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**El Paso County
Agenda Item Details**

Item Title: JPD/ El Paso County Clinical Unit Assessment/ YR 2025

Submitted By: Rosie Medina, Chief Officer

Department: Juvenile Probation

Department Phone Number: 915-273-2036

Subject: Approve and authorize the County Judge to sign the Interlocal Cooperation Agreement between the El Paso County Juvenile Probation Department and the Randall County Juvenile Probation Department for clinical unit assessment. This agreement will be effective March 1, 2025, through May 31, 2025. There is no cost for assessment services. Eligible travel expenses will be invoiced. Funds are available in GF-JPD-TRAINING. (Contract No. 2025-0210)

Background: Assessment of JPDs clinical unit to inform the Executive Team on its staffing, operations and service delivery. This assessment will aid in the future redesign of the clinical unit to include the recruitment of personnel to meet the needs of the youth and families.

Fiscal Impact: Fiscal Impact Historical
N/A

Fiscal Impact Projected
No cost for assessment services. Eligible travel expenses will be invoiced.
Funds Available in Account:
GF-JPD-TRAINING
COGF-1003-0000000-131-30-30300-0368-00000-600813

Long Account Number: Amount:

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Budget or Unbudgeted Match:

Recommendation: Approve and authorize the County Judge to sign the Interlocal Cooperation Agreement between the El Paso County Juvenile Probation Department and the Randall County Juvenile Probation Department for clinical unit assessment. This

Agreement will be effective March 16, 2025 through June 15, 2025. No cost for assessment services. Eligible travel expenses will be invoiced. Funds are available in account GF-JPD-TRAINING. (Contract No. 2025-0210)

Prior Action:

N/A

Strategic Plan:

Goal:

null

Objective:

Strategic Plan Information:

Estimated Time Needed

For This Item:

STATE OF TEXAS

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INTERLOCAL COOPERATION AGREEMENT

COUNTY OF EL PASO

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**INTERLOCAL AGREEMENT BETWEEN
RANDALL COUNTY JUVENILE PROBATION DEPARTMENT
AND
EL PASO COUNTY JUVENILE PROBATION DEPARTMENT
FOR CLINICAL UNIT ASSESSMENT**

This **Interlocal Agreement** (the "Agreement") is made and entered into this March 01, 2025, by and between **Randall County Juvenile Probation Department**, a political subdivision of the State of Texas, located at 9300 S. Georgia, Amarillo, TX 79118 ("Randall County"), and the **El Paso County Juvenile Probation Department**, a political subdivision of the State of Texas, located at 6400 Delta Drive, El Paso, TX 79905 ("EPJPD").

WHEREAS, Randall County and El Paso County Juvenile Probation Department recognize the importance of enhancing the operations and service delivery of the El Paso County Juvenile Probation Department's Clinical Unit to effectively serve system-involved youth and families; and

WHEREAS, Randall County possesses the expertise and resources to conduct a comprehensive assessment of the El Paso County Juvenile Probation Department's Clinical Unit, including an evaluation of policies, procedures, and operations; and

WHEREAS, the parties wish to collaborate to ensure the assessment is thorough, objective, and results in recommendations to improve the operations and services of the El Paso County Juvenile Probation Department's Clinical Unit.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Purpose

The purpose of this Agreement is to outline the terms and conditions under which Randall County will complete an assessment of the El Paso County Juvenile Probation Department's Clinical Unit. The assessment will provide an evaluation of the unit's operations, service delivery, and integration with other programs, and provide actionable recommendations for improvement.

2. Scope of Assessment

Randall County will conduct a comprehensive assessment of the El Paso County Juvenile Probation Department's Clinical Unit, including the following areas:

- **Overview of Policies and Procedures:** Evaluation of current policies and procedures in place for clinical services, including any gaps or areas for improvement and alignment with state standards.
- **Unit Structure:** Assessment of the organizational structure of the Clinical Unit, including the staffing levels and their alignment with client/family needs and departmental goals.

- **Staffing Table:** Review of the staffing table to ensure appropriate allocation of resources, roles, training, appropriate volume of work, and responsibilities within the Clinical Unit.
- **Assessments:** Evaluation of the types of assessments used within the unit, including clinical, psychological, and risk assessments, and their effectiveness in determining needs of system-involved youth.
- **Modalities Used:** Review of treatment modalities and therapeutic approaches employed by the Clinical Unit to ensure they are evidence-based and appropriate for the population served.
- **Documentation Protocols:** Examination of current documentation practices and protocols to ensure compliance with Texas state licensing and regulatory standards, and consistency in case management.
- **Integration with the Challenge Residential Program:** Review of the Clinical Unit's integration with the Challenge Residential Program, focusing on the coordination of care and shared responsibilities between the two units.

3. Deliverables

Randall County agrees to provide El Paso County Juvenile Probation Department with the following deliverables:

- **Assessment Report:** A detailed written report summarizing the findings of the assessment, including:
 - Strengths of the Clinical Unit's operations and service delivery.
 - Opportunities for improvement in operations, policies, procedures, and service delivery.
 - Recommendations for enhancing the Clinical Unit's ability to meet the needs of system-involved youth and families.
- **Presentation:** A presentation of the findings and recommendations to the El Paso County Juvenile Probation Department's Executive Team.

4. Responsibilities of Randall County

Randall County agrees to:

- Assign qualified personnel to conduct the assessment, including experts in clinical services, juvenile probation, and program evaluation.
- Collaborate with the El Paso County Juvenile Probation Department to gather necessary data, documentation, and access to relevant personnel.
- Complete the assessment and provide the deliverables within 90 days from the date of this Agreement.

5. Responsibilities of El Paso County Juvenile Probation Department

El Paso County Juvenile Probation Department agrees to:

- Provide Randall County with access to relevant documents, staff, and operational information necessary for the assessment.
- Cooperate with Randall County personnel by scheduling meetings, interviews, and observations, as required for the assessment.
- Compensate for all travel related costs
- Review and respond to the findings and recommendations of the final assessment report.

6. Confidentiality

Both parties agree to maintain confidentiality regarding all sensitive information and records shared in connection with this assessment, including but not limited to personnel records, clinical evaluations, and case files. All information obtained during the assessment will be used solely for the purpose of completing the assessment and making recommendations to improve the Clinical Unit's operations.

7. Travel and Meal Expense Reimbursement Provisions

Randall County will be reimbursed for travel related expenses. The following categories define the expectations for Randall County travel and meal expenses. Proper documentation must be submitted with the invoice. Such documentation must include detailed receipts. In addition, where the Juvenile Probation Department (JPD) approval is required prior to reimbursement, Randall County must submit documentation (email from JPD management) of JPD's approval with the detailed receipt. The Juvenile Probation Department reserves the right to request additional information when assessing payment and may refuse or limit payment based on the documentation, or lack thereof, provided.

Airfare

Airfare is reimbursed at using lowest logical airfare and advance purchase options. Airfare should be booked as soon as practical to obtain best pricing options. JPD allows non-stop service to be considered as lowest logical airfare. JPD will not reimburse unused tickets, airport ticket class changes, or seat location upgrades. Use of non-commercial air service is expressly prohibited.

Documentation: Receipts required.

Lodging

Hotel lodging will be reimbursed at actual cost not-to-exceed \$150.00 nightly room rate, including fees and taxes, or as otherwise expressly approved by JPD. Hotel "no show" fees and additional in-room amenities such as late check out, movies, mini-bar, and room service are not reimbursable.

Documentation: Receipts required.

Rental Transportation

Auto rental including fuel will be reimbursed for business use. Rates should include unlimited mileage, car class is limited to compact through full-size vehicles, and rental must be at daily or weekly rates that include full insurance coverage. Rental of additional equipment such as GPS or daily toll passes is expressly prohibited. Auto rentals for premium, luxury, and SUV car classes are expressly prohibited unless pre-approved by JPD.

Documentation: Receipts required.

Personal Car

Use of a personal car in lieu of public transportation or a rental car is permitted. Mileage must be tracked on a daily trip log and reimbursement will be calculated at GSA privately owned vehicle (POV) mileage reimbursement rates. No personal car expense, including gasoline or car repairs, is allowed for reimbursement.

Documentation: Receipts required.

Meals

Meals are reimbursable up to \$85 per person, per day (maximum of 5 days) including tax, tips, and parking. Self-parking must be used when available.

Documentation: No receipts required. Standard \$85.00 daily per diem.

Miscellaneous Travel Expenses

Miscellaneous travel expenses will be reimbursed subject to approval from JPD.

Documentation: Receipts required.

Within ten (10) days from the completion of the assessment and submission of the final report, Randall County shall submit invoice with backup documentation (receipts) to:

El Paso County Juvenile Probation

Attention: Accounting Department

6400 Delta Drive

El Paso, TX 79905

El Paso County will remit payment to Randall County within 45 days of receiving the invoice to:

RANDALL COUNTY JUVENILE PROBATION DEPARTMENT

ATTN: KELSEY JUAREZ

9300 S. GEORGIA

AMARILLO, TX 79118

8. Duration of Agreement

This Agreement shall commence on March 1, 2025, and shall remain in effect until May 30, 2025 unless terminated earlier in accordance with the terms set forth herein.

9. Termination

Either party may terminate this Agreement with 30 days' written notice to the other party if the terms of this Agreement are not met or if it is determined that the continuation of the assessment is no longer feasible. Upon termination, El Paso County Juvenile Probation Department will pay for all services rendered up to the point of termination.

10. Indemnification

Each party agrees to indemnify and hold harmless the other party, its officers, employees, and agents, from any and all claims, losses, or liabilities arising out of or in connection with the performance of this Agreement, except for claims arising from the gross negligence or willful misconduct of the indemnified party.

11. Miscellaneous

- **Amendments:** This Agreement may be amended or modified only in writing, signed by authorized representatives of both parties.
- **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.
- **Dispute Resolution:** In the event of a dispute, the parties agree to attempt resolution through mediation before seeking other legal remedies.

12. Signatures

The undersigned, representing Randall County Juvenile Probation Department and El Paso County Juvenile Probation Department, hereby agree to the terms and conditions outlined in this Interlocal Agreement.

Randall County Juvenile Probation Department:

By: _____
Name: Judge James W. Anderson,
Title: Juvenile Board Chairman
Date:

By: _____
Name: C. Joe Barton III, Ph.D., LPC-S
Title: Chief Juvenile Probation Officer
Date:

El Paso County Juvenile Probation Department:

By: _____
Name: Ricardo Samaniego
Title: County Judge
Date:

By: _____
Name: Rosie Medina
Title: Chief Juvenile Probation Officer
Date: