

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 10:14 AM

The following Commission Members were present

Marron Lee, Chair
Erica Jorgensen-Forde, Commission Member
Louise Tracey-Hosa, 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, Reparation Officer Supervisor
Samantha Morga, Reparation Officer Advanced

Absent

Raul Ortiz, Commission Member

Anne Matson, Compensation Management Analyst documented the meeting.

Review Agenda

Commission Chair Ms. Lee moved to approve agenda. Commission Member Erica Jorgensen-Forde seconded the motion. The motion passed unanimously.

Review and Approval of September 22, 2016 Commission Meeting Minutes.

The minutes for the September 22, 2016 Commission Meeting were reviewed and approved. Commission Member Ms. Jorgensen-Forde moved to approve the minutes as amended. Commission Member Louise Tracey-Hosa seconded the motion. The motion passed unanimously.

Commission Chair Ms. Lee welcomed Commission Member Louise Tracey-Hosa. Ms. Tracey-Hosa a newly appointed Commission Member serving as one of the two at large Commission Members. Mr. Zubia invited her to speak about herself. Ms. Tracey-Hosa was the director at La Pinon, the non-profit sexual assault service

agency in Las Cruces for 12 years, retiring 8 years ago. She is also a member of the New Mexico Social Work Board.

Public Comment

No Discussion

Agency Financial Report.

Ms. Mok presented the agency budget. The beginning FY17 budget was \$2,561,250. After paying out a total of \$769,454 in victim payouts, our available budget balance is \$1,791,796. Based on the current rate of victim payouts, we will have a projected budget balance of \$158,545 at the end of FY17.

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

Currently we have received the following for the month of October:

Restitution: \$46,404.19

Penalty assessment: \$1,220

Total received is \$48,254.19

Ms. Mok also stated victim payouts increased 73% from last year. Mr. Zubia gave a breakdown as follows:

- **Funeral Expenses**

2014-2016 \$90,000 increased to \$248,000

- **Loss of Wages**

2014-2016 \$59,000 increased to \$292,000

- **Hospital Expenses**

2014-2016 205,000 decreased to \$81,000

Independent Agency Audit (Griego Professional Services, LLC)

Mr. Zubia informed the Commission that November 15, 2016 is the tentative date for our exit conference. Commission Chair Ms. Lee is required to attend. The Commission changed the date to November 17, 2016 to coincide with the next Commission meeting.

Ms. Mok informed the Commission that the FY16 state audit has started. Most samples have been tested, including VOCA, VAWA and VOCA Comp files that were selected for testing. The tentative date for our exit conference is November 15, 2016 but can be rescheduled as stated above.

Business**Status of Grants**

Ms. Garcia informed the Commission of the following:

The 2016-WF-AX-0010 STOP VAWA formula award in the amount of \$1,356,341 was received and accepted. This is a 6% increase in funding from the FY 2015 STOP VAWA award.

The 2016-KF-AX-0043 SASP formula award in the amount of \$369,601 was received and accepted. This is a 15% increase in funding from the FY 2015 SASP award.

The Statewide Implementation Planning Stakeholder Focus Groups have been scheduled. Two of the six meetings have been held, with a total of 57 participants thus far. The stakeholder focus group dates and locations are as follows:

Tuesday, October 18, 2016 in Farmington

Tuesday, October 25, 2016 in Las Cruces

Tuesday, November 1, 2016 in Grants

Thursday, November 3, 2016 in the Espanola

Monday, November 7, 2016 in Roswell

Monday, November 14, 2016 in Albuquerque

Additionally, a statewide needs assessment survey has been created and disseminated. As of this date, over 225 participants have completed this survey, exceeding participation from 2013. The stakeholder groups and survey results will help guide the 2017 – 2020 Implementation Plan. This plan will establish funding priorities and strategies for the STOP VAWA, SASP and VOCA Victim Assistance funding.

Ms. Ewer informed the Commission of the following:

FFY 2016 ended for VOCA on September 30, 2016. All final invoices were processed and posted.

The Office of Victims of Crime (OVC) Performance Management Tool (PMT) data from VOCA Victim Assistance subgrantees for the fourth quarter of the award cycle will be entered and approved in the PMT system by the deadline of November 15, 2016.

Most subgrantees re-submitted their proposed FY17 budgets with the recommended changes. Two post-award workshop webinars were held for subgrantees on September 29 and October 4, 2016.

The Statewide Implementation Planning process in collaboration with the VAWA administrator and subgrantee site visits around the state has begun as well as subgrantee site visits. Farmington and Las Cruces have already been completed. Future implementation planning meetings will take place in Grants, Roswell, the Espanola area and Albuquerque with subgrantee site visits to coincide with most locations.

Priority Processing

Mr. Zubia informed the Commission that to date, we have paid out a total of \$41,870 in funeral expenses. Ms. Jacqueline Sanchez has taken over the task of Priority Processing. Ms. Sanchez is able to process homicide cases within 72 hours of receiving the application.

Rent and Relocation Status

Mr. Valdez informed the Commission that to date, we have paid out a total of \$40,500 in rent and relocation expenses. Also, our office has received a total of 56 claims for rent and relocation assistance. Mr. Zubia stated the state funding for this purpose is in the process of being given to a few non-profit agencies through memorandum of agreement.

2017 AIA Conference Status

Mr. Zubia informed the Commission that the 2017 AIA Planning Committee has one meeting remaining. Mr. Zubia added that the Tamaya Resort requested to move the conference from the first week in March 2017 to the first week of March, 2017. The planning committee is confirming availability of speakers prior to making a decision.

Agency Personnel Status

Mr. Zubia informed the Commission that we have extended an offer for the Financial Specialist position and it was accepted. The new Financial Specialist is Martha Burgos-Torres. Ms. Burgos-Torres will start on Monday, November 7, 2016. The remaining open position is the Reparation Officer Supervisor. That position has been posted with the State Personnel Office (SPO).

Rural Counseling (Video Conferencing)

Mr. Zubia informed the Commission that victims and their families in rural areas of the state sometimes have difficulty receiving counseling services due to their remote location and lack of counselors and therapists in

their immediate area. Mr. Zubia asked the Commission if they would consider approving counseling services to these victims and their families via Skype or similar technology. All counselors and therapists are licensed. Commission Member Ms. Louise Tracey-Hosa moved to approve counseling services for victims and their families via Skype or similar technology. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Executive Session

Commission Member Ms. Jorgensen-Forde moved to enter into Executive Session, Commission Member Ms. Louise Tracey-Hosa seconded the motion.

A poll of the Commission Members was made as follows: Commission Member Louise Tracey-Hosa, aye; Commission Chair Ms. Lee, aye and Commission Member Ms. Jorgensen-Forde, aye.

At 11:19 AM the Commission entered into Executive Session.

At 11:21 AM Commission Member Ms. Jorgensen-Forde made a motion to come out of Executive Session. Commission Member Louise Tracey-Hosa seconded the motion. The motion passed unanimously.

Commission Member Ms. 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

Commission Chair Ms. Lee

stated it was the will of the Commission to approve the following claim(s): Claims 1. Commission Member Ms. Jorgensen-Forde moved to approve the claim. Commission Member Louise Tracey-Hosa seconded the motion. The motion passed unanimously.

The next Commission meeting is scheduled for Thursday, November 17, 2016 at 10:00 AM at 6200 Uptown Blvd. NE, Suite 210, Albuquerque, NM in the conference room. There will not be a meeting in December so the January meeting was scheduled for January 12, 2017.

Adjourned

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

The meeting adjourned at 11:23 AM

APPROVED: _____ DATE: _____

Marron Lee, Chair