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**FRANK ZUBIA
DIRECTOR**

**ROBIN BRASSIE
DEPUTY DIRECTOR**

**SUSANA MARTINEZ
GOVERNOR**



STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION
6200 Uptown Blvd. NE, Suite 210
Albuquerque, NM 87110

Meeting Called to Order

On April 13, 2017 Commission Chair Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:02 AM

The following Commission Members were present

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

The following Commission staff members were present

Frank Zubia, Director of CVRC
Robin Brassie, Deputy Director
Cindy Mok, Chief Financial Officer
Melissa Ewer, VOCA Grant Administrator
Samantha Morga, State Investigator Supervisor
Jacqueline Sanchez, State Investigator
Troy Giangola, Grants Program Specialist

Also Present

John Grubestic, Assistant Attorney General

Absent

MaryEllen Garcia, VAWA Grant Administrator
Moises Valdez, State Investigator Supervisor
Raul Ortiz, Commission Member

Anne Matson, Compensation Management Analyst documented the meeting.

Review and Approval of February 23, 2017 Commission Meeting Minutes

The minutes for the February 23, 2017 Commission Meeting were reviewed and approved. Commission Member Ms. Jorgensen-Forde moved to approve the minutes. Commission Vice Chair Dr. Edward seconded the motion. The motion passed unanimously.

Public Comment

No Discussion

Agency Financial Report

FY 2018 Operating Budget Status

Ms. Mok informed the Commission that the FY 2018 Operating Budget must be submitted to the Department of Finance and Administration (DFA) by May 1, 2017. Ms. Mok also stated the total operating budget for FY 2018 is \$19,857,600. This includes the additional 0.4% reduction from the agency's current FY 2017 operating budget. Mr. Zubia added that DFA recommended we continue to operate as if the budget was already in place.

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 \$1,554,837 in victim payouts, our available budget balance is \$1,089,444. Based on the current rate of victim payouts, we project to have an available budget balance of \$582,714 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 April 2017:

Restitution: \$1,631.81

Penalty assessment: \$985

Total received is \$2,616.81

Business

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

Mr. Zubia informed the Commission of the following:

The 2016 STOP VAWA and SASP subgrantee annual administrative reports were submitted to Office of Violence Against Women (OVV) and have been approved.

We received 31 competitive proposals for the STOP VAWA #18-P707-780-0000000047 Solicitation. We also received four incomplete applications that were notified their applications were ineligible and non-responsive. A proposal review committee was held on March 23, 2017 to review and score the proposals in accordance with the request for proposal guidelines, which include mandatory allocation and statutory funding priorities. The proposal review committee recommended 18 of the proposals be presented to the Commission for preliminary approval.

Our agency received 20 continuation applications in accordance with the guidelines of the Request for Proposals under the STOP VAWA #18-P707-780-0000000047 Solicitation.

STOP VAWA Fiscal Year 2018 Preliminary Award Recommendation (Voting Item)

Commission Vice Chair Dr. Edward made a motion to approve the FY 2018 Preliminary Award Recommendation. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

The SASP RFP was issued on January 20, 2017 and has \$353,751 available. We received two applications under the SASP #18-P707-780-0000000048 Solicitation, one of which was non-responsive to the solicitation and was determined ineligible. The proposal review committee recommended the eligible proposal be presented to the Commission for preliminary approval.

SASP Fiscal Year 2018 Preliminary Award Recommendation (Voting Item)

Commission Member Ms. Jorgensen-Forde made a motion to approve the FY 2018 Preliminary Award Recommendation. Commission Vice Chair Dr. Edward seconded the motion. The motion passed unanimously.

The 2017 Annual STOP Administrators Meeting was held in Tucson, Arizona March 28-29, 2017. This year we were able to send the VAWA Grant Administrator and Troy Giangola, Grants Program Specialist. The STOP Administrator was asked to present a key note/plenary Session on Tuesday, March 28, 2017 on Meaningful Inclusion.

Victims of Crime Act Victim Assistance (VOCA VA)

Ms. Ewer informed the Commission of the following:

Esperanza Shelter Probationary Status

Ms. Ewer informed the Commission that a meeting was held this morning with the Executive Director of Esperanza Shelter regarding their probationary status. Commission Chair Ms. Lee attended the meeting. Due to lack of compliance, the award to Esperanza Shelter was previously cut from one year to six months. The acting co-directors were notified that Esperanza Shelter will not receive the remainder of the six months of funding for FFY17.

The Office for Victims of Crime (OVC) Performance Management Tool (PMT) data from VOCA Victim Assistance subgrantees for the first quarter of the award cycle was entered and approved in the PMT system by the deadline of March 1, 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 from subgrantees to guide future webinar content.

OVC Program Manager Joel Hall conducted a site visit April 5-7, 2017. He indicated that these site visits occur once every four years and sent a pre-site visit letter requesting various documents. Documents were provided as requested.

A follow-up meeting was held this morning, April 13, 2017 with the Finance Director and Board Chair of Esperanza Shelter to discuss the terms of their probationary status which ended along with their abbreviated contract on March 31, 2017.

Site visits were conducted at Solace Crisis Treatment Center (February), First Judicial District Attorney's Office, Santa Fe Mountain Center (March), Family Crisis Center and Childhaven (April).

A request for proposals (RFP) for competitive VOCA funding using the 2016 federal assistance award is expected to be issued in late May.

Two Grants Program Specialist job postings have closed on the State Personnel Office (SPO) website and interviews are ongoing.

Federal Audits OIG and OVC

Mr. Zubia informed the Commission that on April 5, 2017 our agency submitted a response to the Office of Justice Programs. We were informed that we were required to submit a remedy on how to re-allocate monies from federal to state. We reimbursed the federal government \$7,621.60. OIG has 30 days in which to respond to all recommendations.

Alternative Therapies (Voting Item)

A list of “alternative therapies” for victims was presented to the Commission for consideration. Included in the list were: Acupuncture, Massage, Reflexology, Rolfing, Native Healing, Chiropractic, and Medical Cannabis, and scholastic tutoring. Discussion was held about the appropriateness of scholastic tutoring being considered an alternative therapy. Commission Member Jorgensen-Forde moved to approve the list of alternative therapies, excluding scholastic tutoring. Commission Member Tracey-Hosa seconded the motion. The motion passed unanimously.

Advocacy in Action

Mr. Zubia informed the Commission that the 2017 Advocacy in Action Conference was a big hit. We had 504 participants and 35 sessions this year. A close out meeting was held yesterday, April 12, 2017 with Kesselman Jones.

Agency Personnel State Hold

Mr. Zubia informed the Commission that the State Personnel Office (SPO) sent out a memo stating that per Governor Martinez, we are currently on a hiring hold, not a hiring freeze until June 30, 2017. All new hires must be approved by SPO, Department of Finance and Administration (DFA) and the Governor’s office. DFA will allow the hiring of two people at our agency. Mr. Zubia stated we will proceed with interviews. Mr. Zubia will keep the Commission posted.

Adult Probation and Parole Region II Training

Mr. Zubia informed the Commission that a three-day training was held for Adult Probation and Parole on March 14-16, 2017. There were 130 Probation and Parole Officers in attendance.

RRAP Status

Mr. Zubia informed the Commission that as of April 13, 2017, \$113,000 has been dispensed for relocation and rental assistance. He also stated the following non-profit agencies assist with this program:

- The Life Link, Santa Fe
- Albuquerque S.A.N.E Collaborative, Albuquerque
- SAFE House, Albuquerque
- Sexual Assault Recovery Services of Southern NM, Las Cruces

Priority Processing Status

Ms. Sanchez informed the Commission that to date we have received 29 priority processing applications and have paid \$145,361 in payouts. She also stated that funeral expenses are the number one expense. Of the 29 applications, 16 of those have been submitted by the 2nd Judicial DA’s Office in Albuquerque.

Executive Session

Commission Member Ms. Jorgensen-Forde moved to enter into Executive Session, Commission Member Dr. Edward seconded the motion. The motion passed unanimously.

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 and Commission Member Ms. Tracey-Hosa, aye.

At 11:06 AM the Commission entered into Executive Session.

At 11:15 AM Commission Member Ms. Jorgensen-Forde made a motion to come out of Executive Session. Commission Member Dr. Edward 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

Ms. Brassie stated it was the will of the Commission to table the following claim: Claim 1. Commission Member Ms. Jorgensen-Forde moved to table the claim pending further information. Commission Member Dr. Edward seconded the motion. The motion passed unanimously.

The next Commission meeting is scheduled for Thursday, May 25, 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. Jorgensen-Forde seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:17 AM

APPROVED: Marron Lee DATE: 05.25.17
Marron Lee, Chair