

BOARD MEETINGS

OCTOBER 24-25, 2019

Austin, Texas



TEXAS
JUVENILE  JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Board Meeting

11209 Metric Boulevard, Building H, Ste. A
Lone Star Conference Room
Austin, TX 78758
Friday, October 25, 2019 – 9:00 a.m.

1. Call to order
Chairman Wes Ritchey
2. Prayer
Douglas Brodie, Family & Community Development Specialist
3. Pledge
Chairman Wes Ritchey
4. Discussion, consideration, and possible approval regarding excused absences (Action)
Chairman Wes Ritchey
5. Discussion, consideration, and possible approval regarding the August 9, 2019 Board meeting minutes (Action)
Chairman Wes Ritchey / Page 15
6. Discussion, consideration, and possible approval regarding the August 30, 2019 Board meeting minutes (Action)
Chairman Wes Ritchey / Page 27
7. Report from the chairman
Chairman Wes Ritchey
8. Public comments
Chairman Wes Ritchey
9. Report from the executive director
Camille Cain
10. Van Zandt County presentation on Post-Adjudication Program and implementation of a trauma informed approach
Robert (Bobby) Colacino, Chief Juvenile Probation Officer
11. Report from The Advisory Council on Juvenile Services
Ed Cockrell, Advisory Council Chair / Page 31

12. Discussion, consideration, and possible approval to publish proposed revisions to 37 TAC §343.610, relating to Classification Plan--Segregation, in the *Texas Register* for a 30-day public comment period and possible conditional approval to adopt the final rule (Action)
Sean Grove / Page 37
13. Report from the chief inspector general
Forrest Mitchell / Page 41
14. Report from the Trust Committee
Jimmy Smith
15. Discussion, consideration, and possible approval of an archeological field school being conducted at the Priddy Cabin on Parrie Haynes Ranch (Action)
Christina Garcia / Page 61
16. Report from the Finance and Audit Committee
Chief Scott Matthew
17. Acknowledgment of gifts (Action)
Emily Anderson / Page 73
18. Risk Assessment and FY 2020 Audit Plan (Action)
Eleazar Garcia / Page 75
19. FY 2019 Internal Audit Annual Report (Action)
Eleazar Garcia / Page 85
20. FY 2020 Internal Audit Charter (Action)
Eleazar Garcia / Page 107
21. Discussion, consideration, and possible approval regarding contract extension requiring board approval pursuant to GAP.385.1101 (Action)
Christina Garcia / Page 113
22. Discussion, consideration, and possible approval regarding new contract(s) requiring board approval pursuant to GAP.385.1101 (Action)
Christina Garcia / Page 117
23. Report from the Programs Committee
Chief Edeska Barnes
24. Report from the Safety and Security Committee
Judge Lisa Jarrett
25. Discussion, consideration, and possible approval of revisions to General Administrative Policy 05.03, relating to OIG Mission, Authority, and Responsibilities (Action)
Forrest Mitchell / Page 121

26. Discussion, consideration, and possible approval regarding the discipline of certified officers- Agreed Orders (Action) ***Kaci Singer / Page 137***

- a. Faustino Delao, Certification No. 30937, 19-30937-190177 (Atascosa)
- b. Ja'mond Richardson, Certification No. 33029, 19-33029-190008 (Dallas)
- c. Mark Martinez, Certification No. 29913, 19-29913-190076 (Harris)
- d. Kenneth Rawls, Certification No. 32651, 20-32651-190201 (Harris)
- e. Michael Winzer, Certification No. 31001, 19-31001-190005 (Harris)
- f. Bradley Ware, Certification No. 28957, 19-28957-190062 (Milam)
- g. Christian Perez, Certification No. 24361, 19-24361-190262 (Williamson)

27. Discussion, consideration, and possible approval regarding the discipline of certified officers- Default Orders (Action) ***Kaci Singer / Page 163***

- a. Raymond Almendarez II, Certification No. 33079, 20-33079-190203 (Bexar)
- b. Jason Alvarado, Certification No. 33702, 20-33702-190203 (Bexar)
- c. Toy Smith, Certification No. 32815, 20-32815 (Bexar)
- d. Maximo Deleon, Certification No. 30376, 19-30376-190163 (Brazos)
- e. Lorenzo Flores, Certification No. 31234, 19-31234-190226 (Brown)
- f. Deon Lewis, Certification No. 27924, 19-27924-190152 (Dallas)
- g. Jordan Brazell, Certification No. 31708, 20-31708-190225 (Harris)
- h. Jimmy Williams, Jr., Certification No. 23666, 19-23666-190135 (Harris)
- i. Angel Fitts, Certification No. 34118, 19-34118-190198 (Nueces)
- j. Daniela Narvaez, Certification No. 33419, 20-33419-190106 (Nueces)

28. Closed Session – Executive Session

Chairman Wes Ritchey

- a. Government Code §551.071 Consultation with attorney regarding litigation (see footnote)
- b. Government Code §551.072 Deliberation regarding real property (John C. Wende and Parrie Haynes trusts)
- c. Government Code §551.074 Discussion regarding personnel matters

29. Reconvene in Open Session

Chairman Wes Ritchey

30. Adjourn

Chairman Wes Ritchey

- The Texas Juvenile Justice Board reserves the right to limit the time and scope of public comments as deemed appropriate by the Board.
- The Texas Juvenile Justice Board reserves the right to take formal Board action on any posted agenda item if necessary.
- Items may not necessarily be considered in the order in which they appear on the agenda.
- The Texas Juvenile Justice Board may go into closed session with respect to any item as authorized by the Texas Open Meetings Act, as codified in Texas Government Code Section 551.071.
- If ADA accommodations are needed, please contact Jeannette Cantu at 512.490.7004 or Jeannette.Cantu@tjjd.texas.gov
- The Texas Juvenile Justice Board reserves the right to broadcast its meeting live.



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Trust Committee Meeting
11209 Metric Boulevard, Building H, Ste. A
Lone Star Conference Room
Austin, TX 78758
Thursday, October 24, 2019 – 10:00 a.m.

Trust Committee: Jimmy Smith – Chair, James Castro, Ann Lattimore, Allison Palmer, Mona Lisa Chambers

1. Call to order
Jimmy Smith
2. Discussion, consideration, and possible approval regarding excused absences (Action)
Jimmy Smith
3. Discussion, consideration, and possible approval regarding the August 8, 2019, meeting minutes (Action)
Jimmy Smith / Page 215
4. John C. Wende and Parrie Haynes Trust Educational Assistance Expenditure Details for FY 2018 and FY 2019
Christina Garcia / Page 219
5. Discussion, consideration, and possible approval of an archeological field school being conducted at the Priddy Cabin on Parrie Haynes Ranch (Action)
Christina Garcia / Page 61
6. Update on the John C. Wende and Parrie Haynes trust activities
Christina Garcia
 - Presentation by the Compatible Lands Foundation
7. Adjourn
Jimmy Smith

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TEXAS
JUVENILE JUSTICE
DEPARTMENT

Finance and Audit Committee Meeting
11209 Metric Boulevard, Building H, Ste. A
Lone Star Conference Room
Austin, TX 78758
Thursday, October 24, 2019 – 11:00 a.m.

Finance & Audit Committee: Scott Matthew – Chair, Vincent Morales, Jr., Stephanie Moreno, Wes Ritchey, Melissa Martin

1. Call to order
Chief Scott Matthew
2. Discussion, consideration, and possible approval regarding excused absences (Action)
Chief Scott Matthew
3. Discussion, consideration, and possible approval regarding the August 8, 2019, meeting minutes (Action)
Chief Scott Matthew / Page 225
4. Updates from the chief information officer
Virginia Miller / Page 231
5. Updates from the chief financial officer
Emily Anderson / Page 237
6. Acknowledgement of gifts (Action)
Emily Anderson / Page 73
7. Risk Assessment and FY 2020 Audit Plan (Action)
Eleazar Garcia / Page 75
8. FY 2019 Internal Audit Annual Report (Action)
Eleazar Garcia / Page 85
9. FY 2020 Internal Audit Charter (Action)
Eleazar Garcia / Page 107
10. FY 2019 Internal Audit Quality Assurance Improvement Program Report
Eleazar Garcia / Page 255
11. Discussion, consideration, and possible approval regarding contract extension requiring board approval pursuant to GAP.385.1101 (Action)
Christina Garcia / Page 113

12. Discussion, consideration, and possible approval regarding new contract(s) requiring board approval pursuant to GAP.385.1101 (Action)

Christina Garcia / Page 117

13. Discussion regarding care and treatment of TJJD female youth at Upbring Krause Children's Center

Christina Garcia

14. Adjourn

Chief Scott Matthew

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TEXAS
JUVENILE JUSTICE
DEPARTMENT

Programs Committee Meeting

11209 Metric Boulevard, Building H, Ste. A
Lone Star Conference Room
Austin, TX 78758
Thursday, October 24, 2019 – 1:30 p.m.

Programs Committee: Edeska Barnes – Chair, James Castro, Pama Hencerling, Jimmy Smith, Melissa Martin, Mona Lisa Chambers

1. Call to order
Chief Edeska Barnes
2. Discussion, consideration, and possible approval regarding excused absences (Action)
Chief Edeska Barnes
3. Discussion, consideration, and possible approval regarding the August 8, 2019, meeting minutes (Action)
Chief Edeska Barnes / Page 265
4. Updates from the deputy executive director for probation services
Lou Serrano / Page 277
5. Updates from the deputy executive director for state services
Shandra Carter / Page 283
 - Halfway Houses Opportunities presentation
Jennifer Jones / Page 285
 - Trauma-Informed Activities and Environments presentation
Elaine Windberg / Page 307
6. Adjourn
Chief Edeska Barnes

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TEXAS
JUVENILE JUSTICE
DEPARTMENT

Safety and Security Committee Meeting
11209 Metric Boulevard, Building H, Ste. A
Lone Star Conference Room
Austin, TX 78758
Thursday, October 24, 2019 – 3:00 p.m.

Safety & Security Committee: Lisa Jarrett – Chair, James Castro, Scott Matthew, Stephanie Moreno, Allison Palmer, Pama Hencering

1. Call to order
Judge Lisa Jarrett
2. Discussion, consideration, and possible approval regarding excused absences (Action)
Judge Lisa Jarrett
3. Discussion, consideration, and possible approval regarding the August 8, 2019, meeting minutes (Action)
Judge Lisa Jarrett / Page 331
4. Updates from the chief inspector general
Forrest Mitchell / Page 41
6. Discussion, consideration, and possible approval to publish proposed revisions to 37 TAC §343.610, relating to Classification Plan--Segregation, in the *Texas Register* for a 30-day public comment period and possible conditional approval to adopt the final rule (Action)
Sean Grove / Page 37
7. Discussion, consideration, and possible approval of revisions to General Administrative Policy 05.03, relating to OIG Mission, Authority, and Responsibilities (Action)
Forrest Mitchell / Page 121
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Kaci Singer / Page 137
 - a. Faustino Delao, Certification No. 30937, 19-30937-190177 (Atascosa)
 - b. Ja'mond Richardson, Certification No. 33029, 19-33029-190008 (Dallas)
 - c. Mark Martinez, Certification No. 29913, 19-29913-190076 (Harris)
 - d. Kenneth Rawls, Certification No. 32651, 20-32651-190201 (Harris)
 - e. Michael Winzer, Certification No. 31001, 19-31001-190005 (Harris)
 - f. Bradley Ware, Certification No. 28957, 19-28957-190062 (Milam)

g. Christian Perez, Certification No. 24361, 19-24361-190262 (Williamson)

5. Discussion, consideration, and possible approval regarding the discipline of certified officers- Default Orders (Action)

Kaci Singer / Page 163

a. Raymond Almendarez II, Certification No. 33079, 20-33079-190203 (Bexar)

b. Jason Alvarado, Certification No. 33702, 20-33702-190203 (Bexar)

c. Toy Smith, Certification No. 32815, 20-32815 (Bexar)

d. Maximo Deleon, Certification No. 30376, 19-30376-190163 (Brazos)

e. Lorenzo Flores, Certification No. 31234, 19-31234-190226 (Brown)

f. Deon Lewis, Certification No. 27924, 19-27924-190152 (Dallas)

g. Jordan Brazell, Certification No. 31708, 20-31708-190225 (Harris)

h. Jimmy Williams, Jr., Certification No. 23666, 19-23666-190135 (Harris)

i. Angel Fitts, Certification No. 34118, 19-34118-190198 (Nueces)

j. Daniela Narvaez, Certification No. 33419, 20-33419-190106 (Nueces)

6. Adjourn

Judge Lisa Jarrett

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TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

Board Meeting

11209 Metric Boulevard, Building H, Ste. A

Lone Star Conference Room

Austin, TX 78758

Friday, August 09, 2019 – 9:00 a.m.

BOARD MEMBERS PRESENT:

Judge Wes Ritchey, Chairman

Judge Lisa Jarrett

Jimmy Smith

Chief Scott Matthew

Chief Pama Hencerling

James Castro

Ann Lattimore

Commissioner Vincent Morales, Jr.

Chief Edeska Barnes

Allison Palmer

Mona Lisa Chambers

Judge Stephanie Moreno

BOARD MEMBERS ABSENT:

Melissa Martin

EXECUTIVE LEADERSHIP STAFF PRESENT:

Camille Cain, Executive Director

Eleazar Garcia, Chief Internal Auditor

Seth Christensen, Chief of Staff

Mic Davis, Policy Advisor

Christian von Wupperfeld, General Counsel

Nathan Jackson, Chief of Operations

Sean Grove, Policy Advisor

Shandra Carter, Deputy Executive Director of

State Services

Emily Anderson, Chief Financial Officer

Other Guests Present

Terri Dollar	Chris Ellison	Stephanie Melot
Zachary Valdez	Susan Palacios	J.D. Robertson, OIO
Scott Friedman	Virginia Miller	Fred Meinke
Jenna Malsbary	Wallace Vernon, B&GC	Daniel Gaujardo
Kaci Singer	Ed Cockrell, Jeff Co.	Cory Burgess, Bell Co.
Amy Miller	Luther Taliaferro	Connie Simon
James Bateman	Todd Novak	Heather Duerr
Nydia Thomas	Christina Garcia	David Stander
Jim Elliott	Jeannette Cantu	

Call to order

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

Prayer

Becky Mata opened the meeting with a prayer.

Pledge

The Pledge of Allegiance and Pledge to the Texas Flag were recited.

Discussion, consideration and possible approval regarding excused absences

Chief Edeska Barnes moved to approve the absence of Melissa Martin. Jimmy Smith seconded. The motion passed.

Discussion, consideration, and possible approval regarding the March 15, 2019 Board meeting minutes

Chief Scott Matthew moved to approve the minutes. Chief Pama Hencerling seconded. The motion passed.

Report from the Chairman

Chairman Ritchey recognized Nydia Thomas as retiring from TJJJ at the end of the month. He thanked her for service to the agency and the probation departments. He also recognized the probation departments for keeping their commitments to TJJJ at an all-time low.

Public Comments

Wallace Vernon, from the Boys and Girls Club of Central Texas, spoke regarding the natural resources solicitation. Thomas Machala, former TJJJ employee, spoke regarding employee and campus safety.

Report from the Executive Director

Camille Cain, Executive Director, provided an update on the Texas Model implementation, stating we are on track to have over 80% of the dorms beginning the Texas Model implementation on September 1st. This is the starting line, not the finish line. As we look at coaching strength, our staffing strength is slightly over 80%. The Texas Model is fundamentally a correctional model. It is intended to help us help you correct behavior through appropriate responses to the level of behavior the kids are exhibiting. This is a cultural shift in the way we do business.

As we move into the next year, 2020, we have increased the coach's pay. For coaches, we will hire in at the coach III level. The base pay for new coaches will increase from \$31,512 to \$36,238, an increase of 15%. Additionally, each level increases with the top of the career ladder being increased to a new level to allow for greater upper mobility. This means that the top of the career ladder will be \$45,250. Additionally, our coaches will be able to advance to the next level than before. We've also added a Senior Coach level, starting at \$47,469. For our Case Managers, the entry level is going from \$30,901 to \$38,050, an increase of 23%. Case Managers are required to have a degree or 2 years of service. The career ladder will go to \$45,202, and we've also added a V level.

We will begin planning for the next legislative session. What we do know and what we are focusing on is smaller facilities. In November of 2018, we began to work on population reduction. The overall drop in violent incidents is 45%. When population decreases, staff are better equipped to respond in better ways. If we can accomplish these types of reductions in any facility we have, our outcomes stand to improve greatly, our ability to implement trauma-informed care improves dramatically, and our youth get the needs more often and are better able to focus on progress in the future.

Recently, I met with a group of 14 probation chiefs and we talked about the \$3 million dollars the legislature recently gave us. Overwhelming, we determined the need for these funds was for mental health.

Overall, our population yesterday was 728. We thank our probation chiefs for the reductions in commitment. We are also dramatically streamlining the processes in which we use to send kids home. As our population decreases, so have our halfway house population. In an effort to optimize our current operations, we've merged Cottrell Halfway House and Mc Fadden Ranch halfway house.

Discussion ensued between Camille Cain, Allison Palmer, and Scott Matthew regarding the Texas Model implementation.

Chairman Ritchey recognized Royce Myers as retiring at the end of the month. He thanked Royce for his service to the agency.

Report from the Advisory Council of Juvenile Services

Ed Cockrell, Advisory Council Chair, stated the Advisory Council last met on July 12, 2019. He discussed the items that were presented during that meeting. The next meeting is scheduled for September 6, 2019.

Report from the inspector general

Daniel Guajardo, Deputy Chief Inspector General, provided the board with an update on OIG operations, including data for the 3rd quarter FY 2019. He also discussed recent arrests made.

Report from the Executive Committee

Chairman Ritchey said that executive committee met briefly yesterday and discussed some employment matters that will be discussed in detail later in the agenda. No action was taken.

Report from the Trust Committee

Jimmy Smith, Chair of Trust Committee, stated all members were present at the meeting yesterday. There is one action item that the board will take up regarding the Trust budgets. They received an update from Christina Garcia on trust activities. In 2019 Educational assistance was provided in the amount of \$175,483 for 19 recipients. Since 2004, we have provided \$1,432,274 to 272 recipients. We are looking at other ways that we can provided additional monies to these trusts.

Discussion, consideration, and possible approval of the FY 2020 Trust Fund Budgets and Investment Strategy (Action)

Emily Anderson, Chief Financial Officer, presented the proposed FY 2020 Trust Fund Budgets and Investment Strategy. For FY 2020 the recommended budget for the John C. Wende Trust Fund is \$161,500 and the proposed FY 2020 budget for the Parrie Haynes Trust Fund is \$113,000. James Castro moved to approve the trust fund budgets. Judge Lisa Jarrett seconded. The motion passed.

Report from the Finance and Audit Committee

Chief Scott Matthew, Chair of the Finance and Audit Committee, said the committee met yesterday, Melissa Martin was not present. There were six action items that the committee voted to recommend approval by the full board.

Discussion, consideration, and possible approval of the agency's FY 2020 Operating Budget (Action)

Emily Anderson, Chief Financial Officer, referred the board to page 65. The total FY2020 operating budget is \$324.4 million, of which \$309.2 million is General Revenue. Although the overall budget decreased slightly, there is a \$5.6 million increase in general revenue funding. Appropriations for the probation grant programs are fully allocated. Excluding capital budget items, the proposed budget for state programs and facilities is basically the same as the current FY 2019 budget. This is the net impact of population-based reductions and increases in funding to support direct care staff salary increases and funding to support body worn cameras. Residential population expectations in the GAA (1,209) are above levels that appropriations can support, particularly for contract residential placements. Accordingly, resources are allocated based on an internal population target of 1,041 to align operations with available funding. Allocations for Parole Programs and Serviced did not see a change in FY 2020 as compared to FY 2019. Allocations for system-wide activities such as training and monitoring and inspections decreased in FY 2020 by \$1.35 million due to the movement of appropriated funds for administrative investigations to the OIG. Funding for indirect administration activities also decreased significantly from FY 2019. Over the 2019-2019 biennium, the executive team dedicated a great amount of time in identifying efficiencies in non-direct care activities and reallocated funding to support the programs and services for youth as part of the Texas Model implementation.

The proposed budget works within available funding to continue the mission of the agency, maintain maximized support of local probation departments, operate safe facilities with effective programs, and preserve excellent customer service. A resolution approving the proposed BY 2020 Operating Budget and granting authority to the Executive Director to make reasonable and necessary adjustments for the fulfillment of the mission of TJJD, the maintenance of a balanced budget, and the management of appropriations was presented.

Chairman Ritchey thanked everyone who worked on the budget. This has been a big project, a long time coming. Chief Matthew moved to approve the budget. Jimmy Smith seconded. The motion passed.

Discussion, consideration, and possible approval regarding acknowledgment of gifts (Action)

Emily Anderson stated that Fringe Sports donated eleven pairs of tennis shoes with an estimated value over \$500 for youth to participate in exercises as part of Trauma Based Relational Interventions (TBRI). This requires board acknowledgment. Judge Jarrett moved to acknowledge the gift. Commissioner Morales seconded. The motion passed.

Discussion, consideration, and possible approval to issue change orders for the HVAC replacement project at the McLennan County State Juvenile Correctional Facility (Action)

Steven Vargas, Director of Engineering and Construction, stated that policy required the board to approve all change orders for a construction contract with expected values exceeding \$150,000. TJJD was authorized by the board to award a contract to HCS, Inc. to replace HVAC equipment at the McLennan County facility at the January 2019 board meeting for \$4,842,595.00. So far we have approved a change order to the existing contract totaling \$139,760.25 however there are additional pending change orders that will exceed the \$150,000.00 threshold. These pending change orders will total an additional \$377,999.24: (a) \$104,854.80 to replace eighty exhaust fans, (b) to replace incompatible controls, (c) \$17,850 to reroute 15 water lines in 5 buildings. This project will be funded from capital project appropriations. The board's approval of this request will ensure full utilization of these funds for the appropriated purpose. Therefore the staff respectfully requests consideration and approval for the Executive Director and construction staff to award these change orders. Chief Matthew moved to approve the change orders. Commissioner Morales seconded. The motion passed.

Discussion, consideration, and possible approval regarding new contracts requiring board approval pursuant to GAP.385.1101 (Action)

Christina Garcia, Staff Attorney and Contracts Supervisor, stated staff is seeking approval for new contracts that exceed \$500,000.00. Ms. Garcia presented the proposed new contracts. TJJJ staff respectfully requests board consideration and approval of the proposed new contracts and approval of Executive Director to execute of same. Ms. Lattimore moved to approve the new contracts. Chief Pama Hencerling seconded. The motion passed.

Discussion, consideration, and possible approval regarding contract renewals requiring board approval pursuant to GAP.385.1101 (Action)

Christina Garcia stated policy requires TJJJ staff to present certain contracts to the board for approval, among those are any contract exceeded \$500,000.00. TJJJ staff is therefore requesting board approval of the contract renewals and an extension categorized on page 77 of the board materials, each with a total contract value exceeding \$500,000.00. Chief Matthew moved to approve the contract renewals and a contract extension. Judge Jarrett seconded. The motion passed.

Discussion, consideration, and possible approval regarding the Ethics Audit Report (Action)

Eleazar Garcia, Chief Auditor, presented the Ethics audit. The scope included a follow-up to the Ethics Audit Report 13-8; review of policies and procedures; review of relevant documentation; interviews with management and staff; an agency-wide employee survey; and visiting the five state operated secure facilities.

Strengths identified were as follows:

- The agency has established standards and procedures to prevent and detect unethical conduct.
- The agency takes reasonable steps to respond to unethical conduct.
- The agency uses reasonable efforts to avoid employing individuals with a history of ethical misconduct.
- Agency employees are generally compliant with ethics training courses.
- The governing board members are compliant with ethics training.

Controls could be strengthened to provide more effective practices.

- Performance of a periodic review of compliance with TJJJ’s Ethics Program would support the agency in its communication and enforcement of the program, including:
 - Compliance with providing copy of the Texas Government Code 572.051 Subchapter C. Standards of Conduct and Conflict of Interest Provisions.
 - Conducting reference checks with prior employers.
 - Improve communication and visibility of the Ethics Program.
 - Approvals for exempting parties and/or Division from training compliance, specifically, ethics.
 - Completing of Conflict of Interest (COI) statement certifications for all required parties.
 - Restricting access to agency data.
 - Improving agency’s maturity assessment rating from “Defined” to “Optimized”.

Management concurred with the findings. Ms. Lattimore moved to approve the audit. Mr. Castro seconded. The motion passed.

Report from the Programs Committee

Chief Edeska Barnes, Chair of the Programs Committee, stated Melissa Martin was absent from yesterday’s meeting. The committee heard from Lou Serrano gave updates on regionalization, grants, JJAEP, title IV-E and interstate compact. He encourage more departments participate in the title IV-E program. He gave additional information and an update on the Child Sex Trafficking tool, CSE-IT. Currently there are 137 counties using the tool. Ms. Ashley Kintzer provided information on why sometimes applications for regional diversion are not approved. The most common reason are lack of interventions or because the child has previously been placed in multiple treatment centers and have been displaced unsuccessfully. The committee also heard updates from Shandra Carter and Luther Taliaferro. Ms. Carter gave an update on TJJJ populations as well as staff percentages. Mr. Taliaferro and Mr. James Bateman gave an update on the Texas Model as it advances into the educational division.

Report from the Safety and Security Committee

Judge Lisa Jarrett, Chair of the Committee, stated Judge Stephanie Moreno was absent from yesterday’s meeting. You’ll hear from Sean Grove and Jenna Malsbary. The Ombudsman also presented at their committee.

Discussion, consideration, and possible approval to publish a proposed repeal of 37 TAC §343.610, relating to Classification Plan--Segregation, in the *Texas Register* for a 30-day public comment period and possible conditional approval to adopt the final repeal (Action)

This agenda item was withdrawn.

Discussion, consideration, and possible approval to publish revisions to 37 TAC §380.9955 (Staffing Requirements for Juvenile Correctional Officers) in the *Texas Register* for a 30-day public comment period and possible conditional approval to adopt the final rule (Action)

Sean Grove, Policy Advisor, referred the board to page 105. Changes you will see is changing the Juvenile Correctional Officer to Youth Development Coach; removed the definitions for “Extended period of time”, “station”, and “regular interval”; added that the executive director or designee ensures assignments are rotated such that youth development coaches do not supervise the same youth for an extended period of time; and removed the provision that defined when a wing or pod of a dormitory may be considered a station. Chief Pama Hencerling moved to approve the revisions. Chief Barnes seconded. The motion passed.

Discussion, consideration, and possible approval of revisions to General Administrative Policy 05.03, relating to OIG Mission, Authority, and Responsibilities (Action)

This agenda item was withdrawn.

Discussion, consideration, and possible approval regarding the discipline of certified officers- Agreed Orders (Action)

- a. **Nehru Kelly, Certification No. 31039, 19-31039-190181 (Dallas)**
- b. **David Scott, Certification No. 20025, 19-20025-190109 (Harris)**

Jenna Malsbary, Staff Attorney, presented the agreed orders on page 111. She asked that the board follow the recommendation of the Safety and Security committee. Ms. Palmer moved to approve the agreed orders. Chief Matthew seconded. Chief Edeska Barnes abstained. The motion passed.

Discussion, consideration, and possible approval regarding the discipline of certified officers- Default Orders (Action)

- a. Eugene Stearns, Certification No. 32488, 19-32488-190013 (Bell)
- b. Michael A. Leal, Certification No. 30592, 19-30592-190138 (Bexar)
- c. Cailey Laughard, Certification No. 33676, 19-33676-IG1921110 (Brown)
- d. Joe Smith, Certification No. 28933, 19-28933-190130 (Floyd)
- e. Amanda Guzman, Certification No. 29551, 19-29551-190115 (Garza)
- f. Matthew Sportini, Certification No. 33783, 19-33783-190126 (Harris)
- g. Miranda Jimenez, Certification No. 33968, 19-33968-190197 (Hays)
- h. Ashley Girard, Certification No. 28811, 19-28811-190065 (McLennan)
- i. James Arnes Castaneda, Certification No. 32152, 19-32152-190060 (Midland)
- j. Brenda De Santiago, Certification No. 33689, 19-33689-190060 (Midland)
- k. Jeanette Gonzalez, Certification No. 28571, 19-28571-190089 (Nueces)
- l. Joshua Munoz, Certification No. 32406, 19-32406-190089 (Nueces)
- m. Junior Flores, Certification No. 30795, 19-30795-190174 (Tarrant)

Ms. Malsbary asked that the board follow the recommendation of the Safety and Security Committee for these default orders.

Item B – Judge Moreno moved to approve the default order. Chief Matthew seconded. Judge Jarrett abstained. The motion passed.

Item F – Ms. Palmer moved to approve the default order. Judge Jarrett seconded. Ms. Chambers and Chief Barnes abstained. The motion passed.

Item I and J – Chief Matthew moved to approve the default orders. Chief Barnes seconded. Mr. Smith abstained. The motion passed.

Item A, C, D, E, G, H, K, L, M – Judge Moreno moved to approve the defaults orders. Ms. Lattimore seconded. The motion passed.

Chairman Ritchey recessed the open session for executive session.

Closed Session – Executive Session

- a. **Government Code §551.071 Consultation with attorney (see footnote)**

- b. Government Code §551.072 Deliberation regarding real property (John C. Wende and Parrie Haynes trusts)
- c. Government Code §551.074 Discussion regarding personnel matters

Reconvene in open session

Chairman Ritchey reconvened in open session.

Discussion, consideration, and possible approval regarding the proposed salary of the executive director (Action)

Chairman Ritchey announced the board discussed an increase in the executive director's salary to the statutory maximum. Chief Matthew moved to approve the salary increase. Mr. Smith seconded. The motion passed.

Chairman Ritchey announced the board also discussed litigation with PHI, Inc. Staff requested approval to give the executive director settlement authority to resolve the lawsuit for damage to PHI's helicopter for an amount of \$73,852.65. Judge Moreno moved to approve the settlement. Ms. Lattimore seconded. The motion passed.

Ms. Cain asked Seth Christensen, Chief of Staff, to come up and talk about the TrueCore incident in Brownwood. He said when the issue came to his attention, he worked closely the OIO, the OIG, and the monitoring and inspections division to work with TrueCore. The TrueCore team came in from Florida to meet with Seth to get an action plan in place and begin implementation. They took many actions to improve the facility. They implemented body worn cameras in their facility. They've added overhead cameras to dark zones in their facility. He commended them for taking the rights steps for protecting the kids in their system.

Adjourn

Chairman Ritchey adjourned the meeting at 11:30 a.m.



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

Board Meeting

11209 Metric Boulevard, Building H, Ste. A

Lone Star Conference Room

Austin, TX 78758

Friday, August 30, 2019 – 10:00 a.m.

BOARD MEMBERS PRESENT:

Melissa Martin

Judge Lisa Jarrett

Jimmy Smith

Chief Scott Matthew

James Castro

Ann Lattimore

Commissioner Vincent Morales, Jr.

Chief Edeska Barnes

Allison Palmer

Judge Stephanie Moreno

BOARD MEMBERS ABSENT:

Judge Wes Ritchey, Chairman

Chief Pama Hencerling

Mona Lisa Chambers

EXECUTIVE LEADERSHIP STAFF PRESENT:

Camille Cain, Executive Director

Eleazar Garcia, Chief Internal Auditor

Seth Christensen, Chief of Staff

Christian von Wupperfeld, General Counsel

Nathan Jackson, Chief of Operations

Sean Grove, Policy Advisor

Mic Davis, Policy Advisor

Other Guests Present

Dee Callum

Xavier Casares

Daniel Guajardo

Nora Oakman

Virginia Miller

Christina Garcia

Announcement

General Counsel, Christian von Wupperfeld, announced that there was not a quorum and the meeting was delayed until 1pm.

Call to order

Vice Chair, Judge Lisa Jarrett, called the meeting to order at 1:00pm.

Announcement

Judge Jarrett announced the retirement of Nora Oakman, Executive Assistant for Information Technologies. She stated that after 17 years, today was her last day and thanked her for all her service to the agency and board.

Prayer

Harriet Brodie opened the meeting with a prayer.

Announcement

Judge Jarrett announced that Seth Christensen, Chief of Staff, was leaving today as well for another agency. She thanked him for all his service to the agency and the board.

Pledge

The Pledge of Allegiance and Pledge to the Texas Flag were recited.

Announcement

Judge Jarrett announced that Seth Christensen, Chief of Staff, was leaving today as well for another agency. She thanked him for all his service to the agency and the board.

Discussion, consideration and possible approval regarding excused absences

Chief Matthew moved to approve the absence of Chairman Wes Ritchey, Mona Lisa Chambers and Chief Pama Hencerling. Commissioner Morales seconded. The motion passed.

Public Comments

There were no public comments

Discussion, consideration, and possible approval regarding the proposed new case management system

(Action)

Christina Garcia, Staff Attorney and Contracts Supervisor, thanked the board for being here on such short notice and just before a holiday weekend. The Texas Juvenile Justice Department (TJJD) staff advised the Board at the March 15, 2019, meeting that it was in the process of soliciting a new vendor for the operation and maintenance of TJJD’s Juvenile Case Management System (JCMS) to ultimately bring JCMS operation and maintenance “in-house” through the awarded contract. The Board then approved TJJD to enter into a contract to allow JCMS operation and maintenance to be provided by TJJD IT staff, for a not-to-exceed (NTE) amount of \$1.2 M. TJJD then awarded Allied Consultants, Inc., (Allied) the contract (CON0001004) effective July 8, 2019, to “migrate, operate, maintain, support, and enhance” the JCMS system to effectuate the above at a contract NTE of \$681,016.97.

At the same time, TJJD was in the process of soliciting a vendor for an integrated youth case management system (IYCMS). However, the procurement effort to acquire a commercial off-the-shelf (COTS) product for IYCMS only yielded one vendor that submitted costs that were unsustainable for the agency. Based upon the information learned during this unsuccessful procurement effort, TJJD determined that a commercial off-the-shelf solution did not present the best value to TJJD and that it was in the best interest of the agency and its stakeholders to pursue an “in house” case management solution.

There are \$1.8 M in funds from the Legislative Budget Board allocated to TJJD for a case management system that must be encumbered by the end of fiscal year 2019. As enhancements were already anticipated in the JCMS solicitation and are provided for in the Allied contract, TJJD would like to amend the Allied contract’s NTE value by an additional \$1.8M to be used to enhance the existing JCMS system to include an integrated case management system.

Therefore, TJJJ staff respectfully requests Board approval to amend the Allied contract to increase the current NTE amount of \$681,016.97 by \$1.8 M to a total NTE amount of \$2,481,016.97.

Mr. Smith moved to approve the amendment of the Allied contract. Judge Moreno seconded. The motion passed.

Adjourn

Judge Jarrett adjourned the meeting at 1:05pm.

Advisory Council on Juvenile Services

Date: October 25, 2019

To: Texas Juvenile Justice Department Board of Directors
Judge Wes Ritchey
Chairman

Chief Edeska Barnes
Chief Pama Hencerling
Ms. Melissa Martin
Judge Stephanie Moreno

Mr. James Castro
Judge Lisa Jarrett
Chief Scott Matthew
Ms. Allison Palmer

Ms. Mona Lisa Chambers
Ms. Ann Lattimore
Comm. Vincent Morales, Jr
Mr. James Smith

From: Edward J. Cockrell, Sr
Chair, Advisory Council on Juvenile Services
Chief Juvenile Probation Officer Jefferson County

RE: Advisory Council on Juvenile Services Update

Meeting Update

The Advisory Council most recently met on September 6, 2019 in Austin at the Texas Juvenile Justice Department. A copy of the meeting agenda is attached for your review. The following is a summary of our meeting.

Texas Systems of Care and CRCG Partnership

Forest Hanna, Chief JPO Midland County and Kisha Ledlow of HHSC presented on the Texas Systems of Care and CRCG Partnership. Mrs. Ledlow informed the Council that Texas Systems of Care is a spectrum of effective community-based services and supports for youth and young adults who are at risk for behavioral challenges. The Texas Systems of Care addresses youth cultural and linguistic needs in order to help them function better at home, school, in the community and throughout their lives. The program is a flexible approach designed to reach each individual based on his/her specific needs. The Texas System of Care is family driven and

youth guided with strengths and needs of the youth and family identified to determine the types of services and support provided. She reported that the Texas System of Care is a statewide effort to strengthen state and local coordination to ensure availability of high quality mental care that is usually family driven. Mrs. Ledlow reported that this initiative can be utilized in communities that have CRCG's.

Forest Hanna, Chief JPO Midland County presented on the Midland County System of Care program. He reported that Midland County began moving toward Texas Systems of Care several years ago. The program provides a wraparound approach with resources including a representative from the Department of State Health Services, Department of Family and Protective Services, Midland Independent School District, Permian Basin MHMR, and the Midland County Juvenile Probation Department. Mr. Hanna reported that the collaboration allows for an immediate response for youth rather than waiting for CRCG to meet.

TJJD Updates:

Camille Cain, Executive Director, provided an update on TJJD services. September 1st starts the date for the Texas Model. They have a rigorous review process in which a team will be going out to each of the facilities to review and go through a checklist to determine facility readiness for each dorm. The goal was to have all facilities at 70% completion but they are currently at approximately 65%. Issues vary from facility to facility. Some dorms are on track and some are not. For the next three to five months, they will be focused on the Top Tier Leadership Teams. This team begins with Team Leaders and goes up the chain of command. Team Leaders will be taking on a lot more responsibilities and in a sense running their own divisions. Team leaders can recruit staff to their dorm and are responsible for the culture of their dorms. TJJD continue to train staff on strategies as they move forward with the Texas Model. TJJD will begin planning for the next fiscal year beginning in October. Mrs. Cain discussed items that will need to plan for in preparation for the LAR. TJJD will be calling together stakeholders to look at several options and designs moving forward. Mrs. Cain and TJJD are looking forward to working with probation. She would like to have more defined areas of need from probation. And would like to have details and logistics worked out soon. Mrs. Cain reported that Seth Christiansen has resigned from TJJD to take a position at the Texas Department of Emergency Management. She reported that Sean Grove is the new Senior Counsel and Preston Streufert is now over Public Relations.

Lou Serrano, Deputy Executive Director for Probation Services, provided an update on probation services. Mr. Serrano informed the Council that we began FY19 with 170 youth in diversion placements. As of August 31, 2019, departments have placed 263 youth through the diversion process. He reported that throughout the year 257 youth have completed diversion placement and returned to the community. Throughout the fiscal year, 95 juvenile departments have submitted 430 application. Participation by juvenile departments have been tremendous. At the close of FY19, 23 youth have been approved for and are pending placement. There are 170 kids in diversion placement at the start FY20. We will finish the FY19 year at roughly 700 new admissions to TJJD. This is in comparison to 802 in FY17 and 748 in FY18. TJJD has set a soft target

of 735 admissions for FY20. TJJD Regional team have reach out to DFPS and have met with them to begin collaborative efforts between, DFPS, TJJD and probation. Mr. Serrano passed out maps of the DFPS regions compared to probation regions. He also provided contact information for DFPS Regional Supervisors. The TJJD regional team will assist the probation regions in setting up meetings in the near future.

Mr. Serrano reported that JJAEP numbers continue to increase across the state. TJJD will continue to keep an eye on this issue and communicate with TEA to see what steps can be taken in the future to address this issue. It is important to note that TJJD is just a pass through agency for these funds. He reported that the Title IV-E program continue to be under review. TJJD have had initial conversation with DFPS about this issue. They have discussed different things that they can do to increase participation across the state. He reported that there are seventeen probation youth in Title IV-E placements and twelve state youth that are at halfway house that qualify for Title IV-E. TJJD will be meeting to see what can be done in the future and will continue to keep the field updated.

Mr. Serrano reported on the FLUXX. The FLUXX will be replacing Grant Manager. They continue to have security issues with the FLUXX. They are doing a lot of work with CJIS to beef up security measures. Several TJJD staff have completed the Certification as State Certified Contract Managers. This will be a benefit to the field. Mr. Serrano also reported that 165 departments is utilizing the PACT. They are still in conversation with one small department about utilization. They will continue to work on this. He reported that 144 departments have turned on the CSE-IT. There have been over 6,000 screening completed so far. TJJD have had discussions with the Office of the Governor to determining what the next step will be and what services are out there for those youth. They will continue to work on this issue moving forward.

Jim Elliot, Director of Facility Safety, reported on state services. Mr. Elliot gave an update on the Safety and Suicide Prevention Assessments. The state services have moved forward with a comprehensive program to conduct and collaborative facility safety assessment for each of TJJD facilities. The assessments program will be staffed by a team that will include a safety manager, safety officer from the secure facilities, a member of the management team and a staff member from the Office of the Independent Ombudsman. The group will travel to secure facilities and conduct assessments that will focus on the physical structure of the facility and dorm rooms. The primary focus will be to target space where a youth can be alone for any amount of time. They will be looking for things that present an opportunity for youth to harm themselves. The information collected from these assessments will be gathered and prioritized as to what can be fixed immediately and what would require more planning. The first assessment will begin at the Ron Jackson Facility.

TDFPS Update:

No Report

Sub Committee Reports:

Mr. Serrano reported on the 353 Workgroup. The workgroup worked on making the standards fit better in the probation field, post adjudication facilities and in the community. They have completed the workgroup meetings and the TJJJ policy division is currently working on the definitions. Once the policy division have made recommendation, the group will meet to finalize their work and determine recommendations to the Council.

Mr. Serrano discussed the Suicide Prevention Workgroup. The group last met on August 22, 2019. The workgroup is not prepared to make any recommendations at this time. The group is working on areas including data collection, definitions, training, system communication, suicide identification, assessments and intervention, and collaboration with other child serving agencies.

Old Business:

The Advisory Council discussed livestreaming of AC meetings. Mrs. Cain informed the group that no legislation exist that would require the Council to livestream the meetings. Camille Cain moved to vote that the AC meetings be livestreamed. Lou Serrano seconded the motion. Camille Cain voted yes, Lou Serrano voted yes, Sy Tabor voted no, Melanie Ramsey voted no, Shanna Floyd voted no, Ron Quiros voted no and Jim Elliott, on behalf of Shandra Carter, voted yes and Ed Cockrell voted no. There were three votes with a yes and five votes with a no. Majority voted not to livestream AC meetings.

The AC discussed Chairman Ritchey's request for concerns from the field. A meeting with Chairman Ritchey has been schedule immediately following the AC meeting.

New Business:

The Council discussed the possibility of abolishing TAC 343.610. This standard says, "The classification plan for Post Adjudication Facilities shall require that residents assigned to progressive sanction level 5 and below be physically segregated from residents assigned to progressive sanctions level 6 and 7."

The Council discussed the future funding formula. Will continue discuss at the next meeting.

Public Comment:

None

Advisory Council Member Updates and Announcements:

None

Next Meeting:

The next scheduled meeting of the TJJJ Advisory Council on Juvenile Services is scheduled to be held on Friday, November 8, 2019 at 10:00 a.m. in Austin at the TJJJ offices.

Meeting Adjourn – at 12:15 p.m.

To: TJJJ Board Members

From: Camille Cain, Executive Director

Sean Grove, Senior Counsel

Subject: Discussion, consideration, and possible approval to publish proposed revisions to 37 TAC §343.610, relating to Classification Plan--Segregation, in the *Texas Register* for a 30-day public comment period and possible conditional approval to adopt the final rule (Action)

Date: October 11, 2019

The TJJJ staff is proposing revisions to 37 TAC §343.610 (Classification Plan--Segregation).

The staff requests the board's approval to publish the proposed revisions in the *Texas Register* for a 30-day public comment period.

The staff also requests the board's approval to adopt the final rule after the public comment period has ended, but only if the conditions listed in the accompanying resolution are met.

Attached to this memo please find:

- the text of the rule, including proposed changes shown as mark-ups; and
- a resolution for board action.

§343.610 Classification Plan--Segregation

Summary of Contents

This rule explains that a classification plan must require physical segregation of residents assigned to progressive sanction levels 5 and below from those assigned to levels 6 and 7.

Summary of Key Changes

- Clarified that youth are segregated according to whether they are on probation or are residents committed to TJJJ (instead of being segregated based on progressive sanction levels).
- Added that the standard does not apply to certain residents if the segregation is deemed unnecessary, as determined in writing by the chief juvenile probation officer in the placing department.

- Added that the chief juvenile probation officer from the placing department may rescind the authorization at any time.

Texas Administrative Code

Title 37 Public Safety and Corrections
Part 11 Texas Juvenile Justice Department

Chapter 343 Secure Juvenile Pre-Adjudication Detention and Post-Adjudication Correctional Facilities

Only one standard is included. Not a complete version of Chapter 343.

Draft 10/10/19

§343.610 Classification Plan--Segregation

Effective Date: ~~XXXXXX 1/1/10~~

The classification plan shall require that residents on probation be physically segregated from residents committed to TJJD assigned to progressive sanctions level 5 and below be physically segregated from residents assigned to progressive sanctions levels 6 and 7. However, this standard does not apply to a resident for any time period specified in writing by the chief juvenile probation officer from the placing department. The chief juvenile probation officer may rescind this determination at any time.



**Texas Juvenile Justice Department
RESOLUTION**

A RESOLUTION FOR APPROVAL TO PUBLISH PROPOSED REVISIONS TO 37 TAC §343.610, RELATING TO CLASSIFICATION PLAN--SEGREGATION, IN THE TEXAS REGISTER FOR A 30-DAY PUBLIC COMMENT PERIOD AND FOR CONDITIONAL APPROVAL TO ADOPT THE FINAL RULE

On this 25th day of October 2019, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.					
James Castro					
Mona Lisa Chambers					
Pama Hencerling					
Lisa Jarrett					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Vincent Morales Jr.					
Stephanie Moreno					
Allison Palmer					
Wesley C. Ritchey					
Jimmy Smith					
Motion:		Second:			

Where, among other matters, came up for consideration and adoption the following Resolution:

WHEREAS, Section 221.002(a)(4), Human Resources Code, requires the Board to adopt reasonable rules that provide minimum standards for public and private juvenile post-adjudication secure correctional facilities; and

WHEREAS, the staff has proposed changes to §343.610, concerning Classification Plan--Segregation; and

WHEREAS, Government Code §2001.023 and §2001.029 require a state agency to give at least 30 days' notice of its intention to adopt a rule and to allow all interested persons a reasonable opportunity to submit data, views, or arguments orally or in writing;

NOW, THEREFORE BE IT RESOLVED THAT for the above-referenced rule, the Board grants approval to publish the proposed revisions in the *Texas Register* for a 30-day public comment period; and

BE IT FURTHER RESOLVED THAT for the above-referenced rule, the Board grants approval to adopt the final rule text after the comment period has ended if: (1) no public comments are received; (2) any additional revisions to the rule text are limited to technical, stylistic, or grammar changes or corrections of typographical errors; and (3) the board has not otherwise directed that final adoption must occur in a subsequent board meeting.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wesley C. Ritchey, Chairman

Q4 FY2019	EVN	GNS	GID	Mart	RJ	Ayres	BWH	Cottrell	McFad	Schf	Tamayo	Wil	Contract	Regional Parole	Probation/Other/ Blank	Total
Calls received by the IRC	514	403	751	679	556	9	23	2	25	14	9	22	111	179	16	3313
Investigations																
Open	77	86	48	54	222	4	4	0	8	2	2	5	10	94	1	617
Closed	127	222	132	250	273	5	4	4	4	6	12	5	10	127	3	1184
Types of Investigations																
Sexual Abuse	8	5	9	13	25	1	2	0	0	0	0	0	7	0	0	70
Narcotics or Contraband	11	15	2	7	9	0	0	0	0	0	1	0	0	0	0	45
Suicidal Behavior	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Abuse of Office	2	3	5	4	3	0	0	0	1	0	0	1	1	0	0	20
Assaults on other youth	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
Assaults on employees	23	37	21	14	102	0	0	0	2	0	0	0	0	1	0	200
Escapes / Absconders	1	0	1	4	0	3	1	0	3	2	1	4	0	93	0	113
Gang Intelligence	28	20	4	11	76	0	0	0	0	0	0	0	0	0	0	139
Other:	4	5	6	0	7	0	1	0	2	0	0	0	2	0	1	28

Prosecution Data	Number
Cases submitted for review	133
Special Prosecution Unit	132
District / County Attorney	1
Indictments	25
Convictions	37
Declinations	32
Taken Into Consideration	139
Dismissals	15
Arrest (Non-DTA)	117
Directives to Apprehend issued	107
DTAs apprehended by OIG	5
DTAs apprehended with assistance	3
DTAs apprehended by other LEO	76



Total number, and type, of suspects involved in OIG-CID criminal sexual allegation investigations.

Q4 FY 19 (6/1/2019 to 8/31/2019): 83

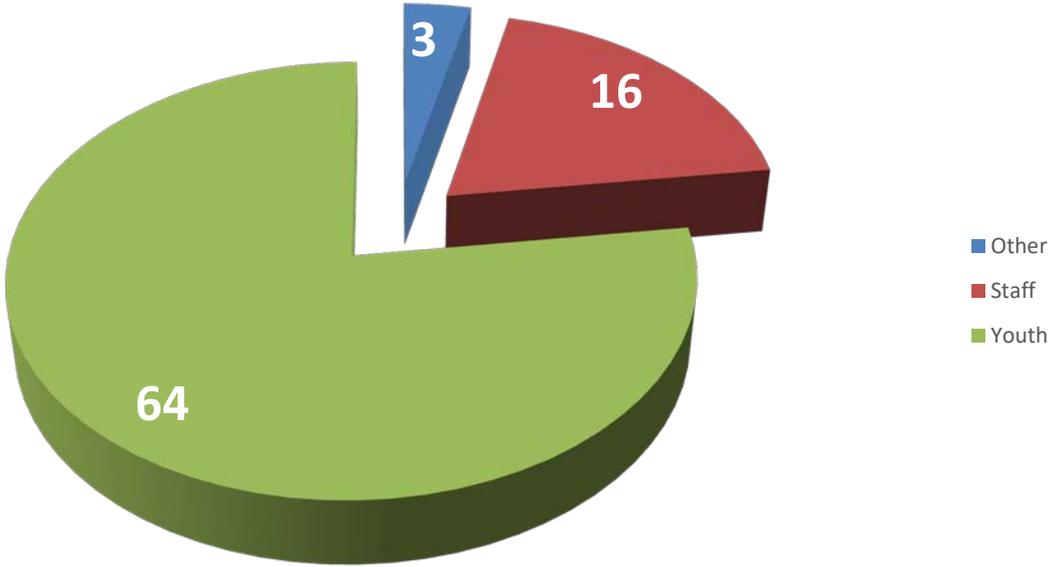


Figure 1 - Sexual Abuse Cases Suspect Types

Total number of arrests made by OIG-CID and stemming from criminal investigations
Q4 FY 19 (6/1/2019 to 8/31/2019): 117

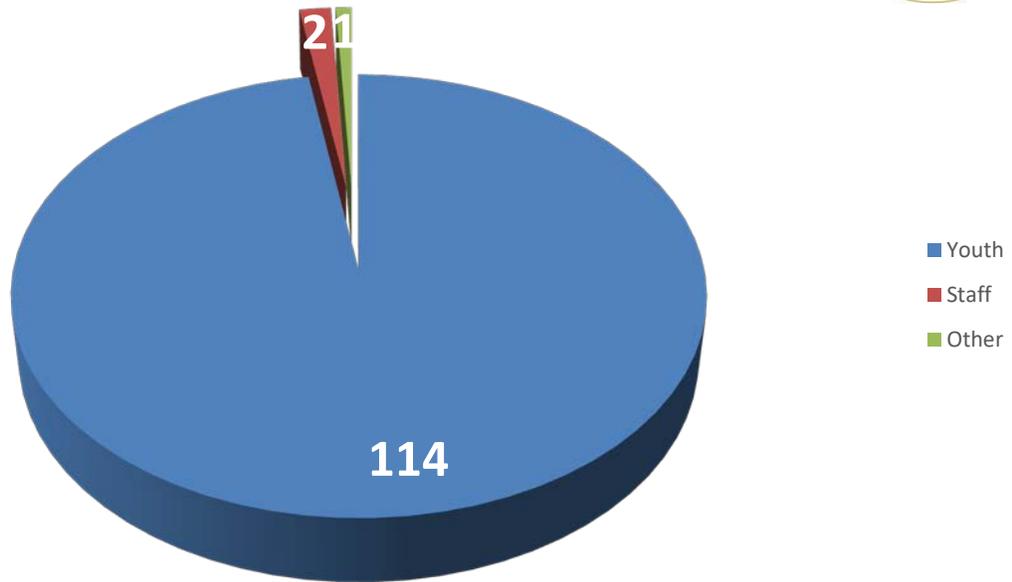


Figure 2 - Arrests by Suspect Type

Total number of arrests of Non-Youth Offenders
made by OIG-CID by offense type
Q4 FY 19 (6/1/2019 to 8/31/2019): 2

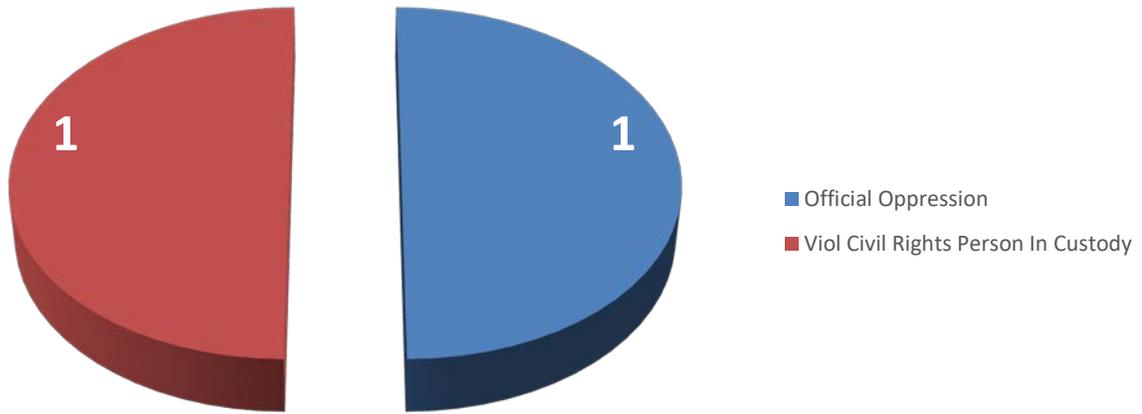


Figure 3 - Cases for Arrested Staff

Total number of arrests of Youth Offenders
 made by OIG-CID by offense type
 Q4 FY 19 (6/1/2019 to 8/31/2019): 114

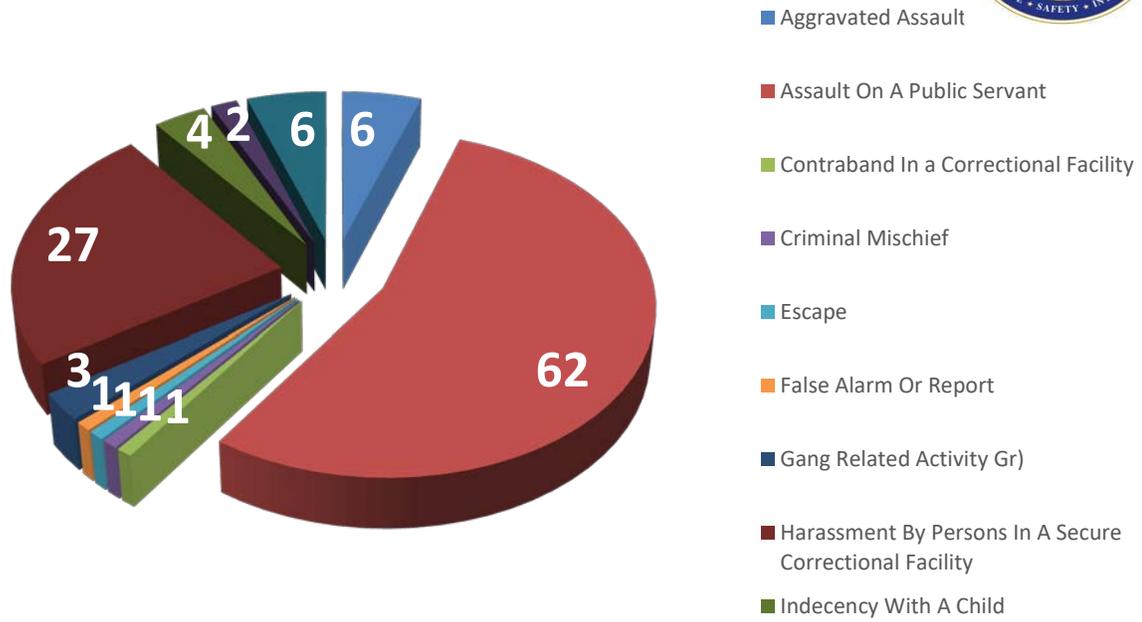


Figure 4 - Cases for Arrested Youth

	FY 2018	FY 2019
Abuse	376	134
Neglect	82	60
Exploitation	19	4
Policy Violations	255	14
Total Investigations Opened During the Reporting Timeframe	732	212

	FY 2018	FY 2019
Confirmed	160	79
Exonerated	2	2
Unfounded	374	178
Unable to Determine	83	13
Under Investigation	0	102
Total Investigations Closed During the Reporting Time Frame	619	272
Total Investigations Opened and Closed During the Reporting Time Frame	344	190
Average Days to Closure	68	104

Disposition Definitions

Confirmed – an investigation established the allegation did occur.

Exonerated – an investigation established the alleged incident occurred but was lawful and proper or was justified under existing conditions.

Unable to Determine – an investigation resulted in insufficient evidence to prove or disprove the allegation(s).

Unfounded – an investigation established the allegation is false, not factual.

SECURE FACILITY	FY 2018	FY 2019
EVINS	Total	Total
Abuse	31	19
Neglect	9	4
Exploitation	4	0
Policy Violation	56	4
SUB TOTAL	100	27
GAINESVILLE		
Abuse	42	15
Neglect	18	7
Exploitation	10	0
Policy Violation	61	0
SUB TOTAL	131	22
GIDDINGS		
Abuse	58	33
Neglect	12	18
Exploitation	0	0
Policy Violation	27	7
SUB TOTAL	97	58
MCLENNAN II		
Abuse	148	19
Neglect	8	17
Exploitation	5	4
Policy Violation	36	0
SUB TOTAL	197	40
MCLENNAN RTC		
Abuse	24	4
Neglect	2	4
Exploitation	0	0
Policy Violation	6	0
SUB TOTAL	32	8
MCLENNAN Phoenix		
Abuse	19	4
Neglect	0	0
Exploitation	0	0
Policy Violation	4	0
SUB TOTAL	23	4
RON JACKSON		
Abuse	49	23
Neglect	24	10
Exploitation	0	0
Policy Violation	57	3
SUB TOTAL	130	36

HALFWAY HOUSE	FY 2018	FY 2019
AYRES HOUSE		
A/N/E/PV	0	2-A
BROWNWOOD HOUSE		
A/N/E/PV	4-N/2-PV	0
COTTRELL HOUSE		
A/N/E/PV	3-A	0
MCFADDEN RANCH		
A/N/E/PV	2-A/2-PV	3-A
SCHAEFFER HOUSE		
A/N/E/PV	2-PV	0
TAMAYO HOUSE		
A/N/E/PV	0	0
WILLOUGHBY HOUSE		
A/N/E/PV	0	0
TOTAL	15	5

CONTRACT CARE	FY 2018	FY 2019
AMIKIDS		
A/N/E/PV	0	0
BYRD'S		
A/N/E/PV	0	0
GARZA COUNTY		
A/N/E/PV	0	0
GULF COAST		
A/N/E/PV	0	5-A
GIOCOSA		
A/N/E/PV	0	0
PEGASUS		
A/N/E/PV	0	0
RITE OF PASSAGE M		
A/N/E/PV	0	3-A
RITE OF PASSAGE F		
A/N/E/PV	7	0
TRUECORE		
A/N/E/PV	0	4-A
TOTAL	7	12

**Texas Juvenile Justice Department
Office of the Inspector General
Administrative Investigations - County
Fiscal Year 2019**

Reports Received by Report Type*

Report Type	From 6/1/2018 To 9/1/2018	From 6/1/2019 To 9/1/2019
Grievance	778	604
Serious Incidents	237	237
Non-Reportable	131	146
Abuse, Neglect & Exploitation Investigation	90	66
Other	17	41
Non-Jurisdiction	20	31
Complaint	17	22
Duplicate	43	17
Standards Violation	6	8
Total Reports Received	1,339	1,172

Reports Received by Program Type*

Program Type	From 6/1/2018 To 9/1/2018	From 6/1/2019 To 9/1/2019
Pre-Adjudication (Detention)	764	671
Post-Adjudication (Secure)	462	371
Post-Adjudication (Non Secure)	83	99
Probation	14	15
Unknown	10	13
JJAEP	5	3
Other	1	0
Total Reports Received	1,339	1,172

Texas Juvenile Justice Department
Office of the Inspector General
Administrative Investigations - County
Fiscal Year 2019

ANE Investigations by Type of Complaint and Assessed Date*		
Complaint Type	From 6/1/2018 To 9/1/2018	From 6/1/2019 To 9/1/2019
Emotional Abuse	3	0
Exploitation	1	0
Neglect - Supervisory	14	7
Physical Abuse - Mechanical Restraint	2	0
Physical Abuse - Non-Restraint	14	14
Physical Abuse - Physical Restraint	64	34
Serious Physical Abuse	3	4
Sexual Abuse - Contact	5	12
Sexual Abuse - Non-Contact	9	5
Verbal Abuse	4	1
Total Cases Assessed	119	77

Serious Incidents by Type of Complaint and Assessed Date*		
Complaint Type	From 6/1/2018 To 9/1/2018	From 6/1/2019 To 9/1/2019
Attempted Escape	2	5
Attempted Suicide	100	102
Escape	13	6
Escape-Furlough	12	9
Reportable Injury	34	26
Youth On Youth Assault - Physical	16	10
Youth on Youth Sexual Conduct	60	80
Total Cases Opened	237	238

Texas Juvenile Justice Department

Office of the Inspector General

Administrative Investigations - County

Fiscal Year 2019

ANE Investigations by TJJD Actions*		
Action	From 6/1/2018 To 9/1/2018	From 6/1/2019 To 9/1/2019
Already Investigated By TJPC	1	0
Baseless Allegation	2	1
Concur With Internal Investigation Disp	12	0
Does Not Meet Abuse/Neglect Definition	11	0
Reason To Believe	13	2
Ruled Out	66	13
Unable To Determine	11	1
Unable To Investigate - No Information	3	0
Pending	0	60
Total Cases Opened in Timeframe	119	77
Total Cases Pending	0	60
Total Cases Completed in Timeframe	151	111
Total Cases Opened and Completed in	42	14
Average Days to Close	81	109

ANE Investigations by Local Entity Actions*		
Action	From 6/1/2018 To 9/1/2018	From 6/1/2019 To 9/1/2019
Administrative Leave	4	1
None	77	24
Probation	1	0
Re-trained	12	2
Reprimanded	10	0
Resigned	5	1
Terminated	10	2
Pending	0	47
Total Cases Opened in Timeframe	119	77

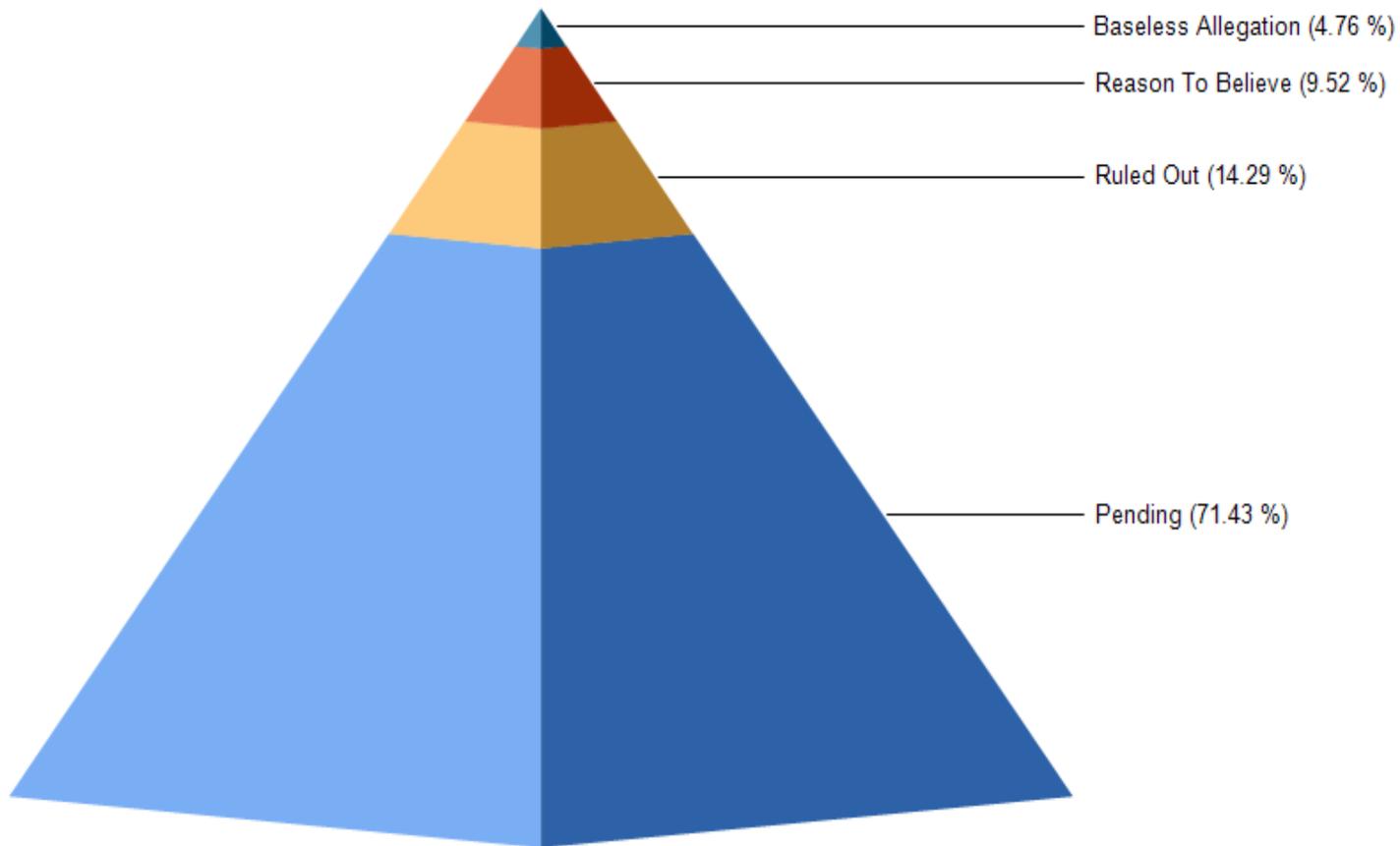
Texas Juvenile Justice Department

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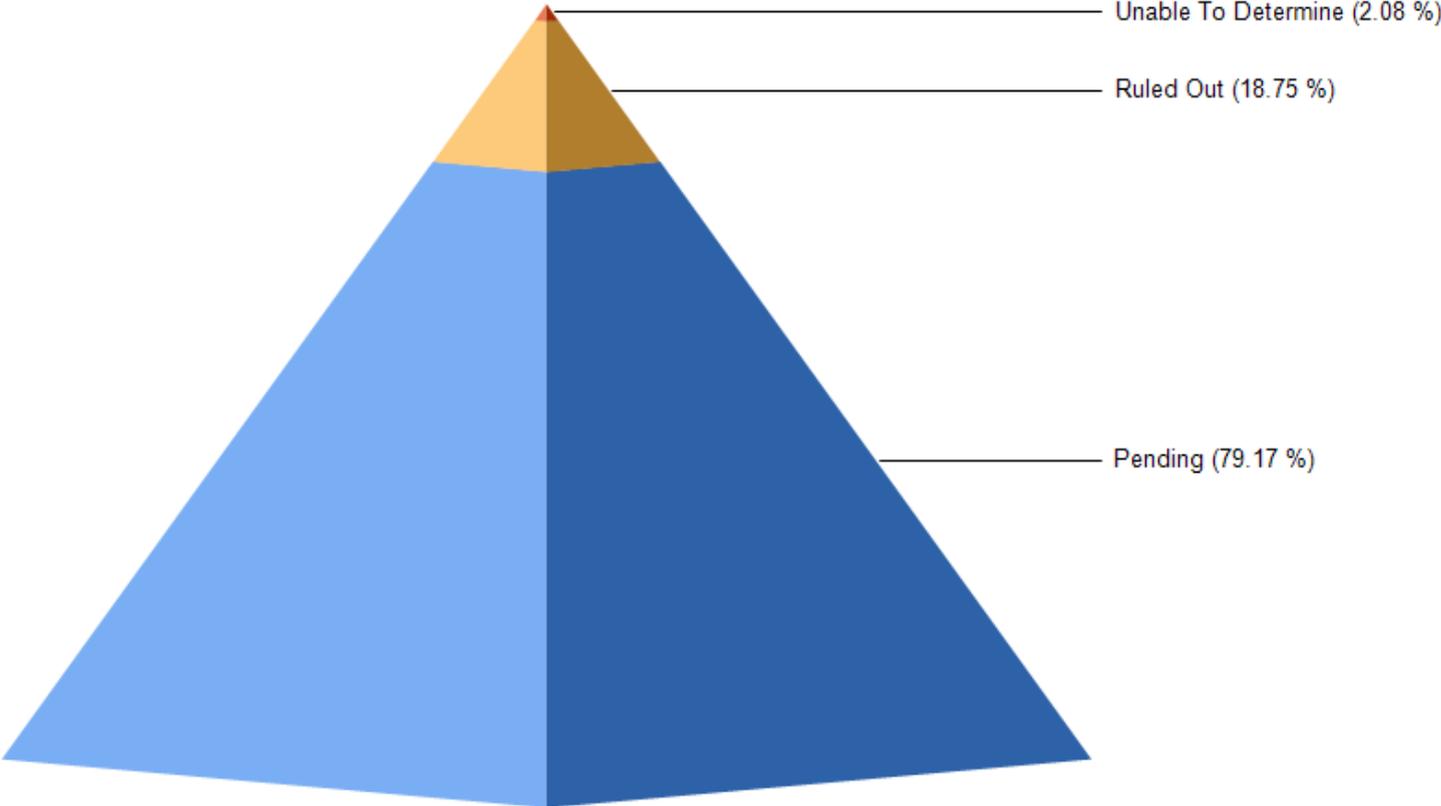
Fiscal Year 2019

TJJD Dispositions for Sexual Abuse-Related ANE Investigations



**Texas Juvenile Justice Department
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TJJD Dispositions for Physical Abuse-Related ANE Investigations



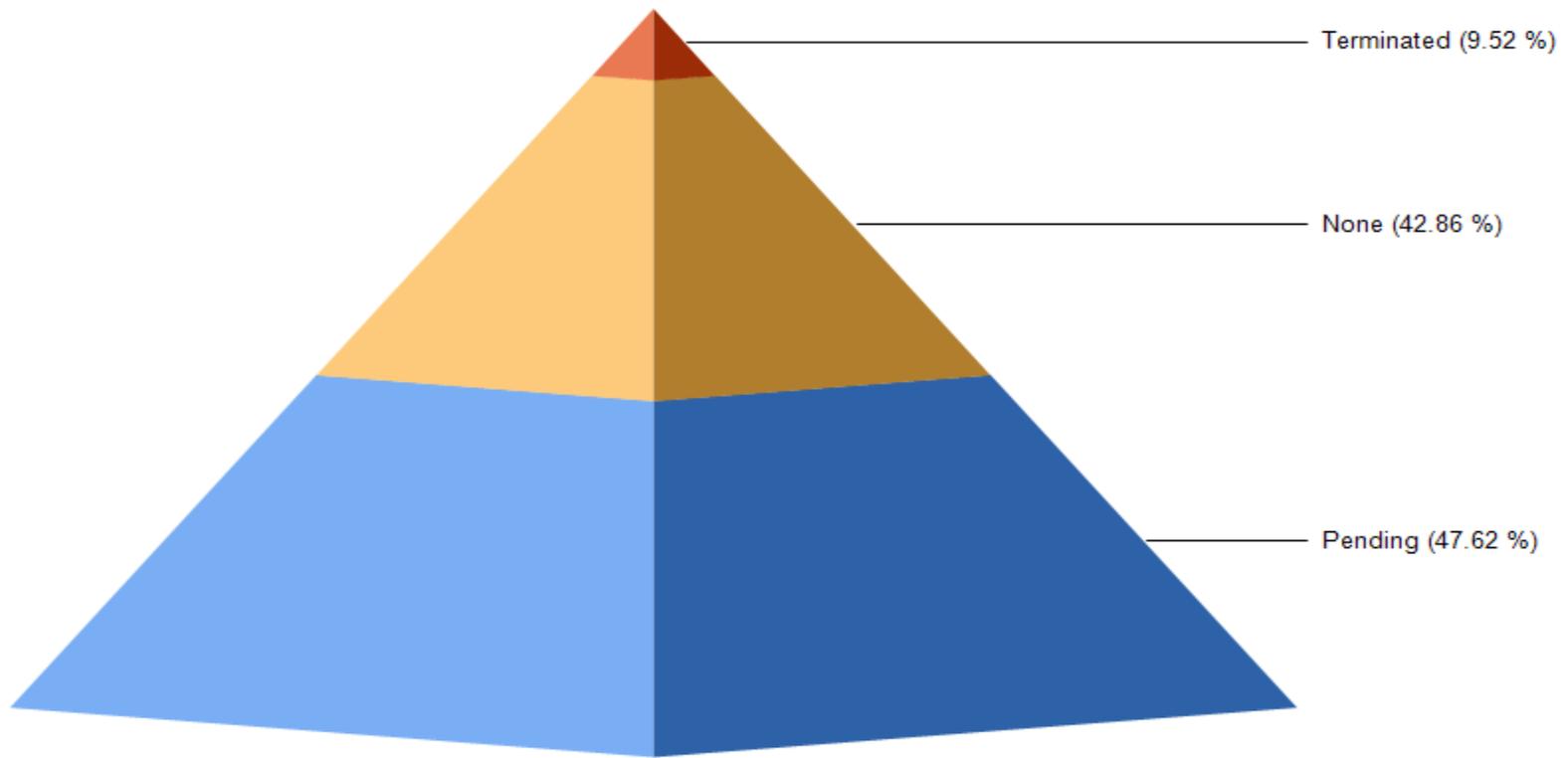
Texas Juvenile Justice Department

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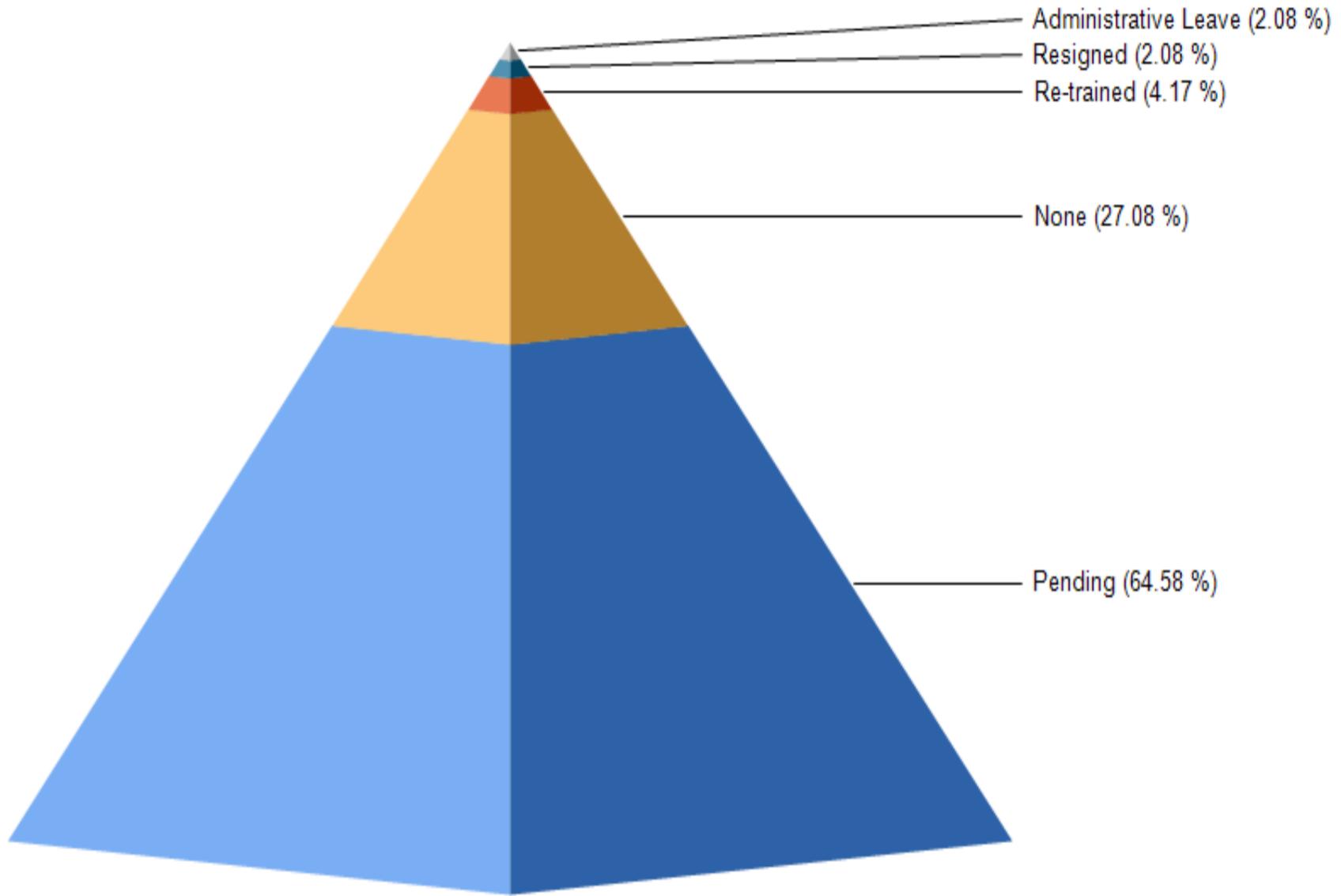
Fiscal Year 2019

Local Dispositions for Sexual Abuse-Related ANE Investigations



**Texas Juvenile Justice Department
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Local Dispositions for Physical Abuse-Related ANE Investigations



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Reports Received by County and Facility*		Abuse, Neglect, Exploitation	Complaint	Duplicate	Grievance	Non-Jurisdiction	Non-Reportable	Other	Serious Incident	Standards Violation	Total
ANGELINA	ANGELINA COUNTY JUVENILE DETENTION CENTER (11)	0	0	0	0	0	3	0	0	0	3
	Total ANGELINA County	0	0	0	0	0	3	0	0	0	3
ATASCOSA	ATASCOSA COUNTY JUVENILE JUSTICE CENTER (40)	1	0	0	0	1	0	0	0	0	2
	ATASCOSA COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	1	0	0	0	0	0	0	0	1
	Total ATASCOSA County	1	1	0	0	1	0	0	0	0	3
BELL	BELL COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	0	1	0	0	0	0	0	0	1
	BELL COUNTY JUVENILE SERVICES CENTER (35)	1	0	0	0	0	1	0	1	0	3
	Total BELL County	1	0	1	0	0	1	0	1	0	4
BEXAR	BEXAR COUNTY JUVENILE DETENTION CENTER (278)	2	2	2	27	3	2	5	13	4	60
	CYNDI TAYLOR KRIER JUVENILE CORRECTIONAL TREATMENT (96)	4	0	1	39	0	1	1	17	0	63
	MISSION ROAD CENTER (72)	0	0	0	1	0	0	0	0	0	1
	Total BEXAR County	6	2	3	67	3	3	6	30	4	124
BRAZORIA	BRAZORIA COUNTY JUVENILE DETENTION CENTER (78)	0	0	0	0	1	0	0	0	0	1
	Total BRAZORIA County	0	0	0	0	1	0	0	0	0	1
BRAZOS	R. J. HOLMGREEN JUVENILE JUSTICE CENTER (48)	1	1	0	0	0	7	0	6	0	15
	Total BRAZOS County	1	1	0	0	0	7	0	6	0	15
BROWN	THE OAKS BROWNWOOD (113)	1	0	2	88	0	2	2	3	0	98
	Total BROWN County	1	0	2	88	0	2	2	3	0	98
CAMERON	AMADOR R. RODRIGUEZ BOOT CAMP & EDUCATIONAL CENTER (32)	0	0	0	0	0	0	1	0	0	1
	DARRELL B. HESTER JUVENILE JUSTICE CENTER (61)	1	0	0	14	0	3	0	22	0	40
	Total CAMERON County	1	0	0	14	0	3	1	22	0	41
COLLIN	JOHN R. ROACH JUVENILE DETENTION CENTER (144)	0	0	0	4	0	2	0	3	0	9
	Total COLLIN County	0	0	0	4	0	2	0	3	0	9
DALLAS	DALLAS COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	1	0	0	0	0	0	0	0	1
	DALLAS COUNTY RESIDENTIAL PROGRAMS AND DRUG TREATM (110)	0	0	0	2	0	0	0	1	0	3
	DALLAS COUNTY YOUTH VILLAGE (72)	1	0	1	8	0	0	2	10	0	22
	DR. JEROME MCNEIL JR. DETENTION CENTER (322)	5	1	3	114	1	23	1	35	0	183
	LETOT CENTER (40)	0	0	2	22	0	5	2	5	0	36
	LETOT RESIDENTIAL TREATMENT CENTER (96)	0	0	0	13	0	1	1	0	0	15
	LYLE B. MEDLOCK TREATMENT FACILITY (96)	3	0	0	4	0	4	2	10	0	23
	MARZELLE HILL TRANSITION CENTER (48)	0	0	0	20	0	2	0	4	0	26
	Total DALLAS County	9	2	6	183	1	35	8	65	0	309
DEAF SMITH	DEAF SMITH COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	1	0	0	0	0	0	0	0	1
	Total DEAF SMITH County	0	1	0	0	0	0	0	0	0	1
DENTON	DENTON COUNTY JUVENILE DETENTION CENTER (128)	0	0	0	3	1	2	1	3	0	10
	Total DENTON County	0	0	0	3	1	2	1	3	0	10
DUVAL	JUDGE RICARDO H. GARCIA REGIONAL JUV. DETENTION (50)	1	0	0	5	0	0	0	1	0	7
	Total DUVAL County	1	0	0	5	0	0	0	1	0	7
ECTOR	ECTOR COUNTY YOUTH CENTER (21)	1	0	0	8	0	0	0	2	0	11
	Total ECTOR County	1	0	0	8	0	0	0	2	0	11
EL PASO	EL PASO COUNTY JUVENILE DETENTION CENTER (62)	0	0	0	2	0	0	0	0	0	2
	SAMUEL F. SANTANA CHALLENGE PROGRAM (48)	1	0	0	1	0	0	1	0	0	3
	Total EL PASO County	1	0	0	3	0	0	1	0	0	5
FORT BEND	FORT BEND COUNTY JUVENILE DETENTION CENTER (80)	0	0	0	0	0	9	0	0	0	9
	FORT BEND COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	1	0	0	0	0	0	0	0	1
	Total FORT BEND County	0	1	0	0	0	9	0	0	0	10
GALVESTON	GALVESTON COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	0	0	1	0	0	0	0	0	1
	JERRY J. ESMOND JUVENILE JUSTICE CENTER (29)	0	0	0	16	0	0	0	1	0	17
	Total GALVESTON County	0	0	0	17	0	0	0	1	0	18
GARZA	GARZA COUNTY REGIONAL JUVENILE CENTER (96)	0	0	0	6	0	0	0	1	0	7
	Total GARZA County	0	0	0	6	0	0	0	1	0	7
GRAYSON	COOKE, FANNIN AND GRAYSON COUNTY DETENTION CENTER (30)	0	0	0	0	0	1	0	4	0	5
	GRAYSON COUNTY POST-ADJUDICATION FACILITY (85)	1	1	0	0	0	0	1	1	0	4
	Total GRAYSON County	1	1	0	0	0	1	1	5	0	9
GUADALUPE	GUADALUPE COUNTY JUVENILE DETENTION CENTER (39)	0	0	0	1	2	1	0	1	0	5
	Total GUADALUPE County	0	0	0	1	2	1	0	1	0	5
HARDIN	HARDIN COUNTY JUVENILE DETENTION CENTER (7)	0	0	0	0	0	0	0	2	0	2
	Total HARDIN County	0	0	0	0	0	0	0	2	0	2
HARRIS	BBRC DETENTION ANNEX (36)	0	0	0	1	0	0	0	1	0	2
	BURNETT BAYLAND REHABILITATION CENTER (144)	0	0	0	1	0	1	1	9	0	12
	HARRIS COUNTY JUVENILE JUSTICE CENTER (250)	10	1	1	6	0	18	6	19	0	61
	HARRIS COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	0	0	0	0	0	1	0	0	1
	HARRIS COUNTY YOUTH VILLAGE (128)	7	1	0	9	0	8	4	7	0	36
	LEADERSHIP ACADEMY (96)	3	1	0	29	0	3	2	5	0	43
	Total HARRIS County	20	3	1	46	0	30	14	41	0	155
HARRISON	WILLOUGHBY JUVENILE SERVICES (26)	0	0	0	0	0	0	0	1	0	1
	Total HARRISON County	0	0	0	0	0	0	0	1	0	1
HAYS	HAYS COUNTY JUVENILE POST-DETENTION CENTER (114)	0	0	0	3	0	1	0	1	0	5
	HAYS COUNTY JUVENILE PRE-DETENTION CENTER (34)	0	0	0	2	0	1	0	1	0	4
	Total HAYS County	0	0	0	5	0	2	0	2	0	9
HIDALGO	HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	0	0	1	0	0	0	0	0	1
	JUDGE MARIO E. RAMIREZ JR. JUVENILE JUSTICE CENTER (96)	0	0	1	41	0	0	1	7	3	53
	JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTE (40)	0	0	0	0	0	6	0	1	0	7
	Total HIDALGO County	0	0	1	42	0	6	1	8	3	61
HOOD	LAKE GRANBURY YOUTH SERVICES (96)	3	1	0	18	0	0	2	3	1	28
	Total HOOD County	3	1	0	18	0	0	2	3	1	28
JEFFERSON	MINNIE ROGERS JUVENILE JUSTICE CENTER (48)	1	1	0	2	0	0	1	0	0	5
	Total JEFFERSON County	1	1	0	2	0	0	1	0	0	5
LUBBOCK	LUBBOCK COUNTY JJAEP (N/A)	0	1	0	0	0	0	0	0	0	1
	LUBBOCK COUNTY JUVENILE JUSTICE CENTER (49)	1	0	0	11	0	0	0	0	0	12
	LUBBOCK COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	0	0	0	1	0	0	0	0	1
	Total LUBBOCK County	1	1	0	11	1	0	0	0	0	14
MCLENNAN	BILL LOGUE JUVENILE JUSTICE CENTER (80)	0	4	0	2	1	0	0	0	0	7
	Total MCLENNAN County	0	4	0	2	1	0	0	0	0	7
MEDINA	MEDINA COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	0	0	1	0	0	0	0	0	1
	Total MEDINA County	0	0	0	1	0	0	0	0	0	1
MIDLAND	BARBARA CULVER JUVENILE DETENTION CENTER (28)	0	0	0	0	0	0	0	1	0	1
	Total MIDLAND County	0	0	0	0	0	0	0	1	0	1
MILAM	ROCKDALE REGIONAL JUVENILE JUSTICE CENTER (N/A)	0	1	0	5	0	0	0	1	0	7
	THE CENTER FOR SUCCESS AND INDEPENDENCE ROCKDALE A (41)	3	0	0	7	0	1	0	2	0	13
	Total MILAM County	3	1	0	12	0	1	0	3	0	20
MONTGOMERY	MONTGOMERY COUNTY JUVENILE DETENTION CENTER (85)	0	0	0	0	0	7	0	4	0	11
	Total MONTGOMERY County	0	0	0	0	0	7	0	4	0	11
NUECES	NUECES COUNTY JUVENILE JUSTICE CENTER/OVERFLOW (60)	0	0	0	0	0	5	0	0	0	5
	ROBERT N. BARNES REGIONAL JUVENILE FACILITY (96)	1	0	0	5	0	1	0	0	0	7
	Total NUECES County	1	0	0	5	0	6	0	0	0	12
RANDALL	THE YOUTH CENTER OF THE HIGH PLAINS (48)	5	0	1	9	2	4	2	7	0	30
	Total RANDALL County	5	0	1	9	2	4	2	7	0	30
SAN PATRICIO	SAN PATRICIO COUNTY JUVENILE DETENTION CENTER (20)	0	0	0	0	0	1	0	0	0	1
	Total SAN PATRICIO County	0	0	0	0	0	1	0	0	0	1
TARRANT	LYNN W. ROSS JUVENILE DETENTION CENTER (120)	2	0	0	33	0	0	0	1	0	36
	TARRANT COUNTY JJAEP (N/A)	0	0	0	0	1	1	0	0	0	2
	TARRANT COUNTY JUVENILE PROBATION DEPARTMENT (N/A)	0	0	0	1	0	0	0	0		

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ANE Investigations by County and Facility*		Neglect - Supervisory	Physical Abuse - Non-Restraint	Physical Abuse - Physical Restraint	Serious Physical Abuse	Sexual Abuse - Contact	Sexual Abuse - Non-Contact	Verbal Abuse	Total
ATASCOSA	ATASCOSA COUNTY JUVENILE JUSTICE CENTER (40)	1	0	0	0	0	0	0	1
	Total ATASCOSA County	1	0	0	0	0	0	0	1
BELL	BELL COUNTY JUVENILE SERVICES CENTER (35)	0	0	1	0	0	0	0	1
	Total BELL County	0	0	1	0	0	0	0	1
BEXAR	BEXAR COUNTY JUVENILE DETENTION CENTER (278)	0	0	2	2	0	0	0	4
	CYNDI TAYLOR KRIER JUVENILE CORRECTIONAL TREATMENT (96)	0	0	1	0	2	1	0	4
	Total BEXAR County	0	0	3	2	2	1	0	8
BRAZOS	R. J. HOLMGREEN JUVENILE JUSTICE CENTER (48)	0	0	1	0	0	0	0	1
	Total BRAZOS County	0	0	1	0	0	0	0	1
BROWN	THE OAKS BROWNWOOD (113)	0	1	0	0	0	0	0	1
	Total BROWN County	0	1	0	0	0	0	0	1
CAMERON	DARRELL B. HESTER JUVENILE JUSTICE CENTER (61)	1	0	0	0	0	0	0	1
	Total CAMERON County	1	0	0	0	0	0	0	1
DALLAS	DALLAS COUNTY YOUTH VILLAGE (72)	0	0	1	0	0	0	0	1
	DR. JEROME MCNEIL JR. DETENTION CENTER (322)	1	1	4	0	0	0	0	6
	LYLE B. MEDLOCK TREATMENT FACILITY (96)	0	2	1	0	0	0	0	3
	Total DALLAS County	1	3	6	0	0	0	0	10
DUVAL	JUDGE RICARDO H. GARCIA REGIONAL JUV. DETENTION (50)	1	0	0	0	0	0	0	1
	Total DUVAL County	1	0	0	0	0	0	0	1
ECTOR	ECTOR COUNTY YOUTH CENTER (21)	0	0	0	0	1	0	0	1
	Total ECTOR County	0	0	0	0	1	0	0	1
EL PASO	SAMUEL F. SANTANA CHALLENGE PROGRAM (48)	1	0	0	0	0	0	0	1
	Total EL PASO County	1	0	0	0	0	0	0	1
GRAYSON	GRAYSON COUNTY POST-ADJUDICATION FACILITY (85)	0	0	1	0	0	0	0	1
	Total GRAYSON County	0	0	1	0	0	0	0	1
HARRIS	HARRIS COUNTY JUVENILE JUSTICE CENTER (250)	0	4	10	0	0	1	0	15
	HARRIS COUNTY YOUTH VILLAGE (128)	0	3	4	0	1	0	0	8
	LEADERSHIP ACADEMY (96)	0	1	1	0	0	1	0	3
	Total HARRIS County	0	8	15	0	1	2	0	26
HOOD	LAKE GRANBURY YOUTH SERVICES (96)	0	0	0	0	2	1	0	3
	Total HOOD County	0	0	0	0	2	1	0	3
JEFFERSON	MINNIE ROGERS JUVENILE JUSTICE CENTER (48)	0	0	2	0	0	0	0	2
	Total JEFFERSON County	0	0	2	0	0	0	0	2
LUBBOCK	LUBBOCK COUNTY JUVENILE JUSTICE CENTER (49)	0	0	1	0	0	0	0	1
	Total LUBBOCK County	0	0	1	0	0	0	0	1
MILAM	THE CENTER FOR SUCCESS AND INDEPENDENCE ROCKDALE A (65)	0	2	0	0	1	0	0	3
	Total MILAM County	0	2	0	0	1	0	0	3
NUECES	ROBERT N. BARNES REGIONAL JUVENILE FACILITY (96)	0	0	0	0	0	1	0	1
	Total NUECES County	0	0	0	0	0	1	0	1
RANDALL	THE YOUTH CENTER OF THE HIGH PLAINS (38)	0	0	2	1	3	0	0	6
	Total RANDALL County	0	0	2	1	3	0	0	6
TARRANT	LYNN W. ROSS JUVENILE DETENTION CENTER (120)	0	0	1	0	0	0	1	2
	Total TARRANT County	0	0	1	0	0	0	1	2
TOM GREEN	TOM GREEN COUNTY JUVENILE DETENTION CENTER (25)	0	0	0	0	1	0	0	1
	Total TOM GREEN County	0	0	0	0	1	0	0	1
TRAVIS	GARDNER-BETTS JUVENILE JUSTICE CENTER (120)	2	0	1	0	0	0	0	3
	Total TRAVIS County	2	0	1	0	0	0	0	3
VICTORIA	VICTORIA COUNTY JUVENILE JUSTICE CENTER (72)	0	0	0	0	1	0	0	1
	Total VICTORIA County	0	0	0	0	1	0	0	1
WEBB	SOLOMON CASSEB JR. WEBB COUNTY YOUTH VILLAGE (72)	0	0	0	1	0	0	0	1
	Total WEBB County	0	0	0	1	0	0	0	1
Total Statewide		7	14	34	4	12	5	1	77

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Serious Incidents by County and Facility*		Attempted Escape	Attempted Suicide	Escape	Escape-Furlough	Reportable Injury	Youth On Youth Assault - Physical	Youth on Youth Sexual Conduct	Total
BELL	BELL COUNTY JUVENILE SERVICES CENTER (35)	0	0	0	0	1	0	0	1
	Total BELL County	0	0	0	0	1	0	0	1
BEXAR	BEXAR COUNTY JUVENILE DETENTION CENTER (278)	0	1	0	1	0	1	10	13
	CYNDI TAYLOR KRIER JUVENILE CORRECTIONAL TREATMENT (96)	0	3	0	5	0	1	9	18
	Total BEXAR County	0	4	0	6	0	2	19	31
BRAZOS	R. J. HOLMGREEN JUVENILE JUSTICE CENTER (48)	0	6	0	0	0	0	0	6
	Total BRAZOS County	0	6	0	0	0	0	0	6
BROWN	THE OAKS BROWNWOOD (113)	0	0	0	0	0	0	3	3
	Total BROWN County	0	0	0	0	0	0	3	3
CAMERON	DARRELL B. HESTER JUVENILE JUSTICE CENTER (61)	1	19	0	0	0	0	2	22
	Total CAMERON County	1	19	0	0	0	0	2	22
COLLIN	JOHN R. ROACH JUVENILE DETENTION CENTER (144)	0	1	1	0	0	0	0	2
	Total COLLIN County	0	1	1	0	0	0	0	2
DALLAS	DALLAS COUNTY RESIDENTIAL PROGRAMS AND DRUG TREATM (110)	0	0	0	0	0	1	0	1
	DALLAS COUNTY YOUTH VILLAGE (72)	0	0	3	0	2	0	5	10
	DR. JEROME MCNEIL JR. DETENTION CENTER (322)	1	19	0	0	4	0	11	35
	LETOT CENTER (40)	0	0	0	1	0	1	3	5
	LYLE B. MEDLOCK TREATMENT FACILITY (96)	0	1	0	0	1	0	8	10
	MARZELLE HILL TRANSITION CENTER (48)	0	0	0	0	0	0	4	4
	Total DALLAS County	1	20	3	1	7	2	31	65
DENTON	DENTON COUNTY JUVENILE DETENTION CENTER (128)	0	0	0	0	0	0	3	3
	Total DENTON County	0	0	0	0	0	0	3	3
DUVAL	JUDGE RICARDO H. GARCIA REGIONAL JUV. DETENTION (50)	0	1	0	0	0	0	0	1
	Total DUVAL County	0	1	0	0	0	0	0	1
ECTOR	ECTOR COUNTY YOUTH CENTER (21)	0	0	0	0	2	0	0	2
	Total ECTOR County	0	0	0	0	2	0	0	2
GALVESTON	JERRY J. ESMOND JUVENILE JUSTICE CENTER (29)	1	0	0	0	0	0	0	1
	Total GALVESTON County	1	0	0	0	0	0	0	1
GARZA	GARZA COUNTY REGIONAL JUVENILE CENTER (96)	0	0	0	0	1	0	0	1
	Total GARZA County	0	0	0	0	1	0	0	1
GRAYSON	COOKE, FANNIN AND GRAYSON COUNTY DETENTION CENTER (30)	0	0	0	0	0	0	4	4
	GRAYSON COUNTY POST-ADJUDICATION FACILITY (85)	0	0	0	0	0	0	1	1
	Total GRAYSON County	0	0	0	0	0	0	5	5
GUADALUPE	GUADALUPE COUNTY JUVENILE DETENTION CENTER (39)	0	1	0	0	0	0	0	1
	Total GUADALUPE County	0	1	0	0	0	0	0	1
HARDIN	HARDIN COUNTY JUVENILE DETENTION CENTER (7)	0	0	2	0	0	0	0	2
	Total HARDIN County	0	0	2	0	0	0	0	2
HARRIS	BBRC DETENTION ANNEX (36)	0	1	0	0	0	0	0	1
	BURNETT BAYLAND REHABILITATION CENTER (144)	0	5	0	0	1	1	2	9
	HARRIS COUNTY JUVENILE JUSTICE CENTER (250)	0	14	0	0	3	1	1	19
	HARRIS COUNTY YOUTH VILLAGE (128)	0	2	0	1	2	2	0	7
	LEADERSHIP ACADEMY (96)	0	4	0	0	1	0	0	5
Total HARRIS County	0	26	0	1	7	4	3	41	
HARRISON	WILLOUGHBY JUVENILE SERVICES (26)	0	0	0	0	0	1	0	1
	Total HARRISON County	0	0	0	0	0	1	0	1
HAYS	HAYS COUNTY JUVENILE POST-DETENTION CENTER (114)	0	1	0	0	0	0	0	1
	HAYS COUNTY JUVENILE PRE-DETENTION CENTER (34)	1	0	0	0	0	0	0	1
	Total HAYS County	1	1	0	0	0	0	0	2
HIDALGO	JUDGE MARIO E. RAMIREZ JR. JUVENILE JUSTICE CENTER (96)	0	0	0	0	0	1	6	7
	JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTE (40)	0	0	0	1	0	0	0	1
	Total HIDALGO County	0	0	0	1	0	1	6	8
HOOD	LAKE GRANBURY YOUTH SERVICES (96)	0	0	0	0	0	0	3	3
	Total HOOD County	0	0	0	0	0	0	3	3
MIDLAND	BARBARA CULVER JUVENILE DETENTION CENTER (28)	0	1	0	0	0	0	0	1
	Total MIDLAND County	0	1	0	0	0	0	0	1
MILAM	ROCKDALE REGIONAL JUVENILE JUSTICE CENTER (N/A)	0	0	0	0	1	0	0	1
	THE CENTER FOR SUCCESS AND INDEPENDENCE ROCKDALE A (65)	0	0	0	0	1	0	1	2
	Total MILAM County	0	0	0	0	2	0	1	3
MONTGOMERY	MONTGOMERY COUNTY JUVENILE DETENTION CENTER (85)	0	4	0	0	0	0	0	4
	Total MONTGOMERY County	0	4	0	0	0	0	0	4
RANDALL	THE YOUTH CENTER OF THE HIGH PLAINS (38)	0	5	0	0	1	0	1	7
	Total RANDALL County	0	5	0	0	1	0	1	7
TARRANT	LYNN W. ROSS JUVENILE DETENTION CENTER (120)	0	0	0	0	1	0	0	1
	Total TARRANT County	0	0	0	0	1	0	0	1
TAYLOR	TAYLOR COUNTY JUVENILE DETENTION CENTER (22)	0	3	0	0	0	0	0	3
	Total TAYLOR County	0	3	0	0	0	0	0	3
TOM GREEN	TOM GREEN COUNTY JUVENILE DETENTION CENTER (25)	0	1	0	0	0	0	0	1
	Total TOM GREEN County	0	1	0	0	0	0	0	1
TRAVIS	GARDNER-BETTS JUVENILE JUSTICE CENTER (120)	0	1	0	0	0	0	0	1
	Total TRAVIS County	0	1	0	0	0	0	0	1
Unknown	(N/A)	0	1	0	0	0	0	0	1
	Total Unknown County	0	1	0	0	0	0	0	1
VICTORIA	VICTORIA COUNTY JUVENILE JUSTICE CENTER (72)	1	5	0	0	1	0	3	10
	Total VICTORIA County	1	5	0	0	1	0	3	10
WEBB	SOLOMON CASSEB JR. WEBB COUNTY YOUTH VILLAGE (72)	0	0	0	0	1	0	0	1
	Total WEBB County	0	0	0	0	1	0	0	1
WICHITA	JUDGE ARTHUR R. TIPPS JUVENILE JUSTICE CENTER (32)	0	1	0	0	1	0	0	2
	Total WICHITA County	0	1	0	0	1	0	0	2
WILLIAMSON	WILLIAMSON COUNTY JUVENILE JUSTICE CENTER (35)	0	1	0	0	0	0	0	1
	WILLIAMSON COUNTY TRIAD PROGRAM (N/A)	0	0	0	0	1	0	0	1
	Total WILLIAMSON County	0	1	0	0	1	0	0	2
Total Statewide		5	102	6	9	26	10	80	238

**Texas Juvenile Justice Department
Office of the Inspector General
Administrative Investigations - County
Fiscal Year 2019**

ANE Investigations by County, Complaint, and TJJD Disposition Action*

			Baseless Allegation	Reason To Believe	Ruled Out	Unable To Determine	Total
ATASCOSA	ATASCOSA COUNTY JUVENILE JUSTICE CENTER (40)	Neglect-Related	0	0	0	0	0
	Total ATASCOSA County		0	0	0	0	0
BELL	BELL COUNTY JUVENILE SERVICES CENTER (35)	Physical Abuse-Related	0	0	0	0	0
	Total BELL County		0	0	0	0	0
BEXAR	BEXAR COUNTY JUVENILE DETENTION CENTER (278)	Physical Abuse-Related	0	0	0	0	0
		Sexual Abuse-Related	0	0	0	0	0
	CYNDI TAYLOR KRIER JUVENILE CORRECTIONAL TREATMENT (96)	Physical Abuse-Related	0	0	0	0	0
		Sexual Abuse-Related	0	0	1	0	1
Total BEXAR County		0	0	1	0	1	
BRAZOS	R. J. HOLMGREEN JUVENILE JUSTICE CENTER (48)	Physical Abuse-Related	0	0	0	0	0
	Total BRAZOS County		0	0	0	0	0
BROWN	THE OAKS BROWNWOOD (113)	Physical Abuse-Related	0	0	0	0	0
	Total BROWN County		0	0	0	0	0
CAMERON	DARRELL B. HESTER JUVENILE JUSTICE CENTER (61)	Neglect-Related	0	0	0	0	0
	Total CAMERON County		0	0	0	0	0
DALLAS	DALLAS COUNTY YOUTH VILLAGE (72)	Physical Abuse-Related	0	0	0	0	0
		Neglect-Related	0	0	0	0	0
	DR. JEROME MCNEIL JR. DETENTION CENTER (322)	Physical Abuse-Related	0	0	2	1	3
		Physical Abuse-Related	0	0	0	0	0
Total DALLAS County		0	0	2	1	3	
DUVAL	JUDGE RICARDO H. GARCIA REGIONAL JUV. DETENTION (50)	Neglect-Related	0	0	0	0	0
	Total DUVAL County		0	0	0	0	0
ECTOR	ECTOR COUNTY YOUTH CENTER (21)	Sexual Abuse-Related	0	0	0	0	0
	Total ECTOR County		0	0	0	0	0
EL PASO	SAMUEL F. SANTANA CHALLENGE PROGRAM (48)	Neglect-Related	0	0	0	0	0
	Total EL PASO County		0	0	0	0	0
GRAYSON	GRAYSON COUNTY POST-ADJUDICATION FACILITY (85)	Physical Abuse-Related	0	0	0	0	0
	Total GRAYSON County		0	0	0	0	0
HARRIS	HARRIS COUNTY JUVENILE JUSTICE CENTER (250)	Physical Abuse-Related	0	0	4	0	4
		Sexual Abuse-Related	0	0	1	0	1
	HARRIS COUNTY YOUTH VILLAGE (128)	Physical Abuse-Related	0	0	0	0	0
		Sexual Abuse-Related	1	0	0	0	1
	LEADERSHIP ACADEMY (96)	Physical Abuse-Related	0	0	0	0	0
		Sexual Abuse-Related	0	0	0	0	0
Total HARRIS County		1	0	5	0	6	
HOOD	LAKE GRANBURY YOUTH SERVICES (96)	Sexual Abuse-Related	0	0	0	0	0
	Total HOOD County		0	0	0	0	0
JEFFERSON	MINNIE ROGERS JUVENILE JUSTICE CENTER (48)	Physical Abuse-Related	0	0	2	0	2
	Total JEFFERSON County		0	0	2	0	2
LUBBOCK	LUBBOCK COUNTY JUVENILE JUSTICE CENTER (49)	Physical Abuse-Related	0	0	0	0	0
	Total LUBBOCK County		0	0	0	0	0
MILAM	THE CENTER FOR SUCCESS AND INDEPENDENCE ROCKDALE A (65)	Physical Abuse-Related	0	0	0	0	0
		Sexual Abuse-Related	0	1	0	0	1
	Total MILAM County		0	1	0	0	1
NUECES	ROBERT N. BARNES REGIONAL JUVENILE FACILITY (96)	Sexual Abuse-Related	0	1	0	0	1
	Total NUECES County		0	1	0	0	1
RANDALL	THE YOUTH CENTER OF THE HIGH PLAINS (38)	Physical Abuse-Related	0	0	1	0	1
		Sexual Abuse-Related	0	0	0	0	0
	Total RANDALL County		0	0	1	0	1
TARRANT	LYNN W. ROSS JUVENILE DETENTION CENTER (120)	Physical Abuse-Related	0	0	0	0	0
		Verbal Abuse	0	0	0	0	0
	Total TARRANT County		0	0	0	0	0
TOM GREEN	TOM GREEN COUNTY JUVENILE DETENTION CENTER (25)	Sexual Abuse-Related	0	0	0	0	0
	Total TOM GREEN County		0	0	0	0	0
TRAVIS	GARDNER-BETTS JUVENILE JUSTICE CENTER (120)	Neglect-Related	0	0	1	0	1
		Physical Abuse-Related	0	0	0	0	0
	Total TRAVIS County		0	0	1	0	1
VICTORIA	VICTORIA COUNTY JUVENILE JUSTICE CENTER (72)	Sexual Abuse-Related	0	0	1	0	1
	Total VICTORIA County		0	0	1	0	1
WEBB	SOLOMON CASSEB JR. WEBB COUNTY YOUTH VILLAGE (72)	Sexual Abuse-Related	0	0	0	0	0
	Total WEBB County		0	0	0	0	0
Total Statewide			1	2	13	1	17

**Texas Juvenile Justice Department
Office of the Inspector General
Administrative Investigations - County
Fiscal Year 2019**

ANE Investigations by County, Complaint, and Local Disposition Action*			Administrative Leave	None	Resigned	Re-trained	Terminated	Total
ATASCOSA	ATASCOSA COUNTY JUVENILE JUSTICE CENTER (40)	Neglect-Related	0	0	0	0	0	0
	Total ATASCOSA County		0	0	0	0	0	0
BELL	BELL COUNTY JUVENILE SERVICES CENTER (35)	Physical Abuse-Related	0	0	0	1	0	1
	Total BELL County		0	0	0	1	0	1
BEXAR	BEXAR COUNTY JUVENILE DETENTION CENTER (278)	Physical Abuse-Related	0	0	0	0	0	0
		Sexual Abuse-Related	0	0	0	0	0	0
	CYNDI TAYLOR KRIER JUVENILE CORRECTIONAL TREATMENT (96)	Physical Abuse-Related	0	0	1	0	0	1
		Sexual Abuse-Related	0	3	0	0	0	3
Total BEXAR County		0	3	1	0	0	4	
BRAZOS	R. J. HOLMGREEN JUVENILE JUSTICE CENTER (48)	Physical Abuse-Related	0	0	0	0	0	0
	Total BRAZOS County		0	0	0	0	0	0
BROWN	THE OAKS BROWNWOOD (113)	Physical Abuse-Related	0	0	0	0	0	0
	Total BROWN County		0	0	0	0	0	0
CAMERON	DARRELL B. HESTER JUVENILE JUSTICE CENTER (61)	Neglect-Related	0	0	0	0	0	0
	Total CAMERON County		0	0	0	0	0	0
DALLAS	DALLAS COUNTY YOUTH VILLAGE (72)	Physical Abuse-Related	0	0	0	0	0	0
		Neglect-Related	0	0	0	0	0	0
	DR. JEROME MCNEIL JR. DETENTION CENTER (322)	Physical Abuse-Related	0	3	0	1	0	4
		Physical Abuse-Related	0	0	0	0	0	0
Total DALLAS County		0	3	0	1	0	4	
DUVAL	JUDGE RICARDO H. GARCIA REGIONAL JUV. DETENTION (50)	Neglect-Related	0	0	0	0	0	0
	Total DUVAL County		0	0	0	0	0	0
ECTOR	ECTOR COUNTY YOUTH CENTER (21)	Sexual Abuse-Related	0	0	0	0	1	1
	Total ECTOR County		0	0	0	0	1	1
EL PASO	SAMUEL F. SANTANA CHALLENGE PROGRAM (48)	Neglect-Related	0	0	0	0	0	0
	Total EL PASO County		0	0	0	0	0	0
GRAYSON	GRAYSON COUNTY POST-ADJUDICATION FACILITY (85)	Physical Abuse-Related	0	0	0	0	0	0
	Total GRAYSON County		0	0	0	0	0	0
HARRIS	HARRIS COUNTY JUVENILE JUSTICE CENTER (250)	Physical Abuse-Related	0	4	0	0	0	4
		Sexual Abuse-Related	0	1	0	0	0	1
	HARRIS COUNTY YOUTH VILLAGE (128)	Physical Abuse-Related	0	2	0	0	0	2
		Sexual Abuse-Related	0	1	0	0	0	1
	LEADERSHIP ACADEMY (96)	Physical Abuse-Related	0	0	0	0	0	0
Total HARRIS County		0	8	0	0	0	8	
HOOD	LAKE GRANBURY YOUTH SERVICES (96)	Sexual Abuse-Related	0	0	0	0	0	0
	Total HOOD County		0	0	0	0	0	0
JEFFERSON	MINNIE ROGERS JUVENILE JUSTICE CENTER (48)	Physical Abuse-Related	0	2	0	0	0	2
	Total JEFFERSON County		0	2	0	0	0	2
LUBBOCK	LUBBOCK COUNTY JUVENILE JUSTICE CENTER (49)	Physical Abuse-Related	0	0	0	0	0	0
	Total LUBBOCK County		0	0	0	0	0	0
MILAM	THE CENTER FOR SUCCESS AND INDEPENDENCE ROCKDALE A (65)	Physical Abuse-Related	1	0	0	0	0	1
		Sexual Abuse-Related	0	1	0	0	0	1
	Total MILAM County		1	1	0	0	0	2
NUECES	ROBERT N. BARNES REGIONAL JUVENILE FACILITY (96)	Sexual Abuse-Related	0	0	0	0	1	1
	Total NUECES County		0	0	0	0	1	1
RANDALL	THE YOUTH CENTER OF THE HIGH PLAINS (38)	Physical Abuse-Related	0	1	0	0	0	1
		Sexual Abuse-Related	0	2	0	0	0	2
	Total RANDALL County		0	3	0	0	0	3
TARRANT	LYNN W. ROSS JUVENILE DETENTION CENTER (120)	Physical Abuse-Related	0	1	0	0	0	1
		Verbal Abuse	0	0	0	0	0	0
	Total TARRANT County		0	1	0	0	0	1
TOM GREEN	TOM GREEN COUNTY JUVENILE DETENTION CENTER (25)	Sexual Abuse-Related	0	0	0	0	0	0
	Total TOM GREEN County		0	0	0	0	0	0
TRAVIS	GARDNER-BETTS JUVENILE JUSTICE CENTER (120)	Neglect-Related	0	2	0	0	0	2
		Physical Abuse-Related	0	0	0	0	0	0
	Total TRAVIS County		0	2	0	0	0	2
VICTORIA	VICTORIA COUNTY JUVENILE JUSTICE CENTER (72)	Sexual Abuse-Related	0	1	0	0	0	1
	Total VICTORIA County		0	1	0	0	0	1
WEBB	SOLOMON CASSEB JR. WEBB COUNTY YOUTH VILLAGE (72)	Sexual Abuse-Related	0	0	0	0	0	0
	Total WEBB County		0	0	0	0	0	0
Total Statewide			1	24	1	2	2	30

To: TJJ Board Members

From: Camille Cain, Executive Director

Christina Garcia, Staff Attorney and Contracts Supervisor

Subject: Discussion, consideration, and possible approval of an archeological field school being conducted at the Priddy Cabin on Parrie Haynes Ranch (Action)

Date: October 3, 2019

The Parrie Haynes Trust (the Trust) currently leases the approximately 4,425-acre Parrie Haynes Ranch in Killeen, Texas (the Ranch) to the Boys and Girls Club of Central Texas (Lessee), who in turn subleases a portion of the Ranch to Trubee, Inc. (Sublessee). On that sublet portion of the Ranch is the Priddy Cabin, a log cabin thought to be built circa 1859.

Texas A&M University Central Texas is proposing to conduct an archaeological field school (field school or Project) at the Priddy Cabin. The field school will consist of a survey and archaeological excavation of the area immediately in and around the Priddy Cabin structure. The necessary Antiquities Permit from the Texas Historical Commission (THC) has been obtained and all work will proceed as described in attached Scope of Work.

The field school will be conducted by a field crew of up to 12 Texas A&M University Central Texas undergraduate and graduate students and one archaeologist (Principal Investigator – Christine A. Jones, PhD). Field data will be collected on the spatial distribution of artifacts, artifact concentrations, and densities of surface assemblages and recorded on appropriate Texas Historical Commission (THC/TXSite) site forms. The field school will maintain a collection policy whereby all artifacts found during the survey, shovel testing, and test unit excavations will be recorded, collected, and bagged to be transported and analyzed in the lab on the Texas A&M University Central Texas campus in Killeen, Texas. The field school will prepare/complete all paperwork for artifacts recovered during the study and arrange for their transfer to a suitable curatorial facility. The intended curation facility for collected artifacts will be the Center for

Archaeological Studies (CAS) in San Marcos, Texas. Following the completion of the field school, the Principal Investigator will incorporate findings into the overall report for the Project. Copies of the report will be distributed to TxDot, THC, and other parties in compliance with 13 Tex. Admin. Code § 26.24, as well as the Trust.

The field school would be conducted from January through March 2020. The Lessee and Sublessee are aware of and endorse the Project. It is anticipated that Texas A&M University Central Texas, Lessee, Sublessee, and the Trust will execute a Space Utilization Agreement ensuring that the occupants of the Ranch are not disturbed by the field school and ensuring that Lessee, Sublessee, and the Trust are not subject to liability from the field school being conducted on the Ranch.

Therefore, TJJJ respectfully requests the Board's approval to allow the field school to be conducted at the Priddy Cabin on the Ranch and authority for the TJJJ Executive Direct to execute the Space Utilization Agreement on behalf of the Trust.

Attachment

SCOPE OF WORK

Proposed Field School at the Priddy Cabin on Parrie Haynes Ranch, Texas Juvenile Justice Department Lands, Bell County, Texas

Principal Investigator
Christine A. Jones, PhD

Introduction

Texas A&M University Central Texas is proposing to conduct an archaeological field school at the Priddy Cabin, located on the Parrie Haynes Ranch Equestrian Center (PHR) on Texas Juvenile Justice Department (TJJD) Lands, within Bell County Texas. The PHR is open to the public and is comprised of 2 parcels including 4525 acres which are covered by 60 miles of trails and ranch roads. Priddy Cabin is located in the southern portion of the parcel, 175 meters away from the intersection of Maxdale and Gann Branch Road (Figure 1 and 3). The field school will consist of a survey and archaeological excavation of the area immediately in and around the Priddy Cabin structure.

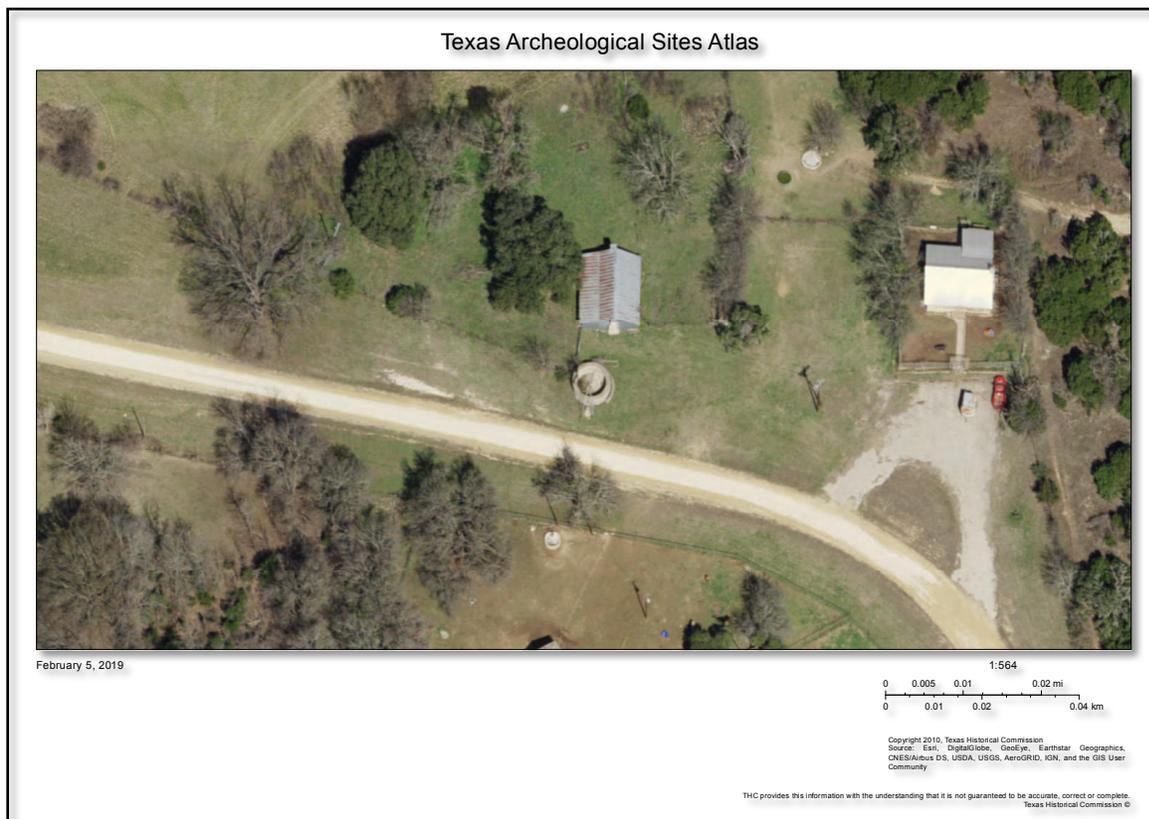


FIGURE 1. Priddy cabin and cistern. *The log cabin is covered in corrugated metal. Also visible is the Hoover House (20th c.) to the east of the cabin and Gann Branch Road.*

The Priddy cabin, thought to be built in 1859, is a two-room dogtrot constructed of cedar logs. The size of the cabin measures approximately 148 square meters. A cistern and windmill are located 5 m south of the cabin. At some point in the last few decades the cabin was covered by corrugated metal to protect against damage. The roof is still intact but the shingles are damaged and many are missing. The logs making up the two rooms and the structure of the rooms themselves are intact. The northern room appears to be a sleeping/private area, and has a gunport cut into the logs facing the breezeway (Figure 2). The southern room appears to be a cooking/living area, as its fireplace has ledges for keeping food warm. Each room's fireplace is intact, and the southern room still has portions of the floor boards.

The cabin is designated herein as the Permit Area and falls under the jurisdiction of the Antiquities Code of Texas (Code). The following scope of work outlines the field survey methods, artifact collection, curation, and site recordation strategies, and reporting protocols that will be utilized by the Texas A&M University Central Texas field school for the Permit Area.



Figure 2. Northern “room” of the dogtrot cabin. Also visible is the stone foundation of the cabin, the roof rafters missing most of the shingles, and corrugated metal surrounding the structure.

Environmental Setting

The Permit Area is located in Maxdale, Bell County, on the southern edge of the city of Killeen, located within the Lampasas cut plain sub-region of the Crosstimbers and Prairies ecoregion (Griffith et al. 2004). This ecoregion is rugged and covered by extensive grasslands with wooded mesas formed by erosion during geologic formation. The region was once covered by grasslands or live oak savannah but the landscape has changed due to the introduction of livestock and farming practices such as fencing and control of natural wildfires (Griffith et al. 2004). Natural vegetation includes juniper and live oak (Griffith et al. 2004). The area has been used historically and in present times for agriculture, producing cotton, corn, oats, wheat and other crops, as well as livestock grazing.

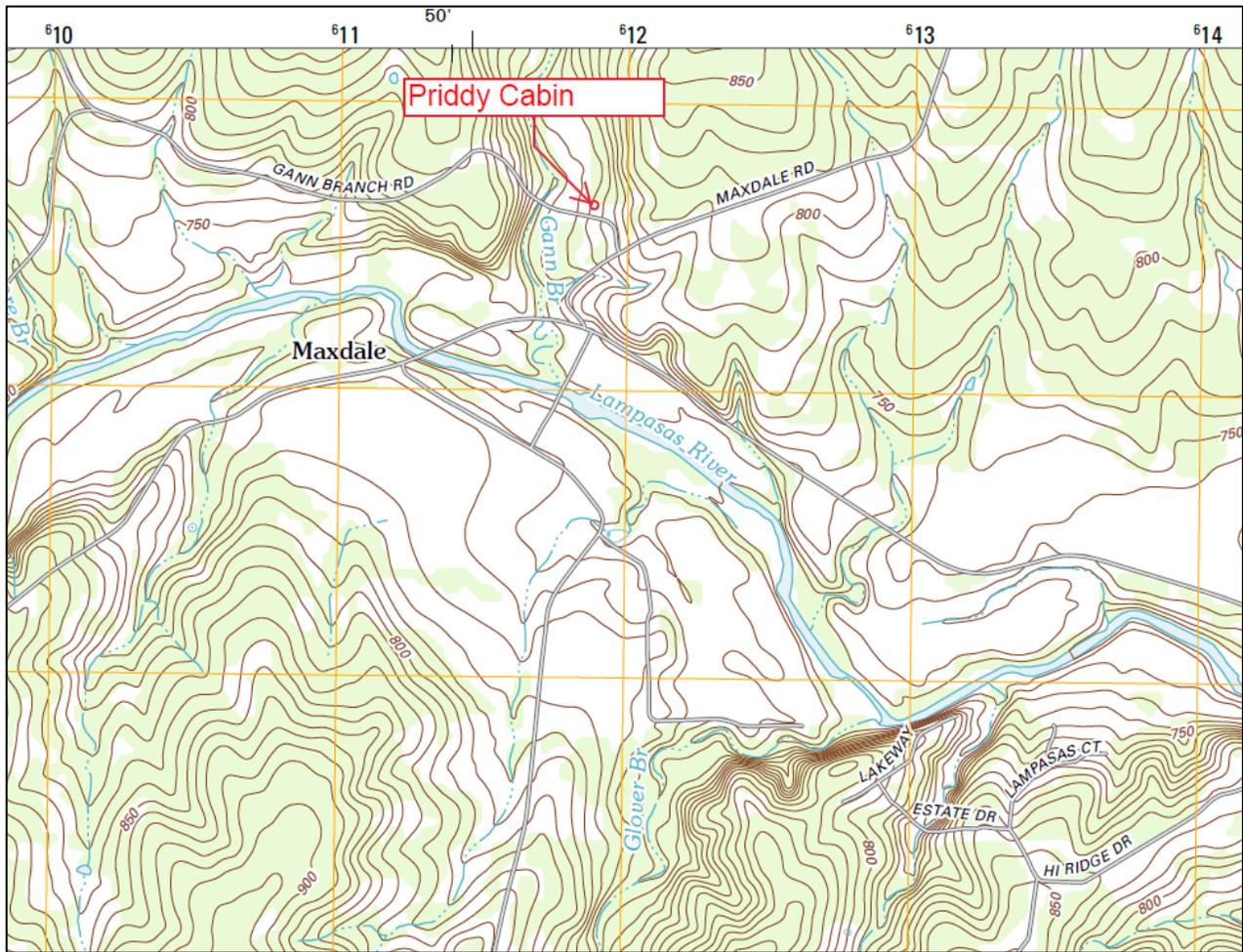


Figure 3. Topographic map showing location of Priddy cabin. Ding Dong quadrangle, Texas 2013. 7.5', 1:24,000 (USGS 2019).

Geologically, the Permit Area is underlain by the Glen Rose Formation (Kgr) (GDT 2019). These deposits consist of limestone, clay, marl and sand dating to the Cretaceous period. Soil survey data for the proposed field school was derived from the Web Soil Survey (WSS 2019). Overall, soils in the Permit Area are well drained and typically have loamy textures weathered from limestone. Two soil types are mapped within the Permit Areas, Real-Rock outcrop complex, gravelly clay loam, 12 to 40 percent slopes (REF) and the Tarrant-Purves association, very cobbly silt, 0 to 5 percent slopes (TPF) (WSS 2019).

Cultural Resources Background Review Results

The principal investigator conducted a thorough cultural resources literature search of the Permit Area by searching the Texas Historical Commission's (THC) Texas Archeological Sites Atlas (Atlas) online database and the National Register of Historic Places (NRHP) database to identify previously recorded cultural resource sites, historic structures, properties listed in the NRHP, and designated historic districts or State Antiquities Landmark (SAL)s in the permit area. Any previously recorded cultural resource site forms, reports of archaeological investigations, general historical documents, and secondary sources concerning the background of the area

were also reviewed. The records search included a review of all previously recorded site forms, cemetery data, and surveys on file within a 0.6-mi (1 km) review radius of the Permit Area.

There is no site designation currently recorded for the cabin (Atlas 2019). Two small prehistoric sites (41BL317, 41BL1361), Maxdale cemetery, and the Maxdale bridge historic marker are located near the permit area. The Priddy cabin is 0.25 miles away from 41BL317, 0.46 miles away from 41BL1361, 0.56 miles away from Maxdale cemetery and 0.50 miles away from the Maxdale bridge historical marker. A preliminary search of the list of internments at the Maxdale cemetery suggested that relatives of those who built or lived in Priddy cabin are likely buried there, indicating a relevant historical connection between the two sites. No other previously recorded archeological sites or cemeteries are mapped within 0.5-mi (0.8-km) of the Permit Area (Atlas 2019). Additionally, based upon a review of the Alas (2019), no previously conducted surveys overlap with the Permit Area.

Field Methods

The field school will be conducted by a field crew of up to 12 Texas A&M University Central Texas undergraduate and graduate students and one archaeologist (principal investigator). The field crew will conduct a pedestrian survey to include the use of metal detectors covering a 50 m radius surrounding the Priddy cabin. Shovel testing or pedestrian surveys will not be conducted beyond the Permit Area property boundaries.

Up to 12 shovel tests will be used to determine which areas contain associated subsurface artifacts in order to determine the placement of test units. In general, shovel tests will measure approximately 12.0 in (30.0 cm) in diameter and will be excavated by 3.93 to 7.87 in (10.0 to 20.0 cm) levels. Per the Council of Texas Archeologists (CTA)/THC survey standards, shovel tests will be excavated to a depth consistent with the project impacts or to the base of Holocene deposits unless dense, impenetrable clay soils or inundation prevent the continuation of excavations. All soil matrices will be screened through 6.3-millimeter (¼-inch) mesh hardware cloth unless dominated by clay. Clayey matrix will be trowel-sorted and visually inspected. For each of the shovel tests, the following information will be recorded on shovel test logs: location, maximum depth, and the number of soil strata. For each soil stratum, thickness, texture, color, and the presence or absence and nature of cultural materials will be recorded.

Controlled test units will be excavated in and around the Priddy cabin. A site datum will be established. Test units will be strategically placed in proximity to area where shovel tests encountered high artifact densities or where features were encountered during the survey. All controlled test units will measure 1x1 m and will be excavated in arbitrary 10-cm levels with trowels and shovels. A datum will be established in the highest corner of each test unit at the current ground surface and all depths will be recorded in centimeters below datum (cmbd). A handheld GPS unit will be used to take GPS coordinates of the datum of all test units excavated during the project. Digital photos will be taken of each finished level and the completed test unit's wall profile. All excavated matrix will be screened through 6.3-millimeter (¼-inch) mesh hardware cloth unless dominated by clay. Clayey matrix will be trowel-sorted and visually inspected. For each test unit appropriate THC/TXSite site forms will be used to record field data.

Field data will be collected on the spatial distribution of artifacts, artifact concentrations, and densities of surface assemblages. The field crew will record all shovel test locations, isolated finds, finds within test units, and associated features using a handheld GPS device.

The Texas A&M University Central Texas field school will maintain a collection policy whereby all artifacts found during the survey, shovel testing, and test unit excavations will be recorded, collected, and bagged to be transported and analyzed in the lab on our campus in Killeen, Texas. Artifacts will be tabulated, analyzed, and documented in the lab. All diagnostic artifacts will be photo-documented and described in detail, but only representative samples of non-diagnostic materials will be photographed by artifact class. All artifacts will be curated according to Texas Administrative Code 26.17 with reference to the principal investigator's responsibilities for disposition of archaeological artifacts and data, and in concordance with the curation policy of the Center for Archeological Studies.

The structure of the cabin itself will be adequately photo-documented and plotted with a GPS device and sketch maps will be drawn. In addition, landowner interviews will be conducted in addition to deed research and archival research in order to document the history of the structure.

The Texas A&M University Central Texas field school will maintain a policy of open communication with THC regarding any unanticipated issues which may arise during field work which may affect these field methods.

Laboratory Methods

All materials will be cleaned and preserved using THC approved, nondestructive, and reversible techniques. Cleaning and preservation techniques and materials used will be documented and be submitted with the collection to be curated. Diagnostic artifacts such as nails, ceramics, coins, buttons, bottle glass, or items with maker's marks or other identifying features will be identified to the best extent possible based on defining characteristics, design, and a comparative analysis of historic assemblages in the region.

Artifacts will be individually labeled including site designation and intra-site provenience designations (lot/provenience system). Labels for each artifact will be created by writing the information with permanent, archival stable ink. Zip locking polyethylene bags, 4-millimeter thick, will be used for all artifacts. All bags will also have a clearly visible tag inside the bag printed on acid-free paper with tag information written in pencil or archival. Texas A&M University Central Texas field school will prepare all paperwork recovered during the study and arrange for the transfer of records to a suitable curatorial facility pursuant to the standards and guidelines set forth by the THC/CTA.

Human Remains

In the event that human remains are encountered during any part of the field school, work will stop immediately, the field crew will be dismissed and the field school will be discontinued. The appropriate local law enforcement personnel and medical examiner's office will be notified of the discovery. Should the medical examiner determine that the human remains are older than 50 years, the principal investigator will notify the THC and file a notice of existence of a cemetery with the county clerk in accordance with Texas Health and Safety Code Chapter 711.

Curation

The intended curation facility for collected artifacts will be the Center for Archaeological Studies (CAS) in San Marcos, Texas. The collection will be prepared for curation according to CAS standards for collection preparation. A complete and accurate Artifact Catalog/Specimen Inventory will be submitted with all collections. Paper records will be submitted in labeled archival. All original records will also be digitized with a resolution of at least 300 dpi.

Reporting

Following the completion of the field school, the principal investigator, employed by Texas A&M University Central Texas, will incorporate findings into the overall report for the Project. A site form for the Priddy cabin will be submitted to the Texas Archeological Research Laboratory (TARL) in order to receive trinomial data for reporting. The format of the report will adhere to review guidelines suitable to the State Historic Preservation Officer (SHPO) in accordance with the THC's Rules of Practice and Procedure, Chapter 26, Section 27, and the CTA *Guidelines for Cultural Resources Management Reports*.

The report will document previous investigations in the area, background cultural setting, the methodology used during the field school investigations, the general nature and extent of cultural resources encountered during the field school survey, and will address how the project contributes to an understanding of important historical issues. A draft report will be submitted for review by TxDOT and THC. After review, changes will be made (if any), and a final report will be submitted to TxDOT, along with one archival-quality CD containing a tagged PDF format of the report. Copies of the report will be also be distributed to THC and other parties in compliance with 13 TAC 26.24.

References

(Atlas) Texas Archaeological Sites Atlas

2019 Texas Archaeological Site Atlas restricted database, Texas Historical Commission.

<http://nueces.thc.state.tx.us/>. Accessed 9 January 2019.

(GDT) Geologic Database of Texas

2019 Geologic Database of Texas, USGS Texas Water Science Center. <https://txpub.usgs.gov/txgeology/>. Accessed 9 January 2019.

Griffith, G.E., Bryce, S.A., Omernik, J.M., Comstock, J.A., Rogers, A.C., Harrison, B., Hatch, S.L., and Bezanson, D.

2004 *Ecoregions of Texas*. U.S. Geological Survey, Reston VA (map scale 1:2,500,000)

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2018 U.S. Geological Survey, United States Department of the Interior. Information and graphics available at <http://mrdata.usgs.gov/sgmc/tx.html>. Accessed 9 January 2019.

(WSS) Web Soil Survey

2019. Web Soil Survey, United States Department of Agriculture Natural Resources Conservation Service. <https://websoilsurvey.sc.egov.usda.gov>. Accessed 9 January 2019.



**Texas Juvenile Justice Department
RESOLUTION**

**A RESOLUTION FOR APPROVAL TO CONDUCT AN ARCHEOLOGICAL FIELD SCHOOL AT THE PRIDDY CABIN ON
PARRIE HAYNES RANCH**

On this **25th day of October 2019**, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.					
James Castro					
Mona Lisa Chambers					
Pama Hencerling					
Lisa Jarrett					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Vincent Morales Jr.					
Stephanie Moreno					
Allison Palmer					
Wesley C. Ritchey					
Jimmy Smith					
Motion:			Second:		

Where, among other matters, came up for consideration and adoption the following Resolution:

WHEREAS, the Parrie Haynes Trust (the Trust) currently leases the approximately 4,425-acre Parrie Haynes Ranch in Killeen, Texas (the Ranch) to the Boys and Girls Club of Central Texas (Lessee), who in turn subleases a portion of the Ranch to Trubee, Inc. (Sublessee), and on that sublet portion of the Ranch is the Priddy Cabin.

WHEREAS, Texas A&M University Central Texas is proposing to conduct an archaeological field school (field school) at the Priddy Cabin from January through March 2020; and

WHEREAS, Texas A&M University Central Texas, Lessee, Sublessee, and the Trust would execute a Space Utilization Agreement ensuring that the occupants of the Ranch are not disturbed by the field school and ensuring that Lessee, Sublessee, and the Trust are not subject to liability from the field school being conducted on the Ranch.

NOW, THEREFORE BE IT RESOLVED THAT the Board authorizes Texas A&M University Central Texas to conduct an archaeological field school at the Priddy Cabin on Parrie Haynes Ranch from January through March 2020 and the Texas Juvenile Justice Department Executive Director to execute a Space Utilization Agreement on behalf of the Parrie Haynes Trust regarding same.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wesley C. Ritchey, Chairman

To: TJJJ Board Members

From: Camille Cain, Executive Director
Emily Anderson, Chief Financial Officer

Subject: Acknowledgment of gifts (Action)

Date: October 3, 2019

Texas Government Code, Chapter 575, provides that for gifts with a value of \$500 or more:

A state agency, that has a governing board, may accept a gift only if the agency has the authority to accept the gift and a majority of the board, in an open meeting, acknowledges the acceptance of the gift no later than the 90th day after the date the gift is accepted.

The Government Code also provides that a state agency may not accept a gift from a person who is a party to a contested case before the agency. TJJJ policy (GAP.385.8170) Acceptance of Gifts of \$500 or more implements these provisions.

- Fringe Sport donated twenty three tactical weight vests for Office of Inspector General use and also donated five adjustable gym benches and five super adjustable benches for youth to participate in strength exercises as part of the Texas Model. These items have an estimated value over \$500.

Following the Board's approval, a letter will be sent to the Fringe Sport to notify them of the acknowledgement and to express appreciation for their support of the Texas Juvenile Justice Department.

Staff recommends acknowledgement of this gift pursuant to the provisions of the Government Code and TJJJ policy.



**Texas Juvenile Justice Department
RESOLUTION**

A RESOLUTION FOR APPROVAL TO ACKNOWLEDGE THE ACCEPTANCE OF GIFTS FOR THE TEXAS JUVENILE JUSTICE DEPARTMENT

On this **25th day of October 2019**, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.					
James Castro					
Mona Lisa Chambers					
Pama Hencerling					
Lisa Jarrett					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Vincent Morales Jr.					
Stephanie Moreno					
Allison Palmer					
Wesley C. Ritchey					
Jimmy Smith					
Motion:		Second:			

Where, among other matters, came up for consideration and adoption the following Resolution:

WHEREAS, the Texas Government Code requires a majority of the Board to acknowledge, in an open meeting, gifts with an actual, or estimated, value of \$500 or more; and

WHEREAS, TJJD received twenty three tactical weight vests for Office of Inspector General use and also received five adjustable gym benches and five super adjustable benches from Fringe Sport for youth to participate in strength exercises as part of the Texas Model. These items have an estimated value over \$500.

NOW, THEREFORE BE IT RESOLVED THAT the Board authorizes the acknowledgement of the donation and formally accepts this generous gift in support of the Texas Juvenile Justice Department.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wesley C. Ritchey, Chairman



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

BOARD MEMBERS

The Honorable Wes Ritchey, Chair
Dalhart, Texas

Mona Lisa Chambers
Houston, Texas

Edeska Barnes
Jasper, Texas

James Castro
Bergheim, Texas

The Honorable Lisa Jarrett
San Antonio, Texas

Melissa Martin
Deer Park, Texas

Pama Hencerling
Victoria, Texas

David "Scott" Matthew
Georgetown, Texas

The Honorable Vincent Morales, Jr.
Rosenberg, Texas

The Honorable Stephanie Moreno
Beeville, Texas

Allison Palmer
San Angelo, Texas

James Smith
Midland, Texas

Ann Lattimore
Cedar Park, Texas

EXECUTIVE DIRECTOR

Camille Cain

Chief Auditor

Eleazar Garcia, CIA, CRMA

www.tjtd.texas.gov

**Risk Assessment and
FY 2020 Audit Plan
October 2019**

To: TJJJ Board Members
Camille Cain, Executive Director

From: Eleazar Garcia, Chief Auditor

Subject: Risk Assessment and FY 2020 Audit Plan 19-4

Date: October 25, 2019

Attached for your approval is our proposed audit plan for Fiscal Year 2020. This plan was developed in accordance with Government Code Chapter 2102 (Texas Internal Auditing Act), which requires state agency internal audit departments to develop an annual audit plan using risk assessment techniques. The risk assessment and project selection process used by the TJJJ Office of Internal Audit includes input from Board members and agency management and staff. Information describing the assumptions and process used to develop the plan include:

- Process Description for the annual audit plan development. (Page 3)
- Risk Assessment Scores and Coverage Schedule, which displays the risk level of each auditable unit and indicates whether audit coverage has been provided based on each unit's risk level. (Page 5)
- Proposed FY 2020 audit plan. (Page 8)

In addition to approving the audit plan, the Texas Internal Auditing Act requires the Board to review the resources dedicated to the internal audit program and determine if they are adequate to ensure coverage of the agency's risk in a reasonable time frame. This packet provides the information to make this determination. Additionally, the agency dedicates adequate resources to provide competitive salaries, training, and travel for the audit staff.

cc: Nate Jackson, Chief of Staff
Executive Team

Process Description

1. **Define the audit universe.** Develop a comprehensive list of “auditable units” (i.e., specific operating units such as Human Resources or cross-functional processes such as food service, etc.) through discussion with the Board, agency management, and auditor judgment to be considered for annual planning.
2. **Select and apply weighting system to the risk factors.** Risk factors are specific and identifiable sources of uncertainty or potential negative consequences. Risk is inherent to every auditable unit – what varies among units is the degree or *level* of risk. Level of risk is determined by the extent of impact to the agency as a whole should the specific risk occur. Risk factors are selected and weighted by consideration of current issues by the Chief Auditor. The risk factors and weights used for the risk assessment were as follows:

Risk Factor	Weight
Safety/Welfare of the Youth	25
Safety/Welfare of the Staff	25
Data Reliability	20
Safeguarding of Assets	20
Compliance with Laws & Regulations	20
Impact on Communities	20
Recent and/or Significant Changes	10

3. **Prioritize auditable units to assess overall risk level.**
 - **Score:** Score each unit’s risk level for each risk factor. For each factor, we use a 5-point scale: low risk levels receive 1 point, medium risk levels 3 points, and high risk levels 5 points. For example, the Case Management auditable unit would score a 5 on the risk factor of safety/welfare of the youth, while Purchasing would score a 1 in the same risk factor.
 - **Additional Points:** Areas identified as of interest or concern by Board members received 25 additional points; by Executive Management received 15 additional points (20 if more than one manager identified the area as a priority); and any identified as an area of concern by the Chief Auditor received up to an additional 10 points.
 - **Rank:** Calculate the products of the risk level score times the risk factor weight, sum all scores and rank all units relative to one another. Identify high, medium, and low risk areas.
 - **Risk:** Ranked from high to low score and subsequently categorized based on distributed thresholds.
4. **Determine available staff hours for audit work.**

- **Staff hours:** Taking leave, training requirements, and other responsibilities into consideration, determine available staff hours for audit work. Estimated available hours for FY 2020 are 7800.
5. **Identify areas of audit for Proposed FY 2020 Audit Plan.** Based on:
 - input from Board members, agency management, and other factors
 - available staff hours
 - review of statutory requirements including
 - a. Government Code
 - b. Human Resources Code
 - c. Texas Administrative Code
 - review of audit history including:
 - a. either a stand-alone audit or part of another audit (e.g. facility audit)
 - b. consulting services
 - c. external services (e.g. State Auditor’s Office (SAO), Texas Education Agency (TEA), Texas Comptrollers of Public Accounts (CPA))
 6. **Develop a proposal for Board review.**
 7. **Present to the Board Finance and Audit Committee and obtain input to finalize FY 2020 Audit Plan.**
 8. **Present to the full Board for approval.**
 9. **Distribute the approved plan to the oversight agencies (Governor’s Office of Budget, Planning, and Policy; Legislative Budget Board; Sunset Advisory Commission; and State Auditor’s Office.**
 10. **Post the approved Internal Audit Plan on the agency website by November 1, 2019.**

Risk Assessment Scores and Coverage Schedule

Bold Italicized type indicates area will be covered in the proposed FY 2020 audit plan.

High Risk			
Rank	Auditable Unit	Risk Score	Last Audited FY
1	<i>Texas Model</i>	625	None
2	<i>Human Resource Administration</i>	575	2019
3	<i>IT Security Management</i>	550	2017
4	<i>Safety and Security/Physical Security</i>	520	2018
5	<i>Case Management</i>	520	2019
6	JSO/JPO Certification	510	None
7	Sex Offender Registration/Disposition/Victim Rights/DNA	500	2019
8	<i>Dorm Living/Control & Supervision (coverage)</i>	500	2018

Medium Risk			
Rank	Auditable Unit	Risk Score	Last Audited FY
9	<i>County Grant Management & Monitoring</i>	470	2019
10	<i>Treatment</i>	470	2019
11	Youth Placement	470	2017
12	<i>Release Review Panel</i>	460	2011
13	Workers Compensation	455	2014
14	<i>Contracts</i>	455	2019
15	Construction	450	2012
16	<i>Contract Care Facilities</i>	450	2018
17	<i>IT General Controls</i>	445	2019
18	Staff Development & Training	440	2019
19	<i>County - Monitoring and Inspections</i>	430	None
20	State - Monitoring and Inspections	430	2014
21	Gatehouse Security	430	2018
22	Handle with Care	430	2016
23	Incident Reporting (Critical/Serious Incidents)	430	None
24	<i>Regulation and Safety Unit</i>	430	2018
25	IT Application Controls	425	2018
26	Purchasing	425	2018

27	PREA Compliance	420	2017
28	Gang Intelligence	420	2018
29	Fugitive Apprehension	420	None
30	Education	420	2018
31	Halfway House operations	420	2019
32	Orientation and Assessment	420	2017
33	Due Process Hearings	420	2019
34	Contraband Detection	420	2018
35	Administrative Investigations	410	2016
36	Sentenced Offenders	410	None
37	Budget and Financial Reports	410	2018
38	Title IV-E	410	2016
39	Fleet Management	400	2017
40	Payroll	400	2016
41	Records Retention	400	None
42	Criminal Investigations	400	2016
43	Corporate Governance/Ethics	400	2019
44	Re-Entry and Parole Services	400	2013
45	Employee Grievance System	390	2010
46	Volunteers/Community Relations	390	2019
47	Legislation Updates and Implementation	380	2015
48	Certified Officer Discipline Process	380	None
49	Regionalization	380	None
50	IT Data Management	380	2018
51	Youth Rights	380	2018

Low Risk			
Rank	Auditable Unit	Risk Score	Last Audited FY
52	Nutrition and Food Services	370	2018
53	Education Grant Management (Federal & State Requirements)	370	2018
54	Legislative Reporting and Research	360	2018
55	Student Transportation	360	2014
56	Staff Travel	360	2018
57	Medical Services	360	2019

58	<i>Workforce and Vocational Services</i>	360	2017
59	External Affairs/ Media	350	None
60	Interstate Compact	350	2015
61	Risk Management	340	2014
62	Endowment Trust Funds	340	2018
63	Visitation	340	2018
64	Employment Benefits	330	2004
65	Fixed Assets	330	2017
66	Incident Reporting Center	330	2018
67	Alternative Education Programs	330	2013
68	Facility Business Management	310	2019
69	Maintenance	310	2010
70	Drafting/Revising Policy Process	250	None

**Proposed Fiscal Year 2020 Audit Plan
Based on 7800 Available Hours**

Audit Projects	
Mandatory	Contract Review*
Facility Audit	Yes
Facility Audit	Yes
Texas Administrative Code 202	
Discretionary	
Human Resource Administration	Yes
Release Review Panel	
Carryover Projects from FY 2019	
County Grants Audit (State Grant Audit)	Yes
Other Projects	
Annual Risk Assessment and Audit Plan	
FY2019 Annual Internal Audit Report	
FY2019 Annual Internal Quality Assurance	
Follow Up/Verification of Prior Audit Recommendations	
Management Assistance	
External Quality Assurance Review – Reciprocating Services	

*The passage of Senate Bill 65 added additional requirements to Texas Government Code Chapter 2102, Texas Internal Auditing Act, to consider methods for ensuring compliance with Contract processes and controls and for monitoring agency contracts. Internal Audit already includes review of applicable contracts in the course of conducting audits under the audit plan and will continue to do so.



**Texas Juvenile Justice Department
RESOLUTION**

A RESOLUTION FOR APPROVING THE FISCAL YEAR 2020 INTERNAL AUDIT PLAN.

On this 25th day of October 2019, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.					
James Castro					
Mona Lisa Chambers					
Pama Hencerling					
Lisa Jarrett					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Vincent Morales Jr.					
Stephanie Moreno					
Allison Palmer					
Wesley C. Ritchey					
Jimmy Smith					
Motion:		Second:			

where, among other matters, came up for consideration and adoption the following Resolution:

WHEREAS, the Institute of Internal Auditor’s *International Standards for the Professional Practice of Internal Auditing*, and the Texas Internal Auditing Act (Government Code, Chapter 2012) requires the completion of an annual audit plan based on a documented risk assessment, undertaken at least annually;

WHEREAS, the annual audit plan must be posted on the Texas Juvenile Justice Department’s internet website within 30 days of Board approval or by November 1, 2019.

NOW, THEREFORE BE IT RESOLVED THAT the Board approves the Internal Audit Department’s FY 2020 Internal Audit Plan and authorizes its posting as required by statute.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wes Ritchey, Chairman



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

BOARD MEMBERS

The Honorable Wes Ritchey, Chair
Dalhart, Texas

Mona Lisa Chambers
Houston, Texas

Edeska Barnes
Jasper, Texas

James Castro
Bergheim, Texas

The Honorable Lisa Jarrett
San Antonio, Texas

Melissa Martin
Deer Park, Texas

Pama Hencerling
Victoria, Texas

David "Scott" Matthew
Georgetown, Texas

The Honorable Vincent Morales, Jr.
Rosenberg, Texas

The Honorable Stephanie Moreno
Beeville, Texas

Allison Palmer
San Angelo, Texas

James Smith
Midland, Texas

Ann Lattimore
Cedar Park, Texas

EXECUTIVE DIRECTOR

Camille Cain

Chief Auditor

Eleazar Garcia, CIA, CRMA

www.tjtd.texas.gov

**FY 2019 Internal Audit
Annual Report
October 2019**

October 25, 2019

The Honorable Greg Abbott, Governor
The Legislative Budget Board
The Sunset Advisory Commission
State Auditor's Office
Texas Juvenile Justice Board
Camille Cain, TJJJ Executive Director

Attached is the Fiscal Year 2019 Annual Internal Audit Report from the Texas Juvenile Justice Department's Office of Internal Audit. This report is provided in accordance with the Texas Internal Auditing Act requirements for internal auditors to prepare and distribute an annual report of accomplishments and activities and complies with the guidelines set forth by the State Auditor's Office.

The Office of Internal Audit (OIA) completed audit work and provided management with information and analyses to assist in initiating improvements to operations and to strengthen internal controls. In addition to audit work, Internal Audit provided advice and assistance on governance, risk management, and controls and management actively engages the Department as they continue to work toward more efficient and effective processes in the agency.

Internal Audit staff continues to be active in the local internal audit community through participation in the State Agency Internal Audit Forum (SAIAF), the Austin Chapter of the Institute of Internal Auditors (IIA), and the Information Systems Audit and Control Association (ISACA). Staff also continue to attend training courses offered by the State Auditor's Office and other local trainers and work toward professional certification.

If you have any questions, please contact me at (512) 490-7190.

Sincerely,



Eleazar Garcia, CIA, CRMA
Chief Auditor

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**I. COMPLIANCE WITH TEXAS GOVERNMENT CODE, SECTION 2102.015:
Posting of the Internal Audit Plan, Internal Audit Annual Report, and Other
Audit Information on the Internet Web Site**

Internal Audit will ensure the posting of the Fiscal Year (FY) 2020 Internal Audit Plan upon Board approval and the FY2019 Internal Audit Annual Report on the Texas Juvenile Justice Department's internet web site. The reports will be submitted to the agency's Webmaster for inclusion in the Internal Audit page of the Agency's internet website.

A summary of the Recommendations for the issues identified during audits included in the FY2019 Audit Plan can be found in Exhibit A attached at the end of the Annual Report.

II. INTERNAL AUDIT PLAN FOR FISCAL YEAR 2019

Below is the status of audits included in the FY 2019 audit plan:

Audit No.	Report Date	Report Title	Status
18-1B	10/26/2018	Evins Regional Juvenile Center Facility Audit	Issued - October 2018
18-6	10/26/2018	Federal Grants Audit	Issued - October 2018
19-6	Pending	County Grants Audit (State Grant Audit)	Pending
18-1C	3/15/2019	Gainesville State School Audit	Issued - March 2019
19-1A	6/14/2019	Ayres House Audit	Issued - June 2019
19-5	8/9/2019	Ethics Program Audit	Issued - August

III. CONSULTING ENGAGEMENTS AND NON-AUDIT SERVICES COMPLETED

Consulting Services:

Activity	Key Results
Policy Review	Review policies and offer input and guidance on thoroughness, controls, and feasibility.
Executive Management Team	The Chief Auditor is a member of the Executive Management Team and as such attends meetings and provides input.
Champions Meetings	The Chief Auditor attends TJJJ Champions meetings designed to successfully implement the Texas Model to TJJJ facility operations.
Ad Hoc Consultation with Management and Staff	Discuss ideas and concerns and provide advice as needed by agency staff.
Construction Committee Meetings	Chief Auditor and Deputy Chief Auditor are members and as such attend meetings and provide input.

IV. EXTERNAL QUALITY ASSURANCE REVIEW (PEER REVIEW)

The most recently completed External Quality Assurance Review was conducted using the State Agency Internal Audit Forum's Peer Review Process. It was completed February, 2019 by David Cuevas, Audit Manager for the Office of Court Administration, and Priscilla Salomon, Assistant Director Internal Audit Division for Texas Comptroller of Public Accounts.

Overall Opinion

(excerpt from final report – page 2)

Based on the information received and evaluated during this external quality assurance review, it is our opinion that the Texas Juvenile Justice Department Internal Audit Department receives a rating of "Pass/Generally Conforms" and is in compliance with the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing and Code of Ethics, the United States Government Accountability Office (GAO) Government Auditing Standards, and the Texas Internal Auditing Act (Texas Government Code, Chapter 2102). This opinion, which is the highest of the three possible ratings, means that policies, procedures, and practices are in place to implement the standards and requirements necessary for ensuring the independence, objectivity, and proficiency of the internal audit function.

We found that the Internal Audit Department is independent, objective, and able to render impartial and unbiased judgments on the audit work performed. The staff members are qualified, proficient, and knowledgeable in the areas they audit. Individual audit projects are planned using risk assessment techniques; audit conclusions are supported in the working papers; and findings and recommendations are communicated clearly and concisely.

The Internal Audit Department is well managed internally. In addition, the Department has effective relationships with the Board and is well respected and supported by management. Surveys and interviews conducted during the quality assurance review indicate that management considers Internal Audit a useful part of the overall agency operations and finds that the audit process and report recommendations add value and help improve the agency's operations.

V. INTERNAL AUDIT PLAN FOR FISCAL YEAR 2020

TEXAS JUVENILE JUSTICE DEPARTMENT

Fiscal Year (FY) 2020 Audit Plan

Based on Available 7800 Hours

Audit Projects	
Mandatory	Contract Review*
Facility Audit	Yes
Facility Audit	Yes
Texas Administrative Code 202	
Discretionary	
Human Resource Administration	Yes
Release Review Panel	
Carryover Projects from FY 2019	
County Grants Audit (State Grant Audit)	Yes
Other Projects	
Annual Risk Assessment and Audit Plan	
FY2019 Annual Internal Audit Report	
FY2019 Annual Internal Quality Assurance	
Follow Up/Verification of Prior Audit Recommendations	
Management Assistance	
External Quality Assurance Review – Reciprocating Services	

*The passage of Senate Bill 65 added additional requirements to Texas Government Code Chapter 2102, Texas Internal Auditing Act, to consider methods for ensuring compliance with Contract processes and controls and for monitoring agency contracts. Internal Audit already includes review of applicable contracts in the course of conducting audits under the audit plan and will continue to do so.

There were eight high-risk areas identified in this year’s risk assessment. We expect to include six of the eight in the current audit plan with four of the areas being incorporated into facility audits conducted in accordance with Texas Human Resources Code Section 203.013. Risks numbers 2, 3, and 7 have recent audit findings from the FY2019 audit plan. High-risk auditable units identified for FY2020 are as follows:

Rank	Auditable Unit	Last Audited (Fiscal Year)
1	<i>Texas Model</i>	<i>None</i>
2	<i>Human Resource Administration</i>	<i>2019</i>
3	<i>IT Security Management</i>	<i>2017</i>
4	<i>Safety and Security/Physical Security</i>	<i>2018</i>
5	<i>Case Management</i>	<i>2019</i>
6	JSO/JPO Certification	None
7	Sex Offender Registration/Disposition/Victim Rights/DNA	2019
8	<i>Dorm Living/Control & Supervision (coverage)</i>	<i>2018</i>

Risk Assessment Methodology

Internal Audit utilized input from Board members, agency staff, auditor judgment, and historical data and identified the auditable units to be included in the risk assessment. The units were ranked based on seven risk factors which included the safety and welfare of the youth, safety and welfare of the staff, impact on communities, data reliability, safeguarding of assets, compliance with laws and regulations, and recent and/or significant changes. Each unit's risk factor was scored on a five-point scale with low risks being one, medium risks being three, and high risks receiving five points. Additionally, areas identified by Board members, Executive Management, and the Chief Auditor were also weighted and included in the final scoring. The units were ranked and a distribution level obtained to identify the high risks for the agency. After consideration of statutorily required audit work and audit history, consideration for leave, training requirements, and other responsibilities, and estimated available hours for FY2020 of 7800 hours, the proposed audit plan for FY2020 was developed.

VI. EXTERNAL AUDIT SERVICES

The following external audit services were procured or were ongoing in Fiscal Year 2019:

	External Audit Service	Focus of Review	Status
1	Texas State Auditor's Office	Contracting	Completed
2	Texas Comptroller of Public Accounts	Duplicate Payment Audit	Ongoing
2	Office of Independent Ombudsman	Prison Rape Elimination Act (PREA) audits of state agency facilities	Ongoing

VII. REPORTING SUSPECTED FRAUD AND ABUSE

Currently, suspicions of fraud, waste, and abuse that have been reported to TJJJ have been processed through the Office of Inspector General. The Chief Inspector General coordinated fraud investigations and information as needed with the Special Investigation's Unit of the State Auditor's Office.

The TJJJ internet homepage <http://www.tjjd.texas.gov/Default.aspx> contains a link to the TJJJ Abuse Hotline webpage for reporting fraud and includes a direct reference to the State Auditor's Office (SAO) hotline and webpage for reporting Fraud, Waste, and Abuse as follows:

"Report suspected fraud, waste, or abuse of state resources occurring at a Texas state agency, college, or university to the [Texas State Auditor's Office](#) at 1-800-TX-AUDIT and to the [TJJJ Office of Inspector General](#) at 1-866-477-8354."

In addition, the TJJJ Employee Handbook, Section III Reporting Illegal Activities includes references to reporting suspected fraud to SAO and a link to their website.

Exhibit A
Recommendations for FY 2019 Audit Plan Projects

Project Code	Project Name	Recommendation	Recommendation Status
19-5	Ethics Program	General Counsel should ensure that information on ethics policies and laws is readily available to employees.	Management Reports Underway
19-5	Ethics Program	The Chief Inspector General should evaluate if specific training courses should be developed for OIG personnel regarding ethics that cover the state employee expectations set forth in Texas Government Code 572.051.	Management Reports Underway
19-5	Ethics Program	General Counsel should coordinate with the Training Division on: A. Required approvals for exempting from agency required ethics training to any divisions that do not have an expressed granting of authority to develop their own training. B. Periodic review and updating of ethics training courses. C. Periodic reporting on ethics training compliance. D. Identifying and following up with employees not currently compliant with ethics training.	Management Reports Underway
19-5	Ethics Program	General Counsel should implement a periodic review to ensure: A. Employees who identify and those who approve providers for services also complete a Conflict of Interest form in the contract management process. B. All parties approving the contract also sign off on the Conflict of Interest Memorandum for contracts.	Management Reports Underway
19-5	Ethics Program	The Director of Human Resources should ensure a copy of Texas Government Code Chapter 572, Subchapter C: Standards of Conduct and Conflict of Interests Provisions is delivered to agency employees upon 3 days of hiring.	Management Reports Underway

Project Code	Project Name	Recommendation	Recommendation Status
19-5	Ethics Program	<p>The General Counsel should:</p> <ol style="list-style-type: none"> 1. Amend PRS.02.03 to change annual audit to an annual review of the ethics program. 2. Perform a periodic review for compliance to the Ethics program. 3. Collaborate with the Board Chair to implement formal ethics reporting to an appropriate Board committee and/or full Board. 	Management Reports Underway
19-5	Ethics Program	As part of the periodic ethics review, the Texas Ethics Officer should ascertain with the Chief Information Officer IT access reviews are completed.	Management Reports Underway
19-5	Ethics Program	<p>A. Evaluate and document into policy if exceptions to performing prior employment reference checks is allowable or</p> <p>B. If current policy remains in force, ensure completion of the HR-024 documents completion of reference checks prior to hiring applicants.</p>	Management Reports as Implemented
19-1A	Ayres House	<p>The Chief Financial Officer should:</p> <ol style="list-style-type: none"> 1. Ensure segregation of duties are established for the purposes of conducting and observing petty cash counts. Training should be provided to the staff member assisting with cash counts. 2. Establish on-site monitoring of all halfway house business office functions to ensure accountability and proper implementation of policy. 	Management Reports Underway

Project Code	Project Name	Recommendation	Recommendation Status
19-1A	Ayres House	<p>The Director of Reentry Services should collaborate with the Director of Treatment to:</p> <ol style="list-style-type: none"> 1. Establish protocols to ensure MHPs from the sending facilities confirm mental health services are continued at the receiving facilities prior to movement of the youth. 2. Ensure youth are not transitioned to a facility unless a completed ICP accompanies the youth. 	Management Reports Underway
19-1A	Ayres House	The Director of Nursing should update policy regarding the inventory of delivered medication, and communicate this policy change to all Halfway Houses.	Management Reports Underway
19-1A	Ayres House	The agency Youth Experience Leader should collaborate with the Chief Financial Officer to ensure appropriate handling of Community Resource Council donations to facilities.	Management Reports as Implemented
19-1A	Ayres House	<p>The Director of Treatment should:</p> <ol style="list-style-type: none"> 1. Update the case management monitoring tool (CCG-100) to ensure alignment with current agency practices (to ensure qualitative and quantitative oversight). 2. Update policy to ensure the appropriate parties are assigned the responsibility of providing Halfway House case management oversight. 	Management Reports Underway
19-1A	Ayres House	The Director of Halfway Houses and Contract Care should collaborate with Halfway House Superintendents to implement a practice to ensure all case managers have obtained the appropriate case management training upon hire.	Management Reports Underway

Project Code	Project Name	Recommendation	Recommendation Status
19-1A	Ayres House	The Halfway House Superintendent should ensure the appropriate staff are counting controlled substances during shift change by employing a periodic review of narcotic records. Appropriate action should be taken to address staff not complying with medication count procedures.	Management Reports as Implemented
19-1A	Ayres House	<p>The Director of Halfway Houses should:</p> <ol style="list-style-type: none"> 1. Coordinate across halfway houses to identify an agency approved program(s). 2. Ensure training and expectations regarding administration are clearly communicated to all appropriate HWH staff. 3. Implement the approved program and complete a 90 day and 6 month assessment to ensure program fidelity. 	Management Reports Underway
19-1A	Ayres House	<p>The Director of Reentry Services should ensure:</p> <ol style="list-style-type: none"> 1. Appropriate facilitation and monitoring of the youth sex offender registration process. Monitoring should include review of Department of Public Safety Sex Offender Registry with subsequent verification of the data entered into the Correctional Care System. 2. Periodic training is provided to all parties involved in the SO process to include training on the associated Code of Criminal Procedure rules and requirements. 	Management Reports Underway
19-1A	Ayres House	The Director of Halfway Houses should ensure Superintendents are reviewing documentation related to absconded youth on a monthly basis to ensure adherence to policy.	Management Reports Underway

Project Code	Project Name	Recommendation	Recommendation Status
18-1C	Gainesville State School	<p>The Deputy Executive Director for State Services should:</p> <ul style="list-style-type: none"> • Identify staff responsible for entry of Level II appeal outcomes. • Correct the youth records identified during the audit to accurately reflect appeal outcomes. • Ensure the entry of Level II appeals is monitored for completeness and accuracy. • Collaborate with Office of General Counsel to formalize the local 225 appeal process and update the appeal form to include consideration of associated Level II hearings where applicable. 	Management Reports Underway
18-1C	Gainesville State School	<p>The Office of General Counsel should:</p> <ul style="list-style-type: none"> • Create documented procedures for updating youth records to reflect appeal outcomes. 	Management Reports Underway
18-1C	Gainesville State School	<p>The Deputy Executive Director of State Programs should ensure:</p> <ul style="list-style-type: none"> • Appropriate staff at every facility have been trained in the administration of the Gang Intervention Treatment Program. • Quality assurance methodologies are implemented at each facility to ensure adherence to program requirements. • Outcome measures are reviewed annually. 	Management Reports Underway
18-1C	Gainesville State School	<p>The Deputy Executive Director of State Services should:</p>	Management Reports Underway

Project Code	Project Name	Recommendation	Recommendation Status
		<ul style="list-style-type: none"> • Collaborate with General Counsel to ensure the expected process for referring, admitting, and extending youth in security is in line with General Administrative Policies and the Texas Model. • Develop practices for debriefing and transitioning youth from security back to their dorm or program. • Communicate expectations regarding referrals, admissions and extensions across all facilities and practices should be monitored. 	
18-1C	Gainesville State School	<p>The Director of Human Resources should:</p> <ul style="list-style-type: none"> • Train or retrain applicable HR staff on the completion of the Exit Process: Human Resources Audit Checklist (HR-063) to ensure staff are aware of the need to notify Medical Services of terminated staff with EMR access. Training should be documented on a TRN-955 Training Sign-in Sheet. 	Closed - Verified
18-1C	Gainesville State School	<p>The Director of Medical Services should:</p> <ul style="list-style-type: none"> • Review the TDCJ/TJJD MOU to ensure applicability and update the agreement as necessary. • Obtain confirmation from UTMB supporting user access is removed as requested. • Periodically review the UTMB EHR User Access list for TJJD and TDCJ employees to ensure appropriate access. 	Underway
18-1C	Gainesville State School	Office of General Counsel should collaborate with State Services to determine the frequency	Management Reports Underway

Project Code	Project Name	Recommendation	Recommendation Status
		at which staff will be trained on due process hearings. This expectation should be consistent across GAP, the Due Process Hearings Manual, and training tracking. The Training Tracking tool should also be updated to identify trained staff that are currently employed at each location.	
18-1C	Gainesville State School	The Information Technology Division should coordinate with Office of Inspector General to ensure the SIS data is protected from unauthorized use.	Management Reports Underway
18-1B	Evins Regional Juvenile Center	The Chief of Staff should collaborate with the Deputy Executive Director for State Services to ensure a needs assessment is developed and a radio refresh cycle is established within the biennial operating budget.	Management Reports Underway
18-1B	Evins Regional Juvenile Center	The Chief Inspector General should collaborate with the Deputy Executive Director for State Services to implement procedures for detection of non-metal contraband at facility gatehouses. Additionally, policy should be updated to reflect expected practice.	Management Reports Underway
18-1B	Evins Regional Juvenile Center	The Chief Inspector General should coordinate with Deputy Executive Director for State Services to determine if policy should be updated to include reporting of medication and unknown liquids to the Incident Reporting Center.	Management Reports as Implemented
18-1B	Evins Regional Juvenile Center	The Deputy Executive Director for State Services should evaluate the agency's policies related to special event visitors to: A. Identify if background checks will be required for Special Event Visitors. B. Include use of the Facility Access Agreement form within policy. C. Include management's review and approval on the Facility Access Agreement form. D. Ensure reconciliation of the Volunteer sign-in logs to the Facility Access Agreements.	Management Reports as Implemented

Project Code	Project Name	Recommendation	Recommendation Status
18-1B	Evins Regional Juvenile Center	To assist with proper disposal of OC Spray, Director of Business Operations and Contracts should: a. Evaluate policy to determine if procedures should be updated. b. Communicate policy and expectations for OC disposal to agency Facility Business Coordinators.	Management Reports as Implemented
18-1B	Evins Regional Juvenile Center	The IT Access Management Team should partner with the Office of Inspector General to ensure access to the Security Intelligence System is approved via the SIS system owner after the required training is completed.	Closed – Recommendation readdressed in subsequent audit report.
18-1B	Evins Regional Juvenile Center	The Office of Inspector General should periodically review access to the Security Intelligence System to ensure access is appropriate for all users and maintain training certificates for all users.	Management Reports as Underway
18-1B	Evins Regional Juvenile Center	The Facility Superintendent should require OC distribution procedures to be reviewed during the monthly Use of Force Review Board meetings to ensure OC is checked out and weighed in accordance with policy. The Use of Force Review Board should also review the monthly inventory and disposal procedures.	Management Reports as Implemented
18-1B	Evins Regional Juvenile Center	Office of Inspector General should ensure active case lists are distributed to all appropriate facility staff. The list should be subsequently reviewed by facility management to ensure staff are removed from direct contact if warranted.	Closed - Verified
18-6	Federal Grant Audit	The Chief Financial Officer should implement a grant management process to ensure state and federal requirements are met. The following should be considered: 1. Grant policies should be revised to reflect current expected practices.	Management Reports as Underway

Project Code	Project Name	Recommendation	Recommendation Status
		<ol style="list-style-type: none"> 2. Executive approval should be obtained prior to applying for grant funding to ensure alignment with agency goals and objectives. 3. Grant records should be maintained in a centralized location 4. Grant renewals should be submitted timely to ensure funds are secured. 5. Expectations based on the type of grants should be communicated to parties involved in the grant process. 6. Compliance with State and Federal requirements should be reviewed and reported periodically. 	
18-6	Federal Grant Audit	<p>The Director of Business Operations and Contracts should:</p> <ol style="list-style-type: none"> 1. Work with the Contracts Attorney to ensure the appropriate federal clauses are included in federally funded contracts. 2. Ensure appropriate approvals are obtained and documented in accordance with the agency Approval Matrix. 	Management Reports as Underway
18-6	Federal Grant Audit	The Chief Financial Officer should ensure all grants are accounted for in external financial reports and should ensure the completion and submission of the Annual Federal Funds Report.	Management Reports as Underway



**Texas Juvenile Justice Department
RESOLUTION**

A RESOLUTION FOR APPROVING THE FISCAL YEAR 2019 INTERNAL AUDIT ANNUAL REPORT

On this **25th day of October 2019**, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.					
James Castro					
Mona Lisa Chambers					
Pama Hencerling					
Lisa Jarrett					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Vincent Morales					
Stephanie Moreno					
Allison Palmer					
Wesley C. Ritchey					
Jimmy Smith					
Motion:		Second:			

where, among other matters, came up for consideration and adoption the following Resolution:

WHEREAS, the Texas Internal Auditing Act (Government Code, Chapter 2012) requires the completion of an internal audit annual report;

WHEREAS, the annual report must be filed with the Governor’s Office, the State Auditor’s Office, the Legislative Budget Board, and the Sunset Advisory Commission, and posted on the Texas Juvenile Justice Department’s internet website by November 1, 2019.

NOW, THEREFORE BE IT RESOLVED THAT the Board approves the Internal Audit Department’s FY 2019 Internal Audit Annual Report and authorizes its distribution and posting as required by statute.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wes Ritchey, Chairman



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

BOARD MEMBERS

The Honorable Wes Ritchey, Chair
Dalhart, Texas

Mona Lisa Chambers
Houston, Texas

Edeska Barnes
Jasper, Texas

James Castro
Bergheim, Texas

The Honorable Lisa Jarrett
San Antonio, Texas

Melissa Martin
Deer Park, Texas

Pama Hencerling
Victoria, Texas

David "Scott" Matthew
Georgetown, Texas

The Honorable Vincent Morales, Jr.
Rosenberg, Texas

The Honorable Stephanie Moreno
Beeville, Texas

Allison Palmer
San Angelo, Texas

James Smith
Midland, Texas

Ann Lattimore
Cedar Park, Texas

EXECUTIVE DIRECTOR

Camille Cain

Chief Auditor

Eleazar Garcia, CIA, CRMA

www.tjtd.texas.gov

Internal Audit Charter



TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

INTERNAL AUDIT CHARTER

MISSION

To enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

VALUES

- Internal Audit promotes an ethical culture by conducting its services with integrity, proficiency, and due professional care.
- Internal Audit is committed to performing accurate work and offering feasible recommendations for improvement.
- Internal Audit aligns with the strategies, objectives, and risks of the organization and is insightful, proactive, and future-focused.

AUTHORITY

In accordance with the Texas Internal Auditing Act (the "Act") (Chapter 2102, Texas Government Code), the Texas Juvenile Justice Department (TJJD) hereby establishes an Internal Audit Department, whose director is appointed by and reports to the governing board (Board), charged with developing and executing audit plans and programs designed to assess TJJD's operations. Internal Audit operates in accordance with the Institute of Internal Auditors (IIA) International Professional Practices Framework which includes, as mandatory guidance, the Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing. In addition, Internal Audit should conform to the Generally Accepted Government Auditing Standards (GAGAS).

The objectivity of TJJD's Chief Auditor is established by reporting functionally to the Board and administratively to the Executive Director. Removal of the Chief Auditor shall be subject to Board approval.

The independence of the Chief Auditor and staff is maintained by keeping them free of all operational and management responsibilities that would impair their ability to make independent reviews of all aspects of TJJJ's operations.

Access to Records

Personnel of Internal Audit, in the performance of audits and with strict accountability for safekeeping and confidentiality, shall have unrestricted access to all TJJJ activities, records, reports (regardless of media), property, and employees.

The Institute of Internal Auditor's Definition of Internal Auditing

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Standards

Audit Standards. All work of Internal Audit shall be conducted in accordance with the *International Professional Practices Framework* established by The Institute of Internal Auditors; *Government Auditing Standards*, published by the U.S. General Accountability Office; and relevant TJJJ policies and procedures. Additionally, Information Technology audits will be conducted in accordance with *IT Standards, Guidelines, and Tools and Techniques* promulgated by the Information Systems Audit and Control Association (ISACA).

Standards of Conduct. All staff of Internal Audit shall carry out their duties in a manner that is consistent with the *Code of Ethics* of the Institute of Internal Auditors and TJJJ's *Standards of Conduct and Ethics*. In particular, staff shall be prudent in the use of information acquired in the course of their duties.

RESPONSIBILITIES

Internal Audit

Internal Audit provides assurance and consulting services to TJJJ Divisions.

Assurance services involve the internal auditor's objective assessment of evidence to provide opinions or conclusions regarding an entity, operation, function, process, system, or other subject matters. The nature and scope of an assurance engagement are determined by the internal auditor.

Consulting services are advisory in nature and are generally performed at the specific request of an engagement client. The nature and scope of the consulting engagement are subject to agreement with the engagement client. When performing consulting services the internal auditor should maintain objectivity and not assume management responsibility.

In accomplishing its mission and responsibilities, the scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of

the organization's governance, risk management, and internal controls as well as the quality of performance in carrying out assigned responsibilities to achieve the organization's stated goals and objectives. To this end, Internal Audit will:

- Develop an annual audit plan using an appropriate risk-based methodology, including consultation with management and the board and an understanding of the agency's strategies, key business objectives, associated risks, and risk management processes.
- Submit the plan along with any periodic updates to the Board for approval.
- Implement the annual audit plan, as approved, including any special tasks or projects requested by management and the Board.
- Adjust the plan, as necessary with Board approval, in response to changes in the organization's risks, operations, programs, systems, and controls.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications.
- Evaluate and assess significant functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and expansion.
- Issue reports to the Board, through the Finance and Audit Committee and Executive Director, summarizing the results of audit activities.
- Distribute audit reports to the Office of the Governor, Legislative Budget Board, Sunset Advisory Commission, and State Auditor's Office as required by the Act.
- Periodically review audit goals and results with the Finance and Audit Committee.
- Follow up on prior audit recommendations and report the current status to executive management and the Finance and Audit Committee periodically.
- Verify effective implementation of recommendations from prior audits that have been reported as implemented.
- As appropriate, consider the scope of work of monitoring activities, the external auditors and regulators for the purpose of providing optimal audit coverage to the agency.
- Develop, maintain, and continuously improve a quality assurance and improvement program that ensures compliance with standards.
- Participate in the State Agency Internal Audit Forum Peer Review Process.
- As requested, assist the Office of Inspector General in the investigation of significant suspected fraudulent activities within the agency; the results of which will be handled by the Inspector General.

Scope of Work

Internal Audit shall ensure audits of TJJJ programs, functions, activities, and systems are accomplished. Internal Audit shall perform sufficient audit work to determine whether:

- The systems for corporate governance, risk management, and control are effective;
- Activities and programs being implemented are properly authorized and are being conducted in a manner consistent with their objectives;
- Resources are acquired, protected, and used economically and efficiently;
- Programs, services, and activities are being operated effectively;

- Financial and performance reports are being provided that disclose fairly, fully, and accurately all required and necessary information to determine the scope of operations and the proper basis for measuring results;
- Management has established operating and administrative systems to ensure accountability for public resources; and
- Risks of fraud, waste, and abuse in the agency have been identified and, to the extent possible, minimized.

If Internal Audit does not possess the appropriate expertise or for some other reason does not have the personnel resources to conduct an audit, the Chief Auditor may contract for audit services.

Management

TJJD Management is responsible for:

- Applying resources efficiently, economically, and effectively to achieve the purposes for which the resources were furnished;
- Complying with applicable laws and regulations;
- Establishing and maintaining effective controls to ensure that appropriate goals and objectives are met;
- Ensuring resources are safeguarded;
- Ensuring reliable data is obtained, maintained, and fairly disclosed;
- Providing appropriate reports on efforts and accomplishments to those entities to which they are accountable;
- Providing information to Internal Audit as requested;
- Maintaining a process to ensure timely response and appropriate action is taken on audit recommendations; and
- Ensuring managers are trained on the role of Internal Audit in the agency.

Further, management should ensure that the Chief Auditor is informed of reviews, evaluations, assessments, audits, or inspections scheduled by local, state, or national agencies and/or external consultants or auditors evaluating programs or controls. This information is vital to Internal Audit’s risk assessment and planning process and assists in minimizing duplication of effort.

Eleazar Garcia, CIA, CRMA
Chief Auditor

Camille Cain
Executive Director

This Charter is approved by the Texas Juvenile Justice Department Board on October 25, 2019.

Honorable Wes Ritchey
Chairman of the TJJD Board



**Texas Juvenile Justice Department
RESOLUTION**

A RESOLUTION FOR APPROVING THE FISCAL YEAR 2020 INTERNAL AUDIT CHARTER

On this 25th day of October 2019, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.					
James Castro					
Mona Lisa Chambers					
Pama Hencerling					
Lisa Jarrett					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Vincent Morales Jr.					
Stephanie Moreno					
Allison Palmer					
Wesley C. Ritchey					
Jimmy Smith					
Motion:		Second:			

where, among other matters, came up for consideration and adoption the following Resolution:

WHEREAS, the Institute of Internal Auditor’s *International Standards for the Professional Practice of Internal Auditing* requires an internal audit charter;

WHEREAS, the internal audit charter defines the purpose, authority, and responsibility of the Internal Audit Department;

NOW, THEREFORE BE IT RESOLVED THAT the Board approves the Internal Audit Charter and instructs that it be posted on the agency’s intranet available to all agency staff.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wes Ritchey, Chairman

To: TJJJ Board Members

From: Camille Cain, Executive Director

Christina Garcia, Staff Attorney and Contracts Supervisor

Subject: Discussion, consideration, and possible approval regarding contract extension requiring board approval pursuant to GAP.385.1101 (Action)

Date: October 3, 2019

TJJJ General Administrative Policy 385.1101 (GAP.385.1101), paragraph (d)(1), requires TJJJ staff to present certain contracts to the Board for approval, among those are any contract exceeding \$500,000. TJJJ staff is therefore requesting Board approval of two (2) three-month options for extension of the contract below, which has a total contract value exceeding \$500,000.

1. TJJJ staff requests Board approval for two (2) three-month options for extension of the following contract with a contract value that exceeds \$500,000, to allow for completion of the solicitation for residential telephone services and transition to a new provider, as required.

PROVIDER FOR TWO (2) THREE-MONTH OPTIONS FOR EXTENSION	NTE AMOUNT FOR TWO (2) THREE-MONTH OPTIONS FOR EXTENSION	TOTAL CONTRACT VALUE (INCLUDING EXTENSION(S))
Consolidated Telecom, Inc. – Residential Telephone Services (CON0000311)	\$115,000	\$3,724,146

TJJJ staff respectfully requests Board consideration and approval of the proposed contract options for extension and approval of TJJJ Executive Director execution of same.



**Texas Juvenile Justice Department
RESOLUTION**

A RESOLUTION FOR APPROVAL TO EXECUTE A CONTRACT EXTENSION FOR A CONTRACT REQUIRING BOARD APPROVAL PURSUANT TO GAP.385.1101

On this **25th day of October 2019**, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.					
James Castro					
Mona Lisa Chambers					
Pama Hencerling					
Lisa Jarrett					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Vincent Morales Jr.					
Stephanie Moreno					
Allison Palmer					
Wesley C. Ritchey					
Jimmy Smith					
Motion:			Second:		

Where, among other matters, came up for consideration and adoption the following Resolution:

WHEREAS, pursuant to TJJJ General Administrative Policy 385.1101 (GAP.385.1101), paragraph (d)(1), TJJJ staff is required to present certain contracts to the Board for approval, among those are any contract exceeding \$500,000.

WHEREAS, TJJJ staff requests Board approval for two (2) three-month options for extension of the following contract with a contract value exceeding \$500,000, to allow completion of the solicitation for residential telephone services and transition to a new provider, as required:

PROVIDER FOR TWO (2) THREE-MONTH OPTIONS FOR EXTENSION	NTE AMOUNT FOR TWO (2) THREE-MONTH OPTIONS FOR EXTENSION	TOTAL CONTRACT VALUE (INCLUDING EXTENSION(S))
Consolidated Telecom, Inc. – Residential Telephone Services (CON0000311)	\$115,000	\$3,724,146

NOW, THEREFORE BE IT RESOLVED THAT the Board authorizes the Texas Juvenile Justice Department Executive Director to execute two (2) three-month options for extension to contract CON0000311.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wesley C. Ritchey, Chairman

To: TJJJ Board Members

From: Camille Cain, Executive Director

Christina Garcia, Staff Attorney and Contracts Supervisor

Subject: Discussion, consideration, and possible approval regarding new contract(s) requiring board approval pursuant to GAP.385.1101 (Action)

Date: October 14, 2019

TJJJ General Administrative Policy 385.1101 (GAP.385.1101), paragraph (d)(1), requires TJJJ staff to present certain contracts to the Board for approval, among those are any contract exceeding \$500,000. TJJJ staff is therefore requesting Board approval of a new contract(s) discussed below with a contract value exceeding \$500,000.

1. TJJJ staff requests Board approval for the following new contract(s) to provide non-secure specialized residential program services for TJJJ female youth.

PROVIDER(S)	TOTAL NTE AMOUNT FOR INITIAL ONE-YEAR TERM OF CONTRACT(S)	TOTAL CONTRACT(S) VALUE
Being solicited through Request for Proposal (RFP) 644-9-100419	\$2,310,178	\$2,310,178

TJJJ is in dire need of the above referenced placements/services for the female population in its secured facility and is thus requesting approval prior to a provider(s) being chosen through the current solicitation to help expedite the contracting process and ensure that services be provided as soon as possible. More than one contract may result from the solicitation, but the total not-to-exceed (NTE) amount applies to all resulting contracts.

TJJJ staff respectfully requests Board consideration and approval of the above referenced contract(s) resulting from RFP 644-9-100419 and for TJJJ Executive Director execution of same.



**Texas Juvenile Justice Department
RESOLUTION**

A RESOLUTION FOR APPROVAL TO EXECUTE A NEW CONTRACT(S) FOR CONTRACTS REQUIRING BOARD APPROVAL PURSUANT TO GAP.385.1101

On this **25th day of October 2019**, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.					
James Castro					
Mona Lisa Chambers					
Pama Hencerling					
Lisa Jarrett					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Vincent Morales Jr.					
Stephanie Moreno					
Allison Palmer					
Wesley C. Ritchey					
Jimmy Smith					
Motion:		Second:			

Where, among other matters, came up for consideration and adoption the following Resolution:

WHEREAS, pursuant to TJJJ General Administrative Policy 385.1101 (GAP.385.1101), paragraph (d)(1), TJJJ staff is required to present certain contracts to the Board for approval, among those are any contract exceeding \$500,000.

WHEREAS, TJJJ staff requests Board approval for the following new contract(s) to provide non-secure specialized residential program services for TJJJ female youth with a contract value exceeding \$500,000:

PROVIDER(S)	TOTAL NTE AMOUNT FOR INITIAL ONE-YEAR TERM OF CONTRACT(S)	TOTAL CONTRACT(S) VALUE
Being solicited through Request for Proposal (RFP) RFP 644-9-100419	\$2,310,178	\$2,310,178

; and

WHEREAS, TJJJ is in dire need of the above referenced placements/services for the female population in its secured facility and is thus requesting approval prior to a provider(s) being chosen through the current solicitation to help expedite the contracting process and ensure that services be provided as soon as possible; and

WHEREAS, multiple providers may result from RFP 644-9-100419, but the total not-to-exceed (NTE) amount for all contracts for the initial one-year term is \$2,310,178.

NOW, THEREFORE BE IT RESOLVED THAT the Board authorizes the Texas Juvenile Justice Department Executive Director to execute all contracts resulting from RFP 644-9-100419 for a total NTE amount for all resulting contracts of \$2,310,178.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wesley C. Ritchey, Chairman

To: TJJJ Board Members

From: Camille Cain, Executive Director

Forrest Mitchell, Chief Inspector General

Subject: Discussion, consideration, and possible approval of revisions to General Administrative Policy 05.03, relating to OIG Mission, Authority, and Responsibilities (Action)

Date: October 3, 2019

The Office of Inspector General is proposing changes to GAP.05.03 (OIG Mission, Authority, and Responsibilities). Because this policy is listed in the Board Governance and Policy Manual as requiring board approval, final adoption requires the approval of the TJJJ Board. However, this rule is not codified in the Texas Administrative Code, so posting in the *Texas Register* is not required.

Attached to this memo please find:

- the text of the rule (one copy shows the text with the changes already incorporated; the other shows the proposed changes as mark-ups); and
- a resolution for board action.

GAP.05.03 OIG Mission, Authority, and Responsibilities

Summary of Contents

This policy establishes the responsibilities of the OIG and requirements for coordination between OIG staff and other TJJJ staff.

Summary of Key Changes

- Revised the policy statement to reflect that OIG provides security services at TJJJ facilities.
- Added references to additional types of staff appointed by the chief inspector general to be commissioned peace officers, including security officers, K-9 and contraband detection investigators, and gang intelligence investigators.

- Added that the chief inspector general may hire or contract:
 - tele-communicators or other staff necessary to operate the OIG and the Incident Reporting Center; and
 - in consultation with the board chair, other staff deemed necessary to fulfill the statutory duties of the office.
- Added that the OIG may initiate *law enforcement operations* (in addition to investigations) as deemed appropriate by the chief inspector general.
- Clarified that the chief inspector general may approve necessary out-of-state travel without:
 - prior consultation with the board chair; or
 - prior approval from or subsequent notification of the executive director or chief financial officer.
- Clarified that OIG will request an independent law enforcement investigation if any member of OIG staff (rather than only inspectors general and apprehension specialists) uses deadly force or intentionally or accidentally discharges a firearm.
- Added *gatehouse entry searches* and *exterior patrols of facilities* to the list of OIG's prevention activities.
- Added that OIG has the authority and responsibility to assist the Parole, Interstate Compact, and State Services Divisions within TJJJ relating to the transport of juveniles and juvenile offenders.
- Clarified that the purpose for operating the Incident Reporting Center includes receiving information relating to:
 - directives to apprehend issued by TJJJ;
 - abuse, neglect, or exploitation of youth *under the jurisdiction of TJJJ or a juvenile board* (in addition to youth in the custody of TJJJ);
 - certain serious incidents occurring in state facilities, county facilities, and contract facilities or involving youth under the jurisdiction of TJJJ or a juvenile board; and
 - grievances relating to youth under TJJJ jurisdiction.
- Removed the requirements for the Office of the General Counsel to consult with the board chair prior to taking any final action after the Office of the General Counsel determines that:
 - OIG staff are not authorized to attend a TJJJ meeting because it is closed under state law or because the attorney–client privilege applies; or
 - OIG staff are not authorized to access records because they are protected by the attorney–client privilege.

- Added that the OIG has full and unrestricted access to all TJJJ information related to issues under investigation *unless a valid privilege applies*, as determined by the Office of General Counsel (rather than stating that OIG has access unless the Office of General Counsel determines the records are protected under attorney–client privilege).
- Clarified that the chief inspector general is responsible for all training of OIG personnel.
- Added that the OIG will select, direct, evaluate, and discipline OIG personnel in accordance with applicable *state and federal laws* (rather than in accordance with TJJJ personnel policies).
- Clarified that OIG may open and conduct criminal and administrative investigations *in accordance with applicable statutes*.
- Added that the final decision authority for grievances concerning termination of OIG staff *is the chief inspector general* (rather than allowing the executive director to delegate such authority).
- Added that OIG staff may appeal disciplinary actions in accordance with *OIG policies developed under Human Resources Code §242.004* (rather than under the TJJJ grievance policy).
- Clarified that OIG (not the Human Resources Division) conducts investigations of allegations of Title VII violations, other complaints of alleged employment discrimination, and complaints of alleged retaliation related to a discrimination claim.
- Clarified that OIG may conduct simultaneous criminal and administrative investigations (instead of conducting a criminal investigation simultaneously with an administrative investigation undertaken by the Human Resources Division).
- Added that, without prior written approval from the governor and the Legislative Budget Board, TJJJ shall neither transfer appropriations from the OIG nor reduce the number of full-time equivalent positions allocated to the OIG in the most recently enacted General Appropriations Act.
- Added that TJJJ shall provide the necessary indirect support and administrative resources to enable OIG to fulfill its statutory responsibilities and that the manner in which they are provided shall not infringe upon the independence of OIG.
- Added that budget requests or other requests related to General Appropriations Act provisions shall be submitted by TJJJ in a manner that maintains the independence of OIG.
- Clarified that the chief inspector general or designee provides quarterly summaries of OIG activity to the board and executive director.
- Added the following items to the list of topics that must be included in the standard operating procedures of the OIG:
 - procedures for employment-related grievances;
 - procedures for conducting internal affairs investigations; and

- any other policy or procedure as deemed necessary by the chief inspector general for the safe, efficient, and effective operation of the OIG.
- Removed the statement that addressed OIG's responsibilities to submit certain records requests to the Office of the General Counsel when the request was initially received directly by OIG. Under Senate Bill 944, all public information requests must be submitted to the addresses provided by the agency on its website, which do not include the OIG's address.

Draft 10/01/19

Chapter: Agency Supports and Controls	Effective Date: XXXXXX [6/3/11]
Title/Rule: OIG Mission, Authority, and Responsibilities	Page: 1 of 6
Statutes: Human Resources Code §§221.011, [§]242.102, <u>243.052</u> ; Code of Criminal Procedure Article 2.12; <u>General Appropriations Act, Rider 34</u>	Replaces: GAP.05.03, <u>6/3/11</u> [12/6/10]
References: <u>37 TAC [Administrative Code Title 37 Part 11,] Chapter 350, Chapter 358; [§] 37 TAC [Chapter 380, Subchapter F,] §§380.9710, [§]380.9711, [§]380.9713, [§]380.9723, [§]380.9729</u>	

(a) **Policy.**

The Office of Inspector General (OIG) conducts independent criminal and administrative investigations as authorized by statute and provides certain security services at TJJD facilities. The OIG is committed to delivering the leadership, communication, and commitment necessary to provide the highest level of service to the TJJD governing board, TJJD staff, and the citizens of Texas. The OIG performs all functions based on the principles of integrity, fairness, and timeliness.

~~[The Office of Inspector General (OIG) shall provide leadership, communication, and commitment to support the highest level of independent investigative services for the Texas Youth Commission (TYC), the TYC governing board, and the citizens of Texas by striving to maintain performance levels based on integrity, fairness, and timeliness.]~~

(b) **Mission.**

The mission of the OIG is to serve as an independent office to conduct investigations in accordance with professional standards that relate to the fields of investigation in a government environment, ~~and~~ certain regulations and policies of the board and ~~TJJD [TYC]~~, the laws of the State of Texas, and the Constitution and laws of the United States, as ~~are~~ applicable.

(c) **General Provisions.**

- (1) Pursuant to Section 242.102, Human Resources Code, ~~[§61.0451,]~~ the OIG is the primary investigative and law enforcement entity for ~~TJJD [TYC]~~.
- (2) The chief inspector general ensures coordination and effective communication with the board and ~~TJJD [TYC]~~ executive management.
- (3) The OIG reports to the board, with the chief inspector general reporting all pertinent items directly to the board chair ~~man~~ as deemed appropriate and necessary.

(d) **OIG Staff. [Peace Officers.]**

(1) **Peace Officers.**

(A) As authorized under Article 2.12, Code of Criminal Procedure, and Section 243.052, Human Resources Code, [F]the chief inspector general may[shall] appoint deputy inspectors general, security officers, K-9 and contraband detection investigators, gang intelligence investigators, and apprehension specialists [as authorized in Article 2.12, Texas Code of Criminal Procedure, and licensed by the Texas Commission on Law Enforcement Officer Standards and Education]as commissioned [licensed]peace officers to serve under the direction of the chief inspector general and to assist in performing the law enforcement and security duties of the OIG.

(B) All TJJD-commissioned peace officers must be licensed by the Texas Commission on Law Enforcement under Chapter 1701, Occupations Code.

(2) **Other Staff.**

- (A) The chief inspector general may hire or contract tele-communicators or any other staff in connection with operating the OIG and the Incident Reporting Center, specifically described in (e)(8) below.
- (B) In consultation with the board chair, the chief inspector general may hire or contract other staff deemed necessary to fulfill the statutory duties of the office.

(e) **Authority and Responsibilities.**

The OIG has the authority and responsibility to engage in the following activities.[:]

- (1) Develop, implement, and evaluate ~~[Oversee the development, implementation, and evaluation of]~~ program goals, objectives, operational policies and procedures, and public reports for the departments of the OIG.
- (2) Direct investigations related to the enforcement of all appropriate federal and state laws and regulations, as well as board and agency policies.
- (3) Provide information and evidence relating to criminal acts to appropriate federal and state prosecutors.~~[prosecutorial officials.]~~
- (4) Initiate investigations and law enforcement operations, including approval of any necessary out-of-state travel, as deemed appropriate by the chief inspector general.~~[The chief inspector general may authorize out of state travel without the signatures of the chief financial officer (CFO) and/or executive director. Such approval is authorized only when the chief inspector general, in consultation with the board chairman, determines it is necessary to preserve the integrity of an investigation. In such cases, the CFO and executive director must will be notified once the out of state travel is complete or the investigation is closed.]~~
- (5) Ensure that each investigation is professional, thorough, complete, and unbiased and that all available techniques and resources are employed by the investigator. Every effort must [will] be made to protect the rights of ~~[the]~~ suspects, victims, and [of] witnesses.
- (6) Receive and investigate complaints from any source or upon OIG's [its] own initiative concerning alleged corruption, illegal acts, abuse, neglect, exploitation, fraud, and waste. This includes, but is not limited to, allegations of excessive and/or unnecessary use of force;[:] abuse, neglect, or exploitation [abuse/neglect/exploitation] of youth;[:] sexual misconduct;[:] and possession and/or distribution of contraband, [of] illegal drugs, or [and] controlled substances.
- (7) Request that the appropriate state, county, or municipal law enforcement agency investigate all incidents during which a member of OIG staff [an apprehension specialist or inspector general] uses deadly force or intentionally or accidentally discharges a firearm, not including discharges during approved training exercises.
- (8) Operate an Incident Reporting Center on behalf of TJJD and staff a 24-hour, [permanent,] toll-free hotline number for the purpose of receiving any information concerning:
 - (A) directives to apprehend issued by TJJD;
 - (B) the abuse, neglect, or exploitation of youth under the jurisdiction of TJJD or a juvenile board; [children in the custody of TYC.]

(C) certain serious incidents occurring in state facilities, county facilities, and contract facilities or involving youth under the jurisdiction of TJJD or a juvenile board; and

(D) grievances relating to youth under TJJD jurisdiction.

- (9) Refer matters for further civil, criminal, and/or administrative action to appropriate administrative and prosecutorial agencies.
- (10) Conduct joint investigations and projects with other oversight or law enforcement agencies, including assisting the divisions of Interstate Compact, Parole, and State Services with the transport of juveniles and juvenile offenders.
- (11) Monitor investigative techniques, policies, and regulations; make recommendations to the board for appropriate action; and oversee the preparation of a variety of investigative reports. The chief inspector general may determine independently to hire consultants as authorized by state contracting policies to assist in complex, specialized investigations ~~[-, as deemed necessary].~~
- (12) Engage in prevention activities, such as gatehouse entry searches, exterior patrols of secure facilities, [including but not limited to: review of legislation; review of rules, regulations, policies, procedures, and transactions; and] training, and education.
- (13) Review legislation, rules, regulations, policies, procedures, and transactions.
- ~~(14[43]) Attend any meetings held by TJJD [TYC] that specifically address issues currently under administrative or criminal investigation by the OIG unless the TJJD [TYC] Office of the General Counsel (OGC) determines that the meeting is closed under state law or the content of the meeting is protected by [the] attorney[-] client privilege. [If the OGC makes such a determination, the OGC shall consult with the board chairman prior to taking any final action.]~~
- ~~(15[44]) Oversee operational, training, and equipment requirements for the OIG[-]; and develop [the development of] justifications to address these needs within available resources [for the departments of the OIG]. The chief inspector general is responsible for all training of OIG personnel and may authorize [in-state] travel for investigations and training of the OIG staff.~~
- ~~(16[45]) Maintain information regarding the cost of investigations and cooperate with appropriate administrative and prosecutorial agencies in recouping such costs from nongovernmental entities involved in willful misconduct.~~
- ~~(17[46]) Oversee investigators, security officers, K-9 and contraband detection investigators, gang intelligence investigators, and apprehension specialists [assigned to locate and apprehend absconders and parole violators and, as a priority, escapees from TYC facilities.]~~
- ~~(18[47]) Respond or direct the response to inquiries from any source regarding any OIG investigation.~~
- ~~(19[48]) Select, direct, evaluate, and discipline all personnel employed by the OIG in accordance with applicable state and federal laws [TYC personnel policies.]~~

(f) **Powers.**

The OIG is provided the following powers to accomplish its responsibilities:

- (1) The right to obtain full and unrestricted access to all offices, employees, records, information, data, reports, plans, projects, matters, contracts, memoranda, correspondence, and any other materials, including electronic data of TJJD, ~~[the TYC]~~ that specifically relate to issues currently under administrative or criminal investigation by the OIG, unless a valid privilege applies. The determination of whether a valid privilege applies will be made by the OGC. ~~[the OGC determines~~

~~that the records are protected under attorney-client privilege. If the OGC makes such a determination, the OGC shall consult with the board chairman prior to taking any final action.]~~

- (2) Open and conduct criminal and administrative investigations in accordance with applicable statute(s) and as deemed appropriate by the chief inspector general, requested by the board chair~~man~~ or board members, ~~or~~ requested by TJJD [TYG] executive management, or as required by policy, state law, or court order. When warranted, the chief inspector general has authority for decisions regarding the method and scope of investigations, within the framework of established policies and procedures.
- (3) Require TJJD [TYG] employees to report to the OIG any information regarding abuse, neglect, or exploitation; [abuse/neglect/exploitation,] fraud; [;] waste; [;] corruption; [;] and illegal acts.

(g) **Title VII and Other Employee Relations Investigations.**

- (1) The ~~TYC Human Resources Division~~ OIG conducts administrative investigations of allegations of Title VII violations and other complaints of alleged employment discrimination, ~~[including but not limited to: complaints of alleged employment discrimination on the basis of race, creed, color, national origin, sex (including sexual harassment), age, disability,]~~ as well as complaints of alleged retaliation for making or becoming involved [involvement] in such employment discrimination complaints.
- (2) When appropriate, the OIG may conduct a criminal investigation simultaneously with ~~[the Human Resources Division]~~ the administrative investigation.

(h) **Public Information Requests.**

The OIG and the OGC ~~[shall]~~ coordinate the processing of all public information requests for documents related to administrative and criminal investigations.

- (1) The general counsel or designee notifies [will notify] the chief inspector general or designee of all such requests for information, ~~[related to administrative or criminal investigations. Requests related to administrative or criminal investigations received directly by the OIG from other than legislative, law enforcement, or prosecutorial entities will be directed to the OGC.]~~ The chief inspector general or designee responds to the OGC in a timely manner concerning all public information requests related to administrative or criminal investigations.
- (2) The chief inspector general or designee will comply with all federal and state laws and guidelines associated with the release of information related to administrative or criminal investigations. ~~[The chief inspector general or designee will respond to all public information requests related to administrative or criminal investigations in a timely fashion.]~~

(i) **Selection and Operations.**

- (1) Subject to applicable procedures as established in the TJJD [TYG] Board Governance and Policy Manual, the chief inspector general is [shall be] appointed by the board.
- (2) The chief inspector general is responsible for the management of all authorized budgeted funds for OIG. The expenditure[s] of funds is [shall be] subject to agency procedures and directives provided by the chief financial officer [CFO] to ensure that expenditures are consistent with ~~[all provisions of]~~ the General Appropriations Act and other state law.

(A) Without prior written approval from the governor and the Legislative Budget Board, TJJD shall neither:

- (i) transfer appropriations from the OIG; nor

- (ii) reduce the number of full-time equivalent positions allocated to the OIG in the most recently enacted General Appropriations Act.
- (B) TJJD shall provide indirect support and administrative resources as necessary to enable the OIG to fulfill its statutory responsibilities, and the manner in which they are provided shall not infringe upon the independence of the OIG.
- (C) Budget requests or other requests related to General Appropriations Act provisions shall be submitted by TJJD in a manner that maintains the independence of the OIG.
- (3) Employees of the OIG may appeal disciplinary actions in accordance with OIG policies developed under Section 242.004, Human Resources Code. ~~[TYC grievance procedures, as set forth in PRS.35.03-Final decision]~~The final decision authority for disciplinary termination grievances involving OIG staff is ~~[may be delegated by the executive director to]~~the chief inspector general, whose decision is ~~[will be]~~final and non-appealable.
- (4) The chief inspector general ~~[shall]~~works directly with the board chair~~[man]~~ on all investigations involving allegations against the executive director or director of internal audit. If ~~[at any time]~~there is reasonable cause to believe that any management or supervisory employee of TJJD ~~[the TYC]~~is impeding, obstructing, or interfering with OIG investigations, the chief inspector general ~~[shall]~~immediately initiates an investigation by formally notifying the board chair~~[man]~~ of the evidence indicating such reasonable cause.
- (5) The chief inspector general or designee provides [Q] quarterly summaries of OIG activity ~~[within the OIG shall be provided]~~to the board and the executive director. Upon request, OIG provides the board ~~[shall be furnished]~~with specific information concerning investigations, unless prohibited by law.
- (6) To the fullest extent possible within legal limitations, a high priority is placed on ensuring continuous, timely, and responsive cooperation with all divisions of TJJD; ~~[TYC,]~~federal, state and local law enforcement; ~~;~~ and regulatory and prosecution agencies on all matters pertaining to the mission and jurisdiction of the OIG.
- (7) To the fullest extent possible, the OIG ~~[shall]~~places a high priority on apprehending escapees and on investigating allegations of excessive or unnecessary use of force and sexual misconduct.
- (8) The chief inspector general must ~~[shall]~~establish and maintain a manual that establishes the standard operating procedures for the OIG. This manual must ~~[shall]~~include:
- (A) procedures for conducting investigations;
- (B) criteria for opening and closing cases;
- (C) criteria relating to the scope and method of investigations;~~[and]~~
- (D) procedures for the operation of the Incident Reporting Center;
- (E) procedures for employment-related grievances, as required by Section 242.004, Human Resources Code;
- (F) procedures for conducting internal affairs investigations consistent with the requirements of the Texas Government Code; and

(G) any other policy or procedure as deemed necessary by the chief inspector general for the safe, efficient, and effective operation of the OIG.

DRAFT

Draft 10/01/19

Chapter: Agency Supports and Controls	Effective Date: XXXXXX
Title/Rule: OIG Mission, Authority, and Responsibilities	Page: 1 of 5
Statutes: Human Resources Code §§221.011, 242.102, 243.052; Code of Criminal Procedure Article 2.12; General Appropriations Act, Rider 34	Replaces: GAP.05.03, 6/3/11
References: 37 TAC Chapter 350, Chapter 358; 37 TAC §§380.9710, 380.9711, 380.9713, 380.9723, 380.9729	

(a) **Policy.**

The Office of Inspector General (OIG) conducts independent criminal and administrative investigations as authorized by statute and provides certain security services at TJJD facilities. The OIG is committed to delivering the leadership, communication, and commitment necessary to provide the highest level of service to the TJJD governing board, TJJD staff, and the citizens of Texas. The OIG performs all functions based on the principles of integrity, fairness, and timeliness.

(b) **Mission.**

The mission of the OIG is to serve as an independent office to conduct investigations in accordance with professional standards that relate to the fields of investigation in a government environment, certain regulations and policies of the board and TJJD, the laws of the State of Texas, and the Constitution and laws of the United States, as applicable.

(c) **General Provisions.**

- (1) Pursuant to Section 242.102, Human Resources Code, the OIG is the primary investigative and law enforcement entity for TJJD.
- (2) The chief inspector general ensures coordination and effective communication with the board and TJJD executive management.
- (3) The OIG reports to the board, with the chief inspector general reporting all pertinent items directly to the board chair as deemed appropriate and necessary.

(d) **OIG Staff.**

(1) **Peace Officers.**

- (A) As authorized under Article 2.12, Code of Criminal Procedure, and Section 243.052, Human Resources Code, the chief inspector general may appoint deputy inspectors general, security officers, K-9 and contraband detection investigators, gang intelligence investigators, and apprehension specialists as commissioned peace officers to serve under the direction of the chief inspector general and to assist in performing the law enforcement and security duties of the OIG.
- (B) All TJJD-commissioned peace officers must be licensed by the Texas Commission on Law Enforcement under Chapter 1701, Occupations Code.

(2) **Other Staff.**

- (A) The chief inspector general may hire or contract tele-communicators or any other staff in connection with operating the OIG and the Incident Reporting Center, specifically described in (e)(8) below.

- (B) In consultation with the board chair, the chief inspector general may hire or contract other staff deemed necessary to fulfill the statutory duties of the office.

(e) **Authority and Responsibilities.**

The OIG has the authority and responsibility to engage in the following activities.

- (1) Develop, implement, and evaluate program goals, objectives, operational policies and procedures, and public reports for the departments of the OIG.
- (2) Direct investigations related to the enforcement of all appropriate federal and state laws and regulations, as well as board and agency policies.
- (3) Provide information and evidence relating to criminal acts to appropriate federal and state prosecutors.
- (4) Initiate investigations and law enforcement operations, including approval of any necessary out-of-state travel, as deemed appropriate by the chief inspector general.
- (5) Ensure that each investigation is professional, thorough, complete, and unbiased and that all available techniques and resources are employed by the investigator. Every effort must be made to protect the rights of suspects, victims, and witnesses.
- (6) Receive and investigate complaints from any source or upon OIG's own initiative concerning alleged corruption, illegal acts, abuse, neglect, exploitation, fraud, and waste. This includes, but is not limited to, allegations of excessive and/or unnecessary use of force; abuse, neglect, or exploitation of youth; sexual misconduct; and possession and/or distribution of contraband, illegal drugs, or controlled substances.
- (7) Request that the appropriate state, county, or municipal law enforcement agency investigate all incidents during which a member of OIG staff uses deadly force or intentionally or accidentally discharges a firearm, not including discharges during approved training exercises.
- (8) Operate an Incident Reporting Center on behalf of TJJJ and staff a 24-hour, toll-free hotline number for the purpose of receiving any information concerning:
 - (A) directives to apprehend issued by TJJJ;
 - (B) the abuse, neglect, or exploitation of youth under the jurisdiction of TJJJ or a juvenile board;
 - (C) certain serious incidents occurring in state facilities, county facilities, and contract facilities or involving youth under the jurisdiction of TJJJ or a juvenile board; and
 - (D) grievances relating to youth under TJJJ jurisdiction.
- (9) Refer matters for further civil, criminal, and/or administrative action to appropriate administrative and prosecutorial agencies.
- (10) Conduct joint investigations and projects with other oversight or law enforcement agencies, including assisting the divisions of Interstate Compact, Parole, and State Services with the transport of juveniles and juvenile offenders.
- (11) Monitor investigative techniques, policies, and regulations; make recommendations to the board for appropriate action; and oversee the preparation of a variety of investigative reports. The chief inspector general may determine independently to hire consultants as authorized by state contracting policies to assist in complex, specialized investigations.

- (12) Engage in prevention activities, such as gatehouse entry searches, exterior patrols of secure facilities, training, and education.
- (13) Review legislation, rules, regulations, policies, procedures, and transactions.
- (14) Attend any meetings held by TJJJ that specifically address issues currently under administrative or criminal investigation by the OIG unless the TJJJ Office of the General Counsel (OGC) determines that the meeting is closed under state law or the content of the meeting is protected by attorney–client privilege.
- (15) Oversee operational, training, and equipment requirements for the OIG and develop justifications to address these needs within available resources. The chief inspector general is responsible for all training of OIG personnel and may authorize travel for investigations and training of the OIG staff.
- (16) Maintain information regarding the cost of investigations and cooperate with appropriate administrative and prosecutorial agencies in recouping such costs from nongovernmental entities involved in willful misconduct.
- (17) Oversee investigators, security officers, K-9 and contraband detection investigators, gang intelligence investigators, and apprehension specialists.
- (18) Respond or direct the response to inquiries from any source regarding any OIG investigation.
- (19) Select, direct, evaluate, and discipline all personnel employed by the OIG in accordance with applicable state and federal laws.

(f) **Powers.**

The OIG is provided the following powers to accomplish its responsibilities:

- (1) The right to obtain full and unrestricted access to all offices, employees, records, information, data, reports, plans, projects, matters, contracts, memoranda, correspondence, and any other materials, including electronic data of TJJJ, that specifically relate to issues currently under administrative or criminal investigation by the OIG, unless a valid privilege applies. The determination of whether a valid privilege applies will be made by the OGC.
- (2) Open and conduct criminal and administrative investigations in accordance with applicable statute(s) and as deemed appropriate by the chief inspector general, requested by the board chair or board members, requested by TJJJ executive management, or as required by policy, state law, or court order. When warranted, the chief inspector general has authority for decisions regarding the method and scope of investigations, within the framework of established policies and procedures.
- (3) Require TJJJ employees to report to the OIG any information regarding abuse, neglect, or exploitation; fraud; waste; corruption; and illegal acts.

(g) **Title VII and Other Employee Relations Investigations.**

- (1) The OIG conducts administrative investigations of allegations of Title VII violations and other complaints of alleged employment discrimination, as well as complaints of alleged retaliation for making or becoming involved in such employment discrimination complaints.
- (2) When appropriate, the OIG may conduct a criminal investigation simultaneously with the administrative investigation.

(h) Public Information Requests.

The OIG and the OGC coordinate the processing of all public information requests for documents related to administrative and criminal investigations.

- (1) The general counsel or designee notifies the chief inspector general or designee of all such requests for information. The chief inspector general or designee responds to the OGC in a timely manner concerning all public information requests related to administrative or criminal investigations.
- (2) The chief inspector general or designee will comply with all federal and state laws and guidelines associated with the release of information related to administrative or criminal investigations.

(i) Selection and Operations.

- (1) Subject to applicable procedures as established in the TJJJ Board Governance and Policy Manual, the chief inspector general is appointed by the board.
- (2) The chief inspector general is responsible for the management of all authorized budgeted funds for OIG. The expenditure of funds is subject to agency procedures and directives provided by the chief financial officer to ensure that expenditures are consistent with the General Appropriations Act and other state law.
 - (A) Without prior written approval from the governor and the Legislative Budget Board, TJJJ shall neither:
 - (i) transfer appropriations from the OIG; nor
 - (ii) reduce the number of full-time equivalent positions allocated to the OIG in the most recently enacted General Appropriations Act.
 - (B) TJJJ shall provide indirect support and administrative resources as necessary to enable the OIG to fulfill its statutory responsibilities, and the manner in which they are provided shall not infringe upon the independence of the OIG.
 - (C) Budget requests or other requests related to General Appropriations Act provisions shall be submitted by TJJJ in a manner that maintains the independence of the OIG.
- (3) Employees of the OIG may appeal disciplinary actions in accordance with OIG policies developed under Section 242.004, Human Resources Code. The final decision authority for disciplinary termination grievances involving OIG staff is the chief inspector general, whose decision is final and non-appealable.
- (4) The chief inspector general works directly with the board chair on all investigations involving allegations against the executive director or director of internal audit. If there is reasonable cause to believe that any management or supervisory employee of TJJJ is impeding, obstructing, or interfering with OIG investigations, the chief inspector general immediately initiates an investigation by formally notifying the board chair of the evidence indicating such reasonable cause.
- (5) The chief inspector general or designee provides quarterly summaries of OIG activity to the board and the executive director. Upon request, OIG provides the board with specific information concerning investigations, unless prohibited by law.
- (6) To the fullest extent possible within legal limitations, a high priority is placed on ensuring continuous, timely, and responsive cooperation with all divisions of TJJJ; federal, state and local law enforcement; and regulatory and prosecution agencies on all matters pertaining to the mission and jurisdiction of the OIG.

- (7) To the fullest extent possible, the OIG places a high priority on apprehending escapees and on investigating allegations of excessive or unnecessary use of force and sexual misconduct.
- (8) The chief inspector general must establish and maintain a manual that establishes the standard operating procedures for the OIG. This manual must include:
- (A) procedures for conducting investigations;
 - (B) criteria for opening and closing cases;
 - (C) criteria relating to the scope and method of investigations;
 - (D) procedures for the operation of the Incident Reporting Center;
 - (E) procedures for employment-related grievances, as required by Section 242.004, Human Resources Code;
 - (F) procedures for conducting internal affairs investigations consistent with the requirements of the Texas Government Code; and
 - (G) any other policy or procedure as deemed necessary by the chief inspector general for the safe, efficient, and effective operation of the OIG.
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DRAFT



**Texas Juvenile Justice Department
RESOLUTION**

**A RESOLUTION FOR APPROVAL TO ADOPT REVISIONS TO GENERAL ADMINISTRATIVE POLICY 05.03,
RELATING TO OIG MISSION, AUTHORITY, AND RESPONSIBILITIES**

On this **25th day of October 2019**, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.					
James Castro					
Mona Lisa Chambers					
Pama Hencerling					
Lisa Jarrett					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Vincent Morales Jr.					
Stephanie Moreno					
Allison Palmer					
Wesley C. Ritchey					
Jimmy Smith					
Motion:		Second:			

Where, among other matters, came up for consideration and adoption the following Resolution:

WHEREAS, the Office of Inspector General has proposed revisions to General Administrative Policy (GAP) 05.03; and

WHEREAS, the Board Governance and Policy Manual specifies that revisions to GAP 05.03 must be approved by the Board;

NOW, THEREFORE BE IT RESOLVED THAT the Board authorizes the adoption of the revised GAP 05.03 text as presented, with any additional revisions to the text being limited to technical, stylistic, or grammar changes or corrections of typographical errors.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wesley C. Ritchey, Chairman

To: Texas Juvenile Justice Board Members

From: Camille Cain, Executive Director

Kaci Singer, Staff Attorney

Subject: Discussion, consideration, and possible approval regarding the discipline of certified officers- Agreed Orders (Action)

Date: October 7, 2019

The Texas Juvenile Justice Department (TJJD) has statutory authority to reprimand, suspend, or revoke the TJJD-issued certification of a certified juvenile probation or supervision officer under Section 222.053 of the Texas Human Resources Code. The officer is entitled to a hearing before the State Office of Administrative Hearings (SOAH) if revocation or suspension is requested. Agency administrative rules found in Texas Administrative Code, Title 37, Chapter 349 allow TJJD to dispose of certain disciplinary cases without referring the cases to SOAH.

The rules require TJJD to give the certified officer a statement of facts or conduct alleged to warrant an adverse certification action as well as notice of the discipline sought to be imposed. The notice must invite the officer to show compliance with all requirements of law for the retention of the certification, give notice that the officer must file a written answer to the formal charges in compliance with TJJD administrative rules found in Chapter 349, and give notice that a failure to file a written answer may result in the alleged conduct being admitted as true and the relief sought being granted by default. The notice must be sent via certified mail, return receipt requested to the certified officer's most recent address of record with TJJD.

The rules allow a resolution to be negotiated informally between certified officers and TJJD through an agreed order. Attached for your review are the Agreed Order(s) and the Resolution for approval to issue a Final Agreed Order related to the disciplinary cases of certified juvenile officer(s). TJJD and the certified officer(s) have agreed to the discipline indicated.

DOCKET NO. 19-30937-190177

IN THE MATTER OF	§	BEFORE THE
	§	
FAUSTINO DELAO	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. 30937	§	JUSTICE BOARD

AGREED ORDER

At its scheduled board meeting, the Texas Juvenile Justice Board (the Board) considered the matter of the certification of Faustino Delao (Respondent).

This Agreed Order is executed pursuant to Texas Government Code, Section 2001.056, which authorizes the informal disposition of contested cases. In order to conclude this matter without further delay and expense, the Texas Juvenile Justice Department (TJJD) and Respondent agree to resolve this matter by this Agreed Order. The Respondent agrees to this disposition for the purpose of resolving this proceeding only and without admitting or denying the Findings of Fact and Conclusions of Law set out in this Agreed Order.

The Board makes the following Findings of Fact and Conclusions of Law and enters this Agreed Order:

FINDINGS OF FACT

1. On or about November 18, 2018, Respondent held a juvenile supervision officer certification with TJJD.
2. On or about November 18, 2018, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in Chapter 222 of the Texas Human Resources Code and Chapters 341-359 of the Texas Administrative Code, Title 37.
3. A Petition for Disciplinary Action was mailed to Respondent on June 24, 2019, and Respondent was provided with the opportunity to respond to the charges stated in the petition and to show compliance with the relevant TJJD standards, rules, and regulations.

4. The Petition for Disciplinary Action alleged the following:
 - a. On or about February 4, 2019, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1) when the Respondent intentionally, knowingly, or recklessly engaged in an act or omission that caused or may have caused physical injury to a juvenile, to-wit: Respondent put juvenile R.M. in a prone position with pressure on R.M.'s neck during a restraint.
 - b. On or about April 10, 2019, Respondent violated 37 TAC §345.310(c)(2)(G) when Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.

CONCLUSIONS OF LAW

1. Respondent is subject to the jurisdiction of TJJD and is required to comply with all TJJD standards, rules, and regulations including Chapters 341-359 of Texas Administrative Code, Title 37, and all state and federal laws.
2. Texas Administrative Code, Title 37, Chapter 349 provides for the disciplining of a certified juvenile probation or juvenile supervision officer whose acts or omissions violate the law, including TJJD standards, rules, and regulations.
3. Respondent's conduct is a violation of TEX. FAM. CODE §261.405(a)(1).
4. Respondent's conduct is a violation of 37 TAC §345.310(c)(2)(G).

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Board of the Texas Juvenile Justice Department that:

1. The certification of Faustino Delao as a juvenile supervision officer is actively suspended for one-year beginning on the date the Resolution regarding Agreed Orders is signed by the Board and shall expire one year from the date of the signed Resolution.
2. Upon approval of the Board, the Executive Director of TJJD is authorized to sign this order on behalf of the Board.
3. By signing this Agreed Order, Respondent waives the right to a formal hearing and any right to judicial review of this Agreed Order.

I, FAUSTINO DELAO, RESPONDENT, HAVE READ AND UNDERSTAND THE FOREGOING AGREED ORDER. I UNDERSTAND THAT BY SIGNING THIS AGREED ORDER, I WAIVE CERTAIN RIGHTS. I SIGN IT VOLUNTARILY, WILLINGLY, AND KNOWINGLY. I UNDERSTAND THIS AGREED ORDER CONTAINS THE ENTIRE AGREEMENT AND THERE IS NO OTHER AGREEMENT OF ANY KIND, VERBAL, WRITTEN, OR OTHERWISE.

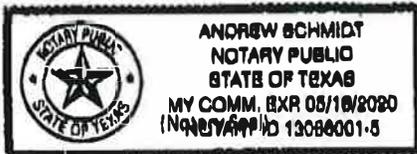
DATED: 9/18/19, 2019



Faustino Delao

STATE OF TEXAS §
COUNTY OF Alascorsus §

Before me, the undersigned notary public on this day personally appeared Faustino Delao, known to me (or proved to me on the oath of _____), or through Texas Driver License (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.





Notary Public in and for the State of Texas

My Commission Expires: 05/16/2020

Approved by the duly authorized designee of the Texas Juvenile Justice Board on October 4, 2019.



Camille Cain,
Executive Director

DOCKET NO. 19-33029-190008

IN THE MATTER OF	§	BEFORE THE
	§	
JA'MOND RICHARDSON	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. 33029	§	JUSTICE BOARD

AGREED ORDER

At its scheduled board meeting, the Texas Juvenile Justice Board (the Board) considered the matter of the certification of Ja'mond Richardson (Respondent).

This Agreed Order is executed pursuant to Texas Government Code, Section 2001.056, which authorizes the informal disposition of contested cases. In order to conclude this matter without further delay and expense, the Texas Juvenile Justice Department (TJJD) and Respondent agree to resolve this matter by this Agreed Order. The Respondent agrees to this disposition for the purpose of resolving this proceeding only and without admitting or denying the Findings of Fact and Conclusions of Law set out in this Agreed Order.

The Board makes the following Findings of Fact and Conclusions of Law and enters this Agreed Order:

FINDINGS OF FACT

1. On or about September 1, 2018 and February 19, 2019, Respondent held a juvenile supervision officer certification with TJJD.
2. On or about September 1, 2018 and February 19, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in Chapter 222 of the Texas Human Resources Code and Chapters 341-359 of the Texas Administrative Code, Title 37.
3. A Petition for Disciplinary Action was mailed to Respondent on June 24, 2019, and Respondent was provided with the opportunity to respond to the charges stated in the petition and to show compliance with the relevant TJJD standards, rules, and regulations.
4. The Petition for Disciplinary Action alleged the following:
 - a. On or about September 1, 2018, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1) when the Respondent intentionally, knowingly, or recklessly engaged in an act or omission that caused or may have caused physical injury to a juvenile, to-wit: Respondent picked juvenile M.S. up and pushed M.S. against a wall during a restraint.

- b. On or about September 1, 2018, Respondent violated 37 TAC §345.310(c)(2)(J) when the Respondent used violence or unnecessary force and did not use only the amount and type of force reasonably necessary and appropriate when justified to ensure the security of juveniles or the facility, to-wit: Respondent picked juvenile M.S. up in a restraint position and pushed M.S. against the wall with unnecessary force.
- c. On or about February 19, 2019, Respondent violated 37 TAC §345.310(c)(2)(G) when Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.

CONCLUSIONS OF LAW

1. Respondent is subject to the jurisdiction of TJJD and is required to comply with all TJJD standards, rules, and regulations including Chapters 341-359 of Texas Administrative Code, Title 37, and all state and federal laws.
2. Texas Administrative Code, Title 37, Chapter 349 provides for the disciplining of a certified juvenile probation or juvenile supervision officer whose acts or omissions violate the law, including TJJD standards, rules, and regulations.
3. Respondent's conduct is a violation of TEX. FAM. CODE §261.405(a)(1).
4. Respondent's conduct is a violation of 37 TAC §345.310(c)(2)(J).
5. Respondent's conduct is a violation of 37 TAC §345.310(c)(2)(G).

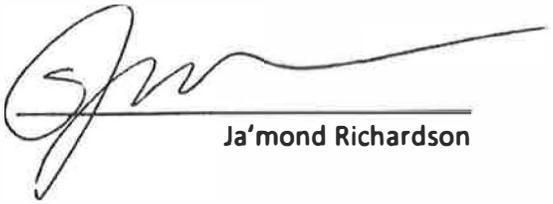
ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Board of the Texas Juvenile Justice Department that:

1. The certification of Ja'mond Richardson as a juvenile supervision officer is suspended for one-year, with sixty-days of the suspension period active and the remainder of the suspension period probated beginning on the date the Resolution regarding Agreed Orders is signed by the Board and such probation term shall expire one year from the date of the signed Resolution.
2. Upon approval of the Board, the Executive Director of TJJD is authorized to sign this order on behalf of the Board.
3. By signing this Agreed Order, Respondent waives the right to a formal hearing and any right to judicial review of this Agreed Order.

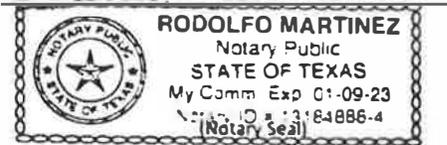
I, JA'MOND RICHARDSON, RESPONDENT, HAVE READ AND UNDERSTAND THE FOREGOING AGREED ORDER. I UNDERSTAND THAT BY SIGNING THIS AGREED ORDER, I WAIVE CERTAIN RIGHTS. I SIGN IT VOLUNTARILY, WILLINGLY, AND KNOWINGLY. I UNDERSTAND THIS AGREED ORDER CONTAINS THE ENTIRE AGREEMENT AND THERE IS NO OTHER AGREEMENT OF ANY KIND, VERBAL, WRITTEN, OR OTHERWISE.

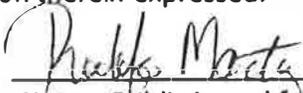
DATED: 8-23, 2019


Ja'mond Richardson

STATE OF TEXAS §
COUNTY OF Dallas §

Before me, the undersigned notary public on this day personally appeared Ja'mond Richardson, known to me (or proved to me on the oath of _____), or through TXDL (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.




Notary Public in and for the State of Texas

My Commission Expires: 1-9-2023

Approved by the duly authorized designee of the Texas Juvenile Justice Board on 9.26, 2019.


Camille Cain,
Executive Director

DOCKET NO. 19-29913-190076

IN THE MATTER OF	§	BEFORE THE
	§	
MARK MARTINEZ	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. # 29913	§	JUSTICE BOARD

AGREED ORDER

At its scheduled board meeting, the Texas Juvenile Justice Board (the Board) considered the matter of the certification of Mark Martinez (Respondent).

This Agreed Order is executed pursuant to Texas Government Code, Section 2001.056, which authorizes the informal disposition of contested cases. In order to conclude this matter without further delay and expense, the Texas Juvenile Justice Department (TJJD) and Respondent agree to resolve this matter by this Agreed Order. The Respondent agrees to this disposition for the purpose of resolving this proceeding only and without admitting or denying the Findings of Fact and Conclusions of Law set out in this Agreed Order.

The Board makes the following Findings of Fact and Conclusions of Law and enters this Agreed Order:

FINDINGS OF FACT

1. On or about November 6, 2018 and May 6, 2019, Respondent held a juvenile supervision officer certification with TJJD.
2. On or about November 6, 2018 and May 6, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in Chapter 222 of the Texas Human Resources Code and Chapters 341-359 of the Texas Administrative Code, Title 37.
3. A Petition for Disciplinary Action was mailed to Respondent on July 24, 2019, and Respondent was provided with the opportunity to respond to the charges stated in the petition and to show compliance with the relevant TJJD standards, rules, and regulations.

4. The Petition for Disciplinary Action alleged the following:
 - a. On or about November 6, 2018, Respondent violated TEX. FAM. CODE §261.405(a)(1) when Respondent used unnecessary force to take juvenile R.C. into his room during a restraint.
 - b. On or about November 6, 2018, Respondent violated 37 TAC §345.310(c)(2)(J) when Respondent used unnecessary force to take juvenile R.C. into his room during a restraint.
 - c. On or about May 6, 2019, Respondent violated 37 TAC §345.310(c)(2)(G) when Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.

CONCLUSIONS OF LAW

1. Respondent is subject to the jurisdiction of TJJD and is required to comply with all TJJD standards, rules, and regulations including Chapters 341-359 of Texas Administrative Code, Title 37, and all state and federal laws.
2. Texas Administrative Code, Title 37, Chapter 349 provides for the disciplining of a certified juvenile probation or juvenile supervision officer whose acts or omissions violate the law, including TJJD standards, rules, and regulations.
3. Respondent's conduct is a violation of TEX. FAM. CODE §261.405(a)(1).
4. Respondent's conduct is a violation of 37 TAC §345.310(C)(2)(J).
5. Respondent's conduct is a violation of 37 TAC §345.310(C)(2)(G).

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Board of the Texas Juvenile Justice Department that:

1. The certification of Mark Martinez as a juvenile supervision officer is a six-month suspension and such suspension is probated beginning on the date the Resolution regarding Agreed Orders is signed by the Board and such probation term shall expire six months from the date of the signed Resolution.
2. Upon approval of the Board, the Executive Director of TJJD is authorized to sign this order on behalf of the Board.
3. By signing this Agreed Order, Respondent waives the right to a formal hearing and any right to judicial review of this Agreed Order.

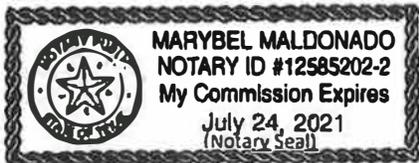
I, MARK MARTINEZ, RESPONDENT, HAVE READ AND UNDERSTAND THE FOREGOING AGREED ORDER. I UNDERSTAND THAT BY SIGNING THIS AGREED ORDER, I WAIVE CERTAIN RIGHTS. I SIGN IT VOLUNTARILY, WILLINGLY, AND KNOWINGLY. I UNDERSTAND THIS AGREED ORDER CONTAINS THE ENTIRE AGREEMENT AND THERE IS NO OTHER AGREEMENT OF ANY KIND, VERBAL, WRITTEN, OR OTHERWISE.

DATED: September 13, 2019

Mark Martinez
Mark Martinez

STATE OF TEXAS §
COUNTY OF Harris §

Before me, the undersigned notary public on this day personally appeared Mark Martinez, known to me (or proved to me on the oath of _____), or through Employee ID (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.



Marybel Maldonado
Notary Public in and for the State of Texas

My Commission Expires: July 24, 2021

Approved by the duly authorized designee of the Texas Juvenile Justice Board on October 4, 2019.

Camille Cain
Camille Cain,
Executive Director

DOCKET NO. 20-32651-190201

IN THE MATTER OF	§	BEFORE THE
	§	
KENNETH RAWLS	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. # 32651	§	JUSTICE BOARD

AGREED ORDER

At its scheduled board meeting, the Texas Juvenile Justice Board (the Board) considered the matter of the certification of Kenneth Rawls (Respondent).

This Agreed Order is executed pursuant to Texas Government Code, Section 2001.056, which authorizes the informal disposition of contested cases. In order to conclude this matter without further delay and expense, the Texas Juvenile Justice Department (TJJD) and Respondent agree to resolve this matter by this Agreed Order. The Respondent agrees to this disposition for the purpose of resolving this proceeding only and without admitting or denying the Findings of Fact and Conclusions of Law set out in this Agreed Order.

The Board makes the following Findings of Fact and Conclusions of Law and enters this Agreed Order:

FINDINGS OF FACT

1. On or about March 1, 2019 and July 16, 2019, Respondent held a juvenile supervision officer certification with TJJD.
2. On or about March 1, 2019 and July 16, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in Chapter 222 of the Texas Human Resources Code and Chapters 341-359 of the Texas Administrative Code, Title 37.
3. A Petition for Disciplinary Action was mailed to Respondent on September 3, 2019, and Respondent was provided with the opportunity to respond to the charges stated in the petition and to show compliance with the relevant TJJD standards, rules, and regulations.

4. The Petition for Disciplinary Action alleged the following:
 - a. On or about March 1, 2019, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1) when the Respondent intentionally, knowingly, or recklessly engaged in an act or omission that caused or may have caused physical injury to a juvenile, to-wit: Respondent put juvenile T.B. in a restraint on the ground with pressure around T.B.'s neck.
 - b. On or about July 16, 2019, Respondent violated 37 TAC §345.310(c)(2)(G) when Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.

CONCLUSIONS OF LAW

1. Respondent is subject to the jurisdiction of TJJD and is required to comply with all TJJD standards, rules, and regulations including Chapters 341-359 of Texas Administrative Code, Title 37, and all state and federal laws.
2. Texas Administrative Code, Title 37, Chapter 349 provides for the disciplining of a certified juvenile probation or juvenile supervision officer whose acts or omissions violate the law, including TJJD standards, rules, and regulations.
3. Respondent's conduct is a violation of TEX. FAM. CODE §261.405(a)(1).
4. Respondent's conduct is a violation of 37 TAC §345.310(c)(2)(G).

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Board of the Texas Juvenile Justice Department that:

1. The certification of Kenneth Rawls as a juvenile supervision officer is actively suspended for six months beginning on the date the Resolution regarding Agreed Orders is signed by the Board and shall expire six months from the date of the signed Resolution.
2. Upon approval of the Board, the Executive Director of TJJD is authorized to sign this order on behalf of the Board.
3. By signing this Agreed Order, Respondent waives the right to a formal hearing and any right to judicial review of this Agreed Order.

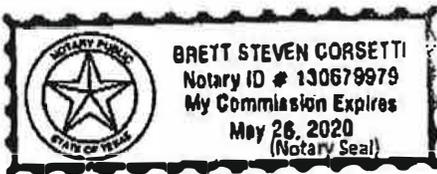
I, KENNETH RAWLS, RESPONDENT, HAVE READ AND UNDERSTAND THE FOREGOING AGREED ORDER. I UNDERSTAND THAT BY SIGNING THIS AGREED ORDER, I WAIVE CERTAIN RIGHTS. I SIGN IT VOLUNTARILY, WILLINGLY, AND KNOWINGLY. I UNDERSTAND THIS AGREED ORDER CONTAINS THE ENTIRE AGREEMENT AND THERE IS NO OTHER AGREEMENT OF ANY KIND, VERBAL, WRITTEN, OR OTHERWISE.

DATED: September 20, 2019

Kenneth Rawls
Kenneth Rawls

STATE OF TEXAS §
COUNTY OF Harris §

Before me, the undersigned notary public on this day personally appeared Kenneth Rawls, known to me (or proved to me on the oath of via), or through Texas Drivers License (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.



Brett Steven Corsetti
Notary Public in and for the State of Texas

My Commission Expires: 5/26/2020

Approved by the duly authorized designee of the Texas Juvenile Justice Board on 9.26, 2019.

Camille Cain
Camille Cain,
Executive Director

DOCKET NO. 19-31001-190005

IN THE MATTER OF	§	BEFORE THE
	§	
MICHAEL WINZER	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. 31001	§	JUSTICE BOARD

AGREED ORDER

At its scheduled board meeting, the Texas Juvenile Justice Board (the Board) considered the matter of the certification of Michael Winzer (Respondent).

This Agreed Order is executed pursuant to Texas Government Code, Section 2001.056, which authorizes the informal disposition of contested cases. In order to conclude this matter without further delay and expense, the Texas Juvenile Justice Department (TJJD) and Respondent agree to resolve this matter by this Agreed Order. The Respondent agrees to this disposition for the purpose of resolving this proceeding only and without admitting or denying the Findings of Fact and Conclusions of Law set out in this Agreed Order.

The Board makes the following Findings of Fact and Conclusions of Law and enters this Agreed Order:

FINDINGS OF FACT

1. On or about September 3, 2018 and January 28, 2019, Respondent held a juvenile supervision officer certification with TJJD.
2. On or about September 3, 2018 and January 28, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in Chapter 222 of the Texas Human Resources Code and Chapters 341-359 of the Texas Administrative Code, Title 37.
3. A Petition for Disciplinary Action was mailed to Respondent on July 23, 2019, and Respondent was provided with the opportunity to respond to the charges stated in the petition and to show compliance with the relevant TJJD standards, rules, and regulations.
4. The Petition for Disciplinary Action alleged the following:
 - a. On or about September 3, 2018, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405 (a)(1) when the Respondent intentionally, knowingly, or recklessly engaged in an act or omission that caused or may have caused physical injury to a juvenile, to-wit: Respondent grabbed juvenile E.T. and pushed E.T. backwards onto a table during a restraint.

- b. On or about September 3, 2018, Respondent violated 37 TAC §345.310(c)(2)(J) when the Respondent used violence or unnecessary force and did not use only the amount and type of force reasonably necessary and appropriate when justified to ensure the security of juveniles or the facility, to-wit: Respondent grabbed juvenile E.T. and pushed E.T. backwards onto a table during a restraint.
- c. On or about January 28, 2019, Respondent violated 37 TAC §345.310(c)(2)(G) when Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.

CONCLUSIONS OF LAW

1. Respondent is subject to the jurisdiction of TJJD and is required to comply with all TJJD standards, rules, and regulations including Chapters 341-359 of Texas Administrative Code, Title 37, and all state and federal laws.
2. Texas Administrative Code, Title 37, Chapter 349 provides for the disciplining of a certified juvenile probation or juvenile supervision officer whose acts or omissions violate the law, including TJJD standards, rules, and regulations.
3. Respondent's conduct is a violation of TEX. FAM. CODE §261.405(a)(1).
4. Respondent's conduct is a violation of 37 TAC §345.310(c)(2)(J).
5. Respondent's conduct is a violation of 37 TAC §345.310(c)(2)(G).

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Board of the Texas Juvenile Justice Department that:

1. The certification of Michael Winzer as a juvenile supervision officer is suspended for one-year, with thirty-days of the suspension period active and the remainder of the suspension period probated beginning on the date the Resolution regarding Agreed Orders is signed by the Board and such probation term shall expire one year from the date of the signed Resolution.
2. Upon approval of the Board, the Executive Director of TJJD is authorized to sign this order on behalf of the Board.
3. By signing this Agreed Order, Respondent waives the right to a formal hearing and any right to judicial review of this Agreed Order.

I, MICHAEL WINZER, RESPONDENT, HAVE READ AND UNDERSTAND THE FOREGOING AGREED ORDER. I UNDERSTAND THAT BY SIGNING THIS AGREED ORDER, I WAIVE CERTAIN RIGHTS. I SIGN IT VOLUNTARILY, WILLINGLY, AND KNOWINGLY. I UNDERSTAND THIS AGREED ORDER CONTAINS THE ENTIRE AGREEMENT AND THERE IS NO OTHER AGREEMENT OF ANY KIND, VERBAL, WRITTEN, OR OTHERWISE.

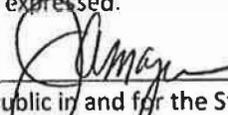
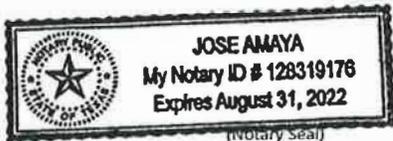
DATED: 9/3/ 2019



Michael Winzer

STATE OF TEXAS §
COUNTY OF Harris §

Before me, the undersigned notary public on this day personally appeared Michael Winzer, known to me (or proved to me on the oath of _____), or through Texas CDL (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.


Notary Public in and for the State of Texas

My Commission Expires: 08/31/2022

Approved by the duly authorized designee of the Texas Juvenile Justice Board on 9.26, 2019.



Camille Cain,
Executive Director

Michael Winzer # 31001
Docket No. 19-31001-190005
Agreed Order

DOCKET NO. 19-28957-190062

IN THE MATTER OF	§	BEFORE THE
	§	
BRADLEY WARE	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. 28957	§	JUSTICE BOARD

AGREED ORDER

At its scheduled board meeting, the Texas Juvenile Justice Board (the Board) considered the matter of the certification of Bradley Ware (Respondent).

This Agreed Order is executed pursuant to Texas Government Code, Section 2001.056, which authorizes the informal disposition of contested cases. In order to conclude this matter without further delay and expense, the Texas Juvenile Justice Department (TJJD) and Respondent agree to resolve this matter by this Agreed Order. The Respondent agrees to this disposition for the purpose of resolving this proceeding only and without admitting or denying the Findings of Fact and Conclusions of Law set out in this Agreed Order.

The Board makes the following Findings of Fact and Conclusions of Law and enters this Agreed Order:

FINDINGS OF FACT

1. On or about October 19, 2018 and February 5, 2019, Respondent held a juvenile supervision officer certification with TJJD.
2. On October 19, 2018 and February 5, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in Chapter 222 of the Texas Human Resources Code and Chapters 341-359 of the Texas Administrative Code, Title 37.
3. A Petition for Disciplinary Action was mailed to Respondent on May 16, 2019, and Respondent was provided with the opportunity to respond to the charges stated in the petition and to show compliance with the relevant TJJD standards, rules, and regulations.
4. The Petition for Disciplinary Action alleged the following:
 - a. On or about October 19, 2018, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE 261.405, when Respondent intentionally, knowingly, or recklessly engaged in an act that caused or may have caused physical injury to juvenile C.F., to-wit: Respondent bit juvenile C.F.

- b. On or about February 5, 2019, Respondent violated 37 TAC §345.310(c)(2)(G) when Respondent was designated as a perpetrator in a TJJJ abuse, neglect or exploitation investigation.

CONCLUSIONS OF LAW

1. Respondent is subject to the jurisdiction of TJJJ and is required to comply with all TJJJ standards, rules, and regulations including Chapters 341-359 of Texas Administrative Code, Title 37, and all state and federal laws.
2. Texas Administrative Code, Title 37, Chapter 349 provides for the disciplining of a certified juvenile probation or juvenile supervision officer whose acts or omissions violate the law, including TJJJ standards, rules, and regulations.
3. Respondent's conduct is a violation of Tex. Fam. Code §261.405 and 37 TAC §345.310(c)(2)(G).

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Board of the Texas Juvenile Justice Department that:

1. The certification of Bradley Ware as a juvenile supervision officer is permanently revoked.
2. Upon approval of the Board, the Executive Director of TJJJ is authorized to sign this order on behalf of the Board.
3. By signing this Agreed Order, Respondent waives the right to a formal hearing and any right to judicial review of this Agreed Order.

I, BRADLEY WARE, RESPONDENT, HAVE READ AND UNDERSTAND THE FOREGOING ORDER. I UNDERSTAND THAT BY SIGNING THIS AGREED ORDER, I WAIVE CERTAIN RIGHTS. I SIGN IT VOLUNTARILY, WILLINGLY, AND KNOWINGLY. I UNDERSTAND THIS AGREED ORDER CONTAINS THE ENTIRE AGREEMENT AND THERE IS NO OTHER AGREEMENT OF ANY KIND, VERBAL, WRITTEN, OR OTHERWISE.

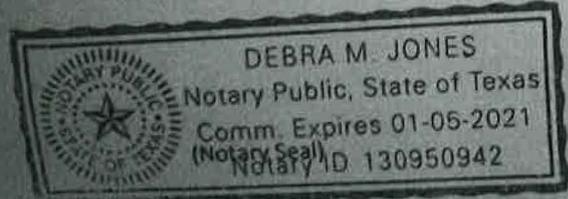
DATED: 9/9/2019, 2019

Bradley Ware
BRADLEY WARE

STATE OF TEXAS §
COUNTY OF Williamson §

Before me, the undersigned notary public on this day personally appeared Bradley Ware, known to me (or proved to me on the oath of _____), or through TEXAS DRIVERS LIC. (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

[Signature]
Notary Public in and for the State of Texas



My Commission Expires: 01/05/20

Approved by the duly authorized designee of the Texas Juvenile Justice Board on October 4, 2019.

[Signature]
Camille Ca
Executive Direc

DOCKET NO. 20-243261-190262

IN THE MATTER OF	§	BEFORE THE
	§	
CHRISTIAN PEREZ	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. # 243261	§	JUSTICE BOARD

AGREED ORDER

At its scheduled board meeting, the Texas Juvenile Justice Board (the Board) considered the matter of the certification of Christian Perez (Respondent).

This Agreed Order is executed pursuant to Texas Government Code, Section 2001.056, which authorizes the informal disposition of contested cases. In order to conclude this matter without further delay and expense, the Texas Juvenile Justice Department (TJJD) and Respondent agree to resolve this matter by this Agreed Order. The Respondent agrees to this disposition for the purpose of resolving this proceeding only and without admitting or denying the Findings of Fact and Conclusions of Law set out in this Agreed Order.

The Board makes the following Findings of Fact and Conclusions of Law and enters this Agreed Order:

FINDINGS OF FACT

1. On or about May 8, 2019, Respondent held a juvenile supervision officer certification with TJJD.
2. On or about May 8, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in Chapter 222 of the Texas Human Resources Code and Chapters 341-359 of the Texas Administrative Code, Title 37.
3. A Petition for Disciplinary Action was emailed to Respondent and faxed to Respondent's attorney on September 18, 2019, and Respondent was provided with the opportunity to respond to the charges stated in the petition and to show compliance with the relevant TJJD standards, rules, and regulations.

4. The Petition for Disciplinary Action alleged the following:

- a. On or about May 8, 2019, Respondent violated 37 TAC §345.310(c)(2)(J) when Respondent used violence or unnecessary force and did not use only the amount of force reasonably necessary and appropriate when justified to ensure the security of the juvenile or of the facility, program, to wit: Respondent attempted to restrain juvenile D.B. and tackled D.B. to the ground.

CONCLUSIONS OF LAW

1. Respondent is subject to the jurisdiction of TJJJ and is required to comply with all TJJJ standards, rules, and regulations including Chapters 341-359 of Texas Administrative Code, Title 37, and all state and federal laws.
2. Texas Administrative Code, Title 37, Chapter 349 provides for the disciplining of a certified juvenile probation or juvenile supervision officer whose acts or omissions violate the law, including TJJJ standards, rules, and regulations.
3. Respondent's conduct is a violation of 37 TAC §345.310(c)(2)(J).

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Board of the Texas Juvenile Justice Department that:

1. The certification of Christian Perez as a juvenile supervision officer is actively suspended for one year beginning on the date the Resolution regarding Agreed Orders is signed by the Board and shall expire one year from the date of the signed Resolution.
2. Upon approval of the Board, the Executive Director of TJJJ is authorized to sign this order on behalf of the Board.
3. By signing this Agreed Order, Respondent waives the right to a formal hearing and any right to judicial review of this Agreed Order.

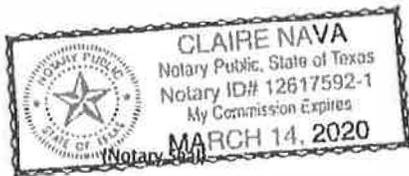
I, CHRISTIAN PEREZ, RESPONDENT, HAVE READ AND UNDERSTAND THE FOREGOING AGREED ORDER. I UNDERSTAND THAT BY SIGNING THIS AGREED ORDER, I WAIVE CERTAIN RIGHTS. I SIGN IT VOLUNTARILY, WILLINGLY, AND KNOWINGLY. I UNDERSTAND THIS AGREED ORDER CONTAINS THE ENTIRE AGREEMENT AND THERE IS NO OTHER AGREEMENT OF ANY KIND, VERBAL, WRITTEN, OR OTHERWISE.

DATED: September 25, 2019


Christian Perez

STATE OF TEXAS §
COUNTY OF Texas §

Before me, the undersigned notary public on this day personally appeared Christian Perez, known to me (or proved to me on the oath of _____), or through Texas Drivers license (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.




Notary Public in and for the State of Texas

My Commission Expires: 03-14-2020

Approved by the duly authorized designee of the Texas Juvenile Justice Board on October 4, 2019.


Camille Cain,
Executive Director



Texas Juvenile Justice Department RESOLUTION

A RESOLUTION FOR APPROVAL OF AGREED ORDER(S) RELATED TO DISCIPLINARY CASES OF CERTIFIED JUVENILE PROBATION OFFICERS OR JUVENILE SUPERVISION OFFICERS OR COMMUNITY ACTIVITIES OFFICERS

On this the **25th day of October 2019**, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit and where, among other matters, came up for consideration and adoption the following Agreed Order(s) in the following matter(s) related to the discipline of certified juvenile probation officers, juvenile supervision officers or community activities officer(s):

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE					COUNTY			
a.	19-30937-190177	Faustino Delao Certification No. 30937 Atascosa County Juvenile Justice Center	1 yr. suspension, active					Atascosa			
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:		Second:			

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE					COUNTY			
b.	19-33029-190008	Ja'mond Richardson Certification No. 33029 Dr. Jerome McNeil Jr. Detention Center	1 yr suspension, 60 days active					Dallas			
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
c.	19-29913-190076	Mark Martinez Certification No. 29913 Harris County Juvenile Justice Center	6 mon. suspension, probated	Harris							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
d.	20-32651-190201	Kenneth Rawls Certification No. 32651 Harris County Youth Village	6 mon suspension, active	Harris							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
e.	19-31001-190005	Michael Winzer Certification No. 31001 Harris County Juvenile Justice Center	1 yr suspension, 30 days active	Harris							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
f.	19-28957-190062	Bradley Ware Certification No. 28957 The Center for Success and Independence Rockdale Academy	revocation	Milam							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
g.	19-24361-190262	Christian Perez Certification No. 24361 Williamson County Juvenile Services	1 yr. suspension, active	Williamson							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

WHEREAS, the Board has jurisdiction over these actions pursuant to Texas Human Resources Code §222.053 and Texas Administrative Code, Title 37, §349.305 et seq. and authority to enter an Agreed Order under Texas Administrative Code, Title 37, §349.360, pursuant to Texas Government Code §2001.056; and

WHEREAS, the Board considered each matter and a motion to adopt the recommended findings and facts and conclusions of law as set forth in each Agreed Order was lawfully moved, duly seconded, and approved by a majority of the present and voting members of the Texas Juvenile Justice Board; and

NOW, THEREFORE BE IT RESOLVED THAT the Board approves the Agreed Order(s) in each matter and that a copy of this Resolution shall be affixed to each Order.

The foregoing Resolution was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this the 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wes Ritchey, Chairman

To: Texas Juvenile Justice Board Members

From: Camille Cain, Executive Director

Kaci Singer, Staff Attorney

Subject: Discussion, consideration, and possible approval regarding the discipline of certified officers- Default Orders

Date: September 30, 2019

The Texas Juvenile Justice Department (TJJD) has statutory authority to reprimand, suspend, or revoke the TJJD-issued certification of juvenile probation, juvenile supervision officers and community activities officers under Texas Human Resources Code §222.053. The officer is entitled to a hearing before the State Office of Administrative Hearings if revocation or suspension is requested.

The Administrative Procedures Act (Tex. Gov. Code §2001.056) provides that cases may be disposed by default if agency rules allow it. TJJD rules allow for a default order to be issued by the Texas Juvenile Justice Board upon the recommendation of the Executive Director if there is proof of proper notice to the certified officer when the officer fails to respond to the formal charges. The default order is to be based on the factual allegations and the sanctions recommended in the formal charges (37 TAC §349.340.)

Proper notice is notice sufficient to comply with Tex. Gov. Code §2001.054 and 37 TAC §349.320, which require TJJD to provide the certified officer written notice that:

1. was addressed to the certified officer and sent by certified mail, return receipt requested, to the certified officer's most recent address of record with TJJD;
2. contained a statement of facts or conduct alleged to warrant an adverse certification action;
3. invited the certified officer to show compliance with all requirements of law for the retention of the certification;

4. included in capital letters in 12-point boldface type the following statement: “FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT;” and
5. stated that within 20 days of receipt of the notice, the certified officer shall file a written answer to the formal charge(s) that meets the requirements of 37 TAC §§349.340 and 349.370.

Notice is effective and service complete when the notice is sent by regular or certified mail, return-receipt requested. Notice is presumed received three days after mailing if the wrapper containing the documents is not returned to the Department.

In the case of a default, the certified officer will be deemed to have:

1. admitted all of the factual allegations in the formal charges;
2. waived the opportunity to show compliance with the law;
3. waived the opportunity for a hearing on the formal charges; and
4. waived objection to the sanction(s) recommended in the formal charges.

The Texas Juvenile Justice Board, after consideration of the case, may:

1. enter a default order under Texas Government Code §2001.056 or
2. order the matter set for a hearing at SOAH.

We respectfully request that the Board grant the Default Order(s) in the requested case(s). Attached for your review is the Affidavit of Attorney for each case. The Affidavit explains the notice given, the lack of response, the alleged conduct and violations, and the requested sanction(s). A proposed Default Order for each case is also attached.

DOCKET NO. 20-33079-190203

IN THE MATTER OF	§	BEFORE THE
	§	
RAYMOND ALMENDAREZ II	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. # 33079	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of Texas Juvenile Justice Department’s staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Raymond Almendarez II (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE §222.053, TEX. GOV’T. CODE §2001.056, and 37 TAC Chap. 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about March 3, 2019, Respondent held a juvenile supervision officer certification with Texas Juvenile Justice Department (TJJD).
2. On or about March 3, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in TEX. HUM. RES. CODE Chap. 222 and 37 TAC Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. 37 TAC §345.310(c)(1)(A) provides juvenile justice professionals must abide by all federal laws, guidelines and rules, state laws, and TJJD administrative rules.
5. On or about March 3, 2019, Respondent failed to perform room checks as required by 37 TAC §343.632.
6. TJJD effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested and first class mail on September 3, 2019.
7. More than twenty days have elapsed since September 5, 2019, the date Respondent is presumed to have received notice of the formal charges.
8. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJD has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 5, Respondent's actions violated 37 TAC §345.310(c)(1)(A).
3. As evidenced by Findings of Facts 6 through 8, the requirements as provided by TEX. GOV'T. CODE §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Raymond Almendarez II as a juvenile supervision officer is suspended for one year and that such suspension period is probated.
2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJD's order. A party is presumed to have been notified of TJJD's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJD. Pursuant to TEX. GOV'T. CODE §2001.146(e), the time allotted for TJJD action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT

Signatures and date affixed by Default Disposition
Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSARY

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsbary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Raymond Almendarez II, was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on September 3, 2019, to the most recent address of record for Raymond Almendarez II as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested indicates this item was delivered on September 5, 2019.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about March 3, 2019, Respondent violated 37 TAC §345.310(c)(1)(A), to wit: Respondent failed to perform room checks as required by 37 TAC §343.632.
6. The written notice and petition informed Respondent that TJJD was seeking a one year suspension of Respondent's certification and that such suspension period be probated.
7. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’
8. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
9. Twenty days have elapsed since September 5, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges.”

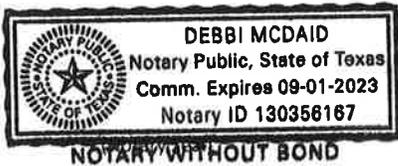
Signed this the 27th day of September 2019.

Jenna Malsbary

Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



Debbi McDaid

Notary Public in and for the State of Texas

My Commission expires: 9.1.2023

DOCKET NO. 20-33702-190203

IN THE MATTER OF	§	BEFORE THE
	§	
JASON C. ALVARADO	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. # 33702	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of Texas Juvenile Justice Department’s staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Jason C. Alvarado (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE §222.053, TEX. GOV’T. CODE §2001.056, and 37 TAC Chap. 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about March 3, 2019, Respondent held a juvenile supervision officer certification with Texas Juvenile Justice Department (TJJD).
2. On or about March 3, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in TEX. HUM. RES. CODE Chap. 222 and 37 TAC Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. 37 TAC §345.310(c)(1)(A) provides juvenile justice professionals must abide by all federal laws, guidelines and rules, state laws, and TJJD administrative rules.
5. On or about March 3, 2019, Respondent failed to perform room checks as required by 37 TAC §343.632.
6. TJJD effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested and first class mail on September 3, 2019.
7. More than twenty days have elapsed since September 6, 2019, the date Respondent is presumed to have received notice of the formal charges.
8. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJD has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 5, Respondent's actions violated 37 TAC §345.310(c)(1)(A).
3. As evidenced by Findings of Facts 6 through 8, the requirements as provided by TEX. GOV'T. CODE §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Jason C. Alvarado as a juvenile supervision officer is suspended for one year and that such suspension period is probated.
2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJD's order. A party is presumed to have been notified of TJJD's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJD. Pursuant to TEX. GOV'T. CODE §2001.146(e), the time allotted for TJJD action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT

Signatures and date affixed by Default Disposition
Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSBARY

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsbary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Jason C. Alvarado, was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on September 3, 2019, to the most recent address of record for Jason C. Alvarado as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested was returned marked unclaimed by United States Postal Service.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about March 3, 2019, Respondent violated 37 TAC §345.310(c)(1)(A), to wit: Respondent failed to perform room checks as required by 37 TAC §343.632.
6. The written notice and petition informed Respondent that TJJD was seeking a one year suspension of Respondent's certification and that such suspension period be probated.
7. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’
8. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
9. Twenty days have elapsed since September 6, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges.”

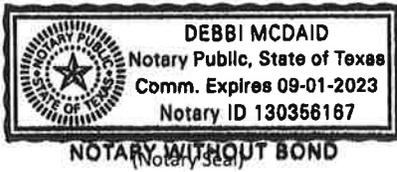
Signed this the 27th day of September 2019.

Jenna Malsbary

Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



Debbi McDaid

Notary Public in and for the State of Texas

My Commission expires: 9.1.2023

DOCKET NO. 20-32815

IN THE MATTER OF	§	BEFORE THE
	§	
TOY SMITH	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. # 32815	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of Texas Juvenile Justice Department’s staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Toy Smith (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE §222.053, TEX. GOV’T. CODE §2001.056, and 37 TAC Chap. 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about May 23, 2019, Respondent held a juvenile supervision officer certification with Texas Juvenile Justice Department (TJJD).
2. On or about May 23, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in TEX. HUM. RES. CODE Chap. 222 and 37 TAC Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. 37 TAC §345.310 (c)(2)(D) provides juvenile justice professionals must not maintain or give the appearance of maintaining an inappropriate relationship with a juvenile, including, but not limited to, bribery or solicitation or acceptance of gifts, favors, or services from juveniles or their families.
5. On or about May 23, 2019, Respondent met with juvenile S.L. one on one without a male juvenile supervision officer present in violation of county policy on at least eight occasions.
6. TJJD effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested and first class mail on September 3, 2019.
7. More than twenty days have elapsed since September 6, 2019, the date Respondent is presumed to have received notice of the formal charges.
8. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJJ has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 5, Respondent's actions violated 37 TAC §345.310(c)(2)(D).
3. As evidenced by Findings of Facts 6 through 8, the requirements as provided by TEX. GOV'T. CODE §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Toy Smith as a juvenile supervision officer suspended for one year and that such suspension period is probated.
2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJJ's order. A party is presumed to have been notified of TJJJ's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJJ. Pursuant to TEX. GOV'T. CODE §2001.146(e), the time allotted for TJJJ action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT

Signatures and date affixed by Default Disposition
Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSBARY

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsbary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Toy Smith, was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on September 3, 2019, to the most recent address of record for Toy Smith as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested has not been returned.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about May 23, 2019, Respondent violated 37 TAC §345.310(c)(2)(D), to wit: Respondent met with juvenile S.L. one on one without a male juvenile supervision officer present in violation of county policy on at least eight occasions.
6. The written notice and petition informed Respondent that TJJD was seeking a one year suspension of Respondent's certification and that such suspension period be probated.
7. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’
8. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
9. Twenty days have elapsed since September 6, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges.”

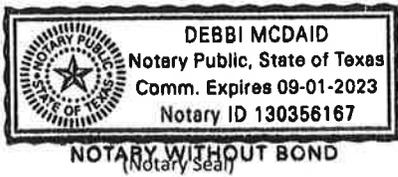
Signed this the 27th day of September 2019.

Jenna Malsbary

Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



Debbi McDaid

Notary Public in and for the State of Texas

My Commission expires: 09.01.2023

DOCKET NO. 19-30376-190163

IN THE MATTER OF	§	BEFORE THE
	§	
MAXIMO DELEON	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. # 30376	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of Texas Juvenile Justice Department’s staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Maximo Deleon (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE §222.053, TEX. GOV’T. CODE §2001.056, and 37 TAC Chap. 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about October 25, 2018 and May 14, 2019, Respondent held a juvenile supervision officer certification with Texas Juvenile Justice Department (TJJD).
2. On or about October 25, 2018 and May 14, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in TEX. HUM. RES. CODE Chap. 222 and 37 TAC Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. Pursuant to TEX. FAM. CODE §261.405(a)(1), Abuse means an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy.
5. 37 TAC §345.310(c)(2)(J) provides that juvenile justice professionals must not utilize unnecessary force or violence and shall only use the amount of force reasonably necessary and appropriate when justified to ensure the security of juveniles, the facility, program or department.
6. On or about October 25, 2019, Respondent used an inappropriate restraint technique to take juvenile B.L. to the ground.

7. 37 TAC §345.310(c)(2)(G) provides juvenile justice professionals must not be designated as a perpetrator in an abuse, exploitation and neglect investigation conducted by TJJJ under the authority of TEX. FAM. CODE Chap. 261 and 37 TAC Chap. 350.
8. On or about May 14, 2019, Respondent was designated as a perpetrator in a TJJJ abuse, neglect, and exploitation investigation.
9. TJJJ effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested and first class mail on July 23, 2019.
10. More than twenty days have elapsed since July 26, 2019, the date Respondent is presumed to have received notice of the formal charges.
11. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJJ has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 6, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1).
3. As evidenced by Findings of Facts 5 and 6, Respondent's actions violated 37 TAC §345.310(c)(2)(J).
4. As evidenced by Findings of Facts 7 and 8, Respondent's actions violated 37 TAC §345.310(c)(2)(G).
5. As evidenced by Findings of Facts 9 through 11, the requirements as provided by TEX. GOV'T. CODE §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Maximo Deleon as a juvenile supervision officer is suspended for eight months and that such suspension period is probated.
2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJJ's order. A party is presumed to have been notified of TJJJ's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJJ. Pursuant to TEX. GOV'T. CODE §2001.146(e), the time allotted for TJJJ action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT

Signatures and date affixed by Default Disposition

Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSBARY

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsbary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Maximo Deleon, was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on July 23, 2019, to the most recent address of record for Maximo Deleon as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested has not been returned.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about October 25, 2018, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1), to wit: Respondent used an inappropriate restraint technique to take juvenile B.L. to the ground.
6. The written notice and petition indicated that on or about October 25, 2018, Respondent violated 37 TAC §345.310(c)(2)(J), to wit: Respondent used an inappropriate restraint technique to take juvenile B.L. to the ground.
7. The written notice and petition indicated that on or about May 14, 2019, Respondent violated 37 TAC §345.310(c)(2)(G), to wit: Respondent was designated as a perpetrator in a TJJD abuse, neglect, and exploitation investigation.
8. The written notice and petition informed Respondent that TJJD was seeking an eight-month suspension of Respondent's certification and that such suspension period be probated.
9. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’

10. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
11. Twenty days have elapsed since July 26, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges."

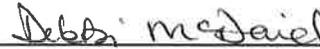
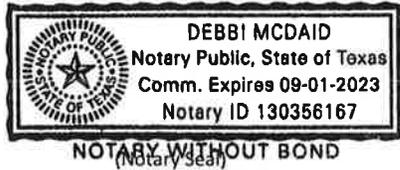
Signed this the 27th day of September 2019.



Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



Notary Public in and for the State of Texas

My Commission expires: 9.1.2023

DOCKET NO. 19-31234-190226

IN THE MATTER OF	§	BEFORE THE
	§	
LORENZO FLORES	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. 31234	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of Texas Juvenile Justice Department’s staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Lorenzo Flores (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE §222.053, TEX. GOV’T. CODE §2001.056, and 37 TAC Chap. 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about March 28, 2019 and May 7, 2019, Respondent held a juvenile supervision officer certification with Texas Juvenile Justice Department (TJJD).
2. On or about March 28, 2019 and May 7, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in TEX. HUM. RES. CODE Chap. 222 and 37 TAC Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. Pursuant to TEX. FAM. CODE §261.405(a)(1), Abuse means an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy.
5. 37 TAC §345.310(c)(2)(J) provides that juvenile justice professionals must not utilize unnecessary force or violence and shall only use the amount of force reasonably necessary and appropriate when justified to ensure the security of juveniles, the facility, program or department.
6. On or about March 28, 2019, Respondent grabbed juvenile J.S. and took J.S. to the ground in an inappropriate restraint.

7. 37 TAC §345.310(c)(2)(G) provides juvenile justice professionals must not be designated as a perpetrator in an abuse, exploitation and neglect investigation conducted by TJJD under the authority of TEX. FAM. CODE Chap. 261 and 37 TAC Chap. 350.
8. On or about May 7, 2019, Respondent was designated as a perpetrator in a TJJD abuse, neglect, and exploitation investigation.
9. TJJD effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested and first class mail on July 12, 2019.
10. More than twenty days have elapsed since July 17, 2019, the date Respondent is presumed to have received notice of the formal charges.
11. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJD has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 6, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1).
3. As evidenced by Findings of Facts 5 and 6, Respondent's actions violated 37 TAC §345.310(c)(2)(J).
4. As evidenced by Findings of Facts 7 and 8, Respondent's actions violated 37 TAC §345.310(c)(2)(G).
5. As evidenced by Findings of Facts 9 through 11, the requirements as provided by TEX. GOV'T. CODE §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Lorenzo Flores as a juvenile supervision officer is suspended for eight months and that such suspension period is probated.
2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJJ's order. A party is presumed to have been notified of TJJJ's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJJ. Pursuant to TEX. GOV'T. CODE §2001.146(e), the time allotted for TJJJ action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT

Signatures and date affixed by Default Disposition

Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSBARY

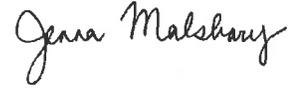
STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsbary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Lorenzo Flores, was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on July 12, 2019, to the most recent address of record for Lorenzo Flores as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested was returned marked unclaimed by United States Postal Service.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about March 28, 2019, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1), to wit: Respondent grabbed juvenile J.S. and took J.S. to the ground in an inappropriate restraint.
6. The written notice and petition indicated that on or about March 28, 2019, Respondent violated 37 TAC §345.310(c)(2)(J), to wit: Respondent grabbed juvenile J.S. and took J.S. to the ground in an inappropriate restraint.
7. The written notice and petition indicated that on or about May 7, 2019, Respondent violated 37 TAC §345.310(c)(2)(G), to wit: Respondent was designated as a perpetrator in a TJJD abuse, neglect, and exploitation investigation.
8. The written notice and petition informed Respondent that TJJD was seeking an eight-month suspension of Respondent's certification and that such suspension period be probated.
9. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’

10. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
11. Twenty days have elapsed since July 17, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges."

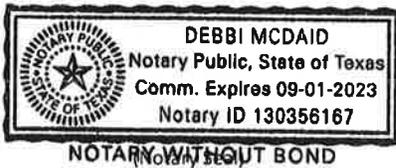
Signed this the 27th day of September 2019.



Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



Notary Public in and for the State of Texas

My Commission expires: 9.1.2023

DOCKET NO. 19-27924-190152

IN THE MATTER OF	§	BEFORE THE
	§	
DEON LEWIS	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. 27924	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of the Texas Juvenile Justice Department’s staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Deon Lewis (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE, §222.053, TEX. GOV’T. CODE, §2001.056, and 37 TAC Chapter 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about January 20, 2019 and July 3, 2019, Respondent held a juvenile supervision officer certification with the Texas Juvenile Justice Department (TJJD).
2. On or about January 20, 2019 and July 3, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in TEX. HUM. RES. Code, Chap. 222 and 37 TAC Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. Pursuant to TEX. FAM. CODE §261.405(a)(1), Abuse means an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy.
5. 37 TAC §345.310(c)(2)(J) provides that juvenile justice professionals must not utilize unnecessary force or violence and shall only use the amount of force reasonably necessary and appropriate when justified to ensure the security of juveniles, the facility, program or department.

6. On or about January 20, 2019, Respondent grabbed juvenile E.V. by the neck and pushed E.V. into a wall.
7. 37 TAC §345.310(c)(2)(G) provides juvenile justice professionals must not be designated as a perpetrator in an abuse, exploitation and neglect investigation conducted by TJJD under the authority of Texas Family Code Chapter 261 and Texas Administrative Code Chapter 350.
8. On or about July 3, 2019, Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.
9. TJJD effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested, and first class mail on July 23, 2019.
10. More than twenty days have elapsed since July 26, 2019, the date Respondent is presumed to have received notice of the formal charges.
11. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJD has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 6, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1).
3. As evidenced by Findings of Facts 5 and 6, Respondent's actions violated 37 TAC §345.310(c)(2)(J).
4. As evidenced by Findings of Facts 7 and 8, Respondent's actions violated 37 TAC §345.310(c)(2)(G).
5. As evidenced by Findings of Facts 9 through 11, the requirements as provided by TEX. GOV'T CODE, §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Deon Lewis as a juvenile supervision officer is permanently revoked.
2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJD's order. A party is presumed to have been notified of TJJD's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJD. Pursuant to TEX. GOV'T CODE §2001.146(e), the time allotted for TJJD action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT

Signatures and date affixed by Default Disposition
Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSBAR Y

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsbary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Deon Lewis (Respondent) was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on July 23, 2019, to the most recent address of record for Deon Lewis as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested indicates this item was delivered on July 25, 2019.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about January 20, 2019 Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1), to wit: Respondent grabbed juvenile E.V. by the neck and pushed E.V. into a wall.
6. The written notice and petition indicated that on or about January 20, 2019, Respondent violated 37 TAC §345.310(c)(2)(J), to wit: Respondent grabbed juvenile E.V. by the neck and pushed E.V. into a wall.
7. The written notice and petition indicated that on or about July 3, 2019, Respondent violated 37 TAC §345.310(c)(2)(G), to wit: Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.
8. The written notice and petition informed Respondent that TJJD was seeking revocation of Respondent’s certification as a juvenile supervision officer.
9. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’

10. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
11. Twenty days have elapsed since July 25, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges."

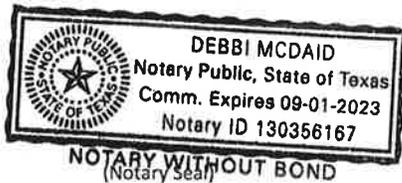
Signed this the 27th day of September 2019.

Jenna Malsbary

Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



Debbi McDavid

Notary Public in and for the State of Texas

My Commission expires: 9.1.2023

DOCKET NO. 20-31708-190225

IN THE MATTER OF	§	BEFORE THE
	§	
JORDAN BRAZELL	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. # 31708	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of Texas Juvenile Justice Department’s staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Jordan Brazell (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE §222.053, TEX. GOV’T. CODE §2001.056, and 37 TAC Chap. 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about March 28, 2019 and July 24, 2019, Respondent held a juvenile supervision officer certification with Texas Juvenile Justice Department (TJJD).
2. On or about March 28, 2019 and July 24, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in TEX. HUM. RES. CODE, Chap. 222 and 37 TAC, Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. Pursuant to TEX. FAM. CODE §261.405(a)(5) neglect means a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including failure to comply with an individual treatment plan, plan of care, or individualized service plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy.
5. 37 TAC §345.310(c)(1)(J) provides juvenile justice professionals must treat all juveniles and their families with courtesy, consideration, and dignity.

6. On or about March 28, 2019, Respondent failed to act in a timely manner to stop a fight involving juvenile M.P. and other residents.
7. 37 TAC §345.310(c)(2)(G) provides juvenile justice professionals must not be designated as a perpetrator in an abuse, exploitation and neglect investigation conducted by TJJD under the authority of TEX. FAM. CODE, Chap. 261 and 37 TAC Chap. 350.
8. On or about July 24, 2019, Respondent was designated as a perpetrator in a TJJD abuse, neglect or exploitation investigation.
9. TJJD effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested and first class mail on September 3, 2019.
10. More than twenty days have elapsed since September 6, 2019, the date Respondent is presumed to have received notice of the formal charges.
11. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJD has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 6, Respondent engaged in conduct meeting the definition of neglect as defined by TEX. FAM. CODE §261.405(a)(5).
3. As evidenced by Findings of Facts 5 and 6, Respondent's actions violated 37 TAC §345.310(c)(1)(J).
4. As evidenced by Findings of Facts 7 and 8, Respondent's actions violated 37 TAC §345.310(c)(2)(G).
5. As evidenced by Findings of Facts 9 through 11, the requirements as provided by TEX. GOV'T. CODE §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Jordan Brazell as a juvenile supervision officer is suspended for one year, with one week of the suspension period active and the remainder of the suspension period probated.

2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJD's order. A party is presumed to have been notified of TJJD's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJD. Pursuant to TEX. GOV'T. CODE §2001.146(e), the time allotted for TJJD action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT
Signatures and date affixed by Default Disposition
Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSBARY

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsbary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Jordan Brazell, was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on September 3, 2019, to the most recent address of record for Jordan Brazell as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested has not been returned.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about March 28, 2019, Respondent engaged in conduct meeting the definition of neglect as defined by TEX. FAM. CODE §261.405(a)(5), to wit: Respondent failed to act in a timely manner to stop a fight involving juvenile M.P. and other residents.
6. The written notice and petition indicated that on or about March 28, 2019, Respondent violated 37 TAC §345.310(c)(1)(J), to wit: Respondent failed to act in a timely manner to stop a fight involving juvenile M.P. and other residents.
7. The written notice and petition indicated that on or about July 24, 2019, Respondent violated 37 TAC §345.310(c)(2)(G), to wit: Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.
8. The written notice and petition informed Respondent that TJJD was seeking one year suspension of Respondent's certification as a juvenile supervision officer with one week of the suspension period active and the remainder of the suspension period probated.
9. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’

10. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
11. Twenty days have elapsed since September 6, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges."

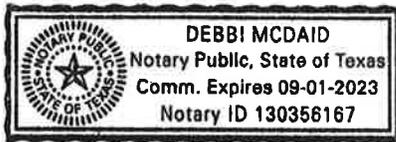
Signed this the 27th day of September 2019.

Jenna Malsbary

Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



NOTARY WITHOUT BOND
(Notary Seal)

Debbi McDavid

Notary Public in and for the State of Texas

My Commission expires: 9-1-2023

DOCKET NO. 19-23666-190135

IN THE MATTER OF	§	BEFORE THE
	§	
JIMMY WILLIAMS, JR.	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. 23666	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of Texas Juvenile Justice Department’s staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Jimmy Williams, Jr. (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE §222.053, TEX. GOV’T. CODE §2001.056, and 37 TAC, Chap. 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about January 4, 2019 and February 13, 2019, Respondent held a juvenile probation officer and a juvenile supervision officer certification with Texas Juvenile Justice Department (TJJD).
2. On or about January 4, 2019 and February 13, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile probation officers and juvenile supervision officers included in TEX. HUM. RES. CODE, Chap. 222 and 37 TAC Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. Pursuant to TEX. FAM. CODE §261.405(a)(1), Abuse means an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy.

5. 37 TAC §345.310(c)(2)(J) provides that juvenile justice professionals must not utilize unnecessary force or violence and shall only use the amount of force reasonably necessary and appropriate when justified to ensure the security of juveniles, the facility, program or department.
6. On or about January 4, 2019, Respondent grabbed juvenile R.C. by the shirt and pushed R.C. into the wall.
7. 37 TAC §345.310(c)(2)(G) provides juvenile justice professionals must not be designated as a perpetrator in an abuse, exploitation and neglect investigation conducted by TJJD under the authority of TEX. FAM. CODE Chap. 261 and 37 TAC Chap. 350.
8. On or about February 13, 2019, Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.
9. TJJD effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested and first class mail on July 23, 2019.
10. More than twenty days have elapsed since July 25, 2019, the date Respondent is presumed to have received notice of the formal charges.
11. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJD has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 6, Respondent engaged in conduct meeting the definition of neglect as defined by TEX. FAM. CODE §261.405(a)(1).
3. As evidenced by Findings of Facts 5 and 6, Respondent's actions violated 37 TAC §345.310(c)(2)(J).
4. As evidenced by Findings of Facts 7 and 8, Respondent's actions violated 37 TAC §345.310(c)(2)(G).
5. As evidenced by Findings of Facts 9 through 11, the requirements as provided by TEX. GOV'T. CODE §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Jimmy Williams, Jr. as a juvenile supervision officer and juvenile probation officer is suspended for one year, with thirty days of the suspension period active and the remainder of the suspension period probated.
2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJD's order. A party is presumed to have been notified of TJJD's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJD. Pursuant to TEX. GOV'T. CODE §2001.146(e), the time allotted for TJJD action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT

Signatures and date affixed by Default Disposition
Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSBARY

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsbary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Jimmy Williams, Jr., was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on July 23, 2019, to the most recent address of record for Jimmy Williams, Jr. as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested indicates this item was delivered on July 25, 2019.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about January 4, 2019, Respondent engaged in conduct meeting the definition of abuse as defined by TEX. FAM. CODE §261.405(a)(1), to wit: Respondent grabbed juvenile R.C. by the shirt and pushed R.C. into the wall.
6. The written notice and petition indicated that on or about March 28, 2019, Respondent violated 37 TAC §345.310(c)(2)(J), to wit: Respondent grabbed juvenile R.C. by the shirt and pushed R.C. into the wall.
7. The written notice and petition indicated that on or about February 13, 2019, Respondent violated 37 TAC §345.310(c)(2)(G), to wit: Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation.
8. The written notice and petition informed Respondent that TJJD was seeking one year suspension of Respondent's certification as a juvenile supervision officer with thirty days of the suspension period active and the remainder of the suspension period probated.
9. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’

10. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
11. Twenty days have elapsed since July 25, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges."

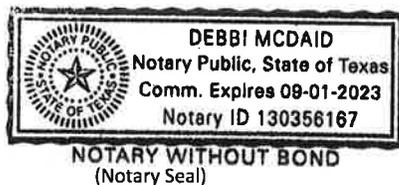
Signed this the 27th day of September 2019.

Jenna Malsbary

Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



Debbi McDaid

Notary Public in and for the State of Texas

My Commission expires: 9.1.2023

DOCKET NO. 19-34118-190198

IN THE MATTER OF	§	BEFORE THE
	§	
ANGEL FITTS	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. 34118	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of Texas Juvenile Justice Department’s staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Angel Fitts (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE §222.053, TEX. GOV’T. CODE §2001.056, and 37 TAC, Chap. 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about February 23, 2019, Respondent held a juvenile probation officer and a juvenile supervision officer certification with Texas Juvenile Justice Department (TJJD).
2. On or about February 23, 2019, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile probation officers and juvenile supervision officers included in TEX. HUM. RES. CODE, Chap. 222 and 37 TAC Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. 37 TAC §345.310(c)(2)(J) provides that juvenile justice professionals must not utilize unnecessary force or violence and shall only use the amount of force reasonably necessary and appropriate when justified to ensure the security of juveniles, the facility, program or department.

5. On or about February 23, 2019, Respondent struck juvenile M.S. while trying to initiate a restraint against M.S.
6. TJJD effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested and first class mail on July 23, 2019.
7. More than twenty days have elapsed since July 30, 2019, the date Respondent is presumed to have received notice of the formal charges.
8. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJD has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 5, Respondent's actions violated 37 TAC §345.310(c)(2)(J).
3. As evidenced by Findings of Facts 6 through 8, the requirements as provided by TEX. GOV'T. CODE §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Angel Fitts as a juvenile supervision officer and juvenile probation officer is suspended for one year, with two weeks of the suspension period active and the remainder of the suspension period probated.
2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJD's order. A party is presumed to have been notified of TJJD's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJD. Pursuant to TEX. GOV'T. CODE §2001.146(e), the time allotted for TJJD action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT

Signatures and date affixed by Default Disposition

Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSARY

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Angel Fitts, was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on September 3, 2019, to the most recent address of record for Angel Fitts as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested indicates this item was delivered on July 30, 2019.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about March 28, 2019, Respondent engaged in conduct meeting the definition of neglect as defined by TEX. FAM. CODE §261.405(a)(5), to wit: Respondent failed to act in a timely manner to stop a fight involving juvenile M.P. and other residents.
6. The written notice and petition indicated that on or about March 28, 2019, Respondent violated 37 TAC §345.310(c)(1)(J), to wit: Respondent failed to act in a timely manner to stop a fight involving juvenile M.P. and other residents.
7. The written notice and petition indicated that on or about July 24, 2019, Respondent violated 37 TAC §345.310(c)(2)(G), to wit: Respondent was designated as a perpetrator in a TJJD abuse, neglect, or exploitation investigation..
8. The written notice and petition informed Respondent that TJJD was seeking one year suspension of Respondent's certification as a juvenile supervision officer with one week of the suspension period active and the remainder of the suspension period probated.
9. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’

10. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
11. Twenty days have elapsed since September 6, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges."

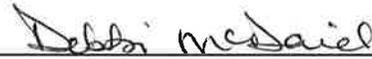
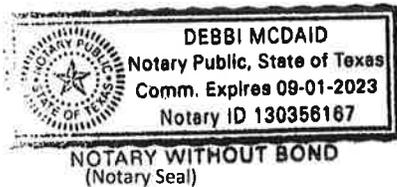
Signed this the 27th day of September 2019.



Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



Notary Public in and for the State of Texas

My Commission expires: 9.1.2023

DOCKET NO. 20-33419-190106

IN THE MATTER OF	§	BEFORE THE
	§	
DANIELA NARVAEZ	§	TEXAS JUVENILE
	§	
CERTIFICATION NO. # 33419	§	JUSTICE BOARD

DEFAULT ORDER

The Texas Juvenile Justice Board (Board) considered the recommendation of the Executive Director and the affidavit of Texas Juvenile Justice Department's staff attorney, which were submitted pursuant to 37 TAC §349.340. The documents indicate sufficient proof that proper notice was provided to Daniela Narvaez (Respondent) and that appropriate relief, including the imposition of sanctions, was requested. The Board has jurisdiction over and authority to perform this action pursuant to TEX. HUM. RES. CODE §222.053, TEX. GOV'T. CODE §2001.056, and 37 TAC Chap. 349.

The Board makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

1. On or about November 30, 2018, Respondent held a juvenile supervision officer certification with Texas Juvenile Justice Department (TJJD).
2. On or about November 30, 2018, Respondent was required to comply with all relevant TJJD standards, rules, and regulations relating to certified juvenile supervision officers included in TEX. HUM. RES. CODE Chap. 222 and 37 TAC Chaps. 341-359.
3. 37 TAC §349.305 provides that TJJD may initiate disciplinary action when TJJD confirms an officer has violated the Code of Ethics or has confirmed that abuse, neglect, or exploitation has occurred.
4. 37 TAC §345.310 (c)(2)(K) provides that juvenile justice professionals must not falsify or make material omissions to governmental records.
5. On or about November 30, 2018, Respondent falsified three room checks by indicating she had performed them when she had not.
6. 37 TAC §345.310(c)(1)(A) provides juvenile justice professionals must abide by all federal laws, guidelines and rules, state laws, and TJJD administrative rules.
7. On or about November 30, 2018, Respondent failed to perform room checks as required by 37 TAC §343.438.
8. TJJD effectively served Respondent with proper notice of the formal charges and requested discipline through written notice sent via certified mail, return receipt requested and first class mail on September 3, 2019.

9. More than twenty days have elapsed since September 6, 2019, the date Respondent is presumed to have received notice of the formal charges.
10. To date, Respondent has not filed an answer to the formal charges.

CONCLUSIONS OF LAW

1. As evidenced by Findings of Fact 1 through 3, TJJJ has jurisdiction to hear this case and to impose the requested discipline.
2. As evidenced by Findings of Facts 4 and 5, Respondent's actions violated 37 TAC §345.310(c)(2)(K).
3. As evidenced by Findings of Facts 6 and 7, Respondent's actions violated 37 TAC §345.310(c)(1)(A).
4. As evidenced by Findings of Facts 8 through 9, the requirements as provided by TEX. GOV'T. CODE §2001.056 and 37 TAC §349.340 upon which a default order may be granted have been met.

ORDERING PROVISIONS

IT IS THEREFORE ORDERED by the Texas Juvenile Justice Board that:

1. The certification of Daniela Narvaez as a juvenile supervision officer is suspended for one year and that such suspension period is probated.
2. All requested Findings of Fact and Conclusions of Law not expressly adopted herein are denied.
3. All pending motions and requests for relief not previously granted or expressly granted in this Order are denied.

This Order shall not be final and effective until twenty-five days after a party is notified of TJJJ's order. A party is presumed to have been notified of TJJJ's Order three days after the date on which the notice is actually mailed. If a timely motion for rehearing is filed by any party at interest, this Order shall not become final and effective until such motion is overruled, or if such motion is granted, this Order shall be subject to further action by TJJJ. Pursuant to TEX. GOV'T. CODE §2001.146(e), the time allotted for TJJJ action on a motion for rehearing in this case prior to its being overruled by operation of law is hereby extended until one hundred days from the date the parties are notified of the Order.

TEXAS JUVENILE JUSTICE DEPARTMENT

Signatures and date affixed by Default Disposition
Master Order dated October 25, 2019

AFFIDAVIT OF JENNA MALSARY

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

“My name is Jenna Malsbary. I am of sound mind and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

1. On behalf of the Texas Juvenile Justice Department, written notice of formal charges, addressed to Daniela Narvaez, was sent via certified mail, return receipt requested and first-class mail, postage prepaid, on September 3, 2019, to the most recent address of record for Daniela Narvaez as registered with the Texas Juvenile Justice Department.
2. The wrapper sent by regular mail has not been returned.
3. The wrapper sent by certified mail, return receipt requested was returned marked unclaimed by United States Postal Service.
4. Notice is presumed received no later than three days after mailing.
5. The written notice and petition indicated that on or about November 30, 2018, Respondent falsified three room checks by indicating she had performed them when she had not.
6. The written notice and petition indicated that on or about November 30, 2018, Respondent violated 37 TAC §345.310(c)(1)(A), to wit: Respondent failed to perform room checks as required by 37 TAC §343.632.
7. The written notice and petition informed Respondent that TJJD was seeking a one year suspension of Respondent's certification and that such suspension period be probated.
8. The written notice included in capital letters in 12-point boldface type the statement: ‘FAILURE TO FILE A WRITTEN ANSWER TO THE FORMAL CHARGES, EITHER PERSONALLY OR BY AUTHORIZED REPRESENTATIVE, MAY RESULT IN THE ALLEGATIONS CONTAINED IN THE FORMAL CHARGES BEING ADMITTED AS TRUE AND THE RELIEF SOUGHT BY THE COMMISSION IN THE NOTICE OF HEARING MAY BE GRANTED BY DEFAULT.’
9. The written notice informed Respondent of the requirement to file a written response within twenty days of receipt of the notice.
10. Twenty days have elapsed since September 6, 2019, the effective date of notice, and Respondent has failed to file a written response to the formal charges.”

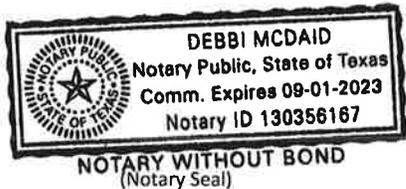
Signed this the 27th day of September 2019.

Jenna Malsbary

Jenna Malsbary, Attorney

Before me, the undersigned authority, on this day personally appeared Jenna Malsbary, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.

Given under my hand and seal of office this the 27th day of September 2019.



Debbi McDavid

Notary Public in and for the State of Texas

My Commission expires: 9.1.2023



Texas Juvenile Justice Department

MASTER DEFAULT ORDER

A MASTER DEFAULT ORDER RELATED TO DISCIPLINARY CASES OF CERTIFIED JUVENILE PROBATION OFFICERS OR JUVENILE SUPERVISION OFFICERS OR COMMUNITY ACTIVITIES OFFICERS

On this the **25th day of October 2019**, a duly called and lawfully convened meeting of the Texas Juvenile Justice Board was held in the City of Austin, Texas, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit and where, among other matters, came up for consideration and adoption the following Default Order(s) in the following matter(s) related to the discipline of certified juvenile probation officer(s), juvenile supervision officer(s) or community activities officer(s):

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
a.	20-33079-190203	Raymond Almendarez II Certification No. 33079 Cyndi Taylor Krier Juvenile Correctional Treatment	1 yr. suspension, probated	Bexar							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:	Second:				

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
b.	20-33702-190203	Jason Alvarado Certification No. 33702 Cyndi Taylor Krier Juvenile Correctional Treatment	1 yr. suspension, probated	Bexar							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION				RECOMMENDED DISCIPLINE	COUNTY				
c.	20-32815	Toy Smith Certification No. 32815 Bexar County Juvenile Detention Center				1 yr. suspension, probated	Bexar				
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION				RECOMMENDED DISCIPLINE	COUNTY				
d.	19-30376-190163	Maximo Deleon Certification No. 30376 R.J. Holmgreen Juvenile Justice Center				8 mons. suspension, probated	Brazos				
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION				RECOMMENDED DISCIPLINE	COUNTY				
e.	19-31234-190226	Lorenzo Flores Certification No. 31234 The Oaks Brownwood TrueCore				8 mons suspension, probated	Brown				
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
f.	19-27924-190152	Deon Lewis Certification No. 27924 Dr. Jerome McNeil Jr. Detention Center	Revocation	Dallas							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
g.	20-31708-190225	Jordan Brazell Certification No. 31708 Burnett Bayland Rehabilitation Center Detention	1 yr suspension with 1 wk active, remaining probated	Harris							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
h.	19-23666-190135	Jimmy Williams, Jr. Certification No. 23666 Burnett Bayland Rehabilitation Center Detention Annex	1 yr. suspension with 30 days active	Harris							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER	NAME, CERTIFICATION NUMBER AND LOCATION	RECOMMENDED DISCIPLINE	COUNTY							
i.	19-34118-190198	Angel Fitts Certification No. 34118 Robert N. Barnes Regional Juvenile Facility	1 yr. suspension with 2 wks active	Nueces							
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					

Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

ITEM	DOCKET NUMBER		NAME, CERTIFICATION NUMBER AND LOCATION			RECOMMENDED DISCIPLINE					COUNTY
j.	20-33419-190106		Daniela Narvaez Certification No. 33419 Robert N. Barnes Regional Juvenile Facility			1 yr suspension, probated					Nueces
BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN	BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Edeska Barnes, Jr.						Scott Matthew					
James Castro						Vincent Morales Jr.					
Mona Lisa Chambers						Stephanie Moreno					
Pama Hencerling						Allison Palmer					
Lisa Jarrett						Wesley C. Ritchey					
Ann Lattimore						Jimmy Smith					
Melissa Martin						Motion:					

WHEREAS, the Board has jurisdiction over these actions pursuant to Texas Human Resources Code §222.053 and Texas Administrative Code, Title 37, §349.305 et seq. and authority to enter a Default Order under Texas Administrative Code, Title 37, §349.340, pursuant to Texas Government Code §2001.056; and

WHEREAS, the Board considered each matter and a motion to adopt the recommended findings and facts and conclusions of law as set forth in each Default Order was lawfully moved, duly seconded, and approved by a majority of the present and voting members of the Texas Juvenile Justice Board; and

NOW, THEREFORE BE IT ORDERED THAT the Final Order in each referenced matter and each referenced matter shall become effective as provided therein according to the date this Order is signed and that a copy of this Order shall be affixed to each Final Order.

The foregoing Master Default Order was lawfully moved, duly seconded, and adopted by the Texas Juvenile Justice Board.

Signed this the 25th day of October 2019.

Texas Juvenile Justice Board

The Honorable Wes Ritchey, Chairman



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

Trust Committee Meeting
11209 Metric Blvd., Building H – Lone Star Conference Room
Austin, Texas, 78757
Thursday, August 8, 2019

COMMITTEE MEMBERS PRESENT:

Jimmy Smith, Committee Chair
James Castro
Anne Lattimore
Allison Palmer
Mona Lisa Chambers

COMMITTEE MEMBERS ABSENT:

All present.

OTHER BOARD MEMBERS PRESENT:

Chief Pama Hencerling
The Honorable Lisa Jarrett
Commissioner Vincent Morales, Jr.
Chief Scott Matthew
Melissa Martin

EXECUTIVE STAFF PRESENT:

Christian von Wupperfeld, General Counsel
Camille Caine, Executive Director
Nate Jackson, Chief Operating Officer
Emily Anderson, Chief Financial Officer
Seth Christensen, Chief of Staff
Sean Grove, Policy Advisor
Mic Davis, Policy Advisor

OTHER STAFF AND GUESTS PRESENT:

Christina Garcia, TJJJ
Jim Elliott, TJJJ
Ron Reininger, TJJJ
Glen Knipstein, TJJJ
Janie Zapata, TJJJ
Ana Villarreal, TJJJ
Wallace Vernon, Treasurer for the Central Texas Boys and Girls Club
Mr. Fred Morse, President of the Friends of Parrie Haynes Ranch Group
Ona Trubee, Parrie Haynes Equestrian Center

Call to Order

Chairman Jimmy Smith called the meeting to order at 10:02 a.m.

Discussion, consideration, and possible approval regarding excused absences (Action)

All members present.

Discussion, consideration, and possible approval regarding the June 13, 2019, meeting minutes (Action)

Allison Palmer noticed an error in the minutes and asked for a motion to approve the correction. Mr. Castro made a motion to approve the minutes and Ms. Lattimore second, correction approved.

Discussion, consideration and possible approval of FY 2020 Trust Fund Budgets and Investment Strategy (Action)

Emily Anderson, Chief Financial officer of Fiscal Affairs and Budget, approached to speak about the proposed FY 2020 Budget and Investment Strategy for John C. Wende and Parrie Haynes trust accounts. The FY 2020 John C. Wende proposed budget is \$161,000.00. The expected revenue for John C. Wende FY 2020 is \$163,000.00. The expenditures will be slightly less than the anticipated revenues for the upcoming year. The FY 2020 Parrie Haynes proposed budget is \$113,000.00 and, expected revenues total \$79,000. The Parrie Haynes FY 2020 budget exceeds expected revenues, but there are sufficient fund balances to cover the expected deficit. Moreover, both trusts have additional funds invested in certificates of deposits (CD's) that maintain short and midterm investment position liquidity and are each valued at or under \$250,000.00 to ensure that they are insured. All CD's have a twelve-month maturity date staggered throughout the year and the interest rates range from 1.28% to 1.96%. Mr. Smith commented that the committee received a good report at the last meeting in which more money was given out this year than in the past year. He further stated this it is a great opportunity to help the kids get a better education and they now know they can approach the board and get more funds. No one came forward with questions, and Mr. Smith asked for a motion to approve. Ms. Lattimore motioned and Mr. Castro seconded the motion to approve.

Update on the John C. Wende and Parrie Haynes trust activities

Christina Garcia, staff attorney and contract supervisor from the Office of General Counsel approached and provided the committee with educational assistance updates, which are outlined on page two hundred and three of the board packet. In summary, \$175,483.33 of educational assistance was provided as of July 19, 2019, to nineteen recipients. As of this meeting date, \$185,796.24 of educational assistance has been given out, which is well over twice the amount that was given out last year. This information illustrates that Reentry services is doing a great job in identifying candidates and assisting eligible youth. Ms. Garcia stated she met with representatives from the Compatible Lands Foundation (CLF) who collaborates with the U.S. Army to create buffer zones around military bases by the use of conservation easements. There is a possibility of a payment to the trust for the conservation easement, which could possibly be 60-70 percent of the appraised value. This would be a tremendous opportunity to provide additional educational assistance to eligible TJD youth and may allow for some funds to be used to improve the property by removing the Ash Juniper. CLF is flexible on how the easement will be drafted and there is no anticipation of encroaching on the right of the lessees or subleases. Ideally, they will present at the next committee meeting and are offering to do an appraisal at no cost to the trust. Ms. Garcia asked the Board for approval to proceed.

Ms. Lattimore asked if CLF wants to complete an appraisal for an easement. Ms. Garcia stated yes CLF will do the appraisal and come back to let the committee know what the easement would be valued at. Mr. Smith stated the committee wanted to see this opportunity of another appraisal on the property. General Counsel, Christian von Wupperfeld stated there is no action required and the staff attorney is looking for feedback. Mr. Smith asked if CLF will pay for all due diligence and asked if, there is any expense to the board. Ms. Garcia confirmed that CLF will pay for all due diligence and stated at this time we are exploring the options. Ms. Chambers asked about the number of years within the contract dates of PHR. Ms. Garcia stated the date begins with January 1, 2016, and the end date is December 31, 2030, and confirmed the dates are stated oddly, but it is a 15-year period. Ms. Chambers stated the end date for a Boys and Girls Club subleases ends is 2031, which means that it would be a year past the Boys and Girl Club lease. Ms. Garcia thanked Ms. Chambers for bringing the item to her attention and stated she would research the dates.

Update on activities involving firearms at the Parrie Haynes Ranch

Ms. Garcia stated there is a provision in the lease, which requires the board's approval for use and discharge of firearms on the property. Currently, there are two activities planned that will involve the use of firearms. Please note the board, has approved these activities in the past, beginning several years ago, and this item is simply to provide notice. The first activity of notice, is the fourth Annual Sporting Clays fundraiser, which is scheduled for October 19, 2019, a registration form has been provided to the committee. The second activity of notice involves two youth hunting events, the weekends of December 6, 2019, and January 10, 2020. Please note the board has previously approved these events.

Ms. Palmer asked Ms. Garcia to research the orphan definition to include findings of suitable supervision not available in the home. She stated her and former General Counsel, Jill Mata created some definitions for orphan and in reading the previous meeting minutes of June 13, 2019, she read we would like to broaden the definition of orphan to reach more youth. Ms. Palmer stated opening up to a broader definition would bring more opportunities of educational assistance to every youth in TJJD. Ms. Palmer requested Ms. Garcia to research further and to provide more information in the details of the educational assistance TJJD provides. Ms. Garcia stated she would bring more information to the next committee meeting.

Ms. Chambers asked if the property insurance has specific language in reference to firearms. Ms. Garcia stated the youth hunt group carries insurance to cover the landowner and offered the assistance of other members of the property to share information. Ms. Chambers welcomed additional information.

Mr. Vernon, Treasurer of the Central Texas Boys and Girls Club approached and stated Tournaments Target Inc. supervises the Clay shoot to provide insurance for this event. The Texas Youth Hunters Association provides the insurance for the youth hunts. Mr. Vernon stated safety is of the utmost importance at the property. Mr. Fred Morse, President of the Friends of Parrie Haynes Ranch Group stated they run the youth hunt, with Hunt Masters, Roy Hudson and Rick Holler, which run the program. Mr. Morse stated the youth are trained ahead of time and two adults supervise each youth. In addition, the youth do not handle ammunition until they are in a shooting stance and they get one bullet at a time,

handed to them, by their guardian. In summary, the goal is to teach the youth how to properly use firearms and to enjoy the outdoor experience. Mr. Morse thanked the committee for the opportunity to teach the kids and stated safety is their number one priority. Mr. Vernon mentioned Roy Hudson is in charge of all the repairs that need to be done at the facility and applauded them for their work.

Furthermore, Mr. Vernon announced Central Texas College and Central Texas A&M are currently providing a scholarship program of a Bachelor's Degree for less than twenty two thousand dollars to the youth of the Boys and Girls Club.

Mr. Scott Matthew asked if the training provided to the youth is State approved. Mr. Morse stated yes, youth must complete the strict hunter's and safety course before they can attend the activities.

Mr. Vernon assured the committee they have spoken with the commander of Fort Hood, whom they have a good relationship with, and reassured everyone they will not encroach on Fort Hood air space due to these activities. Mr. Vernon applauded Ms. Garcia's work and stated their main goal is to clear the invasive species off the property to plant native grasses and have the youth enjoy nature.

Public Comment

Ms. Ona Trubee, a sublessee of the property, approached to make a public comment and stated she leases the eastern side of the ranch. She stated youth and their families come to the property to enjoy horseback riding, hiking, jogging, and biking and they do not allow hunting on their side. Ms. Trubee stated she and her husband do carry a firearm, it has been approved, and they kill the hogs and animals that are in distress and reiterated there is no hunting and they use hog traps when they can. Specifically, she wanted to make the committee aware they do discharge firearms occasionally.

Ms. Lattimore asked Ms. Garcia to confirm scholarships can be used for trade school. Ms. Garcia stated yes, and currently there is one recipient for cosmetology. Ms. Garcia will provide updated information to the committee at a later date.

Adjourn

Mr. Smith asked for a motion to conclude the meeting at 10:45. Ms. Lattimore moved to adjourn. Mr. Castro second. The meeting adjourned.

JOHN C. WENDE TRUST EDUCATIONAL ASSISTANCE EXPENDITURES - FY 2018

	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Total Services
Tuition, Fees, & Books													
Youth 1-Grand Canyon Tuition						\$4,050.00			\$3,840.00				7,890.00
Youth 2-Sam Houston State Univ Tuition		\$1,814.75					\$2,649.50						4,464.25
Youth 2-Supplies	\$153.92	\$529.17			\$280.00						\$191.44		874.53
Youth 2-Books													280.00
Youth 2-Parking							\$120.00						120.00
Youth 3-Coastal Bend College Bkst		\$387.66				\$258.55					\$157.62		803.83
Youth 3-Ranger College Tuition			\$529.25										529.25
Youth 3-Coastal Bend Tuition				\$2,048.00									2,048.00
Youth 4- Navarro Housing/Meals					\$1,703.25								1,703.25
Youth 5-Navarro Housing/Meals							\$240.00		\$739.69				979.69
Youth 6-St Mary's Tuition										\$2,980.00			2,980.00
Total Tuition/Books	\$153.92	\$2,731.58	\$529.25	\$2,048.00	\$1,983.25	\$4,308.55	\$3,009.50	\$0.00	\$4,579.69	\$2,980.00	\$349.06	\$0.00	\$22,672.80
Rent & Utilities													
Youth 1-Living Allowance	\$150.00				\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	1,350.00
Youth 1-Camino Real Apartments	\$705.00												705.00
Youth 7-Housing					\$453.00	\$453.00	\$453.00	\$453.00	\$453.00	\$453.00	\$453.00	\$453.00	3,624.00
Youth 2-Living Allowance				\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$0.00				750.00
Youth 2-White Ivy Real Estate	\$287.50	\$0.00											287.50
Youth 2-Flagstar Bank			\$520.00	\$520.00	\$571.30	\$571.30	\$571.30	\$571.30	\$571.30				3,896.50
Youth 2-Childcare								\$325.00	\$225.00				550.00
Youth 3-Living Allowance	\$75.00	\$75.00	\$75.00	\$75.00					\$600.00	\$150.00	\$150.00	\$150.00	1,350.00
Youth 3-Robert Ramirez									\$250.00	\$250.00	\$250.00	\$250.00	1,000.00
Youth 4-Living Allowance	\$150.00	\$0.00											150.00
Youth 5-Living									\$450.00	\$150.00	\$150.00	\$150.00	900.00
Youth 6-Living										\$150.00	\$150.00	\$150.00	450.00
Youth 6-Housing										\$691.07	\$691.07	\$691.07	2,073.21
Total Rent & Utilities	\$1,367.50	\$75.00	\$595.00	\$745.00	\$1,324.30	\$1,324.30	\$1,324.30	\$1,649.30	\$2,699.30	\$1,994.07	\$1,994.07	\$1,994.07	\$17,086.21
Total Client Services	\$1,521.42	\$2,806.58	\$1,124.25	\$2,793.00	\$3,307.55	\$5,632.85	\$4,333.80	\$1,649.30	\$7,278.99	\$4,974.07	\$2,343.13	\$1,994.07	\$39,759.01

JOHN C. WENDE TRUST EDUCATIONAL ASSISTANCE EXPENDITURES - FY 2019

	Sep-18	Oct-18	Nov-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Jul-19	Aug-19	Total Services
Tuition, Fees, & Books													
Youth 8-Texas Southern Univ Tuition										\$2,634.46			2,634.46
Youth 1-Grand Canyon Tuition		\$5,160.00							\$2,485.00	(\$1,300.00)			6,345.00
Youth 1-Teacher Certification Exams					\$190.00							\$50.00	240.00
Youth 1-Graduation Package												\$202.33	202.33
Youth 1-Graduation Application												\$150.00	150.00
Youth 1-Texas Content Exam												\$118.87	118.87
Youth 2-Sam Houston State Univ Tuition				\$466.73		\$2,721.50					\$2,838.50		6,026.73
Youth 2-Books					\$332.31	\$202.46				\$276.58	\$44.96		856.31
Youth 2-Parking									\$120.00				120.00
Youth 3-Coastal Bend College Bookstore			\$195.79					\$131.88					327.67
Youth 3-UTSA Application Fee				\$70.00									70.00
Youth 3-Honor Society Membership						\$79.00							79.00
Youth 3-Coastal Bend Tuition									\$308.00			\$1,524.00	1,832.00
Youth 3-UTSA Tuition										\$1,447.96			1,447.96
Youth 3-Textbook										\$25.47			25.47
Youth 9-Weatherford College	\$651.85												651.85
Youth 9-Weatherford College	\$0.00	\$0.00											
Youth 6-St Mary's Tuition		\$6,375.00											6,375.00
Youth 10-Navarro College		\$2,464.50											2,464.50
Youth 10-Navarro College Bookstore			\$445.90										445.90
Youth 5-Navarro College Room/Meals		\$568.00				\$2,448.25				\$1,050.00			4,066.25
Youth 5-Navarro College Bookstore						\$629.25							629.25
Youth 11-Texas Book Co.		\$81.00		\$263.30									344.30
Youth 11-Texas Tech Tuition												\$1,333.97	1,333.97
Youth 12-TSTI Books/Supplies			\$375.00										375.00
Youth 13-Nuvani Institute									\$5,299.00				5,299.00
Youth 14-Navarro College Tuition										\$441.00			441.00

PARRIE HAYNES TRUST EDUCATIONAL ASSISTANCE EXPENDITURES - FY 2018

	Sept-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-19	Aug-18	Total Services
Tuition, Fees, & Books													
Office Depot-Laptop-Youth 1				\$639.97									\$639.97
Corsicana Welding- Youth 1				\$1,192.52									\$1,192.52
Youth 2-Tarleton St. Tuition						\$819.28			\$390.10				\$1,209.38
Youth 2-Office Depot											\$0.00		\$0.00
Youth 2-Tarleton St Bookstore												\$381.58	\$381.58
Youth 3-Texas Southern Univ								\$2,421.29		\$1,666.14			\$4,087.43
Youth 4-Navarro Book								\$165.65					\$165.65
Youth 4-Navarro Tuition								\$432.00	(\$432.00)				\$0.00
Total Tuition, Fees & Books	\$0.00	\$0.00	\$0.00	\$1,832.49	\$0.00	\$819.28	\$0.00	\$3,018.94	(\$41.90)	\$1,666.14	\$0.00	\$381.58	\$7,676.53
Rent & Utilities													
Youth 3-Catalina Village	\$1,779.00	\$1,129.00	\$1,129.00	\$1,129.00	\$560.00								\$5,726.00
Youth 3-Royce Properties					\$921.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$1,625.00	\$12,296.00
Youth 3-Living	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$1,800.00
Youth 1-Living	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00		\$150.00	\$1,650.00
Youth 1-Kenwood Heights							\$250.00	\$250.00	\$250.00	\$250.00		\$250.00	\$1,250.00
Youth 2-Housing Sheila Grace						\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$2,800.00
Youth 2-Living						\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$1,050.00
Youth 4-Angelina Caffee							\$150.00	\$150.00	\$1,230.00	\$900.00	\$900.00	\$900.00	\$3,930.00
Youth 4-Living							\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$900.00
Youth 5-Living											\$850.00	\$150.00	\$1,000.00
Youth 6-PLZ Investments												\$1,179.92	\$1,179.92
Total Rent & Utilities	\$2,079.00	\$1,429.00	\$1,429.00	\$1,429.00	\$1,781.00	\$2,475.00	\$2,875.00	\$2,875.00	\$4,105.00	\$3,775.00	\$4,225.00	\$5,104.92	\$33,581.92
Total Client Services	\$2,079.00	\$1,429.00	\$1,429.00	\$3,261.49	\$1,781.00	\$3,294.28	\$2,875.00	\$5,893.94	\$4,063.10	\$5,441.14	\$4,225.00	\$5,486.50	\$41,258.45

PARRIE HAYNES TRUST EDUCATIONAL ASSISTANCE EXPENDITURES - FY 2019

	Sept'18	Oct'18	Nov'18	Dec'18	Jan'19	Feb'19	Mar'19	Apr'19	May'19	June'19	Jul'19	Aug'19	Total Services
Tuition, Fees & Books													
Youth 2-Laptop	\$650.00												\$650.00
Youth 2-Tarleton St.			\$1,965.32					\$1,576.45	(\$238.18)				\$3,303.59
Youth 3-Texas Southern Univ		\$4,769.95					\$2,128.46			\$743.73	\$4,776.25		\$12,418.39
Youth 3-Kaplan					\$3,024.00							\$129.89	\$3,024.00
Youth 3-Barnes&Noble													\$129.89
Youth 4-Navarro Tuition		\$613.50				\$1,319.00							\$1,932.50
Youth 4-Barnes&Noble Books				\$241.09									\$241.09
Youth 4-Navarro College Bkst						\$441.10							\$441.10
Youth 4-Laptop									\$599.98				\$599.98
Youth 7-Navarro Books/Supplies	\$700.00												\$700.00
Youth 7-Navarro Housing						\$1,646.25							\$1,646.25
Youth 6-Prairie View A&M Tuition		\$2,162.78				\$2,138.78					\$1,036.30		\$5,337.86
Youth 6-University Bookstore			\$733.35				\$493.50			\$369.45			\$1,596.30
Youth 8-Laptop					\$750.00								\$750.00
Youth 8-Navarro Housing/Meal						\$674.77							\$674.77
Youth 9-Barnes & Noble						\$652.75							\$652.75
Youth 9-Lone Star College Tuition									\$562.00				\$562.00
Total Tuition, Fees & Books	\$1,350.00	\$7,546.23	\$2,698.67	\$241.09	\$3,774.00	\$6,872.65	\$2,621.96	\$1,576.45	\$923.80	\$1,113.18	\$5,812.55	\$129.89	\$34,660.47
Rent & Utilities													
Youth 3-Living	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$1,800.00
Youth 3-American Homes	\$1,595.00	\$1,595.00	\$1,595.00	\$1,595.00	\$1,595.00	\$1,595.00	\$1,595.00	\$1,595.00	\$1,595.00	\$1,595.00	\$1,595.00	\$1,595.00	\$19,140.00
Youth 1-Living	\$150.00	\$150.00	\$150.00	\$150.00									\$600.00
Youth 1-Kenwood Heights	\$325.00	\$275.00	\$275.00	\$275.00									\$1,150.00
Youth 2-Living	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$1,800.00
Youth 2-Housing Sheila Grace	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$4,800.00
Youth 4-Living	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$124.43	\$124.43	\$249.43	\$249.43	\$150.00	\$150.00	\$150.00	\$1,947.72
Youth 4-Hazel Springs	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00	\$900.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$8,300.00
Youth 7-Living			\$150.00	\$150.00	\$150.00	\$0.00							\$450.00
Youth 7-Navarro Housing/Meals	\$0.00												\$0.00
Youth 7-Dorm Items	\$0.00	\$1,000.00											\$1,000.00
Youth 6-Living	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$1,800.00
Youth 6-PLZ Investments	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00	\$6,300.00

Finance and Audit Committee Meeting
11209 Metric Boulevard, Building H, Ste. A
Lone Star Conference Room
Austin, TX 78758
Thursday, August 8, 2019 – 11:00a.m.

BOARD MEMBERS PRESENT:

Chief Scott Matthew, Presiding Committee Chairman
Judge Stephanie Moreno, Committee Member
Commissioner Vincent Morales, Jr., Committee Member
Judge Stephanie Moreno, Committee Member
Judge Wes Ritchey, Committee Member

BOARD MEMBERS ABSENT:

Melissa Martin, Committee Member

EXECUTIVE STAFF PRESENT:

Camille Cain, Executive Director
Nate Jackson, Chief Operations Officer
Christian von Wupperfield, General Counsel
Eleazar Garcia, Chief Internal Auditor

OTHER GUESTS PRESENT:

Nora Oakman, TJJJ
Jill Ward, TJJJ
Daniel Guajardo, TJJJ
Christina Garcia, TJJJ

Steven Vargas, TJJJ
Dr. Virginia Miller, TJJJ
Stephanie Valdez, TJJJ
Kevin DuBose, TJJJ

Call to Order

TJJJ Board Chair, Chief Scott Matthew called the meeting to order at 11:00a.m.

Discussion, consideration, and possible approval regarding excused absences (Action)

Melissa Martin was absent from this meeting. Judge Ritchey moved to approve the excused absence. Commissioner Morales seconded. The motion passed.

Discussion, consideration, and possible approval regarding the June 13, 2019, meeting minutes (Action)

Commissioner Morales moved to approve the minutes. Commissioner Ritchey seconded. The motion passed.

Updates from the Chief Information Officer

Dr. Virginia Miller, Chief Information Officer, reported on this informational item. She shared that an analysis of the design and analysis of the organization structure of Information Technologies services has

been conducted at the agency and has proposed updates and changes on to align with the vision for the agency. Highlights included:

- Business Analyst roles were created for IT to help bridge the gap between end users and the development team; however, these positions were realigned with FTE positions already in IT and not new positions.
- Some of the positions in Central Office were moved out into the field for more support and given new technologies.
- A new role that deals with service management and how it is handled. Some unnecessary management positions were eliminated to hopefully help optimize how we provide service.

Another change relates to technology governance to make sure we comply with TAC-202 and that any projects that started within IT are channeled through the appropriate application owners and up to the Executive Director. We need a process to govern projects so that there are distractions from agency initiatives are started. The other addition that has become evident is to begin a Technology Transfer Committee to service the counties. There is quite a bit of technical implementation, corrective items to address and we are finding that the counties are short staffed in those areas and lack personnel with the expertise to deal with the new regulations that come along.

The last item is that the agency has been invited to participate in the statewide data coordination efforts for the open data portal. Dr. Miller and other personnel have been meeting with DIR to understand data management standards and insuring that the agency is at the front in understanding management of the open data portal going forward.

Appreciation was expressed to Dr. Miller for her participation in the meetings, for her working to create efficiencies in IT and helping the counties with little resources to work more effectively.

Updates from the Chief Financial Officer

Emily Anderson, Chief Financial Officer, updated the committee on the budget. Expenditures through the end of May have totaled 66.3% of the appropriated General revenue for FY19. Lower population due to decreased commitments, moving youth thru the system to the appropriate locations, vacant positions for direct care staff and eliminated positions are the drivers to the decreased expenditures. Fund balances have been identified and repurposed so that the funds are not lost. Located fund balances have been sent back out to the local probation departments to fund upcoming audits and needed services. Other funds have been repurposed on the state side to replace the radio system, LBB has approved and now waiting on approval from the Governor's office, the automated youth wellness system is approved and health safety projects on campus.

Overtime continues to be higher and it is projected to be \$8.4 million through August for FY19. A question was asked how this compares to previous years and she responded that FY18 was approximately \$2.0 million less. The higher cost this year is due to the vacancies. The new scheduling software and actively reviewing time sheets is verifying that all OT is needed.

The Business Operations team has been working with the Texas Model Implementation team to get vendors and services on state contract to soften the environment on campus. An order was made for new furniture for the day rooms and individual youth rooms on all campuses. The order should be delivered in the next month or so. The Legislative reporting team has been working with the information

Technologies team to improve the youth development coach turnover report, an internal report as well as an LBB annual report, to review the turnover of the coaches.

Fiscal affairs and budget has been working on the year-end close out reports and preparing for the next fiscal year.

In response to a question about retention issues this year, Ms. Anderson stated that she hasn't looked at the Coach turnover report that is being developed but historically the agency has problems with keeping new direct care staff and most leave within the first six months of employment. Also, it is expected that some seasoned staff will leave as the Texas Model is implemented across the agency. She stated that the goal of the Texas Models is to build teams which will likely result in lowered attrition for this group of employees. New salary structures are taking effect September 1 and that should help with retaining employees, which will bring down overtime as the teams become fully staffed.

Discussion, consideration, and possible approval of the agency's FY 2020 Operating Budget (Action)

Ms. Anderson presented this action item by explained the FY2020 Operation Budget. The FY2020 operating budget is \$324.4 million, \$309.2 million in general revenue, a \$5.5 million increase from FY19. She explained the changes in funding in each area.

In response to a question, Ms. Anderson affirmed that there will be no reduction for the field from the previous biennium and will actually increase by \$6.8 million. Commissioner Morales moved to approve and Judge Ritchie seconded. The motion passed.

Discussion, consideration, and possible approval regarding acknowledgment of gifts (Action)

Ms. Anderson presented this action item. French Sports from Austin donated 11 pairs of tennis shoes to the youth at the Giddings State School worth over \$500. Judge Moreno moved to accept and Judge Ritchie seconded. The motion passed.

Discussion, consideration, and possible approval to issue change orders for the HVAC replacement project at the McLennan County State Juvenile Correctional Facility (Action)

Steven Vargas, Director of Engineering and Construction, presented this action item. Per the GAP policy, the Board must approve any change order exceeding \$150,000. The Board approved awarding HCS Contractors the contract in January 2019 for \$4.8 million. Staff has already approved a change order for \$139,760.25; however, there are existing change orders that will exceed the \$150,000 threshold. These total \$377,999.24 and include funds to replace exhaust fans, incompatible controls and reroute 15 water lines in five buildings. All change orders total ~\$517,000 or 10.7% of the contract. The project will be funded from funds appropriated by the 85th legislature, which expire at the end of FY19 and, if the Board approves, will make sure the funds are expended for the appropriated purpose before they expire. In response to questions, Mr. Vargas explained that these changes were unforeseen conditions unknown to the contractor or the engineers. He stated that the original bids came in double what the construction budget was so after meeting with vendors and finding out what the issue was, vendors were asked to scale back their estimates and to work with our controls. Dr. Virginia Miller explained that the new systems are IP based and about new coding requirements for IT systems. Judge Moreno moved to accept and Commissioner Morales seconded. The motion passed.

Discussion regarding GAP.385.1101 Annual Contract Plan

Christina Garcia presented. The annual contract plan is required pursuant to General Administrative Policy 385.1101 and requires TJJ staff to outline anticipated contracting actions for the next year for Board review. It is to be an evolving and updated document that may be presented for additional review throughout the fiscal year. The business operations and contract departments are now separate but continue working well together to meet agency procurement needs. The plan highlights some of the accomplishments of the unit as well as other data, the list of active contracts, anticipated contracting activities, and HUB information.

Discussion, consideration, and possible approval regarding new contracts requiring board approval pursuant to GAP.385.1101 (Action)

Christina Garcia presented this action item. A revised memo was handed out. All of these new contracts exceed \$500,000. The first is 1 year term for a provider to upgrade to fiber optic cabling at the secure facilities; at the time the memo was submitted a provider had not been selected, however a provider has now been selected, P&C Communications with a contract NTE \$1,270,036.00 and will be awarded pending Board approval. There are 2 new interagency contracts with state agencies providing the same services but on the biennium, it's a new contract with these agencies. The last item is an offender monitoring and tracking system, another initiative to increase the safety of youth and staff, that was anticipated to be below \$500,000, but the contract value is now anticipated to be \$600,000. This was added to the list for Board approval. For an informational item, at the Board meeting in March, the Axon body camera renewal contract for \$1.82 million was approved; the current NTE amount is \$122,000 over because the halfway houses are now receiving body cameras. Commissioner Morales motioned to approve and Judge Ritchey seconded. The motion passed.

Discussion, consideration, and possible approval regarding contract renewals requiring board approval pursuant to GAP.385.1101 (Action)

Christina Garcia presented this action item. Staff is seeking approval for contract renewals and an extension to a contract for services that are being solicited that are requiring board approval because the value for the term in question for the contract may/may not exceed \$500,000, but the total contract value exceeds \$500,000. These contracts are categorized by term length. As a point of information, staff may/may not be requesting an additional extension to accommodate services transition in October. Judge Moreno motioned to approve and Commissioner Morales seconded. The motion passed.

Discussion, consideration, and possible approval regarding the Ethics Audit Report (Action)

Eleazar Garcia, Chief Auditor, presented this action item. The Audit standards require an audit of the agency's Ethics related activities and program. The scope included an employee survey on ethics, visiting the five state secure facilities, interviewing staff, reviewing records and reports, and completing a maturity assessment of the agency's ethics program. Positive outcomes included Agency policies outlines the agency ethics program and cover all five standards of conduct provisions as outlined in Government code section 572.051, fingerprint and background checks are performed, agency employees and board members are compliant with ethics training, the OIG investigates criminal activity and manages the incident reporting center, and employee discipline actions are documented in HR records. Opportunities to improve operations relate to performing a periodic review of the ethics program to support the agency in improving the ethics program, conducting required reference checks, ensuring completion of Conflict

of Interest certifications for all required parties during the procurement process, ensuring understanding of who the Agency's ethics officer is, and improving the agency's maturity assessment rating from a level 3 "Defined" to a level 5 "Optimized". Management concurs with the findings.

Commissioner Ritchey motioned to approve and Commissioner Morales seconded. The motion passed.

Adjourn

A motion was made to adjourn and was seconded. The meeting adjourned at 11:50 am.

To: TJJJ Board Members

From: Camille Cain, Executive Director
Dr. Virginia Miller, Chief Information Officer

Subject: Updates from the Chief Information Officer

Date: October 15, 2019

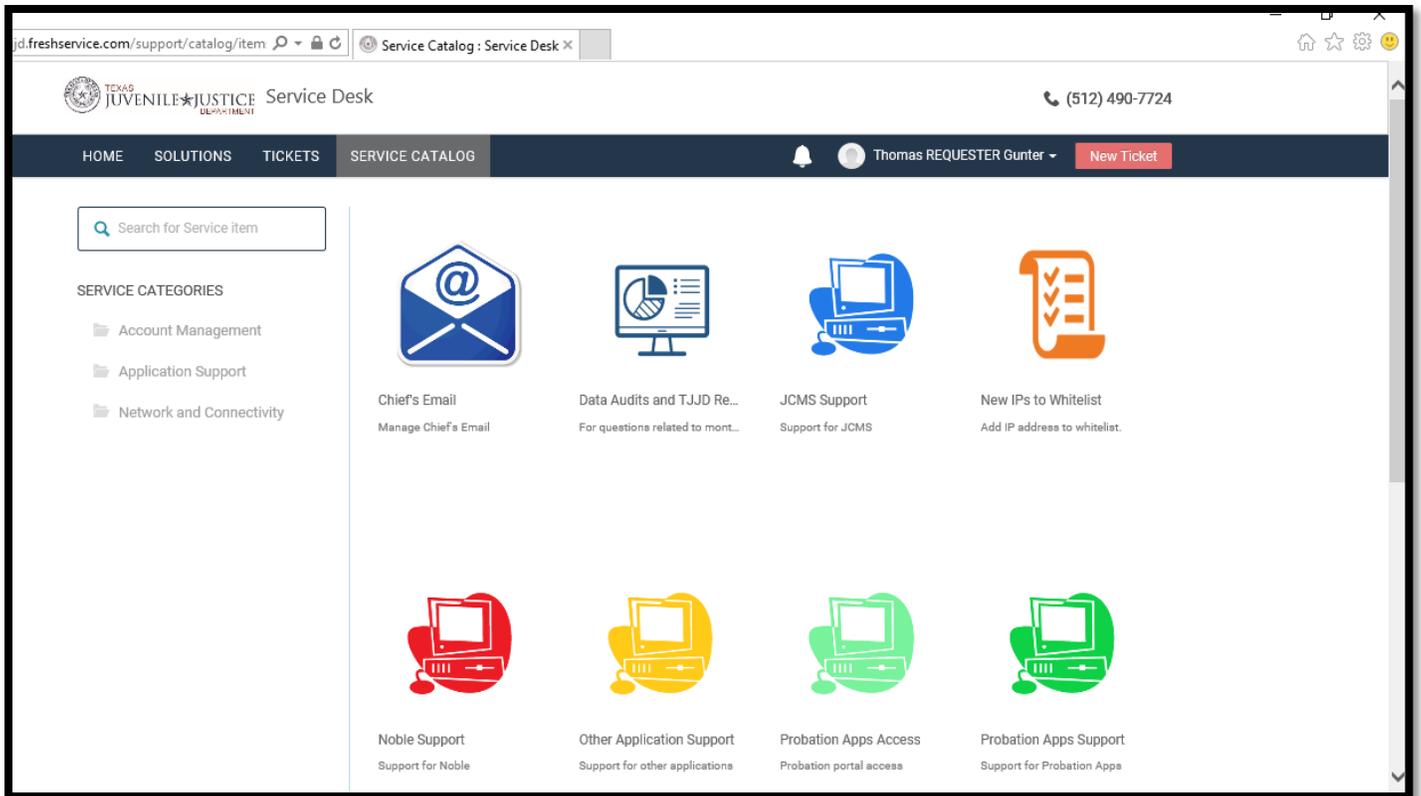
Information & Communication Technology Update

1. Integrated Youth Case Management – this project integrates case management for the Texas Juvenile Justice Department and constituent counties. Phase One is comprised of activities to transition the JCMS application for the juvenile probation departments served to operations management by the agency. Phase Two is comprised of activities to transition state programs and services from the legacy Mainframe environment.

a. Phase One Update – Accomplishments / Next Steps

- i. Platform Migration** – completed configuration of the baseline Microsoft Azure environment for Development and the migration of the source code repository. Currently the testing platform has a working copy of the refactored JCMS application.
- ii. Integration Requirements** – in collaboration with the DIR Shared Technology Services program and our providers, design is underway for a redesigned, simpler method for integration of the Noble CSE-IT tool. Additionally, the agency is working actively to participate in the [statewide data sharing program](#) for the dissemination of meaningful data for both public and private consumption. Private consumption models include sharing mandatory data with the Department of Family and Protective Services and the Health and Human Services Commission.

- iii. **JCMS Service Desk enhancement** – one of the key goals for IYCMS is to improve the support provided to the end-users. For this first phase, we will be rolling out a new online service desk to undergird the support provided to the counties that is currently only available by phone.



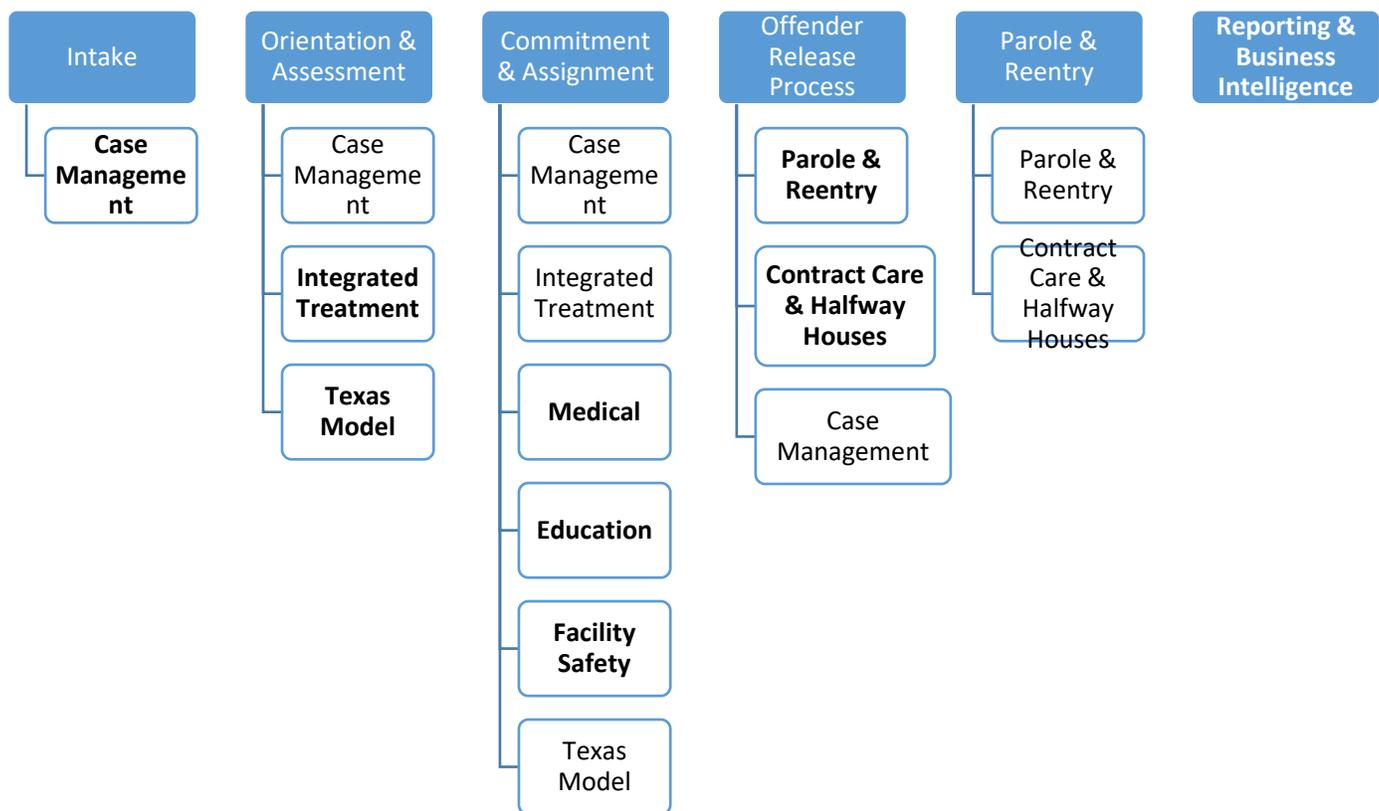
- b. **Phase Two Update – Accomplishments / Next Steps** - this phase of the effort involves moving statewide case management services from the legacy mainframe. We are really excited about this effort as it supports the vision for regionalization by bringing the state and JPD's into a single platform.

- i. **Discovery** – information gathering with the agency stakeholders kicked-off October 4, 2019. This activity will help to identify the actual costs for development using the JCMS platform as the baseline application system. During Discovery, our team (agency and vendor staff) will work with the business process areas (BPAs) to gather information:

- ✓ Define BPA goals
- ✓ Understand BPA Expectations

- ✓ Identify Risk
- ✓ Identify gaps
- ✓ Define criteria for adoption

ii. Key Business Process Areas



2. Body Worn Camera – this project provides BWC devices for all Youth Development Coaches interacting with youth offenders. This capability provides TTJD authorized supervisors and leaders to review interactions between youth and direct care staff. For the production roll-out, BWC has been expanded to include the Half-way houses. All equipment used in the pilot has to be returned and new equipment, owned by the agency has to be deployed. The production roll-out also includes updates to the inventory management procedures for device equipment. Additionally, consideration is being given to include lead case managers if the availability of devices allows. This project is 70% Complete targeted for final completion at the close of November 2019.

Campuses		Halfway Houses	
Gainesville (Target completion: 9/20/2019)	Completed	Tamayo (Target completion: 10/16/2019)	
Evins (Target completion: 10/30/2019)	BWC delivered and mounted to docks - Registration of devices required - Configuration of equipment required	Ayres (Target completion: 10/16/2019)	Completed
Giddings (Target completion: 11/1/2019)	BWC delivered and mounted to docks - Registration of devices required - Configuration of equipment required	McFadden (Target completion: 11/20/2019)	BWC delivered and mounted to docks
Ron Jackson (Target completion: 11/20/2019)	BWC delivered and mounted to docks	Brownwood (Target completion: 11/19/2019)	BWC delivered and mounted to docks
McLennan County (Target completion: 11/20/2019)	BWC delivered and mounted to docks	Schaeffer (Target completion: 11/20/2019)	BWC delivered and mounted to docks
		Willoughby (Target completion: 11/20/2019)	BWC delivered and mounted to docks

3. Technology Transfer Governance (TTG) – the number of security incidents is on the rise at the state and local level. As part of the new requirements, TJJ Board members are required to participate in training on the FBI-Criminal Justice Information Systems. We will be sending you an e-mail so that you can take the course online through the KnowBe4 Training platform. Additionally, as we prepare to enhance the collaboration

communities across the agency, we hope to modernize the Board Portal to improve the user experience.

Date	Agenda/Planned
September 26, 2019	Purpose of the Technology Transfer Governance initiative
October 24, 2019	JCMS transition – Acceptance Testing and Data Verification
November 21, 2019	Cybersecurity and CJIS – What you should do now!
December 12, 2019	JCMS – the New Frontier – Production Verification
January 30, 2020	Cloud Technologies – Office 365, SharePoint Online
February 27, 2020	TBD

4. Major Projects starting soon

Date	Agenda/Planned
Late October 2019	<p>Identity Access & Management (Agency domain rebuild with Azure & Active Directory)</p> <p>CRIMES – new case / dispatch management solution for the Office of the Inspector General and the Office of the Independent Ombudsman</p> <p>Cybersecurity Refresh – Kiteworks, Sophos, Proofpoint and network utility reconfiguration.</p> <p>Life-Safety RF Radio Replacment – Motorola</p>
November 2019	<p>Visitor Registration Management System (Easy Lobby)</p> <p>Offender Monitoring & Tracking System (Guardian RFID)</p>

To: TJJJ Board Members

From: Camille Cain, Executive Director
Emily Anderson, Chief Financial Officer

Subject: Chief Financial Officer updates

Date: October 4, 2019

Fiscal Year 2019 Expenditures through August

The fourth quarter financial report is attached. As noted in the summary memo, TJJJ had expended, or disbursed, 93 percent of available General Revenue, or 92.2 percent when excluding probation activities. Further highlights from the report will be discussed further at the Finance and Audit Committee Meeting.

Department Updates

Below are several highlights from among recent activities within the Finance Division.

Legislative Reporting and Statistics

- The department has completed the annual statistical report on juvenile probation referrals, dispositions, supervisions, detentions and placements and a copy has been provided to the Governor, Lt. Governor, and Speaker of the House.
- Significant progress has been made on the Youth Development Coach turn over report. With the help of our Information Technology Division, Human Resource Division and the Comptroller of Public Accounts, the department has been able to finalize the restoration of this report.
- Fall is a busy season for the legislative reporting and statistics department. Projects this department will be completing include the following:
 - Fourth Quarter Performance and Efficiency Measure reporting
 - Rider 26 reporting requirements to the Legislative Budget Board

- Data compilation for the FY 2020 Operating Budget
- Data compilation for the FY 2019 Uniform Cost Report

Fiscal Affairs and Budget

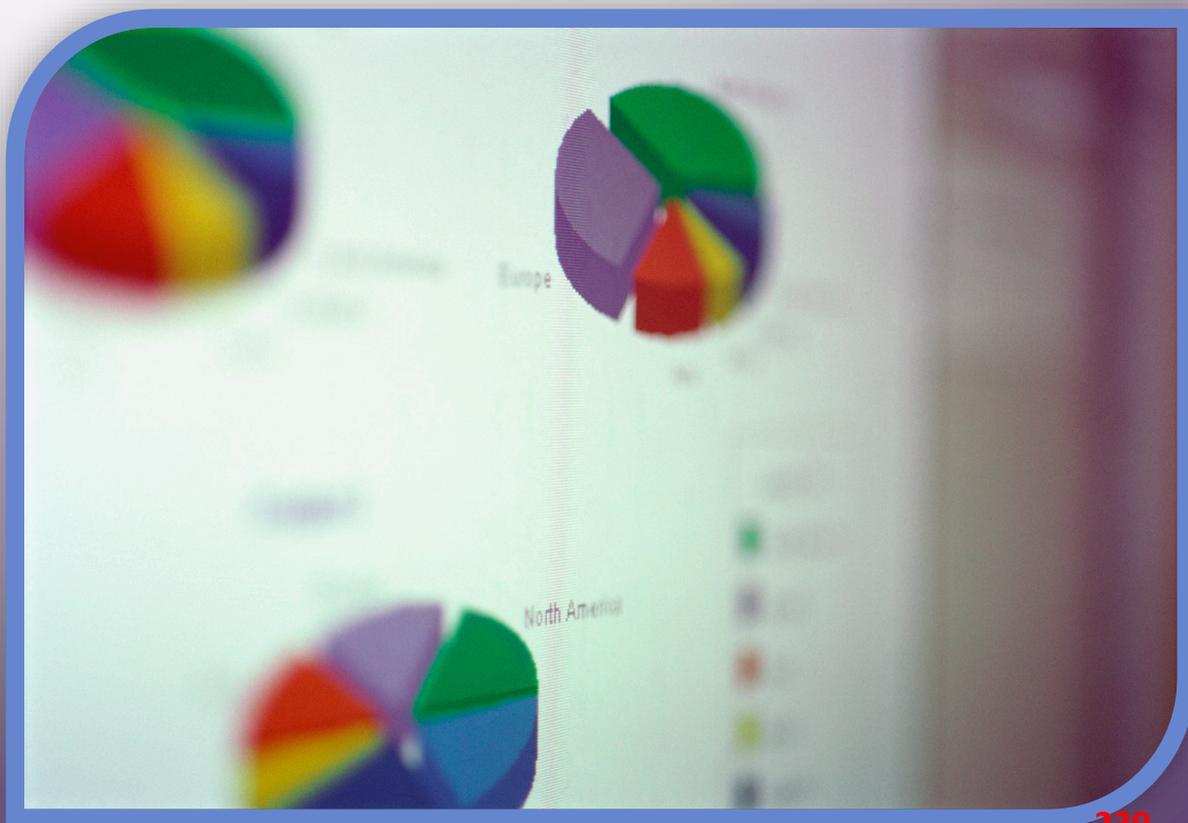
- The general ledger team has almost completed the Annual Financial Report which is due to Comptroller of Public Accounts by the end of November 2019.
- The budget team has started work on the FY 2020 Operating Budget which will be due to the Legislative Budget Board on December 1st. The budget team has also started communication with the LBB on the Uniform Cost Report that is due at the end of January 2020.
- In addition to the major reports and projects that the team is working on, Fiscal Affairs and Budget continues to provide excellent customer service to internal and external clients. Accounts Payable continues to provide vendor payments within the required 30 days and Payroll continues to ensure our employees are paid accurately and timely.

Business Operations

- The Business Operations department has been tasked with several priority projects to be completed during FY 2020. All of the projects below are aimed at creating a one system approach to business operations in an attempt to resolve identified roadblocks and create operational efficiencies.
 - Standardization and updating of purchasing processes and procedures system wide.
 - Standardization of warehouse operations system wide
 - Identifying best practices for fleet operations and standardization of the processes system wide

TEXAS JUVENILE JUSTICE DEPARTMENT FINANCIAL REPORT

FISCAL YEAR 2019 THROUGH AUGUST





Texas Juvenile Justice Department

Financial Status and Performance Measure Highlights

Fiscal Year (FY) 2019 through August 2019

Agency-wide Highlights

- ◆ **Total Expenditures and Disbursements:** TJJD expenditures and grant disbursements through the end of August total \$305.7 million, including \$283.8 million in General Revenue. The following table shows how year-to-date expenditures compare to the agency’s amended budget.

Expenditures as a Percentage of Amended Budget	All Goals	Goals B-F
General Revenue Only	93.0%	92.2%
All Methods of Finance	92.3%	90.6%

If monthly expenditures were even throughout the fiscal year we would expect the figures above to be 100 percent. However, some expenditure areas are loaded more toward the early part of the year, such as probation grant disbursements and State Office of Risk Management payments. Others see a lag in their payment cycle, such as contract residential placement and medical and psychiatric care expenses. The agency will continue to expend funds from appropriation year 2019 through the fall. In addition, the agency contracted for several large capital projects in August and those funds will be expended over the course of two years until appropriation year 2019 expires.

- ◆ **Staffing Strength:** The total of TJJD’s internal position cap excluding the Office of Independent Ombudsman is 2,463.7 which is 225.6 below the FTE allocation established in the General Appropriations Act. The below table highlights position allocations specific to TJJD, filled positions, and FTE usage as of the end of August 2019.

Program Area	Authorized	Filled	%
Inst. Supervision & Meals	1,086.5	877.5	80.8%
Treatment Programing	223	173	77.6%
All other agency positions	1,154.2	1,001.2	86.7%
Agency Total	2,463.7	2,051.7	83.3%

Probation Highlights

- ◆ **Regional Diversions:** The Regionalization Diversion Alternatives (RDA) grant is entering the final quarter of its third full fiscal year. Through fiscal year 2019, the RDA team has reviewed 430 applications and approved 311, with 265 juveniles entering a placement and successfully diverted from commitment with TJJD. At the close of FY19, there were 170 youth actively in an RDA placement.

- ◆ **Sex Trafficking Screening Instrument:** Progress continues to be made on the implementation of a statewide child sex trafficking screening instrument for the Texas juvenile justice system to have a more effective early identification of child sex trafficking victims. The “CSE-IT” (screening instrument) was initially released to counties for use in the Fall of 2018. To date, 153 probation departments have been trained and have access to the “CSE-IT” tool. The remaining 13 departments will be trained in the coming months.
- ◆ **Independent Audit Waivers:** TJJJ is sending letters of eligibility to waive the independent audit requirement to 45 probation department this year. The waiver will allow probation departments with low risk to the agency to save some of their grant money for services to youth instead of paying for an independent audit every year. Departments eligible for the waiver received \$750,000 or less in state grant funds, had no cited issues on their latest grant monitoring review and completed all required reporting timely. Those that were granted a waiver last year were not eligible again this year.

State Programs Highlights

- ◆ **Population:** The following table compares key ADP figures in the month of August and through the end of August to internal budgeted targets:

	August 2019				Fiscal Year-to-Date		
	Budg. Target	Actual	Over (Under)	Percent	Actual	Over (Under)	Percent
Secure Facilities	950.0	777.6	(172.4)	-18.1%	842.4	(107.6)	-11.3%
Halfway Houses	146.0	75.5	(70.5)	-48.3%	100.9	(45.1)	-30.9%
Contract Care	130.0	95.5	(34.5)	-26.5%	108.9	(21.1)	-16.2%
	1,226.0	948.6	(277.4)	-22.6%	1,052.1	(173.9)	-14.2%

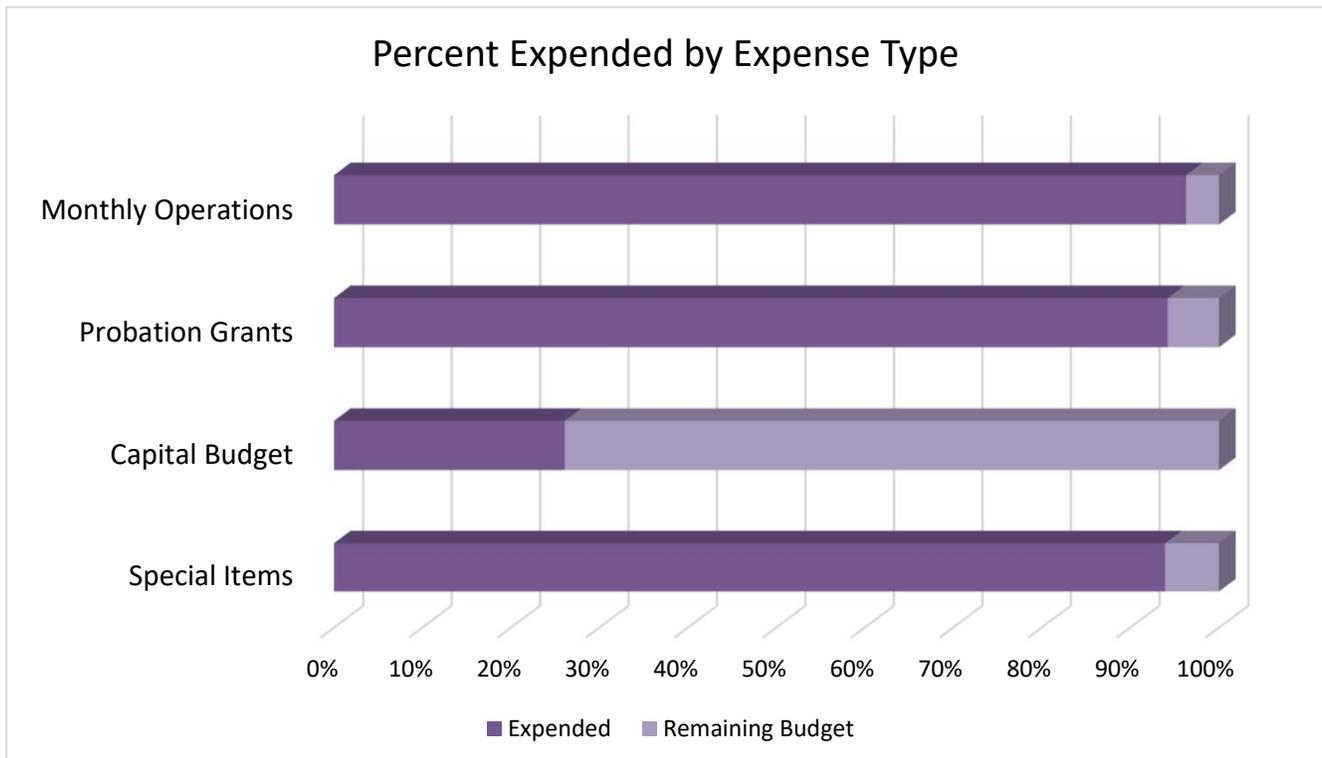
Figures are for reference only and should not be interpreted to represent officially reported performance measures. Comparisons are relative to internal targets, not population projections.

Through parallel efforts of regionalization and TJJJ management’s active steps to reduce the size of the state residential population, the agency has realigned internal budgeted population targets for state facilities below the projections in the General Appropriations Act (GAA). The total projection for all state residential programs was 1,374 in the GAA, compared to TJJJ’s operational target of 1,226. The actual population in secure facilities during the last quarter of FY 2019 was below TJJJ’s internal budgeted population target, and below to a lesser degree on a year-to-date basis.

- ◆ **Overtime:** The State Programs staff continues active management of overtime expenditures. However, due to the high number of Youth Development Coach “Coach” vacancies, the impact of these efforts will be limited. Overtime expenditures in fiscal year (FY) 2018 were approximately \$6.4 million. TJJJ began FY 2019 with about \$4.4 million budgeted for this purpose. Based on year to date expenditures, an additional \$4.3M has been allocated to support overtime costs this fiscal year. Funding to cover the projected overtime has already been moved to the appropriate budget line items. There is ongoing collaboration between the Human Resource Division and facility leadership to monitor overtime hours worked and overtime expenditures.

Summary by Expense Type

Expense Type	Budgeted	Expended	%
Monthly Operations			
Salaries & Related	103,240,973	102,398,827	99.2%
Other Operating	39,755,505	35,288,455	88.8%
Subtotal - Monthly Operations	142,996,478	137,687,282	96.3%
Probation Grant Disbursements	160,638,278	151,349,716	94.2%
Capital Budget			
Repairs and Rehabilitation	3,423,303	1,156,390	33.8%
IR Technologies	8,173,547	880,374	10.8%
Transportation	112,379	62,450	55.6%
DCS	1,693,081	1,396,675	82.5%
Subtotal - Capital Budget	13,402,310	3,495,889	26.1%
Special Items			
JCMS	1,170,000	1,170,000	100.0%
Overtime	8,750,034	8,749,038	100.0%
SORM and Unemployment	3,278,311	3,277,074	100.0%
Contingency	828,802	(19,852)	-2.4%
Subtotal - Special Items	14,027,147	13,176,260	93.9%
Grand Total	331,064,213	305,709,147	92.3%

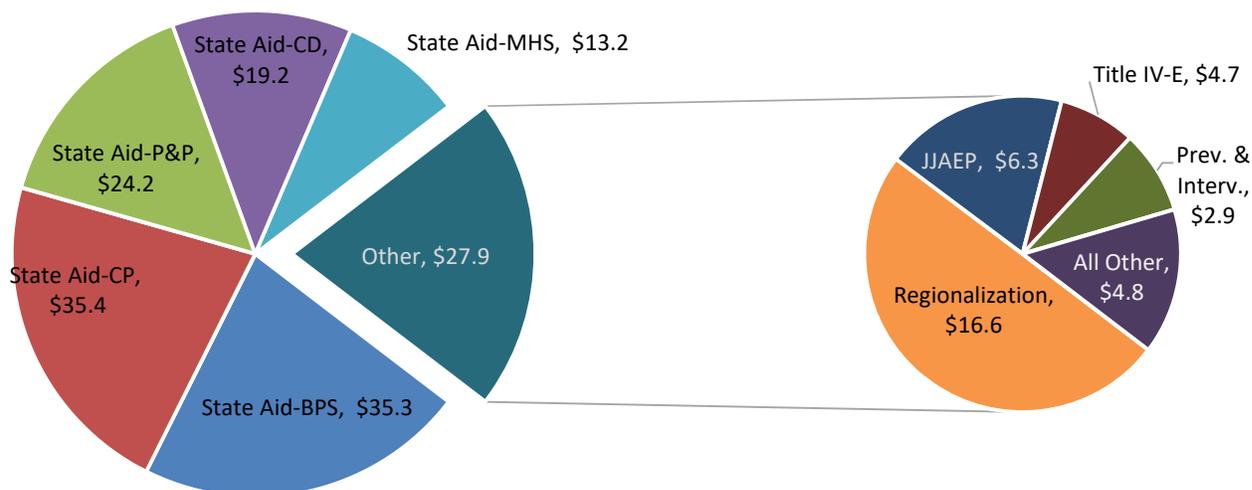


Summary by Program: Funding View

Probation Grants

Program	Budgeted	Expended	%
State Aid			
Basic Probation Supervision	35,341,074	35,349,362	100.0%
Community Programs	35,364,987	35,721,789	101.0%
Pre & Post Adjudication	24,225,691	23,898,027	98.6%
Commitment Diversion	19,163,441	19,104,708	99.7%
Mental Health Services	13,168,424	13,705,450	104.1%
Subtotal - State Aid	127,263,617	127,779,336	100.4%
Targeted Grants			
Special Needs Diversionary Program	1,895,175	1,895,175	100.0%
Reg. Div. Alt. - Regional Projects	3,315,938	3,315,938	100.0%
Reg. Div. Alt. - Individual Diversion	13,327,193	3,522,916	26.4%
Prevention & Intervention, "Family"	2,463,064	2,463,064	100.0%
Prevention & Intervention, "School"	402,745	402,745	100.0%
Juvenile Justice Alternative Education	6,250,000	6,250,000	100.0%
Discretionary State Aid	1,988,332	1,988,332	100.0%
Legislatively Mandated & Other Grants	1,100,000	1,100,000	100.0%
Subtotal - Targeted Grants	30,742,447	20,938,170	68.1%
Other Grant Activity			
Title IVE Pass Through Funding	2,632,214	2,632,210	100.0%
Subtotal - Other Grant Activity	2,632,214	2,632,210	100.0%
Subtotal - Probation Grants	160,638,278	151,349,716	94.2%

Probation Grants by Program (Budgeted, in \$ mil)

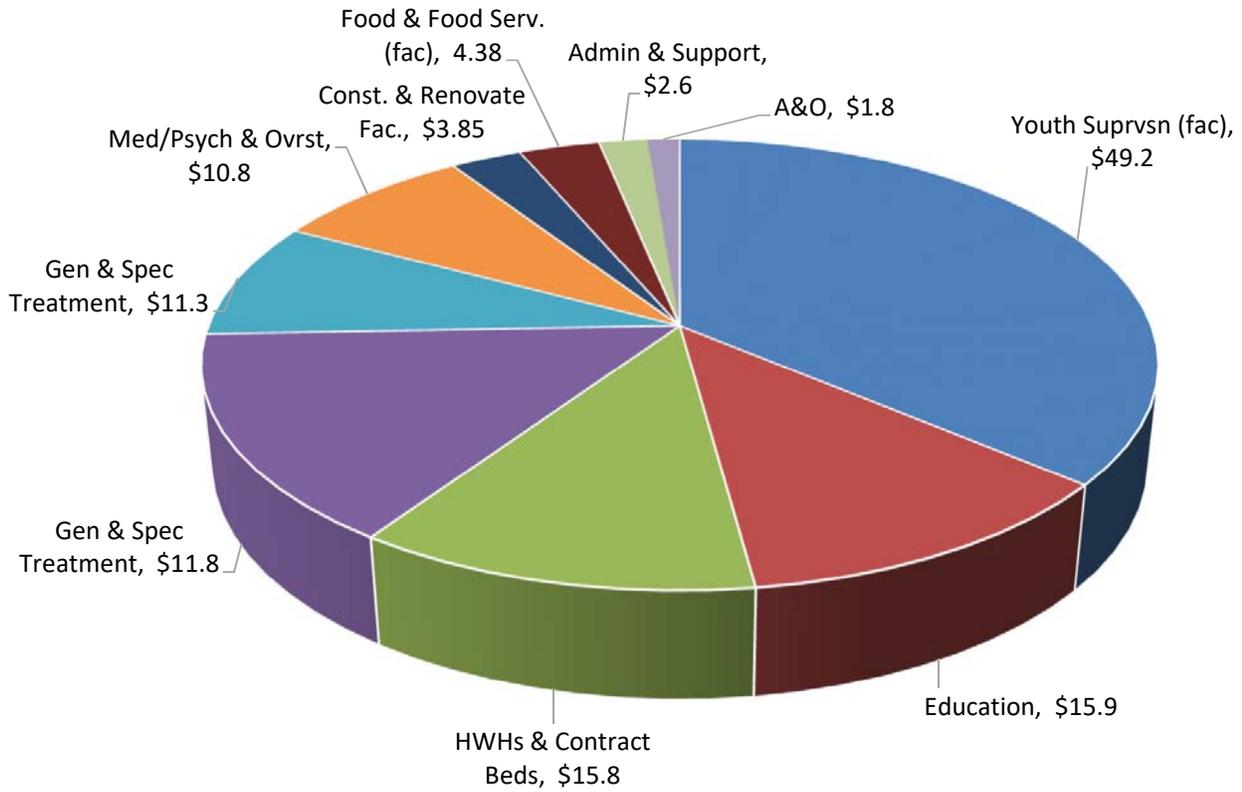


Summary by Program: Funding View (cont.)

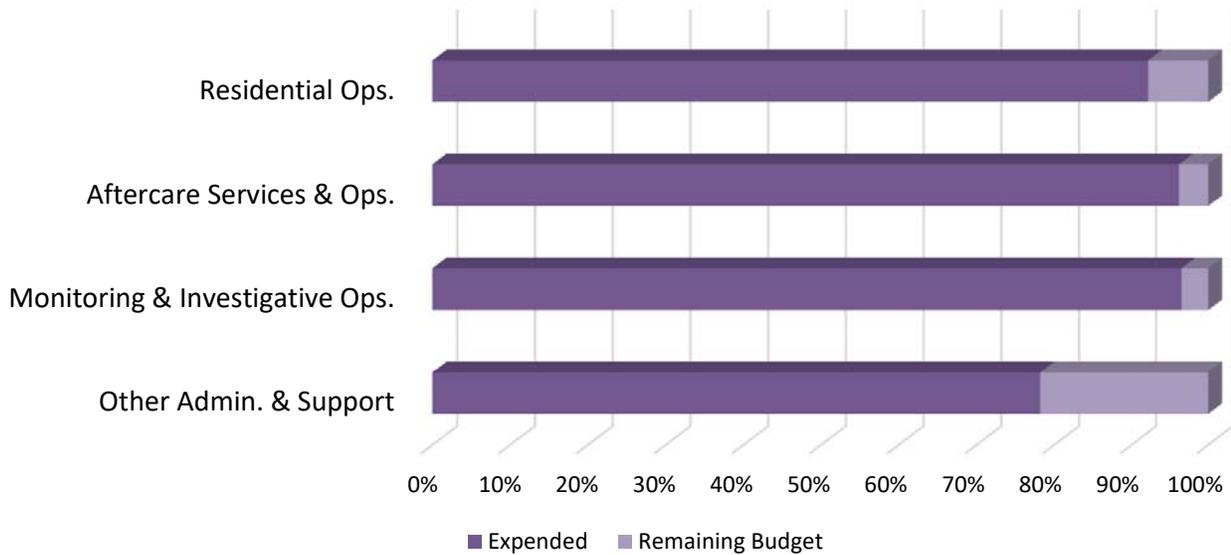
Agency Operations			
Program	Budgeted	Expended	%
Residential Operations			
System Administration & Support	2,619,659	2,528,083	96.5%
Assessment & Orientation	1,750,118	1,720,763	98.3%
Youth Supervision (facilities)	49,156,576	48,081,607	97.8%
Food and Food Service (facilities)	4,383,354	4,298,610	98.1%
Facility Operations	20,267,883	16,710,953	82.5%
Halfway House Operations	8,760,381	8,564,684	97.8%
Contract Placements & Oversight	7,046,383	6,883,820	97.7%
Education Programs	15,886,054	14,192,015	89.3%
General Rehabilitative Treatment	7,576,285	6,872,385	90.7%
Specialized Treatment	3,766,987	3,665,118	97.3%
Medical/Psychiatric Care & Oversight	10,818,942	10,192,061	94.2%
Construct & Renovate Facilities	3,854,828	1,542,862	40.0%
Subtotal - Residential Ops.	135,887,450	125,252,961	92.2%
Aftercare Services & Operations			
Parole Supervision, Programs & Services	3,426,693	3,293,653	96.1%
Interstate Agreement	218,671	212,589	97.2%
Subtotal - Aftercare Services & Ops.	3,645,364	3,506,242	96.2%
Monitoring & Investigative Operations			
Monitoring & Inspections	1,748,935	1,706,150	97.6%
Administrative Investigations	1,071,655	1,070,568	99.9%
Office of Inspector General	4,053,086	3,943,846	97.3%
Office of Independent Ombudsman	988,516	869,202	87.9%
Subtotal - Monitoring & Investigative Ops.	7,862,192	7,589,766	96.5%
Other Operations & Support			
Training & Certification	1,974,980	1,889,649	95.7%
Probation System Support	3,381,799	2,939,021	86.9%
Indirect Administration	17,674,151	13,181,791	74.6%
Subtotal - Other Operations & Support	23,030,930	18,010,461	78.2%
Subtotal - Agency Operations	170,425,936	154,359,430	90.6%
Grand Total	331,064,214	305,709,146	92.3%

Summary by Program: Funding View (cont.)

Residential Operations by Program (Budgeted, in \$ mil)



Percent Expended by Program Area

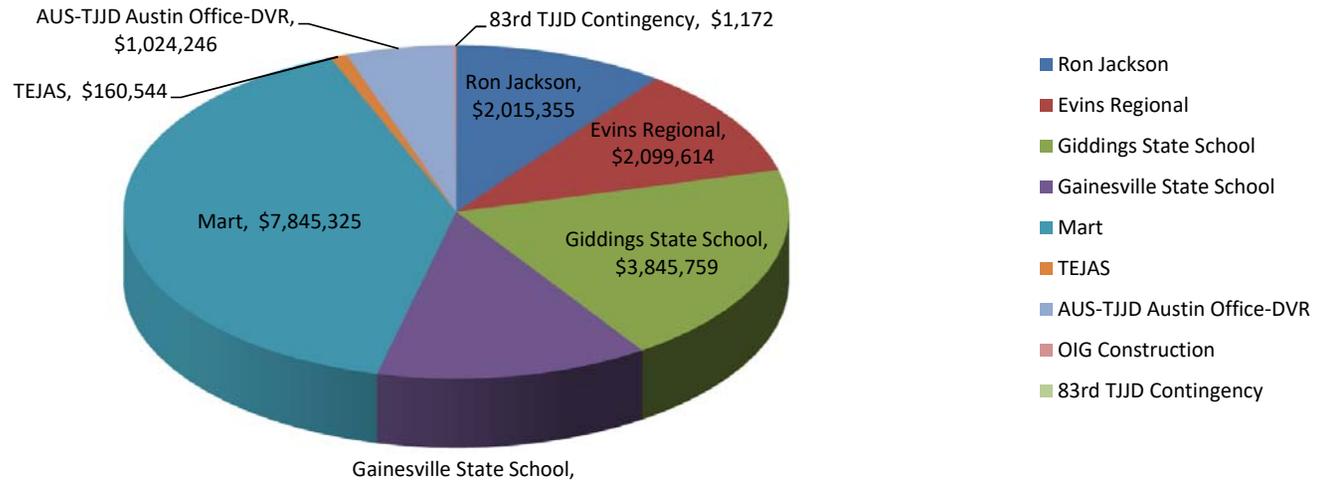


Summary of Construction Activities

Location	Project Budget	Expenditures	Outstanding Work Authorizations	Available Budget
Ron Jackson	\$ 2,015,355	\$ 1,674,688	\$ 340,667	\$ -
Evins Regional	\$ 2,099,614	\$ 1,592,725	\$ 506,889	\$ -
Giddings State School	\$ 3,845,759	\$ 1,852,169	\$ 1,993,591	\$ -
Gainesville State School	\$ 2,600,492	\$ 1,654,094	\$ 946,399	\$ -
Mart	\$ 7,845,325	\$ 4,699,393	\$ 3,145,932	\$ -
TEJAS	\$ 160,544	\$ 159,948	\$ 595	\$ -
AUS-TJJD Austin Office-DVR	\$ 1,024,246	\$ 980,078	\$ 44,168	\$ -
OIG Construction	\$ 27,057	\$ 27,057	\$ -	\$ -
83rd TJJD Contingency	\$ 1,172	\$ 1,172	\$ -	\$ -
Total	\$ 19,619,565	\$ 12,641,324	\$ 6,978,242	\$ -

Fund 0001 Health and Safety/Security	\$ 2,019,565
83rd General Appropriations Act approved Allocation	\$ 5,500,000
85th General Appropriations Act approved Allocation	\$ 12,100,000
	<u>\$ 19,619,565</u>

Project Budget

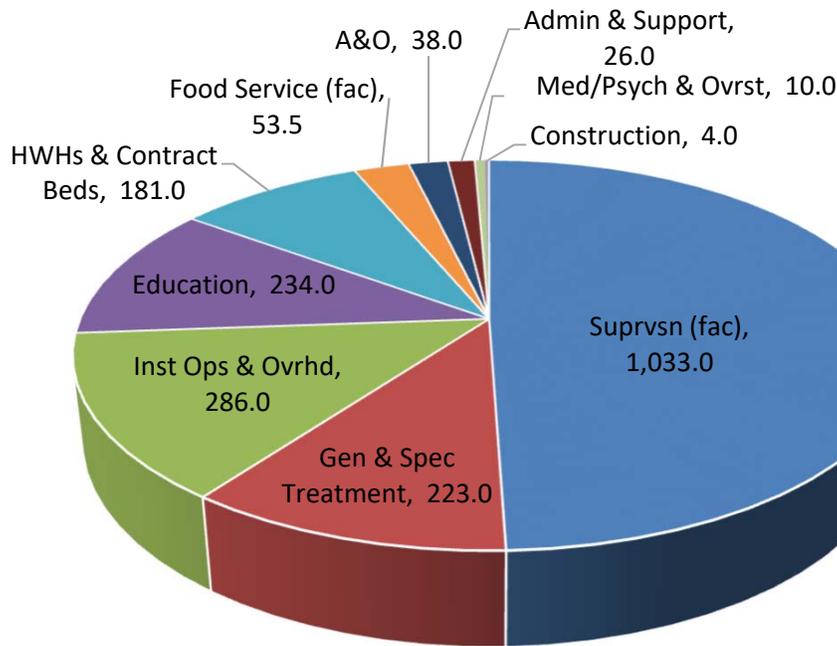


Summary by Program: FTE View

Program	Authorized	Filled	%
Residential Operations			
Administration & Support	26.0	26.0	100.0%
Assessment & Orientation	38.0	32.0	84.2%
Youth Supervision (facilities)	1,033.0	831.0	80.4%
Food & Food Service (facilities)	53.5	46.5	86.9%
Institutional Operations & Overhead	286.0	251.0	87.8%
Halfway House Operations	175.0	144.0	82.3%
Contract Placements & Oversight	6.0	6.0	100.0%
Education Programs	234.0	197.0	84.2%
General Rehabilitative Treatment	141.0	112.0	79.4%
Specialized Treatment	82.0	61.0	74.4%
Medical/Psychiatric Care & Oversight	10.0	10.0	100.0%
Construction & Renovate Facilities	4.0	4.0	100.0%
<i>Subtotal - Residential Ops.</i>	<i>2,088.5</i>	<i>1,720.5</i>	<i>82.4%</i>
Aftercare Services & Operations			
Parole Supervision, Programs & Services	58.0	53.0	91.4%
Interstate Agreement	3.0	3.0	100.0%
<i>Subtotal - Aftercare Services & Ops.</i>	<i>61.0</i>	<i>56.0</i>	<i>91.8%</i>
Monitoring & Investigative Operations			
Monitoring & Inspections	26.0	24.0	92.3%
Administrative Investigations	19.0	18.0	94.7%
Office of Inspector General	99.4	88.4	88.9%
Office of Independent Ombudsman	14.0	14.0	100.0%
<i>Subtotal - Monitoring & Investigative Ops.</i>	<i>158.4</i>	<i>144.4</i>	<i>91.2%</i>
Other Operations & Support			
Training & Certification	26.0	20.0	76.9%
Probation System Support	23.0	20.0	87.0%
Indirect Administration	120.8	104.8	86.8%
<i>Subtotal - Other Operations & Support</i>	<i>169.8</i>	<i>144.8</i>	<i>85.3%</i>
Grand Total	2,477.7	2,065.7	83.4%

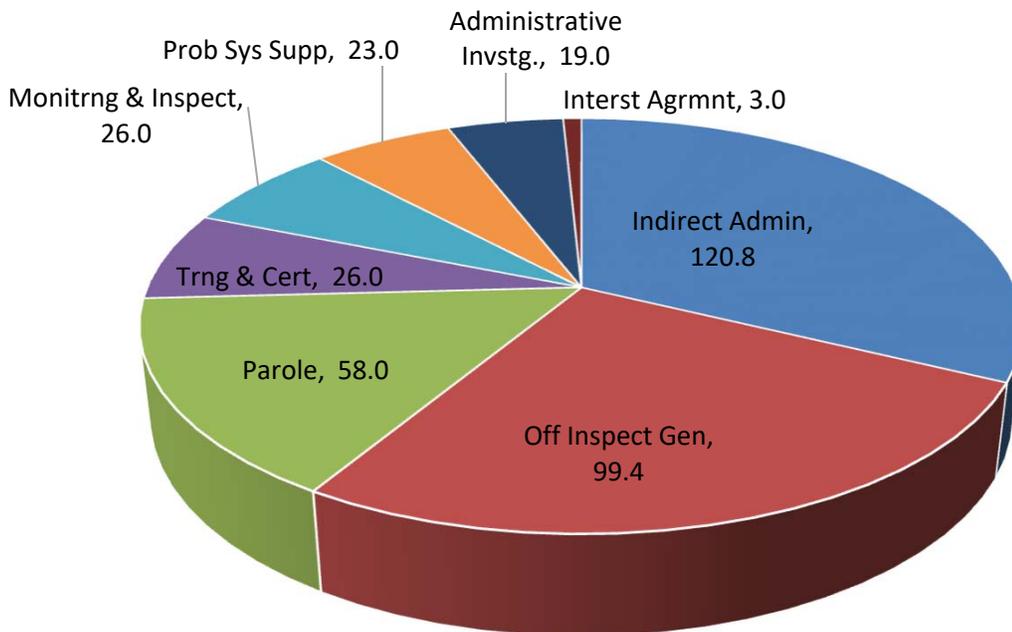
Summary by Program: FTE View (cont.)

Residential Operations Authorized FTEs by Program



All Other TJJD* Authorized FTEs by Program

**Excludes Indep. Ombudsman*

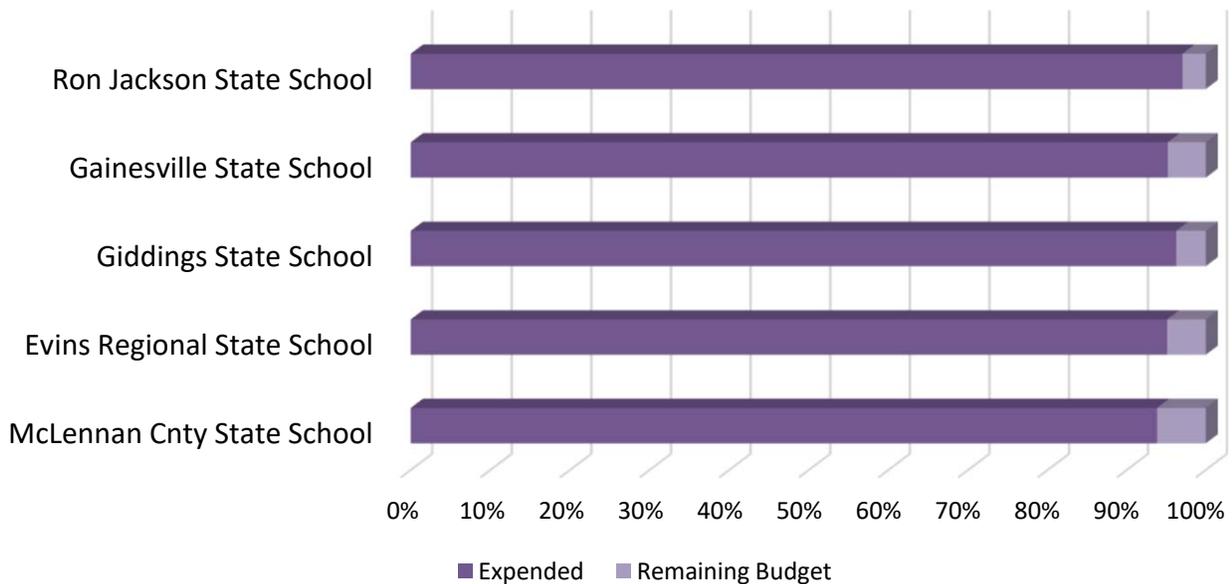


Summary by Location: Funding View

Location	Budgeted	Expended	%
State Residential Locations			
Ron Jackson State School	19,443,679	18,867,493	97.0%
Gainesville State School	19,585,010	18,640,814	95.2%
Giddings State School	22,216,578	21,386,571	96.3%
Evins Regional State School	16,793,994	15,971,789	95.1%
McLennan Cnty State School	28,869,566	27,088,059	93.8%
Halfway Houses	9,640,418	9,428,393	97.8%
Contract Placements & Oversight	7,046,383	6,883,820	97.7%
Subtotal - State Residential Locations	123,595,628	118,266,939	95.7%
Probation Grant Disbursements	160,638,278	151,349,716	94.2%
Other Locations / Multi-Location*	46,830,309	36,092,492	77.1%
Grand Total	331,064,215	305,709,147	92.3%

*Includes district offices, Central Office, and departments split across more than one location.

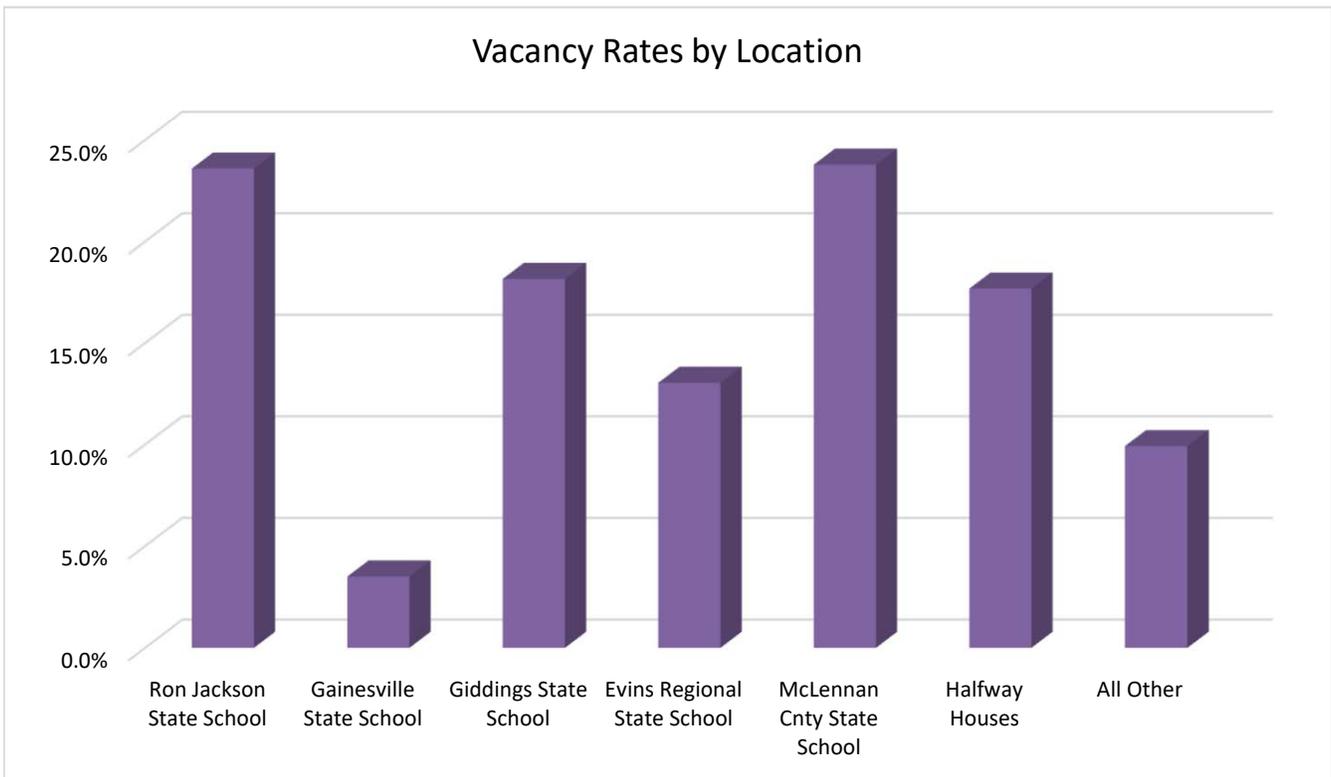
Percent Expended by Location - Secure Facilities



Summary by Location: FTE View

Location	Authorized	Filled	%
State Residential Locations			
Ron Jackson State School	390.0	298.0	76.4%
Gainesville State School	285.5	275.5	96.5%
Giddings State School	424.0	347.0	81.8%
Evins Regional State School	314.4	273.4	87.0%
McLennan Cnty State School	513.0	391.0	76.2%
Halfway Houses	198.0	163.0	82.3%
Contract Placements & Oversight	6.0	6.0	100.0%
Subtotal - State Residential Locations	2,130.9	1,753.9	82.3%
Probation Grant Disbursements	-	-	0.0%
Other Locations / Multi-Location*	346.8	311.8	89.9%
Grand Total	2,477.7	2,065.7	83.4%

*Includes district offices, Central Office, and departments split across more than one location.



Summary by Strategy and Method of Finance

General Revenue

Strategy	Budgeted	Expended	%
Goal A (Comm Juv Just)			
A.1.1 Prevention and Intervention	2,865,809	2,865,809	100.0%
A.1.2 Basic Supervision	35,915,398	35,340,911	98.4%
A.1.3 Community Programs	37,867,321	38,529,614	101.7%
A.1.4 Pre and Post Adjudication Facilities	25,017,157	24,949,668	99.7%
A.1.5 Commitment Diversion Programs	19,492,500	19,100,164	98.0%
A.1.7 Mental Health Services	12,804,748	13,692,485	41.1%
A.1.8. Regional Diversion Alternatives	16,643,131	6,838,854	91.4%
A.1.9. Probation System Support	3,045,865	2,784,578	93.8%
Subtotal - Goal A (Comm Juv Just)	153,651,929	144,102,084	93.8%
Goal B (State Svcs & Fac)			
B.1.1 Assessment & Orientation	1,750,118	1,720,763	98.3%
B.1.2 Institutional Operations and Overhead	20,267,883	16,710,953	82.5%
B.1.3 Institutional Supervision and Food Service	49,642,079	48,567,416	97.8%
B.1.4 Education	8,553,576	8,540,309	99.8%
B.1.5 Halfway House Operations	8,379,330	8,256,852	98.5%
B.1.6 Health Care	8,956,131	8,812,541	98.4%
B.1.7 Mental Health (Psychiatric) Care	868,074	436,506	50.3%
B.1.8 Integrated Rehabilitation Treatment	9,933,025	9,635,814	97.0%
B.1.9. Contract Residential Placements	6,823,727	6,679,346	97.9%
B.1.10. Residential System Support	2,619,659	2,528,083	96.5%
B.2.1 Office of the Inspector General	4,053,086	3,943,846	97.3%
B.2.2 Health Care Oversight	994,737	943,014	94.8%
B.3.1 Construct & Renovate Facilities	1,901,898	955,615	50.2%
Subtotal - Goal B (State Svcs & Fac)	124,743,322	117,731,058	94.4%
Goal C (Parole Svcs)			
C.1.1 Parole Direct Supervision	2,238,272	2,144,770	95.8%
C.1.2. Parole Programs and Services	1,188,421	1,148,883	96.7%
Subtotal - Goal C (Parole Svcs)	3,426,693	3,293,653	96.1%
Goal D (Indep Ombudsman)	988,516	869,202	87.9%
Goal E (Juv Just System)			
E.1.1. Training and Certification	1,916,727	1,832,120	95.6%
E.1.2 Monitoring and Inspections	2,768,429	2,758,806	99.7%
E.1.3 Interstate Agreement	218,672	212,589	97.2%
Subtotal - Goal E (Juv Just System)	4,903,828	4,803,515	98.0%
Goal F (Indirect Admin)			
F.1.1 Central Administration	8,458,868	8,314,740	98.3%
F.1.2 Information Resources	8,963,846	4,666,451	52.1%
Subtotal - Goal F (Indirect Admin)	17,422,713	12,981,191	74.5%
Subtotal - General Revenue	305,137,002	283,780,703	93.0%

Summary by Strategy and Method of Finance (cont.)

Other State Funds

Strategy	Budgeted	Expended	%
Goal A (Comm Juv Just)			
A.1.3 Community Programs	1,150,000	1,150,000	100.0%
A.1.6 Juv Just Alt Educ Prog	6,250,000	6,250,000	100.0%
A.1.9. Probation System Support	43,844	-	0.0%
Subtotal - Goal A (Comm Juv Just)	7,443,844	7,400,000	99.4%
Goal B (State Svcs & Fac)			
B.1.3 Institutional Supervision and Food Service	54,741	38,663	70.6%
B.1.4 Education	4,933,200	4,365,793	88.5%
B.1.5 Halfway House Operations	3,661	-	0.0%
B.1.8 Integrated Rehabilitation Treatment	1,410,247	901,690	63.9%
B.3.1 Construct & Renovate Facilities	1,952,930	587,247	30.1%
Subtotal - Goal B (State Svcs & Fac)	8,354,779	5,893,393	70.5%
Goal E (Juv Just System)			
E.1.1. Training and Certification	58,252	57,529	98.8%
E.1.2 Monitoring and Inspections	52,161	17,913	34.3%
Subtotal - Goal E (Juv Just System)	110,413	75,442	68.3%
Goal F (Indirect Admin)			
F.1.1 Central Administration	4,142	600	14.5%
F.1.2 Information Resources	247,295	200,000	80.9%
Subtotal - Goal F (Indirect Admin)	251,437	200,600	79.8%
Subtotal - Other State Funds	16,160,473	13,569,435	84.0%

Federal Funds

Strategy	Budgeted	Expended	%
Goal A (Comm Juv Just)			
A.1.3 Community Programs	2,632,214	2,632,210	100.0%
A.1.9. Probation System Support	292,090	154,442	52.9%
Subtotal - Goal A (Comm Juv Just)	2,924,304	2,786,652	95.3%
Goal B (State Svcs & Fac)			
B.1.3 Institutional Supervision and Food Service	3,843,110	3,774,138	98.2%
B.1.4 Education	2,399,277	1,285,912	53.6%
B.1.5 Halfway House Operations	377,390	307,831	81.6%
B.1.9. Contract Residential Placements	222,656	204,474	91.8%
Subtotal - Goal B (State Svcs & Fac)	6,842,433	5,572,355	81.4%
Subtotal - Federal Funds	9,766,737	8,359,007	85.6%

Summary by Strategy and Method of Finance (cont.)

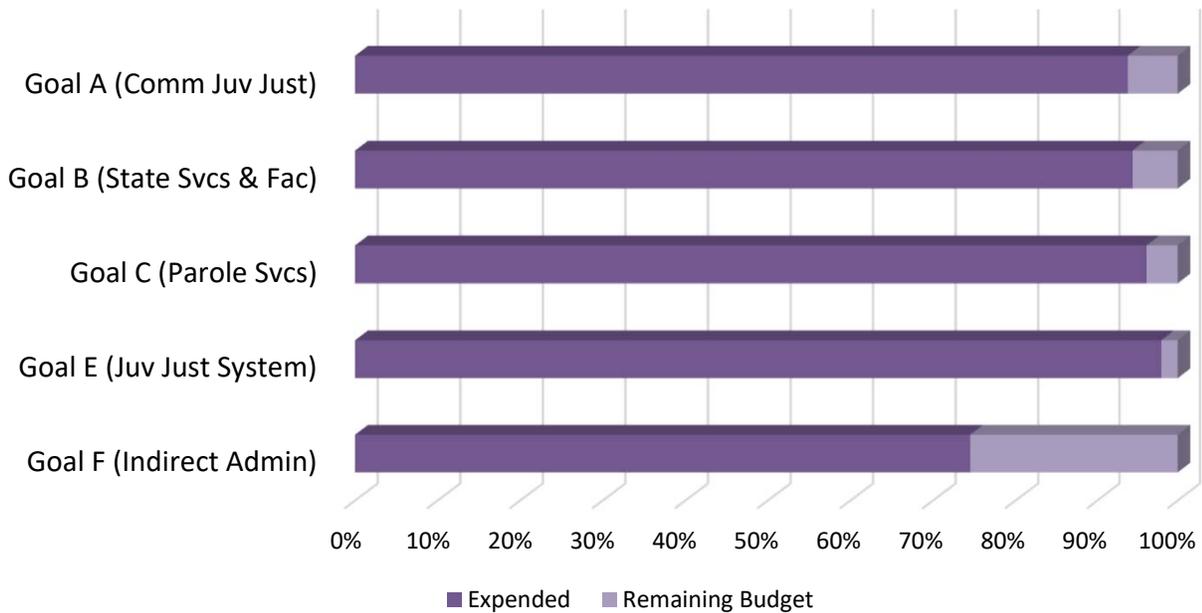
All Methods of Finance

Strategy	Budgeted	Expended	%
Goal A (Comm Juv Just)			
A.1.1 Prevention and Intervention	2,865,809	2,865,809	100.0%
A.1.2 Basic Supervision	35,915,398	35,340,911	98.4%
A.1.3 Community Programs	41,649,535	42,311,824	101.6%
A.1.4 Pre and Post Adjudication Facilities	25,017,157	24,949,668	99.7%
A.1.5 Commitment Diversion Programs	19,492,500	19,100,164	98.0%
A.1.6 Juv Just Alt Educ Prog	6,250,000	6,250,000	100.0%
A.1.7 Mental Health Services	12,804,748	13,692,485	106.9%
A.1.8. Regional Diversion Alternatives	16,643,131	6,838,854	41.1%
A.1.9. Probation System Support	3,381,799	2,939,020	86.9%
Subtotal - Goal A (Comm Juv Just)	164,020,077	154,288,736	94.1%
Goal B (State Svcs & Fac)			
B.1.1 Assessment & Orientation	1,750,118	1,720,763	98.3%
B.1.2 Institutional Operations and Overhead	20,267,883	16,710,953	82.5%
B.1.3 Institutional Supervision and Food Service	53,539,930	52,380,217	97.8%
B.1.4 Education	15,886,053	14,192,014	89.3%
B.1.5 Halfway House Operations	8,760,381	8,564,683	97.8%
B.1.6 Health Care	8,956,131	8,812,541	98.4%
B.1.7 Mental Health (Psychiatric) Care	868,074	436,506	50.3%
B.1.8 Integrated Rehabilitation Treatment	11,343,272	10,537,504	92.9%
B.1.9. Contract Residential Placements	7,046,383	6,883,820	97.7%
B.1.10. Residential System Support	2,619,659	2,528,083	96.5%
B.2.1 Office of the Inspector General	4,053,086	3,943,846	97.3%
B.2.2 Health Care Oversight	994,737	943,014	94.8%
B.3.1 Construct & Renovate Facilities	3,854,828	1,542,862	40.0%
Subtotal - Goal B (State Svcs & Fac)	139,940,534	129,196,806	92.3%
Goal C (Parole Svcs)			
C.1.1 Parole Direct Supervision	2,238,272	2,144,770	95.8%
C.1.2. Parole Programs and Services	1,188,421	1,148,883	96.7%
Subtotal - Goal C (Parole Svcs)	3,426,693	3,293,653	96.1%
Goal D (Indep Ombudsman)	988,516	869,202	87.9%
Goal E (Juv Just System)			
E.1.1. Training and Certification	1,974,979	1,889,649	95.7%
E.1.2 Monitoring and Inspections	2,820,590	2,776,719	98.4%
E.1.3 Interstate Agreement	218,672	212,589	97.2%
Subtotal - Goal E (Juv Just System)	5,014,241	4,878,957	97.3%
Goal F (Indirect Admin)			
F.1.1 Central Administration	8,463,010	8,315,340	98.3%
F.1.2 Information Resources	9,211,141	4,866,451	52.8%
Subtotal - Goal F (Indirect Admin)	17,674,150	13,181,791	74.6%
Subtotal - All Methods of Finance	331,064,212	305,709,145	92.3%

Summary by Strategy and Method of Finance (cont.)

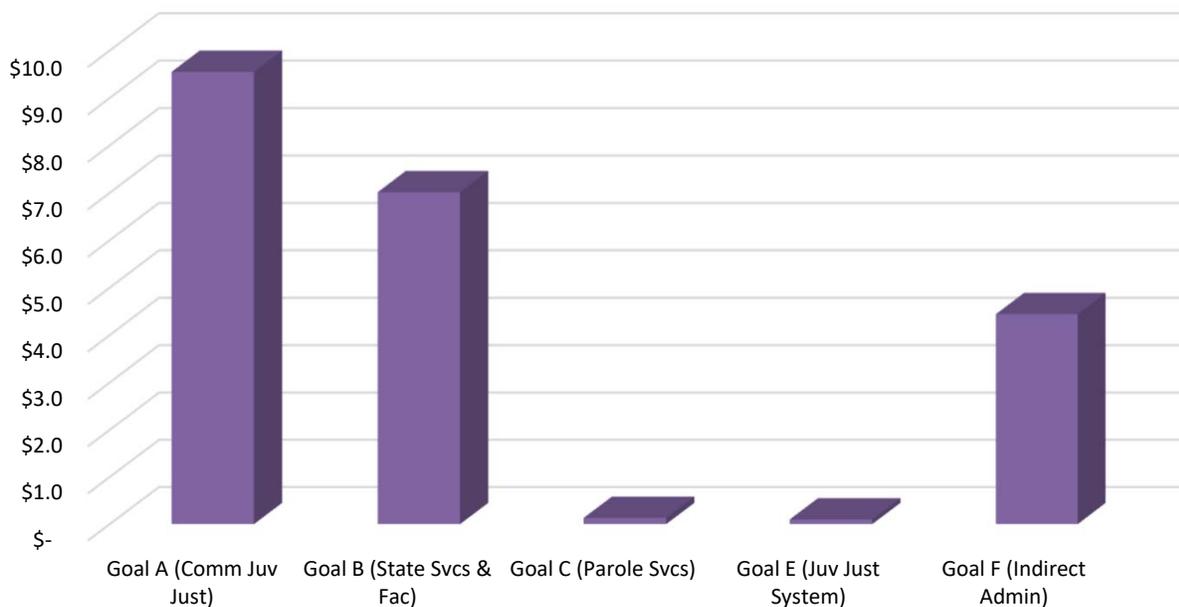
Percent General Revenue Expended by Budget Goal*

**Excludes Independent Ombudsman*



Remaining General Revenue by Budget Goal (\$ mil)*

**Excludes Independent Ombudsman*





TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

BOARD MEMBERS

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Dalhart, Texas

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Bergheim, Texas

The Honorable Lisa Jarrett
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EXECUTIVE DIRECTOR

Camille Cain

Chief Auditor

Eleazar Garcia, CIA, CRMA

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**FY 2019 Internal Audit
Quality Assurance Report
October 2019**

To: Texas Juvenile Justice Department Board of Directors
Camille Cain, Executive Director

From: Eleazar Garcia, Chief Auditor

Subject: FY 2019 Internal Audit Quality Assurance Report 19-3

Date: October 24, 2019

Attached is the Internal Audit Quality Assurance Report for Fiscal Year (FY) 2019. The annual quality assurance report is a requirement of the Institute of Internal Auditor's (IIA) International Standards for the Professional Practice of Internal Auditing (Standards) Standard 1311, the results of which must be communicated to Senior Management and the Board in accordance with Standard 1320.

The internal assessment for FY 2019 included a review of the Audit Charter; review of the Audit Manual; review of work papers; review and discussion of industry best practices; customer satisfaction survey results; review of Office of Internal Audit (OIA) staff; FY 2019 Performance Measure Results; results of the FY 2019 External Quality Assurance Review which is required on a 3 year cycle; and establishes the FY 2020 Performance Measures and Goals.

The results of the assessment identified that the OIA conforms with the International Standards for the Professional Practice of Internal Auditing, as well as providing the agency with value-added information to assist the Texas Juvenile Justice Department (TJJD) in improving the effectiveness and efficiency of operations.

The assessment concludes with a list of performance measures and goals for FY2020 as the OIA continues to emphasize compliance with standards and strives for continuous improvement. The OIA welcomes suggestions and feedback from the Board, management, as well as all stakeholders within TJJD, as we continue to assist the agency in accomplishing its mission of working to "transform young lives and create safer communities."

cc Nate Jackson
Executive Management

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Background

The Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing (*Standards*) require the Chief Audit Executive (CAE) to develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The quality assurance program must include both internal and external assessments.

Internal assessments include ongoing monitoring of the performance of the internal audit, including periodic self-assessments and assessments by other persons within the organization with sufficient knowledge of internal audit practices. Internal assessments must evaluate the internal audit activity's conformance with the IIA's International Professional Practices Framework (IPPF) Mandatory Guidance which consists of: the Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, the Code of Ethics, and the *Standards*.

External assessments are conducted in accordance with the *Standards* and the Government Accountability Office's Generally Accepted Government Auditing Standards (GAGAS), in that every three (3) years a qualified, independent assessment team from outside the organization reviews the internal audit activity's quality control system in order to provide the audit organization with reasonable assurance of conformance with applicable professional standards.

Review of the Charter

The *Standards* require the purpose, authority, and responsibility of the internal audit activity be formally defined in an internal audit charter, consistent with the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework (the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *Standards*, and the Definition of Internal Auditing). The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.

The Charter currently in place was adopted by the TJJ Board of Directors (Board) on October 26, 2018. The Charter has been reviewed and updated and will be presented to the Board for approval on October 25, 2019. The Charter contains all of the elements required by the Standards, including internal audit's purpose, authority, and responsibility; establishes internal audit's position within the organization, including the CAE's functional reporting relationship to the board; access to records, personnel, and physical properties relevant to the performance of engagements; and the scope of internal audit activities. Final approval of the Charter resides with the Board.

Review of the Audit Manual

The OIA Manual currently in use was approved September 2019 by the CAE. The manual was reviewed and policies needing revision were identified and addressed.

Review of Work Papers

Working papers are reviewed and coaching notes are given by the CAE, Deputy Chief Auditor, and team leads as audit work progresses. Additionally, a final working paper review is conducted by a staff member not specifically involved in the audit project. Although work papers consistently met the standards over the past year, opportunities for improvement exist and are addressed as they are identified. Furthermore, the timeliness of the final workpaper review could be improved and is an area being addressed by the CAE and the Deputy Chief Auditor. Analysis and ongoing review continues to result in training sessions throughout the year.

Review and Discussion of Industry Best Practices

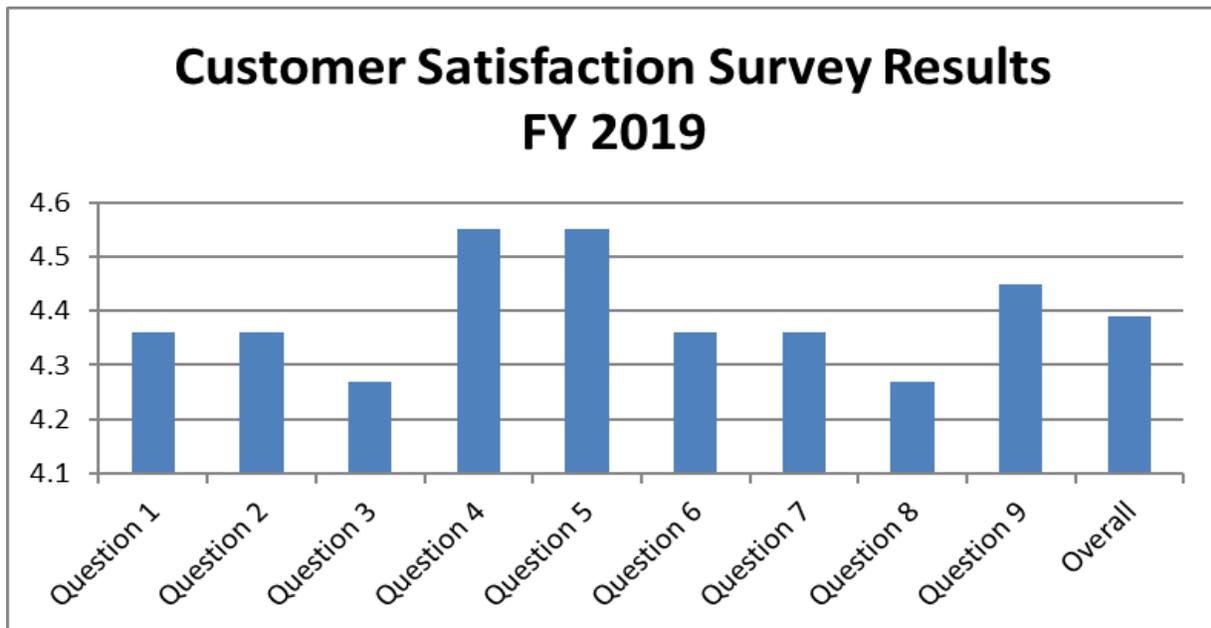
Internal Audit routinely reviews and discusses professional standards and guidance, industry best practices, journal articles, and other literature during staff meetings. Specific discussion topics in FY 2019 included:

- Teamwork
- Workpapers
- Ethics
- Independence and Objectivity
- Audit Process
- Annual Risk Assessment
- Communicating with Clients
- Internal Communications
- Government Audit Standards Updates
- Workpaper Elements
- Data Security
- Internal Controls
- Leadership Traits
- Peer Reviews

Customer Satisfaction Survey Results

Internal Audit distributed a survey to the Executive Management Team and agency staff that participated in audits during FY 2019. Responses to the survey questions were scored (with responses ranging from strongly disagree to strongly agree). The results of the survey reflected an overall total average of 4.39, above the performance goal of 4.0. Questions 4, 5, and 9 yielded the highest ratings at 4.55, 4.55, and 4.45, respectively, with none of the individual question ratings being below 4.27.

The following chart displays the results of the survey:



- Question 1: Internal Audit demonstrates independence and objectivity.
- Question 2: Internal Audit demonstrates proficiency and competence.
- Question 3: The objectives and scope of the audit(s) are clearly communicated.
- Question 4: Internal Audit demonstrates professionalism in conducting audits.
- Question 5: Internal Audit provides opportunity for management's feedback regarding the findings identified.
- Question 6: Audit results are reported objectively and with appropriate perspective.
- Question 7: Internal Audit is willing to provide advice and assistance when needed.
- Question 8: Internal Audit follows up on corrective actions to prior audits.
- Question 9: Internal Audit adds value to the agency.

Review of Internal Audit Department Staff

During FY 2019, six staff members held at least one professional designation. The certifications and number of staff who hold them are as follows:

Certification	Number
Certified Internal Auditor (CIA)	3
Certified Government Auditing Professional (CGAP)	1
Certification in Risk Management Assurance (CRMA)	1
Chartered Professional Accountant of Canada	1
Certified Information Technology Professional	1
Certified Public Accountant	1
Certified Information Systems Advisor	1
Certified in Risk and Information Systems Control	1

In calendar year 2019, staff have attended 424 hours of training, for a total of 787 hours for the two-year period 2018 and 2019. Internal Audit staff meet the Continuing Professional Education (CPE) requirements set forth by both GAGAS and the IIA.

Internal Audit staff members have also actively participated in professional organizations such as the Institute of Internal Auditors local Austin chapter, the State Agency Internal Audit Forum (SAIAF), and Information Systems Audit and Control Association (ISACA).

FY 2019 Performance Measure Results

For FY 2019, Internal Audit set goals for seven (7) performance measures, of which Internal Audit was successful in meeting six (86%). Overall, Internal Audit met goals related to the percentage of the audit plan completed; percentage of high risk areas included in audit work; percentage of time spent on planned audit activities; rating on the customer satisfaction survey; percentage of staff holding at least one professional certification; and the percentage of staff meeting professional education requirements. The performance measures, goals, and results for FY19 are illustrated in the following table:

Measure	FY 2019 Goal	FY 2019 Actual
1. The percent of the approved audit plan completed.	>=75%	83%
2. The percent of audits completed within 110% of budget.	>=75%	57%
3. The percentage of high-risk areas included in audit work.	>=70%	80%
4. The percent of time spent on planned audit activities.	>=70%	72%
5. The average overall score on customer satisfaction survey.	>=4.0	4.39
6. The percent of staff holding at least one professional certification.	>=60%	60%
7. The percent of staff meeting professional education requirements.	100%	100%

External Quality Assurance Review

The most recent External Quality Assurance Review for Internal Audit was completed in February 2019 and received a rating of “Pass/Generally Conforms” and is in compliance with the Institute of Internal Auditors (IIA) *International Standards for the Professional Practice of Internal Auditing and Code of Ethics*, the United States Government Accountability Office (GAO) *Government Auditing Standards*, and the Texas Internal Auditing Act (*Texas Government Code*, Chapter 2102). This opinion is the highest of the three possible ratings and means that policies, procedures, and practices are in place to implement the standards and requirements necessary for ensuring the independence, objectivity, and proficiency of the Internal Audit function.

The Internal Audit Department is independent, objective, and able to render impartial and unbiased judgments on the audit work performed. The staff members are qualified, proficient, and knowledgeable in the areas they audit. Individual audit projects are planned using risk assessment techniques; audit conclusions are supported in the working papers; and findings and recommendations are communicated clearly and concisely.

The Internal Audit Department is well managed internally. In addition, the Department has effective relationships with the Board and is well respected and supported by management. Surveys and interviews conducted during the quality assurance review indicate that management considers Internal Audit a useful part of the overall agency operations and finds

that the audit process and report recommendations add value and help improve the agency's operations.

GAGAS requires each audit organization to have an external peer review at least once every three (3) years. Internal Audit will schedule the external assurance review in early 2022.

FY 2020 Performance Measures and Goals

The following table represents the Internal Audit Department's performance measures and goals for FY 2020:

Measure	FY 2020 Goal	Reported
1. The percent of the approved audit plan completed within the fiscal year.	>=75%	Committee Meetings
2. The percent of audits completed within 110% of budget.	>=75%	Committee Meetings
3. The percentage of high-risk areas included in audit work.	>=60%	Committee Meetings
4. The percent of time spent on planned audit activities.	>=70%	Committee Meetings
5. The average overall score on customer satisfaction survey.	>=4.0	Annual
6. The percent of staff holding at least one professional certification.	>=60%	Annual
7. The percent of staff meeting professional education requirements.	100%	Annual



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER
COMMUNITIES

Programs Committee Meeting

11209 Metric Boulevard, Building H, Ste. A
Lone Star Conference Room
Austin, TX 78758
Thursday, August 8, 2019 – 1:30 p.m.

BOARD MEMBERS PRESENT:

Edeska Barnes, Committee Chairman
James Castro
Pama Hencerling
Jimmy Smith
Mona Lisa Chambers
The Honorable Wes Ritchey (non-committee member)
The Honorable Lisa Jarret (non-committee member)
The Honorable David "Scott" Matthew (non-committee member)
Vincent Morales, Jr. (non-committee member)

BOARD MEMBERS

ABSENT:
Melissa Martin

EXECUTIVE STAFF PRESENT:

Camille Cain, Executive Director
Christian von Wupperfeld, General Counsel
Lou Serrano, Deputy Executive Director for Probation Services
Seth Christensen, Chief of Staff
Shandra Carter, Deputy Executive Director for State Services

OTHER GUESTS PRESENT:

Jeanye Anderson, TJJD
Luther Taliaferro, TJJD
José Domínguez, TJJD
Eleazar Garcia, TJJD
Kevin DuBose, TJJD
Daniel Guajardo, TJJD

Call to Order

Edeska Barnes called the meeting to order at 1:34 p.m.

Discussion, consideration, and possible approval regarding excused absences (Action)

Motion to excuse Melissa Martin's absence by Pama Hencerling. Seconded by Jimmy Smith. The motion carried.

Discussion, consideration, and possible approval regarding the March 14, 2019 meeting minutes (Action)

Motion to approve the March 14 meeting minutes by Jimmy Smith. Seconded by James Castro. The motion carried.

Discussion, consideration, and possible approval regarding the June 13, 2019 meeting minutes (Action)

Motion to approve the June 13 meeting minutes by Mona Lisa Chambers. Seconded by Pama Hencerling. The motion carried.

Updates from the Deputy Executive Director for Probation Services

Louis Serrano, Deputy Executive Director for Probation Services gave a brief update concerning each of the six departments within the Probation Services division.

Mr. Barnes asked Mr. Serrano to give a brief overview of FLUXX for the new board members.

Mr. Serrano responded that Amy Miller is leading that effort. Our grant manager system allows the departments to maintain their grants and their funding and but it is outdated. Many efforts are duplicated throughout the fiscal year. This will ease that process. We are working out some of the hiccups that we have with it. Those include confidentiality of our system. We have to comply with certain CJIS requirements where if we have this grant system, and part of the system may include regionalization information, that has child specific information, we have to work through some of those barriers. Eventually many of the paper documents will be automated. It will give the departments the ability to sign things electronically, to track their money and give us the ability to update forms almost immediately.

Ms. Chambers asked if everything is done in real time. Mr. Serrano responded yes. There are 166 departments and we rely heavily on their input into the system. However, it is dependent on the timely entry of the data by the departments.

Mr. Castro said he would like to hear more about the new ideas for assisting mental health services when you get there. Mr. Serrano said that we are excited also and we hope to get some innovative proposals back from the field to see what they can do to really improve those services. We will definitely be reporting to the committee.

Ms. Hencerling asked if the PREA and risk needs assessment money was currently in grant manager. Mr. Serrano replied that it is in the process of being placed there. His understanding is that it will be in one payment and correspondence should be coming from Amy and Tonya by the end of this week. Ms. Hencerling asked if the funds had to be spent between September 1 and August 31. Mr. Serrano responded yes, that the PREA audits that will not take place until the spring of 2020 would need to show they are encumbered before the end of August.

Mr. Barnes said going back to the independent audit waivers, from the time the county submits the waiver, what is the response time frame to let them know they have been approved. Mr. Serrano responded that we try to close out within thirty days. No department can go more than two years without an audit. Mr. Barnes said that it is important for the Chiefs to return that waiver as soon as possible. Mr. Serrano said yes, he thinks the turnaround is pretty immediate, but they have to get the waiver back to us. Some still do an annual audit.

Mr. Barnes stated to the Board, that the regional directors are out there and are really prompting and visiting with the counties about getting the CSE-IT tool online through Noble and getting to do those assessments. They are really pushing that, so as Lou indicated the numbers are continuing to go up. They have been very positive in that aspect. Also the new Chief development program, we have eighteen new chiefs, and I just wanted to say that TJJD, Camille, Lou and the team have been supportive of that program. Last year when we had that program, for the first time since I've been in the program we've had more new juvenile probation chiefs for the training than we did for the adult chiefs. Usually it is in reverse. Compliments to TJJD and the role they plan in the new chief's conference. I want to thank our executive director for sending the staff out there and for helping train the new chiefs, because Lou and his team are out there three days. I just wanted to let the Board know that TJJD is a big supporter of the program to train the new chiefs. Scott Matthew has played a role on the advisory council in preparing the agenda for the new chiefs. As a board member, I certainly appreciate his participation in doing so.

Ashley Kintzer, Coordinator for Regionalization, presented information regarding youth that are not approved for the regionalization funding. See page 283 in the Board packet.

Mr. Barnes asked what is the most common reason for a kid to be denied. Ms. Kintzer responded it is two opposite ends of the spectrum. Sometimes we receive an application from a child on their first referral and regionalization really is not meant for those children. We want some type of intervention with the child first, before the department applies for funding through the regionalization. So often, we will deny an application for those reasons, for lack of interventions. The opposite end of the spectrum is we will receive applications where a child has been placed four or five times and has been unsuccessful at each of those placements. Unfortunately, the thought is that the fifth or sixth placement is not going to make a huge difference for that child and the funding is not everlasting. We want to make sure that the funding is used for the best candidates, so often we have to deny those applications.

Mr. Serrano added that when we deny based on interventions by the department that we weigh that by the department's ability to provide those interventions. Therefore, it is an appropriate level of intervention based on the departments size often times. So if we were to get an application from an urban area that had zero interventions and we know based on the funding level that they get in their programs and services, that they can at least try some interventions locally. Then we may get one from a very small jurisdiction and for example, they do not have a licensed sex offender counselor and in order for the child to get the services or the child may need to be removed from the home because of family members there that they are more limited on the resources they have. Those would be approved. So we base that prior level of intervention on the department's ability to provide the intervention.

Mr. Barnes said so just because the department is small and has not applied for any of the applications and has applied for the first time, but has not had any interventions, that does not mean that that kid is going to be approved for that department just because they have not applied for any regional diversionary funds in the past. Ms. Kintzer responded that that is correct. No absolutely not, and just because a child has not had any interventions that does not in and of itself mean the child would be denied. We want to make sure we have lots of communication with the Chief to find out if there are any circumstances that would make the child appropriate for regionalization.

Mr. Barnes asked if you are seeing various regions submitting more applications than the other or is every region submitting the same amount of applications across the state? Ms. Kintzer responded that in this fiscal year the highest number of applications have come from the south region. Then probably the lowest would be either the Panhandle or west, that could be because of the population in those regions are less than the south region or southeast region. We have always had strong participation from the south region since the beginning of regionalization.

Mr. Barnes asked if you are seeing approval rates of the kids for those funds pretty equal across the regions. Ms. Kintzer replied yes.

Mr. Matthew commented that as he looks at the graph it looks like the intent of the program is working really well. And I want to say as a chief, I appreciate what you all are doing and also appreciate the other chiefs out there because if you will look at 2019 people submitted a bunch of kids, but we only committed thirteen. So hats off to the chiefs and the counties. At the same time, they placed a bunch of kids, so I know that the communication is good with you all because you're going back to those chiefs and the chiefs are making good decisions in trying to find placement alternatives. Because it looks like we have placed about 40 kids. Just looking at this graph from my perspective, it looks like it is working well and you guys are doing a good job and the counties are doing their job and you are doing your job picking the right kids. Ms. Kintzer responded that ultimately, it is the local jurisdictions decision on what happens with these children, it is the judges' decision, and I completely agree with you.

Updates from the Deputy Executive Director for State Services

Shandra Carter, Deputy Executive Director for State Services, gave a brief update of activities in the State Services division that included current population levels, collapsing two halfway houses together, potential halfway house in the Houston area, changes to the process for reentry and having the halfway house as a stepdown, and the strength report and onboarding/training process with targeted recruiting.

Mr. Barnes asked if the 80% is a little higher than we have been running in the past. Ms. Carter responded that the last time it was 78%-75%, it changes in facility. Take Evins for example, they were amazing which is why we moved kids there. So their percentage goes down and if you look at how many people they have in training, 23 in training, as soon as those people are out of sixty days the number will bump up significantly. We are struggling most right now with Mart and Ron

Jackson in getting the people in and retaining them. Gainesville is our best-staffed facility. They are doing exceptionally well. We just visited there last week and it feels very different there. It feels very hopeful and staff are able to provide the care for the kids that we would like them to and primarily the staffing helps with that. Enough staff to provide supervision and engage.

Mr. Matthew asked about Ron Jackson. You have zero in pre-service training. Ms. Carter responded that she does not think that is accurate. I think that what has happened is that we have nine is the last that I have heard. We are short a trainer so as the numbers count it looks like those people are reporting to our trainer in central office.

Ms. Chambers asked what areas in Houston are you looking at and how do you decide the area? Ms. Carter responded that there is a potential place near Willis, but she is open to any suggestions you may have. Part of it, is that it is a facility. What is available for us? Where can you safely have a halfway house that the community will accept and be responsive to and also staff.

Mr. Barnes thanked Ms. Carter for sending the update on facilities keeping up with the superintendents and assistant superintendents. That has been a great help.

Trauma-Informed Classrooms and Texas Model Presentation

Luther Taliaferro, Superintendent of Schools and James Bateman, Intervention Specialist for Education and TBRI Practitioner made a presentation on Trauma-Informed Classrooms and gave a Texas Model Update, page 287 of the board packet. Mr. Taliaferro and James Bateman responded to questions.

Mr. Castro congratulated Mr. Taliaferro on all of this and asked for a little more information on what the “check your engine”, what does that look like? Mr. Bateman responded that check your engine is a unique tool to provide the kids a non-verbal way of expressing where they are at in that moment. For example, if you have a kid that is starting to feel anxious, nervous or uncomfortable, he may demonstrate that in a very inappropriate fashion. He may throw a book off the desk, flip over a desk or curse out the teacher. But what he is really trying to do is get out of the environment. Get out of that situation, but I am trying to save face. I have a group of my peers in the room and I have to act a certain way to maintain the status. The check my engine tool gives everyone an even playing field, to have the same kind of status. So a kid can take, they have that sitting on their desk, and in the moment if they feel like you know I just got back from lunch, I am tired and I just want to put my head down. I can change the arrow to make it low. A teacher could

then tune into what that kids needs are in that moment without the kid having to verbally or physically express themselves and then the teacher can come over and offer that kid some supports and interventions that meet that kid's needs.

Mr. Castro asked if this is something used at Karen Purvis or something that you all designed. Mr. Bateman responded that it is something that we have all been trained on as practitioner and we have since molded it to fit our needs. One of the things that is very exciting in Education is that for the first time in a long time, it is not just occurring in Education. The Texas Model is the Texas Model for the dorms, recreation, for food service, for the school. We are all speaking the same language. So a Coach, formerly a JCO, can ask a kid "how is your engine." A teacher, or teachers' aide or support staff or a food service staff, or a maintenance staff can ask a young man or young lady "how's your engine running" and everyone is speaking the same universal language. So the kids and the staff alike all share the same philosophy of we are in this together and to support you.

Ms. Chambers asked if you said that the training takes place only on the teacher's conference period. Mr. Taliaferro responded that is only once a month. They have five days of conference periods and one of those days will use as sometimes a faculty meeting, or sometimes a 46-minute training. Our policy is that our teachers get four conference periods per week, but most weeks they get five.

Ms. Chambers said, so you do not do a professional development day. Mr. Taliaferro replied that sometimes we do. Those are placed on the school calendar throughout the year. During those professional development days, we may have APEX Learning there. Or we may have the practitioner training on something with the Texas Model or some other type of training. Special Education training.

Ms. Chambers asked if you have anytime setup to train the students on the TBRI. Mr. Bateman responded that oftentimes we use our teachers as trainers in the classroom. I think that what Mr. Taliaferro is referring to is formalized training. But so much of this training happens on the fly, in the moment, in the classroom. The Education Development Coaches are in the classrooms with the teachers every day, kind of monitoring situations and if there is a moment, a coachable moment there we will take advantage of that opportunity. But often times the kids will dismiss in between classes and we can share dialog with the teachers about how a situation maybe could

have been handled differently. There is a lot of informal training and coaching that happens. What we may do is for example, on the first day of school, the Education Development Coach send a structured curriculum to the teachers that says this Tuesday, third period, all teachers for the first fifteen minutes of class do a refresher on check your engines. The Development Coach can then go and monitor that student-training piece. Anytime we roll out something new, we have a teacher-training component and a student-training component. We have the kick-off day and a 30, 60, 90 kind of post meetings to talk about what went well and what didn't, what can we improve upon sort of thing. We do make sure our students are well aware of what is going to happen before it happens. Mr. Taliaferro added that we are speaking the same language on the dorms.

Mr. Castro asked, as we continue to advance the Texas Model and all the great things that are going on, TBRI is such an instrumental part of it. At what level are we now that we are doing train the trainers. Is it on site or are we sending them to the Karen Purvis Institute? Ms. Carter responded that we are still sending people out for the practitioner training which occurs four times a year. So we are forecasting what level of game changer employee that we are going to send. We are really looking at the dorm supervisor level. You all met Tom (Adamski) last time and he talked about his team. He has a team of four and they are traveling around to all of the facilities to do three and four days of training in a row with really good feedback, especially from our Williamson County partners. With that, we are developing our resources that are currently at the facilities throughout the varied departments and exactly what Luke (Luther Taliaferro) said, it is not just in the classrooms, this is a way of being for all of us. Right now we are rolling out with the

Mr. Castro said so we have Tom's team going around, but does each location have its own expert? Ms. Carter responded that yes, each facility has three to five practitioner that are spread throughout the departments. It might be treatment, or administrative or the dorm. We are trying to infiltrate fairly each department and each level.

Mr. Barnes stated we see what the teachers are saying about the new model in the classroom. Is it too early to tell what the students saying about this program or any indications? Mr. Bateman responded that we still have a bit of a divide. We have students that have been part of other programs, that have been with us for a substantial length of time and those kids are having to transition into something new. Transition is sometimes difficult, right. So they may have an opinion as to whether they think it is okay or whether easier or harder. Now we are asking kids how do you feel. They do not want you to ask how they feel; they want you to tell them what to do so they

can go home. That is our old way of doing business. So just like a lot of adults, just tell me what you want me to do and I will get the job done. Now we are training kids to think for themselves and regulate themselves, so that some of these changes can carry over into the life course. What we are seeing with our newer students, those that are being exposed to it at orientation, we are seeing immediate connections with students and staff. You see immediate results. Immediate kind of climate shift as these kids kind of infiltrate our population. Having been with the agency thirteen years and having seen both sides, it looks different. What we are seeing right now is remarkable. Its things I have not seen in my life in corrections or when I worked in the field and it is really pretty darned cool. You have to come see it for yourselves. When you see kids come in every day and they are high-fiving coaches who used to say do not get out from parade rest or I am going to put you on the floor. Those ways of doing business are long gone. It is just remarkable. It is very promising for what is to come.

Mr. Matthew commented that he thinks it is awesome that you are doing this through education. We did not in Williamson County and they were doing Capturing Kids Hearts and it was similar but not the same. So over the summer, we have decided to put everything together the same way you all have. So you have taken the lead and I appreciate that. But I just want to remind everyone that this is a culture change. It is years in the making. It is a struggle, but it is the right thing to do. It takes a while, so everyone just needs to be patient. You get people that say this does not work, but you just have to give it time. You have to practice it. I think it is the right thing to do and hats off to you.

Discussion Regarding a Potential Education Committee or Sub Committee

Christian Von Wupperfeld, General Council, stated that the agency would like to give the Programs Committee, in order for the agency to be of better service to the Board and particularly this committee; we thought there would be an opportunity for you to give us homework assignments on matters of particular interest, either individuals or groups. So for example, with two new board members who have a background in education, we would lead forward and that was the genesis of having Luke (Luther Taliaferro) come in today and do the presentation on education and how we are incorporating trauma-informed education into the facility. We are looking for opportunities from the board to provide you with information on other topics. For example, recreation. What are we doing, how does recreation look in trauma-informed care? That maybe something the Programs Committee is interested in. How are we expanding, we talked about this a little bit in the Trust Committee, how are we expanding the use of our scholarship

monies and things like that. What programs can we build to facilitate to take that to a broader audience within the facilities? I wanted to use this as an opportunity to ask you if there are things that you have that are of interest, give us some homework assignments so that we can come back and present to you on these matters. You will have ideas that we will not think of. It would help us to get your feedback on areas of particular interest.

Mr. Ritchey asked if it is within our charter that if Mr. Barnes decided he wanted to have a couple of his committee members to focus on education, could he create that sub-committee. Mr. Von Wupperfeld responded that we can look at creating a sub-committee, Mr. Chairman. It is within the charter, yes. My recommendation would be that it is easy to create things, but sometimes harder to make them go away. Once we create it, we may have to live with it for a period of time. It may be easier to do it on an assigned project basis. We can get to the same place, but without the bureaucracy. But we will do it however the Board wishes to proceed.

Mr. Barnes stated that he feels we need to explore that some, because we have limited time and do not really get the chance to talk about some of the details of the programs going on at the state level, education. The people in the state facilities are doing wonderful jobs. I know a lot of the time we only hear some the negative or the negative out shadow the good work that they are doing. But we need to display some of that work they are doing. I know that the Chairman, myself, Ms. Chambers and some of the other Board members have gone out and visited some of those facilities and there are some really good things going on out there. I need to get that here in front of the Program Committee, so maybe we can continue to discuss how to go about that. The best way to get those programs displayed here in front of the Programs Committee. Especially with the new model coming out, the Texas Model, I think the Board needs to be kept abreast of how that is being implemented and how it is affecting our kiddos and how our kiddos and staff are responding. Ms. Cain responded that she thinks that as we discussed it, there were two simultaneous concepts were discussed in that room. Do you want an education committee or do we want a special projects group? Do we want the ability for the Board instead of passively receiving what we want to tell you, to dictate over the course of meetings the topics they want to dig deeply into? So maybe for you all that is Education the two meetings, three meetings, six meetings or twelve meetings. We don't care. Again, maybe someone is interested in, and I am interested in this one because I need to push it forward at some point, how do we manage our scholarship money and how do we push that out and are we getting enough kids into vocational trades schools or colleges. What about recreation? There are so many angles to the Texas Model

that I think it is really hard for us, just giving you a general overview of how things are going, for you to really understand. I would love to come back to this committee next time around and have somebody do a fairly deep dive into trauma brain and start doing things like that along the way so that you can understand why we are doing some of the things that we are doing.

Ms. Palmer (I think it was Palmer, she did not identify herself) asked, isn't that part of programming? Ms. Cain responded yes that is part of it. It is just making the concept of you all picking what you want to learn a formalized part of your program.

Mr. Smith commented that with the Texas Model, we have a lot of moving targets, there are so many changes going on right now, and we are probably going to have to prioritize what we want to pounce on quickly and what we can get through quickly. The reduction in people, the needs are changing quickly. Like what we are hearing here, we have not heard this before.

Ms. Cain responded that due to time limitations we have to stay pretty high level in the Board meetings and the committee meetings. That does not mean we cannot send you information, that we cannot provide you with some information before you come into the room. I suggest that we start the meetings with an agenda item, a discussion agenda item at every program committees meeting, where I sit here and you all pick me and Shandra or whoever, apart and ask a bunch of questions and then we will get charged with a presentation or materials to be provided to the board over the interim between that meeting and the next.

Mr. Barnes both said that sounds good.

Mr. Castro commented that that is a great idea. A thought that came to me was that he attended the Champions meeting, where every departments Champion leader or director present and each was assigned to give a discussion about how they were going to bring the Texas Model into their department. As we are talking about this now and hear about the Texas Model, it is only in the Programs Committee. It is not mentioned in the Finance Committee or the Trust Committee. So that is a thought too, that maybe within those committees that are present already you could bring it up.

Ms. Cain responded absolutely.

Ms. Palmer stated that she is never sure when it is okay to ask question. For example, earlier we heard information that Gainesville is staffed and it is doing good. So I am wondering is there a corresponding reduction in assaults on public servants. Because we could ask those questions that kind of cross over between the different committees.

Ms. Cain responded that is fine, I am usually in the meetings and you can ask me anytime.

Mr. Barnes asked if there were any other comments.

Mr. Castro commented that we should be careful of what you ask for. Because we are going to start coming up with a lot of ideas.

Ms. Chambers stated that she thought it was a great idea. Not be confined in just one place, to talk about one specific thing, in one specific committee. For example, the tattoo removal program going on out there at Gainesville. Ms. Cain interjected that it is at Giddings and one at Gainesville, but it is for the entire system. Ms. Chambers continued that she would like to know if that is something that is trending across the millennials today.

Ms. Cain responded that most of the tattoos are based on gang tattoos or branding, child sex trafficking victims being branded by their pimps.

Mr. Barnes asked if there were any more questions or comments.

Adjournment

Mr. Barnes entertained a motion to adjourn. Motion by Pama Hencerling. Second by Mona Lisa Chambers. The motion carried. Meeting adjourned at 2:48 p.m.

To: TJJJ Board Members

From: Louis Serrano, Deputy Executive Director for Probation Services

Subject: Update on Probation Services Division

Date: October 3, 2019

Following is a brief update concerning each of the five departments within the Probation Division.

Regionalization

The regionalization team supports the activities of the agency's regionalization plan and administers the regional diversion alternatives and regional service enhancement grants.

- At the beginning of FY19, there were 170 youth in diversion placement. As of August 31, 2019, 265 youth have been placed during FY19, and 265 have been released from placement. There have been 430 applications submitted by 95 juvenile probation departments. As of August 31, 2019, there are 23 youth who have been approved and are pending placement, and 170 youth are in diversion placement.
- The regional team has established initial meetings with the DFPS Regional Liaisons in an effort to improve relationships and build collaborations at the local level. Over the coming months, this effort will be coordinated with regional probation leadership and local probation departments.
- We have interviewed for the South Texas Regional County Program Administrator and a recommendation for hire has been presented to Human Resources.
- New admissions to TJJJ in FY19 were reported at 700 (6% decrease), as compared to 748 in FY18, and 802 in FY17.

Grants

The grants team administers the TJJD grants to juvenile probation departments, including contractual, financial, and programmatic elements of the grants, and completes monitoring and technical assistance activities related to grants.

- We continue to work toward implementation of our new grant management software (FLUXX). We are currently working through IT security issues and plan to move toward platform development and testing in the next couple of months.
- We are continuing the independent audit waivers in FY20 as we have the past two fiscal years. We are sending eligibility notice letters to 45 departments that received less than \$750,000 in state funds and met all other risk criteria, such as timely reporting and no cited issues during their last grant monitoring. Those who were granted a waiver in FY19 were not be eligible again this year.
- Gloria Crayton, will be the new County Grant Fiscal Administrator, sharing those duties with Tonya Gonzalez. She will be in training for the next couple of months and will eventually take over this role for all of the North, West and Panhandle and portions of the Northeast regions.
- The County Grants team is in the process of becoming Certified Texas Contract Managers. Paul Alamo has completed his certification, Tonya Gonzalez has completed training and is preparing to take the test, Gloria Crayton is scheduled for training in October. Along with these staff, Amy Miller has been a CTCM since September 2015.
- Regional Service Enhancement Project funds have been awarded for FY20 and Community and Residential Project grant application have been returned and are being reviewed.

Juvenile Justice Alternative Education Program

This department provides guidance and technical assistance to juvenile probation departments in all matters related to Juvenile Justice Alternative Education Programs (JJAEP).

- Dr. Marie Welsch and Eric Herring are beginning their JJAEP site visits for the school year. They will complete 10 site visits before the new year, providing technical assistance to support the implementation of the latest revision of chapter 348 standards that were effective August 1, 2018. Taking into account last year's visits, they will have completed roughly 85% of all benchmark visits for the latest revision of standards by the new year.
- Attendance across JJAEP's increased drastically during the 18-19 school year, specifically amongst students classified as mandatory students. There were 42% more mandatory attendance days during the 18-19 school year compared to the 17-18 school year. This rise in mandatory attendance days has continued into the 19-20 school year. JJAEP's reported 5,641 mandatory attendance days for the month of August 2019, nearly double the number of mandatory attendance days reported for the month of August 2018. JJAEP staff is monitoring monthly attendance closely as numbers are likely to continue to rise.
- Currently, the JJAEP staff are collecting and analyzing required paperwork for the 2019-2020 school year, traveling for program site monitoring visits, finalizing end-of-year data clean-up, and accumulating information for the next legislative report due May 1, 2020.

Title IV-E/Medicaid

This department administers the Title IV-E federal foster care reimbursement program, provides technical assistance and compliance monitoring on matters related to Title IV-E programs and funding, and assists juvenile justice youth and families with Medicaid services.

- Denise Askea, Title IV-E/Medicaid Manger announced her retirement from the agency effective September 30, 2019.
- Continued efforts to expedite counties getting their foster care dollars, which we hope will increase participation. This included a recent conference call with DFPS that resulted in most reimbursements request being processed.
- Efforts continue to educate the field on Medicaid and the Community Partner Program. This is being done through department visits and presentations at various professional association meetings.

Interstate Compact

This department administers a contract between the states that regulates interstate movement of juveniles under court supervision or who have run away from home and left their home state, provides support to juvenile probation departments and TJJD in all matters related to the Interstate Compact, and represents Texas on the Interstate Commission for Juveniles.

- ICJ began FY19 with 310 opened supervision cases. Through the 4th quarter of FY19, ICJ opened 897 supervision cases, closed 1042 cases, extraditions included 189 cases, and provided 17 airport supervisions.
- A Webinar has been scheduled with the probation field to review ICJ rules and requirements. This will take place on December 11, 2019 from 10:00 a.m. – 12:00 p.m.

Other Projects/Updates

- Progress continues to be made on the implementation of a statewide child sex trafficking screening instrument for the Texas juvenile justice system to have a more effective early identification of child sex trafficking victims. One hundred fifty-three departments are

now active with the CSE-IT and data continues to be sent to WestCoast for review. Over 8200 screenings have been completed.

- Workgroup meetings have been held to review and possible revision recommendations regarding TAC Chapter 353, Substance Abuse Treatment Program Standards. This work continues.
- The New Chiefs Development Program has been scheduled for November 11 -15, 2019, in Huntsville, Texas. There are 10 new Chiefs registered for the program.



TEXAS
JUVENILE JUSTICE
 DEPARTMENT

Memorandum

To: TJJJ Board Members

From: Camille Cain, Executive Director

Shandra Carter, Deputy Executive Director of State Programs

Subject: Report from the State Programs and Facilities

Date: October 1, 2019

Population: (as of 10/01/2019)

Programs	Actual	Female Pop
Evins	120	*
Gainesville	104	
Giddings	209	
Giddings Young Males	12	
Mart Phoenix	14	
MRTC	53	
Mart Long Term	127	
RonJackson O&A	58	4
RJ Long Term (females)	73	73
Total Institutions	770	77

Halfway Houses	Actual	Female Pop
Ayres	10	*
Brownwood	9	9
McFadden	24	
Schaeffer	10	
Tamayo	19	
Willoughby	19	
Total HWH	91	9

Type of Facility	Facility Name	Total staff Needs (FTEs)	Filled Positions (FTEs)	Hires	Involuntary Terminations	Voluntary Terminations	Percent Filled	In Pre-Service Training (FTEs)	On Continuous FMIAs (FTEs)	Other Unavailable FTEs	Vacant Positions (FTEs)	Total FTEs Available for Coverage	Percent Available for Coverage
1 - SECURE	Evins	147.00	146.00	1.00	0.00	2.00	99.32%	10.00	5.00	2.00	1.00	129.00	87.76%
	Gainesville	126.00	140.00	2.00	0.00	1.00	111.11%	11.00	5.00	0.00	-14.00	124.00	98.81%
	Giddings	224.00	185.00	3.00	0.00	5.00	83.04%	8.00	12.00	2.00	38.00	164.00	73.21%
	Mart	219.00	188.00	2.00	0.00	4.00	85.84%	12.00	3.00	0.00	31.00	173.00	79.00%
	Ron Jackson	155.00	127.00	2.00	0.00	3.00	81.94%	8.00	16.00	0.00	28.00	103.00	66.45%
1 - SECURE Total		871.00	787.00	10.00	0.00	15.00	90.35%	49.00	41.00	4.00	84.00	593.00	79.56%

Type of Facility	Facility Name	Total staff Needs (FTEs)	Filled Positions (FTEs)	Hires	Involuntary Terminations	Voluntary Terminations	Percent Filled	In Pre-Service Training (FTEs)	On Continuous FMIAs (FTEs)	Other Unavailable FTEs	Vacant Positions (FTEs)	Total FTEs Available for Coverage	Percent Available for Coverage
2 - HWH	Ayres	9.00	13.00	0.00	0.00	0.00	144.44%	3.00	0.00	0.00	4.00	10.00	111.11%
	Erownwood	9.00	11.00	0.00	0.00	0.00	122.22%	0.00	1.00	0.00	-2.00	10.00	111.11%
	McFadden Ranch	20.00	21.00	0.00	0.00	0.00	105.00%	0.00	4.00	0.00	-1.00	17.00	85.00%
	Schaeffer	9.00	14.00	0.00	0.00	0.00	155.56%	2.00	1.00	0.00	-5.00	11.00	122.22%
	Tamayo	15.00	13.00	0.00	0.00	0.00	86.67%	0.00	1.00	0.00	2.00	12.00	80.00%
	Willoughby	14.00	17.00	0.00	0.00	0.00	121.43%	1.00	2.00	0.00	-3.00	14.00	100.00%
2 - HWH Total		76.00	89.00	0.00	0.00	0.00	117.10%	6.00	9.00	0.00	-13.00	74.00	97.37%

Grand Total		947.00	876.00	10.00	0.00	15.00	92.50%	55.00	50.00	4.00	71.00	767.00	80.99%
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Texas Model

The Texas Model update will be delivered by Ms. Elaine Windberg, Youth Experience Leader, and Jennifer Jones, Director of Halfway House & Contract Care.



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DEPARTMENT

Halfway House Opportunities

October 2019

HWH Eligibility

Transitional Placement

For youth who have not completed the initial minimum length of stay:

- (I) youth with a committing offense of low severity must complete six months of the initial minimum length of stay in high restriction facilities; or
- (II) youth with a committing offense of moderate severity must complete nine months of the initial minimum length of stay in high restriction facilities; or
- (III) youth with a committing offense of high severity must complete all but six months of the initial minimum length of stay in high restriction facilities;
- no major rule violations confirmed through a Level II due process hearing:
- (i) within 60 days before the exit review or during the approval process, for youth with committing offenses of low or moderate severity; or
- (ii) within 120 days before the exit review or during the approval process, for youth with committing offenses of high severity; and
- RRP release w/disapproved home
- By exception

- Males
- Community Service
- Judson ISD on site
- GED preparation
- College courses: on-line and in person
- Community employment opportunities
- Treatment services: anger management, Sexual behavior aftercare, AOD after care
- Medical services
- Independent living preparation





- Females
- Brownwood ISD off site
- Ged Prep off site
- College: on and off site
- Cosmetology
- Community Service
- Employment
- Treatment: High, Moderate and aftercare AOD, Sexual behavior aftercare,
- Independent Living preparation
- Medical and Psychological Services





- Males
- Northwest ISD on site
- GED Preparation and testing
- Welding program
- Online college courses
- Independent living
- Employment
- Community Service
- Treatment: High and Moderate AOD, ART
- Medical and Psychological services



- Males
- Socorro ISD on site
- GED preparation
- On and off site college
- Independent living
- Employment
- Community Service
- Treatment: Moderate AOD and aftercare, Sexual Behavior Aftercare
- Medical and Psychological services



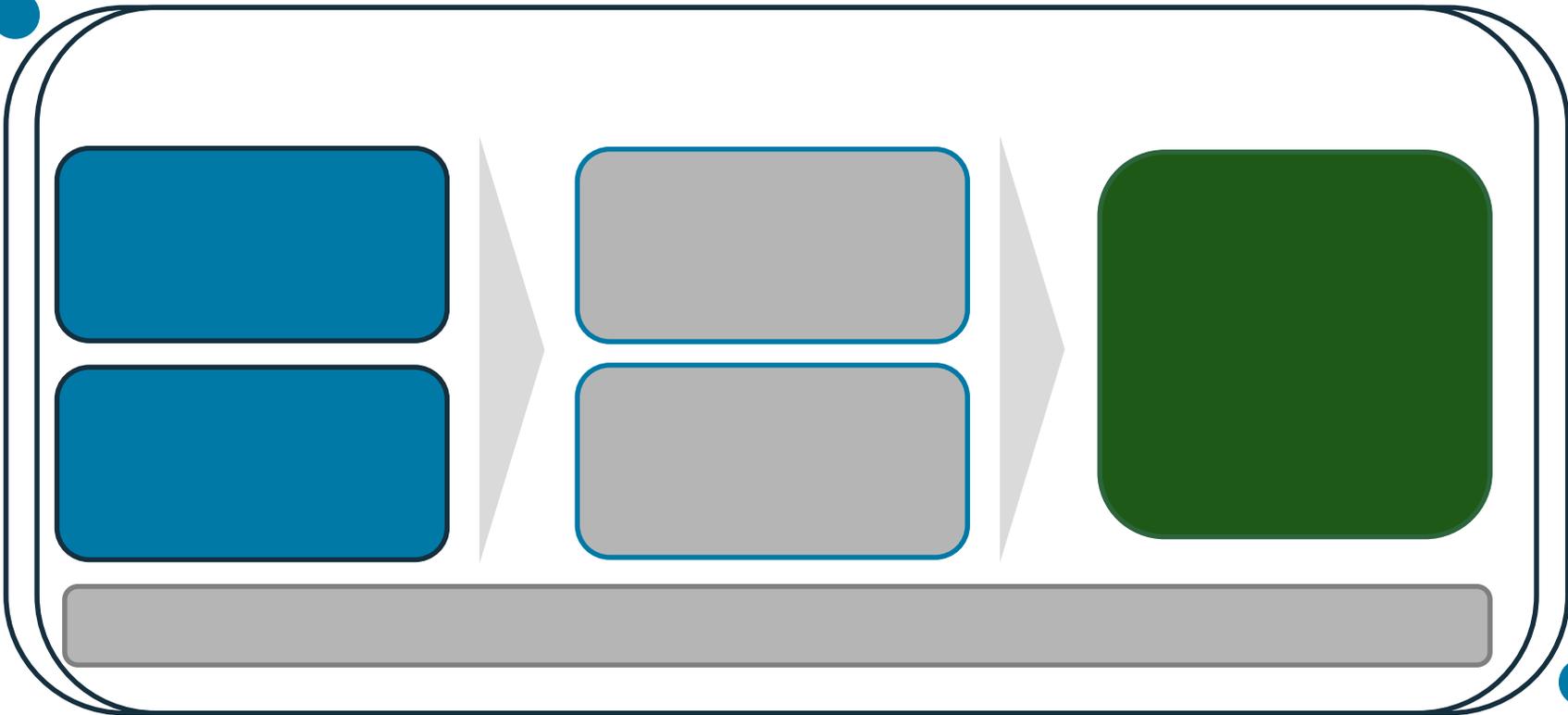
- Males
- HCISD on and off site
- GED preparation
- On and off site college
- Employment
- Hands on Independent living preparation
- Community Service
- Treatment Services: Moderate and Aftercare AOD, sexual behavior aftercare, ART and ART alumni, anger management
- Medical and psychological services



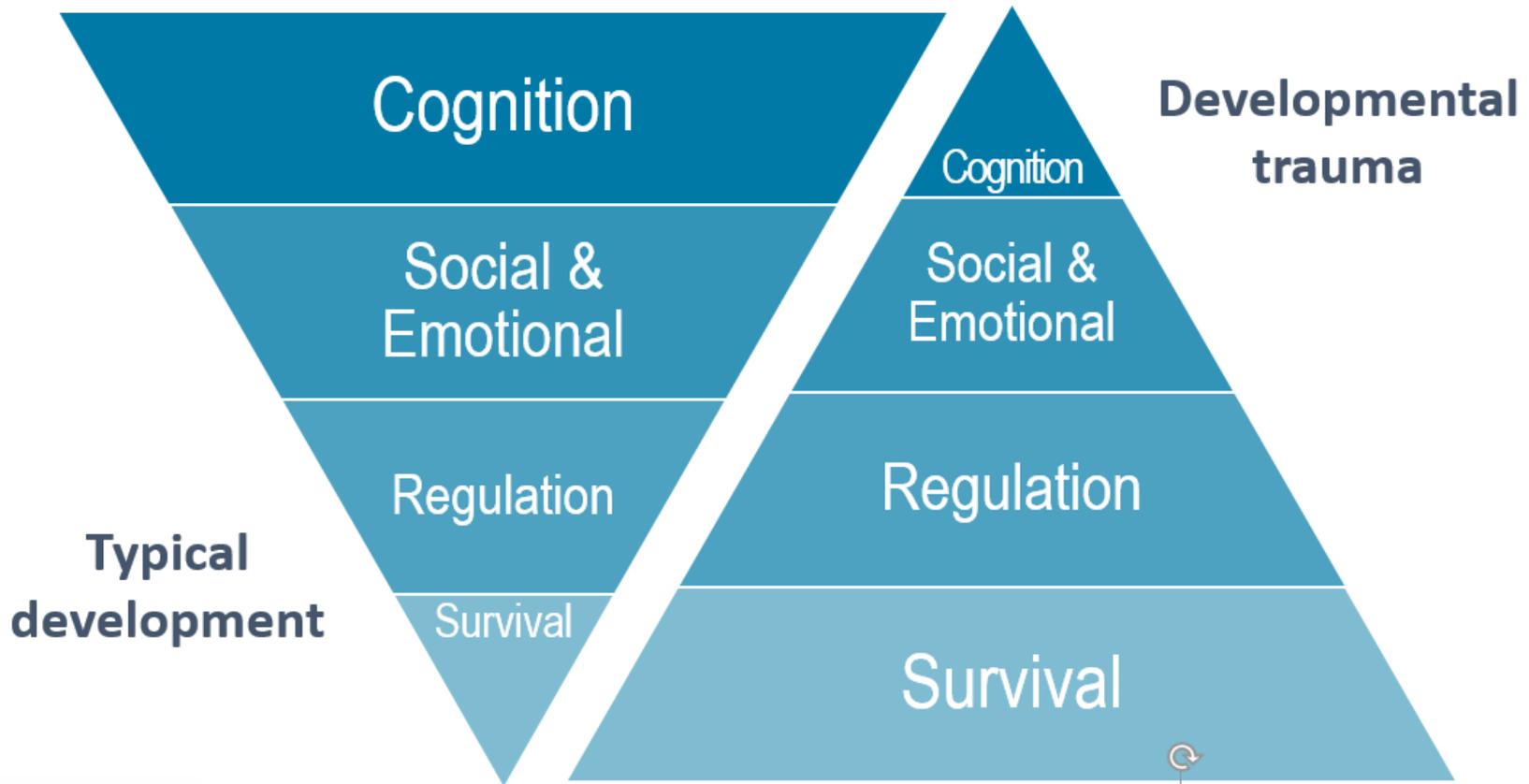
- Males
- Primarily serves mental health youth
- Community service
- Independent living
- Fort Worth ISD on site
- On and off site college
- GED preparation
- Employment
- Treatment: Moderate and aftercare AOD, psych services, ART alumni, sexual behavior aftercare
- Medical services



The model is founded in principles meant to help youth expand their abilities to make better decisions and regulate their emotional responses.



Youth with complex trauma may have brains that focus more on survival, making higher level thinking harder to achieve'



Adapted from Holt & Jordan, Ohio Dept. of Education

Willful Disobedience



Survival Behavior



The Texas Model involves a range of behaviors and responses along a spectrum from least dangerous to most dangerous.

- **Level 1: Lighthearted.** Disrespect, eye rolling, taking something without permission, with no threats or danger
- **Level 2: Structured.** Agitated, or dysregulated behavior, refusal to follow instructions, making demands, could escalate
- **Level 3: Calming.** Dysregulated behavior, agitation, anger, yelling, angry cursing, acting out by throwing things or hitting things, could become dangerous
- **Level 4: Protective.** Immediate acts of violence, dysregulated behavior that is violent or dangerous, safety is at risk



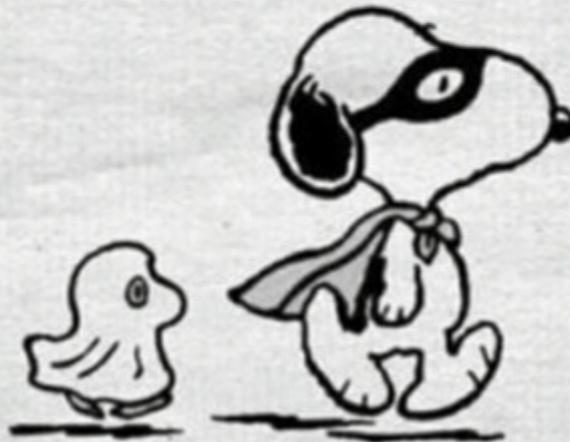
The Texas Model involves a range of behaviors and responses along a spectrum from least dangerous to most dangerous.

- **Level 1: Lighthearted.** Disarm in a lighthearted way—correct by teaching the right way
- **Level 2: Structured.** Slightly more firm and calm—co-regulate or offer choice or compromise if appropriate
- **Level 3: Calming.** Very calm and slowly, acknowledge they are upset and offer a calm space, if possible and seek to co-regulate. Once calm discuss the trigger or issue for resolution.
- **Level 4: Protective.** Protect safety. Remove others, use force if needed. Once calm address the issue or trigger.



✕ **Being a little weird is just
a natural side-effect of
being awesome.**

~ Sue Fitzmaurice



fb/the idealist



Trauma-Informed Activities & Environments

October, 2019

Trauma-Informed Environment

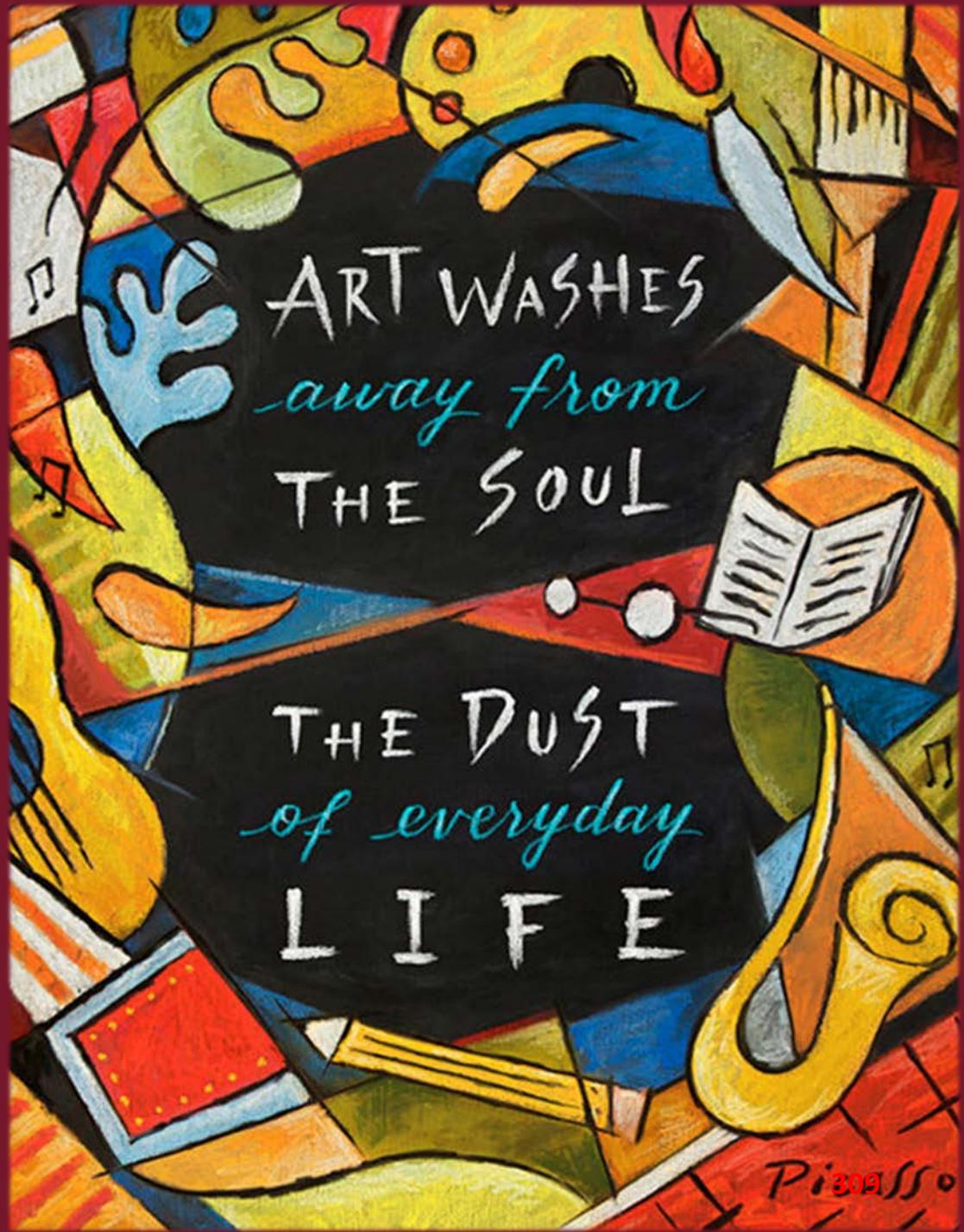
Initiatives

Facility Aesthetics & Acoustics. Create a healing environment in facilities while maintaining safety and security.

Art Projects & Programming. Create a diverse range of activities in visual, auditory, or performing arts to engage youth in activities that will increase their self-esteem and provide a safe haven for self-expression.

Youth Experience Programming. Engage youth in joyful discovery experiences that instill an appreciation of our world, spark a lifelong love of learning, and super-charge creativity through imagination (*guest speakers and instructors*).

Art is
therapy.



Creative Mindfulness

Mindfulness is the basic human ability to be fully present, aware of where we are and what we're doing, and not overly reactive or overwhelmed by what's going on around us.

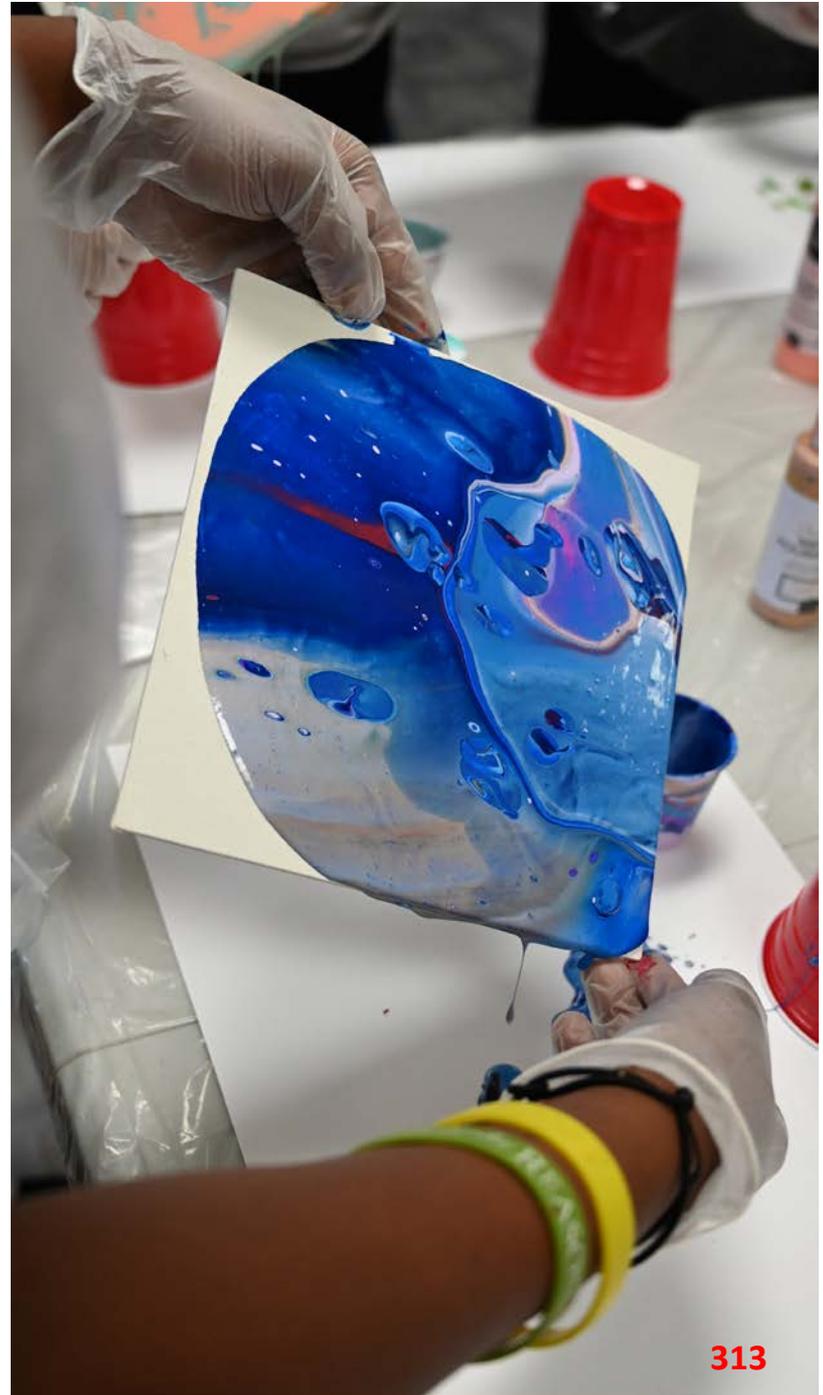
Studies have shown that the creating art in any medium (drawing, water colors, paints, collage, and others):

- Has been shown to be as effective as prescribed antidepressants.
- Increases feelings of hope, self-esteem, and optimism
- Gives a sense of control, relieves stress, and significantly reduces cortisol levels.
- Increases mindfulness levels, which leads to greater self-knowledge and self-regulation. Decreases emotional distress and anger.
- Increases blood flow to the brain, enhances brain functioning, and serotonin levels.
- Is an tremendous outlet for emotions, letting us express things we cannot express in words.



Ron Jackson Fluid Art







Creating Healing Environments

Creating Healing Environments

Extreme Makeover: McFadden House Edition



Before...



Before...





Before...



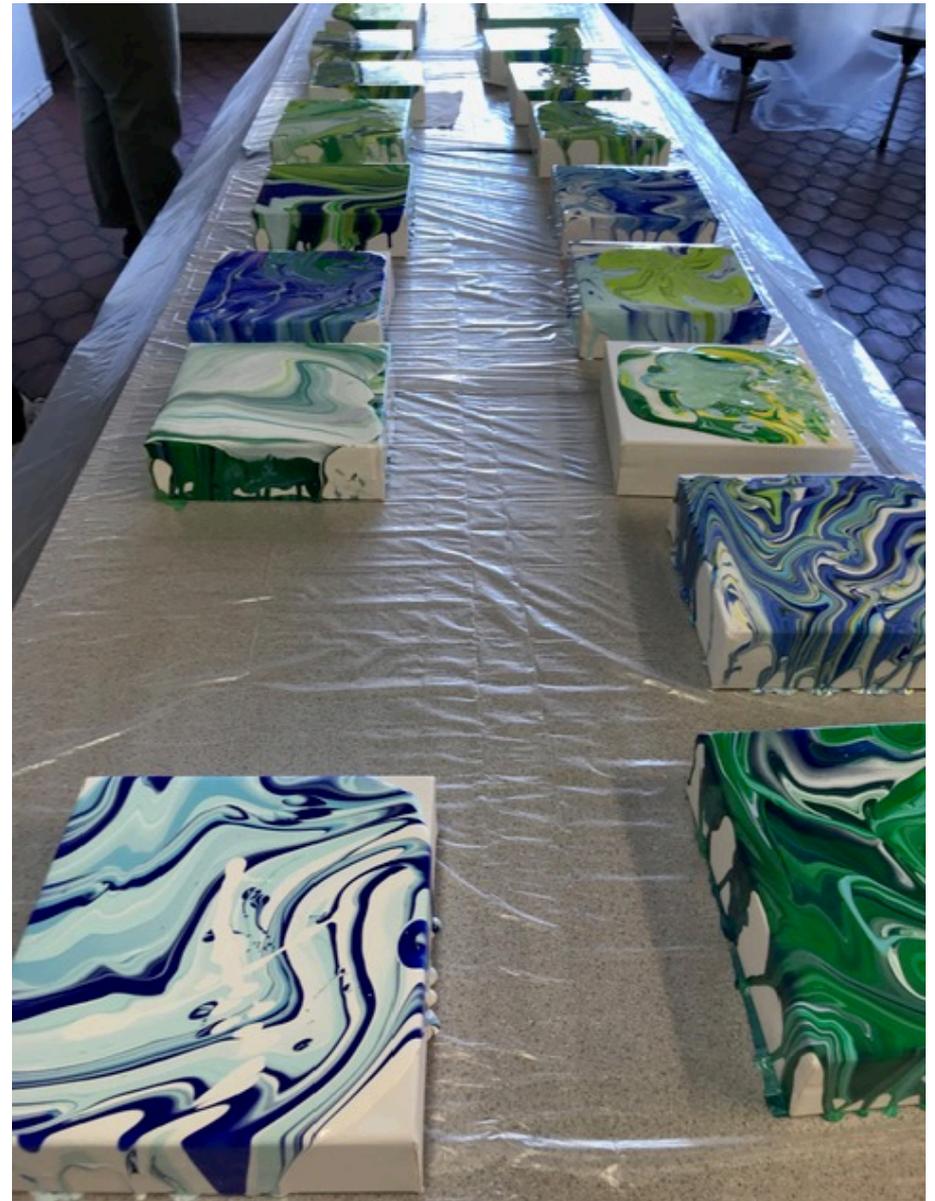


The books are packed away and this is now a gaming station

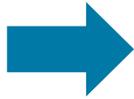
A large screen TV will go here

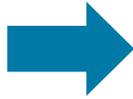


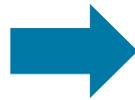




Secure Facilities









Thank you!





TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

Safety and Security Committee Meeting
11209 Metric Boulevard, Building H, Ste. A
Lone Star Conference Room
Austin, TX 78758
Thursday, August 8, 2019 – 3:00 p.m.

Call to Order

Presiding Chairman, Judge Lisa Jarrett called the meeting to order at 3:01 p.m.

Discussion, consideration, and possible approval regarding excused absences (Action)

Absent: Judge Stephanie Moreno

Motion was made by Allison Palmer, second was made by Pama Hencerling.

Discussion, consideration, and possible approval regarding the June 13, 2019 meeting minutes

(Action)

Motion was made by Scott Matthews, second was made by Pama Hencerling.

Office of the Inspector General Update – Deputy Chief Daniel Guajardo

Deputy Chief Daniel Guajardo reported that the Uniformed Services Gatehouse Security Operations currently filled the 46 of the 56 vacancies that OIG have for that position, including 12 new hires that started last month and this month as well. OIG is taking over 24/7 operations at three of the secured facilities and still have supplement from TJJD employees at Gainesville and Mart for evenings and other shifts that can't be covered. All Security Officers that are currently with OIG with the exception of the new hires have been licensed as Security II and are planning to do Security Level III Training for all the

Security Officers into the next fiscal year so that all Security Officers will be licensed certified Level III through Department of Public Safety. In regards for the training provider certification that OIG applied for, that application is currently under review with the Texas Commission on Law Enforcement and are still waiting to hear back on the status. The trainings that OIG has conducted for the 3rd quarter FY19 provided 740 training hours to 140 juvenile justice professionals at the county level this includes investigative topics, specialize sexual abuse investigations, why investigations fail, and civilian response active shooter events. OIG also provided civilian response active shooter events to TJJD employees here at Central Office through a training cycle last week. Deputy Guajardo advised the board members that the statistical material on page 39, the data includes information from the 3rd Quarter FY19. Deputy Guajardo advised the board that he will be comparing FY18 and FY19 statistics in those timeframes. The Incident Reporting Center for 3rd Quarter FY19 received 3,539 calls, this is 139 less calls that was received in the same time period in FY18. In comparison OIG opened 706 criminal investigations which is less than what was opened last year/quarter and closed more investigations in 3rd Quarter FY19 which is 1,009 cases. In comparison to 3rd Quarter FY18, OIG opened more cases involving Assault on Public Servant in FY19. Deputy Guajardo advised that more cases was opened this quarter than last quarter by 75 cases with assault on public servant cases number includes harassment cases which maybe spitting or throwing bodily fluids on staff as well so that number combines assaultive cases and the harassment side as well. OIG saw a significant increase this past quarter with cases that were referred to prosecution, OIG sent 130 cases to prosecution compared to the 51 that was sent in 3rd Quarter FY18. Deputy Guajardo advised that the increase contributed to several issues mostly stemming from the November to December disturbances out of Gainesville having several cases involving false alarms and attempted escape that were finalized and presented to the prosecutor's office. OIG had 58 of those cases go to the prosecutor's office, additionally having 49 of those cases this quarter was assault on public servant that was sent to the prosecutor's office as well. Abuse, Neglect, and Exploitation investigations was done at the TJJD facilities includes State Administrative Investigations data reflects that 317 investigations were opened in the 3rd Quarter of FY19 and closed 118 which breaks down to 87 Unfounded, 3 Unable to Determine, and

28 Confirmed, all cases were against TJJD employees. Abuse, Neglect, and Exploitation at the County operated facilities which is on page 45 of the board materials, the total reports received from last year was a reduction that totals to 1,316 and this year 1,137 investigations that was opened. Grievances also reduce from 734 to 564 and as well as a reduction in abuse, neglect, and exploitation cases from 92 to 82 this quarter. In regards to Program Type, OIG saw a reduction in two main areas in Post Adjudication Detention Facilities and Pre Adjudication Detention Facilities. Data also shows an increase in Post Adjudication Non Secure Facilities where 94 cases this quarter compared to 71 last quarter. On page 46 the County Investigations Quarterly comparison by allegation type, the most frequent allegations continues to be Physical Abuse and Physical Restraint with the quarterly comparison will be identical at 49 cases. Quarterly comparisons of allegations of Sexual Abuse contact and Sexual Abuse Non-Contact show minimum change on the County side from both quarters. Deputy Guajardo advised that he will now highlight some significant activities in OIG. This past quarter OIG did receive two public complaints about OIG investigations, both are separate in nature and involved former TJJD employees who were subject out of the investigations from the Giddings facility. One former employee was terminated by TJJD for turning off his body camera, OIG had a subsequent investigation of inappropriate conduct that ended up being Not Sustained against that employee. The former employee provided some complaints about his treatment during the investigation, then those complaints were evaluated and reviewed and OIG found no violation by any OIG personnel. Another former employee was arrested by OIG for Official Oppression after he struck a non-compliant offender in the head with an OC canister, he received a Pre-Trial Diversion and has to complete some conditions of that agreement before the charges are dismissed. The former employee also complained about mistreatment and not having access to OIG staff for that investigation, OIG reviewed those allegations as well and no violations were found as well. In July at the Mart facility OIG arrested three adult age offenders for the offense of Robbery, they were recently indicted by the states prosecutors' office for Robbery and Unlawful Restraint and the victim of the case was a TJJD staff member. Also in July, OIG arrested three adult age offenders and one juvenile offender for Aggravated Assault, the victim in that case was one of the suspects in the Robbery case that was

mentioned earlier. The same group of individuals also committed another Assault that day and pending active warrants on that offense as well, both incidents still remain under investigation by OIG. This week OIG arrested adult age offender for Attempted Escape from the Evins facility, the offender tried to climb the perimeter fence and that investigation is still active with no injuries and the offender was apprehended by TJJD staff without further incident.

Updates from the Office of the Independent Ombudsman – Chief Ombudsman J. D. Robertson

Chief Ombudsman J. D. Robertson reported the for the 3rd Quarter FY19 the Office of Independent Ombudsman conducted 134 facility site visits and interviewed 1,132 youth offenders and closed 14 complaint investigations. That represents a 16 percent increase over the same time period of last year, it should be noted that the OIO receive complaints by telephone, email, letter, and by conducting interviews within the facility. Chief Ombudsman Robertson reported that this quarter youth complaints have decreased almost 34 percent. Of the 14 complaints that were closed, 3 were completed as Sustained meaning 3 cases had sufficient corporate information to warrant a request for a plan of action from TJJD or a follow up from the agency. Of the 14 cases received the majority had to do with Due Process followed by MLOS or Release Date, so historically speaking OIO largest complaint over the year has to deal with MLOS or Release Date which is OIO highest complaint and the second highest complaint is Due Process, followed by Access to Medical. OIO received 186 inquiries during the 3rd quarter of this year, inquiries don't necessarily rise to the level of a complaint by the OIO, but referrals are made and of those 186 inquiries 129 of them were related to TJJD and 57 of them were related to County Post Adjudicated Facilities and majority of them are referred out to an Advocacy group or referred back to TJJD grievance process or referred to OIG.

Discussion, consideration, and possible approval to publish revisions to 37 TAC 380.9955 (Staffing Requirements for Juvenile Correctional Officers) in Texas Register for a 30-day public comment period and possible conditional approval to adopt the final rule (Action) – Sean Grove

Policy Advisor Sean Grove reported to the board to draw their attention to page 105 of the board packet. TJJD staff is proposing changes 37 TAC Section 380.9955, which is JCO is being changed to Youth Development Coach. The bulk of the changes that staff is recommending on this TAC procedure has to do with the requirement to rotate staff from Human Resources Code 242.009 where it says that the department must rotate JCO's or Youth Development Coaches at regular intervals so that they are not assigned to the same post for an extensive period of time. Current GAP procedure has definitions for "Extensive Period of Time", "Post", and for "Regular Intervals". Mr. Grove advised that staff is proposing the change to this GAP procedure to leave it up to the discretion of the Executive Director designee to make sure that we are rotating the Youth Development Coaches at the regular intervals. Mr. Grove reported that what was found is the rule in the TAC procedure wouldn't allow us to fully ensure that the rotations are happening to ensure that the one appropriate relationships are being fostered, but also that we can rotate the Youth Development Coaches and to ensure that continuity of care. Staff believes that the change to this GAP procedure would allow us to fulfill the intent of that law 242.009 and also to ensure that we are rotating the coaches at the regular intervals as required.

Motion was made by Pama Hencerling, second was made by James Castro.

Discussion, consideration, and possible approval regarding the discipline of certified officers –

Agreed Orders (Action) – Jenna Malsbarv

- a. Nehru Kelly, Certification No. 31039, 19-31039-190181 (Dallas)
- b. David Scott, Certification No. 20025, 19-20025-190109 (Harris)

Motion was made by Scott Matthews, second was made by Allison Palmer.

Discussion, consideration, and possible approval regarding the discipline of certified officers-

Default Orders (Action)

- a. Eugene Stearns, Certification No. 32488, 19-32488-190013 (Bell)
- b. Michael A. Leal, Certification No. 30592, 19-30592-190138 (Bexar)
- c. Cailey Laughard, Certification No. 33676, 19-33676-IG1921110 (Brown)
- d. Joe Smith, Certification No. 28933, 19-28933-190130 (Floyd)
- e. Amanda Guzman, Certification No. 29551, 19-29551-190115 (Garza)
- f. Matthew Sportini, Certification No. 33783, 19-33783-190126 (Harris)
- g. Miranda Jimenez, Certification No. 33968, 19-33968-190197 (Hays)
- h. Ashley Girard, Certification No. 28811, 19-28811-190065 (McLennan)
- i. James Arnes Castaneda, Certification No. 32152, 19-32152-190060 (Midland)
- j. Brenda De Santiago, Certification No. 33689, 19-33689-190060 (Midland)
- k. Jeanette Gonzalez, Certification No. 28571, 19-28571-190089 (Nueces)
- l. Joshua Munoz, Certification No. 32406, 19-32406-190089 (Nueces)
- m. Junior Flores, Certification No. 30795, 19-30795-190174 (Tarrant)

A, C – M - Motion was made by James Castro, second was made by Scott Matthews.

B - Motion was made by Allison Palmer, second was made by James Castro. Abstain by Judge Lisa

Jarrett

Adjourn: 3:21 p. m.