

**MINUTES OF THE**  
**SANTA FE COUNTY**  
**CORRECTIONS ADVISORY COMMITTEE**

**January 9, 2014**

**Santa Fe, New Mexico**

This meeting of the Santa Fe County Corrections Advisory Committee was called to order by Chair Frank Susman at approximately 3:05 p.m. on the above-cited date at the Youth Development Center, 4250 Airport Road, Santa Fe, New Mexico.

Roll call indicated the presence of a quorum with the following individuals present:

**Members Present:**

Frank Susman, Legal Community  
Michelle George, Juvenile Justice  
Mary Ellen Gonzales, Restorative Justice  
Adan Mendoza, Law Enforcement  
Maria Jose Rodriguez Cadiz, Mental Health Community  
Steve S. Spencer, Medical Community/Substance Abuse  
Maria Cristina Lopez, Immigrant Advocacy Community  
Judy Williams, Community at-large

**Member(s) Excused:**

Joan Morales, Public Defender's Office  
Dale Lettenberger, Law Enforcement - Investigative Bureau

**Staff Present:**

Pablo Sedillo, County Public Safety Director  
Mark Gallegos, Santa Fe County Warden  
Tila Rendon-Varela, Department Administrator, Public Safety Department  
Mark Caldwell, Santa Fe County Deputy Warden  
Ardis Thomas, ADF CQI Coordinator  
Anthony Martinez, ADF Compliance Officer

Those present introduced themselves.

#### **IV. Committee Questions**

Chair Susman noted members of the jail staff were present to answer questions posed previously by Ms. Morales and Ms. Williams.

##### **Internal Audit Procedures**

Regarding internal audits, Warden Gallegos stated those reports are open. He said they take pride in their process. He said Mr. Martinez is in charge of keeping the jail in compliance with 210 federal standards and those from the New Mexico Association of Counties. Mr. Sedillo said auditing is something done by all departments within the institution. CQI (Continuing Quality Improvement) as a means of grading themselves.

Chair Susman referred to the CQI report distributed to committee members and said they would be getting them every quarter.

Mr. Martinez stated before internal audits are carried out policies, procedures, post orders and security and administrative directives are developed using NMAC and American Correctional Association (ACA) standards along with state and federal statutes and County resolutions. Schedules are in place so everyone in the facility knows how things work. An external audit was performed by the NMAC in November and this was successful. Now internal audits are conducted to identify deficiencies and proscribe corrective action.

Warden Gallegos explained that the NMAC audit was performed by experts from throughout the state who come in and look at the files and check out the facility. They passed 100 on operations and files. There will be a continuous process of recertification.

Ms. Williams asked if there was a checklist and Warden Gallegos said the auditors use the 210 standards and monitor activities. Mr. Martinez said the NMAC audits occur every three years whereas internal audits occur on a quarterly and daily basis. In response to a question by Ms. Gonzales, Warden Gallegos said Santa Fe personnel participate in other facilities' audits and sit on policy board to interface with other counties.

Ms. Rodriguez Cadiz asked about the main purpose of the self-imposed audits. Warden Gallegos said since they are involved in quality of life issues they want to make sure they are following procedures on a daily basis. There is a scorecard and they walk through the facility and score realistically. For instance the medical department has 64 standards.

Mr. Martinez added there are 13 categories under quality of life, including food service, commissary, visits, legal visits and recreation. In addition to the 210 standards established by NMAC the ACA has 583 standards.

Dr. Spencer indicated he reviewed the healthcare information in September and was impressed by the organization.

Warden Gallegos said there are surprise audits as well. On January 22<sup>nd</sup> they will be going before the NMAC for certification. He will notify the committee of details.

## **Jail Budget**

There was also a question concerning the jail's budget. Warden Gallegos explained the process whereby jail staff goes in front of the Finance Department and submits budget requests. The County Manager and BCC approve a budget and this is available on line. Last year's budget was up due to capital requests. Ms. Lopez suggested someone from Finance could be invited to explain revenue sources, etc. Mr. Sedillo noted the Corrections budget is at \$22 million and Public Safety overall is \$40 million.

Chair Susman asked about personnel getting raises and Warden Gallegos said there is a COLA increase yearly and currently the union is working on a retention package that will involve automatic raises. The situation is similar to that in the Sheriff's Office. The retention rate is improving. "Everything's not perfect every day" but things are improving. He would like the scale to be better. Mr. Martinez pointed out that the scale in Torrance County is higher. Warden Gallegos referred to the strategic plans in place.

Ms. Rodriguez Cadiz asked about employee benefits such as annual leave. Warden Gallegos explained the system, noting that the jail is staffed 24/7. He recognized it is a difficult job. Every attempt is made to work with employees to keep them on board and there are referrals to the employee assistance program (EAP). Agreeing the job is difficult, Ms. Rodriguez Cadiz offered services for confidential assessment of vicarious trauma for staff.

Sgt. Mendoza mentioned that supervisor training is very important.

Ardis Thomas, CQI (Continuous Quality Improvement) Coordinator, distributed samples of quarterly reports and typical scorecards for monitoring activities

## **Inmate Death**

A discussion ensued regarding the death that occurred at the facility on July 5, 2012 and recent press coverage that was characterized as emanating principally from the plaintiff's attorney. It was noted that all such critical incidents are investigated by the Sheriff's Department.

## **Co-payment for Medical Visits**

Addressing the question of co-payment being required of inmates for medical treatment, Warden Gallegos explained that inmates who can pay are charged \$5 per in-house visit. This does not apply to emergencies, ongoing treatments, doctor-requested follow-ups or hospital visits. A patient's insurance can be billed for hospital visits. He stressed that no medical treatment is denied to inmates. The policy is in part to discourage frivolous visits and help defray costs. Additionally, a seven-day supply of medication is provided upon discharge.

## **Contraband**

Chair Susman read a list of steps taken to thwart contraband which include use of canines, random pod shakedown, cell searches, potential body scanner for intake, crisis intervention team, training, and random staff searches. Additionally, there is a list of known traffickers. He said not all inmates are subject to strip search.

**III. Approval of the Agenda and the Minutes of November 14, 2013 and December 12, 2013 Meetings**

Ms. Gonzales asked that the minutes include some reference to the monetary value of drugs in jail. She was under the impression a figure of \$400,000 was mentioned. She also pointed out a typo.

Ms. Gonzales moved to approve both sets of minutes and Chair Susman seconded. The motion passed unanimously.

**VI. Comments by Members**

Ms. Williams outlined current changes contemplated for indigent funding and sole community care including a loss of funding for community-based programming. She asked committee members to contact their legislators about this.

Dr. Spencer asked that Lisa Leiding be invited to a meeting to expand on the issues of co-pay, electronic medical record keeping and suicide prevention badges.

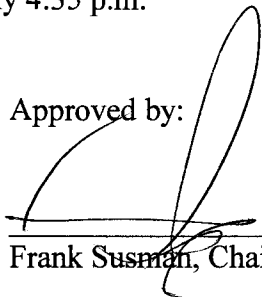
**VII. Schedule Next Meeting**

Mr. Sedillo indicated the County is requesting setting consistent meeting times for noticing purposes. CAC meetings are held on the second Thursday of the month. The next meeting was scheduled for February 13, 2014.

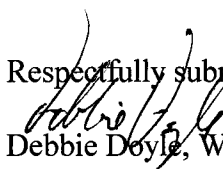
**VIII. Adjournment**

This meeting was adjourned at approximately 4:35 p.m.

Approved by:

  
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Frank Susman, Chair

Respectfully submitted by:

  
Debbie Doyle, Wordswork



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

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I Hereby Certify That This Instrument Was Filed for  
Record On The 20TH Day Of February, 2014 at 10:15:06 AM  
And Was Duly Recorded as Instrument # 1730409  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
  
Deputy \_\_\_\_\_ Geraldine Salazar  
County Clerk, Santa Fe, NM