



**Board of Juvenile Justice  
Thursday, September 24, 2020  
Decatur, GA  
Board Meeting Minutes  
(Audio/Teams Conference)**

**Opening Remarks**

On Thursday, September 24, 2020. Chair Taylor called the meeting of the Board of Juvenile Justice to order at 10:00 AM. The meeting was held as an audio/Teams conference.

**DJJ Staff Present:** Commissioner Tyrone Oliver, Chief of Staff Mark Mitchell, Deputy Superintendent Zane Shelfer, DJJ Executive Team Members, and various DJJ Staff Members.

**Guests present:** Helen Sloat (Nelson Mullins), Kaitlyn Barnes (Southern Center for Human Rights), Jennifer Smith and her daughter (Girl Scouts).

**Roll Call:** Members present were Chair Sandra Taylor, Vice-Chair Willie C. Bolton, Secretary Adam Kennedy, Danny Blackmon, Dick Yarbrough, Angie M. Holt, Margaret D. Kaiser, Penny Penn, and Dr. Thomas Coleman. Judicial Advisory Member Judge Quintress Gilbert participated. Quorum was declared.

**Agenda approval:** Chair Taylor called for a motion to approve September 24, 2020 agenda. The motion was made by Board Member Yarbrough, seconded by Board Member Holt, and approved unanimously.

**Minutes approval:** Chair Taylor called for a motion to approve the minutes of the August 27, 2020 board meeting. The motion was made by Board Member Kaiser, seconded by Board Member Yarbrough, and approved unanimously.

**Commissioner's Report**

Commissioner Oliver provided human resources updates. Virtual job fairs were held in June and September resulting in hundreds of applicants. The virtual job fair will continue quarterly. It normally takes 60-90 days to onboard applicants; the goal is to reduce that number to 30-45 days. HR is tracking the onboarding process. A pilot program is being

worked on with five facilities to centralized HR functions. A standardized hiring flyer has also been created to onboard potential applicants. Commissioner Oliver also talked about exit interviews explaining how the data is obtained and monitored. A discussion was also had regarding the applicant screening process and about redirecting applicants to more suitable positions if they're not qualified for the initial position. Vice Chair Bolton requested to see the template letters that are sent to the applicants.

### **Employee Engagement Survey**

Commissioner Oliver talked about efforts to improve employee satisfaction. The survey was distributed last week and has received over 1500 survey responses so far. The data will be analyzed to improve agency operations.

### **Leadership Training**

Chief of Staff Mark Mitchell briefly discussed the DJJ's recent partnership with The Home Depot, who recently hosted a leadership webinar via WebEx on 9/17/20. Over 550 supervisors were in attendance. DJJ's goal is to partner up with The Home Depot again towards the end of the year. Chief Mitchell and Board member Yarbrough mentioned the importance of commending/recognizing staff who perform well.

### **Operation Not Forgotten**

Director of Investigations Matthew Wolfe discussed DJJ's assistance with the program "Operation Not Forgotten." DJJ was one of the state agencies who assisted the US Marshals Service, Missing Child Unit. The two-week effort resulted in the recovery of a total of 39 missing children in Georgia.

### **COVID-19 Update**

Commissioner Oliver gave COVID-19 updates regarding DJJ staff members and youth. Chair Taylor commended the Commissioner and staff for efforts to reduce COVID-19 exposure and spread. Commissioner thanked DJJ and AU staff. He also recognized the efforts of the SMRT Officers who provide statewide support, including providing support to the mass testing at the airport.

This concluded the Commissioner's Report.

Chair Taylor call for a motion to adjourn the regular DJJ Board Meeting and reconvene as the DJJ School Board. A motion was made by Vice-Chair Bolton to adjourn the Board of Juvenile Justice and reconvene as the Juvenile Justice Board of Education. The motion was seconded by Board Secretary Kennedy and approved unanimously.

### **Board of Education**

Deputy Superintendent Zane Shelfer shared information about the education data dashboard, including the percentage of the student body with special education needs. DJJ is currently in the process of setting up interviews for vacant positions.

### **Girl Scout Book Donation Project**

Ms. Jennifer Smith and her daughter contacted Deputy Superintendent Shelfer regarding Girl Scout Troop #13592's interest in donating library books to the students at DJJ and to discuss the type and selection of books that would be delivered. Over 700 books were collected and donated to the Georgia Preparatory Academy. They were equally distributed among the facilities.

### **The T.A.R.G.E.T Program**

Dr. Christine Doyle, Director of the Office of Behavioral Health Services, discussed the Trauma Affect Regulation: Guide for Education & Treatment (T.A.R.G.E.T) program. The program is designed to address the primary personal issues that are related to trauma for juvenile in secure residential settings. The funded program will have three components: the Full Trauma Group, a Brief Group, and T-4 (4 sessions) group.

### **Virtual Open Houses**

Deputy Superintendent Shelfer discussed the Virtual Open Houses that started on September 17, 2020 and will end October 8, 2020.

### **Georgia Milestones**

Deputy Superintendent Zane Shelfer discussed the Georgia Milestones assessment program. Earlier this year the legislature passed Senate Bill 367 which reduced the required assessments students would have to take.

### **Cognia Accreditation**

Deputy Superintendent Shelfer mentioned the Cognia Accreditation meeting that will be held on Monday, December 14 via virtual means.

This concluded the Deputy Superintendent's report.

Chair Taylor called for motion to adjourn from the DJJ School Board and reconvene as the regular DJJ Board. A motion was made by Vice-Chair Bolton to adjourn the Juvenile Justice Board of Education and to reconvene as the Board of Juvenile Justice. It was seconded by Board member Yarbrough and approved unanimously.

**Old Business:** No old business

**New Business:** Chair Taylor discussed potentially returning to in-person board meetings, while recommending two options:

- Spread out in the regular board room with limited attendees.
- Meeting in the training room at the Georgia Public Safety Training Center (GPSTC) in Forsyth GA due to it being a larger space.

**Comments:** No Comments

With no further business before the Board, the meeting was adjourned. The next scheduled meeting will be October 22, 2020 at 10:00 AM, via audio/Teams conference.

The motion was made by Board member Kaiser and seconded by Board member Yarbrough and approved unanimously.

The meeting adjourned at 11:15 AM.

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Sandra H. Taylor, Chair  
Board of Juvenile Justice

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Tyrone Oliver, Commissioner  
Department of Juvenile Justice

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Adam Kennedy, Secretary  
Board of Juvenile Justice