



Helivi L. Holland
DIRECTOR

COMMONWEALTH of VIRGINIA

Department of Juvenile Justice

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July 15, 2010

VIA FAX

The Honorable Charles J. Colgan
Chairman, Senate Finance Committee
General Assembly Building, Room
Capitol Square
Richmond, Virginia 23219

The Honorable Lacey E. Putney
Chairman, House Appropriations Committee
General Assembly Building, Room
Capital Square
Richmond, Virginia 23219

Re: Department of Juvenile Justice Reduction Plan

Dear Chairman Colgan and Chairman Putney:

Item 401 of Chapter 874 requires the Department of Juvenile Justice to develop a plan to implement position reductions in the Department's Headquarters to reduce administrative expenses and increase management span of control. The plan is subject to the approval of the Secretary of Public Safety. We are pleased to present that plan to you and advise you the plan was approved by the Secretary and has been implemented as of June 1, 2010.

Item 401 reduced the Department's appropriation by \$400,000 and three management level positions in its administrative office.

In order to realize savings and streamline operations the following actions have been implemented to increase the span of control for managers within the Department of Juvenile Justice Central Office:

- Combine the duties of the Deputy Director of Institutions with the Deputy Director of Community Programs into one new position; the Deputy Director of Operations.
- Combine the secretarial positions who report to the above mentioned deputy directors into one new administrative assistant position.
- Eliminate the public information officer position and distribute those duties to the Chief Deputy Director (for FOIA requests and media requests) and information systems manager (for agency newsletter and website information management).


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- Eliminate the Gang Program Manager and distribute those duties to the information systems area for management of the electronic database, the training unit for identification and Phoenix curriculum training, while identification of individuals within the institutions would shift to the Reception and Diagnostic Center.
- Eliminate the JDAI coordinator position and shift the functions to the Detention Specialist position.

Full fiscal year savings for the above actions will be \$433,354. Incumbents in four of the positions eliminated elected to accept enhanced retirement and the remaining staff were placed in vacant positions within other areas of the Department.

The Department is encouraged with the reorganization and truly feels it will increase efficiency and effectiveness of the Operations Division of the Department. If you have any questions or require any additional information regarding the reductions and reorganization please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Helivi L. Holland', with a stylized, cursive script.

Helivi L. Holland

C: The Honorable Marla G. Decker
The Honorable John Buckovich