

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 February 23, 2017 Commission Chair Marron Lee 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

Marron Lee, Chair  
Dr. Robin 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 Grants Administrator  
Melissa Ewer, VOCA Grants Administrator  
Samantha Morga, State Investigator Supervisor  
Jacqueline Sanchez, State Investigator  
Debra Yepa, State Investigator

Also Present

J.J. Griego, CPA, Griego Professional Services, LLC

Absent

Moises Valdez, State Investigator Supervisor  
John Grubestic, Assistant Attorney General  
Raul Ortiz, Commission Member

Anne Matson, Compensation Management Analyst documented the meeting.

Review Agenda

Mr. Zubia requested item #5 be presented first. The Commission approved the request. Commission Member Ms. Tracey-Hosa moved to approve the agenda as amended. Commission Member Erica Jorgensen-Forde seconded the motion. The motion passed unanimously.

Review and Approval of January 12, 2017 Commission Meeting Minutes.

The minutes for the January 12, 2017 Commission Meeting were reviewed and approved. Commission Member Ms. Tracey-Hosa moved to approve the minutes. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

**Public Comment**

No Discussion

**Agency Financial Report**

The FY 2016 Audit Report was presented by J.J. Griego, CPA Griego Professional Services, LLC. Mr. Griego stated there was only one finding. CVRC self-reported that we reimbursed victims for medical marijuana with Federal funds. This issue has since been corrected. Mr. Griego added that the deadline to report our next audit is due November 1, 2017. Mr. Zubia suggested the date to begin this audit be no later than August 15-30 of this year. Commission Member Ms. Tracey-Hosa moved to approve the FY 2016 Audit Report. Commission Vice Chair Dr. Edward seconded the motion. The motion passed unanimously.

Commission Member Ms. Tracey-Hosa thanked the staff for all their work as reflected on the audit. Mr. Zubia gave special kudos to Cindy Mok for her hard work with our audit.

**Status of FY 2017 Victim Budget Projection and Crime Victim Fund**

Ms. Mok presented the agency budget. The beginning FY2017 budget was \$2,644,281. After paying out a total of \$1,334,238 in victim payouts, our available budget balance is \$1,310,042. Based on the current rate of victim payouts, we will have a projected budget balance of \$495,444 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 February 2017:

Restitution: \$2,466.39

Penalty assessment: \$3,051

Total received is \$5,517.39

**Status on Legislative Finance Committee (LFC) Budget Subcommittee Hearing on February 7, 2017**

Ms. Mok informed the Commission that our general budget was reduced by 5.9% or \$148,300 for FY 2018.

**Business**

**Status of Grants**

Ms. Garcia informed the Commission of the following:

The 2016 STOP VAWA and SASP subgrantee annual reports have been received by subgrantees and are currently under review. Reviewed subgrantee reports and an administrators report will be submitted to the Office of Violence Against Women prior to the March 30, 2017 deadline.

The FY 2018 STOP VAWA and SASP Request for Proposal (RFP) was issued January 18, 2017. The STOP VAWA award has \$1,220,706.90 available, of which \$680,033 will support continuation projects. The SASP award has \$353,751 available. Proposed projects will support the Statewide Implementation Plan and the federal purpose areas of each award.

We received 47 letters of interest from prospective applicants, which were due February 1, 2017. A grant writing workshop to provide tips and tools to prospective applicants was held on February 3, 2017. There were 65 participants on the webinar, which we were able to record and post on CVRC's VAWA webpage. We show that it has been viewed over 50 times. Applicants had the opportunity to ask questions in accordance with the

RFP and four sets of responses were disseminated, the final being sent on February 21, 2017. Applications are due February 24, 2017.

The Coalition to Stop Violence Against Native Women requested a grant writing training to members of the Coalition January 25, 2017. Tools and techniques for applying for CVRC funds was presented in addition to participation on the Implementation Planning Process. On February 10, 2017, we were able to present to their Board regarding the STOP VAWA funds and participation on the Implementation Planning Process.

Ms. Garcia attended and hosted the Association of VAWA Administrator's Peer-to-Peer Meeting held in Austin, Texas February 7-8, 2017. Eleven states participated in this peer-to-peer format improving state's response to VAWA issues.

#### **Victims of Crime Act**

Mr. Zubia informed the Commission that a Kids Matter presentation will be held on March 1, 2017.

Ms. Ewer informed the Commission of the following:

On February 21, 2017, our office was contacted by Office of Victims of Crime (OVC) Manager Joel Hall who requested the opportunity to conduct a site visit April 5 -7, 2017 to review the VOCA Assistance and Compensation grants. He indicated that these site visits occur once every four years. CVRC's availability was confirmed for those dates and Mr. Hall was invited to attend the April Commission meeting which coincides with the time of his visit.

All 29 subgrantees whose Wish List requests using reverted FFY16 funds were approved, accepted the additional one-time funding and the money has been added to their FFY17 budgets in the form of contract amendments.

A follow-up meeting was held on February 22, 2017 with the Executive Director and Finance Director of Esperanza Shelter to discuss the terms of their probationary status. Additional technical assistance will be provided to their finance director during the remainder of their abbreviated contract and an additional follow-up meeting has been scheduled for April 13, 2017.

The Ninth Judicial District Family & Children's Court CASA programs VOCA award (\$73,782) was formally terminated effective February 4, 2017 in accordance with contract provisions.

Site visits were conducted at Valencia Shelter Services and DNA People's Legal Services in January and Rape Crisis Center of Central New Mexico (RCCCNM) in February. The site visits at DNA and RCCCNM revealed serious programmatic and financial issues and recommendations for further action are being drafted in order to ensure compliance with contractual and federal guidelines. Additional site visits with subgrantees are scheduled in February and March.

#### **Vision 21 Technology Grant Report**

Ms. Garcia provided the Commission with an update regarding the Vision 21 Technology funding to develop a compensation and grants management system. The selected vendor, Social Solutions, indicated their company no longer had the capacity to meet the project goals and withdrew their offer. As a result, we have requested a not cost extension with our federal award which should be approved. In addition, we shall re-solicit for another vendor.

#### **Priority Processing Status**

Ms. Sanchez informed the Commission that to date we have received 27 priority processing applications and have paid \$135,000 in funeral costs. Of the 27 applications, 16 of those have been submitted by the 2<sup>nd</sup> Judicial

DA's Office in Albuquerque. She also added that often times, a decision is made within hours of receiving the application.

**Relocation and Rental Assistance Program Status**

Mr. Zubia informed the Commission that as of February 23, 2017, \$147,000 has been disseminated for relocation and rental assistance. He also stated the following agencies signed a memorandum of agreement (MOA) to assist with this program:

- The Life Link, Santa Fe
- Albuquerque Sane Collaborative, Albuquerque
- The Safe House, Albuquerque
- La Pinon, Las Cruces

**New Business**

**Orders of Protection Consideration (Voting Item)**

Mr. Zubia proposed in lieu of a police report for compensation eligibility, we may obtain either a temporary or permanent order of protection. After a brief discussion, it was decided by the Commission that we may only consider a permanent order of protection. Commission Chair Ms. Lee motioned to consider only a permanent order of protection. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

**Methadone and Suboxone Consideration (Voting Item)**

Mr. Zubia requested reimbursing victims for Methadone and Sub Oxone. After a brief discussion, it was decided that each individual case will be presented to the Commission for consideration. Commission Chair Ms. Lee motioned to have each individual case presented to the Commission for consideration of reimbursement for Methadone and Suboxone. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

**AIA Conference-Award Luncheon**

Mr. Zubia invited the Commission members to the AIA Conference-Award Luncheon on March 8, 2017 at the Tamaya. He also invited the Commission to the reception being held on the same day from 4:00-5:00 PM.

**Executive Session**

Commission Member Ms. Jorgensen-Forde moved to enter into Executive Session, Commission Member Dr. Edward seconded the motion. The motion passed unanimously.

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

At 11:47 AM the Commission entered into Executive Session.

At 11:58 AM Commission Member Ms. Jorgensen-Forde made a motion to come out of Executive Session. Commission Member Dr. Edward 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 deny the following claims: Claims 1 and Appeal Claim 15-09-01128. Commission Member Ms. Jorgensen-Forde moved to deny the claims. Commission Member Dr. Edward seconded the motion. The motion passed unanimously.

The next Commission meeting is scheduled for Thursday, April 13, 2017 at 10:00 AM at 6200 Uptown Blvd. NE, Suite 210, Albuquerque, NM in the conference room. The date was changed from April 6 to accommodate Commission Members' schedules.

Adjourned

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

The meeting adjourned at 12:02 PM

APPROVED: Marron Lee DATE: 4.13.17  
Marron Lee, Chair