MINUTES OF THE NEW MEXICO JJAC QUARTERLY MEETING
October 26, 2017

The meeting of the Juvenile Justice Advisory Committee was called to order at 10:10 AM by the Honorable Angie Schneider, Vice-Chair at the Hernandez Community Center, 19418-A US Highway 84/285, Hernandez, New Mexico 87537.

I. Call to Order – Judge Angie Schneider, Vice – Chair, 10:10 AM

II. Roll Call for Quorum

Introductions and Welcome by Louise Sanchez, Rio Arriba County STOP Program Director, were made prior to the Roll Call, as several committee members were running late.

A quorum was established at 10:46 with the following ten (10) members present:

Members Present
Honorable Angie Schneider, Vice-Chair
Honorable Alan Kirk
Shelly Currier
Craig Sparks
Honorable Charles Currier, proxy for Judge Freddie Romero
Douglas Mitchell
Honorable Roshanna Toya
Sasha Pellerin
Oscar Solis
Jesus Carbajal, proxy for Annelies Cortez

Member(s) Excused
Alma Cortez
Tony Ortiz
Tina Harris
Helen Cheromiah

Member(s) Not Attending

Staff in Attendance
Janet M. Musolf, JJS Special Programs Manager
Cindy Varela, JJAC Grant Manager
Consuelo Garcia, JJAC Grant Manager
Kim Robinson, Special Programs Executive Secretary
Steve Shaw, Compliance Monitor
Louis Pacias, JCC Program Manager
Patti Vowell, JDAI Statewide Coordinator

Guests in Attendance
Diana Lopez, Sandoval County, Continuum Coordinator
Jenea Ortiz, Torrance County, Continuum Coordinator
Louise Sanchez, Rio Arriba County, STOP Director
Myra Abeyta, Rio Arriba County, Assistant STOP Director
Nora Lovato, Rio Arriba County, Continuum Coordinator
Nicholas Montoya, Rio Arriba County, Prevention Specialist
Ted Allen, Lincoln County, Continuum Coordinator
James Lujan, Sheriff, Rio Arriba County
Major Randy Sanchez, Rio Arriba County Sheriff's Department
Kim Gabaldon, Social Services Manager, Los Alamos County
Martha Youts, WordWise
III. Welcome and Introductions

Judge Schneider suggested that all those seated at the Committee table introduce themselves as there were several new faces in attendance.

Ms. Louise Sanchez, Rio Arriba County STOP Program Director welcomed all in attendance and a Power Point Presentation was viewed which gave an overview of the programs presently in place in Rio Arriba County. Ms. Sanchez commented further about how the JJAC funding had enhanced their programs tremendously. She then introduced several of her staff members who were in attendance. Ms. Sanchez and Ms. Nora Lovato, Rio Arriba County Continuum Coordinator, then answered several questions posed by the Committee members.

IV. Public Comment None

V. Approval of Agenda

Judge Charles Currier moved to add an agenda item regarding establishment of a temporary Subcommittee to review the Grant Application Process, seconded by Judge Roshanna Toya. The amended agenda was approved.

VI. Approval of April 20, 2017 Minutes

A motion was made by Ms. Sasha Pellerin, seconded by Judge Toya, to approve the minutes from the April 20, 2017 meeting. The minutes were unanimously approved.

VII. Rio Arriba Continuum Presentation

Louise Sanchez, STOP Program Director and Nora Lovato, Continuum Coordinator
Power Point Presentation: See above under item III, Welcome and Introductions.

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

a. JJAC Unit Update – Janet Musolf, Special Programs Manager

i. Ms. Musolf reported that restructuring was in process and interviews for positions were taking place. She also introduced Ms. Kim Robinson, Executive Secretary for Special Programs and the newest staff member.

ii. Judge Kirk asked about receiving a copy of the annual reports and Ms. Musolf indicated they would be presented to the board at the next board meeting.

iii. Mr. Doug Mitchell asked about the status of adding new board members. Ms. Musolf also noted that with the addition of Nate Tarbox and Oscar Solis that the board had just come into compliance, but now with the resignation of Ms. Sharon Stover the committee was now out of compliance again.

iv. Mr. Mitchell then asked about the situation regarding habitually absent board members. Ms. Musolf noted that board members are always asked to have a proxy present when they cannot attend.

b. Juvenile Community Correction Update – Louis Padias, JCC Program Manager

A written report was submitted.
c. Detention and Compliance Monitoring Update – Steve Shaw, Compliance Monitor

A written report was submitted.

d. Continuum Coordinator Update – Nora Lovato, Coordinator Representative

Ms. Lovato reported that the Continuum Coordinators met the previous day and there was representation from Los Alamos, Torrance County, City of Santa Fe and Valencia County. Items discussed were new coordinators, FY19 changes and the grant process. The fee schedule changes were also noted. She noted that they also spent quite a bit of time discussing resource mapping and collaboration strategies and shared about the different resources available in different counties and other programs in place where youth and families can be referred for things like legal services, etc. They also discussed forming a subcommittee to reach out to the legislature for elective services and also residential treatment centers.

Judge Kirk noted that the legal discussion is becoming very popular in a lot of communities and finding legal services for families in need and funding for this is becoming an issue in some counties. Judge Schneider commented her court funds a self-help center in Otero County that is available once a week, however, this is funded through the court budget.

Judge Currier noted that in the Fifth Judicial District the clerk’s office will supply a lot of forms, etc., to help individuals do a number of things for themselves. He also noted that a couple of times a year the Chaves County Bar Association has programs to provide lawyers for free where anyone in the community can come in and there are different services that can be discussed. He suggested that Judge Kirk might contact the Los Alamos County Bar Association and perhaps coordinate with Santa Fe. Judge Currier also commented that the PACT Program (Parents and Children Together) which is available once a month for every domestic relations case that involves children which provides contact with lawyers, counselors and social workers to establish a parenting plan.

IX. Board Sub-Committee Reports

a. Youth Subcommittee – Jesus Carbajal

Mr. Carbajal reported that there are approximately five (5) youth the volunteer to sit on the Youth Subcommittee and asked that the Continuum Boards continue to encourage their youth to participate.

Judge Currier stated that there is the Children’s Law Institute coming up in January and asked if that could be used as a vehicle to try to recruit additional members. Judge Schneider commented that that would be a great idea to pursue for board members as well as youth presenters.

b. Grant Subcommittee – Sasha Pellerin

Ms. Pellerin reported the FY19 application process has begun, the committee has begun reviewing applications and will be meeting to determine funding recommendations to the full JJAC Board.

Ms. Shelly Currier asked why programs are being prioritized, was this due to less funding? Ms. Musolf responded that prioritization had been requested the last two years. Ms. Pellerin added that there has also been an increase in funding requests.
c. Executive Committee – Judge Angie Schneider

Judge Schneider noted that the only thing to report from the Executive Committee was that the next meeting had been moved from January 11, 2018, to January 9, 2018. Ms. Musolf gave some further explanation for that change due to scheduling issues, etc.

Judge Kirk asked who was on the Executive Committee. Judge Schneider responded that she believed it was just her at the moment. Ms. Musolf also explained that it was the chairs of the other subcommittees.

X. Establishment of a Temporary Subcommittee for the Grant Application Process

Judge Currier noted that he is the proxy for Judge Romero, coming to the JJAC meetings for the last two or three years on his behalf. Judge Romero thought it would be helpful, in order to have greater transparency, that there should be at least a temporary Ad Hoc Committee established to review the grant application process so there could be greater collaboration between JJAC, the Grant Committee and the non-profits, and greater transparency so the non-profits know what is going on ahead of time and are not surprised last minute that adjustments need to be made. He suggested a temporary, Ad Hoc committee consisting of three members to make recommendations to the full JJAC Board and also some proceedings that might be helpful in achieving greater transparency for the non-profits and greater collaboration.

Judge Schneider asked Ms. Musolf to comment and Ms. Musolf explained that CYFD’s relationship is with the fiscal agent, and not with non-profits or sub-contractors. Fiscal agents may sub-contract but must go through a procurement process through either, a sole source process, or a small purchase process or the RFP process dependent on dollar amounts. This opens it up to any non-profit or for-profit or business that wants to provide that service. These are state and/or federal funds, state procurement regulations must be followed – which in some cases will preclude the fiscal agent from discussing anything with a non-profit prior to going out to bid, RFP, or sole-source processing.

Once the application is submitted, it then goes to the Grant Subcommittee for review, cuts and final funding amounts. What is funded by subcommittee and then recommended to the full Board does not change. After the Board says this is it, this is what we recommended to the Secretary, we do not make any changes. Once the Secretary signs off, that is what we put into the Scope of Work, there is no other budget process. From that point it is sent to the fiscal agent, whether they take them in and discuss them with their non-profits is up to them, but in some cases that is where the procurement process will preclude them from talking to a non-profit about any specific award prior to going out to bid, RFP or sole-source processing.

Judge Currier then commented, for his own understanding, that there is no Budget Committee and Ms. Musolf confirmed that there is no separate Budget Committee. Judge Currier asked if anyone had used that term within grant process and Ms. Musolf stated she was not aware of that term being used. Judge Currier then asked who the fiscal agent is for Chaves County and Ms. Musolf answered that Chaves County is the fiscal agent.

Judge Currier admitted that it was confusing to him and to Judge Romero, for whom he is proxy.

Ms. Musolf then explained the differences between the grant application process versus procurement process with detailed examples.

Ms. Pellerin suggested that perhaps Judge Currier was asking for a clearer explanation of the process and the checks and balances involved.

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Mr. Sparks then offered further explanation.

Ms. Shelly Currier commented that some non-profits may not understand the process whereby changes are made to the Grant Application.

Judge Currier moved to form a temporary Ad Hoc Committee for clarification and that he envisioned a one-time meeting. Ms. Pellerin seconded. Motioned passed with two opposing, Doug Mitchell and Craig Sparks.

Judge Schneider asked Judge Currier if Judge Romero would be willing to serve on this committee. Judge Currier responded that he would. Other members will be Judge Schneider and Oscar Solis.

Mr. Mitchell asked when this committee will report. Ms. Pellerin responded at the next Board Meeting.

XI. Public Comment

Jenea Ortiz, Continuum Coordinator from Torrance County, commented on the issue regarding discrepancies.

Ted Allen, Continuum Coordinator from Lincoln County, commented that now there seems to be more accountability and it does not appear to have been an issue until this year; he asked if that was a true assessment of the situation, was there more tightening up of the procurement code and fee schedule. He also noted that there are more Continuums to serve. How can there be a better collective impact, focusing on the same issues. He also asked the Board to consider how collectively they could work better perhaps in coordination with the Department of Health and the Public Education Department. He also noted that in the past there had been a “Children’s Cabinet”, that brought together leaders of different departments around vulnerable youth and families. He stated that considering collective impact to get adults working better together for the children was really important. He noted that lots of different Continuums leverage different funding sources from different departments in different areas, but not a lot of know that. He asked about ways to share this knowledge and training, specifically how to train youth workers with respect to positive youth development and moving more toward prevention and working with youth that are at risk instead of the youth that are already in trouble; exploring how to work together as entities and systems and collaborators on training youth workers better. He noted that he has been watching the process for a while and he wished that a better way could be figured out to integrate the different systems.

Kim Gabaldon from Los Alamos County volunteered to serve on the Ad Hoc Committee and commented on the need to clarify the funding process.

Mr. Sparks asked that information on data trends be distributed for better understanding of funding distribution.

Ms. Louise Sanchez, STOP Program Director for Rio Arriba County, thanked the Grant Subcommittee for simplifying the Grant Application and that it had been very helpful to the Rio Arriba County programs. She commented that educating commissioners and county managers took some time to help them understand the process but it ultimately helped get better support at those levels. She thanked the Committee and JJAC staff for their hard work.
Motion to adjourn was made by Mr. Craig Sparks and seconded by Ms. Sasha Pellerin. The meeting was adjourned at 12:01 p.m.

The next proposed meeting to be held on Tuesday, January 9, 2018 in Bernaiillo, NM

Minutes Approved by the JJAC Committee on January 9, 2018:

[Signature]

Judge Angie Schneider, Vice Chair