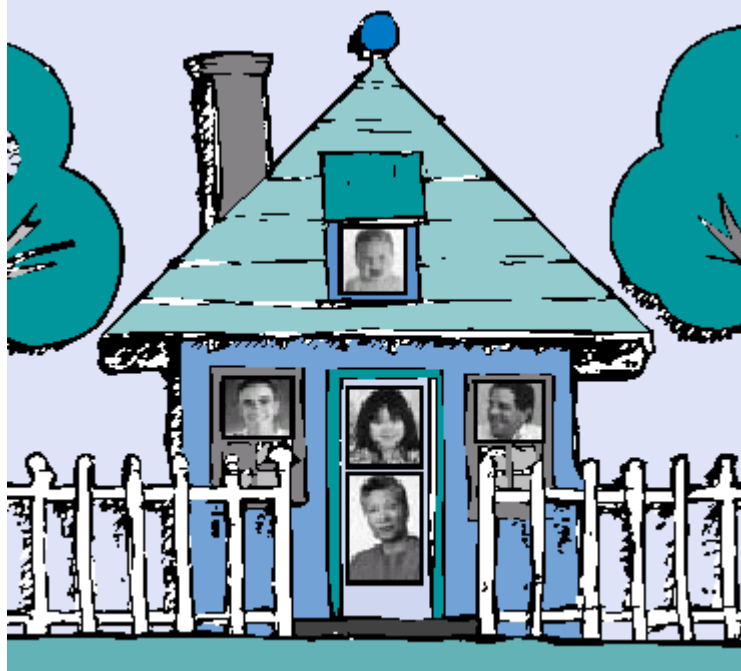


**Harris County  
Protective Services for  
Children and Adults  
(HCPS)**



# **COMMITTEE REPORTS**

**May 2017**

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## **Harris County Protective Services for Children and Adults**

### **Children's Services Committee**

**May 9, 2017**

#### **Meeting Minutes**

The Children's Services Committee Meeting was called to order at 2:10pm by the Chairperson, Patrice McKinney. Ms. McKinney explained that this would be the final meeting of the Children's Services Committee due to restructuring of the Committees by the HCPS Board of Directors. Committee members reviewed the agenda and decided to move forward with the program reports/highlights and return to the discussion of committee reorganization. The meeting proceeded with reports from the different program areas.

#### **Program Highlights**

- I. BEAR Program: Bernadette Cashion, BEAR Program Director provided an update on the BEAR Program and the monthly highlights. The program had two very successful events that included the BEAR Clay Shoot and the BEAR Luncheon. See the attached report/highlights.
- II. Redaction Report: J. McMillon reviewed the Redaction Report which is attached for informational purposes.
- III. Training Institute: Mireya Deidre, Training Institute Manager commented on highlights from the Training Institute report. The report is attached.
- IV. Children's Services: J. McMillon, Children's Services Director presented highlights from the Children's Services Programs. See the attached highlights. Ms. McMillon invited the committee members to the upcoming ceremony designating the HCPS Clinic as a Center of Excellence by Superior Health. The event will take place on May 16, 2017 at 10am at the Youth Services Center.

#### **Board Committees Restructuring**

Ms. McMillon discussed the restructuring of the Board subcommittees and the purpose for reorganization process. Children's Services will now become a part of the Program Services Committee and will also include Youth and Adult Services. Also participating on the committee will be BEAR, HAY/PAL and Youth on Board. Board members assigned to the Committee are Marilyn Demontrond-Chairperson, Patrice McKinney, Elle Sweeney and Dr. Carmel Dyer. The first meeting of the Program Services Committee is scheduled for June 1, 2017 at 3pm.

The meeting was adjourned at 3:30pm.

Jacquelyn McMillon, Liaso

**HARRIS COUNTY  
PROTECTIVE SERVICES FOR CHILDREN AND ADULTS  
REPORT OF BOARD AND COMMITTEE MEETINGS**

|                   |                                 |
|-------------------|---------------------------------|
| <b>COMMITTEE:</b> | <b>Youth Services Committee</b> |
|-------------------|---------------------------------|

|                                     |
|-------------------------------------|
| <b>MEETING DATE (S)</b> May 1, 2017 |
|-------------------------------------|

|   |  |
|---|--|
| <b>MEETING ATTENDEES:<br/>BOARD MEMBERS</b> | <b>MEETING ATTENDEESS:<br/>HCPS/DFPS STAFF</b> |
|---|--|

|   |   |
|---|---|
| <b>Shelia Aron<br/>Philip Kunetka<br/>Sherea McKenzie</b> | <b>Jeff Alexander<br/>Carolyn Garrett<br/>Cherease Glasper<br/>Ginger Harper<br/>Jeff Johnson<br/>John Magliolo</b> |
|---|---|

|                                   |  |
|-----------------------------------|--|
| <b><u>Youth In Attendance</u></b> |  |
|-----------------------------------|--|

|                      |  |
|----------------------|--|
| <b>Tiala Collier</b> |  |
|----------------------|--|

The meeting was called to order by Ms. Sherea McKenzie. Ms. McKenzie welcomed all in attendance.

**Youth Services Division**

**Safety Net Program**

- On April 12, 2017, the Safety Net Project Manager submitted the project's semi-annual Performance Progress Report for the period of October 1, 2016 – March 31, 2017. Highlights of the report include the following: 1) Twelve Runaway and Homeless Youth (RHY) were voluntarily placed in the Kinder Emergency Shelter; 2) Eighty-one RHY received limited financial assistance; and 3) Sixty RHY/families received free brief solution-focused therapy services from a contracted vendor, (Center for Family Consultation). Of the aforementioned youth, only two youth were classified as street RHY that could be served with our federal funding.
- On April 12, 2017, the Safety Net Project Manager met with Leah Pouncy-Dean and Rosalind Tucker from the Houston Serenity Place Child Placement and Adoption Agency to discuss a potential collaborative partnership. The Safety Net Project is currently seeking a Child Placing Agency partner to provide voluntary, short-term shelter (via licensed foster care homes) throughout Harris County for RHY referred to the Safety Net Project, and identified as such by The Children's Center (TCC) and Ambassadors For Christ (AFC). Such a collaboration would provide additional places of short-term shelter (21 days or less) for RHY throughout the county so that the Kinder Emergency Shelter will not be the sole source of emergency shelter for RHY under the age of 18 in Harris County. The availability of licensed foster homes would permit street RHY to remain in a safe and appropriate setting

closer to their existing natural supports, (e.g. family, friends, home school, etc.). While in these foster homes, the Safety Net Project staff would provide all case management services, and focused on securing a safe and appropriate long-term placement for the youth. Ms. Pouncy-Dean and Ms. Tucker were both receptive to this collaboration. Future meetings will be set to discuss further and once a plan is developed Ms. Pouncy-Dean and Ms. Tucker both agreed to present the idea to their Board of Directors for consideration.

- Journalist, Neena Satija, from *The Texas Tribune* toured TRIAD Intake and the Kinder Shelter on April 4/12/17. Her goal was to better understand how TRIAD Intake Diversion Program and the Kinder Emergency Shelter serves youth as prevention programs. The article appeared on April 20, 2017 on The Texas Tribune. The focus has been more with DFPS Point of Entry and recent runaways (see attachment).

#### Youth-On-BOARD

- Youth on B.O.A.R.D. members and Youth Advisory attendees met with the TNOYS staff on April 27th to discuss the Youth Track at the June upcoming Conference in Houston.
- Two (2) Youth on B.O.A.R.D. members attend the 2017 Imagine Excellence Youth Conference on Saturday, April 22, 2017 at George Bush High School.
- Youth on B.O.A.R.D. members are planning a Butterfly release in recognition of Children's Mental Health Month in May. The release will be on Friday, May 12, 2017 at 4pm.

#### Community Youth Services

- Doris Vidal, YSS worker from HISD Park Place Elementary School arranged and chaperoned a group of students for a field trip to Texas A & M. This trip was to encourage and inspire elementary students to start focusing on higher education at their young age. One hundred and ten (110) 4<sup>th</sup> grade students attended and had a great time learning about the university and its rich traditions.
- Donald Rogers, YSS worker from Westbury High School in HISD took an active role in assisting eighty (80) students obtain Prom Dresses and Tuxedos for their upcoming Prom. He worked with Giving Gowns Foundation and the HISD Homeless Department, escorting students to two separate events to help assist the students in obtaining the "perfect" outfit.
- Brenda Argueta, YSS worker from Cy-Fair ISD invited Michele Sacks from Crime Stoppers to speak to her students at Windfern HS on the topic of Human Trafficking. Approximately two-hundred (200) students attended the presentation and Brenda received numerous compliments about the speaker and topic which was considered a huge success.

#### Kinder Emergency Shelter

- Kinder Emergency Shelter occupancy rate for April was 63%

- Kinder Shelter youth activities:
  - April 7, 2017 was “Go Blue Day” for HCCPS to honor Child Abuse Prevention month. Youth in the shelter participated in the Youth On Board activity and planted blue pin wheels outside of the Youth Services Center.
  - On April 26, 2017, four (4) youth participated in a focus group sponsored by the Youth Homelessness Fund – Covenant House/HAY Center/Kinder Emergency Shelter Initiative. TNOYS as a contractor conducted the focus group. Questions were developed about case management and services received. Greater Houston Community Foundation Youth Homelessness Fund awarded a \$30,000, planning grant to Covenant House for a Coordinated Case Management Team Project in August 2016. The purpose of the project is for Covenant House, the Houston Alumni and Youth (HAY) Center and Kinder Emergency Shelter to seek to create a coordinated case management team that increases communication among the three programs and collectively address the needs of youth aging out of foster care, thereby preventing them from becoming homeless. The goal of the focus group was to gather information from the youth/young adults about the case management services they have received thus far and what worked well to meet their needs and what didn’t work well from their prospective. This information will assist in the development of the final written strategy for implementing a coordinated case management system.
  - The Houston Insurance Professional Group sponsored an Easter Party and lunch for the youth residing in the shelter. Youth enjoyed an Easter egg hunt, games, prizes and lunch.
  - Youth volunteered with the Springworld International Festival and helped stuff plastic Easter eggs with candy for the annual Discovery Green Easter Egg Hunt. Springworld International is known for its one hundred thousand Easter egg hunt.
  - Bellaire United Methodist Church donated beautiful Easter baskets for each youth for Easter morning.
  - Carrie E Coleman’s church, Antioch Baptist Church donated tickets for all youth to attend the Astros verses Los Angeles Angels of Anaheim baseball game.
  - Kinder Emergency Shelter hired four new relief staff.

**ADDENDUM:** Evelyn Emdin was promoted as the new Kinder Shelter Program Manager. She comes with over 25 years of experience in the residential child care field.

#### TRIAD Prevention Program

- Youth and Family Resource Services has been engaged in applying for the Care Coordinator role in the Governor’s Initiative to Combat Human Trafficking, otherwise known locally as the **Houston Regional CST (Child Sex Trafficking) Model**. Resource Services Manager, Matt Broussard, attended the 4 day human trafficking training offered by the Governor’s Office in Austin from April 3-6.

On April 27<sup>th</sup>, Mr. Broussard made a presentation to the local Care Continuum committee for HCPS to be considered for the Coordinator role in this initiative, with the expectation of grant

funding to support HCPS to support this initiative. Juvenile Probation staff as well as administrators, Jeff Alexander and Ginger Harper, have been instrumental in discussions with local providers and Governor's staff members over several months, with the goal of developing a comprehensive program aimed at helping CST minor victims in the Houston region. HCPS is uniquely qualified to serve as the coordinating agency in this very important effort.

- Youth and Family Resource Services staff participated in interviewing post-doctoral Fellows hired as Juvenile Probation employees. The Post-doctoral Fellow provides psychological testing of complex needs youth which benefit their families in seeking appropriate services. The current post-doctoral Fellow, Dr. Mandi Adydan, will end her fellowship on 8/31/17 and a new fellow will begin on 9/1/17. This is part of an ongoing partnership between Juvenile Probation and HCPS, with sharing supervision while working with clients at the Youth Services Center.
- Community Resource Coordination Group (CRCG) is a service within Youth and Family Resource Services. The CRCG Coordinator, Takoya Jackson, has been providing community presentations about the service to various professional and family groups within Harris County. During the month April, Takoya presented at the Northeast Community Center, so that families in need can be aware of the free voluntary services available to the Harris County community.
- TRIAD JP Court staff attended the "***Make It Right!***" event held at the Lakewood Baptist Church location on Saturday, April 22, 2017. "***Make It Right!***" is an initiative sponsored by the Harris County DA's office in which community members can expeditiously resolve outstanding legal issues with local JP courts. These issues include outstanding warrants for low-level, non-violent misdemeanor offenses, traffic tickets, truancy tickets, and other Class C type misdemeanors. "***Make It Right!***" events allow community members to see several JP court judges, and service companies in one setting who provide assistance in the form of tests, classes, and other types of help.  
Staff attended to people who came to their booth by giving information about the program and services provided. Flyers were handed out along with promotional items to those who visited our booth.
- Gulfton & Pasadena CYD conducted their fiscal period program/fiscal audits of the subcontractors in each site with no significant findings. This is a reflection of the Program Coordinators and their ability to work effectively with each subcontractor.
- Parenting with Love and Limits (PLL) recently made a presentation at Spaulding for Children. They have a large Post-Adoption Program and a new Kinship Care Support Program that are a good fit for working with PLL. Both programs serve DFPS placed children and families that are struggling with parent-child conflict. The goal is to prevent reentry to DFPS custody.
- TRIAD Mental Health (TMH) has been notified that the TRIAD Executives have authorized the reinstatement of a part-time therapist position effective March 1<sup>st</sup> budget year. This will allow TMH to have a community presence in the Third Ward/Sunnyside area. Currently, discussions are underway with the TRIAD JP Court Program to locate a host facility to provide TMH counseling services.

## **TRAINING INSTITUTE**

### **HCPS Youth Services Division Program Highlights:**

In addition to the routine staff development tasks and activities, TI also played a key role in developing, planning, and coordinating the following activities during this reporting period:

- TI assisted in the coordination, setup, and provided CEUs for the CASY and CRCG meetings. TI has reserved the rooms for the upcoming year for all of Central CASY meetings.
- The Kinder shelter training this month focused on *Translating Trauma Informed Care into Practice: Working with Special Needs Clients (Trauma)*.
- The CANS Beta testing administrative group continues to meet. We have currently received 46 of the 50 CANS needed for data analysis. We continue to support staff with their CANS recertification due by the end of April.
- Texas Southern University Earl Carl Institute's Forensic conference was held on April 27-28. The Training Institute co-sponsored this event and received 10 complementary slots, in which seven slots were provided to YSD staff.
- Calendar development for the CYS program was completed, submitted, and approved by managerial staff. The requested trainings will be provided to CYS staff in the summer months.
- HCPS will host its ninth annual Dianne Bynum Administrative Support Services Conference on June 2, 2017. The conference will be held at the Harris County Department of Education, 6300 Irvington Blvd. This year's theme is "Supporting the Superhero in You." Save the dates have been send out to participating agencies and the pre-registration forms are forthcoming.
- Advance Supervisory Skills and coaching sessions for HCPS managerial/supervisory staff are currently being scheduled. The session dates will be reviewed and finalized through the division administrators. The projected beginning dates are May 2017.

Meeting adjourned at 7PM.



HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS  
REPORT OF BOARD COMMITTEE MEETINGS

**COMMITTEE:** ADULT SERVICES COMMITTEE

**MEETING DATE:** No Meeting Held



## Harris County Protective Services BOD - Financial and Business Services Committee

### MINUTES

MAY 16, 2017

11:00AM

YSC, ROOM E108

|                                     |  |
|-------------------------------------|--|
| MEETING ATTENDEES:<br>BOARD MEMBERS | Sherea McKenzie, Ellie Sweeney, Sean McPherson   |
| MEETING ATTENDEES:<br>HCPS STAFF    | Beverly Pettway, Kim Neal, Brian Baxendale, Vangie Alegado, Sandra Lennon, Charlotte Wilkins, Delores Jackson, Paulette Davis, Rex Michels |

### Agenda Items

#### BUDGET STATUS REPORT:

Kim Neal reported on the April YTD CPS financial performance to budget. She noted that the current budget was \$32,510,445, with \$23,610,000 being the General Fund budget allocation. Expenditures through April 30 was \$3,410,034 which represented 14.44% of the total budget, with a favorable variance of \$334,707. Kim indicated that most of the variance was attributable to the positions still vacant, and mentioned that 27 of the 39 positions were from the General Fund.

Kim also noted that the HAY Center Transition Coaching program received \$45,000 in funds to be used to hire an additional volunteer specialist, bringing the total for this fund to \$90,000. She mentioned that the Senior Justice Assessment Center, funded by a VOCA grant of \$383,742, was now operational, and had already received 10 referrals. The Center was still in need of an examination room so they could perform forensic examinations, and while they had secured the space for the room, they could not perform necessary renovation, because the grant did not cover expenses for construction purposes. Claudia Gonzalez approached the Fund Board for the \$6,562 needed to complete the renovation, and the Board approved the request.

Kim spoke about May's Fund Board meeting, indicating that they received 3 other requests for assistance, listed below:

- 1) \$2,000 from CY5 to purchase supplies for activities and curricula for small group development
- 2) \$1,000 from CCCC to use to purchase children's books and toys to reinforce parenting for the Family Based program funded by the Hopes Grant
- 3) Permission requested from Youth on Board to use the Fund Board's non-profit status to apply for a \$6,300 grant to create a "Works of Art" program in their CYD and TAY programs.

Beverly Pettway discussed the County's transition from Amegy Bank to Cadence Bank, and mentioned that with the new bank, CPS would now be able to scan deposits to the bank instead of manually taking the deposits in to the branch, and would contract with Dunbar for cash pickup. She explained that CPS was working to get the changes completed to move the wards' incoming revenues from Amegy to Cadence seamlessly. Sherea McKenzie mentioned that it would be beneficial for CPS to document any issues encountered with the transition. Ms. Pettway also spoke about CPS' desire to transition from the current reimbursement process for the clothing authorizations for foster children, to a prepaid card program. She explained that CPS would be able to request prepaid cards from Cadence Bank, have control over loading and managing funds on the cards, and have access to real time online reporting to monitor the purchases. She mentioned that the challenge with implementing this program would be getting real time access to the information from DFPS to document the whereabouts of the eligible children.

#### Program Updates:

#### HUMAN RESOURCES:

##### a. General Status Report including recruitment and retention, exit interview report.

HCPS has a total of 39 vacancies (27 general fund positions, 1 special revenue, and 11 grant funded positions as of April 30, 2017). The YTD turnover rate for HCPS is 5%. Adult Services Division has the highest turnover YTD rate of 10%, with Youth Services Division following with 4%. HR conducted 4 exit interviews in the month of April. Some of the comments provided by employees were: 'dissatisfaction with supervisor'; 'no growth within the program'; 'program lacks gender diversity'; 'felt isolated and better compensation'; and 'train supervisors on how to communicate with employees. HR will provide periodic feedback to divisions regarding exit interview data.

**b. Executive Service Corp of Houston Project Update**

HR continues to focus on implementing the new performance management system and work with Program Administrators on developing position competencies. The next step in the process is to develop the performance management policy and create a new performance evaluation instrument. Projected rollout date is September.

**Asset Management:**

Brian Baxendale discussed the 32 wards' properties that Asset Management currently handles, noting the following:

- 1) 2 were sold in April
- 2) 11 were under contract
- 3) 5 were listed with the Realtor
- 4) 5 were not for sale as either the ward was living in the property or the house was being maintained with the plan that the ward would return to the home

Brian gave an update on the vehicles for CPS, noting that the 2 small cargo vans for Asset Management, the only remaining vehicles, had been delivered. These two vehicles were delivered without rear windows or rear view mirrors, and Enterprise would be picking them up to install both, at their expense. Some discussion centered on the use of the GFS system for maintaining inventory of the wards' assets, and Brian mentioned that Lee Baughman, the IT Manager, was the only person with the ability to update the system with new information. Beverly Pettway requested that someone in Asset Management should be trained and given the responsibility to perform this function.

**Other Notes:**

The meeting ended quicker than anticipated due to a power outage at YSC which resulted in the air being shut off.

\*\*\*Next Meeting June 20, 2017