

MICHELLE LUJAN GRISHAM
GOVERNOR



FRANK ZUBIA
DIRECTOR

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

Meeting Called to Order

On January 10, 2019 Commission Chair Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:09 a.m.

The following Commission Members were present:

Marron Lee, Commission Chair
Dr. Robin Edward, Commission Vice-Chair
Erica Jorgensen, Commission Member
Mark Myers, Commission Member (Telephonic)
Nivia Thames, Commission Member

The following NMCVRC staff members were present:

Frank Zubia, Director
MaryEllen Garcia, Grants Bureau Chief
Melissa Ewer, VOCA Grant Administrator
Dorothy Padilla, Procurement Manager
Samantha Acuff, State Investigator Supervisor
Debra Yepa, State Investigator
Rose Martinez, Management Analyst

The following NMCVRC staff member were absent:

Cindy Mok, Chief Financial Officer
Moises Valdez, Compensation Bureau Chief
Jacqueline Sanchez, State Investigator Supervisor

Review Agenda

The agenda was reviewed by Commission Chair Lee. Commission Vice-Chair Dr. Edward moved to approve the agenda. Commission Member Jorgensen seconded the motion. The motion passed unanimously.

Review and Approval of November 28, 2018 Commission Meeting Minutes

The Commission meeting minutes were amended for the November 28, 2018 and reviewed by Commission Chair Lee. Commission Vice-Chair Dr. Edward moved to approve the amended minutes. Commission Member Jorgensen seconded the motion. The motion passed unanimously.

Public Comment

None

Agency Financial Report

Mr. Zubia updated the Commission about the FY 2019 beginning budget for victim payouts and the amount was \$2,342,678. The total amount for victim payouts to date is \$697,936, leaving an available year-end balance of \$766,686.

Payments received for the period of July 1, 2017 to December 21, 2018 in Crime Victims Fund by Type:

Restitution: \$32,097.55

Corrections: \$227,642.89

Civil Settlement: \$9,100.00

Penalty Assessment: \$158,848.91

Total received: \$427,689.35

Business

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

Ms. Garcia, Grants Bureau Chief, informed the Commission of the following:

The New Mexico Crime Victims Reparation Commission Grants Management System (www.nmcvrcgrants.com) is now operational. All FFY19 VOCA awards are being migrated into the system and VOCA subgrantees will be reporting financial data effective January 2019. The STOP VAWA, SASP, and state awards will complete their FY19 reporting in the legacy system and will migrate to the new system for the FY20 cycle. The new database will continue to be a learning process. Grant staff has been working overtime to assist in the roll-out of the new system, entering the VOCA awards, budgets and invoices to date. Director Zubia thanked the Grant staff for the amazing job they are doing with the new database system roll-out. Commission members also expressed their appreciation for the great job the Grant staff is doing.

Ms. Garcia attended a training held by the VERA Institute of Justice titled: Reaching Crime Victims with Disabilities: Promoting Accessibility and Inclusion through VOCA Assistance Grant Making Process. This training created several opportunities to obtain technical assistance for our state funded ARC project and future programming to enhance services to survivors of crime with disabilities.

The Confidentiality Institute will be presenting at our next Advocacy in Action conference regarding federal and state laws regarding confidentiality and ways for programs to adhere to best practices.

The Office on Violence Against Women (OVW) and Minnesota Coalition of Sexual Assault Programs (MNCASA) filmed their e-learning training in December. CVRC participated in the development of the curriculum and she was the lead instructor in this training initiative. OVW will debut the training in April at the STOP Administrators meeting, which will be held in Albuquerque this year.

Ms. Garcia will update the Commission about the Government shut down if it will or will not affect the Grants department funding to subgrantees.

Director Zubia and Ms. Garcia updated the Commission regarding concerns that have been raised regarding access to services for survivors of sexual violence at Solace Crisis Treatment Center, in Santa Fe. The New Mexico

Coalition of Sexual Assault Programs and NMCVRC is in the process of reviewing these formal complaints and will be meeting with the Executive Director and agency Board to discuss these issues. The Commission will be updated at the next meeting.

Victims of Crime Act Victim Assistance (VOCA VA)

Ms. Ewer, VOCA Grant Administrator, informed the Commission of the following:

The October and November VOCA invoices from subgrantees have been processed for payment. Although the 2015 Federal VOCA Victim Assistance award was fully expended by the deadline of September 30, 2018, due to the outstanding OCFO audit report, the closeout package cannot yet be submitted. The 2018 annual VOCA report was submitted by the deadline of December 30, 2018.

The FFY18 fourth quarter VOCA report data from subgrantees was successfully entered and certified in the OVC Performance Measurement Tool (PMT) website by the deadline of November 15, 2018.

A wish list solicitation was issued and finalized for one-time non-recurring costs in order to expend reverted 2016 funds in a timely manner. Approximately \$378,523 will be spent on necessary training, technology and equipment upgrades, furniture, additional emergency funds, and other crucial one-time expenses needed by current VOCA subgrantees.

Ms. Ewer attended the VOCA Peer-to-Peer meeting in Palm Springs, California in November to learn best practices from other state administrators.

Ms. Ewer also attended a NAVAA Board meeting in Washington, DC in December to determine the award recipients for organizations who submitted proposals to hold events in commemoration of National Crime Victims' Rights week in April 2019. Each administrator reviewed and scored approximately 33 proposals.

State Funding Grants: Sexual Assault Services (SAS), Human Trafficking (HT)

Ms. Dorothy Padilla, Procurement Manager, informed the Commission of the following:

The December invoices were processed for the State Sexual Assault Services program. No major problems noted. One new invoice was submitted for NM Immigrant Law Center for the Human Trafficking Award for the December invoicing.

Agency Personnel Matters

Director Zubia updated the Commission on personnel matters. Director Zubia informed the Commission that there are three (3) vacancies in our agency to fill. Yesenia Renteria left our agency to work with the Federal government. The Administrative Secretary job has been filled and applicant will be starting soon.

New Business

Commission Election for Chair (Voting Item)

Commission Members voted to retain Commission Chair Lee. Commission Vice-Chair Dr. Edward made the motion to approve the retention as Chair, and Commission Member Jorgensen seconded the motion. The motion passed unanimously.

Adoption of 2019 Open Meetings Resolution (Voting Item)

Commission Member Jorgensen moved to approve the Adoption of the 2019 Open Meetings Resolution. Commission Vice-Chair Dr. Edward seconded the motion. The motion passed unanimously.

Adoption of 2019 Commission Board Code of Conduct (Voting Item)

Commission Member Jorgensen moved to approve the Adoption of 2019 Commission Board Code of Conduct. Commission Member Thames second the motion. The motion passed unanimously.

Advocacy in Action (AIA) Conference- April 22-25, 2019

Director Zubia informed the Commission on the Advocacy in Action conference which will be held April 22-25, 2019. It will be at the Tamaya Resort in Bernalillo. The Recognition Luncheon is scheduled for Tuesday, April 23, 2019.

Agency Proposed Legislative Change

Director Zubia updated the Commission on the proposed Legislative changes. Some of the changes consist of clarifying language and explaining what is acceptable based on statute to capture licensed professionals. Updated information will be presented at the next Commission meeting.

Executive Session

At 10:54 a.m., Commission Member Jorgensen made a motion to enter into Executive Session. Commission Vice-Chair Dr. Edward seconded the motion.

A poll of the Commission Members was made as follows: Commission Chair Lee, aye, and Commission Member Jorgensen, aye, and Commission Member Myers, aye, Commission Member Thames, aye

At 10:55 a.m., Commission Chair Lee made a motion to come out of Executive Session. Commission Member Jorgensen seconded the motion. The motion passed unanimously.

Commission Member Jorgensen stated that pursuant to Section 10-15-1(J) NMSA 1978 the matters discussed in the closed meeting (Executive Session) were limited only to those specified in the motion for closure.

Actions on Items Discussed in Executive Session (Voting Item)

191523 – Good Cause

Commission Chair Lee made the motion to table Claim #191523 and Commission Member Jorgensen seconded the motion. The motion passed unanimously.

The next Commission meeting is scheduled for Thursday, February 28, 2019 at 10:00 a.m. at 6200 Uptown Blvd. N.E., Suite #210, Albuquerque, NM in the conference room.

Adjourned

Commission Member Jorgensen moved to adjourn the Commission meeting. Commission Member Thames seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:01a.m.

APPROVED: Marron Lee DATE: 2.28.19
Marron Lee, Commission Chair