

**MINUTES OF THE NEW MEXICO JJAC QUARTERLY MEETING
October 20, 2016**

The meeting of the Juvenile Justice Advisory Committee was called to order at 9:00 AM by Sharon Stover, Chair, at the Socorro County Teen Center, 202 McCutcheon, Socorro, NM 87801.

I. Call to Order at 9:00 AM – Sharon Stover, Chair

Welcome and New Board Member Introductions

Sharon Stover, Board Chair, welcomed all in attendance. Introduction of new board member, Dolores Connor.

II. Roll Call for Quorum – Dorothy Mendonca, JJAC Program Manager

A quorum was established with the following thirteen members present:

Members Present

Sharon Stover, Chair
Honorable Angie Schneider
Craig Sparks
Douglas Mitchell
Alma Cortez
Shelly Currier
Sasha Pellerin
Roshanna Toyo
Annelies Cortez
Tina Harris
Dolores Connor
Helen Cheromiah
Honorable Freddie Romero

Member(s) Excused

Anthony Ortiz

Guests in Attendance

Don Tripp, Speaker of NM House of Representatives
Honorable Alan Kirk, Los Alamos Municipal Court Judge
Javier Amaro, Coordinator, City of Las Cruces
Holly Chavez, Coordinator, Valencia County Continuum
Ruben Barreras, Co-Chair, Valencia County Continuum Board
Nancy Sanchez, Grants Management Director, Valencia County
Father Robert Mundy, Chair, Valencia County Continuum Board
Diana Lopez, Coordinator, Sandoval County Continuum Board
Diane Irwin, Director of Juvenile Justice, Sandoval County
Amerhyst Aguirre, Juvenile Citation Program, City of Las Cruces
Daniel Sanchez, Juvenile Citation Program, City of Las Cruces
Grace Telles, Juvenile Citation Program, City of Las Cruces
Stephanie Giron, Intake Specialist, City of Las Cruces
Jessica Trejo, Intake Specialist, City of Las Cruces
Miguel Terrazas, Community Education, City of Las Cruces
Eliana Santillan, Director of Education, City of Las Cruces
Miguel Medina, Intern, City of Las Cruces
Tom Moaz, Board Member, Valencia County Continuum
Tereisa Moaz, Board Member, Valencia County Continuum
Kristin Keller, Coordinator, City of Socorro Continuum

Staff in Attendance

Janet M. Musolf, JJS Special Program Manager, CYFD
Dorothy Mendonca, JJAC Program Manager/Juvenile Justice Specialist, CYFD
Steve Shaw, Compliance Monitor

III. Welcome and Introductions

The Honorable Don Tripp, Speaker of the NM House of Representatives welcomed all in attendance. He noted that the meeting was being held in the Socorro County Teen Center, which was "his old high school" and that Socorro was pleased that they had been able to rehab the facility for further use to the youth of the community. He also mentioned that the Mayor would have liked to be present to welcome JJAC but that he was pleased to do this on his behalf. Speaker Tripp thanked JJAC for coming to Socorro and for what they do for Socorro and all the other communities in New Mexico.

Ms. Sharon Stover, Board Chair, commented on how Speaker Tripp had been very supportive of the continuums and thanked him for being a champion of the work they do and being on a continuum board himself, in addition to all of his other responsibilities.

IV. Presentation and Tour of Socorro Teen Center

Presentation by Erica Baxter of the Socorro Teen Center.

V. Public Comment

None.

VI. Approval of Agenda

A motion was made by Mr. Doug Mitchell and seconded by Ms. Alma Cortez, to approve the agenda for the October 20, 2016 meeting. The agenda was unanimously accepted by show of hands.

VII. Approval of July 20, 2016 Minutes

A motion was made by Judge Freddie Romero and seconded by Mr. Douglas Mitchell, to approve the minutes from the July 21, 2016 meeting. The minutes were unanimously approved.

VIII. Updates – Written reports and presenters will stand for questions

a. JJAC Unit Update

i. Continuum Data

Ms. Janet Musolf explained the report given to board members, shows expenditures to date for continuums for the first quarter. She also stated that there is usually data included in this report, however the data has not been updated due to some difficulties with the continuum reports. The JJAC unit is working with coordinators to get the data reports correct. She noted that many in attendance were aware that there had been a move to data collection excel spreadsheets for the current fiscal year and everything is expected to be up and running by the next meeting.

Ms. Musolf also stated that one of the requirements of the grant agreements is that invoices cannot be paid until all required documents, which include data, have been received by the JJAC Unit. Therefore, some of the continuums have not received

payment for their submitted invoices because they are still working on their data. That is why some of the continuums have no information available for the invoicing section.

In addition, Ms. Musolf noted that many of the programs did not get started until the beginning of the school year, September. Usually their first quarter is low in reimbursement; the information provided is what has been paid out as of the current date for this quarter.

Ms. Musolf called attention to another report detailing that continuums have expended \$93,781.48 in grant funds and the first quarter match credit was \$99,668.50. A little over three percent in grant funds has been expended and an eight percent matched credited. Match is outpacing expenses, which is very good.

Some discussion ensued regarding the lack of data reporting and the frequency of billing. Ms. Musolf explained that the grant agreements state monthly invoices are to be submitted no later than the 15th of each month, along with a data report. There is a ten day grace period with allowances for extension with contact to the JJAC Unit. Ms. Musolf stated that because of the issues with the new data reporting system during this first quarter that they are helping everyone work through the invoicing and data reporting. Mr. Mitchell asked if historically is this how invoicing and data reporting is done by the continuum sites, and this was confirmed by Ms. Musolf.

ii. Title II Funding

a. Board Member Expense Report

This report is for board expenses through September 30th. Board expenses were \$3,382.83, leaving a current balance for FFY15 of \$12,184.20. Funding for FFY16 has been received adding \$20,000.00, for a current available balance of \$32,184.20.

b. SFY16 Reasons for Reversion

Ms. Musolf presented this report. She noted that a Board member had previously asked that the continuums be queried about the reasons for their reversions and if this had anything to do with having employees in place in a timely manner. The report details the reasons for reversion and shows an overall decrease in reversions from SFY15 to SFY16.

Mr. Mitchell commented that apparently there were no programs that did not revert funds, which would strengthen the argument that these should not have been funded one hundred percent at the beginning of their contract.

Ms. Musolf noted that many of these reverted less than \$1,000.00. Mr. Mitchell responded that this is a problem every year and limits the ability to request more funding from the legislature. He suggested, as he has done for the past two years that there needs to be a different approach to the funding so continuums are funded at the level they need without penalizing the collectivity of the group, because we are unable to increase funding.

Ms. Musolf stated that expenditures are being watched closely for SFY17

and that most of the programs had been allocated at their SFY15 funding levels in order to try to reduce those reversions. She also commented that the JJAC Unit welcomed suggestions for working toward a solution.

Judge Alan Kirk questioned amendment process and reallocation of funds to continuum sites that are spending down their funds for additional funding opportunities.

Ms. Stover suggested that perhaps the Grant Sub-Committee could be part of funding discussion, and asked for further comments.

Ms. Sasha Pellerin noted that part of the problem was writing the contracts to fit the timelines and offered to look at ways to adjust the calendars as the Grant Sub-Committee, but questioned how to do that with the State timeline for processing? She also commented that two rounds of funding would be a good idea, but did not know how to schedule that on their calendar.

Mr. Mitchell spoke to the issue, with all of the funding request requirements, and not receiving the total amounts requested to begin with, that perhaps there was some process for filling up local requests if there is reversion money so it does not become a true reversion, perhaps a pool for the site that could be re-allocated to fill those grant requests.

Ms. Pellerin queried having a section on the grant application for holding a percentage of the requested amount and if the continuum is on track with spending in six to nine months, they would be allocated those additional funds.

Ms. Musolf stated that if this would entail adding additional funds to their grant agreement, it would have to go through the full amendment process and this is what we are trying to avoid. She then reviewed the contract process in detail. The question was raised as to how long this process takes and Ms. Musolf stated it took four to eight weeks.

Discussion on review of agreements after six months to review if continuums are on track for spending and for the possibility of reallocating. Ms. Musolf indicated that data and invoices are not due until the middle of January. It would be February before reallocations can be made which includes the long process of an amendment to the contract.

Mr. Mitchell asked about the possibility of multi-year contracts to eliminate going through the long process every year and Ms. Musolf stated that if multi-year contracts were done it has to be an RFP process and that at the present time the continuum agreements are exempt from RFP because the agreements are made through local government for a twelve-month period. She did say that they were still investigating how to move things around and shorten the process, i.e., what they can and cannot do.

Comments were made that because of this situation that perhaps further exploration of better practices would be appropriate because the current system does not seem effective.

A question was raised by Ms. Dolores Connor regarding the reversion dollars. Ms. Musolf explained that there is no access to that money until after the audit is completed and then a Budget Adjust Request (BAR) is done. Per state statute, JJAC is currently allowed to BAR \$400,000.00 and \$200,000.00 is allowed for Juvenile Community Corrections.

Discussion followed involving the entire process being exempt from procurement and not having to go through the RFP and sending everything to DFA, which entails another review process. Mr. Mitchell suggested sending a letter to the Cabinet Secretary entertaining a different process for this particular group given the overall good performance of our providers and improvement of management over time, etc.

Ms. Stover requested a letter would be sent out on the procurement process for the continuums. She stated there was a motion by Mr. Mitchell and a second by Ms. Pellerin to send the letter. The vote was unanimous by voice vote.

Ms. Musolf concluded by stating that for SFY18, they are looking at an allocation of 2.7 million dollars for continuum grants. Discussion centered on continued funding.

Ms. Dorothy Mendonca informed board that OJJDP will be conducting a site visit to review the federal grants received by the JJAC Unit. Request to have SAG chair available for meeting at the end of November. In addition to the site visit, the DOJ office will be making arrangements to attend one of the upcoming SAG board meetings. Schedule of upcoming meetings has been provided to DOJ.

c. Waiver

Ms. Musolf gave a description of the approved waiver and the requirements of the federal funds. The waiver was for the pass-through funds, which go to specific services. Because of the issues with the data collection system in the past couple of years, it was elected to keep those funds within the JJAC unit and look to create a data collection system.

Ms. Musolf stated that the waiver was granted for 85 percent of our pass-through funds to be used for a data collection system, which is approximately \$215,000.00 over the next three years. The waiver requires specific performance measures and to make sure that it is spent wisely we will be waiting until after the results of the upcoming legislative session. This will allow us to see what our IT partners can offer the project.

iii. SFY18 JJAC Continuum Funding and Budget

Ms. Musolf discussed that if the Special Programs Unit budgets are passed as they were submitted, there will be a 1.529 million dollar decrease in General Fund Allocation for SFY18. The difference will be budgeted from the fund balance for a total of 2.7 million dollars available to allocate. She also commented that anything outside of that is speculation at this point, so this is the dollar figure that is being used.

Information was provided to the board for the SFY18 Grant Applications, deadlines and review dates by the JJAC Grant Sub-committee. Twenty-three continuums are expected to be funded for SFY18.

Question by Ms. Stover on what the process of cutting the Special Programs Budget. Ms. Musolf stated that she had been informed by the Deputy Director of Administration, as well as the Director of Juvenile Justice Services, that this was the budget they were submitting. The continuum applications, however, are reviewed by the JJAC Unit, as well as the Sub-committee, and then they are discussed on how to allocate funds to each continuum based on their application. Historically once the recommendations are presented to the Cabinet Secretary there have been no further cuts at that level.

Further discussion followed about ways to communicate or strategize and possibly anticipate further budget cuts and any possible ways to lobby support to circumvent those. Ms. Stover stated that if there were any changes in the process they would be sure to let the Board know as soon as possible. Ms. Stover reminded everyone that this was the budget of the Cabinet Secretary, submitted to the Legislature, so there was little to no notice and it is in the Legislature's hands. Mr. Mitchell proposed sending a letter to the Cabinet Secretary requesting that if future budget cuts were being contemplated that the JJAC Board be allowed to weigh in on the matter.

iv. Continuum Youth Committee Funding

Ms. Mendonca addressed the subject of the \$300 youth committee funding that each continuum site receives. She stated that e-mails and calls had gone out to the continuum coordinators in early July to ask what else they thought this money could be used for, but did not receive any responses. Another e-mail had been sent out with an additional week extension of the deadline and still no responses other than the three items already in place, which are 1) for reasonable stipends for our youth to attend their local JJAC Board Meeting, 2) to offset cost of youth attendance to the Statewide Youth Committee Retreat, and 3) to offset cost of youth attendance at the National Conference in Washington. Those three items will remain in effect for SFY18.

Mr. Mitchell asked if the funds were being spent and Ms. Mendonca indicated stated that some of them are, and noted that this seems to be moving in a positive direction and that the continuums are inviting more of the youth to be involved.

Ms. Musolf talked about the federal requirement of having youth present on the JJAC Board, but that it is not yet a requirement for the continuums. It had been discussed in the past whether mandate youth participation on the local continuum level and that it has been strongly suggested. The question was raised as to how many continuums have youth participating and Ms. Musolf stated that two thirds of the continuums have youth participation. Mr. Mitchell suggested that youth participation be encouraged, but not mandated. Judge Freddie Romero was in agreement. Ms. Stover stated it would be left as is.

v. Board Recruitment

Ms. Mendonca reported that there are now fourteen Board members with the recent appointment of Ms. Dolores Connor, and that there are three applications pending at the Governor's Office, noting however, that this is a lengthy process. She further

reported that they is still work ongoing with the Governor's liaison, within CYFD, to get board members appointed. Currently, with the resignation of Mr. John Richmond, the Board is out of compliance with JJDP Act, which requires a minimum of fifteen members and a maximum of thirty-two. She also stated that we are in the process of getting another system involved youth on the Board. Ms. Connor commented that it had taken over fourteen months for her appointment approval, in spite of the fact that she was already approved on a number of other Boards.

vi. Native American Effort

Ms. Mendonca reported that JJAC has a grant agreement with the Pueblo of Isleta, but after contacting a number of continuums, many provide services for Native American youth. Sandoval County has MOUs with several of the Pueblos in their area through which they provide prevention services. She also noted that Rio Arriba County services youth in Dulce as well. Discussion took place on the grant agreement with Pueblo of Isleta and how funds were being spent. Ms. Musolf mentioned that there had been some reporting issues and those were being worked through. Ms. Stover asked if a report on some of the data and type of programs could be presented at the next meeting.

**b. Juvenile Community Corrections Update – written report by Louis Pacias,
JCC Program Manager**

Ms. Musolf called everyone's attention to the report in their packet. Ms. Musolf noted that at last meeting Mr. Mitchell had requested a list of service providers for Juvenile Community Corrections and the information has been provided in the report.

c. Detention Compliance and Monitoring Update - written reports by Ed Raff and Steve Shaw

Mr. Steve Shaw addressed his report. Mr. Shaw noted that since the last meeting in Gallup, a request was made for technical assistance training through OJJDP in D.C. There have been three conference calls so far. He stated that the technical assistance has involved the proposed rule changes and related issues regarding clarification of the language changes in the guidance manual. Clarification is needed before moving on to complete the report, which is due in January. He noted that the difficulty was due to the language changes which does not match up with how they have been collecting data for these timeframes in the past.

Ms. Musolf offered additional comments regarding a Detention Standards work group being formed to review and update New Mexico's statewide Detention Standards. The last review was completed in 2011. This group is working toward having recommendations to the Cabinet Secretary and the Administration by June 2017. Mr. Mitchell asked if they would be looking at the JDAI standards. Ms. Musolf stated that yes they will be reviewing them as well, and they had asked other JDAI sites to forward their standards for comparison.

d. Continuum Coordinator Update, Coordinator Representative

Ms. Kirstin Keller, Coordinator Socorro Continuum reported that there was a teleconference, instead of meeting in person, due to all being busy finishing their grants. The primary topics were the grant application process and the budget cuts. She stated that she reassured the group that funding for SFY17 was to remain as awarded. She had made contact with the JJAC Unit a couple of weeks prior to the teleconference to confirm the budget situation and that the group was very happy to hear this. Mr. Javier Amaro Coordinator, Las Cruces Continuum, commented that the data was an obvious concern and the tight turnaround on the

grant application, which has been ongoing, but that he now understands that process is not always under their control. Discussion was had on the grant application and the process of the grant agreement. Comments from Mr. Amaro that the coordinators recognized the personnel in the JJAC office as being very helpful and responsive. He further stated that the coordinators are working to help each other on this as there are a lot of new coordinators. Communication, information sharing and networking amongst the coordinators is very important. Further discussion ensued regarding the number of different processes and governmental entities/boards involved in each, and all the different data requests from these entities, etc., and how the increase in stress level as been the cause of burn out and loss of coordinators. Thus resulting in a high turnover rate in those coordinators, which then contributes to the problem of meeting the grant application deadlines as new coordinators have to be trained in the processes.

Discussion centered on the issue of how the coordinators are funded; that some are only partially funded, some may also be an employee of the County or other municipality and are expected to handle other duties. A discussion then took place regarding the responsibilities of the coordinators with regard to the continuums. Ms. Musolf explained the six items that the coordinator is responsible for in the scope of work of the continuum grant agreement. She stated that some boards have given the coordinators other responsibilities, not related to the grant, and were expecting the grant to pay for it. This issue has to be addressed to ensure that the Boards understand the coordinators primary responsibility as being the JJAC scope of work.

She further added that there is the opinion, at the local level, that the fiscal agent is only responsible to write the checks. She recounted that this should be a collaborative effort involving all three players; the coordinator, the Board and the fiscal agent.

Ms. Stover asked about further outreach to the continuum Board Chairs for follow up in their areas. She asked Judge Romero and Judge Kirk if there was any kind of outreach and whether this fell on CYFD. Judge Kirk responded that he had tried that initiative about five years ago and had spoken with Judge Romero and a lot of District Court Judges, some of whom had chaired continuums. He agreed that providing an opportunity for Board Chairs to exchange information would benefit the whole project, but how to do this was the challenge. He had even asked to be put on the Children's Court agenda to do a presentation and there was no meeting for two months. Judge Romero commented that the Children's Court Judges Association is on the verge of no longer existing because other entities have taken over those responsibilities. He did suggest that the Conclave or Children's Law Institute, which most of the Children's Court judges attend, would be a great place to present information. Ms. Sharon Stover asked if Judge Romero would follow up on this. CLI is in January and the Conclave is in June.

IX. Board Sub-Committee Reports

a. Youth Sub-Committee – vacant

Ms. Annelies Cortez stated that Mr. John Richmond had resigned and the Youth Sub-Committee was at a standstill. There had been attempts to plan a retreat but that did not work out. Discussion ensued about connecting the continuums to this committee. Discussion on how to recruit new members. Agreement from Ms. Annelies Cortez to fill in as Chair of the Youth Sub-committee. Ms. Stover stated that it would be great to have the local continuum youth involved with the Youth Sub-committee.

b. DMC/JDAI Sub-Committee – Judge Freddie Romero, Chair

Reference to the report that was made available by Mr. Steve Brooks. Judge Romero affirmed there was a report, and thanked Steve Brooks and Patti Vowell for preparing the report. He explained that staff had all been working very hard and that there has been progress made, things are getting organized. He noted that one of the most important gains had been made in the area of data sharing and that the DMC data is now available and Mr. Brooks is the contact person for that information. Ms. Musolf also commented that it is also available online in the JJS Annual Report by county.

Judge Romero also reported that they have been working on the Probation Agreement Pilot Project, along with others to better individualize and perhaps shorten the conditions for probation from what had been used previously. Judge Romero further commented that Justice Maes and Justice Vigil had both been very involved and instrumental in keeping the judiciary involved in the JDAI and DMC issues; ensuring that this work continues moving forward. Ms. Stover asked Judge Romero if this tied in relative to the JDAI State to Scale, the MOU with CYFD and the Supreme Court. Judge Romero responded that yes it did and that the different committees were working together on the same issues.

c. Grant Sub-Committee – Sasha Pellerin, Chair

Ms. Pellerin mentioned who is currently on the grant sub-committee and invited other board members to join. Ms. Tina Harris, Ms. Roshanna Toya and Ms. Dolores Connor volunteered.

Ms. Pellerin reported that she was informed by Ms. Musolf that the SFY18 grant applications are due October 31st and copies will be sent to the grant sub-committee on November 4th, in order to get questions returned by November 21st. The 2017 Continuum funding recommendation meeting will be held in Albuquerque on January 5, 2017.

Ms. Pellerin announced that she was now a Federal Advisory Committee primary member. She noted that she had been to Washington, D.C. and had provided information about New Mexico while there. Ms. Musolf added that the Department of Justice had formulated new regulations regarding the four core requirements compliance within the Juvenile Justice and Delinquency Prevention Act with a deadline of October 7, 2016 for responding with comments. Ms. Pellerin also reported that the group was looking at some federal legislative items to get federal funding increased for over five years, and she had been assigned to the Transitioning Youth Sub-Committee and would be involved in all of the New Mexico communities to some extent. This committee provides guidance on youth transitioning out of the system. She asked if anyone had documentation on best practices in New Mexico, she would appreciate receiving the information. Ms. Pellerin will be providing information to DOJ.

d. Executive Sub-Committee – Sharon Stover, Chair

Ms. Stover stated there was nothing to report.

Ms. Musolf queried the date for the next Board meeting due to the start date of the legislative session and noted that a quorum was necessary due to the vote to be held regarding funding for continuums for SFY18. A date of January 10, 2017, was selected.

XI. Public Comment

Father Mundy addressed the issue of not being able to seek funds for parenting programs.

Ms. Stover thanked Father Mundy for his comments and suggested setting up a meeting with the

coordinator, the JJAC Unit, and herself, to get to a better understanding.

Judge Alan Kirk started a discussion in Los Alamos with regard to the Youth Risk and Resiliency Survey (YRRS) report.

Mr. Tom Moaz, member of the Executive Committee of the Valencia County Juvenile Justice Board, stated the need for additional funding for Valencia County. He discussed the problems for youth in Valencia County. He reiterated that it is much better to take care of kids now for a better future. He concluded by thanking the Board.

No additional public comment was given.

XII. Adjournment

The meeting was adjourned at 11:35 AM.

**The next proposed meeting to be held on Tuesday, January 10, 2017, 1:00 P.M.
in Sandoval County, NM**

Minutes Approved by the JJAC Committee on January 10, 2017:



Sharon Stover, Chair