CROSS AGENCY TEAM CONTACT LIST
Letty Rutledge, CAT Team Lead
Leticia.rutledge@state.nm.us
505-476-9286 or 505-699-0234

Jesse Chavez
Jesse.chavez1@state.nm.us
505-228-5944
Local Collaboratives 5, 9, 10 & 12
Local Collaborative 18

Kim Horan
kim.horan@state.nm.us
575-542-9896 x100 or 575-494-0719

Rebecca Estrada
Rebeccat.estrada@state.nm.us
575-542-9896 x100 or 575-494-0719
Local Collaboratives 3, 6 & SOC
Local Collaboratives 2, 7, 14, 16 & 17

Patricia Gallegos
Patricia.gallegos@state.nm.us
505-454 2460

Valerie Quintana
Valerie.quintana@state.nm.us
505-222-9990 or 505-690-6084

Tami Spellbring
Tami.spellbring@state.nm.us
505-327-5316 x 1020 or 505 360-0280

New Mexico
Local Collaboratives
Transition Document

What’s Inside?
* FY 2013 Budget Information
* Information on how to file a Reimbursement Request
* Organization & Communication Charts
* Various Statewide Contact Information

BH Collaborative Website
http://www.bhc.state.nm.us/collaboratives

The Life Link
505.438.0010 Ext.0012 or Ext. 0040
www.thelifelink.org

OptumHealth New Mexico
www.optumhealthnewmexico.com

Office of Consumer Affairs
http://www.bhc.state.nm.us/BHConsumers/OCA.html
1-800-362-2013

New Mexico Behavioral Health Purchasing Collaborative
Co-Chair Sidonie Squire, Secretary of NM Human Services
Co-Chair Yolanda Berumen-Deines, Secretary of Children, Youth & Families

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Sample IRS 1099 Form ....................................................... APPENDIX E
The New Mexico Behavioral Health System continues to evolve. As grant funding shifts and priorities change, New Mexicans will find new ways to continue their work with fewer dollar and staff resources. This proposal presents a little to no cost opportunity for local collaboratives to continue the work they have begun and be connected to the initiatives of the Collaborative and the Behavioral Health Planning Council.

This proposal outlines four ways in which the next phase of the Behavioral Health Collaborative will function and support local collaboratives over the next two years which include participation through the Behavioral Health Planning Council, Collaborative support, CAT roles and responsibilities, and continued communications.

1. Local Collaboratives will have representation and voice through the Behavioral Health Planning Council and its statutory subcommittees.

2. The Collaborative will provide quarterly leadership meetings with the 18 Local Collaboratives and the LC Cross Agency Team (CAT) for the purpose of sharing information and providing mentoring, planning, and networking opportunities.

3. The CAT will provide limited assistance to the LCs on business operations and functions and serve more as state liaisons and trainers to local communities on the Collaborative’s initiatives.

4. The LCs will continue to receive communications about the Collaborative and other State activities through:
   - CAT communications
   - *In the Know* e-newsletter
   - Behavioral Health Planning Council and its statutory subcommittees
   - State communications such as websites, electronic newsletters, announcements, etc.

The CAT will function as Collaborative Liaisons through provision of trainings, mentoring, communications, and technical assistance in areas such as Quality Service Reviews (QSR), Systems of Care (SOC), prevention, crisis and other initiatives. The CAT will continue to serve as a local resource to local collaborative but to a much smaller degree on day to day operations.
The Collaborative requests that Local Collaboratives continue to focus on sustainability: working with Systems of Care in their area, the Quality Service Review process, and/or local initiatives.

OptumHealth New Mexico will continue to fund Local Collaboratives through their contract, which has been extended to December 2013. That funding will remain, as years past, of $3,000 for each Local Collaborative. Those Local Collaboratives who still have funding in their accounts from the previous Fiscal Year are allowed to carry them over into FY13.
New Mexico Behavioral Health Purchasing Collaborative

Local Collaborative Fiscal Guidelines & FY2013 Budget

Welcome to the Fiscal Guidelines and information for Fiscal Year (FY) 2013! Please review carefully for important information. Continued expectations for the Behavioral Health Purchasing Collaborative should determine how LCs will prioritize their activities and their spending.

Each LC will need to complete the enclosed FY2013 Local Collaborative Request for Funding Form (Appendix A) and it is also accessible on the Collaborative website:

http://www.bhc.state.nm.us/pdf/2012%20LC%20Fiscal%20Guidebook%20-NEW.pdf

GETTING STARTED

The following sections include information regarding your FY2013 budget, and will review forms necessary for reporting and reimbursement.

The total deposit for each LC from OptumHealth (OH) is $3,000. Your total budget may be less or more than this, depending on your current financial status. Please be sure to accurately and clearly report this on your Budget Form (Appendix A).

Your Budget Form should capture what your LC’s Plan is for sustainability, how it will be used in the most efficient manner and will be incorporated with the Quarterly Reports that are presented to the Purchasing Collaborative.

A. Purpose of Funds

The funds should be used as follows: Continue to engage the voice of individuals and their families to plan activities that can be sustained surrounding:

- Local System of Care (SOC) Development and/or maintenance
- Quality Service Review
- Other Local Initiatives

Please note: No expenses can be incurred until budget is finalized and approved by assigned State staff.

B. Expected Budget Practices

- LCs should implement a budget process that involves the general membership LCs
- The LC membership should be given updates frequently on the status of the budget and spending.
- No individual may sign off on their own reimbursement; multiple signatures are required in order to be processed (Appendix B).
- Any contracted position of the LCs should have a written agreement with the terms of their position. This includes administrative support, leadership positions, trainers, etc. These positions and terms should be agreed upon by the membership of the LC.

C. What is Billable? Reimbursable?

- Consumer and Family Engagement

Funding may be used to support the involvement of consumers and families involved in the LC to participate on any or all of the 3 identified initiatives. Costs may include mileage, per diem, stipends, LC training activities and child care. LCs may choose the rates they will pay for mileage, child care, stipends, transportation, etc. But LCs can pay no more than the State of New Mexico rates established for State employees (Appendix B).

---

### APPENDIX B

#### LOCAL COLLABORATIVE REIMBURSEMENT REQUEST FY2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Reason</th>
<th>Mileage*</th>
<th>Per Diem*</th>
<th>Stipend*</th>
<th>Child Care*</th>
<th>LC Mgmt.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>.44/ mile</td>
<td>$85.00/day</td>
<td>$25.00</td>
<td>$9.00/hr.</td>
<td></td>
</tr>
</tbody>
</table>

*Amount can change at the LCs discretion and will vary amongst the various LCs. Amounts cannot go over the stated numbers above.

Fax or Email reimbursement request to your Cross Agency Team Member

---

#### Explanation of Reimbursement Request

**Is this reimbursement for:**

- An LC Meeting (If so, LC #____)
- Other

**Please describe:**

I hereby certify that I attended the listed activity/activities on the date(s) indicated. I am requesting reimbursement for the above associated expense(s), for which I will not receive payment from any other source. Any extraordinary expenses have been approved in advance.

**Person Requesting Payment:**

Signed and submitted by:________________________ Date:__________

**Local Collaborative Authorized Representative:**

Signed and submitted by:________________________ Date:__________

**State Representative:**

Signed and submitted by:________________________ Date:__________
Local Collaborative FY2013 Budget (cont’d)

C. What is Billable? Reimbursable? (cont’d)

**Operating Costs**
Funds may be used to underwrite costs incurred to manage the LCs such as administrative staff, the procurement of LC initiatives and activities, conferences, skills training, empowerment. This also includes payment for brochures, flyers, workbooks and other materials deemed necessary by the LC.

D. Fiscal Agent Information
The LifeLink Inc. is the contracted fiscal agent for the Behavioral Health Services Division of the NM State Human Services Department. Because of this contract, LCs do not have to pay any additional fees to have LifeLink, Inc. as their Fiscal Agent.

LifeLink, Inc. will generate monthly budget reports for your LC and will be available to you through your Cross Agency Team (CAT) Member. If you choose to have a different Fiscal Agent, you are responsible for making your own arrangements with them for payments and budget reports.

Contact Info for LifeLink, Inc.:
Name: Karen Kooney
Fax #: 505-438-6011
Phone: 505-438-0010
Email: kcooney@thelifelink.org

Please note: Regardless of your Fiscal Agent, you must adhere to the information and guidelines contained in this Transition Document.

E. Required Reports
Reports with your current budget statement, along with how funds have been spent and on the work that is being conducted on any of the 3 initiatives listed in Section A of the Fiscal Guidelines will be submitted on a quarterly basis to the Behavioral Health Purchasing Collaborative.

Reports are to be submitted to your CAT three weeks prior to the Collaborative’s meetings, by 5PM. Due dates for quarterly reports are: September 20th, December 20th, & March 21, 2013.

**Checklist for submitting a Reimbursement Request**
- Name & Mailing Address information is printed clearly for the person requesting reimbursement
- LC Name/Number, Date, Location, & Reason sections are clearly filled in
- Amount of request is correctly and accurately placed under the correct category
- Amount of request is correctly totaled in the Column Totals, Subtotal and Total sections
- If an advance was received prior to completing the Reimbursement Form, that must be filled in the “Less Advance” section and subtracted from the total amount
- A clearly written explanation of what the reimbursement is for must be completed in the “Explanation of Reimbursement Request” portion of the form
- A copy of a valid receipt must be included with the Reimbursement Request
- Signatures from the person requesting payment and an official LC Rep must be completed before sending it to your CAT for the final signature and submission

APPENDIX A

Local Collaborative Request for Funding Form for FY 12

**Brief Guidance and Instructions** - The New Mexico Behavioral Health Collaborative is committed to ensuring the successful sustainability of all 18 statewide Local Collaboratives (LC). To aid in this effort, $54,000.00 available for the overall operating costs through OptumHealth NM for each of the LCs interested in requesting these funds ($3,000.00 per LC).

The Collaborative is requesting this Local Collaborative Request for Funding for FY 13 to be completed and to include information on how your LC proposes to utilize these available funds. Please provide a brief Needs Statement explaining your approach in each section, and the specific details items/activities being proposed.

In order to justify the use of these funds LCs must submit a completed Budget Request Form to: jesse.chavez1@state.nm.us.

LCs are encouraged to submit proposals by Sept. 13, 2012 for Fiscal Year 2013. The Local Collaborative Core Team and Staff will review and provide feedback to the LCs by September 28th.

| I. Funding |
|------------------|----------|
| Please list and account for any roll over dollars the LC is taking into FY13, as well as OptumHealth dollars. Any fundraising items can be listed separately in the next section. |
| 1. Roll-over amount and funding source: |
| 2. OH dollars for FY13: |
| Subtotal: |

| II. Fundraising |
|------------------|----------|
| Please list any planned events for FY13 and/or completed activities in FY12 where money is being carried over into this new budget. Please list each event and their amounts separately. |
| Subtotal: |

Add the subtotal of Section I with the total of Section II:

| III. Operation Plan |
|---------------------|----------|
| Please provide a Needs Statement that explains which of the three below you are and/or plan on utilizing for FY13, including consumer/family recruitment and retention. |
| 1. Local Systems of Care Development |
| 2. Quality Service Review |
| 3. Other Local Initiatives |
| Subtotal: |

| IV. Budget Plan |
|------------------|----------|
| Please breakdown the dollars as to how the LC plans to spend their money, in the most efficient manner. |
| Subtotal: |

Add up the Subtotal from Section IV and subtract that from the Subtotal from Section II: TOTAL:

Name/Number of Local Collaborative: ____________________________
Name(s) of those from your Local Collaborative who will be able to access funding from The Life Link: ____________________________________________________________
__________________________________________________________
Authorized LC Rep. Signed and submitted by: ____________________________ Date: ____________________________
Authorized State Staff Rep. Reviewed & Approved by: ____________________________ Date: ____________________________
**Departments of the BH Purchasing Collaborative**

**Department of Transportation**  
Secretary: Alvin Dominguez, P.E.  
Website: http://dot.state.nm.us  
Phone: 505-827-5100

**Developmental Disabilities Planning Council**  
Director: Agnes Maldonado  
Website: http://www.nmddpc.com  
Phone: 505-476-7321

**Division of Vocational Rehabilitation**  
Director: Ralph Vigil  
Website: http://www.dvrgetsjobs.com  
Phone: 505-954-8517

**Human Services Department**  
Secretary: Sidonie Squire  
Website: http://www.hsd.state.nm.us  
Phone: 505-827-7750

**Indian Affairs Department**  
Secretary: Arthur Allison  
Website: http://www.iad.state.nm.us  
Phone: 505-476-1600

**Mortgage Finance Authority**  
Deputy Director of Programs: Joseph Montoya  
Website: http://www.housingnm.org  
Phone: 505-843-6880

**Public Education Department**  
Secretary-Designate: Hanna Scandera  
Website: http://ped.state.nm.us  
Phone: 505-827-5800
According to Merriam-Webster, “Netiquette” is a blend of net (network) and etiquette; it is the “etiquette governing communication on the Internet” (http://www.merriam-webster.com/dictionary/netiquette).

Netiquette is vital to the work that we do, as the main stream of communication is done over email and our communications are sent to a myriad of people in our communities and beyond.

The rules of email etiquette are not “rules” in the sense that I will come after you if you don’t follow them. They are guidelines that help avoid mistakes (like offending someone when you don’t mean to) and misunderstandings (like being offended when you’re not meant to). These core rules of email etiquette help us communicate better via email.

There are several basic Rules of Netiquette that one should consider when net-communicating. Below are a Top-10 to follow, especially if it is in regards to state/government business.

1. Use “FYI” for emails that have no actionable information.

Some emails need to be shared to keep everyone in the loop. But non-actionable correspondence should be labeled as such - so that it can be prioritized accordingly. Adding a simple “FYI” tag at the top of all emails that contain information that you are not required to act on. It allows for easy filtering of non-actionable emails and helps when the reader is visually scanning emails.

2. Be sparing with group e-mail. Send group e-mail only when it’s useful to every recipient. Use the “reply all” button only when compiling results requiring collective input and only if you have something to add. Recipients get quite annoyed to open an e-mail that says only “Me too!”

3. Use the blind copy and courtesy copy appropriately. Don't use BCC to keep others from seeing who you copied; it shows confidence when you directly CC anyone receiving a copy. Do use BCC, however, when sending to a large distribution list, so recipients won’t have to see a huge list of names. Be cautious with your use of CC; overuse simply clutters inboxes. Copy only people who are directly involved.

Departments & Partners on the BH Purchasing Collaborative

Aging & Long Term Services Department
Secretary: Retta Ward
Website: http://www.nmaging.state.nm.us
Phone: 866-451-2901

Administrative Office of the Courts
Director: Arthur W. Pepin
Website: http://www.nmcourts.gov
Phone: 505-827-4800

Children, Youth & Families Department
Secretary: Yolanda Berumen-Deines, Co-Chair of Collaborative
Website: http://www.cyfd.org
Phone: 505-827-7602

New Mexico Corrections Department
Secretary: Gregg Marcantel
Website: http://corrections.state.nm.us
Phone: 505-827-8645

Department of Finance & Administration
Secretary: Tom Clifford
Website: http://www.nmdfa.state.nm.us
Phone: 505-827-4985

Department of Health
Secretary: Catherine Torres, M.D.
Website: http://www.health.state.nm.us
Phone: 505-827-2613

Department of Workforce Solutions
Secretary: Celina Bussey
Website: http://www.dws.state.nm.us
Phone: 505-841-8405
4. **Do not “copy up” as a means of coercion.** It is one thing to copy someone’s boss as a courtesy and you don’t want one’s boss to think that you are going around them. However, it is not professional to do this as a subtle—or not-so-subtle—form of coercion.

5. **Do not forward anything without editing out all the forwarding.** Be aware of other email addresses, headers, and commentary from all the other forwarders before sending it on to your lists. If there is too much unnecessary information on the page, the less likely it is that people will read it.

6. **Do not forward chain letters or jokes.** With so many people getting so much email in their business day, the last thing colleagues and others need is another email to open and to read. Respect your recipient, and respect your business. If you just have to send something that you think will brighten up someone’s day, be sure to use your personal email account and do it on your personal time.

7. **Use sentence case.** Using all capital letters looks as if you’re shouting. Using all lowercase letters looks lazy. For emphasis, use asterisks or bold formatting to emphasize important words. Do not, however, use a lot of colors or graphics embedded in your message, because not everyone uses an email program that can display them.

8. **Remember that your tone can’t be heard in e-mail.** Have you ever attempted sarcasm in an email, and the recipient took it the wrong way? Email communication can’t convey the nuances of verbal communication. In an attempt to infer tone of voice, some people use emoticons, but use them sparingly so that you don’t appear unprofessional. Also, don’t assume that using a smiley will diffuse a difficult message.

9. **Avoid angry outbursts.** Don’t send or reply to email when you are angry. Wait until you have calmed down, then compose the email. Once written and sent, it can’t be recalled. Angry or intemperate email has a way of rebounding on the sender. As a guide, ask yourself, ‘would I say this to the person’s face?’

10. **Use a signature that includes contact information.** To ensure that people know who you are, include a signature that has your contact information, including your mailing address, Web site, and phone numbers.

“The Golden Rule of Netiquette is to do unto others on the internet as you would have done to you,” (http://networketiquette.net/netiquette.htm).
### LC Contact Info*

<table>
<thead>
<tr>
<th>Local Collaborative</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Collaborative 1</td>
<td>Name: Robin Connell</td>
<td>Email: <a href="mailto:rconnell@drnm.org">rconnell@drnm.org</a></td>
<td>Phone: 505-256-3100</td>
</tr>
<tr>
<td>Local Collaborative 2</td>
<td>Name: DJ Woodfield</td>
<td>Email: <a href="mailto:djw@cmhcnm.com">djw@cmhcnm.com</a></td>
<td>Phone: 575-885-4836</td>
</tr>
<tr>
<td>Local Collaborative 3</td>
<td>Name: Tony Bustos</td>
<td>Email: <a href="mailto:tbustos@teambuilders-counseling.org">tbustos@teambuilders-counseling.org</a></td>
<td>Phone: 575-636-3726</td>
</tr>
<tr>
<td>Local Collaborative 4</td>
<td>Name: AC Chavarria</td>
<td>Email: <a href="mailto:achavarria@teambuilders-counseling.org">achavarria@teambuilders-counseling.org</a></td>
<td>Phone: 575-403-8018</td>
</tr>
<tr>
<td>Local Collaborative 5</td>
<td>Name: Pamela Drake</td>
<td>Email: <a href="mailto:drakep@sjcpartnership.org">drakep@sjcpartnership.org</a></td>
<td>Phone: 505-566-5866</td>
</tr>
<tr>
<td>Local Collaborative 6</td>
<td>Name: Beverly Michaels</td>
<td>Email: <a href="mailto:gypc_505@msn.com">gypc_505@msn.com</a></td>
<td>Phone: 505-287-3773</td>
</tr>
<tr>
<td>Local Collaborative 7</td>
<td>Name: Claire Leonard</td>
<td>Email: <a href="mailto:coleonard@me.com">coleonard@me.com</a></td>
<td>Phone:</td>
</tr>
<tr>
<td>Local Collaborative 8</td>
<td>Name: Jane Jackson-Bear</td>
<td>Email: <a href="mailto:jjgrassdancer@aol.com">jjgrassdancer@aol.com</a></td>
<td>Phone:</td>
</tr>
<tr>
<td>Local Collaborative 9</td>
<td>Name: AC Chavarria</td>
<td>Email: <a href="mailto:achavarria@teambuilders-counseling.org">achavarria@teambuilders-counseling.org</a></td>
<td>Phone: 575-403-8018</td>
</tr>
<tr>
<td>Local Collaborative 10</td>
<td>Name: Jim Kerlin</td>
<td>Email: <a href="mailto:jrkerlin@tcc-nm.org">jrkerlin@tcc-nm.org</a></td>
<td>Phone: 575-437-7404</td>
</tr>
<tr>
<td>Local Collaborative 11</td>
<td>Name: Jane Jackson-Bear</td>
<td>Email: <a href="mailto:jjgrassdancer@aol.com">jjgrassdancer@aol.com</a></td>
<td>Phone:</td>
</tr>
<tr>
<td>Local Collaborative 12</td>
<td>Name: Jane Jackson-Bear</td>
<td>Email: <a href="mailto:jjgrassdancer@aol.com">jjgrassdancer@aol.com</a></td>
<td>Phone:</td>
</tr>
<tr>
<td>Local Collaborative 13</td>
<td>Name: Beverly Michaels</td>
<td>Email: <a href="mailto:gypc_505@msn.com">gypc_505@msn.com</a></td>
<td>Phone: 505-287-3773</td>
</tr>
<tr>
<td>Local Collaborative 14</td>
<td>Name: Brian Serna</td>
<td>Email: <a href="mailto:bsena@islclinic.net">bsena@islclinic.net</a></td>
<td>Phone: 505-869-5477</td>
</tr>
<tr>
<td>Local Collaborative 15</td>
<td>Name: AC Chavarria</td>
<td>Email: <a href="mailto:achavarria@teambuilders-counseling.org">achavarria@teambuilders-counseling.org</a></td>
<td>Phone: 575-403-8018</td>
</tr>
<tr>
<td>Local Collaborative 16</td>
<td>Name: Jane Jackson-Bear</td>
<td>Email: <a href="mailto:jjgrassdancer@aol.com">jjgrassdancer@aol.com</a></td>
<td>Phone:</td>
</tr>
<tr>
<td>Local Collaborative 17</td>
<td>Name: Rick Vigil</td>
<td>Email: <a href="mailto:rvigil@pueblooftesuque.org">rvigil@pueblooftesuque.org</a></td>
<td>Phone:</td>
</tr>
<tr>
<td>Local Collaborative 18</td>
<td>Name: Rick Vigil</td>
<td>Email: <a href="mailto:rvigil@pueblooftesuque.org">rvigil@pueblooftesuque.org</a></td>
<td>Phone:</td>
</tr>
</tbody>
</table>

### LC Meeting Dates

<table>
<thead>
<tr>
<th>Local Collaborative</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Other Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Collaborative 1</td>
<td>1st Monday</td>
<td>3:30–5pm</td>
<td>Local Collaborative 17</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 2</td>
<td>4th Tues.</td>
<td>5:30 – 7:30PM</td>
<td>Location: 3701 Carlisle NE, Abq</td>
<td>Other Info: Leads meet 1st Mon. from 2 – 4pm, location varies</td>
</tr>
<tr>
<td>Local Collaborative 3</td>
<td>2nd Thursday</td>
<td>11:30–1:30PM</td>
<td>Location: Families &amp; Youth Inc., Las Cruces</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 4</td>
<td>4th Monday</td>
<td>4:30–6pm</td>
<td>Location: via teleconference</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 5</td>
<td>4th Thursday</td>
<td>10:30–Noon</td>
<td>Location: Matt 25 Bldg. 1200 N. Thornton, Clovis</td>
<td>teleconferencing is available</td>
</tr>
<tr>
<td>Local Collaborative 6</td>
<td>4th Monday</td>
<td>4:30–6pm</td>
<td>Location: via teleconference</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 7</td>
<td>3rd Thurs.</td>
<td>9–11am</td>
<td>Location: Five Sandoval Pueblos, Inc.</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 8</td>
<td>4th Thursday</td>
<td>10:30–Noon</td>
<td>Location: The Counseling Center, Alamogordo</td>
<td>County Leads Cabinet meets the 1st Wednesday from Noon –1pm, same location</td>
</tr>
<tr>
<td>Local Collaborative 9</td>
<td>1st Tuesday</td>
<td>10–Noon</td>
<td>Location: at the local level</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 10</td>
<td>2nd Wednesday</td>
<td>Noon–1pm</td>
<td>Location: The Counseling Center, Alamogordo</td>
<td>County Leads Cabinet meets the 1st Wednesday from Noon –1pm, same location</td>
</tr>
<tr>
<td>Local Collaborative 11</td>
<td>1st Tuesday</td>
<td>10–Noon</td>
<td>Location: at the local level</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 12</td>
<td>2nd Monday</td>
<td>4:30–6pm</td>
<td>Location: via teleconference</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 13</td>
<td>4th Monday</td>
<td>4:30–6pm</td>
<td>Location: via teleconference</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 14</td>
<td>2nd Monday</td>
<td>4:30–6pm</td>
<td>Location: via teleconference</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 15</td>
<td>2nd Monday</td>
<td>4:30–6pm</td>
<td>Location: via teleconference</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 16</td>
<td>2nd Monday</td>
<td>4:30–6pm</td>
<td>Location: via teleconference</td>
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</tr>
<tr>
<td>Local Collaborative 17</td>
<td>2nd Monday</td>
<td>4:30–6pm</td>
<td>Location: via teleconference</td>
<td></td>
</tr>
<tr>
<td>Local Collaborative 18</td>
<td>2nd Monday</td>
<td>4:30–6pm</td>
<td>Location: via teleconference</td>
<td></td>
</tr>
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