

Valencia County Juvenile Justice Executive Board Meeting  
Henry Perea Bldg  
750 Morris Road  
Los Lunas, NM 87031

**April 23, 2015 @ 1:30 pm**  
**Special Executive Meeting Minutes- Contractors**

**In Attendance:** Judge Garcia, Ruben Barreras, Father Mundy, Mink Price, Dr. Smith, Tom Mraz, Bart Regelbrugge

- ❖ Meet with ScOutreach, Boys and Girls Cub, New Day RAC: Ruben explained the purpose of the meeting to the contractors and stated that he had requested the meeting to ensure that everyone was on the same sheet of music. He asked if there were any questions or concerns from the contractors. Coordinator stated that all invoices and reports had been correct and on time for the past 2 months. The contractors stated that they felt they had a good understanding of the process at this time.
- ❖ Remaining budget balances: Coordinator gave the contractors the amounts of their remaining balances. Ruben asked if they would be able to spend all their funds by the end of the year. Coordinator explained the moving of funds which was done by BAR. All expected to be able to expend their funds except for Boys and Girls Club. This is because they received the funds so late in the year.
- ❖ Invoicing requirements: There were no questions
- ❖ Reporting requirements; ScOutreach and RAC stated that the forms they receive for their monthly reports from Valencia County are different from the forms they receive from the other counties they work with. Coordinator said the forms come directly from CYFD so they should be the same. Violeta said that instead of filling out a form she meets with the Torrance County Coordinator and they sit together while she enters the information directly into the database. Coordinator said that if anyone wanted to use the forms they get from the other counties instead of the forms they have received from Valencia County, that is acceptable and she is willing to have them submit those instead. She said they can start using them with their next report. She also said that CYFD is currently re-doing the database reports and that soon the contractors will be able to enter the information themselves directly.
- ❖ Other business as time allows: none
- ❖ Adjourned at 2:15 pm