

**MINUTES of Texas Children’s Justice Act Task Force**  
**Meeting date: January 25, 2008**

**Call to order:** A regular meeting of the Texas Children’s Justice Act Task Force, was held at the Texas Center for the Judiciary, Austin, TX on January 25, 2008. The meeting convened at 9:10AM, Chair Hon. Larry Thorne presiding.

**Members in attendance:**

Roy Block  
De Shaun Bradley  
Hon. Fred Chavez  
Cathy Crabtree  
Joe Gagen  
Hon. Floyd T. Getz  
Dan Powers

Denise Hyde  
Margaret Lalk  
Dr. James Lukefahr  
Valerie Milholland  
Gerry Williams  
Fairy Rutland  
Hon. Larry Thorne  
TaNeika Wood

**Members not in attendance:**

Shane Phelps  
David Montague  
Cozette Fogus  
Joyce James  
Dr. Rolf Habersang  
Stephen Terrell

**Staff in attendance:**

Colette Bonstead  
Cherisse Robison  
Ginny Woods

**Guests in attendance:**

Liz Kromrei  
Ryan Clinton  
Cathy Cockerham

**Welcome and introductions,** by Hon. Larry Thorne. Judge Thorne welcomed new members, and everyone introduced themselves.

**Approval of minutes:** Motion was made by Judge Chavez, and seconded by Cathy Crabtree to approve the minutes of the September 28, 2007 meeting. **Motion carried without opposition.**

**Adoption of Agenda:** Motion was made by Gerry Williams, and seconded by Margaret Lalk to adopt the agenda. **Motion carried without opposition.**

**Election of new task force member**

The following nominations were made: Joe Gagen nominated Kristi Couvillon-Wise; De Shaun Bradley nominated Joel Bennett; Denise Hyde nominated Jon Evans; and Fairy Rutland nominated Leon Grizzard. Task Force decided to elect only one new member. Jon Evans was elected to the Task Force by a majority of the members present.

**Collection of CJA Task Force Member Agreements**

Task Force Member Agreements were distributed for signature at the meeting. After discussion, the Task Force made the following change to the form: “As a member of the CJA Task Force, I shall not: 3. Discussion on the content of deliberations or sensitive information, including but not limited to information regarding prospective applicants, current subgrantees, and Task Force member votes, proceedings of the Task Force outside of the Task Force meetings.” Each Task Force member signed a Task Force Member Agreement as amended. Agreements will be kept on file with the Texas Center.

### **Recommendation of the Bylaws Committee**

Task Force was given ten days notice of proposed amendment to Bylaws. See Attachment A, email dated 1/15/2008. The Bylaws Committee recommended that bylaws change be adopted. See Attachment B: Amendment 1, CJA Task Force Bylaws.

*Motion:* Moved by Judge Chavez, seconded by Roy Block to approve Amendment 1 to the CJA Task Force. **Motion carried without opposition.**

**Child and Family Services Review update**, by Liz Kromrei, Director of Staff Services, Texas Department of Family and Protective Services, was received by the group.

**Budget discussion**, by Colette Bonstead, Finance Associate, CJA. Ms. Bonstead updated the Task Force on the current status of the budget. Operating expenses were adjusted less than 1% due to increased IT service needs and an increased need for staff travel.

**CJA status report**, by Cherisse Robison, Grant Monitor, CJA. Ms. Robison discussed the call for concept papers process, upcoming request for application, and the grant review process.

### **Collection of Conflict of Interest Statements**

Each Task Force member signed a conflict of interest disclosure form. Ms. Robison clarified and the Task Force agreed that in General Principle 1., “personal interest” does not refer to an organizational interest. This clause does not prevent Task Force members from discussing the organization within which they work. CJA staff is to provide members with copies of the signed conflict of interest forms. If a member has a conflict of interest with any of the applicants, he or she is not eligible to serve on the Grant Proposal Review Committee, and must abstain from voting on the adoption of the 2008-2009 CJA funding plan.

The Task Force evaluated each concept paper based on completeness, and how well a proposed project met the Task Force recommendations and the overall mission of the of the Children’s Justice Act grant. The Task Force determined the following projects should receive a request for applications packet:

- Abilene Police Department
- Zero to Three
- University of Texas Health Science Center San Antonio
- The Parenting Center
- Texas Office for the Prevention of Developmental Disabilities
- Texas CASA
- TCU Institute of Child Development
- Rusk County District Attorney's Office
- Nueces County CAC
- Northeast Texas CAC, Inc.
- Houston and Trinity Counties CAC, Inc.
- East Texas Child Advocates
- ChildSafe
- Child Protection Court of Central Texas
- Center for Child Protection
- CASA of Trinity Valley
- CASA of Travis County

CASA for Kids of East Texas, Inc.  
Cameron County District and County Attorney  
CAC of Texas, Inc.  
CAC of Smith County  
CAC of Hidalgo County, Inc.  
Brazoria County Alliance for Children

The following projects were not selected to complete a full application:

United Way of Texas  
The University of Texas Health Science Center Houston  
Texas Association for the Protection of Children  
Montgomery County Juvenile Probation  
Cameron County CAC  
Blanco County CPS Board  
Angelina County Family Court  
Travis County District Civil Courts  
Tarrant County Challenge, Inc.  
Bexar County Courthouse (4 projects):  
    Staff Attorney Position  
    Associate Judge Position  
    Management Information System  
    Drug Evaluations  
Probate Court No. 1  
Navarro County CAC  
Dispute Resolution of Lubbock County  
Dallas CAC  
CASA of Cameron and Willacy Counties  
CAC of Tom Green County  
Boles Children's Home  
Bluebonnet Children's Center  
Austin Children's Shelter  
Alliance for Children

Those not chosen to complete a full application will be notified by email and letter.

*Motion:* Moved by Gerry Williams, seconded by Dr. Lukefahr to accept the list of twenty-three approved applicants and the twenty-three rejected applicants. **Motion carried without opposition.**

**Appointment of Grant Proposal Review Committee:** Judge Thorne appointed the following individuals to serve on the Grant Proposal Review Committee: Margaret Lalk, TaNeika Wood, Valerie Milholland, Denise Hyde, De Shaun Bradley and Gerry Williams. Fairy Rutland, Dan Powers, and Roy Block volunteered to serve on the committee but had conflicts with the date of the meeting date. They will serve as alternates. The Committee is charged with reviewing grant applications and presenting recommendations for funding at the next Task Force meeting.

**Adjournment:** The meeting was adjourned at 2:15PM.

These minutes were approved at a Texas Children's Justice Act Task Force meeting on April 25, 2008.

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## Attachment A

**From:** Ginny Woods  
**Sent:** Tuesday, January 15, 2008 5:02 PM  
**To:** Alfredo Chavez (COdom@epcounty.com); Cathy Crabtree; David Montague; De Shaun Bradley; Denise Hyde; Dr. James L. Lukefahr, MD; Dr. Rolf Habersang, MD; Fairy Rutland; Floyd T. Getz (psimmons@smith-county.com); Gagen Joe (jgagen@texascasa.org); Gerry Williams; Hon. Floyd T. Getz; Intuitheal@aol.com; jpaasch@co.jefferson.tx.us; Judge Fred Chavez; Judge Fred Chavez (achavez@epcounty.com); Larry Thorne (jc317@co.jefferson.tx.us); Larry Thorne (kwebster@co.jefferson.tx.us); Lt. Cozette Fogus; Margaret U. Lalk (mlalk@txcyber.com); Mari Kay Bickett; Powers, Dan; Rolf Habersang MD (tstarkey@emedltd.com); Roy Block (president@tffa.org); Roy Block (royb@pathway.org); Roy Block (royblocktsfpi@aol.com); Shane Phelps; TaNeika Wood; Valerie Milholland (valerie.milholland@hctx.net)  
**Cc:** Colette Bonstead; Cherisse Robison  
**Subject:** Jan. 25th CJA Task Force Meeting-Please disregard if you are not attending

**Attachments:** Agenda.doc; 1st Amendment to Bylaws.doc; Task Force Member Agreement.doc; Task Force Member Conflict of Interest Statement.doc; Kristi Couvillon-Wise.Resume.doc; Joel Bennett.Resume.pdf; Jon Evan.Resume.doc

Greetings Task Force Members:

The January 25th CJA meeting is rapidly approaching, and we have many items of business on the agenda. In order to better prepare for the meeting, we request that you review this email and the attached documents. Minutes from the last Task Force meeting were previously distributed via email on Oct. 25, 2007.

I have attached the proposed agenda. Please let me know if I have neglected to include a matter of importance.



Agenda.doc (48 KB)

### **Proposed Amendment to the CJA Task Force Bylaws**

Additionally, I have attached a proposed amendment to the CJA Task Force Bylaws. At the upcoming meeting, you will be asked to consider the proposed amendment. This constitutes your 10 day notice as required of proposed amendments. The Bylaws committee will review the proposed change prior to the meeting and make a recommendation.



1st Amendment to  
Bylaws.doc (3...

### **CJA Task Force Member Agreement and Conflict of Interest Statement**

At the meeting, you will also be asked to sign a CJA Task Force Member Agreement and to disclose any conflicts of interests that exist between you and any prospective subgrantees. We will also appoint the new Grant Proposal Review Committee. In order to be eligible to serve on the Grant Proposal Review

## Attachment A

Committee, you must not have a conflict of interest with *any* organization applying for CJA funds. Please review the attached Task Force Member Agreement and Conflict of Interest Statement.



Task Force Member Task Force Member  
Agreement.do... Conflict of ...



### Election of New Task Force Member(s)

On Jan. 25th, we will be electing a new Task Force member to fill our statutorily required defense attorney slot. We have received the following nominations:

- Kristi Couvillon-Wise nominated by Joe Gagen;
- Joel Bennett nominated by De Shaun Bradley;
- Jon Evans nominated by Denise Hyde; and
- Leon Grizzard nominated by Fairy Rutland.

Please review the attached information about Kristi Couvillon-Wise, Joel Bennett, and Jon Evans:



Kristi



Joel



Jon

villon-Wise.Resume.ett.Resume.pdf (671n.Resume.doc (431

Information on Leon Grizzard's career and achievements can be found at:  
[www.leongrizzard.com](http://www.leongrizzard.com).

Please consider when reviewing the nominees that the Task Force currently has 21 members, including 7 attorneys, and the Task Force bylaws limit membership to 25. Additionally, the Task Force has expressed interest in adding tribal, substance abuse, and education representatives to the Task Force. These factors may impact your decision.

### CJA Status Report

As you are aware, in late November CJA staff published a funding announcement seeking concept papers for new CJA projects. We have been overwhelmed by the number of responses. We are currently in the process of posting these submissions to a secure webpage, where you will be able to access them prior to the meeting. I will send you notice as soon as this page is available. We ask that you visit the page and, to the extent time allows, review the project submissions prior to the Jan. 25th meeting. CJA staff will, however, prepare a one page summary of each project to distribute at the Task Force meeting. At the meeting, you will be asked to determine which projects are most worthwhile and in accordance with the CJA 2008-2009 Task Force Recommendations. **The organizations you select will be contacted to submit a full application.**

As you can see, we have a full and exciting agenda. I hope you all will be able to stay for the entire meeting. If you have any questions or concerns about any of

## **Attachment A**

the above information, or about anything else CJA-related, please don't hesitate to contact me.

Ginny Woods, J.D.  
Project Director, CJA  
Texas Center for the Judiciary  
(512) 482-8986 phone  
(512) 469-7664 fax

## Attachment B

January 15, 2008

CJA staff have asked the Task Force to consider the following change to the bylaws at our January 25, 2008 Meeting. This constitutes your 10 day notice as required of proposed amendments. The Bylaws committee will review the proposed change prior to the meeting and make a recommendation.

### PROPOSED AMENDMENT TO CJA TASK FORCE BYLAWS

January 25, 2008

Amend **Article III, Section 2, Project Approval** to read as follows;

**Project Approval.** ~~A subcommittee of the Task Force will assess grant proposals to determine which proposals best meet the Task Force Recommendations. The committee will review the proposals and make initial suggestions for funding. The Task Force will review the committee's suggestions and make final recommendations for funding (See Art. VIII, Sec. 2). The Task Force's final recommendations should be afforded great respect, but the ultimate funding decision lies with the Governor's Office or its designee. In the event funds are subawarded to fulfill Task Force recommendations, CJA staff will evaluate grant applications for completeness and content using a scored evaluation instrument. A Grant Proposal Review Subcommittee of the Task Force will review the staff's evaluations and make initial funding recommendations to the Task Force. The Task Force will review the subcommittee's initial funding recommendations and make final funding recommendations to the Governor's Office or its designee. The Task Force's final recommendations should be afforded great respect, but the ultimate funding decision lies with the Governor's Office or its designee.~~

This Amendment was adopted in accordance with the Bylaws of the CJA Task Force on January 25, 2008.

APPROVED: \_\_\_\_\_

Chair

January 25, 2008