

HONORABLE RALPH H. WALTON, JR.
- District Judge -
355th Judicial District



HONORABLE VINCENT J. MESSINA
- County Court at Law Judge -

HONORABLE DARRELL COCKERHAM
- County Judge -
Hood County, Texas

BETH PATE
- Chief Juvenile Probation Officer -
P.O. Box 2081 - Granbury, TX 76048
(817) 579-3273

**HOOD COUNTY YOUTH SERVICES
355TH JUDICIAL DISTRICT**

Notice of the regular meeting of the Hood County Juvenile Board on Wednesday, November 7, 2012 at 8:00 AM in the Central Jury Room located in the Hood County Justice Center at 1200 W. Pearl St., Granbury, TX. At which meeting, the following subjects will be discussed, and the following matters acted upon:

- I. Call to order
- II. Approve minutes from previous meeting(s).
- III. Review requests for budget line item amendments and consider for approval.
- IV. Review bills presented for payment and take appropriate action.
- V. Ratify current payroll.
- VI. Consider and approve personnel changes, new hires, and terminations.
- VII. Consider Proposed Waiver to the Texas Juvenile Justice Department and take appropriate action.

ADJOURN

A handwritten signature in black ink, appearing to read "Darrell Cockerham", written over a horizontal line.

DARRELL COCKERHAM, COUNTY JUDGE

Notice of meeting/agenda posted at Hood County Courthouse, 106 E. Pearl St., Granbury, Texas on Oct. 31, 2012, by M. Sutton.

Notice

Policy of Non-Discrimination on the Basis of Disability

County of Hood does not discriminate on the basis of disability in the admission of access to, or treatment or employment in, its programs or activities. Personnel Director, Personnel and Governmental Affairs Dept. 1414 W. Pearl St., Granbury, Texas 76048, phone 817-408-3450 has been designated to coordinate compliance with the non-discrimination requirements in Section 35.107 of the Department of Justice regulations. *Information concerning the provisions of the Americans with Disabilities Act, and the rights provided there under, is available from the Personnel Director.

THE FOLLOWING MEMBERS WERE PRESENT:
RALPH H. WALTON, JR., DISTRICT JUDGE
VINCENT MESSINA, COUNTY COURT AT LAW JUDGE

REGARDING ITEM 1: JUDGE WALTON CALLED THE MEETING TO ORDER AT 8:00 A.M. ON THE AFORSAID DATE OF NOVEMBER 7, 2012.

REGARDING ITEM 2: MOTION MADE BY JUDGE MESSINA TO APPROVE THE MINUTES OF THE OCTOBER 17, 2012 MEETING. SECONDED BY JUDGE WALTON. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 3: MOTION MADE BY JUDGE WALTON TO APPROVE THE BUDGET AMENDMENTS FOR THE JUVENILE PROBATION DEPARTMENT. SECONDED BY JUDGE MESSINA. MOTION CARRIED. SEE ATTACHED.

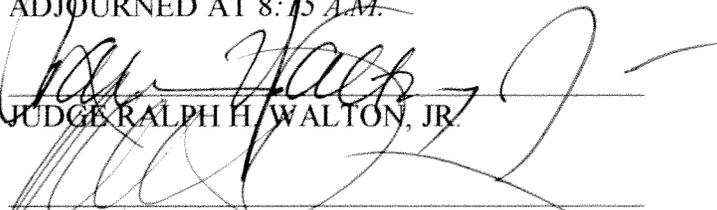
REGARDING ITEM 4: MOTION MADE BY JUDGE MESSINA TO APPROVE PAYMENT OF THE BILLS FOR THE JUVENILE PROBATION DEPARTMENT. SECONDED BY JUDGE WALTON. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 5: MOTION MADE BY JUDGE WALTON TO RATIFY PAYROLL FROM OCTOBER 8, 2012 – OCTOBER 21, 2012. SECONDED BY JUDGE MESSINA. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 6: MOTION MADE BY JUDGE WALTON TO APPROVE THE PERSONNEL CHANGES, NEW HIRES AND TERMINATIONS. SECONDED BY JUDGE MESSINA. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 7: MOTION MADE BY JUDGE MESSINA TO APPROVE THE PROPOSED WAIVER TO THE TEXAS JUVENILE JUSTICE DEPARTMENT. SECONDED BY JUDGE WALTON. MOTION CARRIED. SEE ATTACHED.

ADJOURNED AT 8:15 A.M.



JUDGE RALPH H. WALTON, JR.

JUDGE VINCENT MESSINA



JUDGE DARRELL COCKERHAM

BUDGET AMENDMENT REQUEST

DEPARTMENT

Juvenile Services

COURT DATE

11/7/2012

| ITEM | TO / FROM REASON | GENERAL LEDGER ACCOUNT CODE | | | AMOUNT |
|------|----------------------|--|-----|-----|------------|
| 1 | TO INCREASE | 010 | 570 | 440 | 1,200.00 |
| | TO (deCREASE) | 010 | 570 | 487 | (1,200.00) |
| | REASON (BE SPECIFIC) | To provide for building janitorial service paid by Hood County. (TJJD Contract, Appendix 1 (E) (31)) | | | |
| 2 | TO INCREASE | 010 | 570 | 440 | 3,200.00 |
| | From (deCREASE) | 010 | 570 | 488 | (3,200.00) |
| | REASON (BE SPECIFIC) | To provide for building utilities paid by Hood County. (TJJD Contract, Appendix 1 (E) (31)) | | | |
| | TO INCREASE | 010 | 570 | 401 | 1,800.00 |
| | From (deCREASE) | 010 | 570 | 488 | (1,800.00) |
| | REASON (BE SPECIFIC) | To provide for accounting, budgeting, payroll process, data processing paid by Hood County. (TJJD Contract, Appendix 1 (E) (1,6,9)) | | | |
| 4 | TO INCREASE | 010 | 570 | 495 | 400.00 |
| | FROM (decrease) | 010 | 570 | 487 | (400.00) |
| | REASON (BE SPECIFIC) | To provide for building casualty/liability insurance premium paid by Hood County. (TJJD Contract, Appendix 1 (E) (27)) | | | |

THIS BUDGET AMENDMENT **MUST** BE RETURNED TO THE AUDITOR'S OFFICE BY **MONDAY** PRIOR TO THE NEXT COMMISSIONERS COURT FOR PROCESSING.

Beth Pak, BSA
ELECTED/APPOINTED OFFICIAL

11/5/2012
DATE

Stan Nelson
AUDITOR

11/7/2012
DATE

CERTIFICATION FOR THE PAYMENT OF BILLS

THE STATE OF TEXAS

COUNTY OF HOOD

To certify the authorization for payment of bills as presented and made a part of the minutes of Hood County Juvenile Board on this 7th day of November, 2012 with the following exceptions: None

(list, if any)

CERTIFIED BY CHIEF ADMINISTRATIVE OFFICER

Beth Pate, LBSW
Beth Pate, LBSW

ACCOUNTS PAYABLE REGISTER

ALL RECORDS FROM 11/07/2012 TO 11/07/2012 DATE-TO-BR-PAID

| VENDOR NAME | ACCOUNT NUMBER | ACCOUNT NAME | ITEM/REASON | INV# | AP DATE | PD PO NO | AMOUNT |
|---|------------------|--------------------|---------------------|---------------|----------|-----------|--------|
| ANDREW OTTAWAY LAW OFFICE PO BOX 1679 GRANBURY TX 76048 | 2013 112-570-400 | ATTORNEY FEES | JUV/T.W.M.C. COURT | CAUSE # J-370 | 11/01/12 | 02 126323 | 650.00 |
| MARK B DEMITT ATTORNEY AT LAW PO BOX 1274 GRANBURY TX 76048 | 2013 112-570-400 | ATTORNEY FEES | JUV/T.B.M. COURT AP | CAUSE # 1036 | 11/01/12 | 02 126248 | 75.00 |
| | 2013 112-570-400 | ATTORNEY FEES | JUV/P.N.E. COURT AP | CAUSE # J-354 | 11/01/12 | 02 126444 | 500.00 |
| U.S. BANK NATIONAL ASSOCI VOYAGER FUELT ACCT:#8693 P. O. BOX 412535 KANSAS CITY MO 64141 | 2013 010-570-331 | FUEL & OIL | JUV/FUEL | OCTOBER 2012 | 11/01/12 | 02 126382 | 50.28 |
| WEST PAYMENT CENTER PO BOX 6292 CAROL STREAM IL 60197 | 2013 010-570-480 | DUES, SUBSCRIPTION | JUV/TX CRIMINAL PRO | 10/9/12 | 11/01/12 | 02 126113 | 70.00 |
| | | | | | | | 70.00 |

TOTAL CHECKS TO BR WRITTEN 1,345.28

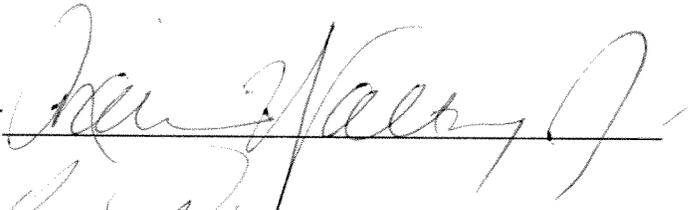
**HOOD COUNTY JUVENILE BOARD
JUVENILE PROBATION PAYROLL**

Payroll from October 8 through October 21, 2012

Paid on October 26, 2012

| | | |
|--------------------------------|-----------|------------------------|
| Total Payroll - Fund 56 | \$ | <u>9,107.03</u> |
| Total Employees Paid | | 5 |

Motion Made by Board Member



To ratify Payroll as presented.

Seconded by Board Member



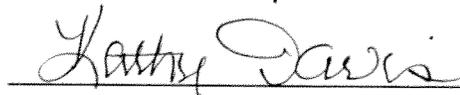
All voted AYE, motion carried.

Approved this 7th day of November, 2012

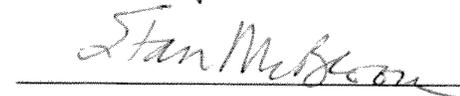
Juvenile Probation Director



Treasurer



Auditor





**HOOD COUNTY PERSONNEL
AND RISK MANAGEMENT**

THE ATTACHED PERSONNEL CHANGES HAVE BEEN APPROVED BY THE JUVENILE BOARD ON
NOVEMBER 7, 2012

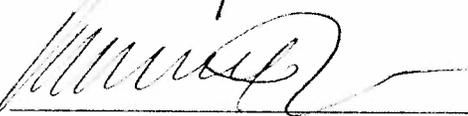

PERSONNEL DIRECTOR

COUNTY JUDGE


JUVENILE PROBATION DIRECTOR


AUDITOR


DISTRICT JUDGE


COUNTY COURT AT LAW JUDGE



Hood County Auditor

5417 Acton Hwy, Suite 106
Granbury, TX 76049
(817) 579-3210

November 7, 2012

Ms. Judy Garza-Ybarbo
Contract Administrator
Texas Juvenile Justice Department
P.O. Box 13547
Austin, TX 78711

Re: Request for Waiver (Local Financial Match)
Hood County Juvenile Probation Services
State Financial Assistance Contract, 2012-2013 Biennium
Contract dated September 12, 2011

DRAFT

Dear Ms. Garza-Ybarbo:

Thank you for talking with us last week. As we discussed, Hood County local financial matching expenditures, relating to the above contract, failed to reach the 2006 amount, due to unusual and exceptional circumstances. Therefore, we respectfully request a waiver of that contract provision for the fiscal year ended August 31, 2012 (as provided in Texas Human Resources Code Section 223.002).

As we previously reported to you, juvenile referrals were much lower during the year. As a result, we returned unspent grant funds to you in the amount of \$22,515.77.

One reason for the decrease in juvenile referrals was that the Hood County Sheriff discontinued the School Resource Officer program (SRO). The Sheriff and the Granbury Independent School District failed to agree on terms for the SRO program, so it was eliminated.

As contemplated in the TJJD Contract, the Hood County Project Director also made every effort to comply with the TYC commitment reduction goals. This effort appears to have succeeded.



The Hood County 2012 budget for local matching expenditures was \$371,080, about 28% higher than the budget for 2006; however, the eligible expenditures for 2012 were lacking. For the 2013 fiscal year, the Hood County budget for local match has been approved at \$370,580, indicating that Hood County remains committed to maintaining compliance with the local match requirements.

We will monitor the Hood County local match requirements for the remainder of this contract, to make sure of contract compliance.

The 2006 benchmark expenditure amount was \$225,074. For the fiscal year ended August 31, 2012, Hood County local match expenditures were only \$203,000, or 90% of the required level. Below is a preliminary summary of the amounts to be included in our next Certification of Local Expenditures. All of these will be subject to audit by our independent CPA firm, Pattillo, Brown & Hill, LLP. That audit is now in progress.

Thank you for your consideration. Please advise if you need any other information. I will be happy to discuss this at your convenience.

Respectfully,

DRAFT

Stan McBroom

CC: Hon. Ralph H. Walton, Jr.
Hon. Vincent Messina
Hon. Darrell Cockerham
Hon. Beth Pate

Preliminary Summary

Salaries & Fringe Benefits
Travel
Operating Expenses
Non-Residential Services
Contract Residential Services
Attorney Fees
Pre-Adjudication Juvenile Facility
Post-Adjudication Juvenile Facility

Accounting Pending

Texas Juvenile Probation Commission

1. **Certification of Local Expenditures.** Pursuant to the requirements of the Texas Human Resources Code Section 223.002, to be eligible to receive funding under the *State Financial Assistance Contract*, the fiscal officer duly appointed by the Grantee shall submit the *Certification of Local Expenditures Report* that certifies local juvenile justice expenditures (i.e., juvenile probation services and juvenile justice programs) made by the Grantee during the previous fiscal year that is equal to or greater than those made in fiscal year 1994.

a. **Maintenance of Local Financial Support.** The maintenance of local financial support requires juvenile probation departments to maintain the amount of salary expenditures as in previous years to be eligible to continue to receive state funds. This requirement validates that the level of expenditures for the juvenile probation department remain relatively constant from year to year. Waivers may be granted as described in the Texas Human Resources Code Section 223.002.

2. **Financial Match Requirements.** The Grantee shall ensure that county funding for juvenile services (i.e., juvenile probation services and juvenile justice programs) shall not be decreased or be supplanted by funding received under this grant. The Grantee shall certify that the amount of local or county funds expended for juvenile services is at least equal to or greater than the amount spent in the 2006 county fiscal year excluding construction and capital outlay expenses.

D. **Funding Adjustments.**

1. **Reduction of Grant Payments.** The Commission shall review the Grantee's unexpended grant balances for the State Financial Assistance Fund and Individual grants in the last three fiscal years. If the Commission determines that more than 10 percent of the amount awarded remained unspent or unencumbered at the end of each of the three fiscal years reviewed, the Commission may reduce the current fiscal year's grant amount by the unspent balance of the previous fiscal year's grant. The Commission may conduct an analysis and/or audit of the Grantee's level of referral activity, juvenile probation supervision activity and juvenile probation caseloads to determine the reasonableness of the amount of grant funds received by the Grantee in relation to these workload variables. As a result of this analysis, the Commission may reduce the amount of any grant awarded to the Grantee in this grant period or in any subsequent grant periods by an amount determined reasonable by the Commission.

a. Unexpended or unencumbered grant funds allocated to the Grantee shall be subject to a funding adjustment as set forth in Section VIII (D)(1). The Commission may reduce funding from any grant awarded under this Contract.

2. **Unexpended Balances.** With the exception of funding received under Grants E and P, the Grantee shall refund to the Commission no later than November 1 in the next fiscal year, any unexpended funds from any grant that is allocated under the *State Financial Assistance Contract* which are unencumbered by August 31 and unexpended by November 1 in the next fiscal year.

3. **Overpayments.** Any overpayments made by the Commission in regard to any grant discovered by the Grantee, its agent, the Commission or its authorized designee in any fiscal year shall be refunded to the Commission within 30 calendar days after discovery or after receipt of a written notice from the Commission.

4. **Refunds Due.** All refunds due to the Commission under any grant for unallowable expenditures discovered shall be returned to the Commission within 30 calendar days of confirmation.

E. **Timely Expenditure of Grant Funds.** The Grantee shall expend funds in a timely manner. The Commission shall determine if an acceptable percentage of disbursed funds are expended during the designated reporting period in order for the Grantee to expend the full amount of the grant by the end of the contract period. If the Grantee fails to expend the grant funds in a timely manner, the Commission may issue a Non-Compliance Citation Report (NCCR) and may reduce or suspend funds.

F. **Audits.**

1. **Auditing Requirements.** The Grantee shall provide an independent financial compliance audit of funds received from the Commission under the *State Financial Assistance Contract*, specifically for the following grants: Fiscal Year 2011 to