



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Memorandum

To: TJJJ Board Members

From: Scott Matthew, Texas Juvenile Justice Board Chair

Subject: Proposed Increase in Compensation for TJJJ Executive Director

Date: August 25, 2023

Section 203.002, Human Resources Code, directs that the Texas Juvenile Justice Board “shall (1) employ an executive director to administer the department; and (2) supervise the director's administration of the department. The General Appropriations Act and Fiscal Management processes for line-item exempt employees allows the Texas Juvenile Justice Board to requests a salary increase for the Texas Juvenile Justice Department’s (TJJJ) Executive Director in an amount not to exceed the amount listed in TJJJ’s appropriation pattern for the FY24-25 biennium for the agency’s Executive Director. Such a request must be sent to the Office of the Governor.

I respectfully request this Board’s consideration and approval to increase the salary of Executive Director Shandra Carter to the maximum allowed for fiscal years 2024 and 2025, with such increases effective on the first day of each fiscal year, i.e., September 1, 2023, and September 1, 2024, and direct that the Board Chair notify the Office of the Governor of such approval and request that Office approve this salary action.



**Texas Juvenile Justice Department
RESOLUTION**

A RESOLUTION FOR AN INCREASE IN THE COMPENSATION FOR TJJD EXECUTIVE DIRECTOR

On this 25th day of August 2023, 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					
Pat S. Henry					
Ann Lattimore					
Melissa Martin					

BOARD MEMBER	PRESENT	ABSENT	YES	NO	ABSTAIN
Scott Matthew					
Allison Palmer					
Cynthia Wheless					
vacant					
vacant					
vacant					
Motion:		Second:			

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

WHEREAS, Section 203.002, Human Resources Code, directs that the Texas Juvenile Justice Board “shall (1) employ an executive director to administer the department; and (2) supervise the director’s administration of the department”; and

WHEREAS, The General Appropriations Act and Fiscal Management processes for line-item exempt employees allows the Texas Juvenile Justice Board to requests a salary increase for the Texas Juvenile Justice Department’s (TJJD) Executive Director in an amount not to exceed the amount listed in TJJD’s appropriation pattern for the FY24-25 biennium for the agency’s Executive Director; and

WHEREAS, This Board appreciates the leadership Shandra Carter, TJJD’s Executive Director, has demonstrated throughout her tenure, most especially during the 88th Legislative Session, as well as her hard work and dedication to transforming TJJD and creating a unified juvenile system;

NOW, THEREFORE BE IT RESOLVED THAT the Board approves an increase in salary for Executive Director Shandra Carter to the maximum allowed for fiscal years 2024 and 2025, with such increases effective on the first day of each fiscal year, i.e., September 1, 2023, and September 1, 2024, and directs that the Board Chair notify the Office of the Governor of such approval and request that Office approve this salary action.

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

Signed this 25th day of August 2023,

Texas Juvenile Justice Board

The Honorable Scott Matthew, Chair