



Agenda

DATE 2/9/17 TIME 1:45

SERVED BY Richard DeMella

RECEIVED BY [Signature]

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday February 16th, 2017

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 January 19th, 2017
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial FY 16/17
 - B. Approve of Financial Report
- VII Presentations:
Re-Engagement Program Youthworks
- VIII Matters from the Board
 - ICM update
 - Action item ICM provider
- IX Matters from the Public
- X Next Meeting March 16th, 2017
- XI. Adjournment

**SF Regional Juvenile Justice Board
Index
Meeting of February 16, 2017**

Cover Sheet		0
Call to Order	The Santa Fe Regional Juvenile Justice Board was called to order at 5:18 p.m. by Sam Jackson, Chair.	1
Roll Call	A quorum was not established. All items that require action will be deferred to the next meeting.	1
Approval of the Agenda	Due to a lack of quorum this item will be approved at the next meeting.	1
Introductions of Board Members and Guests	Discussion Only	1
Approval of Minutes of January 19, 2017	Due to a lack of quorum this item will be approved at the next meeting.	1
Financial Report	Discussion Only	2
A. Budget- Detailed Budget & Financial FY 16/17	Due to a lack of quorum this item will be approved at the next meeting.	2
B. Approve Financial Report		
Presentations:	Discussion Only	
• Re-Engagement Program Youthworks		2,3
Matters from the Board	Discussion Only	3
• ICM Update	Due to a lack of quorum this item will be approved at the next meeting.	4
• Action Item ICM Provider		
Matters from the Public	Discussion Only	4
Next Meeting March 16, 2017	Discussion Only	4
Adjournment	There being no further business to come before the Santa Fe Regional Juvenile Justice Board the meeting adjourned at 6: 17 p.m.	4
Signature Page		4

Santa Fe Regional Juvenile Justice Board Meeting
Railyard Offices 500 Market Street Santa Fe, NM
February 16, 2017
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 5:18 p.m. by Sam Jackson, Chair. A quorum was **not** established. All items that require action will be deferred to the next meeting.

2. ROLL CALL

Present

Sam Jackson, Chair
Ted Lovato
Deacon Anthony Trujillo
Jennifer Romero

Excused

Mark Dickson, Vice Chair
Richard Lindahl
Judge Mary Marlowe Sommer
Jesus Vargas, Student Rep.

Staff Present

Richard DeMella, City Liaison

Others Present

Emily Tyson-Jorgensen, District Attorney's Office
Julia Bergen, Communities in Schools
Heather Vigil Clark, Youthworks
Joaquin Dudelczyk, Re-Engagement Specialist
Mary Louise Romero, CIS
Linda Vigil, Stenographer

3. APPROVAL OF THE AGENDA

Due to a lack of quorum this item will be approved at the next meeting.

4. INTRODUCTIONS OF MEMBERS AND GUESTS

Introductions were made by those present.

5. APPROVAL OF MINUTES OF JANUARY 19, 2017

Due to a lack of quorum this item will be approved at the next meeting.

6. FINANCIAL REPORT

A.) Budget – Detailed Budget and Financial FY 16/17

Mr. DeMella presented the Detailed Budget Financial report. (See Exhibit B) Mr. DeMella stated the City is reviewing the invoices back to November and making any corrections. The accountant has straightened out any discrepancies with the data collection.

Ms. ML Romero stated she is still working with the City finance department and logging in and emailing all information. She suggests that any other programs check in with accounting if the requirements from CYFD change again.

B.) Approve Financial Report

Due to a lack of quorum this item will be approved at the next meeting.

7. PRESENTATIONS:

Re- Engagement Specialist-Youthworks

Ms. Vigil Clark discussed the re-engagement program that started in December. A report describing the work done with 3 youth thus far. (See Exhibit B)

Mr. Dudelczyk explained the first referral case opened and then shortly after the youth was incarcerated. This case was closed.

Mr. Dudelczyk stated the second client has the support of family and that has helped. The student has reached out to him when they need anything. Mr. Dudelczyk has worked well with the JPO. The client has exited and is still engaged. The client has shown academic interest.

Ms. Vigil Clark explained after the time has expired the student can attach themselves to an adult. She anticipates the program will grow.

Ms. Berger mentioned the CIS site coordinators are at Capital High where client 2 attends. They can assist with transitioning and can use those resources there. She explained what the site coordinators do.

Ms. Vigil Clark explained the initial set up was to set up a team for each student and reach out to the schools.

Ms. ML Romero stated she introduced Mr. Dudelczyk where the CIS site coordinator was at Capital High School. It would also be a good idea for the JPO office to reach out to that High School.

Mr. DeMella stated it is nice to see that the 2 programs funded know each other now and can work collectively.

Mr. Dudelczyk discussed the third client was on long term suspension. They got the paperwork filled out and helped get the suspension lifted and got the client enrolled into the Bridge Academy.

A discussion was held about how many clients they think the program can handle. Mr. Dudelczyk stated they prepared for 15. The 45 day cut off accelerates the work.

Chair Jackson would like to know if the clients benefit from the School in the jail. Ms. Vigil Clark can ask that during intake.

Mr. Dudelczyk discussed the work they do in helping clients get their GED. Mr. Dudelczyk explained he is a local and is familiar with the community.

Ms. ML Romero expressed her excitement with the program.

Chair Jackson would like to visit the Youthworks facility.

8. MATTERS FROM THE BOARD

A.) ICM Update

Mr. DeMella reported a special meeting was held and it was decided to offer Youthworks the contract for the ICM program. Ms. Vigil Clark stated they will need to meet with their board to discuss. They want to ensure they have the capacity and that the program would fall under their mission statement. They would also like to meet with Judge Marlowe Sommer.

Deacon Trujillo suggests they also meet with JPO, DA and PD. He also suggests it happens quickly due to the Fiscal Year and the funds that are already allocated for that program.

Ms. Bergen gave the board an update on the CIS program. There have been several turnovers at Cesar Chavez Elementary. The site coordinator has stepped in and is helping the parents, teachers and students deal with the changes. Last week she met with the SFPS Superintendent to address the concerns.

Ms. Bergen stated CIS is currently working on their three-year strategic plan. They want to make sure they don't over extend services.

Chair Jackson discussed the current situation surrounding immigrants.

Mr. Dudelczyk spoke about how they help undocumented students to get their GED and the Dreamers project.

Ms. ML Romero thanked the Board for always supporting the ICM program. Chair Jackson stated the board can't thank her enough for all of the work she did under ICM.

Ms. Romero asked about the action to be taken should Youthworks decide to accept the ICM program.

It was decided to have the Program committee meet after Youthworks decides, then the background work can be done with Finance and the next meeting it can be voted on.

B.) Action Item ICM Provider

Due to a lack of quorum this item will be approved at the next meeting.

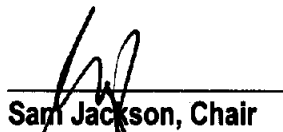
9. MATTERS FROM THE PUBLIC

10. NEXT MEETING MARCH 16, 2017

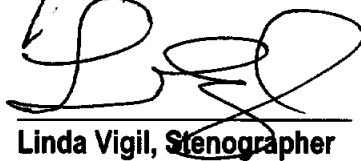
11. ADJOURN

There being no further business to come before the Santa Fe Regional Juvenile Justice Board the meeting adjourned at 6: 17 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: _____ 7

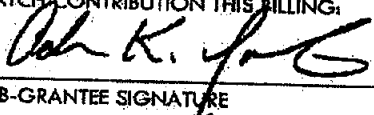
I.

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
 January 2017

II.

BILLING PERIOD:
 TOTAL GRANT AMOUNT: \$133,395.00
 PREVIOUS BALANCE: \$94,679.75
 AMOUNT OF THIS BILLING: \$12,243.75
 GRANT BALANCE: \$82,436.00
 MATCH CONTRIBUTION THIS BILLING: \$0.00

MATCH CONTRIBUTION THIS BILLING:

 SUB-GRANTEE SIGNATURE

02/15/17
 INVOICE DATE

Adam Johnson
 PRINT NAME AND TITLE

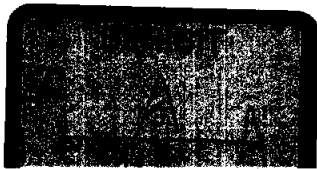
955-6536
 TELEPHONE

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 _____



CONTRACTOR/GRANT NAME: City of Santa Fe
 CONTRACT/GRANT PERIOD: 12-1972 thru 2016 July 30, 2017
 BILLING FOR PERIOD OF: January 2017

Check which applies:
 PROGRAM EXPENDITURE REPORT (X)
 MATCH EXPENDITURE REPORT ()

Use this form to budget and request reimbursements for expenditures used to report match requirements.

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	PREVIOUS BILLINGS	BUDGET BALANCE
Continuing Youth Committee	\$300.00			\$300.00
Intensive Community Monitoring Inside	\$4,500.00	\$0.00	\$600.00	\$3,900.00
Client Support	\$15,400.00	\$0.00	\$2,790.00	\$12,610.00
Client Intervention	\$15,400.00	\$1,230.00	\$5,390.00	\$8,780.00
Family Intervention	\$3,080.00	\$1,290.00	\$4,240.00	-\$2,450.00
Family Support	\$3,080.00	\$1,020.00	\$5,750.00	-\$3,690.00
Case Management	\$9,240.00	\$1,270.00	\$6,980.00	\$990.00
Plant Count Report	\$8,775.00	\$281.25	\$1,665.25	\$3,038.50
Attendance to Court	\$2,000.00	\$160.00	\$670.00	\$1,170.00
Commitment to Schools Inside	\$7,200.00	\$600.00	\$1,080.00	\$5,520.00
Client Support	\$10,120.00	\$5,680.00	\$8,580.00	-\$4,140.00
Implementation Plan	\$7,200.00	\$600.00	\$1,080.00	\$5,520.00
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 Inside	\$3,750.00			\$3,750.00
Client Support	\$2,040.00	\$112.50		\$1,927.50
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	\$153,395.00	\$12,243.75	\$33,716.35	\$92,436.00

CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED.
 [Signature]
 AUTHORIZING SIGNATURE
 Name: _____
 Title: _____

02/15/17
 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: January 2017

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

ACCOUNT DESCRIPTION <small>INSERT YOUR LINE# EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN</small>	APPROVED BUDGET <small>INSERT YOUR BUDGETED AMOUNTS IN THIS COLUMN</small>	CURRENT BILLING	PREVIOUS BILLINGS	BUDGET BALANCE
In-Kind 40% Match	\$33,358.00			
Continuum				\$0.00
Intensive Community Monitoring				\$0.00
Communities in Schools				\$0.00
Restorative Justice				\$0.00
Gender Specific				\$0.00
Education Re-Engagement				\$0.00
Tutoring				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$33,358.00	\$0.00	\$0.00	\$0.00

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

Adam K. Johnson

AUTHORIZED SIGNATURE

02/15/17

DATE

Adam Johnson

Printed Name and Title

Oracle

Account Comparison Inquiry - Work With Account Ledger

Select Parameters

Account: 2374334140 Other Country:

Ledger Type 1: All Counter Ledger:

Ledger Type 2:

Types of Ledger:

Financial Operational Other

Account Comparison

Account	Period	Description	Amount	Debit	Credit	Account	Period	Description	Amount	Debit	Credit
<input type="checkbox"/> PV	200801	0000									
<input type="checkbox"/> PV	200801	0000									
<input type="checkbox"/> PV	200801	0000									
<input type="checkbox"/> PV	200801	0000									
<input type="checkbox"/> PV	200801	0000									
<input type="checkbox"/> PV	200801	0000									
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
Closure Total				12,013.25	12,013.25						
Ledger Total				12,013.25	12,013.25						



Academic Re-engagement Program:

The Santa Fe Regional Juvenile Justice Board (SFRJJB) elected Santa Fe iYouthWorks! to assign an Educational Re-engagement Specialist (ERC) to aid youth who are disconnected/not enrolled/re-entering a school within the school district. These youth are in the formal court system or at a high risk of being there. Students will be exited after 45 days from the enrollment date as written in the contract.

ERC Duties Include:

- Assistance in re-enrolling the student back into their school setting.
- Attendance in interagency meetings and activities and crossover detention and school visits to ensure awareness of youth and agency transition needs.
- Assistance in accessing tutoring and school based services.
- Coordination with probation officers.
- Coordination with public and private educational program personnel and place students in classes with supportive teachers.
- Cultivation of family involvement and maintained communication.

Client 1 (C1)

Enrolled in Re-engagement - 12/08/17

Administrative Exit - 01/27/17

Client 2 (C2)

Enrolled in Re-engagement - 12/28/17

Exit - 02/10/17

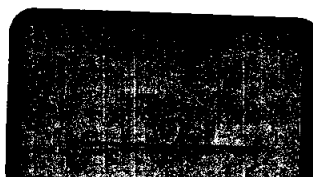
C2 was in CYFD custody and released into the care of her mother. C2 has received 17 JJD delinquency referrals and a history of probation violation. In addition to the Education Re-engagement Program, C2 has been assigned an academic tutor and is receiving support from the Santa Fe Mountain Center. Upon release C2 has been responsive and participatory. The Educational Re-engagement Specialist (ERS) developed contacts at Capital High School (CHS) to ensure a successful transition to CHS. C2 has successfully completed re-engagements and upon exit from the Academic Re-engagement Program was actively participating at CHS

Client 3 (C3)

Enrolled in Re-engagement - 01/12

Expected Exit - 02/27/17

C3 was under SFPS long term suspension when referred to the Re-engagement Program and was to report to the disciplinary board with his mother. C3 and mother missed three of these meetings prolonging the determination of his enrollment. The ERS was able to meet with CHS principal and receive the paperwork that needed to be signed by C3's mother. The ERS visited C3's mother's worksite to have papers signed. C3 was then disenrolled from CHS and enrolled into the BRIDGE Academy. C3's first school day was 1/30 and he has since been academically engaged and has three unexcused absences which have been reviewed by the ERS. C3 has been reported by BRIDGE Academic Director, Crystal, to have "strong ability to learn but definitely has difficulty with authority and has had several incidents with security". Crystal reports she feels confident that with continued support from ERS he will be a great student and will receive his diploma.



Academic Re-engagement Specialist:

Joaquin Dudelczyk

joaquin@santafeyouthworks.org

Phone: (505) 577-5778

Santa Fe ¡YouthWorks! Executive Director:

Melynn Schuyler

melynn@santafeyouthworks.org

Santa Fe ¡YouthWorks! Director of Operations:

Heather Vigil Clark

heatherv@santafeyouthworks.org