

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 April 5, 2018 Commission Vice-Chair Dr. Robin Edward called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:00 a.m.

The following Commission Members were present:

Marron Lee, Commission Chair  
Dr. Robin Edward, Commission Vice-Chair  
Erica Jorgensen-Forde, Commission Member  
Mark Myers, Commission Member

The following Commission staff members were present:

Robin Brassie, Deputy Director  
Cindy Mok, Chief Financial Officer  
MaryEllen Garcia, VAWA Grant Administrator  
Melissa Ewer, VOCA Grant Administrator  
Dorothy Padilla, Procurement Manager  
Moises Valdez, State Investigator Supervisor  
Debra Yepa, State Investigator

Absent:

Frank Zubia, Director  
Samantha Acuff, State Investigator Supervisor  
Jacqueline Sanchez, State Investigator

Rose Martinez, Administrative Secretary documented the meeting.

**Review Agenda**

The agenda was reviewed and amended by Commission Chair Ms. Marron Lee. Commission Member Ms. Erica Jorgensen-Forde moved to approve the amended agenda. Commission Member Mr. Mark Myers seconded the motion. The motion passed unanimously.

**Review and Approval of February 22, 2018 Commission Meeting Minutes**

The minutes for the February 22, 2018 Commission Meeting were reviewed and amended by Commission Chair Ms. Marron Lee. Commission Member Ms. Erica Jorgensen-Forde moved to approve the minutes as amended. Commission Member Mr. Mark Myers seconded the motion. The motion passed unanimously.

Public Comment  
No Discussion

**Agency Financial Report**

Ms. Mok, Chief Financial Officer, informed the Commission that the FY 18 beginning budget for victim payouts was \$2,391,978. The total amount for victim payouts to date is \$1,443,321 leaving an available year-end balance of \$410,890.

Payments received for the period of July 1, 2017 to April 4, 2018 in Crime Victims Fund by Type:

Restitution and Correction: \$390,580.54

Civil Settlement: \$16,626.24

Penalty Assessment: \$248,704.29

Donations: \$75.00

Total received: \$655,986.47

Services, Training, Officers, Prosecutors Violence Against Women Act (STOP VAWA), Sexual Assault Services Program (SASP) Formula Grants

Ms. Garcia, VAWA Administrator informed the Commission of the following:

The 2017 STOP VAWA and SASP subgrantee annual reports were submitted to the Office on Violence Against Women in addition to the Annual Administrators Reports.

The FY19 STOP VAWA Request for proposal (RFP) was issued January 8, 2018. The total available funding for this RFP was \$1,207,159.00. Of that, \$973,954.00 was designated for continuation projects that have not yet completed a four-year cycle. The remaining \$233,205.00 was available for new/competitive projects. Of the funds available for new/competitive projects, \$132,551.00 supported prosecution purposes, \$12,367.00 supported law enforcement purposes, \$27,237.00 supported victim services purposes, \$12,730.00 was required to go to the courts for court purposes and \$48,320.00 was used to enhance any of these allocations or supported federal purposes that do not fit within these categories. Applications were due February 12, 2018 and a proposal review committee met February 27, 2018.

The New Mexico Crime Victims Reparation Commission received 20 competitive proposals for the STOP VAWA #19-P707-780-0000000052 solicitation. We also received one incomplete application, and the agency was notified their application was ineligible and non-responsive. A proposal review committee reviewed and scored the proposals in accordance with the request for proposal guidelines, which included mandatory allocation and statutory funding priorities.

The New Mexico Crime Victims Reparation Commission received 30 continuation applications in accordance with the guidelines of the Request for Proposals under the STOP VAWA #19-P707-780-0000000052 solicitation. We also received one late continuation application and the agency was notified they were ineligible and non-responsive

The New Mexico Crime Victims Reparation Commission received one (1) continuation application in accordance with the guidelines of the Request for Proposals under the SASP #19-P707-780-0000000053 Solicitation.

Ms. Garcia and Nicole Avery, Grant Program Specialist, attended the 2018 STOP Administrators and Coalition Directors Joint Meeting in Atlanta, Georgia, March 19-22, 2018.

STOP VAWA Fiscal Year 2019 Preliminary Award Recommendation

Commission Member Mr. Mark Myers made a motion to approve the STOP VAWA Preliminary Award Recommendation. Commission Member Ms. Erica Jorgensen-Forde seconded the motion. The motion passed unanimously.

#### **SASP Fiscal Year 2019 Preliminary Award Recommendation**

Commission Chair Ms. Marron Lee made a motion to approve SASP Fiscal Year 2019 Preliminary Award Recommendation. Commission Vice Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

#### **Victims of Crime Act Victim Assistance (VOCA VA)**

Ms. Ewer, VOCA Administrator informed the Commission of the following:

The February VOCA invoices from subgrantees have been processed for payment. The 2<sup>nd</sup> quarter statistical reports are due from subgrantees today and the data will be reviewed and entered into the PMT system by the deadline of May 15, 2018.

VOCA site visits were conducted at CASA Partners 4 NMKIDS in Rio Rancho, Battered Families Services in Gallup, and Community Against Violence (CAV) and Youth Heartline in Taos.

Ms. Ewer attended several meetings and trainings during the reported period including the Basic Grants Financial Management Training at the Department of Justice in Washington, D.C. in late March 2018.

#### **Payment for Forensic Interviews on Adult Victims with Developmental Disabilities**

Ms. Brassie, Deputy Director held a discussion with the Commission whether or not CVRC should consider paying for forensic interviews for adult victims with developmental disabilities. The Commission was informed that CYFD and Medicaid do not pay if they are 18 years old and older. Mr. Valdez informed the Commission that ten other states do assist with paying for these interviews. After reviewing the information provided to the Commission, Commission Chair Ms. Marron Lee and Commission members opposed paying for this service. Commission Chair Ms. Marron Lee made a motion to deny paying for forensic interviews for adult victims with developmental disabilities. Commission Member Erica Jorgensen-Forde seconded the motion. The motion passed unanimously.

#### **Advocacy in Action Conference Summary**

Commission Chair Ms. Marron Lee attended the AIA conference and stated it was a great conference. Commission Chair Ms. Marron Lee thanked the Audio-Visual team for doing a great job.

#### **Vision 21 Status**

Ms. Garcia informed the Commission on the progress of the new compensation software. The new software is in test mode. Ms. Garcia and Mr. Valdez updated the Commission with examples of how it will operate.

#### **Commission Retreat**

Ms. Brassie, held a discussion with the Commission requesting a proposed date for a Commission retreat. The Commission members decided to table further discussion on a date and time until August.

#### **Personnel**

Ms. Brassie informed the Commission that interviews for the two positions of State Investigators and VINE/Victim Liaison has been a difficult process. CVRC will continue to screen and interview new applicants.

#### **New Business**

##### **Office Surplus Property Disposal**

Ms. Padilla, Procurement Manager informed the Commission of the disposal of office surplus items. GSD Surplus Property is given the right to first refusal. They have refused all items and given permission to dispose of property according to Statue 13-6-1 NMSA 1978. Items will be offered to subgrantees on a first come first

served basis. The Commission Chair Ms. Marron Lee inquired about the value of items to be disposed. Ms. Padilla stated that all items were under \$500.00 or less.

**Seatbelt Commission Determination**

Ms. Brassie held a discussion with the Commission about the case of seatbelts as a determining factor for compensation for victims who were not wearing seatbelts. Commission Chair Ms. Marron Lee stated that this determination should be decided on a case by case basis. The rules and laws concerning seatbelt usage must be followed.

**Sexual Assault Services (SAS) RFP**

Ms. Padilla informed the Commission on the new Request for Proposal for the Sexual Assault Services (SAS).

The purpose of this Request for Proposal (RFP) is to provide Sexual Assault Services (SAS) throughout the State of New Mexico. There are three Service Provisions Areas included in this RFP. The New Mexico Crime Victims Reparation Commission (CVRC) is issuing this RFP for FY 2019. The initial contract term is for the 12-month period beginning on July 1, 2018 and ending on June 30, 2019. CVRC reserves the right to extend the contract on an annual basis, or any portions thereof, for up to three (3) additional years. In accordance with Section 13-1-150 NMSA 1978, contract term for a professional services contract, including extensions and renewals, shall not exceed four years, except as set forth in Section 13-1-150 NMSA 1978. These statewide and/or regional, county, or community services must be provided in accordance with applicable Federal, State, and local laws. The total amount of funding available through this RFP for the 12-month period is approximately \$3,324,100.00 subject to legislative appropriations of funding, and budget approval by the Department of Finance and Administration. Ms. Padilla provided the timeline of the RFP.

Commission Chair Marron Lee was concerned with similarity of names with the Sexual Assault Services Program (SASP). Commission Chair Marron Lee proposed to change the name to Sexual Violence Assault Services (SVAS). Discussion was held.

**Executive Session**

Commission Member Ms. Erica Jorgensen-Forde moved to enter into Executive Session, Commission Member Mr. Mark Myers seconded the motion. The motion passed unanimously.

A poll of the Commission Members was made as follows: Commission Chair Ms. Marron Lee, aye and Commission Vice Chair Dr. Robin Edward, aye and Commission Member Ms. Erica Jorgensen-Forde, aye, and Commission Member Mr. Mark Myers, aye.

At 10:56 AM the Commission entered in to Executive Session.

At 11:02 AM Commission Chair Ms. Marron Lee made a motion to come out of Executive Session. Commission Member Ms. Erica Jorgensen-Forde seconded the motion. The motion passed unanimously.

Commission Chair Ms. Marron Lee 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.

**Action on Items Discussed in Executive Session (Voting Item)**

- a. 18-02-00469
- b. 12-05-0058 (Waiver Request)

**Commission Meeting Minutes**

**April 5, 2018**

Commission Chair Ms. Marron Lee made the motion to deny both claims. Claim #18-02-00469 and the waiver request claim #12-05-00578 were denied. Commission Vice Chair Dr. Robin Edward seconded the motion. The motion to deny both claims was upheld by the Commission unanimously.

The next Commission meeting is scheduled for Thursday, May 24, 2018 at 10:00 a.m. at 6200 Uptown Blvd. N.E., Suite #210, Albuquerque, NM in the conference room.

Adjourned

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

The meeting adjourned at 11:12 AM

APPROVED: Marron Lee DATE: 05.30.18  
Marron Lee, Commission Chair