



Agenda

CITY CLERK'S OFFICE

DATE 7/13/16 TIME 10:02a

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SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday July 21, 2016

5:15-6:15 P.M.

Rail Yard offices

500 Market Street Suite 200

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Introductions of Board Members and Guests
- V. Approval of minutes June 23rd 2016
- VI. Financial Report – Richard De Mella
 - A. Budget – Detailed Budget and Financial Report Final FY 15/16
 - B. Approve of Financial Report
- VII Presentations:
- VIII Matters from the Board
 - Program committee Re Engagement Specialist
 - Retreat for FY 16/17.
 - Update on upcoming programs
- IX Matters from the Public
- X Next Meeting August 18th, 2016
- XI. Adjournment

Persons with disabilities in need of accommodations, please contact the City Clerk's office at (505) 955-6521 five (5) working days prior to the meeting date.

**SF Regional Juvenile Justice Board
Index
Meeting of July 21, 2016**

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Call to Order	The Santa Fe Regional Juvenile Justice Board was called to order at 5:20 p.m. by Sam Jackson, Chair.	1
Roll Call	A quorum was not established.	1
Approval of the Agenda	<i>This item could not be approved due to a lack of quorum.</i>	1
Introductions of Board Members and Guests		1
Approval of the Minutes of June 23, 2016	<i>This item could not be approved due to a lack of quorum.</i>	1
Financial Report	<i>Discussion Only</i>	2
A.) Budget-Detailed and Financial Report Final FY 15/16	<i>This item could not be approved due to a lack of quorum.</i>	3
B.) Approve Financial Report		3
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• Program Committee Re Engagement Specialist.	<i>Discussion Only</i>	3
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Next Meeting August 18, 2016		4
Adjournment	There being no further business to come before the Santa Fe Regional Juvenile Justice Board, the meeting was adjourned at 6:07 p.m.	4
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**Santa Fe Regional Juvenile Justice Board Meeting
Railyard Offices 500 Market Street Santa Fe, NM
July 21, 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 5:20 p.m. by Sam Jackson, Chair.
A quorum was not established.

2. ROLL CALL

Present

Sam Jackson, Chair
Ted Lovato
Pooja Pathak
Judge Mary Marlowe Sommer

Excused

Deacon Anthony Trujillo
Richard Lindahl
Mark Dickson, Vice Chair
Jennifer Romero
Jesus Vargas, Student Rep.

Staff Present

Richard DeMella, City Liaison

Others Present

Linda Vigil, Stenographer
Sgt. David Webb, Santa Fe Police Department
Tom DuBoise, Santa Fe Community Foundation
Mary Ellen Gonzales, Restorative Justice
Mary Louise Romero, ICM

3. APPROVAL OF THE AGENDA

MOTION: *This item could not be approved due to a lack of quorum.*

3. INTRODUCTIONS OF MEMBERS AND GUESTS

Introductions were made by those present.

5. APPROVAL OF MINUTES OF JUNE 23, 2016

MOTION: *This item could not be approved due to a lack of quorum.*

6. FINANCIAL REPORT

A.) Budget- Detailed Budget and Financial Report Final FY 15/16

Mr. DeMella presented his detailed budget and financial report. (See Exhibit A) Mr. DeMella explained the amount of \$20,000 that will be returned from the Day Reporting Program. This is the largest amount that has been returned.

Mr. DeMella explained CYFD had to reconfigure the matched funds for every program. Mr. DeMella passed around a copy of the new invoicing process to demonstrate to the Board the new requirements. They are more detailed and difficult. Some programs cannot fit their data into the new fields.

Ms. Romero discussed the contract between the City and CYFD. She is frustrated with the delay in payment once again. Mr. DeMella explained he sent in the paperwork on July 8th and was told a letter must be signed by the Secretary of CYFD. The last letter on file was to be in good standing until 2018, however they are requesting an updated letter.

A brief discussion was held about the training and the requirements that CYFD has now. Mr. Lovato discussed the process in which that data is brought by the programs to be entered by the City Liaison and passed along for payment.

Mr. Lovato would like to see the matter resolved so that Ms. Romero can be paid. Mr. DeMella will have an answer by tomorrow if the letter was signed the invoice will go through.

Chair Jackson clarified the two issues that were discussed. The issue with ICM's billing in which Mr. DeMella explained he will follow up with it. The other issue is the fields and data that are now being required by CYFD, some programs will not be able to serve and report that data.

Chair Jackson asked Mr. DeMella to report to the Board when the letter gets signed. Ms. Romero expressed her frustration. She discussed her concern with the new unit billing. Ms. Romero explained she serves 10 units because they need it and doesn't include some services or hours. She used to bill by the hour now that has changed.

Chair Jackson states he wants Ms. Romero's invoice to be paid and keep it routine so there are no further issues. Mr. Lovato discussed the previous idea of creating a matrix. Judge Sommer explained to Ms. Romero that she will run out of the allowed budget quickly if she doesn't manage the services correctly or break it down. It was decided that Mr. Lovato, Mr. DeMella and Ms. Romero will meet to discuss and try to resolve the issues.

Chair Jackson would appreciate resolving the delay, every meeting there is discussion of delay in payment to a program.

B.) Approve Financial Report

MOTION: This item could not be approved due to a lack of quorum.

7. PRESENTATIONS:

There was not any presentations scheduled.

8. MATTERS FROM THE BOARD

- **Program Committee-Re Engage Specialist**

Mr. Lovato reported the program committee met to discuss the Re Engage matter. The amount agreed upon was \$18,000 for Communities in Schools (CIS) and \$30,000 for Re Engage. Somewhere along the process the amounts were switched and submitted incorrectly. Mr. Lovato states the program cannot run on \$18,000. He met with Dr. Boyd who stated the SFPS could match \$5,000, however a week later he resigned from his position.

Mr. Lovato explained CIS won't do it for \$18,000 if there is any way to increase the amount they may consider it. If not, they will have to scour and look for another agent. Another option would be to wait until half way through the next year then present it to JJAC and request more funds.

Ms. Gonzales explained that Restorative Justice cannot comply with the data requests and are out. Perhaps their amount can be applied to the program.

A brief discussion was held about the options, it was decided to discuss at the next meeting.

- **Retreat for FY 16/17**

A discussion was held about the provider meeting with the Children and Youth Commission on August 29th or 30th. Ms. Pathak recalled that it was decided two members would attend the morning session.

A discussion was held about selecting a date for the retreat for September and possibly a weekend since the weeks seem to be full for the Board. Mr. DeMella will email dates to the Board and it can be decided by all.

A brief discussion was held about holding an Executive Session during the retreat. It was decided Mr. DeMella will contact the City Clerk and the City Attorney to clarify.

- **Update on upcoming programs**

Mr. DeMella announced the Dining Hub will open on August 29th at Zona del Sol, it must be approved by City Council.

A discussion was held about the tutoring program at the Teen Resource Center at the Monica Roybal Center. A discussion was held about the hours of operation and the youth that will get serviced and the absence in school. This matter will be discussed further at the next meeting.

9. MATTERS FROM THE PUBLIC

There were no matters from members of the public.

10. NEXT MEETING AUGUST 18, 2016

11. ADJOURN

There being no further business to come before the Santa Fe Regional Juvenile Justice Board, the meeting was adjourned at 6:07 p.m.

SIGNATURES



Sam Jackson, Chair



Linda Vigil, Stenographer

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

PROGRAM INVOICE

INVOICE NUMBER: 12

I.

CONTRACTOR NAME:

REMIT TO ADDRESS:

Street/PO Box
City, State, Zip

AGREEMENT NUMBER:

TERM OF AGREEMENT:

VENDOR NUMBER:

PURCHASE ORDER #

II.

BILLING PERIOD:

TOTAL GRANT AMOUNT:

PREVIOUS BALANCE:

AMOUNT OF THIS BILLING:

GRANT BALANCE:

MATCH CONTRIBUTION THIS BILLING:

Oscar Rodriguez
SUB-GRANTEE SIGNATURE

for Oscar Rodriguez, Finance Director
PRINT NAME AND TITLE

City of Santa Fe

PO Box 909

Santa Fe, NM 87504

16-18436

July 1, 2015 - June 30, 2016

54360

49759

June 2016

\$183,351.00

\$85,314.72

\$65,309.03

\$20,005.69

\$76,673.51

07/14/16

INVOICE DATE

955-6536

TELEPHONE

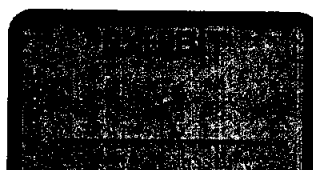
I /WE CERTIFY THAT THE INFORMATION IN THIS INVOICE IS TRUE AND CORRECT, THAT THE SERVICES PERFORMED ARE IN ACCORDANCE WITH THE SCOPE OF WORK IN THE ABOVE REFERENCED CONTRACT AND SERVICES RENDERED HAVE NOT BEEN PREVIOUSLY APPROVED.

PROGRAM MANAGER

DATE

PRINT NAME

Revised 7/2015



CHILDREN YOUTH AND FAMILIES EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe
 CONTRACT/GRANT PERIOD: 15-18436
 BILLING FOR PERIOD OF: June 2016

Check which applies:
 PROGRAM EXPENDITURE REPORT (X)
 MATCH EXPENDITURE REPORT ()

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 REQUESTED 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	\$8,820.00	\$49,342.00	\$1,884.00
Travel	\$0.00			\$0.00
Gender Specific- Contractual	\$8,000.00	\$8,000.00		\$0.00
				\$0.00
Day Reporting- Personnel	\$23,925.00	\$23,925.00		\$0.00
Benefits	\$8,613.00	\$6,685.38		\$1,927.62
Contractual	\$6,699.00	\$1,927.62		\$4,771.38
Strengthening Families- Personnel	\$1,808.29			\$1,808.29
Benefits	\$0.00			\$0.00
Contractual	\$4,048.28	\$3,148.31	\$899.97	\$0.00
Supplies	\$1,966.43	\$1,533.19	\$433.24	\$0.00
Communities in Schools- Personnel	\$38,754.00	\$8,454.66	\$31,461.54	-\$1,162.20
Benefits	\$4,744.00	\$834.87	\$2,749.93	\$1,159.20
Restorative Justice- Contractual	\$23,925.00	\$1,980.00	\$12,628.00	\$9,317.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$183,351.00	\$65,309.03	\$98,036.28	\$20,005.69

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

Oscar Rodriguez
 AUTHORIZED SIGNATURE
 Oscar Rodriguez, Finance Director
 Printed Name and Title

07/14/16

DATE

CHILDREN, YOUTH AND FAMILIES EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:
PROGRAM EXPENDITURE REPORT ☐

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

MATCH EXPENDITURE REPORT ☒

BILLING FOR PERIOD OF: June 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 BEGINNING 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
Juvenile Justice Planner	\$68,344.80	\$0.00	\$17,677.04	\$50,667.76
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	\$50,667.76	\$76,673.51	\$0.00	-\$26,005.75
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$124,007.76	\$76,673.51	\$22,672.24	\$24,662.01

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


AUTHORIZED SIGNATURE

07/14/16

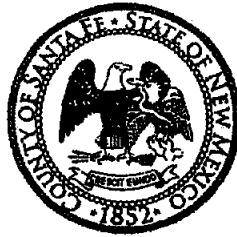
DATE

for Oscar Rodriguez, Finance Director
Printed Name and Title

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

INVOICE

To : City of Santa Fe
Community Services Department
Attn: **Richard DeMella**
PO Box 909
Santa Fe, NM 87504-0909

From : Santa Fe County
Public Safety Department/Youth Development Program
Attn: **Aaron M. Garcia**
PO Box 276
Santa Fe, NM 87504-027

Contact : Aaron M. Garcia
(505) 424-5620

Fiscal Year: 2016

Payment Requested this Invoice: \$32,538.00

Payment For: Salaries and Benefits of staff working the Day Reporting Program at the Santa Fe County Youth Development Facility (Please see attached documentation).

In Kind: In Kind contribution from Santa Fe County towards Salaries and Benefits of staff working in the Day Reporting Program. Program start date: August 31, 2015. Total In Kind contribution: \$76,673.51

27,738-44+ page 1
34,112-55+ page 2
13,560-89+ page 3

Local Match

75.415-92*+

75.415.92+	Local Match
2.281.65+	Local Match
77.697.57*+	Total Local Match

LOCAL MATCH
REQUEST AMOUNT

~~\$76,673.~~ 51

[illegible]

June Expenses
only \$2,538
will be billed
to June 20th.
Remainder will
be applied to
local match. pg. 4

Total Available for Invoicing	32,538.00
Total Remaining for Invoicing	

Santa Fe County Corrections Department

YDP Juvenile Day Reporting

Period: January 15, 2016 - February 26, 2016

Pay Date	Employee	Salary	Benefits FICA, PERA RHC, INS	Payroll Totals
02/26/16	Kenneth Roybal	1,567.13	768.86	2,335.99
02/26/16	Nicole Deaderick	1,873.75	757.11	2,630.86
02/26/16	Aaron Garcia	484.80	218.23	703.03
02/26/16	Rejeana Mascarenas	588.00	455.68	1,043.68
02/12/16	Kenneth Roybal	1,884.30	796.22	2,680.52
02/12/16	Nicole Deaderick	1,873.75	757.11	2,630.86
02/12/16	Aaron Garcia	484.80	218.23	703.03
02/12/16	Rejeana Mascarenas	588.00	457.42	1,045.42
01/29/16	Kenneth Roybal	1,840.53	784.04	2,624.57
01/29/16	Nicole Deaderick	1,334.14	757.11	2,091.25
01/29/16	Aaron Garcia	484.80	218.88	703.68
01/29/16	Rejeana Mascarenas	588.00	457.42	1,045.42
01/15/16	Kenneth Roybal	1,972.16	802.94	2,775.10
01/15/16	Nicole Deaderick	1,837.24	746.07	2,583.31
01/15/16	Aaron Garcia	480.00	216.14	696.14
01/15/16	Rejeana Mascarenas	588.00	457.42	1,045.42
	Less In Kind			(15,846.54)
Totals This Invoice		18,469.40	8,868.88	11,491.74
Previously Invoiced Total		14,360.88	6,685.38	21,046.26
Total Invoiced for FY-2016		32,830.28	15,554.26	32,538.00

June billing

Match
for
Grant

Local Match

Total Available for Invoicing	32,538.00
Total Remaining for Invoicing	11,491.74
Total Estimate	11,491.74

39

Santa Fe County Corrections Department YDP Juvenile Day Reporting Period: November 6, 2015 - December 31, 2015					
Pay Date	Employee	Salary	Benefits FICA, PERA RHC, INS	Payroll Totals	
12/31/15	Kenneth Roybal	1,916.36	457.86	2,374.22	2,374.22 +
12/31/15	Nicole Deaderick	1,837.01	556.89	2,393.90	2,393.90 +
12/31/15	Aaron Garcia	480.00	147.31	627.31	627.31 +
12/31/15	Rejeana Mascarenas	588.00	178.67	766.67	766.67 +
12/18/15	Kenneth Roybal	1,865.36	768.28	2,633.64	2,633.64 +
12/18/15	Nicole Deaderick	1,837.01	730.81	2,567.82	2,567.82 +
12/18/15	Aaron Garcia	480.00	212.09	692.09	692.09 +
12/18/15	Rejeana Mascarenas	588.00	436.07	1,024.07	1,024.07 +
12/04/15	Kenneth Roybal	1,916.36	760.24	2,676.60	2,676.60 +
12/04/15	Nicole Deaderick	1,837.01	730.81	2,567.82	2,567.82 +
12/04/15	Aaron Garcia	480.00	214.67	694.67	694.67 +
12/04/15	Rejeana Mascarenas	588.00	436.06	1,024.06	1,024.06 +
11/20/16	Kenneth Roybal	2,041.84	771.54	2,813.38	2,813.38 +
11/20/16	Nicole Deaderick	1,837.01	730.81	2,567.82	2,567.82 +
11/20/16	Aaron Garcia	480.00	208.87	688.87	688.87 +
11/20/16	Rejeana Mascarenas	588.00	436.06	1,024.06	1,024.06 +
11/06/16	Aaron Garcia	480.00	208.87	688.87	688.87 +
11/06/16	Kenneth Roybal	1,922.17	772.63	2,694.80	2,694.80 +
11/06/16	Nicole Deaderick	1,837.01	730.81	2,567.82	2,567.82 +
11/06/16	Rejeana Mascarenas	588.00	436.06	1,024.06	1,024.06 +
Less In Kind					
Totals This Invoice					33,088.49
Previously Invoiced Total					
Total Invoiced for FY-2015					33,088.49

34,112.55**

Total Available for Invoicing	32,538.00
Total Remaining for Invoicing	
Total Invoiced	

