

SUSANA MARTINEZ
GOVERNOR



FRANK ZUBIA
DIRECTOR

ROBIN BRASSIE
DEPUTY DIRECTOR

STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION
6200 Uptown Blvd. NE, Suite 210
Albuquerque, NM 87110

Meeting Called to Order

On January 12, 2017 Commission Vice Chair Dr. Edward called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:00 AM

The following Commission Members were present

Dr. Edward, Vice Chair
Erica Jorgensen-Forde, Commission Member
Louise Tracey-Hosa, Commission Member

The following Commission staff members were present

Frank Zubia, Director of CVRC
Robin Brassie, Deputy Director
Cindy Mok, Chief Financial Officer
MaryEllen Garcia, VAWA Grant Administrator
Melissa Ewer, VOCA Grant Administrator
Moises Valdez, State Investigator Supervisor
Samantha Morga, State Investigator Supervisor

John Grubestic, Assistant Attorney General

Absent

Marron Lee, Commission Chair
Raul Ortiz, Commission Member

Anne Matson, Compensation Management Analyst documented the meeting.

Review Agenda

Commission Member Ms. Tracey-Hosa moved to approve the amended agenda. Commission Member Erica Jorgensen-Forde seconded the motion. The motion passed unanimously. Mr. Zubia requested that Item iii (3) and Item i (1) on the agenda be switched accordingly. The Commission approved the request.

Review and Approval of November 17, 2016 Amended Commission Meeting Minutes.

The amended minutes for the November 17, 2016 Commission Meeting were reviewed and approved. Commission Member Ms. Jorgensen-Forde moved to approve the minutes as amended. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

Public Comment
No Discussion

Agency Financial Report.

Ms. Mok presented the agency budget. The beginning FY2017 budget was \$2,561,250. After paying out a total of \$1,191,534 in victim payouts, our available budget balance is \$1,369,716. Based on the current rate of victim payouts, we will have a projected budget balance of \$246,372 at the end of FY2017.

Ms. Mok updated the Commission on the status of restitution and penalty assessment.

Currently we have received the following for the month of December 2016:

Restitution: \$72,016.20

Penalty assessment: \$3,072.13

Total received is \$75,088.33

Ms. Mok also stated we have seen an increase of 44% in victim payouts, which is partially due to an increase in child abuse cases reported by CASA programs throughout New Mexico.

Ms. Mok informed the Commission that the Department of Finance (DFA) is recommending a flat line budget for FY2018. However, the Legislative Finance Committee (LFC) is recommending an additional 0.4% reduction in funding. Ms. Mok added that along with the 0.4% reduction in funding, it has been recommended that \$9,800 be reduced from our personnel category. At the scheduled LFC budget hearing on February 7, 2017, Ms. Mok will request a flat line budget and ask not to have a decrease in our personnel category.

Business

Status of Grants

Ms. Garcia informed the Commission of the following:

The Office of Violence Against Women held the Sexual Assault Service Program Administrators meeting in Atlanta, Georgia November 29-30, 2016. Promising practices around service provisions for sexual violence programs and dual service programs were presented.

The 2016 STOP VAWA and SASP subgrantee annual reports have been sent out to all subgrantees. The reports will be submitted and reviewed for submission to the Office on Violence Against Women prior to the March 30, 2017 deadline.

The FY2018 STOP VAWA and SASP Request for Proposal (RFP) will be issued the week of January 17, 2017. Applications will be due by February 24, 2017. The STOP VAWA award has \$1,220,706.90 available, of which \$680,033 will support continuation projects. The SASP award has \$353,571 available. Proposed projects will support the Statewide Implementation Plan and the federal purpose areas of each award.

Ms. Ewer informed the Commission of the following:

The Office of Victims of Crime (OVC) Performance Management Tool (PMT) annual report data from VOCA Victim Assistance subgrantees for the FFY2016 award cycle was entered and approved in the PMT system and Grants Management System (GMS) by the deadline of December 30, 2016.

On January 3, 2017, an email was received from OVC Program Manager Joel Hall indicating that the originally planned OVC programmatic site visit has been postponed indefinitely due to the ongoing Office of the Attorney General (OIG) audit. He stated that the site visit would be rescheduled for later in the year or early next year.

Wish List requests using reverted FFY16 funds were reviewed and designated for contract amendments for 29 subgrantees. One-time funding increases for FFY2017 range from \$1,125 to \$46,455.

A meeting was held on December 5, 2016 with the Executive Director, Finance Director, and Board Chair of Esperanza Shelter to discuss the terms of their probationary status. A follow up meeting has been scheduled for February 22, 2017.

The Ninth Judicial District Family & Children's Court CASA program in Clovis was sent two certified letters notifying them of their probationary status and reduction in VOCA award due to lack of responsiveness via email, phone and mail. Attempts were made to schedule a meeting between New Mexico Crime Victims Reparation Commission (NMCVRC), CASA Executive Director and Board President. In lieu of scheduling a meeting, the Ninth Judicial District Family & Children's Court CASA program chose to terminate their VOCA award (\$73,782) effective date February 4, 2017 in accordance with contract provisions.

At the invitation of the Office for Victims of Crime, Mr. Zubia and Ms. Ewer attended the National Indian Nations Conference in Palm Springs, California December 8-9, 2016 to participate in a VOCA administrator workshop with tribal representatives from New Mexico and other state VOCA administrators from around the United States.

New Business

Commission Election for Chair

Commission Members voted to retain Commission Chair Ms. Lee.

Commission Member Ms. Jorgensen-Forde made a motion to approve the retention of Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

Commission Members voted to retain Vice Chair Dr. Edward.

Commission Member Ms. Jorgensen-Forde moved to approve the retention of Commission Vice Chair Dr. Edward. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

Adoption of 2017 Meetings Resolution

Commission Member Ms. Jorgensen-Forde moved to approve the Adoption of the 2017 Open Meetings Resolution. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

Adoption of Commission Board Code of Conduct

Commission Member Ms. Jorgensen-Forde moved to approve the Adoption of Commission Board Code of Conduct. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

2017 Commission Meeting Dates

The Commission confirmed the following Commission Meeting dates for 2017:

January 12, 2017

February 23, 2017

April 6, 2017

May 25, 2017

June 22, 2017

July 27, 2017

August 24, 2017

September 28, 2017

October 26, 2017

November 16, 2017

Agency Personnel Status

Mr. Zubia informed the Commission that Samantha Morga has been promoted to State Investigator Supervisor.

Mr. Zubia informed the Commission that we have two vacancies for the State Investigator positions. Mr. Zubia added that he has asked the State Personnel Office (SPO), the Department of Finance and Administration (DFA) and the Governor's Office for two additional FTE's for the Grants Program; one Program Specialist and one Financial Analyst positions are currently in progress.

Agency Legislative Issues

Mr. Zubia informed the Commission that the Department of Health (DOH) is transferring an additional 3.3 million dollars which will assist SANE providers, Rape Crisis Centers throughout the state and NM Coalition of Sexual Assault Programs. DOH will transfer the money but are unwilling to give up the positions associated with the money.

Mr. Zubia informed the Commission that he will attempt to get a legislative bill passed this year for failure to render aide. If a bill is passed, this will allow our agency to possibly reimburse victims and/or claimants for expenses they incurred where an offender failed to render aide to the victim. This is an ongoing issue and Mr. Zubia will keep the Commission updated.

Executive Session

Commission Member Ms. Jorgensen-Forde moved to enter into Executive Session, Commission Member Ms. Tracey-Hosa seconded the motion.

A poll of the Commission Members was made as follows: Commission Member Ms. Tracey-Hosa, aye; Commission Vice Chair Dr. Edward, aye and Commission Member Ms. Jorgensen-Forde, aye.

At 11:11 AM the Commission entered into Executive Session.

At 11:41 AM Commission Member Ms. Jorgensen-Forde made a motion to come out of Executive Session. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

Commission Member Ms. Jorgensen-Forde stated that pursuant to NMSA 1978, Section 10-15-1(J), the matters discussed in the closed meeting (Executive Session) were limited only to those specified in the motion for closure.

Claims

Ms. Brassie stated it was the will of the Commission to approve the following claim(s): Claims 1. Commission Member Ms. Jorgensen-Forde moved to approve the claim. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

Mr. Zubia asked if it was the will of the Commission to approve the personnel action plan as discussed in Executive Session. Commission Member Ms. Jorgensen-Forde so motioned. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

The next Commission meeting is scheduled for Thursday, February 23, 2017 at 10:00 AM at 6200 Uptown Blvd. NE, Suite 210, Albuquerque, NM in the conference room.

Adjourned

Commission Member Ms. Jorgensen-Forde moved to adjourn the meeting. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:43 AM

APPROVED: Marron Lee
Marron Lee, Chair

DATE: 2.23.17