

**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 June 22, 2017 Commission Chair Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:06 AM**

**The following Commission Members were present**

**Marron Lee, Commission Chair  
Dr. Robin Edward, Commission Vice Chair  
Louise Tracey-Hosa, Commission Member (participated telephonically)  
Erica Jorgensen-Forde, 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 Grant Administrator  
Melissa Ewer, VOCA Grant Administrator  
Moises Valdez, State Investigator Supervisor  
Samantha Morga, State Investigator Supervisor  
Jacqueline Sanchez, State Investigator  
Debra Yepa, State Investigator**

**Absent**

**Raul Ortiz, Commission Member  
John Grubestic, Assistant Attorney General**

**Anne Matson, Compensation Management Analyst documented the meeting.**

**Review and Approval of May 25, 2017 Commission Meeting Minutes.**

**The minutes for the May 25, 2017 Commission Meeting were amended. Commission Vice Chair Dr. Edward moved to approve the minutes as amended. Commission Member Jorgenson-Forde seconded the motion. The motion passed unanimously.**

**Public Comment**

**Mr. Zubia introduced our new employee Nicole Avery, Grants Program Specialist to the Commission.**

**Agency Financial Report**

Ms. Mok presented the agency budget. The beginning FY2017 budget was \$2,617,403. After paying out a total of \$1,893,613 in victim payouts, our available budget balance is \$723,790. Based on the current rate of victim payouts, we project to have an available budget balance of \$607,949 at the end of FY2017. Ms. Mok informed the Commission that we paid out around \$27,000 more in victim payments compared to last fiscal year.

Ms. Mok updated the Commission on the status of restitution and penalty assessment.

Currently we have received the following for the month of June 2017:

Restitution: \$1,974.77

Penalty assessment: \$1,890.00

Total received is \$3,864.77

**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 New Mexico Coalition of Sexual Assault Programs held the FY2018 SASP proposal review May 31, 2017. Rape Crisis Centers (RCC's) were selected to receive awards for the next four fiscal years. Projects will begin July 1, 2017. Casa Fortaleza, a new culturally specific program, was added to receive an award.

The FY2018 STOP VAWA Contracts have been received by the programs. Upon signature from the Commission Chair and Director, executed copies will be emailed to programs.

The 2017-2020 Draft Implementation Plan went through its review, edits and comments period. The recommendations and edits have been taken into consideration and the final plan has been adopted. The plan will be submitted with the FY2017 STOP VAWA application for funding in accordance with the solicitation requirements.

The FY2017 SASP application was submitted on June 7, 2017 to the Office on Violence Against Women.

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

Ms. Ewer informed the Commission of the following:

A final response was submitted through the online Grants Management System (GMS) regarding the post-site visit letter that was received from OVC Program Manager Joel Hall. Subgrantees received an acknowledgement form which they reviewed, signed and returned to CVRC, agreeing to the special conditions set forth in Mr. Hall's post-site visit letter. These special conditions have been incorporated into the new Request for Proposals (RFP) and/or will be also included as part of the FFY2018 VOCA contracts.

The FFY2017 VOCA Victim Assistance funding allocation and formula grant application has been released. New Mexico's allocation amount for the 2017 award will be \$12,081,746. This is a reduction of \$2,469,823, which is a 17% cut from the 2016 amount of \$14,551,569, and closer to the 2015 allocation amount of \$12,981,609. The grant application and all required attachments will be submitted by the deadline of July 18, 2017.

A request for proposals (RFP) for competitive and continuation VOCA funding using the 2016 federal award was successfully 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 was held on June 12, 2017 with 95 attendees. Over 65 written questions and answers related to the RFP have been distributed to interested parties. Recommendations for preliminary awards will be made at the July 27, 2017 Commission meeting after proposal review in late July.

One Grants Program Specialist position has been filled by Nicole Avery, who started on June 12, 2017. An additional position is awaiting approval for hire.

#### **Subgrantee Compliance Procedures**

Ms. Garcia presented the Commission with the current Grant Monitoring Policies and Procedures regarding subgrantee compliance and funding eligibility which was updated October 2016. It includes new aspects of site visit letters as well as the development of a Risk Assessment Tool. The Risk Assessment Tool has been created to guide the selection and order of subgrantee site visits. This tool takes into consideration both programmatic and financial compliance history. Grant Administrators may conduct a full programmatic and financial site visit, a programmatic site visit, or a financial site visit.

#### **RRAP Status**

Mr. Valdez informed the Commission that as of July 2016 we have received 12 non-compensation applications for rent/relocation with a total of \$18,000 being paid out. Mr. Valdez added we have also paid out a total of \$155,000 for approved victim compensation applications. He stated that the program ends on June 30, 2017.

#### **Priority Processing Claims**

Ms. Sanchez informed the Commission that since July 2016 we have received 43 priority processing applications. The total payout is \$205,496. Ms. Sanchez added that loss of wages is the largest expense and funeral expenses is second largest.

#### **New Business**

##### **Victim Towing Charges**

Ms. Brassie informed the Commission that some victims have requested that we pay for towing charges when their vehicle has been towed and impounded after the vehicle was released from evidence collection as a result of a crime. After release, the vehicles are towed to an impound lot but victims are not being notified that the vehicle is incurring charges by the day. The victim incurs the costs of impound, sometimes upwards of \$1,000. After a discussion by the Commission, it was suggested by Commission Chair Ms. Lee that we find out the history of what other states have done in similar circumstances. Mr. Zubia stated he would keep the Commission updated.

##### **Executive Session**

Executive Session was not held.

A poll of the Commission Members was made as follows:

A poll of the Commission was not held.

##### **Personnel Matters**

Mr. Zubia informed the Commission that we are in the process of hiring another Grants Program Specialist for the Grants Department. An offer has been extended to a potential candidate and we anticipate a start date of July 15, 2017. Mr. Zubia added that we still have two vacant State Investigator positions open. We have two potential candidates.

##### **AIA Appreciation Lunch**

Mr. Zubia informed the Commission that we will have our AIA Appreciation Lunch on Thursday, June 29, 2017 and extended invitations to all Commission Members. The Appreciation Lunch will be hosted by CVRC, New Mexico Coalition Against Domestic Violence, New Mexico Coalition Against Sexual Assault Programs and Coalition to Stop Violence Against Native Women.

The next Commission meeting is scheduled for Thursday, July 27, 2017 at 10:00 AM at 6200 Uptown Blvd. NE, Suite 210, Albuquerque, NM in the conference room.

Adjourned

Commission Member Ms. Jorgenson-Forde moved to adjourn the meeting. Commission Member Ms. Tracey-Hosa seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:03 AM

APPROVED: Marron Lee DATE: 7.27.17  
Marron Lee, Chair