



Agenda

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DATE 4/2/2014 TIME 10:58a

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SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday April 17th , 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 March 20, 2014
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report
 - B. Approve of Financial Report
- VII Presentations:
 - A: Program committee RFP FY 14/15
 - B: Voices- Mary Louise Romero
 - C: Restorative Justice Funding Richard De Mella
- IX Matters from the Board
- X. Matters from the Public
- XI. Next Meeting May 15th, 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
APRIL 17, 2014

Cover Page		Page 1
Call to Order and Roll Call	Santa Fe Regional Juvenile Justice Board meeting was called to order by the Chair at 5:15 pm, roll call did not constitute a quorum. A quorum was established at 5:25 pm	Page 2
Approval of Agenda	<i>Ms. Gonzales moved to approve the agenda as presented, second by Mr. Jackson, motion carried by unanimous voice vote.</i>	Page 2
Introduction of Board Members and Guests	<i>Reflected in Roll Call – Others Present</i>	Page 2
Approval of Minutes	<i>Ms. Gonzales moved to approve the minutes of March 20, 2014 as presented, second by Mr. Jackson, motion carried by unanimous voice vote.</i>	Page 3
Financial Report Exhibit A and B	<i>Mr. Jackson moved to approve the Financial Report as presented, second by Ms. Gonzales, motion carried by unanimous voice vote.</i>	Page 3
Presentations: Program committee, RFP FY 14/15 VOICES – Mary Louise Romero Restorative Justice Funding, Richard de Mella	<i>Informational</i> <i>Staff Follow Up: Presentation of VOICES certificates at next scheduled meeting. Place at the beginning of Agenda.</i>	Page 3-4
Matters from the Board	<i>Informational</i>	Page 4-5
Matters from the Public	<i>Informational</i>	Page 5
Next meeting date	<i>May 15, 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, April 17, 2014
5:15-6:15 P.M.

MINUTES

I. Call to Order

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

II. Roll Call

Present:

Deacon Anthony Trujillo, Chair
Mary Ellen Gonzales
Sam Jackson
Mark Dickson
Linda Trujillo
Jennifer Romero
Judge Mary Marlow Sommers

Not Present

Mark Caldwell

Others Present:

Richard DeMella, Staff Liaison
Mr. Richard Lindahl, CYFD
Julia Bergman, Community in Schools
Shelley Mann-Lev
Sarah Piltch, District Attorney's Office
Mary Louise Romero, ICM
Jack Ortega, Staff Person, RJJB
Sgt. Charles Lujan, Crimes Against Children, SFPD
Ted Lovato, Prospective RJJ Member
Fran Lucero, Stenographer

III. Approval of Agenda

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

IV. Introductions of Board Members and Guests

Mr. Ted Lovato's name has been submitted to the Mayor's office for approval to serve on the Regional Juvenile Justice Board.

V. Approval of Minutes of March 20, 2014

Ms. Gonzales moved to approve the minutes of March 20, 2014 as presented, second by Mr. Jackson, motion carried by unanimous voice vote.

VI. Financial Report – Richard De Mella

- a. Budget – Detailed Budget and Financial Report
Exhibit A – ICM, Gender Specifics and Mentoring are billing on a monthly basis. Consultant Services and Day Reporting will submit their invoices.
- b. Approve of Financial Report
Inclusion of CIS and ICM Report. (Exhibit B)

Mr. Jackson moved to approve the Financial Report as presented, second by Ms. Gonzales, motion carried by unanimous voice vote.

VII. Presentations:

- a. Program committee, RFP FY 14/15
Mary Ellen Gonzales: Program Committee to discuss the RFP for Consultant to the Board. Mr. Jack Ortega was the only one who responded and the comments were provided to Mr. DeMella. All comments were very positive.

RFP Discussion – Alternative to Detention Programs

Ms. Gonzales commented that much of the content does not relate to RJJ. Comments were provided to Terri Rodriguez, Director of Human Services. The request made of the Board today is to approve the 4-specific pages that relate to the RFP.

Ms. Gonzales suggested that Mr. De Mella move forward with the comments on this document. The request is to provide approval to Mr. DeMella as the timeline for release is April 29th. A schedule does exist in the RFP packet.

Mr. Lovato asked if the services to be delivered in this document are the same as the recipients who receive the funds. Mr. DeMella answered, yes. Mr. Lovato asked why this RFP is being issued. Mr. DeMella said that this RFP goes in line with new guidelines that have been issued. There was a question related to Governmental entities role in this RFP. It was reiterated that Governmental entities need to respond to RFP's.

The Chair asked Mr. Ortega to make himself available to answer questions from governmental entities should they come forward. It was noted that the City is to mirror the State.

Mr. DeMella noted that this RFP will be done every 4-years. Ms. Mann-Lev asked that a page limit be indicated and Mr. DeMella suggested 5 pages. There was concurrence to limit it to 5 pages.

b. VOICES – Mary Louise Romero

VOICES is a curriculum for girls that have suffered from trauma, PTSD. Probation shares 2 probation officers for a 2 hour class. The size of the class varies as some of the attendees come on consecutive nights as they enjoy the camaraderie. There was also a parent night where they could comment on their daughter's values.

Ms. Romero met with the Principal at SFHS and they will be giving credit to these girls for the hours that they have put in. Work continues with Capital High School in hopes that they will also honor the classes that these girls are completing. Ms. Romero said that they have joined in with the Mountain Center and the classes there have been successful. The second week of the program the topic is creating a safe place for these girls to tell their story. One individual shared her story and out of the 14 girls in this group; all but maybe 2 had been sexually assaulted. They told their story. They talked about not being a victim but about being victorious. It takes a lot for these girls, individuals to trust someone. Ms. Romero expressed her thanks to RJJ for allowing her to be a part of this program.

c. Restorative Justice Funding, Richard de Mella

Mr. DeMella received a call from Tamara Mercantile, CYFD to inform RJJ that they have money for restorative justice.

Mr. DeMella shared the receipt of the CYFD Agreement and he was very grateful to receive it early. It will go to Finance on May 5th and to City Council in June. An agreement has not been received related to restorative justice but RJJ will be receiving it.

VIII. Matters from the Board

Mr. Lindahl asked if the Board was going to do a strategic planning retreat this year. The Chair and RJJ Committee and Mr. DeMella said that they would like to do a retreat. The last retreat was held at the Geneva Center 2 years ago.

The Chair stated that a retreat would be strongly encouraged as the timelines have changed on the state side that RJJ may not be aware of. It would be good to have a representative from CYFD come to speak to the RJJ.

Mr. Lindahl asked that this item be placed as a topic of discussion in order to identify a date. Mr. Lindahl will send the Board a self assessment tool that is used by other

Juvenile Justice Boards throughout the State for review. It shows their accomplishments and is a good tool for strategic planning.

Mr. DeMella said that in a strategic session community entities need to be identified for additional funding outside of CYFD. There are so many times in the last years that requests have come to RJJ and there was not money to allocate to worthy programs.

Mr. Dickson asked if we would be working with the MATCH program. Mr. DeMella said we will absolutely work with them. This program will be evaluated as results are available. Mr. DeMella reiterated that community or foundation funding is urgent.

Sgt. Charles Lujan said that the Police Officers Association and the FOP also have funding available.

IX. Matters from the Public

Shelley Mann-Lev: Youth Risk and Resilience are not available for Santa Fe County at this time. This data will be valuable if a retreat is held.

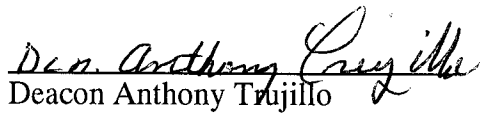
X. Next Meeting May 15th, 2014

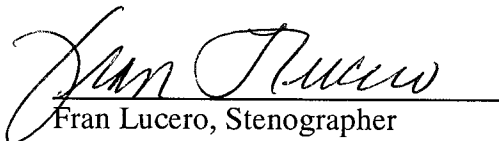
Agenda Topics: RFP Approval, VOICES Presentation of Certificates of Completion and Retreat.

XI. Adjournment

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

Signature Page:


Deacon Anthony Trujillo


Fran Lucero, Stenographer

PROGRAM INVOICE

INVOICE NUMBER 9

I. CONTRACTOR NAME: City of Santa Fe
REMIT TO ADDRESS: Street/PO Box 200 Lincoln Ave PO Box909
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: Mar-14
TOTAL CONTRACT AMOUNT: 181000.00
PREVIOUS BALANCE: 127480.49

AMOUNT OF THIS BILLING 10348.62

CONTRACT BALANCE: 117132.38


CONTRACTOR SIGNATURE

Marcos A Tapia, Finance Director
PRINT NAME AND TITLE

4/16/14
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

Christiann Stapf
PRINT NAME

DATE

Scan & e-mail to:
christiann.stapf@state.nm.us

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

Revised 9/3/13

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 14-Mar (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	\$ 33,104.00	\$ 14,496.00
Gender Specific	\$ 17,500.00	\$ 3,000.00	\$ 11,500.00	\$ 6,000.00
Mentoring	\$ 25,685.00	\$ 3,210.62	\$ 19,263.62	\$ 6,421.38
Consultant Services	\$ 14,500.00			\$ 14,500.00
Day Reporting	\$ 75,715.00	\$ -	\$ -	\$ 75,715.00
		\$ -	\$ -	
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$ 181,000.00	\$ 10,348.62	\$ 63,867.62	\$ 117,132.38

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

AUTHORIZED SIGNATURE

DATE

Marcos A Tapia, Finance Director

Printed Name and Title

Progress Report Form

General Fund and Formula Federal Grant Funds

PROGRESS REPORT: March 2014

PROGRAM NAME
Program Type: Mentoring (CIS)

Performance Measures	Data	Description
1.) Grant funds awarded for the program/services	25,685.00	CYFD Continuum Grant Funds awarded to the program.
2.) Use of best practice models?	Yes	OJDP Mentoring
3.) Number of youth referred to the program during the reporting period.	38	New referrals made to the program during the reporting period. Count each client referred as one. Referrals may come from various sources: self, JPO, School...
4.) Number of intakes completed by program staff during the reporting period.	38	Number of youth referred to the program who met with a program representative to complete the intake process during the reporting period.
5.) Number of youth referred to the program who were screened as eligible for services.	NA	Youth who completed the intake process and were eligible for services during the reporting period.
6.) Number of eligible youth to enroll in the program during the reporting period.	38	Number of youth with a start date during the reporting period. *If a youth agrees to the program but their START DATE falls outside of the reporting period, include their data on the PRF for the correct reporting period. <i>Example:</i> A youth completes their intake on 6/27. The same youth does not start the program until 7/1. On the June PRF the youth's intake is counted. On the July PRF the youth is counted as enrolled.
7.) Demographics of new youth enrolled during the reporting period.	NULL BOX	Indicate number who declined participation within the narrative. Gender: 25# Male and 13 # Female Ethnicity: # each ethnicity represented during the reporting period. 38H The total in #7 (combined gender and combined ethnicity) must match the value in #6. Demographics of new youth only.

White B

8.) Number of youth active in the program during the reporting period.	38	Include carry-over youth from the previous reporting period plus new youth enrolled during the current reporting period. Do not include youth who are pending a start date during a future reporting period.
9.) Number of juveniles who successfully complete the program requirements during the reporting period.	On going in program 0	Number of youth who completed all of the requirements for successful program completion during the reporting period. Number of youth DISQUALIFIED from the program for failure to comply with program requirements should be included in the narrative. Number of youth who remain PENDING completion into the next reporting period should be included in the narrative.
10.) The number of program youth who offend while participating in the program or who re-offend within 90 days of completing a program.	NA	Plus Number of youth who receive a delinquent charge while active in the program. Number of youth who receive a delinquent charge within 90-days of successfully completing the program. Do not include status offenses unless client is on probation and the SO results in a probation violation or petition being filed. Violations of conditional release or electronic monitoring when result is a new petition. Do not include school discipline infractions unless also charged with a delinquent act. Do not include program rule/policy violations. A program violation which leads to unsuccessful discharge is documented in section #9.

Progress Report Form **General Fund and Formula Federal Grant Funds** **PROGRESS REPORT: Month 8 Report "March"**

PROGRAM NAME
Program Type: Intensive Community Monitoring

Performance Measures	Data	Description
1.) Grant funds awarded for the program/services	\$47,600.00	CYFD Continuum Grant Funds awarded to the program.
2.) Use of best practice models?	Y	OJJDP Alternative to detention
3.) Number of youth referred to the program during the reporting period.	53	New referrals made to the program during the reporting period. Count each client referred as one. Referrals may come from various sources: self, JPO, School...
4.) Number of intakes completed by program staff during the reporting period.	53	Number of youth referred to the program who met with a program representative to complete the intake process during the reporting period.
5.) Number of youth referred to the program who were screened as eligible for services.	na	Youth who completed the intake process and were eligible for services during the reporting period.
6.) Number of eligible youth to enroll in the program during the reporting period.	53	Number of youth with a start date during the reporting period. *If a youth agrees to the program but their START DATE falls outside of the reporting period, include their data on the PRF for the correct reporting period. <i>Example:</i> A youth completes their intake on 6/27. The same youth does not start the program until 7/1. On the June PRF the youth's intake is counted. On the July PRF the youth is counted as enrolled. Indicate number who declined participation within the narrative.
7.) Demographics of new youth enrolled during the reporting period.	NULL BOX	Gender: 38 # Male and #15 Female Ethnicity: # each ethnicity represented during the reporting period. 46 Hispanic 1 Asian 2 African Amer 3 White The total in #7 (combined gender and combined ethnicity) must match the value in #6. Demographics of new youth only.

NAME OF GOV. ENTITY, PRF REPORTING PERIOD, YEAR Contract #

Exhibit B

8.) Number of youth active in the program during the reporting period.	8	Include carry-over youth from the previous reporting period plus new youth enrolled during the current reporting period. Do not include youth who are pending a start date during a future reporting period.
9.) Number of juveniles who successfully complete the program requirements during the reporting period.	45	Number of youth who completed all of the requirements for successful program completion during the reporting period. Number of youth DISQUALIFIED from the program for failure to comply with program requirements should be included in the narrative. Number of youth who remain PENDING completion into the next reporting period should be included in the narrative.
10.) The number of program youth who offend while participating in the program or who re-offend within 90 days of completing a program.	na	Number of youth who receive a delinquent charge while active in the program. Plus Number of youth who receive a delinquent charge within 90-days of successfully completing the program. Do not include status offenses unless client is on probation and the SO results in a probation violation or petition being filed. Violations of conditional release or electronic monitoring when result is a new petition. Do not include school discipline infractions unless also charged with a delinquent act. Do not include program rule/policy violations. A program violation which leads to unsuccessful discharge is documented in section #9.