



# Agenda

1/9/14 TIME 2:37m  
By Terrie Rodriguez  
[Signature]

## HUMAN SERVICES COMMITTEE MEETING

Wednesday, January 15, 2014

Market Station Offices

500 Market Street, Suite 200

Caboose Conference Room

5:30 p.m. – 6:30 p.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes of September 26, 2013
5. New Business
  - a. Human Services RFP
6. Old Business
  - a. Santa Fe Resource and Opportunity Center (SF ROC) update
  - b. Veteran's Services update
  - c. LEAD Task Force information
7. Matters from the Committee
8. Matters from Staff
9. Matters from the Floor
10. Adjournment

Persons with disabilities in need of accommodations should contact the City Clerk's office at 955-6520 five (5) working days prior to the meeting date.

**INDEX OF**  
**CITY OF SANTA FE**  
**HUMAN SERVICES COMMITTEE MEETING**

**January 15, 2014**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE (S)</u></b>
<b>CALL TO ORDER</b>		<b>1</b>
<b>ROLL CALL</b>	<b>Quorum</b>	<b>1</b>
<b>APPROVAL OF AGENDA</b>	<b>Approved</b>	<b>1</b>
<b>APPROVAL OF MINUTES OF:</b> <b>September 26, 2013</b>	<b>Approved</b>	<b>1</b>
<b>NEW BUSINESS</b>		
<b>a. Human Services RFP</b>	<b>Approved</b>	<b>2-3</b>
<b>OLD BUSINESS</b>		
<b>a. Santa Fe Resource and Opportunity Center (SF ROC) Update</b>	<b>Informational</b>	<b>3</b>
<b>b. Veteran's Services Update</b>	<b>Informational</b>	<b>4</b>
<b>c. LEAD Task Force Information</b>		<b>4-5</b>
<b>MATTERS FROM THE COMMITTEE</b>	<b>None</b>	<b>5</b>
<b>MATTERS FROM STAFF</b>	<b>Informational</b>	<b>5</b>
<b>MATTERS FROM THE FLOOR</b>	<b>None</b>	<b>5</b>
<b>ADJOURNMENT</b>	<b>Adjourned at 6:30 p.m.</b>	

**MINUTES OF THE**  
**CITY OF SANTA FE**  
**HUMAN SERVICES COMMITTEE**  
**MEETING**

**Santa Fe, New Mexico**

**January 15, 2014**

A meeting of the City of Santa Fe Human Services Committee was called to order by Betty Ann Rose, Chair on this date at 5:34 p.m. at Market Station Offices, 500 Market Street, Suite 200, Caboose Conference Room, Santa Fe, New Mexico.

Roll Call indicated the presence of a quorum for conducting official business as follows:

**MEMBERS PRESENT:**

Betty Ann Rose, Chair  
Marizza Montoya-Gansel  
Steve Shepherd  
Dorothy Shepherd

**MEMBER(S) ABSENT:**

Shirlee Davidson, excused  
Kathleen Rowe, excused  
Richard Tavares, excused

**STAFF PRESENT:**

Terrie Rodriguez, Youth and Family Services Division Director

**OTHERS PRESENT**

Jo Ann G. Valdez, Stenographer

**APPROVAL OF AGENDA**

**Mr. Shepherd moved to approve the Agenda as published. Ms. Montoya-Gansel seconded the motion. The motion passed unanimously by voice vote.**

**APPROVAL OF MINUTES: September 26, 2013 Meeting**

**Mr. Shepherd moved to approve the Minutes of the September 26, 2013 meeting as submitted. Ms. Shepherd seconded the motion. The motion passed unanimously by voice vote.**

## **NEW BUSINESS**

### **a. Human Services RFP**

[Copies of the Request for Proposal for FY 2014-2015 and the General Instructions for Community Services Department, Youth and Family Services Division Funding were distributed in the Members' packets. A copy is hereby incorporated to these Minutes as Exhibit "A". This included the proposal schedule. ]

Ms. Rodriguez reviewed the information from Exhibit "A" as follows:

#### **Proposal Schedule:**

- Advertisement of the Request for Proposals will be Friday, February 28, 2014.
- Issuance of the RFP's will be Friday, February 28, 2014 also.
- Technical Assistance Training will be held on Friday, March 14, 2014 at the Market Station Office, 500 Market Place, Suite 200, Santa Fe, NM 87504.

Chair Rose asked if they conduct technical assistance training for both the Children and Youth and Human Services, as a joint training.

Ms. Rodriguez said no, not as a joint training but they could. She noted that the Children and Youth Commission met last night and they are pushing their Request for Proposals one week earlier, so they will be issuing their Request for Proposals on February 21<sup>st</sup>. She mentioned that she recommended that Chris Sanchez of the Children and Youth Commission schedule a pre-Request for Proposal meeting to explain the process.

- The date for the receipt of the proposals will be Monday, March 31, 2014 at 2:00 p.m. The proposals should be turned in at the Purchasing Office on 2651 Siringo Road Bldg, H, Santa Fe.
- Evaluation of the proposals is scheduled for April 1 – April 11, 2014.
- The interviews were scheduled for April 18 – April 19, 2014; however, following discussion, the date was moved to April 25<sup>th</sup> and 26<sup>th</sup>.
- The Recommendation of award to the Finance Committee is scheduled for May 19, 2014.
- The Recommendation of award to City Council is scheduled for May 28, 2014.
- Preparation of the contracts for Fiscal Year 2014-2015 will be done on June 1, 2014. The beginning of the Fiscal Year 2014-2015 is July 1, 2014.

Ms. Rodriguez mentioned that the Children and Youth Commission recently implemented a results-based accountability process where they looked at their projects and asked the entities/organizations if they reached their goal and how they

know they reached this goal. She noted that they hired a consultant to help them with this process. She feels this is a valuable process and would like the Human Services Committee to discuss possibly implementing a results-based accountability process in the future. She suggested that the Committee have a retreat sometime this summer to discuss it further.

Ms. Rodriguez requested the Committee's approval for the Request for Proposals process.

**Mr. Shepherd moved to approve the Request for Proposals and schedule (with the change in the dates). Ms. Montoya-Gansel seconded the motion. The motion passed unanimously by voice vote.**

## **OLD BUSINESS**

### **a. Santa Fe Resource and Opportunity Center (SF ROC) update**

Ms. Rodriguez said the SF ROC has been a collaborative effort and it takes a lot of work to continue to address the issue of homelessness. They have been working on this for over two years now and it has been successful, in terms of the winter Interfaith Community Shelter. Since opening the Shelter, less people have died from exposure to weather.

Ms. Rodriguez explained that some non-profit organizations have been willing to help with the Resource and Opportunity Center in providing meals and service and this summer was the first year that they tried to operate the Center. However, this has changed mainly due to personality conflicts. SF ROC has gone through some operational changes in the management team that was put together to operate the facility. Barbara Goldman has resigned her position as the Executive Director and Sandra Hopkins of the Interfaith Community Shelter Group also left. Nancy McDonald is the new Executive Director of SF ROC and they are still looking to hire somebody to operate the winter Interfaith Community Shelter. They have an interim Director and this individual used to run a homeless shelter in New York.

Ms. Rodriguez said the SF ROC has not had any interruption in their services and continues to offer services two days a week.

Ms. Rodriguez said the Interfaith Community Shelter group used to have churches and people that would bring food in to provide meals at the Center. However, the Environmental Department wanted them to cook in their kitchen, which has to be a certified kitchen. This has created a problem in providing meals at the Center and it could be a problem to get to the level of having a certified kitchen. She said since the last Committee meeting, the Environmental Department has agreed to let them provide meals at the Center.

Ms. Rodriguez attended a meeting last Saturday with the service providers in the community and with representatives of the SF ROC and informed them of the changes that have been made and explained to them that the priority is to meet people's basic needs.

### **b. Veteran's Services update**

Ms. Rodriguez reported that the City received \$150,000 in funding that was dedicated to veteran services. This is the first time that the City received funding specifically for veterans.

Ms. Rodriguez and Alexandra Ladd (who works for the City Affordable Housing Department) and Councilor Calvert met to discuss veteran services in the city. Ms. Rodriguez also met with the Santa Fe Vet Center and the Veteran Health Clinic. She noted that Senator Heinrich led a charge to build a larger and more appropriate center for veterans. The City passed a resolution supporting this, which is called a Community Based Outpatient Center (CBOC). The Veterans' Administration will be opening the CBOC in Las Solares, across the new Wal-Mart.

Ms. Rodriguez mentioned that the Santa Fe Vet Center indicated that they need things that they cannot cover with federal funding, like driving veterans to Albuquerque to get specialty services. She will be talking with the Division of Senior Services about them possibly driving vets (in their vans) to Albuquerque to receive specialty services. The Santa Fe Vet Center also asked for 10 bus passes per month to hand out to people, which could cost about \$100.00 per month.

With regard to housing for veterans, Alexandra Ladd and Councilor Calvert are working on adding veterans to the specialty groups/category who receive consideration for affordable housing. They discussed possibly funding veterans up to \$50,000, which could be utilized in down payment assistance or rent deposits, etc. The funding may also be used to pay for outreach for the homelessness at the SF ROC.

### **c. LEAD Task Force Information**

Ms. Rodriguez gave an update on the LEAD Task Force noting that the Task Force came up with a plan and the Santa Fe Community Foundation conducted a cost-benefit analysis.

She said the LEAD Operations Team has been meeting since October and they developed a Request for Proposal asking for a case manager to do intensive case management. The case manager will coordinate with other non-profit organizations in town to provide the other services to do wrap-around coordinated care. Two applicants submitted proposals: The Life Link and Lovelace.

A recommendation was made on Monday by the Operations Team to award the contract to the Life Link because they are in the community and they have community connections already. The full LEAD Task Force will be meeting tomorrow night. The kick-off for this project will probably be at the end of February. The contract will go to the Finance Committee and City Council for approval before the end of this month.

Ms. Rodriguez said they will also be requesting that the Life Link and the Police Department go through the training piece next month and to solidify the protocols.

She noted that they have \$100,000 for the remainder of this fiscal year, \$200,000 for next fiscal year and they will be talking with the Drug Policy Alliance to see if they can receive additional funding for this.

Ms. Montoya-Gansel asked who would benefit from the LEAD program.

Ms. Rodriguez said the individuals who have been identified by the Police Department as LEAD clients, such as a frequent drug user who deserves a second chance to make a better life for him or herself. She said the Mayor would like to kick off the program before he leaves office.

#### **MATTERS FROM THE COMMITTEE**

There were no matters from the Committee.

#### **MATTERS FROM STAFF**

Ms. Rodriguez noted that she did not include a mid-year report for the Committee because she is lacking quarterly reports from some organizations but she will email the mid-year report to the Committee Members once she receives the quarterly reports.

#### **MATTERS FROM THE FLOOR**

There were no matters from the floor.

#### **ADJOURNMENT**

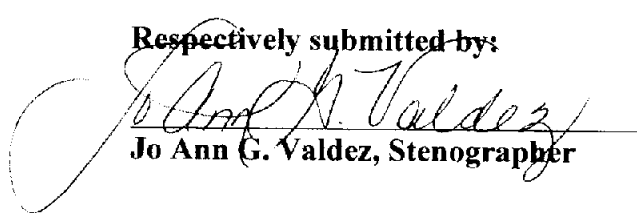
There was consensus of the Committee to start meeting every other month.

Having no further business to discuss, Ms. Shepherd moved to adjourn the meeting, second by Ms. Montoya-Gansel, the meeting adjourned at 6:30 p.m.

Approved by: )

  
Betty Ann Rose, Chair

Respectively submitted by:

  
Jo Ann G. Valdez, Stenographer

## GENERAL INSTRUCTIONS FOR COMMUNITY SERVICES DEPARTMENT, YOUTH AND FAMILY SERVICES DIVISION FUNDING

### Youth and Family Services Division Statement of Purpose

The Youth and Family Services Division of the Community Services Department provides a continuum of services to improve the quality of life of the residents of Santa Fe. This is done by provision of contracts for services, technical assistance, and general community planning activities in the areas of health and human services, children and youth programs, and juvenile services. Grants are provided from the City of Santa Fe General Fund and other federal and state pass-through moneys.

### Human Services Funding

The City of Santa Fe accepts applications for funding of human services agencies as part of the process of preparing the annual City budget recommended by the City Manager to the City Council. The instructions and forms contained within this packet are meant to provide ample opportunity for proponents to present a case for need and support from City resources.

The Human Services Committee will review all proposals submitted to the City of Santa Fe, hold hearings with proponents, and make funding recommendations to the Finance Committee and City Council for approval.

The text of the proposal should be typed on the forms and in the format provided within this packet. The narrative should provide a summary statement that is complete in and of itself. Additional materials such as support letters are not necessary. If a proponent wishes to include supplemental materials, they may be included in an appendix to the proposal.

Proponents who are not currently funded by the City must identify their submission as a New Proponent Request. New programs must have a two-year history of successful operation, or they must be sponsored by such an organization willing to serve as a fiscal agent. The City will fund nonprofit organizations that meet the federal criteria and must have a physical location operating within the City and/or County of Santa Fe serving Santa Fe residents.

Proponents may contact the Youth and Family Services Division, City of Santa Fe, for technical assistance in preparing the proposal.

The following three pages outline the criteria for funding from the Human Services Committee. You may not apply for funding from both the Human Services Committee and the Children and Youth Commission. Funding is intended to pay for direct services rather than administrative costs and agencies are urged to submit applications which reflect this in their budgets. Administrative costs will be considered on a case by case basis.

## HUMAN SERVICES FUNDING

### **Mission Statement**

Human Services funding provides and maintains a "safety net" of services to meet the essential health and human service needs of the citizens of Santa Fe. The City of Santa Fe wishes to ensure that these essential services, which include primary health care, access to basic material goods and services like food and shelter, mental health counseling and related crisis services are available to our residents.

### **Program Priorities for Fiscal Year 2014-2015**

The following general human service categories are seen as the most significant and will thus be given priority for funding:

1. Healthy lifestyles, such as health education, nutrition education, physical fitness and how these components can enhance your current services.
2. Mental health services for individuals, groups or families;
3. Emergency access to food, shelter, and other basic needs;
4. Low cost, comprehensive medical and dental services;
5. Crime and family violence intervention and prevention;
6. Substance abuse treatment and prevention;
7. New or innovative collaborative programs with a documented health and human service need which create new or innovative ways for fund development that promotes sustainability.

### **Criteria for Human Services Funding Consideration**

To qualify for Human Services funding, proponents must satisfy all of the following criteria and identify each criteria in the Proposal Narrative Sections (numbers 1, 2 and 3) of your proposal. This funding is intended to benefit city of Santa Fe residents.

1. Serve a targeted proportion of low income clients in their City-supported programs. Low income is defined as 50% or below of median income, as shown by family size. (Address in Proposal Narrative - Need Statement)