

Jennifer Woolard, Chair  
David R. Hines, Vice Chair  
Tyren Frazier, Secretary  
Michael N. Herring  
Scott Kizner  
Robyn Diehl McDougle  
Quwanisha Hines Roman  
Dana G. Schrad  
Robert Vilchez



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**COMMONWEALTH of VIRGINIA**  
*Board of Juvenile Justice*  
**MEETING MINUTES**

September 13, 2017

Main Street Centre, 600 East Main Street, 12<sup>th</sup> Floor, Conference Room South, Richmond, Virginia 23219

**Board Members Present:** Tyren Frazier, Michael Herring, Scott Kizner, Quwanisha Roman, Dana Schrad, Robert "Tito" Vilchez, and Jennifer Woolard

**Board Members Absent:** David Hines, Robyn McDougle

**Department of Juvenile Justice (Department) Staff Present:** Diane Abato (Attorney General's Office), Ken Bailey, Garry Barnes, Jill Becker, Andrew "Andy" K. Block, Jr., Valerie Boykin, Patrick Bridge, Carol Brown, Letha Brooks, Cindy Bullock, Greg Davy, Jenna Easton, Lisa Floyd, Wendy Hoffman, Joyce Holmon, Lesley Hull, Ashaki McNeil, Michael Morton, Kristen Peterson, Deron Phipps, Maurice Sessoms, Romilda Smith, and Beth Stinnett

**Guests Present:** Kerry Chilton (disAbility Law Center of Virginia), Michelle Justiniano (York County), Rebecca Keel (Legal Aid Justice Center), Valerie Slater (Legal Aid Justice Center/RISE for Youth), and Tom Woods (Annie E. Casey Foundation)

**CALL TO ORDER**

Acting Chairperson Tyren Frazier called the meeting to order at 9:36 a.m.

**INTRODUCTIONS**

Acting Chairperson Frazier welcomed all who were present and asked for introductions, including the recognition of the new Board members.

Board Member Quwanisha Roman introduced herself as a newly admitted attorney in the state with personal experience in the system as a juvenile. Ms. Roman said she is honored to be a part of this process.

Board Member Scott Kizner introduced himself as superintendent of schools for the City of Harrisonburg. Dr. Kizner has been working with children in different capacities (school psychologist, special education teacher) since 1981. Dr. Kizner stated that he is highly committed to helping every child and this Board seems like a good fit.

Board Member Tito Vilchez introduced himself as a Coordinator with the Arlington County Gang Prevention Task Force and Supervisor of the Detention Diversion Program that falls under the Northern Virginia Regional Gang Task Force. Mr. Vilchez is a proud native of Arlington and has worked on the front lines with vulnerable youth since 1999. Mr. Vilchez said he is honored to be here.

### **ELECTIONS OF OFFICERS**

The Board of Juvenile Justice By-Laws mandates the Board elect a Chairperson, Vice-Chairperson, and Secretary at the beginning of every fiscal year.

- The Chairperson is the presiding officer of the Board at its meetings.
- The Vice-Chairperson presides over the Board meetings in the event of the Chair's absence, event of disability, or vacancy in the office.
- The Secretary, with the support of Department staff, has several tasks including to serve as the Board's parliamentarian (rule watcher) and to sign minutes and policy documents.

Acting Chairperson Frazier called for a discussion and asked for volunteers or recommendations for the position of Chairperson. Acting Chairperson Frazier noted that discussions could only include Board members; no staff or guests could contribute unless the Board needed information.

Board Member Michael Herring nominated Jennifer Woolard to be the Board's Chairperson. Dr. Woolard was appointed to the Board in 2015. She is an associate professor of psychology at Georgetown and a recognized scholar in juvenile justice and the justice system generally. Mr. Herring stated that if Dr. Woolard was willing to serve, she would make a great chair.

On MOTION duly made by Michael Herring and seconded by Dana Schrad, the Board of Juvenile Justice approved the nomination of Jennifer Woolard as Chairperson. Motion carried.

Acting Chairperson Frazier called for Vice-Chairperson nominations. Board Member Dana Schrad nominated current Vice-Chairperson David Hines. Colonel Hines is the Sheriff of Hanover County and is well invested in the criminal justice system, particularly services to youth.

On MOTION duly made by Dana Schrad and seconded by Michael Herring, the Board of Juvenile Justice approved the nomination of David Hines as Vice-Chairperson. Motion carried.

Acting Chairperson Frazier called for Secretary nominations. Board Member Jennifer Woolard nominated Tyren Frazier to serve as Secretary, noting that Mr. Frazier's leadership and involvement in Higher Achievement over the course of his career, along with his interest in working with juveniles, would make him an excellent Secretary.

On MOTION duly made by Jennifer Woolard and seconded by Dana Schrad, the Board of Juvenile Justice approved the nomination of Tyren Frazier as Secretary. Motion carried.

Acting Chairperson Frazier congratulated the elected officers who assume their new roles after the close of this meeting.

### **APPROVAL of June 28, 2017, MINUTES**

The minutes of the June 28, 2017, Board meeting were provided for approval. On MOTION duly made by Dana Schrad and seconded by Michael Herring, the Board approved the minutes as presented. Motion carried.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **DIRECTOR'S CERTIFICATION ACTIONS**

Ken Bailey, Certification Manager, Department

Included in the Board packet were the individual audit reports and a summary of the Director's certification actions completed on August 2, 2017.

Mr. Bailey summarized the audit findings of the six Court Service Units (CSUs). Most of the audit deficiencies were from missing documentation associated with social histories and supervision plans. The CSUs are becoming accustomed to the new social history format, which has different interpretations of what information should be included in the social history. The implementation of new procedures caused audit deficiencies in the supervision plans. The Audit Team found all CSUs in compliance during their follow up visits.

Board Member Woolard said the record concerns seem like staff adjusting to new procedures and forms.

Mr. Bailey replied that staff are in an adjustment phase and continue to work hard to move to the new format and understand the new procedures.

The Crossroads Community Youth Home in York County had numerous deficiencies in its 2015 audit. The Audit Team conducted several monitoring visits and provided guidance on correcting these deficiencies. The Audit Team performed a full audit in May 2017. The Crossroads Community Youth Home received a 100% compliance and was certified for three years.

The audit on the Fairfax Boys' Probation House found six deficiencies out of 350 areas reviewed. This is almost a 98% compliance rate, which is considered a good audit. The Audit Team conducted follow up reviews and the six deficiencies were corrected. Many of the deficiencies were documentation issues. The Fairfax Boys' Probation House was certified for three years.

The audit for the Westhaven Boys' Home in Portsmouth found five areas of non-compliance, including one critical regulatory deficiency for failure to document over-the-counter medication. The Westhaven Boys' Home has implemented procedures to correct that deficiency. The Audit Team had a follow up review and the medication administration reports indicated all children were receiving their medication appropriately within the required guidelines. The Westhaven Boys' Home was certified for three years.

Board Member Schrad asked if there were any commonalities among the deficiencies, such as recordkeeping.

Mr. Bailey responded that documentation is the main audit finding, especially in the area of medication administration. Many of the medication regulations are critical and pretty strict. If, during the audit period, the facility misses one regulatory requirement, then the facility is in non-compliance. Occasionally, the Audit Team finds one or two files where the agency failed to document administration of medication. This is deemed a critical regulatory requirement since the facility did not document the incident or the measures they took to correct it. If the facility finds a mistake, it should document the actions performed and how the agency will prevent similar mistakes in the future.

Acting Chairperson Frazier asked how soon the Audit Team conducts a follow up review after a deficiency is discovered.

Mr. Bailey responded that if the Audit Team finds deficiencies, they return for an initial follow-up visit in three months and another visit in nine months. When the Audit Team performs monitoring visits, they review previous audit findings to ensure the agency is continuing with their corrective action plan.

## **REGULATORY UPDATE**

Kristen Peterson, Regulatory and Policy Coordinator, Department

The Department typically follows the standard regulatory process to either promulgate a new regulation or revise an existing regulation. The standard regulatory process is a three stage process. The first step is to issue a Notice of Intended Regulatory Action (NOIRA) which involves notifying the general public that an agency plans to promulgate a new regulation or to revise an existing regulation. Once a NOIRA is published in the *Virginia Register*, there is a 30-day public comment period. The second step is the proposed regulation which explains the purpose of the regulatory action. A 60-day public comment period begins upon publication of the proposed regulatory action in the *Virginia Register*. The last step is the final regulation that involves the publishing of the new regulation in the *Virginia Register* with an additional 30-day public comment period. If there are no changes, then the regulation takes effect.

6VAC36-160, Regulations Governing Juvenile Record Information and the Virginia Juvenile Justice Information System: This regulation governs the processes that participating agencies must follow when they are either collecting, disseminating, or destroying juvenile record information. The Department initiated a NOIRA action in Dec 2015 to remove antiquated language and to ensure the regulation was consistent with the Information Technology Resource Management Standards that all state agencies must follow. The regulation is currently in the final stage of the regulatory process. The regulation was published in the *Virginia Register* on August 21, 2017, followed by a 30-day public comment period. This particular regulation will take effect on September 20, 2017. Ms. Peterson will present the revised regulation to the Board at the next meeting.

There are three types of residential facilities certified by the Department: juvenile group homes, juvenile correctional centers, and secure juvenile detention centers. The Department submitted a NOIRA action in June 2016 to the Board for approval to initiate a regulatory action to perform a comprehensive review of all three residential regulations (6VAC35-41, 6VAC31-71, and 6VAC35-101).

The Department has undergone a number of major changes, such as the consolidation, that delayed decisions on important regulatory issues and resulted in a missed deadline. The Department should have drafted and submitted the regulation language within six months of May 2017, but failed to meet that deadline. The goal is to present that information to the Board for review and approval at the November meeting.

## **REVISIONS TO THE BOARD OF JUVENILE JUSTICE BY-LAWS**

Kristen Peterson, Regulatory and Policy Coordinator, Department

According to Article 7, § 7.01 of the Board of Juvenile Justice By-Laws, the Board shall review the by-Laws annually to ensure they are consistent with state law. This has been overlooked in previous years, but the Department will remind the Board of this requirement in the future.

The Department proposed the following amendments to the by-Laws in an effort to reflect statutory changes that have been made since the by-laws were last updated in 2012.

Article 1, § 1.01. The Department proposed amending the Board membership number because the Board now consists of nine members rather than seven. Two of those members must be experienced educators.

Article 2, § 2.04 requires that requests for continuous notifications of Board meetings be made annually in writing, and include the requester's name, address, and zip code. The Department proposed adding a daytime telephone number and email address, if available, consistent with the statutory language.

Article 3, § 3.01 lists all the specific powers and duties of the Board. The Department recommended adding a new subdivision D, which gives the Board the power to advise the Governor and Director on matters relating to youth services.

Article 3, § 3.01 in new subsection E, the Department proposed striking language that references laws "administered by the Director or the Department," as this language is no longer in the statute.

Article 3, §3.01 in new subsection H, the Department proposed adding language that authorizes the Board to adopt all necessary regulations for the management and operation of the schools in the Department, provided that any such regulations do not conflict with regulations relating to security of the institutions in which the juveniles are committed.

Article 3, § 3.02, the Department proposed removing subsection (d) in its entirety. This language gives the Board the authority to prescribe minimal standards for temporary lock up rooms and wards for juveniles under 14 years of age or under. Upon further inspection of the statutes, this authority is granted to the Board of Corrections, rather than the Department.

In addition to the proposed recommendations to reflect statutory changes, the Department made the following additional recommendations for amendments to the by-laws:

Article 3, § 3.02, old subsection K, the Department proposed a minor change to remove the specific reference to the "eight" aspects, such that if additional changes are made to the statute, the Department will not have to continuously update the number.

Article 5, § 5.04, the Department proposed adding language to allow the Secretary to serve as Chairperson in the event that the chairperson and vice-chairperson are not available to chair a meeting.

Article 5, § 5.05, the Department proposed adding this new section to address the issue the Board encountered in the current meeting, where there is no Chairperson, and both the Vice-Chairperson and Secretary are absent from the meeting. This new provision would allow the person with the longest tenure on the Board to chair the meeting, and if there are two individuals who have the same tenure on the Board, the Director would have the authority to designate the chair.

Although it is not highlighted in Article 7, § 7.04, the Department also proposed changing the effective date of the Board by-laws to September 13, 2017. The Board will review the by-laws annually and update the effective date each year going forward.

Board Member Schrad asked what would be considered a simple quorum of the Board with nine members.

Ms. Peterson responded that a quorum would be the majority of the Board, which is five members.

On MOTION duly made by Michael Herring and seconded by Jennifer Woolard, the Board of Juvenile Justice approved the revisions to the Board of Juvenile Justice By-Laws. Motion carried.

Acting Chairperson Frazier announced an adjustment to the agenda with the Student Government Association attending the Board meeting in November.

## **FAMILY DAY**

Joyce Holmon, Deputy Director of Residential Services, Department

Ms. Holmon presented a PowerPoint presentation on Family Day. The presentation is attached.

- ☞ Family Day was held on August 27, 2017. The Department had not hosted such an event on facility grounds (Bon Air Juvenile Correctional Center) since May 19, 2009.
- ☞ Family Day was born out of the Governor's desire to attend a family engagement event at Bon Air. Formal invitations were sent to all the families the Department serves, sponsors, vendors, and stakeholders. The Governor and First Lady were our co-hosts and participated in many of the Family Day activities.
- ☞ The Department has never had a sitting Governor or First Lady attend such a special event.
- ☞ Usually, Family Day consists of Bon Air staff, but this event was a true display of teamwork and comraderie across all divisions at the Department from Central Office, to Education, to

Community Programs. It was an indicator that the Department has finally reached the pinnacle of being a team.

- ☞ The staff at Bon Air had fewer than five weeks to plan and coordinate Family Day. Usually an event of this magnitude takes six months to organize.
- ☞ The Department was very appreciative of the Annie E. Casey Foundation who sponsored this event.
- ☞ This event was an incentive for residents. Unlike regular family visitations, residents had to earn the opportunity to participate.
- ☞ One of the activities was a campus-wide talent competition. Eighteen units at Bon Air presented a talent, which was judged. The categories were step/dance, visual arts, poetry/rap, and musical. The winners of these categories performed on Family Day. The Governor presented trophies to the talent show winners and kicked off the relay of games.
- ☞ The units were also creative and made unit pride banners that were displayed along the fences.
- ☞ There was a formal program by the Student Government Association and a rousing rendition from Hamilton. The Department does not usually hear testimonies from young people after they leave the facility; however, four former residents returned to share their stories of success. These four former residents were also invited back to the Executive Mansion for lunch with the Governor and First Lady.
- ☞ This was a successful opportunity to engage with the residents and family in a different way. Plans have begun for 2018 Family Day.

Board Member Woolard was disappointed that she was not able to attend, and believes it was an amazing event. Board Member Woolard commented that she has been working with other states on their family engagement, and has not seen this type of event done in any other state. Board Member Woolard expressed hope that the Department will have the opportunity to share with other states on how this was done.

Board Member Schrad also expressed regret at not being able to attend Family Day, but said it was very inspirational.

Acting Chairperson Frazier thanked the Bon Air team and the Department staff on bringing back this type of activity and shared that he looks forward to the next event and hopes the Board members can put this date on their calendars for next year.

#### **DIRECTOR'S COMMENTS**

Andy Block, Director, Department

When the Department began its transformation efforts three and half years ago, the agency was fractured. There was no link between staff in the facility, in education, in residential, or in community

programs. They all had different work cultures. Family Day represents how far the Department has come and conveys the sense of unity among everyone. This event was great for the families, but also great for the staff.

At previous Board meetings, the Department discussed building out the continuum of services. At the end of this year, the Department's Community Programs will launch ten new evidence-based, intensive family intervention programs. These are the multi-systemic therapy or functional family therapy programs, which are the highest rated evidence-based series for working with at-risk youth successfully in the community. The ten programs will serve approximately 90 jurisdictions. The Department's goal is to create equity across the state by giving young people access to core services in their communities that will help them be successful. The fact that the Department started this work in January, and is adding this new capacity in 90 out of 130 jurisdictions within a single year is a huge accomplishment. Cumulatively, the ten programs will serve 600 youth. The services are intended to target higher risk youth that might otherwise end up in a facility.

The Department has been asked to prepare transition and sustainability plans, regardless of who will become the Commonwealth's next governor.

Director Block thanked the Board for their support and thanked Deputy Director Holmon for her hard work, not only in preparing for Family Day, but throughout the consolidation process.

#### **BOARD COMMENTS**

There were no comments by the Board.

#### **NEXT MEETING**

The next Board meeting is scheduled for November 8, 2017, at the Main Street Centre, 600 East Main Street, Richmond.

#### **ADJOURNMENT**

Acting Chairperson Frazier adjourned the meeting at 10:36 a.m.



# DJJ Family Day

Hosted by: **Bon Air Juvenile  
Correctional Center**

**August 27, 2017**



Virginia Department of  
Juvenile Justice

One Team.  
New Ideas.  
Extraordinary Purpose.



Virginia Department of  
Juvenile Justice

One Team.  
New Ideas.  
Extraordinary Purpose.

On August 27, 2017 DJJ  
relaunched an old tradition at  
Bon Air JCC, hosting for the first  
time since May 19, 2009

## Family Day.



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Governor and Mrs. Terrence R. McAuliffe  
and the Department of Juvenile Justice  
cordially invite you to participate in  
*One for Family Day*  
August 27, 2017  
9:00 am to 2:00 pm  
on the Deck, Ice Campus  
1900 (between 4th Avenue  
Highway, Virginia 21285

*Family connection and support helps  
your child be successful*

*Family Day will give you time together  
to take part in a variety of activities  
while strengthening family relationships.*

*Please join us, along with special guests,  
Gov. Terry and 2017 staff, for a day of good  
food, fun and justice events that will  
create an atmosphere and a sense of building*



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### Special Guest

- Governor Terry McAuliffe
- First Lady Dorothy McAuliffe
- Secretary of Public Safety and Homeland Security  
Brian Moran
- Deputy Secretary of Public Safety and Homeland  
Security Victoria Cochran
- Former DJJ residents who came back to share  
their success stories
- Individuals from facility volunteer programs



## Virginia Department of Juvenile Justice

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This day would not have happened except for the tremendous effort of Bon Air and the large number of DJJ staff who gave up their Sunday, or came in to work overtime, to make the day successful. The Bon Air team (residential, education, medical, mental health, maintenance and security) was out in force, with smiles on their faces, doing all they could to make sure everyone had fun and stayed safe.



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Extraordinary Purpose.





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### Lunch Menu

Fried Chicken	Beef Hot Dogs	Hamburgers	Baked Beans
Coleslaw	Corn on the cob	Tossed Salad	Dinner Rolls
Cookies	Pound Cake	Bottled Water	Gatorade
Fruit Juices			

### Special Treats

Popcorn	Funnel Cakes	Snow Cones	Cotton Candy
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## DJJ Staff Participation

- 10+ CSU represented
- 40+ Central Office and CSU staff
- 78% of Division of Education staff
- 24 Bon Air security series staff
- 126 Bon Air residential staff
- 40+ Bon Air non residential staff

*Staff traveled from as far  
away as Abingdon, VA  
(500+ miles).*

As I watched the sea of blue-shirted staff from across the agency smiling and laughing, and working together, it became clear to me how appropriate the name "Family Day" was for the event: We at DJJ are a family, too.

Andy Block



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### Resident Participation Criteria

- No aggressive behavior
- No sexual misconduct
- Maintain appropriate behavior in school
- Compliant with community treatment model expectations
- Must be recommended by treatment team to attend



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### Pre Family Day Activities

- Campus wide talent competition
  - ❖ Step/Dance
  - ❖ Visual Arts
  - ❖ Poetry/Rap
  - ❖ Musical
- Creation of unit banners





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### Vendors and Sponsors

- Annie E. Casey Foundation
- Assisting Families of Inmates
- Chesterfield County Sheriff's Office
- City of Richmond Police Department
- Department of Corrections K-9 Unit
- Foster View Volunteer Rescue Squad
- Hanover County Sheriff's Office
- James River Transportation
- Vango Transportation
- Virginia State Police
- VERA Institute of Justice

*Thank  
you*



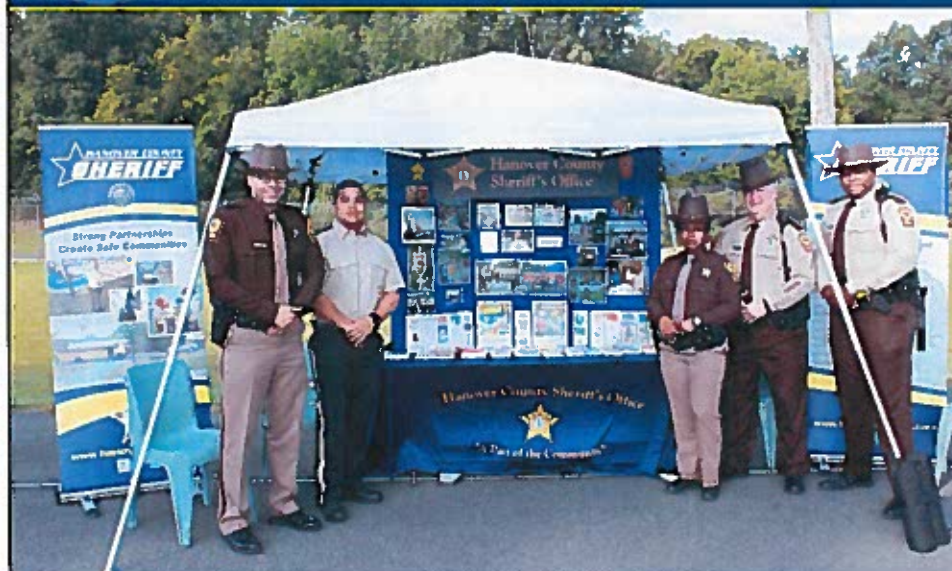
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### **Resident and Family Participation**

- 325 family members attended family day
- 136 residents attended family day
- 71 family members attended regular visitation
- 28 residents attended regular visitation

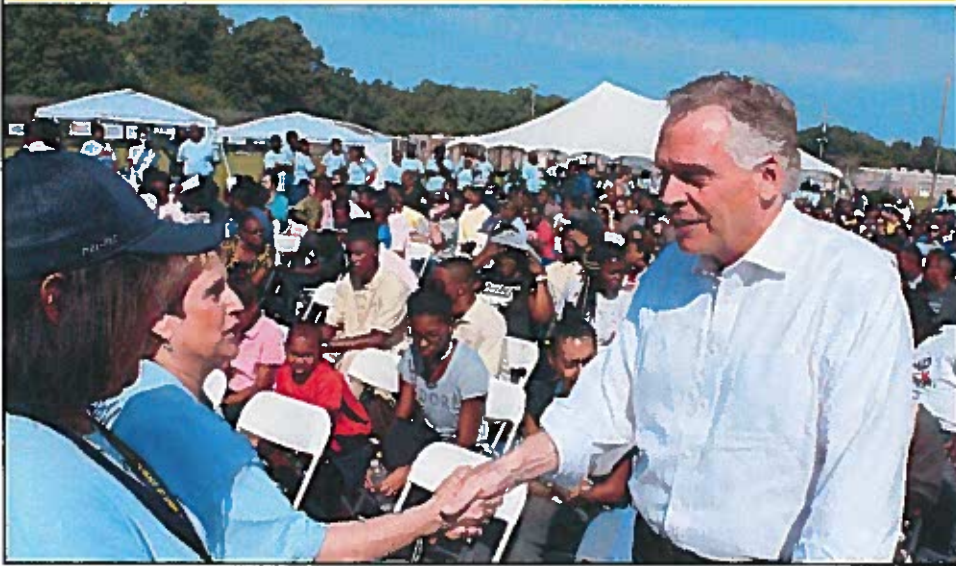


*Families traveled from as  
far away as Dallas, TX.*



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## Family Day Formal Program

*Director Block, Master of Ceremony*

- ❖ SGA History & Introduction
- ❖ Talent Show: Art, Poetry and Rap
- ❖ Presentation "Hamilton"
- ❖ Stories of Success - 4 former DJJ residents
- ❖ Keynote Address – Governor Terry McAuliffe
- ❖ Presentation of Talent Competition Awards – Governor & Mrs. Terry McAuliffe
- ❖ Relay Kick-Off – Corn Hole match between Governor McAuliffe, Secretary Moran and members of the SGA



## Family Day Activities

- Family Engagement
- Corn Hole
- Double Dutch
- Tug-of-War
- Sack Races







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## Family Day Activities

- The four former DJJ residents and four DJJ staff accompanied the Governor and First Lady McAuliffe back to the Governor's mansion for lunch.
- Family Day concluded at Bon Air at 2:30 p.m.
- Plans have begun for the 2018 Family Day