

**HONORABLE BRYAN T. BUFKIN**  
- District Judge -  
355th Judicial District



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

**HONORABLE RON MASSINGILL**  
- County Judge -  
Hood County, Texas

**SHELLI BERRY**  
- Chief Juvenile Probation Officer -  
P.O. Box 2081 • Granbury, TX 76048  
(817) 579-3273 ext. 5428

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

---

---

Notice of the regular meeting of the Hood County Juvenile Board on Tuesday, September 28, 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:

Agenda

- I. Call to order
- II. Approve minutes from previous meetings(s)
- III. Review requests for budget line item amendments and consider for approval.
- IV. Consider payment of invoices for the period of September 8, 2021 through September 21, 2021 and take appropriate action. September 28, 2021 Expenditures: \$7,895.75.
- V. Ratify current payroll.
- VI. Consider and approve personnel changes, new hires, and terminations.
- VII. Receive update from Lake Granbury Youth Services.

ADJOURN

A handwritten signature in black ink, appearing to read "Ron Massingill".

RON MASSINGILL, COUNTY JUDGE

Notice of meeting/agenda posted at Hood County Courthouse, 100 E. Pearl St., Granbury, Texas on September 24, 2021, by B. Lampert

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. 1410 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.

Hood County Reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code, §551.071 (Consultation with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices), and §551.087 (Economic Development).

THE FOLLOWING MEMBERS WERE PRESENT:

VINCENT MESSINA, COUNTY COURT AT LAW JUDGE  
RON MASSINGILL, COUNTY JUDGE  
BRYAN T. BUFKIN, DISTRICT JUDGE

REGARDING ITEM 1: JUDGE MESSINA CALLED THE MEETING TO ORDER AT 8:00 A.M. ON THE AFORSAID DATE OF SEPTEMBER 28, 2021.

REGARDING ITEM 2: MOTION MADE BY JUDGE MASSINGILL TO APPROVE THE MINUTES OF THE SEPTEMBER 14, 2021 MEETING. SECONDED BY JUDGE MESSINA. MOTION CARRIED. SEE ATTACHED.

REGARDING ITEM 3: NO ACTION REQUIRED.

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

REGARDING ITEM 5: MOTION MADE BY JUDGE MASSINGILL TO RATIFY PAYROLL FROM AUGUST 30, 2021 THROUGH SEPTEMBER 12, 2021. SECONDED BY JUDGE MESSINA. MOTION CARRIED. SEE ATTACHED.

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

REGARDING ITEM 7: BOBBY CHANCELLOR, PROGRAM DIRECTOR FOR LAKE GRANBURY YOUTH SERVICES GAVE A MONTHLY UPDATE.

ADJOURNED AT 8:08 *A.M.*

  
\_\_\_\_\_  
JUDGE VINCENT MESSINA,

  
\_\_\_\_\_  
JUDGE RON MASSINGILL

\_\_\_\_\_  
JUDGE BRYAN T. BUFKIN

CERTIFICATION FOR THE PAYMENT OF BILLS

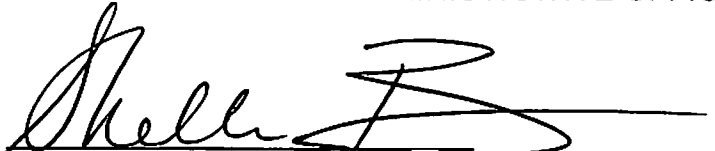
THE STATE OF TEXAS

COUNTY OF HOOD

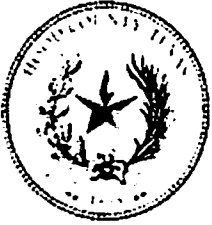
To certify the authorization for payment of bills as presented and made a part of the minutes of Hood County Juvenile Board on this 28th day of September, 2021 with the following exceptions: None.

(list, if any)

CERTIFIED BY CHIEF ADMINISTRATIVE OFFICER



Shelli Berry



Hood County, TX

# Check Register

Packet: APPKT04588 - 9/28/21 JUVENILE PROB

By Vendor Name

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GEN DISB-GENERAL DISBURSEMENT</b>						
002073	ANDREW OTTAWAY	09/21/2021	Regular	0.00	350.00	
008955	DREAM RANCH DBA CARTRIDGE WC	09/21/2021	Regular	0.00	128.90	
005618	GRAYSON COUNTY DEPARTMENT	09/21/2021	Regular	0.00	6,128.39	
007595	JP MORGAN CHASE BANK, NA	09/21/2021	Regular	0.00	91.23	
000018	MARK DEWITT	09/21/2021	Regular	0.00	200.00	
004276	MARY ANN COTTEN, PH. D.	09/21/2021	Regular	0.00	450.00	
012617	PSYCHOTHERAPY SERVICES & YOKEI	09/21/2021	Regular	0.00	75.00	
005838	REDWOOD TOXICOLOGY LABORATC	09/21/2021	Regular	0.00	275.80	
009038	XEROX CORPORATION	09/21/2021	Regular	0.00	196.43	

**Bank Code GEN DISB Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	9	0.00	7,895.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>9</b>	<b>9</b>	<b>0.00</b>	<b>7,895.75</b>

**HOOD COUNTY JUVENILE BOARD  
JUVENILE PROBATION PAYROLL**

Payroll from August 30, 2021 through September 12, 2021

Paid on September 17, 2021

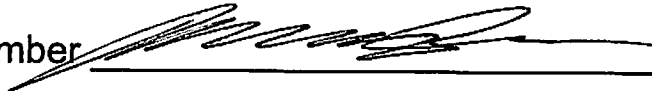
<b>Total Payroll - Fund 56</b>	<b>\$</b>	<b><u>10,569.12</u></b>
<b>Total Employees Paid</b>		<b>5</b>

Motion Made by Board Member

  
\_\_\_\_\_

To ratify Payroll as presented.

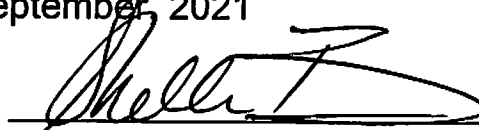
Seconded by Board Member

  
\_\_\_\_\_

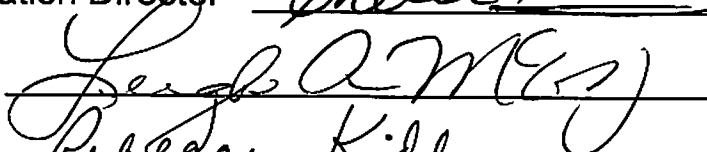
All voted AYE, motion carried.

Approved this 28th day of September, 2021

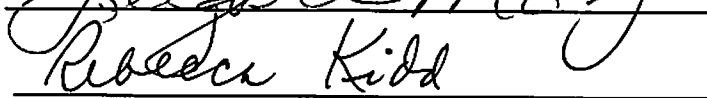
Juvenile Probation Director

  
\_\_\_\_\_

Treasurer

  
\_\_\_\_\_

Auditor

  
\_\_\_\_\_



## HOOD COUNTY PERSONNEL AND RISK MANAGEMENT

THE ATTACHED PERSONNEL CHANGES HAVE BEEN APPROVED BY THE JUVENILE BOARD ON  
SEPTEMBER 28, 2021.

Melissa Welborn  
PERSONNEL DIRECTOR

Rebecca Kidd  
AUDITOR

Tom Manning  
COUNTY JUDGE

By By  
DISTRICT JUDGE

Shelli Z  
JUVENILE PROBATION DIRECTOR

[Signature]  
COUNTY COURT AT LAW JUDGE



**Lake Granbury Youth Services Juvenile Board Updates**

**August 14, 2021, Board Meeting**

**Current Population on 9/14/2021:**

**43**- Post-Adjudication Students (21 Total TJJD Post Students/22 Total County Post Students)

**15** - Pre-Adjudication Students

**58** - Total Student (9/14/2021, 5:00AM Head Count)

**Reporting Date Range: July 1, 2021, through July 30, 2021**

**1 – Facility Population and Capacity Report:**

- Average Population Post-Adjudication Students: 37.0
- Average Population Pre-Adjudication Students: 11.0

**2 – Number of Serious Incidents (by category):**

- Attempted Escapes: 0
- Attempted Suicide: 0
- Escapes: 0
- Reportable Injury: 0
- Youth-On-Youth Physical Assaults: 8
- Youth-On-Staff Physical Assaults: 0
- Fights: 8
- Youth Sexual Conduct: 0
- Personal Restraints: 18
- Mechanical Restraints: 2
- Chemical Restraints: 0

**3 – Number of injuries to residents, requiring medical treatment: 0**

**4 – Number of injuries to staff requiring medical treatment: 2**

All information presented is in compliance with Title 37 of the Texas Administrative Code, Chapter 343.212 (i) Duties of Facility Administrator.

Respectfully Submitted,

Bobby Chancellor  
Program Director  
Lake Granbury Youth Services: Rite of Passage



	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
Average Post Population	58.4	53.2	52.2	53.1		45.7	40.0	37.0				
Average Pre Population	6.2	5.5	5.1	8.0		9.6	8.0	11.0				
Attempted Escapes	0	0	0	0		0	0	0				
Attempted Suicides	0	0	0	0		0	0	0				
Escapes	0	0	0	0		0	0	0				
Reportable Injuries	0	1	0	0		0	0	2				
Youth-on-Youth Physical Assaults	4	4	3	4		2	1	8				
Fights	11	3	3	5		2	1	8				
Youth Sexual Conduct	0	0	0	0		0	0	2				
Personal Restraints	32	15	2	11		6	3	18				
Mechanical Restraints	5	2	1	3		0	0	2				
Chemical Restraints	0	0	0	0		0	0	0				
Number of Injuries to Students Requiring Treatment	0	1	0	0		0	0	0				
Number of Injuries to Staff Requiring Treatment	1	0	1	0		0	0	2				



---

September 14, 2021

RE: LGYS COVID isolation and quarantine information

Dear Stakeholders,

This letter comes as to you all as a communication attempt, making you all aware of the COVID preventive measures Lake Granbury Youth Services is currently following in light of our recent COVID breakout. First and foremost, we want you all to know if anyone has any questions regarding the following programmatic measures, please contact Program Director, Bobby Chancellor at 817-579-0182 ext. 6176. Should anyone have any technical COVID questions, please contact our Regional Compliance Director, Karen Murray at 303.882.0052.

At this time, we have four COVID positive students and one COVID positive staff. Unfortunately, we do not know the origin of the exposure. However, we are working on this. All positive students and staff have mild symptoms and are being closely monitored by medical staff.

Current preventative measures in place are the following:

- Before end of business September 20, 2021, all students and staff will be tested for COVID 19. Our medical and clinical staff are attempting to obtain verbal consent from each parent before testing. Students who are not provided parental consent will be isolated and treated as COVID positive.
- Moving forward all staff will start weekly rapid tests beginning this Thursday, September 16, 2021.
- Positive and exposed students will never mix with rest of the population. Staff supervising COVID positive students will be vaccinated staff and are in full personal protective equipment (PPE) anytime these students are accessed in anyway. In addition, all cottage surfaces are sanitized six times per day to include showers being sanitized after each use. PPE is discarded as directed by the Center for Disease Control.
- Of the six cottages, we have two quarantined as a preventative to ensure the spread of the virus does not affect further students and staff. Quarantined cottages are allowed to program in their individual cohorts throughout the day. Cohorts are allowed to recreate outside of the cottage outdoors. All recreation equipment is sanitized after each cohort use.
- Food, medication and supplies are delivered to the cottages multiple times throughout the day.
- Therapeutic staff are meeting with students in need, either in person or via Zoom. Please know when and if students in need of mental health services, all other students are removed from the cottage to ensure confidentiality.

In closing, the Lake Granbury Youth Services Program Director and/or Assistant Director will update required placing agencies and the Hood County Juvenile Board, weekly on any changes in our current status. At this time, we hope to have an ending date for quarantine by Thursday, September 24, 2021. Thank you for your patience and support. Please know that our students and staff's safety is our most important priority.

Sincerely,

*Bobby Chancellor*

Bobby Chancellor  
Program Director  
Lake Granbury Youth Service

Rite of Passage, Inc.  
Incident Debrief Form

Facility: Lake Granbury Youth Services

Debrief Date: 9/15/2021 Time: 4:00pm Purpose for Debrief: Escape

\*If completed outside of 72-hour time frame, explain: N/A

Incident Date: 9/15/2021 Time: 9:29am Location: Back Recreation Yard

Staff Name:	Present at incident	Present at Debrief. If not Explain:	Staff Name:	Present at incident	Present at Debrief. If not Explain:
Bobby Chancellor – PD	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Harlen Albertson – Maintenance Sup.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Angela Lowe – APD	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Nadia Fitzpatrick - SS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Kaylec Krumm - SC	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

If checked no, not present, explain: Senior Coach Krumm was assigned to a cottage watching students and could not be relieved.

Brief explanation of event: On 9/15/2021, at approximately 9:00 am Courage Cottage (12 student athletes) entered the backyard for recreation. At 9:29 am Student Athlete Fernando Carrillo pried the fence away from the east back gate of the front fence and slipped through. He then climbed the back fence and went over the fence. He began running east towards the Moore Street Baseball fields. Senior Coach Krumm called the escape over the radio immediately as well as ran towards the student to stop him. She was unable to stop him. Control Room Operator called 911 as soon as the call was called in. SA Carrillo was apprehended at the baseball fields by the Granbury Police Department at 9:35 am and returned to the facility at 9:59 am. Upon review of the video, it was shown that several other students witnessed SA Carrillo messing with the fence but did not bring it to the attention of SC Krumm.

Explain justification for utilizing physical intervention, if applicable: Student was not physically managed. The GPD Officer reported SA Carrillo was cooperative with him as well and was not physically managed.

Any known precipitating circumstances:

1. The area of the fence where SA Carrillo escaped was a previously damaged area in the fence that was not repaired by maintenance staff.
2. The grass on the fence line was not properly mowed and covered a break in the fence. When CC Krumm came to see what the student was doing on the fence line, she was not able to see SA Carrillo was unwinding the fence. She did however tell the student to move from the area which he did but continued to return to the fence.

Contributing Factors: *Were Policy, IP, Standard Correctional Practices followed:*  Yes  No, explain:

On August 13, 2021 it was discovered during a perimeter check there was a break in the back fence at the east gate. On that date Facilities Manager Tony Tanner was on site and fixed the problem with this gate. Maintenance Supervisor Harlen Albertson was not on site that day, however, on August 16, 2021, PD Chancellor and APD Lowe followed up with Mr. Albertson on the problem and directed him to inspect all the fencing and gates to ensure there were now other vulnerabilities with the fence. It was later reported by Mr. Albertson, to PD Chancellor and APD Lowe, that all issues with the fences had been fixed.

De-escalation techniques used / intervention utilized:  Yes  No, explain:

Prior to him exiting the fence SC Krumm, saw the student was sitting by the fence. She walked over and directed him to move away from the fence. He complied but went back to the fence. SC yelled for the student to stop when she saw him going through the fence, but he did not follow her directives. SC Krumm ran to stop the student but did not get to him in time.

Interventions utilized: N/A

What went well?

SC Krumm reported the incident over the radio quickly and the control room operator called 911 immediately. He was back in custody within six minutes of escaping. GS Cavanaugh responded to the outside location immediately.

What practices could be approved or developed?

The fact that the grass was so high on the fence line contributed to the student disguising the break in the fence. SC Krumm reported that due to the tall grass she didn't see the break in the fence and the student told her he was picking flowers. It has been communicated many

times to the maintenance team that the grass on the fences must be maintained and mowed for this very reason. Mr. Albertson had just reported to the management team that the yard had been mowed, when in fact it had not been. A mowing schedule will be developed for regular maintenance. The PD and APD will monitor to ensure it is being followed. Another practice the PD and APD will be monitoring more closely, is the perimeter checks. They will ensure the checks are being done on the inside and outside fence regularly as well as doing their own perimeter checks to ensure compliance.

Corrective Action Plan:

- Perimeter checks will be documented through control and by paper.
- There will be a total of two staff outside at all times when youth are outside.
- PD will have a mandatory SS/GS meeting to cover all bases of how the backyard will be conducted.
- Changing the codes from numbers to colors. Follow up with Michael Cantrell Executive Director regarding the change.
- Shift Supervisor and Group Supervisor will make sure that the perimeter checks are done inside and on the outside of the fence.
- Control will make sure that when youth are outside that he has the monitor on the larger screen inside control.
- Training staff regarding an escape and making sure they sign off on 13.44 to document everyone has been informed.
- Before youth are allowed outside staff will complete an internal and external check. When youth arrive back inside their cottage staff will complete a second internal and external perimeter check.
- When youth are outside they are only allowed the basketball court or the track. They are not allowed to be scattered throughout the compounds.
- LGYS will complete monthly drills regarding escapes.
- We must tighten up on the program.

Staff Injuries  Yes  No If yes, explain: \_\_\_\_\_

Debrief with staff: PD Chancellor, APD Lowe, and SS Fitzpatrick met with SC Krumm after the incident. SC Krumm reported she saw SA Carrillo and two other students hanging out on the fence and she hollered at them to tell them to move, and they did, but continued to go back. She stated she then went over to tell them to move again, and they moved but again later went back to the fence. SC Krumm stated they were picking the flowers on the fence line. She stated she did not see anything out of the ordinary on the fence because the grass was so tall. SC Krumm was very emotional and regretful of the incident. She continued to supervise the cottage and reported that after they returned to the cottage several other students told her they were going to "get her" when they came out of their rooms. These were the students that were aware he was messing the fence to escape. On 9/16/2021 we received an immediate resignation from SC Krumm.

---

---

Youth Name: Fernando Carrillo

Debrief with student and provide a description of the debriefing: Include students current emotional, physical, and behavioral condition. (Youth feedback, mediation, reassignment of room/unit, SMP, Safety Plan, referred to MH, etc.)

When SA Carrillo returned to the site, he was placed on a Safety Base Seclusion in his room. For the first few hours upon his return, he was disruptive. He would kick the door and threaten staff. When PD Chancellor and APD Lowe went to speak with him he calmed down long enough to move him to another unit. PD Chancellor attempted to talk to the student with his probation officer on the phone, but he did not speak to them. He was picked up by his county at 7am 9/16/2021.

Does student have a repeated history of physical interventions?  Yes  No  
If yes, explain:

Allegations of abuse?  Yes  No Abuse allegations made to Social Services/Law Enforcement?  Yes  No  
If yes, separate from any staff who performed restraint.  Yes  No

Supervisor Printed Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Administrator Investigation: After reviewing the information discussed during debrief you shall review and verify information through the means available and provide additional information below prior to submitting to Administration.

What was used to verify information: Witnesses were interviewed, and video was reviewed.

Any immediate safety and/or staff concerns that need addressed?  Yes  No

Maintenance Supervisor Harlen Albertson was terminated from his position on 9/15/2021 for failing to fix the damaged fence and for not ensuring the grass was mowed in the back yard.

Forwarded to Program Monitor?  Yes  No

Administrative Review, if applicable:

Follow up, if applicable: \_\_\_\_\_

Administrator Printed Name: \_\_\_\_\_ Administrator Signature: \_\_\_\_\_