



Juvenile Services Education Program (JSEP)

JSEP Monthly Board Meeting
Wednesday, October 5, 2022 9:00am – 11:00am

The meeting will be streamed live and recorded for the public on YouTube.

<https://youtu.be/D-fYjzYF88A>

MINUTES

Members and Guests in Attendance:

Sec. Sam Abed	Ms. Grace Reusing
Sec. James Fielder	Mr. Leonard Webb
Superintendent Mohammed Choudhury	Kimberly Pogue
Mrs. Sharon Merriweather	Nick Moroney
Mr. Richard Stevenson III	David Phillip
	Melanie Graves

I. Welcome and Roll Call – *Chair Reusing*

- Chair Reusing welcomed everyone. Melanie Graves called role and noted that there is a quorum.

II. Approval of Minutes

- Motion by Mrs. Sharon Merriweather, seconded by Secretary James Fielder. September minutes are approved.

III. Public Comment: *If you wish to log in to comment, please email Monique Cheatham (Monique.Cheatham@maryland.gov) or Andrew Tress (andrew.tress@maryland.gov) by **2pm on Tuesday, September 6, 2022** with your full name, email address, and phone number. **Public comment is limited to 2 minutes per speaker.***

- N/A

IV. Secretary Abed - Introduction of Melanie Graves, Temporary Closing of Noyes, and opening of Shelter Care at Charles H. Hickey School

- Melanie Graves is now the Executive Director of JSEP. She sent a biography to all board members via email when she sent this meeting's agenda.
- There are significant staffing shortages and a higher than average turnover rate of staff. Currently, DJS is able to maintain staffing ratio at 1 to 8 during the day; however, it requires us to use additional overtime, which leads to additional turnover. In addition, DJS is moving into the holiday season where traditionally DJS has larger than average callouts. As a result, the decision has been made to consolidate operations. As of 10/20/22, we will be closing NOYES temporarily until roughly the second week in January 2023. Staff will be moved to Cheltenham,

Hickey, BCJJC, WMCC, and VCC. DJS attempts to keep staff close to where they live. Girls who are currently in detention awaiting court hearings will be moved to Cheltenham. The new girl's hardware secure placement will be opening at Victor Cullen Center as of 10/11/22.

- There is a new shelter program opening on the grounds of Charles H. Hickey School on 10/17/22. IT will be a 6-bed co-ed shelter care. DJS continues to contract with other shelter care programs. It is not anticipated that the shelter care will be in use on a consistent basis. A building outside the fence will be used to house the shelter care.
- Chair, Grace Reusing asked how many girls will be at Victor Cullen in the Hardware Secure Program. Secretary Abed indicated that there will be 6 girls, who will be educated separately from the male population.

V. Superintendent's Report - Mrs. Kimberly Pogue

- Full report attached.
- Cheltenham completed a Service Learning Hours project. Pictures were shared with the Board. The theme of the project is "hope." Students created notes around this theme to encourage cancer patients not to give up and to let them know that they are rooting for them. In class they also learned about the different types and forms of cancer; the signs of cancer and the physical challenges that cancer patients experience in their everyday lives. The note board was displayed at the Schar Cancer Institute. Patients were able to comment on the display and send thank you notes. The CTE teacher, Ms. Caporaletti is a cancer patient/survivor herself. She openly shares with her students about her progress and her struggles.

VI. Executive Director Report - Melanie Graves

- Full report attached.
- Chari Reusing asked for clarification regarding the long-term WiFi connectivity project that DJS IT has planned. David Phillips, DJS Chief Technology Officer provided an update. It has been determined that 185 wireless access points will be needed to cover each identified location within the 10 facilities. A survey tool is needed to determine the most appropriate positions to install the wireless access points. Procurement is processing an order for a survey tool that is specifically designed to determine placement of the wireless access points within the identified areas. Given the structure and secure design of DJS facilities, ensuring appropriate placement and installation of the access points and then running the necessary cabling will take time. There have been some issues with demand, and lag times within the supply chain, which also needs to be accounted for. DJS IT has some wireless access points on hand that have been and are being used to address the most critical needs at this time.

VII. Unfinished Business

- JSEP Board Half-Day Strategic Planning Retreat Identifying Glas / Objectives- Melanie Graves
 - The retreat will take place on 10/23/22 from 10 a.m. to 12 p.m at DJS Headquarter's 15th floor conference room. If Board members have not indicated their intentions to attend, please do so.

VIII. Board Members' Remarks

- N/A

IX. Adjournment

- Sec Fielder motioned to adjourn and it was seconded by Mrs. Merriweather. Meeting adjourned.

Upcoming Meetings

- 2022:
 - Nov. 2 - <https://youtu.be/eor3byh7Y0Q>
 - Dec. 7 - <https://youtu.be/N0bWKsXT0zY>
- 2023:

- o 1/4/23 - <https://youtu.be/HlzMxhqyAtA>
- o 2/1/23 - <https://youtu.be/ZioMhFF8swE>
- o 3/1/23 - https://youtu.be/xilbDCg_irl
- o 4/5/23 - <https://youtu.be/TOASK93FO5s>
- o 5/3/23 - <https://youtu.be/2UvvrTBTgaw>
- o 6/7/23 - <https://youtu.be/C6C0iP53DA8>
- o 7/5/23 - <https://youtu.be/MMLDLUVKAEA>
- o 8/2/23 - <https://youtu.be/D-5f9qy2G2Y>
- o 9/6/23 - <https://youtu.be/D9rBBF3eQ6o>
- o 10/4/23 - <https://youtu.be/eZC04MxlGFU>
- o 11/1/23 - <https://youtu.be/AVFZTK-plLc>
- o 12/6/23 - https://youtu.be/o_GtvD3bRQ

Staff Contact:

Melanie Graves

Executive Director of JSEP Services & Support

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