

SANTA FE COUNTY

Resolution No. 1997-87 ¹⁴²⁰⁴⁹³

A RESOLUTION ESTABLISHING A DWI PLANNING COUNCIL IN ACCORDANCE WITH STATE LAW; AND REQUIRING AN ANNUAL REPORT

WHEREAS, the County of Santa Fe desires to develop strategies to reduce the incidence of driving while intoxicated (DWI) cases in Santa Fe County; and

WHEREAS, the 1993 New Mexico Legislature created the Local DWI Grant Program through which funding for alcohol related programs is available to counties and cities within counties that have established a County DWI Planning Council; and

WHEREAS, the County of Santa Fe wishes to avail itself of this funding,

NOW, THEREFORE, BE IT RESOLVED BY THE SANTA FE COUNTY BOARD OF COMMISSIONERS that:

Section 1. The purpose of this Resolution is to establish a DWI Planning Council for Santa Fe County, in accordance with the requirements of the New Mexico Community Alcoholism and Alcohol Abuse Prevention, Screening and Treatment Act, as amended, and with regulations promulgated by the New Mexico Department of Health pursuant to this statutory authority. The DWI Planning Council ("Council") will prepare a comprehensive plan that documents the extent of the County of Santa Fe and the City of Santa Fe's alcoholism problem, DWI resources, and needs regarding DWI, alcoholism, and alcohol or other drug abuse issues, including prevention, screening, assessment, treatment and alternative sentencing programs. Upon approval of the DWI Plan by the Board of Commissioners ("Commission") and the Council, the Board of Commissioners shall submit the DWI Plan to the Department of Finance and Administration for approval and integration into the statewide alcoholism services plan.

Section 2. The DWI Planning Council will merge the existing DWI Planning Council and the DWI Task Force by creating one body that will advise the Santa Fe County Board of Commissioners in order to facilitate coordination of all County and City DWI related services in a comprehensive manner, creating a continuum of DWI services.

Section 3. The intent of the Council will be to separate grant making, project evaluation and service provider functions in the structure of the Council to avoid conflict of interests to the extent possible. Membership, terms of office, organization and duties of the DWI Planning Council shall be as follows:

A. **Membership.** The Santa Fe County Board of Commissioners shall create a DWI Planning Council with at least nine standing committee members. Such members shall be appointed to the terms specified herein. The members of the Planning Council shall be selected by the Santa Fe County Board of Commissioners. The members of the Planning Council shall represent a broad spectrum of interests and shall include members from the local media, emergency medical services, community substance abuse treatment, public health, community traffic safety, law enforcement, courts/judicial, prosecutor/legal, and schools. Other possible members include chief elected County

and City officials, or their designees; an independent behavioral health service professional; a representative of the business community; a consumer of behavioral health services; and representatives of such other stakeholder groups as the Commission shall designate.

B. *Terms of Office.* Planning Council members, other than elected public officials, shall serve a two year term and may be re-appointed to the Planning Council by the Commission.

C. *Council Organization and Operations.*

(1) *Chairperson.* The Council shall elect a Chairperson from among its members by majority vote. The Chairperson will serve for a term of one year. The Chairperson shall preside at all Council meetings, make appointments to Council Committees and serve as signatory for official actions taken by the Council.

(2) *Other Officers.* The Council may create other officers as it determines to be necessary and appropriate.

(3) *Quorum.* In order for the Council to conduct official business, a quorum must be present. A simple majority of Council members shall constitute a quorum.

(4) *Council Committees.* The Council may create standing and ad hoc committees as it determines to be necessary and appropriate.

D. *Council Duties.*

(1) *Development of a county DWI Plan.* The Council shall assist in the preparation of a County DWI Plan for Santa Fe County which shall address, at minimum, the following:

(a) a county needs assessment that identifies and quantifies:
(i) the major factors that affect access to and the success or effectiveness of local DWI programs;

(ii) the gaps and needs not covered in local DWI programs; and

(iii) the extent to which county residents use DWI programs available in other counties;

(b) an inventory of existing public and private DWI providers and programs in the county, including identification of any DWI program duplication, and existing governmental funding and other resources, including county funding, for county DWI programs; and

(c) recommendations and goals for providing, improving and funding DWI programs in the county, based on the needs assessment and inventory, and including proposals to eliminate duplication of programs and services, improve access to programs and services, establish new programs or services, provide additional funding, in-kind contributions and other resources for existing programs and where feasible use DWI programs available in other counties.

(2) *Submission of the Plan to the County Commission.* Upon approval of the plan by a simple majority vote of the Council, the Council shall submit the plan to the County Commission for approval prior to its submission to the State of New Mexico. The Council shall submit an annual report to the Santa Fe Board of County Commissioners.

(3) *Plan Review and Evaluation.* The Council shall establish a method for periodic review of progress in meeting the goals of the Plan and for evaluation of the impact of activities conducted under the plan.

E. *Administration of the DWI Planning Council*

(1) *Staffing and Administration.* The Santa Fe County Community Services Division ("Division") shall provide staff support to the Council and shall serve as grantee for the DWI grant program, to include DWI funds from the Department of Finance and Administration, Traffic Safety Bureau and any area DWI fund eligible entity. The Division shall have responsibility for administration of activities carried out under the grant, and shall provide the appropriate level of staffing and resources needed to successfully carry out the DWI grant program.

(2) *Staffing and Technical Support.* The Division shall gather, analyze and interpret data to be used by the Council to carry out Council functions as specified in Section D,

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including provision of such professional planning, technical, and clerical support as may be necessary and feasible to accomplish this task.

Section 4. Grant Administration. The Division, with the advice or recommendation of the Council and the approval of the Board of County Commissioners, shall adopt regulations necessary for the operation of the DWI grant program, including:

A. *Forms, procedures, and guidelines as needed.*

(1) for the application process for awards to sub-recipients under the grant program;
(2) for reporting and reimbursement documentation to be provided by sub-recipients to assure compliance;

(3) for review, evaluation and approval of awards to sub-recipients;

(4) for oversight, evaluation and audit of applicants funded under the grant program to assure that funds are being administered in the manner and for the purposes for which the award was granted; and

(5) for design and implementation of an evaluation mechanism for DWI grant program activities and services and submission by sub-recipients of reports on services and their effectiveness and outcomes.

B. *Reporting.* The DWI Program Director shall prepare and submit to the State of New Mexico such documentation relative to grant activities as may be required under the DWI Grant Program. The DWI Program Director shall also prepare an annual report on the program which will be submitted to the County Commission and the Planning Council.

C. *Administrative Costs.* To the extent necessary and allowable under State regulations, the County may be reimbursed for administrative costs under the DWI Grant Program.



PASSED, APPROVED and ADOPTED this

9 day of September, 1997.

ATTEST:

Javier M. Gonzales, Chairperson
Santa Fe County Board of Commissioners

Rebecca Bustamante, County Clerk

Approved as to form:

Steven Kopelman, County Attorney

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COUNTY OF SANTA FE
STATE OF NEW MEXICO

JSS

I hereby certify that this instrument was filed for record on the 21 day of OCT A.D. 1097 at 12:16 o'clock a.m. and was duly recorded in book 1420 page 493 of the records of Santa Fe County.

495 Witness my Hand and Seal of Office
Rebecca Bustamante
County Clerk, Santa Fe County, NM



Deputy