

**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

Commission Chair Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 8:07 a.m.

The following Commission Members were present:

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

Vacant Commission Member

The following Commission staff members were present:

**Frank Zubia, Director
Robin Brassie, Deputy Director
Cindy Mok, Chief Financial Officer
MaryEllen Garcia, Grants Administrator
Valerie Martinez, Reparation Officer Supervisor
Moises Valdez, Reparation Officer Supervisor
Samantha Morga, Reparation Officer Advanced**

Rose Martinez, Administrative Secretary recorded proceeding for this meeting.

Also in Attendance:

**Rebecca Duffin, Assistant District Attorney, 3rd Judicial District Attorney's Office
Patrick Hayes, Public Information Officer, 3rd Judicial District Attorney's Office**

Review and Approval of Agenda as Amended

Commission Member Ortiz made a motion to move item 6.a.i. FY17 STOP VAWA Protest (Voting Item) to be discussed after Executive Session. Dr. Edward seconded the motion, all approved.

Review and Approval of Commission Meeting Minutes April 7, 2016

Ms. Brassie moved to accept minutes as amended. Commission Member Ortiz seconded, so moved.

The minutes for the April 7, 2016 Commission meeting were reviewed. Member Jorgensen-Forde moved to approve the minutes as amended. Vice Chair Edward seconded the motion. The motion passed unanimously.

Public Comment

Ms. Rebecca Duffin, Assistant District Attorney for the 3RD Judicial District Attorney's Office addressed the Commission on a letter of protest regarding the award determination for their STOP VAWA continuation FY2017 award. Ms. Duffin presented grounds for reconsideration of their continuation application based on need. Commission members asked questions for clarification. Commission Chair Lee informed Ms. Duffin that the Commission would make a determination at the end of the commission meeting as a voting item.

Agency Financial Report

Ms. Cindy Mok presented the agency budget. The beginning FY 2016 was \$2,051,200. After paying out a total of \$1,640,478 in victim payouts, our available budget balance is \$410,722. Based on the current rate of victim payouts, we will have a projected budget balance of \$152,387 at the end of FY 2016.

Ms. Mok updated the Commission on the status of restitution and penalty assessment. As of May 22, 2016 we received \$35,873.08 in penalty assessment and restitution. We are currently waiting for the amount in penalty assessment for the month of May transfer from the Administrative Office of the Courts (AOC).

Status of Grants

Ms. Garcia informed the Commission of the following:

The second quarter performance measure reports for the VOCA Victim Assistance subgrantees were reviewed, approved, and entered into the Performance Measure Reporting website. The new reporting requirements mandate submission of subgrantee level reporting within 45 days after each quarter. This deadline was met for all subgrantees.

The FFY 2017 VOCA Victim Assistance allocations for subgrantees has been attached for Commissioners review. All projects, competitive and continuation were awarded funding for two fiscal years.

The FY 2016 STOP VAWA application for funding was submitted to the Office on Violence Against Women on May 25, 2016. The FY 2016 allocation is \$1,356,341.

The FY 2016 SASP Application for funding was submitted to the Office on Violence Against Women on May 25, 2016. The FY 2016 allocation is \$369,601.

The Vision 21 Compensation Capacity and Technology Capacity grant issued a competitive solicitation for a vendor to assist in the design, development, and implementation of a compensation and a grants management system. One vendor presented a comprehensive plan for both departments. This vendor is in the process of providing demonstrations of their products for further discussion.

The Women of Color Network conducted a collaborative meeting May 17-19, 2016. This technical assistance provider works with STOP VAWA Administrators to assist service providers at better serving and identifying underserved communities.

The Commission and Mr. Zubia congratulated MaryEllen Garcia for her new position as President of the Association of VAWA Administrators(AVA).

Proposed Changes to Rules and Regulations

Mr. Zubia updated the Commission regarding the status of the Rules & Regulations changes, which is now complete. Meeting for hearing is scheduled for July 28, 2016 at 9:00 a.m. at the CVRC office.

Status of Priority Processing Applications

Ms. Valerie Martinez informed the Commission that CVRC has had a total of 41 Priority Processing applications with a total of \$154,000 in victim payouts. We processed five applications for April and three for May.

Status of Rent and Relocation for Domestic Violence (DV), Sexual Assault (SA) and Human Trafficking (HT).
Mr. Moises Valdez informed Commission since December of 2015 we have had a total of 37 victims totaling \$72,000. The victim breakdown, as requested by the Commission is: 30 women, 7 males, 17 human trafficking, 2 sexual assaults, 18 domestic violence. The actual payout to this date has been \$45,000.

Review of Alternative Medicine 20 Visit Cap Policy

Mr. Zubia requested input from the Commission regarding Alternative Medicine 20 Visit Cap Policy. Chair Lee requested information regarding the amount of money and cases to be reviewed at the next Commission meeting.

Personnel Matters

Mr. Zubia informed the Commission that Daniel Romero, Financial Specialist is leaving our agency and returning to DOH.

The agency is seeing an overwhelming number of applications and our Reparation Officers have caseloads of approximately 140 compared to the average of 80. Ms. Brassie provided statistics showing an overall 121% increase in the number of applications from last year. The highest increase is in child physical abuse cases that have increased 322%. Mr. Zubia stated plans to hire a contracted reparation officer position to alleviate the immediate work load. In addition, Commission Chair Lee suggested solicitation of a part-time UNM student for an Intern Program. She will coordinate the solicitation and recruiting of students at UNM.

Open House

Mr. Zubia informed Commission that our "Open House" is scheduled today starting at 3:00 p.m. and ending at 6:00 p.m. Commission members had scheduling conflicts and will not attend.

Executive Session

Commission Member Ortiz made a motion to enter into Executive Session. Commission Vice Chair Edward seconded the motion. The motion passed unanimously.

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

At 9:57 a.m. the Commission entered into Executive Session.

At 10:40 a.m. Commission Vice Chair Edward made a motion to come out of Executive Session. Commission Member Jorgensen-Forde seconded the motion. The motion passed unanimously.

Commission Member 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 is my understanding that it is the will of the Commission to approve the following claim(s) Claims 1, 2, 3. Commission Vice Chair Edward moved to approve the claims. Commission Member Jorgensen-Forde seconded the motion. The motion passed unanimously.

Appeal

Ms. Brassie stated it is my understanding that it is the will of the Commission is to deny the following Appeal # 09-07-00956. Commission Member Jorgensen-Forde moved to deny the claim. Commission Vice Chair Edward seconded the motion. The motion passed unanimously.

FY 17 STOP VAWA Protest (Voting Item)

Ms. Garcia addressed the Commission regarding the FY 17 STOP VAWA letter of protest for their continuation application submitted by the 3rd Judicial District Attorney's office. The Commission was presented with a copy of the letter of protest, as well as a summary of the letter and the grounds for protest provided by the 3rd Judicial District Attorney's Office. Commission members discussed the grounds for protest. Commission Member Jorgensen-Forde made a motion to uphold the proposal review committee's recommendation. Commission Vice Chair seconded the motion. The motion passed unanimously.

FY 2017 STOP VAWA AND SASP Final Approval (Voting Item)

Ms. Garcia presented the Commission the FY 2017 STOP VAWA and SASP final award recommendations. Commission Vice Chair Edward made a motion to approve the final award recommendations. Commission Member Jorgensen-Forde seconded the motion. The motion passed unanimously.

The next Commission meeting is scheduled for Thursday June 23, 2016 at 10:00 a.m. at 6200 Uptown Blvd. N.E., Suite #210, Albuquerque, NM in the conference room.

Adjourned

Commission Chair Lee moved to adjourn the meeting. Commission Member Jorgensen-Forde seconded the motion. The motion passed unanimously.

The meeting adjourned at 10:50 a.m.

APPROVED: Marron Lee DATE: 9.22.16
Marron Lee, Commission Chair