

**AGREEMENT BETWEEN  
EL PASO COUNTY ON BEHALF OF THE  
EL PASO COUNTY JUVENILE PROBATION DEPARTMENT  
AND  
BIG BROTHERS BIG SISTERS OF EL PASO  
TO PROVIDE MENTORING SERVICES  
UNDER AMENDMENT NUMBER ONE TO THE  
TEXAS JUVENILE JUSTICE DEPARTMENT GRANT S  
FOR THE 2012-2013 BIENNIUM**

THIS AGREEMENT is made by and between the COUNTY OF EL PASO, (hereinafter referred to as "County"), on behalf of the El Paso Juvenile Probation Department, (hereinafter referred to as "JPD") and Big Brothers Big Sisters of El Paso, (hereinafter referred to as "Big Brothers Big Sisters") a tax exempt, non-profit Texas organization located in El Paso, Texas. This Agreement is made under Amendment Number One to an award from the Texas Juvenile Justice Department, Grant S, for the 2012-2013 biennium, dated March 15, 2012 (hereinafter "Grant"), attached here as **Attachment A**. In consideration of the terms, provisions, and mutual promises herein contained which fairly compensate the performing Party, the Parties agree as follows:

**RECITALS**

WHEREAS, the JPD, has received grant funding under Amendment Number One for the 2012-2013 biennium in the amount of \$144,244.00 from the Texas Juvenile Justice Department to address the needs of at-risk youth via the Prevention and Intervention Demonstration Project which aims to prevent or intervene on at-risk behaviors that lead to delinquency, truancy, dropping out of school, or referral to the juvenile justice system of youth who are ages six (6) through seventeen (17) and their families; and

WHEREAS, Big Brothers Big Sisters is an Office of Juvenile Justice Delinquency and Prevention (OJJDP) recognized, evidence-based best practice for prevention of juvenile delinquency that has strong fiscal and programmatic accountability systems in place to support this project and have been servicing at-risk youth with adjudicated family members since their inception 12 years ago; and

WHEREAS, in support of JPD's services under the Grant, Big Brothers Big Sisters will utilize grant funding to provide mentoring services to youth ages 6-10 designed to increase the use of pro-social activities, positive peer interactions and enhance self esteem and decision making skills; and

WHEREAS, as a result of accurately identifying youth at risk of juvenile justice involvement the following will be documented in eligible youth: 15% increase in participant school attendance among those with truancy issues, 15% decrease in participant formal school referrals for class disruption/violation of school rules, 15% increase in participant completion rate with court ordered conditions as outlined through truancy court, and a 15% decrease in number of participant referrals received from municipal/justice of the peace courts for contempt to the JPD; and

WHEREAS, payments under the Grant and monitored by the JPD will only be made as allowable under the terms of the Grant agreement; and

WHEREAS, Big Brothers Big Sisters agrees to accept the responsibility to adhere to all pertinent federal, state and local laws or regulations.

NOW THEREFORE, in consideration of the terms and conditions herein which fairly compensate the performing party, it is mutually agreed as follows:

**A. PURPOSE OF AGREEMENT.**

1. The purpose of this Agreement is to allow the JPD and Big Brothers Big Sisters to fully implement the Prevention and Intervention Demonstration Project from the Texas Juvenile Justice Department by establishing specific terms and conditions whereby Big Brothers Big Sisters shall provide mentoring services to at-risk youth ages 6-10 designed to increase the use of pro-social activities, positive peer interactions and enhance self esteem and decision making skills.

**B. DUTIES OF JPD**

1. The JPD shall make referrals to Big Brothers Big Sisters of adjudicated siblings from the JPD as well as already identified at-risk youth on their waiting list (**Attachment B**).
2. The JPD shall implement the Grant as required by the Texas Juvenile Justice Department Grant Guidelines (**See Attachment A**).
3. The JPD shall be responsible for the dissemination of Grant funds to Big Brothers Big Sisters for the activities described in Section C of this Agreement.
4. The JPD shall pay to Big Brothers Big Sisters Grant funds awarded for the services described in Section C of this Agreement in an amount not to exceed sixty-six thousand three hundred and eighteen dollars (\$66,318.00) for Fiscal Year 2013 (September 1, 2012 – August 31, 2013). This amount is based on the salaries/fringe benefits of employees that will be collaborating with the JPD on the initiative. Amount also includes indirect costs, operating expenses and other overhead expenses related to the project. All reimbursement requests submitted by Big Brothers Big Sisters must be supported by valid invoices or other supporting documentation of financial liability in Big Brothers Big Sisters files or other documentation acceptable to the JPD.
5. The JPD shall ensure that Big Brothers Big Sisters receive training on Bullying Prevention so that Big Brothers Big Sisters may in turn ensure that their employees and mentors receive an anti-bullying presentation to provide to at least 30 youth participants under this Agreement.

6. The JPD shall provide a presentation and overview to Big Brothers Big Sisters at a time agreeable to both parties on contract compliance pursuant to this Agreement.
7. The JPD shall designate Angelique Gaxiola, or her successor that will be the point of contact between the JPD and Big Brothers Big Sisters for the juvenile referrals.

**C. DUTIES OF BIG BROTHERS BIG SISTERS**

1. Big Brothers Big Sisters will provide one-to-one mentoring services to at-risk identified youth ages 6-10 designed who meet two out of thirteen TJJD identified risk factors to increase the use of pro-social activities, positive peer interactions and enhance self esteem and decision making skills.
2. Big Brothers Big Sisters will be responsible for mentor recruitment and oversight of mentor services for approximately 30 youth until the end of this Agreement.
3. Big Brothers Big Sisters will track data and report on the outcomes and goals projected for this project on a monthly basis. Outcomes are measured as youth reach benchmarks in their mentoring match relationship and shall include identifying the two out of the thirteen TJJD risk factors, identifying the type of services provided to the youth on a monthly basis and identifying the type of services provided to the parent/caregiver/mentor (**Attachment E and F**).
4. Big Brothers Big Sisters will serve at least 30 youth with mentoring services and will serve an additional 60 participants (parents, siblings, and volunteer mentors) through support services.
5. Big Brothers Big Sisters shall ensure that all recruited mentors undergo a thorough background check pursuant to Section F, Paragraph 6 of this Agreement, prior to being officially designated a mentor for youth.
6. Big Brothers Big Sisters will provide one group training for families and mentors that will be based on topics relevant to the population (i.e. Managing ADD/ADHD, Inspiring Academic Success).
7. Big Brothers Big Sisters shall ensure that its mentors and employees receive anti-bullying training in order to provide an anti-bullying presentation to at least 30 youth participants under this Agreement.
8. Pursuant to TJJD reporting requirements, Big Brothers Big Sisters shall provide each parent/legal guardian of a participating youth receiving mentoring services under this Agreement a consent form authorizing release of personally identifiable information from education records for youth in TJJD funded prevention programs. Once Big Brothers Big Sisters obtains such consent forms, these forms must be submitted to Angelique Gaxiola, or her successor no later than December 15, 2012, March 15, 2013, June 15, 2013 and September 15, 2013 (**Attachment C**).

9. Big Brothers Big Sisters agrees that it will comply with all provisions of the Grant and provide to the JPD any information that the JPD will need to submit reports as required under the Grant.
10. Beth Senger, Chief Executive Officer, Big Brothers Big Sisters of El Paso, or her successor shall oversee the above duties.

**D. MONITORING**

1. JPD shall conduct monitoring and evaluation of the performances of Big Brothers Big Sisters pursuant to this Agreement every six (6) months through the use of the Private Vendor Contractual Monitors and Evaluation Report (**Attachment D**). JPD will notify Big Brothers Big Sisters in writing of any deficiencies noted during such monitoring and may initiate the withholding or suspension or reduction of payments as appropriate, based upon such monitoring.
2. Monthly reports, as referenced in Section C. Par. 3 of this Agreement, for youth participating in the program must be provided via e-mail to JPD's Contract Coordinator, Angelique Gaxiola (angaxiola@epcounty.com) or her successor no later than 10 working days from the last day of the month. (**Attachment E**).
3. Monthly reports, as referenced in Section C. Par. 3 of this Agreement, for the additional 60 participants (parents, caregivers, mentors) must be provided via e-mail to JPD's Contract Coordinator, Angelique Gaxiola (angaxiola@epcounty.com) or her successor no later than 10 working days from the last day of the month (**Attachment F**).

**E. TERM AND TERMINATION; NOTICE.**

1. This Agreement shall be effective as of September 1, 2012, regardless of the date of execution by all parties, and shall remain in effect until August 31, 2013 or unless otherwise agreed to by the parties.
2. Either party may terminate this Agreement upon ten (10) days written notice with the understanding that all services being performed under this Agreement shall cease upon the date specified in such notice. Big Brothers Big Sisters may invoice JPD for all services completed and shall be compensated in accordance with the terms of this Agreement for services performed prior to the date specified in such notice. Notice must be sent via certified return receipt requested to the following parties:

To the County:

Veronica Escobar, County Judge  
El Paso County Courthouse  
500 E. San Antonio, Room 301  
El Paso, Texas 79901

With a copy to JPD: Roger Martinez, Chief  
Juvenile Probation Officer  
6400 Delta Drive  
El Paso, Texas 79905

To Big Brothers Big Sisters: Beth Senger  
Chief Executive Officer  
Big Brothers Big Sisters of El Paso  
1724 Wyoming  
El Paso, Texas 79902

3. As determined in the reasonable judgment of the JPD, failure of Big Brothers Big Sisters to comply with any provisions of this Agreement or a failure to achieve set goals/and/or outcomes or failure of Big Brothers Big Sisters to properly administer subcontracts and take appropriate corrective action in the event of violations of subcontracts may be considered a material breach of this Agreement and may result in withholding, suspension or reduction in payments or in immediate termination of this Agreement as well as refund of payments. Big Brothers Big Sisters may be ineligible to enter into future agreements with JPD.

#### **F. COMPENSATION AND PAYMENT PROCESS**

1. As consideration for the performance by Big Brothers Big Sisters of its duties under this Agreement, the JPD agrees to pay Big Brothers Big Sisters from current revenues available under the Grant in an amount not to exceed sixty- six thousand three hundred and eighteen dollars (\$66,318.00). This amount is based on the salaries/fringe benefits of employees that will be collaborating with the JPD on the initiative. Amount is also based on indirect costs, operating expenses, and other overhead expenses. This Agreement does not obligate the County to pay any money to Big Brothers Big Sisters other than for the services described in this Agreement.
2. Big Brothers Big Sisters shall submit to JPD invoices bearing Big Brothers Big Sister's letterhead. Invoices and supporting documentation must be submitted no later than ten (10) working days from the last day of the month for which payment is requested to the El Paso County Juvenile Probation Accounting Department. Invoices not timely submitted shall not be paid. Letterhead shall contain an accurate mailing address and telephone number where a Big Brothers Big Sisters representative can be reached during normal business hours. Big Brothers Big Sisters invoice must indicate an invoice number and **contract number 2012-0404**.
3. Big Brothers Big Sisters shall send invoices to JPD. JPD will verify the services performed by Big Brothers Big Sisters. If approved, JPD will then process the invoice for payment through the El Paso County Auditor's Office. The El Paso County Auditor's Office will verify all supporting documentation and generate a check to Big Brothers Big Sisters. Payment for services with State funds will be

identified on the check with a note "TJJD STATE FUNDS". Big Brothers Big Sisters shall maintain separate accounting records for the receipt and expenditure of any and all State funds received. The County shall make payments thirty (30) days after receipt to County, unless the County contests the invoice or unless Big Brothers Big Sisters has expended the total amount of the allocated consideration pursuant to this Agreement. In the event that the County receives an invoice which when added to previous payments made pursuant to this Agreement results in a cumulative total that exceeds the County's total allotted consideration pursuant to this Agreement or the Grant, then the County shall not be obligated to pay the invoice in full, but shall only pay that portion of the invoice that when added to Big Brothers Big Sisters previous payments, equals the County's total obligation pursuant to this Agreement. All invoices and records of services rendered pursuant to this Agreement shall be made available for inspection upon request by the County.

4. This Agreement is conditional upon, subject to and contingent upon receipt of adequate State funding to meet the liabilities of this Agreement. Big Brothers Big Sisters shall have no cause of action against JPD in the event JPD is unable to perform its obligations pursuant to this Agreement as a result of suspension, termination, withdrawal or failure of Grant funding to JPD.

**F. GENERAL TERMS AND CONDITIONS**

1. Eligibility to Receive Payment on State Contracts. Under § 231.006, Texas Family Code, Big Brothers Big Sisters certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified grant, loan or payment and acknowledges that this Agreement may be terminated and payment may be withheld if this certificate is inaccurate (**Attachment G Child Support Affidavit**).
2. Good Standing. Big Brothers Big Sisters certifies that its organization is in good standing with the Texas Comptroller of Public Accounts.
3. Accounting Records. Big Brothers Big Sisters shall maintain separate accounting records designating receipt and expenditure of State Funds received pursuant to this Agreement. Big Brothers Big Sisters shall adhere to the use of Generally Accepted Accounting Principles (GAAP), promulgated by the American Institute of Certified Public Accountants (AICPA). Big Brothers Big Sisters understands that the acceptance of funds under this Agreement acts as acceptance of the authority of the State Auditor's Office or any successor agency to conduct an audit or investigation in connection with those funds. Big Brothers Big Sisters further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Big Brothers Big Sisters shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Big Brothers Big Sisters and the requirement to cooperate is included in any subcontract it awards.

4. Period Financial Reporting. Big Brothers Big Sisters shall provide semi-annual, as well as, annual financial statements to include but not limited to the following:
  - a) Trial balance sheet, profit and loss statement, and statement of retained earnings/fund balance certified by Big Brothers Big Sisters; or
  - b) Independent audit or review (prepared in accordance with GAAP) based on Big Brothers Big Sisters fiscal year. Big Brothers Big Sisters shall provide the County with certified copies of the most recent documents of any, or all listed above, within a reasonable time from Big Brothers Big Sisters financial year-end.
5. Abuse, Neglect and Exploitation Reporting. Big Brothers Big Sisters shall provide JPD's Training Coordinator with written documentation (mentor sign-in sheets) verifying mentor participation in the Big Brothers Big Sisters training on child physical or mental health abuse or neglect once mentors have been matched with youth. Verification of mentor participation in this training shall be provided to the JPD throughout the term of this Agreement on a monthly basis.
6. Background Checks. Big Brothers Big Sisters shall ensure that before interaction with and/or matched with participating youth will:
  - a.) Submit their fingerprints through the Texas Department of Public Safety (DPS) Fingerprint Applicant Services of Texas (FAST) system for a criminal history search (**Attachment H**). The County and JPD will not be responsible for the fee associated with the search; and
  - b.) Execute a Texas Law Enforcement Telecommunications System (TLETS)/National Crime information Center (NCIC) records check in order to allow JPD to perform the criminal records and Sex Offender background check as well as the Sex Offender Background search through the Texas Department of Public Safety (**Attachments I1-I3**).
7. Confidentiality of Records. Records and information relating to the participating mentors/mentees may be shared between the entities only in compliance with federal, state and local requirements. The parties expressly acknowledge and agree that each entity retains ownership of its records and information and that records and information shared between and among the entities in connection with this agreements, shall remain confidential and shall not be made public or otherwise disseminated without the consent of the entity that owns the documents or information.
8. Allowability of Costs. Except as specifically modified by law, the County and Big Brothers Big Sisters shall comply with all laws, regulations, government policies, and contractual obligations in expending funds under this Agreement or the Grant.

9. Annual Audit and Retention and Accessibility of Records.
- a. Big Brothers Big Sisters shall provide an annual audit of its financial condition pursuant to any audit requirements of the County or required by the Grant.
  - b. The County shall provide Big Brothers Big Sisters, and Big Brothers Big Sisters shall provide the County, with access to original records and supporting documentation for all expenditures of funds under this Agreement in a manner which conforms to legal requirements for the expenditure of funds under the Grant. The Parties may retain copies of such records, supplied by County, and any supporting documentation, for the greater of three years from close-out of this Agreement or the period required by other applicable laws and regulations as described in the Regulations.
  - c. The County and Big Brothers Big Sisters shall give the State of Texas, or any of their duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files and other papers, or property belonging to or in use by the County pertaining to this Agreement or the Grant for a period of up to three years after final payment to the County or longer if otherwise required by law.
10. Disclosure of Investigations. Big Brothers Big Sisters shall disclose to El Paso County any pending or initiated criminal or governmental investigations within the last twelve (12) months preceding the execution of this Agreement, as well as during the term of this Agreement along with any results and/or findings related to Big Brothers Big Sisters conducted by, but not limited to, the following agencies: Department of Justice, Texas Juvenile Justice Department, Texas Department of Family and Protective Services or any other agency which may license or regulate Big Brothers Big Sisters in the provision of services.
11. No Waiver of Immunity. Each Party reserves, and does not waive, its respective rights of immunity and similar rights and does not waive its rights under the applicable statutes. The County and JPD, as governmental entities under the laws of the State of Texas, retain their full sovereign and governmental immunity in executing this Agreement and performing any services hereunder. Nothing in this Agreement shall waive, limit or restrict the County's or JPD's sovereign or governmental immunity to suit or damages.
12. Legal Relationship; Liability. Nothing contained in this Agreement shall be construed as creating the relationship of employer and employee, or principal or agent, among the Parties. Each Party to this Agreement will be responsible for its own actions in providing services under this Agreement. Big Brothers Big Sisters shall be liable to the JPD for the full amount of any funds received pursuant to the terms of this Agreement which Big Brothers Big Sisters knowingly accepts or disburses in violation of the terms and conditions herein.



13. Amendments. This Agreement may be amended by mutual agreement of all Parties hereto in writing to be attached to and incorporated into this Agreement.
14. Legal Construction; Severability. In case anyone or more of the provisions contained in this Agreement shall be held to be invalid, illegal, or unenforceable in any respect such invalidity, illegality, or un-enforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
15. Limited English Proficiency. All parties shall take reasonable steps to ensure that persons of limited English proficiency have meaningful access to services.
16. Public Information Act. If any party receives a Public Information Act request related to this Grant award the party must immediately notify the remaining parties and notify and provide a copy to the Texas Juvenile Justice Department upon request.
17. Records and Record Retention.
  - a. Big Brothers Big Sisters must maintain and make available for inspection, audit or reproduction, by an authorized representative of El Paso County, JPD, the State of Texas, Federal Government, books, documents and other evidence pertaining to the cost and expenses for this Agreement, hereinafter called records.
  - b. Big Brothers Big Sisters shall maintain financial and supporting documents, statistical records and any other records pertinent to the services for which a claim or expense report has been submitted,. The records and comments must be kept for a minimum of three (3) years after the end of the contracted period. If any litigation claim or audit involving these records commences before the three (3) year period expires, Big Brothers Big Sisters must keep records and documents for not less than three (3) years or until all litigation, claims or audit findings are resolved, whichever is later.
18. Certification. Big Brothers Big Sisters warrants that it is certified, approved or licensed by all Federal, State or local regulatory agencies or departments in compliance with all applicable regulatory agency or department policies, procedures and administrative rules to regulate any activity performed by Big Brothers Big Sisters. If applicable, current proof of such certification, approval, license, registration or any other required regulatory permits shall be provided to the JPD within fifteen (15) days of execution of this agreement. If applicable, Big Brothers Big Sisters shall provide all renewed and updated certification, approval, license registration or any other required regulatory permits to the JPD within ten (10) days of receiving the renewal and/or any updates. For all new employees or mentors working directly with juveniles, Big Brothers Big Sisters

shall ensure that they undergo background check as provided for in this Agreement.

19. Venue. This Agreement is entered into in the City and County of El Paso, Texas, and shall be governed and construed under the laws of Texas. Venue shall be in El Paso County, Texas.
20. Waiver. Failure of either party on one or more occasions to exercise one or more if its rights hereunder shall not be construed as a waiver of such right or rights, and rights granted hereunder are in addition to those available under law and equity.
21. Severability. All agreements, covenants, or provisions contained herein are severable, and in the event any of them shall be held invalid, this Agreement shall be interpreted as though such invalid agreement, covenant or provisions was not contained herein.
22. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.

IN WITNESS WHEREOF, the parties execute this Agreement on \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**THE COUNTY OF EL PASO**

**Attest:**

\_\_\_\_\_  
Hon. Veronica Escobar  
County Judge

\_\_\_\_\_  
County Clerk

Date: \_\_\_\_\_

Approved as to Form for County

\_\_\_\_\_  
Asst. County Attorney

**BIG BROTHERS BIG SISTERS OF EL PASO**

By \_\_\_\_\_  
Beth Senger  
Chief Executive Officer

Date: \_\_\_\_\_

**APPROVED AS TO CONTENT:**

By \_\_\_\_\_  
Roger Martinez  
JPD Chief Juvenile Probation Officer

Date: \_\_\_\_\_



**EL PASO COUNTY PURCHASING DEPARTMENT  
800 EAST OVERLAND, SUITE 300  
EL PASO, TEXAS 79901  
(915) 546-2048  
FAX: (915) 546-8180**

**Memorandum**

To: El Paso County Judge and Commissioners  
From: Jose Lopez, Jr., Assistant Purchasing Agent  
Date: September 20, 2012  
Re: Single Source Purchase

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This memo is intended to serve as notice, pursuant to Texas Local Government Code Section 262.024(c), that the procurement of mentoring services for the County of El Paso, Juvenile Probation Department is a single source item and is exempt from the provisions of the County Purchasing Act, as an item that can be obtained from only one source. The monitoring services is one of many services outlined in a TJJD grant award to the Juvenile Probation Department for Intervention and Prevention programs targeting youths ages 6 to 17 years of age. At risk youth will receive preventative training to deter delinquent acts as well as building community involvement and stake holders. Big Brothers Big Sisters have been named in this grant award as the community partner certified in OJJDP evidence based best practice for prevention of delinquency to provide mentoring services and training to the targeted youth, no other entity may perform this service. I have exercised due diligence and have been have been unable to ascertain the existence of another vendor who could provide mentoring service that meets the constraints of this grant. This statement must be entered in your Minutes at the time the purchase is approved.



# COMMISSIONERS COURT CONTRACT FORM

## CONTRACT SUMMARY

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Approve and authorize the County Judge, on behalf of the El Paso County Juvenile Probation Department, to sign a mentoring service agreement with Big Brothers Big Sisters of El Paso under Amendment Number One to an award from the Texas Juvenile Justice Department, Grant S, for the 2012-2013 biennium. The term of the agreement is from September 1, 2012 - August 31, 2013. The County Purchasing Agent has identified Big Brothers Big Sisters as a single source provider for such mentoring services under Grant S. County Attorney's Office has reviewed and approved as to legal form (2012-0404). Submitted by Roger Martinez, Chief Juvenile Probation Officer (915) 849-2500.

## BASIC CONTRACT DETAILS

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CONTRACT NO.: 2012-0404

CONTRACT TITLE: Juvenile Sibling Mentoring Services

SECOND PARTY: Big Brothers Big Sisters of El Paso

CONTRACT TYPE: Services

## TERM AND BUDGET DETAILS

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TERM: 1 Year

EXTENSION OPTIONS (If Applicable): N/A - None Available/Remaining

EFFECTIVE DATE: September 01, 2012

EXPIRATION DATE (If Applicable): August 31, 2013

EXTENSION DEADLINE DATE (If Applicable):

AMOUNT: \$66,318.00

## APPROVALS

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### COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY: Christina Sanchez

LEGAL REVIEW: Approved as to Form as Submitted

LEGAL REVIEW NOTES (If Applicable):

DATE: September 28, 2012

### DIRECTOR/DEPARTMENT HEAD APPROVAL

The undersigned hereby certifies that he/she has read the contract, understands and approves the contract terms and conditions and further certifies that the contract conforms to the bid specifications, if any, and acknowledges that he/she is responsible for administering all terms and conditions.

DIRECTOR/DEPARTMENT HEAD/DESIGNEE: Roger Martinez

DEPARTMENT CONTACT: Gaxiola, Angelique

DEPARTMENT: Juvenile Probation  
DATE: September 24, 2012