



Agenda

CITY CLERK'S OFFICE

DATE 6/3/16 TIME 2:44

SERVED BY Richard DeMella

RECEIVED BY SS888

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday June 23rd 2016

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 May 19th 2016
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report
 - B. Approve of Financial Report
- VII Presentations:
- VIII Matters from the Board
 - Update on Spending for Fiscal 15/16
 - Retreat for FY 16/17.
- IX Matters from the Public
- X Next Meeting July 21st, 2016
- XI. 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.

**SF Regional Juvenile Justice Board
Index
Meeting of June 23, 2016**

Item		
Cover Sheet		0
Call to Order	The Santa Fe Regional Juvenile Justice Board was called to order at 5:15 p.m. by Sam Jackson, Chair.	1
Roll Call	A quorum was established by roll call.	1
Approval of the Agenda	<i>Deacon Trujillo moved to approve the agenda as presented with a second from Mr. Lovato which passed by voice vote.</i>	1
Introductions of Board Members and Guests		1
Approval of the Minutes of May 19, 2016	<i>Deacon Trujillo moved to approve the minutes of May 19, 2016 as presented with a second from Mr. Dickson which passed by voice vote. Chair Jackson abstained from the vote as he was not present at the last meeting.</i>	1
Financial Report- A.) Budget-Detailed Budget and Financial Report	<i>Mr. Lindahl moved to approve the budget report as presented with a second from Deacon Trujillo which passed by voice vote.</i>	2
B.) Approval Financial Report		2
Presentations:	<i>There were no presentations scheduled.</i>	2
Matters from the Board A.) Update on Spending for Fiscal 15/16 B.) Retreat for FY 16/17	<i>Mr. Lovato moved to set a date (August 16th) for the Board retreat, the first half hour will be open to the Public for comments the rest of the retreat will be in closed session, with a second from Mr. Dickson which passed by voice vote.</i> <i>Mr. Dickson moved to have an alternate date (August 30th) scheduled for the retreat with a second from Mr. Lindahl which passed by voice vote.</i>	2 3
Matters from the Public	<i>Discussion Only</i>	3
Next Meeting July 21, 2016		4
Adjournment	<i>There being no further business to come before the Santa Fe Juvenile Justice Board adjourned at 6:06 p.m.</i>	4
Signature Page		4

Santa Fe Regional Juvenile Justice Board Meeting
CYFD Offices 1920 5th Street, Santa Fe, NM 87505
June 23, 2016
5:15 p.m. to 6:15 p.m.

1. Call to Order

The Santa Fe Regional Juvenile Justice Board was called to order at 5:15 p.m. by Sam Jackson, Chair. A quorum was established by roll call.

2. Roll Call

Present

Sam Jackson, Chair
Mark Dickson, Vice Chair
Ted Lovato
Richard Lindahl
Deacon Anthony Trujillo
Jennifer Romero
Pooja Pathak

Excused

Judge Mary Marlowe Sommer
Jesus Vargas, Student Rep.

Staff Present

Richard DeMella, City Liaison

Others Present

Linda Vigil, Stenographer
Mary Ellen Gonzales, Restorative Justice
Anthony Guerrero, Santa Fe Police Department
Mary Louise Romero, ICM

3. APPROVAL OF THE AGENDA

MOTION: Deacon Trujillo moved to approve the agenda as presented with a second from Mr. Lovato which passed by voice vote.

3. INTRODUCTIONS OF MEMBERS AND GUESTS

Introductions were made by those present.

5. APPROVAL OF MINUTES OF MAY 19, 2016

MOTION: Deacon Trujillo moved to approve the minutes of May 19, 2016 as presented with a second from Mr. Dickson which passed by voice vote. Chair Jackson abstained from the vote as he was not present at the last meeting.

6. FINANCIAL REPORT

A.) BUDGET- Detailed Budget and Financial Report

Mr. DeMella presented and explained the Detail Budget and Financial Report (See Exhibit A). The Day Reporting Program will be paid and closed out. Mr. DeMella confirmed CYFD will reimburse the City of Santa Fe.

A brief discussion was held about the end of the fiscal year and the programs that were paid out. There were small amounts that will or may not get used by the end of the fiscal year.

Mr. DeMella explained the new contracts will begin July 1, 2016. The new billing system for CYFD will also be in place. He will meet with each program to review and assist with the new system.

A brief discussion was held about occurs when there is a balance of left. Mr. DeMella explained he does not ever hear from CYFD unless there is an issue with the program itself. Mr. DeMella has to report to JJAC at the end of the year and he will mention the issues with the Day Reporting Program.

Ms. Romero inquired about the selection process for the JJAC Board. Mr. Lindahl explained that they are usually comprised of Governor Appointees.

B.) Approval of Budget Report

MOTION: Mr. Lindahl moved to approve the budget report as presented with a second from Deacon Trujillo which passed by voice vote.

7. PRESENTATIONS:

There were not any presentations scheduled.

8. MATTERS FROM THE BOARD

A.) Update on Spending for FY 15/16

Mr. DeMella discussed the issue with Restorative Justice there is a balance of unused funds. The reason is that there have not been many referrals made to the program. Ms. Romero was given a referral to Restorative Justice recently but was told there was not any money. Ms. Gonzales explained that all billing was due on June 20, 2016 and all services were to be complete beforehand.

Mr. DeMella explained Communities in Schools will present their last billing and will be closed out. Strengthening Families had a billing as well. Mr. DeMella has a call in to the Public Schools for the Gender Specific program. Next month's report should have all programs updated.

Mr. DeMella explained the overage that was to be used for the programs selected (Pomegranate Studios, May Center and Summer School) will not happened. The City Finance department could not issue a Purchase Order after May 16, 2016. Proper paperwork was not turned in by the programs on time.

Mr. Romero asked if those organizations were notified that they weren't going to be given the funding. Mr. DeMella assured her they were notified.

B.) Retreat for FY 16/17

Mr. DeMella discussed the presentation to be given in August by providers to the Human Services Committee and the Children and Youth Commission. Mr. Chris Sanchez would like to extend that presentation to the Board. A definite date has not been scheduled.

A discussion was held about attending the presentations as well as holding the Board retreat. A discussion was held about function of the Children and Youth Commission and the Human Services Committee. Mr. DeMella explained the programs and the collaborations that could be formed.

Mr. DeMella reported the data person who works with the Children and Youth Commission will attend a meeting in the future and will meet with ICM first, then all other programs.

A discussion was held about holding the Board retreat after the presentations.

MOTION: Mr. Lovato moved to set a date (August 16th) for the Board retreat, the first half hour will be open to the Public for comments the rest of the retreat will be in closed session, with a second from Mr. Dickson which passed by voice vote.

Mr. Lovato explained in the previous meeting it was decided to be prepared by the time the retreat is scheduled to discuss the programs for the next fiscal year.

Mr. DeMella will discuss the dates with Mr. Sanchez and send out an email informing the Board of the presentation date. A discussion was held about Judge Sommers docket schedule.

MOTION: Mr. Dickson moved to have an alternate date (August 30th) scheduled for the retreat with a second from Mr. Lindahl which passed by voice vote.

A brief discussion was held about the reengagement piece with CIS. Mr. DeMella will set up a meeting with the Program committee.

9. MATTERS FROM THE PUBLIC

Ms. Romero would like to be trained on the new reporting required by CYFD. Mr. DeMella explained a portion of it as an example but will also extend the training to the Board if anyone is interested.

A brief discussion was held about the way to identify the youth in the report. Mr. Lovato stated the number they are given can be used because it is internal and does not contain personal information.

Mr. Dickson reminded the Board that it was discussed to allow each program to report to the Board on a rotating schedule. Also, he will not be able to attend the July meeting.

10. NEXT MEETING JULY 21, 2016

11. ADJOURNMENT

MOTION: *There being no further business to come before the Santa Fe Juvenile Justice Board adjourned at 6:06 p.m.*

SIGNATURES

A handwritten signature in black ink, appearing to be 'S. Jackson', written over a horizontal line.

Sam Jackson, Chair

A handwritten signature in black ink, appearing to be 'L. Vigil', written over a horizontal line.

Linda Vigil, Stenographer

Date received by CYFD	_____
Date SARA Data Entered	_____
Date to Finance Specialist	_____
Date invoice paid	_____
Check #	_____

PROGRAM INVOICE

INVOICE NUMBER: 11

I.

CONTRACTOR NAME:

REMIT TO ADDRESS: Street/PO Box
 City, State, Zip

AGREEMENT NUMBER:

TERM OF AGREEMENT:

VENDOR NUMBER:

PURCHASE ORDER #

City of Santa Fe

PO Box 909

Santa Fe, NM 87504

16-18436

July 1, 2015 - June 30, 2016

54360

49759

II.

BILLING PERIOD:

May 2016

TOTAL GRANT AMOUNT:

\$183,351.00

PREVIOUS BALANCE:

\$100,738.99

AMOUNT OF THIS BILLING:

\$15,424.27

GRANT BALANCE:

\$85,314.72

MATCH CONTRIBUTION THIS BILLING:

\$0.00

SUB-GRANTEE SIGNATURE

[Signature]

06/14/16

INVOICE DATE

Oscar Rodriguez, Finance Director

PRINT NAME AND TITLE

955-6536

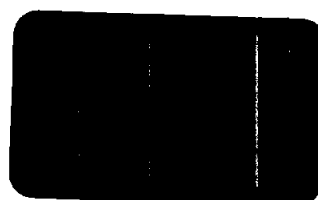
TELEPHONE

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

DATE

PRINT NAME



CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: _____ City of Santa Fe _____

Check which applies:
PROGRAM EXPENDITURE REPORT (X)

CONTRACT/GRANT PERIOD: _____ 16.18436 _____

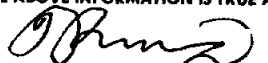
MATCH EXPENDITURE REPORT ()

BILLING FOR PERIOD OF: _____ May 2016 _____

Use this form to budget and request reimbursement for expenditures and to report match requirement.

ACCOUNT DESCRIPTION <small>INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN</small>	APPROVED BUDGET <small>INSERT YOUR LEGAL BIDDING AMOUNTS IN THIS COLUMN</small>	CURRENT BILLING <small>INSERT YOUR CURRENT BILLING IN THIS COLUMN</small>	PREVIOUS BILLINGS <small>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING</small>	BUDGET BALANCE
Continuum- Contractual	\$0.00			\$0.00
Travel	\$522.00		\$521.60	\$0.40
Youth Committee	\$300.00			\$300.00
ICM- Contractual	\$60,046.00	\$7,234.00	\$42,108.00	\$10,704.00
Travel	\$0.00			\$0.00
Gender Specific- Contractual	\$8,000.00			\$8,000.00
				\$0.00
Day Reporting- Personnel	\$23,925.00			\$23,925.00
Benefits	\$8,613.00			\$8,613.00
Contractual	\$6,699.00			\$6,699.00
Strengthening Families- Personnel	\$6,489.79			\$6,489.79
Benefits	\$0.00			\$0.00
Contractual	\$899.97		\$899.97	\$0.00
Supplies	\$433.24		\$433.24	\$0.00
Communities in Schools- Personnel	\$38,754.00	\$3,461.54	\$28,000.00	\$7,292.46
Benefits	\$4,744.00	\$571.93	\$2,178.00	\$1,994.07
Restorative Justice- Contractual	\$23,925.00	\$4,156.80	\$8,471.20	\$11,297.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$183,351.00	\$15,424.27	\$82,612.01	\$85,314.72

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


AUTHORIZED SIGNATURE

06/14/16

DATE

Oscar Rodriguez, Finance Director

Printed Name and Title

CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:

CONTRACT/GRANT PERIOD: July 1, 2015 - June 30, 2016

PROGRAM EXPENDITURE REPORT ()

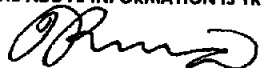
BILLING FOR PERIOD OF: May 2016

MATCH EXPENDITURE REPORT (X)

Use this form to budget and request reimbursement for expenditures and to report match requirement.

ACCOUNT DESCRIPTION <small>INSERT YOUR LINES EXACTLY FROM THE BUDGET WITHIN YOUR CONTRACT IN THIS COLUMN</small>	APPROVED BUDGET <small>INSERT YOUR BEGINNING AMOUNTS IN THIS COLUMN</small>	CURRENT BILLING <small>INSERT YOUR CURRENT BILLING IN THIS COLUMN</small>	PREVIOUS BILLINGS	BUDGET BALANCE
			<small>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING</small>	
Juvenile Justice Planner	\$24,791.30	\$0.00	\$17,677.04	\$7,114.26
I.C.M.	\$1,260.00	\$0.00	\$1,260.00	\$0.00
Restorative Justice	\$3,735.20	\$0.00	\$3,735.20	\$0.00
Santa Fe County Youth Development	\$43,553.50	\$0.00	\$120,227.01	\$0.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$73,340.00	\$0.00	\$142,899.25	-\$69,559.25

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



AUTHORIZED SIGNATURE

06/14/16

DATE

Oscar Rodriguez, Finance Director

Printed Name and Title

**City of Santa Fe, New Mexico**

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: **383048**

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
COMMUNITIES IN SCHOOLS OF NEW MEXICO	544447	05/25/16	383048	\$4,033.47

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
125	05/20/16		4,033.47		4,033.47

TOTALS 4,033.47 4,033.47

**City of Santa Fe, New Mexico**

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number **383048**

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
544447	383048	05/25/16	\$*****4,033.47

VOID ONE YEAR AFTER DATE ISSUED

Pay

FOUR THOUSAND THIRTY THREE AND 47/100*****

To
The
Order
Of

COMMUNITIES IN SCHOOLS OF NEW MEXICO
PO BOX 367
SANTA FE NM 87504

Mayor:

Treasurer:



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: **383018**

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
SOLACE CRISIS TREATMENT CENTER	507233	05/25/16	383018	\$11,305.81

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
67	05/12/16		4,156.80		4,156.80
1015161255	04/30/16		7,149.01		7,149.01

TOTALS 11,305.81 11,305.81



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number **383018**

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
507233	383018	05/25/16	\$*****11,305.81

VOID ONE YEAR AFTER DATE ISSUED

Pay

ELEVEN THOUSAND THREE HUNDRED FIVE AND 81/100*****

Mayor:

James M. Zales

Treasurer:

[Signature]

To
The
Order
Of

SOLACE CRISIS TREATMENT CENTER
6601 VALENTINE WAY
SANTA FE NM 87507



**City of Santa Fe, New Mexico**

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: **382845**

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
MARY LOUISE ROMERO	9697	05/25/16	382845	\$3,024.00

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
52216	05/22/16		3,024.00		3,024.00

TOTALS 3,024.00 3,024.00

**City of Santa Fe, New Mexico**

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM95-219
1070Check Number **382845**

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
9697	382845	05/25/16	\$*****3,024.00

VOID ONE YEAR AFTER DATE ISSUED

Pay

THREE THOUSAND TWENTY FOUR AND 00/100*****

To
The
Order
Of

MARY LOUISE ROMERO
[REDACTED]
SANTA FE NM 87505

Mayor: *Josue M. Pzales*Treasurer: *[Signature]*



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Check Number: 382042

Vendor Name	SUPPLIER#	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
MARY LOUISE ROMERO	9697	05/10/16	382042	\$1,546.00

INVOICE #	INVOICE DATE	REMARKS	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
582016	05/08/16		1,546.00		1,546.00

TOTALS 1,546.00 1,546.00



City of Santa Fe, New Mexico

P.O. BOX 909
200 LINCOLN AVE
SANTA FE, NM 87504-0909
(505) 955-6130
ACCOUNTS PAYABLE

Wells Fargo Bank, N.A.
Santa Fe, NM

95-219
1070

Check Number 382042

Vendor #	CHECK #	CHECK DATE	PAY EXACTLY
9697	382042	05/10/16	\$*****1,546.00

VOID ONE YEAR AFTER DATE ISSUED

Pay

ONE THOUSAND FIVE HUNDRED FORTY SIX AND 00/100*****

To
The
Order
Of

MARY LOUISE ROMERO
SANTA FE NM 87505

Mayor:

Treasurer:

James M. Pzabo
[Signature]