

**Board of Juvenile Justice
Thursday, August 25, 2011
10:00 a.m.**

**Department of Juvenile Justice
3408 Covington Highway
Decatur, Georgia 30032-1513**

Opening Remarks

Dr. Edwin Risler, Chair

Chairman Risler called to order the August 25, 2011, meeting of the Board of Juvenile Justice and DJJ Board of Education. He noted the time as 10:00 a.m. Chairman Risler asked that all attendees stand and state their name and organization affiliation.

DJJ Staff Present: Commissioner Amy Howell; Rick Harrison; Jeff Minor; Carl Brown; Michael McNeely; Tina Piper; Diana Aspinwall; Scheree Moore; Cherecia Kline; Latera Davis; Nathan Cain; Janssen Robinson; Dr. Michelle Staples-Horne; Dr. Jack Catrett; Martha Patton; Rufus Johnson; John Rickicki; Ciara Willoughby; Terri Pitts; Tenesa Turner; Terri Kight; Adam Barnett; Ed Cook; Nicole Blakely

Others: Normer Adams (GAHSC); Ashley Culberson (Attorney General's Office)

Chairman Risler asked everyone to stand for the Pledge of Allegiance by DJJ youth, followed by the invocation by Nadim Ali, Imam, Community Masjid of Atlanta.

Roll Call

Chairman Risler asked for the roll to be called by the Secretary of the Board. Secretary Sandra Taylor conducted the roll call of attendance.

Board Members Present: Larry Barnes; Michael Baugh; Elizabeth Lindsey; Perry McGuire; Daniel Menefee; Dr. Ed Risler; Pastor Dexter Rowland; Stephen Simpson; Elaine Snow (via conference call); Sandra Taylor

Advisory Council Members Present: Judge Quintress Gilbert; Judge Steven Teske (late)

Noting the presence of a quorum of the Board, Chairman Risler asked for a motion to approve the agenda for the August 25, 2011, Board of Juvenile Justice and Board of Education meeting.

Secretary Sandra Taylor moved to approve the agenda for the August 25, 2011, Board of Juvenile Justice and Board of Education meeting. Vice Chairman Menefee seconded the motion.

Chairman Risler called for the vote.

The motion carried.

Chairman Risler asked for a motion to approve the minutes from the July 14, 2011, Board of Education Training; July 14, 2011, Board Meeting; and the July 15, 2011, bylaws discussion meeting. Chairman Risler asked if there were any corrections to the minutes. Vice Chairman Menefee moved to approve the minutes. Board Member Lindsey seconded the motion. Chairman Risler called for the vote and the motion was carried.

Commissioner's Report
Amy Howell, Commissioner

Ronnie Woodard, who was the director of the office of secure campuses, will be retiring in August. She stated Martha Dalesio will be the acting director of the office of secure campuses as of August 16, 2011.

Commissioner Howell will be attending a hearing on the Juvenile Code Rewrite process and will offer testimony to share the department's thoughts and support, as well as talk about the potential impact of the changes on DJJ resources. Tina Piper, director of legal services, has represented the department in the stakeholder meetings. They are talking about and negotiating the provisions and working out compromises.

The Milan YDC is open. The 150 bed facility is located in Telfair County. There are 35 youths in Milan as of August 24, 2011. They are in the residential substance abuse treatment program. Fifty beds will be designated just for that program thanks to grants funds. The rest of the population will be there for orientation to the long-term facility experience. It will give DJJ an opportunity to introduce the youth to the YDC environment and help identify their behavior and needs.

There are close to 300 youth in RYDCs awaiting a YDC bed. RYDCs are not designed for a long-term stays, so the issue of utilization of bed space is something they are looking at very carefully. Opening the Atlanta YDC is on the legislative agenda. The facility will be 80 beds. Renovations are done, and they only need operating funds to open and begin transferring youth.

Commissioner Howell said they are conducting a study of the 30 bed RYDCs. This study will give them an opportunity to evaluate what their needs are and be mindful of the costs and benefits of continuing to operate facilities that are older versus new constructions or renovations. An outside contractor is conducting the study.

Commissioner Howell concluded her report and asked if there were any questions.

Chairman Risler called for the next item on the agenda; Audit Process – Proposed Changes.

Audit Process – Proposed Changes

Terri Kight, Director of the Office of Continuous Improvement
Department of Juvenile Justice

Kight said the proposed OCI Standards changes will be implemented in January 2012. She said her role is to evaluate and to educate facilities to make sure DJJ treatment services are improving.

The four steps in facility evaluation are:

1. Facility Operations
2. Performance Evaluation
3. Report of Findings
4. Corrective Action

OCI will publish the standards by September 1, 2011, so that the facilities have them for several months before they are implemented.

Kight concluded her report and asked if there were any questions.

Board Member McGuire asked how the Board will be informed of the progress and asked if they will receive copies of the reports.

Commissioner Howell said the new OCI process will be mostly web based, and she will have an answer for him at a later date. The OCI dashboard will be visible at every facility.

Chairman Risler said the new OCI process will start in January 2012, and perhaps it will be best for the Board to receive an updated presentation after that time.

Chairman Risler called for the next agenda item and asked for a motion to close the regular meeting of the Board of Juvenile Justice and open the DJJ Board of Education meeting.

Secretary Taylor made a motion to close the regular meeting of the Board of Juvenile Justice and open the DJJ Board of Education meeting. The motion was seconded by Board Member Rowland.

The motion carried.

Education Update

Dr. Jack Catrett, Associate Superintendent
Department of Juvenile Justice

Dr. Jack Catrett greeted everyone. He stated Commissioner Howell sent a letter to all DJJ teachers about the focus for this school year. The focus this school year is about engaging the youth in the curriculum and whole group instruction.

Curriculum Report

Marta Patton said Education's main purpose is to engage the teachers and students, so that the youth will be beneficiaries of a wonderful standards based instructional program. They added some remedial and grade level programs in DJJ schools. A graduate education program will start at the Eastman and Augusta YDCs as a pilot program. It will service the youth who have already received a GED or high school diploma. They purchased software called Plato. Plato is a standards based online instruction program that will assist students in math, reading, science, life skills, and career skills.

Patton also outlined several other computer programs, including one for remediation in long-term facilities, one for RYDCs, and A GED program, as well as an online program for teachers in all facilities.

Georgia adopted two content areas; social studies and health. She said the books came with software that will be available to every teacher and will allow them to generate standard testing, and assessment. She said these new textbooks will assist them in whole group instruction.

After School Program Enrollment

Dr. John Rickicki said they are in their third and final year of DJJ's after school program. They met their standards and objectives last year and plan on doing it again this year. They increased their budget by \$64,000 to a total of \$346,000. They added the Sumter YDC. They now have four sites in operation. They plan on enrolling about 400 youth in the in the after school program. Classes will start on Monday, August 29, 2011, and classes will follow the DJJ school calendar for 36 weeks. They will apply for a new after school five years grant in December 2011 for all four facilities.

Open House Planning

Dr. Rufus Johnson said parent involvement in the juvenile justice system is just as important as it is in the regular school system. The success of students who may have found themselves in a juvenile detention facility is not dependent on the services rendered; it is also dependent upon how educators engage parents. Several DJJ facilities have hosted parent/teacher open houses over the past few years. The most recent open house was at the DeKalb RYDC. They had approximately 40 parents and/or family members in attendances. They mailed out invitations to the parents, and each teacher was given 10 names of parents to call and invite via telephone. Each parent received an invitation packet along with a parent participation certificate.

Chairman Risler said he would like the Board to receive an invitation to the open houses.

Emanuel Project Update

Dr. Catrett said there is an oversight committee in place that is helping to maximize their use of the Emanuel Project. The next mural will be at the Augusta YDC. The next oversight committee meeting will be September 13, 2011.

Update on Federal Grants

Dr. Catrett said they received the notification for their Title VI part B grant which is \$881,854. Title I D is \$887,000 but they are down \$190,000 compared to last year. The grant that they were hurt the worst on was the grant they used for teacher improvement. The grant went from \$134,000 to \$63,000.

Testing Report

Dr. Catrett said there were many tests done during the summer months so that the youth can earn their Carnegie Units. Seventy-one percent of students who took the writing retest passed.

September 12 – 16, 2011, will be the first administration of the Georgia High School Graduation Test.

Dr. Catrett concluded his report and asked if there were any questions.

Chairman Risler said he attended the Georgia Juvenile Services Association in Savannah. Dr. Catrett was the recipient of a very prestigious award for lifelong achievement.

The Board, staff and visitors applauded Dr. Catrett for his accomplishments.

Board Member Barnes said Zenda Bowie from the Georgia School Board Association mentioned at the school board training the Board would receive legislative priorities and asked Dr. Catrett if he had any information on priorities.

Dr. Catrett said he would follow up with Bowie.

Hearing no further questions, Chairman Risler called for the next agenda item and asked for a motion from the Board to close the DJJ Board of Education meeting and resume the regular meeting of the Board of Juvenile Justice. Vice Chairman Menefee made the motion. Board Member Barnes seconded the motion.

The motion carried.

Chairman Risler called for the next item on the agenda; Budget Proposal

Budget Proposal
 Jeff Minor, Deputy Commissioner

Jeff Minor said they started the budget reduction process early and began working on various reduction scenarios of up to 5%, which is about \$10.5 million.

DJJ received the instructions from the Governor’s Office of Planning and Budget (OPB) to submit reduction plans of 2% for Amended FY12 and the Annual FY13. In this plan, DJJ tried not to close secure beds or community contracted services and residential beds. Therefore, many of the cuts are represented in personnel services (staff). In addition, many of the cuts are a result of maximizing other/federal funding, leveraging technology and innovation, and strategically managing workloads to maximize staff efficiencies. Budget plans are due on September 1, 2011. For DJJ, 2 % of state funds is approximately \$5.7 million.

The reductions are achieved through:

Operating Reductions:

<u>AFY2012</u>	<u>FY 2013</u>	
(\$2,529,260)	(1,543,706)	Recognize budget savings through austerity measures
(\$ 344,077)	(\$ 0)	Freeze motor vehicle purchases
(\$ 600,000)	(\$ 600,000)	Manage utilization of residential placements (12 slots)
(\$ 200,000)	(\$ 200,000)	Recognize telecommunications cost efficiencies
(\$ 300,000)	(\$ 300,000)	Recognize e-Rate funding
(\$ 290,289)	(\$ 351,158)	Recognize Targeted Case Management funding
(\$ 70,000)	(\$ 70,000)	Reduce Regular Operating Funds in Office of Training
(\$ 48,000)	(\$ 48,000)	Eligibly Specialists (2 contract positions @ 50% State)
(\$4,381,626)	(3,112,684)	Total

Staffing Reductions (59 Full-time and 13 Part-time positions):

<u>AFY2012</u>	<u>FY2013</u>	
		Effective immediately where 100% vacant
(\$ 91,650)	(\$ 91,650)	1 FT Nurse Practitioner at Eastman YDC (vacant)
(\$ 52,160)	(\$ 56,902)	1 FT JPM Position in District 3A (vacant)
(\$ 32,692)	(\$ 35,664)	1 FT Mailroom Position (vacant)
(\$ 39,520)	(\$ 43,113)	1 FT Quality Assurance Specialist (vacant)
(\$ 47,813)	(\$ 52,160)	1 FT Training Development Specialist position (vacant)
(\$ 45,897)	(\$ 45,897)	3 PT Temporary HR position (all vacant)
(\$ 15,299)	(\$ 15,299)	1 PT Training Clerk position (vacant)

Effective April 2012 where filled positions exist

(\$ 326,550)	(\$ 662,160)	4 FT Teachers (2 Filled & 2 Vacant and 16 PT Ed Support Staff (14 Filled & 2 Vacant)
(\$ 119,248)	(\$ 405,239)	10 FT Mental Health Clerks (All Filled) and 6 PT Mental Health Clerks (4 Filled & 2 Vacant)
(\$ 21,657)	(\$ 86,628)	2 FT JPPS II positions at Sumter YDC (both Filled)
(\$ 115,804)	(\$ 162,608)	3 FT SSP-II's at Augusta, Macon, Eastman YDC (2 Filled & 1 Vacant)
(\$ 424,327)	(\$ 944,059)	6 HITS: 18 FT JPPS (TBD Filled & TBD Vacant)
(\$1,332,617)	(\$2,601,379)	Total

(\$5,714,243) (\$5,714,243) Total Reductions

Budget Enhancements – FY2013:

<u>AFY2012</u>	<u>FY 2013</u>	
(\$ 0)	(\$ 7,967,322)	Atlanta YDC (annual cost plus initial start-up)
(\$5,714,243)	(\$2,253,079)	Grand Total Budget Change

Minor concluded his report and asked if there were any questions.

Board Member Simpson expressed concern about the aging of DJJ's state vehicles and asked if they track the data on the age and mileage of each vehicle. He said it would be good for Minor to report that information quarterly to the Board. Board Member Simpson said when the economy turns around there will be a lot of grants available to state agencies with aging fleets.

Minor said he can provide Board Member Simpson with that information. Minor said they provided OPB with the data concerning their aging fleet, which led to their approval of DJJ using year-end money to replace vehicles. Minor said they are replacing all vehicles that meet DOAS replacement criteria.

Board Member Menefee made a motion for the Board to approve the Amended FY12 and the Annual FY13. The motion was seconded by Board Member Snow.

The motion carried.

Chairman Risler called for the next item on the agenda; FY2013 Capital Outlay Budget Request.

FY2013 Capital Outlay Budget Request

Jeff Minor, Deputy Commissioner

Minor said every year DJJ is given a target for bonds. DJJ's target this year is \$10 million. The two main projects bonds fund are maintenance and repair, and minor construction and renovation

Some years ago DJJ received the bond money for the renovation of the Rockdale RYDC. Work is ongoing. There was a savings of over \$2 million and they requested OPB to redirect that bond fund into the items that fall below DJJ's \$10 million capacity. The \$10 million will take them through the Harden Building 7 at the Sumter YDC. This item is number 4 on the Capital Outlay Budget request. The next two projects; the Vocational Education Building at the Muscogee YDC and the Gym Building Additions at the Clayton & DeKalb RYDCs are the projects that DJJ asked for the \$2.3 million to be redirected to. They hope to get the \$10 million at a minimum, and then OPB would let them redirect the \$2.3 million to do these three projects.

Minor concluded his report and asked if there were any questions; there were none.

Chairman Risler asked for a motion to approve the FY2013 Capital Outlay Budget request. Board Member Simpson made a motion, and it was seconded by Vice Chairman Menefee.

The motion carried.

Chairman's Comments

Chairman Dr. Ed Risler
Board of Juvenile Justice

Chairman Risler said he attended the Georgia Juvenile Services Association (GJSA) in Savannah. He stated Commissioner Howell gave one of the best speeches he has heard in a while. He said she was very inspirational, conveyed her message well and connected with the people. Chairman Risler said in the future the Board should have a meeting in conjunction with the conference.

Chairman Risler said he believes one of the ways the Board can invest in the staff is through positive reinforcement. He proposed an annual innovation award that would be a monetary grant of approximately \$3,000. He said this award would be given to a staff member with a creative idea or program. Chairman Risler said the staff member would fill out an application and explain the idea or program, what the money would be used for and the outcome. He said as a committee they would decide who would receive the award.

Chairman Risler announced the next DJJ Board meeting will be at the Central Office on Sept. 22, 2011, at 10:00 a.m.

Chairman Risler asked if there was any old business. Hearing none, he asked if there was any new business.

Chairman Risler asked for a motion to adjourn the regular meeting of the Board of Juvenile Justice.

Board Member Simpson made the motion, and Board Member Snow made the second.

The motion carried.

The meeting was adjourned.

Dr. Ed Risler, Chair
Board of Juvenile Justice

Amy V. Howell,
Commissioner

Sandra Taylor, Secretary
Board of Juvenile Justice