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**HUMAN SERVICES
COMMITTEE
SPECIAL MEETING**

**Friday, January 26, 2017
Market Station
Conference Room
500 Market Station
2:00 p.m. - 3:00 p.m.**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes:
4. New Business/Action Items:
 - a. Presentation on 1st Quarter Reports and Grantee Funding
 - b. Discuss and Recommend Approval: Data Consultant
 - c. Discuss and Recommend Approval: La Familia
 - d. Discuss: Vision and Mission Statement
5. Old Business
 - a. Update: Behavioral Health/Substance Abuse Summit
6. Comments from the Chair and Committee Members
7. Report from Staff
8. Matters from the Floor
9. Adjournment

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CITY OF SANTA FE
HUMAN SERVICES COMMITTEE
SPECIAL MEETING
January 26, 2017

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COMMENTS FROM THE CHAIR AND COMMITTEE MEMBERS		5
REPORT FROM STAFF	None	5
MATTERS FROM THE FLOOR	None	5
ADJOURNMENT	Adjourned at 3:23 p.m.	5

MINUTES OF THE

CITY OF SANTA FE

HUMAN SERVICES COMMITTEE

SPECIAL MEETING

Santa Fe, New Mexico

January 26, 2017

A meeting of the City of Santa Fe Human Services Committee was called to order by Marizza Montoya-Gansel, Chair at 2:02 p.m. at Market Station Offices, 500 Market Street, Suite 200, Caboose Conference Room, Santa Fe, New Mexico.

Roll Call indicated the presence of a quorum as follows:

MEMBERS PRESENT:

Marizza Montoya-Gansel, Chair
Kristin Carmichael
Jeremy Perea
Anthony Romero
Brian Serna

MEMBER(S) ABSENT:

Patricia Boies
1 vacancy

STAFF PRESENT:

Chris L. Sanchez, Youth and Family Services Division Director
Julie Sanchez, Youth and Family Services Program Manager

OTHERS PRESENT

City Councilor Mike Harris

APPROVAL OF AGENDA

Mr. Serna moved to approve the agenda. Mr. Perea seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES:

No minutes for approval, special meeting.

NEW BUSINESS/ACTION ITEMS:

a. Presentation on 1st Quarter Reports and Grantee Funding

Ms. Sanchez said the human services committee funded fourteen organizations for the 16-17 contract year. Reports were received from all fourteen organizations and of those organizations nine had excellent reports, of the five that were not of that standard they at least were measuring participant satisfaction. Data has been a struggle to capture from the organizations but agencies are moving in the right direction. Some issues were noted on diversification of funding, red flags were that two agencies that currently are not collection demographic information, one agency Santa Fe Community Services works with active drug users and have the participants remain anonymous, the second is Feeding Santa Fe in which cars pull up to collect bags of food. Other comments on the reporting was Interfaith women's seasonal shelter took the funding that was received and matched it to alternative sources, private donors, churches, and foundations increasing their funding from \$25,000 to close to \$100,000. Some agencies who are currently collecting data such as Solace Crisis Treatment Center will not have accurate data until the end of the quarter.

Ms. Sanchez directed attention to dates of agencies turning in quarterly reports and pointed out chronically late agencies who are not turning in reports on time. The agencies have funding withheld until reports are received. This is outlined in the contracts.

Ms. Carmichael asked who is talked to when reports are late.

Ms. Sanchez stated it usually is who is managing the programs or the executive director

Ms. Sanchez discussed funding and getting agencies who are over the fifty percent mark to start spending down their funding.

Ms. Sanchez stated that second quarter reports were due January 13th and a majority of agencies turned them in on time.

Mr. Sanchez stated this information is important because the funding cycle is starting up again, and those individual agencies that are not spending their funding could have reduced awards.

Ms. Carmichael agreed and stated this information is great because it shows who is late on reporting and whose not spending their money and whose giving performance measures that don't meet expectations.

Mr. Serna stated he would like to hear explanations from the agencies that are not spending down the money.

Ms. Sanchez stated that by third quarter we should have a better idea of where agencies are at; if agencies are over 70% in the third quarter then that's definitely a red flag.

Mr. Serna asked if agencies can explain themselves if at that marker during the third

quarterly report review.

Councilor Harris introduced himself to the committee and stated he was here to listen.

Ms. Sanchez went over Literacy Volunteers quarterly report and stated she would bring their second quarterly report as a follow up to the first one.

b. Discuss and Recommend Approval: Data Consultant

Ms. Sanchez presented the responses to the questions that were asked at the last committee meeting.

Ms. Sanchez stated that the committee had two qualified consultants apply to do this work and as a committee there needs to be a vote on which one will be contracted to do this work.

Mr. Serna stated that when you look at the responses Aspen Solutions really put a lot of thought and time into their answers because it was a concern. He stated he was impressed by the RBA work they have done with past agencies and the fact they had supervision and direct training from the RBA creator which wasn't stated in the original proposal.

Ms. Carmichael stated she is comforted that Aspen has had so much experience with RBA and that they wouldn't have to learn it all; she appreciated the thoroughness of the answer Aspen Solutions gave the committee.

Mr. Romero stated he is comfortable with Aspen and their responses to the questions the committee asked.

Ms. Montoya-Gansel stated that she is looking forward to hearing what granting agencies say about working with Aspen Solutions.

Mr. Sanchez stated he was surprised that Aspen had so much RBA training and was glad that the questions were asked.

Mr. Serna moved to make a motion on selection of Aspen Solutions as the data consultant. Mr. Romero seconded the motion. The motion passed unanimously by voice vote.

c. Discuss and Recommend Approval: La Familia

Ms. Montoya-Gansel stated that during the last meeting the committee asked questions of La Familia and the committee received a response.

Ms. Montoya-Gansel stated she was still concerned about the work load going on the workers.

Ms. Carmichael stated the position was already unfilled

Mr. Perea asked if they did a BAR last contract year

Ms. Montoya-Gansel stated that the reason they did the BAR this year was that the person previously doing the work left.

Ms. Carmichael stated the position previously wasn't filled

Ms. Sanchez clarified that the position wasn't permanently filled and the response read like they pulled someone out of retirement to fill in part-time and then that person decided to retire permanently.

Mr. Sanchez stated that for most non-profits it's hard to find quality employees to fill these positions so many employees double up job duties to get the work done.

Ms. Montoya-Gansel stated that this position is specialized work and that the agency has been looking for a bilingual worker and it's hard to find specialized people and really hard to find someone truly bilingual.

Mr. Sanchez stated they have someone doing the job and it's the manager or executive director to manage the work load on those employees to prevent burn out.

Mr. Perea moved to approve the BAR that La Familia submitted. Mr. Serna seconded the motion. The motion passed unanimously by voice vote.

d. Discuss: Vision and Mission Statement

Mr. Sanchez passed out handouts on creating a vision and mission statement.

Mr. Sanchez suggested blocking out around 3-4 hours to go over strategically planning what the committee's vision, mission, and value statement would be.

Mr. Sanchez stated the mission and value statement would be based on who we are and where we want to go. The handout would be good guidance to creating our values; the division is also going through this process.

Mr. Romero discussed mission statement in which everyone subscribes to, has meaning, and is invested in and isn't wordy or flowery.

Mr. Romero states it might be good to come up with an oath as they did in corrections, "We commit to the safety and security of the citizens of New Mexico by doing the right thing always."

Mr. Romero states the mission is something everyone should behind and represents the committee.

Mr. Sanchez states the committee has always been behind the scenes and people should know what we do and who we are.

Councilor Harris states he agrees that a statement is important and it showcases what the committee is about.

OLD BUSINESS

Update Behavioral Health/Substance Abuse Summit

Mr. Serna stated he would create a template for the committee members and send it out next week.

Mr. Serna stated he didn't have any additional updates.

COMMENTS FROM THE CHAIR AND COMMITTEE MEMBER

There were no comments from the Chair or Committee Members.

REPORT FROM STAFF

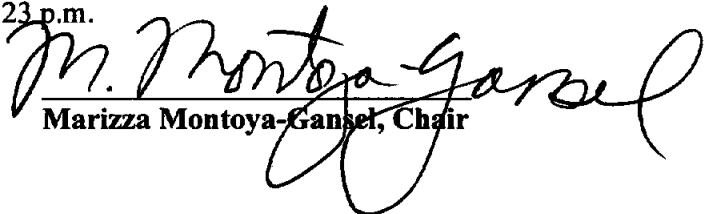
This item was not discussed.

MATTERS FROM THE FLOOR

There were no matters from the floor.

ADJOURNMENT

There being no further business to discuss, Mr. Romero moved to adjourn, second by Mr. Serna, the meeting adjourned at 3:23 p.m.


Marizza Montoya-Gansel, Chair

Respectively submitted by:


Julie Sanchez, Youth and Family Services Program Manager