

Late Backup



FISCAL YEAR 2011

(October 1, 2010 – September 30, 2011)

ANNUAL REPORT

February 2011

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Message to our Stakeholders:

The Austin/Travis County Reentry Roundtable's (A/TCRRT) FY 2011-2012 Annual Report reflects the power of collaboration with partners and stakeholders throughout the Travis County catchment area as well as throughout the State of Texas and nation. These collaborative efforts have worked on systemic changes, reunification of families, education of sentencing practices, and training of those delivering direct services to professionals, paraprofessionals and volunteers. In the following pages, we highlight this year's primary focus areas, highlighting the impacts they are making as well as describing the exciting projects the A/TCRRT members plan for the upcoming year.

The efforts that the A/TCRRT has taken have all been driven by the input of this community. At our community forums, citizens and families have shared their "real life" stories describing the needs, hurdles, and barriers that they face as a reentry population. During the past year, over 500 of you dedicated your time expertise and energy to accomplish the ambitious goals of the Planning Council, Committees, and Focus Groups. As a result, the A/TCRRT has developed an excellent road map to assist us in reaching our FY 2011-2012 goals and move even closer to a public safe community.

In addition to the dedication of all A/TCRRT participants, members and stakeholders, we would like to express our gratitude to our funding partners: Austin Travis County Integral Care, City of Austin, and Travis County Criminal Justice Planning. It was this support that allowed the A/TCRRT to move forward with the coordination and success of our community efforts, we couldn't have done it without you!

This report is for the community of Travis County and I present it on behalf of the A/TCRRT with sincere appreciation to be given the privilege of working with such a talented and dedicated group of volunteers and staff.

Sincerely,

Sandra Eames, EdD
Planning Council Chair



FY 2011 EXECUTIVE SUMMARY

In FY2011, the Austin/Travis County Reentry Roundtable utilized multiple strategies to accomplish our mission and goals including development of committees and issue areas, collaborating with key reentry partners and stakeholders and engaging over 500 members of the community. Based on community input, six key areas were targeted during the course of the year.

FY 2011 A/TCRRT TARGETED AREAS

- *Organizational Growth*
- *Policy Reform*
- *Evidence Based Practices*
- *Support Systems*
- *Housing*
- *Funding Opportunities*

Primary activities of the A/TCRRT during FY2010 included:

- **Forums:** Hosted/sponsored/facilitated 11 community forums around reentry-related issues including housing, policy reforms, juveniles and funding opportunities
- **Reports and Resource Information:** Created, funded or provided technical assistance in development of 26 reports/documents related to housing, reintegration needs, policy reform, evidence based practices, outreach, and funding opportunities
- **Reentry Advocacy:** Conducted 44 specific advocacy activities for supporting policy decisions that impacted persons with criminal backgrounds (including letters of supports, public testimony, and participating in local, state and legislative opportunities)
- **Funding Opportunities:** Dispersed information regarding 19 funding opportunities to over 500

partners, developed six summary matrixes and provided grant development and grant writing support for six grant applications related to reentry

- **Training and Technical Assistance:** Provided 34 training and technical assistance activities to partners on legislative advocacy strategies, evidence based practices, housing and funding opportunities
- **Community Involvement:** Committee Chairs and/or staff represented the A/TCRRT at 102 community coalition meetings

Key Impacts/Outcomes FY2011:

- **Organizational:**
 - ✓ Increased general membership by 89%
 - ✓ Increased committee membership by 50%
 - ✓ Increased Planning Council Membership by 60% to include former offenders and family members
- **Policy Reform:**
 - ✓ Set and disseminated collaborative FY 2010-2011 Policy Agenda
 - ✓ Issue papers on housing, employment and continuity of care were used for awareness, training and advocacy
 - ✓ Local and statewide unified advocacy strategies leveraged resources and strengthened advocacy for 82nd Legislature
 - ✓ Over ten local reentry stakeholders were trained and provided testimony for 82nd Legislature
 - ✓ Influence on TDCJ policy through representation on every Texas State Reentry Task Force work group
 - ✓ Fifty-six legislative bills were tracked, shared with reentry stakeholders and strategically addressed

Key Impacts/Outcomes FY2011 (continued):

• **Evidence Based Practices:**

- ✓ Two Frequently Asked Questions (FAQs) on Evidence Based Practices were developed and disseminated to over 1,000 stakeholders
- ✓ Improved community services as a result of training over 60 professionals on implementation of evidence based *motivational intervention* (CEUs awarded)
- ✓ Improved community services from training over 40 professionals on Solution Focused Brief Therapy and Cognitive Behavioral Therapy (CEUs awarded)

• **Support Systems:**

- ✓ Revitalized Support Systems Committee for increased community involvement

• **Housing:**

- ✓ City of Austin adopted Austin PSH Strategy to guide development of 350 PSH units
- ✓ City of Austin created PSH Leadership Committee
- ✓ Award of \$400,000 from HUD to fund 20 units of PSH for Downtown Austin Community Court frequent users
- ✓ Concept paper submitted on BJA Justice Reinvestment Phase 2 for 50 units of PSH for frequent users of the criminal justice system
- ✓ Increased housing options for persons with mental illness and criminal backgrounds as a result of Fair Housing Training

• **Funding Opportunities**

- ✓ Nineteen reentry specific funding opportunities disseminated to over 500 reentry stakeholders
- ✓ Six local proposals submitted
- ✓ Four proposals awarded funding

The A/TCRRT has set the goals and identified key deliverables to further our mission including:

• **Organizational:**

- ⬇ Increased Community Involvement
- ⬇ Publish quarterly newsletters
- ⬇ Launch stand alone website
- ⬇ Form standing Nominating Committee
- ⬇ Revise By-laws

• **Policy Reform:**

- ⬇ 82nd Legislature Wrap-up
- ⬇ TDCJ Sunset Review
- ⬇ Set 83rd Legislature priorities
- ⬇ Track local advocacy opportunities

• **Evidence Based Practices:**

- ⬇ Train on Ethics in Helping Relationship
- ⬇ Train on Ethics in Working w/Juveniles
- ⬇ Train on Evidence Based Practices
- ⬇ Research on transitional planning from correctional settings

• **Support Systems:**

- ⬇ State Jail Resource Fair outreach
- ⬇ Travis Resource Forum Partnerships
- ⬇ Children of the Incarcerated Parents Project
- ⬇ Citizens Circles Research

• **Housing:**

- ⬇ Collaboration with ECHO initiatives
- ⬇ Transition Planning from Correctional Settings Initiative

GOALS/DELIVERABLES FOR FY 2012:

A/TCRRT ORGANIZATIONAL HIGHLIGHTS

A priority goal of the A/TCRRT in 2011 was to become a more diverse, participatory coalition that could better address the needs of the community by expanding our general membership, committees, and Planning Council. An outreach work plan was developed to guide the activities and measure the outcomes.

| OBJECTIVE | OUTCOMES |
|---------------------------------------|--|
| Increase general membership by 50% | Increased general membership from 256 to 481 (89% increase) Improved awareness and interest in A/TCRRT at National Symposium on Juvenile Services |
| Increase committee attendance | Increased committee membership by 50%+ Active members of committees: ✓ Policy Reform: 28 ✓ Support Systems: 25 ✓ Evidence-Based Practices: 9 |
| Increased Planning Council membership | Increased Planning Council Membership from 11 to 17 (60% increase) which included former offenders/family members |

Other organizational activities for FY 2011 contributed to the significant increase in membership and participation of the coalition. Quarterly newsletters were published and disseminated which began in December 2010. On February 2, 2010, the A/TCRRT hosted its annual community forum, entitled “There’s a Place for YOU!” The forum was attended by 72 stakeholders and individual citizens—representing 26 organizations that provided input to the A/TCRRT committees, focus teams and Planning Council to guide planning and strategies in the major targeted areas. The goals of this forum were to:

- Expand our general membership, advance committee participation and promote Planning Council diversity;
- To identify policies, procedures, and community attitudes that can create an improved environment for reentry, specifically in the areas of behavioral health, housing, employment, support systems, and children of the incarcerated; and
- Obtain feedback on our 82nd Legislative priorities and strategies.

In the summer of 2010, a By-laws Work Group was formed to revise the FY 2006 A/TCRRT By-laws. The work group reviewed model by-laws of other coalitions, collected research and considered suggestions presented by reentry stakeholders and staff. In the August and September 2010 Planning Council meetings, the work group brought forth draft by-laws to the Planning Council who vetted the document, discussed each section, provided input and made recommendations for the final document which became effective in October, 2010 (Appendix II).

A/TCRRT places community involvement as a major contributor to promoting reentry awareness and acceptance. In this vein, members and staff are active participants with such coalitions as Building Bridges, Travis State Jail Advisory Committee, Community Action Network, Criminal Justice Advisory Council, Behavioral Health Planning Partnership, State Reentry Task Force, Texas Dept. of Housing and Community Affairs

DETAILED REVIEW OF FY 2011 TARGETED AREAS

POLICY REFORM

The FY 2010-2011 Policy Agenda was based on a strong collaborative foundation laid in FY 2010. In May 20, 2010, the A/TCRRT hosted “A Forum to Listen to Community Voices: Reintegrating People with Criminal Histories” and gathered data from a countywide survey which guided the A/TCRRT in setting priorities for the 82nd Legislature and identify policies, procedures, and community attitudes to create an improved environment for reentry. The FY 2011-2012 Policy Reform Agenda priorities were approved by the Planning Council on September 13th and issue papers were written on housing, employment and continuity of care. The A/TCRRT Policy Reform agenda and priorities were shared at the Statewide Reentry Council Coalition’s Annual Forum held at the International Center in San Antonio on October 13, 2010. The A/TCRRT provided technical assistance to the Bexar County for the forum where A/TCRRT Council Member Frank Ringer joined Dee Wilson and Ana Yañez-Correa in presenting and sharing individual legislative priorities to develop unified strategies to leverage resources and strengthen advocacy for effective reentry policies and practices in the 82nd legislature.

The Legislative Information Session, hosted by the A/TCRRT on November 10, 2010, brought legislative aides and reentry stakeholders together to determine strategies for the upcoming session. The Introduction reflected A/TCRRT’s work in the 2005, 2007, and 2009 legislatures and the initiative panelists shared their experiences and recommendations with participants. Fourteen information packets were disseminated for future reference and distribution.

To prepare prospective witnesses for testifying during the session, the A/TCRRT provided three advocacy strategy trainings:

- January 24, 2011: How to Track Legislation Online
- February 28, 2011: Visits and Phone Calls to Legislators’ Offices
- March 28, 2011: Providing Testimony at Hearings

As soon as bills were introduced into the 82nd Legislature, the A/TCRRT began tracking their progress. A total of 56 bills were tracked with 31 being Priority Level I legislation. Weekly updates were e-mailed to the Policy Reform Committee during session. Primary A/TCRRT advocacy strategies included:

- ✓ Coordinating public testimony throughout the session
- ✓ Coordinating testimony for 2 hearings (SB 1 and HB 3397)
- ✓ Coordinating the submission of testimony cards for eight bills (HB 1243, HB 299, SB 876, HB 3397, HB 1205, HB 3346, HB 120, HB 3327).
- ✓ Coordinating written testimony and office visits on HHSP, adult probation, and inmate health care.
- ✓ Organizing phone calls on HB 230, HB 1477, HB 3327, CSHB 3107, SB 1014

Finally, in accordance with the 81st Legislature, the State Reentry Task Force was formed. A/TCRRT representatives from the Policy Reform Task force provided input and made recommendations for legislative and policy changes through their participation in each of the Task Force Work Groups.

EVIDENCE BASED PRACTICES

In collaboration with the Community Action Network, the University of Texas School of Social Work, and Travis County Criminal Justice Planning, the A/TCRRT developed and disseminated the following two multi-discipline and reentry specific Frequently Asked Questions (FAQ) which have been disseminated to over 1,000 community leaders, reentry stakeholders, service providers and citizens at large:

- Frequently Asked Questions: Evidence-Based Practices
http://www.caction.org/faqs/EvidenceBasedPractices_August2011.pdf
- Frequently Asked Questions: Evidence-Based Practices in Criminal Justice Settings
http://reentryroundtable.net/wp-content/uploads/2012/01/ATCRRRT_FAQ_EBP.pdf

Realizing the need for community practitioners to have a better understanding of evidence based practices, the A/TCRRT hosted two training seminars on EBP strategies:

- January 14, 2011: Craig Field, PhD, MPH—Research Associate Professor of the Health Behavior Research & Training Institute at the University of Texas and the Program Director of Screening & Brief Intervention at the University Medical Center at Brackenridge conducted a training on the “Implementation of Evidence Based Practice: Brief Motivational Intervention”. Dr. Field’s PowerPoint presentation is available online at: http://reentryroundtable.net/wp-content/uploads/2012/01/MI-Criminal-Justice_1.14.11.pdf . Sixty one professionals attended and forth Continuing Education Units were awarded.
- March 18, 2011: James Cornish conducted a training on “Solution Focused Brief Therapy and Cognitive Behavioral Therapy”. This training had 44 participants and 24 CEUs were received.

SUPPORT SYSTEMS

At the conclusion of the Rights to Reality Project in the fall of 2010, it became necessary to reach out to the community to expand and diversify the Support Systems Committee membership in order reach consensus on FY 2012 goals and objectives that would address the greatest needs of offenders returning to Travis County, families of offenders and local citizens with a criminal background. As a result of successful outreach strategies, twenty one new members joined the Committee which now brings the total membership to 97! This committee developed an Action Plan which includes enhancing the state jail resource fair, participating and disseminating information at community based resource fairs, and pursue the possibility of collaborating with the Restorative Justice Ministries Network of the Episcopal Diocese of Texas to produce a statewide plan on children of the incarcerated.

HOUSING

Since the fall of 2008, the A/TCRRT membership identified housing as a primary focus area. The Austin/Travis County Corporation for Supportive Housing Texas Re-entry Initiative (Phase I) researched, identified strategies, and made recommendations in January 2010 regarding permanent supportive housing for a re-entry population in our community.¹ One recommendation made by community consensus was that housing planning for vulnerable populations, including the reentry population, should be consolidated under the Ending

¹ <http://www.reentryroundtable.net/focus-areas-and-committees/housing> for individual A/TC CSH TX Re-entry Reports

Community Homeless Organization which occurred in June 2010. Continued participation and advocacy for inclusion of the reentry population in public and private housing, as well as in the implementation of the City of Austin's Permanent Supportive Housing mandates, remained a priority issue area for FY 2011 through the Housing Focus Area.

Primary housing advocacy and technical assistance activities in FY2011 included:

- Texas Supportive Housing Network (January 2011 to present): Served on this statewide coalition and provided technical assistance related to reentry/PSH issues in connection with state Homeless Housing & Services Program/funding (HHSP) and worked on strategies to advocate continued funding
- Senate Finance Committee (03-01-11)—HHSP: Written testimony was submitted supporting continued funding from TDHCA Homeless Housing & Services Program (HHSP) funding
- City of Austin HB216 Board and Care Task Force (May-Sept 2011): Served on the COA's Stakeholders Task Force, provided written comments/feedback and continued vetting the proposed model standards and initiative which was a recommendation in our comments
- COA NHCD Proposed Action Plan (July 2011): Provided testimony in support of PSH to insure PSH remained a priority in the Action Plan
- Travis County HHS FY2012 Action Plan (August 2011): Provided feedback on action plan relative to need for supportive housing
- Travis County Criminal Justice Planning Grant Submission for BJA Justice Reinvestment for Phase 2 (July-August 2011): Provided input and supported submission of application which was accepted by the Department of Justice Programs.

The following reports and documents were developed to promote housing issues as they related to the reentry population:

- ECHO Housing Work Group and A/TCRRT monthly updates were disseminated and posted on appropriate websites.
- My Chance Recidivism Study provided key legislators information on sustaining HHSP funding as well as informing local elected officials about impacts of reentry.
- Comparison matrix was developed to examine the similarities and differences in the State of Texas model standards for Board and Care Homes and COA proposed model standards.
- ECHO Housing Work Group 2 Year Plan was updated to include new housing opportunities.

A/TCRRT assisted in providing technical assistance and training in the following initiatives:

- Coordinated technical assistance with ECHO Screening and Assessment Tool Task Group, My Chance program, and Downtown Austin Community Court with Corporation for Supportive Housing Reentry Director.
- Ensured that appropriate A/TCRRT members were engaged in the COA/CSH Fair Housing Training
- Coordinated with Mental Health Jail Diversion Committee group's viewing of Vera Institute Webinar, "Estimating Marginal Costs for Cost Benefit Analysis in Criminal Justice".
- Provided assistance to the Corporation for Supportive Housing in developing a paper to be used for legislative advocacy in support of HHSP
- Provided input and feedback on the City of Austin's Resolution for Creation of the PSH Leadership Committee

- Provided background documents/reports/resources to Travis County Criminal Justice Planning related to BJA Justice Reinvestment application for reentry PSH and participated in group meeting to help design concept paper
- Coordinated guest speaker on certification of recovery housing in Austin/Texas at ECHO Housing Work Group meeting
- Technical assistance was provided to the Bluff Springs Neighborhood Association regarding a possible halfway house at the request of Commissioner Gomez.

Additionally, A/TCRRT members hosted, facilitated and/or participated in a housing breakout group for the Annual A/TCRRT Community Forum, eleven ECHO Housing Work Group meetings, three ECHO Housing WG Screening and Assessment Tool Task Group meetings, and two Austin/Travis County Mental Health Jail Diversion Committee meetings specific to continuity of housing planning/issues.

The multiple FY 2009-2010 housing initiatives allowed A/TCRRT to be a catalyst for systemic change in this vital factor for successful reentry in FY 2011.

Key A/TCRRT Reentry Housing Policy Impacts FY2011:

- City of Austin adopted Austin PSH Strategy as a working document to guide development of 350 units of PSH as a short term goal and created PSH Leadership Committee to help leverage/maximize funding opportunities and strategies (March 2011).
- ECHO Continuum of Care recommended funding application for \$400,000 by Caritas of Austin for bonus dollars locally to fund 20 units of PSH for frequent users of Downtown Austin Community Court. HUD announced May 2011 that the application received the award.
<http://www.austinecho.org/announcements/2010newprojects>
- Although funding was dramatically reduced, the state of Texas TDHCA Homeless Housing & Services Program remained in the state base budget and received strong support from key legislative leaders. The reduction in funding, however, resulted in the loss of 10 units of PSH for men exiting the Travis State Jail (My Chance Program by Caritas of Austin) which was the first reentry PSH in the state of Texas.
- Travis County Criminal Justice submitted concept paper to BJA Justice Reinvestment Phase 2 for 50 units of PSH for frequent users of the criminal justice system (August 2011); concept paper approved (October 2011).
- Fair Housing training provided by Corporation of Supportive Housing created opportunities for case managers to develop strategies to raise the “reasonable accommodation” issue for persons with mental illness and criminal backgrounds to open more housing options.

FUNDING OPPORTUNITIES

Well designed transitioning initiatives that provide supports to offenders and families of offenders returning to, or under supervision in Austin/Travis County reduces victimization, lowers recidivism rates, and breaks the cycle of involvement in the criminal and juvenile justice systems. These challenges demand that evidence based practice initiatives be strengthened by identifying, developing, *and obtaining funding* for meeting our diverse reentry and reintegration needs. In an effort to assist local reentry stakeholders in drawing down new funds needed to

augment their supports and services, the A/TCRRT began identifying funding opportunities, facilitating the development of proposals for funding and providing technical assistance in the completion of applications submitted in response to funding solicitations.

OUTCOME: Several strategies were used to locate, identify, and disseminate reentry funding opportunities to Austin/Travis County stakeholders. The A/TCRRT has a "virtual rolodex" that allowed us to connect with solicitations announced by government, foundations, businesses, entrepreneurs, investors, and advisors. The following were the most common sites used to tract solicitations:

| NAME | WEBLINK |
|------------------------------------|---|
| Federal Grant Portal | www.grants.gov |
| Catalog of Federal Domestic Assist | https://www.cfda.gov |
| The Foundation Center | http://foundationcenter.org |
| SAMHSA | http://www.samhsa.gov/grants |
| Office of Justice Programs | http://www.ojp.usdoj.gov/funding/solicitations.htm |
| Communities Foundation of Texas | http://www.cftexas.org/NetCommunity/Page.aspx?pid=183 |
| The Grantsmanship Center | http://www.tgci.com/index.shtml |
| Texas eGrants | http://www.tgci.com/funding/top.asp?statename=Texas&statecode=TX |
| MacArthur Foundation | http://www.macfound.org/site/c.1kLXJ8MQKrH/b.3599935/k.1648/John_D__Catherine_T_MacArthur_Foundation.htm |

The A/TCRRT disseminated nineteen reentry specific funding opportunities to over 500 local public and private agencies/organizations with the offer to assist in pursuing an application to any entity interested. Additionally, A/TCRRT staff facilitated four funding forums, developed six summary matrixes (See Appendix III for example), and provided technical assistance in writing and/or reviewing six proposals.

More applications were submitted this year and most of the "collaborative silos" that previously existed became diverse partners advocating together for funding to address successful reentry and reintegration. There were, however, many funding opportunities that were not pursued. A/TCRRT staff conducted telephone inquiries to determine the reasons that our local private and public entities failed to submit applications. From these inquiries, several strategies were identified that our community could pursue to effectively encourage, prepare, and assist our stakeholders in taking advantage of future funding opportunities. The following are a few recommendations to be considered:

- Provide a comprehensive grant writing training to reentry stakeholders, particular faith based and smaller non-profit organizations.
- Follow-up on the possibility of the Travis Community Justice Council appointing a work group to develop a plan to better position Austin/Travis County agencies/organizations to apply for discretionary funds.

- Explore the possibility to discuss a shorter process to get approval from the City Council and Travis County Commissioners' Court in cases where there is a short turn around period to apply for funding to bring additional resources into the community for reentry initiatives.

A GLIMPSE AT THE NEW YEAR...

The A/TCRRT's mission is to be a robust, community-wide collaborative and catalyst for systemic change that educates, facilitates and advocates to promote public safety through effective reentry and reintegration of incarcerated and formerly incarcerated persons. As doors of opportunity open to design, plan, and implement new reentry strategies, the A/TCRRT membership looks forward to bringing criminal/juvenile justice, behavioral health, human service, education, and advocacy stakeholders together to form partnerships that can break the cycle of recidivism while making Austin/Travis County a place where all citizens can live, work and play safely.

The A/TCRRT has set the FY 2011-2012 goals and identified key deliverables to further our mission including:

Organizational:

Increased Community Involvement
Publish quarterly newsletters
Launch stand alone website
Form standing Nominating Committee
Revise By-laws

Evidence Based Practices:

Train on Ethics in Helping Relationship
Train on Ethics in Working w/Juveniles
Train on Evidence Based Practices
Research on transitional planning from correctional settings

Support Systems:

State Jail Resource Fair outreach
Travis Resource Forum Partnerships
Children of the Incarcerated Parents Project
Citizens Circles Research

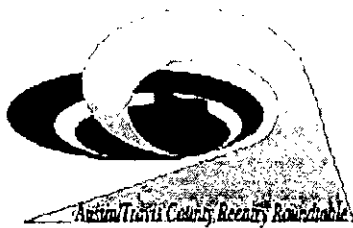
Policy Reform:

82nd Legislature Wrap-up
TDCJ Sunset Review
Set 83rd Legislature priorities
Track local advocacy opportunities

Housing:

Collaboration with ECHO initiatives

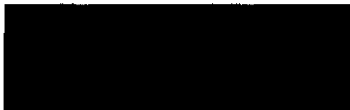
APPENDIX I



Our mission is to be a robust, community-wide collaborative and catalyst for systemic change that educates, facilitates and advocates to promote public safety through effective reentry and reintegration of incarcerated and formerly incarcerated persons.

THE AUSTIN/TRAVIS COUNTY REENTRY ROUNDTABLE

**WANTS,
NEEDS,
AND
IS
YOU!**



WHAT IS REENTRY?

Reentry is the process by which incarcerated persons return to the community.

THERE'S A PLACE FOR YOU:

Policy Reform: Develops proposed legislation, policies and practices that will facilitate the reentry of formerly incarcerated persons, protect the community, and create a mechanism for implementing recommended changes.

Juvenile Justice Task Force: Now being formed to address effective reentry of juvenile offenders involved in the juvenile justice system.

Evidence Based Practices: Promotes the use of evidence based practices as it relates to reentry and reintegration.

Behavioral Health/Substance Abuse: Seeks solutions to achieve comprehensive continuum of care for successful community living.

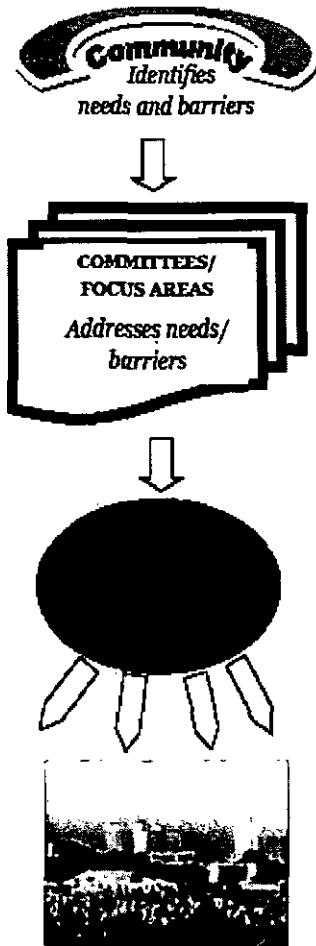
Support Systems: Creates strategies and support services for offenders and their families from the time of arrest until release.

Housing: Identifies housing needs of ex-offenders, assess the level and quality of resources while developing an effective model to improve housing options.

JOIN US BY CONTACTING:

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A/TCRRT STRUCTURE



For more information, contact:

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<http://www.reentryroundtable.net>

APPENDIX II

BYLAWS OF THE

AUSTIN/TRAVIS COUNTY REENTRY ROUNDTABLE

Approved September, 2010

ARTICLE I – NAME AND PURPOSE

- 1.1 Name.** The name of the organization is the “Austin/Travis County Reentry Roundtable” (A/TCRRT).
- 1.2 Purpose.** The A/TCRRT is a collaborative association of interdisciplinary stakeholders created in April 2004. Our mission is to be a robust, community-wide collaborative and catalyst for systemic change that educates, facilitates and advocates to promote public safety through effective reentry and reintegration of incarcerated and formerly incarcerated persons.

ARTICLE II – MEMBERSHIP OF A/TCRRT

- 2.1 Members.** A/TCRRT Membership is open to organizations and individuals interested in supporting its mission and work. Members include governmental and nongovernmental agencies and entities, faith-based and community organizations, and other entities and individuals. Members are encouraged to actively participate in the work of the A/TCRRT by attending A/TCRRT forums, serving on committees or focus area teams, and by advocating for the organization and what it strives to achieve.
- 2.2 Joining the A/TCRRT.** Membership to the A/TCRRT is voluntary. Organizations or individuals may elect to “join” the A/TCRRT at any time by committing to support the mission, vision and work of the A/TCRRT. Membership is achieved by a written request.
- 2.3 Term.** There are no term limitations.
- 2.4 Responsibilities/Expectations.** A/TCRRT members are expected to:
- ✓ attend meetings, forums, and trainings programmed by the organization,
 - ✓ actively participate in planning sessions to prepare for such events,
 - ✓ provide input on current issues and guidance on future activities, and
 - ✓ maintain objectivity and professionalism when carrying out the business of the organization. It is the responsibility of the A/TCRRT to act as it deems necessary to address unprofessional conduct that is not in keeping with the spirit of cooperation and collaboration of the body.
- 2.5 Compensation.** A/TCRRT members will not be compensated for their participation or service.
- 2.6 Removal.** Removal from the A/TCRRT will happen upon a member’s failure to meet member responsibilities/expectations (Section 2.4).
- 2.7 Meetings and Forums.** The A/TCRRT shall hold at least one Full Membership Community Forum a year, but not to exceed bi-annually, and at such a time and place as shall to be determined appropriate by the governing body. Annual meetings will provide A/TCRRT members with the opportunity to be updated on A/TCRRT activities, provide input on current issues and guidance on future activities. Periodically, the A/TCRRT will host community forums

which may be broad-based to inform the broader community about the organization's work, accomplishments and strategic direction, or they may focus on specific topical areas intended to engage a defined, target audience. Forums are planned and scheduled within the context of the organization's ongoing efforts and projects.

2.8 Rules of Order. The A/TCRRT meetings shall be conducted in accordance with Roberts Rules of Order.

2.9 Leadership. The A/TCRRT shall be chaired by the Chair of the Planning Council.

ARTICLE III – PLANNING COUNCIL

3.1 Purpose/Function/General Authority. The Planning Council is a body of stakeholder representatives that provides general oversight of the collaboration and assures that the work of the A/TCRRT is consistent with the mission and vision. Its functions include, but are not limited to: identifying, recruiting and informing stakeholders; planning and executing the A/TCRRT annual meetings and forums; assisting in the coordination of committees and focus area teams; leading in the development of strategies and action plans; identifying and ensuring goals, timelines and outcomes are met; and, providing fiscal oversight including identifying and securing funding and other necessary resources.

3.2 Composition.

Membership of the Planning Council is composed of the officers, designated governmental seats (which includes representation from such entities as the City of Austin, Travis County, and State of Texas), Committee Chairs, and up to five (5) members at large not to exceed a total of twenty-one (21) members.

3.3 Qualification. Planning Council representatives shall be in good with the community and demonstrate a commitment to the mission, vision and work of the A/TCRRT.

3.4 Nomination/Election/Removal. An organization with a designated governmental seat on the Planning Council shall appoint a Planning Council representative that is best suited to serve in that capacity. Potential at-large members *must be nominated by a sitting member and membership is determined by a majority vote of the Planning Council.* A member may be removed by a majority vote of the Planning Council if they are absent for three consecutive regular meetings, or for exhibiting behavior that is not within keeping of the A/TCRRT mission, vision and values.

3.5 Term. There are no term limitations; however, members are expected to serve a minimum of one (1) complete fiscal year.

3.6 Vacancies. A vacancy shall be declared upon the resignation, death of the member, or upon the declaration of disqualification of a member by the Planning Council. A vacancy shall be filled following the established nomination/election protocol as stated in Article 3.4.

3.7 Responsibilities/Expectations. Planning Council members are the stewards of the A/TCRRT and are responsible for guiding and implementing organizational policy, providing oversight of the organization's strategic planning, fiscal and operational affairs. Members are expected to attend all Regular Planning Council meetings. If a member is unable to attend, they shall notify the Chair of their inability to attend prior to the meeting. Members are expected to participate in and support the work of the A/TCRRT, Planning Council, committees, and focus area teams. This may be accomplished by serving as a Planning Council officer, a committee member, a focus team member, through organizational/project advocacy; or in other meaningful roles.

- 3.8 Compensation.** Planning Council members shall not receive any form of compensation for their participation or service.
- 3.9 Regular Meetings.** Regular meetings of the Planning Council shall be held at such a time and place as shall, from time to time, be determined by the Planning Council. The Planning Council shall meet not fewer than ten (10) times in a calendar year. At least ten (10) days notice of each Regular Meeting shall be given the Planning Council members.
- 3.10 Special Meetings.** Special meetings of the Planning Council may be held at the discretion of the Planning Council Chair, or by consensus of one-third or more of the Planning Council membership. In this event, at least 72-hours notice shall be given to the Planning Council members.
- 3.11 Quorum/Action/Action Without a Meeting.** A quorum is one more than half of the total Planning Council membership at the given point in time. If a quorum is not present for a meeting, the meeting may adjourn and reconvene one time without further notice. A majority vote in a meeting at which a quorum is present is required for action by the Planning Council. A member may not transfer voting rights by proxy, but may submit a vote via teleconference or other electronic correspondence. In the event of a tie vote, the Chair's vote shall be the tiebreaker. Action may be taken without a meeting, provided the action is submitted in writing to each Planning Council member with a minimum of 24 hours response time given. Such action will be considered valid only after a majority vote is cast in favor, provided the quorum requirement has been met.
- 3.12 Rules of Order.** Planning Council meetings shall be conducted in accordance with Roberts Rules of Order.
- 3.13 Conflict of Interest.** A member shall abstain from voting on any issue that has potential direct or indirect impact on the organization the member represents. Members shall not represent interests or participate in activities that are contradictory to the mission, vision and objectives of the A/TCRRT.
- 3.14 Professional Conduct.** Planning Council members shall maintain objectivity and professionalism when carrying out the business of the A/TCRRT. It shall be the responsibility of the Planning Council to act as it deems necessary to address unprofessional conduct that is not in keeping with the spirit of cooperation and collaboration of the body and/or the A/TCRRT.

ARTICLE IV – PLANNING COUNCIL OFFICERS

- 4.1 Officers.** The Planning Council officers shall be the Chair, Vice Chair and Immediate Past Chair.
- 4.2 Nomination/Election.** A Nomination Ad Hoc Committee will make recommendations for the nomination of the Chair and Vice Chair or in the event of a permanent vacancy of an existing Chair or Vice Chair. The slate of officers shall be presented to the Planning Council for a vote at the September meeting; or, in the event of a permanent vacancy, within three months of the vacancy. The chair/vice chair structure is intended to provide continuity of leadership; however, the Vice Chair may not assume the role as chair without nomination and election of the Planning Council.
- 4.3 Term.** Officers shall serve a minimum of one (1) year terms beginning October 1 and ending September 30 of each fiscal year. There is no limitation on the number of years an individual may serve as Chair, provided the Planning Council nominates and elects that person for consecutive or nonconsecutive, subsequent terms.

4.4 Duties of the Chair and Officers. The Chair shall preside over all meetings of the Planning Council and Executive Committee (as described in Section 5.1). The Vice Chair shall preside over meetings when the Chair is absent. If the Chair and Vice Chair are absent, the Immediate Past Chair shall preside, or the Planning Council shall vote to approve a Chair Pro Tem for the necessary term. The Chair shall be responsible for assembling ad hoc committees to address organizational matters that do not fall within the purview of a committee or focus area. The Chair shall be the sole supervisor of the Project Administrator. The Chair shall serve as the primary organizational spokesperson or may designate another Planning Council member or staff as spokesperson as may be necessary to effectively address specific issues. Officers shall participate in Executive Committee meetings.

ARTICLE V – COMMITTEES and FOCUS AREAS

5.1 Committees. The A/TCRRT will have Committees to carry out the mission, achieve the organization's long-term and short-term objectives and conduct on-going work, tasks and/or projects. With the exception of the Executive Committee that has specific composition and guidelines, the Committees:

- 1) are open to A/TCRRT members, people with expertise in the committee, and other interested community members;
- 2) shall nominate a chair to be presented to the Planning Council for vote of approval and shall have a seat on the Planning Council once approved;
- 3) shall work under the direction of the Planning Council, Committee Chair and project staff;
- 4) shall develop an annual work plan by August of each year to staff for inclusion in the A/TCRRT Annual Action Plan; and,
- 5) shall provide monthly updates or progress reports through their Chair to the Planning Council.

The A/TCRRT Committees are as follows:

- The Executive Committee shall be comprised of the Chair, Vice Chair, Immediate Past Chair and an At-Large Planning Council representative. The At-Large representative shall be nominated and elected by the Planning Council at the September meeting after the officers have been named for the following year. The Executive Committee shall meet at the discretion of the Chair. It has no authority to take action but is responsible for developing and making policy recommendations to the Planning Council, hiring staff, providing fiscal oversight of the organization's budget and finances, and vetting critical issues for Planning Council discussion.
- The Evidence Based Practices Committee will promote community wide evidence based practices, gather information on existing reentry programs and related assessment tools that use evidence based practices, analyze model programs including potential performance and outcome measures that may be suitable/adaptable for implementation in Travis County and provide recommendations to the A/TCRRT based upon review of research, literature and existing programs.
- The Policy Reform Committee will develop and track proposed legislation and policies/practices that will facilitate the reentry and reintegration of formerly incarcerated persons while protecting the community as well as create mechanisms for implementing recommended changes.
- Juvenile Justice Reentry Task Force will identify and effectively address the complex issues surrounding juvenile reentry and reintegration for youth returning from incarceration to, or under supervision in, Austin/Travis County.

5.2 Focus Areas. The Focus Areas are determined by specific work, tasks, or projects consistent with the A/TCRRT's mission that arise according to the current environment, reentry needs, funding opportunities and staff availability. Depending on the extent of work required, an individual may represent a Focus Area or Focus Area Teams may be formed. Participation on Focus Area Teams is open to A/TCRRT members, people with expertise in area, and other interested community members. Focus Area Teams shall elect a Team Leader and shall work under the direction of the

Planning Council and project staff. Updates or progress reports shall be provided to the Executive Committee for placement on the Planning Council Agenda as appropriate. To the greatest extent possible, the A/TCRRT focus areas will leverage the work of existing community committees, collaborations, task forces, and coalitions to continue the work initiated by the Focus Area member(s) while continuing to facilitate discussions, provide input/technical assistance, and assist in related activities as appropriate.

ARTICLE VI – PROJECT STAFF

- 6.1 Staffing Needs.** The Planning Council may elect to employ temporary, full-time or contract staff to provide project administration, management, support or other functions based on the needs of the project and the organization's capacity to fund staffing.
- 6.2 Hiring Process.** The A/TCRRT is an Equal Opportunity Employer and shall, without discrimination, hire the most qualified candidates via a thorough recruitment, application, screening and interview process conducted by the Executive Committee.
- 6.3 Responsibilities/Duties.** Staff responsibilities and duties shall be specific to the position and job descriptions as defined in the A/TCRRT Policy and Procedure Manual.
- 6.4 Compensation.** The A/TCRRT shall compensate staff based on wages/salaries that are commensurate for the position and the staff's experience and skill levels.

ARTICLE VII – FISCAL MANAGEMENT, CONTRACTS

- 7.1 Fiscal Agent.** The Austin Community Foundation (ACF) is the designated Fiscal Agent of the A/TCRRT.
- 7.2 Fiscal Calendar.** The A/TCRRT Fiscal Year shall begin October 1, and end September 30.
- 7.3 Deposits/Payments.** All funds coming into the A/TCRRT shall be deposited into the A/TCRRT account with ACF. All necessary payments shall be authorized by the Chair via written request through ACF. Requests for payment on authorized expenditures must be approved by the Chair and submitted to ACF with the appropriate invoice or statement for a check to be processed and remitted.
- 7.4 Fiscal Oversight.** The Executive Committee, as described in Article 5.1, shall provide oversight for all financial matters.
- 7.5 Financial Statements/Reporting.** The Chair shall request, at minimum, monthly financial statements from ACF detailing debits, credits and fund balances. Fund balances shall be made known to the Planning Council at all Regular meetings.
- 7.6 Authorization/Approval of Expenditures.** The Chair may authorize, at his/her discretion, necessary organizational expenditures that do not exceed \$250. Prior to committing to any expenditure, the Planning Council shall approve by vote any expense exceeding \$250.
- 7.7 Contracts/Agreements/Memorandums of Understanding.** The A/TCRRT may elect to establish contracts, agreements or memorandums of understanding (MOU's) that are necessary to achieving the mission and vision, or the completion of specific projects or generation of relevant studies. Any and all contracts, agreements or MOU's shall be presented to the Planning Council for approval prior to the A/TCRRT's commitment of resources, payments, or receipt of funds requiring the commitment of any organizational resources. The Chair shall be the organization's signatory for

all contracts, agreements and MOU's. Contracts, agreements or MOU's involving receipt of funds or payments must be submitted to ACF once the agreements are finalized and the corresponding documents have been executed.

- 7.8 Contributions.** Contributions to A/TCRRT shall be made payable to Austin Community Foundation – A/TCRRT. Contributions to A/TCRRT are fully tax deductible provided no goods or services are provided in return for the contribution. If goods or services are provided in return for all or part of a contribution, only the amount of the contribution that exceeds the value or cost of goods or services is deductible.

VIII - AMENDMENT OR REPEAL

- 8.1** These bylaws may be amended, altered or repealed by a vote of two-thirds (2/3's) majority vote.

APPENDIX III – RFP Summary Example

U.S. Department of Justice, Bureau of Justice Assistance
SECOND CHANCE ACT: FY 2011 Adult Mentoring Grants to Nonprofit Organizations
<http://www07.grants.gov/search/search.do?&mode=VIEW&oppId=69593>

SUMMARY GRANT OPPORTUNITY

Deadline for application: April 21, 2011

Specific Information:

- **Evidence Based Programs/Practices**—OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence will influence the degree to which OJP considers a program or practice to be evidence-based.
- **Recidivism Definition**—A return to prison and/or jail with either a new conviction or as the result of a violation of the terms of supervision within 12 months of initial release.
- **Collaboration with Other Federal Agencies**—Projects under this solicitation are supported by a collaboration between the Bureau of Justice Assistance, Office of Juvenile Justice and Delinquency Prevention, and the National Institute of Justice.

| Eligible Applicants | Time Frame | Amount and Match | Solicitation Categories | Principals of Mentoring | Objectives | Priority Considerations |
|--|------------|--|--|--|--|---|
| <ul style="list-style-type: none"> • Nonprofits organizations • Federally recognized Indian tribes | 24 mos. | <p>Up to \$300,000</p> <p>No match required.</p> | <p>Category 1—Adult Offender Mentoring. Competition ID: BJA-2011-2936 provides mentoring to adult offenders with pre/post release transitional services and training of mentors</p> <p>Category 2—Mentoring of Adult Offenders: Promoting Successful Reentry Through Responsible Fatherhood/Motherhood. Competition ID: BJA-2011-2937. Focuses on adult offenders who are also fathers and mothers</p> | <ul style="list-style-type: none"> • Program support and commitment to the mentoring process. • Careful selection of qualified mentors, and processes to match mentors and offenders. • Professional development for mentors. • Mentoring content (i.e., resources, materials, training, etc.) based on recognized adult basic education instructional skills and knowledge, and content and strategies individualized to the needs of participants. • Ongoing data collection and evaluation systems to foster continuous improvement. | <ul style="list-style-type: none"> • Establish/improve the administration of mentoring programs, including the expansion of mentoring strategies and program design. • Enhance/improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training and technical assistance • Improve outcomes for offenders in mentoring programs by establishing and strengthening collaborative community approaches | <ul style="list-style-type: none"> • Plan to implement activities that have been demonstrated effective • Strategy for recruiting, training, and supervising/monitoring volunteer mentors. • A high degree of public and private collaboration • Use of research/ evidence based methodology • Plans for replication • Inclusion of criminal justice correctional systems into the overall reentry strategy. • Establish project sustainability • Provide for an independent evaluation |



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