



REVISED

DALLAS COUNTY JUVENILE BOARD

Agenda

Wednesday, May 30, 2018 at 12:00 PM
Lyle B. Medlock Youth Treatment Center
1566 E. Langdon Road, Dallas, TX 75241

FILED

2018 MAY 24 PM 2:56

JOHN F. WARREN
COUNTY CLERK
DALLAS COUNTY
BY *[Signature]* DEPUTY

I. Call to Order

Tour of Medlock

II. Approval of Minutes

April 23, 2018

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

IV. Discussion Items - Juvenile Department

- A. Directors Report
- B. JJAEP Update

V. Action Items - Juvenile Department

- C. Juvenile Board Budget Retreat
- D. Juvenile Processing Office– Southern Methodist University Police Department and Richardson Police Department
- E. Certification of Lyle B. Medlock Youth Treatment Center Post-Adjudication Secure Facility
- F. Approval of the 2018 Lyle B. Medlock Policy and Procedures
- G. Juvenile Justice Alternative Education Policy and Procedures
- H. Juvenile Justice Alternative Education Student Code of Conduct
- I. Amendment to the Youth Services Advisory Board (YSAB) Juror Fund Recommendation for Internal Programs for Fiscal Year 2018: Evening Reporting Center and The Incentives Project
- J. Amendment to Youth Services Advisory Board (YSAB) Juror Fund Recommendation for FY2018 and Memorandum of Understanding for the following: Sheila Bailey Ministries
- K. Juvenile Department Administration Policy and Procedures 2018 – Grievance System Procedures

VI. Discussion Items – Academy for Academic Excellence (AAE)

- L. Academy for Academic Excellence Charter School Update

VII. Action Items – Academy for Academic Excellence

VIII. Executive Session - Juvenile Department

For Purposes Permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.071 Through Section 551.076

Subjects: - Contracts - Litigation: - Personnel: 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.

[Handwritten Signature]

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



APPROVAL OF MINUTES

II.

MINUTES OF MEETING DATE: April 23, 2018

DALLAS COUNTY TIME: 5:00 p.m.

JUVENILE BOARD

PLACE: Henry Wade Juvenile Justice Department
305th Master's Courtroom, Rm., A332, 3rd 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 Andrea Martin
Judge Clay Jenkins
Judge Andrea Plumlee
Judge Andrea Givens-Davis
Judge Ken Molberg
Dr. Connie Wilson

MEMBERS ABSENT: None

I. **Call to Order**

The Dallas County Juvenile Board meeting was held at the Henry Wade Juvenile Justice Department, in the 305th 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 March 26, 2018.

- Commissioner John Wiley Price moved and Judge Andrea Plumlee seconded to approve March 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.

- The Board welcomed Mr. Mike Griffiths as the Interim Director for the Dallas County Juvenile Department.

IV. **Discussion Items – Juvenile Department**

A. Director's Report

Mr. Mike Griffiths, Interim Director, began by recognizing Mr. Amaldo Pellot, Probation Officer in District 9 as the Employee of the Month. He recognized Mr. Dennis Veal, Probation Officer in the Victim Services Unit for 30 years of service and Ms. Dawn Pitman, Probation Officer in the Sex Offenders Unit for 20 years of service. He mentioned the Department participated in the Global Youth Service Day on April 21st. He stated that Probationers from Districts 5 & 6 participated in the "Act of Kindness" project by giving out snacks and assistance bags to homeless people and residents at the Park Manor Senior Housing at the Cornerstone Baptist Church. Mr. Darrell Cunegin, Community Service Restitution Coordinator, Ms. Vernetta Kinnard, Community Liaison, Ms. Cynthia Wallace, Program and Training Manager, and Mr.

Roger Taylor, Manager of Field Probation, spearheaded this event. Mr. Griffiths mentioned to the Board that the Texas Juvenile Justice Department (TJJD) had notified the Department of a funding opportunity to acquire a new Risk Assessment Instrument, the Positive Achievement Change Tool (PACT). He stated that this application will replace the current Risk and Needs Assessment application. According to the 84th legislative session, Senate Bill 1630 made many changes to what Juvenile Justice does in this state. He stated that one of the provisions was that we use a validated Risk Assessment tool. Mr. Griffiths stated that currently, the Department uses the RANA, which has lost its validation status; TJJD has offered to fund the new software. He mentioned that the IT department had been notified of the potential change and that the Board would be kept abreast of any additional information garnered through conversations with TJJD. Mr. Griffiths informed the Board that in the Dr. Jerome McNeil Jr. Detention Center some of the cameras would be updated; Chief De La Santos had been made aware of this. He stated that additional staff had been approved for coverage to ensure safety throughout the building during the process. He also added that the anticipated time for the process is one day.

- Commissioner Price asked where is the funding for the extra staff coming from. He also stated that the cameras were supposed to be an offset. Mr. Ervin Taylor, Deputy Director of Institutional Services, addressed the Board and stated the funding is coming through the Facilities budget, and that Mr. Charles Edwards and Mr. John Carter had approved it approximately four months ago. Commissioner Price wanted to know if there were additional cameras being installed or if the existing ones were being replaced. Mr. Taylor replied they are being replaced. Commissioner Price asked for clarity on the extra staff being used. Mr. Taylor explained that they approved two additional staff to secure the "blind spots" while the technicians were working. Mr. Taylor also stated for the record that he did not anticipate the labor lasting for more than a day. Commissioner Price informed the Department that he has been watching the numbers for the population and ADP and noticed that the Comp Time, Overtime, and extra help hours are up. Mr. Griffiths explained that he has scheduled a meeting with Mr. Urmit Graham, Interim Director for Dallas County Human Resources Department and Ryan Brown, Budget Officer for Dallas County, this week to discuss the numbers.

Mr. Griffiths resumed the report by informing the Board that the State Ombudsman visited the Institutions at the end of March, and found no deficiencies.. He also mentioned in June TJJD would perform their annual compliance audits in all the facilities.

- Dr. Connie Wilson asked who comprises the interdisciplinary team at Letot Residential Treatment Center. Ms. Kim Williams, Program Manager at Letot RTC, stated the team is comprised of the Probation Officer, Residential Supervisor, the Clinical team, and herself. Dr. Wilson asked if there is ever a school representative present. Ms. Williams responded that only if there is a behavior problem that needs addressing.

B. Juvenile Justice Alternative Education Program (JJAEP) Update

Mr. Griffiths said this month began with testing our English Language Learners. While instruction continued during the week of March 5th, all students participated in writing across the curriculum. There were 11 students whose work was rated for Texas English Language Proficiency Assessment System (TELPAS) testing purposes. Additionally, these students participated in the online TELPAS Reading, Writing, Listening and Speaking test. He mentioned that attendance at the present is 62 with 10 admissions pending this week. He stated that the last day of instruction for the school year is May 31, 2018.

- Commissioner Price wanted to know what behaviors were addressed under the title of "Serious Misbehavior." Ms. Karen Ramos, Deputy Director of Education Services, replied the students who are already at the districts alternative campuses, yet continue to have problems, are then sent to JJAEP. Commissioner Price stated that he is concerned about the definition of "Serious Misbehavior" and wanted to know what the offenses of those students were, mentioning that the

number of offenses deemed "Serious Misbehavior" is second to felony drugs. Ms. Ramos stated that she would get information to the Board. For clarity, Ms. Denika Caruthers, Legal Advisor, asked Commissioner Price, if he would like information on the 11 specific cases, and the general category of what "Serious Misbehavior" consists of Commissioner Price replied yes.

V. Action Items – Juvenile Department

C. Juvenile Processing Offices – Addison Police Department and Farmers Branch Police Department

Mr. Griffiths said that 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 and 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. These sites were determined to be suitable as Juvenile Processing Offices, and the designated rooms were clearly identified with affixed signage. 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. In the 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. Also, 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.

- Commissioner Price wanted to know what is the comparison between 2016 and 2017, in regards to reporting the demographics. Mr. Rudy Acosta, Deputy Director of Probation Services, stated that he would provide the Board with the information.
- Judge Craig Smith moved and Judge Andrea Martin seconded to approve the Juvenile Processing Offices for Addison Police Department and Farmers Branch Police Department. The motion passed unanimously.
- Judge Amber Givens-Davis arrived at 5:11 pm.
- Judge Ken Molberg arrived at 5:12 pm.

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

Mr. Griffiths asked the Board to approve the contract with Ellis County Juvenile Department for Pre-Adjudication Beds at Dr. Jerome McNeil Jr. Detention Center. He stated that since the initial contract (May 1, 2017, through April 5, 2018), 61 admissions have come from Ellis County. They average about six youth per day, with an average length of stay of approximately 29 days. 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. Dallas County Juvenile Department has received \$203,560.00 in revenue from Ellis County for the detention of their youth in our facility. This financial information has been reviewed and approved by Ms. Carmen Williams, Budget Manager.

- Judge Shannon stated for the record that Judge Clay Jenkins arrived at 5:15 pm.
- Commissioner Price stated that everyone else seems to be in the range of 9-10 days in regards to the average length of stay. Judge Shannon responded by saying she suspects the reason behind the extended time is due to the scheduling of court dates in Ellis County. Commissioner Price asked the Department to provide the profiles of the youth who are admitted from Ellis County. Ms. Williams stated that the Department does not track the profiles of the youth, but would provide the Board with the information. Commissioner Price re-stated for the record that he wanted to know the ethnicity of the youth who are admitted from Ellis County. Mr. Bill Edwards, Assistant Director, stated that the Intake Unit would have the information and that they will notify the Supervisor for that information to present to the Board. Judge Shannon stated that the Department would provide the information, and added that she is certain that the demographics have nothing to do with the length of stay. She restated that it makes sense that Ellis County's court process be considered in terms of the average length of stay. Commissioner Price stated that he would like to see the offenses and added that Ellis County is matching the adult system in regards to their average length of stay for juveniles. He asked what the average length of stay is for the Department. Mr. Edwards replied the average length of stay for the Department is approximately 20 days. Commissioner Price stated the average length of stay for the adult system was 28 days at last report and expressed his concerns that Ellis County matches the adult system. Judge Smith asked for clarity of the information requested. Judge Shannon stated that the offenses and the demographics would be provided to the Board.

Mr. Griffiths asked 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. Detention Center from May 1, 2018, to April 30, 2019.

- Judge Smith moved and Judge Jenkins seconded to approve the contract between Ellis County Juvenile Department for Pre-Adjudicated Beds at Dr. Jerome McNeil Jr. Detention Center. Commissioner Price opposed. The motion passed 8 to 1.

E. Approval of the study of the Use of Sexual History Polygraph Examination with Juvenile Sex Offenders and Recidivism Rates Proposal

Mr. Griffiths stated 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. He stated the Department is seeking to validate the use of polygraphs in our system. He stated that most of the Departments in the state utilize polygraphs. Mr. Griffiths stated that the Department believes the identification of other victims is very beneficial.

- Commissioner Prices interjected and asked Mr. Griffiths to elaborate on "not having a strong body of research." He wanted to know where is the research in terms of the so-called "best practices." Commissioner Price wanted to know who the author of the research was. Mr. Griffiths introduced Dr. Andrea A. Wierzchowski, Mental Health Clinician with the Dallas County Juvenile Department. Commissioner Price asked Dr. Wierzchowski for the references in regard to the "best practices", or practicum in regard to utilization and the body of study. Dr. Wierzchowski stated that the National Research Council came up with a book in 2003, where they studied the polygraph examination technique extensively and it showed that it was one of the best approaches to find greater disclosures of the sexual offenses. She stated in 2003 the topic dropped off due to lack of interest. Commissioner Price asked for the reasoning behind the loss of interest. Ms. Wierzchowski, stated that she believes the study was a hot topic during early 2000 due to

prominent funding. She also stated that she found studies relating to the topic from 2009-2012, but that was the last time this topic was addressed.

- This topic warranted a myriad of questions and prompted a vast amount of unanswered concerns from the Board for the Clinical Department, concerning the Use of Sexual History Polygraph Examination with Juvenile Sex Offenders and Recidivism Rates Proposal, thus prompting Commissioner Price to move to table **Item E**, until further research into the matter could be conducted; Judge Plumlee seconded. The motion passed unanimously.
- Judge Shannon stated for the record the Item would be brought back as two different components. She stated that the appropriate practice in previous years was the institution of the treatment model including polygraphs, but that is no longer the case. Judge Shannon instructed the Board to address all concerns in this matter to Ms. Caruthers via e-mail.
- Topics of concerns from the Board included but were not limited to, Constitution protection for the youth, Research, Treatment, the protocol for the Successful Thinking and Responsible Sexuality (STARS) program, both Outpatient and Inpatient, and the use of polygraph examination.

F. Approval of Memorandum of Understanding with Big Thought Utilizing Creative Solutions for the JJAEP Summer Camp FY2018

Mr. Griffiths stated 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. He stated 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 who attend the Dallas County Juvenile Justice Alternative Education Program. He also stated that the program would be available for youth in the Pre-Adjudication Intensive Supervision (P.A.I.S.) or assessment stage as well. Mr. Griffiths informed the Board that this would 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 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. He stated the Memorandum of Understanding has been approved as to form by Administrative Legal Advisor Ms. Denika Caruthers and Form 1295 has been completed per requirements and added the Dallas County Juvenile Department agrees to allocate funds in the amount of \$2,245 from Grant S/TJJD (Funding Source 466-07128) to support Big Thought's Creative Solutions Program initiatives at JJAEP.

- Judge Smith moved and Dr. Wilson seconded to approve the Memorandum of Understanding with Big Thought Utilizing Creative Solutions for the JJAEP Summer Camp FY2018. The motion passed unanimously.

G. Juvenile Department Legal Assistant Addition

Mr. Griffiths stated 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. The addition of the Legal Assistant ensures that the duties assigned to the position are in correlation with current job duties. Mr. Griffiths stated 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.

- Commissioner Price moved and Judge Ken Molberg seconded to approve the Juvenile Department Legal Assistant Addition. The motion passed unanimously.
- Commissioner Price moved and Judge Plumlee seconded to recess as the Dallas County Juvenile Board. The 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

H. AAE Charter School Update

Mr. Griffiths mentioned that during the month of March, 120 students qualified to take the Texas Language Proficiency Assessment System (TELPAS) test. TELPAS fulfills the federal requirements for assessing the English proficiency of English Language Learners (ELLs) in four domains: listening, speaking, reading, and writing. He stated the Academy for Academic Excellence (AAE) held its Campus Test Coordinator training on March 29, 2018, in preparation for STAAR testing. He added the GED program had two students pass all four exams and secure their GED certificate. The GED program 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 March, AAE assisted 10 families from the Food Bank and 18 families from the Clothing Closet.

- There was no discussion on this topic.

VII. Action Items – AAE

I. Academy for Academic Excellence Charter School Special Education Policies and Procedures for 2018-2019

Mr. Griffiths stated 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. He stated the changes to the Academy for Academic Excellence Charter School Special Education Policies and Procedures are 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

He continued by saying 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. In addition, the Academy for Academic Excellence held one hundred seventy-seven (177) Annual Admission, Review, and Dismissal (ARD) committee meetings to date.

- Commissioner Price asked Ms. Caruthers if the information provided was reviewed and approved as to form. Ms. Caruthers replied yes. He asked Mr. Griffiths if the Department is compliant

regarding ARD requirements. Mr. Griffiths replied yes, and added that he and Ms. Ramos both agree that it is the goal of the Education Department to exceed and not just meet the requirements.

- Commissioner Price moved and Judge Smith seconded to approve the Academy for Academic Excellence Charter School Special Education Policies and Procedures for 2018-2019. The motion passed unanimously.

J. Academy for Academic Excellence Charter School 2018 Summer School Plan

Mr. Griffiths stated it is recommended that the Academy for Academic Excellence Charter School Board approve the Academy for Academic Excellence 2018 Summer School Plan and to make line item adjustments in the amount of \$26,118 for summer school pay to be paid from state-aid (7500). He stated that the plan consists of two phases: Phase I: Accelerated Instruction (AI); is 5th and 8th grade Re - Testers beginning June 18 through the 21st. Phase II: STAAR and End of Course (EOC) Testing beginning June 25 through the 29th.

- Dr. Wilson wanted to know why the Summer School program was short. Ms. Ramos explained that in the past the school received funding from Region 10, however; that they didn't receive funding this year. She explained the Education Department was able to reallocate funds from their Transportation line item. Dr. Wilson asked if the goal of summer school is to prepare the students for the re-taking of the STAAR test. Ms. Ramos replied yes, and that once the student report is available they would know the areas of concern and focus on those areas.
- Judge Molberg moved and Commissioner Price seconded to the Academy for Academic Excellence 2018 Summer School Plan and to make line item adjustments in the amount of \$26,118 for summer school pay to be paid from state-aid (7500). The motion passed unanimously.
- Commissioner Price moved and Judge Plumlee seconded to recess as the AAE School Board meeting. The motion passed unanimously.
- Commissioner Price moved and Judge Plumlee seconded to reconvene as the Dallas County Juvenile Board. The motion passed unanimously.

VIII. Executive Session

Judge Shannon stated there were no matters for Executive Session and entertained a motion to adjourn.

- Judge Plumlee moved and Judge Amber Givens-Davis seconded to adjourn as the Dallas County Juvenile Board. The motion passed unanimously.
- Meeting adjourned at 5:53 pm.



**PUBLIC
COMMENT
III.**



DISCUSSION

ITEMS

IV.



DISCUSSION

ITEM

A.

DALLAS COUNTY JUVENILE DEPARTMENT

DIRECTOR'S REPORT

April 2018

The Juvenile Department recognized the outstanding Employee of the Month for April: Mr. Aaron Hill (RDT).

PROBATION SERVICES DIVISION

The Community Service Restitution leadership of Derrell Cunegin pulled off a very successful Global Youth Service Day Project (GYSD) during the month. Youth were supervised by Dallas County employees in assembling 500 care packages filled with non-perishable food items, personal hygiene products and water. Additionally, youth in detention and RDT assembled the packages and made greeting cards and decorated flip flops. Youth and staff gave away care packages to nearly 300 homeless people at Cornerstone Baptist Church and 120 care packages to the residents at Park Manor nursing home on April 21, 2018.

Community Service Restitution (CSR) Update:

Throughout the month, two hundred and sixty-three (263) youth completed a total of nine hundred and ten (910) Court-Ordered CSR hours at various approved CSR sites in Dallas County. A supervised Community Service Restitution project was held at the Mesquite Trash bash, Desoto Male Leadership Symposium and Cornerstone Baptist Church resulting in the completion of six hundred and fifty-three (653) CSR hours by one hundred and forty-one (141) youth.

PSYCHOLOGICAL SERVICES AND SUBSTANCE ABUSE DIVISION

Psychology staff referred **80** youth for psychiatric services during the month. A total of **80** psychiatric consultations were performed with **49** of those being follow-up consultations. Of the **31** initial psychiatric consultations performed: **26** resulted in no medication being prescribed, **0** had already been prescribed psychotropic medications and continued those, **2** youth were already prescribed psychotropic medication and the medication was discontinued, and **3** were started on medication.

INSTITUTIONAL SERVICES DIVISION

DETENTION CENTER

Program News and Updates:

Approximately 94 residents in Honors, RDT and START girls participated in collaborative "Awareness and Service" projects Global Youth Service Day. These youth participated in community service projects that addressed the systemic issues of poverty and hunger. It is unfortunate that many of our youth experience these same issues; however, in group discussion they talked about what it meant to serve the community through acts of kindness.

Our first project "Flip Flops for Haiti" was facilitated by the Juvi Ministry of Covenant Church. Girls in Honors and RDT hand designed and personalized the flip flops with color markers and creative words of encouragement, hope and faith. Our signature event included the residents bagging non-perishable food and hygiene that included a card of encouragement created by the girls for more than two-hundred and fifty individuals. Our probation youth hand delivered the bags to the homeless at Cornerstone Baptist Church Kitchen and senior citizens at Park Manor Housing Authority in South Dallas.

Special thanks to: Commissioner John Wiley Price for all the assistance of the Public Service Program; Ms. Vernetta Kinnard, for her countless efforts, associations and community partnerships; Dr. Katie Chadwick who brought in a team of friends who served with us to make the project in the Detention gym a

DETENTION			
DETENTION	MAR.	APR.	YTD
Admissions	256	249	1006
Releases	262	230	982
ADP	190	190	187
Detention Hearings	542	487	1955
TJJD/Placement Trips	13	8	33
Local trips	81	70	280
Youth transported	59	76	240
START	MAR.	APR.	YTD
Admissions	0	0	2
Releases	1	1	1
Successful	1	1	1
Unsuccessful	0	0	0
Administrative	0	0	0
ADP	5	5	4

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

success; and the collaborative with our Community Service Coordinator, Mr. Derrell Cunegin; he also assisted in the Detention project. We greatly appreciate Mr. Bill Edwards for sharing the opportunity with us and trusting that we would get the job done and represent the Juvenile Department and the County in excellence.

Volunteer Programs and Residents Activity:

Total Volunteer/Hours March: Volunteers: **88** Total Hours: **274**

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

Special Programs/Events:

- **Movie Nights:** Risen to Save a Life

MARZELLE C. HILL TRANSITION CENTER

Program and Residents Activities: Residents participated in the Standardized Testing and Reporting (STAAR).

Medical Services: There was one (1) medical issue during the month that required off-site transport. Resident J.D. dislocated his left shoulder during a restraint. Report to TJJD.

Volunteer Services: 7 groups consisting of 17 individuals provided a total of 50 hours of service during the month.

HILL CENTER			
	MAR.	APR.	YTD
Admissions	47	34	152
ADP	40	37	38
Releases	53	32	151
Total Youth Served	88	69	188

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) residents were seen by med van nurse on-site.

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

Recreational Activities: Residents participated in large-muscle activities consisting 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, 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.

MEDLOCK CENTER			
RTC	MAR.	APR.	YTD
Admissions	15	16	51
Released	11	7	36
Successful	9	6	29
Unsuccessful	0	1	4
Administrative	2	0	3
ADP	47	54	48
Total Youth Served	58	63	92
START	MAR.	APR.	YTD
Admissions	0	0	0
Releases	4	0	18
Successful	4	0	18
Unsuccessful	0	0	0
Administrative	0	0	0
ADP	4	1	7
Total Youth Served	5	1	19

Volunteer Groups:

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

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

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

Let's Get It: Various exercise activities.

Art Therapy: Painting and other art activities.

April Activities:

April 17, 2018: The Dallas Chamber Symphony came out to delight our residents with music.

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 meet with their instructors on Mondays, Tuesdays and Thursdays.

Medlock Hall of Fame: Two (2) residents made the “Wall of Fame”. Resident D.C. was the Push-Up Champion and resident D.A. had the highest grade point average.

Trainings: All Medlock Shifts (AM, Night Watch and Swing Shift) including part-timers and probation officers participated in Group & Huddle Up/Civil Rights Training. Staff continued to participate in webinars and cross-training to obtain hours for TJJJ re-certification.

Medical: Fifty (50) residents were seen by Parkland On-Site Care, one (1) was transported to Parkland Hospital for exams, one (1) was transported to Parkland Anderson Clinic for exams, one (1) was transported to Scottish Rite Hospital for exams, and twelve (12) were seen by JDC dental.

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.

Anger Management: Classes are facilitated by Youth Village Psychology staff. Residents actively participate by addressing issues that may have been motivated by anger. Residents are given different methods and tools regarding managing and controlling anger.

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 2nd and 4th 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 1st and 3rd Mondays for residents who wish to attend.

YOUTH VILLAGE			
TOTAL	MAR.	APR.	YTD
Admissions	10	1	30
Released	17	9	44
Successful	10	5	27
Unsuccessful	4	4	13
Administrative	3	0	4
ADP	49	41	50
Total Youth Served	62	47	82
YOUTHFUL OFFENDERS	MAR.	APR.	YTD
Admissions			0
Releases			1
Successful			1
Unsuccessful			0
Administrative			0
ADP	4	3	3
Total Youth Served	4	3	4

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 SELECTED 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 a financial literacy course that emphasizes budgeting, using bank accounts and credit cards and loans.

Planned Parenthood: Teen Pregnancy preventative program geared toward safety measures to assist teens in making healthy choices.

Medical Services: Eight (8) residents were transported to Juvenile Detention Center for dental care. Twenty-three (23) residents were treated at the Med Van on campus and three (3) residents were seen by Mental Health Provider on campus.

LETOT CENTER

Community Initiatives: Non-Residential Services received 59 referrals to be addressed through the Letot Crisis Intervention Program, Deferred Prosecution and ESTEEM Court.

Monthly Community Connection:

Letot Clinical Psychological Services: Four (4) families were referred for Clinical services.

Residential: Health Screens – 8, Call Backs – 1, Doctor’s visits – 13

Volunteer Services: Faith-Based Volunteers: worship and religious study – 13 volunteers, 13 hours; Life Skills Volunteers: visiting and teaching - 24 volunteers, 18 hours; Special Events: Other – 1 volunteer – 1 hours; for a total of 38 volunteers who provided 32 hours of volunteer service.

Clinical Services:

Residential Services: The clinical unit provided services to 32 residents this month. 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 61 family counseling sessions during the month. In addition, the residents participated in 26 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, 186 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 there was continuity among the various programs while monitoring the mental health of the youth. There were 4 staffings held in April allowing for the clinical, administrative, case management and JRO staff to discuss approximately 29 residents weekly (96 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

LETOT CENTER			
RESIDENTIAL	MAR	APR	YTD
Admissions	20	9	70
Released	23	15	68
ADP	25	22	23
Total Youth Served	48	34	87
INTAKE ORIENTATION	MAR	APR	YTD
Admissions	64	71	270
Releases	65	69	266
ADP	2	3	2
Total Youth Served	67	73	270

of the resident's difficulties in order to proactively manage potential emotional escalation. Another important role of the clinician was to assess and refer residents for psychiatric evaluation when needed and 4 referrals were made in this regard.

Non-Residential Services: After resident are discharged from the Residential Program, they were referred for continued services with the Non-Residential Program. This Program provides continued case management and counseling services. Sixteen families were referred to the clinical staff and were provided with 13 individual sessions, 11 family sessions resulted in 21 consultations with the case management staff. In addition, the clinical staff managed two Non-Residential Crisis Interventions along with the respective case manager.

Additional Clinical Service: The Letot Clinical Staff is responsible for providing psychological screens to the Intake Department. Individuals who scored high on the general screening tool (MAYSI-2) or who had histories of mental health issues are referred to the clinician who then completes a more in-depth assessment to determine whether Letot has the programs best meeting the needs of the individual. In April, the staff assessed 10 potential residents and made appropriate recommendations. 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 are presented in a didactic style and included adolescent development, active communication, value clarification, stress management and appropriate discipline. During this last month, four Parent/Youth Groups were held and involved 133 participants (59 Parents, 46 Youth, 28 Siblings/Others). In addition, the staff participated in sixteen hours of clinical supervision.

LETOT RESIDENTIAL TREATMENT CENTER FOR GIRLS

Youth with Faces has been involved in providing enrichment programs. 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.

LETOT RTC			
	MAR.	APR.	YTD
Admissions	4	9	17
Releases	2	2	10
ADP	15	19	15
Total Youth Served	18	25	33

Volunteer Groups:

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 meal. 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 the proper serving techniques. There were 6 residents that received their Food Handler's License. The girls are also involved in the Career Readiness Classes several days each week.

Clinical Services:

All 24 residents received individual therapy (approximately 88.25 hours). Family therapy was offered to all families. Therapists provided family therapy to 15 families (approximately 19 client-contact hours) and 7 parents received parent therapy (5.6 client contact hours). The clinical team also provided crisis intervention (approximately 42.25 client-contact hours) and clinical rounds (approximately 102.25 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 88 hours).

The girls also received daily group therapy (art, coping skills, girl empowerment, My Life My Choice, meditation, or process groups). Ten My Life My Choice groups were provided to teach youth about healthy relationships, drug use, and being an advocate of one's own health. Art is a therapeutic modality that encourages expression through the use of art materials. Clinicians conducted eleven art groups this month which primarily focused on open studio, self-expression, developing self-awareness, and using art as a coping skill. Coping skills group, which is rooted in Dialectical Behavior Therapy (DBT), teaches the girls to manage difficult thoughts and emotions. Ten coping skills group were provided and focused on learning ways to advocate for your needs in a respectful and effective way and practice applying these skills. 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. Twelve girl empowerment groups focused on evaluating relationships, identifying patterns, discussing needs, and determining healthy ways to get relationship needs met. Twelve meditation groups were provided for the girls to engage in self-reflection and emotional regulation.

Psychiatric Services: Five youth met with the psychiatrist to address their mental health needs which primarily focused on anxiety and irritable mood swings.

Medical Services: Health Screens – 8, Call Backs – 8, Doctor's visits – 13.

Volunteer Hours: We had 11 volunteers and a total of 12 hours volunteered.

Field Trips: None

			April 2018 Referrals																																													
		Alleged Delinquent Behavior										Alleged CINS Behavior					Other Referrals			All Referrals																												
		Felonies					Class A & B Misdemeanors					Status Only					Other than Status Only			Total CINS			Total Other																									
		Homicide	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Weapons Offenses	Assaultive	Theft	Other Property	Drug Offenses	Other Misd.	Contempt of Magistrate	Total Delinquent	Violation of Court Order	Tranquy	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	All Referrals														
Male		0	14	17	11	0	11	17	4	6	5	15	100	78%	2	44	17	11	38	45	0	257	75%	48	86%	0	34	2	0	0	0	0	0	0	25	61	46%	17	0	6	23	66%	389	69%				
Female		0	0	3	14	0	2	5	0	4	1	0	29	22%	0	17	15	3	12	10	0	86	25%	8	14%	0	47	1	0	0	0	0	0	24	72	54%	10	0	2	12	34%	178	31%					
		129										343					56					133			35			567																				
Amer. Indian/Alaskan		0	0	1	0	0	0	0	0	0	0	0	1	1%	0	0	0	0	0	0	0	1	0%	0	0%	0	1	0	0	0	0	0	0	0	0	0	0	1	1%	0	0	0	0	0	0	2	0%	
Asian		0	0	0	0	0	0	1	0	0	0	0	3	1%	0	0	0	0	0	0	0	3	1%	1	2%	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1%	0	0	0	0	5	1%
Black		0	6	9	16	0	3	13	3	2	1	9	62	48%	0	31	11	4	11	29	0	148	43%	26	46%	0	31	3	0	0	0	0	0	26	60	45%	8	0	7	15	43%	249	44%					
Hispanic		0	7	10	8	0	10	8	0	6	4	4	57	44%	1	24	17	5	30	23	0	157	46%	27	48%	0	37	0	0	0	0	0	19	56	42%	13	0	1	14	40%	254	45%						
White		0	1	0	1	0	0	1	2	1	2	8	8	6%	1	6	3	5	7	3	0	33	10%	2	4%	0	11	0	0	0	0	0	4	15	11%	6	0	0	6	17%	56	10%						
Unknown		0	0	0	0	0	0	0	0	0	0	0	1	0%	0	0	0	0	0	0	1	0%	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0%			
		129										343					56					133			35			567																				
10 Years Old		0	0	0	0	0	0	0	0	0	0	0	1	1%	0	0	0	0	0	0	0	1	0%	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	1%	
11 Years Old		0	1	0	0	0	1	0	0	0	0	0	9	3%	0	6	1	0	0	0	0	9	3%	1	2%	0	1	0	0	0	0	0	0	2	3	2%	0	0	0	0	0	0	0	0	0	0	13	2%
12 Years Old		0	2	0	4	0	1	1	1	0	1	0	10	8%	0	3	3	0	3	0	0	19	6%	1	2%	0	9	0	0	0	0	0	2	11	8%	1	0	0	1	0	0	1	3%	32	6%			
13 Years Old		0	1	1	4	0	3	0	1	1	1	0	12	9%	0	10	3	4	7	6	0	42	12%	2	4%	0	8	1	0	0	0	0	11	20	15%	3	0	2	5	14%	69	12%						
14 Years Old		0	2	2	5	0	3	4	0	2	1	3	22	17%	0	8	4	1	8	10	0	53	15%	7	13%	0	12	0	0	0	0	0	8	20	15%	5	0	0	5	14%	85	15%						
15 Years Old		0	2	8	5	0	1	4	1	3	1	2	27	21%	0	16	6	7	16	19	0	91	27%	18	32%	0	27	1	0	0	0	0	13	41	31%	5	0	2	7	20%	157	28%						
16 Years Old		0	3	9	6	0	4	10	0	3	1	7	43	33%	2	14	13	2	14	18	0	106	31%	17	30%	0	23	1	0	0	0	0	10	34	26%	9	0	4	13	37%	170	30%						
17+ Years Old		0	3	0	1	0	0	3	1	1	0	3	12	9%	0	4	2	0	2	2	0	22	6%	10	18%	0	1	0	0	0	0	0	1	1	1%	4	0	0	4	11%	37	7%						
		129										343					56					133			35			567																				

540 youth accounted for the 567 total referrals.

	April 2018 Detentions																				Total CINS	Total Other				Total Detentions																											
	Alleged Delinquent Behavior										Alleged CINS Behavior											Total CINS	Other Detentions																														
	Felonies					Class A & B Misdemeanors					Violations of Court Order		Status Only					Other than Status Only					Total CINS	Contract Detention	Crisis Intervention		Other Administrative																										
	Sexual Assault	Robbery	Assaultive	Other Violent	Burglary	Theft	Other Property	Drug Offenses	Weapons Offenses	Other Felony	Sexual Assault	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																				
0	6	14	9	0	7	14	0	3	11	64	77%	2	29	5	9	9	9	25	0	143	80%	33	80%	0	0	0	0	0	0	0	0	0	0	0	1	100%	17	0	1	18	64%	195	78%										
Male	0	6	14	9	0	7	14	0	3	11	64	77%	2	29	5	9	9	25	0	143	80%	33	80%	0	0	0	0	0	0	0	0	0	0	1	100%	17	0	1	18	64%	195	78%											
Female	0	0	3	11	0	0	3	0	1	19	23%	0	12	0	1	1	1	3	0	36	20%	8	20%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	36%	54	22%												
											83									179		41											1					28		249													
Amer. Indian/Alaskan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0%									
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%					
Black	0	2	9	10	0	2	9	0	1	7	40	48%	0	21	3	7	3	17	0	91	51%	22	54%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	1	9	32%	122	49%									
Hispanic	0	3	8	9	0	5	8	0	1	2	40	48%	2	16	2	6	9	0	77	43%	17	41%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13	0	13	46%	107	43%										
White	0	1	0	1	0	0	0	0	1	3	4%	0	4	0	1	1	2	0	11	6%	1	2%	0	0%	0	0	0	0	0	0	0	0	0	0	1	100%	6	0	6	21%	19	8%											
Unknown	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0%	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%				
											83									179		41											1						28		249												
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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%		
11 Years Old	0	1	0	0	1	0	0	0	0	2	2%	0	3	0	0	0	0	0	0	5	3%	1	2%	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%
12 Years Old	0	1	0	3	0	1	1	0	1	0	7	8%	0	1	0	0	1	0	0	9	5%	1	2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	1	4%	11	4%		
13 Years Old	0	0	0	4	0	2	0	0	1	0	7	8%	0	6	1	2	3	5	0	24	13%	2	5%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	11%	29	12%									
14 Years Old	0	2	2	2	0	2	4	0	0	2	14	17%	0	7	0	1	1	0	24	13%	6	15%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	5	18%	35	14%									
15 Years Old	0	1	6	4	0	0	7	0	0	2	20	24%	0	9	2	4	1	13	0	49	27%	15	37%	0	0	0	0	0	0	0	0	0	0	1	100%	5	0	1	6	21%	71	29%											
16 Years Old	0	1	8	5	0	1	5	0	1	7	29	35%	2	14	2	3	9	0	62	35%	10	24%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	0	0	9	32%	81	33%										
17+ Years Old	0	0	1	2	0	0	0	0	0	1	4	5%	0	1	0	0	1	0	6	3%	6	15%	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	14%	16	6%											
											83								179		41												1						28		249												

242 youth accounted for the 249 total detentions.



DISCUSSION

ITEM

B.



Juvenile Justice Alternative Education Program (JJAEP) Director's Report April 2018

Juvenile Justice Alternative Education Program – April 2018

STAAR testing took place. Eleven (11) students visited the River Ranch Texas Horse Barn where students learned about character traits and interdependence while interacting with the horses. The owners remarked again how well behaved the students were! As they did last year, students gave their teachers glowing reports about the field trip experience. Guest speaker this month for students was from Traffick911.

On early release day, April 13th, teachers reviewed student data as well as best teaching practices.

Campus at a Glance:

Teachers at JJAEP continued pressing on for student learning throughout the month of April. Students continued to learn standards-based content in their core courses.

On April 4th, administrators participated in the mandatory STAAR training, preparing us to redeliver to our faculty. During the week of April 10th, eligible high school students took the End of Course tests (EOC) in English 1 and English 2, and students in grades 4, 5, 7 and 8 took their appropriate test.

April 13th was a half day for student attendance and a ½ day of professional development for teachers. Students heard from a guest speaker from Traffick911. She discussed the consequences of young men and women trapped in the world of human trafficking, and explained ways to seek help.

April 13th, the faculty participated in Content Meetings as part of their professional development. In these meetings, data from the 5th sixth weeks pre and post-tests were shared and trends and success were discussed. Additionally, staff discussed project ideas for the last six weeks.

April 16th was our second inclement weather day.

April 26th, eligible students attended a fieldtrip to the Texas Horse Ranch where they were exposed to a variety of experiences. Students returned very excited about their experience.

DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

ACTIVE ENROLLMENT						
Student Enrollment as of:	4/30/2018	Total Enrollment:	66			
Students on Probation/Spv.:	34	51.52%				
OFFENSE STATUS						
Disc.:	25	37.88%	Mand.:	41	62.12%	
			Plmt.:	0	0.00%	
DEMOGRAPHICS						
Category			Category			
GENDER			DISTRICT	Number	Percent	
Male	Female		CFB-904	4	6.06%	
49	74.24%	17	25.76%	CHISD-904	0	0.00%
GRADE	Number	Percent	Coppell-992	0	0.00%	
3	0	0.00%	Desoto-906	2	3.03%	
4	0	0.00%	DISD-905	8	12.12%	
5	0	0.00%	Duncanville-907	2	3.03%	
6	6	9.09%	Garland-909	14	21.21%	
7	7	10.61%	GPISD-910	15	22.73%	
8	11	16.67%	HPISD-911	1	1.52%	
9	20	30.30%	IRVING-912	5	7.58%	
10	10	15.15%	Lancaster-913	3	4.55%	
11	6	9.09%	Mesquite-914	6	9.09%	
12	6	9.09%	RISD-916	6	9.09%	
	66	100.00%	Sunnyvale-919		0.00%	
				66	100.00%	
AGE	Number	Percent	ETHNICITY	Number	Percent	
10	0	0.00%	African American	24	36.36%	
11	2	3.03%	Asian	2	3.03%	
12	3	4.55%	Caucasian	6	9.09%	
13	7	10.61%	Hispanic	34	51.52%	
14	15	22.73%	Native American	0	0.00%	
15	13	19.70%		66	100.00%	
16	15	22.73%				
17	8	12.12%				
18+	3	4.55%				
	66	100.00%				
OFFENSE DESCRIPTIONS			Number	Percent		
D-12	Serious Misbehavior		10	15.15%		
D-14	Misdemeanor Drugs		6	9.09%		
D-15	Felony Criminal Mischief		0	0.00%		
D-16	Court/County Placement		0	0.00%		
D-17	Assault Against Employee		3	4.55%		
D-18	Assault/Retaliation of Employee (ON/OFF CAMPUS)		1	1.52%		
D-19	False Alarm/Terroristic Threat		4	6.06%		
D-20	300 ft. Rule		1	1.52%		
Title 5	Off Campus Felonies Against Student & Other New Discretionary		0	0.00%		
M-01	Weapons/Firearms		12	18.18%		
M-02	Weapons other than Firearm		6	9.09%		
M-03	Aggravated Assault		3	4.55%		
M-04	Sexual Assault		0	0.00%		
M-05	Aggravated Sexual Assault		0	0.00%		
M-06	Arson		0	0.00%		
M-07	Murder Offenses/Manslaughter		0	0.00%		
M-08	Indecency with a Child		0	0.00%		
M-09	Aggravated Kidnapping		0	0.00%		
M-10	Felony Drugs		19	28.79%		
M-11	Retaliation Against Any Employee		1	1.52%		
M-12	Aggravated Robbery		0	0.00%		
P-16	Court Placement		0	0.00%		
			66	100.00%		
DETENTION; PLACEMENT or WARRANTS:			3	4.55%		
SPECIAL EDUCATION STUDENTS:			9	13.64%		
Avg. Daily Attendance:	50	85.97%	Cum. SY Daily Attendance:	48	82.15%	

DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

2017-2018 School Year

April began with 60 students and ended with 66 students enrolled at the Dallas County JJAEP. On average, there were 50 or 85.97% of the students attending on any given day. Of the 66 students enrolled at month's end, there were 25 discretionary referrals; 0 placement; and 41 mandatory referrals.



ACTION ITEMS

V.



ACTION ITEM

C.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Mike Griffiths
Interim Director Juvenile Services

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

MEMORANDUM

Date: May 21, 2018
To: Dallas County Juvenile Board
From: Michael Griffiths, Interim Director
Subject: Juvenile Board Budget Retreat

BACKGROUND OF ISSUE

The Juvenile Board adopted their annual meeting schedule for 2018 at their November 27, 2017, meeting. The approved Juvenile Board meeting schedule reflects a meeting allocated for a Budget Retreat to be held "if deemed necessary", on June 9, 2018, at 9:00 am, at the Henry Wade Juvenile Justice Center. Ryan Brown, Budget Director is not able to attend the tentatively scheduled June 9th Budget Retreat. This item is presented to allow the Board to consider an alternate meeting.

The Juvenile Board voted to meet on the following dates in 2018, subject to change if future scheduling conflicts are discovered. The Board did have scheduling conflicts therefore the Department recommends that the Budget retreat be rescheduled to July 7, 2018 at 8:30 am.

January 22nd	May 21st	August 27th
February 26th	June 9th (Budget Retreat, if deemed necessary)	September 24th
March 26th	June 25th	October 22nd
April 23rd	July 23rd	November 26th
		December 17 th (If deemed necessary)

RECOMMENDED BY:



Michael Griffiths, Interim Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2018-XXX

DATE: May 21, 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 21st day of May, 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 adopted their annual meeting schedule for 2018 at their November 27, 2017, meeting. The approved Juvenile Board meeting schedule reflects a meeting allocated for a Budget Retreat to be held "if deemed necessary", on June 9, 2018, at 9:00 am:

January 22nd	May 21st	August 27th
February 26th	June 9th (Budget Retreat, if deemed necessary)	September 24th
March 26th	June 25th	October 22nd
April 23rd	July 23rd	November 26th
		December 17th (if deemed necessary);

and

WHEREAS, the approved Juvenile Board meeting schedule reflects a meeting allocated for a Budget Retreat to be held "if necessary", on Saturday June 9th, 2018, at 9:00 a.m., at the Henry Wade Juvenile Justice Center; and

WHEREAS, the Juvenile Board voted to meet on the following dates in 2018, subject to change if future scheduling conflicts are discovered. The Board did have scheduling conflicts therefore Department recommends that the Budget retreat be rescheduled to July 7, 2018 at 8:30 am.; and

WHEREAS, the Juvenile Department recommends that the Board choose July 7, 2018 at 8:30 am as the date for the Budget Retreat and designate the Henry Wade Juvenile Justice Center for the location of the meeting.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile approve the listed meeting date and location for the July Budget Retreat meeting.

DONE IN OPEN BOARD MEETING this 21st day of May 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

D.



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

MEMORANDUM

Date: May 21, 2018
To: Dallas County Juvenile Board
From: Michael Griffiths, Interim Director
Subject: Juvenile Processing Offices – Southern Methodist University Police Department and Richardson Police Department

Background of the Issue:

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

The Juvenile Board has previously approved a number of 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 Southern Methodist Police Department maintains a Juvenile Processing Office, Briefing Room 214 located at 3128 Dyer Street, Dallas, Texas 75205. The room was previously designated as an approved Juvenile Processing Office on May 23, 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 Southern Methodist Police Department's Juvenile Processing Office located at 3128 Dyer Street, Dallas, Texas 75205 was personally inspected by Rudy Acosta, Deputy Director of Probation Services, on April 11, 2018. This site was determined to be suitable as a 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, Lieutenant Brian Kelly, 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 Southern Methodist University Police Department made no referrals of juveniles to the Dallas County Juvenile Department.

The Richardson Police Department maintains Juvenile Processing Offices, Youth Crimes Unit, Rooms D2017, D208, and D211 located at 140 North Greenville Avenue, Richardson, Texas 75081. The rooms were previously designated as approved Juvenile Processing Offices on May 23, 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 Richardson Police Department's Juvenile Processing Offices located at 140 North Greenville Avenue, Richardson, Texas 75081 were personally inspected by Rudy Acosta, Deputy Director of Probation Services, on April 12, 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 La'Evening Woodard, 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 Richardson Police Department referred 106 juveniles to the Dallas County Juvenile Department. Of the 106 referrals, 48 (45.3%) were Hispanic, 35 (33.0%) were Black, 18 (17.0%) were White, and 5 (4.7%) were Asian or Pacific Islander. Of the 106 referrals, 81 (76.4%) were male and 25 (23.6%) were female.

Strategic Plan Compliance:

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

Legal Impact:

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

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

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

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

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

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

Recommendation:

The Juvenile Department recommends the Juvenile Board approve the Juvenile Processing Office, Briefing Room 214, for the Southern Methodist University Police Department located at located at 3128 Dyer Street, Dallas, Texas 75205.

The Juvenile Department also recommends the Juvenile Board approve the Juvenile Processing Offices, Youth Crimes Unit Rooms D207, D208, and D211 for the Richardson Police Department located at 140 North Greenville, Richardson, Texas 75081.

Recommended by:



Michael Griffiths, Interim Director
Dallas County Juvenile Department

**JUVENILE PROCESSING OFFICE DESIGNATIONS
DALLAS COUNTY JUVENILE BOARD
(Revised 5/21/18)**

- 1) Addison Police Department
Juvenile Processing / Briefing Room
4799 Airport Parkway
Addison, TX 75001 972-450-7108
Records Supervisor, Jessica Morgan
- 2) Balch Springs Police Department
Room #1 Juvenile Room and Interview Room
12500 Elam Road
Balch Springs, TX 75180
Sgt. Walts 972-557-6036 Cell 469-853-3958
- 3) Baylor Scott & White Health Dept. of Public Safety
Police Supervisors Room, Room 100.10-100.13
4005 Crutcher Street, Ste 100
Dallas, TX 75246
Det. Marlena Colvin 214-820-7694
Sgt. Daniel Royalty 214-820-7694
- 4) Carrollton Police Department
Rooms 157-JPO1,138-JPO2
137-JPO3,136-JPO4, 135-JPO5
2025 Jackson Road
Carrollton, TX 75006
Sgt. Sheldon Blackwell 972-466-4328
- 5) Cedar Hill ISD Police Department
Briefing/Training Office
Door 5A entrance, Room 1 & 2
504 E. Beltline Rd.
Cedar Hill, TX 75104
Lt. Eddie Thompson 469-272-2088
- 6) Cedar Hill Marshal's Office
285 Uptown Boulevard, Room 7108
Cedar Hill, TX 75014
Chief Leland Herron 972 291-1500 Ext.1048
- 7) Charlton Methodist Medical Center
3500 W. Wheatland-Juvenile Processing Office
Dallas, TX 75203
Sgt. Deon Simmons 214-947-7705
- 8) City of Combine Municipal Court &
Combine Police Department
Chief's Office #101 & Judge's Office #102
123 Davis Rd. Combine, TX 75159
Chief of Police Jack Gilbert
972-476-8790 (office) / 214-212-5103 (cell)
- 9) Cockrell Hill Police Department
Juvenile Processing Office
4125 W. Clarendon Drive
Dallas, TX 75211
Lt. Heraldo Hinojosa 214-939-4141
- 10) Coppell Police Department
Room 125/ Juvenile Processing Room
130 S. Town Center Blvd.
Coppell, TX 75019
Sgt. Bill Camp 972-304-3593
- 11) Dallas County Community College Police
Department / Room N112E
Eastfield College – Main Campus
3737 Motley Dr.
Mesquite, Texas 75150
Commander Michael Horak 972-860-8344

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

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

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

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

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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. La'Evening Woodard 972-744-4903

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

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, 2nd 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: May 21, 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 21st day of May, 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 Southern Methodist University Police Department; and
- WHEREAS,** the Southern Methodist University Police Department maintains a Juvenile Processing Office, Briefing Room 214 located at 3128 Dyer Street, Dallas, Texas 75205. The room was previously designated as an approved Juvenile Processing Office on May 23, 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 Southern Methodist University Police Department's Juvenile Processing Office, Briefing Room 214 was personally inspected by Rudy Acosta, Deputy Director of Probation Services, on April 11, 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 Southern Methodist University 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 214 for the Southern Methodist Police Department located at 3128 Dyer Street, Dallas, Texas 75205.

DONE IN OPEN BOARD MEETING this 21st day of May, 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: May 21, 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 21st day of May, 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 Richardson Police Department; and

WHEREAS, the Richardson Police Department maintains Juvenile Processing Offices, Youth Crimes Unit, Rooms D207, D208, and D211 located at 140 North Greenville Avenue, Richardson, Texas 75081. The rooms were previously designated as approved Juvenile Processing Offices on May 23, 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 Richardson Police Department's Juvenile Processing Offices, Youth Crimes Unit, Rooms D207, D208, and D211 were personally inspected by Rudy Acosta, Deputy Director of Probation Services, on April 12, 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 Richardson 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, Youth Crimes Unit, Rooms D207, D208, and D211 for the Richardson Police Department located at 140 North Greenville, Richardson, Texas 75081.

DONE IN OPEN BOARD MEETING this 21st day of May, 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

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

MEMORANDUM

DATE: May 21, 2018
TO: Dallas County Juvenile Board
FROM: Michael Griffiths, Interim Director
RE: Certification of Lyle B. Medlock Treatment Center Post-Adjudication Secure Facility

Background of Issue:

Section 51.125 of the Texas Family Code, sets guidelines for inspection of post-adjudication secure correctional facilities by the Juvenile Judges and Juvenile Board:

Section 51.125 - Post-Adjudication Correctional Facilities

(b) In each county, each judge of the juvenile court and a majority of the members of the juvenile board shall personally inspect all public or private juvenile post-adjudication secure correctional facilities that are not operated by the Texas Juvenile Justice Department and that are located in the county at least annually and shall certify in writing to the authorities responsible for operating and giving financial support to the facilities and to the Texas Juvenile Justice Department that the facility or facilities are suitable or unsuitable for the confinement of children. In determining whether a facility is suitable or unsuitable for the confinement of children, the juvenile court judges and juvenile board members shall consider:

- (1) current monitoring and inspection reports and any noncompliance citation reports issued by the Texas Juvenile Justice Department, including the report provided under Subsection (c), and the status of any required corrective actions; and*
- (2) the other factors described under Sections 51.12(c)(2)-(7)*

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

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

Currently, Texas Juvenile Justice Department (TJJD) contract regulations require Juvenile Departments who operate or contract for the operation of facilities to comply with TJJD's minimum standards, to receive Texas Juvenile Justice Department funding. The purpose of this briefing is to recommend the Juvenile Board certify

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law abiding citizens, while promoting public safety and victim restoration.
214-698-2200 Office*

96 beds at the Lyle B. Medlock Treatment Center as suitable for the confinement of children in accordance with the guidelines established by the Texas Legislature.

Impact on Operations:

The Lyle B. Medlock Treatment Center has a residential capacity of 96 youth. It is comprised of the Enhancing Positive Identity and Choices (EPIC) treatment program. The EPIC treatment program has the ability to serve 96 male residents aged 13 to 17, who have been adjudicated for delinquent offenses.

The EPIC program is overseen by a licensed clinical psychologist and includes individual and group therapy with masters and doctoral level clinicians. The program consists of a combination of cognitive behavioral techniques, treatment goal concepts, and psychoeducation that are individualized to meet each youth's needs. The residents in the program are required to complete a series of group goal components that highlight successful social skills and concepts for change and rehabilitation (i.e.; honesty, tolerance, empathy, anger management) and complete individualized level system treatment work. The components and all other treatment work also educate the residents about thinking errors and mood dysregulation that are largely responsible for the perpetuation of negative behaviors that have led them to a residential treatment center.

RTC Current Staffing:

Services	Provided by	Number
Anger Management Groups	Doctoral level Psychologist	5
Crisis intervention	All clinical staff	7
Individual therapy	All clinical staff	7
Process Groups	All clinical staff	7
Administrative Management	Doctoral level Psychologist	1
Family Training	Doctoral level Psychologist	6
Family Therapy	All clinical staff	7
Case Management	Probation Officers	4

Each dorm of 12 youth has a clinician who is responsible for all of the therapeutic services. This ensures more continuity of care, more accountability for therapy being provided, decreases the need to make a referral for clinical services, ensures family therapy is begun at the time of the youth's enrollment in the program, and increases the multi-disciplinary team's functionality. In addition, all therapeutic services are operated by masters and doctoral level staff, thereby decreasing instances of youth manipulating the system and splitting between the therapist and the probation officer. Thus, probation officers are free to do more case management while the clinician maintains the role of the clinician without the probation officer assuming a dual role.

Strategic Plan Compliance:

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

Legal Information:

The Texas Family Code requires the members of the Juvenile Board to personally inspect the Lyle B. Medlock Treatment Center and certify in writing that the facility is suitable for the confinement of children.

Financial Impact/Considerations:

Juvenile facilities found to be out of compliance with TJJD standards, and who fail to correct deficiencies after a reasonable time, may have state funding reduced or suspended. The current per diem cost for the Lyle B. Medlock facility is \$171.00. The total FY'18 cost for operating the program being \$4,757,117. The financial information has been reviewed by Ms. Barbara Bowser, Business Manager and Ms. Carmen Williams, Budget Manager.

Program Statistics:

- From January 1, through December 31, 2017, the average length of stay for the EPIC residential treatment program was 186.1 days with an average daily population of 42.75 youth.
- From January 1, through December 31, 2017, the EPIC residential treatment program served a total of 130 youth, with 82 admissions and 89 released. Of these releases, 79 were successful, 10 unsuccessful with no administrative releases.

Recommendation:

It is recommended that the Dallas County Juvenile Board certify the Lyle B. Medlock Treatment Center as suitable for the confinement of youth in accordance with Section 51.125 of the Texas Family Code and the Texas Juvenile Justice Department Standards for Secure Juvenile Pre-Adjudication Detention and Post-Adjudication Correctional Facilities. The Juvenile Department also recommends the facility be certified for 96 beds.

Recommended by:



Michael Griffiths, Interim Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2018-XXX
DATE: May 21st, 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 21st day of May, 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, Section 51.125 of the Texas Family Code sets guidelines for inspection of post-adjudication secure correctional facilities by the Juvenile Judges and Juvenile Board, and mandates each judge of the juvenile court and a majority of the members of the Juvenile Board to personally inspect the juvenile post-adjudication secure correctional facilities located in the County at least annually and to certify in writing to the authorities responsible for operating and giving financial support to the facilities and to the Texas Juvenile Justice Department that the facility or facilities are suitable or unsuitable for the confinement of children; and

WHEREAS, Section 51.12(c)(2)-(7) of the Texas Family Code adds that in determining whether a facility is suitable or unsuitable for the confinement of children, the juvenile court judges and juvenile board members shall consider current monitoring and inspection reports, any noncompliance citation reports issued by the Texas Juvenile Justice Department, the status of any required corrective actions, and current governmental inspector certification regarding the facility's compliance with local fire codes and local building codes, the number of allegations of abuse, neglect, or exploitation, the availability of health and mental health services, the availability of educational services, and the overall physical appearance of the facility, including the facility 's security, maintenance, cleanliness, and environment; and

WHEREAS, the Lyle B. Medlock Treatment Center has a residential capacity of 96 youth. It is comprised of the Enhancing Positive Identity and Choices (EPIC) treatment program. The EPIC treatment program has the ability to serve 96 male residents aged 13 to 17, who have been adjudicated for delinquent offenses; and

WHEREAS, the EPIC program is overseen by a licensed clinical psychologist and includes individual and group therapy with masters and doctoral level clinicians. The program consists of a combination of cognitive behavioral techniques, treatment goal concepts, and psychoeducation that are individualized to meet each youth's needs. The residents in the program are required to complete a series of group goal components that highlight successful social skills and concepts for change and rehabilitation (i.e.; honesty, tolerance, empathy,

anger management) and complete individualized level system treatment work. The components and all other treatment work also educate the residents about thinking errors and mood dysregulation that are largely responsible for the perpetuation of negative behaviors that have led them to a residential treatment center; and

WHEREAS, each dorm of 12 youth has a clinician who is responsible for all of the therapeutic services. This ensures more continuity of care, more accountability for therapy being provided, decreases the need to make a referral for clinical services, ensures family therapy is begun at the time of the youth's enrollment in the program, and increases the multi-disciplinary team's functionality. In addition, all therapeutic services are operated by masters and doctoral level staff, thereby decreasing instances of youth manipulating the system and splitting between the therapist and the probation officer. Thus, probation officers are free to do more case management while the clinician maintains the role of the clinician without the probation officer assuming a dual role; and

WHEREAS, each Judge of the Juvenile Court and a majority of the members of the Juvenile Board personally inspected the Lyle B. Medlock Treatment Center; and

WHEREAS, the Juvenile Department recommends the facility be certified for 96 beds; and

WHEREAS, as a result of that personal tour and inspection, the Judges of the Juvenile Court and the Dallas County Juvenile Board deemed the Lyle B. Medlock Treatment Center to be suitable for the confinement of children in accordance with Section 51.125 of the Texas Family Code and the Texas Juvenile Justice Department Standards for Secure Juvenile Pre-Adjudication Detention and Post-Adjudication Correctional Facilities; and

WHEREAS, this request conforms to the Dallas County Strategic Plan – Vision 3: *Dallas County is safe, secure, and prepared*, as evidenced by the strategy to *maximize the effectiveness of the County's criminal justice resources*.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board certifies the Lyle B. Medlock Treatment Center as suitable for the confinement of children in accordance with Section 51.125 of the Texas Family Code and the Texas Juvenile Justice Department Standards for Secure Juvenile Pre-Adjudication Detention and Post-Adjudication Correctional Facilities.

DONE IN OPEN BOARD MEETING this 21st day of May, 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

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: May 21, 2018
To: Dallas County Juvenile Board
From: Michael Griffiths, Interim Director
Re: Approval of the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual

BACKGROUND OF ISSUE:

Texas Juvenile Justice Department standards mandate the Juvenile Board to adopt written policies and procedures, and mandate the chief probation officer to enforce and annually review those policies and procedures adopted by the Juvenile Board:

§341.202. Policy and Procedures.

(b) Department Policies. The Juvenile Board shall adopt written department policies and procedures.

§341.300. Policy and Procedure Manual.

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

(b) The chief administrative officer must provide all employees with a copy of or access to the policy and procedure manual, review the manual no later than the last day of the calendar month of the previous year's review, maintain documentation of this review, and update the manual as necessary.

§343.208. Policy, Procedure, and Practice.

The governing board of the facility shall require that written policies and procedures exist governing the operation of all secure juvenile pre-adjudication detention and post-adjudication correctional facilities in the county.

DISCUSSION:

The Juvenile Department is presenting the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual for annual review and approval of the Juvenile Board. The noted changes for the 2018 Medlock Policies & Procedures Manual are the addition of hyperlinks from the Table of Contents and the addition of revision dates to each individual policy/section for efficient employee review of updated sections. Moreover, specific additions, deletions, and/or revisions were made to the following sections:

<u>Chapter 1</u>	<u>General Administration and Management</u>
Section 3	Designation and Duties of Facility Administrator
Section 6	Personnel
Section 7	Code of Ethics
Section 8	Training and Staff Development

- Section 9 Tampering with Government Record
- Section 11 Volunteers, Interns, and Mentors

Chapter 2 Physical Plant

- Section 1 Building and Safety Codes
- Section 5 Hazardous Materials
- Section 6 Building Security

Chapter 3 Facility Operations

- Section 1 Incident Reports
- Section 3 Restraints
- Section 4 Resident Supervision and Searches
- Section 5 Fire and Emergency Procedures
- Section 6 Resident Discipline Plan
- Section 7 Resident Separation and Isolation Plans
- Section 8 Abuse, Neglect, Exploitation, Death, and Serious Incidents
- Section 9 Prison Rape Elimination Act: Zero Tolerance
- Section 10 Suicide Prevention Plan
- Section 13 Resident Records

Chapter 4 Facility Services

- Section 2 Hygiene; Laundry; and Facility Maintenance, Cleanliness, and Appearance

Chapter 5 Health Care Services

- Section 2 Health Service Plan
- Section 8 Medication Administration

Chapter 6 Admissions and Releases

- Section 6 Classification Plan

Chapter 7 Resident Rights and Services

- Section 1 Resident Rights
- Section 7 Programs Overview

Employees may access an electronic copy of the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual via the Juvenile Department’s K drive. Manual copies of the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual may also be accessed through each respective employee’s supervisor’s office, and/or, each Deputy Director’s office.

Additionally, current and new Dallas County Juvenile Department employees are required to acknowledge receipt and review of applicable policy and procedure manuals by executing an “Acknowledgement of Receipt of Policy and Procedures Manual(s)”, followed by submission of said to the respective employee’s direct supervisor within fourteen days (current employees) and thirty days (new employees) to allow receipt and review confirmation.

STRATEGIC PLAN COMPLIANCE:

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

LEGAL ISSUES:

The 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual has been reviewed and approved by Ms. Denika Caruthers, Administrative Legal Advisor. A copy of the Medlock Treatment Center Policies and Procedures Manual is available for Juvenile Board review.

RECOMMENDATION:

It is respectfully recommended that the Juvenile Board approve the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual. It is furthermore recommended that the Juvenile Board authorize the Director of Juvenile Services or designee to modify any policy and procedure as needed and pending approval by the Juvenile Board at the next scheduled meeting.

Recommended by:



Michael Griffiths, Interim Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2018-xxx

DATE: May 21, 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 21st day of May, 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, standards published by the Texas Juvenile Justice Department (TJJD) mandate that Juvenile Boards adopt written department policies and procedures; and

WHEREAS, TJJD standards also mandate Juvenile Boards to approve policies and procedures for a facility or approve the policies and procedures of a private provider operating a facility within its county under contract with the Juvenile Board and/or the county; and

WHEREAS, TJJD standards further mandate the Director of Juvenile Services or designee to review the policies and procedures manual on an annual basis and update it as necessary; and

WHEREAS, the Juvenile Department is presenting the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual for its annual review; and

WHEREAS, the noted change for the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual are the addition of hyperlinks from the Table of Contents and the addition of revision dates to each individual policy/section for efficient employee review of updated sections. Moreover, specific additions, deletions, and/or revisions were made to the following sections:

- | | |
|-------------------------|--|
| <u>Chapter 1</u> | <u>General Administration and Management</u> |
| Section 3 | Designation and Duties of Facility Administrator |
| Section 6 | Personnel |
| Section 7 | Code of Ethics |
| Section 8 | Training and Staff Development |
| Section 9 | Tampering with Government Record |
| Section 11 | Volunteers, Interns, and Mentors |
| <u>Chapter 2</u> | <u>Physical Plant</u> |
| Section 1 | Building and Safety Codes |
| Section 5 | Hazardous Materials |
| Section 6 | Building Security |
| <u>Chapter 3</u> | <u>Facility Operations</u> |
| Section 1 | Incident Reports |
| Section 3 | Restraints |
| Section 4 | Resident Supervision and Searches |
| Section 5 | Fire and Emergency Procedures |
| Section 6 | Resident Discipline Plan |
| Section 7 | Resident Separation and Isolation Plans |
| Section 8 | Abuse, Neglect, Exploitation, Death, and Serious Incidents |

- Section 9 Prison Rape Elimination Act: Zero Tolerance
- Section 10 Suicide Prevention Plan
- Section 13 Resident Records

Chapter 4 Facility Services

- Section 2 Hygiene; Laundry; and Facility Maintenance, Cleanliness, and Appearance

Chapter 5 Health Care Services

- Section 2 Health Service Plan
- Section 8 Medication Administration

Chapter 6 Admissions and Releases

- Section 6 Classification Plan

Chapter 7 Resident Rights and Services

- Section 1 Resident Rights
- Section 7 Programs Overview

WHEREAS, employees may access an electronic copy of the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual via the Juvenile Department’s K drive. Manual copies of the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual may also be accessed through each respective employee’s supervisor’s office, and/or, each Deputy Director’s office. Additionally, current and new Dallas County Juvenile Department employees are required to acknowledge receipt and review of applicable policy and procedure manuals by executing an “Acknowledgement of Receipt of Policy and Procedures Manual(s)”, followed by submission of said to the respective employee’s direct supervisor within fourteen days (current employees) and thirty days (new employees) to allow receipt and review confirmation; and

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

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Dallas County Juvenile Board approves the 2018 Lyle B. Medlock Treatment Center Policies and Procedures Manual.

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

DONE IN OPEN BOARD MEETING this 21st day of May, 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
Chief Juvenile Probation Officer

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

MEMORANDUM

Date: May 28, 2018
To: Dallas County Juvenile Board
From: Michael Griffiths, Interim Director
Subject: Juvenile Justice Alternative Education Program (JJAEP) Policies and Procedures

Background of Issue:

The Juvenile Board is the legally authorized body of officials who manage the Dallas County Juvenile Department (Texas Human Resource Code §152.0631(e)). The Juvenile Board is authorized under the Texas Human Resource Code §152.0631(e) to set policies and procedures for the Juvenile Probation Department and other departments, facilities and organizations under the Board's jurisdiction.

The purpose of Texas Administrative Code (TAC) §348.101 is to establish minimum operational, programmatic, and educational standards for juvenile justice alternative education programs (JJAEP) in Texas.

TAC §348.104 - Program Administration and Organization (a) Policy:

- 1) *The Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) shall have written policies and procedures that govern all facets of the operation of the program.*
- 2) *The JJAEP shall be operated according to current written policies and procedures which address personnel, administration, programming, training, and standards under this chapter.*

Furthermore, all standards requiring written policies and procedures are expected to be implemented and practiced.

Impact on Operations and Maintenance:

The policies and procedures manual is updated annually and provides a framework which must be followed to ensure the Juvenile Justice Alternative Education Program is upholding the standards of the Texas Juvenile Justice Department (TJJD), applicable local, state and federal laws and adopting best practices in the area of education. The Juvenile Justice Alternative Education Program (JJAEP) ensures that all policies and procedures are followed. The JJAEP Policies and Procedures will be shared with Region 10 Education Service Center and the supporting fourteen (14) Independent School Districts prior to the new 2018-2019 school year. Change(s) to the JJAEP Policies and Procedures include:

- Updating definitions
- Adding/removing various requirements
- Clarifying roles
- Moving sections

Strategic Compliance:

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

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

214-698-2200 Office

214-698-5508 Fax

Legal Information:

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

Financial Impact/Considerations:

There is no financial impact to the County.

Performance Impact Measures:

To comply with the state and local guidelines, JJAEP shall implement the policies and procedures, as required.

Recommendation:

It is recommended that the Dallas County Juvenile Board approve the Juvenile Justice Alternative Education Program (JJAEP) Policies and Procedures 2018-2019.

Recommended by:



Michael Griffiths, Interim Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2018 - XXX

DATE: May 28, 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 28th day of May 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 the legally authorized body of officials who manage the Dallas County Juvenile Department (Texas Human Resource Code §152.0631(e)). The Juvenile Board is authorized under the Texas Human Resource Code §152.0631(e) to set policies and procedures for the Juvenile Probation Department and other departments, facilities and organizations under the Board’s jurisdiction.

The purpose of Texas Administrative Code (TAC) §348.101 is to establish minimum operational, programmatic, and educational standards for juvenile justice alternative education programs (JJAEP) in Texas.

TAC §348.104 - Program Administration and Organization (a) Policy:

- 1) *The Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) shall have written policies and procedures that govern all facets of the operation of the program.*
- 2) *The JJAEP shall be operated according to current written policies and procedures which address personnel, administration, programming, training, and standards under this chapter.*

Furthermore, all standards requiring written policies and procedures are expected to be implemented and practiced; and

WHEREAS, the policies and procedures manual is updated annually and provides a framework which must be followed to ensure the Juvenile Justice Alternative Education Program (JJAEP) is upholding the standards of the Texas Juvenile Justice Department (TJJD), applicable local, state, and federal laws and adopting best practices in the area of education. The Juvenile Justice Alternative Education Program ensures that all policies and procedures are followed. The JJAEP Policies and Procedures will be shared with Region 10 Education Service Center and the supporting fourteen (14) Independent School Districts prior to the new 2018-2019 school

year. Change(s) to the JJAEP Policies and Procedures include:

- Updating definitions
- Adding/removing various requirements
- Clarifying roles
- Moving sections

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

WHEREAS, this information has been approved by Ms. Denika Caruthers, Dallas County Juvenile Department’s Administrative Legal Advisor; and

WHEREAS, updating JJAEP Policies and Procedures have no direct fiscal impact; and

WHEREAS, to comply with the state and local guidelines, JJAEP shall implement the policies and procedures, as required; and

WHEREAS, implementation will begin at the start of the school year on August 13, 2018; and

WHEREAS, it is recommended that the Dallas County Juvenile Board approve the Juvenile Justice Alternative Education Program (JJAEP) Policies and Procedures 2018-2019.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board approves the Dallas County Juvenile Justice Alternative Education Program Policies and Procedures for the 2018-2019 school year.

DONE IN OPEN BOARD MEETING this 28th day of May, 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

H.



**DALLAS COUNTY
JUVENILE DEPARTMENT**

Michael Griffiths
Interim Director Juvenile Services
Chief Juvenile Probation Officer

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

MEMORANDUM

Date: May 28, 2018
To: Dallas County Juvenile Board
From: Michael Griffiths, Interim Director
Subject: Juvenile Justice Alternative Education Program (JJAEP) Student Code of Conduct

Background of Issue:

The Student Code of Conduct is the Juvenile Justice Alternative Education Program's (JJAEP) response to the requirements of Chapter 37 of the Texas Education Code and Chapter 348 of the Texas Juvenile Justice Department standards for juveniles expelled from their home schools. The Student Code of Conduct provides information to parents and students on the JJAEP behavior management system in regards to expectations for behavior, attendance and academics as well as procedures for administering discipline. The JJAEP, with the approval of the Juvenile Board of Dallas County, will implement this Student Code of Conduct for the 2018-2019 school year. The purpose of this brief is to recommend that the Juvenile Board approves the JJAEP Student Code of Conduct 2018-2019 so it can be shared with Region 10 Education Service Center and all fourteen (14) Independent School Districts prior to the start of the 2018-2019 school year.

Impact on Operations and Maintenance:

In accordance with state law, the Student Code of Conduct shall be provided to, and reviewed by, each student and the student's parent, guardian or custodian upon admittance into the JJAEP and shall be translated, if necessary, to ensure understanding of the content by all parties. Additionally, all JJAEP staff shall be provided a copy of the Student Code of Conduct. A signed acknowledgement of receipt of the Student Code of Conduct from the student and parent, guardian or custodian shall be maintained in each student's file. If any additional copies of the Student Code of Conduct are needed, they will be available from the JJAEP Administrator. Changes to the Student Code of Conduct are as follows:

- Revision of dates
- Basic formatting and updated language
- Updated classroom and cafeteria rules
- Consequences of violating school bus rules defined
- Moved various sections

Strategic Plan Compliance:

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

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

214-698-2200 Office

214-698-5508 Fax

Legal Information:

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

Financial Impact/Considerations:

The JJAEP Student Code of Conduct has no direct fiscal impact.

Performance Impact Measures:

Ensure the safety and security of students and staff at JJAEP.

Project Schedule/Implementation:

Implementation will begin at the start of the school year on August 13, 2018.

Recommendation:

It is recommended that the Juvenile Board approve the Dallas County Juvenile Justice Alternative Education Program Student Code of Conduct for the 2018-2019 school year.

Recommended by:



Michael Griffiths, Interim Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2018 - XXX

DATE: May 28, 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 28th day of May 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 Student Code of Conduct is the Juvenile Justice Alternative Education Program’s (JJAEP) response to the requirements of Chapter 37 of the Texas Education Code and Chapter 348 of the Texas Juvenile Justice Department standards for juveniles expelled from their home schools. The Student Code of Conduct provides information to parents and students on the JJAEP behavior management system in regards to expectations for behavior, attendance and academics as well as procedures for administering discipline. The JJAEP, with the approval of the Juvenile Board of Dallas County, will implement this Student Code of Conduct for the 2018-2019 school year. The purpose of this brief is to recommend that the Juvenile Board approves the JJAEP Student Code of Conduct 2018-2019 so it can be shared with Region 10 Education Service Center and all fourteen (14) Independent School Districts prior to the start of the 2018-2019 school year; and

WHEREAS, in accordance with state law, the Student Code of Conduct shall be provided to, and reviewed by, each student and the student’s parent, guardian or custodian upon admittance into the JJAEP and shall be translated, if necessary, to ensure understanding of the content by all parties. Additionally, all JJAEP staff shall be provided a copy of the Student Code of Conduct. A signed acknowledgement of receipt of the Student Code of Conduct from the student and parent, guardian or custodian shall be maintained in each student’s file. If any additional copies of the Student Code of Conduct are needed, they will be available from the JJAEP Administrator. Changes to the Student Code of Conduct are as follows:

- Revision of dates
- Basic formatting and updated language
- Consequences of violating school bus rules defined
- Moved various sections; and

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

WHEREAS, this information has been approved by Ms. Denika Caruthers, Dallas County Juvenile Department’s Administrative Legal Advisor; and

WHEREAS, the JJAEP Student Code of Conduct has no direct fiscal impact; and

WHEREAS, the performance measures are to ensure the safety and security of students and staff at JJAEP; and

WHEREAS, implementation will begin at the start of the school year on August 13, 2018; and

WHEREAS, it is recommended that the Juvenile Board approves the Dallas County Juvenile Justice Alternative Education Program Student Code of Conduct for the 2018-2019 school year.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Juvenile Board approves the Dallas County Juvenile Justice Alternative Education Program Student Code of Conduct for the 2018-2019 school year.

DONE IN OPEN BOARD MEETING this 28th day of May, 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

I.



**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: May 21, 2018

To: Dallas County Juvenile Board

From: Michael Griffiths, Interim Director

Subject: Amendment to the Youth Services Advisory Board (YSAB) Juror Fund Recommendation for Internal Programs for Fiscal Year 2018: Evening Reporting Center and The Incentive Project

Background of Issue:

The Juror Fund program began in FY1991 and allows jurors the option of donating their juror per diem rate back to Dallas County. Juror Fund monies designated for the Dallas County Juvenile Department's use are allocated to service programs that focus on new or innovative approaches in assisting youth and the provision of services, which are not currently provided through the County budget. Administrative management of the Juror Fund program has been facilitated by the Youth Services Advisory Board (YSAB) with the assistance of the Grant Services Division of the Dallas County Juvenile Department. Final approval of funding initiatives is granted by the Dallas County Juvenile Board. At its September 25, 2017 meeting, the Dallas County Juvenile Board approved funding for internal programs for Fiscal Year 2018 (Court Order #2017-100).

The purpose of this brief is to request approval for additional funding for two YSAB internal program initiatives, the Evening Reporting Center and The Incentive Project, which was recommended by YSAB on May 14, 2018.

1. *Evening Reporting Center: \$7,500*

For Fiscal Year 2018, the Evening Reporting Center was awarded \$15,700. The Evening Reporting Center aims to decrease the rate of technical violations of juveniles on probation and to decrease detention admission by providing a community-based alternative that offers programming in gang and drug education, while offering healthy dinners and recreational activities. Originally, the Evening Reporting Center requested \$12,000 to offer onsite meals and snacks, while youth participate in evening programming. For the year, the Evening Reporting Center budgeted for 14 meals, for three days per week, at \$9 per meal. However, the program increased the number of days from three to four and continues to maintain a higher average of enrollment (13 youth), which has not been the case in the past. Currently there are no funds remaining in the program's budget for meal expenses. At a rate of \$1,500 per month for evening meals, the Evening Reporting Center requests an additional \$7,500 to continue offering meals to participants for the remainder of the 2018 Fiscal Year. This will increase the total Evening Reporting Center Budget to \$23,200.

2. *The Incentive Project: \$1,050*

For Fiscal Year 2018, The Incentive Project was awarded \$5,000 to offer incentives to juveniles and families participating in the Dallas County Juvenile Department's group and school settings to encourage participants to attend and complete groups, as well as increase school attendance, which will result in the participant completing program requirements. Psychology Services offers various groups that are tailored to address the juvenile's therapeutic and behavioral needs, such as the Family Training Program, Multi-Family Anger Management, Aftercare, and STARS (sex offender groups). Originally, the Psychology Division requested \$2,000

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

to offer youth and their families incentives, such as gift cards and refreshments, for group sessions and graduation celebrations. To date, the Psychology Services portion of the program has \$300 remaining for FY2018. Once the funds are depleted in May, they predict that they will serve an additional sixty (60) youth before the end of the 2018 Fiscal Year. The program aims to continue supplying \$10 gift cards for a total of \$600. Finally, they completely expended the \$450 allocation for graduation/completion parties and predict there will be approximately twenty-one (21) groups between June and September. Therefore, they are requesting an additional \$450. In total, The Incentive Project requests an additional \$1,050, for Psychology's contribution to the project, to continue offering incentives. This will increase the Psychology Division's budget allotment to \$3,050 and the total project budget will increase to \$6,050.

Impact on Operations and Maintenance:

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

Strategic Plan Compliance:

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 utilizing community resources.

Legal Information:

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

Financial Impact/Considerations:

All initiatives identified in this request are supported by the Juror Fund (Funding Source 203-94065). The Evening Reporting Center will receive \$7,500.00, and The Incentive Project will receive \$1,050. The new allocations will bring the FY2018 total to \$323,635.60. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager.

Performance Impact Measures:

All Juror Fund grant applications include performance measures for the proposed program/service. The grant recipients will be required to periodically report performance outcomes.

Project Schedule/Implementation:

All initiatives and programs will take place during fiscal year 2018.

Recommendation:

The Department respectfully requests the Dallas County Juvenile Board approve the Youth Services Advisory Board's recommendation for a juror fund allocation for FY2018 in the amount of \$8,550.00. It is further recommended that the Dallas County Juvenile Board authorize the Chairman to execute related documents on behalf of the Juvenile Board.

Recommended by:



Michael Griffiths, Interim Director
Dallas County Juvenile Department

JUVENILE BOARD ORDER

ORDER NO: 2018-XXX

DATE: May 21, 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 21st day of May, 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 Juror Fund program began in FY1991 and allows jurors the option of donating their juror per diem rate back to Dallas County. Juror Fund monies designated for the Dallas County Juvenile Department's use are allocated to service programs that focus on new or innovative approaches in assisting youth and the provision of services, which are not currently provided through the County budget. Administrative management of the Juror Fund program has been facilitated by the Youth Services Advisory Board (YSAB) with the assistance of the Grant Services Division of the Dallas County Juvenile Department. Final approval of funding initiatives is granted by the Dallas County Juvenile Board. At its September 25, 2017 meeting, the Dallas County Juvenile Board approved funding for internal programs for Fiscal Year 2018 (Court Order #2017-100); and

WHEREAS, the Juvenile Department requests approval for additional funding for two YSAB internal program initiatives, the Evening Reporting Center and The Incentive Project, which was recommended by YSAB on May 14, 2018; and

WHEREAS, for Fiscal Year 2018, the Evening Reporting Center was awarded \$15,700. The Evening Reporting Center aims to decrease the rate of technical violations of juveniles on probation and to decrease detention admission by providing a community-based alternative that offers programming in gang and drug education, while offering healthy dinners and recreational activities. Originally, the Evening Reporting Center requested \$12,000 to offer onsite meals and snacks, while youth participate in evening programming. For the year, the Evening Reporting Center budgeted for 14 meals, for three days per week, at \$9 per meal. However, the program increased the number of days from three to four and continues to maintain a higher average of enrollment (13 youth), which has not been the case in the past. Currently there are no funds remaining in the program's budget for meal expenses. At a rate of \$1,500 per month for evening meals, the Evening Reporting Center requests an additional \$7,500 in order to continue offering meals to participants for the remainder of the 2018 Fiscal Year. This will increase the total Evening Reporting Center Budget to \$23,200; and

WHEREAS, for Fiscal Year 2018, The Incentive Project was awarded \$5,000 to offer incentives to juveniles and families participating in the Dallas County Juvenile Department's group and school settings to encourage participants to attend and complete groups, as well as increase school attendance, which will result in the participant completing program requirements. Psychology Services offers various groups that are tailored to address the juvenile's therapeutic and behavioral needs, such as the Family Training Program, Multi-Family Anger Management, Aftercare, and STARS (sex offender groups). Originally, Psychology requested \$2,000 to offer youth and their families incentives, such as gift cards and refreshments, for group sessions and graduation celebrations. To date, the Psychology Services portion of the program has \$300 remaining for FY2018. Once the funds are depleted in May, they predict that they will serve an

additional sixty (60) youth by the end of the 2018 Fiscal Year. The program aims to continue supplying \$10 gift cards for a total of \$600. Finally, they completely expended the \$450 allocation for graduation/completion parties and predict that there will be approximately twenty-one (21) groups between June and September. Therefore, they are requesting an additional \$450. In total, The Incentive Project requests an additional \$1,050, for Psychology's contribution to the project, to continue offering incentives. This will increase Psychology's budget allotment to \$3,050 and the total project budget will increase to \$6,050; and

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

WHEREAS, 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 utilizing community resources; and

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

WHEREAS, all initiatives identified in this request are supported by the Juror Fund (Funding Source 203-94065). The Evening Reporting Center will receive \$7,500.00, and The Incentive Project will receive \$1,050. The new allocations will bring the FY2018 total to \$323,635.60. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager; and

WHEREAS, all Juror Fund grant applications include performance measures for the proposed program/service. The grant recipients will be required to periodically report performance outcomes; and

WHEREAS, all initiatives and programs will take place during fiscal year 2018.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Department respectfully requests the Dallas County Juvenile Board approve the Youth Services Advisory Board's recommendation for a juror fund allocation for FY2018 in the amount of \$8,550.00. It is further recommended that the Dallas County Juvenile Board authorize the Chairman to execute related documents on behalf of the Juvenile Board.

DONE IN OPEN BOARD MEETING this 21st day of May, 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

J.



**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: May 21, 2018
To: Dallas County Juvenile Board
From: Michael Griffiths, Interim Director
Subject: Amendment to Youth Services Advisory Board (YSAB) Juror Fund Recommendation for FY2018 and Memorandum of Understanding for the following: Sheila Bailey Ministries

Background of Issue:

The Juror Fund program began in FY1991 and allows jurors the option of donating their juror per diem rate back to Dallas County. Juror Fund monies designated for the Dallas County Juvenile Department's use are allocated to service programs that focus on new or innovative approaches in assisting youth and the provision of services, which are not currently provided through the County budget. Administrative management of the Juror Fund program has been facilitated by the Youth Services Advisory Board (YSAB) with the assistance of the Grant Services Division of the Dallas County Juvenile Department. Final approval of funding initiatives is granted by the Dallas County Juvenile Board. At its September 25, 2017 meeting, the Dallas County Juvenile Board approved Memoranda of Understanding for six community organizations (AIM, LLC, Sheila Bailey Ministries, Big Thought, Succeeding at Work, Café Momentum, and Hayles Educational Inc. for Fiscal Year 2018 (Court Order #2017-099).

The purpose of this brief is to request approval to update the "Budget Narrative" section of Sheila Bailey Ministries' original YSAB application to include food and refreshments under supplies, with no increase to the total budget, and to amend Sheila Bailey Ministries' Memorandum of Understanding to reflect changes made to insurance requirements, which removes the additional umbrella policy of \$2,000,000 for events related to the covered activity but not outlined in the policy.

1. *Sheila Bailey Ministries: \$11,440*

Sheila Bailey Ministries was awarded \$11,440 to implement their Project REBUILD, Speak Young Sista, program at the Letot Residential Treatment Center. They offer instruction in public speaking, communication and interpersonal skills, so participants can eloquently defend their values, as well as position themselves to be leaders in their schools and communities in the form of four, six-week sessions. Funding was awarded for materials and supplies; however, Sheila Bailey Ministries requests to include food and refreshments to offer to participants during their evening sessions. They are not requesting any additional funds and the total program budget remains \$11,400.

Finally, Dallas County Human Resources/Risk Management reviewed the previously approved insurance requirements and determined that Sheila Bailey Ministries is adequately insured without the additional umbrella policy.

Impact on Operations and Maintenance:

The current request will enhance services to youth. Requests for payments related to these initiative will continue to be processed by Grant Services 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 utilizing community resources.

Legal Information:

Approval by the Dallas County Juvenile Board is required for allocation and expenditure of Juror Funds. The Memorandum of Understanding with Sheila Bailey Ministries has been approved as to form by Administrative Legal Advisor Denika Caruthers and Forms 1295 and Title VI have been completed per requirements. The agreement requires the signature of the Chair of the Juvenile Board.

Financial Impact/Considerations:

The initiative identified in this request is supported by the Juror Fund (Funding Source 203-94065). No additional funds are being requested, so the total allocations for FY2018 remains the same at \$315,085.60. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager.

Performance Impact Measures:

All Juror Fund grant applications include performance measures for the proposed program/service. The grant recipient will be required to periodically report performance outcomes.

Project Schedule/Implementation:

All initiatives and programs will take place during fiscal year 2018.

Recommendation:

The Department respectfully requests the Dallas County Juvenile Board approve to amend Sheila Bailey Ministries' original application to update the "Budget Narrative" section to include food and refreshments under supplies, with no increase to the total budget and to amend Sheila Bailey Ministries' Memorandum of Understanding to reflect changes made to insurance requirements, which removes the additional umbrella policy of \$2,000,000 for events related to the covered activity but not outlined in the policy. It is further recommended that the Dallas County Juvenile Board authorize the Chairman to execute related documents on behalf of the Juvenile Board.

Recommended by:



Michael Griffiths, Interim Director
Dallas County Juvenile Department

**MEMORANDUM OF UNDERSTANDING
BETWEEN SHEILA BAILEY MINISTRIES
AND
DALLAS COUNTY JUVENILE DEPARTMENT**

This Memorandum of Understanding (MOU), effective from October 1, 2017 to September 30, 2018, is entered by and between Sheila Bailey Ministries (Contractor) and Dallas County Juvenile Department (DCJD) along with Youth Services Advisory Board (YSAB), collectively 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), Contractor's Juror Fund Grant Application to the Youth Services Advisory Board (YSAB) for Sheila Bailey Ministries dated June 26, 2017;
- B. (Exhibit B), Attachment A, Contract Specifications.
- C. (Exhibit C), Attachment B, Juvenile Department Title VI Assurances.
- D. (Exhibit D), 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.

SCOPE OF WORK

Contractor agrees to provide services in accordance with the Contractor's Juror Fund Application (Exhibit A) and Services as described in the Attachment A, Contract Specifications (Exhibit B).

ASSURANCES

1. Contractor understands that under no circumstances should individuals working on behalf of Contractor, 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. Contractor understands that the names of individual working on behalf of Contractor, 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. Contractor understands that individuals involved in the Project REBUILD program on behalf of Contractor must successfully complete the Dallas County Juvenile Detention Center's volunteer training program.

4. Contractor 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. Contractor understands that individuals working on behalf of Contractor, 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.
6. Contractor understands that individuals working on behalf of the Contractor, 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. Contractor will provide the County via Juvenile Department through YSAB reports including programmatic and financial data as the County deems reasonably necessary to monitor and evaluate the activities and services pursuant to this contract. Contractor agrees to recognize and complete all performance measures/indicators contained in YSAB's Juror Fund Grant Application dated June 26, 2017. (Attached as Exhibit A.).
8. Contractor will supply all materials, equipment and durable goods necessary to the program.
9. YSAB with the assistance of the Grant Services Unit of the Dallas County Juvenile Department agrees to allocate funds in the amount of \$11,440.00 from its Juror Funds to support the (Contractor's Creative Solutions Programming) as approved in Juvenile Board on July 17, 2017.
10. Total payment for FY2018 will not exceed eleven thousand four hundred forty dollars (\$11,440.00). County's payment will be one quarterly installment of three thousand seven hundred sixty dollars (\$3,760.00) and three quarterly installments of two thousand five hundred and sixty dollars (\$2,560.00) each. At the conclusion of each quarter, Sheila Bailey Ministries will provide the County, via the Juvenile Department with a document comparing payments to actual cost incurred (if any), and actual revenue received (if any).
11. Invoicing for services will be due on or before the fifth (5th) of the first month after the submittal of reporting requirements for each quarter period (ending December 31, March 31, June 30, September 30) to Juvenile Department's Grant Services.
12. County's payment will be due to Contractor within thirty (30) days of receipt of an invoice for the appropriate amount.
13. Contractor 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.
14. Contractor agrees to spend all funds as represented in the Juror Fund Grant Application to YSAB. Any funds not encumbered by the end of this MOU, dated October 1, 2017 to September 30, 2018 (FY2018), will be returned to the County.
15. Contractor 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 juror grant

funds once the organization ends programming with the Dallas County Juvenile Department. Electronic monitoring items are excluded from this provision.

16. Contractor agrees that Dallas County may audit performance data and financial data up to three years after the services are rendered to ensure compliance.

17. The Term of this MOU shall be from October 1, 2017 to September 30, 2018.

18. This contract may be automatically renewed for additional twelve month periods under the same terms and conditions. Such renewals shall be at the discretion of the Dallas County Juvenile Department and the Youth Services Advisory Board.

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 C).

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 D).

INSURANCE

It is Contractor's responsibility to make sure that it has a comprehensive general liability and professional insurance with "personal injury" coverage, with minimum limits of \$1,000,000 for bodily injuries to or death of a person, and an aggregate of \$500,000.00 for any one (1) occurrence is in place for the Contractor program.

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

Contractor, 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 and the Youth Services Advisory Board, (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 Contractor 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

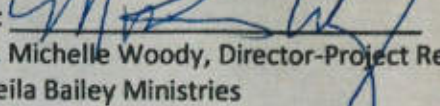
This MOU is expressly made subject to Dallas County's sovereign immunity, Title 5 of the Texas Civil Remedies Code and all applicable State and Federal law. The parties expressly agree that no provision of this Contract is in any way intended to constitute a waiver of any immunities from suit or from 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 8 day of May, 2018.

DALLAS COUNTY JUVENILE BOARD:

CONTRACTOR'S NAME:

BY: _____
Michael Griffiths, Interim Executive Director
Dallas County Juvenile Department

BY: 
Dr. Michelle Woody, Director-Project Rebuild
Sheila Bailey Ministries

BY: _____
Judge Cheryl L. Shannon, Chairman
Dallas County Juvenile Board

BY: _____
County Judge Clay Jenkins
Dallas County Juvenile Board

APPROVED AS TO FORM*:

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



Putting Youth First

Please send completed application materials to:

Dr. Terry S. Smith
Youth Services Advisory Board Liaison
Dallas County Juvenile Department
2600 Lone Star Drive
Dallas, Texas 75212

Questions regarding the application process may be directed to:

Stephanie Bays
Dallas County Juvenile Department
Stephanie.Bays@dallascounty.org
214-698-5578

Community-Based Organization Application

- i. Contact Information
 - a. Contact Name and Title:
Dr. Michelle Woody, Director – Project Rebuild
 - b. Organization Name:
Sheila Bailey Ministries
 - c. Program/Project Name:
Project REBUILD
 - d. Amount requesting:
\$11,440
 - e. Address:
P.O. Box 3150, Desoto, Tx 75123
 - f. Email:
admin@sheilab.org
 - g. Phone number:
972-767-6440
 - h. Organization website (if applicable):
www.SheilaB.org



Putting Youth First

II. Organization Information

a. What is the mission of your organization?

Enriching communities through educating, empowering, and transforming the lives of adolescent girls and women in all seasons of their lives. The ministry provides resources to refocus, restore, and victoriously rebuild lives through a lifestyle makeover.

b. Please provide a brief history of organization (including the year it was founded), its focus and its current programs (maximum 250 words).

Sheila Bailey Ministries (SBM) was founded in 2010. The ministry is a Christian-based, Christ-centered 501(c)(3) ministry focused on enriching communities through educating, empowering, and transforming the lives of adolescent girls and women in all seasons of their lives. The ministry provides resources to refocus, restore, and victoriously rebuild lives through a lifestyle makeover. Programs include: Bible teaching; Project REBUILD: Letot Center, Exodus Ministries parenting initiative; and Speak Young Sista. Since 2011, SBM has provided conferences, retreats, Bible studies, workshops, fellowships and high quality programs that SBM promotes to further help women who were hurting while at the same time equipping those same women to help others. The conferences between 2010-2015 and the much anticipated Ladies Luncheon during those conferences had 1,290 and 2,268 attendees, respectively. The volunteers for those events were 164 and 238. Beginning in 2015, SBM shifted its focus to enrich communities through teaching, retreats and fellowships. In nearly two years, 770 participants have attended various events with over 80 volunteers helping to make the events possible. Thus, the community has continued to benefit from the high quality programs that SBM provides. The programs are not only impacting lives, but changing lives as well.

c. Does your organization possess Workers Compensation Insurance, Commercial General Liability Insurance, and Commercial Automotive Liability Insurance? Yes: No:

i. What is the minimum limit of liability on each policy listed above?

Commercial General Liability - \$1,000,000 each occurrence
Damage to rented premises - \$100,000
Med. Exp (any one person) - \$ 5,000
Personal & Adv injury - \$1,000,000
General Aggregate - \$2,000,000
Products - Comp/op Agg - \$2,000,000

Workers Compensaton and Employers' Liability - \$1,000,000
Each accident, disease, employee, policy limit.

ii. Please attach proof of insurances listed above.

Certificate of Liability Insurance attached.
SEE ADDENDUM



Putting Youth First

- d. Any organization representatives in contact with youth under juvenile department supervision must complete the Dallas County Juvenile Department volunteer training and maintain all Prison Rape Elimination Act of 2003 standards. This includes a training session and a background check. Is your organization able to maintain these standards and requirements? Yes: x No:
- e. How did you hear about this funding source?
Dr. Terry Smith
- f. Has your organization worked with any juvenile departments (including Dallas County) within the state of Texas? Yes:xNo:
 - i. If yes, please list the type of program, where and when it occurred (approximately how many years) Letot, RTC – 1 year

III. Proposed Program

- a. Why is this program/project needed (need statement) (maximum 250 words)?

Educators today are faced with students who are labeled "at-risk" because they cannot keep pace with their peers. According to a 2010 report, Measure of America (Burd-Sharps & Lewis, 2010), 1 in 7 adolescents and young adults, ages 16-24, were neither in school nor had steady employment. This alarming number of youth who are disconnected from education or employment, coupled with the proliferation of crimes committed by this group is a major social concern. Research also shows that the increased use of technology by adolescents has led to an erosion of interpersonal communication skills (McKay,2005). In essence, their oral and voice-based communication has declined in favor of the faster and less personal new technologies. This preference for remaining connected with very little human interaction has caused some adolescents to have social anxiety or to even be socially awkward when communicating with teachers, school administrators, employers, family members, and peers. Regarding students in residential juvenile facilities, the research supports that the focus of education should be on the acquisition of functional literacy for the sake of successful attainment of positive self-esteem and lasting employment (Dembo, Schmeidler, Nini-Gough, Sue, Borden, & Manning, 1998; Snyder & Sickmund, 2006). Too many young people have something to say but do not have the tools to speak in public effectively and with confidence. By building superior speaking skills, students will potentially be able to defend their beliefs and values, and position themselves to be leaders in their schools and communities.



Putting Youth First

- b. How does this program address the need (program design) and what will this funding do to address the need (maximum 250 words)?

Our program is designed to provide communication skills that will ultimately help the residents to become law abiding citizens. Success in this context is often achieved through reciprocal interactions between individuals and their environments (Larson & Verma, 1999; Bronfenbrenner & Morris, 1998). Our education based program will offer adequate support that can lead to healthy psychosocial development. If approved, this program will serve as a Pilot Project that can be implemented in other locations. The 6-weeks group sessions will meet once a week for 90 minutes, four times a year. We have 2 goals: Self-awareness and Interpersonal skills. The first two weeks will interweave different forms of creativity similar to Expressive Arts Therapy including: drawing, writing, movement, sound and guided imagery. The goal is to help participants engage in self exploration prior to 4 weeks of intensive speaking groups. Although this is not a Counseling program, 2 therapists will co-lead the Expressive Arts portion of the group given that most of the residents have experienced trauma. The creative activities will cause them to explore "who am I now, and how do I fit in with others." The intensive speaking groups will be led by 4 instructors giving each group a 10:1 ratio so that residents will be able to practice speaking and receive immediate feedback as they complete each assignment. The grant funding will allow each participant to receive materials and instruction for the development of communication skills on a one-on-one basis.

- c. Where will this program/project take place (maximum 250 words)?

Letot RTC

- d. What is the program/project target population (maximum 250 words)?

All adolescent girls ages 13-17 years of age

- e. Expected number of unduplicated program beneficiaries:

All adolescent girls who are in residency up to 40 people. We would be happy to adjust our staff and our budget if the numbers exceed 40 residents.

- f. Who are the key individuals implementing this program and what are their qualifications (maximum 250 words)?

Two LPC-Interns and two certified K-12 teachers. The LPC-Interns will also be part of the team during the 4 weeks speaking portion of the session. All staff for this project will be new hires for the ministry.



Putting Youth First

- g. Please provide a brief summary of the intended purpose for this grant (No more than 4 sentences).

The intended purpose of the grant will be for SBM to purchase all art, audio visual, and general supplies. One Administrator will be hired to work no more than 100 hours spread out over the four 6-weeks sessions. The grant will allow for the staffer to keep track of all aspects of the project including purchases, copies, and record keeping. Finally, the grant will be used to compensate the team including: two clinicians (9 hours per session), two instructors (6 hours per session).

IV. Project Evaluation

- a. What are the program/project objectives?

We expect that 100% of the participants will raise their self-awareness by understanding themselves and that they will improve their interpersonal skills by communicating and connecting with other residents and staff in a healthy way. In addition, 100% of the participants will be able to do the following:

- Identify and articulate who they are as a young lady
- Demonstrate an understanding of effective communication skills
- Develop and use academic and social language skills effectively
- Recognize the importance of self worth while communicating
- Learn effective conflict resolution skills
- Practice positive interaction with other participants for accountability and encouragement

- b. What are the program/project goals?

Each participant will:

- Learn tools to speak audibly in complete and coherent sentences with 75% accuracy
- Learn tools to develop eye contact and effective body movement while speaking with 75% accuracy



Putting Youth First

- Learn to deliver a 30-60 second impromptu speech and scripted speech with poise and effective speech etiquette with 75% accuracy
 - Create artifacts that will promote understanding of self to raise self-awareness
 - Improve interpersonal skills by learning how to communicate and connect with all stakeholders
- c. List the output measures. (What your program activities produce; this often includes the quantifiable measures. Please list the expected quantity if applicable, such as 200 hours of counseling.
- Each session will provide each participant with 9 hours of group work including: 3 hours of Expressive Arts Therapy, and 6 hours of public speaking instruction and practice. Other outcomes include:
- Learn new vocabulary for defining self
 - Practice active listening skills to improve the ability to connect with other stakeholders
 - Pre/post assessments of speaking skills
 - Participants will demonstrate strong communication skills with all stakeholders including: teachers, school administrators, employers, family and peers
 - Provide a 6 weeks (1 day/wk) 90 minutes comprehensive program on developing self-awareness and learning effective public speaking in order to apply it to daily life
 - Serve up to 40 students at a 10:1 ratio during the public speaking segment
 - 100% completion rate for all residents
- d. List the expected outcome measures. These are the benefits, impact or changes in behavior after program activities are completed.
- Increased self confidence and self esteem while speaking
 - Increased poise while speaking to others with direct eye contact
 - Development of appropriate conflict resolution skills with all stakeholders
 - Increased life skills development as they learn to communicate effectively
- e. Evaluation methodology (what data will be collected and how).



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- Pre-assessment: Video recording of each participant speaking/reading an impromptu and scripted speech
- On-going assessment: Review and critique of pre-assessment. Analyze according to skills presented.
- Post assessment: Video recording of each participant speaking/reading and impromptu and scripted speech.
- Survey of the program for research and training purposes.

V. Budget Estimate

a. List other funding sources or proposed funding sources for this project.

- North Texas Giving Day Campaign
- Double the Donation
- Amazon Smile
- Various Ministries Fundraisers
- Monthly Donors

b. Please provide a line item budget for this proposed project.

VI. Budget	First Quarter – October 2017	Remaining 3 Quarters Jan – Sept 2018	Total
Expressive Art Activities	\$200	\$600	\$800
Speak Young Sista	\$2,435	\$3,705	\$6,140
Admin Staff (1) \$15hr	\$375	\$1,125	\$1,500
Clinicians (2) \$25hr	\$150	\$450	\$600
Instructors (4) \$25hr	\$600	\$1,800	\$2,400
Total	\$3,760	\$7,680	\$11,440



Putting Youth First

- a. Budget Narrative: The narrative should include a detailed budget summary that describes the method to calculate each line-item and how the funding will be used for this particular project (maximum 250 words).

The Staff will be new employees for SBM, working exclusively for the Letot Project.

Expenses	Description		Total Oct 2017-Sept 2018
Crafts for Expressive Arts assignments	Each participant will be given coffee cans to make instruments, markers, crayons, glasses, costume jewelry & other supplies to discover aspects of themselves through creative projects		\$800
Speak Young Sista journals, curriculum notebooks, food and refreshments for the sessions, general supplies	2 Canon cameras, Canon EOS Rebel T3i, \$600 each. These cameras will be the property of the Juvenile Department. In addition, videos of the participants will be erased after the completion of the class. Workbooks, \$15 ea., Journals, \$2.50 ea. Food and refreshments for the sessions. General supplies for speech preparation.		\$6,140



Putting Youth First

Administrator	This staffer will work exclusively with this program. The person will receive \$15/hr and work 25 hrs per session. Duties: All purchases, copies, maintaining digital files per participant, organize workbooks.		\$1,500
Clinicians	The 2 Clinicians will co-lead the groups. 6 hrs per session, \$25/hr, 4 sessions. Duties: facilitate the group activities, help them develop emotional regulation, interpersonal skills and raise their self awareness as they take risks interacting with each other.		\$ 600
Instructors	The 4 instructors will lead the groups. 24 hrs per session, \$25/hr, 4 sessions. Duties: 10:1 ratio, provide supervision, lead small group discussion about speech topics, offer feedback during practice for speeches, train and give feedback on speech techniques, review		\$2,400



Putting Youth First

	videos individually and in groups.		
Total			\$11,440



Putting Youth First

Application Completed by: Print Name: <i>Michele Woody</i> Michele Woody Signature: <i>Michele Woody</i> Michele Woody	Title: Director, Project Rebuild Date: (mm/dd/yyyy) 06/26/17
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ATTACHMENT A

Contract Specifications

Project Rebuild – Speak Young Sista

I. **COST:** \$11,440.00

II. **PROGRAM SCHEDULE:**

A. **Service Week:** The group sessions will meet once a week for six weeks, four times a year. The first two weeks will include different forms of Expressive Arts, followed by four weeks of intensive speaking groups. Groups will be held in the evenings.

B. **Service Hours:** Groups will meet 90 minutes each session for a total of 36 hours.

C. **Service Delivery Location:** Letot Residential Treatment Center, 10503 Denton Dr.,
Dallas, Tx 75220

III. **PROGRAM COMPONENTS**

A.

Frequency: 2 Expressive Arts Sessions, every 6 weeks, 2 therapists

B.

Frequency: 4 Speak Young Sista Sessions, every 6 weeks, Student: Clinician
Ratio: 10:1. Clinicians will evaluate the group with video presentations and instruction.

IV. **PROGRAM MECHANICS**

A. **Length of stay:** Project Rebuild – Speak Young Sista will be 1 year in duration.

B. **Holiday Schedule:** The program will be held without conflicting with holidays.

C. **Summer Schedule:** The program will operate year-round.

D. **Transportation:** N/A. Clinicians will conduct the sessions at LRTC.

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

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

- A. Therapists: Successful completion of a Master's degree from an accredited college or university in Counseling or Psychology, or in a job-related field of study. LPCs or LPC-Interns, LMSWs, LMFTs preferred.

- B. Speak Young Sista Instructors: Successful completion of a BA degree, teaching certificate preferred. Experience as a classroom teacher is mandatory. Instructors must be able to maintain a conducive classroom environment essential for learning.

- C. Administrator: Successful completion of a BA degree. Strong interpersonal, organizational, social media and computer skills.

1. TITLE VI ASSURANCES/COMPLIANCE POLICY

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

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

TITLE VI ASSURANCES/COMPLIANCE - APPENDIX A

A. *Assurances*

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

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

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration, the U.S. Department of Health and Human Services, or the U.S. Department of Education may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

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

B. Nondiscrimination Authorities

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

Pertinent Nondiscrimination Authorities:

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

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

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

C. Representations/Warranties

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

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

D. Title VI Complaints

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

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

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

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

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

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

E. Enforcement

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

Contractor's Full Name: Sheila Bailey Ministries

M.S. Wolf
Signature, Authorized Representative of Contractor

August 9, 2017
Date

Project Rebuild Director
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:
 2017-247399

Date Filed:
 08/09/2017

Date Acknowledged:

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

Sheila Bailey Ministries
 Desoto, 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-41

Project Rebuild, will lead a 6-weeks, 90-minute/1x per week group, four times a year. The purpose is to help the residents develop communication and interpersonal skills.

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 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Sheila Bailey
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Sheila Bailey, this the 9 day of August, 2017, to certify which, witness my hand and seal of office.

[Signature]
 Signature of officer administering oath

Rick Jordan
 Printed name of officer administering oath

Financial Center Manager
 Title of officer administering oath

JUVENILE BOARD ORDER

ORDER NO: 2018-XXX

DATE: May 21, 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 21st day of May, 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 Juror Fund program began in FY1991 and allows jurors the option of donating their juror per diem rate back to Dallas County. Juror Fund monies designated for the Dallas County Juvenile Department's use are allocated to service programs that focus on new or innovative approaches in assisting youth and the provision of services, which are not currently provided through the County budget. Administrative management of the Juror Fund program has been facilitated by the Youth Services Advisory Board (YSAB) with the assistance of the Grant Services Division of the Dallas County Juvenile Department. Final approval of funding initiatives is granted by the Dallas County Juvenile Board. At its September 25, 2017 meeting, the Dallas County Juvenile Board approved Memoranda of Understanding for six community organizations (AIM, LLC, Sheila Bailey Ministries, Big Thought, Succeeding at Work, Café Momentum, and Hayles Educational Inc. for Fiscal Year 2018 (Court Order #2017-099); and

WHEREAS, the Juvenile Department requests approval to update the "Budget Narrative" section of Sheila Bailey Ministries' original YSAB application to include food and refreshments under supplies, with no increase to the total budget and to amend Sheila Bailey Ministries' Memorandum of Understanding to reflect changes made to insurance requirements, which removes the additional umbrella policy of \$2,000,000 for events related to the covered activity but not outlined in the policy; and

WHEREAS, Sheila Bailey Ministries was awarded \$11,440 to implement their Project REBUILD, Speak Young Sista, program at the Letot Residential Treatment Center. They offer instruction in public speaking, communication and interpersonal skills, so participants can eloquently defend their values, as well as position themselves to be leaders in their schools and communities in the form of four, six-week sessions. Funding was awarded for materials and supplies; however, Sheila Bailey Ministries requests to include food and refreshments to offer to participants during their evening sessions. They are not requesting any additional funds and the total program budget remains \$11,400; and

WHEREAS, Dallas County Human Resources/Risk Management reviewed the previously approved insurance requirements and determined that Sheila Bailey Ministries is adequately insured without the additional umbrella policy; and

- WHEREAS,** the current request will enhance services to youth. Requests for payments related to these initiatives will continue to be processed by Grant Services and will be executed in accordance with Dallas County policy; and
- WHEREAS,** 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 utilizing community resources; and
- WHEREAS,** approval by the Dallas County Juvenile Board is required for allocation and expenditure of Juror Funds. The Memorandum of Understanding with Sheila Bailey Ministries has been approved as to form by Administrative Legal Advisor Denika Caruthers and Forms 1295 and Title VI have been completed per requirements. The agreement requires the signature of the Chair of the Juvenile Board; and
- WHEREAS,** the initiative identified in this request is supported by the Juror Fund (Funding Source 203-94065). No additional funds are being requested, so the total allocations for FY2018 remains the same at \$315,085.60. This information has been reviewed and approved by Ms. Carmen Williams, Budget Manager; and
- WHEREAS,** all Juror Fund grant applications include performance measures for the proposed program/service. The grant recipients will be required to periodically report performance outcomes; and
- WHEREAS,** all initiatives and programs will take place during fiscal year 2018.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Department respectfully requests the Dallas County Juvenile Board to approve to amend Sheila Bailey Ministries original application to update the "Budget Narrative" section to include food and refreshments under supplies, with no increase to the total budget and to amend Sheila Bailey Ministries' Memorandum of Understanding to reflect changes made to insurance requirements, which removes the additional umbrella policy of \$2,000,000 for events related to the covered activity but not outlined in the policy. It is further recommended that the Dallas County Juvenile Board authorize the Chairman to execute related documents on behalf of the Juvenile Board.

DONE IN OPEN BOARD MEETING this 21st day of May, 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

K.



MEMORANDUM

Date: May 21, 2018

To: Dallas County Juvenile Board

From: Michael Griffiths, Interim Director

Subject: Juvenile Department Administration Policy and Procedures 2018 – Grievance System Procedures

Background of Issue:

On March 26, 2018, the Dallas County Juvenile Board approved the 2018 Juvenile Department Administration Policy and Procedures Revisions (Court Order #2018-025). The Department's Grievance System procedures were part of the approved revisions. The purpose of this briefing is to give Board members the opportunity to revisit the Employee Grievance portion of the Department's Administrative Policy and Procedure manual.

The framework of the Grievance policy was established by the Juvenile Board in 1996. The guidelines delineated who may file grievances and the subsequent flow of appeals arising from grievance appeal decisions. It established time frames for filing, responding and appealing grievance matters. Grievances may be filed under the following circumstances: improper application of rules, regulations and procedures; unfair treatment, including coercion, restraint or reprisal; discrimination because of race, religion, color, creed, gender, age, national origin, disability or political affiliation or sexual harassments and for demotions, suspension or dismissal. These guidelines allow employees the ability to grieve disciplinary actions up to the Director except when the grieved action was originated by the Director, in which case the matter can be appealed to the Juvenile Board as described in the attached policy. Prior to 1996 all grievances could be appealed to the Juvenile Board.

Under the direction of Commissioners Court, personnel matters which may involve the potential suspension, demotion or dismissal of employees are also discussed with the District Attorney's office and Dallas County Human Resources prior to disciplinary action being taken.

Impact on Operations and Maintenance:

The Grievance System Procedures provide guidelines for departmental personnel to address matters that may be considered or appear to be unfair based on policies and procedures.

Strategic Plan Compliance

This request complies with Vision 3: Dallas is *safe, secure, and prepared*, by implementing policy and procedure in the Probation Services Division that demonstrates best practices and promotes complete understanding by staff of their departmental responsibilities with referred youth and families.

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


Legal Information:

There is no legal impact.

Recommendation:

The Dallas County Juvenile Department respectfully presents this matter before the Dallas County Juvenile Board for consideration.

Recommended by:



Michael Griffiths, Interim Director
Dallas County Juvenile Department

5. except in the case of dismissal, a statement of discipline or action that will be taken if any future violation of the rules occur; and
6. statement of employee's rights to appeal disciplinary action and conditions under which he/she may appeal.

11.15 Each statement of discipline should be signed by the Director of Juvenile Services or designee.

11.16 The employee to be disciplined should acknowledge receipt of statement of discipline. In the event of suspension, a copy of the Statement of Discipline Form should also be sent to the County Auditor for review of employee status.

11.17 A copy of a statement of discipline must be forwarded to the Human Resource Administrator and the County Human Resource/Civil Service Department for inclusion in the employee's human resource file.

11.18 Any employee who serves a suspension shall not be eligible for promotion or lateral transfer for a period of six (6) months from the date of the completed suspension.

12.00 Grievance System Procedures:

The purpose of the grievance procedure is to resolve all grievances between the Juvenile Department and all employees as quickly as possible and at as low an administrative level as possible, so as to assure efficient work operations and maintain employee morale.

12.01 Eligibility:

Any Category "C" (Regular, Full-Time) Juvenile Department employee may process a personal grievance. Any category "C" Probationary Juvenile Department employee may file a grievance on defined items except those relating to his/her performance rating or dismissal.

Nothing in this grievance procedure shall preclude any employee from pursuing a discrimination complaint with the Equal Employment Opportunity Commission (EEOC) or the Texas Commission on Human Rights (TCHR). Employees have the right to file charges of discrimination with the EEOC or the TCHR before, during, or after the filing of a grievance.

12.02 Scope of Grievance Appeal Procedures:

A personal grievance may be filed by an Employee, as defined in 12.01 above, on one or more of the following grounds:

1. improper application of rules, regulations and procedures;
2. unfair treatment, including coercion, restraint or reprisal;
3. discrimination because of race, religion, color, creed, gender, age, national origin, disability or political affiliation, or sexual harassment; and
4. demotion, suspension, or dismissal.

12.03 Time Limits for Filing and Response:

Grievances shall be promptly filed. To be considered, a grievance must be filed in writing within seven calendar days from its occurrence, and/or from the date of receipt of written notification of disciplinary action, exclusive of holidays, unless it is beyond the control of the employee. Termination and disciplinary action grievances should be initially filed with the first level of supervision above the employee's supervisor who has caused the action, with a copy to the employee's immediate supervisor, and the Human Resource Administrator. All other grievances should be initially filed with the employee's immediate supervisor.

- 12.04** A Formal Grievance Form must contain the following information:
1. the date and a brief explanation of the incident causing the disciplinary action;
 2. reason the disciplinary action is deemed to be unjust/unfair;
 3. the remedy or solution sought; and
 4. the signature of the aggrieved employee.
- 12.05** A copy of the grievance should be retained by the employee and a copy should be filed with the Human Resource Administrator. All copies should note the date the grievance was typed or written and the date and time the grievance was received by the supervisor.
- 12.06** The supervisor shall then investigate the grievance and make a written determination within seven calendar days, exclusive of County holidays, from receipt of the grievance.
- 12.07** If the employee is not satisfied with the determination of the grievance he/she shall have seven calendar days, exclusive of County holidays, to make a written appeal to the next level of supervision.
- 12.08** The preceding time limits, seven calendar days exclusive of County holidays for investigation and determination, and seven calendar days exclusive of County holidays for appeal, shall be used consistently for each succeeding higher level of management the grievance is filed with, unless there is a mutually agreed time extension between the aggrieved party and management for fact- finding purposes, emergencies, etc.
- 12.09** If the employee fails to meet the filing time limits, the grievance will be considered null and void.
- 12.10** If the supervisor fails to meet the time limits the employee may then file with the next higher level of management without waiting for a determination.
- 12.11** In order to expedite the grievance process, if succeeding levels of management are aware of all facts contained in a grievance and concur with the preceding supervisor's determination, they may elect to allow the grievance to be forwarded to the next higher level of management by initiating their concurrence on the grievance.
- 12.12** Date and time of response by the supervisor and the employee must be noted on the grievance to assure verification of compliance with the time limits.

- 12.13** In solving grievance matters, the supervisor should investigate the complaint thoroughly and when deemed appropriate or at the employee's request, conduct an informal hearing and request witnesses or interested parties to provide testimony, and verify grievance charges.
- 12.14** Grievance hearings are not judicial in nature; therefore, rules of court of law will not be followed.
- 12.15** Whenever possible a grievance hearing should be recorded on tape cassette in order to reduce the rehearing of testimony during appeal proceedings. A recorder and cassettes are available for use in the Human Resource Administrator's office.
- 12.16** The employee or supervisor may represent himself, have a designated representative present, or have an impartial representative from the Human resource/Civil Service Department to assure both parties rights are protected.
- 12.17** If a hearing is conducted and the grievance is between two or more employees, the employee's supervisor will act as an administrator of the hearing. If the grievance is between an employee and his supervisor then the next higher level supervisor in the department will act as administrator of the hearing.
- 12.18** The administrator will establish a mutually agreeable date and time for the hearing to be conducted when all witnesses can be present and when it is not disruptive to work patterns of the organization, and will notify all individuals sufficiently in advance so that they may appear at the designated time.
- 12.19** The supervisor will present pertinent facts or witnesses to testify on his/her behalf. The employee or his/her representative will then be allowed to cross-examine the witness and provide a rebuttal to other facts presented.
- 12.20** The employee or employee representative will then be allowed to present his facts or witnesses with the supervisor or his representative being allowed to cross-examine.
- 12.21** Loud and abusive language by the employee, supervisor, witnesses or representative will not be allowed and will be grounds for disciplinary action or dismissal from the hearing.
- 12.22** After conclusion of the hearing, the administrator will have seven calendar days, exclusive of County holidays, to make a written determination of the hearing proceedings.
- 12.23** Order of Appeals:
1. A grievance must be appealed through the chain of command in the following order:

- a. Grievant's immediate supervisor; unless the grievance is directed against the immediate supervisor, in which case the appeal should be directed to the next level of supervision according to the division's specific chain of command.
 - b. Deputy/Division Administrator unless the grievance is directed against the Deputy/Division Administrator.
2. All grievance decisions arising under 12.02 may be appealed to the Director according to the requirements of 12.07 and 12.23(a) and 12.23(b). The Director shall be the final level of appeal for grievances arising under 12.02. Dallas County Juvenile Department employees are not eligible to appeal to the Civil Service Commission.
3. A grievance initiated against the Director of Juvenile Services for actions taken under 12.02, originated by the Director, will be reviewed by a designated Committee appointed by the Chair of the Juvenile Board, composed of three (3) members (exclusive of the juvenile court judges), from the juvenile board. The employee shall have seven (7) calendar days, to make a written appeal to the Chair of the juvenile board.
4. Back pay awards are subject to approval of the Juvenile Board and Commissioners Court.

13.00 Political Involvement:

Dallas County Juvenile Department employees are encouraged to vote on Election Day for the person or party of their choice.

- 13.01** Dallas County Juvenile Department employees will not be allowed to perform or be involved in political campaigning or related activities during their normal working hours, while in Juvenile Department uniform, or while using Juvenile Department vehicular equipment.
- 13.02** No employee shall be disciplined, terminated or deprived of their rights for refusal to participate in political activities, to participate in political campaigns, or related activities as a condition to obtain or retain employment.
- 13.03** Any employee who feels he/she has been disciplined, terminated or deprived of their rights because of actions specified in Section 13.02 may utilize the grievance system.
- 13.04** Approved time off, in reasonable amounts, may be granted for voting in National, State, County and City elections.
- 13.05** Juvenile Department employees are encouraged to participate in the early voting process if the use of this method will reduce time away from work.

JUVENILE BOARD ORDER

ORDER NO: 2018-XXX
DATE: May 21, 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 21st day of May, 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, standards published by the Texas Juvenile Justice Department (TJJD) mandate that Juvenile Boards adopt written department policies and procedures; and
WHEREAS, TJJD standards also mandate the chief administrative officer to maintain and enforce a policy and procedures manual for the Juvenile department; and
WHEREAS, TJJD standards further mandate the Chief Administrative officer to review the policies and procedures on an annual basis, update them as necessary, and provide all employees with a copy of or access to these policies and procedures; and
WHEREAS, on March 26, 2018, the Dallas County Juvenile Board approved the 2018 Juvenile Department Administration Policy and Procedures Revisions (Court Order #2018-025). The Grievance System Procedures were part of the approved revisions; and
WHEREAS, the updated policies and procedures manual has been uploaded to the common network drive and will be available in general locations in binder form for access and review by all staff; and
WHEREAS, this request conforms to the Dallas County Strategic Plan - Vision 3: Dallas County is safe, secure and prepared, as evidenced by a more comprehensive policy and procedure manual for staff to follow while serving referred youth and families; and

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED The Dallas County Juvenile Department respectfully presents this matter before the Dallas County Juvenile Board for consideration. The 2018 Administration Policy and Procedures Grievance System Procedures.

DONE IN OPEN BOARD MEETING this 21st day of May, 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:

Mike Griffiths, Interim Director
Dallas County Juvenile Department

Judge Cheryl Lee Shannon, Chairman
Dallas County Juvenile Board



**DISCUSSION
ITEMS
VI.**



DISCUSSION

ITEM

L.



**Academy for Academic Excellence
Director's Report
April 2018**

STAAR testing took place April 9-13. Our preliminary results are coming in for STAAR 5th and 8th graders and a formal report will be made in August to the Board after all test administrations have taken place. Tutoring for students who did not pass STAAR is already taking place. Parents have been notified as well.

Early release occurred on April 13th, for teacher professional development. Teachers reviewed student data as well as best teaching practices.

GED continues to shine as we anticipate over 10 youth at the GED ceremony on May 24th.

AAE assisted 26 families from the Food Bank and 13 families from the Clothing Closet.

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

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

Latest Campus Enrollment

Total Enrollment	307
SPED - Total Students	81
ESL - Total Students	55
504 – Total Students	02

Instruction at a Glance

During April the academic focus was testing. Teachers began to concentrate on preparing students to take and pass the mandatory state tests State of Texas Assessments of Academic Readiness (STAAR) and the End-of-Course (EOC) exams. Students were provided with engaging and fun activities to enhance academic and testing skills.

Assessment Results

The first round of testing results for the 5th and 8th grade reading and math STAAR assessment were received in April. The results are as follows: Seventy-two (72) students took the Reading and Math Assessments. Of the seventy-two, ten (10) students met level in the Approaches standard and two (2) met the standard for reading; five (5) students met the Approaches standard and one (1) met the standard for math. There were two (2) students who met the Level II Satisfactory standard for both reading and math!

DAY REPORTING CENTER - CAMPUS (002):

Latest Campus Enrollment

Total Enrollment	55
SPED - Total Students	09
ESL - Total Students	08

Instruction at a Glance

Reading / Language Arts: Students practiced test-taking strategies in preparation for the STAAR test.

Math: Students studied measuring compound shapes.

Science: Students studied plants and their life cycles.

Social-Studies: Students studied the states and territories of the Post-Civil War Era. Students also studied Manifest Destiny and land acquired by the United States Post Civil War Expansion.

General Equivalency Diploma (GED)

GED currently has 21 students enrolled. Ten students have passed all of their tests and will secure their GED certificates.

Campus Life:

Staff is implementing "Motivating Students Who Don't Care" book strategies techniques.

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

Total Enrollment	99
Medlock Students	58
Youth Village Students	38
Youth Village Youth Offenders	03
SPED - Total Students	28
Medlock SPED	17
Medlock 504	00
Youth Village SPED	11
Youth Village 504	00
ESL – Total Students	24

Instruction at a Glance

As the summer is fast approaching, Medlock Youth Village (MYV) continues to shine and is proud to acknowledge significant gains in achievement during STAAR Spring testing. We are especially thankful of the extra efforts of our teachers and clerical staff who worked with students to help emphasize the importance of taking the state assessment seriously. The staff honored several A/B honor roll students for the 4th six weeks. In addition, we recognized the Youth Village Students/Residents of the Week for April.

Dallas Chamber Symphony

The Dallas Chamber Symphony conducted two of the three concert series for the students at Medlock this month. The last concert of this semester will be at the end of May. Students developed an appreciation for various types of music and learned various character-building and leadership skills during these interactive concert sessions. Each concert focused on different elements necessary for becoming a leader and developing positive decision-making skills. During the concert, students were highly engaged and always anticipated what skills and knowledge they would learn at the subsequent performances. They will return to Youth Village in the Fall of 2018.

State Assessment

Medlock/Youth Village participated in the first round of the Spring STAAR test administration. Medlock and Youth Village Campus outpaced the district with positive results with the 8th Grade Math and Reading testers. Teachers have been using STAAR release test as diagnostic test on all of the students in order to identify the students' strengths and weaknesses in preparation for the test and will continue as they prepare for the May Administrations.

Student Incentives

Youth Village staff has developed a behavioral incentive 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 off-campus learning experiences.

Male Leadership Symposium

Some of the Youth Village students participated in the 4th Annual DeSoto ISD Male Leadership Symposium held on April 21, 2018, at DeSoto High School. The DeSoto ISD Male Leadership Symposium is the premier leadership development program in the Metroplex for young men. It is an extraordinary event designed to empower, energize, and educate one of the world's greatest assets, minority males, which are often squandered because of real, involuntary, and sometimes self-imposed barriers.

Our students were provided relevant experiences that will assist them in being successful academically, professionally and socially through development in the following areas: education, business, leadership, social justice issues, STEM and community involvement. The event includes notable male leaders in the fields of medicine, law, sports, education, entertainment, and more. Keynote Speakers Kirk Franklin, Mark Anthony Green, Wendell Holland, Von Miller, Caylin Moore and Patrick Crayton will instill high expectations and serve as positive role models for the young men who attend. In addition, the symposium provided information on academic value, college readiness, and STEM careers.

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

Total Enrollment	32
SPED Total Students	01
ESL Total Students	09

English: Students prepared for STAAR testing and participated in various brainstem trivia. The English teacher issued “*Caught in the Act*” certificates to acknowledge positive behavior and achievement.

Credit Recovery: Two students recovered a total of four credits.

Career and Technology: Students learned about the hiring process and how to complete an employment application.

Science: Students learned about ecosystems and homeostasis – or when the body returns “home.” The teacher introduced various hands-on activities involving the formation of gases and chemical reactions. Students also prepared for STAAR Biology.

Social Studies: Students learned important dates, test-taking techniques and reviewed for the STAAR Social Studies and History test.

Math: Students worked problems independently and guided instruction to prepare for STAAR Math test.

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

Total Enrollment	23 shelter/24 RTC
SPED Total Students	2 shelter/5 RTC
ESL Total Students	3 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.
- End of Course (EOC) tutoring is held after school every Monday and Tuesday from 3-3:45 pm.
- Student-teacher data conferences were held to discuss post-test action plans for every student. The action plan is based on individual student results.

Campus Life at a Glance

- Principal-Student-Teacher conferences were held to discuss student’s grades and how to improve academic performance.
- EOC/STAAR tutoring is held every Monday and Tuesday from 3-3:45 pm in all content areas in preparation for the upcoming STAAR/EOCs.
- A/B Honor Roll celebrated with a pizza party.

**ACADEMY FOR ACADEMIC EXCELLENCE
PROGRAM STATUS REPORT**

Active Enrollments					
Student Enrollment as of April 2018:			District Total Enrollment: 513		
District Average Attendance			480 (93.57%)		
District Special Education Student Population			161 (31.38%)		
CAMPUSES	JDC - 001	DRC - 002	MED. / YV - 003	SAU - 004	LETOT - 005
	Number	Number	Number	Number	Number
Enrollment	298	37	100	34	44
New Students	154	15	20	11	23
Withdrawals	143	15	17	19	24
Avg. Daily Attendance	295	17	99	26	43
Avg. Daily Enrollment	298	37	100	34	44
Attendance Average	98.99%	45.95%	99.00%	76.47%	97.73%

Demographics

CATEGORY	JDC - 001		DRC - 002		MED. / YV - 003		SAU - 004		LETOT - 005	
GENDER	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Female	52	16.94%	15	27.27%	00	0.0%	04	12.90%	37	82.22%
Male	255	83.06%	40	72.73%	101	100%	27	87.10%	08	17.78%
GRADE	Number		Number		Number		Number		Number	
3	0		0		0		0		0	
4	0		0		0		0		0	
5	2		0		0		0		0	
6	10		2		3		0		2	
7	28		6		7		3		6	
8	71		15		19		2		6	
9	140		23		55		20		18	
10	44		6		13		6		11	
11	10		3		2		0		2	
12	2		0		2		0		0	
AGE	Number		Number		Number		Number		Number	
10	0		0		0		0		0	
11	2		0		0		0		0	
12	3		1		1		0		0	
13	14		0		2		0		6	
14	44		5		10		2		7	
15	84		11		21		11		14	
16	99		15		35		14		14	
17	59		21		32		4		4	
18+	2		2		0		0		0	
ETHNICITY	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
African American	136	44.30%	27	49.09%	48	47.53%	7	22.58%	21	46.67%
Caucasian	25	08.14%	2	03.64%	3	02.97%	1	03.23%	2	04.44%
Hispanic	143	46.58%	25	45.45%	50	49.50%	23	74.19%	22	48.89%
Native American	1	00.33%	1	01.82%	0	00.00%	0	00.00%	0	00.00%
Other/Asian	2	00.65%	0	00.00%	0	00.00%	0	00.00%	0	00.00%



ACTION ITEMS

VII.



**EXECUTIVE
SESSION
VIII.**