

Board of Zoning Adjustment
District of Columbia
CASE NO.16531
EXHIBIT NO.68A2

BOYS TOWN USA®

Caring for America's Girls and Boys

Community Advisory Liaison Committee

CALC Meeting
Minutes
July 13, 2000
6:30-8:30 PM

Attendees: Connie Washington, John Daniels, Carmen Scott, Janice Ceasar, Timothy Thomas, Ray Dickey, Reverend David Turner

Prepared by: Janice Ceasar
Date: July 16, 2000

Connie Washington welcomed everyone to the Community Advisory Liaison Committee (CALC) meeting and invited attendees to introduce themselves. She distributed a meeting agenda. A synopsis of the Committee's dialogue is as follows.

Ms. Washington:
- Initially we were to meet in the alley - however, construction has not started.
- Permit requests have been at DCRA (DC Regulatory Affairs) since June 20, 2000. However, we are still not sure when we can start construction.

Mr. Thomas:
- Neighbor, Mr. Glasgow does not want to put boat on the street in fear that it may be vandalized.

Ms. Washington:
- If Mr. Glasgow can identify somewhere to store the boat, get some quotes, we (BT) will entertain it. Part of the work being done will be on his private property.
- We tried to contact Ken Laden - was given someone else to contact, however, that person is no longer employed with the agency.
- We have a meeting scheduled with Ken Laden Friday 9:30am on July 21st.
- We have a draft letter for Fire Department and Neighbors.
- Carmen Scott is to give Janice mailing list to send out letters.
- I want to introduce John Daniels, AED, to Committee members.

Mr. Daniels :

- I have a lot of respect for neighborhood committees.

Ms. Washington:

- I will pick up the permit on Friday of this week.
- DC Department of Public Works has to do what it is suppose to do before this can work.

Committee Member:

- 14th Emerson is one of the reconstruction area (water backs up here - has nowhere to go)

Ms. Washington:

- Gas Co. is in process of replacing gas lines - Michigan Avenue practically blocked off. Delay w/Michigan will impact with other projects.
- DPW 's Director resigned this morning.
- We may need to have a meeting with new director.

Committee Discussion:

- There is a 1-800# that will inform you of construction (Ms. Utility).
- We need to mail a letter to homes in 200 foot radius (both sides of Delafield) target area.
- Letters should include: No parking in alley, Garbage Collection (Tony Duckett) Inconvenienced a little, Moving cars out of the alley, Pin point time frame, Post signs "No Parking" in addition to flyers.
- No need for permit for Glasgow's boat - may be putting it in storage
- Get permit to post no parking signs.
- 14th & Gallatin Streets need to make sure they will handle overflow.
- If construction starts - we need to have another meeting before August 10th
- Try to encourage Mr. Laden of DPW to have key people here for next meeting (7/27)
- If construction has started, we will meet in the alley.

The Committee decided that the next meeting date would be July 27, 2000 @ 6:30pm. The Committee adjourned.

BOYS TOWN USA®

Caring for America's Girls and Boys

Community Advisory Liaison Committee

Memo to File
CALC Minutes
July 21, 2000
9:30 - 10:45

Attendees: Tim Thomas , ANC Commissioner; Carmen Scott, Constance Washington
Prepared by: Constance Washington
Date: July 24 , 2000

This meeting was scheduled with Ken Laden to attempt to determine the status of the mitigation plans with DPW. Connie Washington explained that she had spoken to Collin Burrell, Dept. of Health who indicated the plans had been approved from his office and he was reportedly informed that the permits were ready to be picked from Dept. Of Regulatory Affairs.

Mr. Laden contacted Dr. Troung within his department who indicated he had provided feedback on revisions needed from Boys Town to Tim Riordion. Mr. Riordion was connected to the conference call. He explained that he had completed the revisions to the plans and had submitted them to Dr. Troung's office. Dr. Troung indicated he would locate the plans and review them.

BOYS TOWN USA®

Caring for America's Girls and Boys

Community Advisory Liaison Committee

Report

August 18, 2000

Overview

The purpose of this Community Advisory Liaison Committee Report is to update the community and interested parties on the committee's activities. The Community Advisory Liaison Committee Report provides an overview of the meetings held by the CALC since its initial meeting in February 2000. One of the main focuses of the CALC is Boys Town's application before the Board of Zoning Adjustment (BZA) Application (No. 16531) to construct 4 new residences at its existing site at 4801 Sargent Road, NE. Each residence will house up to six children. Boys Town's children are received from referrals from the DC Child and Family Services Agency child protection system.

It also provides an update on the four areas, which the Board of Zoning Adjustment directed Boys Town to address at its February 2000, meeting. They are:

I. Community Advisory Liaison Committee
II. Noise Abatement
III. Water Mitigation
IV. Safety.

This report provides a summary of our progress in each of these areas.

Report Period

This report provides a year-to-date update of developments at Boys Town of Washington's Sargent Road campus. It covers the timeframe from the launch of the Community Advisory Liaison Committee in February to August 10, 2000. This is the first of a series of reports, which will, henceforth, be prepared on a quarterly basis. The next report will be prepared at the end of September 2000.

Distribution

Copies of this report are available from Boys Town of Washington, 4801 Sargent Road, NE, Washington, DC 20017, (202) 832-7343. In addition, copies have been distributed to each house within a 200-foot radius of Boys Town of Washington. Copies are also on display at the D.C. Public Library, Lamont Riggs Branch at S. Dakota and Kennedy St., NE. Moreover, this report also appears on Ward 5 egroup on the Internet at *Ward5@egroups.com*.

Section I. Community Advisory Liaison Committee

Boys Town's Community Advisory Liaison Committee (CALC) was formed to provide a forum for communications between the Ward 5 community and Boys Town of Washington (Boys Town). It is a vehicle that brings together residents and Boys Town officials to discuss interests and concerns and provide the community with a voice on Boys Town matters. The CALC meeting is open to the public and membership is open to all residents who live within a 200-foot radius of Boys Town and to community leaders and their designees.

History of CALC's Formation

To form the CALC, Boys Town's Site Director, Constance J. Washington sent invitations to the leaders of community organizations near Boys Town. They include: the North Michigan Park Civic Association, Concerned Neighbors of North Michigan Park, Queens Chapel Civic Association, ANC 5A-03, 13th Place Home Owners Association, and The North Michigan Park Recreation Center. Follow-up letters were sent in March to each organizational leader who did not attend the February meeting. In addition, at CALC meetings, Ms. Washington asked CALC attendees to invite others in the community to serve on the CALC.

To date, the following individuals have attended CALC meetings: Mr. Jim Ardrey (Queens Chapel Terrace Civic Association), Ms. Grace Lewis (North Michigan Park Civic Association), Ms. Carmen Scott (Concerned Neighbors of North Michigan Park), Mr. Raymond Dickey (former ANC 5A-04 Commissioner), Commissioner Joseph Bowser (ANC 5A-03), Rev. David Turner (Queens Chapel Terrace Civic Association), Ms. Sharon Robinson (resident ANC 5A-04), Commissioner Timothy Thomas (ANC 5A-04),Dorothy Pickney (13th Place Homeowners Association), Constance Washington (Boys Town) and John Mc Daniels (Boys Town USA).

The CALC met 10 times between February 17 and August 10, 2000. At some of these meetings the CALC has been joined by the DC Water and Sewer, DC Department of Public Works and the DC Department of Health. The CALC meetings:

Feb. 17, 2000	CALC Meeting
Mar. 23	CALC Meeting
April 17	CALC Meeting
April 19	CALC Met with DPW, WASA & Dept. of Health
April 26	CALC Met with DPW, WASA & Dept. of Health
May 3	CALC Conducts Site Walk Through with DPW
June 15	CALC Meeting
July 13	CALC Meeting
July 21	CALC Meeting
Aug. 11	CALC Met with Ken Laden of DPW
Aug. 31	**Next CALC Meeting**

CALC Activities

- Prior to the CALC formally forming, Boys Town conducted numerous meetings with the community to engage neighbors in a dialogue about its application before BZA. On January 5, 2000, ANC Commissioner Dickey led neighbors, Boys Town and their architects, Weinstein Associates on a tour of the site. The architects walked everyone through the water mitigation plan and Commissioner Dickey seemed satisfied with their explanation.

- The CALC met three times with DC Water and Sewer, DC Department of Public Works and the DC Department of Health at the Boys Town site. They conducted a walk through and worked on the issues regarding water mitigation plan.

- On August 10, CALC members, Carmen Scott and Constance Washington gave a presentation to ANC 5A-04 to update the Commission on the Water Mitigation issue.

Section II. Noise Abatement/Sound Attenuation Plan

Boys Town is working to ensure that the noise from its emergency generator is reduces to minimize intrusion on neighbors whose property abuts its Sargent Road location. To this end, we have commissioned an engineering firm to assess the source of the noise and to develop recommendations for abating the noise. The assessment has been completed and a plan designed to reduce the noise from the emergency generator. There are three aspects to the sound attenuation plan. All elements were designed and reviewed by consultants specializing in the area of acoustics. It is our hope that this noise abatement plan will be implemented mid September. The following is a description of the plan.

Element 1. Emergency Generator Enclosure

A prefabricated, engineered enclosure will be installed around the existing generator. It will include a muffler for the generator. The decibel attenuation is 40Db, or the highest level available. A Baltimore base firm, Pritchard Brown, is currently manufacturing the generator enclosure. It will be installed at the same location on a new concrete pad on which the existing generator will sit. It is due for installation in early October, 1999.

Element 2. Cooling Tower Soft Start

A Soft Start switching device was added to the cooling tower early August. This device lengthens the start time, thus lowering the noise associated with the start up of the equipment.

Element 3. Cooling Tower Enclosure

The current wall around the existing Cooling Tower will be extended upward to align with the roof of the Administration Building. The wall will extend out to block the view of the cooling tower from the rear. There will also be a duct attached to the cooling tower to turn the exhaust (noise) vertically instead of horizontally. It is due for completion in the middle of October, 2000.

Section III. Water Mitigation

Neighbors report that long before Boys Town acquired the property at 4801 Sargent Road, water did not properly drain from the property. Hearing neighbors' concerns about water runoff, Boys Town formed a Community Advisory Liaison Committee to work with its staff to find a solution to the water issue. The CALC has been meeting since February, 2000 and has held numerous meetings to discern what would work best for the neighborhood. Boys Town retained a team of consulting engineers and water specialists to assess the site and to develop a water mitigation plan which the CALC reviewed. In addition, the CALC was joined by the DC Water and Sewer, DC, DC Department of Public Works, and the DC Department of Health in reviewing and making recommendations on the best way to mitigate the water. Municipal engineers, WASA and Boys Town's consulting engineers have come up with the following Water Mitigation Plan:

The site is located between 4801 Sargent Road, NE and Delafield Place, NE and consists of a 460-foot public alley meeting a hill slope. The site is not in the DC streetscape area. Plans call for a mitigation effort on the East and West ends of the alley at this site.

East End

Plans call for the construction of a new inlet on the east end of the alley. A new inlet will be connected to an existing manhole. Moreover, the existing V-ditch will be reformed to direct water toward the new inlet. To stabilize the site, a contractor will place inlet protection around this area.

West End

On the west end of the alley, a new concrete V-ditch, concrete wall, drop inlet, and a series of manhole pipes will be constructed an tied into the existing storm drain system. The contractor will construct an earth berm at the top of the hill and inlet protection around the site at the bottom of the hill to stabilize the site.

The work will begin on the Water Mitigation Plan as soon as municipal permits are secured. Once all of the permits are obtained, it will take approximately 4 weeks to begin and 2 weeks to complete construction. The following is a chronology of meetings held to secure plan approvals.

Community Advisory Liaison Committee Report

September 20, 2000

Overview

This report provides an update on the four areas, which the Board of Zoning Adjustment (BZA) requested that Boys Town address in its Memo to the File dated April 21, 2000. They are:

I. Water Run Off
II. Noise Abatement
III. Community Liaison Program; and
IV. Security Plan.

This report provides a summary of progress in each of these areas and a year-to-date update of developments at Boys Town of Washington's Sargent Road campus. Boys Town issued a similar report through its Community Advisory Liaison Committee (CALC) and distributed it to ANC 5A commissioners and the community on August 18, 2000.

Section I. Water Mitigation

Neighbors in the community report that long before Boys Town acquired the property at 4801 Sargent Road, water did not properly drain from the property. In response to neighbors' concerns about water runoff, Boys Town met with community groups and formed a Community Advisory Liaison Committee (CALC) to work toward finding a solution to the water issue. The CALC has been meeting since February 2000 and has held thirteen meetings to discern what would work best for the neighborhood.

Boys Town retained a team of consulting engineers and water specialists to assess the site and to develop a water mitigation plan which the CALC reviewed. In addition, the CALC was joined by the DC Water and Sewer, DC, DC Department of Public Works, and the DC Department of Health in reviewing and making recommendations on the best way to mitigate the water. Municipal engineers, WASA and Boys Town's consulting engineers have come up with the following Water Mitigation Plan:

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West End

On the west end of the alley, a new concrete V-ditch, concrete wall, drop inlet, and a series of manhole pipes will be constructed and tied into the existing storm drain system. The contractor will construct an earth berm at the top of the hill and inlet protection around the site at the bottom of the hill to stabilize the site.

The work began on the Water Mitigation Plan as soon as municipal permits were secured in September. It takes approximately 4 weeks to complete construction from the time permits are obtained. The following is a chronology of meetings held to secure plan approvals. The water mitigation consulting team consists of:

Acoustical Consultant - Miller Henning Associates, Inc.
Civil Engineer - A. Morton Thomas
Mechanical Consultant - Environmental Construction Services
Architects -Weinstein & Associates and Esocoff & Associates

Storm Ware Mitigation
Chronology Approval Process

June	Drawing submitted to DCRA by A. Morton Thomas, Civil Engineer, for approval.
July 17	Drawing received from DCRA by AMT and delivered to Esocoff and Associates. Approvals by Storm Water Management, Erosion Control, Environmental Control.
July 24	Drawing picked up be expediter for continued permit processing.
July 26	Expediter ,eets with DCRA staff.
July 27	Expediter meets with DCWASA. DCWASA keeps drawings for review.
July 28	Conference call between Tim Riodan (AMT), Connie Washington (BT), Ken Laden (DPW), Dr. Truong (DCWASA).
Aug 1	Conversation between Karen Burdett (EA) and Ken Laden (DPW). DPW will not need to review drawings.
Aug 1	K. Burdett (EA) sends memo to Dr. Truong re: review of drawings.
Aug 8	Expediter checks on status of drawing at DCWASA.
Aug 9	Meeting between John Kava (BT) and Dr. Truong. Dr. Truong gives verbal approval of drawings on condition that maintenance agreement is worked out between Boys Town and DCWASA.
Aug 9	John Kava attempts to meet with DCWASA re: maintenance agreement.
Aug 9	Drawings still at DCWASA/ Tentative approval of drawings by Aug 11 - Dr. Truong.
Aug 18	Approvals received from DCWASA, Fees paid, Water & Sewer Availability slip obtained.
Aug 22	Approval from DOH/EHA, Storm Water, Fees paid
Aug 23	Additional approval and fees from DOH/EHA,
Aug 23	Construction Permit obtained for work on Boys Town Property - retaining wall, French drain, pipe.

Aug 29 Contractor informed of need for permit from DPW.

Aug 30 Conversation K. Burdett & Ken Laden/DPW - Need two permits from DPW, Underground and Alley Closing , following further approvals from DCWASA. Understood that only three days needed to review drawings. K. Burdett requested additional sets from AMT for submittal to DPW.

7

Aug 31 DCWASA approvals obtained at DCRA from counter. Request for AMT to prepare Traffic Control Plan.

Sept 1 K. Burdett attempts to get underground permit DPW. Traffic Plan is required. No permit obtained.

Sept 6 K. Burdett prepares Traffic Plan.

Sept 7 K. Burdett and J. Kava go to DPW to obtain. Informed by D. Thonpson that 30-day review required. Burdett and Kava speak with Lars Etzkorn, Director of permit division, DPW. After considerable explanation and pleading a promise of three day review is obtained.

Sept 11 Fees paid and permit obtained.
APC has stake out crew on site.

Sept 12 Permits and drawings forwarded to APC.

Sept 15 Work commences at site.

Regular phone check-ins to DCWASA were made by phone by A. Morton Thomas, Esocoff & Associates, John Kava of Boys Town, and the expediter.

(AMT) A. Morton Thomas, Civil Engineer, (BT) Boys Town, (DCWASA) Water & Sewer Authority, (DPW) Department of Public Works, (EA) Esocoff & Associates.

Section II. Noise Abatement/Sound Attenuation Plan

Boys Town is working to ensure that noise from its emergency generator is reduced to minimize intrusion on neighbors whose property abuts its Sargent Road location. To this end, they commissioned an engineering firm to assess the source of the noise and to develop recommendations for noise abatement. The assessment has been completed and a plan designed to reduce the noise from the emergency generator. There are three aspects to the sound attenuation plan. All elements were designed and reviewed by consultants specializing in the area of acoustics. The following is a description of the plan.

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Element 2. Cooling Tower Enclosure

The current wall around the existing Cooling Tower will be extended upward to align with the roof of the Administration Building. The wall will extend out to block the view of the cooling tower from the rear. There will also be a duct attached to the cooling tower to turn the exhaust (noise) vertically instead of horizontally. **Construction started the week of September 18**. It is due for completion in the middle of October 2000.

Element 3. Cooling Tower Soft Start

Plans call for changing out the switching device on the cooling tower for one that lengthens the start time, thus lowering the noise associated with the start up of the equipment. **This was installed in July.**

Section III. Community Liaison Program

In keeping with the BZA request, Boys Town established and convened Community Advisory Liaison Committee (CALC) in February 2000. The CALC met 12 times between February and September. It was formed to afford the community a meaningful opportunity to provide a forum for communications between the Ward 5 community and Boys Town of Washington (Boys Town). It is a vehicle that brings together residents and Boys Town officials to discuss interests and concerns and provide the community with a voice on Boys Town matters. The CALC meeting is open to the public and membership is open to all residents who live within a 200-foot radius of Boys Town and to ANC 5A community leaders and their designees.

During the seven months and twelve meetings, CALC worked closely with District agencies, i. e., DC Water and Sewer, Department of Public Works and the Department of Health on the water mitigation, security and noise abatement issues. These meetings culminated in a presentation and review of the issues at ANC 5A-04 by Boys Town together with CALC member, Carmen Scott on August 9. Nearly 25 people attended this presentation including ANC 5A chair, Norma Broadnax and Commissioner Timothy Thomas, the Single Member Representative in whose district Boys Town is located.

In addition to public community presentations, a comprehensive CALC report was distributed to the affected community on August 18. This report provided a summary of Boys Town's activity to date on the water mitigation, noise abatement, security and Advisory Liaison Committee issues. Copies of this report were distributed to each ANC commissioner, and each house within a 200-foot radius of Boys Town of Washington. Copies were also placed on display at the D.C. Public Library, Lamont Riggs Branch at S. Dakota and Kennedy St., NE. Moreover, the report appeared on Ward 5 's egroup on the Internet at *Ward5@egroups.com*. Copies were also mailed to each member of Community Advisory Liaison Committee.

<u>History of CALC's Formation</u>

Boys Town undertook an extensive process of community outreach to learn community concerns and to secure input and ideas on forming a Community Advisory Liaison Committee. The site director, Constance J. Washington, began cultivating relations with community leaders and neighbors immediately upon her arrival in 1998. She had the following neighborhood contacts.

Boys Town's Neighborhood Contacts

The following are a listing of neighborhood contacts:

Late August/Early Fall 1998	Meet with Grace Lewis, ANC person at that time, to introduce myself (Participants: 2)
Sept. 9, 1998	Invited Grace Lewis and a delegation from the neighborhood to the site for a tour and explanation of out programming - (Participants: 2).
Oct. 23, 1998	Staff attend meeting at Randall Memorial Baptist Church with neighbors where Boys Town expansion was discussed - (Participants: 40).
Nov. 10, 1998	Met with Mr. Leaford Williams (neighbor, diplomat, author) who was interested in our programming. He is also doing some research related to Black fathers and sons - (Participants: 2)
April 1, 1999	Held a meeting with the new General Receiver, Ernestein Jones and hr deputy Sondra Jackson to introduce our programming (Participants: 7)
April 22, 1999	Met with Mr. Raymond Dickey, current ANC for 5A-04, to introduce myself and provide update on expansion plans - (Participants: 2).
May 1, 1999	Conducted Open House for Neighbors - (Participants: 50).
May 20, 1999	Attended community meeting at Jabbok Christian Center to discuss expansion plan - (Participants: 30).
May 26, 1999	Attended the North Michigan Park Civic Association - Participants: 24).
June 2, 1999	Met with Councilman Vincent Orange to discuss our programming and expansion plans - (Participants: 3).
June 2, 1999	Held meeting at Boys Town with community and civil engineer tp discuss concerns about environmental impact of expansion - (Participants: 14).

June 24, 1999	Met with community to discuss preliminary plans developed by civil engineer to address community concerns (Participants: 17).
August 17, 1999	Held meeting with community to provide update on tentative plans - (Participants: 40).
January 5, 2000	Meeting with Department of Public Works & neighbors to look at sorm ware management plans - (Participants: 11).
January 6, 2000	Meeting with Department of Health & neighbors to look at site plans - (Participants: 10).
January 10, 2000	Queens Chapel Civic Association - (Participants: 35).
January 12, 2000	North Michigan Park Civic Association - (Participant: 30)).
February 3, 2000	5th District ANC - (Participants: 15).
February 16, 2000	5th District ANC (2nd Meeting) - (Participants: 30).
February 17, 2000	Community Liaison Committee - (Participants: 2)

**Approximation of participants

CALC Formation

To form the CALC, Constance J. Washington sent invitations in February to the leaders of community organizations in ANC 5A and those near Boys Town. They include: the North Michigan Park Civic Association, Concerned Neighbors of North Michigan Park, Queens Chapel Civic Association, ANC 5A-03, ANC 5A-04, 13th Place Home Owners Association, and the North Michigan Park Recreation Center.

Follow-up letters were sent again in March to each organizational leader who did not attend the February meeting. In addition, at each CALC meetings, Ms. Washington asked CALC attendees to invite others in the community to serve on the CALC.

To date, the following 18 individuals have attended CALC meetings: Mr. Jim Ardrey (Queens Chapel Terrace Civic Association), Ms. Grace Lewis (North Michigan Park Civic Association), Ms. Carmen Scott (Concerned Neighbors of North Michigan Park), Mr. Raymond Dickey (former ANC 5A-04 Commissioner), Commissioner Joseph Bowser (ANC 5A-03), Rev. David Turner (Queens Chapel Terrace Civic Association), Ms. LaVonia Linder, Ms. Sharon Robinson (resident ANC 5A-04), Commissioner Timothy Thomas (ANC 5A-04), Mr. Sabooh Hikem (North Michigan Park Civic Association), Monsignor Ariano (Boys Town), Mr. Ethan Norman, Mr. Robert Hughes, Mr. James Glasgow, Mr. Daniel Kemp, Mr. Joseph Wooten, Ms. Constance Washington (Boys Town), Mr. John Daniel (Boys Town USA), Cynthia Reid, Grace Pickney, Ethan Norman, Robert Hughes, Father Daniel Kirk, and Joseph Wooton.

Boys Town held the following CALC meetings:

Feb. 17, 2000	CALC Meeting
Mar. 23	CALC Meeting
April 17	CALC Meeting
April 19	CALC Met with DPW, WASA & Dept. of Health
April 26	CALC Met with DPW, WASA & Dept. of Health
May 3	CALC Conducts Site Walk Through with DPW
June 15	CALC Meeting
July 13	CALC Meeting
July 21	CALC Met with Ken Laden of DPW
Aug. 10	CALC Meeting
Aug. 31	CALC Meeting
Sept. 14	CALC Meeting

CALC Activities

- Prior to the CALC formally forming, Boys Town conducted numerous meetings with the community to engage neighbors in a dialogue about its application before BZA. On January 5, 2000, ANC Commissioner Dickey led neighbors, Boys Town and their architects, Weinstein Associates on a tour of the site. The architects walked everyone through the water mitigation plan and Commissioner Dickey seemed satisfied with their explanation.

- The CALC met three times with DC Water and Sewer, DC, DC Department of Public Works and the DC Department of Health at the Boys Town site. They conducted a walk through and worked on the issues regarding water mitigation plan.

- On June 15, the CALC decided to retain its existing organizational structure and asked Constance Washington to continue facilitating the meetings.

- On August 10, CALC members, Carmen Scott and Constance Washington gave a presentation to ANC 5A-04 to update the Commission on the Water Mitigation issue.

- Requisite permits were secured from the District of Columbia for the water mitigation and noise abatement construction the week of September 11.

- Construction began on the water mitigation issue the week of September 11.

- Construction began on the noise mitigation wall the week of September 18.

Section IV. Security Plan

Boys Town's primary concern is the safety of its children and the community. To this end, they work to reassure our neighbors about any safety concern and hold regular meetings with CALC members and other neighbors to make certain that Boys Town is meeting their expectations.

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Girls and Boys Town of Washington
Security Plan
(Draft)

September 2000

Constance J. Washington
Site Director

Security Plan

The purpose of this plan is to describe current and future safeguards utilized by Girls & Boys Town of Washington to ensure the safety of the children and the community in which it places its programs. This plan is appropriate for the client population served by Girls & Boys Town of Washington which consist of youth ages 9-21. The client population served by Girls & Boys Town of Washington in its short and long term homes are youth referred by Child & Family Services Agency, D C Department of Human Services' child protection system. These youth come from a variety of backgrounds and situations including past histories of abuse, abandonment and neglect. Girls and Boys Town of Washington has examined various aspects of the provision of services to youth and has instituted procedures and policies that seek to maintain the safety of its youth, staff and members of the community.

This plan is appropriate for the staff's qualifications which includes training in crisis intervention. All staff are required to attend a two week training on issues directly related to the behaviors and emotional problems typical among youth in out of home care situations. The crisis intervention training attended by staff is a Non-violent Physical Crisis Intervention (CPI) method provided by the agency which gives them practical and hands on background in crisis intervention techniques. The staff are also trained in the proper reporting protocol for when crisis intervention procedures are required, according to both Girls & Boys Town and the District regulations.

Intake Process

Prior to admitting youth into a program, referral information is obtained from Child & Family Services Agency. This information includes the youth's social history and other relevant information necessary to work effectively with each youth and to also assist in the development of the youth's individualized treatment plan.

During the intake process, an immediate assessment is made with the referring worker, regarding Girls & Boys Town's ability to safely maintain the youth in our home. As a part of the intake process each youth and his/her guardian are made aware of and sign the site's guidelines, youth rights, and abscondance procedures.

Monitoring of Youth

Central to the success that many Girls & Boys Town's children have enjoyed and key to the Girls & Boys Town Model of Care are two components: building relationships and teaching social skills. To this end, staff are available and in the case of evening hours, awake on a 24-hour basis, seven days a week, to monitor the youth in our care.

Monitoring is clearly defined as being in the presence of the youth and having clear view of the youth under Girls & Boys Town's supervision. Such supervision entails constant interaction between the staff and the youth that, in turn, leads to trust, ultimately leading to the establishment of appropriate relationships. The result of these relationships includes that the youth learns to trust, to accept responsibility for their actions, and to make better life decisions. Constant observation of the youth further allows staff to identify problem behaviors and to instantly teach positive alternatives to the same. Staff also teach to problem behaviors identified at the youth's admission and individualize the child's treatment plan to concentrate on those behaviors during his/her participation in the program. At no time are staff allowed to leave youth unsupervised. Staff to youth ratio during the day or wake hours is 1:4 and during sleep hours is 1:6.

Monitoring occurs as followed:

- During an intensive teaching interaction youth are monitored during the entire interaction.
- During classroom instruction, youth are within close proximity of the staff.
- During outings and events youth are escorted and supervised closely. Youth's needs to utilize the restroom are also supervised.
- When a request is made to go outside for any reason, youth are accompanied by a staff person(s).
- During outside appointments, a staff member accompanies the youth unless other arrangements have been made (i.e., social worker, GAL accompany youth, arrangements have been made with the doctor's office).
- Youth are supervised in different areas of the home (i.e., rec room, TV room, etc.).
- During the night, youth are monitored at a minimum of every fifteen minutes during the overnight. Staff physically go into each room and make sure the youth's whereabouts are known.
- Staff document this monitoring by completing night monitoring logs.
- Any youth placed on a 5 minute precautionary watch is checked on every 5 minutes.
- Any youth placed on a 1 to 1 watch is constantly monitored. On a 1 to 1 watch the staff member stays in that child's room to make sure the child is safe.

When A Youth Leaves Without Permission

- Staff will immediately initiate campus sweeps when an abscondance arises.
- Staff will immediately notify Site administrative personnel of the abscondance.
- Staff may canvas the surrounding neighborhood when an abscondance arises, with the possibility of returning the child in an agency vehicle.
- Staff may contact pertinent others who might have information about the child's whereabouts (i.e., school personnel or legal guardians).

- After a reasonable amount of time, staff will contact the Metropolitan Police Department to report the abscondance. In the case where staff to youth ratio is not compromised, the staff is to go to the 5th District Police Precinct to make the missing person's report.
- The child's guardian(s), agency representative, or pertinent significant others are notified.
- This plan is reviewed with the youth, his/her legal guardian and signed by each and a staff representative at intake.

Intervention Strategies

Early Intervention

The Girls & Boys Town continuum of emergency interventions commences with early intervention. Our family home program philosophy and model of care provides an environment conducive to children's growth and stability. Staff working with youth in open settings are provided with various tools and systems such as extensive training, administrative support (24 hour, 7 days a week), regular, ongoing consultation (supervision), and program evaluation services. Skill-based training provides techniques in reducing the frequency and intensity of aggressive behavior through non-physical and non-aversive methods. Information from formal assessment and written reports are used to formulate each youth's individual treatment plan. The plan is used by direct care and administrative staff to identify treatment needs and develop specific behavioral treatment strategies for each youth. From the individualized treatment plan, direct care staff take an active approach to their role as treatment providers.

Emergency Intervention

Circumstances and types of behaviors that require the use of emergency intervention includes not following instructions (least restrictive intervention) to a youth presenting a substantial endangerment to himself or others (most restrictive intervention).

Techniques to be used:

I. Preventative or planned teaching

A. Description: Preventative or planned teaching is one method of intervention used. This technique provides an opportunity for the youth to develop new skills and prevent problems from occurring, thereby increasing the youth's opportunity for success. Teaching proactively means identifying skills an aggressive youth needs to learn, planning how to teach the skills, and conducting the teaching session.

B. Expected outcomes: Preventive teaching improves the youth's chances of succeeding through the development of positive, pro-social behaviors.

C. Benefit to youth: This treatment strategy benefits a youth in that it helps the youth avoid confrontations by establishing and teaching youth alternative behaviors when confronted with difficult situations.

II. Teaching alternatives to inappropriate youth behavior (early recognition that a youth is having difficulties).

A. Description: Frequent, direct, and skillful teaching of new skills provides a specific, effective, positive way to deal with problem behaviors. At the first sign a youth's behaviors are becoming inappropriate, staff address the behaviors with the youth using the behavioral treatment strategies specifically designed for each youth (individualized treatment plan). Youth are given the opportunity to explain the situation. Staff first offer specific, sincere praise or empathy to the youth and then identifies and/or demonstrates the inappropriate behavior so that the youth specifically understands the problem. This behavior may earn a negative consequence. However, staff also describe an appropriate behavior to replace the inappropriate behavior. The youth will be given an opportunity to earn some positive consequences by practicing the new skill or behavior. Rationales are provided, thus giving the aggressive youth an alternative behavior or skill to use in the future.

B. Expected outcomes: Avoid an escalation of youth behavior and other more serious consequences (e.g., aggressive act, serious confrontation).

C. Benefit to youth: Aggressive youth are taught skills of alternative behaviors to use in the future.

III. Crisis Intervention

A. Description: Crisis intervention would be needed when an aggressive youth becomes a danger to themselves or others, has gone from anger to rage, or is behaving in a way that is seriously damaging to relationships. The primary goal of the staff is to help the youth calm down and once more be attentive to the teaching procedures that can help the youth solve the problem. Consultants and supervisors are notified immediately (and the need for back-up assistance is determined). Three phases or interventions are used: the preventive phase is entered to diffuse the youth's behavior and to help the youth regain self control. Staff stay calm, talk in a non-threatening voice tone, and talk slowly. There is liberal use of empathy along with simple, firm instructions. Staff continue to point out the aggressive youth's ongoing inappropriate behavior and describe the alternative behavior to help guide the youth back to the point of self control. As the crisis intervention continues, the aggressive youth's behavior may de-escalate and escalate several times. The goal is to have greater

periods of improved behavior and increased compliance over a period of time. It is very important for the child care staff not to be drawn into content (demands, accusations, etc.), but to offer empathy and indicate a willingness to discuss the issue as soon as the youth has calmed down. By staying on task, the child care staff avoids side issues that may only prolong the aggressive youth's out-of-control behavior. As staff work through the crisis, they maintain physical proximity to the youth. The staff are careful not to invade the youth's private space which could cause of physical confrontation, but remain with the youth throughout the intervention. Staff also vary the intensity of his or her own behavior dependent upon the type of non-compliant behavior the aggressive youth is presenting (e.g., for a sullen, withdrawn youth, staff will use more statements of empathy and provide more frequent instructions). If the aggressive youth decides to leave the facility, the staff do not attempt to physically stop the youth by grabbing him or blocking an exit (dependent upon the age of the youth, his emotional stability, and whether or not the youth is a danger to himself or others. If the youth begins to endanger self or others, the staff determine whether to restrain the youth or call for assistance.

In addition to the above description, staff also want to minimize the attention or reinforcement that is available from other youth. Youth are instructed that upon a cue from the child care staff, all other youth are to leave the area and are rewarded with positive consequences for this behavior. (A specific area for the youth to go and activities to engage in are prearranged).

B. Expected outcomes: Youth regains self-control.

C. Benefit to youth: A youth who is in control of his behaviors is more likely to make better decisions.

Emergency Intervention Assessment

The criteria for assessing when an emergency intervention plan needs to be modified or terminated involves a decision made by the group home staff treatment team (e.g., Program Director, Shift Supervisors, Youth Care Workers, youth's guardian or agency representative, and youth). The treatment team will review the various reports written and make a determination as to if the process is working or not. Treatment planning is an integral component of the Boys Town model of care system. Treatment plan review involves analysis of various data collection including weekly motivational system card data, incident reports, emergency interventions used and outcomes, progress on goals and objective, timeliness, and treatment strategies. This data and criteria are used by the treatment team to determine when an emergency intervention plan should be modified or terminated for any individual and to consider possible alternative treatment strategies; these interventions are documented.

Criteria for assessing when the facility does not have resources to meet the youth's needs. Boys Town is committed to serving the best interests of youth in our care. In the event the youth is not stabilized and is not progressing in his program, an early discharge may become likely. Referring agency staff (e.g. Child and Family Services Social Workers, GALs) will be consulted in making any decision to depart a youth from the program.

Girls & Boys Town will work with referring agency to permit sufficient time for planning and transfer of the youth from the program. The notification typically includes documentation of previous steps taken to stabilize the youth. Boys Town program staff work cooperatively with the case worker or legal guardian to assist in securing an alternative, appropriate placement for the youth.

In the event a youth becomes disruptive to the point of interfering with the home and/or poses a threat to others or self, the youth's parent or legal guardian is contacted, and immediate discharge is requested. This request will normally be proceeded by notices to the responsible guardian or agency personnel that difficulties are being experienced and possible discharge is eminent. If the youth is at risk of harming himself or others, law enforcement or other professionals may also be contacted to assist in the emergency intervention and/or departure.

In the case of psychiatric hospitalization, program staff are available for communication with the treatment team of the psychiatric hospital. Efforts are made to communicate with the youth or the hospital staff, and weekly visits are typically made by administrative staff. Generally, the youth are allowed to return to the program once stabilized and no longer engaging in suicidal or homicidal ideation or action, or physical aggression. The decision to re-admit is made on an individual case basis, but a youth will not be allowed to return to the program if it is determined that his treatment needs cannot be met at Girls & Boys Town.

Emergency Intervention Staff Training Plan

A. Each staff member working in the group home/residential program completes the Non-Violent Physical Crisis Intervention training (CPI) as a requirement of the Boys Town Pre-Service Training. The training is an eight-hour course provided by Boys Town trainers, who are certified as (CPI) trainers. This nationally recognized intervention technique is designed for professionals who work with individuals whose behaviors sometimes manifest in potentially threatening manners. The emphasis is on verbal crisis intervention techniques and methods of redirecting the activities of the individual who is potentially aggressive. The training also emphasizes self-control and assessment skills. The training gives staff practical and safe methods for manually restraining a youth who has become out of self control.

B. The training requirements for new personnel at Boys Town is designed so that within 30 days of employment each employee attends a two week, pre-service training amounting to 80 hours. The Non-Violent Physical Crisis Intervention workshop is an additional 8-hour training provided to all direct care and administrative employees. Upon completion of this workshop the employee is given a certificate.

C. Ongoing training requires that all employees annually attend a four-hour refresher class in Non-Violent Physical Intervention (CPI).

D. The emergency intervention training curriculum used addresses the following areas:
   1. Techniques of group and individual behavior management, including crisis prevention; precipitating factors leading to aggressive behavior, and crisis intervention.
   2. Methods of de-escalating volatile situations, including non-physical intervention techniques such as crisis communication, evasive techniques, and alternative behavior.
   3. Alternative methods of handling aggressive behavior.
   4. The physical techniques of applying manual restraints in a safe and effective manner ranging from the least restrictive type(s) of restraints including, but not limited to, transporting techniques, team control positioning, and individual children's control positions.
   5. Techniques for returning the youth to the planned activity following completion of the emergency intervention.
   6. The training includes a written and hands-on competency test.

E. The training is provided by an individual who holds a valid instructor's certificate from the Crisis Prevention Institute which is consistent with the District regulations.

F. Boys Town maintains a written record of all the staff training occurring on site.

   a. Documentation of training received is maintained in the personnel record of each employee and includes:
      - Dates, hours and a description of the training completed;
      - Name of the instructor who provided the training;
      - A copy of training certificates; and
      - Certification from the instructor of the employee's successful completion of the workshop.

G. The personnel training records are available for review by the Child & Family Service Agency and the Department of Health, upon request.

H. Boys Town personnel receive on-going training annually to maintain certification.

I. When an inappropriate manual restraint technique is used during an emergency intervention, a corrective action plan is developed. As a part of the plan, the employee involved is required to repeat the emergency intervention training.

Facilities

Girls and Boys Town of Washington maintains a secure facility by incorporating the following mechanisms designed to protect the youth, staff and members of the community:

- Entrance to the site is limited to one main entrance at the front of the site.
- Each building on the property is equipped with an alarm system which is monitored for safety by ADT Alarm Company.

As a part of the new construction project the site will be landscaped to include appropriate shrubbery for privacy and fencing.

We are conferring with a security systems company who is helping us to assess how video cameras can be used as an effective tool for monitoring our site.

The 5th District Police Precinct as a part of their community policing has increased patrols in close proximity to our site, not at our request, but as an over all effort to be more responsive to community needs.

Reporting

Girls & Boys Town Of Washington will provide an update on safety issues at each Community Advisory Liaison Committee (CALC) meeting.

Chronology of Meetings

June 1 Drawings submitted to DCRA by A. Morton Thomas (AMT), Civil Engineer, for approval

July 17 Drawings received from DCRA by AMT and delivered to Esocoff and Associates. Approvals by Storm Water Management, Erosion Control, Environmental Control.

July 24 Drawings picked up by expediter for continued permit processing.

July 26 Expediter meets with DCRA staff.

July 27 Expediter meets with DCWASA. DCWASA keeps drawings for review.

July 28 Conference call between Tim Riordan (AMT), Connie Washington (BT), Ken Laden (DPW), Dr. Truong (DCWASA).

July 28 AMT submits calculations to Dr. Truong for review.

Aug. 1 Conversation between Karen Burditt (EA) and Ken Laden (DPW). DPW indicates that they will not need to review drawings.

Aug. 1 K.Burditt (EA) sends memo to Dr. Truong regarding review of drawings.

Aug. 8 Expediter checks on status of drawings at DCWASA

Aug. 9 Meeting between Boys Town and Dr. Truong. Dr. Truong gives verbal approval of drawings on condition that a maintenance agreement is worked out between Boys Town and DCWASA. Dr. Truong projects Aug. 11 for approval.

Aug. 9 John Kava attempts to meet with DCWASA regarding a maintenance agreement.

Aug. 9 DCWASA continues to review drawings.

Aug. 15 DCWASA requests further revisions

Aug 16 AMT revised drawing.

Aug 17 AMT re-submits drawing for review.

Aug. 18 Boys Town continues to await DCWASA's review and approval

Regular phone check-ins to DCWASA were made by A. Morton Thomas, Esocoff & Associates, John Kava of Boys Town, and the expediter.

(AMT) A. Morton Thomas, Civil Engineer, (DCWASA) Water & Sewer Authority, (DPW) Department of Public Works, (EA) Esocoff & Associates

Acoustical Consultant - Miller Henning Associates, Inc.
Civil Engineer - A. Morton Thomas
Mechanical Consultant - Environmental Construction Services
Architects -Weinstein & Associates and Esocoff & Associates

Section IV. Safety

Boys Town's primary concern is the safety of our children. We work diligently to reassure our neighbors about any safety concerns they might have. We meet regularly with the CALC members and other neighbors to make certain that Boys Town is a good neighbor.

Our children are all District residents referred to Boys Town from the DC Department of Child and Family Services neglect and abuse system. They are the victims of family circumstances and conditions that require them to be placed in a nurturing environment to thrive. We work to provide that environment. None of the children at Boys Town are from the Juvenile Justice system. Our staff and our service modal are well developed to work with children from the neglect and abuse system.

Our Sargent Road, NE campus is equipped to handle 22 children. On average, children live at our long-term residence for u to 18 months and our short-term residence for up to 30 days.

We have numerous programs in place to ensure that our children feel protected, safe and secure. Each child is in continuous visible supervision by our staff during waking hours while in our care. Our staff to child ratio is one to four during the day and one to six at night. Like any other home, our long-term residence has door locks and a security system to alert our parent teachers and assistant teachers of any intrusion during the night.

Our contract with the DC Department of Child and Family Services requires that we notify the Metropolitan Police Department whenever a child is not at the pre assigned location. This means that if we arrive at school to pick up one of our children and they have left school before we arrive, we are contractually bound to call the Police and report the child as missing.

We are happy to report that Captain Burton of the 5th Precinct indicates that even under the current contractual notification requirements, that Boys Town's use of Police services is less than average for an agency with our mission. We continue to see a decline in our police notification rate. We are currently consulting with the community and the 5th District staff to solicit their expertise in developing a Safety Plan.

For further information contact Constance J. Washington, Site Director.

AccuTech
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September 19, 2000

Father Flanagan's Girls & Boys Town of Washington
Connie Washington, Site Director
4801 Sargent Road, NE
Washington, DC 20017

Dear Connie:

Accu Tech is providing consultation services to Girls and boys Town to assess and strengthen its safety and security plan. In working with a residence like Girls and Boys Town, we begin by looking at how best to help the organization accomplish its mission. Girls and Boys Town's mission is to provide a safe and secure environment for children and youth who are referred to Girls and Boys Town from the DC Child and Family Services Department's neglect and abuse division.

Because of the children's need for a safe and secure environment, Accu Tech is evaluating the community environment, the property and land contours and the facility layout and design to discern how best to provide for the safety of the children. To this end, we are assessing a camera monitoring system for the grounds and other elements to further enhance Girls and Boys Town's existing comprehensive security plan. We find Girls and Boys Town's current alarm systems which operate in its facilities quite adequate and seek to merely add an additional component to their security program.

Sincerely,

Herbert M. Johnson
Accu Tech Systems, Inc.