

SANTA FE REGIONAL JUVENILE JUSTICE BOARD

Thursday June 15th, 2017 5:15P.M.-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 March 16th 2017 and April 20th, 2017 May 18th, 2017
- VI. Financial Report Richard De Mella
 - A. Budget Detailed Budget and Financial FY 16/17
 - B. Approve of Financial Report
- VII Presentations: Voices- SFPS
- VIII Matters from the Board Programs 17/18 update.
- IX Matters from the Public
- X Next Meeting July 20th, 2017
- XI. Adjournment

SF Regional Juvenile Justice Board Index Meeting of June 15, 2017

Cover Sheet		0
Call to Order	The Santa Fe Regional Juvenile Justice Board was called to order at 5:21 p.m. by Sam Jackson, Chair.	1
Roll Call	A quorum was not present.	1
Approval of the Agenda	This item could not be approved due to a lack of quorum.	1
Introductions of Board Members and Guests	Discussion Only	1
Approval of Minutes of March 16, 2017, April 20, 2017 and May 18, 2017	This item could not be approved due to a lack of quorum.	2
Financial Report A. Budget- Detailed Budget & Financial FY 16/17 B. Approve Financial Report	Discussion Only This item could not be approved due to a lack of quorum.	2 2
Presentations: • Voices-SFPS	Rescheduled	2,3
Matters from the Board • Programs 17/18 Update	Discussion Only	3
Matters from the Public	Discussion Only	3
Next Meeting July 20, 2017		2,3
Adjournment	There being no further business to come before the Santa Fe Regional Juvenile Justice Board the meeting adjourned at 5:42 p.m.	3
Signature Page		3

Santa Fe Regional Juvenile Justice Board Meeting Railyard Offices 500 Market Street Santa Fe, NM June 15, 2017 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 5:21 p.m. by Sam Jackson, Chair. A quorum was <u>not</u> present.

2. ROLL CALL

Present

Sam Jackson, Chair Ted Lovato Richard Lindahl Judge Mary Marlowe Sommer

Excused/Not Present

Mark Dickson, Vice Chair Emily Tyson-Jorgenson Jennifer Romero Deacon Anthony Trujillo

Staff Present

Richard DeMella, City Liaison

Others Present

Julia Bergen, Communities in Schools Josh Triebel, ICM Youthworks Linda Vigil, Stenographer

3. APPROVAL OF THE AGENDA

Mr. DeMella stated the presenter was unable to make it tonight, they will reschedule for July.

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

4. INTRODUCTIONS OF MEMBERS AND GUESTS

Introductions were made by those present.

Mr. Triebel introduced himself and stated he is new to Santa Fe and has worked with the Shelter Now program and is now with Youthworks and started ICM last month.

5. APPROVAL OF MINUTES OF March 16, 2017, April 20, 2017 & May 18, 2017

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

6. FINANCIAL REPORT

A. BUDGET - DETAILED BUDGET AND FINANCIAL FY 16/17

Mr. DeMella reviewed the report and stated the money for the three active programs should be spent. He urged the programs to bill if they can.

Mr. DeMella explained there will be a substantial amount given back to CYFD. There are other continuum sites with the same issue.

Chair Jackson stated they will look closer at next year's programs and spending all the money. Mr. DeMella mentioned an idea that the City has to raise the gross receipts tax and deliver that money into the board for programs. He will update when he has more information.

Mr. Lindahl asked what the amount was going back to CYFD. Mr. DeMella stated close to \$20,000.

B. APPROVE THE FINANCIAL REPORT

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

7. PRESENTATIONS:

A. VOICES-SFPS

The presenter was unable to make it. They will reschedule for July.

8. MATTERS FOR THE BOARD A. PROGRAMS 17/18 UPDATE

Mr. DeMella explained the programs for next year will be CIS, ICM and ReEngagement. The amount given was \$130,113. Mr. DeMella will start the RFP process and they will hopefully be reviewed and voted on by the end of summer so that the work can begin August.

Mr. DeMella stated he received some interest from an out of state program for the ICM program. The program subcommittee will have to vote on it. Mr. Lindahl asked about the YAP program and if it worked. Mr. Lovato explained it was a good program but there was limited funding.

A brief discussion was held about the amount of money that usually goes back to CYFD. It has never been this amount, it is usually very small.

9. MATTERS FROM THE PUBLIC

Ms. Bergen reported that school ended and the site coordinators were removed from the schools and filed placed in storage and closed out. She met with each site coordinator to discuss what worked and didn't work.

She stated there was weekly team meetings at the schools to determine the needs of the youth. In September it will mark 5 years they have been running. Ms. Bergen discussed the legislation being written for the City and County youth.

Chair Jackson asked Judge Sommer for an update. She stated the number of case referrals went up in the spring.

Mr. Lindahl mentioned the County is going through with their one cent raise of gross receipt taxes.

Mr. Lindahl asked for an update of paying Ms. Mary Louise Romero the rest of the money that she billed for. Mr. DeMella stated it was taken care of this afternoon.

10. NEXT MEETING JULY 20, 2017

11. ADJOURNMENT

There being no further business to come before the Santa Fe Regional Juvenile Justice Board the meeting adjourned at 5:42 p.m.

SIGNATURES

Sam Jackson, Chair

Linda Vigil, Sterographer

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

PROGRAM INVOICE

•		INTOICE NOMIDER:
CONTRACTOR NAME:		City of Santa Fe
REMIT TO ADDRESS:	Street/PO Box	P.O. Box 909
	City, State, Zip	Santa Fe, NM 87104
AGREEMENT NUMBER:	any, arang, mp	17-19792
TERM OF AGREEMENT:		July 1, 2016 - June 30, 2017
VENDOR NUMBER:		54360
PURCHASE ORDER #		53827
		3302/
BILLING PERIOD:		May 2017
TOTAL GRANT AMOUNT	Гі	\$133,395.00
PREVIOUS BALANCE:		\$75,208.50
AMOUNT OF THIS BILLI	NG:	\$11,208.50
GRANT BALANCE		\$64,000.00
MATCH CONTRIBUTION	THIS BILLING:	\$11,928.56
Man XI-		06/13/17
SUB-GRANTEE SIGNATU	RE	INVOICE DATE
Adam Johnson / Finance	Director	505-955-6536
PRINT NAME AND TITLE		TELEPHONE
I /WE CERTIFY THAT THE IN ACCORDANCE WIT	INFORMATION IN THIS INVOICE IS TR TH THE SCOPE OF WORK IN THE ABOY HAVE NOT BEEN PREVIO	RUE AND CORRECT, THAT THE SERVICES PERFORMED ARE VE REFERENCED CONTRACT AND SERVICES RENDERED DUSLY APPROVED.
PROGRAM MANAGER		DATE
PRINT NAME	and the second s	***************************************
Revised 7/2015		



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CONTRACTOR GRANT NAME City of Sonny Fe	Check which applies
CONTRACT/GRANT PERIOD. 17-19792 Fry 3016 - June 30, 2017	PROGRAM EXPENDITURE REPORT (X)
BILLING FOR PERIOD OF May 2017	MATCH EXPENDITURE REPORT ()

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Account MISSINGHAM	APPROVED BUDGET	CURRENT BULLING	PREVIOUS BILLINGS	<u> </u>
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Client Support	\$6,400,00		\$2,790,00	\$5,610.00
Cleat Intervention	\$13,400,00		\$7,070.00	\$6,336.00
Family intervented	\$7,08G.GO		\$6,030.00	\$1,050.00
Family Support	\$9,080,00		\$7,250,00	\$1,430.00
Case Management	\$9,240,00		\$8,659.00	\$590.00
Final Count Report	\$5 <i>7</i> 75.00		\$2,136.50	\$3,639.50
Attendance to Court	\$2,000.00		\$970.00	\$1,030.00
Communities in Schools nicke	12,000.00	\$240,00	\$1,680,00	\$80.00
Clieм Баррога	425,720.00	\$9,500.00	\$14,260.00	\$1,960.00
Implementation flan	\$2,000,00	\$240.00	\$1,680,00	\$80.00
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Post Conference	\$2,880,00			\$7,880.00
Conference	\$2,160.00			\$2,160.00
ender Specific oices	\$7,206,00		£1,200,00	\$4,000.00
Boys Council	\$5,700.00		\$2,610.00	\$3,090.00
Sveatenal Re-Engagement John	\$3,250.00			\$3,750.00
Cliana Support	\$2,040.00		\$1,760.00	\$780.00
Chest Intervention	\$2,640.00			\$7,040.00
Plan Update	\$2,040,00			\$2,040,00
School Support	F2,040,00	\$1,228.50		\$813.50
Family Биррогі	\$2,040.00			12,040.00
Finally Intervention	\$3,040,00			\$2,040.00
Cose Management	82,040.00			\$2,040,00
tering personal	\$4,050.pc			\$4,050.00
RAND TOTAL - THEST PIGURES MUST ATCH THE ANGUNTS ON THE FRONT BIVOICE FORM	\$133,395.00	\$11,208.50	\$58,186.00	\$64,000.08

BIVOICE FORM	1	420119000	ı
I CEATING THAT THE ABOVE INFORMATION IS TRUE AND CORRECT	T AND THAT PAYMENT HAS H	OT BIEN RECTIVED.	_
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AUTHORIZES SIGNATURE	•	DAY8	
fahrer Software of Donnes Objector			

CHILDREN YOUTH AND FAMILIES EXPENDITURE REPORT CONTRACTOR/GRANT NAME: City of Santa Fe Check which applies: PROGRAM EXPENDITURE REPORT () July 2016 - June 30, 2017 CONTRACT/GRANT PERIOD: MATCH EXPENDITURE REPORT (X) BILLING FOR PERIOD OF: May 2017 Use this form to budget and request reimbursement for expanditures and to report match requirement. **ACCOUNT DESCRIPTION** APPROVED BUDGET CURRENT BILLING PREVIOUS BILLINGS INSTRY YOUR UNITS PRACTLY FROM THE BUDGE: COURT PREVIOUS BULLIONS **BUDGET BALANCE** BUTTE TOUR COMMUNI WITHIN YOUR CONTRACT IN THIS COLUMN AMOUNTS IN THIS COLUMN GULINO IN THIS COLUMN in-Kind 40% Match \$53,358.00 Continuum \$0.00 Intensive Community Monitoring \$3,640.00 -\$3,640.00 Communities in Schools \$9,004.37 -\$9,004.37 Restorative Justice \$0.00 Gender Specific \$0.00 Education Re-Engagement \$0.00 Tutoring \$0.00 Other \$2,924.19 \$30,848.34 -\$33,772.53 Other \$0.00 Olher \$0.00 Other \$0.00 Other \$0.00 Other \$0.00 \$0.00 \$0.00 \$0.00 -\$46,416.90

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Other				
Other				
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$53,358.00	\$11,928.56	\$34,488.34	-
CERTIFY THAT THE ABOVE INFORMATION IS TRUE AI	ND CORRECT AND THAT P	AYMENT HAS NOT BEEN REC	06/13/17	
AUTHORIZED SIGNATURE			DATE	
Printed Name and Title	· · · · · · · · · · · · · · · · · · ·	•		

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Advice No.	Advice Date	Address Number

Payment	1,228.50
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Discount	
Gross	1,228.50
Remark	
-	ACH Payment
Invoice Date	05/19/17 ACH Pay
Invoice Number	51917

1,228.50

231774 05/24/17 00048203

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3002834610

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City of Santa Fe Purchasing Office P.O. Box 909

Santa Fe, NM 87504-0909

www.santafenm.gov

PURCHASE ORDER

Print Date:

Order Number: 16176828 - 000 - OP 2017-02-02

Approval Route:

CSADMIN

Page:

Page 1 of 2

Originator:

RRODARTE

Vendor:

231774

YOUTHWORKS

1000 CORDOVA PLACE 415

SANTA FE NM 87505

Ship

12097

To:

COMMUNITY SERVICES DEPARTMENT

200 LINCOLN AVENUE SANTA FE NM 87504

20190936 - OR

N	C	Description item	Account Qty Ord	U Unit	, –	xtended ost	Request Date	Req# / Type
1	0	Other Consulting	22768.510340	EΑ	£0.00	*****		

The contractor shall provide tutoring assistance in the academic development of the youth involved and improve grades. Children will be

referred to the program by Juvenile Probation and the Children's Court Judge and Santa Fe Public Schools. (see attached contract) **Order Total:**

\$4,050.00

5/22/17:1228.50

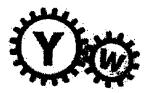
Partial 5/9/7 5/19/17 1,22850

INSTRUCTIONS TO VENDORS: TO PARTIAL PAY TE PURCHASE ORDER IS SUBJECT TO ALL TERMS AND CONDITIONS AS TED ON THE REVERSE SIDE (Page 2) OF THIS DOCUMENT

CITY CERTIFICATION & APPROVAL FOR PAYMENT:

. I, or We, certify that the above articles were received in good condition after due inspection thereof, or the services were rendered as stated; that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been pald. Signed:

Robert Rodarte - Purchasing Officer or Shirley Rodriguez - Sr. Purchasing Agent (Orders greater than \$50,000 are invalid without an original signature)



[YouthWorks!

1000 Cordova Place #415 Santa Fe, NM 87505 Phone (505) 989-1855 Fax (505) 424-3509 Www.santafeyouthworks.org

Invoice Date: May 19, 2017

April Bill

Bill To: City of Santa Fe Attention: Stephan A. Morales PO Box 909 Santa Fe, NM B7505

Payable To: ¡YouthWorks! 1000 Cordova Place #415 Santa Fe, NM 87505

Hours	Tutoring	\$	Total
68.25	Tutoring	\$18/hr	\$1228.50
<u> </u>			
			· · · · · · · · · · · · · · · · · · ·
	Total:		\$1228.50

Payment due upon receipt

Please Make Check Payable To:

¡YouthWorks!

1000 Cordova Place #415 Santa Fe, NM 87505

Thank you



Advice No.	1	48120
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Invoice	03/31/17 04/21/17 04/20/17
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COMMUNITIES IN SCHOOLS OF NEW MEXICO PO BOX 367 SANTA FE NM 87504



City of Santa

Purchasing Office P.O. Box 909

Santa Fe, NM 87504-0909

www.santafenm.gov

PURCHASE ARDER

Order Number: 6172815 - 000 - OP

Print Date: Approval Route: 2016-08-31 **CSADMIN**

Page: Originator: Page 1 of 2 **SRODRIGUEZ**

Vendor:

544447

COMMUNITIES IN SCHOOLS OF NEW

PO BOX 367

SANTA FE NM 87504

Ship

12097

To:

COMMUNITY SERVICES DEPARTMENT

200 LINCOLN AVENUE SANTA FE NM 87504

Account

Unit Price Extended Cost

\$31,720,00

Request Date

Req# / Type

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\$0.00

\$31,720.00 08/31/16

20186397 - OR toring program at Cesar Chavez Elementary School. Referrals will be made by the principal. Child and family

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Order Total:

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RUCTIONS TO VENDORS: EPURCHASE ORDER IS SUBJECT TO ALL TERMS AND CONDITIONS AS STATED ON THE REVERSE SIDE (Page 2) OF THIS DOCUMENT

CITY CERTIFICATION & APPROVAL FOR PAYMENT:

· I, or We, certify that the shove articles were received in good condition after due inspection thereof, or the services were rendered as stated; that they were necessary and proper and that the amounts claimed are just and reasonable and that no part thereof has been paid. Signed:

Robert Rodurte - Purchasing Officer or Shirley Rodriguez - Sr. Purchasing Agent (Orders greater than \$50,000 are invalid without an original signature)



Communities In Schools of NM 300 Catron Street, Ste A PO Box 367 Santa Fe, NM 87504-0367

Invoice

Date	invoice #
3/31/2017	CSFIJ-5

Bill To	No. Add the second of the seco
City of Santa Fe PO Box 909	
Santa Fe, NM 87504-0909	

		P.O. No.	Terms		Project
Manager of the second of the s	* ***	16172815-000-OP	Due on receipt	2016-20	17 JJBoard \$31,72
Quantity	D	escription	Rate	 	Amount
	Billing for January and February 2017 Providing CIS Site Coordinator at Cesar program/case mgint services for students (Includes some activity from September CIS - Intakes (1 per new student) CIS - Implementation Plan (1 per new st CIS - Client Support (hours of support) Costs for Period: Payroll Expenses - \$8,243.93 Supplies - \$294.38 Total Costs - \$8538.31 Billed for period - \$7,000 Match applied for period: \$1,538.31	s and families and November 2016 not previously bille	' i	40.00 40.00 40.00	240.0 240.0 6.520.0
			Total	6	\$7,000.0



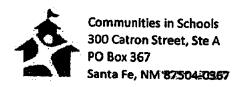
Communities In Schools of NM 300 Catron Street, Ste A PO Box 367 Santa Fe, NM 87504-0367

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Date	Touris M.
Date	invoice #
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City of Santa Fe	
PO Box 909	
Santa Fe, NM 87504-0909]
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		P.O. No.	Terms		Project
		16172815-000-C)P	Due on receipt	1	17 JJBoard \$31,72
Quantity	Description		Rate	'\	Amount
74.5	Billing for March 2017 Providing CIS Site Coordinator at Cesar Chavez El program/case mgmt services for students and famili (Includes some activity from September and Noven CIS - Client Support (hours of support) Costs for Period: Payroll Expenses - \$4,120.82 Supplies - \$0 Total Costs - \$4,120.82 Billed for period - \$2,980.00 Match applied for period: \$1,140.82			40.00	2,980.0
			Jotal		\$2,980.0



INVOICE

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Date	invoice #
3/28/2017	CSFJJ-4Match

Bill To		
City of Santa Fe	 	. 4114
PO Box 909		
Santa Fe, NM 87504-0909		

Purchase Order	Terms
16172815-000-OP	Due on Receipt

Description		Amount
Match costs for Period July 2016 - December 2016		
Payroll costs for Site Coordinator position - \$26,256.82		1
upplies – 367.55		
otal: \$26,624.37		
leimbursements from JI funds through December/January: \$17,62 Ifference that can be applied to match: 9,004.37	20.00 h	
	Pa	A Design of the Control of the Contr
	MAY 11 2	\$0.
	5 111 20	17

Questions regarding this invoice can be addressed to Melanie Garcia, Director of Operations mgarcia@cisnm.org or 505.954.1880

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R07345					Hist Sur Employ	City of Santa Fe Historical Payroll Register Summary per Check Date ployees Sorted by Alpha N	City of Santa Fe Historical Payroll Register Summary per Check Date Employees Sorted by Alpha Name				06/13/17 Page: Date From: Date Thru:	9:28:39 1 01/01/17 12/31/17
Pây Code Description	9 1	Current Hours	Current Dollars	YTD Dollars	YTD Hours	Code	Description	Addi'i Ter Code	Current	YTD	Current Tarable Amotunt	YTD Taxable Amount
Tat ID	D Emp Number 1002699		Employee Name DEMELLA, RICHARD									
1 Regular		76.00	2,054.08	2,054.08	76.00	*** Gross Wages	, Wages		2,162.18	2,162.18		
203 Voting Leave		2.00	54.05	54.05	2,00	FED	FED Income Tax		152.56	152.56	1,900.42	1,900.42
204 Sick Time		2,00	54.05	54.05	200	TED	FED FICA WA		122.74	122.7	1,979.61	1,979.61
3110 Med Prem ES			535.99	535.99		Œ	FED Medicare w/h		28.71	1,82	1,979.61	1,979.61
3230 Dental ES			20.54	20.54		NW I	NM Department of Rev.		45.86	45.86	1,900.42	1,900.42
4031 ER Supp Life			6.48	6.48		Misc.	Misc EE Unemployment			*9.3	2,162.18	2,162.18
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8095 RetireHealth			43.24	43.24		NM L	NM Unemployment				2,162.18	2,162.18
						Misce	Miscellaneous				2,162.18	2,162,18
						2025 EE St	2025 EE Supp AD&D		3.24	3.24		
						2031 EE Supp Life	upp Life		9.74	9.74		
						2050 SPOUSE LIFE	JSE LIFE		18.06	18.06		
						2065 Legal			9.75	9.75		
						2101 TXLife	a		7.75	7.75		
						2190 Med Prem ES	Prem ES	,	164.65	164.65		
						2230 Dental ES	u ES		11.06	11.06		
						2267 Vision ES	S3 1		6.86	6.86		
						7065 PERA M-3	1 M-3		79.19	79.19		
						7095 RetreHealth	Health		21.62	21.62		
						9000 AFSME	3		18,31	18.31		
Current Employee: DEMELLA, RICHARD	EMELLA, RICHAR	9				Chee	Check Date: 05/12/17					
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1 Regular		78.00	2,108.14	4,162.22	154.00	*** Gross	Gross Wages		2,162.19	4,324.37		
203 Voting Leave				54.05	200	HED	FED Income Tax		152.56	305.12	1,900.43	3,800.85
204 Sick Time		200	54.05	108.10	4.00	FED	FED FICA WIT		122.73	245.47	1,979.62	3,959.23
3110 Med Prem ES			535.99	1,071.98		FED	FED Medicare w/h		28.70	57.41	1,979.62	3,959.23
3230 Dental ES			20,54	41.08		Z	NM Department of Rev.		45,86	91.72	1,900.43	3,800.85
4031 ER Supp Life			6.48	12.96		Misc.]	Misc EE Unemployment				2,162.19	4,324.37

R07345					eie MS Woldma	City of Santa Fe Historical Payroll Regiser Summary per Check Date Employees Sorted by Alpha Name	es te Name				06/13/17 Page: Date From: Date Thru:	9:28:39 2 01/01/17 12/31/17
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4999 FIRE1 20Limit			80.00	160.00		FED FICA (FED FICA Company Coatrib.		122.73	245.47	1,979.62	3,959.23
8065 PERA M-3			444.06	888.12		FED Medica	FED Medicare Co. Contrib.		28.70	57.41	1,979.62	3,959.23
8095 RetireHealth			43.24	86.48		NM Unemployment	loyment				2,162.19	4,324.37
						Miscellaneous	. \$11				2,162.19	4,324.37
						2025 EE Supp AD&D	CTPX		3.24	6.48		
						2031 EE Supp Life	.0		9.74	19.48		
						2050 SPOUSE LIFE	æ		18.06	36.15		
						2065 Legal			9.75	61		
						2101 TXLife			7.75	15.50		
						2190 Med Prem ES	iga.		164.65	329.30		
						2230 Dental ES			11.06	2		
						2267 Vision ES			6.86	13,71		
						7065 PERA M-3			79.19	158.38		
						7095 RetireHealth			21.62	43.24		
						9000 AFSME			18.31	36.62		
Carrent Employee: DEMELLA, RICHARD	ELLA, RICHARD					Check Date:	: 05/26/17					
*** Total Pay/Hours	Gross: Taxbi:	00.08	2,162.19	4,324.37 3,800.85	160.00	*** Total En *** Total En *** Nei Pay	*** Total Employee Deductions *** Total Employer Deductions *** Net Pay		700.08 151.43 1,462.11	1,400.18 302.88 2,924.19		
							5095	Taken 4.00	Available 4.00	Accrued		