

FORT BEND COUNTY
COMMISSIONERS COURT AGENDA REQUEST FORM 2009
 RETURN TO: AGENDA COORD.-COUNTY JUDGE'S OFFICE

DATE SUBMITTED: May 26, 2009 SUBMITTED BY: Robert E. Hebert, County Judge
 AGENDA#
 DEPARTMENT: County Judge
 COURT AGENDA DATE: 2 June 2009 PHONE NO.:281-341-8608

SUMMARY OF ITEM: Reimbursement request for purchase made without a purchase order by Judge Ross Sears for refreshments provided to Drug Court staff during training on Feb. 27, 2009. The amount \$182.12 is. This is reimbursable through our CSCD state funds 440570999/ 63000 / G570-09supervsn/ 22600.

RENEWAL CONTRACT/AGREEMENT: Yes () No ()
LIST SUPPORTING DOCUMENTS ATTACHED: receipt for refreshments during training, invoice transmittal, Drug Court training agenda Feb. 27, 2009, and Financial Management Manual TDCJ-CJAD funding page 47-48, which allows refreshments during training.

FINANCIAL SUMMARY:

BUDGETED ITEM:	ANNUALIZED DOLLARS:	COMMENTS: 1 invoice total \$182.12 w/o tip
N/A () One Time ()	Other Costs [See Budget detail]	Personnel Costs Yes () No ()
State of Texas Recurring ()	Required County Match [First Year]	Total Costs Funding Source:
Fund 440570999 Agency 5701A	Object G570-09supervsn / 22600	N/A ()

Original Form Submitted with back up to County Judge's Office: Yes ()

- CC with back up:**
- | | |
|--|--|
| yes () Auditor (281-341-3774) | yes () Comm. Pct. 1 (281-342-0587) |
| yes () Budget Officer (281-344-3954) | yes () Comm. Pct. 2 (281-403-8009) |
| yes () County Attorney (281-341-4557) | yes () Comm. Pct. 3 (281-242-9060) |
| yes () Purchasing Agent (281-341-8642) | yes () Comm. Pct. 4 (281-980-9077) |
| yes () County Clerk (281-341-8697) | |

- Instructions for submitting an Agenda Request:**
1. Completely fill out agenda form. Incomplete forms will not be processed.
 2. Fax or inter-office copies of agenda form with all back up information by Wednesday at 2:00 p.m. to departments listed above.
 3. All original backup must be received in the County Judges Office by 2:00 p.m. on Wednesday.

RECOMMENDATION / ACTION REQUESTED:

Requesting approval for reimbursement of \$ 182.12 to Ross Sears, Sanctions Court Judge, for refreshments provided during Drug Court training on Feb. 27, 2009. This was purchased without a purchase order for Drug Court staff.

Sugar Land Marriott
The Burning Pear
16090 City Walk
Sugar Land, TX 77479
(281) 275-5925

CHECK: 1077
TABLE: 70/1
SERVER: 2021 Luz
DATE: FEB27'09 1:45PM
CARD TYPE: American Express
ACCT #: XXXXXXXXXXXX2000
EXP DATE: XX/XX
AUTH CODE: 596913
RESEARCH: 000000000000
ROSS SEARS

SUBTOTAL: 182.12
Tip: 25.00
Total: 207.12
Signature: _____

I agree to pay above ttl amt.
per cardholder agreement

FREE DESSEPT OR APPETIZER! by
Giving us your feedback

- 1) Within 3 Days CALL or VISIT
800-785-2081/www.surveyfood.com
- 2) Enter Your Access Code:241161
- 3) Take a brief survey
- 4) Write Redemption Code:_____

INVOICE TRANSMITTAL

FORT BEND COUNTY AUDITOR
 ACCOUNTS PAYABLE
 County Auditor Form 1016
 (Rev. 11/07)

Accounting Unit (9 digit)
440570999
Account (5 digit)
63000
Grants & Projects (If needed)
Activity
G570-09supervsn
Account Category
22600

Vendor #	12231	
Vendor Name	Judge Ross Sears	
Address	3851 Indian Point	
City	Missouri City	
State	Zip Code	Date
TX	77459	06/02/09

Invoice #/Invoice Date/Desc
Authorization code - 596913
27-Feb-09
Refreshments provided to Drug court staff
during training

Amount
\$182.12 w/o tip included
Total
\$182.12

County Auditor's Use Only	
CC Approval Date	_____
Check Type	_____
Audited By	_____
Received	
Paid	



 Authorized Department Approval

Treasurer's Register Stamp and Number

Drug Court Training Agenda
February 27, 2009

Review recommendation from Drug Court Training

- Review Incentives and Sanction List
 - We need new ideas
 - Recommend full assessment information be shared at staffing for PREP cases
 - Insure team reaches consensus on non-compliant behavior and ensure certainty of Sanctions, respond to all non-compliant behavior
 - Clarity phase requirements and benchmarks
 - Tracking program information
 - Jail treatment option
 - Prep application
1. Actively pursuing getting donations from the community
 - letter
 - team of 2 – 3 people to go to local establishments together
 - short “new letter” of success stories, statistics, etc.
 2. Organize team staffings.
Make sure everyone has said what they need to about the person being staffed before we move on to the next. We could do this by the Judge simply saying: “Does anyone have anything else about _____?” This would avoid the frustration and confusion we have in keeping on track.
 3. Volunteer Probationers who have community service hours that are able to help out with socials, activities, events... (like Tammy did a few years ago)
 - Define and discuss zero tolerance?
 - Let’s discuss reversing the 24 hour jail stay time for a client in PREP. I think their Infractions in the beginning of the Phase should be something to get their attention quickly and early on in treatment possible (3) day infraction.
 - What happens to the clients during the social selecting a positive peer or the role model of of the group? I would like to see more focus and rewards being presented to the clients whom are doing very well.

Mental Illness- client should not be able to prolong being evaluated by a psychiatrist. Less resistance in the program can occur if this process is completed immediately.

Prep Phase – approximately 3 weeks, has lasted 3 – 4 months

Holding Secrets – Clients that have been in the program longer should get stiffer sanctions.

Social Events – All clients should participate in bringing a dish

Moved back a Phase – for missing more than one MRT, etc.

I would like to discuss the counselors taken more active role in letting us know if a client needs an interview for phase transition. I would like to discuss the whole team acting as a *team* for the clients and treating all clients equally.

PROFESSIONAL FEES

ALLOWABLE				UNALLOWABLE		
Basic Supv.	CC/DP & TAIP Non-CCF*	CC/DP & TAIP CCF*	Expenditure Items	Basic Supv.	CC/DP & TAIP Non-CCF*	CC/DP & TAIP CCF*
X	X	X	Absconder Location Reports (Credit Bureau, TX Workforce Com. Employee report)			
X	X	X	Accounting service			
X	X	X	Armored car services			
X	X	X	Auditing services (annual CPA audit paid from Basic Supervision only)			
X	X	X	Bonds (required)			
X	X	X	Certifications/licensure as related to employee's position or program-related activity (such as certification for DSHS provider number)			
X	X	X	Computer programming and system analysis			
X			Contracted costs of appointed CSCD Fiscal Officer, other than county auditor or treasurer		X	X
X	X	X	County administrative services (services provided to CSCD whose fiscal officer is not a county official/employee)			
X	X	X	Defensive driving training as required for employee's job duties			
X	X	X	Disposal Costs for Confidential Records			
		X	Drug-sniffing dogs	X	X	
X	X	X	Employee assistance programs			
X	X	X	First aid/CPR training			
X	X	X	Fiscal services provided by the county (not to exceed .0075 of total state aide)			
X	X	X	Immunization and follow-up tests for at-risk employees			
X	X	X	Legal services for the CSCD and its programs			
X	X	X	Liability insurance for the CSCD and its programs			
			Moving expenses	X	X	X
X	X	X	Newspaper or internet ads—legally required announcements only			
X	X	X	Organizational memberships in professional organizations			
			Personal memberships in professional organizations	X	X	X
X	X	X	Physical exams for employees			
X	X	X	Psychological exams for employees			
X			Registration fee for Booth at Career Fair		X	X
X	X	X	Registration fees for training			
X			Salary, fringe, other costs of appointed Fiscal Officer other than county auditor/treasurer		X	X
X			Surety Bond for appointed Fiscal Officer other than county auditor or county treasurer	X	X	X
X			Settlements		X	X
X	X	X	Training fees paid to consultant or trainer for in-house training sessions (including transportation, meals, and lodging)			
X	X	X	Training costs for in-house training sessions for rent of room and refreshments for session			
X	X	X	Training as required by TCLEOSE for CSO weapons training			
X	X	X	Training for judges trying criminal cases related to community supervision and corrections or to			

Basic Supv.	CC/DP & TAIP Non- CCF*	CC/DP & TAIP CCF*	Expenditure Items	Basic Supv.	CC/DP & TAIP Non- CCF*	CC/DP & TAIP CCF*
			the judge's function as an administrator of the CSCD. Prior Approval must be requested from TDCJ-CJAD for County employees that support the CSCD functions/operations.			
X			Tuition for individual college courses for CSCD staff as it relates to employee's current job		X	X
X	X	X	Urinalysis testing for employees			

*Community Corrections Facility

Notes/Specific Requirements for Professional Fees Expenditures:

- 1) These expenditures represent payments made to professionals or professional agencies for services rendered directly to CSCDs for the benefit of the CSCD. Although the service may benefit the offender indirectly, the service is primarily for the benefit of the CSCD staff. An example would be a psychiatrist who provides a training session to CSCD staff concerning how to handle violent offenders. This training would indirectly benefit the offender, but it is of primary use to the CSCD staff.
- 2) Training for employees must be related to CSCD services, programs, or to the employees' particular job functions. CSCDs may pay for tuition, books, and required fees (not optional fees) for an employee's college course only as it relates to training for the employee's current job. The CSCD may not pay for college courses preparing an employee for another job or profession.
- 3) If the deadline for payment of registration fees for conferences or workshops is before the end of the fiscal year, the CSCD may prepay the registration fee from the current fiscal year's funds. However, all other expenses incurred during the early part of the new fiscal year must be paid from that new year's funds.