MINUTES OF THE JJAC QUARTERLY MEETING
JULY 16, 2015

This meeting of the Juvenile Justice Advisory Committee was called to order at 9:06 AM by Chair Sharon Stover at the Region IX Educational Cooperative, 237 Service Rd., Ruidoso, NM 88345.

II. Roll Call for Quorum
A quorum was established with the following members present:

<table>
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<tr>
<th>Member's Present</th>
<th>Member(s) Excused</th>
<th>Member(s) Not Attending</th>
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<tbody>
<tr>
<td>Sharon Stover</td>
<td>Erica Padilla</td>
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<td>Judge Angie Schneider</td>
<td>John Richmond</td>
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<td>Judge Freddie Romero</td>
<td>Amy Orlando</td>
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<td>Shelly Currier</td>
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<td>Anthony Ortiz</td>
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<td>Craig Sparks</td>
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<td>Douglas Mitchell</td>
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<td>Sasha Pellerin</td>
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<td>Wilson Quintana</td>
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<td>Helen Cheromiah</td>
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<td>Alma Cortez</td>
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<td>Anna Marie Loughead</td>
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<td>Todd Heisey</td>
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Other's Present
Janet M. Musolf, JJAC Program Manager
Dan Bryant, District Judge
Nita Taylor, Lincoln County Manager
Doug Babcock, Lincoln County Citation Program
Charles Massey, Intensive Community Monitoring Program
Victor Montes, Intensive Community Monitoring Program & The Council
Debbie Anderson, Lincoln County Girls Circle
Ted Allen, Lincoln County Juvenile Justice Board
Javier Amaro, City of Las Cruces Continuum Coordinator
Rachel Benally, McKinley County Continuum Coordinator
Ellen Ben-Naim, Los Alamos County Continuum Coordinator
Lisa Story, Valencia County Finance Director
Danielle Esparzo, City of Raton Continuum Coordinator
Georgianna Hunt, Chaves County Community Development
Lucia Serrano, Chaves County Continuum Coordinator
Diana Lopez, Sandoval County Continuum Coordinator
Louis Pacias, Juvenile Community Corrections Program Manager, CYFD
Rose Gordon, Town of Taos Continuum Coordinator
Kathy Swope, Torrance County Continuum Coordinator
Kirsten Keller, Socorro County Continuum Coordinator
Blanca Padilla, Grant County Continuum Coordinator

III. Welcome and Introductions
Nita Taylor, Lincoln County Manager, welcomed all in attendance.

IV. Approval of Agenda
The agenda was approved unanimously.
V. Approval of March 26, 2015 Minutes
Upon motion by Mr. Mitchell and, seconded by Mrs. Pellerin, the minutes were unanimously accepted.

VI. Presentation from Lincoln County Continuum’s Service Providers

A. Girls Circle
Debbie Anderson, Coordinator

This program was developed for troubled girls. Juvenile females between the ages of 13-18, are referred by JPO. Classes range from 8-12 weeks, but primarily run for 8 weeks. The primary goal of the meetings are for the girls to express their needs. Upon completion of the program, certificates are given to the participants. Success rate is very high with approximately 95% of all girls asking if they can return after completion of the program.

B. Juvenile Citation Program
Doug Babcock, Coordinator

This program began in 2004 and is a program for first time offenders. Upon receipt of referrals from law enforcement, the juvenile and parents are scheduled to meet with the citation worker, generally within a week. Most common crimes committed are shoplifting, drug/alcohol abuse and/or public affray. The juvenile and parent must agree to accept the sentencing as set forth by the citation worker, which may include community service, letters of apology and random urine analysis. The average time-frame juveniles are involved in the program is 60-90 days. Upon successful completion of the program, charges are dismissed.

C. Intensive Community Monitoring
Charles Massey and
Victor Montes, ICM Officers

This program was developed due to the need of closer monitoring of the activities of juveniles on probation. Intensive monitoring of juveniles (both male and female) is handled by the ICM officers. Monitoring involves visits to wherever the child may be: home, school, work, sports activity, etc. Evening hours are typically the time the juveniles are monitored. If drug/alcohol use is a concern of any of the juveniles, a random urine analysis can be given during their visits. ICM officers prepare reports for each juvenile and are then provided to the JPO, detailing the chain of events that occur during the surveillance of the juvenile.

VII. Juvenile Community Corrections
Louis Pachas, JCC Program Manager

A Request for Proposal (RFP) or Grant application will be released in the near future for JCC Program. A decision has not been made as to which one it will be. A committee will be needed to go over recommendations and amounts. What is being looked at is 20 applications or proposals, four tier process and four committees. Each committee will rate applications. Once all information is complete, a report will be generated with recommendations, which will be approved or denied by JJAC. Time line for this is six weeks. Funding requested is for all JCC’s statewide.

Wilson Quintana expressed that he feels that Native American juveniles are not being processed like other juveniles. He states Native Americans are being referred back to the tribe. He sees this as an obstacle and feels it needs to be looked at as the tribe does not have the resources to help the children when referred back to them.

Questions were asked and answered.

Upon a motion by Mr. Ortiz, and seconded by Judge Schneider, the request for JJAC to review the JCC Evaluation Report was approved unanimously.
VIII. Annual Review of the By-Laws

The By-Laws were reviewed and discussed.

Upon a motion by Judge Romero, seconded by Mr. Heisey, the request to accept the By-Laws as written was approved unanimously.

IX. Three Year Comprehensive Juvenile Justice and Delinquency Plan

Janet Musolf, JJAC Program Manager

In order to receive federal funding, a three year plan must be created. There was only sixty days to meet all requirements for strategic plan. The current plan is not written in stone, it is a living document and will be changing. Major components are mandated by OJJDP. Janet stressed that the plan must be data driven.

FY16 allocations to Continuums were reviewed.

Allocated to all programs is $3,287,777, with a breakdown as follows:
- 29.6% Alternatives to Detention
- 17% Administrative Costs
- 21.3% Prevention Activities
- 32.1% Intervention Activities

X. Continuum Update

A. JJAC Unit Update

Janet Musolf, JJAC Program Manager

i. JJAC Unit Staffing:

Janet announced that the new Federal Grants Program Manager will be starting on July 21, 2015. Janet also announced that paperwork has been submitted to CYFD Human Resources for approval to hire an Administrative Assistant. It is expected that this person would start in August.

ii. JJAC Funding

Federal funding priorities are primarily for Alternatives to Detention, DMC, and PREA compliance. New Mexico, as a whole, is not currently in compliance with the PREA requirements. This translates in a five percent reduction for most Department of Justice grants the state receives. CYFD will contract with a PREA Compliance Auditor to evaluate compliance.

Janet discussed the anticipated reversion of monies and what percentage of the FY15 budget is being reverted (14.22%). Things came up that hindered spending and reasons why the reversion occurred were discussed. A formal response will be submitted explaining why almost a half a million dollars is being reverted and why additional monies are being requested.

| Original budget | $3,293,068.00 |
| Expended        | $2,824,736.59 |
| Balance Returned to CYFD | $468,331.41 |
Allocations of state funds, from 2013 through 2017, were reviewed. It was also noted that the Secretary wants accountability for every dollar spent and wants zero reversion of funds.

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<th>Allocation</th>
<th>Actual Expenses</th>
<th>Returned Funds</th>
<th>Balance Remaining</th>
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<tr>
<td></td>
<td>Budgeted</td>
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<tr>
<td>2013</td>
<td>1,547,700</td>
<td>1,216,497</td>
<td>331,203</td>
<td>0</td>
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<tr>
<td>2014</td>
<td>2,690,000</td>
<td>2,012,092</td>
<td>677,908</td>
<td>277,908</td>
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<tr>
<td>2015</td>
<td>2,993,475</td>
<td>2,824,737</td>
<td>468,331</td>
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<tr>
<td>2016*</td>
<td>3,090,000</td>
<td>0</td>
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<td>2017**</td>
<td>2,765,000</td>
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* This allocation contains a $400,000 BAR from SFY14 funds.
** Will increase allocation by funds BAR’d in from SFY14 and SFY15 funds. Currently capped at $400,000.

Suggestions and comments were received and discussed.

iii. Continuum Data

Most continuums are meeting deadlines. Coordinators are doing a great job of meeting deadlines. Due to technical difficulties, data could not be viewed or displayed, so data information will be emailed out to all committees.

iv. Continuum Programmatic Audits

Programmatic audits will now begin since the JJAC Unit will have staff. When setting up audits, each continuum will be notified in advance of the visit and what will be expected. Anticipated timeline is 16 to 18 months to visit all 20 continuums. After initial reviews, visits will be once every 3 years or as needed.

A draft of the Continuum Guidance Manual was distributed to the JJAC and audience. Once the manual is finalized, it will be used as a reference manual and should be a good reference document for all.

No Questions asked.

B. Continuum Coordinator Update

Provided an update on Coordinators meeting. Coordinators all met and are committed to the kids. Purpose of the meeting was to get to know each other. Topics discussed were:

- Team Building
- Community Building
- Communication
- Networking
- Support of each other

Health & Human Services Conference scheduled for August 24-25, 2015. Ted Allen asked that a volunteer from JJAC attend this meeting. Angie Schneider-Cook volunteered to attend this meeting.
XII. Board Sub-Committee Reports

A. Native American Sub-Committee

Wilson Quintana

Discussed changes going on every year and expressed that several representatives are not receiving information. Wilson considers this to be a problem. He states contact needs to be made with the new administration. Wilson expressed a request to have 1-2 JJAC members attend LC meetings.

$40,000 in Title II Formula Grant funds has been set aside, in FFY13 – FFY15, for Native American programs.

B. Youth Sub-Committee

Alma Cortez for John Richmond

A draft of the Youth Involvement Manual was passed around. This manual is a guide to how to reach out to youth. Suggestions are sought from the JJAC and Continuums. Once the draft is finalized, it will be placed in the JJAC agenda for a vote. Alma asked if there were any volunteers to be mentors. It was also stated that they are looking for youth to be on the youth sub-committee.

Comments and suggestions are requested by October 1st.

C. Data and Accountability Sub-Committee

Doug Mitchell

No report.

D. DMC Sub-Committee

Judge Freddie Romero

No report.

E. Grant Sub-Committee

Sasha Pellerin

Discussed the time line for grant applications, from last year to this year.

The sub-committee received four requests for additional funding and/or changes in FY16 grant allocations.

Request 1:

Luna/Hidalgo counties pushed out all their PO's for literacy supplies. There arose issues with two of the vendors. The first vendor could not deliver the goods by 6/30/15 (FY end date), which resulted in the cancellation of the order. The second vendor backordered several items and then held the entire order, again resulting in the cancellation of the order. The Continuums requests the $2,000 reverted from FY15 be added to the FY16 grant agreement with Luna County in order to purchase the items originally approved for FY15.

On a motion by Mrs. Pellerin, and seconded by Ms. Loughead, the request to increase their FY16 grant agreement was unanimously approved.

Request 2:

Rio Arriba is requesting to move funding from their Youth at Risk Program to the Day Reporting program. The Youth at Risk program had two advocates and went down to one. They are requesting to move $34,000 to Day Reporting and split the rest in other programs.
On a motion by Mrs. Pellerin, and seconded by Judge Schneider, to not approve the request passed unanimously.

**Request 3:**

Los Alamos County is requesting $4,900.00 in additional funding for One Circle Training for 25-30 participants. The early bird registration fee is $350.00 per person. The request includes a line item of ten scholarships at $350 each to be paid by JJAC funds.

Comments from committee members included: funding needs to be more systematic across the state; gaps need to be identified and then go from there; suggestion for training for gender specific individuals; scholarships go to Continuums where they have programs.

The Board suggested that the $3,500, requested to pay for up to ten scholarships for the One Circle Training, be available with priority to rural and frontier communities.

A motion by Mr. Sparks, and seconded by Mr. Mitchell, to approve the scholarships with the given priority, was put to a vote. Eleven members approved, with one opposed.

**Request 4:**

Sandoval County requested $10,000 for training mediators for their Victim Offender Mediation program.

On a motion by Mrs. Pellerin, and seconded by Mr. Mitchell, to deny the request passed unanimously.

F. Executive Sub-Committee

Sharon Stover

i. Samantha Wicking, from OJJDP, telephoned Sharon regarding the New Mexico State Advisory Group. OJJDP wanted to talk to each state’s SAG to discuss any issues we may be having and offer technical assistance.

ii. Met with Speaker Tripp on May 29th and spoke about all the good things JJAC and the Continuums are doing. Discussed whether we need additional funding and whether we should speak to the Legislative Finance Committee. We will not go before the LFC until we have the expenses and reversions firmed up.

iii. We had a meeting with CYFD Cabinet Secretary Jacobson of July 7th. Tony, Angie, Janet and Tamera were also in attendance. We discussed many issues. Accountability, direct services to youth, and the need to evaluate training needs statewide were emphasized.

iv. Janet reported that she has begun work on the JJAC Annual Report to the Governor. Will have at least a good draft by the end of August.

v. Upcoming meetings and requests:
   - LFC is scheduled for the end of October.
   - CCJ meeting was scheduled for today, same as our JJAC meeting. We requested to speak at their fall meeting.
   - Chief Justice Barbara Vigil will be speaking at the October JJAC meeting.
XIII. Public Comment
None was offered

XIV. Adjournment

Having completed the agenda and with no further business to come before the Committee, Chair Stover declared the meeting adjourned at 2:30 PM.

The next meeting will be held October 22, 2015 in Los Alamos, NM

Minutes Approved by the JJAC Committee on: October 22, 2015

Sharon Stover, Chair