

**Board of Juvenile Justice
Thursday, April 28, 2005
9:30 a.m.**

**Bill E. Ireland Youth Detention Center
800 North Glynn Street
Milledgeville, Georgia 31061-5011**

Opening Remarks

J. Daniel Shuman, Acting Chair

Mr. Shuman called to order the April 28, 2005 meeting of the Board of Juvenile Justice and DJJ Board of Education. He then acknowledged the audience and asked for introductions. After introductions, he asked for the Pledge of Allegiance to be recited and to observe a Moment of Silence; after which he asked for Roll Call.

Roll Call

Lena Wilson took Roll Call.

Board Members Present: Michael L. Baugh; Sheriff Donnie Haralson (participating by speakerphone); Van R. Herrin; Elizabeth Lindsey; Judy Mecum; J. Daniel Shuman; Mary E. Wilhite

Advisory Board Members Present: Judge Quintress Gilbert; Judge Ellen McElyea

DJJ Staff Present: Albert Murray, Commissioner; Jack Catrett; Dr. Thomas L. Coleman; Ericka Davis; Nina Edidin; Gordon Fisher; James Frazier; Steve Herndon; Robert Manville; Marilyn Reaves; Dr. Thomas O'Rourke; Coy Satterfield; Dr. Michelle Staples-Horne; Sher're Walton; Charles Warnock; Lena Wilson

Others: Michelle Townes, Assistant Attorney General; Eva L. Shuman; **Juvenile Justice Class Students:** Tracy Higgins, James Higgins; Nathan Amos; Kimberly Amos; Tara Gillis; Diana Harrelson; Andrea Khoury, and Georgia Farnsworth (all guests of Judge Quintress Gilbert)

After Roll Call, Ms. Wilson announced that a quorum of the Board was not present. A motion to approve the minutes from the March 24, 2005 Meeting of the Board of Juvenile Justice was moved down on the agenda to be solicited later, pending the arrival of other Board members.

Commissioner Murray took a moment to acknowledge that members of the audience included students in Judge Gilbert’s Juvenile Justice Class at Georgia College in Gray, Georgia. He extended a welcome to them and stated that he is hopeful that the proceedings of the meeting would give them some insight into the juvenile justice system.

At this time Chairman Shuman asked for a motion to adjourn the regular meeting of the Board and convene the DJJ Board of Education. The motion was made by Mary Wilhite, seconded by Judy Mecum and carried.

DJJ Board of Education Update

Dr Thomas O’Rourke, Associate Superintendent
Office of Education

Dr. O’Rourke’s update focused on a youth’s transition back into their regular school and community once released from DJJ custody. He stated that “Think Exit at Entry” has become the guiding principle for the Department. He stated that the Department believes that the transition process begins the day the youth enters the system and continues after their release. A “Student Transition Model” was developed and designed to coordinate services to assist the youth with academic achievement, vocational training, behavior management, peer and family relations, and life skills necessary for successful reintegration back into the public schools, the home and the community.

With the help of funds received from a grant awarded to DJJ in May 2003 from the US Department of Labor Academic/Workforce Preparation, to be implemented at the Eastman YDC, the existing transition program was expanded and partnerships with other state agencies was built upon. The Eastman YDC is the largest male juvenile institution in the system. Based on the strengths of its academic, special education and vocational programs, the Department was well prepared to implement the “Student Transition Program Model” at Eastman. The model describes the continuum of services, with timelines and staff responsibilities, to be provided as the youth progresses through the long term YDC facility and on into aftercare status upon release.

Dr. O’Rourke stated that the Student Transition Program Model has four major stages: intake review, ongoing assessment, pre-release review, and exit interview. He gave a brief description of each stage of the model.

Continuing, he stated that the Department has contracted with Georgia State University to conduct an internal and external evaluation of the program. The evaluation will review the treatment, education, and transition system in place, and make recommendations based on the results of outcome data. He then shared some of the indicators of success for youth who have gone through the Eastman YDC program.

Dr. O'Rourke stated that posters stating "Think Exit at Entry" are displayed in every DJJ classroom and administrative office in the state and serves as a reminder to staff and students of the importance of transition planning in the educational process.

Judy Mecum asked if there was an average time frame for a youth's transition back into their regular school and their community. Dr. O'Rourke responded, stating that ten days prior to a youth's release, the parents and the local school district are contacted and the youth is back within days of that notification. The youth's district case manager helps in the process by accompanying the youth to the school at reentry for an easier transition. Mary Wilhite inquired if the parents' participation in the process was good. Dr. O'Rourke responded in the negative, stating that the parents' participation was positive only when the youth gets a certificate.

Judge Ellen McElyea asked if there was a way to track a youth's activities after release. Coy Satterfield responded in the affirmative and Dr. O'Rourke referenced the last page of the handout for clarification.

Michael Baugh asked if any siblings of the incarcerated youth were identified that may be at risk. Dr. O'Rourke responded in the negative. Dr. Michelle Staples-Horne injected that we are able to identify youth in our system through services provided by our interagency community partnerships with DHR, Public Health, Community Service Boards, etc. (The Rome Pilot Project). Other sources, such as churches, are able to provide services to youths' families.

Dr. O'Rourke concluded his update. Van Herrin moved that the DJJ Board of Education meeting be adjourned. Judy Mecum seconded the motion and the motion was carried.

Mr. Shuman reconvened the regular meeting of the Board of Juvenile Justice.

Update: 2005 Legislative Session

Spiro Amburn, Director
Office of Legislative Services

Mr. Amburn stated that it has been a very busy but productive legislative session. He thanked the Board and others who made calls and attended meetings at the Capitol to support SB134. He stated that this bill was our primary legislation and was passed by the General Assembly and signed into law by Governor Perdue on April 25th. He stated that this new law revises the short term YDC program and will allow us to deal more effectively with youth offenders.

Another significant outcome of this year's legislative session, he stated, was the creation of the Juvenile Law Commission under Senate Resolution 161. The purpose of this Commission is to do a comprehensive study of the juvenile code and develop recommendations for improvement. He indicated that Commissioner Murray and staff

will play an active role in this review throughout the remainder of the year. The Committee's recommendations will be presented to the General Assembly in 2006.

Continuing, Mr. Amburn stated that House Resolution 48, designating the Clayton Regional Youth Detention Center as the Martha K. Glaze Regional Youth Detention Center, was passed and signed by the Governor.

Overview: Division of Fiscal and Administrative Services

Jeff Minor, Deputy Commissioner

Jeff Minor, newly appointed to the position of Deputy Commissioner, gave an overview of the Division. With the aid of a handout distributed to the Board members, he briefly gave a description of each of the offices under his direct supervision, their areas of responsibility and major accomplishments. Those offices are:

- Budget Services
- Financial Services
- Engineering and Construction Services
- Federal Programs
- Human Resources
- Privatization, Grants and Contracts
- Technology and Information Services
- Training

Mr. Minor also distributed copies of the Departments Amended FY 2005 Budget Summary and the FY 2006 Budget Summary for the Board to review.

Commissioner's Comments

Albert Murray, Commissioner

Introduction

Commissioner Murray greeted Chairman Shuman and other members of the Board. He stated that because we have a busy day today with the centennial celebration activities, he would not prolong his report. He acknowledged Mr. Robert Manville and his staff for hosting this month's Board meeting. He expressed appreciation, on behalf of the Board, for their hospitality and their efforts for the ceremony today.

Organizational Change

In the most recent past, the Department's organizational structure had the administrative support functions under the leadership of both Mike Sorrells, Director of the Office of Human Resources (Personnel, Training, Employee Management/Adverse Actions) and Jeff Minor, Director of the Office of Fiscal and Administrative Services (Budget, Financial Services, Grants and Contracts, Federal Programs, Audits, Technology and Information Services, Engineering, and Building Services). In addition to Mr. Minor's responsibilities as Director, he also maintained direct responsibility for Budget Services. The resignation of Mike Sorrells, Director of Human Resources and the upcoming retirement of Beverly Wade, Assistant to the Director of Fiscal and Administrative Services, initiated review of the existing organizational structure of DJJ and consideration of the best use of personnel.

Commissioner stated that on March 25, 2005, he announced the appointment and promotion of Jeff Minor to the position of Deputy Commissioner and Chief Financial Officer, Division of Fiscal and Administrative Services. In this capacity, Mr. Minor will report directly to Chief of Staff Bill Reilly and will become an official member of the Executive team of DJJ along with existing Deputy Commissioners Rob Rosenbloom and Tom Coleman. Jeff will be responsible for all administrative support functions for the department, including the functions formerly in the Office of Human Resources. All current Office Directors and staff will remain in place which will assist the Department in the continuation of excellent service and aid in what is expected to be a smooth transition. You will hear more about Jeff's responsibilities in his presentation before the Board.

Policy Change

Continuing with his report, Commissioner stated that the Department of Juvenile Justice encourages youth to maintain contact with family, guardians and other positive individuals in their lives through flexible and extended visiting hours. He added that, although it may be necessary to restrict the visitation for a youth for facility-related issues or problems posed by an individual visiting a facility, visitation is encouraged and is viewed as an integral component of the rehabilitative process.

Unfortunately, he stated, there are a few juvenile court judges who include in their court orders complete restrictions for family visitation with some of our youth. Without a substantiated legal reason, counsel has advised that this restriction is subject to great legal scrutiny even on a constitutional level.

Commissioner Murray informed the Board that, on April 14, 2005, Chief of Staff Bill Reilly, issued a policy directive to all DJJ staff that directs that when a court order prohibits a youth from contact with a parent or legal guardian while detained or sentenced to a DJJ facility, effective immediately, that prohibition will be treated as void and unenforceable. An exception to this directive will be a restraining order or a deprivation order restricting contact.

Any court order that contains a no contact provision will be immediately forwarded by fax to Chief of Staff, Bill Reilly. Staff will receive direction regarding visitation from the Chief of Staff's Office or the Deputy Commissioner of the respective division. He added that our agency is working with the Attorney General's office to consult on these cases as they arise.

Commissioner informed the Board that an article on the directive appeared in today's Atlanta Journal/Constitution. Ericka Davis distributed copies of the article to the Board.

Judge Ellen McElyea inquired about the number of judges who were issuing the no contact order. Commissioner responded that there was only one that we know of. She indicated that she was also only aware of one and that the matter had been discussed among the Council of Juvenile Court Judges.

Elizabeth Lindsey asked if the Department was concerned about the possibility of the agency violating a court order and being held in contempt. Commissioner Murray responded that he did not believe it would come down to that but that the agency would cross that bridge when we came to it and that we felt we were in good legal standing to support this policy.

Michael Baugh inquired about cases where there was some kind of abuse and Commissioner Murray responded that the directive did not include orders related to abuse or neglect by family members or caregivers.

Operations Division

- The Operations Division has focused this past month on preparations at the DeKalb RYDC for the first inspection by the Department of Justice for Protection from Harm. The center is audit ready and is expected to do well. Other Regional Detention Centers also continue preparation for potential audits over the next several months.
- The overall detention population has remained high and at or above capacity for the last several weeks. All possible strategies are in place to manage it but our spring peak is upon us. Even with the increased population, DJJ remains in compliance with the capacity agreement with the Department of Justice (within 120% of capacity).
- Acting Assistant Deputy Commissioner and Regional Administrator Micki Smith retires today. The interviews for Regional Administrators in Region Two and Three were held and an announcement regarding the new RA's is forthcoming. Several District Director positions vacant due to retirement and promotions also are being filled.

Program Services Division

Campus Operations

*Board Minutes – April 28, 2005
Bill E. Ireland Youth Development Campus
800 North Glynn Street
Milledgeville GA 31061*

- Campus Operations has achieved full staffing capacity with the last staff position being filled by Ms. Mary Fletcher who will assume responsibility for coordinating special incident tracking, investigations review, and monitoring of YDC staffing.
- The Muscogee YDC received an occupancy certificate from the state fire marshal and will commence operations with the first youth scheduled to arrive May 3rd.
- Interviews to select a new director of the Eastman YDC were conducted April 19th and 20th. The goal is to have the new director on board June 1, 2005.
- The fourth Juvenile Sex Offender Counselor Certification training for DJJ staff was held in Forsyth, GA., April 1-8th, 2005. Dr. Dana Christensen from the University of Kentucky (Kent School of Social Work) facilitated the training of 23 YDC staff from Augusta, Bill Ireland, Sumter, Eastman and Muscogee. The certification process consists of two parts: an 8 day intensive training experience and a six-month practicum in the students work setting.
- These practicums are unique and tailored by the student and faculty to maximize relevance to their job requirements. Students submit videotaped sessions demonstrating their progress in specific skill areas.
- Sumter YDC is partnering with New Horizons Habitat for Humanity of Greater Sumter County in a pilot project to build storage sheds that will be used in local Habitat for Humanity housing. Students involved are enrolled in a construction class that is a part of the Sumter YDC education curriculum.

Office of Medical Services

- As you may know the Georgia Department of Audits has completed their audit of health services in DJJ and issued their report of findings. This performance audit began in August 2003 and was one of several that dealt with health issues across several state agencies that are involved in the provision of health services. Department of Corrections inmate health services and the state employee health plan are two others that were audited. We have reviewed the findings and have responded to it. Some of our comments and responses on the draft report were included in the final version of the report. As Commissioner, I appreciate the effort that went into conducting the audit as well as the effort made by DJJ staff in providing all the information necessary for the auditors to complete their work over the past 20 months. I intend to use the audit findings as a management tool to continue and improve the management of health services and steps have already begun to do so. Providing quality health services are a key part of the institutional side of the work in DJJ and it is very important that we do it well and that we use public resources wisely.

- Dr. Michelle Staples-Horne, Director, Office of Medical Services has been invited to present at the 2005 National Juvenile Corrections and Detention Administrators Forum in San Francisco, California on May 2, 2005. She will present on “How to Develop a Juvenile Health Program, Starting from Scratch”. This is our opportunity to share with the rest of the states, the great work that’s being doing here in Georgia. I will also be in attendance at this conference presenting.
- The Office of Medical Services will be conducting its Medical Staff Training on May 3-5, at Tybee Island. This training will coincide with “National Nurses Week” and will include both clinical and administrative issues pertinent to the medical program.

Office of Behavioral Health Services

- Governor Perdue has appointed former DHR Board Chairman Bruce Cook to head a task force that will look at the service delivery systems for mental health, developmental disabilities and addictive diseases. The Governor’s office has asked that DJJ participate on this Task Force in order to provide input in identifying the issues and determining the scope of the task force. I have selected Assistant Deputy Commissioner Steve Herndon and Office of Behavioral Health Services Director, Rick Harrison to represent DJJ on the Task Force. We appreciate Governor’s Perdue’s leadership to address the problems associated with mental health, substances abuse and related service delivery systems.

MOA Update

The department continues to prepare for Department of Justice verification tours. As board members will recall, the three remaining areas of the MOA awaiting Justice Department verification of compliance are Mental Health, Medical, and Protection from Harm. Verification tours previously started have been in abeyance due to the Department of Justice’s reorganization within its special litigation section and their inability to identify experts in mental health and medical areas available to conduct the tours. Most recently DJJ has been advised by DOJ of their intentions to re-commence protection from harm tours in May. The proposed schedule is:

DeKalb RYDC	May 17-18
Clayton RYDC	May 19-20
Marietta RYDC	May 24-25

Additional protection from harm tours will take place the weeks of June 6th and June 20th however; DOJ has not yet identified the facilities to be toured.

Brief Announcements

- On April 22, 2005, I along with Chief of Staff Bill Reilly paid a visit to Judge MacDonald in Athens/Clarke County who is the incoming President of the Council of Juvenile Court Judges replacing Judge Robin Nash. The purpose of the meeting was

to discuss preliminary plans for the graduated sanctions program and implementation of Senate Bill 134. Also discussed were ways in which DJJ and the Council could work closer together and further collaborate on issues facing our delinquent youth. While in Athens, they also paid a visit to Board member Ed Risler.

- On Monday, April 25, 2005, State Senator Brian Kemp, Athens-Clarke County Juvenile Court Judge James MacDonald, Clayton County Juvenile Court Judges Steve Teske and Tracey Graham, DJJ staff and Commissioner Murray joined Governor Perdue for the signing of Senate Bill 134 on the steps of the Athens-Clarke County Courthouse. It was a momentous occasion and a great day for the Department. Commissioner thanked the Board, once again, for their support in making this a reality.
- On April 26, 2005 the agency began a Training Series on “Protection from Harm and Due Process.” This new training initiative was designed for staff working in institutions and to meet the following objectives:
 - Understanding of the rehabilitative nature of the juvenile justice system
 - Understanding of how Protection from Harm is defined and achieved
 - Understanding of the requirements of due process within the context of disciplinary and grievance proceedings

This training was provided to ensure that staff understands the meaning of and recognize the importance of due process safeguards for confined youth. Commissioner stated that he could not think of anything more important. Due process (disciplinary and grievance proceedings) ensures that confined youth are given a fair and impartial hearing regarding disciplinary charges that are brought against them within a facility, as well as, any issues that the youth considers to be unfair or abusive treatment. The training addresses many of the issues cited in the MOA related to Protection from Harm and Due Process. It was a collaborative effort of the DJJ Offices of Legal Services, Training, and Continuous Improvement. Those who were in attendance consisted of: Facility Administrators, Disciplinary Hearing Officers, Grievance Officers and Security Officers. Three other training sessions will be held: April 28th in Rome; April 29th in Decatur; and May 10th in Forsyth at the DJJ Training Academy. Additional dates will be added as various centers have been requesting the training.

- On April 27, 2005, the Department sponsored a juvenile law training seminar at the Georgia Public Safety Training Center in Forsyth. The purpose of the seminar was to provide legal information to field staff on passed legislation; immigration laws; the Federal Individuals with Disabilities Education Act and laws pertaining to Special Education and; the Indigent Defense Act of 2003. It was also a time for information sharing.
- The 2005 Spring Seminar for the Council of Juvenile Court Judges is being held May 1-3, 2005 at St. Simons Island, Georgia. DJJ staff will be present to participate at this

conference. Chief of Staff, Bill Reilly and Legal Services Director, Spiro Amburn will represent Commissioner Murray.

- The agency is in the process of developing an Annual Report. The Office of Technology and Information Services and the Office of Public Affairs will be spearheading the development of the report. A draft of the annual report is expected to be ready by the end of July.
- Ericka Davis, our Director of Public Affairs has received notification from the National Association of Government Communicators that she will receive an award on May 12, 2005 at their annual conference held in Austin, Texas. The category that she will receive an award for is the Writer's Portfolio which is for a body of written work for 2004 on behalf of a government agency. Her submission for consideration included press releases, speeches, and news articles. The National Association of Government Communicators is comprised of Public Information Officers for city, county, state and federal government agencies. At the ceremony we will learn whether Ericka will place 1st, 2nd or receive an honorable mention. We congratulate her on this achievement.

Conclusion

Commissioner Murray concluded his remarks.

Mr. Shuman stated that in the interest of time, the overview of the Office of Legal Services would be tabled for the May 2005 meeting.

At this point Mr. Shuman acknowledged the presence of a quorum and asked for a motion to approve the minutes of the March 24, 2005 meeting of the Board of Juvenile Justice. Elizabeth Lindsey made a motion to approve the minutes, Mary Wilhite seconded the motion, and the motion was carried.

Executive Session

Mr. Shuman then asked for a motion to approve the recommendation of the Board to transfer the Athens RYDC facility to the Georgia Public Safety Training Center. Nina Edidin, Legal Services Director injected that this process would need to be discussed in Executive Session. So saying, Elizabeth Lindsey made a motion to close the regular meeting of the Board to convene an Executive Session. The motion was seconded by Michael Baugh. The Board retired to a separate room to discuss this issue and other matters of the Department.

Resolution: Transfer of the Athens RYDC

Upon returning from the Executive Session, the regular meeting of the Board reconvened. Mr. Shuman called for a motion to approve the recommendation to transfer the Athens

RYDC facility to the Georgia Public Safety Training Center Board. The recommendation was read by member Michael Baugh. He then motioned to approve the recommendation to transfer and Van Herrin seconded the motion. The resolution was unanimously approved.

Chair's Comments

Mr. Shuman announced that the next meeting of the Board will be held on Thursday, May 26, 2005 at the Georgia State Prison in Reidsville, Georgia. He stated that the start time of the meeting has been set for 10:00 a.m. and lunch would be provided by the warden of the prison. He added that he and Commissioner Murray will be hosting a social gathering at his farm on the evening before the meeting, Wednesday, May 25th. This will be a casual affair and local politicians and judges, including media, would be present. Commissioner Murray stated that if anyone who plans to attend does not eat bar-b-que, chicken is also being served.

Continuing, Mr. Shuman recommended hotel accommodations in Vidalia. He stated that he is familiar with the hospitality of the Holiday Inn and Comfort Inn. He added that directions from these hotels to his farm would be included in the board packet.

A tour of the prison is scheduled for 9:00 a.m. He emphasized the time as the tour would be conducted around the daily activities of the prison. He cited items that could be construed as weapons and are not allowed on the prison grounds. He asked that everyone be sure to have proper identification. He asked that everyone be prompt and submit their RSVP so that the caterer could have a proper count of persons who will have lunch. He provided a contact number where he could be reached, if needed.

Hearing no other announcements, Mr. Shuman asked for a motion to adjourn. The motion was made by Mary Wilhite, seconded by Van Herrin and carried.

J. Daniel Shuman, Acting Chair
Board of Juvenile Justice

Albert Murray
Commissioner

Dr. Ed Risler, Acting Secretary
Board of Juvenile Justice

