



Agenda

CITY CLERK'S OFFICE

1/8/14

TIME 11:09am

Richard DeMella

CO BY

A handwritten signature, likely of Richard DeMella, in dark ink.

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday, January 16, 2014

5:15-6:15 P.M.

CYFD Offices

1920 FIFTH STREET

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Introductions of Board Members and Guests
- V. Approval of minutes of December 19th, 2013
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report
 - B. Approve of Financial Report
- VII Report from Program Committee on FY 14/15 Budget
 - A) ICM – Mary Louise Romero
- VIII Action Item: Vote on Budget Proposal for FY 14/15
- IX Matters from the Board
- X. Matters from the Public
- XI. Next Meeting February 20th, 2014
- XII. 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.

REGIONAL JUVENILE JUSTICE BOARD
INDEX
JANUARY 16, 2014

| | | |
|--|---|----------|
| Cover Page | | Page 1 |
| Call to Order and Roll Call | Santa Fe Regional Juvenile Justice Board meeting was called to order at 5:15 pm, roll call constitute a quorum. | Page 2 |
| Approval of Agenda | <i>Mr. Jackson moved to approve the agenda as presented, second by Councilor Dimas, motion carried by unanimous voice vote.</i> | Page 2 |
| Introduction of Board Members and Guests | <i>Reflected in Minutes</i> | Page 2 |
| Approval of Minutes – December 19, 2013 Corrections: Mr. Sam Jackson was not reflected in attendance. He is a new member and was in attendance. | <i>Ms. Gonzales moved to approve the minutes as amended, second by Councilor Dimas, motion carried by unanimous voice vote.</i> | |
| Financial Report | <i>Ms. Gonzales moved to approve the financial report, second by Mr. Jackson, motion carried by unanimous voice vote.</i> | Page 3 |
| Report from Program Committee on FY 14/15 Budget | <i>Exhibit C</i> | Page 3 |
| Action Item – removed as approved last regular meeting. Budget Proposal for FY 14/15 | | Page 4 |
| Matters from the Board | <i>Informational</i> | Page 4-5 |
| Matters from the Public | <i>None</i> | Page 5 |
| Next meeting date | <i>February 20, 2014</i> | Page 5 |
| Adjournment | There being no further business to come before the Regional Juvenile Justice Board, the meeting was adjourned at 6:15 pm | Page 5 |
| Signature Page | | Page 5 |

SANTA FE REGIONAL JUVENILE JUSTICE BOARD
Thursday, January 16, 2014
5:15-6:15 P.M.

MINUTES

I. Call to Order

The meeting was called to order by the Vice Chair at 5:15 pm at the CYFD offices, Santa Fe, New Mexico. A quorum was declared by roll call. The Chair resumed the meeting leadership at 5:25 pm.

II. Roll Call

Present:

Deacon Anthony Trujillo, Chair
Judge Mary Marlow-Sommers
Councilor Bill Dimas
Jennifer Romero
Mary Ellen Gonzales
Mark Dickson
Sam Jackson
Mark Caldwell

Not Present:

Linda Trujillo
Tommy Rodriguez
Boni Armijo

Others Present:

Richard DeMella, Staff Liaison
Mary Louise Romero, ICM
Julia Bergman, Communities in Schools
Jessica Sisneros, Community Member
Andrea Sandoval, Juvenile Probation Office
Fran Lucero, Stenographer

III. Approval of Agenda

Mr. Jackson moved to approve the agenda as presented, second by Councilor Dimas, motion carried by unanimous voice vote.

IV. Introductions of Board Members and Guests
(Reflected in Attendance)

- V. Approval of minutes of December 19th, 2013
Correction: Mr. Sam Jackson is a new member and was in attendance.

Ms. Gonzales moved to approve the minutes as amended, second by Councilor Dimas, motion carried by unanimous voice vote.

- VI. Financial Report – Richard De Mella
- a. Budget – Detailed Budget and Financial Report attached.
Program Invoices have been received from Gender Specific, Consultant Services and Day Reporting, not reflected in report and are in process for payment. ICM, Tutoring and Mentoring Services show to date balance.
Mr. DeMella explained that the funding balance will be expended by end of year.

Program reports were distributed. (Exhibit B)

1. Day Reporting Output and Performance Measures
2. Intensive Community Monitoring Output and Performance Measures
3. Community in Schools

CYFD has a different format of reporting and the new report will be distributed to the committee in new format next meeting.

- b. Approval of Financial Report

Ms. Gonzales moved to approve the financial report, second by Mr. Jackson, motion carried by unanimous voice vote.

- VII. Report from Program Committee on FY 14/15 Budget (Exhibit C)

Ms. Gonzales provided the Program Committee Report and noted that the board members received electronically. Ms. Gonzales noted her appreciation for Jack Ortega's work on the budget. Mr. DeMella stated that the report was not available tonight but would be taken to CYFD to meet the deadline.

Ms. Bergman has extended an invitation to the Board to visit the school. Mr. DeMella will need to know who is going to the site visit. 6 or more members constitute a quorum. At this time attendance should be reported to Mr. DeMella and to Julia Bergen at the school.

Ms. Bergen can be reached at bergan@cis.newmexico.org.

- a. ICM – Mary Louise Romero

Ms. Romero did an on-hands exercise with the board members to demonstrate some of the motivational time she spends with the kids. The board was to write down an attribute when they are at their best and the result is to know under what

circumstances you use this attribute. Ms. Romero said that it is her job to “find the best in the kids.” Ms. Romero shared a sheet – HEART – which are her values. Her job is not only to serve her client but to serve her community. She is honored to continue to work with our kids.

Mr. Jackson asked if the IEP is transferred over with these kids. Most times it is not. This is something that needs to be worked on. Ms. Gonzales confirmed that in her past experience IEPs are very hard to attain. This is a big problem in SFPS. Ms. Romero has an intervention plan when kids are suspended and she works with the parents to get homework that the kids can work on, but our SFPS system is not prepared to provide the parents with this work. It is important to know that when these young people are at Day Reporting they should get credit for the work they do during the time they are away from the school. There are kids who do have advocacy for example through ICM but what happens to those kids who don’t have anyone. Judge Marlow Sommers stated to the Board “we continue to talk about this but we don’t show a plan of how we are going to fix it.” The Judge would like to have the school principals invited to the Regional Juvenile Justice meeting to discuss these concerns and identify solutions. The Chair will work with SFPS and the Judge would like to have the School Board Members come to this meeting. The Chair said that the time is long overdue to have a Summit. Ms. Romero suggested that we create a list of our challenges and identify solutions to create a dialogue with all stakeholders who can make a difference.

Mr. Jackson offered to create a brief narrative on the items discussed today. Andrea offered to talk to the JPOs and to provide a resource list. The Chair asked that all documents created be sent to him.

The Judge is very appreciative and reiterated that it is important to bring everyone to the table and follow through. “Once we get people involved there will be more visibility and more opportunity to be involved.”

VIII. ~~Action Item~~: Vote on Budget Proposal for FY 14/15

The RFI was not available in hard copy. It was reiterated that it will be turned in tomorrow and Regional Juvenile Justice has already voted at last meeting.

IX. Matters from the Board

Q: Who gets to go to TEP? Ms. Romero said that she believes they have to be long term suspended and *not* adjudicated. Adjudicated or pending adjudication you go to the day program. Mr. Dickson said that a definition needs to be clear on what is “adjudication.”

Mr. DeMella reported that to start they are looking at a maximum of 10 kids for TEP. Mr. DeMella said that they want to make sure the services kick in and that they receive the Teachers attention.

Announcement: Youth Works: Sunset School classes start January 21, 2014 for GED preparation.

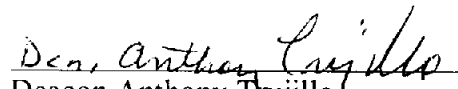
X. Matters from the Public
None

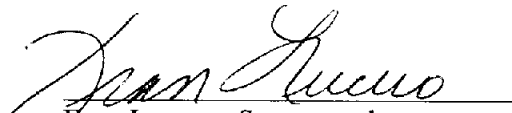
XI. Next Meeting February 20th, 2014

XII. Adjournment

There being no further business to come before the Regional Juvenile Justice Board, the meeting was adjourned at 6:15 pm.

Signature Page:


Deacon Anthony Trujillo


Fran Lucero, Stenographer

PROGRAM INVOICE

INVOICE NUMBER 6

I. CONTRACTOR NAME: City of Santa Fe
REMIT TO ADDRESS: Street/PO Box 200 Lincoln Ave PO Box 909
City, State, Zip Santa Fe NM 87504-0909
CONTRACT NUMBER: 14-690-16404
TERM OF CONTRACT: August 13 to June 14
VENDOR NUMBER: 54360
PURCHASE DOC #: 69000-0000041451

II. BILLING PERIOD: Dec-13
TOTAL CONTRACT AMOUNT: 181000.00
PREVIOUS BALANCE: 164948.00

AMOUNT OF THIS BILLING 181000.00

CONTRACT BALANCE: 142677.88


CONTRACTOR SIGNATURE

Marcos A Tapia, Finance Director
PRINT NAME AND TITLE

1/8/14
INVOICE DATE

955-6530
PHONE NUMBER

FOR CYFD USE ONLY

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 SIGNATURE

Arturo Naeglein
PRINT NAME

DATE

Scan & e-mail to:
aarturo.naeglein@state.nm.us

Physical Address:
CYFD- Juvenile Justice Services
PO Drawer 5160, Room 542
Santa Fe, NM 87502

Revised 9/3/13

Exhibit A

CHILDREN YOUTH AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME City of Santa Fe PROGRAM EXPENDITURE REPORT (x)
 CONTRACTOR/GRANT Continuum
 CONTRACT/GRANT PERIOD Aug 13 to June 14 MATCH EXPENDITURE REPORT ()
 BILLING FOR PERIOD OF 13-Dec (CHECK IF APPLICABLE)

Use this form to budget and request reimbursement for expenditures if your contract has a line item budget on Exhibit B.

| ACCOUNT DESCRIPTION | APPROVED BUDGET | CURRENT BILLING | EXPEND YTD | BUDGET BALANCE |
|---|--|-----------------|--------------|----------------|
| INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN | INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN | | | |
| ICM | \$ 47,600.00 | \$ 4,138.00 | \$ 20,190.00 | \$ 27,410.00 |
| Gender Specific | \$ 8,500.00 | \$ 8,500.00 | \$ 8,500.00 | |
| Tutoring | \$ 9,000.00 | \$ - | \$ - | \$ 9,000.00 |
| Mentoring | \$ 25,685.00 | \$ 9,632.12 | \$ 9,632.12 | \$ 16,052.88 |
| Consultant Services | \$ 14,500.00 | \$ - | \$ - | \$ 14,500.00 |
| Day Reporting | \$ 75,715.00 | \$ - | \$ - | \$ 75,715.00 |
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| GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM | \$ 181,000.00 | \$ 22,270.12 | \$ 38,322.12 | \$142,677.88 |

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


 AUTHORIZED SIGNATURE

1/8/14
 DATE

Marcos A Tapia, Finance Director
 Printed Name and Title

Day Reporting Output and Performance Measures
FY 14 (July 1, 2013-June 30, 2014)
For the Month of: December 2013 (21 Days)

| Output Measure | Description | Documentation/Data | Month | Year To Date |
|--|--|---|---------|---------------------|
| 1 Number of Day Reporting (DR) cases Served | Number of DR clients served monthly and cumulatively during the reporting period. | List DR clients on monthly basis. In some cases this may be a duplicated count. | 9 | 54 |
| 2 Gender of youth served | Separate the number of DR youth served by gender | Document the gender of each DR client. | 5M, 4F | 38M, 16F |
| 3 Ethnicity of youth served | Separate the number of DR youth served by ethnicity | Document the ethnicity of each DR client. A-Anglo, N-Native American, H-Hispanic, S-Asian, F-African American, O- Other | 8H, 1N, | 46H, 1A, 1F, 5N, 1O |
| 4 Average Daily Attendance | Calculate the ADA for the month and year to date | Determine the number of students attending DR for each day of the month. Total up all the students for each day and divided by the number days DR operated for the month. | 6.2 | 3.4 |
| 5 Number and percent of DR clients that complete their individual duration of time in DR | Number and percent of DR clients that complete their individual DR assigned days with the program. | Document the number of youth that complete their individual DR assigned days. In some cases this may be duplicated count | 11 | 35 |

Exhibit B

Intensive Community Monitoring Output and Performance Measures (FY 2013)

For the Month of: December 2013

| Output Measure | Description | Documentation/Data | Month | Year To Date |
|----------------|--|---|--------------------|----------------------|
| 1 | Number of ICM referrals received during the reporting period | Document monthly new, carry-over and closed ICM cases. In addition maintain a year to date cumulative case data. | 11 | 28 |
| 2 | Number of ICM cases served | Listed clients on monthly caseload list as new, carry-over and closed. Year to date cumulative caseloads are all the closed cases year to date plus all the new and carry over clients for the current month. | 8 | 14 |
| 3 | Gender of youth served | Document the gender of each ICM client. | 9 Male 2 female | 22 Male 06 Female |
| 4 | Ethnicity of youth served | Document the ethnicity of ICM client. A-Anglo, N-Native American, H-Hispanic, S-Asian, F-African American, O-other. | 1 F 1 A 6- H | 02 F 01 A 26 H |
| 5 | ICM clients that complete the ICM requirements. | Document the total number that completed the ICM requirements. | 3 | 17 |
| 6 | ICM clients that reoffend during ICM supervision. | Document the total number served and those that reoffend. Divide the total served number into the reoffender number. | 0 | 1 |
| 8 | ICM clients that, that reoffend within 30 days of completing the program | Document the total number served and those charged with formal probation violation. Divide the total number of clients served into the probation violation number. | 0 | NA |
| | ICM clients that, that reoffend within 90 days of completing the program | Document the total number served and those charged with formal probation violation. Divide the total number of clients served into the probation violation number. | 0 | |
| 11 | ICM clients that complete the ICM requirements and completed probation. | Document the total number completing ICM services. Divide the total number ICM completions into the total number ICM clients that complete probation successfully. | | |

Prepared by Mary Louise Romero Title ICM Program Manager Date 12/1/13

Funding Amount 47,600

Exhibit B

Communities In Schools Output and Performance Measures

FY 14 (July 1 2013 - June 30, 2014)

For the Month of : December 2013

| Output Measure | Description | Documentation/Data | Month | Year to Date |
|---|---|---|--|--|
| 1 Number of CIS cases served | Number of CIS clients served monthly and cumulatively during the reporting period | List CIS clients on monthly basis. In some cases this may be a duplicated count | 26 | 26* |
| 2A Gender of youth served | Separate the number of CIS youth served by gender | Document the gender of each CIS client | female - 10 male - 16 | female - 10 male - 16 |
| 2B Ages of youth served | Separate the number of CIS youth served by age | Document the ages of each CIS client | age 5-7: 8 age 8-10: 13 age 11-12: 5 | age 5-7: 8 age 8-10: 13 age 11-12: 5 |
| 3 Ethnicity of youth served | Separate the number of CIS youth served by ethnicity | Document the ethnicity of each CIS client. A-Anglo, N-Native American, H-Hispanic, S-Asian, F-African American, O-Other | H - 26 | H - 26 |
| 4 Average Daily Attendance | Calculate the ADA for the month and year to date | Determine the number of students attending CIS for each day of the month. Total up all the students for each day and divided by the number days CIS operated for the month. | 26 | 26 |
| 5 Number and percent of CIS clients that complete their individual duration of time in CIS | Number and percent of CIS clients that complete their individual CIS assigned days with the program | Document the number of youth that complete their individual CIS assigned days. In some cases this may be a duplicated count. | 26 and 100% | 26 and 100% |

* In addition, 34 families were assisted through the Thanksgiving Basket Program

Exhibit B

SFRJJB PROGRAM COMMITTEE NOTES

January 9, 2014

Present were Jennifer Romero, ^{Sam} Sam Jackson, Julia Bergen, Tommy Rodriguez, Jack Ortega, Richard DeMella, Deacon Anthony, and Mary Ellen Gonzales.

We looked at the budget which Jack will attach to our CYFD Grant Application for next fiscal year. There will be no changes from the budget we looked at last month.

Jack shared with us the new report forms provided by CYFD. He also told us that before the grant starts, he needs to meet with the Providers to discuss how to define and measure desirable outcomes. He promised to send an email to each provider to help them get started with this project.

We decided that every Board member should receive copies of the reports Richard files with CYFD every month.

We agreed that Providers will be asked to attend Board meetings, but not Program Committee meetings unless specifically invited.

Our February 13th meeting will be a tour of the program at Cesar Chavez. We reviewed protocol/manners we should observe during that tour. Asking questions is appropriate, giving directions is not. We should let Julia know if we are coming so she can make appropriate arrangements.

Julia invited us, and we agreed it would be appropriate for one of us to attend the next CIS Board meeting, which will be at 3 PM on January 21 at the Community Foundation offices.

Respectfully submitted,
Mary Ellen Gonzales

Exhibit C