



Agenda

CITY CLERK'S OFFICE

DATE 11/6/13 TIME 8:15a

SERVED BY Terrie Rodriguez

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**LEAD Task Force
LEAD Operations Team
Tuesday, November 12, 2013
City of Santa Fe Market Station
500 Market Station, Suite 200
4:00pm-5:30 p.m.**

1. Call to Order and Welcome – 5 Minutes
2. Discussion and Finalization of RFP -30 Minutes
3. Edit and Discuss Protocols -30 Minutes
4. Prepare for City Council Presentation on December 11, 2013 -10 minutes
5. Next Meeting - 5 Minutes
6. 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.

LEAD TASK FORCE – INDEX
November 12, 2013

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Call to Order and Roll Call	Meeting was called to order at 4:00 PM by the staff liaison, Terri Rodriguez. Meeting was held at the City of Santa Fe Offices, 500 Market Street, Santa Fe, NM Ms. Monica Ault led the meeting telephonically.	2
Approval of Agenda	<i>No formal action as this was an RFP Task Force sub-committee meeting.</i>	2
Topics of Discussion: Discussion and Finalization of RFP	<i>Informational, no formal action taken. All noted changes made by Ms. Rodriguez and will be sent to the committee via e-mail for review.</i>	2-5
Next Meeting Date:	Protocol Meeting – November 20, 2013 – 4 pm at DPA	6
Adjournment	There being no further business to come before the LEAD Task Force committee, the meeting was adjourned at 5:40 pm	6
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DRAFT UNTIL APPROVED

LEAD TASK FORCE

MINUTES –
NOVEMBER 12, 2013

Frances Lucero, Stenographer

Frances Lucero

LEAD TASK FORCE
RFP Meeting
NOVEMBER 12, 2013
4:00 pm -5:40 pm

MINUTES

1. The LEAD Task Force, Operations Team meeting was called to order by Ms. Terri Rodriguez, Staff Liaison at 4:00 pm on November 12, 2013 at the City of Santa Fe Market Station, 500 Market Station, Suite 200, Santa Fe, New Mexico.

Roll Call

Jeneen Lujan, Member
Jessica Dimas, Member
Sgt. Jerome Sanchez, Member
Bennett Baur, member
Cathy Ansheles, Member
A.R. Pacheco, Member (1st Judicial District Attorney)
Monica Ault, (attended by phone)

Terri Rodriguez, Staff Liaison
Anna Serrano for Fran Lucero, Stenographer

2. **Discussion and Finalization of RFP (Ms. Ault participated by phone)**

Ms. Rodriguez informed the committee that she has spoken to the Purchasing Director today regarding the RFP about the LEAD committee having a meeting to discuss the program; not the RFP but discussion on the program. Ms. Rodriguez was recommending more an internal discussion with the team. The next date meeting would be in the proposal schedule of the RFP. Ms. Rodriguez will be away from the Country and wants to assure that all questions are addressed before she leaves.

The proposal is due December 13th. Suggested date to meet is November 21st at 4:00 pm and further discussion will take place to identify who should be invited. There is a proposed trip to Seattle December 2-5, 2013. Edith Martinez should be contacted to learn who has picked up an RFP.

The Purchasing Director provided comments on how long the program could run for. The recommendation is that we say up to 4 years depending on funding renewable annually. Ms. Ault understood that this would be a 3-year pilot. Ms. Rodriguez asked; if we do 6 months now, do another year up to December. It starts January 2014 to December 2016 as a pilot project. That is 34 months, minus January and February, start March. *(See below in edits)* Ms. Ault feels confident that the funding will be in place.

3. Edit and Discuss Protocols

Ms. Rodriguez provided (Exhibit A) – GENERAL INSTRUCTIONS FOR COMMUNITY SERVICES DEPARTMENT, YOUTH AND FAMILY SERVICES DIVISION FUNDING.

Corrections to the document: (Please note that all paragraphs below are the new recommended changes)

Pg. 2 - atrodriguez@santafenm.gov or Office Manager Edith Martinez at 955-6568.

Program Discussion with Questions
And Answers – Participants are urged
To participate – RSVP requested)

Thursday, November 21, 2013
4:00 p.m. to 5:00 p.m.

City of Santa Fe Market Station office
500 Market Station, Suite 200
Santa Fe, NM 87508

Technical Assistance Training:
3:30 p.m. to 5:00 p.m.

Friday, December 6, 2013
500 Market Station, Suite 200
Santa Fe, NM 87508

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The City allocated funds for coordination and provision of direct services to adults who meet the criteria to be diverted from incarceration due to opiate/heroin use. The criteria are listed in the Resolution 2013-66 (Appendix B) and are subject to change as determined by the LEAD operational team. The Santa Fe Police Department (SFPD) will be the City agency who will make the recommendations of individuals to participate in the LEAD program. It is imperative that the selected provider participate with the training and information sharing systems with SFPD to ensure the success of the LEAD program.

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Key components of the intervention model are: intensive case management, peer outreach and counseling, individual intervention plans, well-funded comprehensive services (purchased on the private market where necessary to avoid waiting lists) including housing, treatment, education, job development and stipends, within a harm reduction framework.

The current project timeline calls for LEAD to begin officer and service provider trainings in January 2014 and trial operations in February 2014. The trial period will consist of pre-implementation fidelity testing (ensuring proper adherence to the model by involved participants), and clarification of protocols. Full start-up is scheduled for March 2014. Following this, there will be ~~28~~ 34 months of project operations to December 2016, depending on funding.

Applicants should familiarize themselves with the core principles and ideas underlying the LEAD Project, which are detailed in Appendix A. A LEAD Case Coordinating Team of various program stakeholders will hold staffing sessions to review referral decisions and program participant progress. This will be discussed in greater detail in the LEAD protocols. Protocols are still in draft

form, and will become available December 6, 2013 or before the close of the proposal period. *(Sgt. Jerome Sanchez. Monica Ault and Cathy Ansheles and DA Spence Pacheco working on Protocols – changing the language from Seattle to Santa Fe and putting in our own eligibility criteria. Members noted that the age should be reviewed. There is so much that the younger children see at home. Ms. Ault said that possibly the protocols should be looked at after they complete the work on the RFP and then create the MOUs and work in the protocols. MOUs are already being drafted.)*

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Following established guidelines, at the point of arrest for qualifying offenses officers will offer diversion to individuals. Individuals accepting diversion will be transferred to project case managers (direct transfer, not referrals). Case managers will then conduct an intake assessment. Working with clients, case managers will triage the range of services needed. This triage is to be participant-centered and driven. Case managers must be familiar with harm reduction philosophy and should be proficient with techniques such as motivational interviewing. *(Note: Sgt. Sanchez recommended that they use Policy Coordinating Group vs. Case Managers as this is the language being used for the protocol.)*

Once the range of services needed are identified and prioritized, case managers will work on procuring services. To the extent possible, we are striving for services on demand. There also are no pre-established or firm guidelines for what constitutes program completion. Case Coordinating Team will have the power to terminate participants from services based on criteria that are still being developed. The goal is to maintain participants in services until they are capable and prepared to transition out.

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Intensive case management services are expected to be provided on a flexible basis; LEAD clients may require services afterhours and on weekends. Furthermore, enrollment of individuals into the LEAD program may occur throughout the night and early morning, thus requiring a LEAD case manager to perform an intake. *(On-call service will be accepted.)*

In addition, case managers will work with partners to seek all sources of funding for the individuals requirements. This will include Medicaid and re-aligning the partner organizations own resources to serve the LEAD client. In fact, the primary service provider must have a system in place to actively enroll LEAD clients into Medicaid, if they are not already enrolled.

Core principles:

Intensive case management. Participants engaged in problematic drug use require a more holistic approach to case management. They not only need access to MAT and other drug treatment options, they need access to food, housing, legal advocacy, job training, etc. Overall they need increased support in accessing these services. Intensive case management provides increased support and assistance in all aspects of the participant's life

Peer outreach and counseling. There is substantial evidence that highly marginalized populations can be engaged by peers whom the potential participants view as knowledgeable about their situation and as credible reporters about the value of a program. Ongoing peer

counseling provides support for behavioral changes that are achieved initially through investment of memory and program staff time.

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Mission Statement

LEAD is dedicated to protecting our ~~kids~~ children and families, protecting public safety, and improving public health. Our mission is to reduce the number of low-level drug offenders entering the criminal justice system, allowing public safety resources to be redirected to address serious and violent crime, and to improve individual and community quality of life through research-based, public health-oriented interventions.

Section 2: Principles

Adhere to the core values of the LEAD project, outlined in the Task Force Recommendations, (Appendix A) including but not limited to, intensive case management, harm reduction, and outcome driven system of care.

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Section 4: Procedures and Finances

Please describe what assistance you foresee *initially* needing from the Policy Coordinating group with regard to hiring staff, developing housing, treatment, employment, and/or legal resources, and any other program requirements. (*Policy Coordinating Group is managing the cases.*)

Pg. 23 – Funding Budget

Discussion: Ms. Ault commented that the suggested wording includes the understanding that there is \$100,000 of public funds available. Add a sentence in the second paragraph, "Funding will be provided through a public private partnership. The City of Santa Fe allocated \$200,000 for the calendar year, \$100,000 for January 1, 2014 through June 30, 2014 and \$100,000 for July 1, 2014 through December 31, 2014. The reason why, is that the language is anticipated, we may have more money as we work on proposals that are looking very positive for added funding that would be added on to the first 6 month budget.

The following is the wording that was agreed on: The City of Santa Fe provides funding through a reimbursement basis. Therefore the provider must have the ability to cover costs expended before requesting funding from the City. The City of Santa Fe allocated \$100,000 for the remainder of this fiscal year.

Ms. Rodriguez made all of the changes, she will forward on Appendix A and B, and these changes are sent to the committee by e-mail.

Ms. Rodriguez explained to the group the descriptors on other sheets included in the RFP. No questions from the committee. It was noted that in this RFP a Consolidated Income Statement is being requested. Normally it is gathered from other sheets but as this RFP will incorporate many funding sources, the Consolidate Income Statement will serve helpful.

4. Next Meeting Date and Time

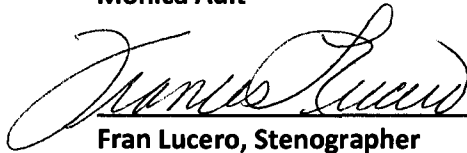
Protocol Meeting – Wednesday, November 20, 2013 – 4:00 pm – Location: DPA
Prepare for City Council Presentation on December 11, 2013

5. Adjournment

There being no further business to come before the LEAD committee meeting, they adjourned at 5:40 pm.

Signature Page:

Monica Ault



Fran Lucero, Stenographer