



Agenda

CITY CLERK'S OFFICE

DATE 10/12/16 TIME 1:59~

SERVED BY Richard DeMella

RECEIVED BY [Signature]

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday October 20th, 2016

5:15P.M.-6:15 P.M.

Rail Yard offices

500 Market Street Suite 200

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Introductions of Board Members and Guests
- V. Approval of minutes August 16th, 2016 and September 12th, 2016
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial FY 16/17
 - B. Approve of Financial Report
- VII Presentations:
- VIII Matters from the Board
 - Program committee Re Engagement Specialist
 - Tutor
 - Board Appointments
- IX Matters from the Public
- X Next Meeting November 17th, 2016
- 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.

**SF Regional Juvenile Justice Board
Index
Meeting of October 20, 2016**

| | | |
|---|--|------------|
| Cover Sheet | | 0 |
| Call to Order | The Santa Fe Regional Juvenile Justice Board was called to order at 5:15 p.m. by Sam Jackson, Chair. | 1 |
| Roll Call | A quorum was established at 5:20 p.m. | 1 |
| Approval of the Agenda | Judge Sommer moved to approve the agenda with a second from Deacon Trujillo which passed by voice vote. | 1 |
| Introductions of Board Members and Guests | | 1 |
| Approval of the Minutes of August 16, 2016 and September 12, 2016 | Deacon Trujillo moved to approve the minutes as presented with a second from Mr. Lindahl which passed by voice vote | 1,2 |
| Financial Report | Discussion Only | 2 |
| A.) Budget-Detailed and Financial Report Final FY 16/17 | Deacon Trujillo moved to approve the Financial Report as presented with a second from Mr. Lindahl which passed by voice vote. | 2 |
| B.) Approve Financial Report | | |
| Presentations: | | |
| Matters from the Board: | | |
| • Program Committee Re Engagement Specialist | Discussion Only | 2 |
| • Tutor | | 2 |
| • Board Appointments | | 3 |
| Matters from the Public | Discussion Only | 3 |
| Next Meeting November 17, 2016 | | 3 |
| Adjournment | There being no further business to come before the Santa Fe Regional Juvenile Justice Board the meeting was adjourned at 5:54 p.m. | 3 |
| Signature Page | | 3 |

**Santa Fe Regional Juvenile Justice Board Meeting
Railyard Offices 500 Market Street Santa Fe, NM
October 20, 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 5:15 p.m. by Sam Jackson, Chair.
A quorum was established at 5:20 p.m.

2. ROLL CALL

Present

Sam Jackson, Chair
Richard Lindahl
Ted Lovato
Deacon Anthony Trujillo
Pooja Pathak
Judge Mary Marlowe Sommer

Excused

Jesus Vargas, Student Rep.
Jennifer Romero
Mark Dickson, Vice Chair

Staff Present

Richard DeMella, City Liaison

Others Present

Linda Vigil, Stenographer
Sgt. David Webb, Santa Fe Police Department
Mary Louise Romero, ICM
Mary Ellen Gonzales, Concerned Citizen
A former ICM participant (*Name is confidential*)

3. APPROVAL OF THE AGENDA

MOTION: *Judge Sommer moved to approve the agenda with a second from Deacon Trujillo which passed by voice vote.*

4. INTRODUCTIONS OF MEMBERS AND GUESTS

Introductions were made by those present.

5. APPROVAL OF MINUTES OF AUGUST 16, 2016 and SEPTEMBER 12, 2016

MOTION: Deacon Trujillo moved to approve the minutes as presented with a second from Mr. Lindahl which passed by voice vote.

6. FINANCIAL REPORT

A.) Budget- Detailed Budget and Financial FY16/17

Mr. DeMella explained the billing for the month. The only billing was for ICM, he believes CIS will bill next month. (See Exhibit A)

A brief discussion was held about the in kind services and matches.

B.) Approval of Financial Report

MOTION: Deacon Trujillo moved to approve the Financial Report as presented with a second from Mr. Lindahl which passed by voice vote.

Those not present during the explanation of the report abstained from the voice vote but did not have any objections or questions.

7. PRESENTATIONS:

8. MATTER FROM THE BOARD

a. Program Committee-Re Engagement Specialist

Mr. Lovato updated the board on the meeting with Youthworks to develop the plan for the Re-Engagement Specialist. There will be another meeting next week with representatives from the SFPS. Work will begin in November. (See the description Exhibit B)

Sgt. Webb asked about addressing truancy. Mr. Lovato stated it would not be included with the Re Engagement program. However, there will be a meeting with Mr. Lovato, Judge Sommer and the SFPS Superintendent, Ms. Pathak and Mr. Dickon will discuss the issue of truancy any other Board member is encouraged to attend.

Mr. Lovato announced a full day meeting with CIS, Santa Fe Community Foundation and the City of Santa Fe on November 2, 2016 to discuss many issues.

b. Tutor

Mr. DeMella spoke to Mr. Graham about the tutoring but they cannot do it for the amount of money. Their services are more detailed and they do more academic mentoring. Mr. DeMella asked for suggestions from the Board, the program needs to be running as soon as possible. The amount is \$4,900 that can be used.

A discussion was held about ideas for a tutor. Perhaps attach it to another program such as Youthworks or contact a retired teacher who would be interested.

c. Board Appointments

Mr. DeMella explained all Board appointments are up with the exception of Ms. Pathak and Mr. Dickson. Ms. Pathak announced she will be moving, there will be a new designate from the District Attorney's Office soon.

9. MATTERS FROM THE PUBLIC

Mr. DeMella discussed the Dining Hub project has now extended to 3 locations now. Salazar Elementary, Santa Fe High School and Zona del Sol will host this hub from 4:30 p.m. to 7:00 p.m. on weeknights. The location at Zona del Sol will host students and parents. The County will help offset the cost of the meals. Mr. DeMella stated it will start with 30 meals and then expand as needed.

Mr. DeMella announced the Teen Resource Center will be opening soon. Each provider will be there 2 days a week for 2-4 hours a day. It will be held at the Monica Roybal Center for now. A brief discussion was held about transportation.

Mr. DeMella announced the Mayor's wish to collaborate the Human Services Commission, Children and Youth Commission, Santa Fe Regional Juvenile Justice Board with the Mayor's Youth Cabinet. There would be more services for the community. The national effort of My Brother's Keeper is looking to work with the group as well. Mr. DeMella has been assigned the liaison for the Mayor's Youth Cabinet.

Mr. DeMella briefly discussed the work on the RFP that has begun. Mr. Lindahl will assist with reviewing it.

Mr. Lovato briefly discussed the tutoring service and also asked that it reach at risk youth as well as youth formerly in the system.

Ms. Romero introduced a former client who was able to earn her GED and is now in college. The client expressed her thanks for allowing her to come see the board so that she has a different perspective of how the programs work.

10. NEXT MEETING NOVEMBER 17, 2016

11. ADJOURN

There being no further business to come before the Santa Fe Regional Juvenile Justice Board the meeting was adjourned at 5:54 p.m.

SIGNATURES



Sam Jackson, Chair



Linda Vigil, Stenographer

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

PROGRAM INVOICE

INVOICE NUMBER: 3

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
P.O. Box 909
Santa Fe, NM 87104
17-19792
July 1, 2016 - June 30, 2017
54360
69000-0000053827

II.

BILLING PERIOD:

TOTAL GRANT AMOUNT:

PREVIOUS BALANCE:

AMOUNT OF THIS BILLING:

GRANT BALANCE:

MATCH CONTRIBUTION THIS BILLING:

\$133,395.00
\$122,595.00
\$2,210.00
\$120,385.00
\$0.00

SUB-GRANTEE SIGNATURE

Adam Johnson

PRINT NAME AND TITLE

Finance Director

10/11/16

INVOICE DATE

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

Exhibit A

CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:
PROGRAM EXPENDITURE REPORT (X)

CONTRACT/GRANT PERIOD: 17-19792 June 2016 - July 30, 2017

MATCH EXPENDITURE REPORT ()

BILLING FOR PERIOD OF: September 2016

The following is to be used to request reimbursement for expenditures and to report match requirements.

| ACCOUNT DESCRIPTION <small>(Please include description of the account)</small> | APPROVED BUDGET <small>(What you approved)</small> | CURRENT BILLING <small>(What you currently billed in this column)</small> | PREVIOUS BILLINGS <small>(What previous bills were billed in previous columns)</small> | BUDGET BALANCE |
|---|---|--|---|----------------|
| Continuum Youth Committee | \$300.00 | | | \$300.00 |
| Intensive Community Monitoring Intake | \$4,500.00 | \$150.00 | \$450.00 | \$3,900.00 |
| Client Support | \$15,400.00 | \$460.00 | \$2,330.00 | \$12,610.00 |
| Client Intervention | \$15,400.00 | \$310.00 | \$1,490.00 | \$13,600.00 |
| Family Intervention | \$3,080.00 | \$190.00 | \$1,030.00 | \$1,860.00 |
| Family Support | \$3,080.00 | \$390.00 | \$1,940.00 | \$780.00 |
| Case Management | \$9,240.00 | \$520.00 | \$2,700.00 | \$6,020.00 |
| Final Court Report | \$5,775.00 | \$150.00 | \$600.00 | \$5,025.00 |
| Attendance to Court | \$2,000.00 | \$40.00 | \$240.00 | \$1,720.00 |
| Communities in Schools Intake | \$7,200.00 | | | \$7,200.00 |
| Client Support | \$10,120.00 | | | \$10,120.00 |
| Implementation Plan | \$7,200.00 | | | \$7,200.00 |
| Final Report | \$7,200.00 | | | \$7,200.00 |
| Restorative Justice Pre Conference Work | \$2,880.00 | | | \$2,880.00 |
| Post Conference | \$2,880.00 | | | \$2,880.00 |
| Conference | \$2,160.00 | | | \$2,160.00 |
| Gender Specific Voices | \$7,200.00 | | | \$7,200.00 |
| Boys Council | \$5,700.00 | | | \$5,700.00 |
| Educational Re-Engagement Intake | \$3,750.00 | | | \$3,750.00 |
| Client Support | \$2,040.00 | | | \$2,040.00 |
| Client Intervention | \$2,040.00 | | | \$2,040.00 |
| Plan Update | \$2,040.00 | | | \$2,040.00 |
| School Support | \$2,040.00 | | | \$2,040.00 |
| Family Support | \$2,040.00 | | | \$2,040.00 |
| Family Intervention | \$2,040.00 | | | \$2,040.00 |
| Case Management | \$2,040.00 | | | \$2,040.00 |
| Tutoring Contractual | \$4,050.00 | | | \$4,050.00 |
| GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM | \$133,395.00 | \$2,210.00 | \$10,800.00 | \$120,385.00 |

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

John K. RB
AUTHORIZED SIGNATURE
Finance Director
Printed Name and Title

10/11/16

DATE

CHILDREN, YOUTH AND FAMILIES EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:
PROGRAM EXPENDITURE REPORT ()

CONTRACT/GRANT PERIOD: June 2016 - July 30, 2017

MATCH EXPENDITURE REPORT (X)

BILLING FOR PERIOD OF: September 2016

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

| ACCOUNT DESCRIPTION <small>ENTER YOUR LINE EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN</small> | APPROVED BUDGET <small>ENTER YOUR BUDGETED AMOUNTS IN THIS COLUMN</small> | CURRENT BILLING <small>ENTER YOUR CURRENT BILLING IN THIS COLUMN</small> | PREVIOUS BILLINGS <small>TOTAL PREVIOUS BILINGS LESS CURRENT BILLING</small> | BUDGET BALANCE |
|---|--|---|---|----------------|
| In-Kind 40% Match | \$53,358.00 | | | |
| Continuum | | | | \$0.00 |
| Intensive Community Monitoring | | \$1,480.00 | \$1,890.00 | -\$3,370.00 |
| Communities in Schools | | | | \$0.00 |
| Restorative Justice | | | | \$0.00 |
| Gender Specific | | | | \$0.00 |
| Education Re-Engagement | | | | \$0.00 |
| Tutoring | | | | \$0.00 |
| Other | | | | \$0.00 |
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| Other | | | | \$0.00 |
| Other | | | | \$0.00 |
| Other | | | | \$0.00 |
| GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM | \$53,358.00 | \$1,480.00 | \$1,890.00 | -\$3,370.00 |

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



AUTHORIZED SIGNATURE

10/11/16

DATE

Adora Johnson

Finance Director
Printed Name and Title



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

PURCHASE ORDER

Order Number: 1170713 - 000 - OP
Print Date: 016-07-16
Approval Route: CSADMIN
Page: Page 1 of 2
Originator: RRODARTE

Vendor: 9697
MARY LOUISE ROMERO
[REDACTED]
SANTA FE NM 87505

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

| L | C | Description | Account | Qty | U | Unit | Extended | Request | Req# / Type |
|--|---|------------------|--------------|-----|----|--------|-------------|----------|---------------|
| N | O | Item | | Ord | M | Price | Cost | Date | |
| 1 | 0 | Other Consulting | 22768.510340 | | EA | \$0.00 | \$45,000.00 | 07/16/16 | 20184158 - 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 (see attached amendment) RFP 14/43/P | | | | | | | | | |

Order Total:

\$45,000.00

9/12/16: \$2,210⁰⁰

Partial
9/11/2016
9-11-16
\$2,210⁰⁰
SEP 12 2016

9/12/16: OK TO PARTIAL PAY \$2,210⁰⁰

INSTRUCTIONS TO VENDORS:

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

CITY CERTIFICATION & APPROVAL FOR PAYMENT:

I, or 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)

ATTENTION RICHARD DEMELLA,
COMMUNITY SERVICES DEPT!!!

Mary Louise Romero

Santa Fe NM 87505

9/11/16

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 8/30/16-9/11/16

Total: **\$2,210.00**

Thank you,

Mary Louise Romero

Mary Louise Romero

SEP 12 2016

Intensive Community Monitoring Program

Invoice Date: 8/30/16-9/11/16

Vendor: Mary Louise Romero

Address:
 Santa Fe, New Mexico 87505

Phone:

Email:

Per agreement, please pay:

\$2,210.00

| UNITS | Pg 1 | Pg 2 | Pg 3 | Pg 4 | Pg 5 | Pg 6 | Total |
|------------------------|-------|------|------|------|------|---------|-------------------|
| Intake | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| Client support | 11.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.50 |
| Client Intervention | 7.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.75 |
| Family Support | 9.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9.75 |
| Family Intervention | 4.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.75 |
| Case Management | 13.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13.00 |
| Final Report | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| Court Attendance | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| | | | | | | | |
| Intake per youth | | | | | | \$75.00 | 150.00 |
| C/S per hour | | | | | | \$40.00 | 460.00 |
| C/I per hour | | | | | | \$40.00 | 310.00 |
| F/S per youth | | | | | | \$40.00 | 390.00 |
| F/I per youth | | | | | | \$40.00 | 190.00 |
| CM per youth | | | | | | \$40.00 | 520.00 |
| RPT per youth | | | | | | \$75.00 | 150.00 |
| Court Attend per hours | | | | | | \$40.00 | 40.00 |
| TOTAL = | | | | | | | \$2,210.00 |

Vendor Signature _____

Date _____

Intensive Community Monitoring Program

8/30/16-9/11/16

Vendor: Mary Louise Romero

Address: [REDACTED]
Santa Fe, New Mexico 87505Phone: [REDACTED]
Email: [REDACTED]

Per agreement, please pay:

\$1,480.00

| UNITS | Pg 1 | Pg 2 | Pg 3 | Pg 4 | Pg 5 | Pg 6 | Total |
|-----------------------|-------|------|------|------|------|------|------------|
| Intake | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Client support | 26.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Client Intervention | 13.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13.50 |
| Family Support | 14.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14.50 |
| Family Intervention | 7.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.00 |
| Case Management | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Final Report | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Court Attendance | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| Intake per youth | | | | | | | \$75.00 |
| C/S per unit | | | | | | | \$40.00 |
| C/I per unit | | | | | | | \$40.00 |
| F/S per youth | | | | | | | \$40.00 |
| F/I per youth | | | | | | | \$40.00 |
| CM per youth | | | | | | | \$40.00 |
| RPT per youth | | | | | | | \$75.00 |
| Court Attend per unit | | | | | | | \$40.00 |
| TOTAL = | | | | | | | \$1,480.00 |

Vendor Signature

Date

Local match.

Intensive Community Monitoring Program

Page 1

[illegible]

\$ = Financial
 CS = Community Service
 BEH = Behavioral
 VS = Victim Service

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| ACCOUNT DESCRIPTION | ACCOUNT NUMBERS | | | | AMOUNT | | | G/L DATE (IF USING MULTIPLE DATES) | DOCUMENT NUMBER | Explanation 2 F2 to access this field) |
|--------------------------------|------------------------------|-------------|------|--------------------|----------|----------|--|---|--------------------|---|
| | BUSINESS UNIT . LINE ITEM | SUB LDGR | TYPE | Fixed Asset No. | DEBIT | CREDIT | | | | |
| NM Children Youth and Families | 2516-108200 | | | | 2,210.00 | | | | | Grant#17-690-19792 |
| State Receivable | 21516-490250 | | | | | 2,210.00 | | | | Sept 2016 Reimbursement |
| | | | | | | | | | | F.Y. 16/17 |
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DESCRIPTION:

Juvenile Justice Accounts Receivable Continuum Grant Reimbursement September 2016.

Prepared and Key Entered By: Stephen Morales DATE: 10/12/16 Batch No.: 2187867

Approved By: _____ DATE: _____ DOC. NO.: 40452477

Posted By: _____ DATE: _____ GL DATE: 10/12/2016

SCOPE:

The Santa Fe Regional Juvenile Justice Board (SFRJJB) is seeking to implement an Educational re-engagement specialist (coach) to aid youth who are disconnected/not enrolled/reentering a home school within the school district. These youth are in the formal court system or at high risk of being there. For many of these youth there are significant problems not just with their education but with the actual re-entry back into school. The specialist must be aware of and familiar with all county, state, local, and private programs that receive and/or send youth to/from jail or detention center. The staff person will assist in handling the immediate transfer of youth's educational records from public and private educational programs to jails or detention centers. Having the working knowledge of educational system for the academic, vocational, and social, emotional and behavioral assessment of the youth. Youth in detention will be the priority population and will have direct access to this staff person as well as any available resources which would be related to transition and support services.

Duties include:

- The ERS would assist in the re-enrolling the student back into their home school setting. The ERS is going to assist this aspect of the process along with follow up, case transfer, working with agency staff, and provide advocacy for the student in a case plan.
- Attend interagency meetings cooperative in-service training activities, and cross-over detention and community school visits are held regularly to ensure awareness of youth and agency transition needs.
- Assist in accessing tutoring services.
- Assist in accessing school based resources.
- Coordination with Probation to ensure a continuum of services and care is provided in the community.
- Coordinate with public and private educational program personnel to ensure that they advocate for these youth, cultivate family involvement maintain communications with other agencies and place students in classes with supportive teachers.
- Assist with periodic evaluations of the transition program and all of its components will be reviewed on a regular basis as to enhance the process and services for each youth involved in this program.
- Other duties to assist in supporting the youth for a successful transition.

Exhibit B