

Minutes

Board of Juvenile Justice Conference Call Thursday, December 9, 2002

**2 Peachtree St. N.W.
5th Floor
Large Conference Room
Atlanta, Georgia 30303**

Roll Call

Board Members Present: Steve Adams; Emmett Bryant; Mary Linda Duncan; Susan Dunwody; Ed Risler; William Shellem; Veronica Walters, Ph.D.; John Wiggins; Mary Wilhite

DJJ Staff Present: Tom Coleman, Ed.D; Chad Hoffecker; Ronnie Lane; Orlando L. Martinez; Greg Maxey; Camille Murray; Gwen Skinner; Jimmy Taylor; Jaci Vickers

Others: Mark Cicero, Department of Law

Call To Order

Acting Chair Susan Dunwody called to order the December 9, 2002 meeting. Roll call was taken by Jaci Mays Vickers.

With the presence of a quorum, Chair Dunwody called for the approval of the October 3, 2002 and October 31, 2002 minutes. The motion was made by Bill Shellem, seconded by John Wiggins, and unanimously approved.

Operational Activities

Introduction

- Commissioner Martinez began by greeting and thanking everyone for attending the December 9, 2002 meeting, and he personally thanked Ed Risler, John Wiggins, and Mary Wilhite for their participation in the *Painting It Pink Is Not Enough, 2nd Annual Summit on Girls*.

Commissioner Martinez stated that the conference was a success and a learning experience for everyone. Over 250 people participated, including a small contingent of legislators, advocates and staff from other states. The presentations were well received and the Georgia Women's Legislative Caucus, he explained, has expressed their interest in co-sponsoring the next Summit.

He explained that the agency never anticipated such a great outcome. Persons from Nevada, Florida, and several other states participated in this "first of its kind" summit on girls.

- Commissioner Martinez relayed to the board that materials were currently being mailed to them. The materials include the RYDC Operational Capacities and the Transition Document provided to Governor-Elect Sonny Perdue.

Commissioner wanted to briefly highlight activities of this agency over the last few weeks and later to discuss his meeting with Governor – Elect Sonny Perdue.

Facilities and Classification

- On December 2, 2002 the girls from Emanuel YDC were moved to Pelham and the boys from Pelham to Emanuel. The change occurred due to the number of girls being assigned to the short-term programs having decreased in the last several months. Emanuel has been operating at 65% of capacity, whereas Pelham needed extra space.

Commissioner Martinez explained that the change will give the agency a net increase of 28 boys' beds and the same decrease in girls beds. Programmatically, it will enable the agency to have a 120 bed facility with 30 bed units which, while it is not the perfect setting for girls, is much better than the Emanuel facility.

Pelham staff has an excellent community involvement program of which the girls will be able to take advantage. Commissioner Martinez stated that the facility has already signed up to play in a winter league girl's softball program in a neighboring county. Thomasville Vocational School has already been in contact with the facility and will provide a GED curriculum for the students.

- Commissioner Martinez announced that the vocational building at Sumter is close to being ready to open. He explained that when the facility was first constructed there were insufficient funds available to construct a vocational building. It has a completion date of January 1, 2003 and the agency will start placing students in the vocational programs during the next semester.
- The Facilities and Classification Division will have a conference on December 10, 11 & 12, at the Macon Crowne Plaza. He stated that the theme for the conference is “Balanced and Restorative Justice”.

He reiterated that the Community Correction’s Conference in October also used the aforementioned theme. By using the same theme, he stated, the agency will have consistency and continuity in both divisions.

Community Corrections

- Commissioner Martinez stated that he and Gwen Skinner attended the Juvenile Judge’s Conference Agency Alliance meeting where the agency’s recent directive on RYDC operational capacities was discussed.

The agreement between the State of Georgia and the U.S. Department of Justice requires the agency to establish operational capacities for each Regional Youth Detention Center (RYDC), beyond which no facility can operate for more than seventy-two (72) continuous hours.

As a result of the agreement reached by the State of Georgia and the Department of Justice, a directive that staff must adhere to has been established for operational capacities. The directive requires that established capacities cannot exceed 120% for more than seventy-two (72) continuous hours.

Commissioner Martinez explained that in order to meet the agreement, RYDC, District, and Regional Directors were required to establish rigid guidelines to assure the operational capacity is reached only in exigent circumstances. Each RYDC’s operational capacity is based on the number of youth who can be served safely within the facility.

Issues considered in establishing an operational capacity include:

- Potential for overflow sleeping in the day room
- Building design for program space
- Program capacity for education, medical, mental health, visitation and food service that include the staff available to deliver the services

Since the inception of the directive, the agency’s RYDC population has been well

below capacity. Commissioner Martinez stated that this is a testament to the hard work of field staff.

- Lights were installed at the Gwinnett RYDC in the parking lot. To provide better security, the agency is also working on realigning the fence.
- Jim Martin, DHR Commissioner, and Commissioner Martinez signed a transition protocol which outlines how older children who are transitioned out of our systems, and who still have mental health needs, will be served.

This is an issue, Commissioner Martinez stated, that the age 17 requirement has caused in Georgia.

- Gwen Skinner graduated from Leadership Georgia. This is the oldest leadership organization of its kind in the U.S.
- Judge Matthews in Bibb County is challenging DJJ's intake policies/procedures and has now decided that the agency cannot utilize graduated sanctions with youth he places on probation.

Commissioner Martinez reported that further discussion will be held with Judge Matthews.

- Chatham County Multi-Service Center operations are now in their new quarters.

Financial Management and Administrative Support

- The agency has given limited access of JTS to juvenile court judges, but not to court staff. Commissioner Martinez stated that judges will be required to complete a confidentiality agreement and DJJ network access form.

Implementation is scheduled for January 2, 2003 and the process for training judges has yet to be determined.

Access will include:

- Juvenile demographics
- Placement history
- Legal information (offense history)
- DAI scores
- Population at RYDCs specific to that judge

Commissioner Martinez added that the Judges can access the population in the

RYDC's for their particular areas. By limiting access to the areas that the Judges serve, confidentiality is maintained.

Among other things, he stated, the Office of Technology and Information Services will program a method into JTS so that:

- judges may e-mail case workers to notify them of incorrect data
- audit records of all juvenile cases that the judge accesses will be stored

Program Services

- On November 22, several DJJ staff gave a presentation in Athens to the 4th annual Georgia Workforce Conference sponsored by the Georgia Department of Labor. Commissioner Martinez stated that the interdepartmental agreement between DJJ and Commissioner Thurmond was a positive one.

Presentations on three of the DJJ/DOL collaboration pilot sites were given to an audience of about 60 Department of Labor managers. The presentations included information about programs that are functioning in the District 5 - Kip Mann, District Director; District 10 - Diane Harris, District Director; and the Augusta YDC - Audrey Armistad, Principal.

The purpose of presenting to this target audience, which included representatives from each DOL region as well as the Workforce Initiatives Directors, was to demonstrate and familiarize the working relationships DJJ maintains with DOL in these areas.

Commissioner Martinez showed his appreciation for the invitation from the Georgia DOL to present at their annual conference. He hopes to continue to foster a working relationship with DOL on behalf of the youth served by DJJ.

Human Resources

- The production of the JCO selection video is right on schedule with a spring rollout being forecasted.

The selection video, Commissioner Martinez reported, is the first of its kind. The Department of Corrections had the idea a few years ago but not to the extent the agency is planning on using the video.

Activities still remaining include bringing all subject matter experts together on December 17th to review the vignettes, responses and rank orders to assure they reflect the nature of the JCO categories.

On December 18th, a preamble to the video will be filmed. At that time, the job

relatedness of the vignettes and the importance of this selection instrument to our agency will be discussed.

Administrative Hearings and Investigations

- The Department previously operated a centralized investigation model in order to meet the specific investigative requirements set forth in the Memorandum of Agreement (MOA). While this model has served the Department well, the demand for investigations has restricted the ability of the agency to meet certain time requirements for completion of the investigations as required by the MOA.

Commissioner Martinez stated that it regularly takes 15 days to complete an investigation. The MOA, he explained, took away the administrative responsibilities, yet drove up the cost of the agency by establishing a Quality Assurance Division and an Administrative Hearings and Investigations Division in central office.

As a result, the transition to a more balanced facility-based investigation model has been completed. Effective 12/1/02 the Department's facilities/ programs/ offices will conduct all investigations regarding special incidents. The Office of Administrative Hearings and Investigations will conduct investigations regarding major incidents as set forth in departmental policy.

The change, he explained, will benefit the Department by enabling the agency to more effectively and efficiently complete investigations.

Policy

Commissioner Martinez gave an overview of the latest major policies that have been added.

<u>No.</u>	<u>Title</u>
1.6	Relationships with other agencies
1.7	Citizen and volunteer involvement
8.24	Youth Property and State Issued Items
12.9	Mental Health Screening
21.9	Program evaluations

The policies, he stated, are available through the agency Intranet.

Meetings

Commissioner indicated that he had participated in the following major meetings since the October 31, 2002 meeting.

- Participated in the Merriweather County Family Connections luncheon in Warm Springs, Georgia. Commissioner Martinez stated that the luncheon was very interesting and that the community was very enthused about taking responsibility for their kids.
- Hosted the *Painting It Pink Is Not Enough 2nd Annual Summit on Girls* in Lake Lanier Islands, Georgia.
- Attended a legislative breakfast in Columbus. He stated that the breakfast gave him the opportunity to speak on future youth-related issues.
- Met with 80 + agency heads at a breakfast meeting in the Empire Room with Governor-elect Sonny Perdue.
- Attended a MOA meeting.

Commissioner Martinez concluded his comments. Questions were called.

Bill Shellem inquired if Judge Matthews would be attending the meeting on the 10th or 12th. Commissioner responded that Judge Matthews probably would not attend the meeting but that Judge Gilbert would more than likely be in attendance.

Bill Shellem also asked about the cost of the MOA to the agency and if any of the funds used for the MOA was federal grant money.

Commissioner Martinez explained that \$65 million was put into the MOA. Redirected federal money helped defray the cost of the MOA. The MOA actually cost the agency about \$140 million. He stated that there was significant under-funding.

Chair Dunwody inquired on the progress of the agency getting out of the MOA. Commissioner Martinez replied that the agency has notified the Department of Justice of compliance in certain areas. The agency, he stated, should be released from the MOA within 6 months to a year.

Bill Shellem expressed his idea of Governor-elect Sonny Perdue having a spot on the JCO selection video. Commissioner Martinez stated that it was a wonderful idea and that it would be researched.

Agency Update
Orlando L. Martinez, Commissioner

➤ **Meetings/Contacts with Governor-Elect Sonny Perdue**

Commissioner Martinez reported that he had two meetings with Governor-Elect Sonny Perdue, one with agency heads in which he outlined his plans for the state.

Commissioner Martinez stated that he submitted his resignation and reapplied for his position.

Additionally, the Commissioner has submitted to the Governor-Elect, a 2003 Transition Briefing in which general organizational information about the agency was outlined. Major issues and supplemental information was provided. The actual documents are available for review. With the exception of the supplemental information, all documents were mailed to each board member. The three issues covered included the MOA, regionalization, and program capacity.

The second meeting with the Governor was the budget hearing. Of the topics covered, of greatest interest to Mr. Perdue was the MOA.

FY '03 Austerity Reductions
Greg Maxey, Deputy Commissioner
Financial Management & Administrative Support

All state agencies were sent correspondence 6 weeks ago by the Governor's Office indicating that additional budget reductions would be required in this year's budget. The agency was asked to come up with a \$4.8 million reduction. It is possible that reductions may be required in the FY '04 budget as well.

The additional austerity requirement for this year was \$4.8 million and is outlined in the package being mailed to Board members. Also included is the previously approved FY'03 amended and proposed FY'04 budgets.

McIntosh had a savings of \$600,000. The agency took \$1.9 million from intermediate intervention, which will be added back in January, and the agency made a one-time contract reduction from Destiny, Impact, and New Horizons taking one quarter of their allotted funds. Greg Maxey stated that the aforementioned reductions total \$4.8 million and the agency is confident that the Governor will accept this budget as presented.

Commissioner Martinez added that the move to the new location is dependent upon Governor-elect Sonny Perdue's decision. All vacant or constructed space is being viewed by the Governor and his cabinet.

He also stated that a lot of agencies have had to delay hiring. The budget submitted allows the agency to fill positions as they become available.

Adjournment

The regular meeting of the Board of Juvenile Justice was adjourned.

Board of Education Thursday, December 9, 2002

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Others: Mark Cicero, Department of Law

Call To Order

Ms. Dunwody, Acting Chair, called the meeting of the DJJ Board of Education to order. She called on Dr. Thomas Coleman, Deputy Commissioner for Program Services, to give an educational update.

Update
Thomas Coleman Ed.D, Deputy Commissioner
Division of Program Services

Dr. Coleman gave a brief update, stating that the agency is expecting a visit from the Department of Justice (DOJ). Mr. John Castro from Illinois, he stated is the anticipated visitor. He will visit the Paulding and Metro RYDCs on the 16th through the 20th of December.

Bill Shellem inquired as to what the visitor will be looking at/for. Commissioner Martinez explained that DOJ wants to review the work of the monitor and look at the requirements of the MOA.

Adjournment

Ms. Dunwody reconvened the regular meeting of the Board of Juvenile Justice.

Chair Dunwody announced that the next meeting would be held on January 23, 2003 and wished all in attendance happy holidays.

Asking for and hearing no questions Ms. Dunwody adjourned the meetings.

APPROVED:

Susan F. Dunwody, Acting Chair
Board of Juvenile Justice

Orlando L. Martinez
Commissioner & Superintendent
DJJ Board of Education

Emmett Bryant, Jr., Secretary
Board of Juvenile Justice