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**Board of Juvenile Justice  
Thursday, May 26, 2005  
10:30 a.m.**

**Georgia State Prison  
200 Georgia Highway 147  
Reidsville, Georgia 30453**

## **Opening Remarks**

J. Daniel Shuman, Acting Chair

Mr. Shuman called to order the May 26, 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; Van R. Herrin; William McQueen; Judy Mecum; Edwin Risler; J. Daniel Shuman; Sandra Taylor; Mary E. Wilhite

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

**DJJ Staff Present:** Albert Murray, Commissioner; Rob Rosenbloom; Jeff Minor; Dr. Thomas L. Coleman; Dallis Davis; Ericka Davis; Nina Edidin; Lorr Elias; James Frazier; Steve Herndon; Robert Manville; Dr. Thomas O'Rourke; James Taylor; Dr. Michelle Staples-Horne; Shirley Turner; Sher're Walton; Lena Wilson

**Others:** Jennifer Clark, GSP; Lee Clark, GSP; Allison Cobb, Tattall Journal; Monica Collins; Dowell Kennedy, WTOC-TV, Savannah; Marilyn McCall; Sarah McLeod, Glenville Sentinel; Ellen McQueen; Connie Murray; Eva L. Shuman; Warden Hugh Smith, GSP; Gwen Strickland, GSP; Michelle Townes, Assistant Attorney General

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After Roll Call, Ms. Wilson announced that a quorum of the Board was present. A motion was made to approve the minutes from the April 05, 2005 Meeting. Mary Wilhite made a motion to approve the minutes, Edwin Risler seconded the motion, and the motion was carried.

## Commissioner's Comments

Albert Murray, Commissioner

### **Introduction**

Commissioner Murray greeted Chairman Shuman and other members of the Board. He acknowledged Warden Smith and his staff for hosting this month's Board meeting. He expressed appreciation, on behalf of the Board, for their hospitality and their efforts in accommodating the board.

### **Operations Division**

Commissioner Murray provided the following updates on the Operations Division:

- DeKalb RYDC was the first center to undergo a DOJ inspection for Protection from Harm and received high marks from the Department of Justice inspection team last week.
- The Georgia Juvenile Services Association had their yearly conference last week in Savannah which was a successful training conference. Both Commissioner and Deputy Commissioner Rob Rosenbloom spoke to the group. Judge Steve Teske who has spoken before the Board before received the Harold K. Ables Award for Exemplary Service to the juvenile justice system in Georgia.
- The Operations Division has developed a new graduated sanctions model that will be discussed and collaborated on with the Council of Juvenile Court Judges. This is the vital part of the implementation of SB134. The target date for having this program in place is July 1. It will form the foundation of supervision response to violations of probation and may be the basis of a revocation to the new 60 day program.
- Two new Regional Administrators have been named: District Director Vonnie Guy replaces Micki Smith who recently retired. District Director Preben

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Heidemann becomes the new Regional Administrator for Region Three in Metro Atlanta. The positions that they leave behind will soon be filled.

- The Operations Division is collaborating with DeKalb County Juvenile Court and applying for a Department of Labor grant that will assist youth in returning to the community from secure confinement. We are hopeful that the grant application will be successful.

## **Program Services Division**

Commissioner Murray provided the following updates on the Program Services Division:

### Campus Operations

- The Eastman YDC Director position vacated by Ronnie Woodard was filled May 16th. The new Eastman Director is Mr. Robert Manville, formerly the Director at Bill Ireland. The substantial improvements made at Ireland by Robert and his Assistant Directors Tania Appling and Ronnie Richardson, as well as, the resultant stability the campus now enjoys made this personnel move possible. Commissioner Murray thanked Robert and his team for their efforts. Commissioner Murray also reported that he has chosen Ronnie Richardson as the Acting Director at Bill Ireland and is confident that Ronnie and Tania will continue the progress made under Robert's leadership.
- Eastman YDC continues to make strides in its GED program. Due to the large number of youth receiving their GEDs, graduation ceremonies for them and their families had to be scheduled over a two day period. Yesterday they graduated 20 and today another 18 will graduate. Dr. Coleman was yesterday's graduation speaker.

The Commissioner then asked Dr. Coleman to comment on the commencement ceremonies. Dr. Coleman stated the kids wore cap and gowns and those in attendance would not have been able to distinguish the day's festivities from a "normal graduation". He went on to say how excited the young people and their families were during the graduation. The class was so large that the graduations had to be broken up into two separate days.

Commissioner Murray stated that many of the young people who graduated would not have done so if they did not have the unfortunate circumstance of being in a DJJ

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facility. He stated that he was proud of their achievements, their diplomas were well earned and it is something that cannot be taken away.

- Commissioner continued with his update of the facilities by announcing Muscogee YDC is now operational. The first youth were accepted May 10th. Intakes at Muscogee are scheduled to occur at the rate of 5 per week. Currently, there are approximately 15 youth at the Muscogee facility.

## Office of Medical Services

- Dr. Michelle Staples-Horne, our Medical Director, has now been appointed as the Director of the Office of Health Services. In this capacity Dr. Staples-Horne has complete authority and responsibility for the operation of DJJ's health services program. She is currently working to restructure the office to improve clinical oversight and to address the concerns of the BROCC Panel.
- The Medical Staff Conference was held on May 3-5, 2005 at Tybee Island. The conference was a noted success with over 90 staff in attendance. Topics of the conference included a presentation by the Office of Continuous Improvement on the Standards of Excellence for medical services, laboratory diagnosis of allergic conditions, management of influenza in a YDC setting, occupational exposure to blood borne pathogens and team building. These are some of the topics that were discussed at this conference.

Commissioner then asked Dr. Staples-Horne if another conference will be held in 2005. Dr. Staples-Horne responded by stating that they will be meeting again in or near the fall.

- The new Dental Protocols were presented by our Dental Director, Dr. Debra Wilson.

## Office of Behavioral Health Services

- On April 29th, Assistant Deputy Commissioner Steve Herndon and Behavioral Health Director Richard Harrison attended the Governor's Mental Health Planning Committee Meeting. This Task Force is headed by former DHR Board Chair Bruce Cook. Steve and Rick presented information to the multi-agency team members about DJJ and the mental health services in DJJ as well as the community needs of youth served by DJJ.
- The Youth Re-entry Project formally titled YORP has been renamed the "Youth Impact Project". For the past six months the Office of Behavioral Health Services

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and the Georgia Council on Substance Abuse have focused their efforts on laying a good foundation by hiring and training staff and providers, as well as, putting the necessary administrative processes in place to make the project successful. The first treatment team is being held May 26th to discuss the re-entry planning for youth returning to the community in early June. The team will review the assessments completed with the youth and develop a plan that provides treatment and support in the youth's community.

- Rick Harrison is representing DJJ with the Children's Behavioral Health Collaboration Committee. The committee is made up of state agencies, advocacy groups and other providers all of whom will explore current services provided to youth, funding streams and gaps in service in an effort to provide recommendations for more efficient and effective services to meet the needs of youth in Georgia. On May 10th, Rick participated in a panel presentation entitled "Opportunities for Collaboration: Exploring Children's Behavioral Health Across Agencies" at the Andrew Young School of Policy Services at Georgia State University.
- OBHS continues to work toward collaboration with DHR and local Community Service Boards (CSB) realizing that the youth we serve will return to their communities and must have ongoing support and care in order to increase the likelihood of their being successful. Beginning in June, Rivers Edge CSB in Macon will become the second CSB to begin providing some form of support mental health services in DJJ facilities by providing substance abuse prevention and treatment to girls at the Macon YDC. A group of CSB staff will participate in the Macon YDC mental health treatment team and will provide 12 hours of direct care in the facility through group therapy and education. I have no doubt that this will be a real benefit to the Macon RYDC.

## Policy Change

Commissioner Murray provided the following statement regarding a DJJ policy change:

DJJ policy, as well as, legal requirements dictates that each youth entering detention must have written legal documentation authorizing the detention of the youth. Statewide this practice is being followed but there have been some exceptions where local practice has developed that allow a youth to be accepted into the center without written judicial authorization. Where this is happening, the Department is taking the position that this must no longer occur.

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It is important to the Department of Juvenile Justice that we meet the needs of the courts we serve, but it is necessary that a written order of detention or juvenile complaint be presented when a youth is to be detained. This practice will allow us to ensure there is documentation of a legal order of the court, prevent mistakes from occurring that may result in an illegal detention of a youth, allow our compliance with the law and our obligation under the Memorandum of Agreement with the federal government. Our legal services staff has prepared a Memorandum of Law on the issue of verbal orders. We are also concerned with legal liability for any illegal detention based on error or otherwise.

Beginning on June 6, 2005 each detention center must comply with departmental policy and only allow entry into the detention center youth with a valid detention order or juvenile complaint. Law enforcement staff or juvenile court staff presenting youth for intake at the center need the written order at the time of admission or admission will be denied until the written order is presented. Youth being returned to the center on a DJJ juvenile warrant (4056) may be verified on our Juvenile Tracking System (JTS) if the copy of the order is not in the possession of law enforcement. The youth may be accepted if the JTS verifies the open warrant.

Every effort to direct field staff to ensure that their respective juvenile courts, intake workers and local law enforcement are made aware of these requirements if it has been an issue and offer any assistance they may request to formalize the written process is being made. If problems arise in communicating this information and requirement or in its enforcement, Deputy Commissioner Rob Rosenbloom will assist in resolving the issues.

## **MOA Update**

Commissioner Murray reported to the Board that the Department continues to be ready for the US Department of Justice to find us in compliance with the remaining MOA areas of mental health, medical and protection from harm through its verification tours. He stated that to assist in this effort the Law Department has retained the consultant services of two nationally recognized experts in juvenile corrections. Most recently DOJ has commenced Protection from Harm verification tours. The first tour was conducted May 17th-19th at Dekalb RYDC. He stated that as he mentioned earlier in his report, he is pleased that DOJ found Dekalb to be a very well run facility. The lead attorney, Joe Sperber, took pains to praise RYDC Director Cofer and her staff for their thorough and extensive preparations. The second tour is occurring as we speak at Marietta RYDC.

Commissioner reported that Mr. Sperber has advised the Department that Justice intends to conduct tours at 10-15 facilities. That number is subject to reduction as the tours progress and DOJ becomes more comfortable with what they see. DOJ also hopes to be able to combine the areas of mental health and medical with future protection from harm

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verification tours assuming they are able to identify experts in those areas to assist them. Although specific facilities for future tours have yet to be identified by DOJ they have provided the Department with a proposed schedule. Currently DOJ plans to conduct tours two weeks per month during June, July, and August. Their goal is to complete tours late this summer or early fall.

## **Legislative Update**

Commissioner Murray informed the board that the final appointments for the Juvenile Law Commission are being made by the Governor. The Legislative Co-Chairs have been named. They are Senator Bill Hamrick and Representative Mark Butler both from Carrollton. DJJ will be holding a planning session with the co-chairs next week to prepare for the first full meeting of the Commission which is expected to take place in June.

He also stated that the DJJ legislative team held its first meeting with the Governor's office this week to begin the discussions on legislative and budget priorities for Fiscal Year 2007. Commissioner Murray stated that it was a very good meeting which included himself, all three Deputy Commissioners and Able Ortiz who works for the Governor. Legislative priorities will not be finalized until later this year but will certainly include the final passage of SB 135 and SB 136. Commissioner asked the board if they recalled the two bills that DJJ pursued this past legislative session. One has to do with bail rights for juvenile offenders the other has to do with a speedy trial for juvenile offenders. He stated that we are looking forward to some forward movement on those two senate bills for next session. Other priority issues will be determined in light of budget considerations and the work of the Juvenile Law Commission.

## **Conclusion**

Commissioner Murray then concluded his report to the Board. Commissioner Murray then asked the Board and Chair if there were any questions.

Dr. Risler stated that he would like the board to be notified the next time a graduation was held in the facility. He went on to say that he and the board would like to be in attendance as a show of support to the young people graduating.

Commissioner Murray responded to Dr. Risler by welcoming the board to attend the next graduation and that he would make sure the Board is kept abreast of any upcoming ceremonies.

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Mr. Shuman asked if the Board had any other questions before introducing the presentation by Nina Edidin (Director of Legal Services for DJJ).

## Legal Service's Update

Nina Edidin introduced herself and her staff to the board and the audience. Ms. Edidin stated her unit meets weekly with the Commissioner about policy and determines whether changes should be made in the policy. She stated that the Commissioner reviews it and decides whether to change the policy or let it remain the same. She then went into her presentation stating that she would present on "Legal Services: Who, what, & why are we here?"

Ms. Edidin's presentation is as follows:

We [Legal Services] are the legal advisors to the Department of Juvenile Justice including the Board, akin to the in-house counsel of a corporation. Since we are advisors and not litigators we leave court representation to the Attorney General's Office. We are happy to answer questions and give our opinions (after thorough research of course) to staff – and what we do when a law suit is filed is call our friends at the AG's office. Since we are the liaison, we work with them and try to give them whatever it is necessary. If it goes to court then the Attorney General's office represents us. We also research various issues and provide advice or memos. We receive a great number of phone calls and e-mails with people asking questions per day. They may have questions about order issues or legal issues.

Probably the most important thing that we do is handling the open records requests. We handle all of the open records and requests. Ericka's office will assist us with any open records request from the media. Unless the requester agrees to an extension DJJ has three days to provide the records for review. The time starts ticking at midnight on the next business day. OLS must obtain the records, determine what is exempt from the Act, and redact parts of a record that may be protected. So if we have that frantic look in our eyes – remember – the penalty for delay could be a criminal misdemeanor or fine. OLS receives requests from the field for early dismissals where the youth has shown dramatic progress towards the goals of his/her order.

Conversely, when a youth needs more time to achieve rehabilitative and treatment goals DJJ motions the court for an extension on the order. We request the assistance of the AG's office and prepare the motions. Often, we speak with the court to assist, request changes in an order that is incomplete, or help provide ideas.

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We do talk to judges we work with judges to come with orders and various needed changes. If there is a minor problem with the order we can pull them and make adjustments.

Nina Edidin then asked the board and the audience if they had any questions, the audience and board did not; therefore, Ms. Edidin concluded her presentation.

## Office of Continuous Improvement

Commissioner Murray then called for Shirley Turner to present her report from the Office of Continuous Improvement.

After wishing everyone a good morning Shirley Turner proceeded with her report:

The primary objective of our office is reflected in its name – Continuous Improvement. The Department of Juvenile Justice (DJJ) recognizes that the effectiveness of every process and service can be improved. It also recognizes that the results of improved effectiveness are:

- more responsive programs and services;
- more satisfied customers such as our youth, parents/guardians, and the community; and
- improved programs and services.

The Office of Continuous Improvement (OCI) is responsible for the ongoing, continuous monitoring and evaluation of DJJ programs and services in an effort to make them more effective, efficient and adaptable.

There are three types, three main site visits that we perform. One is the Comprehensive Evaluation. This occurs in every facility every other year. As you look at operational areas, what we refer to as service areas, there are ten primary service areas. Some of those are education, behavioral health, medical, safety, security, facility structure, and behavior management. This visit generally last from 3-5 days depending on the size of the facility.

We also conduct Unannounced Evaluations, and by its name the facility staff and administrator are not aware that we're coming to this building. It's generally the result of the Comprehensive Evaluation. This visit may last anywhere from 1-3 days, and we're looking at the areas that may have been identified as deficient in the Comprehensive Evaluation or where there were some general concerns.

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The third main visit is the Special Visit. This visit can be requested by the Commissioner, the Deputy Commissioner, and the Assistant Deputy Commissioners. It generally is to determine the status of a program or service area; it can be requested due to leadership change or a report or any other concerns they may have.

In addition to the site visits, consultative services are provided by the office staff; and this is known as technical assistance. Through technical assistance the emphasis is on assistance and education provided by the specialists in the office. The OCI staff consists of a group specialist. Those areas or specialties include education, medical, mental health, safety and security, due process, food services and program management. There are eleven evaluators and their position is known as Quality Assessment & Evaluation Coordinator. Two of those functioning as team leaders on site, facilitating the process, and they serve as supervisors.

The level of performance and quality of services that we evaluate are determined by the tool that we use known as the DJJ Standards of Excellence. In the quality improvement terminology, the Standards of Excellence are the benchmarks against which we measure the practices and the services provided at the facility. Our benchmarks, the Standards of Excellence, were originally developed in 1999. We have seen input from juvenile justice and correctional practitioners within DJJ, and from other states. We also included input from medical, mental health and educational professionals within our department and other states. They are periodically revised. This is to ensure that they are always aligned with me and those in the department and with other states. They are also aligned with policy and procedures in the department, and they capture identified best practices and current trends in the juvenile justice field. The revisions are made in collaboration with the Office of Programs – DJJ and other divisions and offices within the department.

Attached to status offenses is a rating system. And the rating system ranges from Unsatisfactory or Non-Compliance to Satisfactory, Commendable and Excellent. There is a written criteria for each rating category so there's consistent measurement throughout.

The impetus for our quality assurance activities stems from our quality evaluation. We have some handouts that will walk you through the evaluation process. Number one that is basically the Entrance Conference it is where our team evaluates the YDC facilities. This is where we talk about the purpose of the visit, we talk about the agenda of the process, when we will be making late night visits or early morning visits and it is also a time to have staff introductions.

Number two is the formal facility tour similar to what we did this morning at the state prison. It gives us the opportunity to meet some staff and observe the staff interaction.

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We then assemble as a team and get the assignment and the evaluator for the second phase will corner off a service area in which they were assigned to look at. You will see on the first page of the hand out the ten service areas in which we will be. During that process we look at people's records, log books, check-lists and you see number four we interview staff, youth and others. In five we get another chance to observe the facilities operations and interact more with the staff and the youth.

Numbers two, three, four and five those are the multiple data services that we use to determine the rating. Number six the individual evaluator will assign the initial rating based on those multiple data services.

Number seven this is our consensus meeting; the team comes together because we know in proper management everything in a program fits together like a puzzle. So that is a time when people are looking at safety and security can talk with the people that put the education and final rating is assigned. So the ratings are assigned by a team rather than one individual, so it is a very fair process.

Number eight we discuss with the facility administrator an exercise of privacy. So something that occurs between seven and eight is a meeting with the facility administrator any sensitive issues so that upon exit there are no surprises. So, basically this process assists in promoting a program of an efficient culture, any questions?

The Board nor the audience posed any questions; thus, Mrs. Turner concluded her report. Acting Chair, Mr. J. Daniel Shuman, then stated that the board will now hear from Jimmy Taylor.

## **Office of Administrative Hearings & Investigations**

Jimmy Taylor, Director of the Office of Administrative Hearings and Investigations rendered this report:

I am here to give you an oversight of the Office of Investigations and Apprehensions. It has been about a year ago that we got back from the GBI our law enforcement unit. We didn't know this but the Governor Perdue decided before that we were going to have a super agency and that all of it would be under one.

The apprehension unit was removed and all law enforcement officers that we had went over to the GBI, and the GBI actually did the apprehension of children that we had warrants for. These warrants were issued for children not complying with the issues of their probation, or if they had actually escaped from our facility.

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We got them (APU) in April of last year and so we had a major task of going out and hiring those that would participate in the law enforcement training. We then selected a director and went from there and selected out officers.

As you can see on our chart here over to the left side we have a director of the apprehension unit and as we come down we have our investigators. We are set up in two locations in the state of Georgia. We are in Marietta, and we cover all of the metro Atlanta area, and then we are staffed in Savannah, with two law enforcement offices.

Our plan if our budget will allow, we will send two apprehension officers into the Columbus area. We had 225 cases when we became operational; we have only been in operation since April 1<sup>st</sup>. That is how long it took to get the training, and the main thing was to get the equipment.

We did not receive any equipment back from the GBI, so we had to go out and the Commissioner had to work really hard to get us money to where we could purchase the weapons that we need; the bullet proof vests, and all of the law enforcement equipment that we needed. When we started April 1<sup>st</sup> we had 225 cases, as of Tuesday of this week, we had a 142 open cases. The good news of the 142 we only have fifteen designated coverage's. In the state of Georgia we have two types of commitments, I am sure you are aware. We have a two year and a five year. The five year commitment is a designated felon. That is someone who has committed a serious offense and links to or committed to the department for five years. We only have fifteen that we are looking for.

We have had great success in cleaning a very heavy paper case load of apprehending children. We are really excited about our apprehension unit and the job that they are doing.

On the other side of our chart is the office of investigations and that too changed when the Commissioner came. We were a facility based investigations process that we had under former Commissioner Martinez and what that meant is that we investigated ourselves. We found after a couple of years of investigating ourselves, and what I mean by investigating ourselves, is that you are in the facility and you actually have facility investigators that do in house investigations. What we have now is an investigation process that is independent of the facility. We actually send trained investigators that have no connection to the facility to go in and look at that facility and do the investigation.

What I am going to do now is have Dallis lead you through, or at least show you our system. We are extremely proud of our system. I think it is something that we have done very well in and that is putting a system in place that tracks every incident that we have in our system.

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We do this by entering in a code, and based on those codes we do the investigation. Dallis Davis is the supervisor of investigations. He is the first and main person responsible for our investigative process and the system that we maintain with the help of our office of technology. So Dallis, if you would take over the lead now.

At this point, Dallis Davis, Director of Investigations, approaches the podium and begins his presentation for the board on the office of administrative hearings and investigations.

Dallis Davis opens his report by wishing the board a good morning. I am here to talk about something that is very dear to my heart, it is the actual investigative process that we do here at DJJ. Our process in seven different ways, we rely on our investigators. Now, I have twelve investigators that are stationed pretty much all over the state of Georgia. I require my investigators to have 28 working days to do an investigation, sometimes it requires more time, sometimes less.

I have attached to each handout a special incident report. This is what we do to track every special incident report, or every special incident that happens at DJJ.

If you follow along with me with your special incident report handout that I have given you, I am showing you the top portion of the incident report. As you can see we have group A, group B, and group C, group D, Group E, F, G, and H. That is all the codes. If you open your hand out page one deals with the officer who is involved, what type of code it is going to be.

Page two of the hand out gives you “what happened”. It is going to tell you what happened before, during, and after. If multiple officers are involved in an incident each officer has to tell us what happened. So it is giving us an actual picture of what is going on during that particular incident, and at that particular time.

On page three we deal with the administrative review phase. In the administrative review phase we are asking that particular supervisor to look at that particular incident and make sure everyone did what they were supposed to do. They are going to make sure all of the documents are taken care of, and then we are going to put all of this in a packet, and then it is going to be given to a director. The director then looks at it and based on all the information that the director has received will then decide which way he or she is going to take it.

In our packet we give the director a cheat sheet, it is a small sheet with a list of codes, and we give a definition for that code, then we tell him who should investigate or what to do with it. For instance this is child abuse so I am going to give this to the office of

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investigations and apprehension to investigate. That helps in determining which way he is going to go with a certain issue.

Our directors must review certain incidents and they do not have a choice in the matter. They must review all deaths, all child abuse, and all misconduct.

Our Commissioner is notified on certain incidents: Death, injuries to staff, youth, or visitor. He is also contacted on group disturbances leading to the use of physical control measures that affects the routine operation of a facility or function. We also have the system set up so that in the event of certain instances certain people are automatically e-mailed and alerted that something has occurred.

So when all of this information is compiled what do you do with it? That is where the tracking system comes in and this is my baby. This allows me to monitor everything that goes in, I am the gate keeper. I watch everything that goes into the system.

Once the information is entered into the system, the system screens it for me. If it is a child abuse case, then I get an e-mail saying child abuse happened at this location. I then archive it and I have a computer copy so that I can monitor it. The tracking system allows me to go all the way to 1999, so that I can tell you how many incidents students, children and staff have been involved in; needless, to say I am very busy. Any questions?

Edwin Risler inquired about the number of incident reports that are filled out each month?

Dallis Davis responded by stating that on average (roughly) anywhere from seven to nine-hundred a month.

Edwin Risler also inquired how many of the reports are a level c or d?

Dallis Davis stated that this number is very minimal on a monthly basis, because the department is more proactive than re-active as it may have been in the past.

Jimmy Taylor also added that we have a requirement that every time we place our hand on a child that we must film that event. We are very careful in that process, we go through a lot training so that we are well prepared for the child's and our staff's safety.

Mr. Van Herrin inquired whether the incident report could be used for an incident similar to what the board was discussing during its previous meeting.

Ms. Judy Mecum stated that she did not remember the conversation from the last meeting, and that she may need to be updated about that.

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Van Herrin stated that in this report (B.R.O.C.) it is attached to the incident report to document any injuries that are associated to that incident -- that goes into the medical record. A copy is attached to the special incident report that goes up to their office. We were just kind of aghast that the wealth of information from a facility was not able to get to the Atlanta office as a whole. He stated that it's kind of like -- you know here we keep up education, and basically the superintendent can tell you exactly what every child is doing in education, but yet the medical incidences as far as the checkups and everything that is being done, we were saying why isn't it being pushed for having a process to gather that information up to Atlanta?

Dr. Staples-Horne interjected that we [DJJ] also have a medical module within the juvenile tracking system just like education and behavioral health. And we put in physical examinations, we put in the sick calls. That information is entered into the juvenile tracking system under medical, just as education transcripts and that type of information, so you have some electronic data. We've not completed every medical module yet, but we do have some availability of the medical information within JTS because the physical records remain at the facility. We do not have any centralized medical holding area where -- say the child is discharged and you send the whole physical record back up to a centralized location to remain at that facility. And we have some of that information in JTS.

Mr. Van Herrin stated that that fits more in line with what we perceived last time.

Mr. Daniel Shuman then suggested since we are short for time that if there's something further we need on it, maybe you can report to us next month. Maybe you can give us further clarification.

Commissioner Murray stated that we'll review the minutes from the last meeting and report on it at our next meeting just to be clearer on that.

Mr. Daniel Shuman asked the Board if they could hold the questions for next time if there are any further questions.

Dr. Edwin Risler stated that the expenditures are more important than this.

Mr. Van Herrin stated that we [the Board] were discussing the expenditures, but it came out -- as far as the record keeping about what was being done at the facilities.

Judy Mecum responded- It seems like what Van is saying I think, is what they were talking about. I did notice and maybe Van, in front of the audit there was apparently a tracking from the record keeping on the initial interviews and that sort of thing at intake.

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And I think what Van may be suggesting is a system like this where automatically its shot up immediately to Dr. O'Rourke with regard to where this person is taking his data and here is his report. At the intake level that sort of form from a medical perspective done, so that he gets that information, so they could follow-up with the facility as to whether or not they're entering what they are attempting at the prison so it is audited what might be in reference to an emergency.

Mr. Shuman then questioned if the board could have a report on it for the next meeting?

Mr. Herrin stated that since the technology is there that the board should be able to get it.

Dr. Staple-Horne then stated that she would do a full report on it next month.

Mr. Shuman then asked for a motion to close the regular board meeting and open the school board meeting. Ellen McElyea made the motion to close the regular meeting and open the school board meeting. Mary Wilhite seconded the motion, and the board then voted unanimously to open the school board meeting.

Mr. Shuman then called Dr. O'Rourke to present before the board, and stated there would be a five minute break after the school board report.

## School Board

Dr. O'Rourke- Mr. Chair, Commissioner Murray and members of the board there are a few things I would like to share with you in my education report. First I am very pleased to hear Dr. Coleman talk about the graduation at Eastman and have the Commissioner mention it. We are hoping to have graduations take three or four days as we get more and more kids involved. Also, Dr. Risler let me be the first to invite you to the Augusta graduation on June 3rd at 9 o'clock. I think the request is certainly a very good one and will get all of the information on the graduation ceremonies. They are very, very good at the Eastman facility so we want to recognize all of the kids and the diplomas that they are receiving.

Just a couple of items I want to mention to you. One is that summer school is going on right now. We have a year round school, I am sure all of you board members are pretty much aware of that. Summer school is forty days. Our summer program begins on June 2nd and it goes through July the 28<sup>th</sup>. They will get the same academic programming through out the summer. We try to do a little more in the area of enrichment. We try to bring in some more enrichment activities perhaps some music and things of that nature

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that will be a higher interest for them. We try to tie as much work as we can to academic credits so that they get credit for these activities.

Secondly, I am meeting tomorrow in Kennesaw with the Southern Association of Colleges and Schools. As you may know all of our schools are accredited, but during the summer chairs will be coming to our schools and visiting our sites. We are excited to have them to visit and excited to have them see our school program.

I wanted to share with you something as well from the department of education. We have to submit a continuous improvement plan in the area of special education and the most recent report that I have received...I won't read the whole report to you. It says the department of education considers DJJ to be in full compliance for meeting all of the requirements for special education. That isn't an easy thing to get by-the-way. There is a lot of work that goes on behind the scenes to make sure that we are fully compliant with the state guidelines in the area of education.

We just finished career fairs. We are putting a lot more emphasis on transition programming in our long term facility. The key is can these kids take what we give them and apply it to the real world and become citizens that are meeting the needs of their community.

We just finished a career fair at Sumpter YDC and we had about thirty participants, and most of those were GED kids. We had representatives from Habitat for Humanity, from South Georgia Tech, from the military and other vocations as well. Our counselor conducted the career fair and it was very well received by the youth.

In Macon, at the YDC we had a 138 youth to participate in the career fair. They had the people from business and the medical professions, government professions and so on come and speak to the youth.

At the last meeting I mentioned to you that we were working with Habitat for Humanity at the Sumter site. Of course down there in Americus, that is where their head quarters are. What we were doing was working with them to build a Pre-Frat building. The Pre-Frat building has been completed and the kids got a lot of good experience. Now the people from South Georgia Tech will come in and move the building over to the house for the Habitat. It was a great public service project and a great hands-on experience.

But at Macon in our family and consumer science program they made these pillows and they provide the pillows. The pillows say, "Welcome to your new home, new horizons, and Habitat for Humanity". So the girls in the family and consumer science class are making these pillows that will be given to all of the Habitat for Humanity homes that are built and to the people.

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We really think it builds self-esteem and gives the kids something very positive that they can work on.

One other item I wanted to tell you about and that is the Carl Perkins grant. This is a vocational grant that we get resources from. We get a hundred and fifty thousand dollars that we apply to our vocational programming. We are trying to convert some of these resources to more transitional programming. We are going to have transitional counselors at our Macon site and their role will be a part time position. But their role is to help transition the youth into the community when we hand the youngster over to the juvenile probation specialist.

We will also use some of these resources for what we call career facilitators. We have seven career facilitators throughout the state that we are trying to expand. They are part time people who actually have jobs now in the Waycross area. They actually look for positions so that when the child leaves the Eastman site with the Probation Specialist letting them go to the career planning site. They look and see what kind of vocational programming the child had and then try and get them employment in that particular profession. We are trying to expand that as a part of our transitional programming.

Also, as new board members it is a responsibility for you to go through the Board of Education training, and I am working with the Georgia School Board Association now to see that you get your training. The way we have to do it is we have to have it as a part of our board meeting. We will have the people from the GSBA come in and conduct the training. We are trying now to get that put together. Thank you, this now concludes my remarks. Dr. O'Rourke then proceeded to take questions from the Board.

Mr. McQueen- What processes do you have in place to develop cognitive, social, and mental skills?

Dr. O'Rourke -When we write the curriculum we have character education rolling through every program that we have. Let's say it might be social studies obviously we try to talk to the kids about lying, cheating and stealing. We have a class in middle school and it is for social skills. But, a lot of it is cognitive programming that is done in the cottages after class and in the evening. We try to work with them there because most of our programming is in the academic arena. We do need to do some more in the area. Certainly we need to do more work with the cottage life supervisor, the counselors and all of those people to make sure what we do during the day intertwines with all that they are doing at night.

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Mr. Shuman asked for a motion to close out the school board meeting and open the regular meeting. William McQueen motioned to close out the school board meeting and Judge Quintress Gilbert seconded the motion.

Mr. Shuman then called for a five minute break.

Mr. Shuman then reconvened the meeting and asked for the selection of the Board Nominating Committee.

## Selection of the Board Nominating Committee

Mr. Shuman gave the following instructions to the Board- Officers of the board shall be elected for two-year terms. They may succeed themselves upon election by the Board. Elections shall be held at the July meeting of the Board. A nominating committee shall be elected by the Executive Committee in May and that is what we have done now. The nominating committee will present a slate of Officers to the Board at the June meeting. Further nominations can be made by other Board members from the floor at that time. The vote for all elections shall be made by secret ballot provided more than one name is placed in nomination. The Executive Committee consisted of the following members: Daniel J. Shuman, Mary E. Wilhite, Edwin A. Risler, Mary Linda Duncan, Lois L. Frank, and Daniel A. Menefee. Since Mary Linda Duncan is no longer on the board, I have appointed Sandra Taylor to the Executive Committee.

Now at this time I will entertain a motion from the executive committee for the number of board members to serve on the nominating committee.

Mr. Risler then moved that we have four members from the board to serve as the nominating committee.

Mr. Shuman then asked for a second. Ms. Wilhite seconded the motion. The motion was then carried without any opposition. Following the vote, Mr. Shuman asked Mr. Risler if he had a motion for those who would be apart of the Nominating Committee. Edwin Risler responded by stating that he did and that he moved that Van Herrin, Judy Mecum, Bill McQueen, and Michael Baugh be appointed to the Nominating Committee. Mr. Shuman asked Van Herrin chair the committee. He went on to say that he knew the difficulty of trying to get together all around the state; therefore, Mr. Shuman suggested that it may be easier if they could meet following the board meetings.

Mr. Shuman prepared to end the meeting, but before he does Ericka Davis, Director of Public Affairs, reminds Mr. Shuman that he has a motion on the floor and that there needs to be a second and a vote before it carries. Mr. Shuman asked for a second and

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Mary Wilhite seconded the motion. Mr. Shuman asked was there any discussion and hearing none, called for the vote. The motion carried unanimously.

## Chair's Comments

Mr. Shuman announced that this group (the Nominating Committee) will make its recommendation to the board during the June board meeting, and they will be voted on in July. Mr. Shuman asked if there were any questions. There were no questions. He then stated that the next scheduled board meeting will be held on June 23<sup>rd</sup> at the central office. The Board will return to the regularly scheduled time of 11 a.m.

Asking the board for any further announcements and hearing none, Mr. Shuman asked for a motion to adjourn. The motion was made by Mary Wilhite, seconded by Van Herrin and carried unanimously.

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J. Daniel Shuman, Acting Chair  
Board of Juvenile Justice

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Albert Murray  
Commissioner

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Dr. Ed Risler, Acting Secretary  
Board of Juvenile Justice