



Agenda

CITY CLERK'S OFFICE

DATE 7/8/15 TIME 9:20am

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SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday July 16th, 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 May 21st 2015
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report
 - B. Approve of Financial Report
- VII. Presentations:
 - A. Day Reporting –Program committee
 - B. Fiscal Year (Budget) 15/16.Budget Committee
- VIII. Matters from the Board
- IX. Matters from the Public
- X. Next Meeting August 20th, 2015
- XI. Adjournment

**REGIONAL JUVENILE JUSTICE BOARD
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JULY 16, 2015**

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	Action	
Call to Order and Roll Call	Santa Fe Regional Juvenile Justice Board meeting was called to order at 5:15 PM by Sam Jackson, Chair. Quorum was not present at time of roll call. Quorum established at 5:25 pm.	Page 2
Approval of Agenda	<i>Mr. Dickson moved to approve the agenda as presented, second by Judge Sommers, motion carried by unanimous voice vote.</i>	Page 2
Introduction of Board Members and Guests	Reflected in Roll Call	Page 2
Approval of Minutes May 21, 2015	Correction: Page 5 – VII-B5th Paragraph starts with Mr. Valdez – should be Mr. Dickson <i>Judge Sommers moved to approve minutes of May 21, 2015 as amended, second by Mark Dickson, motion carried by unanimous voice vote.</i>	Page 2-3
Financial Report	<i>Deacon Trujillo moved to accept the budget as presented, second by Judge Sommers, motion carried by unanimous voice vote.</i>	Page 3
Presentations: a. Day Reporting b. Fiscal Year Budget 15/16 – Budget Committee	Informational Staff Direction: Send the Board members documentation to support the budget request to CYFD and coordinate appointment with ICM contractor.	Page 3-6
Matters from the Board	Agenda Item for next meeting: Committee Assignments	Page 6
Matters from the Public	Informational	Page 6
Next meeting	August 20, 2015	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 6-7

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday, July 16, 2015

5:15 pm – 6:30 pm

CYFD Office, Santa Fe, New Mexico

MINUTES

I. Call to Order

Sam Jackson, Chair for the Santa Fe Regional Juvenile Justice Board 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. The Chair proceeded with introductions. A quorum was existent at 5:25 pm. The Board continued with regular order of business.

II. Roll Call

Present

Sam Jackson, Chair
Judge Mary Marlow Sommers
Deacon Anthony Trujillo
Aaron Garcia
Mark Dickson
Ted Lovato

Not Present:

Jennifer Romero
Sarah Jacobs

Staff Present

Richard De Mella, Staff Liaison
Jack Ortega, RJJ Consultant

Others Present

Fran Lucero, Stenographer
Mary Louise Romero, ICM
Mary Ellen Gonzales, Common Ground
Brittany Serna, Santa Fe County JCC Manager through RAC STOP
Louise Sanchez, Director RAC STOP

III. Approval of Agenda

No changes.

Mr. Dickson moved to approve the agenda as presented, second by Judge Sommers, motion carried by unanimous voice vote.

III. Introductions of Board Members and Guests

In addition to the board member introductions, all guests are reflected in roll call above.

IV. Approval of minutes May 21st 2015

Correction:

Page 5 – VII-B5th Paragraph starts with Mr. ~~Valdez~~ – should be Mr. Dickson

Judge Sommers moved to approve minutes of May 21, 2015 as amended, second by Mark Dickson, motion carried by unanimous voice vote.

V. Financial Report – Richard De Mella

- A. Budget – Detailed Budget and Financial Report
- B. Approve of Financial Report

The Chair stated that the Budget Committee met on the July 10th.

Mr. DeMella provided the last invoice for the year and reported that they spent everything except for \$10,619.05 due to the late start of the Restorative Justice program/contract. The money will be reverted back to the state. Ms. Gonzales stated that if they had started the program earlier they would have spent down their money and in addition would not have had sufficient funds to carry them through the whole program.

Deacon Trujillo asked how this reversion back to the state will affect the Board.

Mr. DeMella stated that it would not have an adverse effect as the reason listed above.

Deacon Trujillo moved to accept the budget as presented, second by Judge Sommers, motion carried by unanimous voice vote.

VI. Presentations:

A. Day Reporting – Program Committee

The Chair reported on discussion from the last Program Committee meeting regarding what next steps should be with day reporting. Mr. Aaron Garcia has informed the RJJ Board that they are prepared to start on August 17th. Staff is in place, the identified programs available are being defined as far as scheduling. Some of these programs are through the City of Santa Fe and Community in Schools. It was discussed to have a portfolio of programs and assure teens that are at the facility have a full agenda in the day. Judge Marlow Sommers asked for a status on the Education piece. It was noted that the teacher from SFPS will not go year round; they will find programs for the summer and note times that the teacher is not available.

Mr. Garcia has had an intense program for the incarcerated kids and he has done a great job with that. The incarcerated kids have had a hard summer but Mr. Garcia has done a good job of keeping them busy.

Judge Sommers asked when she can refer people to day reporting. The Chair said August 17th.

Ms. Gonzales stated that the amount of time that individuals are at day reporting has lessened, some are there from 1-3 days and that makes it difficult for programming on a short-term basis.

Mr. DeMella would like to have services from 1-5 pm on Friday's but said that they will have wrap around services for them.

The Chair said that the schools are doing a much better job at taking kids back. Mr. Aaron Garcia and Nicole are on top of the services and programming at the facility. The Chair said that we will continue to work with the schools.

Ms. Mary Louis Romero from the ICM Program said there was a time when kids couldn't start a GED program; there was a struggle because kids were being put on a computer to work on a subject when they actually wanted to work on their GED. How can we get the best fit services for education when these kids are working towards their GED? We need to tailor their curriculum or program participation to fit their needs. The Chair said we have talked to Youth Works and the SFCC regarding these GED needs. Many of the successes for these kids have been through their GED completion at SFCC because they can continue their education with SFCC.

Mr. DeMella reiterated that we need to do more for these kids; there is so much hunger amongst the kids in our city.

Mr. Lovato said we need to set a path that works for these kids to set them on the right educational path. We have discussed what intake should look like and we have follow up work that needs to be done on our end.

Deacon Trujillo noted that the presentation that Ms. Terri Rodriguez from the city made recently brought forward the importance of the wrap around services and how the process will work. Mr. Aaron Garcia and Nicole did a good job in explaining the programming services and how it would need to work.

The Chair reiterated that Day Reporting is a county program that we subsidize. It is their program, they need to put their wrap around services together and we will support them to the best of our ability. With the shorter term kids the educational programming is going to be very pin pointed on how we support these kids.

The Chair offered his compliments to Mr. Aaron Garcia; he has taken over the incarcerated part of the facility along with Day Reporting.

Santa Fe County has created a Task Force to study the Santa Fe County Youth Development and how we service our youth and define enhancement of services. The members to this task force will be identified and Mr. Garcia can report back to the Regional Juvenile Justice Board at next meeting as information is available.

Mountain Center has sent a letter to Mr. Garcia asking how they can support Day Reporting. CIS, ICM, and other programs have contacted Mr. Garcia to offer services to Day Reporting.

B. Fiscal Year (Budget) 15/16. Budget Committee

Mr. DeMella provided information by line item on the 15/16 budget. It was noted that Mr. Jack Ortega would not renew his contract with the Juvenile Justice Board. Mr. Ortega noted that this is his last board meeting; the \$1938 is now available to be reassigned. Mr. Ortega expressed his thanks to the board and expressed his continued commitment and investment in the work that is being done. His heart has been in the mission of helping these kids. He is very grateful for the opportunities he has experienced. "Thank you and keep doing the work that you do." The Chair expressed his sincerest of thanks on behalf of the Regional Juvenile Justice Board.

Travel: Allocation for Director to attend continuum meetings. \$1,435 – estimated expenses cannot be defined at this time. Mr. DeMella will keep the board apprised of expenses as they occur.

Youth Committee: \$300 – Need to follow up on the young man who came to a recent meeting and expressed interest in being a youth representative to the Juvenile Justice Board. The Deacon will follow up with him and report at next meeting.

ICM - \$42,108 - The timeline of the work performed will allow Ms. Romero to start work immediately. There is no guarantee that this amount will last for the full term of the contract based on the billing requirements from CYFD.

Ms. Mann-Lev asked for explanation on the special conditions: *ICM and Gender Specific service providers are to be paid no more than \$28 per hour for contractual services.* She feels that for the State to expect the contractor to settle for this amount when they are responsible for their own benefits and insurance is not realistic. Ms. Mann-Lev feels that a letter should be sent to CYFD explaining the scope of work for this contractor and that the stipulation being imposed is not realistic.

The Chair noted that the discussion and agreement is to do a BAR if any money is available and transfer to ICM in the future.

Mr. Dickson asked who made the decision to cut her salary and he would like to see her contract amount be increased. The services she performs are valuable and should not be cut due to a lack of funding.

Mr. DeMella said that the \$5,000 cut came from CYFD.

Judge Sommers said that time should be allowed for Ms. Romero to meet with a smaller group of the board to discuss her financial needs for the program and the demographic that she covers before making any motions or decisions on BAR transfers, etc. at this time.

Mr. Ortega provided for informational purposes that in Rio Arriba they had not received funding for a full year, they got funded for ½ year and they wanted to move money around. The direction from CYFD was to meet with the Cabinet Secretary to get approval. Mr. Ortega said that after an approval from CYFD the Espanola Representative in a 3-page memo to JJAC requested permission to move money around. They are awaiting that decision. Mr. Ortega recommends that ICM contractor meet with the board and define what her program needs and what she feels in an appropriate contracted amount to match the services she provides.

Ms. Romero said she has spoken to Mr. DeMella and she has been told that this is all that is available.

Mr. Lovato said that there are demographics to subsidize the cost of services to support Ms. Romero for her ICM program. If we put the metrics together it will support the increase.

Mr. Dickson asked if any other programs have suffered with the loss of services earlier.

The Chair said yes, there have been repercussions when the services weren't available.

Day Reporting: \$6699 is for wrap around services.

Strengthening Families: \$6910

Community in Schools: Contract is in Place

Restorative Justice did not apply under the RFP.

Judge Sommers said that the budget is not detailed appropriately for a vote to be taken. The Judge would like the supporting documentation for each item on Attachment 2 – Budget dated July 1, 2015. Mr. DeMella said he can send the original agreement that was submitted to CYFD which resulted in the presented budget today.

The Deacon said that site visits should be done in order to determine how effective these programs are to assure that the allocated awards meet their service needs.

Judge Sommers wants to make sure that we can move money around from one line item to another and it was confirmed by Mr. Ortega that we can do a BAR.

Mr. Ortega said that it depends on how much money you are going to move or change and how they rate the approval. If the request is monumental than it will have to go to JJAC and if it is that large, consider reflecting it in the FY16-17 budget.

Ms. Gonzales will send a report from Restorative Justice to Mr. DeMella for distribution to the board for informational purposes and to include with documentation.

VIII. Matters from the Board

The Chair would like to discuss committee assignments at next meeting.

IX. Matters from the Public

Brittney Serna, Santa Fe County JCC Manager through RAC STOP will be working with Mr. Lovato and attending the Regional Juvenile Justice Board meetings. Ms. Serna will be doing case management for the parent and the child. She will help with the educational component.

Ms. Gonzales asked what the criteria is to become a client. Ms. Serna noted that you have to be on probation.

Welcome from the Regional Juvenile Justice Board.

X. Next Meeting August 20th, 2015

XI. Adjournment

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

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday, July 16, 2015

5:15 pm – 6:30 pm

CYFD Office, Santa Fe, New Mexico

Signature Page:

Sam Jackson
Chair



Fran Lucero
Stenographer

Attachment 2 – Budget dated July 1, 2015
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	\$6,910	\$25,431		\$80,191
Benefits				\$17,226		\$4,744		\$21,970
Contractual	\$1,938	\$42,108	\$4,785	\$6,699			\$23,925	\$79,455
Travel	\$1,435							\$1,435
Supplies								\$0
Other Costs								\$0
Youth Committee	\$300							\$300
Totals:	\$3,673	\$42,108	\$4,785	\$71,775	\$6,910	\$30,175	\$23,925	\$183,351

SPECIAL CONDITIONS:

ICM and Gender Specific service providers are to be paid no more than \$28 per hour for contractual services.

The Contractor shall be required to source a minimum of forty-percent (40%) of the total budgeted grant amount with local matching funds. The local matching funds may consist of money, land, equipment or in-kind services. Matching funds should be expended at the same rate as the grant funds and must be reported on the monthly invoices.

Budgeted and contracted Grant Amount	\$ 183,351.00
40% Minimum Match Liability for City of Santa Fe	<u>73,340.00</u>
Projected Budgeted Amount	\$ 256,691.00

*Per diem and mileage, and other miscellaneous expenses, will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC.

FUNDING INFORMATION:

Juvenile Continuum Grant Fund

Attachment 2