

**NOTICE TO THE PUBLIC**  
**WILLIAMSON COUNTY COMMISSIONERS COURT**  
**May 26, 2020**  
**9:00 A.M.**

The Commissioners Court of Williamson County, Texas will meet in special session in the Commissioners Courtroom, 710 Main Street, in Georgetown, Texas to consider the following items:

**Virtual Meeting Notice:** Pursuant to the suspension of various provisions of the Texas Open Meetings Act implemented by Governor Greg Abbott on March 16, 2020 due to the Coronavirus Disease (COVID-19), the Williamson County Commissioners Court will be conducting its meeting virtually by video/audio conferencing. Members of the public may watch the virtual meeting live by going to <http://www.wilco.org/livemeetings>. Members of the public who wish to address the Commissioners Court during the Public Comment Period or on a particular agenda item may do so, in person, at the Williamson County Courthouse, 710 Main Street, Georgetown, Texas, pursuant to the Rules of Procedure, Conduct, and Decorum at Meetings of the Williamson County Commissioners Court. Pursuant to Governor Greg Abbott's executive orders, every person in Texas shall minimize social gatherings and minimize in-person contact with people not in the same household and, in accordance with Texas Department of State Health Services (DSHS) guidance, individuals should maintain 6 feet separation, self-screen before going into a business for Coronavirus Disease (COVID-19) symptoms, wash or disinfect hands upon entering a business and after any interaction with employees or others, wear cloth face coverings when entering a business or when coming within 6 feet of a non-household member, consider wearing cloth face coverings (over the nose and mouth) when entering a business, or when within 6 feet of another person who is not a member of the individual's household, and, if available, individuals should consider wearing non-medical grade face masks.

1. Review and approval of minutes.
2. Hear County Auditor concerning invoices, bills, Quick Check Report, wire transfers and electronic payments submitted for payment and take appropriate action including, but not limited to approval for payment provided said items are found by the County Auditor to be legal obligations of the county.
3. **Public Comment Period.** The Commissioners Court will conduct a Public Comment Period to allow members of the public to address the Court regarding matters pertaining to or affecting Williamson County but that do not appear as an Agenda Item on a meeting's Agenda. During such Public Comment Period, speakers shall be limited to a maximum of two (2) minutes to make his/her remarks and the maximum overall discussion time allowed for the Public Comment Period, regardless of the number of members of the public wishing to address the Court during such period, shall be limited to ten (10) minutes. Speaking time, to the extent possible, will be evenly allocated among speakers should more than five (5) speakers desire to speak during the Public Comment Period. Please note that the members of the Court may not comment at the meeting about matters that are not on the agenda.

### **CONSENT AGENDA**

The Consent Agenda includes non-controversial and routine items that the Court may act on with one single vote. The Judge or a Commissioner may pull any item from the consent agenda in order that the court discuss and act upon it individually as part of the Regular Agenda.

( Items - NONE )

## REGULAR AGENDA

4. Discuss, consider and take appropriate action on grant applications to the Bureau of Justice Assistance for the fiscal year 2020 Adult Drug Court and Veterans Treatment Court Discretionary Grant program to support the County Court at Law 2 Veterans Treatment Court program.
5. Discuss, consider and take appropriate action on grant application to the Bureau of Justice Assistance for the fiscal year 2020 Adult Drug Court and Veterans Treatment Court Discretionary Grant programs to support County Court at Law 2 DWI/Drug Court program.
6. Discuss, consider and take appropriate action on a compensation policy change to include, but not be limited to authorizing an Emergency Medical Services' employee to take up to his or her normal rate of pay, through their accrued leave time or other form of County paid supplement, when out on COVID-19 related leave.

## EXECUTIVE SESSION

***"The Commissioners Court for Williamson 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 above, as authorized by Texas Government Code Sections 551.071 (Consultations with Attorney), 551.072 (Deliberations regarding Real Property), 551.073 (Deliberations regarding Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices) and 551.087 (Deliberations regarding Economic Development Negotiations)."***

7. Comments from Commissioners.

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Bill Gravell, Jr., County Judge

This notice of meeting was posted in the locked box located on the south side of the Williamson County Courthouse, a place readily accessible to the general public at all times, on the 21st day of May 2020 at 5:00 PM and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

**Commissioners Court - Special Session**

**4.**

**Meeting Date:** 05/26/2020

BJA Grant for VTC

**Submitted For:** Cynthia Long

**Submitted By:** Kathy Pierce,  
Commissioner  
Pct. #2

**Department:** Commissioner Pct. #2

**Agenda Category:** Regular Agenda Items

**Agenda Item**

Discuss, consider and take appropriate action on grant applications to the Bureau of Justice Assistance for the fiscal year 2020 Adult Drug Court and Veterans Treatment Court Discretionary Grant program to support the County Court at Law 2 Veterans Treatment Court program.

**Background**

The federal grant program provides financial and technical assistance through the Bureau of Justice Assistance to states, state courts and local governments to enhance or establish the operations of evidenced-based drug courts. Funds are available to governments that have existing evidenced-based treatment court model programs that they would like to enhance, and to those that want to implement new programs. BJA grant funds support adult drug courts, co-occurring courts, DWI/Drug courts and veterans treatment courts. If awarded funding, it is a three-year grant and requires a 25% match. Match can be a cash or in-kind. Personnel requested through the grant will include "Grant-Funded Position" on documentation throughout the hiring process. The Budget Office grant questionnaire is attached for review.

**Fiscal Impact**

From/To	Acct No.	Description	Amount
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**Attachments**

VTC New application

VTC Enhancement Application

**Form Review**

**Inbox**

County Judge Exec Asst.

Commissioner Pct. 2 (Originator)

County Judge Exec Asst.

Form Started By: Kathy Pierce

Final Approval Date: 05/21/2020

**Reviewed By**

Andrea Schiele

Kathy Pierce

Andrea Schiele

**Date**

05/20/2020 06:16 PM

05/20/2020 11:10 PM

05/21/2020 07:50 AM

Started On: 05/20/2020 02:18 PM

Grant Title/Project Name:	BJA-2020-17099 Adult Court & Veterans Treatment Court Discretionary Grant Program
Department:	County Court at Law #2
Requestor:	Jo-Ell Guzman
Contact Email:	joell.guzman@wilco.org
Contact Phone Number:	5129431568
Start Date:	10/1/2020
End Date:	9/30/2021
Please select request category:	Personnel, Service
Describe the purpose of the grant in detail to include all requirements.	The Williamson County Veterans Treatment Court ("WCVTC") can apply for new implementation and enhancement funds through the BJA Adult Drug and Veterans Court Discretionary Grant Program for veteran treatment courts at the same time with only one approval of the two applications. This request is for a new implementation grant. The Discretionary grant allows for applicants to apply for new implementation and enhancement for the veteran's treatment court when court teams have gone through the Veterans Treatment Court Planning Initiative (VTCPI). The WCVTC team received the VTCPI training at the end of February 2020. The purpose of this request would be to add a Program Case Manager that would be split with the DWI/Drug Court, transportation funding assistance, funding for alcohol monitoring devices, drug testing for out-side vendors, and mental health screening assessments and new group treatment sessions. The Program Case Manager position would be grant-funded only. The grant would allow for the WCVTC to identify veterans eligible more quickly for the Court and to serve more high risk, high need veterans, while at the same time ensuring public safety is met.
Select the type of grant your department is applying for:	Federal
What is the amount of the grant?	\$244,211.40
Please provide a breakdown of the total cost above.	The BJA grant is a 3-year request-with \$81,403.80 per year and total overall request in the amount of \$244,211.40.  <u>Program Case Manager</u> -The position will interview eligible applicants; monitor documents and veterans' application process; conduct assessments of participants needs; coordinate with providers to prepare casework/service plans; monitor veterans progress and prepare written updates for Judge and Project Team. The program case manager will provide problem-solving assistance and case management services to the VTC participants,

as well as assistance obtaining vocational and employment services. The base salary for the case manager request \$47,819 + FICA (7.65%) \$3,658 + worker's comp \$100 + retirement (14.03%) \$6,709 + County insurance \$9,132 = \$67,418 annually. 50% = \$33,709

Emergency Transportation - this line item would provide Uber and Lyft rides to participants need for transportation to court, probation appointments, and treatment appointments. Average round trip approximately \$54.00/trip x 10 participants x 3 trips = \$1620.00

### **Contractual and Professional Services**

Screening Mental Health Assessments for entry into treatment court - 36 new people at approximately \$285.00 = **\$10,260**

Change Group books and Facilitator services-Coming Home: A Warrior's Guide (1<sup>st</sup> book) \$6.45 per book x 36 = \$232.20, Facilitator book- 2 x \$35.00 = \$70.00, Facilitator services \$75.00 per weekly sessions x 12 weeks = \$900.00; Coming Home: A Self-Management Guide (2<sup>nd</sup> book) \$7.30 per book x 36 = \$262.80, Facilitator book - 2 x \$35.00 = \$70.00; Facilitator services \$75.00 per weekly sessions x 12 weeks = \$900.00; Total cost of program **\$2,435**.

Secure Alcohol Monitor (SCRAM). Continuously tests the participants for any alcohol consumption and takes readings through the skin. These devices cost \$8.00/day/offender or \$240/month. The budgeted amount will allow approximately 36 participants to have the device for 60 days, with no fees incurred by the veteran. 36 veterans x \$480 = **\$17,280**.

Ignition Interlock devices (IID) / Portable Alcohol Monitor (PAM) devices - IIDs are installed in the veterans' vehicles to prevent the operation of the vehicle if there has been alcohol consumption. Alternatively, if the veteran does not have a vehicle, they are required to have the PAM device. These devices cost on average \$60/month/offender x 60 days= \$120/veteran. Funding would allow approximately 36 veterans to have a vehicle interlock for 60 days -36 veterans x \$120/month = **\$4320.00**.

Vendor services for 5-panel drug testing and ETG screening - for veterans who are traveling, weekend or in-house testing services are not available. Testing services are \$59.00 for a 5-panel screening with ETG per participant times approximately 20 participants =**\$1180.00**. The budgeted amount will for allow approximately 20 participants to have offsite testing done with no fees incurred by the veteran.

Training and Travel- National Association of Drug Court Professional Conferences location to be determined. Estimated cost break down per person for 3 team members to attend: Attendees TBD for registration \$795.00 a person. Hotel-5 nights/\$200.00 a night = \$1000.00 per person, Plane Fare

	<p>approximate cost per person \$800.00 round trip. Food per diem \$75.00 a day x 5 days = \$375.00. Estimated Cost <b>\$8,910.00</b></p> <p><u>Supplies-Office Furniture</u> – Office desk, chair, and cabinet for Program Case Manager to perform job requirements. The Program Case Manager will handle veteran treatment court half of the time and DWI/Drug Court work half the time. Total estimated cost = \$1129.95. ½ = <b>\$564.90</b></p> <p><u>Equipment-</u> Total estimated cost of equipment for Program Case Manager so work can be performed. Program Case Manager will split time in half with the DWI/Drug Court-Dell Latitude 5500, Docking Station, wireless keyboard, and mouse estimated cost laptop = <b>\$809.60</b>, docking station = \$182.00, wireless keyboard and mouse = \$33.00, HP Color LaserJet printer/copier/scanner \$225.00. = Total estimated cost = 1249.60. ½ = <b>\$624.90</b></p> <p><u>Office and Graduation Supplies</u> – Purchase copy paper for weekly docket, intakes, file folders, graduation certificates, postage, pens, and Dell Pro Sleeve for laptop, business cards, and other office products for grant personnel. Folders for mentor oaths, dog tags awarded Veterans for progress during the treatment program, which are presented at graduation in a shadow box upon successful completion of the program. Cost <b>\$500.00</b></p>
Is there a match requirement?	Yes
What is the source of the match?	The total amount of the grant cash or in-kind for this request equals to \$61,052.85 over the course of the three-year request. The cash or in-kind match would be achieved through WCVTC team members, intern and volunteers. Team members, interns and volunteers would maintain a bi-weekly timesheet of hours works on the BJA project, verified and payroll data to support the non-federal match amount for positions.
Does the grant cover the cost of the request 100%?	Yes
If not, how much is left unpaid?	N/A
What is the plan to obtain grants/funds for the remaining amount?	N/A
List other similar assets in the County and/or region and if they are available for use?	N/A
How is this asset request different from any similar assets currently in the County and/or region?	N/A
What types of events/purpose would this asset be used for that cannot be accomplished with a current County asset?	N/A
How often do these events occur?	N/A

Identify the number of personnel required to operate this asset and/or be available for the function where it is to be used? How much time is required of those personnel? What is the cost of the personnel?	One_The purpose of this grant request would be to add a Program Case Manager that would be split with the DWI/Drug Court, The Program Case Manager position would be grant-funded only.—The grant would allow for the WCVTC to identify not only our high risk/ high need veteran population, but also identifying those veterans that are low risk/high needs to make sure we continue to help our veterans receive the treatment they deserve while at the same time ensuring public safety.
Where will the asset be stored?	N/A
What is the useful life of the asset?	N/A
Will a replacement be requested from general funds when useful life has been exhausted?	N/A
Will other agencies be billed for the use of this asset (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	N/A
Does this asset require insurance coverage?	N/A
If yes, what is the estimate of asset insurance coverage?	N/A
Will this asset require on-going maintenance? Please describe the maintenance required along with an estimate for these costs.	N/A
How will this asset be funded when the grant ends?	Personnel would be solely grant funded and if no funding through grant the position would dissolve.
What is the impact if the grant is not received?	NR
New Personnel position is:	Full Time
Where will this position office?	County Court at Law #2
Who will this position report to?	Laura Barker, Judge County Court No. 2
What tasks will this position perform? Include the five primary functions and the percentage of time spent to be spent on each function.	Under general supervision, performs work of moderate difficulty providing professional assistance and comprehensive case management to County residents involved in the Veterans' Treatment Court and the DWI/Drug Court program in County Court at Law #2; performs related work as required. An employee in this class performs professional evaluation and assessment services working with offenders in the Veterans' Treatment Court and DWI/Drug Court program in County Court at Law #2. Work requires use of independent judgment.

	<ul style="list-style-type: none"> <li>➤ Manages the referral process for Program applicants and explains treatment court program to interested offenders.</li> <li>➤ Interviews and completes initial assessment process for program applicants and provides written report to Judge and treatment team at staffing.</li> <li>➤ Reviews weekly records of those arrested and notifies County or District Attorney's office of offenders who meet basic eligibility requirements.</li> <li>➤ Assists participants with life skills such as management, employment, and budgeting.</li> <li>➤ Builds partnerships with community organizations to develop referral sources.</li> </ul>
Will this position take over tasks from current County employee?	Yes
If yes, please explain the impact to current employee.	The new position request would help to identify eligible veterans earlier and bring them into the WCVTC, especially high risk/high need veterans.
How will this position be funded when the grant ends?	This position would be grant funded only. If funding is no longer available the position would dissolve.
Does this position or a similar position currently exist within the department?	No
If "yes" how many of these similar positions exist	
Describe any alternatives considered to achieve desired outcome in lieu of a position (i.e. equipment, software, technology or change in business practice).	N/A
Describe how workload will be accomplished/re-allocated should grant not be approved.	If the grant is not approved for personnel and other budgetary items the current coordinator would continue handling the described workload. However, the court coordinator consistently works over 40 hours a week salaried.
List other similar items in the County and/or region and if they available for use?	N/A
How is this item request different from any similar assets currently in the County and/or region?	The governor's grant is a start-up grant and is in its final years. New means of funding would be required for the future. This grant would assist in offsetting costs for the treatment courts.
What types of events/purpose would this item be used for that cannot be accomplished with a current County asset?	Half of the salary for a program case manager would be paid for by one of two grant requests from BJA and the other half from the BJA DWI/Drug Court Enhancement request. This would be a total grant funded position and once grant funding is no longer available the position would end. Funding would continue to allow for grant funds to be used for the treatment courts including testing of veterans, additional treatment services and quicker identification of eligible veterans so they can begin treatment services.
Identify the number of personnel required to operate this item and/or be available for the function where it is to be used?	3

Please explain how this item will create the need for more or less personnel (or mark n/a for no change)?	n/a
Where will the item be stored?	n/a
What is the useful life of the item?	n/a
Will other agencies be billed for the use of this item (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	n/a
Does this item require insurance coverage?	No
Will this item require any form of licensing?	No
Will this item require on-going maintenance? Please describe the maintenance required along with an estimate for these costs?	n/a
How will this item be funded when the grant ends?	Personnel would be solely grant funded and if no funding through grant the position would dissolve.
What is the overall budgetary impact? (i.e. revenue generation, expense reduction, etc.)	none
Please identify any additional equipment needed/required (now or in the future) should the grant/asset is awarded.	none
What is the cost and frequency to maintain/update the additional equipment?	none
What is the impact of this grant application on other internal/county departments?	By granting this funding request it would allow for funds to assist in the reduction of recidivism and continue with treatment courts.
If yes, what is the estimate of that license fee?	
If yes, what is the estimate of insurance coverage?	
Will a replacement be requested from general funds when useful life has been exhausted? (OR)	No
If yes, how much is the match amount?	25% cash or in-kind in the amount of \$61,052.85 over 3 years of the grant
ID	48

Version	11.0
Attachments	False
Created	5/15/2020 3:57 PM
Created By	Jo-Ell Guzman
Modified	5/18/2020 10:21 AM
Modified By	Jo-Ell Guzman

Grant Title/Project Name:	BJA 2020 - 17100 Discretionary Grant-VTC Enhancement
Department:	County Court at Law #2
Requestor:	Jo-Ell Guzman
Contact Email:	joell.guzman@wilco.org
Contact Phone Number:	5129431568
Start Date:	10/1/2020
End Date:	9/30/2021
Please select request category:	Personnel, Service
Describe the purpose of the grant in detail to include all requirements.	<p>WCVTC can apply for new implementation and enhancement funds through the BJA Adult Drug and Veterans Court Discretionary Grant Program for veteran treatment courts at the same time, with only one approval of either the enhancement or new implementation grant. This request is for an enhancement request to add an additional track for low risk/high need veterans to enhance the current WCVTC. The purpose of this grant request would be to add a Program Case Manager that would be split with the DWI/Drug Court, transportation funding assistance, funding for alcohol monitoring devices, drug testing for out-side vendors, and mental health screening assessments and new group treatment sessions. The Program Case Manager position would be grant-funded only—The grant would allow for the WCVTC to identify not only our high risk/ high need veteran population, but also identifying those veterans that are low risk/high needs to make sure we continue to help our veterans receive the treatment they deserve while at the same time ensuing public safety.</p>
Select the type of grant your department is applying for:	Federal
What is the amount of the grant?	\$244,211.40
Please provide a breakdown of the total cost above.	<p>The BJA Grants is a 3-year request with \$81,403.80 per year and total overall request n the amount of \$244,211.40.</p> <p><u>Program Case Manager</u>-The position will interview eligible applicants; monitor documents and veterans' application process; conduct assessments of participants needs; coordinate with providers to prepare casework/service plans; monitor veterans progress and prepare written updates for Judge and Project Team. The program case manager will provide problem-solving assistance and case management services to the VTC participants, as well as assistance obtaining vocational and employment services. The base salary for the program case manager requested is \$47,819 + FICA (7.65%) \$3,658 + worker's comp \$100 + retirement (14.03%) \$6,709 + County insurance</p>

\$9,132 = \$67,418 annually. 50% = **\$33,709**

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Supplies-Office Furniture – Office desk, chair, and cabinet for Program Case Manager to perform job requirements. The Program Case Manager will handle veteran treatment court half of the time and DWI/Drug Court work half the time. Total estimated cost = \$1129.95. 50% = **\$564.90**

Equipment- Total estimated cost of equipment for Program Case Manager so work can be performed. Program Case Manager will split time in half with the DWI/Drug Court-Dell Latitude 5500, Docking Station, wireless keyboard, and mouse estimated cost

	<p>laptop = <b>\$809.60</b>, docking station = \$182.00, wireless keyboard and mouse = \$33.00, HP Color LaserJet printer/copier/scanner \$225.00. = Total estimated cost = 1249.60. 50% = <b>\$624.90</b></p> <p><u>Office and Graduation Supplies</u> – Purchase copy paper for weekly docket, intakes, file folders, graduation certificates, postage, pens, and Dell Pro Sleeve for laptop, business cards, and other office products for grant personnel. Folders for mentor oaths, dog tags awarded Veterans for progress during the treatment program, which are presented at graduation in a shadow box upon successful completion of the program. Cost <b>\$500.00</b></p>
Is there a match requirement?	Yes
What is the source of the match?	Cash and in-kind in the amount of \$61,052.85 over 3 years would be done through the work from the Project Team. Position match would maintain a bi-weekly timesheet of hours worked on the BJA project, verified and payroll data to support the non-federal match amount for positions. In-kind match would also be through the use of volunteers, interns, treatment service providers.
Does the grant cover the cost of the request 100%?	Yes
If not, how much is left unpaid?	N/A
What is the plan to obtain grants/funds for the remaining amount?	N/A
List other similar assets in the County and/or region and if they are available for use?	N/A
How is this asset request different from any similar assets currently in the County and/or region?	N/A
What types of events/purpose would this asset be used for that cannot be accomplished with a current County asset?	N/A
How often do these events occur?	N/A
Identify the number of personnel required to operate this asset and/or be available for the function where it is to be used? How much time is required of those personnel? What is the cost of the personnel?	The purpose of this grant request would be to add a Program Case Manager that would be split with the DWI/Drug Court, The Program Case Manager position would be grant-funded only—The grant would allow for the WCVTC to identify not only our high risk/ high need veteran population, but also identifying those veterans that are low risk/high needs to make sure we continue to help our veterans receive the treatment they deserve while at the same time ensuring public safety.
Where will the asset be stored?	N/A
What is the useful life of the asset?	N/A
Will a replacement be requested from general funds when useful life has been	N/A

exhausted?	
Will other agencies be billed for the use of this asset (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	N/A
Does this asset require insurance coverage?	N/A
If yes, what is the estimate of asset insurance coverage?	NR
Will this asset require on-going maintenance? Please describe the maintenance required along with an estimate for these costs.	N/A
How will this asset be funded when the grant ends?	Personnel would be solely grant funded and if no funding through grant the position would dissolve.
What is the impact if the grant is not received?	NR
New Personnel position is:	Full Time
Where will this position office?	County Court at Law #2
Who will this position report to?	Laura Barker, Judge County Court No 2
What tasks will this position perform? Include the five primary functions and the percentage of time spent to be spent on each function.	<p>Under general supervision, performs work of moderate difficulty providing professional assistance and comprehensive case management to County residents involved in the Veterans' Treatment Court and the DWI/Drug Court program in County Court at Law #2; performs related work as required. An employee in this class performs professional evaluation and assessment services working with offenders in the Veterans' Treatment Court and DWI/Drug Court program in County Court at Law #2. Work requires use of independent judgment.</p> <ul style="list-style-type: none"> <li>➤ Manages the referral process for Program applicants and explains treatment court program to interested offenders.</li> <li>➤ Interviews and completes initial assessment process for program applicants and provides written report to Judge and treatment team at staffing.</li> <li>➤ Reviews weekly records of those arrested and notifies County or District Attorney's office of offenders who meet basic eligibility requirements.</li> <li>➤ Assists participants with life skills such as management, employment, and budgeting.</li> </ul> <p>Builds partnerships with community organizations to develop referral sources.</p>
Will this position take over tasks from current County employee?	Yes

If yes, please explain the impact to current employee.	The new position request would help to identify eligible veterans earlier and bring them into the WCVTC, especially high risk/high need veterans.
How will this position be funded when the grant ends?	This position would be grant funded only. If funding is no longer available the position would dissolve.
Does this position or a similar position currently exist within the department?	No
If "yes" how many of these similar positions exist	
Describe any alternatives considered to achieve desired outcome in lieu of a position (i.e. equipment, software, technology or change in business practice).	
Describe how workload will be accomplished/re-allocated should grant not be approved.	If the grant is not approved for personnel and other budgetary items the current coordinator would continue handling the described workload. However, the court coordinator consistently works over 40 hours a week-salaried.
List other similar items in the County and/or region and if they available for use?	N/A
How is this item request different from any similar assets currently in the County and/or region?	The governor's grant is a start-up grant and is in its final years. New means of funding would be required for the future. This grant would assist in offsetting costs for the treatment courts.
What types of events/purpose would this item be used for that cannot be accomplished with a current County asset?	Half of the salary for a program case manager would be paid for by one of two grant requests from BJA and the other half from the BJA DWI/Drug Court Enhancement request. This would be a total grant funded position and once grant funding is no longer available the position would end. Funding would continue to allow for grant funds to be used for the treatment courts including testing of veterans, additional treatment services, and quicker identification of eligible veterans so they can begin treatment services.
Identify the number of personnel required to operate this item and/or be available for the function where it is to be used?	3
Please explain how this item will create the need for more or less personnel (or mark n/a for no change)?	N/A
Where will the item be stored?	n/a
What is the useful life of the item?	n/a
Will other agencies be billed for the use of this item (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	n/a

Does this item require insurance coverage?	No
Will this item require any form of licensing?	No
Will this item require on-going maintenance? Please describe the maintenance required along with an estimate for these costs?	N/A
How will this item be funded when the grant ends?	Personnel would be solely grant funded and if no funding through grant the position would dissolve.
What is the overall budgetary impact? (i.e. revenue generation, expense reduction, etc.)	None
Please identify any additional equipment needed/required (now or in the future) should the grant/asset is awarded.	None
What is the cost and frequency to maintain/update the additional equipment?	N/A
What is the impact of this grant application on other internal/county departments?	By granting this funding request it would allow for fund to assist in the reduction of recidivism and continue with treatment courts.
If yes, what is the estimate of that license fee?	
If yes, what is the estimate of insurance coverage?	
Will a replacement be requested from general funds when useful life has been exhausted? (OR)	No
If yes, how much is the match amount?	25% cash or in-kind \$61,052.85 over 3-years
ID	49
Version	6.0
Attachments	False
Created	5/16/2020 3:50 PM
Created By	Jo-Ell Guzman
Modified	5/18/2020 12:47 PM
Modified By	Jo-Ell Guzman

**Commissioners Court - Special Session**

**5.**

**Meeting Date:** 05/26/2020

BJA Grant for DWI/Drug Court

**Submitted For:** Cynthia Long

**Submitted By:** Kathy Pierce,  
Commissioner  
Pct. #2

**Department:** Commissioner Pct. #2

**Agenda Category:** Regular Agenda Items

**Agenda Item**

Discuss, consider and take appropriate action on grant application to the Bureau of Justice Assistance for the fiscal year 2020 Adult Drug Court and Veterans Treatment Court Discretionary Grant programs to support County Court at Law 2 DWI/Drug Court program.

**Background**

The federal grant program provides financial and technical assistance through the Bureau of Justice Assistance (BJA). BJA grants are available to establish new evidence-based model treatment programs or to enhance existing court programs. BJA grant funds support adult drug courts, co-occurring courts, DWI/Drug courts and veterans treatment court programs. If awarded funding, the grant is a 3-year grant that requires a 25% match. Match can be a cash or in-kind. The Budge Office grant questionnaire is attached for review.

**Fiscal Impact**

From/To	Acct No.	Description	Amount
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**Attachments**

DWI/Drug Court Budget Questionnaire

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
County Judge Exec Asst.	Andrea Schiele	05/20/2020 06:16 PM
Commissioner Pct. 2 (Originator)	Kathy Pierce	05/20/2020 11:10 PM
County Judge Exec Asst.	Andrea Schiele	05/21/2020 07:53 AM
Form Started By: Kathy Pierce		Started On: 05/20/2020 03:14 PM
Final Approval Date: 05/21/2020		

Grant Title/Project Name:	BJA 2020-17101 DDCP Enhancement
Department:	County Court at Law #2
Requestor:	Jo-Ell Guzman
Contact Email:	joell.guzman@wilco.org
Contact Phone Number:	5129431568
Start Date:	10/1/2020
End Date:	9/30/2021
Please select request category:	Personnel, Service
Describe the purpose of the grant in detail to include all requirements.	The DWI/Drug Court (DDCP) has not requested funding from other sources since the implementation grant was not awarded several years ago, since that time services have been reduced. The DDCP is requesting funding through the Adult Drug and Veterans Court Discretionary Grant Program for program enhancement and services. The purpose of this grant request would be to add a Program Case Manager that would be split with the Veterans Treatment Court, transportation funding assistance, funding for alcohol monitoring devices, drug testing for out-side vendors, and to provide funding for mental health screening assessments and group treatment sessions. The Program Case Manager position would be grant funded only. This funding request would allow for an enhancement to the DDCP to start a separate TRACK for those individuals that either failed out of the County Attorney's PTIP program for continued alcohol use on a DWI 1 <sup>st</sup> offense or those who meet criteria for deferred adjudication probation according to Texas' new statute for certain DWI offenders. Although, not severe, according to criteria these individuals would benefit from a judicially-supervised treatment program to further ensure the public's safety.
Select the type of grant your department is applying for:	Federal
What is the amount of the grant?	\$230,780.20
Please provide a breakdown of the total cost above.	The BJA Grants are for three years. Each year would be in the amount of \$76,748.60. Total three-year request is 230,780.20  <u>Program Case Manager</u> -The position will interview eligible applicants; monitor documents and DDCP application process; conduct assessments of participant's needs; coordinate with providers to prepare casework/service plans; monitor participants progress and prepare written updates for Judge and Project Team. The program case manager will provide problem-solving assistance and case management services to the WCVTC participants, as well as assistance obtaining vocational and employment services. The base salary for the case manager requests \$47,819 + FICA (7.65%) \$3,658 + worker's comp \$100 +

retirement (14.03%) \$6,709 + County insurance \$9,132 = \$67,418 annually. 50% = **\$33,709**

Emergency Transportation - this line item would provide Uber and Lyft rides to participants needing transportation to court, probation appointments, and treatment appointments. Average round trip approximately \$54.00/trip x 10 participants x 3 trips = **\$1620.00**

#### **Contractual and Professional Services**

Screening Mental Health Assessments - as needed for Computerized Assessment & Referral System (CARS)-10 participants at \$200.00 = **\$2000.00**

YouImpact Course-raises awareness about the ripple effects of destructive driving 36 participants x \$100 = **\$3600.00**

New Treatment workbooks for new TRACK (True Thoughts Course) - \$15.99 x 15 projected participants for new Track = \$239.85 provider workbook \$399.95. Total cost **\$639.80**

Secure Alcohol Monitor (SCRAM) - Continuously tests the participants for any alcohol consumption and takes readings through the skin. These devices cost \$8.00/day/offender or \$240/month. The budgeted amount will allow approximately 36 participants to have the device for 60 days, with no fees incurred by the participant 36 participants x \$480 = **\$17,280**

Ignition Interlock devices (IID) / Portable Alcohol Monitor (PAM) devices – IIDs are installed in the participants' vehicles to prevent the operation of the vehicle if there has been alcohol consumption. Alternatively, if the participant does not have a vehicle, they are required to have the PAM device. These devices cost on average \$60/month/offender x 60 days= \$120/participant. Funding would allow approximately 36 participants to have a vehicle interlock for 60 days (36 participants x \$120/month = **\$4320.00**).

Vendor services for 5-panel drug testing and ETG screening for veterans who are traveling, weekend or in-house testing services are not available. Testing services are \$59.00 for a 5-panel screening with ETG per participant times approximately 20 participants = **\$1180.00**. The budgeted amount will for allow approximately 20 participants to have offsite testing done with no fees incurred by the veteran.

Training and Travel- National Association of Drug Court Professional Conferences location to be determined. Estimated cost break down per person for 3 team members to attend: Attendees TBD for registration \$795.00 a person. Hotel-5 nights/\$200.00 a night = \$1000.00 per person, Plane Fare approximate cost per person \$800.00 round trip. Food per diem \$75.00 a day x 5 days = \$375.00. Estimated Cost **\$8,910.00**

Supplies-Office Furniture – Office desk, chair, and cabinet for Program Case Manager to perform job requirements. The Program Case Manager will handle veteran treatment court half of the time and DWI/Drug Court work half the time. Total estimated cost = \$1129.95. 50% = **\$564.90**

Equipment- Total estimated cost of equipment for Program Case Manager so work can be performed. Program Case Manager will

	<p>split time in half with the DWI/Drug Court-Dell Latitude 5500, Docking Station, wireless keyboard, and mouse estimated cost laptop = \$809.60, docking station = \$182.00, wireless keyboard and mouse = \$33.00, HP Color LaserJet printer/copier/scanner \$225.00. = Total estimated cost = 1249.60. 50% = <b>\$624.90</b></p> <p><u>Office and Graduation Supplies</u> – Purchase copy paper for weekly docket, intakes, file folders, graduation certificates, postage, pens, and Dell Pro Sleeve for laptop, business cards, and other office products for grant personnel. Cost = <b>\$500.00</b></p> <p><u>Network and Server Software and/or Licenses (5,000 or less per unit)</u>-License Fees for Cloud-based specialty court management for DIMS software to improve the efficiency of monitoring and tracking of progress of participants participating in the DWI/Drug Court program. Software has encryption and is HIPAA compliant. Cost per year \$1800.00 year = <b>\$1800.00</b></p>
Is there a match requirement?	Yes
What is the source of the match?	<p>Cash and in-kind in the amount of \$57,761.85 over the course of three years of the three-year request. Cash and in-kind can be obtained through the DDCP team and maintained with a bi-weekly timesheet of hours worked on the BJA project, verified and payroll data to support the non-federal match amount for positions. In-kind match would also be through the use of volunteers, interns, and non-profit services.</p>
Does the grant cover the cost of the request 100%?	Yes
If not, how much is left unpaid?	N/A
What is the plan to obtain grants/funds for the remaining amount?	N/A
List other similar assets in the County and/or region and if they are available for use?	N/A
How is this asset request different from any similar assets currently in the County and/or region?	N/A
What types of events/purpose would this asset be used for that cannot be accomplished with a current County asset?	N/A
How often do these events occur?	N/A
Identify the number of personnel required to operate this asset and/or be available for	One_The purpose of this grant request would be to add a Program Case Manager that would be split with the Veterans

the function where it is to be used? How much time is required of those personnel? What is the cost of the personnel?	Treatment Court, The Program Case Manager position would be grant-funded only.—The grant would allow for the DDCP to identify not only our high risk/ high need population, but also identifying those individuals that are low risk/high needs to make sure we continue to help our participants receive the treatment they deserve while at the same time ensuing public safety.
Where will the asset be stored?	N/A
What is the useful life of the asset?	N/A
Will a replacement be requested from general funds when useful life has been exhausted?	N/A
Will other agencies be billed for the use of this asset (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	N/A
Does this asset require insurance coverage?	N/A
If yes, what is the estimate of asset insurance coverage?	N/A
Will this asset require on-going maintenance? Please describe the maintenance required along with an estimate for these costs.	N/A
How will this asset be funded when the grant ends?	Personnel would be solely grant funded and if no funding through grant the position would dissolve.
What is the impact if the grant is not received?	NR
New Personnel position is:	Full Time
Where will this position office?	County Court at Law #2
Who will this position report to?	Laura Barker, Judge County Court No. 2
What tasks will this position perform? Include the five primary functions and the percentage of time spent to be spent on each function.	<p>Under general supervision, performs work of moderate difficulty providing professional assistance and comprehensive case management to County residents involved in the Veterans' Treatment Court and the DWI/Drug Court program in County Court at Law #2; performs related work as required. An employee in this class performs professional evaluation and assessment services working with offenders in the Veterans' Treatment Court and DWI/Drug Court program in County Court at Law #2. Work requires use of independent judgment.</p> <ul style="list-style-type: none"> <li>➤ Manages the referral process for Program applicants and explains treatment court program to interested offenders.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Interviews and completes initial assessment process for program applicants and provides written report to Judge and treatment team at staffing.</li> <li>➤ Reviews weekly records of those arrested and notifies County or District Attorney's office of offenders who meet basic eligibility requirements.</li> <li>➤ Assists participants with life skills such as management, employment, and budgeting.</li> </ul> <p>Builds partnerships with community organizations to develop referral sources.</p>
Will this position take over tasks from current County employee?	Yes
If yes, please explain the impact to current employee.	The new position request would help to identify eligible participants earlier and bring them into the DDCP, especially high risk/high need applicants.
How will this position be funded when the grant ends?	This position would be grant funded only. If funding is no longer available, the position would dissolve.
Does this position or a similar position currently exist within the department?	No
If "yes" how many of these similar positions exist	
Describe any alternatives considered to achieve desired outcome in lieu of a position (i.e. equipment, software, technology or change in business practice).	N/A
Describe how workload will be accomplished/re-allocated should grant not be approved.	If the grant is not approved for personnel and other budgetary items, the current coordinator would continue handling the described workload. However, the court coordinator consistently works over 40 hours a week salaried.
List other similar items in the County and/or region and if they available for use?	N/A
How is this item request different from any similar assets currently in the County and/or region?	N/A
What types of events/purpose would this item be used for that cannot be accomplished with a current County asset?	Half of the salary for a program case manager would be paid for by one of two grant requests from BJA and the other half from the BJA DWI/Drug Court Enhancement request. This would be a total grant funded position and once grant funding is no longer available the position would end. Funding would continue to allow for grant funds to be used for the treatment courts including testing of participants, additional treatment services, and quicker identification of eligible participants so they can begin treatment services.

Identify the number of personnel required to operate this item and/or be available for the function where it is to be used?	3
Please explain how this item will create the need for more or less personnel (or mark n/a for no change)?	N/A
Where will the item be stored?	N/A
What is the useful life of the item?	N/A
Will other agencies be billed for the use of this item (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	N/A
Does this item require insurance coverage?	No
Will this item require any form of licensing?	No
Will this item require on-going maintenance? Please describe the maintenance required along with an estimate for these costs?	N/A
How will this item be funded when the grant ends?	Personnel would be solely grant funded and if no funding through grant the position would dissolve.
What is the overall budgetary impact? (i.e. revenue generation, expense reduction, etc.)	None
Please identify any additional equipment needed/required (now or in the future) should the grant/asset is awarded.	None
What is the cost and frequency to maintain/update the additional equipment?	n/a
What is the impact of this grant application on other internal/county departments?	By granting this funding request it would allow for funds to assist in the reduction of recidivism and continue with providing enhanced services to the treatment courts.
If yes, what is the estimate of that license fee?	
If yes, what is the estimate of insurance coverage?	
Will a replacement be requested from general funds when useful life has been exhausted? (OR)	No

If yes, how much is the match amount?	25% cash or in-kind \$57,695.05 over the course of 3 years
ID	50
Version	9.0
Attachments	False
Created	5/16/2020 4:26 PM
Created By	Jo-Ell Guzman
Modified	5/18/2020 12:32 PM
Modified By	Jo-Ell Guzman

**Commissioners Court - Special Session**

**6.**

**Meeting Date:** 05/26/2020

EMS

**Submitted For:** Rebecca Clemons

**Submitted By:** Rebecca Clemons,  
Human Resources

**Department:** Human Resources

**Agenda Category:** Regular Agenda Items

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**Agenda Item**

Discuss, consider and take appropriate action on a compensation policy change to include, but not be limited to authorizing an Emergency Medical Services' employee to take up to his or her normal rate of pay, through their accrued leave time or other form of County paid supplement, when out on COVID-19 related leave.

**Background**

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**Fiscal Impact**

From/To	Acct No.	Description	Amount
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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
County Judge Exec Asst.	Andrea Schiele	05/20/2020 06:26 PM
Form Started By: Rebecca Clemons		Started On: 05/20/2020 06:18 PM
Final Approval Date: 05/20/2020		