

# JJAC Meeting

## MINUTES

JANUARY 30, 2014

10:00 AM – 4:00 PM TONEY ANAYA BUILDING. SANTA FE

MEETING CALLED BY	Sharon Stover
BOARD MEMBERS ATTENDING	Helen Cheromiah, Deborah Bogosian, Alma Cortez, Todd Heisey, Honorable Freddie Romero, Anna Marie Loughhead, Ron Lucero, Sasha Pellerin, Wilson Quintana, Angie Schneider-Cook, David Schmidt, Douglas Mitchell, Amy Orlando, John Richmond,
BOARD MEMBERS NOT IN ATTENDANCE	Erica Padilla, Monnica Garcia
Observers	Tamera Marcantel, Patti Vowell, Elisa Alford, Christiann Stapf, Linda Kennedy, Darrell Gasaway, Judy Gasaway, Judge Alan Kirk, Amber Parker, Mariam Brin, Karel Mirabel, Kristine Coblenz, Ellen Ben-Naim, Richard Lindahl, Lena Carr, Michele Rael, Gerri Dupree, Jack Ortega, Judy Horacek, Sandra Stewart

Roll Call: It was determined that a quorum was present.

Public Comment: There was none.

Approval of Agenda: The agenda was unanimously approved.

Approval of Minutes: The amended minutes of the previous meeting were unanimously approved.

### GRANT SUB-COMMITTEE RECOMMENDATIONS

PELLERIN

DISCUSSION	<ol style="list-style-type: none"> <li>1) There is \$2,872,996 available for FY15 leaving \$521,823 after sub-committee's suggested awards. Due to budget constraints the sub-committee decided to fund all new programs at 50%. Other considerations were the lack of information on programs and sites not expending their funds this year. The sub-committee felt the money left over could be used later to fund new programs that are doing well and are in compliance.</li> <li>2) This money comes from both state and federal funding. State funds are non-reverting.</li> <li>3) Information asked for in the RFP did not appear contain data fields. Numbers were not specifically asked for, but sites could have added numbers to their narratives and some did. This has been a lesson learned for next year.</li> <li>4) Sites did not explain adequately what their programs were about. The sub-committee had a hard time telling if programs were new or old. Some sites asked for funding that JJAC does not fund, and others mixed together program information and the sub-committee could not separate the information. Also, there were not explanations for why some sites needed extra money for the coming year.</li> <li>5) The grant sub-committee made four recommendations to move forward: 1. Meet quarterly to review site progress. 2. Review JJAC Grant Sub-Committee's process in order to recommend procedural change for next year. 3. Need to assure that JJAC is conforming to national standards in order to continue receiving funding. 4. Request funding listed under "specialized training" of 20K in order for the sub-committee to receive training travel to visit sites and give the board trainings.</li> <li>6) More training for coordinators was suggested, and that it is JJAC and CYFD's responsibility to ensure they get it. It was explained that there was training; more training may be needed including required yearly training on writing grants. A survey monkey was sent out querying coordinators about their experience writing this grant and responses will be taken into consideration next year.</li> <li>7) More information on services and who provides them is needed next year. Definite numbers are needed. Target populations need to be clearly defined and Coordinators need to let JJAC know of any changes to their target populations.</li> <li>8) Concerns were voiced about how the grants were written and that sites may have</li> </ol>
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been penalized because of the confusion about how to write their proposal. It was suggested that the lack of time to complete their application might have affected how the proposals were written, but it was pointed out that Coordinators had two months to complete this document and the sub-committee did not penalize the site.

- 9) Suggestions of how to improve the proposal could not be realized until the sub-committee reviewed them.
- 10) Requests for additional information were asked of some sites by the sub-committee. The CYFD Contract Department said this was okay. The sub-committee recommended not fund some the ICM programs as they were not part of JJAC's target population and there were concerns regarding liability for JJAC. Because this is a substantial program, there were concerns over who would administer these services to fill the gap? It was also reported that the number of youth participating in ICM statewide were relatively low.
- 11) The question was raised if there was a mechanism to appeal the grant sub-committees decisions such as a one page explanation? Ms. Marcantel explained that an appeal would slow down the process. She also noted that the sub-committee's decisions were just recommendations and that the board could ask questions they many have of the coordinators.
- 12) Comments/questions made:
  - a) Bernalillo – explained that their CCP request is not for electronic monitoring but for a case manager. It is within the goals of their strategic plan. This program has added educational programs and the youth served are not serious offenders. The case manager is for a diversion program and the program is a substantial savings for the taxpayer.
  - b) Chaves – No comments or questions.
  - c) Cibola – Funding for a police officer was questioned as this was seriously questioned last year. It was explained that a retired police officer has been hired and he is charged with watching children while they are in school. The SRO's must attend the NASRO training.
  - d) Curry – No comments or questions.
  - e) Grant – No comments or questions.
  - f) Las Cruces – No comments or questions.
  - g) Lea – No comments or questions.
  - h) Lincoln –The coordinator stated that his ICM program is critical. He was questioned about urine samples and whether or not this is a function of juvenile probation officers. It was explained that two "facilitators" make either site visits (with urine tests) or phone calls, two or three times a month, to about fifteen youth. JPO's have asked for assistance in this area, because they do not have enough people to do this. Concerns about conducting clinical assessments were raised as this bleeds over to the area of behavioral health. The coordinator stated that all of his programs have been going on for years and any cuts would really hurt them.
  - i) Los Alamos – YRA is not a new program. Breaking Bad Habits is a Diversion program not a behavioral health program. The Resource Officer needs to be expanded due to the increase in numbers identified (125 families).
  - j) Luna – No comments or questions.
  - k) McKinley – No comments or questions.
  - l) Raton – No comments or questions.
  - m) Rio Arriba – Is there a conflict of interest here? It was determined that being a coordinator in one county and an advisor in another may be not a conflict of interest, but next year this needs to be discussed further. Their ICM program bridges a gap between arrest and adjudication when children are not being supervised. This is a mock probation program where one can see how a child will do later. The program is recognized as an OJJDP core principle. With regards to the Day Reporting program there is no law enforcement outside Espanola and the judge has requested this in lieu of detention. The board asked why the coordinator's salary was being increased when his hours were being reduced. The coordinator reported he has not had a raise since 2002 and he is now overseeing more programs.
  - n) Sandoval – A place to put data on the proposal wasn't found. AES is a new program and was just started in November so numbers were not available for this

proposal. Jemez Valley has seven Native American tribes and it has been hard to get things started due to a lack of trust. The Learning Lab serves up to ten students daily and needs additional money to hire a level II teacher. The coordinator explained that as of six months ago she has been doing the job of two positions.

- o) San Miguel – No comments or questions.
- p) Socorro – No comments or questions.
- q) Santa Fe – ICM is the same as Rio Arriba’s. The Day Reporting program needs more money since moving from the secure facility to the non-secure facility. Strengthening Families is with youth and their families in lieu of a JPO. Pay for a full time facilitator is needed. \$400 a session seemed high to JJAC. It was explained that this is for two facilitators per session which still seemed high to some. JPO does the recruitment for these positions.
- r) Taos – ICM is similar Rio Arriba’s.
- s) Torrance – They are a new site and don’t have a lot of support or buy in yet. They need to have rent/telephone paid through grant. JJAC unit explained that these are allowable expenses but the sub-committee had recommended not funding these items.
- t) Valencia – No comments or questions.

13) In general it was stated that schools do not receive enough money to deal with truancy. This is a need across the state and funding for these types of programs should not be cut. Youth that have been adjudicated, but are out on the streets need help. Even if a few youth are helped it has a ripple effect throughout the community.

14) Areas to reconsider:

- a) Bernalillo – The Restorative Justice Circles and CCP is for pre-misdemeanor youth, not serious offenders. The full asking amount should be considered.
- b) Cibola – Saturday School is not new and does not need a work plan.
- c) Lincoln – Fund ICM and Trauma programs. Urine samples and phone still cannot be funded. Need assessments can be done, but not behavioral health services. The contractor must be needs based and not doing clinical assessments that make diagnosis. This needs to be specified in their contract.
- d) Los Alamos – Fund alcohol/substance abuse. YRA is not a need a new program so fund at 100%. Also fund truancy program at 100%.
- e) Rio Arriba - Add ICM. No administrative fees.
- f) Sandoval – Bring Jemez Valley and RAC back up to full funding.
- g) Santa Fe – Leave Strengthening Families at ½. Still can’t fund incentives and IT person.
- h) Socorro Restore ICM and fund DRC at \$75,000.
- i) Taos – Fund Squash Blossom Leadership at full request and restore HRDA/ICM.
- j) Torrance – Scout Outreach will be hard to do at 50%. It may be a new program for the county, but not across the state. Add \$7,150 for rent facilities/telephone/janitorial.

15) With these changes the awards recommended total \$3,214,766, which leaves a balance of \$180,520. Ms. Stewart felt that the JJAC funding suggestions should be accepted without delay. This has been the best review process yet and the board conveyed that this is the most information that they have ever had which allowed them to make more informed funding recommendations. There was a concern that some counties did not get a chance to speak today or were not in attendance. It was noted that the board did not have any questions for the additional sites. The board recommended that next time, coordinators need to be invited to answer questions to the sub-committee.

VOTE	Motion to approve funding, pending all unallowable areas was made by Amy Orlando and seconded by Doug Mitchell. Motion was unanimously approved by the JJAC Board.
HANDOUTS	_Grant Sub-Committee notes _Funding spread sheet

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
A letter will be given to the Secretary for her approval of grant funding.		
Funding requests will be sent to the Contract Department.		2/28/14
Contracts will be executed by the contract Department.		7/1/14
CYFD needs to get out to Lincoln County JPO to help them.	Sandra Stewart	

**PRESENTATION BY INDIAN SUMMER FILM**

**CARR**

<b>DISCUSSION</b>	<p>1) A video addressing Native American drinking was shown. It was explained that videos are to go to communities that work with youth in New Mexico. They are looking at producing 1,500 CD's. The video is expected to be completed a week from now. The original funding was used to create the film. Additional funding sources will be needed for distribution. JJAC will own the rights to the film.</p> <p>2) Also mentioned was the new facility located at Taos Pueblo and is operated by Eight Northern Indian Pueblos Council. The building is completed and they have hired staff but they are waiting on background checks to clear before they open. They provide inpatient and outpatient substance abuse treatment for Native Americans. One of the Taos board members will be providing education services to the facility. The facility will house 28 youth (14 girls and 14 boys). This is a 90 day program that also includes an aftercare program.</p>	
<b>VOTE:</b>	N/A	
<b>HANDOUTS</b>	None	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Distribution costs and funding sources need to be determined.		
Suggestions of where to distribute the video are needed.		
Sharon Stover would like to get on the agenda for the new substance abuse center in Taos and has asked for more information on the program be sent to her.		

**REVISED BY-LAWS**

**STOVER**

<b>DISCUSSION</b>	The proposal revisions to the By-Laws were presented to the Committee for consideration.	
<b>VOTE:</b>	<p>Motion was made to approve the revised by-laws by Doug Mitchell and seconded by Sasha Pellerin.</p> <p>Motion was unanimously approved by the JJAC Board.</p>	
<b>HANDOUTS</b>	By-Laws	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**PELLERIN/MARCANTEL**

**REVIEW OF BARS**

<b>DISCUSSION</b>	<p>It was previously decided that any Budget Adjustment Requests (BARS) with significant changes would be brought up to the Grant Sub-Committee for approval. Three BARS were reviewed and approved:</p> <p>1) Sandoval County to decrease their AES funding and increase funding for Restorative Justice that would be used in conjunction with the AES program. The other funds would be moved from the vacant Juvenile Services Manager position and be used to hire a consultant to assist the board in updating their strategic plan.</p>	
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	<p>2) Grant County to move excess money from Contractual Services into victim mediation training to train their existing providers.</p> <p>3) City of Santa Fe to reduce tutoring and move the money to their gender specific program. The sub-committee approved Santa Fe moving the money, but with the stipulation that they must submit monthly billing and progress reports in a timely manner.</p>		
VOTE	N/A		
HANDOUTS	None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

**YOUTH SUB-COMMITTEE RETREAT**

**RICHMOND**

DISCUSSION	<p>1) The Youth Sub-Committee wants the support of JJAC for a retreat to create protocols and procedures. The sub-committee is not asking for funding, but will use the \$5,000 they have already received.</p> <p>2) It was suggested that OJJDP offers training for free and will facilitate organizations to develop their goals. They need about a 90 day lead time to make arrangements to attend.</p>		
VOTE	<p>Motion for JJAC's support of the Youth Sub-committee's retreat to create protocols and procedures was made by Amy Orlando and seconded by Sasha Pellerin. Motion was unanimously approved by the JJAC Board.</p>		
HANDOUTS	None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

**COORDINATOR UPDATE**

**PARKER/RAEL**

DISCUSSION	<p>1) Cibola has hired a Resource Officer, Saturday School has been approved, Northland Drug and Alcohol Prevention program has been started in nine schools, the Safe Ambassador program will begin in February and the mentorship program is in progress.</p> <p>2) Socorro's letter of congratulations from their JPO was read.</p> <p>3) Los Alamos has developed a six weeks course on substance abuse - Breaking Bad Habits. Its first class was in December of 2013 and had seven participants.</p> <p>4) Las Cruces had a good turnout for their strategic planning. Their Board has grown by leaps and bounds, They have received an award for "Pathways." They also made a presentation at CLI about how Continuums work.</p> <p>5) Sandoval - Coordinators would really like feedback on their progress reports.</p>		
VOTE	N/A		
HANDOUTS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Send out Socorro JPO letter	Tamera Marcantel		
Send out information on Teen Court	Judge Kirk		

**JJAC UNIT UPDATE**

**MARCANTEL/STAPF/LINDAHL**

DISCUSSION	<p>1) <b>FY14 Funding and contract update</b> - Legal rejected all 11 requests for the additional funding due to financial and contractual issues. We initiated complete file reviews of all of the sites. Sharon Stover sat in on a meeting we had with one of the sites and observed some of the challenges we have confronted. We have been able</p>		
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to resolve most of these issues and the office is moving forward with 7 sites (Bernalillo, Las Cruces, Chaves, Los Alamos, Cibola, Valencia, and Sandoval); some are already at legal. Hopefully we will be able to move forward with some of the additional funding requests for Lincoln, Rio Arriba and Socorro soon. Regarding Torrance County they do not have any of their programs up and running yet this year and will have a hard time expending the money. The Torrance County Coordinator agreed. If second round funding is not used it will revert back.

2) **Federal FY14 Appropriations and update on FY15 Funding**

- a) It looks like JABG funding is going away.
- b) JJAC questioned whether anyone on staff worked for the JJAC Board. The structure of the CYFD Special Programs Unit was described and it was explained that all the staff were CYFD employees.
- c) All contracts and year-to-date expenditures were presented to the committee. The responsibilities of JJAC contractors was discussed.
- d) Richard Lindahl is contracted to train and lend assistance to sites and to JJAC.
- e) Sandra Stewart explained that Terri Turner was contracted to do juvenile detention inspections but these were suspended. Mr. Schmidt stated that part of Terri Turner's job was to do unannounced drop in visits. Ms. Stewart went on to explain that Ms. Turner still has a contract through the end of this fiscal year and is helping Bob Cleavall. Mr. Schmidt also voiced concerns that the CYFD's detention inspector's position has also not been filled and that no one is doing this oversight now. Ms. Stewart explained that detention facilities have been given an extension and that CYFD will soon be posting the position for the detention compliance monitor which has been vacant for a couple of months. Ms. Marcantel also explained that we were really discussing two different issues. One is the New Mexico Detention Standards for which CYFD is responsible for certifying that county run Juvenile Detention Centers (JDC) are in compliance with these standards. The second is the OJJDP Compliance Monitoring requirements associated with our federal grants. She also stated that she does not know of a requirement that involves surprise inspections and of the JDC's at either the state or federal level. Ms. Stewart stated we are paying \$50,000 a year for each inspector and that they have no real authority. Ms. Stewart can authorize the closing of a detention center when there are problems.
- f) Bob Cleavall is doing compliance monitoring for which he is qualified through OJJDP.
- g) The contract with LifeLink has been renewed.
- h) The contract with Words Work, who did the meeting minutes, has not been renewed. Minutes will now be taken internally.
- i) It was mentioned that contracts need to be more specific.
- j) The LFC has recommended \$2.8 million in continuum funding this year, last year was for \$2.6 million.

3) **FY15 RFP Process** - There were two grant workshops this year and a survey was sent out afterwards. 25 -35% of the sites did not attend the workshops. 16 of 20 sites responded to the survey. It was suggested that next year the narrative be done in Word and the budgets in Excel. It was also felt that new Coordinators and those areas that are having reporting issues be required to attend the training next year.

4) **Continuum Site Overview** –

- a) Grant Count is doing well and should be on track by next year.
- b) McKinley is looking at sending in reports.
- c) Raton is still looking at getting up and running.
- d) Santa Fe is doing well.
- e) Luna has not submitted any reports so far: they should have reports and invoices in about a week.
- f) Lea County is doing okay.
- g) Taos is doing okay.
- h) Curry is doing well. They are working on their financial back up documents.
- i) San Miguel is working on their financial back up documents.

	<p>Mr. Lindahl passed out a three page report. He noted surprise that Coordinators in some areas do not go out and visit the programs they have funded. He reviewed the recommendations on his report and said tweaking needs to be done.</p> <p>5) <b>Graduated Actions</b> - Ms. Marcantel reviewed the graduated sanctions regarding compliance with fiscal and programmatic grant requirements. Ms. Stover explained this is a tool for staff and not written in stone. Ms. Marcantel assured the JJAC that here unit would communicate to them any issues reaching Level III or higher.</p>	
VOTE	<p>Motion to remove round two money for Torrance County was made by Amy Orlando and seconded by Alma Cortez.</p> <p>Motion was unanimously approved by the JJAC Board.</p>	
HANDOUTS	<p>_Survey Monkey results. _Continuum of graduated sanctions _Mr. Lindahl's report _CJJ conference flier</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
JJAC has requested an organizational chart with who Board members can go to with specific questions		
JJAC has requested the SOW's from Bob Cleavall, Terri Turner and Richard Lindahl's contracts		
The results of the Survey Monkey needs to be sent out to Coordinators		
Board Chairs need to be copied on correspondence to Coordinators		
Mr. Lindahl's report needs to be sent out to Board Chairs and JJAC members who did not attend the meeting		

**SUB-COMMITTEE REPORTS & JJAC UPDATES**

**STOVER**

DISCUSSION	<ol style="list-style-type: none"> <li>1) <b>JJAC vacancies and process for application</b> - JJAC is now at 17 and there can be up to 33. Two youth members should be named by mid-February. The Association of Counties may have some ideas.</li> <li>2) <b>Counties Interested in Forming New Continuums</b> - Mr. Wilson inquired about tribes joining together and joining JJAC.</li> <li>3) <b>Legislative Session Update</b> - Mr. Lindahl reported on the Legislative session. Ms. Stewart hopes there will be an absconder's bill to fill the gap between when youth are placed on supervised release and when they have to report in. There are issues with them absconding in-between these times.</li> <li>4) <b>NM First Report and sub-committees needing to meet before next JJAC meeting in March</b></li> <li>5) <b>CJJ Meeting in Washington, DC, June 18-21</b> - Any members interested in the CJJ Conference need to e-mail Sharon Stover and she will present the requests at the April meeting. John Richmond stated he would like to attend and represent the Youth Sub-committee. Whether there was a place to request additional funding from for training (above the 5% JJAC already receives) was questioned. This will be put on the agenda for the next meeting.</li> <li>6) <b>Training Opportunities</b> - Ms. Pellerin hopes to hear back in February about the FACJJ training she has applied for.</li> <li>7) <b>Juvenile Justice Stakeholder's meeting held 12/5/13</b> - There will be another stakeholder meeting on 3/16/14 from 10:00 an – 12:00pm.</li> <li>8) <b>Children's Law Institute conference on 1/16/14</b> - It was mentioned that the breakfast at CLI turned out to be a recruitment effort for JDAI. JDAI wants to "go to scale" statewide.</li> </ol>
VOTE	N/A

HANDOUTS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
All sub-committees need to help come up with ideas on how to get new members.		
Contact needs to be made with the Association of Counties regarding possible new JJAC members		
Follow up with Mr. Wilson on tribes joining together and creating a continuum site		

**NEW BUSINESS/NEXT MEETING/PUBLIC COMMENT**

**STOVER**

<b>DISCUSSION</b>	1) There was a cautionary statement about the "Scared Straight" TV program filmed in Albuquerque. It came through the Teen Court and jeopardized OJJDP funding. It showed youth being mixed with adults. 2) The next meeting will be in Las Cruces on 4/10/14 and will start at 10:00am. Mr. Richmond said he works at the Hampton Inn and they would work with JJAC if they wanted to use their facility. Ms. Marcantel said that CYFD often has vendors that can provide direct billing to the agency.	
<b>VOTE</b>	N/A	
<b>HANDOUTS</b>	N/A	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add to next agenda: 1) Further discussion on contractors (Lindahl, Turner, Cleavall) as per Ms. Stover 2) Is there a place to get extra funding for JJAC training as per Ms. Pellerin		

**Adjournment**

Minutes Approved by JJAC Committee on: 3/20/14

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 Sharon Stover, Chair