City of Santa Fe

# Agenda

CITY CLERK'S OFFICE
DATE 3/17/15 TIME 11:13am
SERVED BY Richard DeMella
RECEIVED BY Alicia Martinez

## SANTA FE REGIONAL JUVENILE JUSTICE BOARD

**Thursday March 26th, 2015**
**5:15-6:15 P.M.**
**CYFD Offices**
**1920 FIFTH STREET**

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Introductions of Board Members and Guests

V. Approval of minutes February 19th, 2015

VI. Financial Report – Richard De Mella
A. Budget – Detailed Budget and Financial Report
B. Approve of Financial Report
C. B.A.R. Approval

VII Presentations:
A Day reporting Update- Richard De Mella
B. CIS – Hilda Perez-Vargas

VIII Matters from the Board

IX Matters from the Public

X Next Meeting April 16th , 2015

XI. Adjournment

**REGIONAL JUVENILE JUSTICE BOARD**
**INDEX**
**MARCH 26, 2015**


| | | |
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| Cover Page | | Page 1 |
| | Action | |
| Call to Order and Roll Call | Santa Fe Regional Juvenile Justice Board meeting was called to order at 5:15 PM by Deacon Anthony Trujillo, Acting Chair. Quorum was present at time of roll call. | Page 2 |
| Approval of Agenda | ***No action due to lack of quorum.*** | Page 2 |
| Introduction of Board Members and Guests | Reflected in Minutes | Page 3 |
| Approval of Minutes February 19, 2015 | ***No action due to lack of quorum*** | Page 3 |
| Financial Report (Exhibit A-B-C) | ***Informational, no formal action due to lack of quorum.*** | Page 3 |
| Presentations:<br>a. Day Reporting Update<br>b. CIS – Hilda Perez | Informational | Page 3-6 |
| Matters from the Board | Informational. Board to review proposed budget for April meeting. | Page 6 |
| Matters from the Public | None | Page 6 |
| Next meeting | April 16, 2105 – 5:15 pm | Page 6 |
| Adjournment and Signature Page | There being no further business to come before the Regional Juvenile Justice Board, the meeting was adjourned at 6:30 pm | Page 6 |

**SANTA FE REGIONAL JUVENILE JUSTICE BOARD**
**Thursday, March 26, 2015**
**5:15 pm – 6:30 pm**
**CYFD Office, Santa Fe, New Mexico**

**MINUTES**

**I. Call to Order**

Deacon Trujillo called the meeting to order at 5:15 pm at the CYFD offices on 5th Street, Santa Fe, New Mexico. A quorum was not present at the time of roll call.

**II. Roll Call**

Present:
Deacon Anthony Trujillo, Acting Chair
Jennifer Romero
Sam Jackson
Aaron Garcia

Not Present:
Judge Mary Marlow Sommers
Mark Dickson
Ted Lovato
Sarah Jacobs

Others Present:
Richard De Mella, Staff Liaison
Sgt. David Webb, Santa Fe Police Officer, Criminal Investigations (Crimes Against Children)
Mary Louise Romero, ICM
Richard Lindahl, Community
Mary Ellen Gonzales, Restorative Justice
Andrea Slatopolsky, Program Manager, Communities in Schools
Hilda Perez, CIS and Cesar Chavez Schools (Tutor/Program Mgr.)
Guests from/for Cesar Chavez School
Monserrat Delavigne, Teacher
Tonya Soveranes, Secretary at Cesar Chavez School
Capital High Student Tutors (Jesus Garza-Vargas, Monica Madrid, Daniela Salas)
Parent and Family Members
Fran Lucero, Stenographer

III. Approval of Agenda
No Changes

IV. Introductions of Board Members and Guests
Reflected in Roll Call

V. Approval of Minutes February 19th, 2015
Deferred to next month meeting due to lack of quorum.

VI. Financial Report – Richard De Mella (Exhibit A-B-C)

A. Budget – Detailed Budget and Financial Report Mr. DeMella reported that $15,520.10 has been billed bringing the current balance to $144,792.20. Match contribution this billing is $$15,816.20. Mr. DeMella asked the programs to bill the program for their expenses. Attached for review is the CYFD Expenditure Report which also reflects the $82,064.00 as the balance for Match Contributions, the current billing amount, previous billing of $39.907.00 and the budget balance of $52,723.20. Exhibit C reflects the CYFD program and unit adjustments for the City of Santa Fe.

The Acting Chair asked if Mr. DeMella could explain the action taken at the legislature on the budget. Mr. DeMella will discuss this item under Items from the Board.

B. B.A.R. Approval
Mr. DeMella said that he has moved money from Jack Ortega's contract in to Mary Louise Romero (ICM Program). There is only $5300 in her account and we will lose the ICM program for May and June. Mr. DeMella will call CYFD and will send e-mail to the members with contact name, phone numbers and e-mail address for members to express their concerns over this budgetary loss.

Ms. Romero said that even though there are no funds she continues to do her job. Ms. Romero said at this time she does report her hours in total and Mr. DeMella said she needs to continue to report her hours whether there is money in ICM or not and they can be reported under the match.

Day Reporting supply money was moved to Personnel.

VII. Presentations:

A. Day reporting Update- Richard De Mella
Mr. DeMella said the program has been going great with the kids on Friday's. Mr. DeMella said there are kids in the program for one day from Day Reporting and asked if anyone knew why they would be there for just one day. Mr. Jackson said there are times that they are suspended and therefore they have to be in a program for the day they are out of school. Mr. DeMella expressed his thanks to everyone who has assisted with this program.

Mr. DeMella said Youth Works would like to pick up the kids at 3 pm and they will bring them back to the Facility. It was noted that these kids need fresh air and the opportunity to be outside. Mr. Jackson said that if they have community service hours they can do this under Day Reporting. Mr. Garcia would like to know the names of these individuals and he will work with them at the facility so they can work down these community service hours.

Mr. DeMella said that there are many cities in NM conducting continuum meetings and he attended the one in Las Cruces. He found out that in Las Cruces they use some of these kids in the Parks Department. Mr. DeMella would like to work the kids in to some of our departments; fire department, park department, etc. Mr. DeMella will continue to explore this opportunity with the city.

Day Reporting will not be functioning next week. Mr. Garcia said that more discussion is needed regarding summer programs.

The Acting Chair said that there is a need for the Program Committee to meet regarding Day Reporting. Mr. DeMella will coordinate this meeting for April 8, 2015 at 12:00 pm at the city Railyard office. Ms. Romero, as Chair for the Program Committee will send out a meeting invite.

B. CIS – Hilda Perez-Vargas
Ms. Perez said that a lot of things have transpired at Cesar Chavez; they have approximately 44 DECA students and Capital High students who are tutoring and mentoring the kids. They have started an Ecology Club, Drama Club, Running Club, Student Council, Basketball and Cooking with the Kids [on Saturday's]. Ms. Perez also conducts home visits when there is a need for support.

Student Presentations:
"I am a 3-sporter student at Capital High." He talked about his life experience as the youngest of 3 children where he grew up with a language barrier or struggles at home. He is so invested in helping the kids, he has coached the girls' basketball team and he helped them learn discipline of the sport. He made finishing their homework a priority before they were involved in sports and these kids always said "thank you." "Helping these kids brightens my day – they get their homework done and they can go home and play with their friends." Mr. DeMella complimented him and said, "you are a man, thank you for what you do!"

Cesar Chavez Tutor – It is such a great experience when you see how happy these kids are when they see you. They are happy when they learn and know that they can do their work and understand it. When she came to Santa Fe she was 6 years old and couldn't speak English, now she can help her brothers and sisters and she can now make a change in other kid's lives.

Cesar Chavez Tutor – started tutoring this year. She goes whenever she can and she likes the environment with the kids. The kids get happy when they see her. When she was smaller she always had someone there to help her and she would like to do the same with these little kids. It is nice to help them and more so she is not even out of high school yet.

Tonya Soveranes, Secretary at Cesar Chavez – These young tutors have brought in amazing self-confidence. The kids look up to these tutors and look forward to them

coming in and working with them. It gives the kids more hope that they can get to high school; it gives them more then just academics, it gives them community.

Luz – Parent – she is very grateful for the program – she is happy when her kids are being helped with afterschool homework. She can't help them as she does not speak English. This program takes its time with the kids and the tutors have helped her children, thank you to Hilda.

Monserrat Delavigne – Classroom Teacher at Cesar Chavez – Her students have benefitted for the last 2 years from Hilda's program. All the programs implemented by Hilda have been great for her kids. These programs are part of her curriculum and she believes her kids would not be as successful as they are without the tutors and support from Hilda's programs. Students who were at risk are now not only scoring but have passed successfully many of the state tests. Magic happens when Capital High tutor students come in to help and the kids have also requested to have them there on a daily basis. The self-esteem that these young students now possess with the help of Hilda's program and the tutors is phenomenal. They now have the love of learning that will last a life time.

Ms. Delavigne said that Hilda has taught her students that they have an intellectual and spiritual right to make decisions for themselves on a daily basis. All of her students have shown academic growth. Hilda is a trusted, respected individual who treats the students with respect and with dignity.

Andrea Slatopolsky from Communities in School (CIS) said that she is so happy with the reciprocal benefit not only from the tutors but the benefit that the kids under instruction are receiving.

Thank you so much to our wonderful young people! Words cannot express the gratitude from the Regional Juvenile Justice Board to these young individuals who are giving of their time and energy to help these kids. Thank you.

Mr. Jackson asked if there is any data that shows if it has reduced absenteeism.

Ms. Slatopolsky said yes it has. There are individual goals set for these students and statistics are available which she can provide at a later date. There are some students they cannot track data on without the parent's approval and stressed the importance of Parent Engagement.

Sgt. Webb asked if this program is in other schools. Ms. Slatopolsky said that this program is in 10 schools and she will get more information to Sgt. Webb on how to get children in to this program.

Ms. Perez said that criteria for student tutors is high, they have to be committed and ready to make that step from a student-tutor to a role model for these kids.

Deacon Trujillo gave his thanks to the students, to the parent in attendance and her children; thank you for believing in the program that Hilda has implemented. The scope of work that Hilda performs goes way over and beyond to help these parents and their kids. The Board recognizes all the extra things Hilda does. "You are incredible, you have connected family, academics, student tutors, and belief in themselves with no barriers."

Mr. Lindahl commented that this is a good example how time matures a program from inception and complimented the working together attributes. Thank you.

Mr. DeMella said that there is hope for the South Side; city is looking at a Boys and Girls Club, a Teen Center and other programs to support our kids.

VIII. Matters from the Board

Mr. DeMella provided next years proposed budget for board review. Every program will lose money for their programs. A travel expense line item has been identified for staff to attend continuum meetings. Mr. DeMella will take some of that money to put in to the ICM program. Although there are no youth members on the Board the plan is for the Mayor's Youth Committee to participate at a later date. Mr. Jackson would like to make sure that we track the services, for example the time that our young tutors spend at the school for the match. (Exhibit D)

IX. Matters from the Public

None

X. Next Meeting April 16th , 2015

XI. Adjournment

There being no further business to come before the Regional Juvenile Justice Board, the meeting was adjourned at 6:30 pm

**Signature Page:**

Deacon Anthony Trujillo
Acting Chair

Fran Lucero
Stenographer

| | |
|---|---|
| Date received by CYFD | |
| Date to Finance Specialist | |
| Date invoice paid | |
| Check # | |

# PROGRAM INVOICE

**INVOICE NUMBER:** 8

**I. CONTRACTOR NAME:** City of Santa Fe

REMIT TO ADRESS: Street/PO Box — PO Box 909 500 Market St. Siute 200

City, State, Zip — SF NM 87504-0909

CONTRACT NUMBER: 15-690-17240

TERM OF CONTRACT: July 1, 2014 - June 30, 2015

VENDOR NUMBER: 54360

PURCHASE ORDER # 69000-0000045619

**II. BILLING PERIOD:** February 2015

TOTAL CONTRACT AMOUNT: $205,159.00

PREVIOUS BALANCE: $160,311.80

**AMOUNT OF THIS BILLING:** **15520.10**

CONTRACT BALANCE: $144,792.20

MATCH CONTRIBUTION THIS BILLING: $15,816.20

CONTRACTOR SIGNATURE

INVOICE DATE

Oscar S. Rodriguez

PRINT NAME AND TITLE

TELEPHONE

**FOR CYFD USE ONLY:**

I /WE CERTIFY THAT THE INFORMATION IN THIS INVOICE IS TRUE AND CORRECT, THAT THE SERVICES PERFORMED ARE IN ACCORDANCE WITH THE SCOPE OF WORK IN THE ABOVE REFERENCED CONTRACT AND SERVICES RENDERED HAVE NOT BEEN PREVIOUSLY APPROVED.

PROGRAM MANAGER

DATE

PRINT NAME

**SCAN & EMAIL TO:**

Linda Kennedy, CYFD at Linda.Kennedy@state.nm.us

with a copy to:

Janet Musolf, CYFD at Janet.Musolf@state.nm.us

**USPS SERVICE OPTION:**

CYFD - Juvenile Justice Services

PO Drawer 5160, Room 542

Santa Fe, NM 87502

Revised 10/2014

Exhibit A

# CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

**CONTRACTOR/GRANT NAME:** City of Santa Fe

**CONTRACT/GRANT PERIOD:** July 2014 to June 2015

**BILLING FOR PERIOD OF:** February 2015

Check which applies:
**PROGRAM EXPENDITURE REPORT** ( )
**MATCH EXPENDITURE REPORT** ( )

Use this form to budget and request reimbursement for expenditures and to report match requirement.

| ACCOUNT DESCRIPTION<br>INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN | APPROVED BUDGET<br>INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN | CURRENT BILLING<br>INSERT YOUR CURRENT BILLING IN THIS COLUMN | PREVIOUS BILLINGS<br>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING | BUDGET BALANCE |
|---|---|---|---|---|
| ICM | $46,400.00 | $4,942.00 | $32,234.20 | $9,223.80 |
| Gender Specific | $5,000.00 | | | $5,000.00 |
| Community in Schools | $31,531.00 | $3,153.10 | $12,612.40 | $15,765.50 |
| Consultant Services | $15,008.00 | $7,425.00 | | $7,583.00 |
| Day Reporting | $75,000.00 | | | $75,000.00 |
| Strenghtening Families | $7,220.00 | | | $7,220.00 |
| RESTORATIVE JUSTICE | $25,000.00 | | | $25,000.00 |
| | | | | $0.00 |
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| ***GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM*** | **$205,159.00** | **$15,520.10** | **$44,846.60** | **$144,792.30** |

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED.**

**AUTHORIZED SIGNATURE** **DATE**

**Oscar S. Rodriguez, Finance Director**

**Printed Name and Title**

REVISED 10/14

# CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

CONTRACT/GRANT PERIOD: July 2014 to June 2015

BILLING FOR PERIOD OF: February 2015

Check which applies:
PROGRAM EXPENDITURE REPORT ( )
MATCH EXPENDITURE REPORT (✓)

Use this form to budget and request reimbursement for expenditures and to report match requirement.

| ACCOUNT DESCRIPTION<br>INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN | APPROVED BUDGET<br>INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN | CURRENT BILLING<br>INSERT YOUR CURRENT BILLING IN THIS COLUMN | PREVIOUS BILLINGS<br>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING | BUDGET BALANCE |
|---|---|---|---|---|
| Juvenile justice Planner | | $4,324.39 | $25,946.00 | $30,270.39 |
| Day Reporting | | $11,491.81 | $10,961.00 | $22,452.81 |
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| *GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM* | $82,064.00 | $15,816.20 | $36,907.00 | $52,723.20 |

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED.

AUTHORIZED SIGNATURE

3-10-2015
DATE

Oscar S. Rodriguez, Finance Director
Printed Name and Title

Exhibit B

REVISED 10/14

# CHILDREN, YOUTH and FAMILIES DEPARTMENT
# BUDGET, PROGRAM and UNIT ADJUSTMENT FORM

ljustment No.: 1

Date: 03/09/2015

antee Name: City of santa Fe

Contract No.: 15-690-1720

ogram Name: Continuum Site City of SF

x Budget Revision
____ Program Funds
____ Match Funds
____ Component Adjustment
____ Project Description Revision
____ Project Schedule Revision

~ Use only whole numbers

| ~~Line Item~~ Appropriation | Existing Budget | Increase | Decrease | Amended Budget |
|---|---|---|---|---|
| **ICM** | | | | |
| Contractual | $44,000 | $1,200 | | $45,200 |
| Travel | $2,400 | | | $2,400 |
| **Gender Specific** | | | | $0 |
| Contractual | $5,000 | | | $5,000 |
| **Day Reporting** | | | | $0 |
| Personel | $50,000 | $7,000 | | $57,000 |
| Benefits | $18,000 | | | $18,000 |
| Supplies | 7,000 | | 7000 | 0 |
| **Strengthening Families** | | | | 0 |
| Personel | 1,950 | 500 | | 2450 |
| Benefits | 683 | | | 683 |
| Contractual | 3,787 | | | 3787 |
| Supplies | 800 | | 500 | 300 |
| **Continuum consultant** | | | | |
| Contractual | 15,008 | | 1200 | 13808 |
| **Community in Schools** | | | | |
| personnel | 27,306 | | | 27306 |
| Benefits | 4,225 | | | 4225 |
| Restorative Justice | 25,000 | | | 25000 |
| **Total** | $205,159 | $8,700 | $8,700 | $205,159 |

Justification:

The County has identified this position to coordinate directly with tha City of Santa Fe and continuum board on all Day Reporting (DR) matters. Manages monthly line irems budget in order to maintain fisacl budget control of DR services. Works closely with stakeholders in the Juvenile Justice field to maintatin the continuity of care of all juveniles and attends monthly board meetings. Managing personnel including hiring, evaluating, disciplining, and terminating for those staff members who are assigned to DR. The County will purchase all DR supplies and include them as in kind

ICM funding is increased to meet last years fundir 47,600. The Consultant gave his fudíontinue on a separate page...
SFPS will take care of 300 worth of supplies and 500 goes to personel

I certify the above is required for efficient program operation

Authorized Signature: Title: Finance Director Date: 3-10-2015

**CHILDREN, YOUTH and FAMILIES DEPARTMENT**

Authorized Signature: Title: ____ Approved ____ Disapproved Date:

Revised January 2015

Exhibit C

Communities In Schools of New Mexico
Cesar Chavez Community School
March 2015

**Cesar Chavez Community School**
**School Year - 2014 - 2015**
Principal, Felicia Sena
CIS Site Coordinator, Hilda Perez Vargas

| | |
|---|---|
| **Total # Students:** | **538 K through 5th** |
| **Total Free and Reduced Lunch:** | **100%** |
| **Total economically disadvantaged:** | **100%** |
| **Total ESL:** | **70 %** |
| **Total Special ED:** | **10 %** |
| **Attendance Rate:** | **94.6%** |
| **Academics (as of 2013-14):** | **48.3% passing reading; 39.4% passing math** |

**CIS Goal A**: Develop/implement Site Plan for addressing specific programs/activities/interventions focusing on highest area/issues of concern for the school. Bullying, Food Insecurity, Homelessness, Attendance, Behavior/Suspensions, After school programs, Parental Engagement, Basic Needs, Study Skills.
**CIS Goal B**: Case Manage 10% of total student population based on academics, behavior, attendance, parent engagement and basic needs.

**First Steps:**
- Collaborate with Leadership Team to develop and implement school-wide Site Plan.
- Support the development of the Wellness Team including the Implementation of the CIS/SFPS Student Referral Process in partnership with SFPS.

Hilda Perez Vargas has been the Cesar Chavez Community School CIS Site Coordinator since 2013. She has built a strong presence and support system for children and families ensuring that broad school-wide needs are met while individual student and family needs are addressed and mitigated in a timely, thoughtful and efficient manner.

*"When given a safe place to work and express themselves they SHINE!!" Hilda Perez Vargas, CIS Site Coordinator at Cesar Chavez Community School*

**Highlights/Focus:**
- Case Managing 47 students - individually and in small groups on a regular basis. More are being referred to her each month.
- Meets weekly (and sometimes daily) with the school's Wellness Team (nurse and counselor) to establish and clarify roles and ensure students in need of support and case managing are supported. Develop and implement individual student intervention/prevention plans. Track student/family progress.
- Organizes and facilitates multiple programs to serve high-need children including: Tutoring and Mentoring with CHS students, Girls Inc., Drama Club, Cooking with Kids Family Nights, Co-ed Basketball program and PMS Girls Group, among others.
- Organizes ongoing parent events including educationally focused parent coffees, immigration support/information, and other educational activities to engage and support parents.
- Coordinates a multitude of basic needs supports and supplies for students including clothing and school supply closets, coat drives and the snack backpack program.
- Works with CIS Volunteer Coordinator to bring more academic tutors to the school.

**Challenge:** Demand for support exceeds capacity.

# City of Santa Fe

| FY 2016 | Continuum | Intensive Community Monitoring | Gender Specific | Day Reporting Center | Strengthening Families | Communities in Schools | Restorative Justice | Totals | |
|---|---|---|---|---|---|---|---|---|---|
| **Personnel** | | | | $47,850<br>Partial salary for Program Director & Security Officer | $6,910<br>2 facilitators, 1 lead facilitator & coordinator for 3 groups of 7 sessions | $25,431<br>Portion of fulltime CIS Coordinator at Cesar Chavez | | **$80,191** | |
| **Benefits** | | | | $17,226<br>Benefits for the above employees | | $4,744<br>Benefits for above employee | | **$21,970** | |
| **Contractual** | $1,938<br>Sub-contract for program development, planning and FY17 grant application | $42,108<br>Sub-contract @ no more than $28/hr | $4,785<br>Facilitators for Boy's Council and Girl's Circle at no more than $28/hr | $6,699<br>Sub-contract w/Santa Fe Youth Shelter for counseling & Youth Works for GED | | | $23,925<br>Sub-contract to provide 461 hours of RS services | **$79,455** | **Estimated Match Liability of 40% of Funding** |
| **Travel** | $1,435<br>Per diem & mileage for Coordinator/JJAC meetings | | | | | | | **$1,435** | |
| **Supplies** | | | | | | | | **$0** | |
| **Other Costs** | | | | | | | | **$0** | |
| **Youth Committee** | $300<br>stipend to attend mg/travel to JJAC mtg/travel to conference | | | | | | | **$300** | |
| **Totals:** | **$3,673** | **$42,108** | **$4,785** | **$71,775** | **$6,910** | **$30,175** | **$23,925** | **$183,351** | **$73,340** |

Exhibit D