



# Agenda

CITY CLERK'S OFFICE

DATE 8/14/14 TIME 12:54

PREPARED BY Richard DeMella

RECEIVED BY [Signature]

## SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday August 21, 2014

5:15 P.M. - 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 July 17th, 2014
- VI. Financial Report – Richard De Mella
  - A. Budget – Detailed Budget and Financial Report
  - B. Approve of Financial Report
- VII Presentations:
  - A Therapeutic Riding Program – Don Miller
  - B. Better Humans – Erica Ramelli
  - C. Youth Shelters and Family Services – David Block
- IX Matters from the Board
  1. Board Elections-Voting for Co-Chair - Deacon Trujillo, Action item
- X. Matters from the Public
- XI. Next Meeting September 18th, 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  
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AUGUST 21, 2014

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Call to Order and Roll Call Sarah Jacobs, New Board Member	Santa Fe Regional Juvenile Justice Board meeting was called to order at 5:15 PM by Ms. Mary Ellen Gonzales, roll call did not constitute a quorum. Judge Mary Marlow Sommers, Co-Chair, resumed chairmanship of the meeting and completed a quorum at 5:20 pm.	Page 2
Approval of Agenda No changes to Agenda.	<b><i>Mr. Lovato moved to approve the agenda as presented, second by Ms. Jacobs, motion carried by unanimous voice vote.</i></b>	Page 2
Introduction of Board Members and Guests	<b><i>Reflected in Minutes</i></b>	Page 2
Approval of Minutes July 17, 2014  Corrections: Page 3: Section VII – Presentations – last paragraph, second sentence. <del>day-reporting</del> correction: <b>life skills</b>  Page 4: Paragraph 6, 3 <sup>rd</sup> sentence: who <del>don't</del> have an IEP – correction: who <b>do</b> have an IEP	<b>Ms. Gonzales moved to approve the minutes of June 19, 2014 as amended, second by Ms. Jacobs, motion carried by unanimous voice vote.</b>	Page 3
Financial Report	<b>Ms. Gonzales moved to approve the final financial report presented on August 21, 2014, second by Ms. Jacobs, motion carried by unanimous voice vote.</b>  <b>Note for next month meeting: If a budget adjustment is necessary, it will be listed as an action item for approval by the Regional Juvenile Justice Committee.</b>	Page 3-4
Presentations: A. Youth Shelters and	Informational	Page 4-6

Family Services B. Therapeutic Riding Program C. Better Humans		
Matters from the Board Election of Co-Chair	<i>Ms. Gonzales moved to nominate Sarah Jacobs as Co-Chair, second by Mr. Jackson, motion carried by unanimous voice vote.</i>	Page 6
Matters from the Public/Staff	None	Page 7
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Adjournment and Signature Page	There being no further business to come before the Regional Juvenile Justice Board, the meeting was adjourned at 6:20 pm	Page 7

**SANTA FE REGIONAL JUVENILE JUSTICE BOARD**

**Thursday, August 21, 2014**

**5:15 pm – 6:05 pm**

**CYFD Office, Santa Fe, New Mexico**

**MINUTES**

**I. Call to Order**

Ms. Mary Ellen Gonzales called the meeting to order at 5:15 pm at the CYFD offices, Santa Fe, New Mexico. A quorum was not present at the time of roll call. A quorum was declared at 5:20 pm with the attendance of Judge Mary Marlow Sommers, Co-Chair.

**II. Roll Call**

Present:

Judge Mary Marlow Sommers, Co-Chair  
Mary Ellen Gonzales  
Mark Dickson  
Ted Lovato  
Sam Jackson  
Sarah Jacobs) (new member)

Not Present

Linda Trujillo  
Jennifer Romero  
Mark Caldwell

Others Present:

Richard DeMella, Staff Liaison  
Mary Louise Romero, ICM  
Jack Ortega  
Richard Lindahl, Prospective Member  
Shelly Mann-Lev, SFPS  
David Block, Executive Director, Youth Shelters  
Jacqueline Beam, MA, LMHC, Youth Shelters  
Erica Ramelli, Better Humans  
Cynthia Sanchez, SFPS  
Laura Abeyta, Probation and Parole  
Fran Lucero, Stenographer

**III. Approval of Agenda**

***Mr. Lovato moved to approve the agenda as presented, second by Ms. Jacobs, motion carried by unanimous voice vote.***

IV. Introductions of Board Members and Guests  
Reflected in Roll Call

V. Approval of Minutes, July 17, 2014

Corrections:

Page 3: Section VII – Presentations – last paragraph, second sentence.

~~day reporting~~ correction: **life skills**

Page 4: Paragraph 6, 3<sup>rd</sup> sentence: who ~~don't~~ have an IEP – correction: who **do** have an IEP

**Ms. Gonzales moved to approve the minutes of June 19, 2014 as amended, second by Ms. Jacobs, motion carried by unanimous voice vote.**

VI. Financial Report – Richard DeMella

Mr. DeMella did explain that the program numbers reflected in the financial report are the correct numbers as presented today for review and approval. Clarification is stated in the above sentence as a committee member questioned the number in the minutes of July 17, 2014. Mr. DeMella explained that the numbers discussed in last month meeting were unofficial numbers and today, August 21<sup>st</sup>, the financial reports reflects the correct numbers.

Details:

\$2000 has been allocated for ICM to use for fuel charges in transportation. It was noted that Ms. Romero's approved budget amount is decreased by \$1100. Mr. Ortega requested consideration from the board to allow him to transfer \$1100 to Ms. Mary Louise Romero/ICM from his approved consulting rate. The Co-Chair noted that the reason for this loss in funding affects Ms. Romero's program, as she needs to secure insurance, which is approximately \$5,000. Mr. DeMella said that next year he would include the cost of the insurance in the RFP. The discussion resulted in a directive to Mr. DeMella, Staff Liaison to speak with the City Attorney and request that this insurance fee be waived. This discussion will take place before the next month Regional Juvenile Justice meeting.

The program, Strengthening Families will receive \$7,220. Ms. Shelly Mann-Lev provided a program description for the committee. The program falls under the umbrella of the middle school parent involvement program. This is a curriculum called Strengthening Families, which is one of the longest longitudinal studies of 20 years of the educational curriculum for parents, and kids that has shown significant results around what they are using. It is a 7-session, 2 hours each session for parents and children ages 10-14. Ms. Mann-Lev said they focus on 6<sup>th</sup> to 8<sup>th</sup> grade because occasionally some of the little older or younger, it brings the families together. There is a team of 3-4 facilitators, highly experienced LCCC's and everyone else are specialists, Spanish speaking. They work on communication, incredible substance

information, they work on appropriate parent discipline, positive parent meetings, building up strengths with the kids. The next 7 sessions will start October 24<sup>th</sup>, primarily English speaking. The program is offered at BF Young School and offered during the daytime hours. The hopes are to receive funding from the Regional Juvenile Justice Board for an additional 2 sessions in the fall.

**Ms. Gonzales moved to approve the final financial report presented on August 21, 2014, second by Ms. Jacobs, motion carried by unanimous voice vote.**

**Note for next month meeting: If a budget adjustment is necessary, it will be listed as an action item for approval by the Regional Juvenile Justice Committee.**

VII. Presentations

A. Youth Shelters and Family Services – David Block and Jacqueline Beam, MA, LMHC

Mr. Block noted that Ms. Beam would make the presentation on the program referred to as Access – Training and Education Collaborative. A grant was received from the Department of Labor for \$1.3 million dollars to be used over 39 months. This program is going to basically be the approach that Youth Shelters is and what they have already begun to do is discussions in the community. This is a tremendous resource that has been provided and the plan is to create partnerships with a variety of stake holders in the community and Regional Juvenile Justice has been names as one of our chief partners. We will work collaboratively to determine the best use of these funds.

Ms. Beam provided a hand out that explains the services that are being mandated through the grant. (Exhibit B). A description of the services, requirements for eligibility, location of services and staffing are included in Exhibit B. Ms. Beam said that the Department of Labor wants to assure that we build the skills level and increase the educational level. They also know that there are barriers out there for us to do that. There will be case management, child care, mental health and assuring they are linked to therapist and substance abuse treatment programs. Each case manager will have approximately 35 youth and that case manager will be the person to track the youth throughout the program. There will be an educational arm if they are in school with tutoring opportunities linking them to mentors, anyone who can help facilitate their education experience and keep them in school and to reach the goals that need to be reached. If they are out of school there will also be a GED component. There will be a location that offers 2 GED classes a day from 9 am – 4:00 pm, 3 hour segments each. They will be able to take up to 16 students in a day. That will be a training center as well. Combined with the education they are offering training and certification that will be conducted throughout the school system. There will be a case manager in the schools itself to work with the students in the schools and will be offered teaching programs in school. For those who are out of school or have dropped out or are beyond 18 so they are not able to go back to school, they will have a separate

training and education center where the GED classes are offered with case management. They will be serving 94 youth in the first year and 94 youth in the second year. There will also be an Internship program. A complete listing of the services were described. For questions the contact is Jacqueline Beam, MA, LMHC, Youth Shelters and Family Services Inc. 5686 Agua Fria Road, Santa Fe, NM 87507.

B. Therapeutic Riding Program – Don Miller

Mr. Miller spoke about his program, which is described as horse therapy, and they work with special needs children. Presently there are 8 horses. Mr. Miller would like to take the youth recommended by the Regional Juvenile Justice Board and train them to work in this program. Horses bring out the best in humans. The goal is to incorporate these children in training them about the feeding care of these horses as well as working with the special needs children. “When they spend time around the horses their demeanor changes to the best.” It also provides them an opportunity to new job possibilities that they will learn as being with the horses. The hope is to develop tens of them to change their attitude, and for them to want to stay in school and become better students. It is a plan at this time and developing and creating the program is the goal. Presently there are about 35 volunteers who work with the program and they have a very dedicated board. They welcome the opportunity to show and share that this program, which can be beneficial to our children.

Judge Sommers asked who covers the insurance if our youth participate.

Mr. Miller said that that they have their own insurance. It is very broad as he knows how critical it is to have a strong insurance to assure that everyone is covered and more so as the services they are presently providing is the work with the special needs children. He did not doubt for a minute that they have great insurance coverage for the youth participation.

The Co-Chair asked what the time frame is for the program.

Mr. Miller said that a timeline has not been created but he did say that this program would welcome the kids recommended by the RJJ Committee and the training would bring forth an amazing change immediately.

Mr. DeMella said that he is so pleased and gracious that this program is at no cost to the RJJ youth. Mr. Miller said he will come to every meeting to give a progress report on how the program is working once he has participants from the RJJ.

C. Better Humans – Erica Ramelli

Ms. Ramelli provided a description of the Better Humans programs, which are now in 9 countries. The idea is to develop a program of leadership and responsibility. They have created a program to determine where you are and

what you want to be. It is an integral health program and wellness. Ms. Ramelli started with the C-level companies at the top. She then pursued opportunities with colleges and universities as a moderator – a coach to teach them how to have the program work for them and their participants. Ms. Ramelli felt that she needed to go younger – she has moved from Texas to New Mexico and started working with the colleges and universities. She would like to share all of her resources and coaches where she has successfully been involved Nationally and Internationally. She is anxious to start a program for our youth. She teaches these courses in French, Spanish and Language. She has received many National and International awards as a Latina and for the success of her program. She is in the process of writing a book. The Mayor is very focused on wellness and education. She has conducted camps for the Latina girls – they need a good role model that is tangible. She is also a Holistic Nutrition Instructor. She has partnered with chefs all around the world for healthy food. It is very easy for kids to identify with someone who looks like them. (She is from Switzerland and father from Columbia)

She has met with NM Department of Work Force Solution and with the Mayor of Santa Fe. She would like to create a work relationship with the businesses in our community. Programs will be designed to age and gender and to the wellness needs of our youth. There is customization for program offered to the public and welcomed the board members to visit her website. Betterhumans.net Ms. Ramelli said they will also be doing a mentorship program.

Mr. DeMella said that she has done work with GCC kids this year. She has done some valuable work and Mr. DeMella would like to see if a program could be identified and funded by the city. Mr. DeMella would like to ask for a \$5000 allotment to use as a pilot project. Mr. DeMella will work with the Children and Youth Commission Staff Liaison for possible funding opportunities.

The RJJ board said that this offer would be great. The Co-Chair said that this would be great with the kids from the courts.

VIII. Matters from the Board  
Board Elections – Voting for Co-Chair

***Ms. Gonzales moved to nominate Sarah Jacobs as Co-Chair, second by Mr. Jackson, motion carried by unanimous voice vote.***

Mr. DeMella said that on September 24<sup>th</sup> a proposal will be requested for a Teen Center in Santa Fe. Mr. DeMella asked that the Teen Center, Juvenile Justice and Children and Youth Commission in collaboration will present to the city council.



Mr. Jackson asked for an update on Day Reporting:  
Ted Lovato -- Until the MOU is completed by Santa Fe County and sent back to the City, there is no Day Reporting. Next steps are to set up meetings with partners with the outlined plan as previously presented. The target date is now closer to October 2014.

Mr. Jackson said there has never been a disruption of day reporting before and asked if there was a teacher there.

Mr. Lovato said that there are 3 teachers there.

Judge Sommers would like to know when she could send individuals to day reporting; today she would have had youth she could send if it was operational. What is the ETA of that contract?

Mr. DeMella said he will pick it up tomorrow, he will get it to the City Council for approval and back to the County.

Mr. Jackson said it is a county program and why have they decided not to have a program there. Mr. Jackson said that they have been accepting kids since 2005.

Mr. Lovato said that they have 3.5 teachers there and he cannot answer for the County, there is a program.

Mr. Jackson is frustrated because he feels that the program has dropped.

Judge Sommers said it hasn't been dropped and they are working to save the program. It had gotten bad and we would like to fix it. "We do not have your leadership Mr. Jackson, we need someone there." Judge Sommers and Mr. Lovato said that they are trying to keep a teacher there and continue to work on how to approach it.

Mr. Lovato said that it is key to define who is eligible for the program.

Mary Louise said Mr. Jackson raised the bar. When he retired they through away the baton. The program has changed.

The Co-Chair and Mr. Lovato together with staff liaison, Mr. DeMella assured Mr. Jackson that they will pursue directly with the county to get the contract in place and report at the next meeting.

VIII. Matters from the Public/Staff  
None

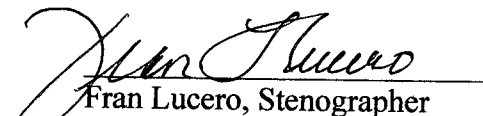
IX. Next meeting September 18, 2014 at 5:15 pm

X. Adjournment

Co-Chair, Judge Sommers, called for adjournment at 6:20 pm.

**Signature Page:**

  
Judge Mary Marlow Sommers

  
Fran Lucero, Stenographer

# PROGRAM INVOICE

INVOICE NUMBER 1

I.	CONTRACTOR NAME:	<u>City of Santa Fe</u>
	REMIT TO ADDRESS: Street/PO Box	<u>200 Lincoln Ave PO Box909</u>
	City, State, Zip	<u>Santa Fe NM 87504-0909</u>
	CONTRACT NUMBER:	<u>15-690-17240</u>
	TERM OF CONTRACT:	<u>July 14 to June 15</u>
	VENDOR NUMBER:	<u>54360</u>
	PURCHASE DOC #	<u>69000-0000045619</u>
II.	BILLING PERIOD:	<u>Jul-14</u>
	TOTAL CONTRACT AMOUNT:	<u>180159.00</u>
	PREVIOUS BALANCE:	<u>                    </u>
	AMOUNT OF THIS BILLING:	<u>                    </u>
	CONTRACT BALANCE:	<u>180159.00</u>

\_\_\_\_\_  
CONTRACTOR SIGNATURE

Marcos A Tapia, Finance Director  
PRINT NAME AND TITLE

\_\_\_\_\_  
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](mailto:christiann.stapf@state.nm.us)

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

Revised 9/3/13

*Christiann Stapf*

# **CHILDREN YOUTH AND FAMILIES - EXPENDITURE REPORT**

<b>CONTRACTOR/GRANT NAME</b>	<u>City of Santa Fe</u>	<b>PROGRAM EXPENDITURE REPORT (x)</b>
<b>CONTRACTOR/GRANT</b>	<u>Continuum</u>	
<b>CONTRACT/GRANT PERIOD</b>	<u>July 14 to June 15</u>	<b>MATCH EXPENDITURE REPORT ( )</b>
<b>BILLING FOR PERIOD OF</b>	<u>14-Jul</u>	<b>(CHECK IF APPLICABLE)</b>

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	\$46,400			
Gender Specific	\$ 5,000.00			
Community in schools	\$31,531			
Consultant Services	\$ 15,008.00			
Day Reporting	\$ 75,000.00			
Strengthening Families	\$ 7,220.00			
<b>GRAND TOTAL- THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM</b>	<b>\$ 180,159.00</b>			<b>\$180,159.00</b>

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

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

Marcos A Tapia, Finance Director  
 \_\_\_\_\_  
 Printed Name and Title

\_\_\_\_\_  
 DATE



## **Access! Training and Education**

### **Community Collaborative**

#### **Youth Shelters and Family Services**

##### **WHAT IS ACCESS!?**

The Access! Training and Education Community Collaborative is a multi-faceted, community network focused, Department of Labor funded program, and is the second face of the Civic Justice Corps (CJC) Program. The Access! program is unique from the CJC in that it offers an expansion of services to youth ages 14-24 and includes qualifying school age youth considered to be at high-risk due to prior involvement in the Juvenile Justice System. Ten percent of the total served may be youth considered to be in high-risk situations with no prior Juvenile Justice involvement.

##### **WHO WILL BE SERVED?**

Youth to be served will be residing within the communities of Santa Fe and Rio Arriba Counties as well as surrounding pueblos and will be within the age range of 14-24. ***Individuals with records of violence (determined by the Service Coordinator and the Program Director,) sexual offenses, past or present adult convictions, are not eligible for the Access! Program.***

***A minimum of 94 youth will be served from October 1 – November 30<sup>th</sup>, 2015***

***A minimum of 94 unduplicated youth will be served from October 1 – November 30<sup>th</sup>, 2016***

***All participants will receive a minimum of 9 months of follow up services by the program's end date of September 30, 2017 .***

##### **ELIGIBILITY REQUIREMENTS**

Youth must provide proof, as well as attestation that they have a history of, or are presently involved in the Juvenile Justice System. Involvement must demonstrate court involvement and includes: Teen Court, Drug Court, formal probation and informal probation, past detention or any such diversion from incarceration.

##### **LOCATION OF SERVICES**

Locations of services for youth will be provided throughout the communities, in the participant's natural settings, to include homes, community environments, as well as routinely scheduled in the following locations:

- Engage Santa Fe (location to be determined)
- Juvenile Probation Locations (Potentially Day Reporting)
- Santa Fe High Youth Career Center
- Capital High Youth Career Center
- Ortiz Middle School Library
- Devargas Middle School Library
- Española Valley High School/ Española YMCA
- Access! Training and Education Community Collaborative Center (location to be determined)

*Gyhabil B.*

### **SERVICES TO BE PROVIDED**

- Case management/and/or facilitation with community partners to include Juvenile Justice System, School Systems (Santa Fe County, Rio Arriba County,) covering mental health assessments, treatment planning, childcare coordination and costs, concrete needs assistance, mental, emotional, adjustment, education, career counseling, life skills, support groups and parenting classes, linkage to substance abuse treatment and individual mental health counseling
- Transportation
- Job skill development, workshops, and nationally recognized certification programs
- Subsidized and unsubsidized internships/On the job training
- Mentoring
- Community Service/Volunteer Opportunities
- GED Instruction/Educational Support
- Tutoring/Teaching assistants
- Follow up & Legal Services

**STAFFING ACCESS! TEAM: Total of 11 to be hired with a “ramp up” model as participants are enrolled in the program; hiring process to begin August 15, 2014:**

- One Program Director under the supervision of the Executive Director
- One Program Coordinator, under the supervision of the Program Director
- One Service Coordinator, under the supervision of the Program Director
- Three Case Managers, under the supervision of the Program Director
- Two GED Instructors, contracted by Santa Fe Community College, onsite work will be under the supervision of the Program Director and academic compliance will be provided by the Supervision of ABE, Santa Fe Community College.
- Two Classroom Teacher’s Assistants, under the supervision of the GED Instructors
- One Workforce and Education Facilitator, under the supervision of the Service Coordinator

Note: The Program Director, will also oversee the worksite partnerships (approximately 10 worksites on average each quarter,) and along with the Program Coordinator, will oversee the mentor partnerships (approximately 30 throughout the life of the program.)

**For referrals to the program, please fax in referral sheet to  
Jacqueline Beam’s attention: 505.424.0949**

**For questions please contact:**

**Jacqueline Beam, MA, LMHC  
Program Director  
Access! Training and Education Community Collaborative  
Youth Shelters and Family Services, Inc.  
5686 Agua Fria Rd.  
Santa Fe, NM 87507  
505.983.0586 ext. 117**