



# Agenda

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## SANTA FE REGIONAL JUVENILE JUSTICE BOARD

**February 16, 2012  
5:00-7:00 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 November 17, 2011 and January 19, 2012
- VI. Financial Report – Richard De Mella
  - A. Budget – Detailed Budget and Financial Report
- VII. New Business
  - A. FYRA update – Hilda Perez
  - B. CASA – Janice Quinn
- VIII. Announcement from the Board
- IX. Next Meeting March 15th, 2012
- X. Adjournment

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**Index Summary of Minutes  
Santa Fe Regional Juvenile Justice  
February 16, 2012**

| <b><u>INDEX</u></b>  | <b><u>ACTION TAKEN</u></b>  | <b><u>PAGE(S)</u></b> |
|--|---|-----------------------|
| Cover Sheet  |   | 1                     |
| Call to Order  | The meeting was called to order at 5:10 pm.   | 2                     |
| Roll Call  | Roll call indicated a quorum at 5:25 pm   | 2                     |
| Approval of the Agenda   | Approved as presented   | 2                     |
| Introductions of Board Members and Guests  | Guests are listed in minutes.   | 2                     |
| Approval of Minutes – November 17, 2011 and January 19, 2012                             | Ms. Gonzales moved to approve the minutes of November 17, 2011 and January 19, 2012 as presented, second by Mr. Armijo, motion carried by unanimous voice vote. | 3                     |
| Financial Reports<br>Richard DeMella<br>a. Budget – Detailed Budget and Financial Report | Informational   | 3                     |
| New Business<br>a. FYRA update – Hilda Perez<br>b. CASA – Janice Quinn                   | Dialog, no formal action.<br>Ms. Quinn to attend next month meeting   | 3-7                   |
| Announcements from the Board   | Informational   | 7                     |
| Other Business<br>Next Meeting – March 15, 2012  |   | 8                     |
| Adjournment  | Adjourned at 6:45 pm  | 8                     |

# ***Santa Fe Regional Juvenile Justice Board***

## ***Meeting Minutes***

February 16, 2012

### **I. Call to order**

**Chair Trujillo** called to order the regular meeting of the Santa Fe Regional Juvenile Justice Board at 5:10 pm on February 16, 2012 at the CYFD Offices, 1920 5<sup>th</sup> Street, Santa Fe, New Mexico.

### **II. Roll call**

Frances Lucero conducted a roll call. The following persons were present and a quorum was nonexistent.

*A quorum was existent at 5:25 pm.*

#### Present:

Deacon Anthony Trujillo, Chair  
Mary Ellen Gonzales  
Tommy Rodriguez  
Boni Armijo

#### Absent

Mark Caldwell  
Jim Bianca

#### Others Attending:

Richard DeMella, Staff Liaison  
Judge Marlowe Sommers  
Captain Aric Wheeler, Santa Fe City Police Department  
Jack Ortega, SFRJJB  
Shelly Mann-Low, SFPS  
Mary Louise Romero  
Barry McIntosh, Young Fathers  
Mark Dickson, NMPD  
Sam Jackson, Program Director, Day Reporting  
Mark Dixon, Public Defender's Office  
Fran Lucero, Stenographer

### **III. Approval of Agenda**

Consensus to accept agenda as presented.

#### **IV. Introductions of Board Members and Guests**

(listed under attendees)

#### **V. Approval of minutes from last meeting – November 17, 2011 and January 19, 2012**

No changes to the minutes.

*Ms. Gonzales moved to approve the minutes of November 17, 2011 and January 19, 2012 as presented, second by Mr. Armijo, motion carried by unanimous voice vote.*

#### **VI. Financial Report – Richard DeMella**

- a) Budget – Detailed Budget and Financial Report  
(distributed to the board for review)

Last year there was a concern regarding the \$75,000 for day reporting, CYFD will pay the city for the day reporting.

The new MOU for the Day Reporting with the county was submitted in October; it has been received back and will go to City Finance next week and in hopes to have it implemented by March, 2012. It took about 6 months for this process.

Budget balance is \$181,333 and the spend down should be completed by end of June, 2012.

All contracts and PO's have been administratively processed.

Staff liaison was directed to contact the individuals on the financial report who have not billed and prompt them to submit their invoices.

#### **VII. New business**

- a) FYRA Update – Hilda Perez

Mr. Rodriguez reported on a meeting held at Cesar Chavez with the Principal and Ms. Perez. There were only 5 children enrolled in the tutoring program which raised concern. They apparently had 30 children enrolled but only 5 attended.

Concerns: No kids. Hilda has not gone out to see the families. She was asked to please make contact with the families and to prepare a timeline indicating how long it takes the school principal the FYRA request once she has given the information to the principal. Also, the telephone has not worked for at least one month and she used up her own personal minutes on cell phone. There were also no snacks for the after school tutoring program; parents will be asked to have their children bring snacks.

Ms. Gonzales reported that Mr. Armijo talked to the Katherine, the principal at Cesar Chavez and her comments were that she is working on the tutoring program request and would try to attend next month's Juvenile Justice meeting. It was also learned that if these children are on reduced meals that the program would assist with snacks. Mr. Rodriguez feels that the children and families should be able to bring their snack from home. The Superintendent will talk to Katherine who is the principal at the school about the amount of students that attended, or lack of students. Ms. Gutierrez also called the technicians to get the telephone fixed. Capital High students have also been engaged to do community time by helping the students with the tutoring.

Mr. Armijo directly reported that the Principal reported that the parents were not getting back to Hilda. The Principal would assign a staff member to make the calls to develop a relationship with the parents. The Principal also said that there might be another 6 kids for the program but they want to make sure that Hilda can work with these kids before bringing more kids on. The first 5 kids are experiencing difficult times and they want to see a progress report before adding more kids. The Principal will also attend the next sub-committee meeting at Cesar Chavez on February 27<sup>th</sup>. There has been an early success with 3 families whose children were not getting to school. The school principal wants to see a good foundation in place before populating the program heavily. The school Principal also offered to take messages from the parents and provide them to Hilda so she could make contact with the family phone number to return the call.

*The Chair informed the Board that Hilda's position is part-time and she has committed to make herself available to answer any questions by phone at this meeting.*

The discussion continued on how to get the parents involved. Suggestions: Have a gathering for the families, open house on Friday afternoon at the school and/or attendance at the PTA meetings. There is also a new school counselor at Cesar Chavez that might be able to collaborate with Hilda to get the referrals.

Captain Wheeler informed the board of the Southside family meetings – going to the family vs. having them come to the school. Projecting to the family that they are an integral part of the community. Mr. Rodriguez reiterated that he is all for getting the families involved. The first contact with the parent sets the path for the success of the child.

Shelley is happy to support any type of hosted event where families are invited.

Ms. Gonzales talked about buying yo-yo's to give the kids who could get their parents to a meeting. It was noted that an incentive has to be different; it would be much better to reward the families.

Ms. Gonzales commented on the statement regarding not being able to reach Hilda or no call back to the family to enroll the child. Ms. Gonzales feels that the child should be enrolled. Mr. Romero said that one important step to discuss with the families is that they have to pick up the children from tutoring.

Mr. Armijo did say that the Principal and Vice Principal will host a gathering for the parents and explain the program to them to gain support.

Note that tutoring is after school, 3 days a week. Ms. Romero commented that when you open up the opportunity for the parent to know that this tutoring program can make their children successful they become more invested.

Judge Sommer said that asking the children through their parents to participate in the tutoring program is not an illegal request. This is a service which is actually an extension of their education and obtaining the permission and buy-in from the parents is important. It is very important to also educate the parent.

It was clarified that 3-days a week is not mandatory; the services include academic and behavioral health support.

Mr. Ortega said that parental support is supplemental. We need to work assertively to get tutoring to the student as they demonstrate their struggles. Hilda's first job is to provide support for that child. Once the student is the recipient of that direct support he/she becomes more trustworthy and may go back to the parent and ask for their support and permission to participate in the tutoring program. Parental support for some of the toughest kids is not easy to gain from the parent. Explanation to the parent that the student is not even attending school and explaining the alternate options available for the student to attend other classes is sometimes not comprehensible – we just don't get approval easily.

Captain Wheeler said that most parents care about their kids, they are worried about the economy and making ends meet in their homes that they don't have the energy to give the supplemental attention to their education.

Ms. Romero said that in the truancy class that she mediates, she invited the parents to come in and experience what the class includes. They created a cohesive relationship with the other parents to assure that transportation is taken care of for the students who don't have the means to get back home after their sessions.

Mr. Armijo stressed the importance of reaching out to the parents otherwise the goal of getting these children in the program and meeting with parents isn't going to happen if there are no follow-up calls to parents. You need to go to the parents. It was recommended that if Hilda needs help on how to orchestrate the meeting with the parents possibly Mary Louise Romero could exchange information based on the success of the truancy program. It is important for Hilda to have a work cell phone and could this be covered by the program. Ms. Romero said that she feels one of the most important attributes to offer the parent is for the contact person of any of our programs to be accessible. It can't be stressed enough about the basic fundamentals of building a relationship. Ms. Romero extended an invitation to be passed on to Hilda to attend one of her truancy meetings.

The Chair said that it is also important to find out how the parents get involved in the other programs listed (in financial report).

Judge Sommer suggested that some type of reporting metrics be in place to assure that Hilda is reporting on the specifics and for her to be accountable for both the relationships with the parents and with the children. It was critical for Hilda to have attended the meeting tonight but she was unable to due to her second job.

Hilda joined by phone: She reported that there are 12 children in the program. 2 students doing tutoring with Katherine, 3 for behavior and Hilda are observing them in the classroom and she will meet with the parents. They did get snacks for the students thanks to Ms. Gonzales' efforts. There will be a parent meeting the last Friday of the month and will be held at Cesar Chavez school; topics have not been finalized.

Judge Sommer asked if all the parents of the school are being targeted. Hilda said they are targeting everybody. Hilda said that there are actually 17 children in the program.

Mr. Armijo asked Hilda how many parents she has spoken to. Hilda said that she has 2 assessments done, and she has spoken to 5 families. 12 of the attendants are not as intense but the additional 5 have behavioral needs.

Judge Sommer asked for clarification; isn't this a tutoring program with the family's participation. Judge Sommer said that if the goal of this program is to get parents and kids involved, we need to connect the families to all the kids in the programs to date.

The question was asked if there was any intention of doing home visits. Hilda said that she only works 3-days a week and she tries to meet with the parents within 2 weeks after they are referred to her.

The question was asked if parents can reach Hilda by cell phone. Mr. Armijo reiterated the importance of parents being able to make contact with Hilda. The invitation was again extended to Hilda to shadow Mary Louise Romero in the truancy program night and Mr. Armijo would also like to attend.

Hilda said that she has made herself as available as she can. She has given her personal cell phone number to the parents but she ran out of minutes.

Mr. Armijo also confirmed that Mr. Lee from Cesar Chavez School was helping to contact the parents. Hilda confirmed that this is correct, they are meeting with some of the families together and Mr. Lee follows up with a letter to the families to discuss the tutoring program specifics.

Thank you to Mary Ellen Gonzales for facilitating the snack food through the SFPS Superintendent.

Very positive methods on how to grow a relationship with the students were provided, celebrating success is important.

- b) CASA – Janice Quinn – unable to present at tonight’s meeting. Will reschedule.

### **VIII. Announcements from the Board**

Mr. Ortega reported that it looks positive from the NM Legislature outcome that we will be funded for next year.

Mr. DeMella said that no RFP’s have been gone out yet.

Mary Louise Romero said that she would like to invite some of her success students to the next meeting to be recognized. The Board welcomes them and asked they be invited and this item be placed on the agenda.

The Board is being revamped and Judge Marlowe and Mark Dixon have been asked to be members of the Board. Mr. DeMella asked that they submit their resumes and letter of intent for confirmation and appointment. Mr. DeMella asked for continued representation from the SFPD, Captain Wheeler will continue to be that contact person on the Board.

Young Fathers is back in place. They worked with at least 155 young fathers last year and Mr. McIntosh offered collaboration to work with any of the programs. Judge Sommer asked if any type of domestic violence training is provided. Mr. McIntosh said that they do provide combined training that does include domestic violence aspect.



**IX. Next Meeting: March 15, 2012**

**X. Adjournment**

The meeting was adjourned at 6:45 pm.

Minutes approved by: Deacon Trujillo

Minutes submitted by: Fran Lucero, Stenographer

A handwritten signature in cursive script, appearing to read "Fran Lucero", written in black ink.