

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 16, 2020 Commission Chair Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:00 a.m.

The following Commission Members were present:

Marron Lee, Commission Chair
Mark Myers, Commission Vice Chair (Telephonic)
Erica Jorgensen, Commission Member (Telephonic)

The following NMCVRC staff members were present:

Frank Zubia, Director
MaryEllen Garcia, Grants Bureau Chief
Moises Valdez, Compensation Bureau Chief
Cindy Mok, Chief Financial Officer
Debra Yepa, State Investigator
Pamela Brendler, State Investigator
Joann Ziegler, Administrative Secretary

Review Agenda

The agenda was reviewed by Commission Chair Lee. Commission Member Jorgensen moved to approve the agenda. Commission Member Myers seconded the motion. The motion passed unanimously.

Review and Approval of November 21, 2019 Commission Meeting Minutes

The Commission meeting minutes were reviewed for November 21, 2019 by Commission Chair Lee. Commission Member Jorgensen moved to approve the minutes. Commission Member Myers seconded the motion. The motion passed unanimously.

Public Comment

None

Agency Financial Report

Ms. Mok updated the Commission about the FY 2020 budget for the period of July 1, 2019 to January 16, 2020 is \$2,620,585.00. The total amount for victim payouts to date is \$1,310,169.00, leaving an available year-end balance of \$52,893.

Payments received for the period of July 1, 2018 to January 16, 2020 in Crime Victims Fund by Type:

Restitution: \$33,354

Corrections: \$259,494

Civil Settlement: \$6,690

Penalty Assessment: \$174,486

Total received: \$474,026

Director Zubia advised the Commission that he and Ms. Mok went before the subcommittee of the House Appropriation and Finance Committee on January 15, 2020 in Santa Fe. The recommendation from the Legislative Finance Committee was to increase our agency's budget by \$280,000, just for overhead and then suggested that we move some of our Federal Administrative Funds into care and support for Victim Compensation, which is not allowable within the federal guidelines. The Department of Finance and Administration's recommendation was to increase our budget by \$781,000. Due to the discrepancies between the both recommendations and needing clarity on the eligibility of the Federal Administrative Funds, our hearing was postpone to a later date and we will be going in front of the full committee. Director Zubia will keep the Commission updated on the outcome.

New Business

Commission Election for Chair, Commission Member Jorgensen nominated Marron Lee for Commission Chair of the New Mexico Crime Victim Reparation Commission. Commission Member Myers seconded the motion. The motion was passed unanimously. Commission Chair Lee nominated Mark Myers for Commission Vice Chair. Commission Member Jorgensen second the motion. The motion was passed unanimously. Director Zubia congratulated Commission Chair Lee and Commission Vice Chair Myers.

Director Zubia advised the Commission of the Adoption of the 2020 Open Meetings Resolution. Commission Chair Lee let the commission know they are same for every year the only changes they made are to the dates. Commission Chair Lee made a motion to Adopt the Open Meetings Resolution. Commission Member Jorgensen moved to adopt the Open Meetings Resolution. Commission Vice Chair Myers Second the motion. The motion was passed unanimously

Director Zubia advised the Commission of the Adoption of the 2020 Commission Board Code Conduct. Commission Chair Lee brought to their attention that they are the same form last year only thing that is changing are the dates. Director Zubia let the Commission Members know there is a second code of conduct that will be coming out, from the new established Ethics Commission that will be forth coming.

Business**Grants Department Updates**

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

On December 5, 2019 the Grants Department held an open house for subrecipients to meet the Grants Administrators and Grant Program Specialisst. Over 13 programs visited, and more than 30 individuals came to meet the staff.

The 2016 VOCA Victim Assistance Closeout Packet was submitted to the office for Victims of Crime, no funds were reverted from this award.

The 2019 VOCA Victim Assistance annual reports were submitted to the Office for Victims of Crime and have been approved.

The VOCA ER Fund agencies came to CVRC, January 15, 2020, to review the eligibility guidelines and receive additional training on administering VOCA ER Funds.

The 2019 STOP VAWA and SASP Annual Report forms are being prepared to send out to subgrantees. The reports will be due in February for review and submission to the Office on Violence Against Women by March 30, 2020.

The Human Trafficking Award was amended to increase the New Mexico Immigrant Law Center with \$15,000 to reconcile against the state appropriation.

The State Grant Administrator is schedule to attend the Certification course for state procurement in February 2020.

Agency Personnel Matters

Director Zubia updated the Commission on personnel matters, Ms. Mok and Director Zubia are working closely with our assigned HR Consultant from State Personnel Office's (SPO) HR Shared Services Team, we are trying to remedy some issues before our contract ends with SPO on April 1st, 2020. The agency is going to reclassify one of the newly created positions we have. The position will share the job duties of procurement and human resource. We currently have three vacant positions for State Investigators. Two of them are posted in SHARE and the other one is in the process of getting interviews. We currently have six vacancies that we are trying to fill before April 1st.

Executive Session

At 10:34 a.m., Commission Member Jorgensen made a motion to enter into Executive Session. Commission Chair Lee seconded the motion.

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

At 10:34 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)

195267 – Enumerated Crime

Commission Chair Lee made the motion to deny Claim #195267 and Commission Jorgensen seconded the motion. The motion was passed unanimously.

201805 – Good Cause

Commission Chair Lee made the motion to approve Claim #201805 and Commission Member Jorgensen seconded the motion. The motion was passed unanimously.

201831– Good Cause

Commission Chair Lee made the motion to approve Claim #201831 and Commission Member Jorgensen seconded the motion. The motion was passed unanimously.

The next Commission meeting has been scheduled for Thursday, February 27, 2020 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 Chair Lee seconded the motion. The motion to adjourn passed unanimously.

The meeting adjourned at 10:43 a.m.

APPROVED: Marron Lee DATE: 2. 27. 20
Marron Lee, Commission Chair