

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Date: November 14, 2016
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director *PEG*
Via: Katherine Miller, County Manager
Re: Growth Management Monthly Report October 2016

This report is a summary of projects for Growth Management with statistics from October 2016. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

Planning Division

Affordable Housing

The Down-Payment Committee granted assistance to two families. Both requests granted were for tier one buyers. Total assistance granted was in the amount of \$40,000.00.

Staff presented an Affordable Housing Agreement to the Board of County Commission at the October 11th, 2016 meeting. The agreement was approved and will create 41 additional affordable homes in the Turquoise Trail North Subdivision.

Staff received and completed three requests for mortgage subordinations.

Open Space

On October 15th, 2016, El Camino Real Retracement Trail project unveiling event was held in conjunction with National Park Service Centennial Celebration. This event was held at the Dead Dog Trailhead in the Caja del Rio with National Park Service, Bureau of Land Management, National Forest Service, and County representatives, it was well attended and included bicyclists and equestrians. Trail events for hikers, bicyclists, and equestrians were organized.

Food Policy Council

Planning staff hosted a special Land Use Subcommittee meeting of the Santa Fe Food Policy Council on October 5th, 2016 which included a presentation by Anthony Flaccavento, farmer and business entrepreneur. The presentation was titled "Building a Healthy Economy from the Bottom Up: Harnessing Real World Experience for Transformative Change". Staff also gave an overview regarding the Agriculture and Ranching Implementation Plan. The presentation was very well attended by members of the public.

Agriculture & Ranching Implementation Plan

An article written by staff titled 'Santa Fe County's Agriculture and Ranching Implementation Plan: Connecting a Thousand Points of Light' was featured in the Green Fire Times October edition, as part of that issues theme of 'Building a Regional Food System'.

Staff hosted the first two Agriculture Resource Inventory roundtable discussions. The first was focused on "Ag. Resource Providers" and held on October 13th, 2016. The second meeting focused on "Crop Production and Producers" and was held on October 15th, 2016. The roundtables were well attended and these discussions have yielded rich information about agricultural opportunities and challenges.

Staff conducted outreach to 'local food buyers' in preparation for the 3rd roundtable discussion to be held Wednesday, November 9th, 2016.

Staff has continued distributing questionnaires in order to learn more about the status of agriculture in various areas of the County and to better understand the County's current food production capacity.

Staff has conducted outreach to mayordomos and parciantes, and met with representatives from 3 individual acequias, walked those ditches and discussed the specific contexts, concerns, and needs relating to agricultural production in these acequias' areas.

Transportation

Staff continued work on NMDOT TAP/RTP grant applications for the Avenida Del Sur Bike Lanes, Arroyo Hondo Trail, Phase IV, and Rail Trail Segment 5 projects.

SFMPO

Staff attended the October TCC and Policy Board Meetings. Proposed changes to the MPO Transportation improvement Program (TIP) have been posted for the public comment period and include:

- The addition of \$1,000,000 for a preventative maintenance project on NM 502 bridges in FY 2017 with a total project cost now at \$3,000,000 (NMDOT funds).
- The addition of the NM 599 Interchange Reprioritization Study, \$200,000 (NMDOT funds) in FY 2017. Since the original 2012 study, the interchanges at South Meadows and Airport/Jaguar Road have been constructed. The new study will reprioritize and update cost estimates. Design work will occur this winter for interim safety improvements to Via Veteranos/NM 599. NMDOT has not programmed funding for these improvements at this time. The interim improvements are intended to address current safety concerns and will not be part of the Interchange Reprioritization Study.

- The addition of a project to install crossing lights and gates at CR 51/BNSF Crossing in Canoncito, project cost \$350,000 (NMDOT funds) in FY 2018. These proposed amendments will be considered for adoption at the November MPO meetings.

NCRTD:

The NCRTD Board of Directors Meeting was canceled for the month of October, 2016.

Community Planning

The BLM has started a public process to scope a proposed new electric transmission line that would cross parts of north/central Santa Fe County. Staff is coordinating with BLM through its planning process. Staff anticipates a presentation to the BCC from BLM regarding their planning process.

As part of the 6 month SLDC update process, staff has continued to coordinate with planning committees and the Community Organizations / Registered Organizations (CO/RO) groups. Staff has provided these groups information and received feedback on code changes related to individual community overlays as well as the other proposed code changes.

Staff continues to work with community members on the Galisteo Revitalization Action Plan. As part of the community outreach process the planning group met to discuss the direction of the plan and this resulted in a draft outline of the Action Plan with key actions identified. Staff and committee members will present the Action Plan and request feedback in November and a meeting is scheduled for final review of the draft plan in December. Additionally, after the first meeting, staff identified the need to include a Galisteo Rural Commercial Overlay as part of the on-going SLDC six month update process. These suggested changes reflect items identified in the Galisteo Community Plan and have been reviewed with the planning committee for inclusion in the Galisteo Community District Overlay section of the SLDC. On November 17th, a community-wide open house will be held to inform residents of the Galisteo Community District Overlay changes.

Community Organizations and Registered Organizations

Staff continued implementation of the SGMP through outreach and coordination of the Community Organization and Registered Organization process. Staff continues to meet with community groups and provide start-up assistance, as requested.

Economic Development Division

Growth Management is currently interviewing for the Economic development manager position and hope to fill the position shortly.

Building and Development Services Division

Permits and Development Review

The following statistics are provided for permits and approvals issued in October 2016:

| | October 2016 |
|--|--------------|
| New Residential Permits - Stick Built Homes | 19 |
| New Residential Permits - Manufactured Homes | 6 |

| | |
|--|--------|
| Commercial Building Permits | 3 |
| Number of Lots Created – Major Subdivision | 0 Lots |
| Minor Subdivisions | 0 Lots |
| Exemptions | 5 Lots |
| Commercial Business Licenses | 1 |
| Home Occupations No Impact | 2 |
| Home Occupations Low Impact | 0 |
| Film Permits | 3 |

Code Enforcement

The following statistics are provided for code enforcement actions in October 2016:

| | October 2016 |
|--|--------------|
| Number of Initial Notices of Violation Issued | 16 |
| Number of Final Notices of Violation Issued | 2 |
| Number of Notices of Violation resolved without court action | 12 |

GIS Division

E911 Addressing

In October Addressing staff inspected 1,192 addresses and replaced 404 rural address postings. GPS Technicians also supported the Open Space staff by mapping trail routes to Placer Peak in the Ortiz Mountains Open Space and attended the NMGIC Fall meeting in Albuquerque.

The GIS Division prepared 59 development permit screening forms & maps which triggered 10 archeological screenings. Staff also began work on updating web services to be deployed to internal GIS users. Application screening and interviews were conducted for the vacant GIS Supervisor position. Hire is pending acceptance of County offer.



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County Manager

Pablo Sedillo, III
Public Safety Director

To: Santa Fe County Board of County Commissioners
From: Pablo Sedillo, III
Public Safety Department Director
Via: Katherine Miller
County Manager
Date: November 29, 2016
Re: SFC Public Safety Department Monthly Report for October 2016

The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of October 2016.

CORRECTIONS DEPARTMENT

Adult Detention Facility (ADF)

Administration/Security

- The Santa Fe County Adult Detention Facility had 643 intakes and 683 releases for the month of October 2016.
- Warden Mark K. Caldwell announced his retirement, effective date of 12-31-16.
- Warden and Deputy Warden attended the NMAC Detention Affiliate Conference in Ruidoso, NM October 4 - 7, 2016.
- Effective the end of October, Santa Fe County Adult Detention Facility welcomes Dr. Mel Olivares back as a full-time employee. Dr. Olivares transitioned from part-time, thereby continuing to be a quality provider for the facility/County.
- ADF is in receipt of a second K-9 and in addition to our current K-9, two handlers are attending K-9 Handler Team Certification Training. Expected date of graduation is early November 2016. The addition of a second K-9 will increase our ability to address interdiction efforts, thereby increasing our success in this area.

Compliance/CQI/New Hires/Staffing

- The New Mexico Association of Counties conducted a three year re-accreditation audit of the Santa Fe County Adult Detention Facility. The Auditors were very complimentary on their findings and recommended the facility be re-accredited.

Programs

- Eight Inmates received Baptism from the Santa Fe Baptist Church.

Other

- Elderly Inmates and Inmates with compromised immune systems were given the flu vaccination.
- The re-paving of the facility parking lot was completed. The results are outstanding and assist in the presentation of a professional facility, as well as contributing to the overall pleasing

aesthetics which are typical of well-managed and cared for correctional facilities. Multiple positive comments from assigned personnel as well as visitors, etc., have been shared.

Electronic Monitoring Program

- Providing services to 275 clients.
- There were 48 successful releases for October.
- Clients Financial Obligation – Paying - 18%, Waived - 0%, Unemployed - 76%, Out of County - 6%.

Youth Development Program (YDP)

- Met with Laura Pancoast, Development and Marketing Associate with Santa Fe Desert Chorale on October 12, 2016. Our goal is to put together work from residents within the program and present it through music from members of the Chorale. Our mission is to have a concert around December 2016.
- Private screening for short film “Up the River” was shown on October 15, 2016 at the Santa Fe University of Art and Design. The short film was filmed at Santa Fe County Youth Development Program. The film will be presented at this years’ Santa Fe Film Festival.
- Marta Townsend conducted a Video Interview with Aaron Garcia, Youth Services Administrator on October 24, 2016. The video interview will be used for fundraising for ARTsmart program. Information provided during the interview was about how the program has impacted the youth and how it got started here at Santa Fe County Youth Development Program.
- Carlos Medina, comedian and musician, visited with residents here at Santa Fe County Youth Development Program on October 27, 2016. Mr. Medina ventured into comedy in 2012, and is a recipient of the New Mexico Hispano Music Songwriter of the year award in 1995 and 2014. The state of New Mexico has recognized Mr. Medina for his native talents and his mentorship of young adults.

| | |
|-----------------------------------|-------------|
| ○ Intakes | ○ 26 |
| ○ Releases | ○ 24 |
| ○ Male Intakes | ○ 20 |
| ○ Female Intakes | ○ 6 |
| ○ Average Daily Population | ○ 11 |

FIRE DEPARTMENT

Administration, Facilities, Fleet

- We have filled our Wildland Urban Interface Specialist position. The position begins in November to assist our Wildland Division in fire prevention activities.
- Installation of a station generator was completed at Rancho Viejo.
- Soil extractors have been purchased for the Regional Stations, and we are awaiting additional parts in order to complete the installations. This will allow staff to clean protective gear following structure fires.

- Glorieta station 2 project completed and the station is open for business.
- Placed orders for 2 new prevention vehicles.
- We received contracts for hose testing, ladder testing, and station pest control for application countywide.
- Ambulance billing collected \$131,425 in the month of October, and we are on track to exceed our budget for the fiscal year.

Operations and Training

Total Emergency Responses – 588

EMS – 459

Fire and other related calls – 129 (fires 19)

- Captain Mestas and training staff are working through the EMT refresher schedule. Three refreshers were conducted in the month of October for staff. Excellent program with uniformly positive feedback from field staff.
- Volunteer Fire Academy completed Haz Mat and are in the Fire fighter 1 module. Class is moving along successfully, graduation to be scheduled toward the end of December.
- 3 Paramedic students are working hard in the SFCC Paramedic program and they are working shifts as required to fulfill their schedule.
- ISO inspections were completed for the Pojoaque and Agua Fria Fire Districts. Results within 6 months.
- Pre-ISO survey meetings held for the Glorieta fire district. Inspections scheduled for December.
- Participated with Emergency Management in the WIPPTREX exercise for three days. This was a collaborative exercise with multiple agencies. SFCFD played a significant role.
- Captain Mestas conducted EMS week for the Volunteer Fire Academy students.
- Training for members on Naloxone use and managed distribution of kits to volunteer and career staff.

Fire Prevention and Wildland

- Business registrations – 8
- Development Reviews and Adjustments – 22
- Burn Permits – 13
- School and business inspections – 21
- Hydrant Inspections and testing - 235
- Pre-school/School fire and injury prevention presentations/Health Fair – 38
- Wildland fire suppression activities on 382 acres.
- Fuel mitigation activities on .5 acres (14 acres YTD).
- 21 firefighters trained in wildland fire suppression.
- The Division participated in the process of hiring YCC members for the winter season hand crew. They will be participating in hazardous fuels mitigation activities.

Volunteer Recruitment and Retention

- New member applications recruited and approved in July – 9 (YTD 75).
- Completed and submitted a FEMA grant for firefighter protective gear.

- Coordinating the Volunteer Fire Academy which started in August. Working closely with the Training Captains on this assignment.

Emergency Management

- 3 day 2016 WIPPTREX exercise successfully completed. Chief Vigil served as the exercise director, and staff were involved in the Radiation Decontamination Unit and the Joint Information Center.
- Mitigation Plan under review by the State. Anticipate the plan will move to a FEMA review in November. Results likely 90 – 120 days later.
- Presented Point of Wounding Care and Whole Community School Emergency Planning at the NM Association of Non-Public Schools Annual Conference.
- The Emergency Management Coordinator completed a full tour of all Pojoaque Soil and Water Conservation Dams.
- Participated in the first planning meeting for the Pojoaque Middle School evacuation drill. Exercise planned for November.
- Participated as SFC representative in the City of Santa Fe/Post Navel Graduate Program Homeland Security Seminar.
- Attended and presented at the EMS refreshers in collaboration with Captain Mestas.
- Detailed Inventory Process, Operational Readiness checks started with all Emergency Management Deployable Resources. Conducted Technical Rescue Training with TR Team, and preparation for winter weather.

RECC

- **Operations**
 - Total Telephone Calls Handled (incoming and outgoing)
 - October – 29,155
 - Total calls Received via 911
 - October – 6,662
 - County calls requiring response agency dispatch
 - October– 6,199
 - City calls requiring response agency dispatch
 - October – 10,815
 - Town of Edgewood calls requiring response agency dispatch
 - October – 523
- **Staffing**
 - Vacancies
 - 6 Trainee positions.

If you have any questions, I can be contacted at 992-3092. Thank you.

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County Manager

MEMORANDUM

DATE: *November 11, 2016*

TO: *Board of County Commissioners*

VIA: *Katherine Miller, County Manager*

FROM: *Michael Kelley, Public Works Department Director*

ITEM AND ISSUE: *BCC Meeting November 29, 2016*
Public Works Monthly Report for October 2016

DISCUSSION

Operations and Maintenance

Charts 1 and 2 below show our monthly work order volume. A more detailed break-out can be seen in Table 1, attached.

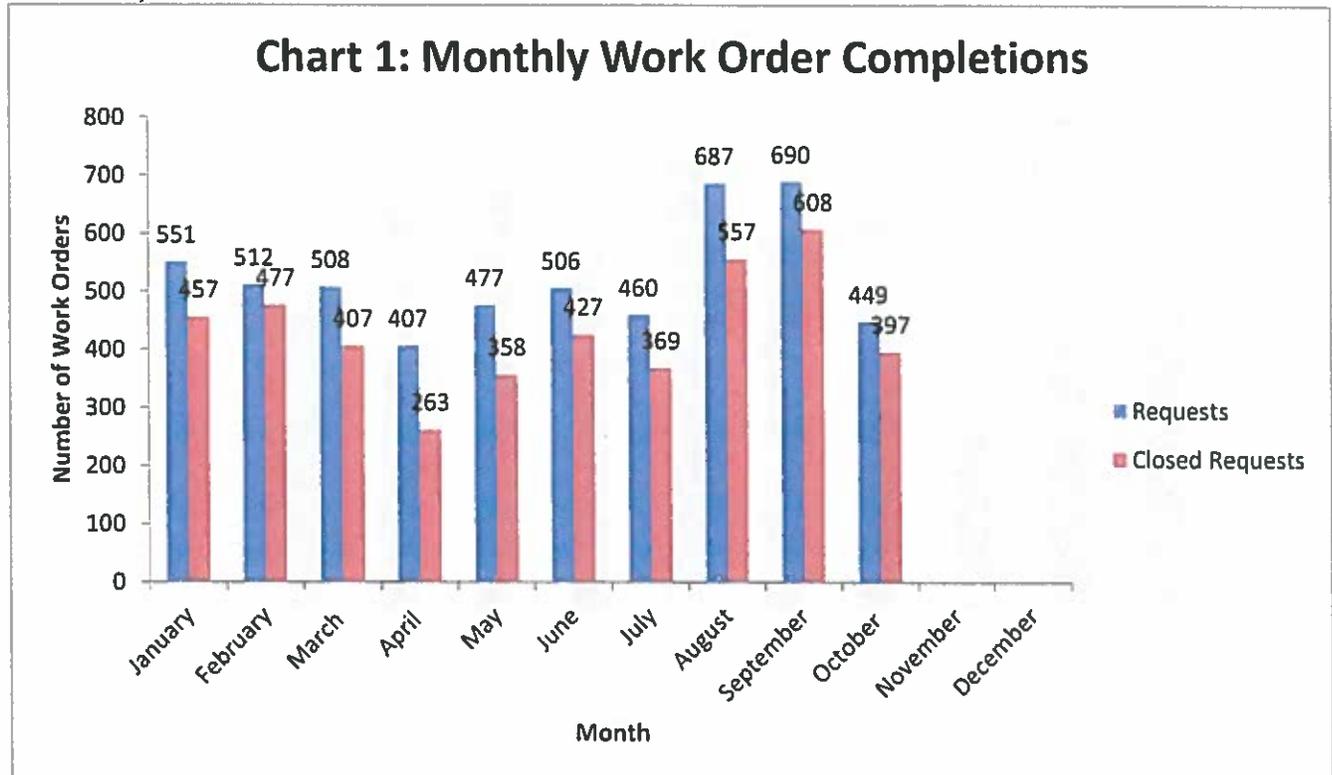
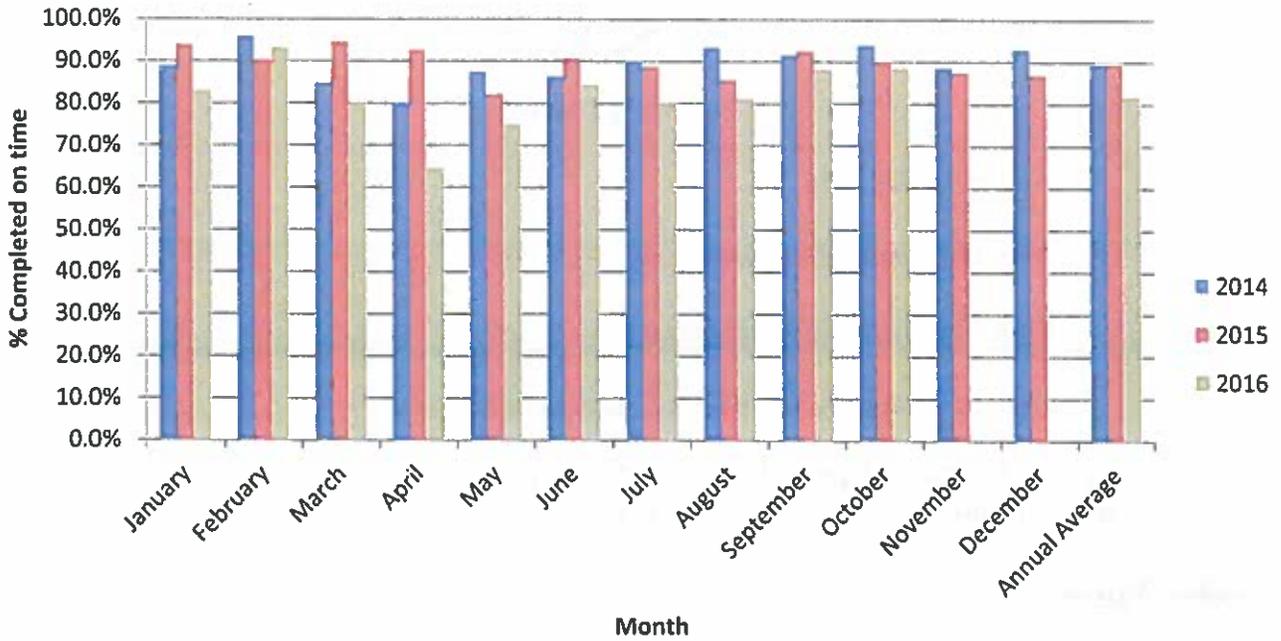
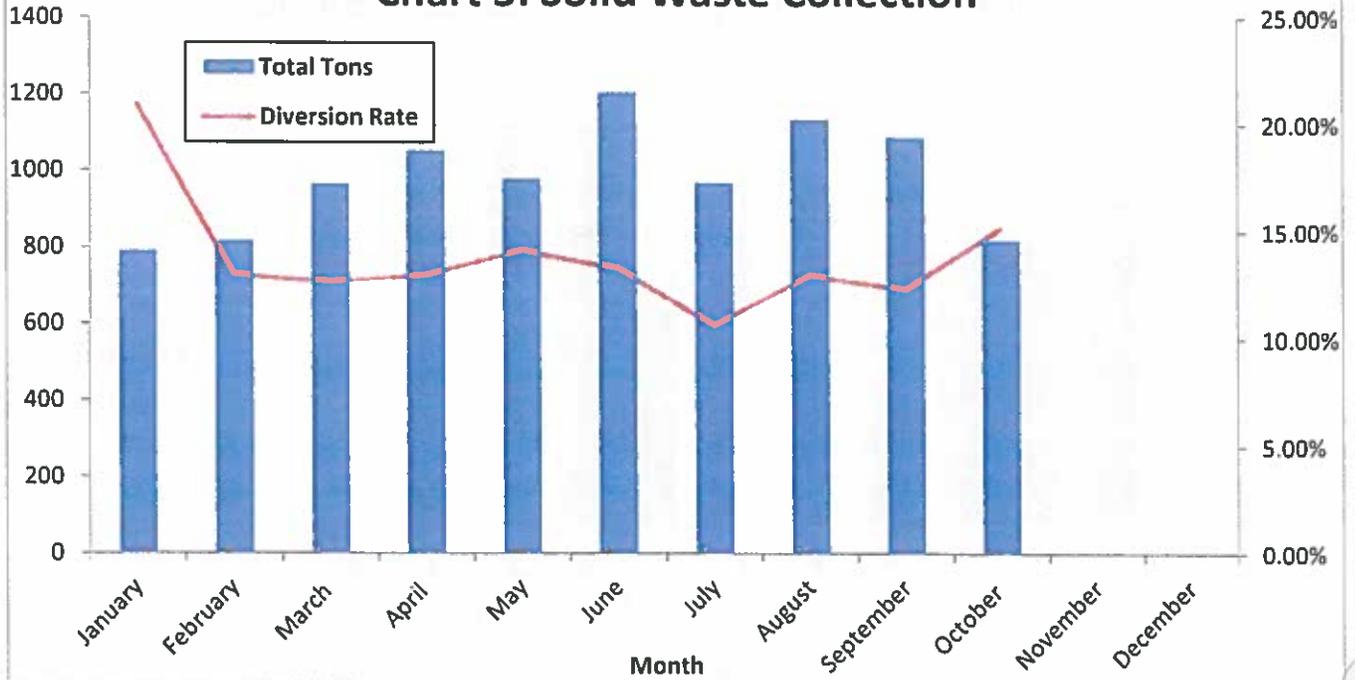


Chart 2: Year-to-year Work Order Completion Rates



Solid Waste: The County average diversion rate was 14.45% in 2015. The month of October diversion rate was 15.15%, bringing the year-to-date average to 13.79%. See chart below.

Chart 3: Solid Waste Collection



Solid waste permits sales are shown below.

| Permit Type | Number of Solid Waste Permits Sold | |
|--------------------|------------------------------------|-------|
| | Oct 16 | CY16 |
| 1-trip | 28 | 200 |
| 6-trip | 43 | 357 |
| 6-trip/senior | 29 | 178 |
| 6-trip/low income | 2 | 8 |
| 6-trip/veteran | 0 | 13 |
| 12-trip | 189 | 1,561 |
| 12-trip/senior | 180 | 1,240 |
| 12-trip/low income | 3 | 21 |
| 12-trip/veteran | 18 | 167 |
| Bag tags | 90 | 599 |

Utilities Division:

La Cienega Line extension: Utilities is beginning to bill all customers who signed up for service: \$76 for their connection fee and \$3.55 for stand-by fees.

The fire line vault for Santa Fe Brewery has been completed. SFCU operators inspected and approved the project.

Quill WWTP Due to the increased treatment of effluent (with the new chlorination process) at the Quill WWTP, the level of effluent pond has been dropped to a new low, allowing increased storage capacity for the winter flows.

Agua Fria Water Cooperative County staff met with the Agua Fria Water Cooperative to discuss the settings and operability of the system's pressure reducing valves (PRVs). Next steps 1) SFCU operators worked on AF lower system's PRVs 11/4; 2) get contractor JCH to work on the AF Coop's well, tank and booster system; Step 3, Co to hire JCH to maintain and repair, if necessary the 2 PRV stations.

Caja del Oro Water System SFCU posted lead and copper sampling results at all the facilities on the Caja del Oro system: La Familia, the Agua Fria fire station, and Nancy Rodriguez community center. The results were below action levels for all facilities.

Past due accounts SFCU staff review SFCU customer past-due accounts monthly, mail approximately 90 15-day notification to customers whose past due amount is over \$75, follow up with approximately 70 7-day "red-tag" door hangers (distributed by the field crew). Approximately 10 customers have their water shut off because payments are not received on time. On any given month 1-3 meters remain shut-off for more than a week, which often results in removal of the customer's meter.

La Familia Irrigation Well Following the breakdown of the La Familia irrigation well, SFCU has been hauling water to irrigate Romero Park. SFCU has submitted an IPR for the replacement pump of approx. \$8K

Governor Talachy of Pojoaque Pueblo and the other NPT governors hosted a public community meeting on Nov 3. The meeting was well attended and generated 77 questions, about 1/3 of which were answered at the event. The governor is proposing a follow-up meeting for Nov 16.

BDD has been off-line intermittently recently for City operational reasons. City and County utilities agreed that the best way to have County informed of such events is to participate in the weekly Friday 10 am operations calls between BDD and Canyon Road WTPs staff.

National Guard Per SFCU April 27, 2016 letter, the National Guard completed the SFUC requirements for compliance with the County's industrial pretreatment sewer requirements. The Guard constructed a berm to prevent storm-water runoff from entering SFCU collection system from their heavy equipment wash bay areas and the sampled the discharge from their oil/water separators.

Project Delivery Division:

- **Ken and Patty Adam Senior/Community Center:** A HVAC Audit Report was received from the design team regarding the work completed by the previous contractor. The design team is recommending an additional make-up air unit be installed to correct issues brought forward in the report. Projects has scheduled a meeting, which will be scheduled for the week of November 14, 2016 to discuss. The contractor invited two companies to bid on the HVAC corrective measures. A potential problem with the cistern was also discussed. County Property Control staff was advised and met on site with the PM. Further investigation will be needed.
- **Hwy 14 Senior Community Center:** County Stakeholders from CSD, Fire, Property Control, Planning, Land Use, Utilities, Projects and the Design Team met to discuss the project and coordinate requirements on November 7, 2016. A meeting with the Hwy 14 Community is scheduled for December 10th, 9:30 to 11:30 AM at the State Parks Visitor Center in the town of Cerrillos.
- **Glorieta Fire Station #2:** A Wet Down/Ribbon Cutting Ceremony occurred at the newly completed station on November 5, 2016. The Project Manager is now working on a scope of work for the solicitation for the installation of an additional 16,000 gallon water storage tank to supplement existing fire Protection.
- **Agua Fria Fire Station Training Center Site Improvements:** Electrical Engineering coordination occurred on Friday, November 4, 2016 to review project scope of work to meet additional requests by CID. Permit Plans were delivered to CID for permit approval.

- **Galisteo Fire Station Remodel:** The construction drawings were delivered to Land Use for permitting on Thursday, November 3, 2016. Bidding information for contractor selection is being coordinated with SFC Purchasing Div.
- **Stanley Cyclone Center:** The final walk through for original contract occurred Thursday, November 10, 2016. The contractor began work on the kitchen improvements. All exterior sidewalks are complete. Contractor began work on drainage over septic system and curb and gutters.
- **Nancy Rodriguez Community Center:** Plans for parking and landscaping Improvements are complete. A Pre-bid conference is scheduled at Nancy Rodriguez Community Center for 11:00am on November 17, 2016. Construction is scheduled for early 2017.
- **Plan and Design Improvements at County Fairgrounds Ag Extension Office:** The 60% Utility Design is scheduled to be reviewed on Friday November 18, 2016. The contract for Asbestos remediation is at purchasing for signature. The Schematic Design work for building improvements is nearing 60% completion.
- **County Administrative Offices:** A Schematic Design work session was held Wednesday, November 9, 2016. 3 schemes were reviewed for further refinement for SFC Staff review on November 16, 2016 and a Public Update and Review on November 21. Both review sessions will be in the Commission Chambers. Staff reviews will be scheduled throughout the day and the Public Review will be from 6 to 8 PM. Review and Comment from the city of Santa Fe Historic Design Review Board is scheduled for 5:30 PM on December 13, 2016. Completion of Schematic Design is expected by the end of 2016. The contract for the Archaeological testing and monitoring and the contract amendment for the A&E team for the approved scope of work increase will be presented to the BCC for approval on November 29, 2016.
- **District Attorney Office Remodel:** The budget and scope of work for the project is in the process of being updated. Property control has completed some of the HVAC upgrades due to equipment failures during the period the DA's office requested work be suspended. The project information is being updated for coordination with the new incoming District Attorney.
- **Adult Detention and Youth Detention Facility Master Plan:** The selection of a Programming and Design team has been completed and the contract is being negotiated in the Purchasing Division.
- **PW Expansion Phase II:** Programming and Site Selection was approved by the stakeholders and the Public Works Director on November 7, 2016. Schematic Design is being initiated and is expected to be complete before the end of the year.
- **PW Administrative Building HVAC Upgrades:** Final construction documents were delivered for review and comment. The associated cost projections were also submitted and are being reviewed and coordinated with the project budget.

- **Leo Gurule Basketball & Tennis Courts Reconstruction:** Projected construction costs indicate a shortfall within the allocated budget for reconstruction of even one of the two courts that are unusable in their current state. Projects has requested additional funding be allocated for this work.
- **Santa Fe Mountain Center:** The Architectural Design & Consulting firm has been selected. Negotiations for the design contract have been completed and the agreement is being routed for County signatures.
- **Bennie J. Chavez Center Septic system:** The Procurement package has been submitted to purchasing and staff will schedule a construction kick-off meeting with contractor and also issue the Notice to Proceed once the P O is received.
- **Edgewood Senior Center ADA Upgrades:** A Site visit with the Architect was held on October 12, 2016. The Design is scheduled to be completed by the third week of November, 2016.
- **Edgewood Fire Station #2/Cedar Grove:** The Design Contract is currently being routed for County signatures. Staff will schedule the kick-off meeting with architect and will issue the NTP once the PO is received.
- **Jacona Collection Center:** A Meeting with Jacona Land Grant and Staff was held on September 1, 2016 regarding the transfer of water rights to enable the drilling of a well. The Jacona Land Grant Association received an exploratory well permit which does not allow any consumptive use of water but is used to prove availability. The Land Grant is in the process of transferring water rights with the Office of the State Engineer which will complete the process for allowing consumptive use of water. Plans for moving this project forward are being discussed and coordinated to include a review of all options
- **Arroyo Hondo Trail:** Staff provided the Engineer approval to proceed to 60% design on July 11, 2016. Environmental field work began on October 24, 2016. The contract for Loris and Associates expires on November 27, 2016. A new contract has been requested. A new contract for the remaining professional services for Final Design and Construction Phase Services is expected to go to the BCC for approval on December 13, 2016.
- **Mt. Chal:** Options for property acquisition are being evaluated by the County Manager's Office. The County awarded the contract for the mineral appraisal services on September 29, 2016. Notice to proceed was issued October 13, 2016. The Appraiser estimated that it would take 60-120 days to complete the appraisal. Completion of the Mineral Rights appraisal will be coordinated with the CMO.
- **Pojoaque Sports Fields:** Bids for this work were received on October 26, 2016. The County received two bids and both bids exceeded the allocated budget requiring cancelation of the solicitation. The Landscape Architect has reviewed the bids and has provided a

recommendation for how to re-bid the project. A meeting to coordinate with Purchasing has been scheduled for the week of November 14, 2016.

- **Rio Quemado Watershed Restoration:** The contractor has completed construction of the at-grade crossing and has begun work on stream stabilization structures. The substantial completion walk through occurred on November 2, 2016. The contractor expects to finish punch list items by the week of November 14, 2016.
- **Thornton Ranch Open Space:** Staff presented an update on the planning process to BCC at the September 27, 2016 meeting. The Master Plan was presented to COLTPAC on October 5, 2016. A Public Meeting was also held on October 20, 2016. The Draft Master Plan was released for a 30 day public comment period on November 1, 2016. Tribal representatives from San Felipe Pueblo and Kewa (Santo Domingo) Pueblo attended the Public Meeting and COLTPAC meeting on November 2, 2016. They expressed concerns about plans and the planning process and requested Government to Government consultation.
- **Agua Fria Monument Sign 2:** Staff received the draft easement exhibit from the surveyor and sent the exhibit to the landowner for review on September 1, 2016. Staff received approval from the land owner to order an appraisal on October 12, 2016. Results of the appraisal are pending.
- **Santa Fe Rail Trail Segment 4:** The construction contract was awarded May 26, 2016. Work has been progressing smoothly. Staff expects Substantial Completion by December 2016. The contractor continued laying the crushed fines trail surface this week. The engineer requested a Change Order Proposal from the contractor to construct a rock retaining wall to stabilize a cut slope next to the trail. The contractor submitted the proposal on October 24, 2016. The engineer submitted the Change Order for approval on October 27, 2016. Staff submitted the Change order to NMDOT for approval on November 3, 2016. Approval is pending.
- **Santa Fe Rail Trail Segment 6:** Staff received the exhibits from the surveyor on August 18, 2016 and forwarded them to Terry Lease to prepare easement documents. BCC approved a Resolution granting the County Manager authority to execute the documents at the October 25, 2016 Meeting.
- **El Camino Real Retracement Trail FLAP project:** HDR is working on completing the draft EA which is then required to go out for public comment. 90% plans are expected by early December 2016. The County received the executed MOU for the maintenance of the trail from BLM on August 24, 2016. Staff received the executed R-28832 Amendment and submitted the amendment to the Development Plan for MRC patent to BLM for approval on June 17, 2016. The County received the revised MOU between the County, BLM and Forest Service for the maintenance of the trail from the Forest Service on July 15, 2016. Staff sent County and BLM comments to Forest Service on August 31, 2016.

- **Santa Fe River Property Acquisition:** Jason Krause has signed both Purchase Agreements for his Primary Parcel and the Overlap Parcel with Robert Hilgendorf. The Agreements have been submitted to Purchasing for routing and County signatures. Tierra ROW Consultants will begin acquiring the Release of Mortgage once their new contract is executed. Further negotiations with Peter Padilla have failed. BCC action on this acquisition is expected on November 29, 2016.
- **Santa Fe River-El Camino Real Design:** The engineer has submitted final plans for review and is incorporating the redline comments as directed at the October 19th review meeting.
- **Santa Fe River-Frenchy's to Siler Design Update:** The engineer is completing the revised plans as directed. Purchasing is processing a contract increase of \$10,620 for additional work outside the original Scope of Work which is expected to save the County approximately \$110,000 in construction expense.
- **Vista Aurora Subdivision Sewer Line Upgrade–Design Phase:** A revised cost estimate was received from Santa Fe Engineering Consultants on October 11, 2016 and approved by the Public Works Department. The Procurement Division is generating an Engineering Services Agreement for signature approval.
- **TL6S/Lamy Junction Waterline Extension–Design Phase:** A Teleconference was held between the Public Works Department and Molzen Corbin to discuss water quality and water modeling on November 2, 2016.
- **Agua Fria Utilities Infrastructure Plan – Preliminary Engineering Report (PER):** A 30% PER Submittal was received on November 1, 2016. The next County Project Team Coordination Meeting with Santa Fe Engineering Consultants is scheduled for November 4, 2016. The first public meeting with the Village of Agua Fria is scheduled for the evening of November 15, 2016 at the El Camino Real Academy.

ACTION REQUESTED:

None; for information only.

Table 1: Oct 2016 Work Order Report

Property Control

| COMM. DIST. | REQUESTS | ISSUED | WORK ORDER CLOSED | WORK ORDER ISSUE ASSESSED ON TIME |
|-------------|----------|---------|-------------------|-----------------------------------|
| 1 | 7 | 7 | 6 | 6 |
| 2 | 7 | 7 | 7 | 7 |
| 3 | 7 | 7 | 6 | 7 |
| 4 | 10 | 10 | 8 | 9 |
| 5 | 12 | 12 | 10 | 12 |
| All | 66 | 66 | 57 | 59 |
| TOTAL | 109 | 109 | 94 | 100 |
| | | 100.00% | 86.24% | 91.74% |

Building Services

| COMM. DIST. | REQUESTS | ISSUED | WORK ORDER CLOSED | WORK ORDER ISSUE ASSESSED ON TIME |
|-------------|----------|---------|-------------------|-----------------------------------|
| 1 | 4 | 4 | 4 | 3 |
| 2 | 3 | 3 | 3 | 3 |
| 3 | 1 | 1 | 1 | 1 |
| 4 | 0 | 0 | 0 | 0 |
| 5 | 4 | 4 | 4 | 3 |
| All | 26 | 26 | 26 | 16 |
| TOTAL | 38 | 38 | 38 | 26 |
| | | 100.00% | 100.00% | 68.42% |

Roads

| COMM. DIST. | Overall WO's from public & staff | Overall WO Issued from public & staff | Overall WO Closed from public & staff | Request from public only | On-time request from public only |
|-------------|----------------------------------|---------------------------------------|---------------------------------------|--------------------------|----------------------------------|
| 1 | 17 | 17 | 11 | 13 | 7 |
| 2 | 22 | 22 | 22 | 1 | 1 |
| 3 | 48 | 48 | 48 | 6 | 6 |
| 4 | 29 | 29 | 29 | 8 | 8 |
| 5 | 15 | 15 | 15 | 7 | 7 |
| All | 7 | 7 | 6 | 0 | 0 |
| TOTAL | 138 | 138 | 131 | 35 | 29 |
| | | 100.00% | 94.93% | | 82.86% |

Open Space

| COMM. DIST. | REQUESTS | ISSUED | WORK ORDER CLOSED | WORK ORDER ISSUE ASSESSED ON TIME |
|-------------|----------|--------|-------------------|-----------------------------------|
| 1 | 31 | 29 | 28 | 28 |
| 2 | 22 | 20 | 18 | 17 |
| 3 | 14 | 14 | 13 | 12 |
| 4 | 11 | 11 | 10 | 10 |
| 5 | 11 | 10 | 9 | 9 |
| All | 36 | 25 | 21 | 21 |
| TOTAL | 125 | 109 | 99 | 97 |
| | | 87.20% | 79.20% | 77.60% |

Traffic

| COMM. DIST. | Overall WO's from public & staff | Overall WO Issued from public & staff | Overall WO Closed from public & staff | Request from public only | On-time request from public only |
|-------------|----------------------------------|---------------------------------------|---------------------------------------|--------------------------|----------------------------------|
| 1 | 6 | 6 | 6 | 0 | 0 |
| 2 | 2 | 2 | 2 | 0 | 0 |
| 3 | 16 | 16 | 14 | 2 | 1 |
| 4 | 5 | 5 | 3 | 0 | 0 |
| 5 | 2 | 2 | 2 | 0 | 0 |
| All | 8 | 8 | 8 | 0 | 0 |
| TOTAL | 39 | 39 | 35 | 2 | 1 |
| | | 100.00% | 89.74% | | 50.00% |

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director 

Via: Katherine Miller, County Manager

Date: November 16, 2016

Re: HR Monthly Report for October 2016

Background:

The HR Division provides the Santa Fe County Board of County Commission with a monthly report regarding highlighted HR information and events. The purpose of this memo is to provide you with information for the month of October 2016.

Training and Employee Development

Throughout the month of October, Human Resources conducted 45 training sessions. Two hundred and twenty-eight employees attended these training sessions. Human Resources processed 88 NM Edge applications.

On October 4, 2016, Krista Watson, a liaison from the Equal Employment Opportunity Commission (EEOC) provided an educational training for Human Resources staff in regards to preventing employment discrimination and harassment and about the federal employment laws that protect against discrimination and harassment. The hour and a half training discussed key elements for prevention and elimination of discrimination and harassment in the recruitment & hiring process and employment. This training was informative and enhanced staff's knowledge about the details pertaining to anti-discrimination laws and the practices that can be implemented for preventing discrimination and harassment in the workplace. Staff assessment of the training was positive; this type of training assists Human Resources in providing additional knowledge and resources for Santa Fe County employees, which will provide them with the education to recognize when there are problems and become more proactive in preventing discrimination or harassment.

Human Resources invited Jay Gorman, a representative from Employer Support of the Guard and Reserve to conduct a two (2) hour training summarizing the objectives of the Uniformed Services Employment Reemployment Rights Act (USERRA). The objectives of the training were to inform and educate Santa Fe County staff about the purpose of the USERRA Act, to clarify numerous questions, and to further educate staff about this federal employment law. The training was beneficial because it summarized and educated employees about proper practices for accommodating veterans and active duty military in areas such as employment protection, employment rights, benefits, recruitment, selection, military leave, and reemployment. Evaluations received for this training were positive and allowed Santa Fe County employees to enhance their knowledge for a more proactive workplace.

Employee Benefits and Wellness

Human Resources is currently conducting open enrollment through November 18, 2016. Effective January 1, 2017, Santa Fe County will move forward as a self-insured provider. As a self-insured provider, Santa Fe County will have more control and flexibility of our plan designs which can be tailored specifically to County employee needs. Part of evaluating plan designs will be to ensure we are providing the best benefits possible to employees and hopefully reduce benefit costs for County employees in the future. The benefits offered will be comparable to the benefits offered by the State of New Mexico. Insurance premiums have not increased as a part of this process with the exception of disability coverage for those making more than \$60,000.00 for long term insurance. There will be no lapse in coverage so benefits with the State of New Mexico will end on December 31, 2016 and the County benefits will begin on January 1, 2017.

Promotions and Recruitment

In October, there were a total of seven (7) Promotions County-wide.

The Sheriff's Office had four (4) promotions during the month of October. Clinton Chastain began employment with Santa Fe County on September 21, 2015 and advanced to Sheriff Deputy II. Joshua David started working for Santa Fe County in January of 2010 and was promoted to Sheriff Corporal. Jose Talache has worked for the Santa Fe County since September 23, 2013 and progressed to Sheriff Deputy III. In addition, Edward Webb was promoted from Sheriff Corporal to Sheriff Sergeant after beginning employment with Santa Fe County in September of 2007.

The Public Safety Department had three (3) promotions in October. Alvina Dickson began employment with Santa Fe County on October 5, 2013 and advanced to Emergency Communications Specialist III. Sabrina Varela started working for Santa Fe County in March of 2015 and was promoted to Emergency Communications Specialist I. Rejeana Mascarenas has been an employee of Santa Fe County since October 8, 2014 and was promoted to Accountant.

We congratulate all these employees for their great accomplishments!

The Human Resources Division conducted Sheriff Cadet testing on October 15, 2016. We had thirty-nine (39) applicants. The new hire process is underway. We look forward to the new hires that will begin employment with Santa Fe County.

Community and Employee Outreach

On October 28, 2016, Human Resources participated in a job fair at NM Workforce Connections. It was not the usual job fair with several vendors in one room. Each participating employer was placed in a separate room and Workforce Connections staff would direct one person at a time to meet. Human Resources was in contact with 21 individuals. Discussion included job descriptions, tips on applying and an explanation on how to get through the job application.

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Report for October 2016 and the list of Years of Service for Santa Fe County Employees for November 2016. If you have any questions, I can be contacted at 992-9886. Thank you.

Human Resources Statistics Report October 2016

| Department | Division | Reg | Part Time | Full Time | Elected Officials | Temp | Vac | Total Positions |
|--|----------------------------|-----------|-----------|-----------|-------------------|----------|----------|-----------------|
| COUNTY MANAGER | COUNTY MANAGER ADMINIS. | 7 | | 7 | | 1 | | 7 |
| | COMMISSION | 4 | | 4 | 5 | | 1 | 5 |
| | HUMAN RESOURCES | 12 | | 12 | | | | 12 |
| | FINANCE | 24 | | 24 | | | 2 | 26 |
| | PUBLIC INFORMATION OFFICE | 1 | | 1 | | | | 1 |
| | SANTA FE FILM OFFICE | 1 | | 1 | | | | 1 |
| COUNTY MANAGER OFFICE Total | | 49 | | 49 | 5 | 1 | 3 | 52 |
| ADMINISTRATIVE SERVICES DEPT | ADMINISTRATION | 2 | | 2 | | | 1 | 3 |
| | INFORMATION TECHNOLOGY | 16 | | 16 | | | 2 | 18 |
| | PURCHASING | 7 | | 7 | | | | 7 |
| | MAIL ROOM | 1 | | 1 | | | | 1 |
| | RISK MANAGEMENT | 3 | | 3 | | | | 3 |
| ADMINISTRATIVE SERVICES DEPT. Total | | 29 | | 29 | | | 3 | 32 |
| COMMUNITY SERVICES | ADMINISTRATION | 4 | | 4 | | | | 4 |
| | DWI LOCAL | 8 | | 8 | | | | 8 |
| | DWI TEEN COURT | 1 | | 1 | | | | 1 |
| | INDIGENT HOSPITAL FUND | 3 | | 3 | | | | 3 |
| | EMS-HEALTH CARE | 3 | | 3 | | | | 3 |
| | MOBILE HEALTH FAIR VAN | 3 | 1 | 2 | | | 2 | 5 |
| | TEEN COURT JUVENILE ADJUD | 1 | | 1 | | | | 1 |
| | SENIOR PROGRAMS - ADMIN. | 29 | | 29 | | | 1 | 29 |
| | DWI COMPLIANCE EXPAN.-TSB | 1 | | 1 | | | | 1 |
| | POJOAQUE SATELLITE OFFICE | | | | | | 1 | |
| | EDGEWOOD SATELLITE OFFICE | | | | | | 1 | |
| COMMUNITY SERVICES DEPT. Total | | 53 | 1 | 52 | | | 3 | 55 |
| GROWTH MANAGEMENT DEPARTMENT | LAND USE ADMINISTRATION | 4 | | 4 | | | | 4 |
| | PLANNING | 7 | | 7 | | | 1 | 8 |
| | GIS | 8 | | 8 | | | 1 | 9 |
| | AFFORDABLE HOUSING-COUNTY | 1 | | 1 | | | | 1 |
| | BUILDING & DEVELOPMENT | 14 | | 14 | | | 1 | 15 |
| | ECONOMIC DEVELOPMENT | | | | | | 1 | 1 |
| GROWTH MANAGEMENT DEPT. Total | | 34 | | 34 | | | 4 | 38 |
| HOUSING DEPARTMENT | ADMINISTRATION | 9 | | 9 | | | 3 | 12 |
| | HOUSING SECTION 8 VOUCHER | 1 | | 1 | | 1 | 1 | 2 |
| | HOUSING CFP - 2014 | 1 | | 1 | | | | 1 |
| HOUSING DEPT. Total | | 11 | | 11 | | 1 | 4 | 15 |
| LEGAL DEPARTMENT | LEGAL ADMINISTRATION | 9 | | 9 | | | | 9 |
| LEGAL DEPT. Total | | 9 | | 9 | | | | 9 |
| PUBLIC SAFETY DEPARTMENT | FIRE ADMINISTRATION | 32 | | 32 | | | | 32 |
| | FIRE REGIONS | 71 | | 71 | | | 5 | 76 |
| | WILDLAND PROGRAM | 2 | | 2 | | 2 | 1 | 3 |
| | CORRECTIONS ADMINISTRATION | 6 | | 6 | | | | 6 |
| | ADULT FACILITY | 123 | | 123 | | | 32 | 155 |
| | MAINTENANCE DIVISION | 5 | | 5 | | | 2 | 7 |
| | MEDICAL SERVICES | 22 | 1 | 22 | | | 9 | 31 |
| | ELECTRONIC MONITORING | 8 | | 8 | | | 2 | 10 |

Human Resources Statistics Report October 2016

| | | | | | | | | |
|--|---------------------------|------------|----------|------------|-----------|-----------|------------|------------|
| | YOUTH DEVELOPMENT FAC. | 21 | | 21 | | | 7 | 28 |
| | RECC ADMINISTRATION | 41 | | 41 | | | 7 | 48 |
| PUBLIC SAFETY DEPT. Total | | 331 | | 331 | | 2 | 65 | 396 |
| PUBLIC WORKS DEPARTMENT | PUBLIC WORKS ADMIN. | 13 | | 13 | | | | 13 |
| | FLEET SERVICE | 10 | | 10 | | | | 10 |
| | TRAFFIC ENGINEERING | 6 | | 6 | | | 1 | 7 |
| | SOLID WASTE | 20 | 1 | 19 | | | 2 | 22 |
| | ROAD MAINTENANCE | 31 | | 31 | | | 10 | 41 |
| | PROPERTY CONTROL | 10 | | 10 | | | 4 | 14 |
| | BUILDING SERVICES | 15 | 1 | 14 | | | 3 | 18 |
| | PROJECT DEVELOPMENT DIV | 7 | | 7 | | | 3 | 10 |
| | OPEN SPACE | 5 | | 5 | | | | 5 |
| | WATER | 16 | | 16 | | | 3 | 19 |
| | AAMODT | 1 | | 1 | | | | 1 |
| | WASTEWATER | 1 | | 1 | | | | 1 |
| | SANTA FE RIVER GREENWAY | 1 | | 1 | | | | 1 |
| | OFFICE OF SUSTAINABILITY | 1 | 1 | | | | 2 | 3 |
| PUBLIC WORKS DEPT. Total | | 137 | 3 | 134 | | | 28 | 165 |
| COUNTY ASSESSOR DEPT. | COUNTY ASSESSOR ADMIN. | 28 | | 28 | 1 | | 1 | 29 |
| | PROPERTY VALUATION | 13 | | 13 | | | | 13 |
| COUNTY ASSESSOR'S OFFICE Total | | 41 | | 41 | 1 | | 1 | 42 |
| COUNTY CLERK DEPARTMENT | REPORTING & RECORDING | 16 | | 16 | 1 | | 5 | 21 |
| | BUREAU OF ELECTIONS | 11 | | 11 | | 75 | 3 | 14 |
| COUNTY CLERK'S OFFICE Total | | 27 | | 27 | 1 | 75 | 10 | 35 |
| COUNTY PROBATE DEPARTMENT | COUNTY PROBATE JUDGE | | | | 1 | | | |
| COUNTY PROBATE OFFICE Total | | | | | 1 | | | |
| COUNTY TREASURER DEPT. | COUNTY TREASURER ADMIN. | 13 | | 13 | 1 | 1 | | 13 |
| COUNTY TREASURER'S OFFICE Total | | 13 | | 13 | 1 | 1 | | 13 |
| SHERIFF'S DEPT. ADMIN | ADMIN/ANIMAL CNTRL/ENFORC | 117 | | 117 | 1 | | 7 | 124 |
| SHERIFF'S OFFICE Total | | 117 | | 117 | 1 | | 7 | 124 |
| TOTAL | | 851 | 4 | 847 | 10 | 83 | 127 | 976 |

Santa Fe County New Hire Report (10/1/2016 - 10/31/2016)

| LAST NAME | FIRST NAME | DEPARTMENT | TITLE | EMP STATUS | HIRE DATE |
|------------|-------------|-----------------------|--------------------------------|------------|------------|
| BAILEY | ESTHER | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| BENAVIDEZ | CHARLENE | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| D'ARCY | PAUL | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| DICKEY | GLENDA | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| DURAN | SANDRA | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| GARCIA | REBECCA | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| GONZALES | MARIA | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| GUTIERREZ | SYLVIA | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| HERRERA | CAROL | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| MARTINEZ | DIANA | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| PLOCKI | LEONARD | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| QUINTANA | MARY | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| RASOR | ANN | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| ROMERO | CLAIRE | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| VIGIL | SYLVIA | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | AM | 10/29/2016 |
| GARCIA | KASSANDRA | County Clerk's Office | RECORDING CLERK | PB | 10/17/2016 |
| ROYBAL | BERNICE | County Clerk's Office | ABSENTEE PRECINCT BOARD MEMBER | RP | 10/29/2016 |
| ANDERMANN | RONALD | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| APODACA | ROSEMARY | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/11/2016 |
| ARAGON | JOANN | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| MIJO | THERESA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| BERCHER | SUSAN | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| BUSTAMANTE | REBECCA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| BUTLER | RUTH | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| CASTELLANO | ROSE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| CRUZ | ALFONSO | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| CRUZ | BESSIE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| DE ANDA | MARIA-ESTER | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| DOMINGUEZ | CHRISTINE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/11/2016 |
| ESQUIBEL | MATTHEW | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/11/2016 |
| FISHER | JUDITH | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| FORDYCE | NANCY | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| GARCIA | ANTOINETTE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| GARDUNO | VIOLA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| GRIMALDI | NANCY | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| GURULE | PATRICIA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| KIMRAY | GRETA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| LANGWAY | LARRY | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| LEVY | EILEEN | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| LEVY | RONALD | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| LOPEZ | CHARLIE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| MARTINEZ | YOLANDA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| MARTINEZ | MARCELLA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| MILLSAP | EDDIE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| MOHR- | JANICE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/25/2016 |

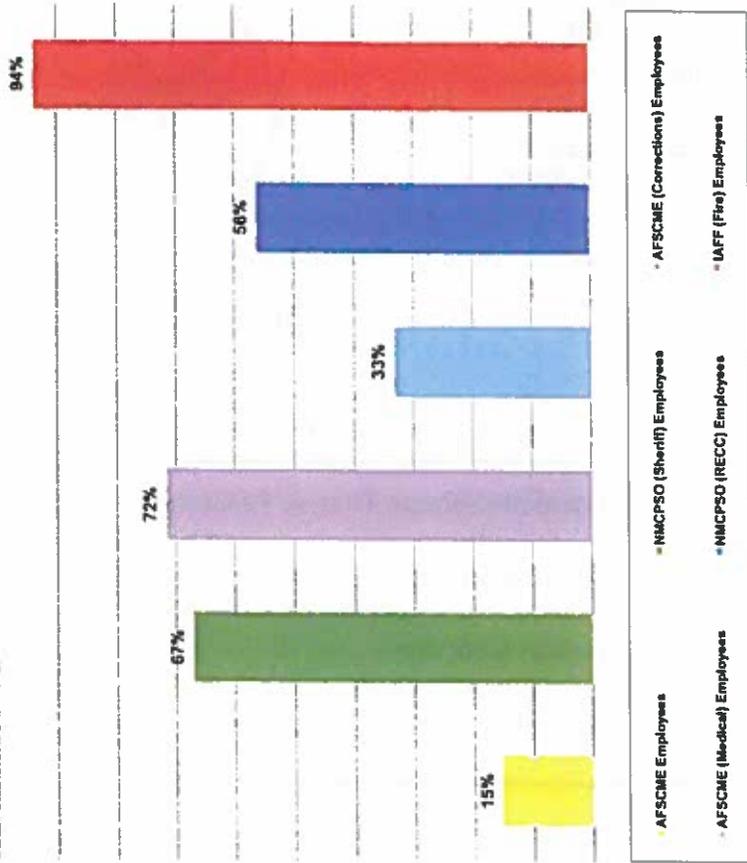
Santa Fe County New Hire Report (10/1/2016 - 10/31/2016)

| | | | | | |
|------------|------------|---------------------------|--------------------------------|----|------------|
| MONTOYA | ANNA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/11/2016 |
| NIETO | MARIA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| ORTEGA | IGNACIO | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/11/2016 |
| PACHECO | VANESSA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/11/2016 |
| REICH | ANNALEE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| RINDONE | D. PAULINE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| ROIBAL | GERALD | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| SALAZAR | BARBARA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| SENA | MATTHEW | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/11/2016 |
| TAYLOR | DAVID | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| TENISON | ANTONETTE | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| TIXIER | HENRIETTA | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| UNRATH | JOHN | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| VALDEZ | ANIBAL | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| VIGIL | DOLORES | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| VIGIL | ISABEL | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/25/2016 |
| WEICK | RUTH | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/22/2016 |
| WOOD | SUSAN | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/25/2016 |
| WOOD | RICHARD | County Clerk's Office | PRECINCT BOARD MEMBERS | T | 10/25/2016 |
| SENA | ALYSSA | County Treasurer's Office | TAX CASHIER I | PB | 10/3/2016 |
| TORRES | JOSEPHINE | County Treasurer's Office | TAX CASHIER I | T | 10/3/2016 |
| GARCIA | JEREMY | Legal Department | ADMINISTRATIVE ASSISTANT | PB | 10/3/2016 |
| BLACKWOOD | THOMAS | PSD/Corrections | REGISTERED NURSE | PB | 10/17/2016 |
| GALLEGOS | ARMANDO | PSD/Corrections | DETENTION OFFICER | PB | 10/17/2016 |
| MONTANO | MICHELLE | PSD/Corrections | DETENTION OFFICER | PB | 10/17/2016 |
| TRUJILLO | JOHN | PSD/Corrections | DETENTION OFFICER | PB | 10/31/2016 |
| BLAY | JAOME | PSD/Fire | FIRE MARSHAL | PB | 10/17/2016 |
| MARTINEZ | FRANCES | PSD/Fire | SECRETARY | PB | 10/3/2016 |
| CHAPMAN- | SAVANNAH | PSD/RECC | EMERGENCY COMM SPEC TRAINEE | PB | 10/17/2016 |
| CHAVEZ | SYLVANA | PSD/RECC | EMERGENCY COMM SPEC TRAINEE | PB | 10/17/2016 |
| GIRMENDONK | CHEYENNE | PSD/RECC | EMERGENCY COMM SPEC TRAINEE | PB | 10/17/2016 |
| VIGIL | SHANNON | Public Works Department | PROJECT MANAGER II | PB | 10/31/2016 |
| BURRION | DOUGLAS | Public Works Department | EQUIPMENT SERVICE WORKER | PB | 10/3/2016 |
| GARCIA | GERARD | Public Works Department | HEAVY EQUIPMENT OPERATOR | PB | 10/3/2016 |
| LINDSEY | MATTHEW | Public Works Department | SOLID WASTE MAINTENANCE WORKER | PB | 10/17/2016 |
| LOPEZ | NATHANIEL | Public Works Department | SOLID WASTE MAINTENANCE WORKER | PB | 10/17/2016 |
| MARTINEZ | BRIAN | Sheriff's Office | SHERIFF DEPUTY CADET | PB | 10/17/2016 |
| REED | CASSANDRA | Sheriff's Office | SHERIFF DEPUTY II | PB | 10/17/2016 |

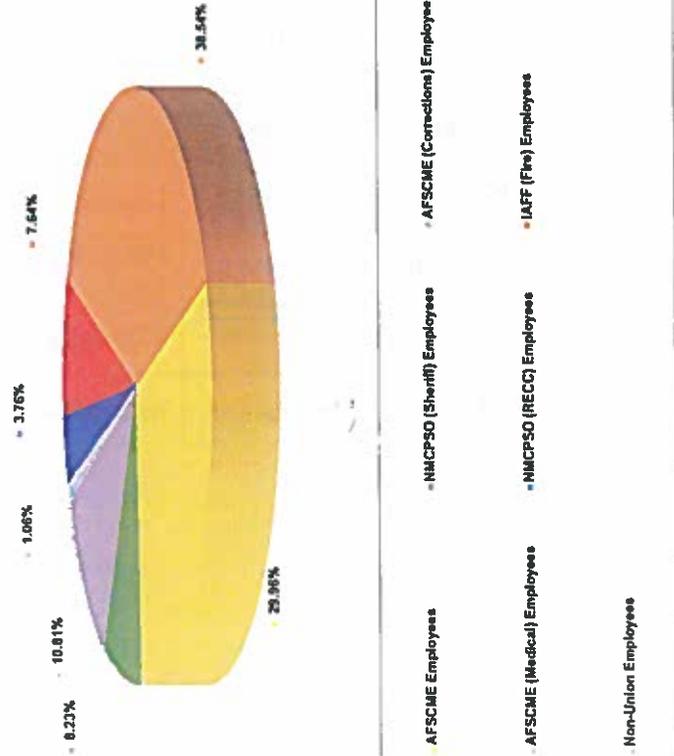
LABOR STATISTICS FOR OCTOBER 2016

| Number of Employees | Percentage of Union Status | | Number of Paying Dues Members | | Percentage of Paying Dues Members | |
|---------------------|----------------------------|---------------------|-------------------------------|---------------------------------------|-----------------------------------|---------------------------------------|
| | AFSCME Employees | Non-Union Employees | AFSCME Employees | Total Number of Employees Paying Dues | AFSCME Employees | Total Number of Employees Paying Dues |
| 255 | 29.96% | | 39 | 234 | 15% | |
| 70 | 8.23% | | 47 | | 67% | |
| 92 | 10.81% | | 66 | | 72% | |
| 9 | 1.08% | | 3 | | 33% | |
| 32 | 3.76% | | 18 | | 56% | |
| 65 | 7.64% | | 61 | | 94% | |
| 523 | 61.46% | | | | | |
| 328 | 38.54% | | | | | |
| 851 | | | | | | |

Number Paying Dues Members



Number of Employees



Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners

From: Bernadette Salazar, Human Resources Director

Via: Katherine Miller, County Manager

Date: November 16, 2016

Re: Recognition of Years of Service for Santa Fe County Employees for November 2016

Santa Fe County initiated a years of service recognition program in July of 2014. This program recognizes employees on a monthly basis who have completed years of service in five year increments. Santa Fe County recognizes the value of employee retention. It is important that we express our appreciation to those employees who contribute to the County and choose to make their career with us. Employees receive a service pen with the years of service listed.

For the month of November 2016, the following employees will be recognized:

| Employee Name | Department/Office | Title | Years of Service | Hire Date |
|----------------------|--------------------------|-------------------------------|-------------------------|------------------|
| Kimberly Martinez | PWD / Administration | Department Administrator | 5 | 11/14/2011 |
| Sammy Abeyta | PWD / Road Maintenance | Heavy Equipment Operator Lead | 10 | 11/13/2006 |
| Deseray Gallegos | PSD / Corrections | YDP Shift Supervisor | 10 | 11/17/2006 |
| Jared Rivera | PWD / Road Maintenance | Road Maintenance Foreman | 15 | 11/05/2001 |



Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: November 29, 2016
To: Board of County Commissioners
From: Jeffrey Trujillo, ASD Director *JT*
Via: Katherine Miller, County Manager
Subject: Administrative Services Monthly Report – October 2016

Below is an informational report in regards to the Administrative Services Department for the month of October 2016.

Information Technology

| Work Orders/Technical Support | | | |
|--|-------------|--|--|
| All IT requests are captured using a work order tracking system located on SharePoint. | | 300 work orders were completed/resolved in October 2016. | |
| Systems and Network Uptime | | | |
| Unscheduled Downtime | | | Q1 FY 2017 Actual: 100% Q2 FY 2017 Actual: TBD Q3 FY 2017 Actual: TBD Q4 FY2017 Actual : TBD FY 2017 YTD: 100% |
| Date | Description | Hours | |
| | | | |
| | | | |
| | Total | N/A | |

Legal

Legal has processed 242 contracts, 30 resolutions, and reviewed or drafted (or participated in drafting) 3 ordinances this fiscal year.

Mailroom

| Name | Items |
|-----------------------------|-------|
| Co. Manager | 18 |
| Human Resources | 56 |
| Fire Department | 846 |
| Finance/Payroll | 1094 |
| Utilities (Water Resources) | 161 |
| Public Works | 78 |
| Land Use | 433 |
| Housing | 28 |
| Indigent/HAP | 25 |
| DWI | 30 |
| MCH | 0 |
| PFMD | 0 |
| Clerks | 244 |
| Elections | 8316 |
| Assessors | 172 |
| Treasurers | 107 |
| Probate Judge | 21 |
| Attorney or Legal | 17 |
| Sheriff | 141 |
| Corrections Admin | 0 |
| Home for Good Program | 0 |
| Purchasing | 20 |
| PW-Solid Waste | 0 |
| Care Connection | 0 |
| HHS Admin | 3 |
| Sobering Center | 0 |
| Adult Jail | 0 |
| Teen Court | 135 |
| ASD | 0 |
| E-911 | 0 |
| RECC | 3 |
| Senior Services | 0 |
| YDF | 7 |
| Natural Resources | 0 |
| Affordable Housing | 0 |
| Section 8 | 80 |
| COMMISSION | 0 |

Purchasing

517 Purchase Orders were processed in October totaling \$3,897,664.13 encumbered and \$267,865.29 invoiced or expended.

The following procurement activities were performed by 4 Procurement Specialist Seniors, 2 Procurement Specialist in October:

38 Active Procurements, Solicitations or Contract Processes during October, Including, but not limited to RFP's, LOI's, IFB's, Quotes, Grants, Leases, Price Agreements, On-Call Services, Easements, MOU's, Amendments and Change Orders. Division is fully staffed.

Current Solicitations to Date (Nov. 7, 2016):

IFB's

Nancy Rodriquez Community Ctr
Haul Trailer
Pojoaque Valley Recreation Phase II
Drug Testing Kits & Lab Services

RFP's

Hearing Officer Services
Insurance Outreach & Enrollment
Gap Analysis of Health Services
Labor & Employee Relations Consulting
On-Call Surveying Services
Printing/Mailing Services for NOV's
Stanley Cyclone Ctr Management Services
Health Care Project Management Services
Drug & Alcohol Testing Services
Pre-Employment Physicals
Master Planning Services for ADF/YDP

Four Sole Source Determinations

Oliver Food Packaging Services - CSD
Cartograph Systems – Public Works
ESRI Systems- GIS Division
Property Acquisition, Tierra Right of Way, Inc.- Public Works
Animal Shelter, Humane Society – Sheriff's Office

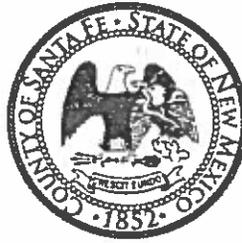
Risk Management

| | |
|---|----|
| Number of Fire Safety Inspections | 52 |
| Number of Facility Inspections | 4 |
| Number of Road Inspections | 4 |
| Number of Worker's Compensation Processed | 10 |
| Number of Employees out on Worker's Comp | 0 |
| Number of RAP Lessons | 0 |
| Number of County Involved Auto Accidents | 2 |
| Number of Century Link Cut Cables | 0 |
| Number of Safety Trainings | 5 |
| Number of Evacuation Drills | 2 |
| Number of New Employee Orientations | 2 |

Henry P. Roybal
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: *Santa Fe County Board of County Commissioners*

From: *Katherine Miller, County Manager, SFC*
Rachel O'Connor, Director, Community Services Department, SFC

Date: *November 7, 2016*

Subject: *Community Services Monthly Report*

Health Services

The Health Services Division is moving forward with its Three Year Plan; we are in cost negotiations with a Project Manager and have made a selection for IT services. Proposals have just been received for the Gap Analysis.

We continue to work cooperatively with Pam Hyde in the development of a business plan for the Crisis Triage Center.

We have sent out letters of invitation to all of our providers to participate in the development of an Accountable Health Community and we will be holding our first high level meeting in mid-December.

Staff attended the Funders meeting, which is a meeting between all health funders including CHRISTUS St. Vincent, the County, the City of Santa Fe, and the Community Foundation. We are talking about pooling funding to support specific health initiatives and indicators, in particular reducing drug overdose. The outcome for us is potentially new funding to address one of our top priorities.

Staff is working with the Association of Counties to hold a workshop prior to the Legislative Conference to discuss the role of Counties in behavioral health. We are one of five Counties providing input and direction.

We are now amending our contracts with La Familia, Las Cumbres and PMS to require them to participate in our Accountable Health Community, which would mean active involvement in aligning activities and engagement with our chosen tracking system.

We are releasing a small amount of funding in an LOI for an annual update to the data on the Health Action Report Card and for creation of a DWI Report Card. We are in the process of trying to integrate the indicators we submitted with RBA with our report card measures (and also with our strategic plans and budgets). Both will be posted online for the community to view what we have submitted.

In October we had a meeting between CHRISTUS, County Fire, SFFD, Senior Services and the Health Division about setting up a pilot to provide home visiting and case management for high risk seniors being discharged from the hospital. It went very well and we are starting to move forward.

Community Safety

The DWI team is in the process of making reductions in its budget to accommodate cuts in DWI revenue in an amount that equals almost 1/3 of our budget. We are able to make up for some of these cuts due to the increased revenue we have generated from the compliance monitoring fee.

The DWI program requested a meeting with Paul Montoya the Bureau Chief of the Department of Transportation Traffic Safety Division. The DWI program requested the meeting to inquire about possible funding opportunities available through the Traffic Safety Division. The DWI program is looking to secure funding for law enforcement efforts and public awareness.

Teen Court received a \$500.00 donation from First National Bank last week. The donation is to support the Teen Attorney Training Program by allowing us to purchase food for their trainings and holiday party. We will begin to plan for the upcoming holiday party in December for over 30 youth volunteers.

The DWI program is beginning a new program to provide compliance monitoring and treatment to high risk domestic violence offenders in hopes of reducing recidivism. The program is only for offenders whose incident was alcohol involved, which is 40% of all offenses in Santa Fe County.

Teen Court has selected a data consultant, Ralph Vincent, to assist with our database development. Staff will be visiting Espanola Municipal Teen Court and YDI Valencia Teen Court in the upcoming month to observe the data systems they have in place. We were encouraged by the data consultant to also review the Access data system.

Teen Court plans to begin the mural at the HR building on November 14th and work through November 18th. We will complete the first and second phase of the project before the end of the calendar year which will be a black and white image. During this time, a maquette, (a smaller version of the project) will be completed and presented to Commissioner Chavez at the end of his term. The third phase will be completed in the springtime and the mural will transition into color.

Community Operations

Staff met with the leading bidder to review a cost proposal for the operation of the Stanley Cyclone Center. The proposal was well received and we are moving forward with a contract. The entire Stanley package, including operating procedures and fee schedule, will be brought to the Commission in early December.

On Friday, October 14, Carol Branch led 23 volunteers including students from The Master's Program and crew leaders from The Trails Alliance of Santa Fe working a total of 3.5 hours restoring major erosion on the Arroyo Hondo trail. Using only natural materials, they built a rock dam to prevent further erosion and moved a lot of dirt to create a safe trail. They also trimmed over-grown brush, cleaned out the acequias, and painted a picnic table.

The National Park Service turned 100 on August 25, 2016. To celebrate the recreation, conservation and historic site preservation, Carol Branch teamed up with Colleen Baker, projects manager, the National Park Service and the U. S. Forest Service to unveil the plan for a new segment of El Camino Real de Tierra Adentro National Historic Trail

Senior Services

This week we put together the 5% cut letter to AAA, the cut will be in transportation but we intend to maintain the level of service that we planned for this year. The cut is a result of the Special Session of the New Mexico Legislature.

Staff has received notice that the new ADA vans will be shipped to New Mexico by 11/18/16. We expect delivery in Santa Fe by 12/15/16.

We are working to re-do the Senior Services newsletter and also to do layout and design for the Senior Services Strategic Plan

MINUTES OF THE
SANTA FE COUNTY
HEALTH POLICY & PLANNING COMMISSION

October 7, 2016

Santa Fe, New Mexico

I. This regular meeting of the Santa Fe County Health Policy & Planning Commission (HPPC) was called to order by Chair Reena Szczepanski at approximately 9:00 a.m. on the above-cited date at the Santa Fe County Community Services Department conference Room, 2052 Galisteo Street, Santa Fe.

II. A quorum was achieved with the following members present:

Members Present:

Reena Szczepanski, Chair
Bonnie Keene
Kim Straus
Don Reece
Carolyn Roberts
Anna Voltura
Judith Williams

Member(s) Excused:

John Abrams
Vivian Heye
[Four Vacancies]

County Staff Present:

Rachel O'Connor, Director, Community Services Department
Patricia Boies, Director, Health Services Division
Kyra Ochoa, Health Care Assistance Program
Lupe Sanchez, DWI Program
Michael Mestas, Captain, Fire Department
Chanel Delgado, Teen Court
Jennifer Romero, Teen Court

Others Present:

| | |
|--|-----------------------|
| Miguel Chavez, County Commissioner | Joyce Bond, LFMC |
| Pamela Hyde, Consultant | Desiree Valdez, NMDOH |
| Kristin Carmichael, Christus St. Vincent | Julian Duran, BCBS |

Tom Starke, SF Behavioral Health Alliance Ron Hale, Healthcare consultant
Marisol Atkins, CYF Advocate
Peter DeBenedittis, Alcohol Tax Helen Brooks, Presbyterian Healthcare Services
Mary Lou Ortega-Shaw, NAMI Rachel Wexler, DOH
Christa Trujillo, DOH Shelley Mann-Lev, SFPA
Carol Rose, SFPA Julian E. Duran, BCBS NM
Mara Brophy, LFMC Dental Clinic Terrie Rodriguez, NM Alliance of Health Councils
Maire Claire Voorhees, SFPA Ken Hendricks, Home Instead Senior Care

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Chair Szczepanski announced that the presenter for the dental therapist legislation sends regrets that he is unable to attend. That item will be removed from the agenda.

Commissioner Reece moved to approve the agenda as amended. His motion was seconded by Commissioner Straus and passed by unanimous voice vote.

V. Approval of Minutes

Commissioner Roberts moved approval as submitted. Commissioner Voltura seconded and the motion passed without opposition.

VI. Matters of Public Concern

Chair Szczepanski welcomed Commissioner Chavez to the HPPC. Commissioner Chavez thanked the HPPC for their work over the years adding that he has been watching the *Health Action Plan*. He said he will be introducing a proclamation recognizing Santa Fe County Mental Illness Awareness Week. County Commissioners are charged to inspect the adult and youth detention facilities on an annual basis and that opened his eyes to the County's role in the mental health arena, with over 65 percent of the inmate having a mental illness. He read from the proposed proclamation highlighting that should general obligation bond question No. 5 be approved by the voters, one of the projects that the County anticipates funding is a behavioral health crisis triage center and perhaps some kind of transitional housing. He hopes the voters will pass all the General Obligation bond questions, which total \$30 million.

Ms. Boies pointed out that the HPPC at its September meeting formally supported planning for the behavioral health crisis triage center.

Commissioner Chavez said the County and its officials are prohibited from campaigning for the bonds and he encouraged the HPPC to send a strong support message. He invited members of the HPPC to attend the BCC meeting and speak during matters from the public regarding their support and the community's need for these services.

Ms. Boies said Pam Hyde has been engaged by the County to assist in developing a business plan for the crisis triage center, with a focus on operations and maintenance.

As volunteers, the HPPC members are not prohibited from lobbying as individuals for the bonds. Mr. Straus noted that the HPPC unanimously passed a resolution affirming the need for more behavioral health services, and specifically behavioral health triage services in Santa Fe County. Chair Szczepanski said the resolution was in direct support of Question 5. An opinion piece in the *New Mexican* was suggested.

Mary Lou Ortega-Shaw, NAMI, announced that on October 17th NAMI will be hosting an information booth at a community education meeting about the bond issue to be held at Life Link at 6 p.m. She said the event will be advertised in the *New Mexican* and *Reporter*.

Commissioner Chavez said the National Latino Behavioral Health Association, will be conducting four public meetings to educate and encourage voters to support the bond issues.

Responding to Commissioner Chavez's question, consultant Pamela Hyde, said she continues to work with CSD staff on the crisis triage center.

Tom Starke reported there were openings available in trauma response training. The One Door Campus, an integrated system of housing and services to eliminate homelessness in Santa Fe, is sponsoring a public lecture November 10th and a two-day workshop is planned.

Shelley Mann-Lev announced that 350 Narcan nasal spray kits have been received. She lauded the support from Santa Fe County and in particular the Community Services Department.

VII. Presentations

A. Dental Therapist Legislation [Deferred]

B. Alcohol and Cancer

Carol Rose introduced herself as being a recovering alcoholic and a breast cancer survivor diagnosed a year and a half ago. Her stage 1 small mass was detected early and since her diagnosis she has learned about the connection between alcohol use and cancer – breast cancer specifically.

Ms. Rose said the US Department of Health and Human Services has listed alcohol as a human carcinogen. Since 2013 researchers estimate that close to one-third of all attributable cancer deaths occur among those who consume as few as one and a half drinks a day, suggesting that even low levels of alcohol consumption contribute to cancer risk.

As a survivor, Ms. Rose said she wants people, especially young people, to know that they can reduce the risk of cancer by avoiding alcohol. She hoped the public health strategy to lower the health risks associated with tobacco use can be employed to educate the public regarding alcohol. This is a public health crisis.

The CDC states that one of the most effective means to reduce alcohol related harm is to raise the price, and Ms. Rose advocated raising the alcohol excise tax in New Mexico. The additional funds raised by the tax should be used for treatment, prevention and health care.

Ms. Rose said there are limited recovery options in northern New Mexico and she supported Alcohol Taxes Save Lives and Money efforts. The tax is projected to reduce drinking, resulting in an estimated savings of 52 lives, 13 fewer cancer deaths, 12 fewer DWI fatalities, 305 fewer acts of violence and reduce underage drinking by 13 percent.

Chair Szczepanski noted that the HPPC has endorsed the increased tax on alcohol.

Ms. O'Connor said there was a staff meeting earlier in the week discussing the link between alcohol and cancer and the DWI program will be putting together a campaign regarding this link.

Ms. Mann-Lev said that 15 percent of breast cancers are attributed to alcohol. She discussed the J-shaped curve where the health effects of ethanol are dependent on the amount of alcohol consumed. Originally, the pattern of light to moderate drinkers was to have less risk than abstainers, and heavy drinkers from heart related ailments. It has now been determined that the J-shaped curve study was not accurate, having included as non-drinkers many people in recovery from alcohol abuse. In fact, there is no safe level of drinking and there are no health benefits of moderate alcohol consumption.

C. CHRISTUS St. Vincent Community Health Implementation Plan
[Plans are posted at christusplan.org]

Kristin Carmichael, Director, Community Health CSV, said per IRS 990 requirements, the hospital develops a community health needs assessment every three years. The Community Health Needs Assessment (CHNA) is a representation of the critical health needs in the community. Three years ago, CSV partnered with Santa Fe County to produce the document and chronicled health needs that were impacting the community. The current document works off the list from three years ago and prioritizes those needs. It is challenging to prioritize health needs because people have different opinions.

The Community Health Implementation Plan (CHIP) is how CSV intends to address the needs identified in the CHNA. Number one, partnerships will be necessary. Six lifespan categories were identified: maternal health and early childhood; school-age children and adolescents; adult behavioral health; adult physical health; women's health; and seniors. Within each category there are three indicators communicating health or wellness. CSV structured the CHNA's framework on "results based accountability."

Aside from the IRS requirement, Ms. Carmichael said Christus has a goal to reduce unnecessary utilization of their emergency department and health disparities. As Christus moves from volume based care to value based care, managing the health in the community is important. The CHNA includes more than clinical and/or physical health but also housing, addiction and behavioral health issues.

Ms. Carmichael discussed the CHNA and CHIP processes. From an internal perspective, CSV looked to see what they may be doing in perpetuating the problems and developed a list of strategies to support the system of care in the community and create better processes. Each of the 18 indicators were compared to the US and New Mexico data.

The super priorities were identified as follows: adult behavioral health – drug related deaths, adult suicide and alcohol dependence; senior care – fall related unintended deaths, immunizations, elder abuse; and violence in the home – child abuse and neglect, domestic violence, and elder abuse. Some of the indicators for the super priorities – adult suicide and overdose – were double the national rate.

Ms. Carmichael said CSV will maintain a level of effort with current priorities as they implement a plan to address the newly identified super priorities to include linkage and follow-up for the patient, and collaboration with partners. She emphasized the importance of working with partners in the community.

Referring to the adult drug related deaths, Commissioner Roberts asked how CSV planned to collaborate with the two medication assistance programs in Santa Fe. She said her concern was getting more services into the community. Ms. Carmichael said that could be developed through CSV's community benefit funding and said she would forward that concern to the CSV.

Ms. Carmichael offered to email the CHIP to staff, and Ms. Boies said she will distribute it to the HPPC.

In regard to adult behavioral health, Commissioner Chavez pointed out that the adult detention facility inappropriately serves as holding facility for those with mental health issues and the triage center is slated to help address that deficiency.

Ms. Carmichael referred to an 8 percent increase of child abuse in children under five between 2014 and 2015. This is one of the findings that drove violence in the family to a super priority. The information provided in the CHNA refers to rate per 100,000 and may be misleading. Ms. Atkins said the information is based on CYFD agency wide information depicting that abuse and neglect occurs more often to those five and under.

Commissioner Straus said an increase of awareness regarding child abuse and neglect may influence the rate increase.

With CYFD having over 90 vacancies, the question of whether that rate could be much higher came up.

Chair Szczepanski said the implementation plan has specific actions that appeared good.

Ms. Carmichael noted that there are healthy measures around healthy eating and exercise in Santa Fe that is reflected in the lower figures for chronic disease. Income disparity skews the data.

It was noted that Camino Real was left out of the south side school data.

Ms. Boies requested an update on CSV's adult behavioral health unit. Ms. Carmichael said within the emergency department CSV will dedicate a space for behavioral health issues. CSV recognizes not having that designated unit has been part of the problem. An architect has reviewed the current psych unit and plans are being formulated.

CSV has created a Population Health Transition Team to look at the CHIP priorities and strategies for implementation. This team will serve to direct the transition of the internal focus around the population health effort.

Ms. Boies observed the overlap between the priorities in the Santa Fe County *Health Action Plan* and what CSV has deemed as priorities.

Ms. O'Conner noted that CSD has been meeting with Ms. Carmichael to identify areas in which collaboration can occur, especially in the area of seniors, where the County provides a great many services.

Rachel Wexler anticipated that a huge gap in data on seniors will surface. The nationwide trend to care for the caregivers is key to the health of seniors especially with dementia rates increasing. This year will be the first that DOH has collected this data which the Alzheimer's Foundation paid for.

Of all the lifespan stages, Ms. Carmichael said the least amount of collaboration and data occurs within the senior group.

Ms. O'Connor said that Santa Fe County has developed a Senior Strategic Plan and noted that there is inadequate funding from the federal or state government. While the plan is fairly bare bones, Santa Fe County was the first county to have a plan to deal with their seniors. Hunger and isolation issues are of great concern with the seniors.

Commissioner Williams noted that Medicare does not pay for social services of long-term care.

Ms. Wexler said there has been no planning for this epidemic of Alzheimer's and related dementias which is now the sixth cause of death for people over 60.

There is an economic opportunity for a community who cares about their seniors, stated Commissioner Straus.

Joyce Vaughan mentioned that LFMC sees a lot of seniors, many of whom are undocumented and do not qualify for the available social services and the families are not in a position to hire an ADL aide for the basic tasks of everyday life.

VIII. Matters from the Commission and Staff

A. Director's Report

Ms. Boies reported on the following:

- CSV provided Santa Fe County with 500 doses of flu vaccine. The mobile health van will be traveling to senior centers and other community locations across the county throughout November administering the vaccine. A calendar will be posted on the County website.
- A groundbreaking event for Presbyterian Healthcare Services new medical center at Las Soleras, which was presented at the April HPPC meeting, is scheduled for October 20th.
- The Health Care Assistance Program has a new position, that of health care advocate.

Ms. Ochoa spoke about the role of Trudy Archuleta in the new position of health care advocate. She said people are still falling through the cracks, and the position was created to help individuals navigate patient assistance policies at the local hospital. It is important this public money be used as intended. The advocate, in addition to Medicaid enrollment, is working with a group from up north on benefits enrollment center work to connect seniors to all the benefits available. This provides an avenue for the County's Community Services Department to continue to reduce barriers to health care.

Ms. O'Connor reported on the following:

- The County put enough money in the budget to support 530 Narcan kits
- Within the DWI program there is a small pilot program to provide compliance monitoring on domestic violence cases as well as funding treatment for offenders. The pilot is in partnership with the DA and Magistrate Court
- As an outcome of the special session, there will be substantial cuts to the DWI program

B. Other Matters from the Commission

Chair Szczepanski said DOH will be experiencing serious budgetary cuts. A number of programs for the developmentally disabled and other programs for the disabled were cut.

Commissioner Chavez noted that there is a clawback on capital projects and Chair Szczepanski said based on criteria, projects from 2004 and prior were de-authorized.

A discussion ensued regarding the drafting of an op-ed piece in support of the Question 5 of the bond issue and Commissioner Roberts introduced the following motion:

“That the HPPC direct staff to investigate the wording of an op-ed piece to be signed by the HPPC members, explaining the importance, their endorsement of and encouraging Santa Fe County residents to vote for yes on Question 5 of the general obligation bond issue and the advisory question.”

Commissioner Straus seconded and the motion passed by unanimous voice vote.

IX. Future Agenda Items

- Santa Fe County Senior Strategic Plan
- Health Action New Mexico – Dental Therapist Legislation -- likely in November
- New Mexico Health Insurance Collaborative, regarding health information exchanges
- SB 113 – Assisted Outpatient Treatment Program Act
- Teen Court program
- Long-acting reversible contraceptives (LARC)
- Positions at the jail
- Status update on San Miguel maternity care issues

X. Announcements

- A. Next HPPC meeting Friday, November 4, 2016 @ 9 a.m.

XI. Adjournment

This meeting was declared adjourned at approximately 11:05 a.m.

Approved by:

Reena Szczepanski, Chair
Health Policy & Planning Commission

Respectfully submitted by:

Karen Farrell, Wordswork

