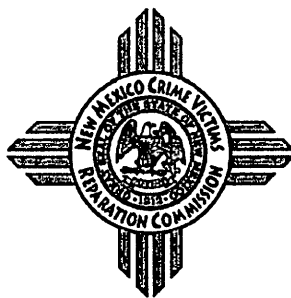


SUSANA MARTINEZ  
GOVERNOR



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 10:04 AM

The following Commission Members were present

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

The following Commission staff members were present

Frank Zubia, Director of CVRC  
Cindy Mok, Chief Financial Officer  
MaryEllen Garcia, VAWA Grants Administrator  
Melissa Ewer, VOCA Grants Administrator  
Jacqueline Chavez-Sanchez, Reparation Officer Advanced

Absent

Robin Brassie, Deputy Director  
Raul Ortiz, Commission Member  
Stuart Feltman, Commission Member

Anne Matson, Compensation Management Analyst documented the meeting.

Review Agenda

Commission Vice Chair Dr. Edward moved to approve agenda. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Review and Approval of August 24, 2016 Commission Meeting Minutes.

The minutes for the August 24, 2016 Commission Meeting were reviewed and approved. Commission Vice Chair Dr. Edward moved to approve the minutes as amended. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Public Comment

No Discussion

**Agency Financial Report.**

Ms. Mok presented the agency budget. The beginning FY17 budget was \$2,573,550. After paying out a total of \$516,638 in victim payouts, our available budget balance is \$2,056,912. Based on the current rate of victim payouts, we will have a projected budget balance of \$298,462 at the end of FY17.

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

Currently we have received the following from September 1-22, 2016:

Restitution: \$5,061

Penalty assessment: \$1,220

Civil Settlement: \$3,235.32

Total received is \$9,516.32

Mr. Zubia gave kudos to Ms. Mok and Ms. Lopez for working weekends to prepare for the Office of the Inspector General (OIG) audit of the VOCA Assistance and VOCA Compensation that was recently held. Mr. Zubia also gave kudos to Jacqueline Chavez-Sanchez and Samantha Morga for pulling compensation files for the audit.

Ms. Mok informed the Commission that we are scheduled to present our FY18 budget request to the Legislative Finance Committee (LFC) on September 29, 2016. She will keep the Commission updated.

Ms. Mok informed the Commission that the FY2016 State Audit is scheduled to staff planning next week. The audit field work is scheduled for the week of October 17, 2016.

**Business****Status of Grants**

Ms. Garcia informed the Commission of the following:

The 2012-WF-AX-0023 STOP VAWA close out package has been completed and will be submitted prior the September 30, 2016 deadline. All funds were expended.

The Statewide Implementation Planning process will start in October. These meetings, in collaboration with the VOCA Administrator, will be held throughout the state to develop a comprehensive statewide plan that addresses the funding strategies and priorities of the STOP VAWA, SASP and VOCA VA funds.

Ms. Ewer informed the Commission of the following:

A message from the Office for Victims of Crime was received on September 8, 2016 regarding the VOCA Victim Assistance FFY 2016 allocation. The allocation is \$14,551,569 and was officially accepted by NM CVRC on September 16, 2016.

The OVC Performance Management Tool (PMT) data from VOCA Victim Assistance subgrantees for the third quarter of the award cycle was entered and approved in the PMT system by the deadline of August 15, 2016. An OVC PMT Help Desk Analyst submitted feedback on data entered for the first and second quarters on August 9, 2016. Requested edits were made to the PMT system and a reply to the feedback was submitted on August 23, 2016. Additional changes were requested to be made to the PMT on September 6, 2016, which will be submitted by the deadline of September 30, 2016.

FY16 VOCA awards will be ending on September 30, 2016. Subgrantees were provided with a deadline to submit budget revision requests and several subgrantees have submitted these requests to the Grants department for consideration and processing.

The VOCA executed contract amendments for FY17 have been sent to all subgrantees, along with requested changes to their proposed budgets and special conditions for monitoring. Two post-award workshop webinars have been scheduled for subgrantees and will take place on September 29, and October 4, 2016.

The Office of the Inspector General (OIG) completed their fieldwork for their audit of 2013-2015 VOCA files. A report from OIG will be forthcoming over the next several months.

The Statewide Implementation Planning process in collaboration with the VAWA administrator and subgrantee site visits around the state will begin in October.

**Office of the Inspector General Audit-Notification Received on August 24, 2016**

Mr. Zubia informed the Commission that the Office of the Inspector General (OIG) found three instances where we used the incorrect funding source to reimburse victims for medically prescribed cannabis. OIG gave their recommendation to correct this mistake. Mr. Zubia assured the Commission that going forward, we will be using the correct funding source.

**Status of Priority Processing**

Mr. Zubia informed the Commission that we have received nine Priority Processing claims since July 1, 2016. He also stated that we have paid out \$22,663.91 in funeral expenses.

**Status of Relocation and Rental Assistance; Memorandum of Understanding (MOU)**

Mr. Zubia informed the Commission that the peer review team voted to re-solicit due to the non-responsiveness of the applicants to the RFP. Mr. Zubia is considering soliciting non-profit organizations to assist some victims when the need is immediate under a Memorandum of Agreement instead of Memorandum of Understanding. Non-profits have funding available for emergencies and are able to disperse monies more quickly.

**Status of Rules and Regulations**

Mr. Zubia asked the Commission if they would like to make up the Commission Meeting that was cancelled for the month of August. After a brief discussion, the Commission decided they would not make up the meeting, as the requirements of 10 meetings per year will be met in December 2016.

**Personnel Matters**

Mr. Zubia informed the Commission that we have two vacancies in our agency. The vacant positions are Financial Specialist and the Reparation Officer Supervisor. Mr. Zubia added that we have out-sourced a Human Resources representative from the State Personnel Office (SPO) part time. She is in our office on Wednesdays from 1:00-5:00 PM.

**Executive Session**

Commission Member Ms. Jorgensen-Forde moved to enter into Executive Session, Commission Vice Chair Dr. Edward seconded the motion. A poll of the Commission Members was made as follows: Commission Vice Chair Dr. Edward, aye; Commission Chair Ms. Lee, aye and Commission Member Ms. Jorgensen-Forde, aye.

At 10:53 AM the Commission entered into Executive Session.

At 11:29 AM made a motion to come out of Executive Session. Commission Member Ms. Jorgensen-Forde 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 claim(s): Claims 1. Commission Vice Chair Dr. Edward moved to approve the claim. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Mr. Zubia stated it was the will of the Commission to restrict payment for the following Claim(s): Claim 2. Commission Vice Chair Dr. Edward moved to approve the claim. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

The next Commission meeting is scheduled for Thursday, October 27, 2016 at 10:00 AM at 6200 Uptown Blvd NE, Suite 210, Albuquerque, NM in the conference room.

Adjourned

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

The meeting adjourned at 11:32 AM

APPROVED: Marron Lee DATE: 10.24.16  
Marron Lee, Chair