

JJAC QUARTERLY MEETING

MINUTES

OCTOBER 9, 2014

9:00 AM – 4:00 PM

1ST MARY'S PLACE
ROSWELL, NM

MEETING CALLED BY	Sharon Stover
BOARD MEMBERS ATTENDING	Sharon Stover, Judge Angie Schneider-Cook, Judge Freddie Romero, Erica Padilla, Helen Cheremiah, Alma Cortez, Sasha Pellerin, John Richmond, Doug Mitchell, Shelly Currier, Anthony Ortiz
BOARD MEMBERS NOT ATTENDING	Anna Marie Loughead, Wilson Quintana, Monnica Garcia, Amy Orlando, Craig Sparks, Todd Heisey
OBSERVERS	Tamera Marcantel, Janet Musolf, Patti Vowell, Elisa Alford, Ann Andes, Naomi Castillo, Maria Rupe, Jeremy Howard, Amber Parker, Steven Brooks, Judge Allen Kirk, Tillie Crawford, Diana Lopez, Cheyenne McCraig, Michael Gutierrez, Hilda Peeples, Ted Allen, Sandra Stewart, Rebecca Melendez-Turner, Araceli Pacheco, Natasha Sing, Josefa Barriga, Cami Leigh Cloutier

I. Call to Order

II. Roll Call for Quorum: It was determined that a quorum was present.

III. Welcome and Introductions: Made by Judge Freddie Romero

IV. Public Comment: None made

V. Approval of Agenda: Motion to approve was made by Judge Romero and seconded by Anthony Ortiz. The agenda was approved unanimously

VI. Approval of 7/10/14 Minutes: Motion to approve was made by Judge Romero and seconded by Shelly Currier. The minutes from the 7/10/14 meeting were unanimously approved as distributed.

VII. CALENDAR – PROPOSED MEETING DATES FOR 2015

STOVER

DISCUSSION	<ul style="list-style-type: none"> • The following dates and places were presented for consideration: <ul style="list-style-type: none"> a. January 15, 2015 – Valencia County b. March 19, 2015 – Town of Taos c. July 16, 2015 – Lincoln County d. October 22, 2015 – McKinley County • It was suggested that the March date be changed to March 26th so as to not coincide with the Legislature. • The calendar will be sent out to board members who did not make the meeting.
<p>Motion to approve calendar dates, with the change to the March date to the 26th, was made by Doug Mitchell and seconded by Sasha Pellerin.</p> <p>VOTE: Passed unanimously.</p>	

VIII. BOARD SUB-COMMITTEE REPORTS

DISCUSSION	<ul style="list-style-type: none">a. Youth Sub-Committee – presented by John Richmond<ul style="list-style-type: none">• The Youth Sub-committee is beginning to plan its retreat for next summer.• A contact list, roles and responsibilities and an article were passed out.b. Grant Sub-Committee – Presented by Sasha Pellerin<ul style="list-style-type: none">• The sub-committee is looking at a quick and seamless turn around.• Reviews will be held January 9th and 10th. It is very important that all sub-committee members attend both days.• 10 minute slots will be given to each applicant to answer any questions the committee may have about their application.• Everything should be completed by January 15th.• The total funding amount is expected to be the same as last year. (2.69 million)• Future budget talks need to happen in March for FY17.• A conflict of interest form has been created for JJAC board members to disclose any potential conflicts. The cabinet secretary has been spoken with to clarify this issue. No one who sits on a Board that directly receives funding from JJAC should be on the Grant Sub-Committee. Judge Angie Schneider-Cook stated she will step down from the sub-committee if necessary since she sits on the Otero Board which hopes to begin receiving funding in the near future. Craig Sparks sits on the Bernalillo Board.• Continuums will receive training on the upcoming funding application. The training is expected to be the same as last year with some updates. Training should take place soon and will be due mid-December.• Concerns about having enough time for continuum sites getting applications approved by their boards and counsels were raised: it was felt that one month is short to get needed approval. It was suggested that continuums ask to be put on calendars now. Some felt this was not possible without further information.• A look at what can be funded needs to be done before the new application comes out. A list of what can be funded and another of what cannot be funded needs to be made.• Continuums need to know where to look for funding for programs not funded by JJAC such as Teen Court.• Continuums need to be supported by their communities. They are required to have a 40% match.• The sub-committee decided last year what didn't fit into JJAC's scope of work. Further discussion is needed.• Expanding funding in order to bring on new sites needs to be discussed at the March board meeting. A discussion with the Cabinet Secretary may be warranted. Currently new programs and requests for additional funding may be submitted with the upcoming application.• It was suggested that the application template have a place to denote if the application is for a startup continuum site.• Initial applications were received through an RFI (Request for Information) which is not a formal procurement process. There was a need for programs to be able to update their activities each year and that is why the Program Update was developed.c. Data and Accountability Sub-Committee - presented by Doug Mitchell<ul style="list-style-type: none">• The Data Committee met in August. Four questions were identified:<ol style="list-style-type: none">1) What data needs to be evaluated to determine the success of our grantees?2) How can we use the data to ensure matrixes are being met, providing accountability?3) How the data is integrated into our grant application solicitation and evaluation process?4) How often should data be presented to JJAC and in what form?
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- It was suggested that OJJP Guidelines be incorporated into the data tool, but concerns were raised about adding an extra burden to people entering data creating “data paralysis.” Feedback is being collected and some things have already been taken out. This is a tool that can be used to make things better; more focused and purposeful
 - We are the first state to have a system like this. New Mexico is at the bottom of a lot of lists, but for JDAI and Cambiar we are the leader of the pack. Our continuum sites are very successful and we will be getting more media attention.
 - A handout and slide show was presented with challenges and opportunities was presented. We are now more focused and purposeful. The data tool will be used for a more community approach.
 - Concerns were raised about the data tool capturing only about 30% of what is happening in a community since it tracks only the projects funded by JJAC. It was mentioned that a “service inventory” use to be included in RFIs. Additional numbers can be shared in narrative portion of data tool to get a more accurate picture.
 - Ms. Stover and Ms. Marcantel spoke with the Courts Correction and Justice Sub-Committee (CCJ) and received overwhelming support for our data collection. If Continuums provide more information it can be rolled into the stories we tell. A newsletter was suggested.
- d. Native American Sub-Committee – presented by Sharon Stover
- The Native American Sub-Committee has not met yet. Mr. Wilson Quintana has stated he will take over the committee chair position, but he is not in attendance today.
 - Creating a Native American Continuum is being looked at. They have to go through local tribal governments for approval.
 - There is \$7,000 Native American pass through money. More funding may be able to be allocated.
 - Jemez Valley Schools has not returned phone calls and they are not showing any interest in funding. Sandoval County Continuum is looking at contacting Cuba.
 - The Native American video funded through EUDL last year has never been distributed. Funding for distribution was never allocated. It will take an additional \$15,000-\$20,000 to distribute. There was not an overwhelming response to the video when viewed by the JJAC Board. JJAC retains the copyright. It was felt that it should be distributed at least to the Pueblos. It was suggested to put it on You tube.
 - Supreme Court Justice William Johnson of Isleta has shown interest in joining JJAC.
- e. DMC Sub-Committee – presented by Judge Freddie Romero
- DMC is one of the 8 core strategies of JDAI and data is very important to DMC. The Children’s Court Judges will be addressing data when they meet next.
 - New Mexico breaks down offenses and identifies short term goals. Numbers can be broken down by counties. Our numbers due to reporting periods only captures 95 % of cases. Numbers will need to be updated at the end of November to capture the rest.
 - The sub-committee is looking at sending out reports to the Children’s Court Judges and County Managers through NMAC on a regular basis.
 - It was felt that the RRI numbers over simplify and that percentages need to be used.
 - There are issues with zip codes. Numbers reflect where a youth lives (and receives services) not where the crime is committed.
- f. JDAI – Presented by Patti Vowell, Juvenile Detention Alternatives Initiative Coordinator
- Very confident about the position we are in. State leadership has a work plan to move JDAI across the state. A state leadership team has been started; there are incredible people at the table. New Mexico has been preaching JDAI for 10 years.
 - New Mexico is trying to be the first tribal/rural site.
 - There will be a meeting with other State to Scale organizations in St. Louis, on November 17th.
 - 2013 OJJPD research shows the connection between Annie E. Casey and JDAI;

blending objectives and strategies of OJJDP and JDAI.

- JDAI needs to be incorporated into JJAC's new 3-year plan.

g. Executive Sub-Committee – presented by Sharon Stover

- The annual report is to be given to the Governor. How we get it to the Legislature will be looked into further.
- JJAC's presentation to CJJ was well received. They were very interested in rural and urban classification. They want to know what programs are in each area and the different classifications.
- JJAC needs to get in front of other organizations to help raise more support.
- There will be an Educational Judicial Summit on October 23rd that will address truancy and other issues.

- Board Member Recruitment:
 - Harry Montoya is now serving as Constituent Services Legislative Liaison and will assist with youth recruitment.
 - Deborah Bogosian has resigned.

- Director Stewart about Bob Cleavall's contracts not being renewed. It was felt that valid reasons were given.
- A new contract for a compliance monitor has been reviewed and a first right of refusal submitted.
- In the absence of a compliance monitor concerns were expressed that we are not fulfilling our responsibilities. The board was assured that we are in good standing with OJJDP. The JJAC Unit is having to reinvent the wheel as Mr. Cleavall did not respond when asked to submit copies of all of his documentation.
- State Statute states JJAC and the Department shall determine the format of the annual reports. It does not appear that the Board has ever done this.

Motion to approve the new application as is was made by Sasha Pellerin and seconded by Erica Padilla.

VOTE: Passed unanimously.

Motion to approve the list of items that will not be funded as is was made by Judge Romero and seconded by Alma Cortez.

Discussion: A need to redefine the list was discussed. Out of state travel can be done, but a request form needs to be completed.

The motion was revised to take off car rental from the non-allowable list, and leave the rest of the list the same and to be sent out with the application was made by Judge Romero and seconded by Alma Cortez.

VOTE: Passed unanimously.

IX. CONTINUUM UPDATE

DISCUSSION	<p>a) JJAC Unit Update – presented by Janet Musolf</p> <ul style="list-style-type: none">• Data report and charts were presented describing what has happened so far for this year. Each county was reviewed separately. Data elements based on what has been submitted, by continuums, have not always been accurate. Work will continue on resolving the discrepancies. Sites are receiving individual attention as needed.• Socorro is asking for retroactive funding. They decided to start their program without a contract. This will be addressed. They can use these expenses incurred to date as match.• Some continuums are still getting used to having to report their 40% match.• Invoicing is not being paid until a good faith effort to submit data reports has been made.• Data can be used by continuums to determine if they are serving the right population and will help sites on formal evaluations.• The length of time that youth are being served is not being captured at this time. More research on this will be done.• Over time trend analysis will be able to be done. In July 537 youth were served and in August 635 were served.• What happens to reverted funds was questioned. \$437,000 was not expended last year and it was planned for these funds to be included in the FY15 budget. According to DFA these funds cannot be used until the fiscal year audit is complete. The audit will then need to be approved during the upcoming session before it can be used.• Another \$418,313 has been found from previous years when a reconciliation was done. There was never a request to carry over the reverted balance. Current statutory language says that the Legislature must appropriate this funding to be used. However, we are adding language to our future request which will allow us to move \$400,000 of reverted funding. Anything over that amount would still need to be appropriated by the Legislature• This has been very confusing, but we now know what to do and contracts are under control.• We discovered that three (3) contracts that CYFD held with FYI, Outcomes, and Solace/Common Ground to provide Restorative Justice Services were originally funded through a special appropriation, and then, after the appropriation ran out, CYFD continued to fund these contracts with general funds. To ensure that there was no duplication in service between these direct contracts and the contracts that our continuum sites entered into with these same providers, the Secretary opted to discontinue paying them through CYFD general funds but wanted to offer the option that these providers could approach the local continuum boards to determine if Restorative Justice Services fit within their local strategic plans and efforts. If so, the continuums could approach JJAC and CYFD with a request for additional funding for these programs. Las Cruces, Bernalillo, Sandoval and Santa Fe Counties were impacted by this. Bernalillo (\$60,000) and Santa Fe (\$25,000) submitted requests for this funding which was approved by the Secretary and awarded through JJAC funds. This funding falls in line with our direction and, had we known about this prior to the application process, it is believed that the Board would have funded these programs anyway. \$98,000 is still in the coffers.• OJJPD's report from their recent site visit came out on August 18th. There were eight recommendations and five findings. Six out of the eight recommendations had to do with our compliance manual. Issues included the lack of authority to seek or enforce legislation, one facility was not classified correctly, the monitoring universe not being sufficient (didn't contain all of the criteria), an annual survey of non-secure facilities with follow ups is needed, and no data verification is being done. A response to the report is being created and will be sent to the board.
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	<p>b) Coordinator Update – presented by Amber Parker</p> <ul style="list-style-type: none"> • Coordinators haven't had a chance to meet. There has been quite a bit of turnover with long standing coordinators. Quarterly meetings need to happen outside of trainings to be able to share and to help new coordinators. • The biggest hurdle with the new data system is the time it takes to manually enter the data. You can no longer cut and past the sub-contractors information into the data system. Allowing sub-contractors access to enter data would help. It was decided to train just the coordinators this time so they can train their sub-contractors. • In order to respect coordinators time and travel expenses a coordinator's meeting was not scheduled in conjunction with the JJAC meeting. Instead of doing a meeting will be held when we do training on the new application guidelines.
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X. NEW CONTINUUMS

MARCANTEL

DISCUSSION	<ul style="list-style-type: none"> • Programs and needs change constantly. It does not seem wise to fund an assessment that will most likely will change by the next year. It is felt that the grant application can be tweaked enough for new applicants and the \$25,000 startup funds for an assessment done away with. • This means new sites will not be funded until FY16. It is felt that this is the timeliest way to go. • Otero, San Juan and Eddy Counties have shown interest in funding. Roosevelt and Sierra counties have made an inquiry. • Funding for a coordinator to be available first was brought up so they can help put together the application for the programming cycle. • Solicitations to other counties not currently being funded was suggested. NMAC may be able to help. Since this is government to government contracts an official procurement process is not needed. • Otero has been ready for a year to apply for funding, and is frustrated by the changing rules and discouraged about having to wait until FY16 for funding. • The lack of JJAC personnel to manage new sites was brought up • How we determine if a county is ready was discussed. The continuum act spells out that the only important thing is who is on your board. An MOU needs to be entered into with a fiscal agent and a county can then apply for \$ discretionary funds. • The JJAC office will help new sites. Applications will take priority over the next couple of months • Trainings will be mandatory to apply for FY16 Funding.
<p>Motion to inform the five counties of the new process and that the new process fall in line with the new application was made by Sharon Stover.</p> <p>VOTE: Passed unanimously.</p>	

XI. 3-YEAR STRATEGIC PLAN

MARCANTEL

DISCUSSION	<ul style="list-style-type: none"> • This is a requirement. It is unclear when the new plan is due. We are shooting for end of March and we should be safe. A sub-committee needs to be formed and will come back in January with more information. • OJJDP has been contacted about coming out to help. They are not doing a lot of site training due to budget cuts. • What is on the current strategic plan is too much. Judge Romero, Doug Mitchell and Tony Ortiz along with staff were asked to help. • OJJDP has proposed two conference calls for, November 10th and 17th for 2-2 ½ hours each time. Exact times still to be set up. There will be a staff and chair meeting next week to finalize times. • OJJDP is reorganizing technical assistance to SAG. They the forming a Center for Coordinated Assistance to States. Our OJJDP technical support will remain the same. • Ms. Pellerin has been appointed as an alternate for FACJJ. Once or twice a year funding will be needed for her out of state travel to conferences. There is one in October in DC and another one in Arizona. Of the 5% allocated to the Board there is about \$18,000 left that can be used for travel expenses. Approval will need to be acquired through the Governor’s office.
	<p>Motion to pay for Ms. Pellerin’s travel to attend FACJJ meetings through funding allocated for Board activities was made by Erica Padilla and seconded by Judge Freddie Romero.</p> <p>VOTE: Approved Unanimously</p>

XII. NEW MEMBER RECRUITMENT

DISCUSSION	<ul style="list-style-type: none"> • See Executive Committee Report
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XIII. PUBLIC COMMENT

DISCUSSION	<ul style="list-style-type: none"> • Amber Parker spoke about the Children’s Law Institute awards and how to make recommendations. • Judge Kirk spoke about the Boys Council meeting in November. • Sandra Stewart we do not have enough staff and we are running out of money. Continuums need to figure out how to stop relying on JJAC funding. • The following Roswell organizations made presentations: Youth Challenge CASA Girls Circle
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XIV. Meeting Adjourned at 3:00 PM

Minutes Approved by JJAC Committee on: _____1/15/15_____

Sharon Stover, Chair