



Agenda 6/13/18 TIME 8:00z  
BY Richard DeMella  
BY [Signature]

**SANTA FE REGIONAL JUVENILE JUSTICE BOARD**

**Thursday June 21st, 2018  
5:15 to 6:15 pm  
Rail Yard Offices  
500 Market Street Station Suite 200**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Introductions of Board Members and Guests
- V. Approval of minutes April 19<sup>th</sup> 2018
- VI. Financial Report – Richard De Mella
  - A. Budget – Detailed Budget and Financial FY 17/18
  - B. Approve of Financial Report
- VII. Presentations:
  - RFP 18/39/P
  - Update
  - Contracts: ICM, CIS and Re-engagement
  - Update
  - Multimedia approach for Board
  - Provider's Q and A
- VIII. Matters from the Board
- IX. Matters from the Public
- X. Next Meeting August 16th, 2018
- XI. Adjournment

**SF Regional Juvenile Justice Board  
Index  
Meeting of June 21, 2018**

Item	Description	Page
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.	
Roll Call	A quorum was established with roll call.	
Approval of the Agenda	Mr. Lindahl moved to approve the agenda with a second from Mr. Lovato which passed by voice vote.	
Introductions of Board Members and Guests		
Approval of Minutes of April 19, 2018	Ms. Romero moved to approve the minutes as presented with a second from Mr. Lindahl which passed by voice vote.	
Financial Report A. Budget- Detailed Budget & Financial FY 17/18 B. Approve Financial Report	Mr. Lindahl moved to approve the financial report as presented with a second from Mr. Lovato which passed by voice vote.	
Presentations: RFP 18/39 P Update Contracts: ICM, CIS and Re-engagement Update Multimedia approach for Board Provider's Q and A	Discussion Only	
Matters from the Board	Discussion Only	
Matters from the Public	Discussion Only	
Next Meeting August 16, 2018		
Adjournment	There being no further business to come before the Santa Fe Regional Juvenile Justice Board, the meeting was adjourned at 6:11 p.m.	
Signature Page		

**Santa Fe Regional Juvenile Justice Board Meeting**  
**Railyard Offices 500 Market Street Santa Fe, NM**  
**June 21, 2018**  
**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 with roll call.

**2. ROLL CALL**

**Present**

Sam Jackson, Chair  
Richard Lindahl  
Ted Lovato  
Jennifer Romero  
Councilor Roman Abeyta

**Excused/Not Present**

Deacon Anthony Trujillo  
Judge Mary Marlowe Sommer  
Mark Dickson

**Staff Present**

Richard DeMella, City Liaison

**Others Present**

Heather Vigil Clarke, Youthworks  
Linda Vigil, Stenographer

**3. APPROVAL OF THE AGENDA**

**MOTION:** Mr. Lindahl moved to approve the agenda with a second from Mr. Lovato which passed by voice vote.

**4. INTRODUCTION OF BOARD MEMBERS AND GUESTS**

Introductions were made by those present.

**5. APPROVAL OF MINUTES FROM April 19, 2018**

Councilor Abeyta requested the terms of the members. He will follow up with the City Clerk.

**MOTION:** Ms. Romero moved to approve the minutes as presented with a second from Mr. Lindahl which passed by voice vote.

## **6. FINANCIAL REPORT**

### **A. Budget- Detailed Budget and Financial FY 17/18**

Mr. DeMella reported the invoices as of May. (See Exhibit A) Mr. DeMella stated CIS has used all the funds and spent down the amount so there will not be a balance left in that program. They made a total of 11 billings.

Mr. DeMella reported ICM made a total of 16 billings. There will be an amount of \$786 going back in for the youth member and travel.

Mr. DeMella states he is staff for the Mayor's Youth Advisory Board, there is a good candidate that would be perfect for this board. He has issues with transportation and is trying to get his GED. Youthworks has a service that may assist him as well.

Mr. DeMella also asked Ms. Romero and Mr. Lovato if they had a youth they would like to recommend to send him some information.

Mr. Lindahl asked if the amounts that have a balance can be spent down. Mr. DeMella stated they should because they still need to bill for June.

Ms. Vigil Clarke states the re-engagement program is spent down they are getting it ready to submit. ICM should be spent as well.

Mr. DeMella was thankful there were no issues this year.

Mr. Lovato asked if they will be getting the same amount as last year. Mr. DeMella states ICM got a tiny bit more. Ms. Vigil Clarke states they may need a BAR if there is a change in intake. Mr. DeMella explained they will do a BAR 90 days into the program.

### **B. Approve of Financial Report**

**MOTION:** Mr. Lindahl moved to approve the financial report as presented with a second from Mr. Lovato which passed by voice vote.

## **7. PRESENTATION:**

### **A. RFP 18/29/P**

Mr. DeMella discussed the continuum conference call where they discussed the option to move the RFP date to August instead of October he will keep the board updated.

## **B. Update Contracts: ICM, CIS and Re-engagement**

Mr. DeMella explained all contracts have been signed he is waiting for a PO once he receives it will send it to the providers. The grant itself was received and he delivered it to the state and waiting for their signatures.

## **C: Update: Multimedia approach for Board**

Mr. DeMella asked if the Board would like to start thinking of ways to promote the board.

Chair Jackson is not in favor of it. He discussed the idea of getting donations. He once asked his vintage car club for a donation and they gather up \$500 that was given to CIS. Perhaps speaking to local groups and clubs is worthwhile. Mr. Lindahl mentioned the rotary club.

Chair Jackson discussed how frustrating going through the channels of government is. It may be best to get donations, perhaps CIS and Youthworks can do the same.

Mr. Lovato suggested the board have a discussion about sponsoring the youth or a family and to identify families in need to support through donations. That could be a way to get the information out.

Mr. Lovato discussed a situation where an impoverished family was given a food box. The mother is ill with cancer and still has to work.

Mr. Jackson discussed the summer program was a good way to feed some youth.

Mr. Lovato stated the summer recreation program is very important the public doesn't realize. Many qualify for free or reduced registration. There are families that benefit from assistance even the undocumented.

Ms. Romero suggested the board consider becoming a 501 C3 they can solicit donation and not have a fiscal agent.

Mr. Lovato stated it is worth having a more in depth discussion to find a solution.

Ms. Romero stated in the past they have supported groups and set something aside where you don't have to go through the City or County. The schools seem to be an easy way to get support.

Mr. Lindahl explained there are a few boards he sits on that have ideas on elevator speeches if someone wants to know about the Board they have a hand out. It's a way to convey the information of what the board does.

Mr. Lovato agrees that is a way to start. They can they get a card together with the history and what the board does and the services it has. Also they can direct donations to an agency or provider.

Mr. DeMella can work on that.

Mr. Lovato suggested they facilitate an event in the fall and invite providers and donors.

Chair Jackson explained there are plenty of people who are willing to give money they just don't like the bureaucracy.

Mr. Lindahl stated the Rotary Club awards \$1,000 to a program every quarter.

Ms. Vigil Clarke stated Youthworks has a Board of Directors and they gather gift cards for grocery stores or stores. Then when they have a family or youth in need they give them the gift card. It works out well.

Mr. Lindahl this is a good thing to start on when there will be a new Governor and a new JJAC Board.

Chair Jackson stated community outreach should help with the continuum application with the state.

Councilor Abeyta states the Mayor is looking at the approach as a whole there are more boards and this would be one area they will want to highlight.

Mr. Lovato stated he can see departments highlighting areas within Community Services.

Councilor Abeyta stated the boards need to do a better job of letting the public know where their money is going.

Chair Jackson stated churches are another avenue.

Ms. Romero asked about membership, there used to be meetings where there was more ideas and discussion and not it dwindled.

Mr. DeMella stated they are missing the SFPD member, the DA member and the youth member. Mr. DeMella will start recruiting.

Chair Jackson recalls meetings where more community was in attendance and the place as well attended when the meetings were at CYFD.

Chair Jackson states the required list of membership comes from the state. He will find the listen and get with Mr. DeMella.

Mr. Lindahl states the list has both suggested and required membership.

Ms. Romero asked about the judge. Mr. DeMella states she is often times out of the area at the other court, they changed the time because it was convenient for the judge and lawyers.

Mr. Lovato agrees in revitalizing the board.

Ms. Romero asked each member to contact at least two people. Mr. DeMella explained he will just need a resume and a letter of intent. However, he asks that they be committed. There were attendance issues when there was a bigger quorum.

#### **D. Provider's Q & A**

There were no questions for the provider.

### **8. MATTERS FROM THE BOARD**

Mr. DeMella announced Mr. Chris Sanchez has left the City. Mr. Nick Schiavo is the interim Director he would've been here this evening but he couldn't make it.

Mr. Lindahl mentioned he works part time at the legislature, there were subcommittee meetings this week and they talked a lot about the LEAD program. Mr. DeMella asked about a LEAD for youth.

Mr. Lovato stated they looked at it and it wasn't going to be feasible. There are some medically surrounded programs that are available. Ms. Romero states they are going to go statewide soon.

Mr. Lovato explained the numbers for youth isn't as high as for adults. Services are available there with his office. Mr. Lovato discussed the dynamic, there isn't a lot of youth testing dirty once they are in the system. They are fortunate enough to have youth not using when they leave the system.

Ms. Romero discussed the trends, right now there is an increase in alcohol.

Mr. Lovato states they aren't prepared for the legalization of marijuana they aren't prepared for it when it does become legal in New Mexico.

Mr. Lindahl stated there will be joint interim committee in August they will be focusing on juvenile justice. It may be worthwhile to go. Mr. DeMella stated the continuums are all going.

Mr. DeMella discussed the issues for services for rural areas. The City is blessed to have everything centralized.

#### **9. MATTERS FROM THE PUBLIC**

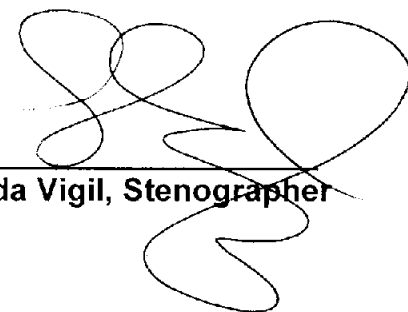
There were no members from the public.

#### **10. NEXT MEETING August 16, 2018**

#### **11. ADJOURNMENT**

There being no further business to come before the Santa Fe Regional Juvenile Justice Board, the meeting was adjourned at 6:11 p.m.

#### **SIGNATURES:**

  
\_\_\_\_\_  
**Sam Jackson, Chair**  
\_\_\_\_\_  
**Linda Vigil, Stenographer**



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

# PROGRAM INVOICE

INVOICE NUMBER: FY18JJAC- 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

P.O. Box 909

Santa Fe, NM 87104

18-14484

July 2017 - June 2018

54360

57372

II.

**BILLING PERIOD:**

May 2018

TOTAL GRANT AMOUNT:

\$130,113.00

PREVIOUS BALANCE:

\$34,805.50

AMOUNT OF THIS BILLING:

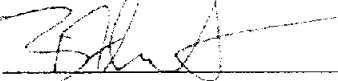
\$22,126.25

GRANT BALANCE:

\$12,679.25

MATCH CONTRIBUTION THIS BILLING:

\$3,047.50

  
SUB-GRANTEE SIGNATURE

06/15/18  
INVOICE DATE

Bradley Fluetsch, Financial Planning and Reporting Officer  
PRINT NAME AND TITLE

505-955-6536  
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 2/2018

*Exhibit A*

## CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:

CONTRACT/GRANT PERIOD: 18-14484 July 2017 - June 2018

PROGRAM EXPENDITURE REPORT ☒ ( X )

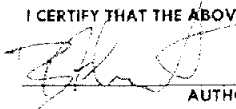
BILLING FOR PERIOD OF: May 2018

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 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
Continuum Travel	\$468.00			\$468.00
Youth Committee	\$300.00			\$300.00
Intensive Community Monitoring Intake	\$3,600.00	\$506.25	\$2,212.50	\$881.25
Client Support	\$35,500.00	\$14,840.00	\$20,660.00	\$0.00
Family Support	\$2,500.00	\$380.00	\$1,570.00	\$550.00
Case Management	\$10,965.00	\$1,760.00	\$6,010.00	\$3,195.00
Final Court Report	\$2,600.00	\$150.00	\$375.00	\$2,075.00
Attendance to Court	\$2,000.00	\$140.00	\$1,110.00	\$750.00
Communities in Schools Intake	\$7,300.00	\$100.00	\$7,100.00	\$100.00
Implementation Plan	\$5,840.00	\$80.00	\$5,680.00	\$80.00
Client Support	\$11,680.00		\$11,680.00	\$0.00
Family Support	\$11,680.00		\$11,680.00	\$0.00
Case Management	\$11,680.00		\$11,680.00	\$0.00
Educational Re-Engagement Client Support	\$7,200.00	\$820.00	\$3,550.00	\$2,830.00
Plan Support	\$800.00		\$800.00	\$0.00
School Support	\$12,040.00	\$2,930.00	\$8,020.00	\$1,090.00
Family Support	\$160.00	\$30.00	\$100.00	\$30.00
Case Management	\$3,800.00	\$390.00	\$3,080.00	\$330.00
<b>GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM</b>	<b>\$130,113.00</b>	<b>\$22,126.25</b>	<b>\$95,307.50</b>	<b>\$12,679.25</b>

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



AUTHORIZED SIGNATURE

06/15/18

DATE

Bradley Fluetsch, Financial Planning and Reporting Officer

Printed Name and Title

## CHILDREN, YOUTH, AND FAMILIES - EXPENDITURE REPORT

CONTRACTOR/GRANT NAME: City of Santa Fe

Check which applies:

CONTRACT/GRANT PERIOD: 18-14484 July 2017 - June 2018

PROGRAM EXPENDITURE REPORT ( )

BILLING FOR PERIOD OF: May 2018

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 <small>TOTAL PREVIOUS BILLINGS LESS CURRENT BILLING</small>	BUDGET BALANCE
In-Kind 40% Match	\$52,046.00			
Continuum				\$0.00
Intensive Community Monitoring				\$0.00
Communities in Schools				\$0.00
Education Re-Engagement				\$0.00
Other		\$3,047.50	\$31,561.41	-\$34,608.91
Other				\$0.00
Other				\$0.00
Other				\$0.00
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Other				\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
GRAND TOTAL - THESE FIGURES MUST MATCH THE AMOUNTS ON THE FRONT INVOICE FORM	\$52,046.00	\$3,047.50	\$31,561.41	-\$34,608.91

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

  
 AUTHORIZED SIGNATURE

06/15/18

DATE

Bradley Fluetsch, Financial Planning and Reporting Officer

Printed Name and Title