

PANOLA COUNTY SHERIFF'S OFFICE

Office: 903.693.0333
Fax: 903.693.9366

314 W. Wellington
Carthage, Texas 75633



Sheriff Kevin Lake

January 26, 2016

The Honorable LeeAnn Jones
Panola County Judge
110 S. Sycamore
Carthage, Texas 75633

Dear Judge Jones,

Please add the following items to the next scheduled meeting of the Panola County Commissioner's Court:

Please record and approve the change in status for Christina Cain-Jones from Detention Corporal to Detention Officer for the Panola County Sheriff's Office at a pay rate of \$15.08 per hour effective January 23, 2016.

Please record and approve the change in status of Joyce Wilder from Senior Detention Officer to Detention Corporal for the Panola County Sheriff's Office at a pay rate of \$16.59 per hour effective January 23, 2016.

Please record and approve the change in status for Shawn McCoy from Detention Officer to Senior Detention Officer for the Panola County Sheriff's Office at a pay rate of \$15.99 per hour effective January 23, 2016.

Sincerely,

A handwritten signature in black ink, appearing to read "K Lake".

Kevin Lake
Sheriff

KL/lw

CC: Sidney Burns
Joni Reed

Honesty, Integrity, Service

Donation

Date 2-2-16The undersigned has secured a contribution from Luminant to Panola

County for use in the Panola County Road and Bridge Fund. This contribution consists of:

\$ N/A and/ormaterial of the following type and amount 2,700 Yards of dirt

This donation is to be used as needed by the Panola County Road and Bridge Department to improve Panola County road number Pct 2 ^{Pit}, or if no road is indicated, then it is to be used to improve any Panola County road as seen fit by the Department. This donation must be accepted by the Panola County Commissioners' Court according to Local Govt. Code sec. 81.032 and Transportation Code sec. 252.214 and any money will be held by the Panola County Treasurer pending approval of deposit in the Road and Bridge Fund. Any material will not be used prior to the approval of the Court.

I acknowledge that this is intended as a donation and that no person or corporation has been promised any other benefit because of the donation, nor have been induced or coerced in any way by any official or employees of Panola County. I further certify that this donation was give freely and voluntarily.

John Godfrey Commissioner, Precinct # 2

Sworn and subscribed to this 3rd day of February, 20 16

Vicki Heinkel, Notary Public, State of Texas, My commission expires 1-6-2019

(Panola County Commissioner' Court use only)

This item was accepted / ~~disapproved~~ (strike one) at a meeting of the Panola County Commissioners' Court on this 8th day of Feb, 20 16.
County Judge LeeAnne Jones



Form #2201 Rev. 01/2015

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None

**STATEMENT OF OFFICER**

This space reserved for office
FILED FOR RECORD
IN MY OFFICE

AT 2:00 O'CLOCK P M

MAR 15 2016

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY B. Davis DEPUTY

Statement

I, Nici Thomas, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Panola County Clerk - Deputy**Execution**

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: 1-25-16

Nici Thomas
Signature of Officer

Revised 01/2015

Form #2204 Rev. 10/2011

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334

Filing Fee: None



OATH OF OFFICE

This space reserved for office
 use

AT 2:00 O'CLOCK P M

MAR 15 2016

BOBBIE DAVIS
 COUNTY CLERK, PANOLA COUNTY, TEXAS
 BY B. Davis DEPUTY

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, Nici Thomas, do solemnly swear (or affirm), that I will faithfully
 execute the duties of the office of Panola County Clerk-Deputy of
 the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
 of the United States and of this State, so help me God.

Nici Thomas
 Signature of Officer

State of Texas
 County of Panola

Sworn to and subscribed before me
 this

23rd day of January, 2016.



Vicki Heinkel
 Signature of Notary Public or Other Officer
 Administering Oath
Vicki Heinkel
 Printed or Typed Name

VOL. 97 PAGE 0392

A505

**Texas Department of Agriculture
Construction Contract Change Order**

Owner (Contractor Locality): (Name & Address) South Murvaul WSC 147 CR 104 Gary, TX 75643-3709		Contract For (project description): Small Purchase Procurement For Road Bores Project Location: South Murvaul WSC, Panola County		Region ETCOG TxCDBG Contract No. STEP #713016 Change Order No. 1		
Contractor: (Name & Address) Rural Water Service 227 CR 212 Beckville, TX 75631			Engineer: (Name & Address) Hayes Engineering, Inc. 2126 Alpine Rd. Longview, TX 75601			
Grant Recipient is requesting TDA review to determine eligibility of change order expenses.						
Changes to Existing Line Items (Items from original bid or added in previous change order only)						
Bid Item#	Item Description	Current Quantity	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price
1	Directional Bore 4" Restrained Joint Pipe	160	LF	\$20.00	+200	\$4,000.00
New Items Requested (Items without a unit price in the original bid) Provide Explanation (attach separate documentation if necessary):						
Bid Item#	Item Description	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price	
Change in Contract Price			Change in Contract Time			
Original Contract Price:		\$24,380.00	Original Contract Time:		90 days	
Previous Change Order(s) No. to No.		\$0	Net Change From Previous Change Orders		0 days	
Contract Price Prior to this Change Order		\$24,380.00	Contract Time Prior to this Change Order		90 days	
Net Increase/Decrease of this Change Order		\$4,000.00	Net Increase/Decrease of this Change Order		0 days	
Contract Price With all Approved Change Orders		\$28,380.00	Contract Time With all Approved Change		90 days	
Cumulative % Change in Contract Price:		14%				

Notice: Generally, a cumulative change in the contract price in excess of 26% will not be approved, if the change order causes an increase/decrease of at least \$50K, the governing body of the Grant Recipient must approve the change order.

** Reimbursement of costs submitted in this change order are subject to approval by the Department.

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Region: ETCOG TxCDBG Contract No.: STEP #713010
 Grant Recipient: Panola County Change Order No: 1

JUSTIFICATION FOR CHANGE

	Increase	Decrease	No Change
1. Effect of this change on scope of work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Effect on operation and maintenance costs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will this Change Order change the number of beneficiaries of TxCDBG contract Performance Statement Exhibit A?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If yes, please attach TxCDBG contract Performance Statement modification request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has this change created new circumstances or conditions which may affect the project's impact such as concerns of unexpected conditions discovered during actual construction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If "Yes", is an Environmental Re-assessment required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the TCEQ clearance still valid?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are other TxCDBG contractual special condition clearances still valid? (If no, specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If new items are included that were not included in the competitive bid, have the prices been determined to be reasonable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPROVED by Grant Recipient (Required Signature before TUA approval. Note: If this change order is greater than \$50K, signature by the Grant Recipient represents evidence that such approval from the governing body has been obtained by the City/County)

Signature: Lee Ann Jones Title: Co. Judge Date: 1-21-16

RECOMMENDED: Wade Williams ACCEPTED: Wade Williams
 ENGINEER (Authorized Signature) CONTRACT NO.: (Add, delete, or modify)
 Date: 1-27-2016 Date: 1-27-2016

To receive an email copy of the TOA response, provide information below:

Grant Recipient: Mary Kay Thomas Email address: marykay@panolacountyga.com
 Admin Consultant: Stan Hayes, P.E. Email address: stan@hayesengineering.net
 Engineering Consultant: Stan Hayes, P.E.

For office use only:

Eligible Change Order	
Net Increase/Decrease of this Change Order Requested	\$ <u>4,000.00</u>
Net Increase/Decrease of this Change Order Approved	\$ <u>4,000.00</u>
Contract Price With all Approved Change Orders	\$ <u>28,580.00</u>
Net Increase/Decrease of this Change Order Requested	<u>90</u> days
Net Increase/Decrease of this Change Order Approved	<u>0</u> days
Contract Time With all Approved Change Orders	<u>90</u> days

Regional Coordinator: [Signature] Date: 1-26-16
 Manager: _____ Date: _____

2016 TxCDBG Project Implementation Manual SECTION 5. Contract 5. Project Procedures

Region: ETCOG		TxCDBG Contract No.: STEP #713016	
Grant Recipient: Panola County		Change Order No. 1	
JUSTIFICATION FOR CHANGE		Increase	Decrease
1. Effect of this change on scope of work.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Effect on operation and maintenance costs:		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Yes	No
3. Will this Change Order change the number of beneficiaries or TxCDBG contract Performance Statement Exhibit A? If yes, please attach TxCDBG contract Performance Statement modification request		<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Has this change created new circumstances or environmental conditions which may affect the project's impact, such as concealed or unexpected conditions discovered during actual construction? If "Yes", is an Environmental Re-assessment required?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Is the TCEQ clearance still valid?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are other TxCDBG contractual special condition clearance still valid? (If no, specify):		<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. If new items are included that were not included in the competitive bid, have the prices been determined to be reasonable?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
APPROVED by Grant Recipient (Required Signature before TDA approval. Note: If this change order is greater than \$50K, signature by the Grant Recipient represents evidence that such approval from the governing body has been obtained by the City/County):			
Signature: <u>LeeAnn Jones</u>		Title: <u>C. Judge</u>	Date: <u>1-21-16</u>
RECOMMENDED:		ACCEPTED	
By: <u>[Signature]</u>		By: _____	
ENGINEER (Authorized Signature)		CONTRACTOR (Authorized Signature)	
Date: <u>1-21-16</u>		Date: _____	
To receive an email copy of the TDA response, provide information below:			
Grant Recipient		Name	Email address
Admin Consultant		Mary Kay Thomas	marykay@amazinggrants.com
Engineering Consultant		Stan Hayes, P.E.	stan@hayesengineering.net
For office use only:		Eligible Change Order	
Net Increase/Decrease of this Change Order Requested \$ _____		Net Increase/Decrease of this Change Order Requested _____ days	
Net Increase/Decrease of this Change Order Approved \$ _____		Net Increase/Decrease of this Change Order Approved _____ days	
Contract Price With all Approved Change Orders \$ _____		Contract Time With all Approved Change Orders _____ days	
Notes			
Regional Coordinator _____		Date _____	
Manager _____		Date _____	

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2016-9261

Date Filed:
02/04/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Rural Water Service
Beckville, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Panola County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

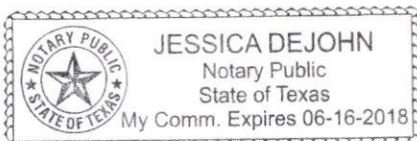
713016
Boring

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Allums, Cody	Beckville, TX United States		X
	Allums, Debra (Debbie)	Beckville, TX United States		X
	Allums, Thomas (Wade)	Beckville, TX United States		X

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



AFFIX NOTARY STAMP / SEAL ABOVE

Debbie Allums
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said Debbie Allums, this the 8th day of February, 20 16, to certify which, witness my hand and seal of office.

Jessica DeJohn
Signature of officer administering oath

Jessica DeJohn
Printed name of officer administering oath

Notary Public
Title of officer administering oath

ANDERSON CONCRETE
 COMMERCIAL AND RESIDENTIAL
 CARL ANDERSON
 440 CR 206
 CARTHAGE, TX 75633
 903-693-4722

JOB #

DATE 1-26-16

Panola County Court House

☐ Quotation☒ Billing Statement

Saw cut, removed old
 Concrete sidewalks and
 hauled off. Repoured
 new concrete sidewalks,

Quotation 1-6-16

14,300 00

Extra Cost

1 day labor

3 yard Concrete + Rebar

1/2 day rental on
 "Dump Trailer"

Bobcat Excavator

2,000 00

Thank You!

Not responsible for cracking of concrete

Total

16,300 00

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

Certificate Number:
2016-10498

Date Filed:
02/08/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Anderson Concrete
Carthage, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Panola County

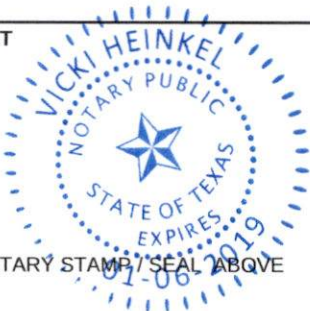
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

2016-06
Concrete repair on sidewalks

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Anderson, Carl	Carthage, TX United States	X	

5 Check only if there is NO Interested Party.☐**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



AFFIX NOTARY STAMP/ SEAL ABOVE

Carl A. Anderson
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said Carl A. Anderson, this the 8th day of February, 2016, to certify which, witness my hand and seal of office.

Vicki Heinkel

Signature of officer administering oath

Vicki Heinkel

Printed name of officer administering oath

Notary

Title of officer administering oath

PANOLA COUNTY, TEXAS

INVITATION TO BID

RETURN BID TO:

COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

9:00 A.M., MONDAY, MARCH 14, 2016

MARK ENVELOPES

**"REMOVE, REPLACE, AND INSTALL CARPET/TILE IN PANOLA
COUNTY JUDICIAL CENTER AND PARTS OF
COURTHOUSE AND SHERIFF'S DEPARTMENT"**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners' Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Invitation to Bid and specifications should be directed to Panola County Courthouse Maintenance Superintendent Fred Hightower, (903) 693-0318.

Signature

**PANOLA COUNTY
INVITATION TO BID**

INSTRUCTIONS/TERMS OF CONTRACT

By order of the Commissioners' Court of Panola County, Texas, sealed bids will be received for:

**"REMOVE, REPLACE, AND INSTALL CARPET/TILE IN PANOLA
COUNTY JUDICIAL CENTER AND PARTS OF
COURTHOUSE AND SHERIFF'S DEPARTMENT"**

IT IS UNDERSTOOD that the Commissioners' Court of Panola County, Texas reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633**

Not later than 9:00 a.m., Monday, March 14, 2016

Mark Envelopes:

**"REMOVE, REPLACE, AND INSTALL CARPET/TILE IN PANOLA
COUNTY JUDICIAL CENTER AND PARTS OF
COURTHOUSE AND SHERIFF'S DEPARTMENT"**

**BIDS RECEIVED AFTER OPENING DATE
AND TIME WILL NOT BE CONSIDERED**

Signature

INVITATION TO BID
INSTRUCTIONS/TERMS OF CONTRACT

FUNDING: Funds for payment have been provided through the Panola County Budget adopted by the Commissioners' Court for Fiscal Year 2016.

LATE BIDS: Bids received after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

ALTERING BIDS: Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

WITHDRAWAL OF BID: A bid may not be withdrawn or canceled by the bidder without the permission of Panola County for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submission of their bid.

SALES TAX: Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales tax.

BID AWARD: Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of Panola County.

CONTRACT: This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County. No different or additional terms will become a part of this contract with the exception of Change Orders.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Panola County Judge.

DELIVERY: All delivery fees and freight or handling charges shall be as stated on the bid and contract forms section and if not so stated no such cost, fee or charge will be paid.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with V.T.C.A., Local Government Code Title 5, Subtitle C, Chapter 171.

ETHICS: The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County.

EXCEPTIONS/SUBSTITUTIONS: All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part

Signature of Bidder

of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners' Court reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the county.

DESCRIPTIONS: Any reference to model and/or make/manufacture used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

ADDENDA: Any interpretations, corrections or changes in this ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Panola County. Addenda will be mailed to all who are known to have received a copy of this ITB. Bidders shall acknowledge receipt of all addenda.

BIDS MUST COMPLY with all federal, state, county and local laws concerning these types of service.

DESIGN, STRENGTH, QUALITY of materials must conform to the highest standards of manufacturing practice.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

Panola County may request any other information sufficient to determine bidder's ability to meet these minimum standards listed above.

REFERENCES: Panola County may request bidder to supply a list of at least three (3) references where like services/products have been supplied by their firm.

BIDDER SHALL PROVIDE with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

SUCCESSFUL BIDDER SHALL defend, indemnify, and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages

Signature of Bidder

received or sustained by any person, persons or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment costs which may be obtained against Panola County growing out of such injury or damages.

WAGES: Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State law.

TERMINATION OF CONTRACT: This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best bidder as it deems to be in the best interest of the county.

TERMINATION FOR DEFAULT: Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. meet schedules;
2. defaults in the payment of any fees; or
3. otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any or all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

In the event the successful bidder shall fail to perform, keep or observe any of the terms

Signature of Bidder

and conditions to be performed, kept or observed, Panola County shall give the successful bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees Panola County shall not be liable to prosecution for damages in the event that the county declared the bidder in default.

NOTICE: Any notices provided by this bid (or required by law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

PATENTS/COPYRIGHTS: The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

CONTRACT ADMINISTRATION: Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

PURCHASE ORDER: A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

INVOICES shall show (a) name and address of successful bidder; (b) county purchase order number; and (c) descriptive information as to the item(s) delivered.

PAYMENT will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with State of Texas Prompt Payment Act, V.T.C.S. Article 601f. Successful bidder is required to pay subcontractors within ten (10) days.

ITEMS supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition.

SAMPLES: When requested, samples shall be furnished free of expense to Panola County.

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the

Signature of Bidder

proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

REMEDIES: The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

ASSIGNMENT: The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to Panola County Courthouse Maintenance Superintendent Fred Hightower at (903) 693-0318.

Signature of Bidder

FLOORING SPECIFICATIONS

Job Description: Remove, replace, and install carpet/tile in Panola County Judicial Center and parts of Courthouse and Sheriff's Department.

1. Remove, replace, and install 26 oz. solution dual nylon with stalok backing carpet in the entire building of the Judicial Center.
2. Remove, replace, and install 26 oz. solution dual nylon with stalok backing carpet in the main hall (1st floor) and stairwells in the Courthouse.
3. Remove, replace, and install 26 oz. solution dual nylon with stalok backing carpet in the Sheriff's Dept. Administrative & Constable Pct #1 & #4 offices and standard excelon tile in the Control Room at the Sheriff's Dept.
4. Bidder is responsible for moving all furniture.

BID PROPOSAL**"REMOVE, REPLACE, AND INSTALL CARPET/TILE IN PANOLA
COUNTY JUDICIAL CENTER AND PARTS OF
COURTHOUSE AND SHERIFF'S DEPARTMENT"**

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS FOR USE BY PANOLA COUNTY, IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisements, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids. I/we understand that the bid should include delivery to the Panola County Courthouse in Carthage, Texas.

JUDICIAL CENTER: Entire building. \$ _____

COURTHOUSE: Main hall (1st floor) and stairwells. \$ _____

SHERIFF'S DEPARTMENT:

Sheriff's Dept. Administrative & Constable Pct #1 & #4 Offices -(Carpet) & Control Room-(Tile)

\$ _____

TOTAL \$ _____

Exceptions to specifications: _____

NOTE: 1 EFFECTIVE JANUARY 1, 2016 AND PURSUANT TO H.B. 1295 PLEASE BE ADVISED THAT ALL CONTRACTS APPROVED BY THE PANOLA COUNTY COMMISSIONERS' COURT MUST HAVE A 1295 DISCLOSURE OF INTERESTED PARTIES ATTACHED.

PLEASE GO TO www.ethics.state.tx.us/whatsnew/elf_info_form1295 AND FOLLOW STEPS TO OBTAIN 1295 CERTIFICATE. UPON YOUR RECEIPT OF 1295 CERTIFICATE PLEASE ATTACH TO BID. YOUR CONTRACT NUMBER IS # _____.

NOTE: 2 ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.

SIGNATURE

COMPANY NAME

ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

DATE

ACCEPTED:

COUNTY JUDGE

DATE



FILED FOR RECORD
IN MY OFFICE
AT 2:00 O'CLOCK P M

Liberty Mutual Surety

National Bond Ctr
310 E. 96th Street
Indianapolis, IN 46240
888-844-2663 Fax: 866-547-4883

MAR 17 2016

Richard H. Thomas Inc.
PO BOX 430
CARTHAGE, TX 75633 0430

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY B. Davis DEPUTY

Agent Telephone: 903-693-3831**Bond Number:** 32S429390**Cross Reference:**

ABBY BOOKER
Attn: PANOLA COUNTY
COUNTY AUDITORS OFFICE RM 214A
CARTHAGE, TX 75633

We appreciate having you as a Liberty Mutual customer and we would like to thank you for allowing us to serve your bonding needs. This letter is to confirm Liberty Mutual Surety has received payment for your renewing bond.

The effective date of your renewing bond begins: March 15, 2016

Please review the enclosed documents for accuracy. You must remit the original of the
Renew By Certificate and any supporting documents

required to your obligee.

If you have any questions regarding this bond or would like to discuss your future bond needs, please contact your Liberty Mutual agent.

Again, thank you for entrusting us with your bonding needs.

Sincerely,
National Bond Center

For additional information regarding Liberty Mutual insurance products, please visit www.libertymutual.com



CONTINUATION CERTIFICATE

To be attached to and form a part of surety bond number 32S429390 (the "Bond"), cross reference bond number _____, for County Treasurer
dated the 15th day of March, 2014, in the penal sum of \$ 25,000.00 issued by
The Ohio Casualty Insurance Company as surety (the "Surety"), on behalf of
ABBY BOOKER as principal (the "Principal"), in favor of PANOLA COUNTY TREASURER, as obligee (the "Obligee").

The Surety hereby certifies that this Bond is continued in full force and effect until the 15th day of
March, 2017, subject to all covenants and conditions of said Bond.

Said Bond has been continued in force upon the express condition that the full extent of the Surety's liability under said Bond, and this and all continuations thereof, for any loss or series of losses occurring during the entire time the Surety remains on said Bond, shall in no event, either individually or in the aggregate, exceed the penal sum of the Bond.

IN WITNESS WHEREOF, the Surety has set its hand and seal this 16th day of December, 2015

The Ohio Casualty Insurance Company
(Surety)

By:

Timothy A. Mikolajewski

Timothy A. Mikolajewski
Assistant Secretary - Liberty Mutual Surety



Richard H. Thomas Inc.
PO BOX 430
CARTHAGE, TX 75633 0430
903-693-3831



PANOLA COUNTY 2016 BUDGET AMENDMENT #2
February 8, 2016

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
GENERAL FUND		
EXPENDITURES		
MISCELLANEOUS & NON-DEPARTMENTAL		
100-409-54080	CONTINGENCY	<u>(100,000)</u>
BUILDING MAINTENANCE		
100-510-54570	REPAIRS AND RENOVATIONS	<u>100,000</u>
GRAND TOTAL GENERAL FUND		<u><u>100,000</u></u>

123RD JUDICIAL DISTRICT ADULT DRUG COURT
FOR THE YEAR SEPTEMBER, 1, 2015 THRU AUGUST 31, 2016

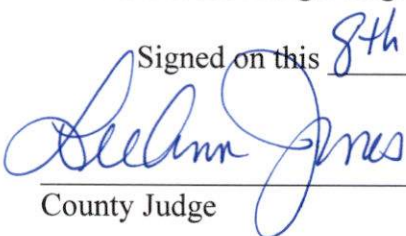
EXPENDITURES		
480-760-52020	GROUP MEDICAL INSURANCE	70
480-760-59412	DA-INVESTIGATOR SHELBY COUNTY	(6,170)
480-760-59620	U/A SUPPLIES	3,600
480-760-59330	TRAVEL PER DIEM	2,000
480-760-59550	REGISTRATION FEES	<u>500</u>
GRAND TOTAL DRUG COURT FY 2016		<u><u>0</u></u>

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
123RD JUDICIAL DISTRICT ADULT DRUG COURT		
FOR THE YEAR SEPTEMBER, 1, 2016 THRU AUGUST 31, 2017		
REVENUES		
480-330-45001	OFFICE OF THE GOVERNOR CJD FUNDING	100,272
		<u>100,272</u>
EXPENDITURES		
480-760-51410	SUPERVISION OFFICER	34,000
480-760-51460	DA - INVESTIGATOR PANOLA COUNTY	5,000
480-760-52010	SOCIAL SECURITY	2,990
480-760-52020	GROUP MEDICAL INSURANCE	11,040
480-760-52030	RETIREMENT	9,380
480-760-52060	UNEMPLOYMENT INSURANCE	130
480-760-52040	WORKER'S COMPENSATION	1,180
480-760-59410	LCDC-PANOLA COUNTY	17,000
480-760-59411	LCDC-SHELBY COUNTY	17,000
480-760-59620	U/A SUPPLIES	2,552
		<u>100,272</u>
GRAND TOTAL DRUG COURT FY 2017		<u><u>100,272</u></u>

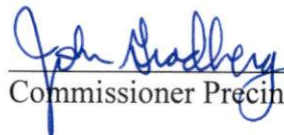
PANOLA COUNTY
2016
BUDGET AMENDMENT #2

We hereby amend the Panola County Budget for the Fiscal Year 2016 as set forth above according to the procedures outlined under Vernons Texas Codes Annotated Local Government Code, Chapter 111, Subchapter A Sections 111.010 (d), 111.0106, 111.0107, 111.0108. A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2016.

Signed on this 8th day of February, 2016.


County Judge


Commissioner Precinct # 1


Commissioner Precinct # 2


Commissioner Precinct # 3


Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 8th day of February, 2016 as the same appears on file in the office of the County Clerk of Panola County.


County Clerk

CERTIFICATE of COURSE COMPLETION

Open Meetings Act

I, Elizabeth Faulk, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 2nd day of February, 2016.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 16-210126M

CERTIFICATE of COURSE COMPLETION

Open Meetings Act

I, **Melanie Lee Courtney**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 13th day of January, 2016.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Certificate No.: 16-209280M

PROJECT COMPLETION REPORT

A1200

Grant Recipient NamePanola CountyContract Number713016Grant Recipient Name: Panola County Contract No: 713016 Region: ETCOGContract Start Date: Aug 15, 2013 Contract End Date: Dec 14, 2015 DUNS No. 102739302**Part I. General Reports****Total Persons Benefitting:** Total Contract Beneficiaries: 105 Low-to-Moderate Income Beneficiaries: 77**Certificate of Expenditures:**

Activity	TxCDBG Budget	TxCDBG Funds Drawn To-Date	TxCDBG Funds not Received (including pending draws)		Local Contribution	Percent Matched
			TxCDBG Reserved Funds	Unutilized Funds (Deob)		
03J Water Improvements	\$141,450.00	\$100,885.06	\$0.00	\$40,564.94	\$0.00	
03J Water Improvements - Engine	\$30,775.00	\$29,800.00	\$0.00	\$975.00	\$0.00	
14A Rehab: Single-unit Residential	\$44,550.00	\$27,215.16	\$0.00	\$17,334.84	\$0.00	
14A Rehab: Single-unit Residential	\$2,225.00	\$2,225.00	\$0.00	\$0.00	\$0.00	
21A General Administration	\$28,000.00	\$17,695.00	\$2,800.00	\$7,505.00	\$0.00	
Total	\$ 247,000.00	\$ 177,820.22	\$2,800.00	\$66,379.78	\$0.00	0 %

Note: if a contract activity is not listed, click on the Activity field and type the needed Activity name

For Reserved Funds, list specific costs Final Admin draw pending administratively complete notification**Civil Rights & Citizen Participation:**

- ☒ Equal Opportunity Requirements
 ☒ Section 3 Requirements
 ☒ Promotion of MBE Participation
 ☒ Excessive Force Policy
☒ Section 504 Requirements
 ☒ Fair Housing Requirements
 ☒ Citizen Participation Requirements
 ☒ Limited English Proficiency Requirements

Fair Housing Activity (describe): Fair Housing Month Proclamation (2/2014); PSA published in newspaper (2/13 & 1/16)Final Public Hearing Comments: NoneFinal Public Hearing Date: Jan 28, 2016 Hearing Publication Date: Jan 24, 2016 Work Completed Date: Dec 11, 2015


PROJECT COMPLETION REPORT

A1200

Grant Recipient NamePanola CountyContract Number713016**Certifications:**

As chief elected official of the contractor jurisdiction, I certify that:

- a. All activities undertaken with funds provided under the contract identified in this report, have, to the best of my knowledge, been carried out in accordance with the contract agreement;
- b. The information contained in this Project Completion Report is accurate to the best of my knowledge;
- c. All records related to contractor activities are available for review;
- d. TXCDBG funds were not used to reduce the level of local financial support for housing and community development activities;
- e. No attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, contractor certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a);
- f. The persons to benefit from the activities described in Exhibit A, Performance Statement, of this contract are receiving service or a benefit from the use of the new or improved facilities and activities; and
- g. Proper provision has been made for the payment of all unpaid costs and unsettled third-party claims and the State of Texas is under no obligation to make any further payment to the recipient under the contract agreement in excess of the amount identified in the Certificate of Expenditures table as "TxCDBG Reserved Funds".
- h. The expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

LeeAnn Jones, County Judge		Jan 29, 2016
Name and Title (Print)	Signature	Date
<input checked="" type="checkbox"/> Original Submittal	<input type="checkbox"/> Revision	Date revised: _____

Attachments: The following documents support this report.

Final Public Hearing Publication (copy w/ affidavit or tearsheet)	Section 3 Annual Report	Project Map (for all construction projects)	Evidence of Benefit (projects on private property)
<input checked="" type="checkbox"/> Attached	<input checked="" type="checkbox"/> Attached	<input checked="" type="checkbox"/> Attached <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached <input type="checkbox"/> N/A

PROJECT COMPLETION REPORT

A1200

Grant Recipient NamePanola CountyContract Number713016**Part II. Performance Report** Report work performed and performance measures for each contract budget activity.**Actual Accomplishments:**

Activity	Item Installed or Action Performed	Units	Perf. Stat Quantities	Actual Quantities	% Change
03J Water Improvements	Installation of 2" to 4" water line	I.f.	20,575	20,480	-0.46
03J Water Improvements	Boring	I.f.	1,150	1,038	-9.74
14A Rehab: Single-Unit Water	Memberships	each	36	36	0
14A Rehab: Single-Unit Water	Yard lines	each	36	36	0

Does the current Performance Statement accurately reflect the project location(s)? ☒ Yes

Have final project record drawings been received by the Grant Recipient?

☒ Yes, in digital format (original vector data)**HUD Performance Measures:**

Activity	Objective	Outcome
03J Water Improvements	1. Suitable Living Environment	1. Availability / Accessibility
Benefit Indicator	Facility/Infrastructure, improved access	No. of Beneficiaries 105
Special Category	none	

Activity	Objective	Outcome
14A Rehab: Single-Unit Water	1. Suitable Living Environment	1. Availability / Accessibility
Benefit Indicator	Facility/Infrastructure, new access	No. of Beneficiaries 77
Special Category	none	

Check this box if this project includes Housing activities (other than water/sewer connections) ☐

PROJECT COMPLETION REPORT

A1200

Grant Recipient NamePanola CountyContract Number713016**Part III(a) Beneficiary Detail Report - Activities on Public Property**

Identify all activities that benefit the persons reported on this sheet; report beneficiary details for those persons.

Fields marked in pink ("Total" or "Grand Total") must equal the total beneficiaries for the activity(s) in the contract Performance Statement.

Activity:	03J Water Improvements	Activity:
-----------	------------------------	-----------

<u>Beneficiaries by Demographic:</u>		No. of Persons		
Gender	Male	Female	Total	
	50	55	105	
Race	Non-Hispanic	Hispanic	Sub-Total	
White	78	14	92	
Black/ African American	12	1	13	
Grand Total:	105			

Beneficiaries by Income:

Income Level	No. of Persons
Very Low (at or below 30% of the AMFI)	33
Low (31-50% of the AMFI)	19
Moderate (51-80% of the AMFI)	25
Non-Low/Moderate (above 80% of the AMFI)	28
Total	105
Subtotal - All Low/Mod	77
Percent Low/Mod	73.33%

PROJECT COMPLETION REPORT

A1200

Grant Recipient NamePanola CountyContract Number713016**Part III(b) Beneficiary Detail Report - Activities on Private Property**

Identify all activities that benefit the persons reported on this sheet; report beneficiary details for those persons and households.

Fields marked in pink ("Total" or "Grand Total") must equal the total beneficiaries for the activity(s) in the contract Performance Statement.
 Fields marked in yellow ("Total" or "Grand Total") must equal the total households served by the activity(s) in the contract Perf. Statement.

Activity:	14A Rehab: Single-Unit Water	Activity:
-----------	------------------------------	-----------

Beneficiaries by Demographic:	No. of Persons			No. of Households (demographics of the Head of Household)		
	Male	Female	Total	Male	Female	Total
Gender	37	40	77	29	7	36
Race	Non-Hispanic	Hispanic	Sub-Total	Non-Hispanic	Hispanic	Sub-Total
White	50	14	64	29	4	33
Black/ African American	12	1	13	3	0	3
Grand Total:	77			36		

Beneficiaries by Income:

Income Level	No. of Persons	No. of Owner Occupied Households	No. of Renter Occupied Households
Very Low (at or below 30% of the AMFI)	33	5	10
Low (31-50% of the AMFI)	19	2	8
Moderate (51-80% of the AMFI)	25	8	3
Non-Low/Moderate (above 80% of the AMFI)	0	0	0
Total	77	36	
Subtotal - All Low/Mod	77	36	
Percent Low/Mod	100.00%	100	

PROJECT COMPLETION REPORT

A1200

Grant Recipient NamePanola CountyContract Number713016**Part IV Final Financial Interest Report**

Report all contracts executed under this TxDBG contract that are valued at or above \$2,000.

Contracts with no subcontractors		Contract Amount			Qtr Executed
Type of Services	Business Name	TxDBG Funds	Other Funds	Total Dollars	
Administration	Amazing Grants, Inc.	\$28,000.00	\$0.00	\$28,000.00	3Q-13
Engineering	Hayes Engineering, Inc.	\$33,000.00	\$0.00	\$33,000.00	3Q-13
Construction/Rehab	Rural Water Service	\$28,380.00	\$0.00	\$28,380.00	3Q-14
Materials/Equipment	Johnson Lab & Supply	\$54,593.42	\$0.00	\$54,593.42	3Q-14
Materials/Equipment	Underground Utility Supply	\$21,726.80	\$0.00	\$21,726.80	1Q-15

☐ At least one contract executed under this TxDBG contract includes subcontractors.

☒ No contracts executed under this TxDBG contract include subcontractors.

123RD JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

313 W. Panola St.
Carthage, Texas 75633
(903)693-0351

114 Hurst St.
Center, Texas 75935
(936)598-2718

Date: February 4, 2016

Attn: Commissioners' Court

From: 123RD Judicial District, Community Supervision and Corrections Department (CSCD),
Director, Bradley Wilburn.

Ref: February 25, 2016 Open Meeting

In compliance with Section 140.004 of the Local Government Code, on this the 4 day of FEBRUARY 2016, I hereby file the following:

- (1) Minutes of the open meeting held by the 123RD Judicial District CSCD and Board of Judges on January 26, 2016.
- (2) 123RD Judicial District CSCD Proposed FY-2016 Adult Drug Court Budget adjustment #1 Justification letter.
- (3) 123RD Judicial District CSCD Proposed FY-2016 Adult Drug Court Budget adjustment #1.
- (4) 123RD Judicial District CSCD Proposed FY-2017 Adult Drug Court Grant application for FY-2017.
- (5) 123RD Judicial District CSCD Proposed FY-2017 Adult Drug Court Grant budget.
- (6) 123RD Judicial District CSCD Proposed FY-2017 Adult Drug Court Grant Resolution.
- (7) 123RD Judicial District CSCD FY-2018 - 2021 Strategic Plan.

Please be advised that an open meeting is scheduled for February 25, 2016 at 1:30 PM. The meeting will be held at the Panola County Courthouse, 110 S. Sycamore St., Commissioners Courtroom, District Judge Charles Dickerson presiding. At this meeting, the above listed items will be considered for approval.

Respectfully submitted,


Bradley Wilburn, Director

FILED FOR RECORD
IN MY OFFICE

AT 11:25 O'CLOCK A M.

FEB 04 2016

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY T. Endrey DEPUTY

cc: Honorable Judge Terry Bailey, Panola County Court at Law
Honorable Judge Charles Dickerson, 123RD Judicial District
Honorable Judge Charles Mitchell, 273RD Judicial District
Sidney Burns, Panola County Auditor & CSCD Fiscal Officer

FILED FOR RECORD
IN MY OFFICE
AT 11:25 O'CLOCK A M

FEB 04 2016

NOTICE OF MEETING

123RD JUDICIAL DISTRICT COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

313 W. Panola St.
Carthage, Texas 75633
(903)693-0351

114 Hurst St.
Center, Texas 75935
(936)598-2718

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
T. Endersley
DEPUTY

TO WHOM IT MAY CONCERN:

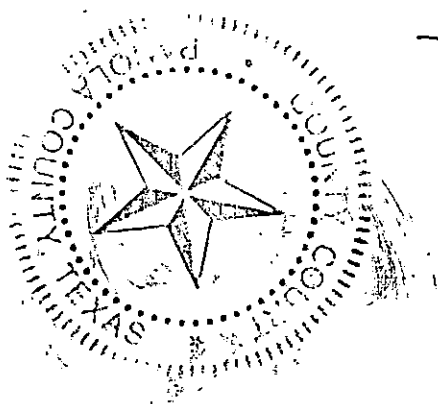
PURSUANT TO THE TEXAS OPEN MEETINGS ACT, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE 123RD JUDICIAL DISTRICT COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD) AND THE BOARD OF JUDGES WILL BE HELD ON THE 25TH DAY OF FEBRUARY 2016, AT 1:30 PM. THE MEETING WILL BE HELD AT THE PANOLA COUNTY COURTHOUSE, 110 S. SYCAMORE ST., CARTHAGE TEXAS, IN THE COUNTY COMMISSIONER'S COURTROOM, DISTRICT JUDGE CHARLES DICKERSON PRESIDING.

AGENDA

In compliance with TDCJ-CJAD funding guidelines, the following will be presented by the 123RD Judicial District CSCD Director, Bradley Wilburn, for approval:

- (1) Minutes of the open meeting held by the 123RD Judicial District CSCD and Board of Judges on January 26, 2016.
- (2) Robinson & Payne, CPA, FY-2015 audit report of the 123RD Judicial District CSCD.
- (3) 123RD Judicial District CSCD Proposed FY-2016 Adult Drug Court Budget adjustment #1.
- (4) 123RD Judicial District CSCD Proposed FY-2017 Adult Drug Court Grant application for FY-2017.
- (5) 123RD Judicial District CSCD Proposed FY-2017 Adult Drug Court Grant budget.
- (6) 123RD Judicial District CSCD FY-2018 - 2021 Strategic Plan.

WITNESS THE HAND OF THE UNDERSIGNED CLERK ON THIS THE 4th DAY OF
FEBRUARY 2016, AT 11:25 A.M.



Bobbie Davis by Teresa L. Endersley, Deputy
BOBBIE DAVIS, COUNTY CLERK
PANOLA COUNTY, TEXAS

MINUTES

OPEN MEETING OF THE 123RD JUDICIAL DISTRICT COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD) AND BOARD OF JUDGES

A meeting of the 123RD Judicial District Community Supervision and Corrections Department and the Board of Judges was called to order by the 123RD Judicial District Judge Charles Dickerson, at 1:33 P.M. on the 26TH day of January, 2016, at Panola County Courthouse, 110 S. Sycamore St., Carthage Texas, in the County Commissioner's Courtroom, District Judge Charles Dickerson presiding.

Board of Judges In attendance: Judge Terry Bailey, Panola County Court at Law
Judge Charles Dickerson, 123RD Judicial District

Also in attendance: Sidney Burns, Panola County Auditor / CSCD Fiscal Officer
Bradley Wilburn, 123RD Judicial District CSCD, Director

Agenda Item 1

Motion by Judge Bailey, seconded by Judge Dickerson to approve the minutes of the open meeting held by the 123RD Judicial District CSCD and Board of Judges on August 20, 2015. Motion carried with 2 ayes.

Agenda Item 2

Motion by Judge Bailey, seconded by Judge Dickerson to approve the 123RD Judicial District CSCD Proposed FY-2016 Basic Supervision Budget adjustment #1. Motion carried with 2 ayes.

Agenda Item 3

Motion by Judge Bailey, seconded by Judge Dickerson to approve the 123RD Judicial District CSCD Proposed FY-2016 Civil Supervision Budget. Motion carried with 2 ayes.

The meeting was adjourned by Judge Bailey at 1:54 P.M.

Submitted for approval by, _____
Bradley Wilburn, 123RD Judicial District CSCD Director

Approved on the _____ day of _____ 2016.

Judge Terry Bailey, Panola County Court at Law _____

Judge Charles Dickerson, 123RD Judicial District _____

**123RD JUDICIAL DISTRICT COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT***Serving Panola & Shelby Counties**Bradley Wilburn, Director*

Panola County CSCD
313 West Panola Street, Carthage, Texas 75633
Ph: (903) 693-0351 Fax: (903) 693-0312

Shelby County CSCD
114 Hurst Street, Center, Texas 75935
Ph: (936) 598-2718 Fax (936) 598-7257

To: Panola County Commissioner's Court
Panola County Courthouse

**JUSTIFICATION FOR AN ADJUSTMENT TO THE FY-2016
123RD JUDICIAL DISTRICT ADULT DRUG COURT GRANT BUDGET**

The 123RD Judicial District Adult Drug Court is requesting an adjustment to the FY-2016 budget for grant #1747012.

The Contractual and Professional section of the FY-2016 Drug Court grant budget has a funding line for the District Attorney Investigator for Shelby County. This position was terminated and remains vacant; Drug Court Supervision Officer, Erica McCollister is performing these duties.

Since Supervision Officer McCollister is performing the duties described in the funding line for the Shelby County District Attorney Investigator, it is requested that the \$6170.00 in this funding line be used for needed training, uranalysis supplies and to correct the insurance funding line; as follows:

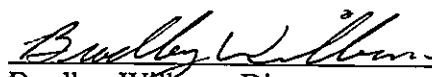
The District Attorney Investigator for Shelby County budget line is \$6,170.00; it will be **reduced** by \$6,170.00, leaving total revenue of \$00.00.

The Urinalysis Supply budget line for Drug Court is currently \$600.00; it will be **increased** by \$3,600.00, making the total revenue \$4,200.00.

Training/Registration will be **added** as a budget line in the amount of \$500.00 and Per Diem will be **added** as a budget line in the amount of \$2,000.00 with total revenue for Travel and Training being \$2,500.00.

The Health Insurance budget line for Supervision Officer is currently \$9,530.00; it will be **increased** by \$70.00, making the total revenue \$9,600.00.

Respectfully submitted,


Bradley Wilburn, Director
123RD Judicial District CSCD

1-22-16
Date

AT 11:25 O'CLOCK A M

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION (CJD)

FEB 04 2016

BUDGET ADJUSTMENT FOR FY-2016 FUNDING

ADJUSTED PROGRAM SPREADSHEET

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY T. Indley DEPUTY

CHIEF COUNTY: Panola	PROGRAM TITLE: 123RD Judicial District Adult Drug Court		GRANT NO. 1747012
Adjustment #: <u>1</u>		Date Submitted: _____	
REVENUE:	PROPOSED BUDGET	ADJUSTMENT (+/-)	CJD APPROVED BUDGET
Office of the Governor CJD Funding:	\$100,272	\$0	\$100,272
Generated Program Income	\$0	\$0	\$0
TOTAL REVENUE	\$100,272	\$0	\$100,272
EXPENDITURES			
PERSONNEL	\$59,502	\$70	\$59,572
CONTRACTUAL & PROFESSIONAL SERVICES	\$40,170	(\$6,170)	\$34,000
SUPPLIES & DIRECT OPERATING EXPENSES	\$600	\$3,600	\$4,200
TRAVEL AND TRAINING	\$0	\$2,500	\$2,500
TOTAL EXPENDITURES	\$100,272	\$3,600	\$100,272
Budget Adjustment Requested By:			
CSCD Director/Grant Recipient (original signature required)			DATE

Budget / Adjustment Endorsement:

Judge Lee Ann Jones, Panola County

Date

Judge Terry Bailey, Panola County Court at Law

Date

Judge Charles Dickerson, 123RD Judicial District

Date

Judge Charles Mitchell, 273RD Judicial District

Date

(CSCD/BUDGET/2016 & 2017 BUDGETS/FEB 2016 OPEN MEETING)

SUPPORTING SCHEDULES FOR FY 2016 BUDGET ADJUSTMENTS

[illegible]

SUPPORTING SCHEDULES FOR FY 2016 BUDGET ADJUSTMENTS

CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court	
TYPE OF EXPENDITURE	PROPOSED BUDGET	REQUESTED ADJUSTMENT (+/-)	CJD APPROVED BUDGET
SALARIES/FRINGE BENEFITS (Continued)			
2. Part-time Salaries--Position Title:	\$0	\$0	\$0
Total Part-time Salaries	\$0	\$0	\$0
Total Salaries (Part-time + full-time.)	\$37,000	\$0	\$37,000
3. Fringe Benefits:			
a. Retirement Matching 24.02 %	\$8,895	\$0	\$8,895
b. FICA Matching 7.65%	\$2,837	\$0	\$2,837
c. Insurance \$798 per month	\$9,530	\$70	\$9,600
d. Unemployment Benefits .0030%	\$120	\$0	\$120
e. Other: (specify)			
Workman's Compensation 3.00%	\$1,120	\$0	\$1,120
Total Fringe Benefits	\$22,502	\$70	\$22,572
TOTAL SALARIES/ FRINGE BENEFITS	\$59,502	\$70	\$59,572

SUPPORTING SCHEDULES FOR FY 2016 BUDGET ADJUSTMENTS

CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court	
TYPE OF EXPENDITURE	PROPOSED BUDGET	REQUESTED ADJUSTMENT (+/-)	CJD APPROVED BUDGET
CONTRACTUAL AND PROFESSIONAL SERVICES			
LCDC - Panola County, Licensed Chemical Dependency Counselor	\$17,000	\$0	\$17,000
LCDC - Shelby County, Licensed Chemical Dependency Counselor	\$17,000	\$0	\$17,000
District Attorney Investigator - Shelby County			
Salary	\$5,000	\$0	
Retirement	\$500	\$0	
FICA Matching	\$390	\$0	
Unemployment	\$0	\$0	
Workers Comp.	\$250	\$0	
Life	\$30	\$0	
	\$6,170	-6,170	\$0
TOTAL CONTRACT SERVICES FOR OFFENDERS	\$40,170	(\$6,170)	\$34,000

SUPPORTING SCHEDULES FOR FY 2016 BUDGET ADJUSTMENTS

CHIEF COUNTY: Panola	PROGRAM TITLE: 123RD Judicial District Adult Drug Court		
TYPE OF EXPENDITURE	CURRENT APPROVED BUDGET	REQUESTED ADJUSTMENT (+/-)	REQUESTED ADJUSTED BUDGET
SUPPLIES & OPERATING EXPENDITURES			
1. Office Supplies	\$0		\$0
2. Urinalysis Supplies & Client Recovery Material.	\$600	\$3,600	\$4,200
TOTAL SUPPLIES & OPERATING EXPENDITURES	\$600	\$3,600	\$4,200

SUPPORTING SCHEDULES FOR FY 2016 BUDGET ADJUSTMENTS

CHIEF COUNTY: Panola	PROGRAM TITLE: 123RD Judicial District Adult Drug Court		
TYPE OF EXPENDITURE	CURRENT APPROVED BUDGET	REQUESTED ADJUSTMENT (+/-)	REQUESTED ADJUSTED BUDGET
TRAVEL AND TRAINING			
a. Per Diem	\$0	\$2,000	\$2,000
b. Training / Registration	\$0	\$500	\$500
TOTAL TRAVEL AND TRAINING	\$0	\$2,500	\$2,500

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[Print This Page](#)**Agency Name:** Panola County**Grant/App:** 1747013 **Start Date:** 9/1/2016 **End Date:** 8/31/2017**Project Title:** 123rd Judicial District Adult Drug Court**Status:** Application Pending Submission**Eligibility Information****Your organization's Texas Payee/Taxpayer ID Number:**
17560011060021**Application Eligibility Certify:**

Created on:12/31/2015 1:38:46 PM By:Bradley Wilburn

FILED FOR RECORD
IN MY OFFICE

AT 11:25 O'CLOCK A M

FEB 04 2016

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXASBY T. Endersley DEPUTY**Profile Information****Applicant Agency Name:** Panola County**Project Title:** 123rd Judicial District Adult Drug Court**Division or Unit to Administer the Project:** 123rd Judicial District Court**Address Line 1:** Panola County Courthouse**Address Line 2:** 110 S. Sycamore St., Room 216A**City/State/Zip:** Carthage Texas 75633-2596**Start Date:** 9/1/2016**End Date:** 8/31/2017**Regional Council of Governments(COG) within the Project's Impact Area:** East Texas Council of Governments**Headquarter County:** Panola**Counties within Project's Impact Area:** Panola,Shelby**Grant Officials:****Authorized Official****User Name:** Lee Ann Jones**Email:** leaann.jones@co.panola.tx.us**Address 1:** 110 S Sycamore St. RM 216A**Address 1:****City:** Carthage, Texas 75633**Phone:** 903-693-0392 Other Phone: 903-693-0391**Fax:** 903-693-2726**Title:** The Honorable**Salutation:** Judge**Position:** County Judge**Project Director****User Name:** Bradley Wilburn**Email:** bradley.wilburn@co.panola.tx.us**Address 1:** 114 Hurst St.**Address 1:****City:** Center, Texas 75935**Phone:** 936-598-2718 Other Phone:**Fax:** 936-598-7257**Title:** Mr.**Salutation:** Chief**Position:** Panola/Shelby County Adult Probation Director**Financial Official:****User Name:** Sidney Burns**Email:** sidney.burns@co.panola.tx.us**Address 1:** 110 S. Sycamore**Address 1:** Room 213A Panola County Courthouse**City:** Carthage, Texas 75633**Phone:** 903-693-0320 Other Phone:**Fax:** 903-693-2726**Title:** Mr.**Salutation:** Mr.**Position:** County Auditor**Grant Writer****User Name:** Bradley Wilburn**Email:** bradley.wilburn@co.panola.tx.us**Address 1:** 114 Hurst St.

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Address 1:
City: Center, Texas 75935
Phone: 936-598-2718 Other Phone:
Fax: 936-598-7257
Title: Mr.
Salutation: Chief
Position: Panola/Shelby County Adult Probation Director

Grant Vendor Information

Organization Type: County
Organization Option: applying to provide services through a Community Supervision and Corrections Department (CSCD)
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):
17560011060021
Data Universal Numbering System (DUNS): 102739302

Narrative Information

Introduction

Information related to this program is in the CJD funding announcement for the Specialty Courts Program.

Section 1: Program-Specific Questions

A. Type of Program

Select all that apply. If selecting problem-solving court, also select the other types of programs that are being combined.

- ☐ Family drug court program
- ☒ Adult drug court program
- ☐ Juvenile drug court program
- ☐ Veterans court program
- ☐ Mental health court program
- ☐ Commercially sexually exploited persons court program
- ☐ Problem-solving court program that combines two or more types of courts above into a multi-purpose court designed to bring multiple types of treatment for co-occurring disorders or issues

If you selected 'problem-solving court', briefly describe the court and any types of elements or services that are not listed above.
n/a

Will the specialty court accept DWI offenders?

- ☒ Yes
- ☐ No

B. General Approaches

Guidance

Pre-adjudication - The defendant is diverted to the treatment program in lieu of prosecution before charges are filed or before final case.

Post-adjudication - The offender begins the specialty court program after entering a plea of guilty or nolo contendere or having been found guilty, often as a condition of probation.

Reentry - Offenders completing sentences of incarceration or lengthy terms of residential treatment are ordered into the treatment program to facilitate their transition and reintegration into society.

Civil - Participants enter the specialty court program in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.

Select all that apply:

- ☒ Pre-adjudication
- ☒ Post-adjudication
- ☒ Reentry
- ☐ Civil

C. CJD Registration

The court seeking funding through this application has met the following requirements of *Chapter 121, Government Code*.

Select all that apply:

- ☐ The court has provided CJD with written notice of the program.
- ☒ The court has provided the resolution or other official declaration under which the program was established.
- ☐ The court has provided a copy of the applicable community justice plan that incorporates duties related to supervision that will be required under the program.

D. Jurisdiction

Provide the name of the court administering the Specialty Court program (e.g., 999th Judicial District Court, Somewhere County Criminal Court, or City of Somewhere Municipal Court). If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

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123rd Judicial District

E. Establishment Date

If the court has commenced operations, provide the date that the court was established.

Enter the date [mm/dd/yyyy]:

5/4/2005

F. Presiding Judge**Guidance**

The presiding judge of a specialty court funded through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over specialty court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address of the Presiding Judge for the specialty court. If this has not been decided enter '**To Be Determined**', or enter '**N/A**' if this item does not apply. Applicant must notify CJD with this information when a judge is appointed.

Enter name:

Judge Terry Bailey

Enter phone number [(999) 999-9999 x9999]:

903-693-0396

Enter email address:

G. Specialty Court Coordinator**Guidance**

The Specialty Court Coordinator usually monitors the operation of the Specialty Court, supervises Specialty Court staff, participates in Specialty Court judicial staff meetings, prepares and oversees Specialty Court contracts with service providers, maintains data on Specialty Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Specialty Court.

Enter the name, phone number and email address of the Specialty Court Coordinator. If this has not been decided enter '**To Be Determined**', or enter '**N/A**' if this item does not apply. Applicant must notify CJD with this information when a coordinator is appointed.

Enter name:

Erica McCollister

Enter phone number [(999) 999-9999 x9999]:

903-220-9677

Enter email address:

erica.mccollister@co.shelby.tx.us

H. Federal Funding

Applicant agrees to apply for federal grant funding from the Bureau of Justice Assistance to support operations of the court. Applicant also agrees to notify CJD immediately of any additional state or federal grants or other funds that may become available to support operation of the court. At that time, CJD may de-obligate a portion of the funds awarded under this solicitation.

Has the specialty court ever applied for federal funding?

☐ Yes

☒ No

Has the specialty court ever received federal funding?

☐ Yes

☒ No

If you selected **Yes** above, provide the federal award amount, grant period [mm/dd/yyyy to mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

n/a

I. Sustainment

How many additional years, beyond this request, do you plan to request continuation funding?

10

1) If three (3) years or fewer, provide a brief explanation of your sustainment plan, if it will be sustained; [if not to be sustained enter '**N/A**']:

n/a

2) If more than three (3) years, explain the longer term sustainment plan or why other resources cannot be used to continue this project and why a sustainment strategy is not possible:

The 123rd District Adult Drug Court Program (which includes Panola and Shelby Counties) has received this grant since May 2005. The grant is the only source of funding for the program. Initially, the plan was to build the program so that it could become self-sustained, however, the lack of resources, the financial state of our community and probation department has not catalyzed this effort. Therefore, it is foreseen that the 123rd District Adult Drug Court Program would not function without financial assistance from the grant.

Section 2: Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

A. Behavior Health Registration

The court is registered with the Texas Department of State Health Services, Clinical Management for Behavioral Health Services database. Information about registration procedures may be accessed at <http://www.dshs.state.tx.us/cmbhs/default.shtm>.

B. Observation

The specialty court team (judge, prosecutor, defense counsel, treatment provider, supervision officer, court coordinator, etc.) of a new program must observe at least one specialty court staffing session and hearing, in Texas, prior to program implementation.

C. Policies and Procedures

The specialty court will develop and maintain written policies and procedures for the operation of the program.

D. Information Sharing

The applicant will submit a copy of any project evaluations, evaluation plans, recidivism studies, or related reports that are completed during the grant period to CJD.

E. Program Notice

Unless the following provisions have already been met, pursuant to Section 121.002 (c) (1) of the Texas Government Code, the applicant will submit written notice of the program, any resolution or other official declaration under which the program was established, and a copy of the applicable community justice plan that incorporates duties related to supervision that will be required under the program to the Governor's Criminal Justice Division.

F. Uniform Crime Reports

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the three previous years.

G. Criminal History Reporting

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2010 through 2014.

H. 12-Step Program

The eligible applicant will not use grant funds to support or directly fund programs such as the Twelve Step Program which courts have ruled are inherently religious. OOG grant funds cannot be used to support these programs, conduct meetings, or purchase related materials.

I. Mandated Courts

Preference will be given to courts mandated under Texas Government Code Section 123.006 and Section 126.007, as well as non-mandated Drug Court and Commercially Sexually Exploited Persons Court Programs operating in counties with a population of less than 200,000.

J. GPI

The applicant will report Generated Program Income (GPI), which includes any portion of fees collected from program participants and retained by the grantee. GPI will be applied to the grant through a grant adjustment. GPI must be used to offset project costs and must be expended prior to seeking payment from CJD.

K. Sustainability

The applicant will use grant funds to establish and operational court program following recommended best practices. The program will create a plan to move toward self-sustainability.

L. Immigration and Customs Enforcement Requests

If the applicant organization is a sheriff's department or the project is providing direct resources to or is being implemented by a sheriff's department, the following certification applies:

I certify that the applicant sheriff's department (department) participates fully, and will continue throughout the grant period to participate fully, in all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (DHS) to (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I further certify that the department has no policy, procedure, or agreement that limits or restricts the department's full participation in all aspects of the programs and procedures utilized by DHS to (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I agree that failure to comply with this certification will result in CJD terminating the grant and the department shall return all funds received to CJD. Additionally, I agree that the department will remain ineligible for future CJD funding until it can provide satisfactory evidence that the jurisdiction has been in compliance with this requirement for a period of at least one year.

M. Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

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Enter the Name of the Civil Rights Liaison:

Danny Buck Davidson, Panola County District Attorney

Enter the Address for the Civil Rights Liaison:

Panola County Courthouse 110 South Sycamore St., Room 111 Carthage, Texas 75633

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

903-693-0910

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the CJD Funding Announcement and CJD Comprehensive Certification and Assurances to be eligible for this program.

☒ I certify to all of the above requirements.

Project Abstract :

The 123rd Judicial District is located on a drug trafficking supply corridor. This area has an overwhelming population of drug users who are involved in illegal activities. The continued overcrowding of the Texas Prison System and both of our county jails means early release, which makes attempts by the court to lessen drug abuse and drug related crimes, ineffective. In 2014 this district had 1406 arrests for drug or alcohol related crimes. Our continued goal as a Drug Court is to enhance public safety, by reducing recidivism and offering a risk controlled treatment alternative for drug abusers. The program will improve the lives of the participants and the community in which they live. The Drug Court targets males and females 17 years of age and above who have an identifiable drug or alcohol problem, with no history of violence or sexual offenses. The Drug Court Program offers assistance in several areas: counseling for individuals, families and in group settings, basic adult education, GED preparation, vocational training, job searches, dual diagnosis/mental health care, AA/NA groups, relapse prevention and if desired spiritual support. The Drug Court Program incorporates all of these parts into a cohesive, life improving movement, which should improve all the communities involved.

Problem Statement :

This 123rd Judicial District Adult Drug Court program (which includes Panola & Shelby Counties, 2010 U.S. census population of 49,244) is designed to address the continued substance abuse issues and recidivism rates. Sentences for these offenders still vary from county jail and prison time, specialized community supervision, drug dependency treatment (inpatient/outpatient), and judicial intervention. These alternatives alone have not reduced the recidivism among drug offenders. Drug Abuse continues to rise in the 123rd Judicial District. The Panola and Shelby county jails continue to operate at high capacity. Major drug trafficking corridors run through and near both counties making illegal drugs readily available. Each county has different drug abuse patterns due to their socio-economic status. Currently both counties have drug problems with marijuana, cocaine, meth and PCP. The drug offender lifestyle results in criminal activity and problems throughout our counties.

Supporting Data :

The volume of arrests in the 123rd Judicial District is an indicator of the need for continued intervention such as the Drug Court Program. In the period from January 2014 to December 2014, there were 1,101 arrests in Panola County, which 630 of those arrests were drug related and 172 were alcohol related. During the same time period, Shelby County had 1,124 arrests, with 351 of those being drug related and 172 alcohol related. These statistics were compiled by Texas Department of Public Safety. Many other offenses, not included in the aforementioned arrests, are motivated by drug use or occur in a direct attempt to gain money to purchase drugs. The Drug Court Program participation is comprised of more than 41% methamphetamine users, 27% marijuana users, 17% alcohol abusers and 13% other (cocaine, PCP, morphine, opiate, methadone). To reduce drug dependency, recidivism and incarceration, our Drug Court Program MUST continue to provide specialized supervision and rehabilitation programs to the offenders who want to make a change in their lives.

Project Approach & Activities:

A priority which is set forth in the 123rd Judicial District Community Justice Plan's mission statement, is to enhance public safety by providing our courts with viable risk control management alternatives for criminal offenders, while making opportunities available to facilitate positive changes, should the offender choose to participate. Our project is the heart of the community justice plan's mission statement. The Drug Court uses behavior modification techniques, such as cognitive intervention, the Matrix program and intensive supervision to help probationers make a positive change. Probationers must attend and participate in individual and group counseling. Probationers also have the continued opportunity to attend (free of charge) GED classes, continuing education classes, vocational classes, and Alcoholic Anonymous (AA) and Narcotics Anonymous (NA) are available a minimum of twice weekly at central locations. Probationers in Phase One of the Drug Court Program report to their specialized supervision officer a minimum of twice weekly, Drug Court Counselor weekly, and attend drug court weekly. The probationers in the Drug Court Program have stringent rules set out before them, and a team of professionals, referred to as the Drug Court Team to enforce these rules. The program sets boundaries and offers support so that offenders can lead a drug / alcohol free and productive life style which is free of criminal behavior and incarceration. The program is a voluntary alternative for all offenders who want a positive change in their lives.

Capacity & Capabilities:

The 123rd Judicial District Adult Drug Court Program has been active since May 2015. The District is comprised of Panola County and Shelby County. In Panola County, the treatment team is made up of: District Judge- Charles Dickerson, County Court at Law Judge- Terry Bailey, District Attorney- Danny Davidson, ADA- Katie Nielsen, DA Investigator- Kevin Jones, Drug Court Attorney- Corey Bankhead, Drug Court Counselor- Richard Burnette, Probation Director- Bradley Wilburn, and CSO- Erica McCollister. In Shelby County, the treatment team

Is made up of: District Judge- Charles Dickerson, ADA- Stephen Shires, Drug Court Attorney- Deck Jones, Drug Court Counselor- Carolyn Burnette, Probation Director- Bradley Wilburn, and CSO- Erica McCollister. In each county, the probationers are placed on drug court in the court setting (by the DA and Judge and represented by the Drug Court attorney) after being screened for eligibility by the DA Investigator or CSO. After this, the probationer meets with CSO for an intake. The probationer meets weekly for a group and individual session that is led by the Drug Court Counselor. The probation officer conducts home visits, drug screenings, and office visits monthly. The drug court officer also has the capability to do paperwork and making arrangements for the probationer if treatment is the needed. A full case staffing is reviewed monthly by the treatment team. The probation officer's duties also include coordination of Panola and Shelby County Drug Court teams, program planning, monitoring and evaluating program activity and effectiveness, coordination of Drug Court proceedings with Panola and Shelby County courts. Has broad responsibilities as it relates to carrying out the Drug Court policies established by CJD. Charge of public relations and seeking community participation. All members of the team are certified for the position and duties in which they hold. The probation officer will attend a drug court training or drug related training in order to remain current on drug trends and laws to aid in competency.

Performance Management :

The goals of this project are to rehabilitate and reduce offender recidivism in our communities by the continuation of the intensive Drug Court Program. Our goal is to continue to rehabilitate offenders, using a non-adversarial court approach, thus reducing recidivism. A drop in substance abuse is anticipated, as measured by the intoxilizer/urine screen results. We project criminal activity will be lowered after completion, as measured by criminal history record checks. Assessment scores are expected to show improvement in social functioning, employment stability, educational attainment, relationship stability, family reunification, amenability to treatment, and self-satisfaction. Drug Court participants obtain additional treatment faster than other offenders. Outcomes will be measured through a comprehensive drug court evaluation. The Drug Court team is hopeful that each participant has the desire to make a positive change in their life and not allow the use of drugs to rule their actions.

Data Management:

Shelby County - Provides investigative, administrative services and office space with utilities. 123rd Judicial District Community Supervision and Corrections Department (CSCD) - CSCD Drug Court employees administer the Drug Courts in Panola and Shelby Counties.

Target Group :

Funding cuts and increasing use of methamphetamines, crack cocaine and synthetic drugs have led to long waiting lists for TAIP, SAFFP and contracted ISF treatment. Some counties where treatment facilities are located are not accepting out of county probationer. Our small rural Counties are less likely to cover expenses for physical exams and TB tests that are required for participation in residential treatment programs. The jails are at high capacity and do not allow for jail time sanctions as an incentive to Drug Court participants.

Evidence-Based Practices:

The 123rd Drug Court Program will use two evidence-based practices. One of which will be based off of the cognitive behavior theory and implemented minimally by the drug court treatment team, but mostly by the drug court counselor. This theory has many intervention methods that will be implemented in counseling therapy to help re-shape the probationer's thinking errors. The team will implement the theory by giving incentives (such as moving up stages, less drug testing, etc) and acknowledging wanted behavior. The team may also sanction unwanted behavior (by giving county jail time, requiring more AA/NA sessions, more drug testing, etc). Also, the treatment team will use the trans-theoretical stages of change theory. The stages of change theory is used to identify the probationer's progress. In this cycle of change, probationers go through pre-contemplation, contemplation, preparation, action, maintenance, and possibly relapse (Prochaska & Norcross, 2001). Identifying the probationer's stage of change will help to determine their readiness to be graduated from the program. References: Prochaska, O., & Norcross, J.C. (2001). Stages of Change. Psychotherapy: theory, Research, Practice, Training, 38 (4), 443-448. doi: 10.1037/0033-3204.38.4.443

Project Activities Information

Section 1: Steering Committee

Does your project have a Steering Committee that helps direct and enhance your court's operations?

☐ Yes

☒ No

☐ N/A

Section 2: Treatment Team

List the members of your project's treatment team and describe their role in supporting the participants. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

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Erica McCollister- Supervision Officer I- Panola and Shelby Counties: coordination of Panola and Shelby County Drug Court teams, program planning, monitoring and evaluating program activity and effectiveness. Coordination of Drug Court proceedings with Panola and Shelby County courts. Has broad responsibilities as it relates to carrying out the Drug Court policies established by CJD. Charge of public relations and seeking community participation. On caseload level is responsible for screening and monitoring offenders to determine eligibility; conduct regular drug screens; collect fees; monitor compliance; conduct referral and follow-up activities; provide progress reports, make recommendations, and identify supervision and ancillary service needs; coordinate continuum of care through regular contact with treatment providers; make recommendations along with a continuum of sanctions; and prepare paperwork for the judge's consideration upon violations of conditions. Richard Burnett- LCSW- Panola County and Shelby County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community-based services. Judge Charles Dickerson- 123rd Judicial District Judge & Judge Terry Bailey, Panola County Court at Law both take an active role in the Drug Court team. The judges and defense attorneys are an important part of the treatment team. When there is a question of how to sanction a participant who may have relapsed, there is a joint effort by all parties involved (excluding participant) to come up with a sensible solution. The presiding judge usually has the last say on what the sanction is going to be. Drug Court meets once a month; however, the CSO keeps the Judge and Defense attorney informed on any matter that may arise. If the matter is one that deserves immediate attention the judge and defense attorney are immediately informed so that there is a quick response to the situation. Both judges are extremely pleased with the success and progress of the Drug Court. Drug Court Prosecutors- Panola County District Attorney, Danny Buck Davidson and Shelby County Assistant District Attorney, Stephen Shires attend Drug Court meetings regularly and are an important part of the treatment team. When there is a question of how to sanction a participant who may have relapsed, there is a joint effort by all parties involved (excluding participant) to come up with a sensible solution. Defense attorney for Shelby County is Deck Jones. Defense attorney for Panola County is Corey Bankhead. Kevin Jones is the District Attorney investigator in Panola County and screens defendants for admittance into the Drug Court program and is part of the drug court team.

Section 3: Caseload

Provide the average caseload size for a full-time case manager/probation officer assigned to this project.
Average caseload size is 25 offenders for one full -time probation officer.

Section 4: Policy

Provide your project's policy on drug testing participants.

All participants are drug tested according to the phase that they are in. Phase 1- participants are tested twice weekly. Phase 2- participants are tested twice monthly. Phase 3- participants are tested monthly. Besides being tested for the phase, random drug testing is also conducted.

Section 5: Project Effectiveness

Describe the process you will use to determine your project's effectiveness.

Recidivism rate, number of clients that are employed, obtained GED's, families brought back together, sobriety, etc.

Section 6: Project Resources

Provide the total cost for operating your project during the previous fiscal year. (This should include all salaries, travel, counseling, treatment services, office supplies, etc.)

95612

List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year. (This may include local or state funds and any other charges to participants.) If this item does not apply enter 'N/A'.

n/a

Provide the total fees collected in your county during the most recently completed fiscal year, in accordance with *Chapter 102.0178, Code of Criminal Procedure*, for offenses found in *Chapter 49, Penal Code (DWI)* and *Chapter 481, Health and Safety Code (controlled substances)*. Note: The party responsible for collecting court assessed fees in your county may be the treasurer, county clerk, or district clerk.

9648

Of the fees collected in your county, provide the amount that was directed to your project.

4234

Describe how your project used those fees.

Fees directed to the project are deposited in a specific Drug Court account. This money is used to continue operation of the Drug Court Program between the period that the current grant ends and the new grant is awarded.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Specialty Court - Adult	0.00	The Drug Court uses behavior modification techniques, such as cognitive intervention, the Matrix program and intensive supervision to help offenders make a positive change. Offenders must attend and participate in individual and group counseling. Offenders also have the continued opportunity to attend (free of charge) GED classes, continuing education classes and vocational classes. They are also provided Narcotics Anonymous (NA) and Alcoholic Anonymous (AA), a minimum of twice weekly at the CSCD office. Offenders in Phase One of the Drug Court Program report to their specialized supervision officer, minimum of twice weekly, Drug Court Counselor weekly, and report to drug court weekly. Offenders are monitored by drug testing, home visits, and thorough office visits. The offenders in the Drug Court Program have stringent rules set out before them, and a team of professionals, referred to as the Drug Court Team to enforce these rules. The program sets boundaries and offers support, so that offenders can lead a drug/alcohol free and productive life style which is free of criminal behavior and incarceration. If the offender's case calls for sanction, the appropriate sanctions are discussed between team members.

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Measures Information**Objective Output Measures**

OUTPUT MEASURE	TARGET LEVEL
Number of new enrollments in the program.	10
Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - example: total number served.)	25
Number of people assessed for eligibility to participate in the program.	15

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of participants employed or enrolled in school at time of specialty court graduation (part time or full time).	3
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	1
Number of participants that successfully complete the program.	5

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
-----------------------	--------------

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
------------------------	--------------

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Section 1: Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Section 2: Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

☒ Yes
☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

The program director will monitor and ensure that vendor complies with terms of the Policies and Procedures Manual, by conducting performance audits. Vendor is paid for contract services only.

Section 3: Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

☐ Yes
☒ No
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes
☒ No
☐ N/A

Section 4: Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

1/1/2016

Enter the End Date [mm/dd/yyyy]:

12/31/2016

Section 5: Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

151973

Enter the amount (\$) of State Grant Funds:

608379

Section 6: Single Audit

Select the appropriate response below based on the Fiscal Year Begin Date as entered above.

For Fiscal Years Beginning Before December 26, 2014

Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

OR

For Fiscal Years Beginning On or After December 26, 2014

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☐ Yes

☒ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit [mm/dd/yyyy]:

6/17/2015

Section 7: Equal Employment Opportunity Plan

Type I Entity

Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity

- The applicant is exempt from the EEOP requirements required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302;
- the applicant must complete Section A of the Certification Form and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity

Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity - Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

County Judge Lee Ann Jones - Pandola County Clerk's Office, 110 S. Sycamore St., Carthage, TX. 75633

Type III Entity

Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity - Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

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- ☐ Type I Entity
☒ Type II Entity
☐ Type III Entity

Section 8: Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- ☒ I Certify
☐ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Fiscal Capability Information

Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Select the appropriate response:

- ☐ Yes
☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- ☐ Yes
☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- ☐ Yes
☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- ☐ Yes
☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

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☐ Yes
☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?
 Select the appropriate response:

☐ Yes
☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

☐ Yes
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

☐ Yes
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Court Coordinator	RETAIN-District Attorney Investigator Panola County - Screens defendants for admittance into Drug Court program, part of Drug Court Team.	\$6,764.00	\$0.00	\$0.00	\$0.00	\$6,764.00	9
		RETAIN-Supervision Officer I - Panola & Shelby Counties: Supervision and coordination of Panola and Shelby County Drug Court CSCD employees and contract services. Program planning, monitoring and evaluating program activity and effectiveness. Coordination of Drug Court proceedings with Panola and Shelby County courts. Has broad responsibilities and authority as it						

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Personnel	Probation Officer	relates to carrying out the Drug Court policies established by CJD. Charge of public relations and seeking community participation. Shelby County: responsible for screening and monitoring offenders to determine eligibility; conduct regular drug screens; collect fees; monitor compliance; conduct referral and follow-up activities; provide progress reports, make recommendations, and identify supervision and ancillary service needs; coordinate continuum of care through regular contact with treatment providers; make recommendations along a continuum of sanctions; and prepare paperwork for the judge's consideration upon violation of the conditions.	\$56,956.00	\$0.00	\$0.00	\$0.00	\$56,956.00	100
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Urinalysis Supplies	\$2,552.00	\$0.00	\$0.00	\$0.00	\$2,552.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	RETAIN-LCDC,LCSW - Panoia County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional services; identify time frames for assessment and reassessment of treatment plan; provide training on assessment basis for substance abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community- based services.	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	RETAIN-LCDC,LCSW - Shelby County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional services; identify time frames for assessment and reassessment of treatment plan; provide training on assessment basis for substance abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community- based services.	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information**Budget Summary Information by Budget Category:**

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$34,000.00	\$0.00	\$0.00	\$0.00	\$34,000.00
Personnel	\$63,720.00	\$0.00	\$0.00	\$0.00	\$63,720.00
Supplies and Direct Operating Expenses	\$2,552.00	\$0.00	\$0.00	\$0.00	\$2,552.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$100,272.00	\$0.00	\$0.00	\$0.00	\$100,272.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** bradleyw268

DRUG COURT PROPOSED BUDGET FOR FISCAL YEARS 2017

FILED FOR RECORD
IN MY OFFICE
AT 11:25 O'CLOCK A M.

3 04 2016

1. a) Legal Name of Organization:		Panola County
b) Title of Project:		123RD Judicial District Adult Drug Court
c) Grant Period:		From: 9/01/2016 To: 8/31/2017
d) Grant Number: 17470-13		
Date Submitted:		
		PROPOSED FY 2017 BUDGET
CJD FUNDS		\$100,272
Other Revenue:		
Panola/Shelby Counties Match Funds		\$0
TOTAL REVENUE		\$100,272
BUDGET SUMMARY		
DIRECT COSTS:		
PERSONNEL		\$63,720
CONTRACTUAL AND PROFESSIONAL SERVICES		\$34,000
SUPPLIES AND DIRECT OPERATING EXPENSES		\$2,552
TOTAL EXPENDITURES		\$100,272
This budget has been approved in accordance with the adopted budget approval procedures established by the local judges responsible for the CSCD's budget/budget adjustments, which is in compliance with the Open Meetings Act, Government Code 551 and Government Code 76.002(a).		
Budget Requested By:		
Authorized Official/Grant Recipient (original signature required)		Date
Budget / Adjustment Endorsement:		

Judge Lee Ann Jones, Panola County

Date

Judge Terry Bailey, Panola County Court at Law

Date

Judge Charles Dickerson, 123RD Judicial District

Date

Judge Charles Mitchell, 273RD Judicial District

Date

CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court	
TYPE OF EXPENDITURE		% of time devoted to this program	FY 2017
SALARIES/FRINGE BENEFITS			
1. Full-time Salaries--Position Title:			
Supervision Officer Supervision Officer - Panola & Shelby Counties; responsible for screening and monitoring offenders to determine eligibility; conduct regular drug screens; collect fees; monitor compliance; conduct referral and follow-up activities; provide progress reports, make recommendations, and identify supervision and ancillary service needs; coordinate continuum of care through regular contact with treatment providers; make recommendations along a continuum of sanctions; and prepare paperwork for the judge's consideration upon violation of the conditions.		100%	34,000
District Attorney Investigator - Panola County Screens defendants for admittance into Drug Court program, part of Drug Court Team.		9%	5,000
(Attach additional pages if necessary.)			
Total Full-time Salaries			39,000

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CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court
TYPE OF EXPENDITURE		FY 2017
SALARIES/FRINGE BENEFITS (Continued)		
2. Part-time Salaries--Position Title:		
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
Total Part-time Salaries		\$0
Total Salaries (Part-time + full-time.)		\$39,000
3. Fringe Benefits:		
a. Retirement Matching 24.02%		\$9,380
b. FICA Matching 7.65%		\$2,990
c. Insurance approx. \$920 per month		\$11,040
d. Unemployment Benefits 0.0030%		\$130
e. Other: (specify)		
Workman's Compensation 3.00%		\$1,180
Total Fringe Benefits		\$24,720
TOTAL SALARIES/		
FRINGE BENEFITS		\$63,720

CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court	
TYPE OF EXPENDITURE		% of time devoted to this program	FY 2017
CONTRACTUAL AND PROFESSIONAL SERVICES			
<p>LCDC,LCSW - Panola County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional services; identify time frames for assessment and reassessment of treatment plan; provide training on assessment basis for substance abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community- based services.</p>			\$17,000
<p>LCDC,LCSW - Shelby County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional services; identify time frames for assessment and reassessment of treatment plan; provide training on assessment basis for substance abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community- based services.</p>			17,000
TOTAL CONTRACT SERVICES FOR OFFENDERS			\$34,000

SUPPORTING SCHEDULES FOR FY 2017 BUDGET

CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court	
TYPE OF EXPENDITURE			FY 2017
PROFESSIONAL FEES			
1. Fiscal Service Fee (TDCJ-CJAD Funding x .0075)			\$0
2. Other Professional Fees: (specify)			
Staff Training			\$0
Licenses/Memberships			\$0
Registration Fees			\$0
Bonds & Insurance			\$0
Legal Services			\$0
			\$0
			\$0
			\$0
TOTAL PROFESSIONAL FEES			\$0

SUPPLIES & OPERATING EXPENDITURES		
1. Office Supplies		
2. Urinalysis Supplies		\$2,552
3. Computer Supplies		
4. Other Operating Expenditures:(specify)		
TOTAL SUPPLIES & OPERATING EXPENDITURES		\$2,552

{2017.DRUG.COURT.BUDGET.xls}

RESOLUTION

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WHEREAS, the Panola County Commissioners' Court finds it in the best interest of the citizens of Panola County, Texas that the 123rd Judicial District Adult Drug Court be operated for FY-2017; and

WHEREAS, the Panola County Commissioners' Court agrees that in the event of loss or misuse of the Criminal Justice Division funds, the Panola County Commissioners' Court assures that the funds will be returned to the Criminal Justice Division in full; and

WHEREAS, the Panola County Commissioners' Court designates the County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency; and

NOW THEREFORE, BE IT RESOLVED that the Panola County Commissioners' Court approves submission of the grant application for the 123rd Judicial District Adult Drug Court to the Office of the Governor, Criminal Justice Division.

Passes and approved this _____ day of _____, 2016.

Lee Ann Jones, County Judge

Honorable Ronnie LaGrone
Commissioner, Precinct One

Honorable Frank R. Langley, Jr.
Commissioner, Precinct Three

Honorable John W. Gradberg
Commissioner, Precinct Two

Honorable Dale LaGrone
Commissioner, Precinct Four

ATTEST:

FILED FOR RECORD
IN MY OFFICE

AT 11:25 O'CLOCK A M

FEB 04 2016

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY T. Endley DEPUTY

Bobbie Davis Clerk by
Bobbie Davis, County Clerk
Teresa Endley

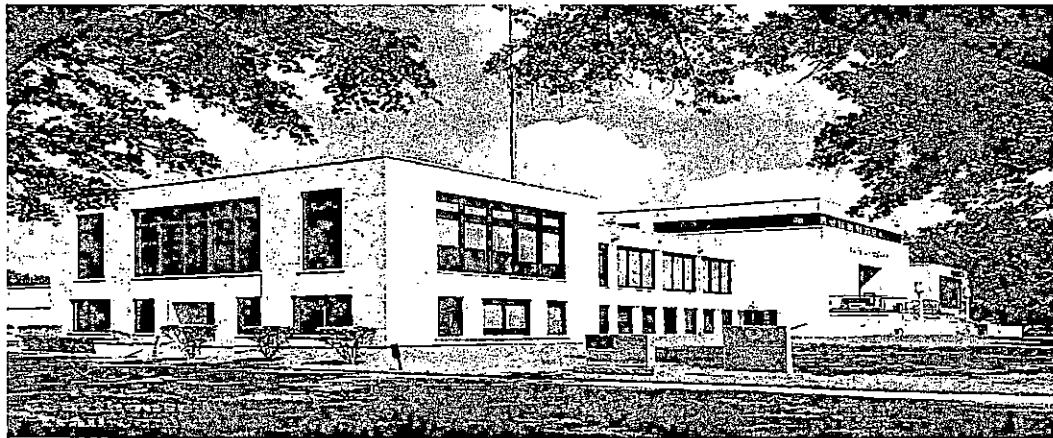
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IN MY OFFICE
AT 11:25 O'CLOCK A M

FEB 04 2016

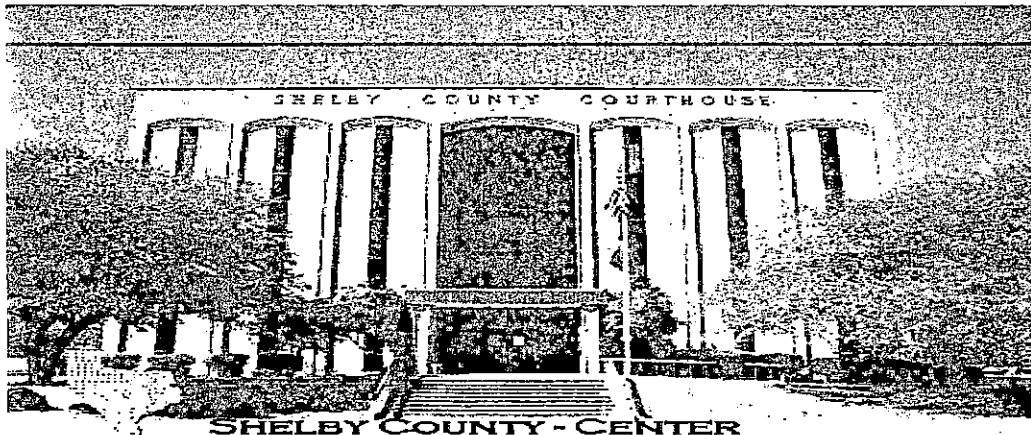
BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY T. Enders DEPUTY

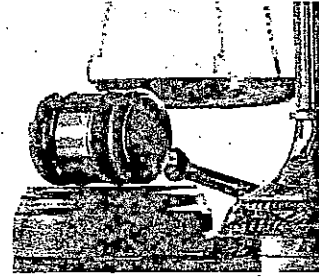
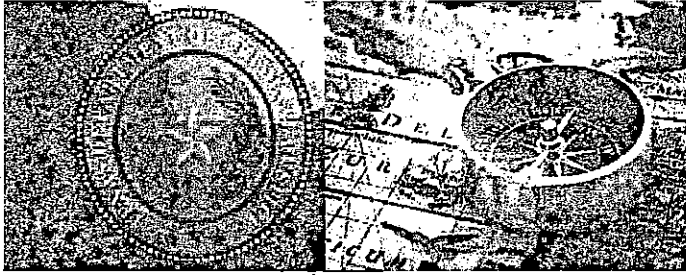
FY2018-2021 Strategic Plan: Panola/Shelby County Community Supervision and Corrections Department

Carthage, Texas



Center, Texas





Texas Department of Criminal Justice

COMMUNITY JUSTICE ASSISTANCE DIVISION

In collaboration with

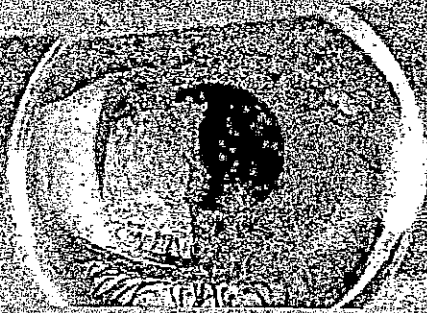
Panola COUNTY CSCD

Endorsements:

CSCD Director

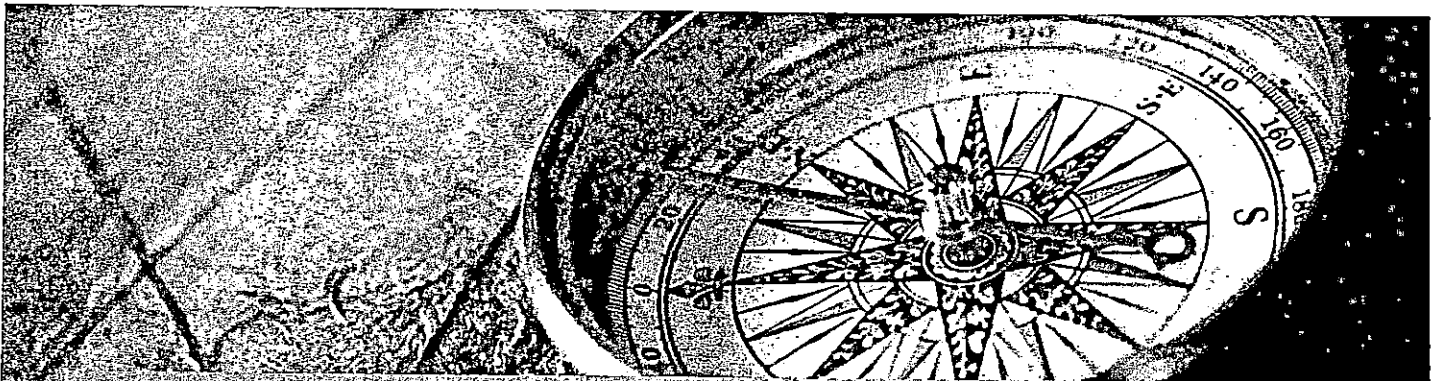
Administrative Judge





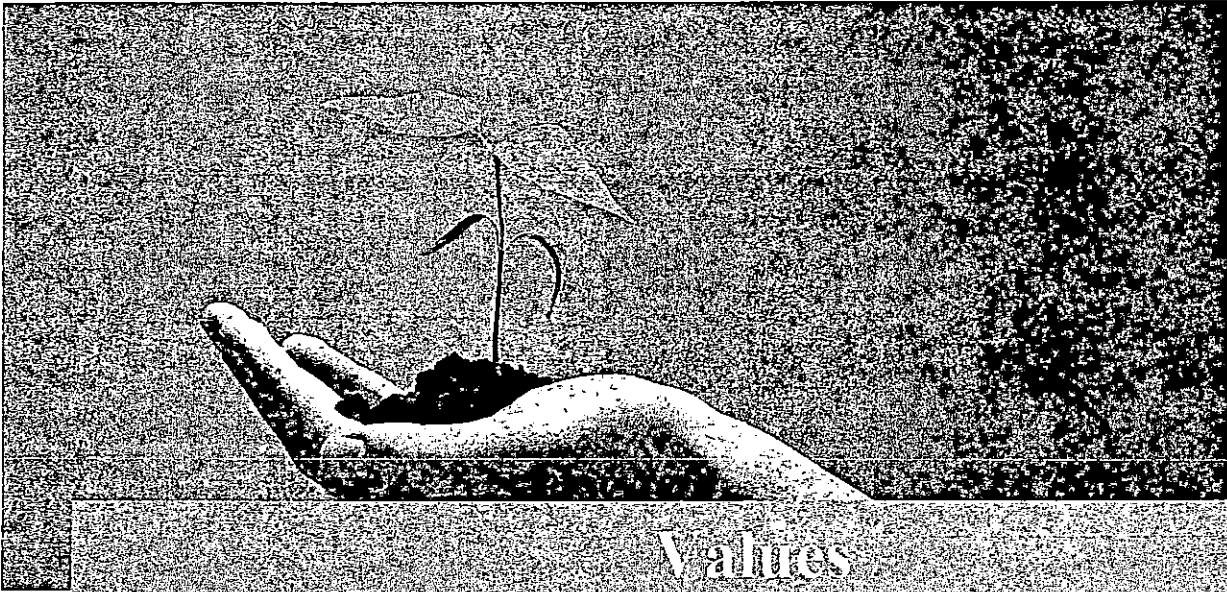
Vision

The 123rd Judicial District CSCD envisions being a leader in the community by promoting positive change in offender's behavior which reduces recidivism.



Mission

The mission of the 123rd Judicial District Community Supervision and Corrections Department is to enhance public protection by providing our Courts with viable risk control management alternatives for criminal offenders that include both progressive sanctions and opportunities available to facilitate positive change.



Values

Protection-we are protectors of the community.

Achievable- help probationers be successful in completing probation.

Noble- our employees are very noble and honest.

Obligation-we are obligated to provide a safe community.

Leadership-we are the leaders in the community.

Accountable-we hold the probationers accountable for their actions.

Department Overview

The Community Supervision and Corrections Department ("CSCD") for Panola and Shelby Counties was established in 1972 in order to serve the County Court of each county and the 123rd Judicial District Court. The Department operated in conjunction with that of Harrison County until September 1978, at which time it became the 123rd Judicial District (Panola/Shelby) Adult Probation Department. Since that time two additional courts, the 273rd Judicial District Court in Shelby County and the Panola County Court-At Law, have been added.

The Department's primary office, and the headquarters of the CSCD Director, is located at 313 W. Panola, Carthage, Panola County, Texas, with a satellite office located at 114 Hurst Street, Center, Shelby County, Texas.

Community service is compulsory labor performed by an offender as punishment for a crime and is often referred to as a community service order. An offender imposed a community service order is required to perform labor for a certain number of hours or days at community organizations such as charitable non-profit agencies. Community service is closely aligned with restitution in that the offender participates in acts which are designed in part to make reparation for harm of criminal offences, but these acts are directed to the larger community,

rather than the victim, in the form of good works. The work performed is unpaid and intended to benefit communities; thus, community service is partly restorative in nature.

Indirect supervision is the oversight exercised by authorities of a sending or receiving state over an offender for a period of time determined by a court or releasing authority. During this time the offender is required to report to or be monitored by supervising authorities and to comply with regulations and conditions, other than monetary conditions, imposed on the offender at the time of the offender's release to the community or during the period of supervision in the community. Drug trafficking is a major problem for both Panola and Shelby Counties. The drug trafficking corridor includes: US Highway 59, Interstate 20, Interstate 30, and Interstate 49, all of which run through or near Panola and Shelby counties. The drug trafficking defendants who are arrested in, but do not live in, Panola or Shelby County are placed on indirect supervision probation and transferred to their home county or state. The current indirect caseload for Panola County CSCD, is 202, Shelby County CSCD has 85 cases. This caseload requires a full-time Community Supervision Officer due to transfer requirements of Interstate Compact for Adult Offender Supervision (ICAOS).

Currently the Panola/Shelby County CSCD has sex offenders who have been ordered by the court to submit to an evaluation and treatment by an approved Sex Offender Treatment Provider.

The sex offender caseload is of the highest priority to our department. Court ordered supplemental conditions of community supervision require sex offenders to submit to an evaluation and treatment by an approved Sex Offender Treatment Provider. Research shows that counseling services specifically designed for sex offenders can reduce recidivism. This program provides individual psychological evaluation and confidential group, individual and family counseling for offenders who have been placed on probation by the courts for a sexually assaultive offense.

Our Sex Offender Officer covers both Shelby and Panola Counties and currently has a caseload of 30 sex offenders. The Officer has gone thru extensive training to supervise these high risk/high needs offenders. Without the DP Sex Offender Caseload grant the sex offenders will not be adequately supervised and the chances for recidivism will greatly increase. This specialized program implements intense supervision of high risk/high needs sex offenders. Sex Offender program provides specialized supervision for sex offenders placed on Community Supervision. Each offender court ordered into the program is processed through an intake and referral procedure by the Supervision Officer. This includes the initial Static 99 risk assessment and registration instructions, and in-

depth initial office interview, including a thorough explanation of both the regular and specialized conditions of supervision. Waivers of confidentiality and consent forms are signed. The Texas Risk Assessment System (TRAS) is conducted, and a detailed post-sentence investigation is completed. And educational evaluation (ABLE) is completed if indicated. A SASSI substance abuse screening evaluation is completed. Offenders receive HIV/AIDS educational material.

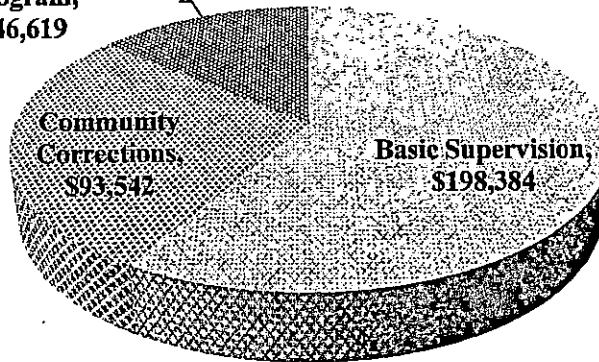
To successfully complete the Sex Offender program requires the offender be timely evaluated by the Licensed Sex Offender Treatment Provider, participate in individual and group counseling as scheduled until such time as the provider and/or the court feels further attendance is not required, actively participate in the treatment activities, comply with polygraph examination as scheduled, and do these thing with no subsequent violations.

Department

Overview: Budget

State Aid

Diversion
Program,
\$46,619



Diversionary Programs (DP) Funding

Program Title	Amount of State Aid
<i>Sex offender caseload</i>	\$46,619
Total	\$46,619

Basic Supervision (BS) Funding

Program Title	Amount of State Aid
<i>Basic supervision</i>	\$198,384
Total	\$198,38

Community Corrections (CC) Funding

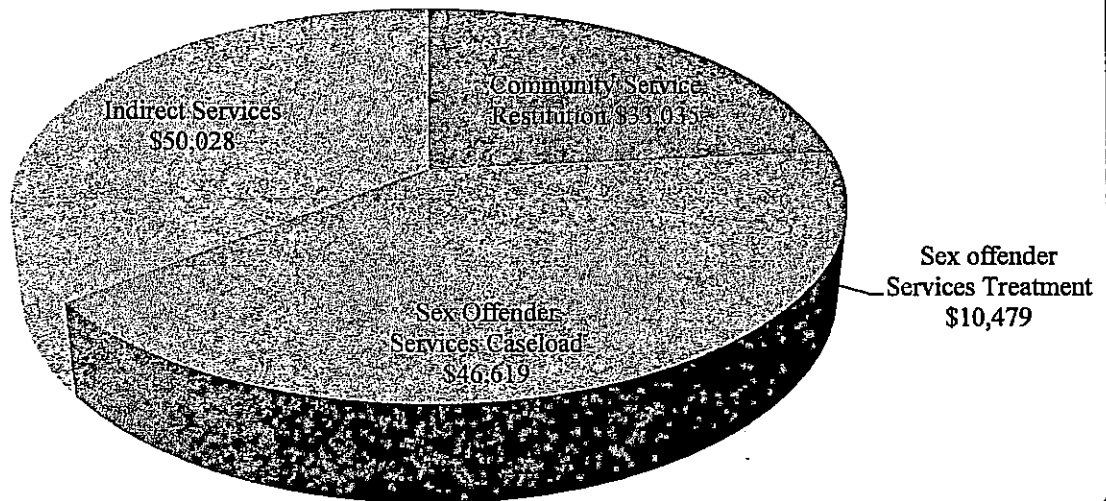
Program Title	Amount of State Aid
<i>Community service restitution</i>	\$33,035
<i>Sex offender services treatment</i>	\$10,479
<i>Indirect services</i>	\$50,028
Total	\$93,542

Department

Overview: Programs & Services

Program Title	Program Code	Designator	Program ID	Funding
Community Service Restitution	CSR	1	1	CCP
Sex Offender Services (Treatment)	SXC	1	8	CCP
Sex Offender Services (Caseload)	SCPX	1	13	DP
Indirect Services	SOP	2	20	CCP
Substance Abuse Evaluation	EVAL	1	21	BS
Urinalysis	UAS	1	22	BS

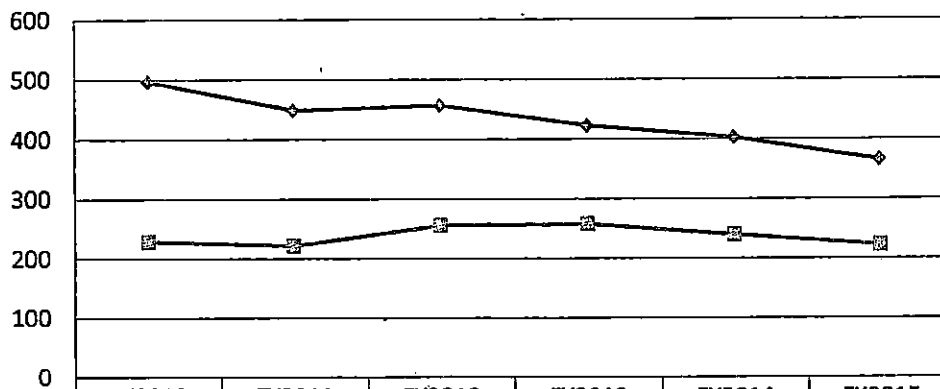
Non-Residential Programs



Department

Overview: Offender Population

CSCD Direct Population: 2010 - 2015



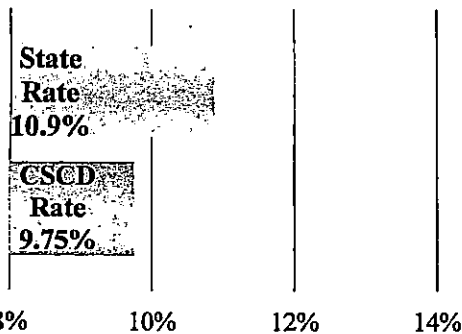
Perspectives on Offender Population

The felony direct supervision population has been on the decline for many of the CSCD's across the state; it has been on the decline for Panola/Shelby County since 2010. The felony direct population is used to calculate the amount of operating funds for the CSCD. The decline in felony direct cases has resulted in less funding for essential operating costs. The misdemeanor direct supervision had a slight decline in 2011 and then a slight increase 2012-2014; with 2015 on the decline. As with felony placements, the misdemeanor placements play an essential role in the calculation of funding for the Panola/Shelby CSCD. The decline in direct placement numbers could be the result in the economic decline, changes in the overall judicial system, urgency to clear dockets resulting in defendants choosing incarceration over probation.

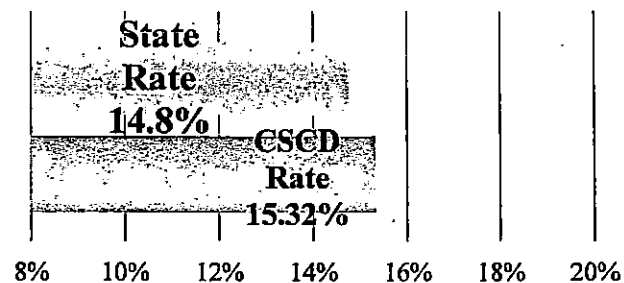
Department

Overview: Revocation Rates

Felony Revocation Rates



Misdemeanor Revocation Rates

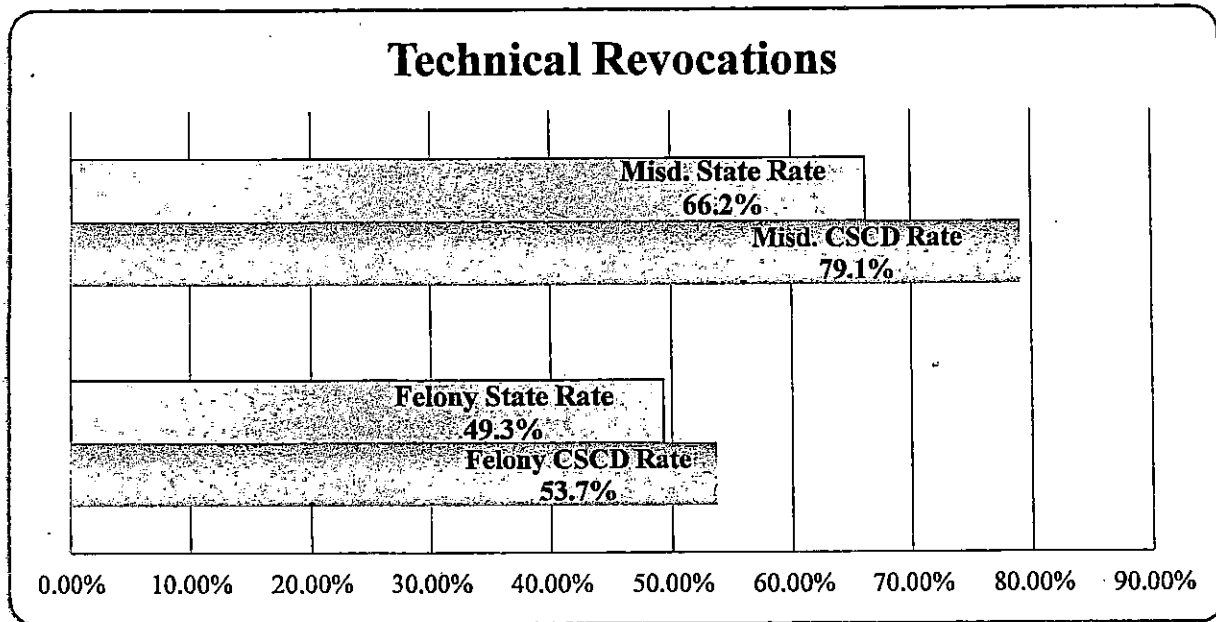


Perspectives on Revocation Rates

For 2014, Panola/Shelby CSCD maintained a felony revocation rate that was below the state average and a misdemeanor revocation rate that was above the state average. The lower felony rates can be attributed to a variety of factors such as officers trained in motivational interviewing, use of progressive sanctions, an evidence based screening and assessment process. The misdemeanor revocation rate can be the result of misdemeanor offenders being more likely to plea to a short sentences in the county jail.

Department

Overview: Technical Violation Percentages

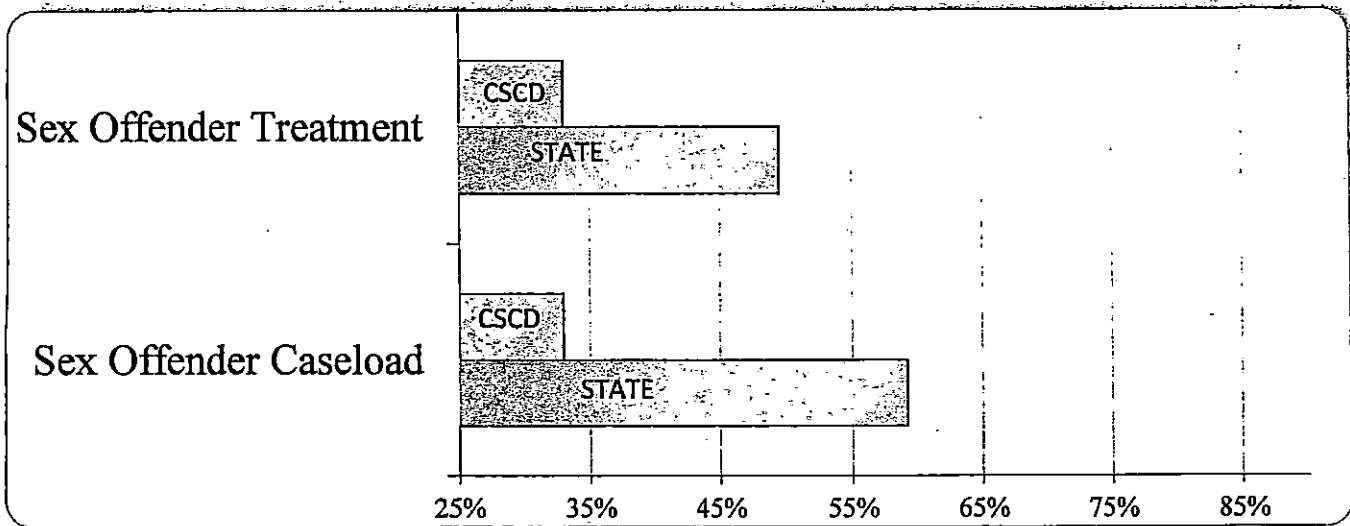


Perspectives on Technical Violations

For 2014, Panola/Shelby CSCD felony and misdemeanor technical violation percentages were higher than the state average. Panola/Shelby CSCD is a rural area and our probationers often experience issues with transportation to and from office visits and treatment programs. The same clients often have employment issues and are not able to pay their fines and fees. Our strategic plan will focus on these issues with strategies to address these barriers, such as asking the courts for reduced fines and fees, referring clients to the Texas Work Force.

Department

Overview: Program Success Rates



Perspectives on Program Success Rates

For 2014, Panola/Shelby CSCD was below the state success rate. The Panola/Shelby CSCD sex offender caseload of 30 and most being on probation for 10 years, it only takes one or two being revoked to bring the percent rate down. The state success rate is high due to the large caseloads in other counties.

Strategic Plan

Goal A Prison Diversion

Perspectives on Program Success Rates

By the end of fiscal year 2021, Panola/Shelby County CSCD will improve revocation rates and technical violations by improving program success rates. Strategies, Objectives, Process Measures and Outcomes will be updated annually, or on an as needed basis, to ensure that the CSCD achieves Goal A.

Strategies for FY2018-2021

- Maintain rate of revocations throughout FY2018.
- Reduce the number of probationers revoked on technical violations throughout FY2018.
- Maintain program success rates throughout FY2018.

Objectives for FY2018-2021

- Improve the rate of revocations throughout FY2018.
 - Felony rate at 0%

- Misdemeanor rate 1%
- Improve the number of probationers revoked on technical violations throughout FY2018.
 - Felony rate at 1%
 - Misdemeanor rate 2%
- Maintain program success rates throughout FY2018.
 - The Statewide benchmark for SCPX is 59%
 - Panola/Shelby County CSCD success rate for the SCPX is at 33% for FY2015.
 - Panola/Shelby County CSCD will strive to maintain the success rate at 33% throughout FY2018.
- Maintain program success rates throughout FY2018.
 - The Statewide benchmark for SXC is 49%
 - Panola/Shelby County CSCD success rate for the SXC is at 33% for FY2015.
 - Panola/Shelby County CSCD will strive to maintain the success rate at 33% throughout FY2018.

Process Measures for FY2018-2021

- Panola/Shelby County CSCD will complete the revocation worksheet by TBD to calculate the felony & misdemeanor revocation rates for FY2018.
- Panola/Shelby County CSCD will complete the revocation worksheet by TBD to calculate the felony & misdemeanor technical violation percentages for FY2018.
- Panola/Shelby County CSCD will obtain program success rates from CJAD by TBD.

Outcomes for FY2018-2021

- Panola/Shelby County CSCD will compare the FY2018 objectives for felony & misdemeanor revocation rates to the actual outcomes. The FY2019 objective for felony & misdemeanor revocation rates will be adjusted based on the FY2018 actual outcome to ensure that the CSCD meets Goal A. Date, 2018.

- Panola/Shelby County CSCD will compare the FY2018 objectives for felony & misdemeanor technical violation percentages to the actual outcomes. The FY2019 objective for felony & misdemeanor technical violation percentages will be adjusted based on the FY2018 actual outcomes to ensure that the CSCD meets Goal A. Date, 2018.
- Panola/Shelby County CSCD will compare the FY2018 objectives for program success rates to the actual outcomes. The FY2019 objectives for program success rates will be adjusted based on the FY2018 actual outcomes to ensure that the CSCD meets Goal A.

Strategic Plan

Goal B Accountability

By the end of fiscal year 2021, Panola/Shelby County CSCD will improve accountability measures for supervision, fiscal and data management procedures. Strategies, Objectives, Process Measures and Outcomes will be updated annually, or on an as needed basis, to ensure that the CSCD achieves Goal B.

Strategies for FY2018-2021

- Panola/Shelby County CSCD will conduct internal case management audits in FY2018.
- Panola/Shelby County CSCD will conduct DP/TAIP audits in FY2018.
- Panola/Shelby County CSCD will monitor cost projections in FY2018.

Objectives for FY2018-2021

- Panola/Shelby County CSCD will strive to achieve enter scores on case management audits in FY2018.
- Panola/Shelby County CSCD will strive to achieve enter scores on DP/TAIP case management audits in FY2018.
- Panola/Shelby CSCD will use the fiscal accountability tool to maintain accurate cost projections and to monitor fiscal operations, thereby maintaining an acceptable financial risk score for my size CSCD.

Process Measures for FY2018-2021

- Panola/Shelby County CSCD will complete a case management audit, and send compliance rates to CJAD by Date 2019.
- Panola/Shelby County CSCD will complete all required DP/TAIP audits, and send compliance rates to CJAD by Date, 2019.

- Panola/Shelby County CSCD will use the fiscal accountability tool to maintain an acceptable audit risk score for FY2018. The fiscal accountability tool will be utilized during June 2018 after the third quarter expenditures are known.

Outcomes for FY2018-2021

- Panola/Shelby County CSCD will compare the FY2018 objective for the case management audit to the actual compliance rate. The FY2019 objective for case management compliance rate will be adjusted based on the FY2018 actual outcome to ensure that the CSCD meets Goal B. The FY2018 compliance rate will be submitted to CJAD by Date 2019.
- Panola/Shelby County CSCD will compare the FY2018 objectives for the DP/TAIP audits to the actual compliance rates. The FY2019 objectives for DP/TAIP audits will be adjusted based on the FY2018 actual outcomes to ensure that the CSCD meets Goal B. FY2018 compliance rates will be submitted to CJAD by Date 2019.
- Panola/Shelby County CSCD will compare the FY2018 objective for the independent audit risk score to the actual fiscal audit risk score. The FY2019 objective for the audit risk score will be adjusted based on the FY2018 fiscal audit risk score to ensure that the CSCD maintains an acceptable fiscal risk score for FY2019.

Lee Ann Jones,
County Judge**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Chris Dickerson
POSITION: Detention Deputy
DEPARTMENT: Panola County Detention Center
DATE: February 4, 2016

CONFERENCE: Suicide Detention & Prevention in Jails
LOCATION: Online
DATES: February 3, 2016 to _____

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 0

Does the conference meet your educational requirements for the year? _____

If not, how much of your requirements will be met by this conference? _____

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference? _____

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

VOL.

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PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE
AT A CONFERENCE

APPROVED

02-08-2016



Lee Ann Jones,
County Judge

NAME: Teresa Endsley
POSITION: Deputy Clerk
DEPARTMENT: County Clerk
DATE: 1/29/16

CONFERENCE: Probate Academy (TAC)
LOCATION: Corpus Christi, Texas
DATES: May 11 to May 13, 2016
NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: _____

Does the conference meet your educational requirements for the year? N/A

If not, how much of your requirements will be met by this conference? N/A

How much of your requirements have been met already, not counting this conference? N/A

How many days have you been away from your job this year for conferences, not counting this conference? _____

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Current probate & guardianship laws and
procedures will be addressed at this conference.

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Garrett Wallace

POSITION:

Detention Deputy

DEPARTMENT:

Panola County Detention Center

DATE:

February 4, 2016

CONFERENCE:

Suicide Detention + Prevention in Jail

LOCATION:

Online

DATES:

February 3, 2016 to

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

10

Does the conference meet your educational requirements for the year?

If not, how much of your requirements will be met by this conference?

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference?

Do you have sufficient funds in your budget for this conference?

Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

APPROVED

02-08-2016

Lee Ann Jones,
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE
AT A CONFERENCE

VOL. 97 PAGE 0470

NAME: James G. Young

POSITION: County Veterans Service Officer

DEPARTMENT: Veterans Service Office

DATE: February 4, 2016

CONFERENCE: Community Veterans Engagement Board Meeting

LOCATION: Overton Brooks VA Medical Center, Shreveport, LA

DATES: February 16, 2016 to

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1/2

Does the conference meet your educational requirements for the year? N/A

If not, how much of your requirements will be met by this conference? N/A

How much of your requirements have been met already, not counting this conference? N/A

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Jan 27 at 2:26 PM

VOL. 97 PAGE 0471

January 27, 2016

Dear Community Veterans Engagement Board (CVEB) Members:

You are cordially invited to attend the CVEB (formerly known as the Veteran Service Office and Management Advisory Council meeting) meeting on Tuesday, February, 16, 2016 at Overton Brooks VA Medical Center. The meeting will be held in the Education Center, Room 2 West 62/63, from 12 to 2 p.m. This will be the first meeting under this new structure.

The Chair of this meeting is Bill Braidwood and the Co-chairs are Shannon Arledge, Tony Burns, Don Beasley, and Kerry Easley.

If you plan to attend the meeting, please contact Public Affairs by e-mail at vhashrpublicaffairs@va.gov.

Thank you and we hope to see you on February 16, 2016.

Liza

Liza Wilder

Public Affairs Assistant (OOM)

Overton Brooks VA Medical Center

510 E. Stoner Avenue

Shreveport, LA 71101

(318) 990-5249

APPROVED

02-08-2016

Lee Ann Jones,
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE

REQUEST FOR ATTENDANCE

AT A CONFERENCE

VOL.

97 PAGE 0472

NAME:

POSITION:

DEPARTMENT:

DATE:

CONFERENCE:

LOCATION:

DATES:

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

Does the conference meet your educational requirements for the year?

If not, how much of your requirements will be met by this conference?

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference?

Do you have sufficient funds in your budget for this conference?

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE
AT A CONFERENCE

APPROVED

02-08-2016

Lee Ann Jones,
County Judge

NAME:

James Young

POSITION:

EMC

DEPARTMENT:

EM

VOL.

97 PAGE 0473

DATE:

February 4, 2016

CONFERENCE:

2016 Texas Emergency Management Conference

LOCATION:

San Antonio

DATES:

April 5, 2016 to April 8, 2016

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

5

Does the conference meet your educational requirements for the year?

N/A

If not, how much of your requirements will be met by this conference?

N/A

How much of your requirements have been met already, not counting this conference?

N/A

How many days have you been away from your job this year for conferences, not counting this conference?

N/A

Do you have sufficient funds in your budget for this conference?

Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)
