



# Agenda

CITY CLERK'S OFFICE

DATE 10/15/13 TIME 11:30a

SENDER BY Ternie Rodriguez

RECEIVED BY [Signature]

**LEAD Task Force  
LEAD Operations Team  
Friday, October 18, 2013  
City of Santa Fe Market Station  
500 Market Station, Suite 200  
4:00 p m - 5:30 p.m.**

1. Call to Order and Welcome – 5 Minutes
2. Administration
  - a. Operations Team Calendar - 20 Minutes
  - b. Process to Have Community Input – 20 Minutes  
Public Health and Safety  
Consumer and Family
3. Development of the City's Request for Proposals for LEAD operation - 40 Minutes
4. Next Meeting - 5 Minutes
5. 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** **October 18, 2013**

<b>Cover Page</b>		1
<b>Call to Order and Roll Call</b>	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	2
<b>Approval of Agenda</b>	<i>No formal action as this was an RFP Task Force sub-committee meeting.</i>	2
<b>Topics of Discussion:</b> Administration Operations Team Calendar Operational Protocol Police Training Plan Process to have Community Input Consumer and Family Development of the City's Request for Proposals for LEAD operation Action Items	<i>Informational, no formal action taken.</i>	2-4
<b>Next Meeting Date:</b>	<b>November 24<sup>th</sup> – 11:30 am – 1:00 pm</b>	4
<b>Adjournment</b>	There being no further business to come before the LEAD Task Force, the meeting was adjourned at 5:45 pm	4
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# LEAD TASK FORCE

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MINUTES – OCTOBER  
18, 2013

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Frances Lucero, Stenographer

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**LEAD TASK FORCE**  
**RFP Meeting**  
**OCTOBER 18, 2013**  
**4:00 pm -5:45 pm**

**MINUTES**

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1. The LEAD Task Force, Operations Team meeting was called to order by Ms. Terri Rodriguez, Staff Liaison at 4:00 pm on October 18, 2013 at the City of Santa Fe Market Station, 500 Market Station, Suite 200, Santa Fe, New Mexico. A quorum did exist.

2. **Administration**

- a. **Operations Team Calendar**

- Timeline

- Final Draft – October 28<sup>th</sup>
  - Terri and Monica: Final versions of RFP protocols done.
- 1-2 Weeks to move through the city process
- Release November 4<sup>th</sup> – 30 days to bid
- December 4<sup>th</sup> Bidding closes
- December 4<sup>th</sup> – 18<sup>th</sup> Application Review
- Contract awarded before the end of the year.

- Operational Protocol**

- Ms. Ault returned from Seattle and has operational protocols that she will share with the team.
  - She has the assessment tools and information on the evaluation process. The conversation may want to be held with the Provider on treatment and evaluation as that will be their tools.
  - It was noted that the Seattle plan depended highly on the police officers input. Defining eligibility is very important. Discussion regarding the protection of minors is a topic that would need to go back to the full group. There was discussion related to prostitution stings.
- November 13<sup>th</sup> – plan to present a rough draft of the protocol to the City Council. If not, the presentation could be made in December.
- Final Draft

- Police Training Plan**

- Rough Draft – November 13<sup>th</sup> to present to the City Council
- Final Draft – December 1<sup>st</sup>
- Officer Visit to Seattle first two weeks of December
  - SFPD – Santa Fe Police Officers to go to Seattle Training per Lt. Sanchez
  - It is the intent to send the officers during green line days so the officers can accompany the Seattle officers to witness and experience the diversions and to observe the meeting teams.

- Officer focus group mid-December
- Coordinate officer training beginning January 6<sup>th</sup> and invite someone from Seattle. It will be necessary to identify who in the Police Department should be trained first.
- Bring back the officer feedback from Seattle.

**b. Process to have community input.**

**i. Public Health and Safety**

- It was noted that there is big support in Seattle and in the City of Santa Fe. Ms. Rodriguez is working on doing the Town Hall on heroin and opiate use.

**ii. Consumer and Family**

**3. Development of the City's Request for Proposals for LEAD operation.**

Mr. Rodriguez provided information and direction from the City Attorney office regarding the participation of the full group working on what will be recommended. Due caution needs to be practiced with those individuals who are actual providers that we anticipate might bid on the RFP in giving them a preview of it. The charge of this group is to identify what should be included in the RFP based on the work that needs to be done.

Monica Ault:

The time crunch is that the RFP needs 30 days for people to respond and the goal is to get it completed as soon as possible as there is great interest from the community.

It was asked if there was anything else that needed to be considered besides the Core deliverables which is the framework of all the work. Ms. Rodriguez reiterated the importance to have a comprehensive gathering of all their final versions in order to get the full group to review the draft. The protocols also need to be done preferably before the RFP is released. It was asked if they should release the Seattle protocols with a caveat saying that these are Seattle's and ours will be something like this.

(The RFP was provided to the review team). It was asked that the review team send their edits to Ms. Rodriguez to compile one document. Ms. Ault asked for input on the frequency of meetings in order to accomplish the RFP tasks. Ms. Rodriguez said that since they are not making any recommendations or decisions they should be within the Open Meetings Act to meet every other week as a working group.

Working group process for documents — Ms. Ault will do the edits from the electronic versions returned to her and bring a clean copy to each meeting. Ms. Ault cautioned that there are a lot of contractual terms in the Seattle version that the working group should look at carefully. The question was asked if the Seattle protocol version will be sent as discussed above. Ms. Rodriguez said yes, she feels that it will be helpful for the providers to see the example and to note that Santa Fe's would follow to meet our requirements and standards. It was noted that the length of time and amount could not be specified at this time.

Ms. Rodriguez said that her recommendation is to list the \$100,000 that they have for January to July and \$200,000 from July 2014 to December 2014.

Discussion evolved around case management services and whose responsibility it is for the treatment cost. \$10,000 allotted per person is not just for case management services; it is actually to pay for services, i.e., medication even if it is going to be covered under Medicaid. Most of these clients are going to be indigent and probably on Medicaid. It was noted that there is also a younger population and their needs will need to be considered.

**Action Items**

1. Ms. Terri Rodriguez to look in to the process of the Seattle protocols.
2. All to review the Seattle documents and RFP documents; make edits and send to Ms. Ault.
3. Potentially set up a call with Evergreen and discuss the nuts and bolts of funding and how to foresee this happening. Their model is different and they have a lot of private foundation money and it is different here. In the Seattle program they did not want to jump the line so they didn't want to get in to legal problems where they were reserving beds because it was a jump off program, so they said they would pay for them which was out of pocket, because they did not want to jump the line. That was for evaluation purposes, this would be a topic to talk to them about. In theory we are saying we are ok jumping the line because we are essentially creating a new way for them to get there.

Ms. Rodriguez asked if the team could split up and one group, under Cathy's direction, concentrate on the operational protocols. Ms. Rodriguez & Monica would concentrate on the RFP. Assessment piece would also need to be assigned for review.

4. **Next Meeting Date and Time – November 24<sup>th</sup> – 11:30 am – 1:00 pm, Working Lunch Meeting, Terri Rodriguez office.**
5. **Adjournment**  
There being no further business to come before the LEAD Task Force, the meeting was adjourned at 5:45 pm

**Signature Page:**

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Fran Lucero, Stenographer