



Travis County Commissioners Court Agenda Request

Meeting Date: December 20, 2011

Prepared By/Phone Number: Judge Susan Steeg 854-8878

Elected/Appointed Official/Dept. Head: Judge Susan Steeg, Justice of the Peace
Pct. 3

Commissioners Court Sponsor: Judge Sam Biscoe

AGENDA LANGUAGE:

**Receive guidelines for expenditures from the Juvenile Case Management
Fund for the remainder of FY2012**

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

See attached Memorandum

STAFF RECOMMENDATIONS:

The Justices of the Peace recommend approval of these guidelines.

FISCAL IMPACT AND SOURCE OF FUNDING:

No fiscal impact.

REQUIRED AUTHORIZATIONS:

Diana Ramirez, Planning and Budget Office 854-9106

MEMORANDUM

TO: Hon. Sam Biscoe
Travis County Judge

COPY TO: Hon. Ron Davis County Commissioner Precinct 1
Hon. Sarah Eckhardt County Commissioner Precinct 2
Hon. Karen Huber County Commissioner Precinct 3
Hon. Margaret Gomez County Commissioner Precinct 4

Hon. Yvonne Williams Justice of the Peace Precinct 1
Hon. Glenn Bass Justice of the Peace Precinct 2
Hon. Raul Gonzalez Justice of the Peace Precinct 4
Hon. Herb Evans Justice of the Peace Precinct 5

FROM: Judge Susan Steeg
Justice of the Peace Precinct 3

DATE: December 12, 2011

RE: (1) Court Approval of Ethical and Training Standards for Juvenile Case Managers
(2) Court Approval of Juvenile Case Management Fund Guidelines for FY2012

I am submitting two items for your approval that concern the Juvenile Case Management Program in the Justice Courts. On behalf of my colleagues, I ask that you sponsor these items and present to the Court at your earliest convenience.

1) Court Approval of Ethical and Training Standards for Juvenile Case Managers

Senate Bill 61 passed during the 82nd Texas Legislature requires the Commissioners Court to adopt ethical and training standards for juvenile case managers employed by Travis County. Attached is a proposed order with the attachments that has been approved by a majority of the Justices of the Peace and reviewed by the County Attorney's Office. The legislation required adoption of these standards by December 1st.

2) Juvenile Case Management Fund Guidelines for FY2012

The Justices of the Peace met on October 14, October 21, and October 28 to develop a strategic plan for the Juvenile Case Management Program and recommendations for expenditures from the Juvenile Case Management Fund in FY2012. The Justices of the Peace invited other county departments to participate, including the Planning & Budget Office, Criminal Justice Planning, Human Services, Human Resources, and Counseling and Education Services. We submit the proposed recommendations to the Commissioners Court to reflect the consensus of the judges on additional funding requests that may be presented in FY2012.

On behalf of the Judges, we thank you for your consideration. Please let us know if you have any questions.

Attachments

**Recommendations from the Justices of the Peace:
Guidelines for Expenditures for the
Juvenile Case Management Program for FY12**

Expenditures for the Juvenile Case Management Fund for FY12 (i.e. in addition to funds already approved for activities that were not anticipated)

1. Each Precinct may fund salary and benefits for 1 case manager position (all but JP5 have position approved in FY12).
2. Each Precinct should have funds for adequate training, requisite professional certification, and continuing education related to juvenile case management.
 - a. Any training cost greater than \$1000 must be approved by all Judges before being submitted to PBO.
3. Each Precinct should have funds sufficient for travel and/or mileage for its case manager.
4. Other related expenditures:
 - a. Salary adjustments and routine personnel actions related to case manager positions as defined under current Travis County HR policies – not exceeding 10% of midpoint.
 - i. Any adjustment greater than 10% must be approved by all Judges before being submitted to PBO.
 - ii. Note that a position funded from the General Fund has different rules

Related Support from the Justice Court Technology Fund

1. Annual subscription cost for TRAIN database and data analysis for each Precinct.
2. Technical devices for juvenile case managers (phones, Blackberries etc.).
3. Service contracts for technical devices.