



CITY CLERK'S OFFICE
Agenda DATE 1/13/16 TIME 1:41pm
SERVED BY Richard DeMella
RECEIVED BY [Signature]

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

**Thursday January 21, 2016
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 December 17 th2015
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report
 - B. Approve of Financial Report
- VII. Presentations:
 - A Strategic Plan JJAC Unit
- VIII. Matters from the Board
 - A. Day Reporting Program committee
 - B. Action item Vote on BAR
- IX. Matters from the Public
- X. Next Meeting February 18th, 2016
- XI. Adjournment

***Persons with disabilities in need of accommodations, contact the City Clerk's office at (505) 955-6521
five (5) working days prior to the meeting date.***

**SF Regional Juvenile Justice Board
Index
Meeting of January 21, 2016**

Item		Page
Cover Sheet		0
Call to Order	The Santa Fe Regional Juvenile Justice Board was called to order at 5:19 p.m. by Mr. Sam Jackson, Chair.	1
Roll Call	A quorum was established at 5:29 p.m.	1
Approval of the Agenda	<i>Deacon Trujillo moved to approve the agenda as presented, with a second by Mr. Lovato which passed by voice vote.</i>	1
Approval of the Minutes of December 17, 2015	<i>Chair Jackson moved to approve the minutes of December 17, 2015 as presented, with a second by Deacon Trujillo which passed by voice vote.</i>	2
Financial Report		
a. Budget-Detailed Budget and Financial Report	<i>Discussion Only</i>	2
b. Approve the Financial Report	<i>Mr. Lovato moved to approve the Financial Report as presented, with a second by Deacon Trujillo which passed by voice vote.</i>	2
Presentations:		
a. Strategic Plan JJAC Unit	<i>This Item will be moved to the next meeting.</i>	2
Matters from the Board		
a. Day Reporting Program Committee	<i>Discussion Only</i>	2
b. Action Item: Vote on BAR	<i>Judge Sommer moved to approve the BAR with a second by Deacon Trujillo which passed by voice vote.</i>	3
Matters from the Public	<i>Discussion Only</i>	3
Next Meeting February 18, 2016		4
Adjournment	<i>There being no further business to come before the Santa Fe Regional Juvenile Justice Board, the meeting adjourned at 5:46 p.m. which passed by unanimous voice vote.</i>	4
Signature Page		4

Santa Fe Regional Juvenile Justice Board Meeting
CYFD Offices 1920 5th Street, Santa Fe, NM 87505
January 21, 2016
5:15 p.m. to 6:15 p.m.

1. Call to Order

The Santa Fe Regional Juvenile Justice Board was called to order at 5:19 p.m. by Mr. Sam Jackson, Chair. A quorum was established at 5:29 p.m.

2. Roll Call

Present

Sam Jackson, Chair
Ted Lovato
Deacon Anthony Trujillo
Judge Mary Marlowe Sommer
Jennifer Romero

Excused

Mark Dickson
Aaron Garcia

Staff Present

Richard DeMella, City Liaison

Others Present

Linda Vigil, Stenographer
Sgt. David Webb, SFPD Crimes Against Children
Mary Louise Romero, ICM
Mary Ellen Gonzales, Restorative Justice
Pooja Pathak, Assistant District Attorney
Devin Dunsay, Communities in Schools

3. APPROVAL OF THE AGENDA

Deacon Trujillo moved to approve the agenda as presented, with a second by Mr. Lovato which passed by voice vote.

4. INTRODUCTIONS OF BOARD MEMBERS AND GUESTS

Introductions were made by all present.

5. APPROVAL OF MINUTES FROM DECEMBER 17, 2015

Chair Jackson moved to approve the minutes of December 17, 2015 as presented, with a second by Deacon Trujillo which passed by voice vote.

6. FINANCIAL REPORT-Richard DeMella

A. Budget- Detailed Budget and Financial Report

Mr. DeMella presented the Financial Report (See Exhibit A). He discussed the matches and balances for the month of December.

B. Approval of Financial Report

Mr. Lovato moved to approve the Financial Report as presented, with a second by Deacon Trujillo which passed by voice vote.

7. PRESENTATIONS:

A. Strategic Plan JJAC Unit

This item will be moved to the next meeting.

Judge Sommer asked the Ms. Pathak take the place of Ms. Jacobs who is no longer a member. Mr. DeMella will start the process to get her as a member.

8. MATTERS FROM THE BOARD

A. Day Reporting Program Committee

Mr. DeMella explained the program committee met (See Exhibit B) and reviewed their discussions and decisions. The MOU for the Day Reporting Program was signed it is currently at Finance from there it will go to City Council. Mr. DeMella explained the left over money could be used for other programs or used to enhance them.

A discussion was held about the inactivity of the program. It was agreed that if the contract has not been signed and services have not been provided, that it should not be funded until it has been signed.

Ms. Gonzales stated she was told her program could not so much as make phone calls until the contract was signed.

Mr. DeMella discussed the funding and the amounts moved around for the ICM Program last year. He wants to ensure the program can run until the end of this year. Last year it had to end in April. Upon approval of the BAR tonight, Mr. DeMella will submit it tomorrow.

Mr. DeMella discussed the Gender Specific program and how some funding can be put into it, the Boys and Girls Club are willing to allow two sessions. Ms. Romero would like to clarify if that is two or two of each group, Mr. DeMella will find out and email the Board.

Mr. Lovato would like to make sure that someone can facilitate this with the schools. Ms. Mann-Lev has the staff to do that.

Mr. DeMella will also move some funding into Strengthening Families and Communities in Schools.

Mr. Lovato suggested to Communities in Schools that they expand to Santa Fe High. Ms. Dunsay will make sure it is discussed.

B. ACTION ITEM: Vote on BAR

Judge Sommer moved to approve the BAR with a second by Deacon Trujillo which passed by voice vote.

Deacon Trujillo briefly discussed the idea to have more services at Santa Fe High School if CYFD allows it.

Chair Jackson stated as soon as the BAR is approved the money can be moved around to the different programs.

Mr. DeMella stated that JJAC will present at the next meeting, they were unable to make it tonight.

9. MATTERS FROM THE PUBLIC

Mr. DeMella announced that a Diner Hub and at Boys and Girls Club will provide hot meals on the Southside to families in need once a day. The Food Depot will be partners and contract a cook. Part of the Federal requirements is to have a tutoring component. Mr. Lovato suggested that they also contact Youthworks who has a Culinary Component as well to assist. The Diner Hub will be available Monday through Friday from 5-7:30 p.m.

Mr. DeMella discussed that when Day Reporting begins, there is discussion to open a Teen Center. Girls Inc. can help with issues like financial literacy and other resources that teens need. They are hoping to have it open by July 1, 2016.

Deacon Trujillo discussed the change that Cesar Chavez School received in their grade. It went from D to B due to the CIS program and the work by Ms. Hilda Perez-Vargas has done. He would like to know if there is a way to find out the statistics so that it may be possible to have the program work in other schools around the city.

Ms. Dunsay stated their new database and tracking system has made it easier to find out what was working.

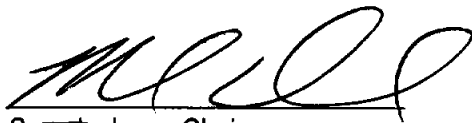
A student from Capital High School was in attendance who is a tutor at Cesar Chavez and a basketball coach mentioned he has noticed the difference that the program has made.

10. NEXT MEETING FEBRUARY 18, 2016

11. ADJOURNMENT

There being no further business to come before the Santa Fe Regional Juvenile Justice Board, the meeting adjourned at 5:46 p.m. which passed by unanimous voice vote.

SIGNATURES



Sam Jackson, Chair

Mark Dickson, Vice Chair



Linda Vigil, Stenographer

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

PROGRAM INVOICE

INVOICE NUMBER: 6

I.

CONTRACTOR NAME:

REMIT TO ADDRESS:

Street/PO Box
City, State, Zip

AGREEMENT NUMBER:

TERM OF AGREEMENT:

VENDOR NUMBER:

PURCHASE ORDER #

City of Santa Fe

PO Box 909

Santa Fe, NM 87504

16-18436

July 1, 2015 - June 30, 2016

54360

49759

II.

BILLING PERIOD:

December 2015

TOTAL GRANT AMOUNT:

\$183,351.00

PREVIOUS BALANCE:

\$152,673.60

AMOUNT OF THIS BILLING:

\$10,536.10

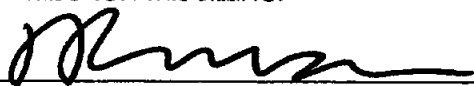
GRANT BALANCE:

\$142,137.50

MATCH CONTRIBUTION THIS BILLING:

\$2,994.47

SUB-GRANTEE SIGNATURE



01/15/16

INVOICE DATE

PRINT NAME AND TITLE

Oscar Rodriguez / Finance Director

955-6536

TELEPHONE

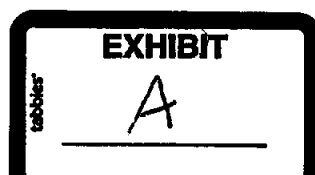
I /WE CERTIFY THAT THE INFORMATION IN THIS INVOICE IS TRUE AND CORRECT, THAT THE SERVICES PERFORMED ARE IN ACCORDANCE WITH THE SCOPE OF WORK IN THE ABOVE REFERENCED CONTRACT AND SERVICES RENDERED HAVE NOT BEEN PREVIOUSLY APPROVED.

PROGRAM MANAGER

DATE

PRINT NAME

Revised 7/2015



CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:

PROGRAM EXPENDITURE REPORT (X)

CONTRACT/GRANT PERIOD: July 1, 2015- June 30, 2016

MATCH EXPENDITURE REPORT ()

BILLING FOR PERIOD OF: December 2015

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

ACCOUNT DESCRIPTION <small>INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN</small>	APPROVED BUDGET <small>INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN</small>	CURRENT BILLING <small>INSERT YOUR CURRENT BILLING IN THIS COLUMN</small>	PREVIOUS BILLINGS <small>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING</small>	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	\$4,088.00	\$23,016.00	\$15,004.00
Gender Specific- Contractual	\$4,785.00			\$4,785.00
				\$0.00
Day Reporting- 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	\$5,793.00	\$4,823.56	\$14,814.44
Benefits	\$4,744.00	\$242.60	\$1,212.04	\$3,289.36
Restorative Justice- Contractual	\$23,925.00	\$412.50	\$1,625.80	\$21,886.70
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$183,351.00	\$10,536.10	\$30,677.40	\$142,137.50

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


AUTHORIZED SIGNATURE

1/15/16
DATE

Oscar Rodriguez
Printed Name and Title

CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:

CONTRACT/GRANT PERIOD: July 1, 2015- June 30, 2016

PROGRAM EXPENDITURE REPORT ()

BILLING FOR PERIOD OF: December 2015

MATCH EXPENDITURE REPORT (X)

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

ACCOUNT DESCRIPTION <small>INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN</small>	APPROVED BUDGET <small>INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN</small>	CURRENT BILLING <small>INSERT YOUR CURRENT BILLING IN THIS COLUMN</small>	PREVIOUS BILLINGS <small>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING</small>	BUDGET BALANCE
Juvenile Justice Planner	\$68,344.80	\$2,994.47	\$14,682.57	\$50,667.76
I.C.M.	\$1,260.00	\$0.00	\$1,260.00	\$0.00
Restorative Justice	\$3,735.20	\$0.00	\$3,735.20	\$0.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$73,340.00	\$2,994.47	\$19,677.77	\$50,667.76

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


AUTHORIZED SIGNATURE

1/15/16
DATE

Oscar Rodriguez / Finance Director
Printed Name and Title



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: 374950

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
COMMUNITIES IN SCHOOLS OF NEW MEXICO	544447	12/02/15	374950	\$3,017.80

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
119	11/19/15		3,017.80		3,017.80

TOTALS 3,017.80 3,017.80



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number 374950

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
544447	374950	12/02/15	\$*****3,017.80

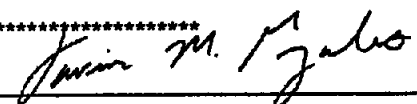
VOID ONE YEAR AFTER DATE ISSUED

Pay

THREE THOUSAND SEVENTEEN AND 80/100*****

To
The
Order

COMMUNITIES IN SCHOOLS OF NEW MEXICO
PO BOX 367
SANTA FE NM 87504

Mayor: 

Treasurer: 





City of Santa Fe
Purchasing Office
P.O. Box 909
Santa Fe, NM 87504-0909
www.santafenm.gov

Order Number: 60158 - 000 - OP
Print Date: 2015-07-02
Approval Route: CSADMIN
Page: Page 1 of 2
Originator: SRODRIGUEZ

Vendor: 544447
COMMUNITIES IN SCHOOLS OF NEW
MEXICO
PO BOX 367
SANTA FE NM 87504

Ship 12097
To: COMMUNITY SERVICES DEPARTMENT
200 LINCOLN AVENUE
SANTA FE NM 87504

Item	Description	Quantity	Unit	Price	Extended Price	Request Date	Request
------	-------------	----------	------	-------	----------------	--------------	---------

0	Other Consulting	22768.510340	EA	\$0.00	\$30,178.00	07/02/15	20171345 - OR
The contractor shall provide a mentoring program at Cesar Chavez Elementary School. Referrals will be made by the school principal. Child and family are eligible for services							
RFP 14/43/P							
Council Approved 07/30/14							

1/23/15: 3,017.80

Order Total: \$30,178.00

I/We, certify that the above articles were received in good condition after due inspection thereof, or the services were rendered as stated: that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been paid.

PAID
NOV 30 2015
BY: _____

Partial

119
11/19/15

\$ 3,017.80

1/23/15: OK TO PARTIAL PAY \$ 3,017.80

INSTRUCTIONS TO VENDORS:
ACCEPTANCE OF THIS PURCHASE ORDER WITH THE TERMS, CONDITIONS AND PRICES STATED IS A LEGAL CONTRACT. NO CHANGES, SUBSTITUTIONS, PRICE VARIANCE WILL BE ALLOWED WITHOUT PRIOR AUTHORIZATION FROM THE PURCHASING OFFICE.
THIS PURCHASE ORDER IS SUBJECT TO ALL TERMS AND CONDITIONS AS STATED ON THE REVERSE SIDE (Page 2) OF THIS DOCUMENT.

Robert Rodarte - Purchasing Officer or
Shirley Rodriguez - Sr. Purchasing Agent
(Orders greater than \$50,000 are invalid without an original signature)



Communities in Schools
300 Catron Street, Ste A
PO Box 367
Santa Fe, NM 87504-0367

INVOICE

Date	Invoice #
11/19/2015	CSF- 119

Bill To
City of Santa Fe PO Box 909 Santa Fe, NM 87504-0909

Purchase Order	Terms
11160158-000-OP	Due on Receipt

Description	Amount
October 2015: Providing CIS Site Coordinator at Cesar Chavez Elementary to provide mentoring program/case mgmt services for students and families. See attached for payroll summary Contract number #14-0744	\$3,017.80

Total \$3,017.80

PAID
NOV 30 2015
PAID
BY: _____

Questions regarding this invoice can be addressed to Melanie Garcia, Director of Operations
mgarcia@cisnm.org or 505.954.1880

Communities In Schools of NM
Payroll Summary - Juvenile Justice Board
October 2015

	Perez-Vargas, Hilda N			TOTAL		
	Hours	Rate	Oct 15	Hours	Rate	Oct 15
Employee Wages, Taxes and Adjustments						
Gross Pay						
Site Coord Salary	160		4,192.27	160.00		4,192.27
Total Gross Pay	160		4,192.27	160.00		4,192.27
Adjusted Gross Pay	160		4,192.27	160.00		4,192.27
Taxes Withheld						
Federal Withholding			-397.00			-397.00
Medicare Employee			-60.78			-60.78
Social Security Employee			-259.92			-259.92
NM - Withholding			-115.11			-115.11
Medicare Employee Addl Tax			0.00			0.00
NM - Workers' Comp Fee			-2.00			-2.00
Total Taxes Withheld			-834.81			-834.81
Deductions from Net Pay						
Dental Insurance (EE)			-9.48			-9.48
EE Health Insurance			-111.82			-111.82
Total Deductions from Net Pay			-121.30			-121.30
Net Pay	160		3,236.16	160.00		3,236.16
Employer Taxes and Contributions						
Medicare Company			60.78			60.78
Social Security Company			259.92			259.92
NM - Unemployment			0.00			0.00
Dental Insurance (ER)			22.12			22.12
Health Insurance-ER			260.90			260.90
NM - Workers' Comp Fee Company			2.30			2.30
Total Employer Taxes and Contributions			606.02			606.02

3,017.80
 121.30 ← Bond Pts
 2,896.50 ← Personal



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: 375850

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
COMMUNITIES IN SCHOOLS OF NEW MEXICO	544447	12/21/15	375850	\$14,869.47

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
115161339	11/19/15		8,833.87		8,833.87
118	11/19/15		3,017.80		3,017.80
120	12/15/15		3,017.80		3,017.80

TOTALS 14,869.47 14,869.47



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number 375850

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
544447	375850	12/21/15	\$****14,869.47

VOID ONE YEAR AFTER DATE ISSUED

Pay

FOURTEEN THOUSAND EIGHT HUNDRED SIXTY NINE AND 47/100*****

To
The
Order
Of

COMMUNITIES IN SCHOOLS OF NEW MEXICO
PO BOX 367
SANTA FE NM 87504

Mayor:

James M. Zahra

Treasurer:

[Signature]





Purchasing Office
P.O. Box 909
Santa Fe, NM 87504-0909
www.santafenm.gov

Order Number: 60158 - 000 - OP
Print Date: 2015-07-02
Approval Route: CSADMIN
Page: Page 1 of 2
Originator: SRODRIGUEZ

4

Vendor: 544447
COMMUNITIES IN SCHOOLS OF NEW
MEXICO
PO BOX 367
SANTA FE NM 87504

Ship To: 12097
COMMUNITY SERVICES DEPARTMENT

200 LINCOLN AVENUE
SANTA FE NM 87504

Ⓟ

Item	Description	Quantity	Unit	Price	Extended	Request	Revised
------	-------------	----------	------	-------	----------	---------	---------

0	Other Consulting	22768.510340	EA	\$0.00	\$30,178.00	07/02/15	20171345 - OR
The contractor shall provide a mentoring program at Cesar Chavez Elementary School. Referrals will be made by the school principal. Child and family are eligible for services							
RFP 14/43/P							
Council Approved 07/30/14							

Order Total: \$30,178.00

2/16/15: \$3,017.⁸⁰

I/We, certify that the above articles were received in good condition after due inspection thereof, or the services were rendered as stated: that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been paid.

Partial
120 -
12.15.15 -
\$ 3017.80 -

PAID
DEC 18 2015
BY: _____

2/16/15: OK TO PARTIAL PAY \$3,017.80

Robert Rodarte

INSTRUCTIONS TO VENDORS:
ACCEPTANCE OF THIS PURCHASE ORDER WITH THE TERMS, CONDITIONS AND PRICES STATED IS A LEGAL CONTRACT. NO CHANGES, SUBSTITUTIONS, PRICE VARIANCE WILL BE ALLOWED WITHOUT PRIOR AUTHORIZATION FROM THE PURCHASING OFFICE.
THIS PURCHASE ORDER IS SUBJECT TO ALL TERMS AND CONDITIONS AS STATED ON THE REVERSE SIDE (Page 2) OF THIS DOCUMENT.

Robert Rodarte - Purchasing Officer or
Shirley Rodriguez - Sr. Purchasing Agent
(Orders greater than \$50,000 are invalid without an original signature)



Communities in Schools
300 Catron Street, Ste A
PO Box 367
Santa Fe, NM 87504-0367

INVOICE

Date	Invoice #
12/15/2015	CSF-120

Bill To
City of Santa Fe
PO Box 909
Santa Fe, NM 87504-0909

Purchase Order	Terms
11160158-000-OP	Due on Receipt

Description	Amount
November 2015: Providing CIS Site Coordinator at Cesar Chavez Elementary to provide mentoring program/case mgmt services for students and families. See attached for payroll summary Contract number #14-0744	\$3,017.80

Total

\$3,017.80

PAID
PAID
DEC 18 2015
BY: _____

Questions regarding this invoice can be addressed to Melanie Garcia, Director of Operations
mgarcia@cisnm.org or 505.954.1880

Communities In Schools of NM
Payroll Summary - Juvenile Justice Board
November 2015

	Perez-Vargas, Hilda N			TOTAL		
	Hours	Rate	Nov 15	Hours	Rate	Nov 15
Employee Wages, Taxes and Adjustments						
Gross Pay						
Site Coord Salary	160		3,461.54	160.00		3,461.54
Total Gross Pay	160		3,461.54	160.00		3,461.54
Adjusted Gross Pay	160		3,461.54	160.00		3,461.54
Taxes Withheld						
Federal Withholding			-364.00			-364.00
Medicare Employee			-50.20			-50.20
Social Security Employee			-214.61			-214.61
NM - Withholding			-109.30			-109.30
Medicare Employee Addl Tax			0.00			0.00
NM - Workers' Comp Fee			0.00			0.00
Total Taxes Withheld			-738.11			-738.11
Deductions from Net Pay						
Dental Insurance (EE)			-9.48			-9.48
EE Health Insurance			-111.82			-111.82
Total Deductions from Net Pay			-121.30			-121.30
Net Pay	160		2,602.13	160.00		2,602.13
Employer Taxes and Contributions						
Medicare Company			50.20			50.20
Social Security Company			214.61			214.61
NM - Unemployment			0.00			0.00
Dental Insurance (ER)			22.12			22.12
Health Insurance-ER			260.90			260.90
NM - Workers' Comp Fee Company			0.00			0.00
Total Employer Taxes and Contributions			547.83			547.83

3,017.20

-121.30 ← Benefits

2,895.90 ← Net Pay

PAID
DEC 18 2015
PAID
 BY: _____



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: 375739

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
MARY LOUISE ROMERO	9697	12/21/15	375739	\$1,680.00

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
11102015	11/10/15		1,680.00		1,680.00

TOTALS 1,680.00 1,680.00



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number 375739

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
9697	375739	12/21/15	\$*****1,680.00

VOID ONE YEAR AFTER DATE ISSUED

Pay

ONE THOUSAND SIX HUNDRED EIGHTY AND 00/100*****

To
The
Order
Of

MARY LOUISE ROMERO
[REDACTED]
SANTA FE NM 87505

Mayor:

Javier M. Pzales

Treasurer:

[Signature]

[REDACTED]



Purchasing Office
P.O. Box 909
Santa Fe, NM 87504-0909
www.santafenm.gov

Order Number: 2017-000-01
Print Date: 3-07-02
Approval Route: CSADMIN
Page: Page 1 of 2
Originator: SRODRIGUEZ

Vendor: 9697
MARY LOUISE ROMERO
1601 1/2 YOUNG STREET
SANTA FE NM 87505

Ship To: 12097
COMMUNITY SERVICES DEPARTMENT
200 LINCOLN AVENUE
SANTA FE NM 87504

af

HOLD
Please HOLD CK TX

Item	Description	Unit	Qty	Unit Price	Total Price	Extended Price	Discount	Net Price	Tax	Total	Comments
0	Other Consulting				22768.510340						
The contractor shall receive referrals from the Santa Fe County Juvenile Probation and Parole and the First Judicial District Children's Court to place offenders in the Intensive Community Monitoring Program											
RFP 14/43/P											
Council Approved 07/30/14											

3/16/15: \$1,680.00

Order Total: \$42,108.00

I/We, certify that the above articles were received in good condition after due inspection thereof, or the services were rendered as stated: that they were necessary and proper and that the amounts claimed are just and reasonable and no part thereof has been paid.

Army, Richard
Said that this
Email was the
Invoice. It looks
Like all the
Info we need
is here But
What do you think?

Partial
11 10 2015 - /
11-10-15 - /
\$ 1480.00 - /

3/16/15: OK TO PARTIAL & PAID

ACTIONS TO VENDORS:

PLACEMENT OF THIS PURCHASE ORDER WITH THE TERMS, CONDITIONS AND NOTES STATED IS A LEGAL CONTRACT. NO CHANGES, SUBSTITUTIONS, OR VARIANCE WILL BE ALLOWED WITHOUT PRIOR AUTHORIZATION OF THE PURCHASING OFFICE.

THIS PURCHASE ORDER IS SUBJECT TO ALL TERMS AND CONDITIONS AS STATED ON THE REVERSE SIDE (Page 2) OF THIS DOCUMENT.

Robert Rodarte - Purchasing Officer or
Shirley Rodriguez - Sr. Purchasing Agent
(Orders greater than \$50,000 are invalid without an original signature)

MOODY, SEAN

From: DEMELLA, RICHARD M.
Sent: Wednesday, December 16, 2015 3:53 PM
To: MOODY, SEAN
Subject: FW: I voice.

From: Mary Louise Romero [romeroml@earthlink.net]
Sent: Wednesday, December 16, 2015 3:23 PM
To: DEMELLA, RICHARD M.
Subject: I voice.

ATTENTION RICHARD DEMELLA,
COMMUNITY SERVICES DEPT!!!

Mary Louise Romero
[REDACTED]

Santa Fe NM 87505
[REDACTED]

romeroml@earthlink.net<<mailto:romeroml@earthlink.net>>

INVOICE

11/10/15

City of Santa Fe, New Mexico

Community Services Department

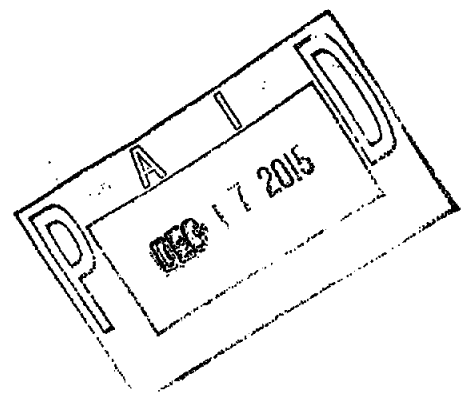
Attn: Richard Demella

200 Lincoln Avenue

PO Box 909

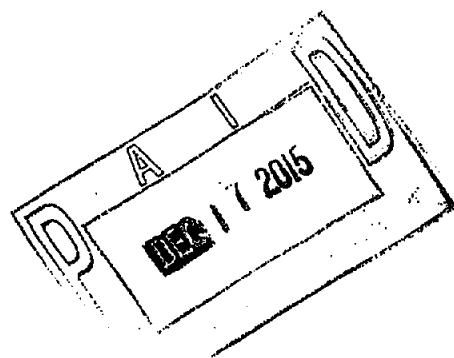
Santa Fe NM 87504-0909

Services Rendered: Intensive Community Monitoring Program



Mary Louise Romero

Mary Louise Romero





City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: 375057

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
MARY LOUISE ROMERO	9697	12/09/15	375057	\$2,408.00

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
1262015	12/06/15		2,408.00		2,408.00

TOTALS 2,408.00 2,408.00



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number 375057

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
9697	375057	12/09/15	\$*****2,408.00

VOID ONE YEAR AFTER DATE ISSUED

Pay

TWO THOUSAND FOUR HUNDRED EIGHT AND 00/100*****

To
The
Order
Of

MARY LOUISE ROMERO
SANTA FE NM 87505

Mayor:

Treasurer:

James M. Pzalo

[Signature]

[Redacted line]



Purchasing Office
P.O. Box 909
Santa Fe, NM 87504-0909
www.santafenm.gov

Order Number: 5-07-02
Print Date: 5-07-02
Approval Route: CSADMIN
Page: Page 1 of 2
Originator: SRODRIGUEZ

Vendor: 9697
MARY LOUISE ROMERO
1601 1/2 YOUNG STREET
SANTA FE NM 87505

Ship To: 12097
COMMUNITY SERVICES DEPARTMENT
200 LINCOLN AVENUE
SANTA FE NM 87504

HOLD
Please HOLD CK TX.

Q

Item	Description	Unit	Price	Quantity	Total	Comments
------	-------------	------	-------	----------	-------	----------

0	Other Consulting	22768.510340	EA	\$0.00	\$42,108.00	07/02/15 20171344 - OR
The contractor shall receive referrals from the Santa Fe County Juvenile Probation and Parole and the First Judicial District Children's Court to place offenders in the Intensive Community Monitoring Program						
RFP 14/43/P						
Council Approved 07/30/14						

2/7/15: \$2408

Order Total:

\$42,108.00

I/We, certify that the above articles were received in good condition after due inspection thereof, or the services were rendered as stated; that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been paid.

Partial
12/6/2015 -
12-6-15 -
2408⁰⁰

PAID
DEC 08 2015
PAID BY:

\$19,092⁰⁰

12/7/15: OK TO Partial Pay \$2,408

INSTRUCTIONS TO VENDORS:
ACCEPTANCE OF THIS PURCHASE ORDER WITH THE TERMS, CONDITIONS AND PRICES STATED IS A LEGAL CONTRACT. NO CHANGES, SUBSTITUTIONS, PRICE VARIANCE WILL BE ALLOWED WITHOUT PRIOR AUTHORIZATION FROM THE PURCHASING OFFICE.
THIS PURCHASE ORDER IS SUBJECT TO ALL TERMS AND CONDITIONS AS STATED ON THE REVERSE SIDE (Page 2) OF THIS DOCUMENT.

Robert Rodarte

Robert Rodarte - Purchasing Officer or
Shirley Rodriguez - Sr. Purchasing Agent
(Orders greater than \$50,000 are invalid without an original signature)

ATTENTION RICHARD DEMELLA,
COMMUNITY SERVICES DEPT!!!

Mary Louise Romero

Santa Fe NM 87505

romeroml@earthlink.net

12/6/15

City of Santa Fe, New Mexico

Community Services Department

Attn: Richard Demella

200 Lincoln Avenue

PO Box 909

Santa Fe NM 87504-0909

Services Rendered: Intensive Community Monitoring Program
JPPO Office/ City of Santa Fe

For Services Rendered:

Home Visits

Employment visits

School Visits

JPO Visits

SFCC Tour

Court Appearances

Mediation Services

Community Service with local agencies follow-ups

Build stronger relationships with parent/client

Connect clients and parents with school

GED follow-ups

Administrative Services

Nightly phone/ check-ins

Reports for JPPO

Meetings on behalf of ICM


Services Rendered from 11/20/15 to 12/6/15

Total: \$2,408.00

Thank you,

Mary Louise Romero

Mary Louise Romero

PAID
DEC 08 2015
BY: 



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: 375840

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
SOLACE CRISIS TREATMENT CENTER	507233	12/21/15	375840	\$412.50

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
62	12/14/15		412.50		412.50

TOTALS 412.50 412.50



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number 375840

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
507233	375840	12/21/15	\$*****412.50

VOID ONE YEAR AFTER DATE ISSUED

Pay

FOUR HUNDRED TWELVE AND 50/100*****

To
The
Order
Of

SOLACE CRISIS TREATMENT CENTER
6601 VALENTINE WAY
SANTA FE NM 87507

Mayor:

James M. Morales

Treasurer:

[Signature]

[Redacted line]



Purchasing Office
P.O. Box 909
Santa Fe, NM 87504-0909
www.santafenm.gov

Order Number: 64127 - 000 - OP
Print Date: 2015-10-08
Approval Route: CSADMIN
Page: Page 1 of 2
Originator: GLVIGIL

(2)

Vendor: 507233
SOLACE CRISIS TREATMENT CENTER
6601 VALENTINE WAY
SANTA FE NM 87507

Ship To: 12097
COMMUNITY SERVICES DEPARTMENT
200 LINCOLN AVENUE
SANTA FE NM 87504

Q	C	Description Item	Account	Qty Ord	U M	Unit Price	Extended Cost	Request Date	Req# / Type
1	0	Other Consulting The contractor shall provide Restorative Justice services to youth referred by the Juvenile Probation and Parole Office, First Judicial District and the Santa Fe Public Schools.	22768.510340		EA	\$0.00	\$23,925.00	10/08/15	20175796 - OR

Order Total:

\$23,925.00

2/16/15: \$ 412.50

Partial
U2 -
12.14.15 -
412.50 -

22.2K

2/16/15: OK TO PARTIAL PAY 412.50

INSTRUCTIONS TO VENDORS:
THIS PURCHASE ORDER IS SUBJECT TO ALL TERMS AND CONDITIONS AS
STATED ON THE REVERSE SIDE (Page 2) OF THIS DOCUMENT.

CERTIFICATION & APPROVAL FOR PAYMENT:

We, certify that the above articles were received in good condition after due
inspection thereof, or the services were rendered as stated; that they were necessary and
proper and that the amounts claimed are just and reasonable and that no part thereof
has been paid. Signed: _____

Robert Rodarte - Purchasing Officer or
Shirley Rodriguez - Sr. Purchasing Agent
(Orders greater than \$50,000 are invalid without an original signature)

Solace Crisis Treatment Center**6601 Valentine Way****Santa Fe, NM 87507****Phone: 505-988-1951****Invoice**

DATE	INVOICE NO.
12/14/2015	62 ✓

BILL TO:

City of Santa Fe
Community Services Department
Attn: Richard Demella
P.O. Box 909
Santa Fe, NM 87504-0909

P.O. NO.	TERMS	DUE DATE	PROGRAM NAME
15164127-000	Due On Receipt	12/14/2015	

SERVICE DATE	DESCRIPTION	HOURS/SESSIONS	RATE	AMOUNT
	City of Santa Fe - Common Ground Restorative Justice Grant - Facilitator - Debra Oliver	3	55.00	165.00
	City of Santa Fe - Common Ground Restorative Justice Grant - Facilitator - Gabriel De Pablo	1.5	55.00	82.50
	City of Santa Fe - Common Ground Restorative Justice Grant - Facilitator - Marcela Diaz	1.33	55.00	73.15
	City of Santa Fe - Common Ground Restorative Justice Grant - Facilitator - Mary Ellen Gonzales	1.67	55.00	91.85
	FOR NOVEMBER 2015			
			PAID PAID DEC 18 2015 PAID PAID BY:	
			Total	
			\$412.50	

TIME SHEET FACILITATOR: DEBRA OLIVER NOVEMBER, 2015

CASE # C117-10-15 FACTS # 621410

DATE	WHO	ACTIVITY	DETAIL	MINUTES
11/02/15	Community Member	Intake	Discussed the case and CM's role in RJ	60
11/04/15	Harmed Party's Dad	Pre-Intake	Phone call to re-schedule intake w/Harmed Party & her parents	15
11/04/15	Co-Facilitator	Scheduling	Called co-facilitator to give her new date/time for intake w/ Harmed party	10
11/04/15	Solace	Scheduling	Called Solace to schedule room for intake w/Harmed Party	5
11/10/15	Harmed Party's Dad	Confirmation	Called Harmed Party's Dad to confirm intake appointment	5
11/18/15	Harmed Party's Dad	Confirmation	Called, left message to confirm intake appointment	5
11/18/15	Harmed Party	Intake	Harmed Party no-showed for intake for 2nd time	30
11/19/15	JPO	Phone call	Called JPO to send case back; Harmed Party no-showed & wouldn't return calls	5

Total Minutes 135
Total Hours 2.25
Total Due 2.25 hours @ \$55/hr \$ 123.75

CASE # C-115-9-15 FACTS # 630770

DATE	WHO	ACTIVITY	DETAIL	MINUTES
11/03/15	JPO	Phone call	Called JPO re: status of POC; he is still in jail	5
11/03/15	Co-Facilitator	Phone call	Called co-facilitator to say JPO has withdrawn this case from RJ	5

Total Minutes 10
Total Hours 0.17
Total Due 0.17 hours @ \$55/hr \$ 9.35

CASE # C-116-9-15 FACTS # 602410

DATE	WHO	ACTIVITY	DETAIL	MINUTES
11/02/15	Harmed Party	Follow-Up	Phone call to follow-up with Harmed Party	5
11/02/15	JPO	Follow-Up	FAX Agreement to JPO	5
11/08/15	POC's Mom	Follow-Up	Called, left message for POC's Mom to follow up on Agreement	5
11/18/15	POC's Mom	Follow-Up	Called, left message for POC's Mom to follow up on Agreement	5
11/18/15	POC's Mom	Follow-Up	Phone call to follow-up with POC's Mom; POC kept all agreements	15

Total Minutes 35
Total Hours 0.58
Total Due 0.58 hours @ \$55/hr \$ 31.90

GRAND TOTAL FOR NOVEMBER 2015 \$ 165.00

PAID
DEC 18 2015
PAID

TIME SHEET FACILITATOR: GABRIEL DE PABLO NOVEMBER, 2015

CASE # FACTS #
C-114-9-15 631418

DATE	WHO	ACTIVITY	MINUTES
11/02/15	POC	Call to PoC	5
11/12/15	Co-Facilitator	Planning with Co-Facilitator	15
11/12/15	Harmed Party	Intake with Harmed Party	60
11/14/15	Community Member	Call to possible community member	10
Total Minutes			90
Total Hours			1.50
Total Due 1.50 hours @ \$55/hr			\$ 82.50

PAID
DEC 18 2015
PAID

TIME SHEET

FACILITATOR: MARCELA DIAZ

NOVEMBER, 2015

CASE #

FACTS #

C-114-9-15

631418

DATE

WHO

ACTIVITY

MINUTES

11/02/15

JPO

11/12/15

Co-Facilitator

11/12/15

Harmed Party

Call with JPO re: Person of Concern

Planning with Co-Facilitator

Intake with Harmed Party

5

15

60

Total Minutes

80

Total Hours

1.33

Total Due 1.33 hours @ \$55/hr

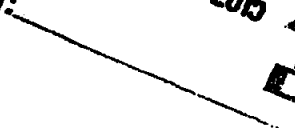
\$ 73.15

PAID
DEC 18 2015
PAID

TIME SHEET FACILITATOR: MARY ELLEN GONZALES NOVEMBER, 2013

CASE #
C117-10-15

DATE	WHO	ACTIVITY	DETAIL	MINUTES
11/02/15	Community Member	Intake	Discussed his role	60
11/18/15	HP & Family	Intake	I called them 3 times to confirm that they are coming. Had to leave messages each time.	5
	HP & Family	Intake	We went to Solace to meet them, we waited and waited. They never came.	30
			I called him to let him know that we have not been able to meet with HP.	
11/19/15	Grandfather of PoC		We are sending the case back with a full report to the JPO letting him know that the PoC and her family cooperated completely	5
Total Minutes				100
Total Hours				1.67
Total Due 1.67 hours @ \$55/hr				\$ 91.85

PAID
DEC 18 2015
BY: 

Program Committee

BAR for FY 15/16

As per the half year funding review Day Reporting there will be a \$32,538.00 surplus for the remaining year.

Since the contract for Day Reporting has not yet been signed, but should be signed by early February, and since per CYFD rules and regulations, we cannot pay for services until a contract has been signed, it appears that there will be a surplus of \$32,538 that they will not be able to use this fiscal year. The Program Committee met January 15, and agreed that this is the best use of that money.

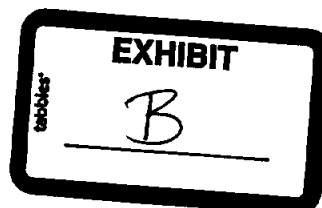
ICM will receive \$15,000. Add that to the original amount of \$42,108, and the transfer of \$1,938 from Contractual Services, and a transfer of \$1,000 from travel; and ICM has a total of \$60,046 for the current fiscal year. Based upon past experience, this should be sufficient to provide ICM services until the end of this fiscal year.

ICM \$42,108 increase thru the Contractual Services of \$1,938 and travel of \$1,000.00 for a total of \$45,046.00 Increase by \$15,000 to a new total of **\$60,046.00**

Gender Specific: \$4,785 increase by \$3,215 for a total of **\$8,000**

Boys and Girls. This will allow two sessions for boys and two sessions for girls.

Strengthening Families \$6,910.00 increase by \$1,000.00 a total of **\$7,910.00**



CIS \$30,175.00 increase by \$13,323 a total of **\$43,498.00**. The Program Committee requested that CIS get matching numbers to the Board in a timely manner so that the Board can report this match to CYFD in a timely manner.