



Texas Juvenile Justice Department

Board Meeting
Friday, September 28, 2012 - 9:00 a.m.

Criss Cole Auditorium
4800 North Lamar
Austin, Texas 78756

BOARD MEMBERS PRESENT:

Scott W. Fisher, Chairman
The Honorable John Brieden III
The Honorable Carol Bush
Dr. Rene Olvera
The Honorable Jimmy Smith
The Honorable Laura Parker
MaryLou Mendoza
Melissa Weiss
Jane King

BOARD MEMBERS ABSENT:

Rob Kyker, Vice-Chairman
Joseph Brown
Calvin Stephens
Michael Meade

EXECUTIVE STAFF PRESENT:

Mike Griffiths, Executive Director
Linda Brooke, Chief of Staff
Lisa Capers, Senior Director Administration & Training
Bill Monroe, Senior Director Finance & Technology
Dr. Rajendra Parikh, Medical Director
Jeannette Cantu, Executive Assistant

Cris Love, Inspector General
Debbie Unruh, Independent Ombudsman
Karin Hill, Chief Auditor
Amy Lopez, Superintendent of Education
Brett Bray, General Counsel

OTHER GUESTS PRESENT:

Billi Farris, TJJD	Melanie Cleveland, TJJD	David Duncan, Strategic Partnerships
Oscar Ruiz, OIG	Kristen Perkins, TJJD	Jason Williams, Bell County
Jim Southwell, TJJD	John D. Stutz, TJJD	Allen Wallace, Eckerd
Carter Wyatt, TJJD	Dawn Owens, Bell County	Lauren Rose, Texans Care for Children
Kat Crawford, TJJD	Kris Johnson, Comal County	Mike Heagerty, Disability Rights Texas
Michael Turner, TJJD	Shelly Williams, Hays County	Mike Vitris, Texas Appleseed
Rick Bishop, TJJD	Jesse DeLeon, Hays County	
Janie Duarte, TJJD	Roy Hogan, Strategic Partnerships	
Miki Jost, TJJD	John Posey, LBB	
Lane Cartwright, TJJD	Susan Humphrey, Bell County	
Kevin DuBose, TJJD	Randy Turner, Tarrant County	
Rebecca Thomas, TJJD	Aris Johnson, Gregg County	
Marybel Sanchez, TJJD	Jerry Greenwell, CPS HR Consulting	
Pam Gereau, TJJD	DeAndra Jones, Bell County	

Call to Order

Chairman Scott Fisher called the meeting to order at 9:00 a.m.

Prayer

Chaplain John D. Stutz led the opening prayer.

Pledge

All present recited the Pledge of Allegiance.

Excuse Absences

Board Members Joe Brown, Calvin Stephens, Mike Meade, and Rob Kyker were noted as absent. Ms. King moved to excuse the board member absences. Ms. Mendoza seconded. The motion passed unanimously.

Public Comments

There were no public comments.

Meeting Minutes

Judge Brieden moved to vote on the meeting minutes listed below as a group. Ms. Mendoza seconded. The motion passed unanimously.

July 25, 2012 Budget Workshop Meeting Minutes

July 25, 2012 Board Meeting Minutes

August 3, 2012 Public Hearing Meeting Minutes

August 23, 2012 Board Meeting Minutes

August 24, 2012 Board Meeting Minutes

Judge Brieden moved to approve the meeting minutes as a group. Ms. King seconded. The motion passed unanimously.

TJJD Board Meeting September 28, 2012

Report from the Chairman

Chairman Fisher welcomed the new Executive Director, Mike Griffiths.

Report from the Executive Director

Executive Director Mike Griffiths thanked the Board for their welcome and stated his commitment to making TJJD the finest Agency in the country.

There has been some restructuring organizationally at the senior level. Mr. Griffiths introduced the team that now exists: Chief of Staff Linda Brooke, General Counsel Brett Bray, Medical Director Dr. Rajendra Parikh, Senior Director of Finance and Technology Bill Monroe, Senior Director of Administration and Training Lisa Capers, and Senior Director of Education Amy Lopez. Mr. Griffiths felt that that a division for education needed to be created out from under Youth Services because it is highly effective to have a division devoted to making sure youth receive every type of education and vocational opportunity available.

The two remaining open positions currently being posted are Senior Director of Probation and Community Services, and the Senior Director of State Programs and Facilities. Applications are in for these positions and are being currently considered.

Mr. Griffiths has been visiting various facilities, engaging in unannounced visits to facilities. He attended a Gainesville football game with Chairman Fisher. Mr. Griffiths affirmed that these experiences illustrate that TJJD has a wonderful staff and that there are good things happening within the Agency, and that he believed the perception of TJJD should reflect these things.

Mr. Griffiths participated in the National Council on Crime and Delinquency (NCCD) Opportunities in Juvenile Justice Reform. That reform movement is looking at how the nation is working to de-institutionalize the deep end of the system. Stakeholders across the state were asked by NCCD to give their input on this. An ongoing survey will continue throughout this year, and the results will be published.

Mr. Griffiths also made presentations at the Texas Association of Counties specifically regarding partnership and the delicate balance in funding. There are tens of thousands of adjudications that occur on a felony level in the counties. Half the funding for the system comes from counties, so that balance has to be preserved. Mr. Griffith's presentation to the Joint Budget Hearing on the 26th was focused on this. Mr. Griffiths apologized for not making the Board aware of that hearing; in the future the Board will receive adequate notice of hearings related to TJJD and Mr. Griffiths welcomed the Board's participation.

Mr. Griffiths has met with legislative leadership, particularly the Legislative Budget Board (LBB) and senior leaders in terms of funding, to make sure they understand the work that TJJD staff put into the Legislative Appropriations Request (LAR). Mr. Griffiths would like his staff to look at the LAR and bring it back for the Board's review in November. Viveca Martinez, with the Governor's Office of Budget Planning and Policy, is the new liaison for TJJD. She was not able to be present at the Board meeting.

The Justice Center of the Council of State Governments wants to do a research study on the juvenile justice system since 2007, to look at Texas because there has been a significant reduction in state commitments, and they want to highlight that. They also want to compare county-operated programs with the state programs. Outside funding is sought but not yet secured.

The Phoenix program is going well. There are 12 youth currently in the program, with one pending referral to the program based on assessments. Two youth graduated from the program last week. Mr. Griffiths shared that both youth did not return to the referring facility; one of the youth said that they would like a fresh start and requested to be sent to a different facility, and the other youth was from Central Texas and was accommodated to be closer to his family.

Continued safety and security upgrades will be a focus. Mr. Kimbrough has transitioned to Homeland Security and the Department of Public Safety. Mr. Griffiths expressed his appreciation for Mr. Kimbrough's work for the Agency. Mr. Griffiths mentioned programs within the Education Department have passed all performance measures for two consecutive quarters.

Mr. Griffiths will be creating a master plan to outline specific goals and time frames, which will begin when the senior staff positions are filled. This will include benchmarks for accountability. The goal is to empower people to do their jobs but hold them accountable to results. Mr. Griffiths also discussed the notion of TJJD as a system and a partnership between the counties and the state.

Independent Ombudsman Comments

Ms. Debbie Unruh, Independent Ombudsman, stated that the Ombudsman office did not have any comments, and officially welcomed Mr. Griffiths.

Report from the Inspector General

Chief Inspector General Cris Love presented a dashboard to give an indication of OIG's activities during a particular time frame. The FY 2012 fourth quarter reports and annual reports associated with the OIG are now posted and online at the agency's internet site. Beginning October 1, the Field Investigative staff will be in full force in the field. The last investigator position was filled and that individual will begin work on October 1. There is one vacancy in the Incident Reporting Center (IRC). The OIG will be posting that position soon.

During FY 2012, there were approximately 930 calls or reports to the IRC per month, with a total of 11,154. By comparison, in FY 2011 there were approximately 897 per month. There were 730 referrals in FY 2011; in FY 2012 there were 993 referrals for criminal investigations. Numbers include apprehensions by OIG apprehension specialists only. During FY 2011, there were 970 criminal investigations; this is approximately 9% of those reports to the IRC. During FY 2012, there were 1160 criminal investigations opened; approximately 10.4% of total reports to the IRC.

In FY 2011, 364 criminal investigations were submitted to prosecution; in FY 2012, there was a slight decrease with a total of 322 total cases submitted to prosecution. At the end of August 31, 2011, there were 100 active directives to apprehend, and on August 31, 2012 there were 68 active directives to apprehend. In FY 2011 there were 190 apprehensions, and in FY 2012, 114.

Inspector General Love referenced traditional case analysis timeline charts provided by the OIG. The first criminal investigation closed case analysis is a measure of the investigator from the date the investigation is opened and assigned. The second is from the date the investigation is reported and is an

overall measurement of the OIG's reporting and approval process. The third deals with cases that are pending prosecution.

Report from the Advisory Council

Doug Vance, Chief of Brazos County and Vice Chair of the Advisory Council, expressed apologies on behalf of Advisory Council Chairman Estela Medina, who could not be present for this meeting, and welcomed Mr. Griffiths. Mr. Vance referenced a document that summarized the recent Advisory Council activities. The Advisory Council met two times in July. Most recently the Council's work has been focused on advising TJJJ with regards to the LAR.

The Council has also been working on standards revisions for the Compliance Resource Manual (CRM), specifically the commentary section of the CRM. The CRM contains the standards for facilities as well as commentary on the material. It is 619 pages. The goal of the subcommittee was to look at the CRM, keep the standards intact, and review the commentary to see what is essential and what is not in that section. Within the commentary section of the CRM, the Council identified rules that should have been included in the standards in the beginning, some important definitions that also should have been in the standards, as well as some important exemptions to the standards. These were extracted into a different document.

Mr. Vance highlighted the hard work of subcommittee members; in addition to these members, different areas of the state were invited to assist in this project, including Chief Associations and a variety of juvenile justice organizations. Mr. Vance also acknowledged Scott Freedman and his staff at TJJJ as well as Jay Kimbrough and the TJJJ Board, and thanked them for their help. This is very important work; when one prepares for an audit, the standards need to be followed along with the 500 pages or so of commentary after the standards, and this makes it difficult to prepare for an audit. This work has taken out nonessential material and kept all the essential material and included it in the standards themselves to make the document more specific and easier to follow.

Additionally there were four recommendations on the audit process itself that would make it more feasible and efficient for TJJJ auditors. The first is the elimination of annual policy and procedure

review; is this necessary if there have been no changes from one year to the next? The second is elimination of annual measurement of facility spaces; is this necessary if there has been no construction from one year to the next. The third is regarding room checks; room checks are supposed to be conducted at random intervals not to exceed fifteen minutes; however, the term “random” is not defined by the manual. The recommendation was that when audits are done and random patterns are determined, then people shouldn’t be written up for noncompliance with a pattern unless it’s something that’s very obvious. The last recommendation pertained to substantial compliance on room checks. There are hundreds of thousands of checks done in each facility every year, and it’s unreasonable to never miss one by a minute. The standards shouldn’t be altered, but if a small 2% of the sample is missed, the recommendation is to cite it but not to count points off on the score. This is a fair way to do it without diminishing the expectation of meeting the standard. The next project of the standard subcommittee will be to look at revising standards as well as nonsecure standards.

The next Advisory Council meeting will be on Tuesday, October 2nd at TJJD headquarters. Some Advisory Council members will be presenting at the upcoming Texas Juvenile Detention Association on October 17th in Waco.

A question was asked regarding the process that follows the above recommendations. The response was that there are still a few standards that need to be discussed with the Advisory Council and ultimately they’ll come to Mr. Griffiths for a final decision. The Agency understands that the CRM is technical advice for the monitors to define what the standards mean, and therefore for the most part fully supports the recommendations of the committee.

Ms. MaryLou Mendoza asked a question regarding recommendation of the elimination of annual policy reviews and whether there would be a benchmark for how often they would be reviewed. The response was that once the department has audited a policy procedure manual and has found it to be 100% compliant, unless new policies have been added or new standards have been created, it doesn’t need to be reviewed again. The department Chiefs would probably certify in writing. Further discussion ensued regarding clarification of the details of this recommendation.

Programs Committee Report

Dr. Rene Olvera, Chairman of the Programs Committee, reported all members were present at the recent Programs Committee meeting. The meeting aimed to cover the breadth of most of the programming. There is a lot being done in these areas.

Youth populations are being concentrated; numbers have gone from 3000 to 1100. But the needs of these youth have gone up. Back when there were 3000 youth, roughly 40% needed mental health services; now it's 78%. Youth have mental health needs, special education needs, and 89% of them have substance abuse needs. Despite the fact that the youth have higher needs and the last five years have seen a lot of restructuring and turnover, the rates of expected rearrests and recidivism on every measure are lower than expected. So there are positive outcomes on all of the special treatment programs.

In terms of medical services, Dr. Parikh has done a great job of utilizing existing services. He has demonstrated how best to utilize our partnership with UTMB. By utilizing consultants at UTHSCSA, he's been able to give good medical services across emergency services, psychiatric services, general medical health, et cetera, and also been able to keep costs lower. Ms. Amy Lopez in Education Services is meeting or exceeding expectations. There is a general sense of optimism in these departments.

Many issues have been identified. Because these youth have generally higher needs, medical costs are largely being driven by behaviors such as cutting and assault that are related to the mental and behavioral health needs of the youth. Even though things are looking better overall, there is still a lot of work to be done. There is a need for constant reassessment and a willingness to make changes. There will be a need to look at behavioral health interventions; there is more that can be done. Much of the material presented was also presented at the annual review and is also available on the website.

Judge Brieden commented that as needs are reviewed there has historically been a lack of empirical data on which to base decisions, and that what impressed him was that everyone has been doing a very good job at trying to collect and analyze data so that decisions can be data driven. Judge Brieden also commented on the excellent job that Amy Lopez has done with education to meet standards that have never all been met before, precisely because they started using data driven decisions.

TJJD Board Governance Manual Update

General Counsel Brett Bray requested that the Board approve the deletion of the subheading “Department Mission” from the Board Governance Manual. This request resulted from a discovery during Karin Hill’s audit of the Board Governance Manual. This subheading is not necessary and is misleading, as the language that follows is not the department mission but rather the statutory direction to have a department mission. Ms. Weiss moved to approve this change. Mr. Smith seconded. The motion passed unanimously.

IT General Controls Audit

Ms. Karin Hill, Chief Internal Auditor, reported the IT General Controls Audit was included in the FY 2012 amended audit plan. The objective was to determine if IT general controls are in place for the Agency. The audit focused on controls associated with security management, change management, data management, and computer data center operations. The results identified that the Agency can strengthen activities to ensure effective IT general controls are utilized and remain in place.

The Agency has a strong IT governance process. IT governance is the process used to ensure the Information Resources Department is working on projects that are aligned with the Agency’s strategies. The current process has been published on the intranet to include flow charts for illustration and step-by-step instructions. Observation of the process and completed documentation identified that while the Agency has solid controls in place over project development and change management, the probation function and its associated applications has not been brought into this process. This is necessary to continue developing the cohesiveness of the information resources function and to ensure consistent practices Agency wide.

The Agency also needs to improve oversight of non-Agency data center service operations. Areas include the incident management system and data back-up, storage, and recovery. Other observations of processes and controls that could be enhanced include ensuring all applications are defined with business owners, strengthening user access controls by ensuring logon removal is timely, discontinuing the use of generic user accounts, improving the process to identify and disable inactive accounts, and improving controls over non-DCS servers. The results of this audit have been reviewed with management; management concurs with the results and has provided responses to the recommendations. Ms. King moved to approve the audit as presented. Ms. Parker seconded. The motion passed unanimously.

Financial Controls Audit

Ms. Hill reported this audit was also included on the FY 2012 amended audit plan. The objective was to determine if financial controls are in place. The audit included evaluating the control environment, specifically focusing on the segregation of duties, signatory authority, access to data and systems, compensating controls, and comparison to best practices in standard internal control models.

The scope of this audit was January through July 2012. Results of this audit identified that financial controls are in place over Agency processes. Some examples of these are that the budget process is participatory and expenditures in the status of the budget are reviewed on a monthly basis with management to allow for adjustments if necessary. The Agency has also implemented reconciliation processes to ensure the Uniform Statewide Accounting System (USAS) and the Agency's general accounting system match with additional activities as necessary.

Additionally, supervisory review has been built into the payment process to ensure duplicate payments are not made and to monitor the timeliness of voucher processing and payments. Regarding fixed assets, in addition to the annual inventory, monthly spot checks are conducted Agency-wide and submitted to the inventory specialists of the central office. Review of documentation and discussion with staff determined that segregations of duties are adequate for payroll transactions, cash and check handling responsibilities, and purchasing activities. The Agency's accounting manual codifies the process for obtaining and maintaining signature approval and certification authority, and review of documentation in comparison to the Comptroller's records determined these to be accurate and appropriate.

Strong access controls, to ensure confidential data is restricted to authorized personnel, have been implemented. A standard process is in place to gain access to the financial systems. Additionally, a limited number of staff has authority to approve expenditures, and none of them have data entry capabilities.

One area where Internal Audit is recommending strengthening controls relates to competitive bids in Historically Underutilized Businesses (HUB). While the Agency's procurement manual provides policies and procedures for this area, and the Director of Contracts and Procurement has a process for tabulating and reviewing this information, he does not report it to Executive Management. Periodic review by Executive Management would increase visibility and facilitate accountability, consistency, and

compliance. Internal Audit has reviewed the results of this audit with management; management concurs with the results, and has provided a response to the recommendations.

Chairman Fisher asked how the issue on HUB goals coincides with the Comptroller's report from a few years ago. Ms. Hill responded that overall the Comptroller's report was much more detailed and focused on the actual HUB activity. The audit's recommendation is in regards to wanting the controls strengthened to ensure that reporting is consistent. Bill Monroe, Senior Director for Finance and Technology currently oversees Contract Management.

Ms. Hill commented that the Director of Contracts and Procurement had recently returned to the Agency, and should be getting these controls in place. The Management Audit Committee has discussed how they do not have any concerns about this and that this is an area where the Agency has put a lot of emphasis that the committee believes will continue.

Judge Brieden asked about the fact that reports on this have been going to the Comptrollers' Office, just not to the Executive Office. Ms. Hill responded that the HUB audit discovered that there were some issues about what activities were being done versus what was supposed to happen, and it's just a matter of closing the loop and making Executive Management more familiar and aware of the HUB progress. Further discussion ensued regarding HUB progress. Ms. King moved to approve this audit. Ms. Weiss seconded. The motion passed unanimously.

Internal Audit Charter

Ms. Hill reported the Institute of Internal Auditors (IIA) Standards for the Professional Practices of Internal Auditing requires the Internal Audit Department to develop a charter which defines the department's purpose, authority, and responsibility, and further requires that this charter be approved by the Board.

Ms. Hill has established the practice of reviewing and regaining Board approval for this charter on an annual basis. The peer review that Ms. Hill briefed the Board on last month brought up the issue that the charter did not have a specific reference to the definition and mandatory nature of internal auditing that was included in the IIA standards.

The charter presented addresses that issue. Ms. Hill requested approval for this charter from the Board. Ms. Hill referenced documentation detailing the Internal Audit Department's authority and responsibility as well as identifying the standards by which the department conducts its work. Additionally it includes the definition of internal audit and discusses the independence and objectivity of the internal audit department. Once approved, this document is posted on the Agency's intranet, which is accessible to all Agency staff. Judge Brieden moved to approve the charter. Mr. Smith seconded. The motion passed unanimously.

Annual Internal Audit Report

Ms. Hill reported the Annual Internal Audit Report is a requirement of the Texas Internal Auditing Act and is to be completed in accordance with instructions provided by the State Auditor's Office (SAO) and submitted by November 1 of each year. This year the SAO significantly reduced the requirements of this report and it has been adjusted accordingly.

The Annual Report essentially summarizes the Internal Audit Department's activities for FY 2012 and includes the completion of the 2012 audit plan, the non-audit services provided to management, the 2013 audit plan approved on August 24, 2012, and the high risk areas and their coverage. The report also summarizes contracted audit services and notes that fraud cases are reported to the OIG.

Asked whether there are any active fraud cases currently, Inspector General Love confirmed that there are fraud cases currently under investigation. Ms. Hill stated that because there is an Inspector General's Office, the internal audit department assists the OIG as needed in these cases. When agencies do not have an OIG, the internal audit department is more involved in those investigations. Inspector General Love stated that on a quarterly basis the OIG provides to the special investigation unit of the state auditor's office the number of investigations being conducted by the OIG and also provides them with a brief synopsis of the investigation. Ms. Mendoza moved to approve the annual internal audit report. Judge Parker seconded. The motion passed unanimously.

Update on the Phoenix Program

Rebecca Thomas, Director of Integrated State-Operated Programs and Services, reported there were two graduations from the Phoenix Program this week. Currently 12 youth are assigned to Phoenix. Ms. Thomas provided a snapshot of the type of youth currently in the program. The ages of the youth range

from 15 to 18 years. All ethnicities are represented, and there are also a variety of home counties represented. Committing offenses vary from burglary to aggravated robbery and sexual offenses. Two youth are sentenced offenders, the rest have indeterminate sentences. Seven of the twelve have offenses that are considered moderate offense severity.

The following is a summary of the characteristics of youth admitted to the Phoenix program to date:

- Ages range from 15.7 to 18.3
- Two youth have determinate sentences
- Over half have committing offenses considered moderate in severity
- Reading grade levels range from 1st grade to 10th grade
- Math grade levels range from 2nd grade to 12th grade
- 50% of youth are identified as youth with special education needs
- 75% of youth are enrolled in a specialized reading program
- Only 1 youth had his GED and none have a high school diploma
- 75% are identified with a high or moderate need for alcohol or other drug treatment
- 2 are identified with sexual offending treatment needs
- All youth had aggression control issues
- Eleven had prior placements on the Redirect Program

The focus on anger control continues with working the anger control cycle of aggression replacement training and building social skills. This week was a good week; there were four security referrals. Two involved the same youth for inappropriate sexual behavior and indecent exposure. There was one serious incident. Some youth were promoted in level and some were demoted. Visitation occurred. A grandmother bought a ticket and ate lunch on the unit with her grandchild. Last week there was an incentive program where the staff cooked food and the youth did poetry readings. This week the privilege lounge was opened and four youth qualified to watch a movie in the privilege lounge.

There is a new staff training beginning the week of October 14, with about 10 new staff to be trained on the unit. The internal audit process also began with Internal Audit to audit policy compliance.

Judge Brieden asked how many incoming youth were gang members. Ms. Thomas did not have those statistics with her but anecdotally stated that all of them are. It is a contributing factor for the youth entering Phoenix.

Update on Administrative Investigations in State Facilities and Community Based Programs and Facilities for FY 2012

Kevin DuBose, Director of the Administrative Investigations Division (AID), referenced a dashboard provided to the Board which gave a snapshot of the most important numbers from the AID. With all the reporting mechanisms that exist for locally operated departments and facilities, the AID has received 2612 total reports for FY 2012. These numbers are final numbers for FY 2012. Of these 2612, 375 were classified as allegations of abuse, neglect, and exploitation (ANE), 893 were classified as grievances, and 706 were classified as serious incidents. Of these 2612 total reports received, 1053 were received from the Incident Reporting Center (IRC) operated by the Office of the Inspector General (OIG).

The majority of the 375 allegations of abuse, neglect and exploitation originated from county operated pre-adjudication facilities; 120 originated from secure placement facilities. Regarding the type of allegations received; of those 375, 138 were classified as allegations of physical abuse from physical restraint, and 88 were classified as physical abuse not involving restraint. These are always the most frequently reported types of allegations.

There were 706 serious incidents reported; 463 of these were reported from pre-adjudication facilities, and 207 reported from secure placement. In terms of incident types, 406 of the serious incidents received were attempted suicides. The higher numbers in pre-adjudication facilities reflect the fact that there are more pre-adjudication facilities than there are post-adjudication facilities.

Comparing FY 2012 and FY 2011, in FY 2011 there were 438 allegations as opposed to 375 for FY 2012, representing a 14% decrease. There is a slight decrease in the number of serious incidents; however, there is a slight increase in the total number of reports received. There were 2315 in FY 2011.

Ms. Mendoza asked whether attempted suicides automatically go through a psychological evaluation. Mr. DuBose responded that the youth have to be assessed when an attempted suicide is discovered. Mr. Griffiths affirmed this.

Mr. DuBose commented that the County Investigations unit completed a training initiative that started in November of 2011. The unit went out into local departments, programs and facilities and conducted abuse, neglect and exploitation training in basic recognition and reporting. Internal investigation

training was also conducted. During that time, training was provided to 1273 juvenile justice professionals employed in local juvenile jurisdictions. Over 150 ANE basic training hours as well as 42 internal investigation training hours were provided. The benefits to an investigator conducting the trainings is that it puts faces with names and demystifies the investigation process as well as gives local practitioners insight into what investigators do, the types of things they look for, and the trends they receive. This also provides training at a minimal cost. Twenty-one different counties were visited, but those counties were able to invite other surrounding jurisdictions. This was a very organized effort, and Mr. DuBose stated he believed it was worth the time spent on it.

A question was asked about what type of feedback Mr. DuBose received from staff that received this training. Mr. DuBose did not have any reviews with him, but he stated that he received numerous emails and phone calls from local practitioners stating that they were very pleased with the training and pleased with the investigators who provided the training in terms of their professionalism and willingness to engage with difficult issues.

Ms. Weiss asked over what period of time the training was provided. Mr. DuBose responded that when it was conceptualized, the thought was that it would go throughout the course of the fiscal year, but it didn't start until November of FY 2012. From that point training proceeded, and there are some training still scheduled for the future.

Mr. DuBose directed the Board's attention to the data gathered for the state investigations unit. The numbers were broken down by secure facility, halfway house, and contract care and parole regions. A total of 1207 administrative investigations were received from all of these entities combined. These are not only allegations of abuse and neglect; they also include policy violations, and the majority of this number involves these policy violations. For FY 2012 state investigators closed 1703 administrative investigations; this number includes backlog. The number also represents suspects, and there can be multiple suspects in a single case. There was a slight decrease in the total number opened and a decrease in the number closed. Mr. DuBose stated that it was his objective to close that gap in the coming months. Steps have been taken in order to expedite the closure process in terms of expediting the review process of each investigative report received. There has been some closure in that gap; it will be reflected in the coming Board meetings.

Ms. Mendoza asked for clarification on what constitutes a closure. Mr. DuBose said a closure represents a case that has been completed by the investigator and that has been reviewed by the supervisor. Mr.

DuBose and Deputy Director Lesly Jacobs review all investigative reports. Once this review is complete the case is sent back for closure. It then depends on what the disposition is. If there is an affirmative finding there may be an appeal. If it's not an affirmative finding, this is essentially the end of the process. The local authority can still administer whatever action they see fit, but in terms of investigation the case is closed.

Authorization to Approve Agency Vouchers

Bill Monroe, Senior Director of Finance and Technology presented this item to authorize the Executive Director to approve payments of expenses; both payroll and other expenses. The Comptroller requires that the Board authorize the Executive Director by resolution to approve expenditures. This includes approval via electronic method. Ms. King moved to approve authorization for Mr. Griffiths to approve agency vouchers. Mr. Smith seconded. The motion passed unanimously.

Acknowledgement of Gifts

Mr. Monroe reported that this item is required under general rules. When a gift is received the Board must officially accept it. A firm named Mercury One purchased and donated a number of supplies and repairs to a greenhouse at McFadden Ranch. The total value is \$4,043, and will be used for these repairs. Mr. Monroe asked the Board to accept the gift. Mr. Smith moved to acknowledge the gift. Mr. Brieden seconded. The motion passed unanimously.

Closed Session – Executive Session

Chairman Fisher concluded the open session and the Board met in Executive Session.

Reconvene in Open Session – Discussion and Possible Action Regarding Matters Deliberated in Closed Executive Session

No further discussion was held in open session.

Adjourn

The meeting was adjourned at 11:45 a.m.