



Agenda

DATE 6/11/14 TIME 10:34a
PREPARED BY Richard DeMella
CITY CLERK [Signature]

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday, June 19, 2014

5:15 P.M. - 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 of May 15th, 2014
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report
 - B. Approve of Financial Report
- VII. Presentations:
 - A RFP Review- Program Committee
 1. ICM - Action Item
 2. CIS –Action Item
 3. Voices- Action Item
 4. Day Reporting
 - B. Action Item: Vote to approve the responses (any individual Board Member may move to remove one or more items to be voted on individually.)
- VIII. Matters from the Board
 1. Board Elections- Deacon Trujillo, Action item
- IX. Matters from the Public
- X. Next Meeting July 17th, 2014
- XI. Adjournment

PERSONS WITH DISABILITIES IN NEED OF ACCOMMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 955-6520, FIVE (5) WORKING DAYS PRIOR TO MEETING DATE.

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COVER PAGE		Page 1
CALL TO ORDER	Ms. Gonzales, Acting Chair at 5:15 pm, called meeting to order. Chair Trujillo resume chairmanship at 5:30 pm.	Page 2
ROLL CALL	Roll call constitutes a quorum. 1 absence	Page 2
APPROVAL OF AGENDA	Mr. Jackson moved to approve the agenda as presented, second by Councilor Dimas, motion carried by unanimous voice vote.	Page 2
INTRODUCTION OF BOARD MEMBERS AND GUESTS	Reflected in Roll Call	Page 2
APPROVAL OF MINUTES, MAY 15, 2014	Councilor Dimas moved to approve the minutes of May 15, 2014 as presented, second by Mr. Jackson, motion carried by unanimous voice vote.	Page 3
FINANCIAL REPORTS	<i>Mr. Jackson moved to approve the Financial Report as presented, second by Councilor Dimas, motion carried by unanimous voice vote.</i>	Page 3
PRESENTATIONS A. RFP Reviews	<i>Ms. Gonzales moved to approve RFP-14/43/P for ICM, second by Councilor Dimas, motion carried by a positive 7 in favor and 1 abstention.</i> <i>Ms. Gonzales moved to approve the RFP for Community in Schools (CIS) with the above caveats, second by Mr. Jackson, motion carried, 7 in favor and 1 abstention.</i>	Page 3-9

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	<p><i>Ms. Gonzales moved to approve the RFP for VOICES, second by Councilor Dimas, motion carried 7 in favor and 1 abstention.</i></p> <p>It was further clarified that the special meeting proposed for next week is to finalize the letter and the RFP approval in the amount of \$75,000.00. It was agreed that the meeting would be held on June 26th at 10:00 am at the 5th Street office.</p>	
<p>MATTERS FROM THE BOARD Board Elections</p>	<p><i>Mr. Lovato moved that there be a Chair and a Co-Chair. With that recommendation he proceeded to nominate Judge Marlow Sommers and Mark Dickson serve in those capacities, second by Ms. Gonzales, motion carried by unanimous voice vote.</i></p> <p><i>Mr. Lovato moved that Deacon Trujillo remain as Chair and that action be taken to approve Judge Sommers as Co-Chair. Once Ms. Jacobs becomes a member a vote will be taken to nominate and accept Judge Sommers as Chair and Ms. Jacobs as Co-Chair, second by Ms. Gonzales, motion carried with a positive vote of 7-1 (Judge Marlow Sommers Abstained).</i></p>	<p>Page 9-10</p>

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MATTERS FROM THE PUBLIC	None	Page 10
NEXT MEETING	Special Meeting: June 26, 2014 and Regular Meeting, July 17, 2014	Page 10
ADJOURNMENT	Meeting was adjourned at 6:40 pm	Page 10
SIGNATURE PAGE		Page 10

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday, June 19, 2014

5:15 pm – 6:40 pm

MINUTES

- I. The Acting Chair, Mary Ellen Gonzales, called the Santa Fe Regional Juvenile Justice Board Meeting to order at 5:20 pm, CYFD Offices, 1620 Fifth Street, Santa Fe, NM. Roll call reflects a quorum. The Chair arrived within minutes of the start of the meeting and resumed Chairmanship.

- II. Roll Call

Present:

Anthony Trujillo, Chair
Councilor Bill Dimas
Mary Ellen Gonzales, Acting Chair
Mark Caldwell
Judge Mary Marlow Sommers
Mark Dickson
Jennifer Romero
Sam Jackson
Ted Lovato

Absent:

Linda Trujillo

Others Present:

Richard DeMella, Staff Liaison
Mary Louise Romero, ICM
Jack Ortega, Staff, RJJB
Ted Lovato
Mr. Richard Lindahl, CYFD
Sara Jacobs, Children's Court Attorney
Tom Karr, Audience
Anna Serrano for Fran Lucero, Stenographer

- III. Approval of Agenda

Mr. Jackson moved to approve the agenda as presented, second by Councilor Dimas, motion carried by unanimous voice vote.

- IV. Introductions of Board Members and Guests

Round table introductions and reflected in attendance.

V. Approval of minutes - May 15th, 2014

Councilor Dimas moved to approve the minutes of May 15, 2014 as presented, second by Mr. Jackson, motion carried by unanimous voice vote.

VI. Financial Report – Richard DeMella

A. Budget – Detailed Budget and Financial Report

Mr. DeMella provided the Board with the attached financial report reflecting expenditures Y-T-D in the amount of \$146,328.37 and the budget balance to-date is \$34,671.63.

Mr. Lovato asked when do contracts go to City Council? Mr. DeMella explained that contracts go to the Finance Committee first and recommendations proceed to the City Council. Mr. Lovato was requesting timeline information from Mr. DeMella on the process. Mr. DeMella said 2nd week of July, possibly the week of July 14th.

B. Approval of Financial Report

Mr. Jackson moved to approve the Financial Report as presented, second by Councilor Dimas, motion carried by unanimous voice vote.

VII. Presentations:

- A. RFP Review- Program Committee ***(All review material on file in Regional Juvenile Justice office)***. Ms. Gonzales reported that in attendance for the Program Committee meeting in addition to herself were; Richard DeMella and Jack Ortega. Jack Ortega recused himself from scoring the ICM application as he assisted in this report.

1. ICM - Action Item

Ms. Gonzales reported that there were a total of 20 possible points for each evaluation and ICM attained a perfect score; recommendation is for approval.

Ms. Gonzales moved to approve RFP-14/43/P for ICM, second by Councilor Dimas, motion carried by a positive 7 in favor and 1 abstention.

2. CIS –Action Item

It was noted that because of the way the contract was written it is called the mentoring piece. The committee recommended approval with the caveat that we support Cesar Chavez as the primary school as this was the initial school that was funded by this board. It makes data collection easier and gives us the ability of following the clients. The committee also recommended that a new name be found for this program that is more descriptive of what it does. Ms. Gonzales said that they would meet with the consultants, as referral to the mentoring program doesn't specifically spell out CIS.

Ms. Gonzales moved to approve the RFP for Community in Schools (CIS) with the above caveats, second by Mr. Jackson, motion carried, 7 in favor and 1 abstention.

3. Voices - Action Item

Voices program is run through Santa Fe Public Schools and recommends approval.

Ms. Gonzales moved to approve the RFP for VOICES, second by Councilor Dimas, motion carried 7 in favor and 1 abstention.

4. Day Reporting – Action Item

There was one response received for day reporting from Santa Fe County. This program was reviewed with Mr. Jackson, Deacon Trujillo, Ms. Gonzales and Mr. DeMella.

The committee did not recommend approval for the following reasons and would like to have the RFP re-issued:

- The program be held in a non-secure facility,
- The response clearly state the curriculum to be used for one half day of educational instruction,
- The response clearly state the curriculum to be used for one half day of life skills instruction,
- The response clearly state the mechanism to guarantee fidelity to these curricula, and
- The response clearly indicates that the responder understands the financial ability of the SFRJJB to support the program.

In the response from Santa Fe County they requested \$150,000 and we have \$75,000 allocated for this program.

Discussion:

Judge Sommers met with Katherine Miller, Santa Fe County Manager about 3 weeks ago. Ms. Miller conveyed that Santa Fe County is committed to assisting the Day Reporting program and they talked about a non-secure site. Judge Sommers and Mr. Lovato also met with the SFPS Superintendent and he was hesitant, as he will need to provide the educational piece. His concern was overall if SFPS wanted to continue to fund any programs at the Santa Fe Detention Center. He did get on board and committed to another year and commented that it has worked better than the past. As a follow through, Judge Sommers, Mr. Lovato and Mr. Caldwell went to the facility to see the electronic monitoring room. It is a very small room compared to the present day reporting room. It is agreed, changes need to be made to the structure itself as well as the program piece. Judge Sommers commented that Mr. Lovato received advisement from CYFD Legal and from the Juvenile Justice Advisory Board and they indicated that they did not construe the existing Day Reporting location consistent with a non-secure site. There was discussion on the door not being locked and how to handle policies for egress and ingress. They would be open to letting us use the monitoring room for wrap around services. Judge Sommers said that they do not allow that site, which has been interpreted as a non-secure site; we are limiting ourselves. We house kids, that have not been going to school but that are smart enough to do curriculum and those kids that don't have any supervision at home and need a place to go to school. There is a population that doesn't reach harm to others but none-the-less are disruptive. The three of them committed to a better day reporting program that will facilitate both types of populations incorporating wrap around services. Judge Sommers said they need more help from this board that know day reporting, know education curriculum and know how to accomplish a good day reporting. We don't see it as a choice that we can close day reporting. The Judge said if we don't keep day reporting alive we would not have a Superintendent of Schools next year. Judge Sommers recommended approval with modifications if possible, creating a sub-committee from the board that works on this.

Ms. Gonzales said thank you to Santa Fe County for their commitment to the program and to the SFPS Superintend. Thank you to Judge Sommers for leading this endeavor.

Judge Sommers said it was hoped to have all services in place by August 1, 2014.

Mr. DeMella addressed the wrap around services; currently Mr. Miller from the equestrian riders at Santa Fe Downs will do this service for free. He come and pick up the kids.

He also spoke to Chris Sanchez to see how they can put more of the city services in to Day Services reporting.

Mr. Ortega stated that through Mr. Lovato and Judge Sommers work three things have been clarified 1) CYFD's definition of this location being un-secured; it comes with some modifications. Mr. Ortega would like to hear from Mr. Lovato on what those items are. One of the largest hurdles having heard from CYFD was that it was not meeting the un-secured definition. 2) As Mr. Jackson said at the review, a large piece of the educational program. If the Superintendent is back on board that is another big hurdle that has been cleared. 3) The second part of the life skills piece is still a little vague. Basically, Judge Sommers and Mr. Lovato are the primary users of this service. If they feel comfortable with the process the board should then support them. Those obstacles being met the next challenge is how do we monitor these things to assure that all of these things start functioning as designed.

Mr. Lovato asked for clarification; Day Reporting has occupied this site for over 11 years and was unclear to the possibility of terminating the use of this space. This agreement was entered in to before his time. Mr. Lovato spoke to the department representatives directly and asked if the Day Reporting Program is in jeopardy. The answer is no, they are mute on this subject and it is up to the local board if they want to keep it where it is at. The importance is the egress/ingress. If they want to leave they will leave.

Judge Sommers asked if JJAC is providing an opinion, it is important for both Mr. Lovato and Mr. Ortega to have one agreed upon advisement from JJAC. Mr. Ortega said that Mr. Lovato has escalated high enough to honor the opinion he has communicated from JJAC.

Mr. Lindahl commented that possibly some of this came from the prior JJAC staff. The state committee itself appointed from the Governor, he does not know if that their last grant funding, he does not know what conditions were put on day reporting. Rarely does JJAC look that this level of program operations. Be that as it may, the typical federal guidelines of the office of Juvenile Justice, if you have a push bar and the kid can go out, that is non-secure. Most of the funding is coming from the State Legislature and the legislative statute does not speak to this level of detail. Mr. Lindahl agrees with the people that Mr. Lovato spoke to; it is a local decision. This has been going on for 11 years. The best youth reporting is Bernalillo County, Children's Court funded by

JJAC. Mr. Lindahl recommended that the Board consider visiting the Bernalillo County Youth Reporting Service.

Mr. Caldwell stated that due to the fact that he is a county employee and this involves Day Reporting and the RFP process he felt it not proper to comment.

Mr. Dickson said he wanted to make it clear that he is in favor of having the day reporting program, even where it is, we just need to identify the language to assure that we have assurance from those people who sign this agreement. Mr. Dickson does not want JJAC or whoever is making the decision to change their mind somewhere down the line regarding the definition.

Mr. Lovato stated that JJAC is an Advisory Board to the department and he sat on their board for 8 years and they advised the department on funding and services. Mr. Lovato said that discussion with his superiors feel that there is no position because it is a local board decision.

Judge Sommers asked whom from JJAC in prior years made the decision?

Mr. Ortega said that the prior staff from JJAC advised board of the non-secure attributes. Mr. Ortega said that we have to get to as close as what Mark has said, kids have in/out. The real security is having a good program where kids can participate with no worry.

Mr. Lovato stated that point of reference is that everyone on the board has a responsibility. It is hard to criticize who should take ownership rather than for all to be a part of the solution. He suggested that a sub-committee be created to work on the solution and recommended that Cindy Sanchez who oversees the Education piece with SFPS be invited to participate in this sub-committee. Mr. Lovato said that the Chair might have ideas on how to assist the kids from the religious community. He stated that we all have responsibility for the kids in detention as it stands they have very little if no home supervision. If we can gather all resources, we can find a solution.

Judge Sommers said she would like a letter from JJAC stating their position.

Mr. DeMella reiterated the importance of getting the MOA signed between the City of Santa Fe and Santa Fe County. The deadline is August 1, 2014.

Discussion continued on the delay of the MOA due to the incorrect language and the elements that led to over a year delay.

Chair Deacon Trujillo recommended that a sub-committee be created to work on the letter and language in the MOA.

Mr. Ortega agreed with Judge Sommers that they do need a letter from JJAC. JJAC is asking for data for kids who are not on probation. More important to protect this board moving forward, CYFD needs to provide this board with a letter that says, you can make that interpretation. Part of what CYFD is doing from another managerial point of view is dictating a lot to these boards and not allowing the local boards to make local decisions. Mr. Ortega agrees that we need a letter.

Mr. Lindahl added that he met with the youth reporting group in Bernalillo County and they are revamping their life skills program at the Youth Reporting Center.

Mr. DeMella said, "We need to move quickly." There was confusion on the \$75,000 in the past. This MOA needs to be done or in the works by next week to get it signed by August 1st.

Judge Sommers stated that Sam Jackson's input is invaluable. He should be on this sub-committee to address the elements of the letter and the RFP. Judge Sommers said we need a deadline on the letter.

The Chair said that there might be a necessity for some of the Board Members and Santa Fe County staff to meet regarding the concerns and did not feel that action not be taken tonight.

Ms. Gonzales recommended that staff work on the MOA so it can be ready to vote on and the letter completed.

Judge Sommers said it is critical to have a special meeting. Judge recommendation is to meet next week.

The Chair asked that the committee review the 4-last items by next weeks meeting.

Mr. Ortega said that the county put in a request for \$150,000 and RJB said they only have \$75,000 and he asked Mr. Caldwell if he could deliver the message on the amounts.

Mr. Caldwell said he would do his best to get this information.

The Chair asked if Mr. Caldwell could arrange for a meeting with members of this board to discuss the outstanding questions.

Councilor Dimas asked if this would go before the Santa Fe County Commission?

Mr. Caldwell said he did not believe it would go before the Commission. Mr. Caldwell said that as staff his direction is to abide by the Procurement Process.

It was further clarified that the special meeting proposed for next week is to finalize the letter and the RFP approval in the amount of \$75,000.00. It was agreed that the meeting would be held on June 26th at 10:00 am at the 5th Street office.

Follow up: Letter prepared by next week.
Approval of RFP by next week after review of letter.
Agreement to the \$75,000 amount in the RFP.

5. Action Item: Vote to approve the responses (any individual Board Member may move to remove one or more items to be voted on individually.)

VIII. Matters from the Board

1. Board Elections- Deacon Trujillo, Action item

Mr. Lovato moved that there be a Chair and a Co-Chair. With that recommendation he proceeded to nominate Judge Marlow Sommers and Mark Dickson serve in those capacities, second by Ms. Gonzales, motion carried by unanimous voice vote.

Discussion:

Mr. Dickson said that he will have more clarity in the fall and cannot commit until a later date.

The Chair said that there is no specific date but would like to take action.
Other names recommended:

- Judge Sommers - Chair nominee.
- Ms. Mary Ellen Gonzales stated that she could not commit and does not want to be nominated.
- Resume and letter of intent have also been received for Sarah Jacobs. Mr. Ortega asked how long it would take to get Ms. Jacobs on the

board. Ms. Jacobs will accept nomination when appointed to the board.

Mr. Lovato moved that Deacon Trujillo remain as Chair and that action be taken to approve Judge Sommers as Co-Chair. Once Ms. Jacobs becomes a member a vote will be taken to nominate and accept Judge Sommers as Chair and Ms. Jacobs as Co-Chair, second by Ms. Gonzales, motion carried with a positive vote of 7-1 (Judge Marlow Sommers Abstained).

- Mary Louise inquired about the status of Jared Lucero's interest to serve as a youth representative on the Regional Juvenile Justice Board.
- Councilor Dimas has met with the Chief to request a SFPD representative for the Juvenile Justice Board.

IX. Matters from the Public
None

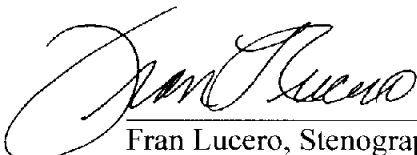
X. Next Meeting June 26th, 10:00 am and
July 17th, 2014 – 5:15 pm

XI. Adjournment

There being no further business to come before the Regional Juvenile Justice Board, Ms. Gonzales moved and Mr. Dickson second to adjourn at 6:40 pm.

Signature Page:


Deacon Anthony Trujillo, Chair


Fran Lucero, Stenographer

PROGRAM INVOICE

INVOICE NUMBER 11

I.	CONTRACTOR NAME:	<u>City of Santa Fe</u>
	REMIT TO ADDRESS: Street/PO Box	<u>200 Lincoln Ave PO Box909</u>
	City, State, Zip	<u>Santa Fe NM 87504-0909</u>
	CONTRACT NUMBER:	<u>14-690-16404</u>
	TERM OF CONTRACT:	<u>August 13 to June 14</u>
	VENDOR NUMBER:	<u>54360</u>
	PURCHASE DOC #	<u>69000-0000041451</u>
II.	BILLING PERIOD:	<u>May-14</u>
	TOTAL CONTRACT AMOUNT:	<u>181000.00</u>
	PREVIOUS BALANCE:	<u>132980.97</u>
	AMOUNT OF THIS BILLING:	<u>13348.40</u>
	CONTRACT BALANCE:	<u>34671.63</u>
	<u><i>Marcos A Tapia for</i></u>	<u>6/18/2014</u>
	CONTRACTOR SIGNATURE	INVOICE DATE
	<u>Marcos A Tapia, Finance Director</u>	<u>955-6530</u>
	PRINT NAME AND TITLE	PHONE NUMBER

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 SIGNATURE

Christiann Stapf
PRINT NAME


DATE

Scan & e-mail to:
christiann.stapf@state.nm.us

Physical Address:
CYFD- Juvenile Justice Services
PO Drawer 5160, Room 542
Santa Fe, NM 87502

Revised 9/3/13

Yashit A.

CHILDREN YOUTH AND FAMILIES - EXPENDITURE REPORT				
CONTRACTOR/GRANT NAME <u>City of Santa Fe</u>		PROGRAM EXPENDITURE REPORT (x)		
CONTRACTOR/GRANT <u>Continuum</u>				
CONTRACT/GRANT PERIOD <u>Aug 13 to June 14</u>		MATCH EXPENDITURE REPORT ()		
BILLING FOR PERIOD OF <u>14-May</u>		(CHECK IF APPLICABLE)		
Use this form to budget and request reimbursement for expenditures if your contract has a line item budget on Exhibit B				
ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPEND YTD	BUDGET BALANCE
INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN	INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN			
ICM	\$ 47,600.00	\$ 4,138.00	\$ 43,449.00	\$ 4,151.00
Gender Specific	\$ 17,500.00	\$ 6,000.00	\$ 17,500.00	\$ -
Mentoring	\$ 25,685.00	\$ 3,210.40	\$ 25,684.75	\$ 0.25
Consultant Services	\$ 14,500.00			\$ 14,500.00
Day Reporting	\$ 75,715.00		\$ 59,694.62	\$ 16,020.38
		\$ -	\$ -	
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$ 181,000.00	\$ 13,348.40	\$ 146,328.37	\$ 34,671.63
I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BE				
 AUTHORIZED SIGNATURE		<u>6/18/2014</u> DATE		
Marcos A Tapia, Finance Director Printed Name and Title				