

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, March 06, 2013 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 Pattillo, Brown & Hill audit report on financial statements of Juvenile Probation operations and take appropriate action.

ADJOURN


DARRELL COCKERHAM, COUNTY JUDGE

Notice of meeting/agenda posted at Hood County Courthouse, 100 E. Pearl St., Granbury, Texas on Feb. 27, 2013 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
DARRELL COCKERHAM, COUNTY JUDGE

REGARDING ITEM 1: JUDGE__WALTON__ CALLED THE MEETING TO ORDER
AT 8:02 A.M. ON THE AFORSAID DATE OF MARCH 6, 2013.

REGARDING ITEM 2: MOTION MADE BY JUDGE__COCKERHAM__ TO
APPROVE THE MINUTES OF THE FEBRUARY 20, 2013 MEETING.
SECONDED BY JUDGE__WALTON__. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 3: NO ACTION REQUIRED.

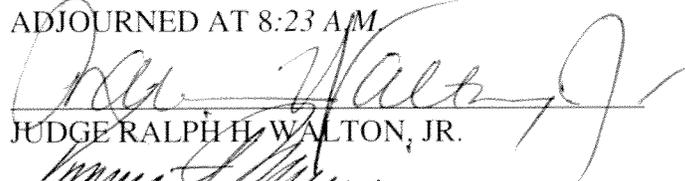
REGARDING ITEM 4: MOTION MADE BY JUDGE__WALTON__ TO APPROVE
PAYMENT OF THE BILLS FOR THE JUVENILE PROBATION DEPARTMENT.
SECONDED BY JUDGE__COCKERHAM__. MOTION CARRIED. SEE
ATTACHED.

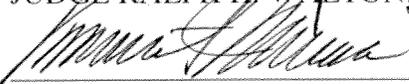
REGARDING ITEM 5: MOTION MADE BY JUDGE__COCKERHAM__ TO RATIFY
PAYROLL FROM FEBRUARY 11, 2013 – FEBRUARY 24, 2013. SECONDED BY
JUDGE__WALTON__. MOTION CARRIED. SEE ATTACHED.

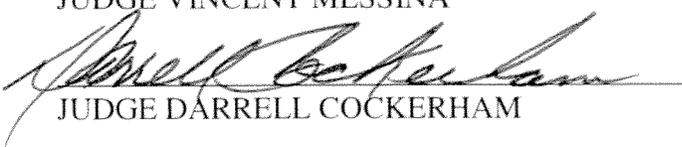
REGARDING ITEM 6: MOTION MADE BY JUDGE__WALTON__ TO APPROVE
THE PERSONNEL CHANGES, NEW HIRES AND TERMINATIONS. SECONDED
BY JUDGE__COCKERHAM__. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 7: MOTION MADE BY JUDGE__COCKERHAM__ TO
APPROVE THE AUDIT REPORT BY PATTILLO, BROWN & HILL OF FINANCIAL
STATEMENTS FOR JUVENILE PROBATION OPERATIONS. SECONDED BY
JUDGE__WALTON__. MOTION CARRIED. SEE ATTACHED.

ADJOURNED AT 8:23 A.M.


JUDGE RALPH H. WALTON, JR.


JUDGE VINCENT MESSINA


JUDGE DARRELL COCKERHAM

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 6th day of March, 2013 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 03/06/2013 TO 03/06/2013 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT NUMBER	ACCOUNT NAME	ITEM/REASON	INV#	AP DATE	PD PO NO	AMOUNT
AVALLON URGENT CARE 805 HILL BLVD STE 102 GRANBURY TX 76048	2013 010-570-405	MEDICAL SERVICE	JUV/B.H. DR VISIT	9801	03/01/13	06 127982	85.00
	2013 010-570-405	MEDICAL SERVICE	JUV/F.R. DR VISIT	9790	03/01/13	06 127982	85.00
							170.00
DJR FROM GEN FUND - INDIG 112-131-010	2013 010-570-400	ATTORNEY FEES	JUV/REIMBURSE INDIG 1/12/13-2/15/13		02/15/13	05	2,200.00
							2,200.00
KRESSWAY CAR CARE LLC DBA EXPRESSWAY LUBE 621 W. PEARL ST GRANBURY TX 76048	2013 010-570-331	FUEL & OIL	JUV/IMPALA OIL CHAN 1-76245		03/01/13	06 127863	28.95
							28.95
MARK B DEWITT ATTORNEY AT LAW PO BOX 1274 GRANBURY TX 76048	2013 112-570-400	ATTORNEY FEES	JUV/H.N.J. COURT AP CAUSE # J01048		03/01/13	06 128018	300.00
							300.00
PARRELL RYAN, PH.D., LPC, 3509 HULEN STREET STE 100 FT. WORTH TX 76107	2013 010-570-407	PSYCHOLOGICAL SERV	JUV/B.C. PSY EVALUA HCYSBC0213		03/01/13	06 128017	400.00
							400.00
PAUL D. HYDR, PLLC LAW OFC. OF TRACY S. BUSH 1514 CROSSLAND RD, STE 10 GRANBURY TX 76048	2013 112-570-400	ATTORNEY FEES	JUV/B.C. COURT APPO CAUSE # J01041		03/01/13	06 127962	150.00
							150.00
REDWOOD TOXICOLOGY LABORA PO BOX 5680 SANTA ROSA CA 95402	2013 010-570-485	DRUG TESTING	JUV/JAN. LAB DRUG T 00039620131		03/01/13	06 127862	13.75
							13.75
U.S. BANK NATIONAL ASSOC VOYAGER FLEET ACCT:#XXXX P. O. BOX 412535 KANSAS CITY MO 64141	2013 010-570-331	FUEL & OIL	JUV/FUEL FEB 2013		03/01/13	06 127983	120.41
							120.41

TOTAL CHECKS TO BE WRITTEN 3,383.11

**HOOD COUNTY JUVENILE BOARD
JUVENILE PROBATION PAYROLL**

Payroll from February 11 through February 24, 2013

Paid on March 1, 2013

Total Payroll - Fund 56	\$	<u>12,975.78</u>
Total Employees Paid		5

Motion Made by Board Member

David Beckman

To ratify Payroll as presented.

Seconded by Board Member

Ken Walcott

All voted AYE, motion carried.

Approved this 6th day of March 2013

Juvenile Probation Director

Beth Paki BSW

Treasurer

Kathy Davis

Auditor

Stan McIsaac

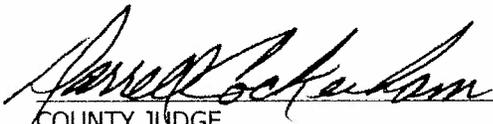


HOOD COUNTY PERSONNEL AND RISK MANAGEMENT

THE ATTACHED PERSONNEL CHANGES HAVE BEEN APPROVED BY THE JUVENILE BOARD ON
MARCH 6, 2013


PERSONNEL DIRECTOR


AUDITOR


COUNTY JUDGE


DISTRICT JUDGE


JUVENILE PROBATION DIRECTOR

COUNTY COURT AT LAW JUDGE

**HOOD COUNTY
JUVENILE PROBATION DEPARTMENT**

AUDIT REPORT

FOR THE YEAR ENDED AUGUST 31, 2012

PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

**HOOD COUNTY
JUVENILE PROBATION DEPARTMENT**

AUDIT REPORT

FOR THE YEAR ENDED AUGUST 31, 2012

**GRANT TJJJ-A-12-111
GRANT TJJJ-C-12-111
GRANT TJJJ-E-12-111**

**HOOD COUNTY
JUVENILE PROBATION DEPARTMENT
TEXAS JUVENILE JUSTICE DEPARTMENT GRANT FUNDS
REGULATORY BASIS**

FOR THE YEAR ENDED AUGUST 31, 2012

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PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

INDEPENDENT AUDITORS' REPORT

Hood County Juvenile Probation Department
Hood County, Texas

We have audited the statement of revenue, expenditures and changes in fund balance – budget and actual – regulatory basis for the year ended August 31, 2012, of the Hood County Juvenile Probation Department, Texas Juvenile Justice Department Grant Funds. This statement is the responsibility of the management of the Hood County Juvenile Probation Department. Our responsibility is to express an opinion on the financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As discussed more fully in Note 1, the Hood County Juvenile Probation Department prepares its financial statement using accounting practices prescribed or permitted by the Texas Juvenile Justice Department, which practices differ from accounting principles generally accepted in the United States of America. The effect on the financial statement of the variances between those regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material. The financial statement was prepared on the same basis of accounting used for reporting to the Texas Juvenile Justice Department, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

As discussed in Note 1, the financial statement presents the results of operations of the Department's Texas Juvenile Justice Department Grant Funds only and is not intended to present fairly the results of operations of Hood County, Texas, in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects revenue it earned and expenditures incurred compared to budgeted revenues and expenditures of the County Juvenile Probation Department's Texas Juvenile Justice Department Grant Funds for the year ended August 31, 2012, in conformity with the basis of accounting as described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued a report dated February 12, 2013, on our consideration of the Department's internal control over financial reporting and other tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, and should be read in conjunction with this report considering the results of our audit.

This report is intended solely for the information and use of management of the Hood County Juvenile Board and for filing with the Texas Juvenile Justice Department and is not intended to be used by anyone other than these specified parties.

Paucillo, Brown & Hill, LLP

February 12, 2013

FINANCIAL SECTION

**HOOD COUNTY
JUVENILE PROBATION DEPARTMENT
TEXAS JUVENILE JUSTICE DEPARTMENT GRANT FUNDS**

**SCHEDULE OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE BY CONTRACT
BUDGET AND ACTUAL - REGULATORY BASIS**

FOR THE YEAR ENDED AUGUST 31, 2012

	A-12-111		Variance Favorable (Unfavorable)
	Budget	Actual	
REVENUE			
TJJD funds	\$ 319,538	\$ 319,538	\$ -
Total Revenue	<u>319,538</u>	<u>319,538</u>	<u>-</u>
EXPENDITURES			
Salaries and fringe benefits	257,539	257,539	-
Residential services	<u>61,999</u>	<u>61,999</u>	<u>-</u>
Total Expenditures	<u>319,538</u>	<u>319,538</u>	<u>-</u>
EXCESS REVENUE OVER EXPENDITURES	-	-	-
FUND BALANCE, BEGINNING OF YEAR	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE, END OF YEAR	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

ADDITIONAL INFORMATION:

Refund paid to TJJD for the Period of Fiscal Year 2012:
October 17, 2012

\$ 22,516

The accompanying notes are an integral part of this financial statement.

C-12-111			
<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>E-12-111</u>
\$ <u>26,720</u>	\$ <u>26,720</u>	\$ <u>-</u>	\$ <u>5,766</u>
<u>26,720</u>	<u>26,720</u>	<u>-</u>	<u>5,766</u>
-	-	-	-
<u>26,720</u>	<u>26,720</u>	<u>-</u>	<u>5,766</u>
<u>26,720</u>	<u>26,720</u>	<u>-</u>	<u>5,766</u>
-	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
	\$ <u>-</u>		

**HOOD COUNTY
JUVENILE PROBATION DEPARTMENT
TEXAS JUVENILE JUSTICE DEPARTMENT GRANT FUNDS**

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED AUGUST 31, 2012

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Entity

The Texas Juvenile Justice Department Grant Funds of Hood County (the Funds) were established to account for juvenile probation services funded by the Texas Juvenile Justice Department (TJJD) in Hood County, Texas.

The Funds provide separate accountability as required under the State Financial Assistance Contract, by TJJD. The Funds are used to account for each separate program and local matching funds and all related expenditures incurred.

Basis of Accounting

The financial statements were prepared in conformity with the accounting practices prescribed by TJJD, which prescribes policies and procedures for county probation departments, which is a comprehensive basis of accounting other than generally accepted accounting principles. These accounting practices include the following:

- The financial statements are reported using the accrual basis of accounting. Revenues are recorded when all eligibility requirements have been met and expenditures are recorded when incurred.
- The accompanying financial statements do not represent financial statements prepared in accordance with provisions for governmental funds as prescribed by the Governmental Accounting Standards Board.
- The accompanying financial statements are prepared in a format to facilitate uniform financial reporting by county probation departments.

2. RECONCILIATION OF INTEREST EARNED

Idle funds were maintained in an interest bearing account. The reconciliation of interest earned on funds received from TJJD is as follows:

	Interest Earned TJJD Funds Fiscal Year 2012	Interest Earned Title IV-E Funds Fiscal Year 2012	Total
	<u>2012</u>	<u>2012</u>	<u>Total</u>
Beginning balance, September 1, 2011	\$ -	\$ -	\$ -
Interest earned on funds received from TJJD in the period of September 1 - August 31, 2012	<u>174</u>	<u>-</u>	<u>174</u>
Total interest at August 31, 2012	174	-	174
Minus interest expenditures in FY 2012	<u>(174)</u>	<u>-</u>	<u>(174)</u>
Ending balance, August 31, 2012	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

3. OPERATING COSTS FOR A SECURE JUVENILE FACILITY

The Department does not operate a secure juvenile facility.

4. FEDERAL FINANCIAL ASSISTANCE

The Texas Juvenile Probation Commission administers, along with the Texas Department of Family and Protective Services, the Title IV-E Program (CFDA 93.658). TJJD disburses funds to Hood County Juvenile Probation Department on a cost reimbursement basis. A confirmation of revenue received in the year ended August 31, 2012, is required and presented below. This includes receipts for direct and enhanced administrative foster care claiming.

<u>Title IV-E Contract Number</u>	<u>Amount Received (Cash Basis) August 31, 2012</u>
E-12-111	\$ <u>5,766</u>
Total	\$ <u>5,766</u>

5. FINANCIAL MATCH REQUIREMENTS

To receive Texas Juvenile Justice Department state funds, the juvenile probation departments are required to 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. A confirmation of local funds for the year ending August 31, 2012 is required and presented below:

Local Funding Expended (less construction and capital outlay)

FY 2012	\$203,759
FY 2006	225,074

The Juvenile Probation Department did not certify the financial match requirements in FY 2012. See schedule of Findings and Questioned Costs for the current fiscal year.

COMPLIANCE SECTION



PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Hood County Juvenile Probation Department
Hood County, Texas

We have audited the financial statement of the Hood County Juvenile Probation Department Texas Juvenile Justice Department Grant Funds for the year ended August 31, 2012, and have issued our report thereon dated February 12, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of Hood County Juvenile Probation Department Texas Juvenile Justice Department Grant Funds, is responsible for establishing and maintain effective internal control over financial reporting. In planning and performing our audit, we considered Hood County Juvenile Probation Department's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies in internal control over financial reporting (2012-1). A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Hood County Juvenile Probation Department's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements; and, general financial and IV-E assurances, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. Compliance with laws, regulations, contracts, grants, and requirements of the Texas Juvenile Justice Department Audit Requirements is the responsibility of the management of the Department. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 2012-1.

Hood County Juvenile Probation Department's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. We did not audit Hood County Juvenile Probation Department's response and, accordingly, we express no opinion on it.

This report is intended solely for the information of management, and the Texas Juvenile Justice Department and is not intended to be and should not be used by anyone other than these specified parties.

Savillo, Brown & Hill, LLP

February 12, 2013

**HOOD COUNTY
JUVENILE PROBATION DEPARTMENT
TEXAS JUVENILE JUSTICE DEPARTMENT GRANT FUNDS**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED AUGUST 31, 2012

FINDING 2012-1:

Affected Grant

All Grants are affected by the local expenditures requirement.

Criteria

To receive Texas Juvenile Justice Department state funds, the juvenile probation departments are required to 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.

Condition

The Hood County Juvenile Probation Department did not certify that the amount of local or county funds expended in fiscal year 2012 for juvenile services was at least equal to or greater than the amount spent in the 2006 county fiscal year excluding construction and capital outlay expenses.

Cause

Hood County Juvenile Probation Department expended state funds before local funds and did not expend enough local funds to satisfy the benchmark set in 2006.

Effect

As a result of this finding, Hood County Juvenile Probation Department requested a waiver of the 2012-2013 Biennium contract for the fiscal year ended August 31, 2012.

Recommendation

When possible the Hood County Juvenile Probation Department should expend local funds first to ensure the 2006 benchmark is met. After the benchmark is met the state funds can be expended, and any leftover funds will be refunded to the state.

Corrective Action Plan/Management Response

The Hood County Juvenile Probation Department has requested a waiver of the 2012-2013 Biennium contract for the fiscal year ended August 31, 2012. If granted, the requirement to spend local funds in excess of the 2006 benchmark will be waived for 2012.

Person Responsible for Finding Resolution

Stan McBroom, County Auditor

Target Completion Date

March 31, 2013

**HOOD COUNTY
JUVENILE PROBATION DEPARTMENT
TEXAS JUVENILE JUSTICE DEPARTMENT GRANT FUNDS
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED AUGUST 31, 2012**

There were no findings or questioned costs in the prior year.

**HOOD COUNTY
JUVENILE PROBATION DEPARTMENT**

AUDIT REPORT

FOR THE YEAR ENDED AUGUST 31, 2012

PATTILLO, BROWN & HILL, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS CONSULTANTS