframe from 60 days to 45 days to complete initial evaluation report after parental consent
- Updated language regarding ARD/IEP committee members/roles
- Clarification of definition for Temporary/Transfer ARDs
- Updated state minimum requirements for records retention

**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 reviewed and approved as to form by Ms. Denika Caruthers, Dallas County Juvenile Department's Administrative Legal Advisor; and

**WHEREAS,** there is no direct fiscal impact; and

**WHEREAS,** during the 2017-2018 school year, approximately 24.1% of the students enrolled in the Charter School received Special Education Services (based on October 2017 snapshot data). This is an increase of 1.6% from the previous school year. Also, the Academy for Academic Excellence held one hundred seventy-seven (177) Annual Admission, Review, and Dismissal (ARD) committee meetings to date; and

**WHEREAS,** the proposed policies and procedures will be implemented for the school year 2018-2019 and updated annually as state and federal laws mandate; and

**WHEREAS,** it is recommended that the Academy for Academic Excellence Charter School Board approve the Special Education Services Policies and Procedures 2018-2019 to be in compliance with state and federal guidelines for operation.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Academy for Academic Excellence Charter School Board approves the Special Education Services Policies and Procedures 2018-2019 to be in compliance with state and federal guidelines for operation.

**DONE IN OPEN BOARD MEETING** this 23<sup>rd</sup> day of April, 2018.

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:

\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

\_\_\_\_\_  
Judge Cheryl Lee Shannon, President  
Academy for Academic Excellence Charter School Board



# ACTION ITEM

## J.





**DALLASCOUNTY  
JUVENILE DEPARTMENT**

**Michael Griffiths**  
Interim Director Juvenile Services

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

**MEMORANDUM**

**Date:** April 23, 2018  
**To:** Academy for Academic Excellence Charter School Board  
**From:** Michael Griffiths, Interim Director  
**Subject:** Academy for Academic Excellence Charter School 2018 Summer School Plan

**Background of Issue:**

The original FY2018 budget for the Academy of Academic Excellence (AAE) was presented to the School Board and approved on July 24, 2017 (Board Order #2017-079). This brief seeks approval to accept AAE's Summer School Plan and make a line item adjustment in the amount of \$26,118 for summer school pay to be paid from state-aid (7500).

**Impact on Operations and Maintenance:**

AAE will use state-aid (7500) to pay staff for AAE's summer school program (AAE's Summer School Plan is attached). Summer school is required by the state to ensure students have a third opportunity to take the state mandated assessments. This state mandate is part of the Student Success Initiative (SSI).

Line item adjustment:

Move funds (\$26,118) from Transportation (7500/5140) to Supplemental Pay (7500/1025).

**Strategic Plan Compliance:**

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

**Legal Information:**

Summer assessments are a Texas Education Agency (TEA) requirement.

**Financial Impact/Considerations:**

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

**Performance Impact Measures:**

Students will be given an opportunity to meet state standards on the state assessments during June testing.

---

*To assist referred youth in becoming productive,  
law abiding citizens, while promoting public safety and victim restoration.  
214-698-2200 Office*

**Project Schedule/Implementation:**

AAE Summer School Plan will be implemented June 18-29, 2018.

**Recommendation:**

It is recommended that the Academy for Academic Excellence Charter School Board approve the Academy for Academic Excellence 2018 Summer School Plan.

**Recommended by:**

  
\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

# AAE's Summer School Plan 2018 (State-Aid 7500)

AAE's proposed summer school plan is below and includes summer school dates, testing dates, staffing and budgetary needs.

<b>Phase I: Accelerated Instruction (AI): 5<sup>th</sup> and 8<sup>th</sup> grade Re-Testers June 18-21</b>	<b>Campus Staff Needs:</b> 6 teachers at Campus 001 (JDC)
Phase I: 17 teachers AI – 4 days – 4 hours per day = 16 hour 1 hour test admin meeting = 17	2 teachers at Campus 002 (DRC) 4 teachers at Campus 003 (Medlock Youth Village)
17 hours @ \$22 = \$374	2 teachers at Campus 004 (SAU)
17 staff @ \$374 = \$6,358	2 teachers at Campus 005 (Letot)
	GED – 1 teacher to allow students to complete program
<b>AI Staffing Needs:</b> <b>4 hours each day with 3 hours of instruction with exception to test administration days</b> 17 teachers 6/18 – 4 hours per day 6/19- 4 hours per day 6/20 – 4 hours per day 6/21- 4 hours per day and 1 hour test admin. meeting	<b>Budget Needs: \$6,358</b> (Accelerated Instruction)  <b>Phase I Total: \$6,358</b>
<b>Phase II: STAAR and EOC Testing June 25-29, 2017</b> 20 teachers @ 30 hours @ \$22 per hour = \$13,200 1 CA @ 40 hours @ \$27 = \$1080 1 DTC @ 40 hours @ \$27 = \$1080 5 CTC @ 40 hours @\$22 - \$4400	Campus 001 – ten teachers Campus 002 – two teachers Campus 003 – four teachers Campus 004 – two teachers Campus 005 – two teachers Total Teacher s (20) Campus Test Coordinators (5) District Test Coordinator (1) Campus Administrator (1) Phase II Staff = 27
<b>Phase II: Staffing Needs for Testing</b> 20 teachers June 25 – EOC English I (6 hrs) June 26 – STAAR Math (6 hrs) June 27– STAAR Reading & EOC English II (6 hrs) June 25-29– all other courses (6 hrs per day) June 29 – EOC (6 hrs) and return testing materials after testing is completed	<b>Budget Needs: \$19,760</b>  <b>Phase I Total: \$6,358</b> <b>Phase II Total: \$19,760</b>  <b>Total Cost for SS 2018 = \$26,118</b>
<b>Summer School Totals:</b>	<b>Phase I and II Totals: \$26,118 (7500)</b>

## Accelerated Instruction (5<sup>th</sup> and 8<sup>th</sup>) and Testing Details

June 18-21 – Accelerated Instruction

June 21 – Testing Training

**June 25 – English I EOC**

**June 26 – STAAR Math Test Administration**

**June 27 – STAAR Reading and English II EOC Test Administration**

**Jun 25 - 29 – all other courses for EOC**

**June 29 – Campus Test Coordinators return testing materials**

ACADEMY FOR ACADEMIC EXCELLENCE CHARTER SCHOOL BOARD ORDER

ORDER NO: 2018 - XXX

DATE: April 23, 2018

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 23<sup>rd</sup> day of April 2018, 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,** the original FY2018 budget for the Academy of Academic Excellence (AAE) was presented to the School Board and approved on July 24, 2017 (Board Order #2017-079). This brief seeks approval to accept AAE's Summer School Plan and make a line item adjustment in the amount of \$26,118 for summer school pay to be paid from state-aid (7500); and

**WHEREAS,** AAE will use state-aid (7500) to pay staff for AAE's summer school program. Summer school is required by the state to ensure students have a third opportunity to take the state mandated assessments. This state mandate is part of the Student Success Initiative (SSI).

Line item adjustment:

Move funds (\$26,118) from Transportation (7500/5140) to Supplemental Pay (7500/1025); 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,** summer assessments are a Texas Education Agency (TEA) requirement; and

**WHEREAS,** this information has been reviewed and approved by Ms. Carmen Williams, Budget Service Manager; and

**WHEREAS,** students will be given an opportunity to meet state standards on the state assessments during June testing; and

**WHEREAS,** AAE Summer School Plan will be implemented June 18-29, 2018; and



**WHEREAS,** it is recommended that the Academy for Academic Excellence Charter School Board approve the Academy for Academic Excellence 2018 Summer School Plan.

**IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED** that the Academy for Academic Excellence Charter School Board approves the Academy for Academic Excellence 2018 Summer School Plan.

**DONE IN OPEN BOARD MEETING** this 23<sup>rd</sup> day of April, 2018.

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:

\_\_\_\_\_  
Michael Griffiths, Interim Director  
Dallas County Juvenile Department

\_\_\_\_\_  
Judge Cheryl Lee Shannon, President  
Academy for Academic Excellence Charter School Board



# EXECUTIVE SESSION VIII.