

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
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WEBSITE: www.co.hidalgo.tx.us/auditor

April 17, 2019

The Honorable Richard Cortez, Hidalgo County Judge
The Honorable David Fuentes, Commissioner, Precinct No. 1
The Honorable Eduardo "Eddie" Cantu, Commissioner, Precinct No. 2
The Honorable Jose M. Flores, Commissioner, Precinct No. 3
The Honorable Ellie Torres, Commissioner, Precinct No. 4

RE: Certification of Revenue

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.07075 SPECIAL BUDGET FOR REVENUE RECEIVED AFTER START OF FISCAL YEAR:

The county auditor shall certify to the commissioners' court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Maria Arcilia Duran, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court program income in the amount of \$12,013.00 generated by the Hidalgo County Adult Probation Department for the DWI Court Grant FY2019. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
\$ 2,635.00	January 2019 DWI Program Income
\$ 4,557.00	February 2019 DWI Program Income
\$ 4,821.00	March 2019 DWI Program Income

CERTIFIED BY:

Maria A. Duran
Maria Arcilia Duran, CPA
Hidalgo County Auditor

4-22-19
Date

HIDALGO COUNTY DISTRICT JUDGES

- LUIS M. SIOLETERY / JUDGE, 82ND D.C.
- FERNANDO MORALES / JUDGE, 89TH D.C.
- J. R. "BOBBY" FLORES / JUDGE, 139TH D.C.
- ROSE GUERRA REYNA / JUDGE, 208TH D.C.
- MARLA CUELLAR / JUDGE, 275TH D.C.
- MARIO E. RAMIREZ, JR. / JUDGE, 322ND D.C.
- NOE GONZALEZ / JUDGE, 370TH D.C. OVERSEER
- LETICIA LOPEZ / JUDGE, 389TH D.C.
- L. KEND VASQUEZ / JUDGE, 389TH D.C.
- ISRAEL RAMON, JR. / JUDGE, 430TH D.C.
- RENEE R. BETANCOURT / JUDGE, 448TH D.C.
- JAI ME TUJERINA / JUDGE, 464TH D.C.

AI-69814

Adult Probation 26. A.

CC - REGULAR

Meeting Date: 04/23/2019

Submitted For: Maria Castilleja, ADULT PROBATION

Submitted By: Maria Castilleja, ADULT PROBATION

Department: ADULT PROBATION

Information

CAPTION

Adult Probation - DWI (1289)

January 2019

Approval of certification of revenues by the county auditor for the DWI Grant program income in the amount of \$2,635.00 and appropriation of the DWI program income (GPI) in the amount of \$2,635.00.

February 2019

Approval of certification of revenues by the county auditor for the DWI Grant program income in the amount of \$4,557.00 and appropriation of the DWI program income (GPI) in the amount of \$4,557.00

March 2019

Approval of certification of revenues by the county auditor for the DWI Grant program income in the amount of \$4,821.00 and appropriation of the DWI program income (GPI) in the amount of \$4,821.00.

BACKGROUND

Fiscal Impact

CALENDAR YEAR: 2019

ACCT. #: 9-1289-423-00-320-032-9-XXX

FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N/A

BUDGETARY IMPACT:

Funds available as of 04/12/19.

Attachments

DWI Jan 19 approp

DWI Feb 19 approp

DWI Mar 19 approp

request to certify revenues

DWI approved budget

Form Review

Inbox

Budget & Management

Reviewed By

Veronica Ortiz

Date

04/10/2019 02:36 PM

Final Approval
Form Started By: Maria Castilleja

Started On: 04/05/2019 11:44 AM

Rossana Schettino

From: Rosario Ramirez-Castilleja [rosario.castilleja@hidalgocountycscd.org]
Sent: Friday, April 05, 2019 11:35 AM
To: Rossana Schettino
Subject: DWI gpi revenues

Please certify the revenues for the DWI grant for January 2019- March 2019. Thanks.

*Rosario Ramirez-Castilleja
Hidalgo County CSCD
Budget/Fiscal Director
P.O. Box 970
Edinburg, TX 78540
956.587.6009
Fax 956.318.2488*

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DATE: April 5, 2019
 DEPARTMENT HEAD: Arnold K. Patrick, Executive Director
 DEPARTMENT NAME: Adult Probation
 PROGRAM: HIDALGO COUNTY DWI COURT
 ACCOUNT NUMBER: 9-1289-423-00-320-032-9-XXX

SUBJECT: Budget Amendments (decrease/increase) in Accordance with Local Government Code, Chapter 111, Subchapter C

Honorable Bobby Flores, Community Supervision & Corrections Department Overseer

I would like to request the following amendments (increases) to my department budget in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
9-1289-423-00-320-032-9-113	DWI Court- Full-Time Employees	2,192.91
9-1289-423-00-320-032-9-211	DWI Court- Health Insurance	0.00
9-1289-423-00-320-032-9-212	DWI Court- Life Insurance	0.00
9-1289-423-00-320-032-9-220	DWI Court- FICA	167.76
9-1289-423-00-320-032-9-230	DWI Court- Retirement	261.17
9-1289-423-00-320-032-9-250	DWI Court- Unemployment Compensation	13.16
TOTAL APPROPRIATION		2,635.00
9-1289-342-30-320-032-9-000	DWI Court Program Income	2,635.00
TOTAL REVENUES		2,635.00

REASON:

To allocate the GPI for the FY2019 DWI Grant Budget #2413909 from 1/1/2019-1/31/2019. The total GPI is equal to \$2,635.00.

 Arnold K. Patrick, Director
 Hidalgo County CSCD

 Date

 Arcilia Duran, CPA

 Date

DATE: April 5, 2019
 DEPARTMENT HEAD: Arnold K. Patrick, Executive Director
 DEPARTMENT NAME: Adult Probation
 PROGRAM: HIDALGO COUNTY DWI COURT
 ACCOUNT NUMBER: 9-1289-423-00-320-032-9-XXX

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INCREASE OBJECT NUMBER(S)				ACCOUNT (OBJECT) NAME		AMOUNT
9-1289-423-00-320-032-9-113				DWI Court-	Full-Time Employees	3,792.45
9-1289-423-00-320-032-9-211				DWI Court-	Health Insurance	0.00
9-1289-423-00-320-032-9-212				DWI Court-	Life Insurance	0.00
9-1289-423-00-320-032-9-220				DWI Court-	FICA	290.12
9-1289-423-00-320-032-9-230				DWI Court-	Retirement	451.68
9-1289-423-00-320-032-9-250				DWI Court-	Unemployment Compensation	22.75
TOTAL APPROPRIATION						4,557.00
9-1289-342-30-320-032-9-000				DWI Court Program Income		4,557.00
TOTAL REVENUES						4,557.00

REASON:

To allocate the GPI for the FY2019 DWI Grant Budget #2413909 from 2/1/2019-2/28/2019.
 The total GPI is equal to \$4,557.00.

 Arnold K. Patrick, Director
 Hidalgo County CSCD

 Date

 Arcilia Duran, CPA

 Date

DATE: April 5, 2019
 DEPARTMENT HEAD: Arnold K. Patrick, Executive Director
 DEPARTMENT NAME: Adult Probation
 PROGRAM: HIDALGO COUNTY DWI COURT
 ACCOUNT NUMBER: 9-1289-423-00-320-032-9-XXX

SUBJECT: Budget Amendments (decrease/increase) in Accordance with Local Government Code, Chapter 111, Subchapter C

Honorable Bobby Flores, Community Supervision & Corrections Department Overseer

I would like to request the following amendments (increases) to my department budget in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE OBJECT NUMBER(S)					ACCOUNT (OBJECT) NAME		AMOUNT
9-1289-423-00-320-	032-9-	113	DWI Court-	Full-Time Employees		4,012.15	
9-1289-423-00-320-	032-9-	211	DWI Court-	Health Insurance		0.00	
9-1289-423-00-320-	032-9-	212	DWI Court-	Life Insurance		0.00	
9-1289-423-00-320-	032-9-	220	DWI Court-	FICA		306.93	
9-1289-423-00-320-	032-9-	230	DWI Court-	Retirement		477.85	
9-1289-423-00-320-	032-9-	250	DWI Court-	Unemployment Compensation		24.07	
TOTAL APPROPRIATION						4,821.00	
9-1289-342-30-320-	032-9-	000	DWI Court Program Income			4,821.00	
TOTAL REVENUES						4,821.00	

REASON:

To allocate the GPI for the FY2019 DWI Grant Budget #2413909 from 3/1/2019-3/31/2019. The total GPI is equal to \$4,821.00.

 Arnold K. Patrick, Director
 Hidalgo County CSCD

 Date

 Arcilia Duran, CPA

 Date

[Print This Page](#)**Agency Name:** Hidalgo County**Grant/App:** 2413909 **Start Date:** 9/1/2018 **End Date:** 8/31/2019**Project Title:** Hidalgo County DWI Court**Status:** Active Grant**General Assessment Information****Your General Assessment is due on or before: 10/14/2018**

1. Does the agency's accounting system:

a. identify expenditures separately for each budget cost category shown on your approved OOG budget?

 Yes
 No

b. identify the receipts and expenditures of program funds separately for each award you receive?

 Yes
 No

2. In the past five years, has the agency been responsible for managing:

a. Federal Funds

 Yes
 No

b. State Funds

 Yes
 No

c. OOG Funds

 Yes
 No

3. Does the agency have formal written policies and procedures in the following areas:

a. Management of Financial and Other Records

 Yes
 No

b. Reports for Program Management

- Yes
- No

c. Personnel Management

- Yes
- No

d. Investigating fraud, waste, abuse and/or illegal activity

- Yes
- No

4. Does the agency:

a. use a management system that tracks grant spending?

Always

b. use current accounting practices for financial record-keeping and accounting?

Always

c. use systems to generate reports and/or data for planning and reporting?

Always

d. retrieve programmatic or financial information quickly and efficiently?

Always

5. How many years has this project been in operation? Note: Include years prior to OOG grant funding, i.e., all years program activities have been performed by the grantee.

Years

Months

The next three (3) questions ask about your grant project's key personnel. Key Personnel is defined as any grant official and/or any other position(s) deemed essential by the grantee to the successful completion of grant activities (both programmatic and financial).

6. As of today, how many key personnel work to support this grant project?

3

7. How many key personnel that support this grant project have left employment in the past 12 months? The answer for question 5 must equal or exceed 12 months before question 7 is available to answer.

0 _ Program has not been in operation for 1 year.

8. How many key personnel that support this grant project have worked within the program for at least two years? The answer for question 5 must equal or exceed 24 months before question 8 is available to answer.

0 _ Program has not been in operation for 2 years.

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Counselor and/or Therapist (licensed)	[RETAIN] (I.H.) - Substance Abuse Counselor will provide intensive outpatient services provided for participants as supported by ASI (Addiction Severity Index) assessment. Services will consist of 48 hours of group therapy sessions and six individual therapy sessions. Our current plan includes one counselor dedicated to providing these services to the participant. When residential care is indicated, the department will look for the most suitable day residential treatment program. The treatment	\$52,014.42	\$0.00	\$0.00	\$0.00	\$52,014.42	100

		<p>providers will work with the program participant to develop a treatment plan that is tailored to the participant's personal assets and needs. The participant will meet privately with the Substance Abuse Counselor on a weekly basis, and the treatment plan will constantly be revisited based on the participant's progress. The Substance Abuse Counselor and the probation officer will provide on-going progress reports to the DWI Court program team, which will monitor the effectiveness of the treatment plan for each participant. Budget Amount allocated would cover: Salary \$37,080.00, Health benefit \$7,436.16, Life Benefit \$26.64, FICA \$2,836.62, Retirement Benefit \$4,412.52, and Unemployment Benefit \$222.48 totaling \$52,014.42.</p>						
Personnel	Probation Officer	[RETAIN] (A.M.) - Probation Officer #1: The ultimate	\$67,272.27	\$0.00	\$0.00	\$0.00	\$67,272.27	100

responsibility for case management rests with the probation officer. In terms of the program, case management is defined as a collaboration between the probation officer and the treatment provider. The probation officer and the treatment provider work closely with the DWI court team, meeting monthly, to fully and holistically manage each case. Through the collaboration with the treatment provider, intensive substance abuse treatment services are provided. The probation officer oversees referral to and provision of all other services, which may include education, employment, and job training services; health services; housing assistance; family counseling; mental health assessment; and any other available collateral services that may be required. Initially, the participant has weekly contact with the

probation officer and appears weekly before the Judge in the DWI court. The frequency of meetings and intensity of monitoring decreases as the participant advances through the program. The participant will meet with the probation officer no less than once per month in the office, with visits as deemed necessary during each phase of the program. Based upon the participant's progress, adjustment to treatment and supervision, and ability to comply with the court's requirements, reporting and court appearances may be reduced as the participant progresses from one phase to the next. The probation officer will monitor participants between DWI Court sessions. Working closely with the treatment provider and program participant, the probation officer will identify and address problems as they arise. Non-compliance with court-

ordered conditions will require the probation officer to notify the Judge immediately and will require an additional court appearance and/or revocation of bond or probation. Upon issuance of an order for arrest, local law enforcement personnel will be contacted by the caseworker or the court to have the participant arrested. The probation officer also provides cognitive intervention services. Individuals participate and enroll in the Thinking For A Change curriculum or Decision Points curriculum instructed by the probation officer. The probation officer will utilize this integrated cognitive approach to changing negative behavior. The curriculum identifies lecture topics and major points to be discussed and will include when appropriate, participants homework

		<p>assignments and role play. The program focuses on cognitive restructuring and emphasizing critical social skills, which support the cognitive restructuring process. All cognitive sessions require a significant level of participation from those in attendance. Budget Amount allocated would cover: Salary \$49,779.00, Health benefit \$7,436.16, Life Benefit \$26.64, FICA \$3,808.09, Retirement Benefit \$5,923.70, and Unemployment Benefit \$298.67 totaling \$67,272.27.</p>						
Personnel	Probation Officer	<p>[RETAIN] (A.Q.) - Probation Officer #2: The ultimate responsibility for case management rests with the probation officer. In terms of the program, case management is defined as a collaboration between the probation officer and the treatment provider. The probation officer and the treatment provider work closely with the</p>	\$34,850.30	\$0.00	\$0.00	\$21,624.00	\$56,474.30	51

DWI court team, meeting monthly, to fully and holistically manage each case. Through the collaboration with the treatment provider, intensive substance abuse treatment services are provided. The probation officer oversees referral to and provision of all other services, which may include education, employment, and job training services; health services; housing assistance; family counseling; mental health assessment; and any other available collateral services that may be required. Initially, the participant has weekly contact with the probation officer and appears weekly before the Judge in the DWI court. The frequency of meetings and intensity of monitoring decreases as the participant advances through the program. The participant will meet with the probation officer no less than once

per month in the office, with visits as deemed necessary during each phase of the program. Based upon the participant's progress, adjustment to treatment and supervision, and ability to comply with the court's requirements, reporting and court appearances may be reduced as the participant progresses from one phase to the next. The probation officer will monitor participants between DWI Court sessions. Working closely with the treatment provider and program participant, the probation officer will identify and address problems as they arise. Non-compliance with court-ordered conditions will require the probation officer to notify the Judge immediately and will require an additional court appearance and/or revocation of bond or probation. Upon issuance of an order for arrest, local law enforcement

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		attendance. Budget Amount allocated would cover: Salary \$48,319.00, Health benefit \$10,299.12, Life Benefit \$26.64, FICA \$3696.40, Retirement Benefit \$5,749.96, and Unemployment Benefit \$289.91 totaling \$68,381.00 (\$34,850.30 in OOG Funds and \$33,530.70 in GPI Funds).						
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You are logged in as **User Name:** apatrick

Account No 9-1289-342-30-320-032-9-000 Account Period Range: 00 - 13 420/09 pg 04 1 0 -1

Acct. Year 18 Previous Year Info. Description DWI CRT PROGRAM INCOME

Sum Bid Open Enc Enc Detail All Enc Checks Unpost Pay Unpr Pay Pre AJE AJE Rec Inv Req Tabs

Rec/Inv No	Date	Received From	Description	Period	Amount	
231744	(R) 04-05-2019	ADULT PROBATION 04/02/19	PRE-TRIAL DWI FEE	04	4,821.00	
232789	(R) 03-08-2019	ADULT PROBATION DEPT. 03/0	PRE-TRIAL DWI FEE	03	4,557.00	
231744	(R) 02-06-2019	ADULT PROBATION DEPT. 02/0	PRE-TRIAL DWI FEE	02	2,635.00	
j 20 231744					Amount	12,013.00