

Agenda

DATE 7/10/12 TIME 9:49a
SEEN BY Richard DeMella
RECEIVED BY [Signature]

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

**July 19, 2012
5:00-6:30 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 June 21st, 2012
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report
 - B. Budget 2012/ 2013
- VII New Business
 - A. Youth works– Melynn Skyler
 - B. Upcoming retreat- Jack Ortega
- VIII Announcement from the Board
- IX Next Meeting Retreat August 16 and 17th, 2012
- X Adjournment

**Index Summary of Minutes
Regional Juvenile Justice Board
July 19, 2012**

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Roll Call	A quorum was declared by roll call	2
Review and Approval of Agenda Add: C-New Business – Common Ground Restorative Justice Presentation	Motion and second to approve agenda as amended, passed by unanimous voice vote.	2
Introductions	Listed by name.	2
Approval of Minutes, June 21, 2012 <i>Ms. Gervers arrived at the meeting late and provided corrections as noted in writing. Page 9: Ms. Gervers said that she recommends the funding for the retreat be taken from school funding. Insert: could be paid from SSHS as an activity of the grant.</i>	<i>Ms. Gonzales moved to approve the minutes as amended, second by Mr. Armijo, motion carried by unanimous voice vote.</i>	3
Financial Report	Informational	3-4
New Business A. Youth Works B. Upcoming Retreat, Jack Ortega C. Common Ground Restorative Justice	Informational	4-7
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**REGIONAL JUVENILE JUSTICE BOARD MEETING
MINUTES**

Thursday, July 19, 2012

5:00 pm – 7:15 pm

- I. Roll Call** - The meeting was called to order by Tommy Rodriguez, Acting Chair at 5:10 pm at the CYFD office, 1920 Fifth Street, Santa Fe, New Mexico

Present:

Mary Ellen Gonzales

Jim Bianca

Tommy Rodriguez, Acting Chair

Boni Armijo

Not Present:

Councilor Bill Dimas

Anthony Trujillo, Chair

Mark Caldwell

Roll call constituted a quorum.

Others Present:

Fran Lucero, Stenographer

II. Agenda

Addition: Common Ground Restorative Justice – C- New Business

Mr. Bianca moved to approve the agenda as amended, second by Mr. Armijo, motion carried by unanimous voice vote.

III. Introductions

Richard DeMella, Staff Liaison

Terrie Rodriguez, City of Santa Fe

Juan Carlos, Intern from Highlands University

Sam Jackson

Mark Dixon

Mark Dickson

Jack Ortega

Debra Oliver

Melissa M., Youth Works

Tita Gervers

Board Members – Santa Fe Regional Juvenile Justice

**IV. Approval of Minutes
June 21, 2012**

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

Ms. Gervers arrived at the meeting late and provided corrections as noted. Page 9: Ms. Gervers said that she recommends the funding for the retreat ~~be taken from school funding~~. Insert: could be paid from SSHS as an activity of the grant.

V. Financial Report – Richard De Mella

A. Budget – Detailed Budget and Financial Report

Books were closed out for 2011-2012. Budget balance is \$30.00. The Commission expressed their thanks to Mr. DeMella for his excellent work on the spend- down. Mr. DeMella provided details on how the money was expended. No questions on the end of year report.

Mr. Armijo asked how the movie tickets and Applebee's cards would be issued to the kids. Ms. Rodriguez said that they have a control sheet to account for who gets tickets and Tommy Rodriguez will be the administrator for the issuance. Any kid that is in the program is eligible for the tickets. Tommy will work together with the City staff to assure that there is third party oversight when the tickets are issued to the kids in the programs. Mr. Dixon said that it is important to have the Probation Officers involved in the selection of the person and issuance of the tickets/card. All the director's of each program will be given an opportunity to provide nominations of recipients.

Agenda follow up: Director's should submit names and tickets can be issued at the next meeting. Jack Ortega said that JD has a quarterly recognition reception and this might be a good venue for the issuance of the tickets. It was suggested that the parent come as well to recognize the accomplishments publicly of their child(ren).

Mr. De Mella said that they will have an additional \$1000 / \$500 for movie tickets and \$500 for Applebee's for the remaining part of this year.

B. Budget 2012/2013

Budget worksheet was distributed.

It was noted that Melyn monitors the ICM Program. The ICM Program pays \$46,000 (inclusive of salary, insurance, taxes and fees), allowed for in the contract and they have gone over the limit. They were over by \$10,000 for a

sub-contractor. An explanation was provided on the compression of salary/benefits and the contract specifications did not match the timeline of payment. The calculation of “how” the payment was made was based on a weekly rate vs. hourly rate. *[Note: As this topic of discussion includes salary and benefit information on an individual, names will not be provided in documentation]*. Youth Works has specified that they do not have funds to continue payment for this individual as the contract has not been implemented in a timely manner.

Mr. Bianca feels that when problems like this arise, it is very difficult to address them when there is not a process in place. He also added that there needs to be a process in place when the movie tickets and Applebee cards get distributed. Without sufficient information, support cannot be given to this matter related to the ICM contract.

Mr. Ortega provided additional information on the contract process and timeline; the city issued the contract and it is up to the Administrator, Melyn to monitor the expenses and when the services and budget have been met and if there is not enough money, you abide by the contract specifications.

Does the contractor/sub-contractor providing the ICM services have a contract with Youth Works? Answer unknown.

The question has been asked repeatedly; how much does the contractor get paid and the sub-contractor receive. What does Youth Works make for overhead and handling the contract?

Is there a risk that Youth Works may not want to continue to administer this contract? The sub-contractors work is negotiated with the Contractor.

Mr. Ortega proceeded to provide the amounts for the 1st year based on 40 weeks and the following year for 52 weeks which resulted in the overage.

It was suggested that someone meet with the Accountant at Youth Works and the sub-contractor to understand the discrepancy. A resolution/report should be brought back to the Commission. Questions and concerns are related to what was paid for out of the contract. Boni Armijo, Richard DeMella, Jack Ortega and Jim Bianca will meet to discuss the discrepancy. If a meeting needs to be held earlier than the next regularly scheduled meeting it can be arranged by e-mail. Mr. DeMella will coordinate the meeting.

VII. New Business

- A. Youth Works – Lelyn Skyler [Presentation by Melissa M.]**
Counseling Director for Youth Works. One of the programs is called Real Girls, focusing on the girls circle curriculum. They come to the program by

referral for counseling with a lot of social and emotional issues. Program has a lot of elements, they do a girl circle group which is a powerful element. They also offer a life skills program after school and do counseling during school hours. This is a gender specific program and it is run by all women. They had an NMHU intern who worked with the Life Skills program this year.

How do you evaluate the program? Right now it is subjective, a survey could be created and ask the question how they benefited from the program. We try to stay away from academics and focus on the social and behavioral service to support their needs. It was noted that the program does not keep statistics on truancy. We are serving primarily Ortiz Middle-School and would welcome other school participation if there is a need.

(Exhibit A) – Report – Real Girls Circle (April, May, June, July 2012)

Thank you for doing this work.

B. Upcoming Retreat, Jack Ortega

Draft Agenda for Retreat – August 16-17, 2012

It was noted that the Board's input is important and members were not asked for their topic of discussion.

Review of the draft agenda was led by Mr. Ortega. It was recommended that this forum could also be used to train and do an orientation with new members.

Mr. DeMella would like to add the process for contracts and agreements.

Mr. Armijo provided the reminder on future exploration of outside funding. Mr. Ortega said that we probably are not ready to pursue this topic until after the Action Plan is discussed.

Second Day:

- Discuss significant community issues.
- Cohesive discussion on the Plan of Action and next steps.
- How do we engage the participation and support from the Mayor and City Council, County Commission and the School Board. Statistics are needed to support future presentations.

Mr. Armijo asked how we store the information that the programs bring to us. Mr. Ortega said that this requires further discussion; what data do we want and what format do we want to receive the information in? How do we begin to manage our resources? This has not yet been identified, we will discuss which resources we want and how to we collectively work together.

The Retreat will be held at the Geneva Chavez Community Center. Tita Gervers said that SSHS will assist with the funding. The scope and mission of the Board has made it possible for SSHS to assist with this retreat to leverage the resources that are out in the community doing work.

It was recommended that the Superintendent of Schools, the School Board members, Santa Fe City Council and County Commissioners be invited. Mary Ellen Gonzales will coordinate the invite to the County Commission and the School Board members. Mr. DeMella will do the City Council and the board members.

It was noted that a required list of attendees be created and that an RSVP be requested to assure they can accommodate everyone. The Acting Chair said it is important to invite those who attend the regular Regional Juvenile Justice meetings and that the program representatives be included. Tita Gervers and Jack Ortega will work together on an invitation. SFPS will provide the meal.

C. Common Ground Restorative Justice – Debra Oliver

Board representative is Mary Ellen Gonzales. Ms. Oliver provided information on the program. We look at when an offense occurs as though there were a tear in the fabric. As a community we come together to repair. The process we use is to sit in a conference circle, 2 facilitators, and their family, the person that was harmed, their family and their mentors. The community has a voice in this process when affected. This contract has been a partnership with CYFD for the last 4 years. Statistics were provided from 2009–to-date; 2009 – 28 cases, 2010 – 56 cases with the same amount of funding, 2011 – 33 cases were referred and in 2012 – 62 referrals. This year, 49 clients that they served had to go back to alternative services or they walked away. Only 6 re-offended, success ratio was 87% this year.

The success rate is defined by those who do not re-offend. They come out with an agreement, we focus on their goals and what they are striving for, how can we help them meet their goals and be successful. They have to acknowledge who and how they have hurt others. Age range is from 8-18 years of age. They have bi-lingual counselors and team up to assure language needs are always met. In all 4-years we have had 100% agreements.

This is the first year that they are tracking if the kids have IEP's. 51% of their clients are eligible for an IEP. Majority of work is in Santa Fe and a small portion in Pojoaque and Espanola. Pie Chart reflects statistics for 2012. (Exhibit B)

Ms. Oliver and Ms. Gonzales shared two live stories of individuals who have gone through the program. Very touching and real life situations.

Juvenile Probation sends a lot of referrals to Common Grounds; thank you for the services. Mr. DeMella attended one of the circles and it was very beneficial.

VIII. Announcements from the Board

None

IX. Next Meeting

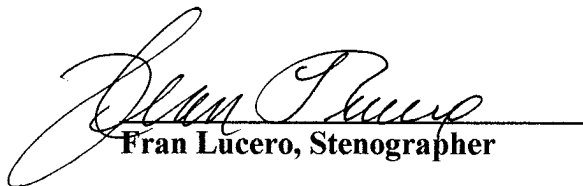
August 16-17, 2012 – Retreat

X. Adjournment

There being no further business to come before the Regional Juvenile Justice Board, the meeting was adjourned at 7:15 pm.

Signature Page:

Tommy Rodriguez, Acting Chair



Fran Lucero, Stenographer