

**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 May 25, 2017 Commission Chair Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:12 AM

The following Commission Members were present

Marron Lee, Commission Chair
Dr. Robin Edward, Commission Vice Chair
Louise Tracey-Hosa, Commission Member
Erica Jorgensen-Forde, Commission Member (participated telephonically)

The following Commission staff members were present

Frank Zubia, Director of CVRC
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
Jacqueline Sanchez, State Investigator

Also Present

John Grubestic, Assistant Attorney General
Janice Kauer, NM Legal Aid (Observer)

Absent

Robin Brassie, Deputy Director
Raul Ortiz, Commission Member

Anne Matson, Compensation Management Analyst documented the meeting.

Review and Approval of April 13, 2017 Commission Meeting Minutes

The minutes for the April 13, 2017 Commission Meeting were reviewed and approved. Commission Vice Chair Dr. Edward moved to approve the minutes. Commission Member Tracey-Hosa seconded the motion. The motion passed unanimously.

Public Comment

No Discussion

Commission Vice Chair Dr. Edward made a motion to move item 5a 1 and 3 and item F up to the top of the agenda. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

FY 2018 STOP VAWA Final Awards (Voting Item)

Commission Member Ms. Tracey-Hosa recused herself due to a conflict of interest. Commission Vice Chair Dr. Edward moved to approve the FY 2018 STOP VAWA Final Awards. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

FY 2018 SASP Final Award (Voting Item)

Commission Member Ms. Tracey-Hosa recused herself due to a conflict of interest. Commission Vice Chair Dr. Edward moved to approve the FY 2018 SASP Final Awards. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Legal Help Line and Civil Legal Services for Victims of Domestic Violence, Sexual Assault and Stalking final award (Voting Item)

Commission Member Ms. Tracey-Hosa made a motion to approve the state funded Legal Help Line and Civil Legal Services for Victims of Domestic Violence, Sexual Assault and Stalking final award. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Current Victim Budget Position and Crime Victim Fund Status

Ms. Mok presented the agency budget. The beginning FY2017 budget was \$2,644,281. After paying out a total of \$1,744,608 in victim payouts, our available budget balance is \$899,673. Based on the current rate of victim payouts, we project to have an available budget balance of \$616,543 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 May 2017:

Restitution: \$2,563

Penalty assessment: \$2,788

Total received is \$5,351

FY 18 Audit Contract Status

Ms. Mok informed the Commission that we received only one proposal. It was from Griego Professional Services. We will use Griego Professional Services for our audit next fiscal year. Ms. Mok added that we will increase our budget so that next time we will have more money to re-solicit.

Vision 21 Discretionary Award; Victim Compensation and Grants Database Award

Ms. Garcia informed the Commission that we issued a second solicitation for a compensation and grants management system. We received six applications of which one was selected for victim compensation and one for a Grants Management System. Ms. Garcia also informed the Commission that we received a no cost grant extension through September 2018.

Business

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

Ms. Garcia informed the Commission of the following:

The FY 18 STOP VAWA and SASP Preliminary Awards were sent on April 13, 2017. One project submitted a protest to the preliminary award allocation. Upon discussion of the proposal review process the agency withdrew their letter of protest.

The SASP Solicitation was issued through the New Mexico Coalition of Sexual Assault Programs and proposals were submitted on May 9, 2017. The agency is on track to issue awards to SASP programs with a July 1, 2017 start date.

The 2017-2020 Draft Implementation Plan has been disseminated to planning members for comments and review. The final plan will take recommended comments and edits into consideration and will be adopted June 19, 2017.

The FY2017 STOP VAWA and SASP Solicitations have been released. Applications to the Office on Violence Against Women will be submitted in accordance with the sequence of events.

Victims of Crime Act Victim Assistance

Ms. Ewer informed the Commission of the following:

The OVC Performance Management Tool (PMT) data from VOCA Victim Assistance subgrantees for the second quarter of the award cycle was entered and approved in the PMT system by the deadline of May 15, 2017. The quarterly statistical report form for subgrantees is being revised to address common errors and sources of confusion, and questions/comments have been solicited and received from subgrantees to guide future webinar content.

A post-site visit letter was received from OVC Program Manager Joel Hall and a response will be submitted from CVRC by next week. Subgrantees will receive an acknowledgement form to sign and return, agreeing to the special conditions set forth in Mr. Hall's post-site visit letter. These special conditions have been incorporated into the new RFP and/or will be included as part of the FY18 VOCA contracts.

The April VOCA invoices from subgrantees that have been received timely and accurately have been processed for payment. Subgrantee site visit reports are being completed and sent to subgrantees for review and response.

A request for proposals (RFP) for competitive and continuation VOCA funding using the 2016 federal award is expected to be issued on May 30, 2017 with a due date of July 3, 2017. The RFP incorporates the expanded provisions outlined in the new August 2016 VOCA rule. A grant writing workshop webinar is scheduled for June 12, 2017.

Interviews have been conducted for the two Grants Program Specialist job openings. One position is awaiting approval for hire and interviews for the other are continuing.

Arrangements have been made to attend the VOCA meetings in Portland, Oregon in June related to reaching underserved victims and victim compensation guidelines. Ms. Ewer and Mr. Valdez will be in attendance.

RRAP Status

Mr. Valdez informed the Commission that as of July 2016 we have received 11 non-compensation applications for rent/relocation with a total of \$16,000 being paid out. Mr. Valdez added that we have also paid out a total of \$133,000 in regular victim compensation applications. Mr. Valdez added that the majority of these claims are from larger cities and Indian Country.

Priority Processing Claims

Ms. Sanchez informed the Commission that as of July 2016 we have received 37 priority processing applications. The total payout is \$182,960.46.

Disposal of Surplus Property

Mr. Zubia informed the Commission that we disposed of the surplus property. He added that we made the surplus items available to non-profit organizations.

Non-Compliant Subgrantee Impact on Future Eligibility

Ms. Garcia informed the Commission that we are ensuring that all policies are audited. Ms. Garcia added that Luna County was given limitations and have since greatly improved. Commission Member Ms. Tracey-Hosa suggested the policy language be updated. Ms. Garcia and Ms. Ewer will work on the policy language and will bring in outside information to the Peer Review Team.

Executive Session

Commission Vice Chair Dr. Edward moved to enter into Executive Session. Commission Member Ms. Tracey-Hosa 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 (telephonically to vote).

At 11:17 AM the Commission entered into Executive Session.

At 11:51 AM Commission Chair Ms. Lee made a motion to come out of Executive Session. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

Commission Vice Chair Dr. Edward 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

Mr. Zubia stated it was the will of the Commission to approve the following claims: Claims 1, 2, 4 and 6.

Mr. Zubia stated it was the will of the Commission to deny the following claims: Claims 3 and 5.

Mr. Zubia stated it was the will of the Commission to reduce subrogation claim 16-08-01923 to 50%.

Personnel Matters

Personnel matters were discussed behind closed doors.

The next Commission meeting is scheduled for Thursday, June 22, 2017 at 10:00 AM at 6200 Uptown Blvd. NE, Suite 210, Albuquerque, NM in the conference room.

Adjourned

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

The meeting adjourned at 12:03 PM

APPROVED: Marron Lee DATE: 6.22.17
Marron Lee, Chair