

Texas Youth Commission Journal

News and information from throughout the agency.

June 1996, Summer Issue
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Institution to open in Bryan

A 1,000-bed Texas Department of Criminal Justice prison unit northwest of Bryan will become the newest and largest institution operated by the Youth Commission, following its conversion.

It is scheduled to open for TYC youth February 1, 1997.

The prison, known as the J.W. Hamilton Jr. Unit, was constructed as a substance treatment unit for adults, but was never occupied. It will house as many as 720 youth, and may employ up to 600 staff. Full capacity should be reached by FY 1999.

The unit will be called Hamilton State School, continuing to be named for a distinguished law enforcement official from Brazos County, who served as sheriff for many years.

The TYC board approved the plan during its May 16 board meeting in Corsicana. The TDCJ board approved the plan May 24.

Following consultations with local elected officials and a town meeting with citizens from the Bryan/College Station area, Executive director Steve Robinson said that he felt the community was very supportive of the change in mission for the Hamilton Unit.

"We are very excited to be going to Brazos County, where so many opportunities are present," said Robinson. He cited the availability of a professional workforce, the proximity of the resources at
(continued on page 2.)

Briscoe receives highest honor

Judy Briscoe, special assistant deputy director and TYC chief of staff, has received two of the highest awards given annually by the Texas Corrections Association during that group's annual conference in June in Corpus Christi. She received the Dr. George J. Beto Hall of Honor Award during the opening ceremonies of the conference June 9, and on June 11 was again honored as the recipient of the 1996 Sam Houston State University Award by the Criminal Justice Center there in recognition of scholarly contributions to correctional literature.

The Hall of Honor Award, presented for the past 12 years, recognizes outstanding contributions in the field of corrections and was presented to former TYC executive director Ron Jackson in 1988, and to former TYC administrator Su Cunningham in 1992. Briscoe is a past president of the Texas Corrections Association. She also



Judy Briscoe

currently serves as director of prevention for TYC

Dr. Beto served as a longtime member of TYC's board and as board chairman, after having served for many years as head of the state prison system. He passed away while serving as chief of chaplaincy for TYC, after leaving the TYC board. ⚙

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AROUND TYC

Annual Workshop July 1-3

The Texas Youth Commission's annual administrators' workshop, "Taking Care of Business," is scheduled July 1-3, 1996 at the Renaissance Austin Hotel. Awards to be presented during the opening session are the executive director's award, the administrator of the year award, and tenure awards by executive director Steve Robinson.

Eric Young, director of human resources and staff development, will present safety awards, and Sharon Hambrick, chairman of the statewide intercultural awareness task force, will present their annual award.

Announcements of outstanding staff member awards will be made by TYC board members Dr. Leonard E. Lawrence, chair; Edna Tamayo, vice chair; John Odam, Pete Harrell; and Lisa Saemann Teschner.

Deputy director Sandy Burnam will recognize TYC staff and programs.

One of the highlights of this year's workshop includes an "Accountability and Empathy," session which will consist of a moderated five member panel that will lead a discussion on victims.

Panelists are Raven Kazen, director of victim services, Texas Department of Criminal Justice; Thomas Ann Hines, state chair, People Against Violent Crime; Judy Brumbelow, advocate for crime victims rights; Linda Reyes, Ph.D., TYC director of rehabilitation services; and a number of TYC youth. Moderator will be Karen Kalergis, public information officer, crime victims' compensation division of the Attorney General's Office.

Other training sessions include "The Art of Staying Professional Under Fire," by A-Step, Inc., and a Texas Department of Public Safety presentation on "pepper spray."

All general sessions will be held in Ballroom A of the hotel with award presentations scheduled on Monday, July 1 at 1:00 p.m. for tenure, outstanding staff, administrator of the year and the executive director's award.

Other activities include a barbecue at 6:30 p.m. on Monday, July 1 at the Old Settlers Park in Round Rock and a breakfast buffet on Wednesday morning, July 3 followed by a breakfast speaker and closing remarks by Robinson.

Keynote addresses will be made by TYC board chair Dr. Lawrence and Jody Conradt, head coach for women's basketball at the University of Texas at Austin.

This year's workshop includes over 350 TYC staff members from TYC programs around the state.

Questions should be directed to workshop coordinator Rita Zapata at 512/483-5002 in central office. ⚙

Agency resocialization at international conference

Dr. Linda Reyes, assistant deputy executive director for rehabilitation services, will make a presentation during the 104th Convention of the American Psychological Association August 9-13 in Toronto, Ontario, Canada.

The title of her presentation, slated at 10 a.m. August 11, is *Juvenile Violence: Trends, Social Response and the Efficacy of Treatment*. Focus will be on TYC's capital offender program in the context of our overall resocialization philosophy.

Selection for presentation at this conference is highly competitive and indicative of the relevance and professional interest in the topic of juvenile violence in today's society.

In addition to Dr. Reyes, other TYC staff who will assist in the presentation are three Giddings psychologists: Dr. Corinne Alvarez-Sanders, director of psychology; Dr. Christopher Dalton and Dr. Ann Marie Kelley.

Executive director Steve Robinson and deputy executive director Sandy Burnam will also attend.

The APA annual convention provides a forum in which members may present their scientific and scholarly work and facilitate the exchange of experience relating to the applications of psychology. ⚙

Bryan (continued from page 1.)

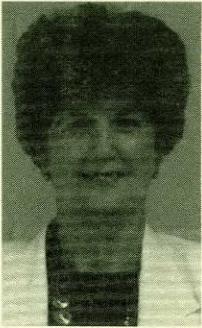
Texas A&M University, and the central location of the facility as major incentives.

Renovation of the facility has already begun and will be made by prison inmate labor. The work to be completed includes the construction of additional classroom space and security cells, and the "hardening" of dormitory walls in the living areas.

The development of programming for Hamilton State School is under way and more information regarding the facility will be made available as details are finalized regarding programming and staffing. Interview fairs in the Bryan/College Station area are planned during the next six months.

TDCJ work crews will begin work on the Victory Field Correctional Academy, Vernon, following the completion of the Hamilton State School project. ⚙

Dr. Judy Huffty selected as Education Superintendent



Dr. Judy Huffty, currently assistant superintendent of schools for the Giddings Independent School District since 1991, has been named TYC superintendent of education.

She formerly served as principal of the academic school at TYC's Crockett State School for nearly ten years.

Dr. Huffty replaces Byron Griffin, who retired December 31, 1995.

She received her doctorate in education from East Texas State University. In addition to her superintendent certificate, she is also certified as a psychological associate. ⚙



Direct Care Administrators

Dwight Harris, assistant deputy executive director for juvenile corrections (second from left); Alex Escarcega, director of basic juvenile corrections; Paula Morelock, director of contract programs; and Tom Tye, director of specialized juvenile corrections

Phase II reorganization announced

Deputy executive director Sandy Burnam has announced a reorganization of the direct care functions of the agency, which became effective May 15, 1996.

"This redesign of internal operations in central office — our infrastructure — is intended to better manage the rapid growth of the agency," said Burnam. "We are 'coming to terms' with the fact that we have changed from being a child caring agency to a juvenile corrections agency."

"One of our most important goals is to break down the barriers between institutional programs and community services programs, and to structure a true continuum of care," she emphasized.

This reorganization will take place in at least three phases. The second phase has been to create the position of assistant deputy executive director for juvenile corrections, with three director positions being created under juvenile corrections. Also created was an assistant deputy executive director for rehabilitation services, and the position of director of clinical services.

Staff to fill those positions have now been selected, leading to the third phase, which began on May 15. The third phase will be determined by those in the three new positions.

"One important aspect of the third phase will be consideration of how to rede-

fine our regional structure," Burnam added.

Dwight Harris, formerly director of institutions, has been named assistant deputy executive director for juvenile corrections. Linda Reyes, formerly director of rehabilitative services, has been named assistant deputy executive director for rehabilitation services.

Selection of staff to fill the three new positions in the juvenile corrections department was announced in early May by executive director Steve Robinson.

Paula Morelock, formerly chief of community placement, was named director of contract programs.

Alex Escarcega, West Region director, was named director of basic juvenile corrections.

Tom Tye, director of halfway houses, was named director of specialized juvenile corrections. (See organizational chart on page 6.)

Paula Morelock has held several positions during her career with the agency. She began as assistant volunteer coordinator at the Statewide Reception Center in 1986. Since that time she has served as community services coordinator at the SRC, and later, in central office, as chief of community placement.

She supervises the statewide transportation unit, the placement specialists, the

(continued on page 4.)

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New staff members appointed

Judy Briscoe has assumed the duties and responsibilities of chief of staff in executive director Steve Robinson's office. She will supervise all staff members in the office, and will coordinate TYC's legislative program, the sunset review process and other initiatives originating from the executive director's office. She will continue to serve as director of prevention for the agency. ♦

Melvin Haisler, formerly supervisor of dorm life at Marlin, has begun his new duties as assistant superintendent of the Marlin Orientation and Assessment Unit. He replaces Jack Patton, who will retire July 31.

Haisler formerly served as vocational rehabilitation counselor for TRC in Temple from 1972-1995. He also served as the acting area manager for the TRC Temple Unit. He also was an instructor at the American Technological University from 1974-1975 and was employed by TYC as a caseworker in Gatesville in the early 70's.

He holds a bachelor's degree in sociology from the University of Mary Hardin-Baylor and a masters in criminal justice from American Technological University. ♦

New assistant superintendent at Giddings State School is **Lynda Smith**, who worked for TYC prior to her employment with the Travis County Juvenile Court in 1989. She has been assistant chief probation officer for Travis County since 1993. She served as administrator of the residential services division for Travis County, supervising a secure residential program, a transitional halfway house, and an intensive aftercare program.

She also supervised PHASES, a short-term community residential treatment program. From 1989 to 1993 Smith served Travis County as a counselor, detention shift supervisor and shelter manager.

With TYC, beginning in 1980, Smith worked as a teacher's aide at Brownwood, a volunteer parole officer aide for central region, and as YAS, caseworker and dormitory director at Brownwood, and as assistant superintendent at Turman House.

She holds a BA in government from University of Texas at Austin, and a master's degree in human services from St. Edward's University. ♦

Jack Chase, formerly youth rights specialist, has been named director of casework at Crockett State School. He also

served as a caseworker at Crockett. Chase holds a BA in psychology and is working toward a master's degree.

Before coming to TYC he was a child protective specialist with DHS and an instructor/counselor at Beaufort Community College in Washington D.C. He also served in the Marine Corps. ♦

Gainesville chaplain **John Stutz** has been selected chief of chaplaincy. Stutz has served as Gainesville State School chaplain for the past nine years, and has chaired the school's gang management team. He received his master of divinity degree from Southwestern Baptist Theological Seminary and received post-graduate clinical pastoral education certification from Baylor University Medical Center in Dallas. He is also a chaplain in the Army Reserve.

Stutz, who will report to Dwight Harris, assistant deputy executive director for juvenile corrections, will continue to office at Gainesville and will be responsible for supervising the other agency chaplains. ♦

Elizabeth Lee, formerly chief of casework, has been named to a newly-created position, director of treatment and case management, reporting to assistant deputy executive director Dr. Linda Reyes. She will supervise the treatment specialists and the chief of substance abuse services.

Lee previously worked at both Travis County Juvenile Probation and Travis County MHMR. She holds a master of science in social work from the University of Texas and is an LMSW—advanced clinical practitioner. ♦

Don McCullough, budget analyst at central office, has been named business manager of the Giddings State School. He holds a BBA and MBA from the University of Texas at Austin, and brings more than 20 years of state experience to his new position. ♦

New superintendent at York Halfway House in Corpus Christi is **Anthony Principe**, formerly with the Continuing Care Center in Dallas. He replaced Donald Brooks, now assistant superintendent at San Saba State School. ♦

Warrenetta Neal-Villegas assumed her duties as office manager for the Sheffield Boot Camp May 15. She will be responsible for human resources and business services. She has 11 years service (continued on page 6.)

Reorganization

(continued from page 3.)

institutional placement coordinators and the staff in the contract care department in central office. She has been responsible for the contract care budget: preparing, evaluating and awarding requests for proposals. She recently developed and implemented the monitoring system for private contract providers.

Morelock holds bachelor's and master's degrees from Howard Payne University, Brownwood.

She was named the outstanding employee in central office in 1993.

Alex Escarcega has held positions throughout the agency and will be responsible for directing and coordinating the activities of the basic juvenile corrections programs. He will supervise TYC's basic institutions and parole. He began his career in 1975 at Giddings State School and later became a caseworker at the Statewide Reception Center in Brownwood. He then became a caseworker at Giddings, and then a parole officer in El Paso.

In 1990 he was named the West Region volunteer coordinator, and was promoted to West Region director in 1993. In that position he was responsible for the oversight of the agency's contracted all-female institution in Bronte. Escarcega was named agencywide outstanding parole employee in 1985, and received the executive director award in 1995.

He holds a bachelor of science degree in criminal justice and a master's in public administration from the University of Texas - El Paso.

Tom Tye is responsible for directing and coordinating the activities of the specialized institutions and programs, independent living services, and halfway houses.

He began his career with TYC as a caseworker at Crockett in 1975, and was later named institutional parole coordinator. Next he became a parole officer in Corpus Christi, and later transferred to Dallas as a community resource specialist. Then he was named parole supervisor in Fort Worth, and in 1984 was named superintendent of Ayres Halfway House in San Antonio.

Tye transferred to central office in 1991 as chief of independent living and then was promoted to director of halfway houses and independent living in 1995.

He received a bachelor's degree in cultural anthropology from the University of Mississippi. ⚙

New audit director revamping department

Colleen Waring, director of internal audit, began her duties February 12, and is already busy with eight audits scheduled for completion before the end of the fiscal year.

In addition to hiring two new auditors — Phil Kirk from the State Auditor's Office, and Susan Ringenberg, a former program administrator — Waring is moving away from the "CPA model" of auditing toward a more performance-oriented approach. "The agency needs more than a continuing review of policy compliance," she said. "We're not here just to ask 'are we doing things right?' but also, 'are we doing the right things?'" Rounding out the audit department staff are Enrique Guerra, Mark Higdon and Michelle Pundt-Miller.

"We want to serve in a partnership role, rather than in an adversarial role," she said. "To ensure that its emphasis on all aspects of performance will be useful, the Internal Audit Department (IAD) intends to communicate constantly with managers and staff involved in an audit."

A revised audit plan for the remainder of the fiscal year was approved by the TYC board during its March 7, 1996, meeting. The revised workplan was based on a risk assessment Waring and her staff conducted as soon as she joined TYC.

The first two projects scheduled,

medical services; and maintenance.

Waring was hired by the TYC board. The State Auditing Act requires that the agency have an internal auditor, and the TYC IAD Charter, as approved by the board, requires that the person in that position be hired and fired by the board. The internal audit director also has an "administrative" reporting relationship with the executive director. The law requires that the annual audit plan must be approved by the board. In addition, an annual report of accomplishments must be submitted to the Legislative Budget Board, the state auditor, the Governor and the Sunset Commission.

"Our departmental mottoes are 1) 'no surprises,' and 2) 'trust, but verify,'" said Waring.

"Our mission is to serve the Texas Youth Commission by strengthening accountability and improving systems and service delivery," she explained.

She further explained that there are four elements of an audit finding:

- 1) Criteria — how it should be (e.g., laws, standards, benchmarks, etc.);
- 2) Condition(s) — how it really is (performance as measured by the audit tests);
- 3) Cause(s) — how it got that way; and
- 4) Effect(s) — what it leads to; what the results are if you do not operate as effectively, efficiently, economically, or ethically as you should.

"Our mission is to serve the Texas Youth Commission by strengthening accountability and improving systems and service delivery."

— Colleen Waring

which began in May, are audits of specialized treatment and agency contracts.

Two more audits will begin in June — Human Resources and AWOL/Escape. Scheduled to get underway in July and August will be audits on capital improvement projects; ADA compliance in the education department; independent living; and TYC's compliance with the state investment code.

Prior to Waring's appointment as director of internal audit, five other audits were undertaken and completed this year — control and supervision; student transportation; special revenue/agency funds;

In moving toward a more performance-oriented approach to auditing, Waring expects to work with administrators in developing recommendations for change, based on the audit findings.

Before coming to TYC, Waring, formerly employed with the City of Austin, began her employment with the city in 1986 as editor and office manager. She spent 10 years with the Austin City Auditor's Office, and held the position of acting assistant city auditor when she left. She was more recently auditor manager. A graduate of Oklahoma City University, Waring is a certified internal auditor. ⚙



Colleen Waring

Briefly noted ...

◆ The Corsicana Community Advisory Council provided Easter gift bags for the students. The bags included hygiene items and candy. Staff Member **Eddie Leaks** oversaw the distribution of the bags on Easter morning.

On an ongoing basis the council provides gift bags with hygiene items to new students at Corsicana.

◆ For the 14th straight year, the Corsicana Kiwanis Club sponsored an annual olympic event for Corsicana students in April in conjunction with Corsicana Derrick Days. Events included a football toss, basketball free throw, timed jump rope and Frisbee throw.

Gold, silver, and bronze medals were awarded to the top three contenders in specific age groups and trophies were awarded to the overall top scoring girl and boy.

◆ Twenty-four Houston community corrections officers and other staff held a meeting in April with the Jefferson County State School staff. The Houston staff toured the facility, in order to gain a better understanding of the changes occurring in TYC. ⚙

New administrators

(continued from page 4.)

with TYC, six with the human resource department at Brownwood. ♦

Also assuming new positions at Sheffield are **Thomas Greer**, supervisor of the case management department; and Wallace Brown, caseworker. ♦

Daniel Sanchez has joined the West Texas State School as risk manager. He will coordinate safety and health protection matters for the WTSS campus as well as other TYC facilities in the area. ♦

Alton Weiser has assumed the duties of plant maintenance manager at Giddings. Weiser has been in the maintenance department there since 1972, most recently as maintenance supervisor for the past 13 years. ♦

New program administrator at Gainesville State School is **Al Elizondo**, who has most recently served as a parole officer in the Central Region. Elizondo, who spent 26 years in the Air Force, has also worked as a dorm director at Giddings, youth program supervisor and vocational counselor at Crockett State School.

He holds a Bachelor of Science in Industry and Technology from East Texas State University and a Master's degree in counseling from Vanderbilt University in Nashville, Tennessee. He is also a licensed chemical dependency counselor. ♦

Four new volunteer coordinators have recently been selected in TYC institutions:

They are **Robyn Byars**, Gainesville; **Tammy Vega**, Brownwood; **Allan Spearman**, West Texas; and **Buck Martin**, San Saba State School. ♦

Steve Spilman, who has been employed by TYC for 15 years, has been selected as program administrator in charge of casework services at the Evins Regional Juvenile Center, Edinburg. He reports to Butch Held, facility administrator. Spilman has served in several positions at Brownwood State School, the Statewide Reception Center, Crockett State School and in the South Region. ♦

Robert White, formerly youth rights specialist at Jefferson County State School, has been selected as the program administrator over daily living. **Kaye Seth**, formerly a caseworker at Crockett State School, has been selected as the program administrator over treatment services at Jefferson County. Both started their new duties June 1. ♦

Adrianna Cuellar, formerly in the research department in central office, has assumed the position of intergovernmental relations specialist and will coordinate the agency's activities relating to Sunset Review. ♦

Catherine Sims, from the Governor's Office, is currently serving as a planner in the institutional division, reporting to Dwight Harris. ♦

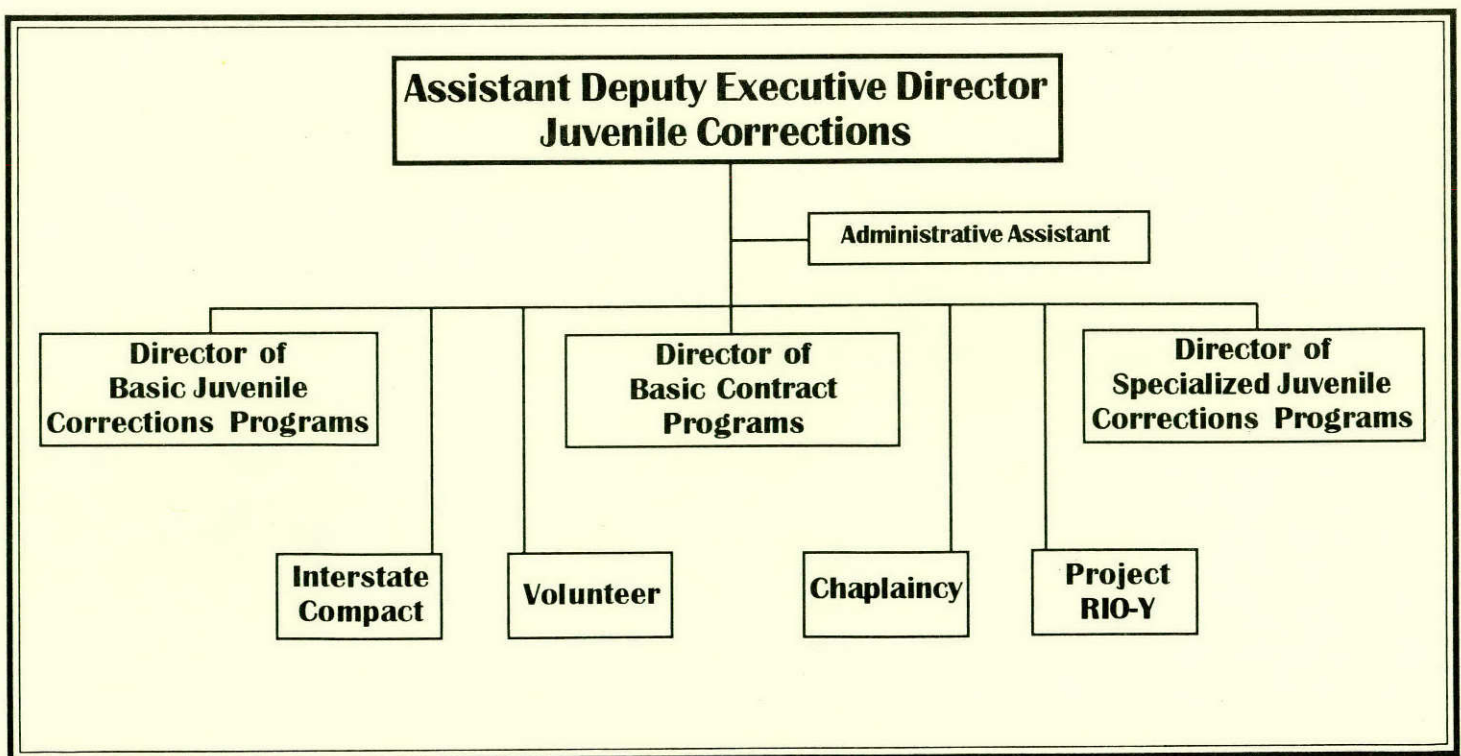
Briefly noted ...

♦ **Helen George**, East Region director, was honored for her contributions in the juvenile justice community, with a gala reception hosted at the home of track star Carl Lewis.

The reception was a fund-raiser for the Kirk Baptiste Key Olympics which allows at-risk youth to participate in the youth summer games held at the University of Houston.

In attendance were TYC executive director Steve Robinson, deputy executive director Sandy Bumam, director of human resources Eric Young, and executive assistant Jerry Dollar.

♦ **Rita Hughes**, community corrections supervisor and present chair of the Harris County Community Resource Coordination Groups (CRCG) was selected to receive the award for outstanding commitment and service to the community resource coordination groups of Texas at the regional conference. Rita also presented a workshop at the conference titled, "The Collaboration Connection: An Urban Perspective." ⚙



Valley House youth pick fruit for needy

Hundreds of Rio Grande Valley residents benefited from a recent community service project completed by Valley House youth in Harlingen.

In participation with the "Share Our Surplus" program TYC youth picked over 20,000 pounds of grapefruit which was given to several church agencies and food pantries to help the needy in surrounding communities.

The work was done on two separate Saturday mornings. "Our students were very proud to give back to the community and when they finished the project our students were also proud of themselves," said Gilbert Blanco, weekend coordinator.

After each work session at the Wanda Citrus Farm in Mercedes, owner Wanda Whitener provided fried chicken and sandwiches for the hungry youth. The local television station also covered the event on their newscast. ⚙️

Youth wins at fair



Kevin Bell, student in the vocational woodworking class at Crockett, won best of show in the Houston County Fair and Youth Livestock Show in the outdoor furniture division. He entered a picnic table designed with heart cutouts. ⚙️

Youth participate in American Legion convention

The Crockett State School choir, along with their accompanist presented a medley of hymns from all branches of the armed forces and concluded their performance with a moving rendition of "God Bless The USA" at the Seventh District Convention for American Legion.

Youth in the memorial service were commended for their performance by Senator Jim Turner and American Legion members and guests. ⚙️

YOUTH SPOTLIGHT

The Giddings academic school track team won first place in the T.A.P.P.S. District 3 Track Meet, and went on to compete in the state track meet in May at Baylor University, Waco. Giddings students broke state meet records in the 400 meter relay, 110 meter hurdles, 300 meter hurdles, mile relay and the triple jump. The Giddings Indians had 136 points for a 60 point lead for the state championship.

The Indians began working out in February and set their goal to be state champs. The team began attending track meets in February by going to a 5A meet in Bryan. Coaching the Indians track team are coaches Sandy Brown and Lester Ward.



JEFFERSON COUNTY State School youth participated in a field day, including an exciting tug-of-war event, in early May.



NAVARRO COLLEGE SHOW CHOIR raised funds for a sound system for the Corsicana RTC acute care unit, which they recently presented after performing for the campus and acute care youth. At left is David Timmerman, musical director, and Terry Moore, psychologist and director of the acute care unit.

College choir raises funds

The Navarro College Show Choir held car washes to raise funds to purchase a portable stereo system complete with CD and cassette player for the Corsicana Residential Treatment Center acute care unit.

In April, the choir presented a song and dance program for the general student population on the campus, and then proceeded to the Acute Care Unit where they presented the stereo system and performed several musical numbers for the students in that unit. Terry Moore, psychologist and director of this unit, is using the stereo system for treatment purposes during specialized groups.

In March, Corsicana youth attended the choir's performance of "Oklahoma" at Navarro College. ⚙

Texas Trash-Off

Crockett staff, students and volunteers participated in the 11th annual Great Texas Trash-Off by cleaning a two mile stretch of Loop 304 and a section of the Old Kings Highway. They were among the 100,000+ volunteers combing the roadways for litter. ⚙

Briefly noted ...

◆ Four TYC youth have received their high school diplomas this spring — two from Arlington Heights High School in Fort Worth, and two from Giddings State School.

Eloy Cavos and Isaac Lobato received diplomas from Giddings State school academic department.

Erik Lopez and Coreneann Long have graduated from the Fort Worth high school. Both worked part-time during their junior and senior years and both will attend college this fall, according to their community corrections officer Louis Laster.

Erik will attend Navarro Junior College and hopes to earn a scholarship to Rice to study law. Coreneann has been accepted to the nursing program at Tarleton State University. ⚙

NOTICE

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NOTE: TYC employees, contract programs, and juvenile probation departments are exempt from this requirement.

Corsicana observes Black history

Scenarios depicting moments in American Black history presented an overview which ranged from pre-civil war days to present during the Corsicana RTC Black history program.

Students and education staff enacted brief dramatic scenes which presented pre-civil war slavery days, a scene depicting "Forestina" Gump and Ms. Jane Pittman at a bus stop reviewing Black history up to present, and a present-day classroom scene which emphasized that although times have changed, there are still challenges and problems.

This followed a presentation by guest speaker Adrian Johnson, director of operations for the Corsicana Independent School District.

Interspersed through the program were the Black national anthem, poems, and song presentations by staff and students. The program was sponsored by the campus intercultural awareness committee. ⚙

Non-traditional Cinco de Mayo

The cultural awareness committee at Evins Regional Juvenile Center celebrated Cinco de Mayo in a non-traditional way.

The holiday, which marks the Mexican defeat of French colonial forces in the Mexican city of Puebla, was discussed and studied during the morning in education classes, but the rest of the afternoon was observed with a field day competition in which youth competed in a grueling 15-station event that included the obstacle course stations such as rope climb, wall climb, balance beam, hurdles, bike relays, canoe maneuvering, and swimming.

The Evins volunteer council provided special t-shirts and afterwards youth were treated to a barbecue dinner. ⚙

Cinco de Mayo celebration at Crockett

The Crockett State School celebrated Cinco de Mayo with a program and special meal. Leonel J. Castillo, an assistant to Houston Mayor Bob Lanier, was the featured speaker.

Superintendent Rey Gomez was master of ceremonies for the program, which was coordinated by Carolyn Jones.

Ramiro and Felicita Romo provided musical entertainment and volunteer Louis Medina introduced the speaker. Students and staff participated in the program by giving a presentation on the history of Cinco de Mayo. Three students spoke on the Mexican Flag and one student spoke on why Cinco de Mayo should be a U.S. holiday. ⚙

CULTURAL EVENTS

Native American research projects

The Giddings intercultural awareness committee and the GSS community advisory council sponsored a campus-wide Native American research project during the month of April.

Each cottage did research on the dorm's tribal name including Cherokee, Tejas, Pueblo, Papago, Arapaho, Mohawk, Comanche and Apache.

The project included artwork, written and oral reports and presentations by the students to a panel of judges. Cottage Mohawk was selected as the winner and earned a pizza party provided by the community advisory committee. ⚙

Giddings hosts annual ICA workshop

Giddings State School hosted the second annual intercultural awareness workshop May 9.

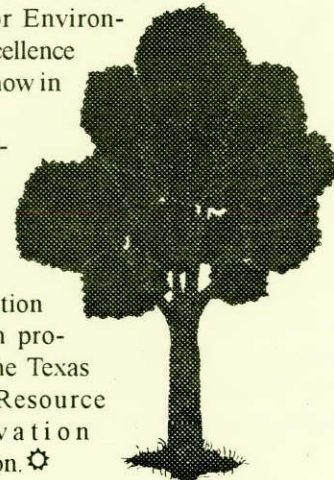
The workshop was attended by over 300 students and staff and featured a performance by the Cultural Warriors, a dynamic troupe of young people based in Austin. The ICA student council performed a skit. Staff members Joseph Lopez and Tony Raiford played guitar and sang songs. ⚙

Giddings selected environmental awards finalist

Giddings State School has been selected as one of the state's most innovative environmental projects. John Robb, GSS recycling coordinator, related that more than 350 projects were submitted for consideration for the awards by many businesses, industries, local government agencies, civic groups and individuals across Texas.

"The approximately \$12,000 in yearly savings and involvement by our students caught the eye of the judges," said Robb.

The Governor's Awards for Environmental Excellence program, now in its fourth year, is coordinated by the CLEAN TEXAS 2000 pollution prevention program of the Texas Natural Resource Conservation Commission. ⚙



Sunset review notice for the Agency

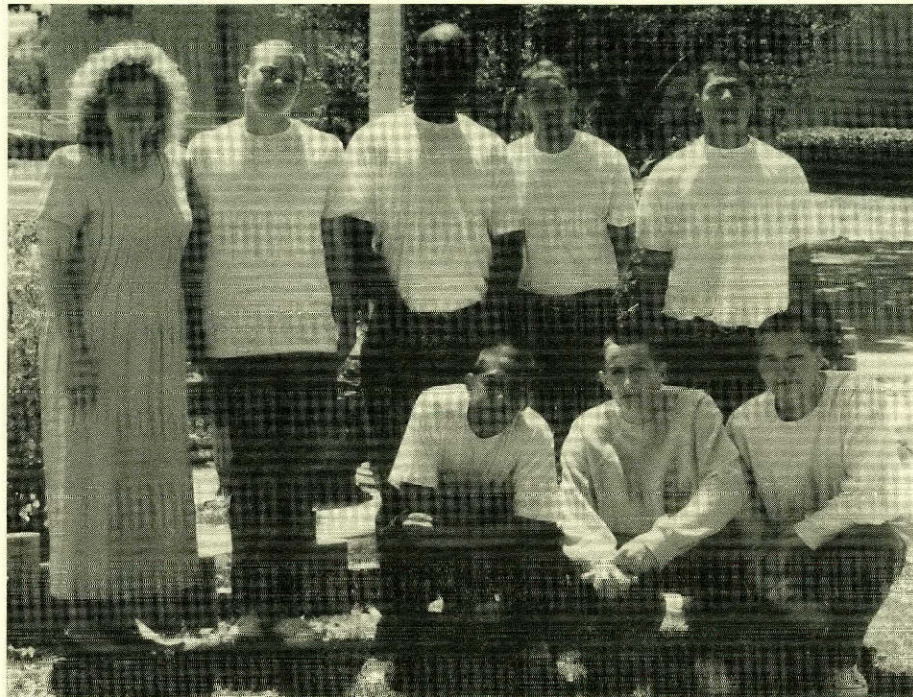
The staff of the Texas Sunset Advisory Commission is currently conducting a legally-required review of the Texas Youth Commission. As part of this review, the Sunset Commission staff is seeking suggestions from interested parties for improvements to this state agency.

Standard review criteria applied to most Texas government agencies and institutions are found in Section 325.011 of the Government Code. These criteria include: efficiency; achievement of statutory objectives; use of advisory committees; duplication and overlap with other agencies; handling of complaints; compliance with equal employment opportunity and individual privacy requirements; conflicts of interest; and compliance with open records and open meetings statutes.

Following the staff review, the Sunset Commission will issue a staff report and hold a public hearing on the Texas Youth Commission. Based on this process, the Commission will recommend whatever legislative changes are necessary for consideration during the next legislative session.

If you have suggestions, or if you would like more information on the Sunset process, please contact Jay Schmidt of the Sunset Commission staff at:

Texas Sunset Advisory Commission
P. O. Box 13066
Austin, Texas 78711
512/463-1300
512/463-0705 (Fax) ✪



TOP SEVEN Brownwood State School students who wrote essays on "Life in the Year 2000" are pictured here with English teacher Brenda Howard. Writing the essays was part of a contest — not a school assignment. Despite that fact, 21 essays were received. The top seven winners received certificates and were treated to a pizza party by the volunteer council. Howard's English class spends much time focusing on current issues and events. ✪

Foster grandparents win golden rule award

The four foster grandparents at Jefferson County State School recently won in the education category at the third annual JC Penney Golden Rule award luncheon on Beaumont.

The Golden Rule award, which is sponsored by JC Penney and Volunteer Connection, publicly recognizes the outstanding work of Southeast Texas volunteers. Ten finalists and six award winners were selected by a distinguished panel of judges.

Annie Mae Keys, Essie Samuel, Lula Seale, and Josephine Senegal were honored

for the one-on-one support and sense of family they give to the students with whom they work.

JC Penney representatives presented the four foster grandparents with a crystal flame sculpture along with a donation of \$1,000 for the foster grandparent program.

The foster grandparents are now eligible for the national Golden Rule awards which will be held in September in Dallas. National winners receive specially created crystal awards and \$10,000 for their organization. ✪

Briefly noted ...

◆ The Corsicana intercultural awareness committee sponsored a Hispanic heritage program in May, enlarging on the Cinco de Mayo celebration in order to focus on all Hispanic cultures.

◆ Crockett teacher **Barbara Holland** was honored at the third annual Houston County appreciation dinner in April for her twenty years of service in education in Houston County and with TYC.



Nine halfway houses receive incentives

\$ During the last six months, all nine TYC halfway houses received a \$2,500 incentive award for achieving a 95 percent compliance rate with agency case management standards.

The incentive program for the regions was implemented based on the compliance rate of contract care case managers. A total of \$2,000 per six-month period may be earned if case managers maintain a 95 percent compliance rate, said Nancy Emmert, Title IV-E program manager.

"We have recently begun looking more thoroughly at non-Title IV-E files to ensure that adequate case management is occurring in all cases," Emmert explained. "We have seen improvement in practices in all areas since we implemented this process."

The Community Service Time Study continues to be a success in generating revenue for TYC, she added. ✪

Briefly noted ...

◆ Central office staff participated in a one-mile walk in May with the Department of Health in connection with National Health and Fitness Day. They also attended a health fair held at noon at TDH.

◆ **Jack Smith**, a longtime member of the Brownwood community advisory council, was selected as the first recipient of the Sam Walton Business Leadership Award, which includes a \$500 cash award from community leaders... he was recognized as the local business person who "best exemplifies a commitment to customer service, respect for employees and concern for the community.

◆ **Ed Allen**, training specialist at Jefferson County State School, Beaumont, recently won first place in the Texas State Safety Poster Contest sponsored by the Texas Workers' Compensation Commission. ✪

PROGRAMS

WTSS officials focus on pro-social values

Chaplain Gary Wallace and Superintendent Johnny Williams of West Texas State School report marked growth in both student and volunteer participation in religious programming.

"The effect of the resocialization program, especially in the area of values clarification, plus the increased participation of volunteers from various church groups, and as individuals, has resulted in a noticeable increase in youth participating in religious programming," said Williams.

Religious program participation in '96 has quadrupled '94 figures and doubled those in '95. Chapel attendance for the two chapel programs each Sunday during March and April of '96 reached as high as 167.

Chapel services are held in the multipurpose fireplace room in the recreation building in the center of campus. It is not really the same as a separate chapel or a specially furnished facility accommodating chapel services.

To answer the need for a chapel, the chapel fund was established several years ago to receive donations to either build a chapel, someday, or furnish and equip a chapel-use facility on campus. There have been many contributions of time and money over the years by individuals and groups, as well as numerous fund raisers such as a yearly golf tournament to raise money for the chapel fund.

To date, over \$38,000 has accumulated in the fund. The fund will continue to focus on establishing a permanent location on the institution campus to house chapel services and associated programming. ✪

Project RIO-Y counselors hired

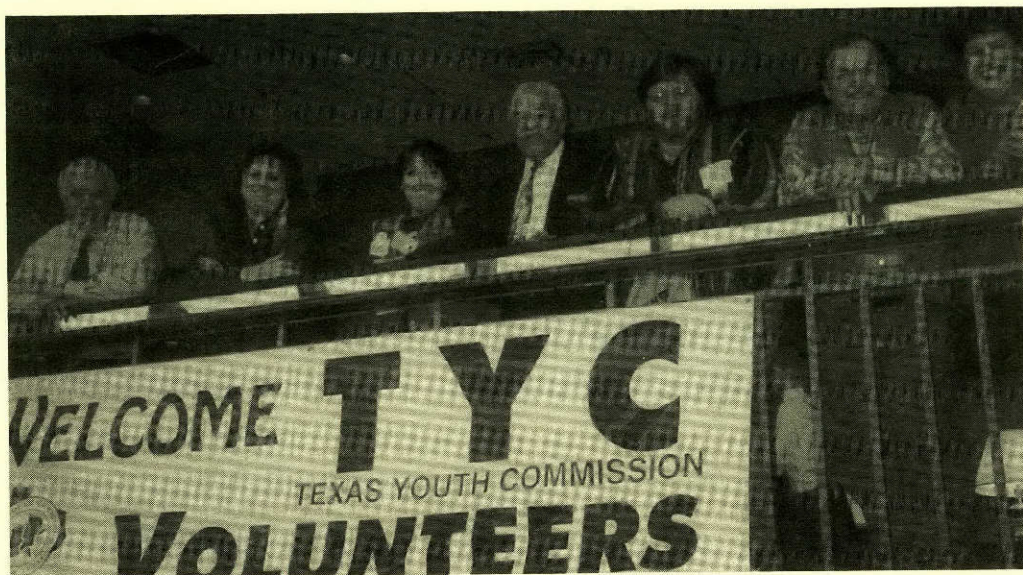
Eight vocational rehabilitation counselors have been hired in TYC institutions to administer vocational guidance for the Project RIO-Y program, according to program administrator Billy Jacobs.

The counselors will be working with caseworkers and educational personnel to conduct vocational interest and aptitude testing, and will evaluate youth for recommendation to the Texas Workforce Commission RIO-Y personnel.

The counselors attended a comprehensive training session in Houston May 6-9, and attended TYC pre-service training in Corsicana May 12-25.

Training was provided by Shirley Willey, Etiquette & Company; Peter Linden, director of marketing for Career Management International; and TYC and TWC personnel.

Those employed in the Project RIO-Y program include Tommy Lynn Storey, Brownwood; Guainsonette Jones, Corsicana; Carol Kemp, Crockett; Joe Masterson, Evins Regional Juvenile Center, Edinburg; Adelpia Poston, Gainesville; Ramon Campos, Giddings; Rick Jones, Jefferson County State School; and Niranjana Sharma, West Texas State School, Pyote. ✪



12th annual volunteer conference

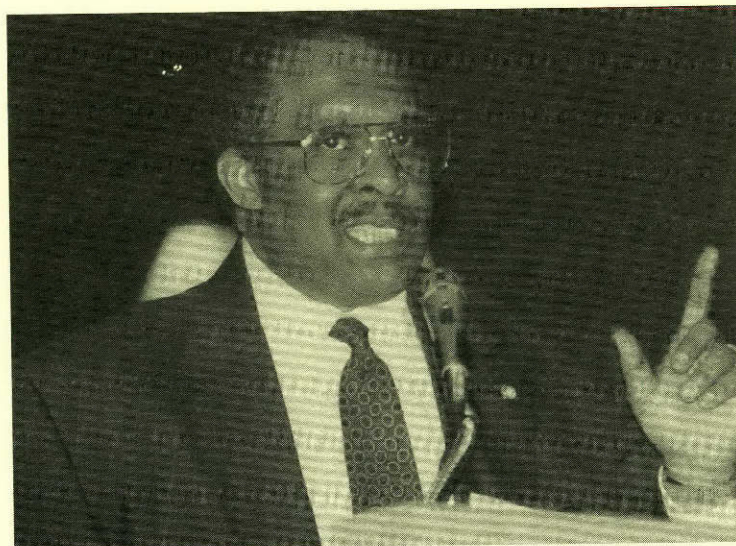
(Top Left) VOLUNTEERS registering for the annual conference posed for a photograph above the "Welcome" banner designed and donated by Dallas volunteer council member Randy Harrill to be used at all future TYC volunteer events.

(Top right) DALLAS CHIEF OF POLICE Ben Click gave the keynote speech at the 12th annual TYC volunteer conference, held in Dallas March 1-3. His speech inspired the state volunteer council to pass a resolution encouraging the Youth Commission to include parenting training in its resocialization curriculum.

(Center left) LISA SAEMANN-TESCHNER, right, TYC board member from Dallas, served as mistress of ceremonies for the annual awards presentations. At left is Rozann Rob, Dallas council chair, who was presented a plaque of appreciation for her work chairing the conference planning committee.

(Bottom left) 1996-97 STATE VOLUNTEER COUNCIL officers were installed during the Saturday luncheon. They are, left to right, Bob Frisby of Corsicana, re-elected vice-chair; Viva Miller of Crockett, new treasurer; Betty Keller of Giddings, re-elected secretary; and Leo Rodriguez of McAllen, re-elected chairman.

(Bottom right) DR. LEONARDE E. LAWRENCE of San Antonio, chairman of the Texas Youth Commission board, gave the awards brunch speech at the conference. ⚙



Organization of Jefferson County volunteer council held in May

Twenty residents of the Jefferson County State School area — from Beaumont, Port Arthur, Orange, Port Neches and Nederland — have agreed to become members of the institution's volunteer council.

An organizational meeting was held Monday, May 20, at the school for prospective members to receive information about TYC community advisory councils and to tour the facility.

Don Kelly of Nederland, SETX Regional Planning Commission, is serving as the temporary chair, and Shane Reedy of First National Bank in Port Neches, is serving as temporary treasurer.

Superintendent Marie Murdoch gave an overview of the school's program; Joan Timmons, chief of volunteer services, Austin, presented information about TYC volunteer councils statewide; and volunteer coordinator Vicki Holcombe outlined information about the local volunteer program. Those who had not previously done so participated in a campus tour led by a senior level student. The student presented his comprehensive layout, according to TYC's resocialization program, to the group. ✪

Unity in support of victims of crime

The Crockett Community Advisory Council was presented with a flag of The United States of America from Honorable Charles Wilson, Member of Congress, and a State of Texas flag from Senator Jim Turner for its victims empathy program.

Congressman Wilson requested the U.S. flag be flown over the United States Capitol on March 24.

The presentation coincided with the statewide efforts to remember crime victims' rights week during April. ✪

VOLUNTEERS

The following was written by a TYC student while at Turman House, Austin. He read this essay at the Austin volunteer appreciation dinner May 9, 1996.

What Volunteers Mean to Me

The definition of a Volunteer is this: to offer one's services of one's own free will. At least those are the words from a Dictionary's point of view.

From a person in a position such as mine and my fellow peers, well, we can see that the word "Volunteer" goes much deeper than that. This is dedicated to a very special lady that helped me to understand myself while I was in Giddings for 27 months.

You were there when my family wasn't and was unable to support me at times. You took the time of your own free will to come see me, listen to me, and speak with me even if I was miles away. You brought me smiles you brought me laughter.

You even gave me the courage not to give up on myself and keep going the morning after. I gave you my tears when I was down, I even shared with you my scariest fears. Even when I was positive that no one else cared, you'd always let me know that you did.

These past few years we've gotten pretty close I have to admit, and even though I've picked up and gone there is still that special bond between us. That's why still to this day, you remain in my heart... my "Angel Mom."

Mark O. - Turman House, Austin ✪

Volunteers ask for parenting training

The TYC state volunteer resource council passed a resolution during their 12th annual volunteer conference March 1-3 in Dallas asking that the Youth Commission consider implementing a formal official training module to teach parenting skills to all TYC youth.

The resolution, drafted by the executive committee of the council during a special called session, was inspired by a speech of Dallas Chief of Police Ben Click at the conference.

All local TYC volunteer councils were asked to study and discuss the proposed resolution, and vote for or against it. Most councils have already indicated their decision in favor of the proposal, said Leo Rodriguez of McAllen, state council chair.

Full text of the resolutions is as follows:

WHEREAS, the volunteers attending the 12th annual Texas Youth Commission Volunteer conference were inspired by a speech of Dallas Chief of Police Ben Click regarding the need for parenting skills training for the youth of America;

WHEREAS, TYC staff and volunteers alike recognize that most youth committed to TYC have been victims of poor parenting, abuse and neglect; many TYC youth are already parents; and most will BE parents very soon;

WHEREAS, adequate parenting skills are essential to combat the continued abuse and neglect cycle in the families of TYC youth;

WHEREAS, there are numerous programs already developed and implemented through such agencies as the American Red Cross, A&M Extension Service, Volunteers of America, Texas Association of School Boards, and the Texas Education Agency, which can be studied and adapted to fit TYC youths' needs, and their families' needs'

BE IT RESOLVED, that the State Volunteer Resource Council requests that the Texas Youth Commission consider implementing a formal official training module or curriculum to teach parenting skills to all TYC youth in TYC-operated programs and contracted programs during the appropriate stage of resocialization;

BE IT FURTHER RESOLVED, that all local TYC volunteer councils pursue education and assistance in implementing parenting programs at all TYC programs and facilities through funding assistance and recruitment of local volunteers to assist the agency programs if they are implemented. ⚙

Don Dennis Ministries holds Marlin orientation

Twenty-five prospective volunteers to the Marlin Assessment and Orientation Unit attended an all-day volunteer training workshop Saturday May 18 at the facility.

The workshop was conducted by volunteer coordinator Shannon Ford and Christine Hockin Boyd and Shirley Orr Smith, trainers with the Don Dennis Youth Ministry of Ennis.

Also on the program was Don Dennis; Todd McDonald, YAS IV; Jean Tomlinson, director of security; and Joan Timmons, chief of volunteer services, TYC, Austin.

The ministry program is supported by the Baptist General Convention of Texas and the Park City Presbyterian Church, Dallas.

The group hopes to recruit eight teams of three volunteers each to present material from "Right Choices" by Josh McDowell on a weekly basis to Marlin students. ⚙

Corsicana recognition banquet

Two hundred forty students, staff and volunteers assembled for the Corsicana RTC recognition banquet in May, sponsored by the treatment center and the Community Advisory Council.

The theme, "Together we create a rainbow that makes life special" depicted a rainbow with a pot of gold at one end.

Announced as outstanding students were Miranda Lee, Cottage 8; Juan Trejo, Cottage 10; Tracy Jackson, Cottage 11; Eric Robertson, Cottage 12; and Chris Harris, Cottage 14.

Trainer Floyd Hall, Jr. was named outstanding child care worker. Tracy Cunningham, who contributed 700 hours of volunteer work last year, was recognized as the outstanding volunteer. Volunteer council chairperson Dolores Upshaw was recognized for her outstanding service to the council. (See related photo on page 19.)

Students also received awards for being outstanding in the scout troop, employment in school, progress in G.E.D., school citizenship, academic progress, academic achievement, superior behavior and progress in treatment.

Charles Pearce was awarded for contributing between 300 and 400 hours of volunteer service for the year, and Samantha Van Schaick and Diane Watson were awarded for contributing between 200 and 300 hours as staff volunteers.

Volunteers who received awards for contributing between 100 and 200 hours included Bob Frisbee, Jerry Cockerham, Paul Fulbright, Doris Moore, Shirley Nussbaum, Donna Rogers, Mary Rozelle, Daisy Russell, and Billy Thomas.

Awarded for donations or sponsoring events were Joe Brooks, Collin Street Bakery, Corsicana Daily Sun, First Baptist Church Pate Circle, KAND Radio, K Mart Distribution Company, Medical Arts Clinic, Nations Bank Perry D. Graham Trust, Navarro College, Navarro Community Foundation, Navarro Council of The Arts, Navarro County Commissioners Court, Rena Fleming Trust, Walmart Discount City, Westhill Church of Christ, and Wolens Foundation.

(continued on page 15.)

110 attend McFadden volunteer appreciation

McFadden Ranch, TYC's halfway house program located near Roanoke, held its second annual volunteer appreciation dinner May 17. More than 110 volunteers and residents of the nearby community attended and were treated to barbecue with all the trimmings — and entertainment by The Lively Stones of Grapevine.

TYC executive director Steve Robinson was guest speaker.

Volunteer awards were presented to three special volunteers: Melanie Bullock of Denton for outstanding achievement in planning the event; Verlyn Douglas of Lewisville, outstanding volunteer; and Ken Conway of Fort Worth, outstanding intern.

Also receiving special recognition and certificates of appreciation were six major contributors to the program; eleven community advisory council members; twelve direct service volunteers; and five employee volunteers.

Volunteer coordinator Edwin Simmons served as emcee for the program. Also participating were Rev. Charles Neal, invocation; superintendent Lynne Parra; and residents Jameel Moffitt, Billy Collins, Chris Garrett, Leonard Johnson, Justin Gregg, Undrea McKinney, Jason Ramirez and Joe Shelly.

Numerous door prizes were given to volunteers attending. ⚙



TYC 1996 OUTSTANDING VOLUNTEERS

Honored as this year's outstanding volunteers from throughout the state were (seated left to right) Elizabeth Anthony of El Paso, who accepted the outstanding religious volunteer group award for Mt. Zion Baptist Church; Jerrie Warner of Crockett, outstanding employee volunteer; (standing left to right) Moises Briseno of Giddings, outstanding student volunteer; LaVerne Bell, owner of Giddings Pizza Hut, outstanding volunteer group; and Mark Padilla of San Antonio, outstanding individual volunteer. (Not shown are Gene and Marilyn White of Corpus Christi, outstanding individual religious volunteers.)

Corsicana recognition

(continued from page 14.)

Outstanding staff nominees were Jimmy L. Alexander, Marcus Shed, Sedrick Davis, Mary Standly, Linda James, and Pat Gardner.

Volunteer Sylvia Bonin chaired the council banquet committee, with committee members including Ed Bushak, Ann Griffin, Dolores Upshaw, Dana Tanner, Loren Evans, Charles Barnaby, and Mary Rozelle; assisted by Super K Mart. ⚙

Willoughby House residents hold parent weekend

Over 40 parents and extended family members from throughout the state attended the first quarterly parent weekend at Willoughby House in March.

Female residents of the TYC halfway house in Fort Worth planned and carried out the activities, said program administrator Luann Pelletier.

Therapist Laura Stubblefield presented a two-hour parent training session addressing communications and fears.

Staff and Fort Worth volunteer council members assisted, with the council providing transportation funds for some families. Community corrections officers supported the event by encouraging parents of parolees to attend. ⚙

Central office layout "leaner and meaner"

With the addition of four additional state agencies to the Brown Healy building, the Texas Youth Commission's central office location in Austin, came the need for a reconfiguration of space.

The offices, after mid-August, will be reduced from 40,000 square feet of space to less than 30,000, as result of Legislative action which required the General Services Commission (GSC) to reduce the total amount of space allotted to each individual employee.

Nearly all central office staff will be moving — with the first move taking place at the end of May, when deputy executive

director Sandy Burnam relocated to the executive office suite.

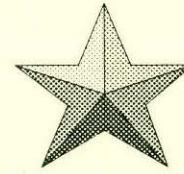
The next group to move temporarily will be relocated to the third and fourth floors, and to the large first floor hearing room, beginning on June 29.

During mid-July, another 120 employees will be moving from their current space temporarily.

GSC is estimating that it will take two to four weeks to reconfigure the west wing of the building.

Two support services departments—MIS and finance—will be relocating into the west wing. The departments already *(continued on page 17.)*

Four selected as TCA STARS



One TYC staff member and three TYC volunteers have been selected as TCA STARS by the Texas Corrections Association.

They are Jerry Chavez, groupleader at Beto Halfway House, McAllen; and volunteers Michael Carraway of Houston, Tracy Cunningham of Corsicana and Mark Padilla of San Antonio.

The TCA STARS were presented at an awards program during the opening session of the TCA annual conference in Corpus Christi June 9-12.

"We are very pleased to have these outstanding representatives of the agency honored by the state corrections association," said executive director Steve Robinson. "All of them have made significant contributions to the Youth Commission and toward the rehabilitation of juvenile offenders." ⚙

HUMAN RESOURCES



COMMUNITY SERVICE was extended by youth volunteers from Jefferson County State School during the annual "Keep Beaumont Beautiful" Paint-a-thon. Twelve youth and fifteen staff members spent all day Saturday making repairs and painting the home of an elderly woman.

Briefly noted ...

◆ Fifteen Austin and central office staff members participated for the fifth straight year in the "Walk for Safe Families" in Austin — and raised over \$1,200 for the Center for Battered Women.

◆ The Sam Houston Area Council Boy Scouts of America has recognized **Leroy Forbes**, San Saba State School staff member, as an outstanding volunteer leader by presenting him with the Silver Beaver Award during the annual recognition dinner in Houston.

◆ **Gaylon Garrison**, Superintendent of Brownwood State School, has been elected vice chair of the National Dropout Prevention Network Executive Board.



WTSS honors S.T.E.P. secretary

Lillian McCoo, part-time chaplaincy secretary at West Texas State School for over ten years under the Senior Texans Employment Program (S.T.E.P.), was recently honored for her outstanding contributions to the institution's religious program.

Superintendent Johnny Williams presented McCoo a plaque from the Texas Youth Commission in appreciation, not only for her secretarial services over the years, but also for her extraordinary volunteer work in the community on behalf of the facility's chapel fund.

A 40-year resident of Monahans and a retired teacher with the Ector County schools, McCoo said the acceptance of the plaque held a special meaning to her, because she enjoys helping people.

She has also been a key person in organizing a yearly event among several churches in the area toward helping raise funds for the chapel fund. Each February, she and others in the religious community, bring together folks from across Monahans for a program that Mrs. McCoo describes as "focusing on Negro history and good singing" as a means of promoting brotherhood among all ethnic groups. Donations given at these programs have been earmarked for the fund, which will be used to construct or equip a chapel type facility for youth, since state funds are not available for these purposes. ⚙

Central office

(continued from page 16.)

located in the west wing will remain—in reduced space.

Because of the addition of more than 200 employees from other agencies, a new parking garage is to be constructed — but no definite date has been projected. Temporary alternative parking being considered includes possible street-side parking, use of the DHS parking lot across Lamar Blvd., and the use of the Capital Metro bus system.

Agencies moving into the Brown Heatly building are Department of Aging, Juvenile Probation Commission, Health and Human Services, and Early Childhood Intervention. ⚙

MANAGEMENT SUPPORT DIVISION

The management support division consists of the departments of human resources, management information services, and business services.

The questions most commonly asked of these departments during the past quarter are answered below. (If you have specific questions, please contact Jean Story in central office at 512/483-5282.)

BUSINESS SERVICES

Q If our institution or halfway house owns a vehicle which has been converted to an alternative fuel, is it necessary to use that alternative fuel in that vehicle or can we continue to use traditional fuels?

A Each TYC vehicle capable of operating on an alternative fuel SHALL operate exclusively on the alternative fuel except in cases:

- A) where and when the alternative fuels is not available;
- B) the range of the alternative fuel is insufficient to complete a round trip, in which case the alternative fuel shall be used until exhausted, with conventional fuel used only as a last resort to complete the trip when the alternative fuel is unavailable;
- C) when the alternative fuel costs more than the conventional fuel;
- D) when the conversion equipment is not in working order or is deemed unsafe to operate, in which case timely repairs or inspections shall be made so that the vehicle may continue to operate on the alternative fuel.

Total number of gallons of propane or compressed natural gas (CNG) must be included in the monthly "Self Control" report, or in the "Monthly Summary Vehicle Use Report." If you have an alternative fuel vehicle in your fleet and are not using the alternative fuel, you must submit a justification letter to the business services department to include with the report to the General Services Commission.

Q I've heard something recently about a 'PREPAID LIQUEFIED GAS DECAL.' What is liquefied gas, and do these decals apply to us at institutions and halfway houses?

A Liquefied gas, as defined by the Office of the Comptroller of Public Accounts, is all combustible gases that exist in the gaseous state at 60 degrees F and at a pressure of 14.7 pounds per square inch absolute but does not include gasoline or diesel fuel.

In layman's terms, this means to us "propane" or "compressed natural gas (CNG)". If you have alternative fuel vehicles in your fleet, the answer is yes. A user of liquefied gas, including a motor vehicle equipped to use liquefied gas interchangeably with another motor fuel, for propulsion of a motor vehicle on the public highways of Texas shall pay in advance annually on each motor vehicle owner, operated and licensed in Texas, a tax based on the registered gross weight and miles driven the previous year.

RECORDS MANAGEMENT

Records management is establishing an active, continuing program for the economic and efficient management of agency records. The first step in this process was approval of the records retention schedule.

A few of the questions which have come up about this program are:

Q What is a record?

A A record is any written, photographic, machine readable, or other recorded information created or received by a State agency that documents its activities in the conduct of state business.

Q How long do I have to retain my files?

A In the retention schedule, records are listed by record series. Also, the total retention period is listed.

Q Can we dispose of copies?

A A copy of an official record can be destroyed at any time. If it is retained longer than the original, it becomes the record copy. No copies should be retained longer than the total retention period.

Q Where do I store my files?

A Central office staff can store records at the Texas State Library. Field staff must make their own arrangements for the storage and destruction of their files.

(continued on page 18.)

MANAGEMENT SUPPORT *(continued from page 17.)*

Q How do I know the difference between active and inactive records?

A Texas State Library describes inactive record as any record with the access rate not to exceed one (1) access per file drawer per month

Boyd Onderdonk or Joyce Gremillion, in the central office records department, can assist with any questions.

HUMAN RESOURCES

Q As a current employee, do I have to submit a new application for a posted position?

A Yes, a current application is required for each position you apply for.

Q Can you make a copy of my application in my personnel file and submit it for a current posting?

A No, it is important that we have an updated application in order to screen your application for minimum qualifications. We will not give you credit for a position if it does not appear on your application.

Q How much of my annual leave can I carry over into the next fiscal year?

A PRS.27.05 (b) (2) (A) provides a table that will answer that question.

Length of Service	Hrs Accrued/Mo	Max Carryover
0 - 2 years.	7 hrs per month	168 hours
2 - 5 years	8 hrs per month	232 hours
5 - 10 years	9 hrs per month	256 hours
10 - 15 years	10 hrs per month	280 hours
15 - 20 years	12 hrs per month	328 hours
20 - thereafter	14 hrs per month	376 hours

If an employee has accumulated more than the allowable carryover, these excess hours will be transferred to the employee's sick leave balance.

Q When can I change my benefits?

A Generally, the time set aside for employees to review and change their benefits is during Summer Enrollment. This year Summer Enrollment will take place between July 1 and July 31st. Consult your human resource officer if you have any questions.

STAFF DEVELOPMENT

Q Who is eligible to receive educational assistance and what is the extent of reimbursement?

A The educational assistance program is being revised and should be in effect July 1, 1996. Employees must meet the following criteria to receive tuition reimbursement or time off.

- three years of total tenure with TYC
- a degree plan on file with staff development (can be turned in with application)
- 30 hours toward the degree being pursued
- a satisfactory performance evaluation on file
- no disciplinary action (level 2 or above) within the last year
- enrollment in job related courses

The extent of tuition reimbursement is \$550 per semester for undergraduate students and \$650 per semester for graduate students. These are the maximum amounts that can be received. Employees can also receive up to eight hours of time off per week each semester to attend class. (Time off is at the discretion of the local administrator.)

Another change to the program that is worth noting is that employees receiving assistance will be required to make a time commitment back to TYC of one month of employment per semester hour taken.

Employees who would like more information about the program may refer to PRS.39.24 (which will be published prior to July 1, 1996). Call 512/483-5043 for more information.

Q How do I find out about training opportunities available to TYC staff?

A Staff are scheduled for the Governor's Management Development Training at the beginning of each fiscal year. Call 512/483-5133 to add staff to the waiting list any other time of the year.
(continued on page 19.)

Staff Development

TYC's 80 hour preservice program is training record numbers, with about 70 staff receiving training monthly.

Plans are underway to change the class to 40 hours at the TYC training facility in Corsicana and 40 hours at the home facility. This change will allow staff development to hold two classes a month, increasing the regular monthly preservice capacity to 90 staff.

The 40 hour basic supervision course is held quarterly with about 20 staff attending each class. The program is being revised to better fit the needs of first-line supervisors.

The TYC training and conference facility schedule is available for viewing on the SYSM bulletin board for the agency, and on Microsoft Scheduler in central office. Dorms have the capacity to sleep 64 people at a time.

Steve Robinson's executive director briefing videos are being produced and distributed to the field monthly. Central office staff have been viewing the videos in department meetings. "Changing Course" was released in March, and requests for more copies are received weekly.

The agency computer training labs are in now place: one in central office and one at the training facility in Corsicana. Announcements of software classes are made on SYSM and e-mail.

Regional training has been turned over to Tom Craig, the new regional trainer housed in central office.

The educational assistance program is being revised. Changes will be published this summer in the *Journal*.

The staff development advisory board (SDAB) meets quarterly at the training facility. Staff with training ideas or issues for the SDAB to discuss should contact Laura Pickell-Johannsen to get items on the agenda.

Staff development is negotiating a contract with Vernon Community College to provide preservice and some inservice training for Victory Field Boot Camp.

TYC developed a Memorandum of Understanding with the Texas Juvenile Probation Commission whereby the two agencies have agreed to share training resources whenever the needs of both agencies can be met by a joint training effort, to maintain open communication regarding the sharing of training resources, and to encourage both agencies' staff to take advantage of all training opportunities. ⚙



DOLORES UPSHAW, right, received a plaque during the recent Corsicana RTC recognition banquet for her service as community advisory council chairperson, from Carolyn Mathis, chairperson-elect. 240 attended the banquet, including campus students, 65 off-duty staff and 65 community volunteers and contributors. Recognition was given to outstanding students, volunteers and staff members. ⚙

Briefly noted ...

◆ TYC's two facilities in Brownwood, the state school and the Sanction Unit, were recognized as "significant contributors" to the Brownwood United Way fund raising campaign which concluded in March. The two groups of employees contributed more than \$2,000.

◆ The Corsicana High School ROTC performed for students and staff at the school recently. Students performed a series of drills. The program was arranged by staff member Linda Smith and teacher Mary Standly.

◆ The Crockett community advisory council sponsored an Easter egg hunt for staff and their children...with eggs containing prizes and candy donated by local merchants for the 60 participants.



MANAGEMENT SUPPORT *(continued from page 18.)*

External training opportunities are published electronically.

Institution and region inservice training calendars can be acquired from the respective trainers.

For further information about training opportunities, call 512/483-5142.

RISK MANAGEMENT

Q To whom should employees report safety hazards?

A Safety hazards should be reported to the facility's additional duty safety officer or to central office risk management.

Q If I am off the job due to a work-related injury when do worker compensation weekly payments start?

A The first seven calendar days following the injury date are called the waiting period and no weekly compensation is due for the time lost for that period. However, if an employee is off work for more than 28 calendar days, the weekly compensation for the waiting period is paid retroactively.

An injured employee may elect to use sick leave instead of receiving weekly compensation payments, whether for the waiting period only, or until sick leave is exhausted. While sick leave is being used, compensation payments will not be paid.

MANAGEMENT INFORMATION SYSTEMS (MIS)

Q What is the wide area network (WAN) and how will it affect the way I work?

A The WAN is a combination of high-speed data lines, routers and servers all connected together that looks like a wagon wheel with central office being the hub of the wheel. Each site can connect to other sites to exchange files.

Q What will happen to SYSM when all sites are on the WAN?

A The current mainframe based SYSM e-mail package will be completely replaced by one which will allow you to attach almost any type of document to your mail message. Rather than having to fax documents, you will be able to either attach it to your mail message or print it on a printer at the site that was faxed.

Q So, if you have approval, what is the date installations can be expected?

A At the time of the writing of this article, the dates have been reset to:

McAllen - Beto	6/11/96	Harlingen - Valley House	7/08/96
San Antonio - Ayres House	6/11/96	Austin - Turman House	7/22/96
New Waverly Parole	6/17/96	Austin Regional	7/22/96
Sheffield Boot Camp	6/17/96	Harlingen/Brownsville Parole	7/22/96
Corpus Christi - York House	6/24/96	Midland Parole	8/05/96
Corpus Christi Parole	6/24/96	Tyler Parole	8/12/96
Irving Regional	6/24/96	El Paso - Schaeffer House	8/19/96
Dallas - Cottrell House	7/08/96	Waco Parole	8/26/96
Ft. Worth - Willoughby House	7/08/96		

Q What is the agency doing with the \$2.6 million appropriated by the Legislature for FY96-97 for technology?

A This money was appropriated for very specific technology purchases:

- 1) \$460,000 was allocated for finishing up purchases at new facilities.
- 2) \$2,140,000 was allocated to complete the local area network (LAN) installations at all remaining sites, connect all LAN sites together via a wide area network (WAN), replace all mainframe CRTs and old 286 and 386 PCs at all locations. Additionally, funds will be spent to begin to upgrade/move TYC's mainframe information database of information down to the LAN/WAN technology utilizing PCs to allow users more flexibility in their daily use of information. (You won't have to be a programmer to get data into some spreadsheets, e-forms or word processing documents).

Q There is so much information in various locations throughout the agency, how can we get it all in one place?

A Deputy executive director Sandy Burnam has formed a group, the information resource design team, co-chaired by Jay Svinicki and Patti Hayes. The purpose of this team is to analyze the information needs of the agency and to recommend to upper management an approach that will best utilize technology and agency information to fulfill agency goals. ⚙

Alternative fuels

TYC determines it's not cost-effective to convert more vehicles for alternative fuels

TYC's business services department has determined that it is not cost-effective to convert additional vehicles to operate on alternative fuels at this time.

The department used 'Life Cycle Cost-Benefit Analysis' procedures — the approved measurement device for the alternative fuels program — to prove that, based on comparisons of traditional vs alternative fuel costs and alternative fuel system conversion costs, converting more vehicles at this time would not be cost-effective.

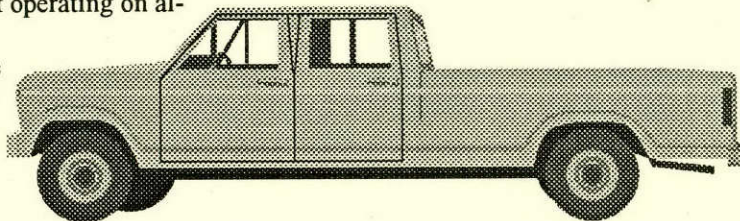
Of TYC's fleet of 282 active vehicles, 51 have been converted to operate on alternative fuels. Twenty-six are exempt from compliance based on their law enforcement or emergency status. Three diesel-powered vehicles were waived from compliance because conversion for these vehicles is not currently approved for installation.

Senate Bill 2000, which became effective September 1, 1995, required that by September 1, 1996, fifty percent of TYC's fleet had to be capable of operating on alternative fuels.

Based on the study of costs, TYC has satisfied the requirements through the waiver process.

These waivers will be in effect for two years, or until significant economic changes occur which impact vehicle conversion costs or changes occur in the price of fuel which result in better fuel economy.

The next compliance date is September 1, 1998. At that time, if the program is determined to be effective in reducing total annual emissions, 90 percent of each agency's fleet must be capable of operating on an alternative fuel. ⚙



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