

SUSANA MARTINEZ
GOVERNOR



FRANK ZUBIA
DIRECTOR

ROBIN BRASSIE
DEPUTY DIRECTOR

STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION
8100 Mountain Road NE Suite 106
Albuquerque, NM 87110

Commission Meeting Minutes – January 14, 2016

Meeting Called To Order

Commission Chair Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:07 A.M.

The following Commission Members were present

Marron Lee, Chair
Dr. Edward, Vice Chair
Erica Jorgensen-Forde, Commission Member
Raul Ortiz, Commission Member

The following Commission staff members were present

Frank Zubia, Director of CVRC
Robin Brassie, Deputy Director
MaryEllen Garcia, Grants Administrator
Moises Valdez, Reparation Officer Supervisor
Valerie Martinez, Reparation Officer Supervisor
Samantha Morga, Reparation Officer Advanced

Anne Matson, Management Analyst recorded the proceedings of the meeting.

Also present

Jennifer Salazar, Attorney General Liaison
Dillon Lang, Attorney General Liaison

Absent

Stuart Feltman, Commission Member
Cindy Mok, Chief Financial Officer

Review and Approval of Agenda

Review and Approval of Commission Meeting Minutes – November 18, 2015

The minutes for the November 18, 2015 Commission meeting were reviewed and amended.

Commission Member Mr. Ortiz moved to approve the minutes as amended. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Public Comment
No Discussion

Agency Financial Report

Mr. Zubia presented the agency budget. The beginning FY 2016 budget is \$2,284,726. After paying out a total of \$797,160 in victim payouts, our available budget balance is \$1,487,566. Based on the current rate of victim payouts, we will have a projected budget balance of \$690,406 at the end of FY 2016.

Mr. Zubia updated the Commission on restitution payments received for the month of December 2015. We have received a total of \$45,153.37.

FY2017 General Appropriation LFC Hearing Status

Mr. Zubia informed the Commission that he attended a Legislative Finance Committee (LFC) hearing on January 12, 2016. Mr. Zubia stated that our agency was requesting \$27,000 for personal services. The Legislative Finance Committee (LFC) recommended \$41,000 less. The Department of Finance and Administration (DFA) recommended keeping our budget flat. The Committee adopted the Executive branch recommendation to flat-line our budget.

FY2015 Audit Status

Mr. Zubia informed the Commission that there were no audit findings. The final audit report is currently at the State Auditor's Office pending approval. We should have the final approval by the end of this month. Mr. Zubia will update the Commission at the February 25, 2016 Commission Meeting.

Business

Status of Grants

Ms. Garcia informed the Commission of the following:

The 2015 VOCA Victim Assistance annual performance report was submitted to the Office for Victims of Crime and has been approved.

The 2012-VA-GX-0011 VOCA Victim Assistance closeout packet was submitted and approved. No funds were reverted.

The STOP VAWA Continuation and Competitive Request for Proposal was issued January 11, 2016. Applications are due by February 19, 2016.

VOCA Victim Assistance Subgrantees submitted the new quarterly performance measure reports to meet the enhanced reporting from the Office for Victims of Crime. The quarterly reports will be reviewed and entered prior to the February 15, 2016 deadline.

The STOP VAWA and SASP subgrantees will receive their annual report requests. The reports will be submitted and reviewed for submission to the Office on Violence Against Women prior to the March 30, 2016 deadline.

VAWA Request for Proposal

Commission Vice Chair Dr. Edward and Commission Member Ms. Jorgensen-Forde informed Ms. Garcia that they will volunteer to assist in the proposal review process.

New Business

Adoption of 2016 Open Meetings Resolution

Commission Vice Chair Dr. Edward made a motion to approve the Adoption of 2016 Open Meetings Resolution. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Adoption of Commission Board Code of Conduct

Commission Member Ms. Jorgensen-Forde made a motion to approve the Adoption of Commission Board Code of Conduct. Commission Vice Chair Dr. Edward seconded the motion. The motion passed unanimously.

Commission Election for Chair

Commission Chair Ms. Lee was re-elected. Commission Vice Chair Dr. Edward made a motion to re-elect Commission Chair Ms. Lee. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Commission Vice Chair Dr. Edward was re-elected. Commission Member Mr. Ortiz made a motion to re-elect Commission Vice Chair Dr. Edward. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Agency Personnel Matters

Mr. Zubia informed the Commission that we have two vacancies; one Reparation Officer position and one Victim Advocate position. We have requested a fourth list for the Reparation Officer position and a second list for the Victim Advocate position. Also, we may make a potential offer to a person who interviewed for the Grants Specialist contractual position. Mr. Zubia will update the Commission at the February 25, 2016 Commission meeting.

Building Lease Status

Mr. Zubia informed the Commission that we will begin moving to our new office on Monday, January 25, 2016. We must turn in keys to the previous office owners on Monday, February 1, 2016. Mr. Zubia also added that we have several items that still need addressing. Mr. Zubia will update the Commission at the February 25, 2016 Commission meeting.

CVRC Rules and Regulations Status

Mr. Zubia informed the Commission that we are awaiting final approval from Governor Martinez's office.

Human Trafficking Relocation and Rental Assistance Project Enhancement

Mr. Zubia informed the Commission that Moises Valdez is assigned to process these victim claims. Mr. Zubia also stated that between June 2015 and January 2016, we have provided human trafficking victims with rental, relocation and loss of wages; all claims submitted by The Life Link. We have also paid out \$91,530 in funeral expenses for priority processing claims. Mr. Zubia gave kudos to Moises Valdez and Valerie Martinez for processing these claims.

Executive Session

Commission Member Mr. Ortiz made a motion to enter into Executive Session. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

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

At 11:20 AM the Commission entered into Executive Session.

At 11:28 AM Commission Member Mr. Ortiz made a motion to come out of Executive Session. Commission Vice Chair Dr. Edward seconded the motion. The motion passed unanimously.

Commission Member Mr. Ortiz 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 the Commission approved the following claim(s): Claim 3, 4 and 5. Commission Vice Chair Dr. Edward moved to approve the claims. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Ms. Brassie stated the Commission denied the following claim(s): Claim 1, 2 and 6. Commission Vice Chair Dr. Edward moved to deny the claims. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

The next Commission meeting is scheduled for Thursday, February 25, 2016 at 10:00 A.M. at 6200 Uptown, Suite 210, Albuquerque, NM in the conference room.

Adjourned

Commission Vice Chair Dr. Edward moved to adjourn the meeting. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:29 A.M.

APPROVED: Marron Lee DATE: 02.25.16
Marron Lee, Chair