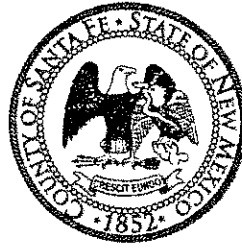


**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

**Date:** May 30, 2017  
**To:** Board of County Commissioners  
**From:** Administrative Services Department  
**Via:** Katherine Miller, County Manager  
**Subject:** Administrative Services Monthly Report –April 2017

---

Below is an informational report in regards to the Administrative Services Department for the month of April 2017

### Information Technology

Work Orders/Technical Support		
All IT requests are captured using a work order tracking system located on SharePoint.		333 work orders were completed/resolved in April 2017.
Systems and Network Uptime		
Q1 FY 2017 Actual: 100%		
Q2 FY 2017 Actual: 100%		
Q3 FY 2017 Actual: 100%		
Q4 FY2017 Actual : TBD		
FY 2017 YTD: 100%		
Unscheduled Downtime		
Date	Description	Hours
	Total	N/A

### Legal

Legal has processed 480 contracts, 81 resolutions, and reviewed or drafted (or participated in drafting) 7 ordinances this fiscal year.

## Mailroom

Co. Manager	7
Human Resources	41
Fire Department	651
Finance/Payroll	1005
Utilities (Water Resources)	50
Public Works	20
Land Use	43
Housing	30
Indigent/HAP	8
DWI	28
MCH	0
PFMD	0
Clerks	67
Elections	2396
Assessors	329
Treasurers	715
Probate Judge	4
Attorney or Legal	27
Sheriff	114
Corrections Admin	0
Home for Good Program	0
Purchasing	11
PW-Solid Waste	0
Care Connection	0
HHS Admin	55
Sobering Center	0
Adult Jail	0
Teen Court	205
ASD	0
E-911	1
RECC	6
Senior Services	13
YDF	27
Natural Resources	0
Affordable Housing	0
Section 8	141
COMMISSION	1

## Purchasing

### April 2017 Activity

413 Purchase Orders were processed in April totaling \$5,791,850.19 encumbered and \$ 288,388.32 invoiced or expended.

The following procurement activities were performed by 3 Procurement Specialist Seniors, 2 Procurement Specialist in April. Division currently interviewing to fill vacancy before the end of the fiscal year.

46 Active Procurements, Solicitations or Contract Processes during April, 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.

### Current Formal Solicitations to Date (May 5, 2017):

<u>IFB's</u>	<u>RFP's</u>
Bunker Gear	Tax Bills-Printing & Mailing Services
Road Improvements-Variou Rds.	Medical Lab Testing Services
Construction- SF Mtn Center	Medical Supplies
Edgewood Fire Station #2- Remodel	Owners Rep Services – Regional Water System
Edgewood Sr. Ctr.- Construction	Construction of SF River Greenway Project
REBID-Sewer Line Extension Camino Jacobo	New CAD System - RECC
HVAC Upgrade at Public Works Bldg.	Water/Waste Water Master Planning Services
	Resource Mgt Planning Services
	Energy Performance Services – Housing

### Sole Source Determinations: - Total of 2 sole source

- United Way – Dolly Parton Imagination Library
- SunGard – Naviline Edge Software

There were no Declaration of Emergency Purchases requested in April, 2017

## Risk Management

Number of Fire Safety Inspections	60
Number of Facility Inspections	6
Number of Road Inspections	5
Number of Worker's Compensation Processed	4
Number of Employees out on Worker's Comp	3
Number of RAP Lessons	4
Number of County Involved Auto Accidents	1
Number of Century Link Cut Cables	0
Number of Safety Trainings	12
Number of Evacuation Drills	7
Number of New Employee Orientations	2
Number of General Safety Inspections	4



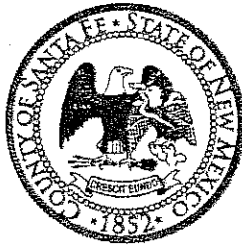




**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*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:** *May 10, 2017*

**Subject:** *Community Services Monthly Report*

---

### Health Services

Staff at the Community Services Department are holding regular provider meetings between the Hospital and other crisis providers to try and get agreement on the definition of the Center and the primary role that it will play in the community.

The Health Services Division has received 11 proposals in response to their Notice of Funding Availability. We reviewed them and made recommendations this week, and it appears as though we will be funding seven of them.

HPPC held its monthly meeting last week and the primary agenda item was the First Choice facility being developed down in Edgewood. HPPC members were very excited about this item as it meets some of the identified goals in the Health Action Plan.

As part of May is Mental Health Month, the mobile health van went out to Santa Fe Community College and conducted five mental health screenings. Five people were screened, and one was referred to the college's counseling center for follow up. Next week the van will do mental health screenings at Pasatiempo Housing and at Solana Shopping Center.

We visited Presbyterian Healthcare service in Albuquerque to hear about how they are proceeding with the just-awarded CMS grant for their Accountable Health Community, for which they the bridge organization, partnering with UNM.

Patricia sits on the City's Human Services Committee, which this reviewed 24 proposals for funding from community organizations this week, many of them organizations we are funding as well. The Committee selected 13 organizations to fund, for a total of approximately \$900,000, for

each of the coming two fiscal years. Staff are meeting with the City next week to discuss what they might contribute to the Crisis Navigation Center.

Kyra attended the Northeast Regional Health Council Gathering hosted by DOH Health Promotions and networked with other counties, discussing collaborating on projects, especially related to seniors, youth, and behavioral health.

### Community Safety

The number of alcohol involved fatalities have **INCREASED** dramatically this year in Santa Fe County. To date we have had 8 alcohol involved fatalities compared to 3 last year at this time. We are concerned about this and are working to increase law enforcement efforts.

Teen Court is in the process of issuing contracts for the Notice of Funding Availability of youth program funding. To date we have approved 18 contracts countywide.

Teen Court organized a training on how to identify and get assistance for victims of trafficking. Due to the close proximity to the I25 and I40 circuit, trafficking is more prominent here than one might expect. Teen Court, DWI, and Sobering Center staff attended the training.

We are working on our JAF grant that is Due May 19th. We have received letters of support from Judge Mary Marlowe-Sommer's and Municipal Court judge Donna Bevaqua-Young and are expecting more from our other referring partners.

The DWI program is working with local law enforcement agencies to increase DWI related operations to reduce DWI related crashes and fatalities. The Sheriff's department, City Police, Pojoaque Tribal Police and State Police have agreed to work together and increase operations. The DWI program is maintaining a calendar with each agencies scheduled operations. The monthly Law Enforcement meetings held by the DWI program has played a significant role with the increase in DWI related operations.

### Community Operations

The Stanley Cyclone Center kicked off on Saturday, May 6, 2017 in Stanley New Mexico. It featured outstanding speakers and dignitaries from around the community, music and entertainment. A horse show also was held the same weekend.

The Contractor went out and trimmed the trees at the Pojoaque Recreation Complex. They replaced 3 of the 5 burnt out bulbs and the rest will be replaced early next week. They also got a dugout storage cleaned out and secured as well as the dugout gates on the natural field which were high priorities for the league. We have most of the items on the punch list completed.

Carol Branch and 25 volunteers, including students and crew leaders worked on 3 different projects on the Little Tesuque Trail. Putting in a total of 95 hours, they installed a stone bench that weighed approximately 350 lbs.; removed a makeshift bridge; and constructed a stone crossing feature to cross the stream safely. They also built erosion control features with stones, and did basic trail maintenance.



## Senior Services

The Senior Services Division will be re-opening the Rufina kitchen on July 1, 2017. We will be having a full time cook at this location again and will be advertising this service.

The Division is in the process of hiring a Department Administrator and a Activities Coordinator.

Beginning on June 1 the Senior Services Division will no longer be using Rio En Medio as a Senior Center. To date over the past year the Center has averaged 12 meals per week and the low volume is not longer sustainable nor is in the best interest of the County.

Staff of Senior Services is working cooperatively with Public Works on the new Senior Center planned for HWY 14. The plan and design phase are reaching completion and we've pleased with this process.



**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HEALTH POLICY & PLANNING COMMISSION**

April 7, 2017

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 9:05 a.m. on the above-cited date at the Santa Fe County Community Services Department conference Room, 2052 Galisteo Street, Santa Fe.

II. The following members were present:

**Members Present:**

Reena Szczepanski, Chair  
Judith Williams, Vice Chair  
Kim Straus  
Carolyn Roberts  
Vivian Heye [late arrival]  
Bonnie Keene  
Don Reece  
Anna Voltura  
Sophie Andar  
Laurie Glaze

**Member(s) Absent:**

John Abrams  
[Two Vacancies]

**County Staff Present:**

Patricia Boies, Director, Health Services Division  
Rachel O'Connor, Director, Community Services Department  
Kyra Ochoa, Health Services Staff  
Kathleen Schwartz, Mobile Health Van  
Julia Valdez, Constituent Liaison  
Lupe Sanchez, DWI Coordinator  
Ken Martinez, RECC

**Others Present:**

Kathy Armijo-Etre, CVS  
Susan Kammerer, CVS  
Stacy Fischer, Right at Home  
Erica Abeyta, SFPA  
Jerome Sanchez, LEAD  
Desiree Valdez, NMDOH

Jacqueline Williams, CSV  
Vickie Gabin, Casa Familia  
Olivia Chavez B., BSN Student  
Aurora Trujillo, SFPA  
Lisa Vakharia, Consultant  
Michael Mestas, SFCFD

Julie Madrid, Solace  
Mark Voss, Life Link  
Johnn Osborn, DA's Office  
Matthew Baca, SVH Support  
Andrés Mercado, SFPD  
Jody Larson, LOWV  
Shelly Moeller, LEAD  
Jim Breland, PMS  
Pam Hyde, Consultant  
Susan Sutton, BCBS  
Miguel Chavez, Ex-Commissioner  
Laurel Carraher, MCRT  
Terri Marney, Presbyterian  
Tim Dobbs, NAMI  
Jennifer Manzares, SFPA  
Jason Lidyard, DA's Office  
Tom Starke, Behavioral Health Alliance

Maria Jose Rodriguez C., Solace  
Joseph Jordan-Berenis, ICS  
Betty Sisneros Shover, NAMI  
Michael Munson, Life Circle  
Ellen Berkovitch, KSFR  
Martha Hamblen, Need and Deed  
Ben Thomson, Healthcare Network  
Deborah Tang, St. Elizabeth's  
Cara Latil, Casa Familia  
Julian Baca, BCBS  
Marisol Atkins, SFRC  
Kate Field, MCRT  
Julie Sanchez, City of Santa Fe  
Mark Lewandowski, SFPD  
Judah Montano, SFPD  
Lawrence Sena, Casa Familia

### **III. Introductions**

Those present introduced themselves.

### **IV. Approval of Agenda**

Commissioner Reece moved to approve and Commissioner Roberts seconded. The motion to approve the agenda passed without opposition. [Commissioner Heye was not present for this action.]

### **V. Approval of Minutes**

**March 3, 2017:** Commissioner Williams moved approval. Commissioner Roberts seconded and the motion to approve the March minutes passed without opposition. [Commissioner Heye was not present for this action.]

### **VI. Matters of Public Concern**

Chair Szczepanski noted that public comments would be taken after each agenda item.

### **VII. Presentations**

#### **A. CHRISTUS St. Vincent Behavioral Health Update**

Rachel O'Connor welcomed those present and said there has been a series of town hall meetings with regard to the ongoing gap analysis about health care in Santa Fe County. The behavioral health town hall meeting garnered a great deal of interest, and this meeting will be a forum concerned with that issue and what CHRISTUS St. Vincent has planned.

Kathy Armijo-Etre, Vice President Mission with CHRISTUS St. Vincent, introduced her team and spoke of the hospital's Community Health Implementation Plan (CHIP), formulated with input from the HPPC. Priorities are determined within the needs assessment and one of this year's super-priorities will be on behavioral health, along with seniors, violence in the home, and health equity. Seventy-five percent of funding will go to the super-priorities and 25 percent to maintenance of effort on early childhood, school-age children and adolescents and adult chronic diseases.

Noting the default treatment option was the hospital, Ms. Armijo-Etre identified the indicators – drug-related deaths, adult suicide and alcohol abuse. Data was collected from ventilator use, readmissions, the emergency department, behavioral health unit and sobering center, along with the high utilizer group services (HUGS). She outlined the four locales where 30 patients with behavior health issues are treated at the hospital daily. She pointed out that this is actually an undercount.

Susan Kammerer, psychiatric nurse and director of the behavioral health unit, gave statistics for the current operation of the unit. The BHU deals with acute psychosis, schizophrenia, severe depression, and post suicide attempts. There is a new psychiatrist and one psychologist in the outpatient clinic. The unit has nine beds and she is working on improvements. She said awareness is growing and she anticipates more changes.

Ms. Armijo-Etre outlined the activities of the HUGS program, noting one person visited the ER 70 times in six months. HUGS uses intensive case management and patient navigation which has resulted in a 62 percent reduction of emergency room use.

Turning to the Sobering Center, Ms. Armijo-Etre gave a history and statistical information. She indicated the population is complex and the current model is outdated, using social detox, which is limiting. To change to a medical detox system would require licensing changes that have proven to be daunting.

As part of the plan, a crisis psychiatric room is anticipated which will consolidate many of the current needs, including Naloxone distribution, sobering center and an expanded HUGS program.

Jacqueline Williams, clinical manager of the emergency psychiatric services with a specialization in addiction, stated smaller hospitals are turning to an emergency psych service line. Thorough detox assessment is needed, along as medication-assisted treatment for opiate detox and intensive outpatient management. She explained how sobering centers work in other cities, which tend to use medical detox and Suboxone.

The default "treatment facilities" are currently the Interfaith Community Shelter (known as "Pete's Place") and the jail. Former County Commissioner Chavez noted that the County is spending \$4.5 million in medical expenses for the jail population, 67 percent of whom have been diagnosed with mental and/or substance abuse conditions. He referenced a GO bond supporting healthcare facilities and a triage center advisory question, both of which passed in the last election.

Ms. Armijo-Etre listed needed staff and infrastructure to further the hospital's plans.

Ms. O'Connor asked for more information on the hospital's plan and Ms. Williams said the EPS assessment room will be used for crisis stabilization and as a "mini-psych ward." It will not be a major triage center, rather it will function as an adjunct to the ER.

Ms. O'Connor added they are in the process of refining what the County's triage center will be like. She estimated a minimum of two years before the bond is sold and the project can begin.

Former Commissioner Chavez read the text of the advisory question that pertains to operations and maintenance funding for behavioral health services.

In response to questions from the Commissioners, Ms. Armijo-Etre explained the current process used by the Sobering Center and the difference between social and medical detox. Changing to medical detox would require a completely different program. It would call for a new hospital wing or a new freestanding building.

Ms. Armijo-Etre emphasized that the current crisis cannot wait two years for the triage center to be in place, given the increasing severity and complexity of the problem. Mr. Jordan-Berenis pointed out the shelter is now seeing greater numbers of young people. Ms. Armijo-Etre said the ventilator data confirms that.

Ms. Rodriguez Cadiz spoke of the exacerbating impact of trauma on the problem. Secondary prevention can prevent escalation.

Ms. Kammerer said they are planning on broadening the criteria for the BHU so that it is fully utilized. She reiterated that the HUGS program will be expanded.

Dr. Williams said patients with medical complications are being managed in the hospital, but at this point others are discharged, generally with a prescription for medication.

The question arose as to separation by age groups. Additionally, it was mentioned that psychotic women represent a danger to themselves and others, and this may not be apparent when they present in the ER. Ms. Kammerer asked that she be called and given a heads-up.

Dr. Williams said the mobile crisis response team can recommend an involuntary hold, although these are used only rarely.

Ms. Armijo-Etre said the hospital is interested in hiring dedicated psychiatrists, and there is an interest in hiring certified peer support workers, although there is no plan to involve treatment guardians. The Hospital Association has a task force looking into the issue. More guardians are needed in the pool, but they would not be employed by the hospital.

There was a question as to whether the dedicated room would mix mentally ill patients with those with chemical dependency. Ms. Kammerer said psychotics deemed dangerous, even if medically cleared, would be referred to a different facility.

[Chair Szczepanski excused herself from the remainder of the meeting.]

## **VII. B. Smart 911**

Ken Martinez, Regional Emergency Communications Center Director, spoke of the benefits of signing up for Smart 911, which provides information to first responders previously provided by the caller. He distributed flyers explaining the advantages of having a profile on record before first responders show up in an emergency. Participants choose how much or how little they can have on record in this secure location which is only accessible and activated by a phone call from an identified number. Things that can be on record include medical conditions, medications, pets, utility shutoff locations, pictures, designated contacts, etc.

Additionally, this service can initiate text conversations. More information is available at [www.Smart911.com](http://www.Smart911.com) where a profile can be created. Mr. Martinez also provided his phone number: 992-3096.

Former Commissioner Chavez asked if the mobile crisis response team would be dispatched by Smart 911. Mr. Martinez said currently their presence is triggered by the first responders on the scene. However, it could help knowing ahead of time that a mental health situation could be present. Mr. Straus asked if HUGS participants are being encouraged to submit profiles. Mr. Martinez said RECC operators do not solicit participation nor are first responders doing so at this point.

Mr. Starke stated he signed up with Smart911, and it took ten minutes.

Mr. Martinez said this is especially valuable for users of cell phones, since these do not give the precise location that landlines do.

## **VIII. Matters from the Commission and Staff**

### **A. Director's Report**

Ms. Boies said that as part of the Accountable Health Community program they encourage and support community-based service organizations in doing screening and navigation for high risk clients in order to link them to services. To this end they are putting out a Notice of Funding Availability (NOFA). Further information is on the website.

The final town halls scheduled as part of the gap analysis will be held at the Edgewood Senior Center, April 13<sup>th</sup>, 12:30 to 2:30, and one conducted in Spanish on April 20<sup>th</sup> at United Way Early Childhood Learning Center.

## **IX. Announcements**

- A. Next HPPC meeting Friday, May 5, 2017 at 9:00 am at, Santa Fe County Community Services Department Conference Room, 2052 Galisteo Street**

X. Adjournment

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

Approved by:

---

Reena Szczepanski, Chair  
Health Policy & Planning Commission

Respectfully submitted by:

Debbie Doyle, Wordswork



**DRAFT**

SUBJECT TO APPROVAL





