



Agenda

DATE 8/9/17 TIME 10:04
SERVED BY Richard DeMella
RECEIVED BY SSS

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

**Thursday August 17th 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 July 20th, 2017
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial FY 17/18
 - B. Approve of Financial Report
- VII Presentations:
CYFD Contract – Chris Sanchez
- VIII Matters from the Board
Strategic Planning for FY 18/19
- IX Matters from the Public
- X Next Meeting September 21st 2017
- XI. Adjournment

**SF Regional Juvenile Justice Board
Index
Meeting of August 17, 2017**

Item	Description	Page
Cover Sheet		0
Call to Order	The Santa Fe Regional Juvenile Justice Board was called to order at 5:21 p.m.	1
Roll Call	A quorum was not present.	1
Approval of the Agenda	This item could not be approved due to a lack of quorum.	1
Introductions of Board Members and Guests	Introductions were made by those present.	1
Approval of Minutes of July 20, 2107	This item could not be approved due to a lack of quorum.	1
Financial Report A. Budget- Detailed Budget & Financial FY 16/17 B. Approve Financial Report	Discussion Only	2,3 3
Presentations: CYFD Contract	Discussion Only	3,4
Matters from the Board Strategic Planning for FY 18/19	Discussion Only	4
Matters from the Public	Discussion Only	4
Next Meeting September 21, 2017	Discussion Only	4
Adjournment	There being no further business to come before the Santa Fe Regional Juvenile Justice Board the meeting was adjourned at 6:15 p.m.	4
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Santa Fe Regional Juvenile Justice Board Meeting
Railyard Offices 500 Market Street Santa Fe, NM
August 17, 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 5:21 p.m. A quorum was not present.

2. ROLL CALL

Present

Ted Lovato
Deacon Anthony Trujillo
Emily Tyson-Jorgenson
Jennifer Romero

Excused/Not Present

Sam Jackson, Chair
Richard Lindahl
Mark Dickson
Judge Mary Marlowe Sommer

Staff Present

Richard DeMella, City Liaison

Others Present

Heather Vigil Clark, Youthworks
Linda Vigil, Stenographer

3. APPROVAL OF THE AGENDA

This item could not be approved due to a lack of quorum.

4. INTRODUCTIONS OF MEMBERS AND GUESTS

Introductions were made by those present.

5. APPROVAL OF MINUTES OF July 20, 2017

This item could not be approved due to a lack of quorum.

6. FINANCIAL REPORT

a. Detailed Budget and Financial FY 17/18

Mr. DeMella reported there was not any billing since the school year just started. The contracts will all be done uniformly. The contracts for Youthworks, ICM and the Re-engagement Specialist will go to Finance and then to City Council.

Mr. DeMella reported that he met with Youthworks and they discussed BARS. They will be watching the amounts and will be on top of it.

Deacon Trujillo asked how much money was given back. Mr. DeMella reported around \$39 k. That was the most they have ever given back. Deacon Trujillo asked if there was a process to report back to CYFD and to explain why that amount was given back. Mr. DeMella stated it was an issue across the board with many sites giving large amounts back.

Mr. Sanchez stated they spoke to CYFD and they explained the break in service and they assured them they would not penalize them.

Deacon Trujillo stated they may need to address the Mayor's Cabinet to work more with disconnected youth. Mr. Sanchez agrees they should meet with them to discuss some issues, they were left out of some preliminary discussions.

Mr. Sanchez explained the Mayor appoints the Board, he wanted to make sure it aligns with the statutes. There is a requirement stating that a strategic plan needs to be in place and updated yearly.

Mr. Lovato recalls many years ago they worked on a plan. Ms. Romero would like to see the old plan, so that have something to model.

Mr. Sanchez has tasked Mr. DeMella with starting this project. There may be some money to use on a planner. They have Michelle Lisk working on the plans for Children and Youth Commission and some other programs, she is collecting data and working on the strategic plans.

Mr. Sanchez discussed some data that was reported recently shows that there is roughly 1,600 disconnected youth and more than 52% are females many with kids.

Mr. Sanchez explained the Teen Job center is going to begin in January. There is a part of the disconnected piece that needs to be done. That can also be part of the strategic plan.

Mr. Sanchez has his staff looking at national numbers. This is a good time to get the plan started and get the providers together.

Deacon Trujillo states it will take some time but he thinks the board needs to do it sooner better than later. He recalls when they worked on it the first time their focus was very different.

Ms. Romero asked if they can use the data collected by the Community Foundation or if they have specific areas they going align? Or would he like it to be general areas and then choose?

Mr. Sanchez explained the Mayors Cabinet has the areas of early childhood development, K-12, re-engagement and disconnected youth and workforce. The collective groups were to develop those areas and then show the gaps but then it went in a different direction. So, he would like them to give the general ideas and then have the Board suggest it then group it all together.

Mr. Sanchez stated once they saw the amount of youth then they started to look at the programs and then seeing where the funding should go.

Mr. Lovato read aloud the provisions of CYFD for continuums. That is where CIS can be justified the kids they reach are not referred to Juvenile Probation. Mr. Sanchez states that the Youth Commission also used CIS.

Mr. Lovato explained ICM is a detention alternative the re engagement is looking at reducing at risk. CIS is the preventative piece. They can revamp the plan and focus in on specific areas.

Ms. Romero asked if the data shows the ages and focus on the 18 and under. She feels that is the best way to start peeling back and getting to what they need.

Mr. Sanchez explained there is a team behind the Board and if they align their goals they may be able to get more funding.

Ms. Vigil Clark explained her program is spearheading a survey for disconnected youth. They should finish by September. Then to APEX for data, she can share the preliminary data if that is helpful.

Mr. DeMella explained the RFP will have to be done in October.

A discussion was held about what is needed by that time frame and how to proceed with the strategic planning.

b. Approve of Financial Report

This item could not be approved due to a lack of quorum.

7. PRESENTATIONS:

a. CYFD Contract

Mr. Sanchez has been going over all 11 Committees that fall under Community Services. He has been reviewing them and making sure they are going along with the Resolutions.

Mr. Sanchez explained they have decided to systemize the contracts. The goals within the contract calls for a strategic plan and outcomes.

A discussion was held and it was decided that the Programs Committee will meet next week. Ms. Romero asked if Judge Sommer could attend as well.

Mr. Lovato and Ms. Romero briefly discussed referrals.

8. MATTERS FROM THE BOARD
a. Strategic Planning FY 18/19

Discussed previously.

9. MATTERS FROM THE PUBLIC


There was no public present.

10. NEXT MEETING SEPTEMBER 21, 2017

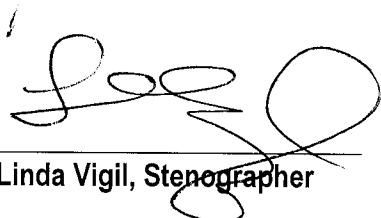
11. ADJOURNMENT

There being no further business to come before the Santa Fe Regional Juvenile Justice Board the meeting was adjourned at 6:15 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: _____ 12

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
53827

II.

BILLING PERIOD:

TOTAL GRANT AMOUNT:

PREVIOUS BALANCE:

AMOUNT OF THIS BILLING:

GRANT BALANCE:

MATCH CONTRIBUTION THIS BILLING:

SUB-GRANTEE SIGNATURE

Adam Johnson / Finance Director

PRINT NAME AND TITLE

June 2017
\$133,395.00
\$64,000.00
\$32,272.00
\$31,728.00
\$2,922.90

07/07/17

INVOICE DATE

505-955-6536

TELEPHONE

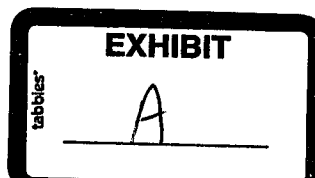
I /WE CERTIFY THAT THE INFORMATION IN THIS INVOICE IS TRUE AND CORRECT, THAT THE SERVICES PERFORMED ARE IN ACCORDANCE WITH THE SCOPE OF WORK IN THE ABOVE REFERENCED CONTRACT AND SERVICES RENDERED HAVE NOT BEEN PREVIOUSLY APPROVED.

PROGRAM MANAGER

DATE

PRINT NAME

Revised 7/2015



CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT


CONTRACTOR/GRANT NAME: City of Santa Fe
 CONTRACT/GRANT PERIOD: 17-19792 July 2016 - June 30, 2017
 BILLING FOR PERIOD OF: June 2017

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

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

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	PREVIOUS BILLINGS	BUDGET BALANCE
<small>INSERT YOUR BUDGET AMOUNTS IN THIS COLUMN</small>	<small>INSERT YOUR BUDGET AMOUNTS IN THIS COLUMN</small>	<small>INSERT YOUR CURRENT BILLING IN THIS COLUMN</small>	<small>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING</small>	
Continuum Youth Committee	\$300.00			\$300.00
Intensive Community Monitoring Intake	\$3,500.00	\$1,230.50	\$600.00	\$1,669.50
Client Support	\$8,400.00	\$5,610.00	\$2,790.00	\$0.00
Client Intervention	\$13,400.00	\$6,330.00	\$7,070.00	\$0.00
Family Intervention	\$7,080.00	\$1,050.00	\$6,030.00	\$0.00
Family Support	\$9,080.00	\$1,830.00	\$7,250.00	\$0.00
Case Management	\$9,240.00	\$590.00	\$8,450.00	\$0.00
Final Court Report	\$5,775.00	\$1,060.00	\$2,136.50	\$2,578.50
Attendance to Court	\$2,000.00	\$160.00	\$970.00	\$870.00
Communities in Schools Intake	\$2,000.00	\$80.00	\$1,920.00	\$0.00
Client Support	\$25,720.00	\$1,960.00	\$23,760.00	\$0.00
Implementation Plan	\$2,000.00	\$80.00	\$1,920.00	\$0.00
Final Report	\$2,000.00			\$2,000.00
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 Values	\$7,200.00	\$2,560.00	\$2,100.00	\$2,520.00
Boys Council	\$5,700.00	\$3,040.00	\$1,710.00	\$950.00
Educational Re-Engagement Intake	\$3,750.00	\$300.00		\$3,450.00
Client Support	\$2,040.00	\$490.00	\$1,260.00	\$290.00
Client Intervention	\$2,040.00	\$40.00		\$2,000.00
Plan Update	\$2,040.00	\$50.00		\$1,990.00
School Support	\$2,040.00	\$1,630.00		\$410.00
Family Support	\$2,040.00	\$40.00		\$2,000.00
Family Intervention	\$2,040.00			\$2,040.00
Case Management	\$2,040.00	\$1,300.00		\$740.00
Tutoring Contractual	\$4,050.00	\$2,821.50	\$1,228.50	\$0.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$133,395.00	\$32,272.00	\$69,395.00	\$31,728.00

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


 AUTHORIZED SIGNATURE

02/09/17
 DATE

Printed Name and Title

CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:
 PROGRAM EXPENDITURE REPORT ()

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

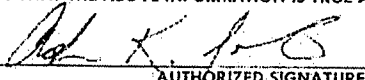
MATCH EXPENDITURE REPORT (X)

BILLING FOR PERIOD OF: June 2017

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 BUDGETING AMOUNTS IN THIS COLUMN</small>	CURRENT BILLING <small>INSERT YOUR CURRENT BILLING IN THIS COLUMN</small>	PREVIOUS BILLINGS <small>TOTAL PREVIOUS BALANCES LESS CURRENT BILLING</small>	BUDGET BALANCE
In-Kind 40% Match	\$53,358.00			
Continuum				\$0.00
Intensive Community Monitoring			\$3,640.00	-\$3,640.00
Communities in Schools			\$9,004.37	-\$9,004.37
Restorative Justice				\$0.00
Gender Specific				\$0.00
Education Re-Engagement				\$0.00
Tutoring				\$0.00
Other		\$2,922.90	\$33,772.53	-\$36,695.43
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	\$53,358.00	\$2,922.90	\$46,416.90	-\$49,339.80

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


 AUTHORIZED SIGNATURE

07/07/17

DATE

Adam Johnson / Finance Director

Printed Name and Title

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

PROGRAM INVOICE

INVOICE NUMBER: _____ 1

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
18-14484
July 2017 - June 2018
54360
57372

II.

BILLING PERIOD:

TOTAL GRANT AMOUNT: \$130,113.00

PREVIOUS BALANCE: \$0.00

AMOUNT OF THIS BILLING: \$0.00

GRANT BALANCE: \$130,113.00

MATCH CONTRIBUTION THIS BILLING: \$0.00

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

A

CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe
 CONTRACT/GRANT PERIOD: 18-14484 July 2017 - June 2018
 BILLING FOR PERIOD OF: July 2017

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

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

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	PREVIOUS BILLINGS	BUDGET BALANCE
<small>INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN</small>	<small>INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN</small>	<small>INSERT YOUR CURRENT BILLING IN THIS COLUMN</small>	<small>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING</small>	
Continuum Travel	\$468.00			\$468.00
Youth Committee	\$300.00			\$300.00
Intensive Community Monitoring Intake	\$5,100.00			\$5,100.00
Client Support	\$16,000.00			\$16,000.00
Family Support	\$16,000.00			\$16,000.00
Case Management	\$8,160.00			\$8,160.00
Final Court Report	\$6,225.00			\$6,225.00
Attendance to Court	\$5,680.00			\$5,680.00
Communities in Schools Intake	\$7,300.00			\$7,300.00
Implementation Plan	\$5,840.00			\$5,840.00
Client Support	\$11,680.00			\$11,680.00
Family Support	\$11,680.00			\$11,680.00
Case Management	\$11,680.00			\$11,680.00
Educational Re-Engagement Client Support	\$4,800.00			\$4,800.00
Plan Support	\$4,800.00			\$4,800.00
School Support	\$4,800.00			\$4,800.00
Family Support	\$4,800.00			\$4,800.00
Case Management	\$4,800.00			\$4,800.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$130,113.00	\$0.00	\$0.00	\$130,113.00

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

 AUTHORIZED SIGNATURE

 Printed Name and Title

 DATE

Attachment 2 – Budget
CITY OF SANTA FE

The Contractor shall be paid at the following rate:

<u>Description</u>	<u>Amount</u>
A. <u>Continuum and Board Activities:</u>	
Travel	= \$468
Youth Committee Members	= 300
	<u>\$768</u>
B. <u>Intensive Community Monitoring:</u>	
Based on serving 68 youth	
Intake	\$75 x 68 Youth = \$5,100
Client Support	\$40 x 400 Hours = 16,000
Family Support	\$40 x 400 Hours = 16,000
Case Management	\$40 x 204 Hours = 8,160
Final Court Report	\$75 x 83 Youth = 6,225
Attendance to Court	\$40 x 142 Hours = 5,680
	<u>\$57,165</u>
C. <u>Communities in Schools:</u>	
Based on serving 146 youth	
Intake	\$50 x 146 Youth = \$7,300
Implementation Plan	\$40 x 146 Youth = 5,840
Client Support	\$40 x 292 Hours = 11,680
Family Support	\$40 x 292 Hours = 11,680
Case Management	\$40 x 292 Hours = 11,680
	<u>\$48,180</u>
D. <u>Education Re-engagement:</u>	
Based on serving 30 youth	
Client Support	\$40 x 120 Hours = \$4,800
Plan Support	\$40 x 120 Hours = 4,800
School Support	\$40 x 120 Hours = 4,800
Family Support	\$40 x 120 Hours = 4,800
Case Management	\$40 x 120 Hours = 4,800
	<u>\$24,000</u>
Total Grant Award not to exceed:	<u>\$130,113</u>

The Contractor shall be required to source a minimum of forty-percent (40%) of the total budgeted grant amount with local matching funds. The local matching funds may consist of money, land, equipment or in-kind services. Matching funds should be expended at the same rate as the grant funds and must be reported on the monthly invoices.

Budgeted and contracted Grant Amount	\$130,113
40% Minimum Match Liability for City of Santa Fe	<u>52,046</u>
Projected Budgeted Amount	\$182,159

