#### **County of Los Alamos**

1000 Central Avenue Los Alamos, NM 87544



#### **BCC Agenda - Draft**

### LOS ALAMOS Los Alamos County DWI Planning Council

Thursday, September 9, 2021

8:30 AM

Due to COVID concerns, meeting will be conducted remotely. Zoom: https://us06web.zoom.us/webinar/register/WN\_n 5TQresSQzuLNQkxjTADVw

Phone: US: +1 346 248 7799 or +1 720 707 2699

Webinar ID: 874 2866 6357

#### I CALL TO ORDER

#### **II PUBLIC COMMENT**

#### **III BUSINESS**

14829-21 Approval of Minutes from the June 10, 2021 Meeting

**Presenters:** George Marsden

<u>Attachments:</u> <u>BCCMeetingMinutes June 2021</u>

<u>14835-21</u> FY LDWI close out

**Presenters:** Donna Casados

Attachments: FY LDWI close out letter distribution

FY LDWI close out letter grant

14847-21 Reversion Funding

<u>Presenters:</u> Donna Casados

<u>Attachments:</u> <u>FY21 reversion funds application.</u>

14830-21 DWI Prevention Efforts

<u>Presenters:</u> Donna Casados and Brandi Seekins

<u>Attachments:</u> Be Above July 2021 Campaign

14831-21 DWI Law Enforcement Numbers

**Presenters:** Jaime Gonzales

<u>14832-21</u> DWI Compliance Numbers

14833-21 DWI Treatment

**Presenters:** Donna Casados and Jordan Redmond

#### IV BOARD/STAFF COMMUNICATION

14846-21 Chairman's Report

**Presenters:** George Marsden

14834-21 Staff Report

**Presenters:** Donna Casados

#### **V COUNCIL COMMUNICATIONS**

#### VI PREVIEW OF NEXT MEETING

#### VII ADJOURNMENT

# County of Los Alamos BCC Meeting Minutes Los Alamos County DWI Planning Council

1000 Central Avenue Los Alamos, NM 87544

Thursday, June 10, 2021

8:30 AM

Municipal Building, Room 330

#### I. CALL TO ORDER

Meeting was called to order at 8:35 a.m. by Chair George Marsden.

Present 5 - Councilor Marsden, Councilor Lovejoy, Councilor McNiel, Councilor Seekins, and Councilor Gonzales

Absent 3 - Councilor Griego, Councilor Redmond, and Councilor Zuhn

#### II. PUBLIC COMMENT

Attendees introduced themselves.

#### III. BUSINESS

14348-21 Approval of Minutes from the May 13, 2021 Meeting

**Presenters:** George Marsden

A motion was made by Judy Lovejoy, seconded by Juanita McNiel that the Minutes be Approved as presented. The motion passed by a unanimous vote.

I move that the Board approve the attached minutes.

14394-21 County Ordinance for Alcohol

**Presenters:** Donna Casados

Members discussed current County Ordinance and steps moving forward.

14393-21 FY22 Funding

**Presenters:** Donna Casados

Donna Casados reported:

FY22 Los Alamos County Allocation:

Distribution - \$80,500 Grant - \$15,000

14350-21 DWI Prevention Efforts

**Presenters:** Donna Casados and Brandi Seekins

Donna Casados reported:

Be Above the Influence Campaign May results.

DWI Program events.

Brandi Seekins (LAPS) reported:

LAPS programming, collaboration, and upcoming events.

#### 14352-21 DWI Law Enforcement Numbers

Jaime Gonzales reported: DWI numbers for May- 3

Second half of DRE training complete.

Step Patrol and Click It or Ticket.

#### 14353-21 DWI Compliance Numbers

Monica Schwiner Reported:

May Municipal Pretrial Open Cases- 1 May Regular Probation Open Cases- 0 May Pretrial Magistrate Open Cases- 0

May Probation Magistrate Open Cases- 0

Active DWI Probation Magistrate Open Cases- 7 Active DWI Pretrial Magistrate Open Cases- 1

Active DWI Probation Municipal Open Cases- 17

Active DWI Pretrial Municipal Open Cases- 8

Probation Magistrate DWI Active Warrants- 0 Pre-trial Magistrate DWI Active Warrants- 0

Probation Municipal DWI Active Warrants- 1

Pre-trial Municipal DWI Active Warrants- 1

#### 14354-21 DWI Treatment

**Presenters:** Donna Casados and Jordan Redmond

Donna Casados reported:

Pending contract amendment for treatment (RACSTOP).

OpenBeds referrals.

#### IV. BOARD/STAFF COMMUNICATION

#### 14355-21 Chairman's Report

**Presenters:** George Marsden

George Marsden reported:

There has been more engagement at the Teen center.

14356-21 Staff Report

**Presenters:** Donna Casados

Donna Casados reported:

Board updates.

#### V. COUNCIL COMMUNICATIONS

#### VI. PREVIEW OF NEXT MEETING

Next meeting will be held August 12, 2021 in-person.

#### VII. ADJOURNMENT

Meeting adjourned at 9:27 a.m.

#### MICHELLE LUJAN GRISHAM GOVERNOR

#### DONNIE J. QUINTANA DIRECTOR



### DEBORAH K. ROMERO CABINET SECRETARY

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
Bataan Memorial Building • 407 Galisteo St. • Suite 202 • Santa Fe, NM 87501
PHONE (505) 827-4950 • FAX (505) 827-4948

August 13, 2021

VIA EMAIL

Harry Burgess
Los Alamos County Manager
1000 Central Ave, Suite 350
Los Alamos, NM 87544
lacmanager@lacnm.us

Dear Mr. Burgess:

This letter serves as the **Distribution Invoice for Repayment** and to advise you that the Local Driving While Intoxicated (LDWI) Project No. 21-D-D-16 is hereby formally closed.

The LDWI Distribution closeout is based on the following:

- 1) Our review and approval of the final report and other related items required for closeout.
- 2) Our review and approval of the final distribution financial status report and the backup documentation.
- 3) The final Fiscal Year 2021 distribution total was \$78,855.09
- 4) The final Fiscal Year 2021 expenditure total was \$58,399.95

We request that you return the unused portion of the distribution in the amount of \$20,455.14 to the attention of Julie Krupcale, LDWI Bureau Chief at the following address:

Bataan Memorial Building Local Government Division Room 201 407 Galisteo St. Santa Fe New Mexico 87501

The check is to be made payable to the **Department of Finance and Administration LDWI Fund** and **must** be received in our office no later than **September 30, 2021**. A copy of this letter needs to be included with the check to ensure proper accounting of these funds. The County will **not** be eligible to receive the reverted funds in Fiscal Year 2022 if the reversion check is not received by September 30, 2021 and future distributions may be withheld.

All records related to these funds must adhere to the State Records Center and Archives Rule for Functional Retention and Disposition Schedule, 1.21.2 NMAC.

During the April 21, 2021 LDWI Grant Council Meeting, the DWI Grant Council gave approval to allow eligible fiscal agents to receive the reverted Fiscal Year 2021 LDWI distribution funds in the Fiscal Year 2022 LDWI Grant. Los Alamos County is eligible to receive \$20,455.14. To receive these funds, the county DWI Program must complete the Distribution Reversion Funding Application.

The application is included in this correspondence and is also posted on the DFA website at <a href="http://www.nmdfa.state.nm.us/Special Programs Bureau.aspx">http://www.nmdfa.state.nm.us/Special Programs Bureau.aspx</a>. The application, with digital or wet signatures, must be emailed or mailed to the LDWI Bureau Chief, Julie Krupcale, at the Department of Finance and Administration, Local Government Division (LGD) no later than 5:00 PM on Thursday, September 30, 2021. If your application is not received by the due date, your reverted distribution will return to the LDWI Fund. Applications will be reviewed by LDWI Program Managers and recommendations will be prepared for the DWI Grant Council based on past performance and the proposed use of these reverted distribution funds.

If you have any questions regarding this matter, please contact April Marie Moya, LDWI Program Manager at April.salazar2@state.nm.us.

Sincerely,

Julie M. Krupcale, Bureau Chief Local Government Division

Julie.Krupcale@state.nm.us

Julia Krupcala

Enclosure

cc: Donna Casados, Los Alamos County DWI Coordinator

#### MICHELLE LUJAN GRISHAM GOVERNOR

### DONNIE J. QUINTANA DIRECTOR



### DEBORAH K. ROMERO CABINET SECRETARY

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
Bataan Memorial Building • 407 Galisteo St. • Suite 202 • Santa Fe, NM 87501
PHONE (505) 827-4950 • FAX (505) 827-4948

August 20, 2021

VIA EMAIL

Harry Burgess
Los Alamos County Manager
1000 Central Ave, Suite 350
Los Alamos, NM 87544
lacmanager@lacnm.us

Dear Mr. Burgess:

This letter serves to advise you that the Local Driving While Intoxicated (LDWI) Grant Agreement No. 21-D-G-16 is hereby formally closed.

The closeout of this Grant Agreement is based on the following:

- 1) Our review and approval of the final report and other related items required for closeout.
- 2) Our review and approval of the final reimbursement request and financial status report.
- 3) Release of final ACH **3001076103** in the amount of **\$610.00**.

Our records indicate the Grant Agreement is complete and \$0.00 reverted to the LDWI Grant Fund.

You are also reminded that all records related to this Grant Agreement must be held by following the retention rules.

If you have any questions regarding this matter, please contact April Marie Moya, LDWI Program Manager at <a href="mailto:April.Salazar2@state.nm.us">April.Salazar2@state.nm.us</a>.

Sincerely,

Julie M. Krupcale, Bureau Chief

Local Government Division

Julis Krupcale

cc: Donna Casados, Los Alamos County DWI Coordinator

#### Department of Finance and Administration Local Government Division - DWI Grant Program Distribution Reversion Funding Application

County / Municipality:			Program Coordinate	r:	
		FY22 Grant Budg	get Overview:		
Prevention	Current Grant Budget	<u>Distribution</u> <u>Reversion Amount</u> <u>Request</u>	Total Grant Budge Request	t with	
Enforcement				_	
Screening				_	
Treatment Compl. Mtr/track					
Coord/Plan& Eval.				_	
Alt. Sentencing Total				_	
*Complete the Exhibit J for each	component with a reversion	on request.			
Describe the circumstances	that led to Distributio	n funds being reverted. I	dentify the gaps in serv	vices you inter	nd to fill.
Certification:					
The resolution (see FY22 applic	cation) adopted by the go	verning body of		on	
			(Applicant)		(Date)
authorizes the applicant to file	this application for assist	ance from the State of New	Mexico.		
To the best of my knowledge, the			d correct and the DWI dis	tribution revers	sion check shall be
submitted to Local Government	Division by September 3	0, 2021.			
Printed Name/Title		Signature of County/City Mar	nager	Date	
For DFA Use Only Is the county eligible? Y/N	Are the evnences appropr	iate and allowable, per guidelines? Y/	'N		
	же те ехрепзез арргоргі	accumulation and an accumines?			
Comments:					
			Deviewed Str		

### Local DWI Grant Program - Reversion Funds Revenue/Expenditure Roll Up

County/Mun	icipality
Re	venue Breakdown
Local DWI Reversion Funds  Expe	In-Kind Match: Program Generated Fees County City Judicial/Courts Other: Other: *Minimum 10% in-kind match required
LDWI Reversion Funds  Program  Personnel Services Employee Benefits Travel (in-state) Travel (out-of-state) Supplies Operating Costs Contractual Services Minor Equipment Capital Purchases	Sunnlies
Component Prevention Enforcement Screening Treatment Compl. Mtr/track Coord/Plan & Eval.	Component Prevention Enforcement Screening Treatment Compl. Mtr/track Coord/Plan & Eval

**Alt. Sentencing** 

**Alt. Sentencing** 

#### **Reversion Funds Exhibit J1 - Prevention**

Request Amount:		In-Kind Match:			
If funding is request	ted or you are re	porting in-kind match for Prevention, you must complete the following:			
Provide detailed cost  LDWI Reversion Fu		fication for the amount requested in each line item.			
Line Item	Amount	Explanation/Justification			
Line Item	Amount	ехранации/эцзинкации			
Personnel Services					
Employee Benefits					
Travel (In-State)					
Travel (Out-of-State)					
Supplies					
Биррись					
<b>Operating Costs</b>					
Contractual Services					
Minor Equipment					
Capital Purchases					
Cupium 1 un cumpes					
Provide cost explanation	tion/justification	for the amount in each line item.			
Line Item ADMINISTRATIVE	Amount	Explanation/Justification			
Personnel Services					
<b>Employee Benefits</b>					
PROGRAM					
Personnel Services					
<b>Employee Benefits</b>					
Travel (In-State)					
Travel (Out-of-State)					
Supplies					
<b>Operating Costs</b>					
Contractual Services					
Minor Equipment					
Canital Purchases					

#### Reversion Funds Exhibit J2- Law Enforcement

Request Amount:		In-Kind Match:			
If funding is requested or you are reporting in-kind match for Law Enforcement, you must complete the following:					
		ication for the amount requested in each line item.			
LDWI Reversion Fu	inds Amount	Explanation/Justification			
Line Item	Amount	Explanation/sustification			
Personnel Services					
<b>Employee Benefits</b>					
Travel (In-State)					
Travel (Out-of-State)					
Supplies					
<b>Operating Costs</b>					
Contractual Services					
Minor Equipment					
Capital Purchases					
Provide cost explanat	ion/justification f	or the amount in each line item.			
In-Kind Match					
Line Item ADMINISTRATIVE	Amount	Explanation/Justification			
Personnel Services					
<b>Employee Benefits</b>					
PROGRAM					
Personnel Services					
<b>Employee Benefits</b>					
Travel (In-State)					
Travel (Out-of-State)					
Supplies					
<b>Operating Costs</b>					
Contractual Services					
Minor Equipment					
Canital Purchases					

#### **Reverion Funds Exhibit J3 - Screening**

All spent screening fees must be reported as in-kind match.

Request Amount:		In-Kind Match:			
If funding is requested or you are reporting in-kind match for Screening, you must complete the following:					
Provide detailed cost	explanation/justi	fication for the amount requested in each line item.			
LDWI Reversion Fu	ınds				
Line Item	Amount	Explanation/Justification			
Personnel Services					
<b>Employee Benefits</b>					
Travel (In-State)					
Travel (Out-of-State)					
Supplies					
<b>Operating Costs</b>					
<b>Contractual Services</b>					
Minor Equipment					
Capital Purchases					
Provide cost explanation In-Kind Match	tion/justification f	For the amount in each line item.			
Line Item	Amount	Explanation/Justification			
ADMINISTRATIVE					
Personnel Services					
<b>Employee Benefits</b>					
PROGRAM					
Personnel Services					
<b>Employee Benefits</b>					
Travel (In-State)					
Travel (Out-of-State)					
Supplies					
<b>Operating Costs</b>					
Contractual Services					
Minor Equipment					
Capital Purchases					

#### **Reversion Funds Exhibit J4 - Treatment**

Request Amount:		In-Kind Match:
If funding is request	ed or you are rep	porting in-kind match for Treatment, you must complete the following:
Provide detailed cost	explanation/justif	ication for the amount requested in each line item.
LDWI Reversion Fu		Employed in Alica Alica Alica
Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Operating Costs		
<b>Contractual Services</b>		
Minor Equipment		
Capital Purchases		
Provide cost explanat	tion/iustification f	or the amount in each line item.
In-Kind Match		
Line Item ADMINISTRATIVE	Amount	Explanation/Justification
Personnel Services		
<b>Employee Benefits</b>		
PROGRAM		
Personnel Services		
<b>Employee Benefits</b>		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
<b>Contractual Services</b>		
Minor Equipment		-
Capital Purchases		

#### Reversion Funds Exhibit J5 - Compliance Monitoring/Tracking

Request Amount	i	In-Kind Match:
If funding is request	ted or you are re	porting in-kind match for Compliance Monitoring/Tracking, you must complete the following:
Provide detailed cost LDWI Reversion Fu		fication for the amount requested in each line item.  Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
<b>Contractual Services</b>		
Minor Equipment		
Capital Purchases		
Provide cost explana In-Kind Match	tion/justification	for the amount in each line item.
Line Item ADMINISTRATIVE	Amount	Explanation/Justification
Personnel Services		
<b>Employee Benefits</b>		
PROGRAM		
Personnel Services		
<b>Employee Benefits</b>		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
<b>Operating Costs</b>		
Contractual Services		
Minor Equipment		
Capital Purchases		

#### Reversion Funds Exhibit J6 - Coordination, Planning & Evaluation

Request Amount:		In-Kind Match:			
If funding is request	ted or you are re	porting in-kind match for Coordination, Planning & Evaluation, you must complete the following			
		ication for the amount requested in each line item.			
LDWI Reversion Fu Line Item	inds Amount	Explanation/Justification			
Personnel Services					
Employee Benefits					
Travel (In-State)					
Travel (Out-of-State)					
Supplies					
<b>Operating Costs</b>					
Contractual Services					
Minor Equipment					
Capital Purchases					
Provide cost explanat In-Kind Match	ion/justification fo	or the amount in each line item.			
Line Item ADMINISTRATIVE	Amount	Explanation/Justification			
<b>Personnel Services</b>					
<b>Employee Benefits</b>					
PROGRAM					
<b>Personnel Services</b>					
<b>Employee Benefits</b>					
Travel (In-State)					
Travel (Out-of-State)					
Supplies					
<b>Operating Costs</b>					
<b>Contractual Services</b>					
Minor Equipment					
Capital Purchases					

#### **Reversion Funds Exhibit J7 - Alternative Sentencing**

Request Amount:		In-Kind Match:			
If funding is requested or you are reporting in-kind match for Alternative Sentencing, you must complete the following:					
Provide detailed cost LDWI Reversion Fu Line Item		ification for the amount requested in each line item.  Explanation/Justification			
Personnel Services					
Employee Benefits Travel (In-State) Travel (Out-of-State)					
Supplies					
Operating Costs					
Minor Equipment					
Capital Purchases					
Provide cost explanat In-Kind Match Line Item ADMINISTRATIVE	tion/justification Amount	for the amount in each line item.  Explanation/Justification			
Personnel Services					
<b>Employee Benefits</b>					
PROGRAM					
Personnel Services					
<b>Employee Benefits</b>					
Travel (In-State)					
Travel (Out-of-State)					
Supplies					
<b>Operating Costs</b>					
<b>Contractual Services</b>					
Minor Equipment					
Capital Purchases					



In August 2020 the Los Alamos County Social Services Department launch the "Be Above the Influence" Campaign. A campaign to challenge teens to be above the influence of drugs and alcohol, and to encourage adults to talk to their kids and/or students about these negative influences. This campaign is scheduled to run August 2020 – July 2021.

Social media campaigns were created and launched for the month of July; results are below. Also show below are the complete year's totals

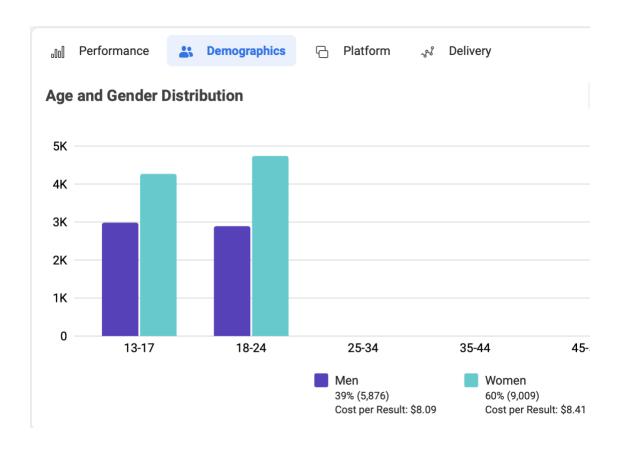
No additional posters were created or placed in new locations.

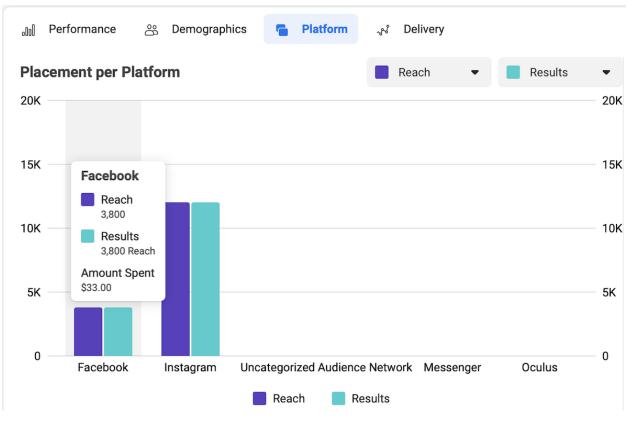
July 2021 Campaign: Ran July 6 - 31, 2021. Two ads on Facebook & Instagram were ran, for a total budget of \$250.

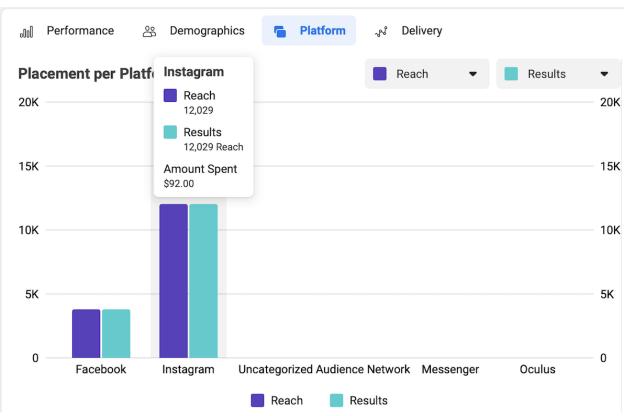
- 1) **Facebook & Instagram:** Have the Best Summer Ever, Don't jeopardize your future. Be Above the Influence image, \$125 budgeted, total add spend \$125.00
  - a. **Targeted audience:** Youth within the Los Alamos, White Rock, Jemez Springs, Espanola, and Pojoaque area.
  - b. Total Impressions: 28,339 (total amount of ad was displayed)
  - c. **Total Reach:** 15,113 (total amount of people who saw our content)



Age ▼	Gender ▼	Campaign Name ↓ ▼	Reach ▼	Impressions
18-24	Female	July - Be Above Teen	4,740	8,744
13-17	Male	July - Be Above Teen	2,984	5,183
13-17	Female	July - Be Above Teen	4,268	8,482
18-24	Male	July - Be Above Teen	2,892	5,545
Uncategorized •	Uncategorized •	July - Be Above Teen	-	_
13-17	Uncategorized •	July - Be Above Teen	116	233
18-24	Uncategorized •	July - Be Above Teen	112	152
<b>Total Results</b> 7 / 7 rows displayed			<b>15,113</b> People	<b>28,339</b> Total







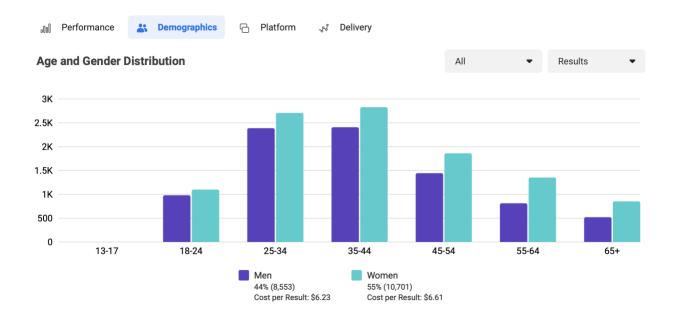
- 2) **Facebook & Instagram**: Be sure your kids have the best summer ever. Be Above the Influence image, \$125 budgeted, total add spend of \$125.
  - a. **Targeted Audience:** Adults within the Los Alamos, White Rock, Jemez Springs, Espanola, and Pojoaque area.
  - b. Total Impressions: 36,157 (total amount of ad was displayed)
  - c. Total Reach: 19,450 (total amount of people who saw our content)

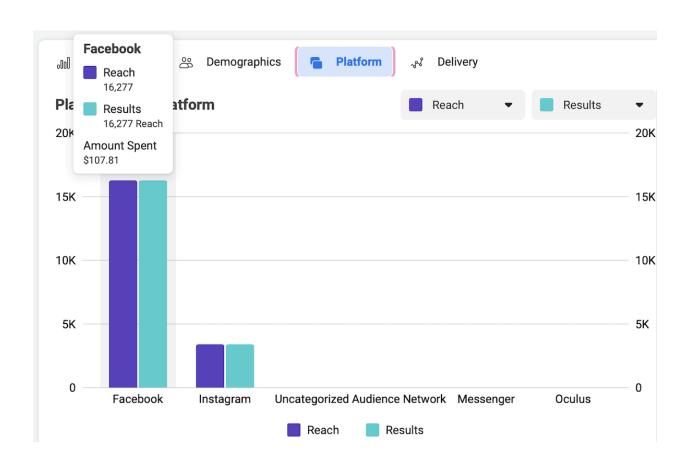


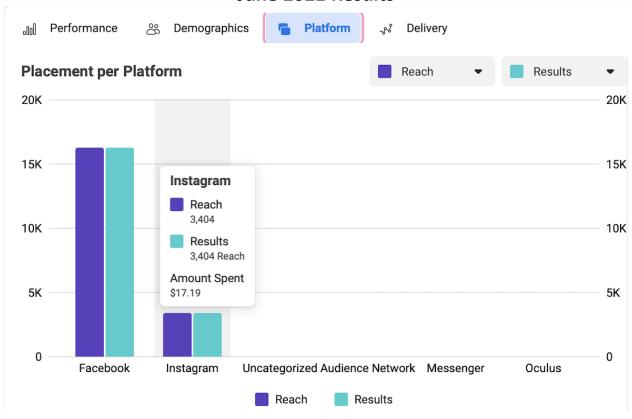
**Los Alamos County Community** 

**Services Department** 

Age ↑	Gender	Campaign Name •	Reach ▼	Impressions
18-24	Uncategorized 1	Be Above - Adult	28	69
18-24	Male	Be Above - Adult	980	1,550
18-24	Female	Be Above - Adult	1,100	1,683
25-34	Female	Be Above - Adult	2,708	5,363
25-34	Male	Be Above - Adult	2,388	4,419
25-34	Uncategorized 1	Be Above - Adult	40	69
35-44	Male	Be Above - Adult	2,408	4,477
35-44	Female	Be Above - Adult	2,828	5,734
35-44	Uncategorized 1	Be Above - Adult	52	87
45-54	Uncategorized	Be Above - Adult	16	36
45-54	Male	Be Above - Adult	1,444	2,951
45-54	Female	Be Above - Adult	1,860	3,694
55-64	Male	Be Above - Adult	812	1,384
55-64	Female	Be Above - Adult	1,352	2,212
55-64	Uncategorized 1	Be Above - Adult	35	35
65+	Female	Be Above - Adult	852	1,450
65+	Male	Be Above - Adult	520	932
65+	Uncategorized 19	Be Above - Adult	12	12
Uncategorized 6	Uncategorized	Be Above - Adult	_	_
<b>Total Results</b> 19 / 19 rows displayed			<b>19,450</b> People	<b>36,157</b> Total







#### In Summary:

- 1) In the Month of July Social Services spent \$250 between four campaigns on social Media that ran for 20 days.
  - a. Two campaigns on Facebook
    - i. One targeting Teens within the Los Alamos, White Rock, Jemez Springs, Espanola, and Pojoaque area
    - ii. One targeting adults within the Los Alamos, White Rock, Jemez Springs, Espanola, and Pojoaque area
  - b. Two campaigns on Instagram
    - i. One targeting Teens within the Los Alamos, White Rock, Jemez Springs, Espanola, and Pojoaque area
    - ii. One targeting adults within the Los Alamos, White Rock, Jemez Springs, Espanola, and Pojoaque area
- 2) Between the 4 campaigns we had a total reach of 34,395
- 3) Between the four campaigns we had a total of 62 clicks on the link to our website and/or the images.

Total summary for the 2020 – 2021 Year:

• Total Ad spend: \$2,435

Total Reach: 157,323 peopleTotal impressions: 737,071

• Total Clicks: 682