

**MINUTES OF THE JJAC QUARTERLY MEETING
July 21, 2016**

The meeting of the Juvenile Justice Advisory Committee was called to order at 9:05 AM by the Sharon Stover, Chair at the Juvenile Justice Center, 2215 Boyd Avenue, Gallup, NM 87301.

I. Call to Order at 9:05 AM – Sharon Stover, Chair

Welcome and New Board Member Introductions

Sharon Stover, Board Chair, welcomed all in attendance. Introduction of new board members, Tina Harris, Youth Member; Annelies Cortez, Youth Member; and Roshanna Toya.

II. Roll Call for Quorum – Dorothy Mendonca

A quorum was established with the following twelve members present:

Members Present

Sharon Stover, Chair
Honorable Angie Schneider
Craig Sparks
Douglas Mitchell
Alma Cortez
Shelly Currier
Sasha Pellerin
Roshanna Toya
Annelies Cortez
Tina Harris
Anthony Ortiz
Honorable Charles Currier proxy for Honorable Freddie Romero

Member(s) Excused

John Richmond
Helen Cheromiah
Honorable Freddie Romero

Guests in Attendance

Sarah Piano, Board President, McKinley County Continuum Board
Rhonda Goodenough, JPPO Supervisor, City of Gallup
Honorable Alan Kirk, Los Alamos Municipal Court Judge
Javier Amaro, Coordinator, City of Las Cruces
Holly Chavez, Coordinator, Valencia County
Ruben Barreras, Co-Chair, Valencia County Continuum Board
Nancy Sanchez, Grants Management Director, Valencia County
Father Robert Mundy, Chair, Valencia County Continuum Board
Ted Allen, Coordinator, Lincoln County
Desa Molina, Coordinator, Luna/Hidalgo Counties
Jenea Ortiz, Coordinator, Torrance County
Teri Jaramillo, Coordinator, Cibola County
Rose Gordon, Coordinator, Town of Taos
Ellen Ben-Naim, Coordinator, Los Alamos County
Lori Parra, Coordinator, McKinley County

Staff in Attendance

Janet M. Musolf, JJS Special Programs Manager, CYFD
Dorothy Mendonca, JJAC Program Manager/Juvenile Justice Specialist, CYFD
Cindy Varela, JJAC Grant Manager, CYFD
Louis Pacias, Juvenile Community Corrections Program Manager, CYFD

Patti Vowell, Statewide Juvenile Detention Alternatives Initiative Coordinator, CYFD
Steven Brooks, Statewide Disproportionate Minority Contact Coordinator, CYFD
Ed Raff, Detention Compliance Monitor, CYFD
Steven Shaw, Compliance Monitor, S-Squared Consulting

III. Welcome

Introductions of Board Members, guests and staff in attendance. Welcome by Sarah Piano, Board President, McKinley County. Ms. Piano stated the McKinley County JJAC Board has been in effect since 2004. There have been recent changes to local JJAC Board staff. Lori Parra has returned as coordinator. Ms. Piano is excited to hear about what other continuums are doing in their areas and partner together.

IV. Public Comment

No public comment.

V. Approval of Agenda

A motion was made by Mr. Doug Mitchell and seconded by Mr. Craig Sparks, to approve the agenda for the July 21, 2016 meeting, with the following changes: Discussion of the Youth Registry and its compliance with confidentiality statutes and the Fee for Service, to see how this new model is working in other continuum sites. The amended agenda was unanimously accepted.

VI. Approval of April 21, 2016 Minutes

A motion was made by Ms. Alma Cortez, seconded by Ms. Shelly Currier, to approve the minutes from the April 21, 2016 meeting. The minutes were unanimously approved.

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

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

i. Continuum Data and Financial Reporting

Ms. Janet Musolf explained updates to JJAC Unit. Updates included Continuum data, expenses, match and reversion for 2016. Those figures are close to being final, we are awaiting a few invoices for June to be received. Updated and finalized numbers will be sent once received. FY15 numbers were provided for comparison to FY16. As of July 21, 2016, year to date expenses of allocated grant funds were \$2,807,004.12; match requirement was exceeded with a total of \$1,475,959.75 reported. Amount of reversion as of Monday, July 18, 2016 is \$482,771.86. Once all invoices are received, final numbers will be sent out to the board.

With regards to Mr. Sparks' question and discussion, from the previous meeting, as to the explanation of reversion and how much is returned specifically due to vacancies in program staff or the delay in start-up due to personnel; Ms. Musolf explained that once all invoices are received from the continuum sites, the JJAC staff will ask the sites to explain the reversions. We should have the final numbers and explanation prior to the next board meeting.

Mr. Mitchell stated that every meeting there is a discussion about reversion, and how it handicaps the JJAC in asking the legislature for additional funds. Is there is a

current plan on how to do business in order to cut reversions? Understands that some reversion is unavoidable. Ms. Musolf responded on how funding has been the last two years when allocating funds to continuum sites. Continuum sites continue to have high reversion each year. Since the move to fee for service for FY17, this may assist sites in drawing down funding. The JJAC Unit has requested the administration to BAR (Budget Adjustment Request) in \$400,000 of fund balance into the Continuum budget. As continuum sites move through the first two quarters, sites will be reviewed to see who was not fully funded, see what their expenses are and if on track to serving, or exceeding, the number of youth that they indicated in their applications. JJAC will look to amend the existing agreements for additional funding to programs that can spend down the funding.

Once reports and expenses are finalized by the continuums, the JJAC Unit will be requesting reversion explanations from continuum sites. Examples of reversions were explained to board members.

Information was provided by Ms. Musolf for FY16 on the internal continuum Budget Adjustment Request (BAR) for continuums sites. In FY17, when sites look at their budget, after the first quarter, and determine if an internal BAR can be utilized; sites should work together with JJAC staff to internally BAR funds. Continuums were cautioned that funds may only be barred to other existing programs that can spend the funding, within what the Continuum Grant Agreement allows. No new programs can be added to the existing Grant Agreement. Return of funds by continuum sites have been reduced every year.

Discussion then turned to the possibility of a special session to determine if there will be a funds sweep by the legislature. Information is that a special session possible in August. Since no action had yet been taken by the legislature, JJAC was given permission as of July 1, 2016, to BAR the \$400,000 from fund balance and added to the current JJAC budget. Currently the fund balance is based on an estimated figures, the audit has not yet been completed. Suggestion has been made to look at fund balances after the audit to know exact figures. Should there be a special session, determination on the remaining fund balance will be addressed.

Ms. Sharon Stover strongly encourages that continuums talk to state representatives if there should be a special session and stress the impact, as well as the importance of the continuum dollars.

Ms. Musolf discussed the past six years of audits, to determine an accurate fund balance. Federal Funds are not included. Upon results of the August audit, we will have verification of the accurate fund balance. With the monies barred on July 1, 2016, will I have an unverified fund balance of \$635,000 for JJAC. Between FY14 and FY16 reversion has gone down by continuum sites each year.

Ms. Stover mentions that federal dollars are drying up and need to protect what has been allocated from the state.

Ms. Musolf reviewed the quarterly reports. Overview of continuum sites without the month of June SARA data; amounts expended of the allocations and match requirements; current total number of unduplicated youth without June's data and youth served statewide under the JJAC program. June information not currently available due to change in hosting companies.

Ms. Stover asked if SARA training is required for coordinators. Ms. Musolf stated that SARA was not working properly, and an enormous amount of funding would be needed to get SARA working properly for data reporting. EPICS was an option, but EPICS was not funded by the legislature, so we were unable to utilize EPICS. Since there was no additional funding, we looked at mimicking what was received in the SARA system and put information into an EXCEL spreadsheet. Continuums were asked to enter more detailed information to look at a broader picture of who the continuums serve, without asking for personal identifying information.

JJAC staff met with continuums to go over data collection forms, answered questions and held trainings. Beginning in August, when we receive July's information, we will be able to determine how the data reporting is working. This will help collect data with no expense on a reporting system.

ii. Title II Funding

In the process of preparing the Strategic Plan, a letter was sent to board members, from the JJAC Unit that discussed a waiver. The FACTS Unit and the JJAC Unit had meetings to find alternative data systems. It was discovered that no funds exist to fund a data system; through Children, Youth and Families Department administration or the IT department. The best opportunity for funding a data system was to request a waiver on the pass-through requirement of our federal funds. Additional required information was provided as backup for the waiver. We should know the result of the waiver request at the end of September. If waiver is granted, we will form a work group with continuums, coordinators, fiscal agents, service providers, CYFD staff, and the FACTS Unit to work on data system to meet all needs. There will only be one opportunity to use the monies for a data system; if the waiver is approved.

Should the waiver be denied, it will need to be determined how to implement a data reporting system without funding. Ms. Stover asked if there can be any influence from the board to grant the waiver. Ms. Musolf stated that the decision is made by the Director of OJJDP. In research performed by Ms. Musolf the federal government almost never grants a waiver.

Congress is requesting information on performance measures to build a system for reporting. They want a clearer picture on reporting. Compliance Monitoring and DMC each have a component to report. Technical assistance has been requested, from OJJDP, on compliance monitoring. We were required to report by July 15, 2016. Data is a big issue.

Ms. Nancy Sanchez of Valencia County, asked what the dollar amount is for the waiver, and how much can be used for a reporting system. Ms. Musolf indicated it would be approximately \$250,000.

Ms. Musolf brought the discussion around to the possibility that Title II will no longer be funded after the federal fiscal year 2016 award. Currently we have been working off an act that has not been reauthorized. In the event that Title II is not funded next year, Ms. Musolf has been asked to develop a contingency plan and how the board wants to proceed. A workgroup made up of board members, the community and continuums will be contacted by Ms. Musolf to start the contingency plan on how to address the non-funding of Title II Formula funds.

Ms. Stover stressed the importance of this work group. Ms. Stover stated that the

group has been formed to ensure that all groups are represented. Identified members of the workgroup are from the Board, the community and the continuums. Members from the Continuum Coordinator's leadership team were identified as Mr. Jaiver Amaro and Mr. Ted Allen from the; from the JJAC Board are Mr. Tony Ortiz, Ms. Sharon Stover, Mr. Doug Mitchell, Judge Freddie Romero, Judge Angie Schneider; as well as a representative from the youth and representative from CYFD. The idea is to see what our options are and have one or two contingency plans in place to send to CYFD Administration. Ms. Stover asks if there are any other individuals who would like to join the work group are open to join. Ms. Musolf stated would like to have the workgroup meet within the next couple of weeks. Ms. Musolf mentioned that the meetings requires an aggressive schedule, suggested two times a month. Mr. Craig Sparks will be the alternate and Ms. Tina Harris will be the youth involved. Suggested by Ms. Stover that challenges that JJAC face should be noted on annual report and that the challenges are out of the JJAC Board's control.

iii. Continuum Youth Committee funding

The last two fiscal years, JJAC staff has come to the JJAC Board to approve \$300 for youth involvement at each continuum site. The three uses for the \$300 is for a reasonable stipend for the youth to attend local continuum Meetings; to assist the youth in attending the JJAC quarterly meetings; and/or attendance at the Statewide or National Conference. A Statewide conference is currently being discussed by the JJAC Youth Subcommittee.

Ms. Musolf stated we would like to help support the continuums sites with their youth's participation. Ms. Musolf asked permission from the board to ask continuums to come up with suggestions that are able to be used by the \$300 funding. Ms. Stover asked Ms. Annelies Cortez, a member of the youth subcommittee, if they are in support of opening up the use of the \$300; Ms. Cortez agreed they are in full support.

Ms. Stover addressed a question regarding the Youth Registry by Mr. Sparks. Mr. Sparks has potential confidentially concerns with the new JJAC Data Reporting-Youth Registry and the information collected. There are specific guidelines in statute on juvenile records. The JJAC Unit does not ask for this confidential information. Confidential information is kept with coordinators. Ms. Stover requests that the CYFD Office of General Council send out information that follows the Children's Code and HIPPA in regards to the confidentiality.

iv. Board Member Recruitment

The JJDP Act requires the SAG Board to have no fewer than 15 members and no more than 33 members. Must have juvenile involvement, with a minimum of 1/5 of the board to be youth members with current or prior juvenile justice involvement. At one point, the SAG dropped to 12 members due to resignations. There have been nominees at the Governor's office since last summer. The Title II funding is currently frozen until membership is at 15. There are currently three nominees at the Governor's Office. Mr. Harry Montoya, from CYFD, is actively working with the Governor's Office to vet the board applications.

iv. DFA Guidelines for Per Diem/Travel

Ms. Dorothy Mendonca states that we received a Memorandum of Decision from Ron Spilman, Controller of Department of Finance, indicating how reimbursement will be handled for meeting attendance. One option is to go with actual reimbursement which would require receipts for hotels and meals. The other is straight per diem. Generally the JJAC staff will make hotel arrangements for those board members who need lodging, which is paid out of the SAG funding. A stipend is also allowed, in the amount of \$95, for attendance at the JJAC Board meeting. If a board member is considered a government employee, that board member is not eligible for the \$95 stipend. Two hotel room nights will no longer be allowed. Mileage will continue to be paid, along with the \$95.00 stipend. Meal reimbursement and mileage is available for reimbursement for those who do not claim, or are not eligible for the \$95 stipend.

b. Juvenile Community Corrections Update – Louis Pacias, JCC Program Manager

Mr. Pacias provided a written report. In addition, he spoke about all of the contracts for the JJC programs are in effect as July 1, 2016. Programs are moving from old model supervision to life skills programs. Request from Mr. Mitchell for a list of sites that are funded for FY17, how much they were funded and how many youth are served in the respective areas.

c. Detention and Compliance Monitoring Update – Ed Raff and Steve Shaw, Compliance Monitors

Mr. Ed Raff and Mr. Steven Shaw provided written reports. Mr. Shaw stated that he had provided 31 site visits and is currently involved with technical assistance from OJJDP for reporting on the Compliance Monitoring. Ms. Musolf stated that there is a big question on the change of definition of detained and confined. We are awaiting guidance from OJJDP prior to reporting. Ms. Stover questioned Mr. Shaw if there were any violations in the reporting period and noted there were no violations during this time period for compliance monitoring. A monitoring policy will need to be developed. Changes in the compliance report has brought to light issues that need to be addressed and worked on.

Mr. Raff reported that there are ten operational juvenile detention centers in New Mexico; with 300+ bed space. Mr. Raff is currently participating in the weekly detention reviews with JPPO's reviewing all youth that are held in the detention centers. All facilities are currently in compliance according to NMAC standards.

d. Continuum Coordinator Update – Ted Allen, Coordinator Representative

The coordinators met April 20, 2016, with seven coordinators in attendance. JJAC staff attended for part of the meeting.

At the February meeting, the coordinators elected a three-region leadership team to represent the coordinators to set goals. Mr. Allen presented the goals to the JJAC Board. One main goal is to have a closer connection to the JJAC Board and JJAC staff.

VIII. Strategic Plan

JJAC Board review of the Strategic Plan for changes and additions. Guidelines and requirements of the Strategic Plan were outlined by Ms. Musolf. Suggestions and changes were presented by Mr. Sparks, Mr. Mitchell and Ms. Toya. Request to the board to review and provide information for updates for next year's submission, prior to April 2017. A copy of the plan was sent to the continuum coordinators for review by their local boards. Suggestion by Mr. Ortiz for distribution other than Legislative Finance Committee. The current Strategic Plan provides extensive information for other sources. Currently, the plan is only posted on the CYFD website, under Special Programs.

Motion by Mr. Anthony Ortiz, and seconded by Ms. Sasha Pellerin, to approve current three year Strategic Plan as presented with no changes until next submission. JJAC Board moved to approve the Strategic Plan, with no oppositions.

IX. Board Sub-Committee Reports

a. Youth Sub-Committee – John Richmond

In Mr. Richmond's absence, Ms. Annelies Cortez gave the update.

- The Youth Sub-Committee is working on a day long youth retreat in August. The purpose of the retreat is to meet in person to regroup; to discuss changes that have recently been made, to re-focus plans for the upcoming year and to work on getting the continuum youth involved with the Youth Sub-Committee. In September, a phone call meeting is planned with the statewide continuum youth.
- Continuum sites still need to be notified of continuum youth involvement for a phone call meeting in September. A list is requested by Ms. Cortez indicating the youth members from continuum sites.

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

In Judge Freddie Romero's absence, Ms. Patti Vowell and Mr. Steve Brooks provided the report. Ms. Vowell presented information that DMC and JDAI will continue to work together. Discussion on State to Scale in San Juan County and the embrace of working with Navajo Nation partners.

Data is being collected by San Juan County for the State Leadership team. Currently in the process of determining what data is a priority. State Leadership team recently met and have had positive results and more seems to be getting accomplished. The State Leadership team meets every quarter.

The Probation Agreement pilot project rollout began July 1, 2016; in the pilot sites there has been positive feedback from the JPO's. JPO's are working towards making the Probation Agreement individualized instead of having standardization. We are tracking information on the Probation Agreement from pilot sites. We will conduct a review of pilot sites in six months to determine if the Probation Agreement is working and to determine the next steps to move forward.

Mr. Brooks reported on Disproportionate Minority Contact (DMC) and being required to report on a federal fiscal year this grant cycle rather than a state fiscal year. He is currently in the process of re-running tree stats for the newly required reporting period.

Ms. Stover questioned the status of the Memorandum of Understanding (MOU) and the status

for consideration of technical assistance. Ms. Vowell indicated that we are currently in the second year of the MOU, with each agency's roles and responsibilities identified as a working document.

c. Grant Sub-Committee – Sasha Pellerin

Ms. Pellerin offers an invitation to the new JJAC Board members to join the Grant Sub-Committee and gave brief details of the responsibilities of the Grant Sub-Committee. The committee currently consists of three members. The committee member cannot have direct connection to a continuum site due to a conflict of interest.

d. Executive Sub-Committee – Ms. Sharon Stover

Ms. Stover recognized Judge Alan Kirk for his presentation to the legislative sub-committee for education and how these members recognize the importance and the roles of JJAC. Response from Judge Kirk on how supportive these sub-committee members are of JJAC and Los Alamos school district for programs on truancy statewide.

X. JJAC Quarterly Meetings

The next meeting is scheduled for Socorro on October 20, 2016; Ms. Musolf provided information to the JJAC Board of the scheduled meetings and locations for the next year. Expressed the importance of keeping the January 12, 2017, JJAC board meeting on the calendar. This is the meeting where the board votes on the next state fiscal year funding. It was determined by the JJAC Board in the Board retreat in 2014, to rotate meetings in different continuum locations across the state. The question presented to the Board is to keep rotating locations or have a centralized location. Discussion by Board members, took place as to a central location, as well as feelings of having a presence in the continuum community being very important. The JJAC Board agrees to continue rotating to continuum sites and traveling statewide for JJAC Board meetings. The JJAC Unit will send out a schedule of meetings with locations.

Ms. Musolf provided information about the PULLTOGETHER initiative. Overall goal is to incorporate all state agencies in listing activities and services for youth and families in one central location; the initiative is to make New Mexico the best place to be a kid. Current grant agreements have PULLTOGETHER language for community commitment. Information on the "build-a-backpack" campaign for youth in transition and foster care.

Ms. Musolf discussed the Council of State Government (CSG) visit to New Mexico. CSG is looking at New Mexico as one of four states to give one year technical assistance regarding recidivism rates. After meeting with delegates, it was determined that New Mexico would not receive the technical assistance. CSG has applied for additional funding from different sources, and since New Mexico had made a positive impression to them, they would like to come back to New Mexico in August to meet with other individuals. Final date and time for JJAC Board meeting with CSG has not yet been finalized.

XI. Public Comment

No additional public comment was given.

XII. Adjournment

The meeting was adjourned at 1:05 PM.

**The next meeting to be held on Thursday, October 20, 2016
City of Socorro, NM**

Minutes Approved by the JJAC Committee on October 20, 2016:

Sharon Stover, Chair