



Agenda

CITY CLERK'S OFFICE

DATE 8/12/15 TIME 2:38pm

SERVED BY Richard De Mella

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SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday August 20th, 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 July 16th, 2015
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report
 - B. Approve of Financial Report
- VII. Presentations:
 - A. Action Item: Proposal to develop and submit a Budget Adjustment Request (BAR) for FY15/16
 - B. Roll of staff liaison
 - C. Status of pending Board Members/Possible Additions
- VIII. Matters from the Board
 - Vice Chair Elections
 - Action Item Election
- IX. Matters from the Public
- X. Next meeting September 17th, 2015
- XI. Adjournment

SF Regional Juvenile Justice Board

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A. Action Item-Proposal to develop and submit a BAR (Budget Adjustment Report)	<i>Judge Sommer moved to authorize Mr. DeMalla to create a BAR to move \$1,938 from the Continuum line and \$4,785 from the Gender Specific Services line to the ICM line, with a second from Mr. Dickson which passed by voice vote.</i>	2
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SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday August 20, 2015

5:15p.m. -6:32 p.m.

CYFD Offices, Santa Fe, New Mexico

Meeting Minutes

1. Call to Order

Sam Jackson, Chair for the Santa Fe Regional Juvenile Justice Board called the meeting to order at 5:17 p.m. at the CYFD Offices at 1920 Fifth Street, Santa Fe, New Mexico. A quorum was established at the time of roll call.

2. Roll Call

Present

Sam Jackson, Chair

Judge Mary Marlowe Sommer

Mark Dickson

Jennifer Romero

Sarah Jacobs

Not Present

Deacon Anthony Trujillo

Aaron Garcia

Ted Lovato

Staff Present

Richard DeMella, City Liaison

Others Present

Linda Vigil, Stenographer

Sgt. David Webb, Santa Fe Police

Mary Louise Romero, ICM

Maguliy Campos, ICM Intern

Brittney Serna, JCC

Richard Lindahl, Guest

Laura Abeyta, JPO

Mary Ellen Gonzales, Common Ground

Shelly Mann-Lev, Santa Fe Public Schools

Julia Bergen, Communities in Schools

3. Approval of the Agenda

Judge Sommer moved to approve the agenda as presented, with a second from Mrs. Romero which passed by voice vote.

4. Introductions of Board Members and Guests

Board members and guests all made introductions.

5. Approval of Minutes July 16, 2015

Judge Sommers moved to approve the minutes from the July 16, 2015 meeting as presented, with a second from Mr. Dickson which passed by voice vote.

6. Financial Report

A. Budget- Richard DeMella

Mr. DeMella reviewed the financial report which describes the billing and balances. *(See Exhibit A)* The only billing reported was for ICM. Mr. Jackson and Mr. DeMella discussed the Day Reporting program and how it is the responsibility of the County to maintain, however there has not been an assigned teacher to man it. Mr. Jackson stated the program should not be paid with the funds managed by the board if this continues, and if a Memorandum of Understanding (MOU) is not in place.

B. Approval of Financial Report

Ms. Jacobs moved to approve the financial report, a second by Mrs. Romero which passed with voice vote.

Judge Sommer would like the board to review the billing for every financial report. Mr. DeMella will make sure that it is sent out.

7. Presentations:

A. Action Item-Proposal to develop and submit a Budget Adjustment Request (BAR) for FY 15/16

Mr. DeMella described the BAR process and how monies can be moved from different funds and can be adjusted. Mr. Jackson would like to see funds from Voices to ICM, some programs may end by early May if there is not money. Mr. DeMella explained the figures and how they needed to be applied.

Mr. Lindahl gave the board an idea of how these are done, the Program Manager will ultimately decide after a quarterly review.

A discussion was held about the possibility of have more than one BAR and how that would work and affect the budget. Mr. DeMella has previously created more than one BAR, so it is a possibility it may need to be done.

Judge Sommer moved to authorize Mr. DeMella to create a BAR to move \$1,938 from the Continuum line and \$4,785 from the Gender Specific Services line to the ICM line, with a second from Mr. Dickson which passed by voice vote.

B. Role of Staff Liaison

Mr. DeMella previously emailed a letter from CYFD addressing issues pertaining to the information they get from the Board. It was decided that the minutes and agenda will be sent electronically with a read receipt request.

There has been several staff changes and turn over so this will insure they get the information. Mr. DeMella's duties will be slightly changed and he will now work on Proposals and Fiscal Duties.

C. Status of pending Board Members/Possible Additions

Mr. DeMella explained the process with the Chief Information Officer of the Mayor's Office and any new member's appointment or advertisement will need to be posted on the website for 30 days. Mrs. Romero recommended the City post all positions up simultaneously. Mr. DeMella will try to get Mr. Lindahl's appointment done ex post facto since he sent in his application and information previously.

The Board discussed the mandatory member demographics and how the Board is to be comprised. It was decided that they are not in compliance and need to make the changes as soon as possible. Judge Sommers researched and located the requirements and read them aloud. To become in compliance they will need to meet with the Chief of Police to have a member of Law Enforcement. Sgt. Webb has been attending regular meetings however needs to be a voting member. There needs to be a member from the School System and a Businesses and a Non Profit Organization. It was decided that Mr. Jackson will contact the Superintendent of Santa Fe Public Schools to request some recommendations.

8. Matters from the Board

a. Vice Chair Elections

Ms. Jacobs previously turned in her resignation to serve as the Board's Vice Chair.

Action Item Election

Judge Sommer moved to nominate Mr. Dickson as her replacement for Vice Chair Mr. Dickson accepted, with a second from Mrs. Romero, the motion passed with voice vote.

9. Matters from the Public

Mr. DeMella reviewed his list of Notes (see Exhibit B) which included several topics that he wanted to bring to the Board.

Mr. DeMella updated the Board on the various areas for a Teen Resource Center in the near future. Hopewell Mann will be an early childhood center. Judge Sommer recommended the planners visit the Teen Center in Los Alamos for ideas. Pojoaque also has a very nice set up. There will be a Teen Summit in October at the Genoveva Chavez Center.

Mr. DeMella updated the Board on My Brother's Keeper the President's initiative will bring in money and is a great funding source.

Mr. DeMella announced Terri Rodriguez's retirement last week, Chris Sanchez is acting Director. With this Mr. DeMella will be working with all disconnected youth providers. Mr. DeMella asked the Board to start thinking of ideas and recommendations.

Mr. DeMella reported that there was one response to the position for Restorative Justice, next

week there will be a meeting.

A brief discussion was held about the mandatory Background checks needed by CYFD that will cost \$44.00. All providers will need to get one.

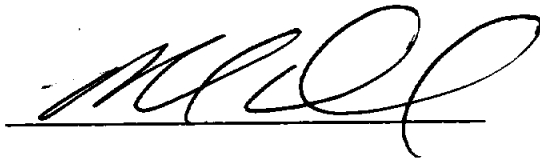
Julia Berger, Communities in Schools extended an invitation to conduct a site visit in the fall to Cesar Chavez Community School.

10. Next Meeting September 17, 2015

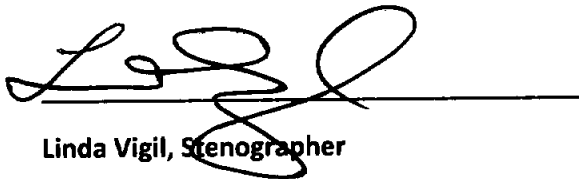
11. Adjournment

There being no further business, Mrs. Romero moved the Santa Fe Regional Juvenile Justice Board adjourn at 6:32, with a second from Mr. Dickson which passed by voice vote.

Signatures:

A handwritten signature in black ink, appearing to read 'MJ', written over a horizontal line.

Sam Jackson, Chair

A handwritten signature in black ink, appearing to read 'L Vigil', written over a horizontal line.

Linda Vigil, Stenographer

Date received by CYFD	_____
Date SARA Data Entered	_____
Date to Finance Specialist	_____
Date invoice paid	_____
Check #	_____

PROGRAM INVOICE

I.

CONTRACTOR NAME:

REMIT TO ADDRESS: Street/PO Box
City, State, Zip

AGREEMENT NUMBER:

TERM OF AGREEMENT:

VENDOR NUMBER:

PURCHASE ORDER #

INVOICE NUMBER: 1

City of Santa Fe

PO Box 909

Santa Fe, NM 87504

16-18436

July 1, 2015 - June 30, 2016

54360

49759

II.

BILLING PERIOD:

July 2015

TOTAL GRANT AMOUNT:

\$183,351.00

PREVIOUS BALANCE:

\$183,351.00

AMOUNT OF THIS BILLING:

\$2,408.00

GRANT BALANCE:

\$180,943.00

MATCH CONTRIBUTION THIS BILLING:

\$4,324.39

SUB-GRANTEE SIGNATURE

INVOICE DATE

PRINT NAME AND TITLE

TELEPHONE

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



CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe Check which applies:
 CONTRACT/GRANT PERIOD: July 2015 - June 30, 2016 PROGRAM EXPENDITURE REPORT (X)
 BILLING FOR PERIOD OF: July 2015 MATCH EXPENDITURE REPORT ()

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

ACCOUNT DESCRIPTION INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN	APPROVED BUDGET INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN	CURRENT BILLING INSERT YOUR CURRENT BILLING IN THIS COLUMN	PREVIOUS BILLINGS TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING	BUDGET BALANCE
Continuum - Contractual	\$1,938.00			\$1,938.00
Travel	\$1,435.00			\$1,435.00
Youth Committee	\$300.00			\$300.00
ICM - Contractual	\$42,108.00	\$2,408.00		\$39,700.00
Gender Specific Services - Contractual	\$4,785.00			\$4,785.00
Day Reporting Center - Personnel	\$47,850.00			\$47,850.00
Benefits	\$17,226.00			\$17,226.00
Contractual	\$6,699.00			\$6,699.00
Strengthening Families - Personnel	\$6,910.00			\$6,910.00
Communities in Schools - Personnel	\$25,431.00			\$25,431.00
Benefits	\$4,744.00			\$4,744.00
Restorative Justice - Contractual	\$23,925.00			\$23,925.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$183,351.00	\$2,408.00	\$0.00	\$180,943.00

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

Teresa A. Green AUTHORIZED SIGNATURE DATE 8.10.2015
 Teresa A. Green Assistant Finance Director
 Printed Name and Title

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:** July 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.

[illegible]

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

AUTHORIZED SIGNATURE

Oscar S. Rodriguez, Finance Director

DATE _____

Printed Name and Title

Notes

ICM: At the current rate 28 per hour at 26 Pay periods ICM will need \$58,240 for the year. Currently at \$42,108 with BAR comes to \$48,831.00

We will be shy by \$9,409.00 Program will end by early May 2016.

Teen Center: Went before council and through survey from the teens. Determines to have a resource center. IE. Help with finances job s job interviews provider help IE Girls inc., Youth works. City has three locations for centers GCC, Monica Roybal and Tino Griego. Hopewell Mann for early childhood.

MY Brother's Keeper: half a billion dollars available City thru its Kids cabinet is going to apply for funding. Good way for the Board to enhance current funding. We will be in that mix.

Terrie Rodriguez retires: Last week Terrie retired and Chris Sanchez is now the acting Human Services Director. The JJP will now be in charge of all of the disconnected youth providers with the city.

Restorative Justice: RFQ position had one response. Program committee meeting to ok proposal. Next week set date and time.

Background checks: CYFD is now requiring all providers to have a CYFD check completed. The cost is \$40.00 per person.

Appointments to the Board: New procedure in place. Need a 30 day posting for any position on any city sponsored Board

