

**SUSANA MARTINEZ
GOVERNOR**



**FRANK ZUBIA
DIRECTOR**

**ROBIN BRASSIE
DEPUTY DIRECTOR**

AMENDED

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

Meeting Called to Order

On January 11, 2018 Commission Chair Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:06 a.m.

The following Commission Members were present:

Marron Lee, Commission Chair
Erica Jorgensen-Forde, Commission Member

Telephonic:

Dr. Robin Edward, Commission Vice-Chair
Raul Ortiz, Commission Member

The following Commission staff members were present:

Frank Zubia, Director
Robin Brassie, Deputy Director
Cindy Mok, Chief Financial Officer
MaryEllen Garcia, VAWA Grant Administrator
Melissa Ewer, VOCA Grant Administrator
Moises Valdez, State Investigator Supervisor
Samantha Acuff, State Investigator Supervisor
Debra Yepa, State Investigator

Rose Martinez, Administrative Secretary documented the meeting.

Review Agenda

The agenda was reviewed. Commission Member Erica Jorgensen-Forde moved to approve the agenda as written. Commission Chair Marron Lee seconded the motion. The motion passed unanimously.

Review and Approval of November 16, 2017 Commission Meeting Minutes

The minutes for the November 16, 2017 Commission Meeting were reviewed. Commission Vice Chair Dr. Robin Edward moved to approve the minutes. Commission Member Erica Jorgensen-Forde seconded the motion. The motion passed unanimously.

Public Comment

No Discussion

Agency Financial Report

Ms. Mok informed the Commission of the following:

The FY18 beginning budget for victim payouts was \$2,391,978. The total amount for victim payouts to date is \$1,022,366 leaving an available year-end balance of \$483,636.

Payments received for the period of July 1, 2017 to January 11, 2018 in Crime Victims Fund by Type:

Restitution and Correction: \$240,972.70

Civil Settlement: \$16,626.24

Penalty Assessment: \$158,544.47

Donations: \$75.00

Total received: \$416,218.81

Ms. Mok, accompanied by Mr. Zubia, Ms. Brassie, Mr. Valdez, and Ms. Garcia attended the FY19 Budget hearing. Mr. Zubia informed the Commission the budget hearing committee moved to adopt the Executive recommendation which will transfer \$2,239,100 in general fund for sexual assault programs from the Department of Health (DOH). This will be presented to the Senate for approval.

Business

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

Ms. Garcia informed the Commission of the following:

The 2017 STOP VAWA and SASP subgrantee annual reports were sent out to all subgrantees. The reports will be submitted and reviewed for submission to the Office on Violence Against Women prior to the March 30, 2018 deadline.

The FY19 STOP VAWA Request for Proposal (RFP) was issued January 8, 2018. The total available funding for RFP is \$1,207,159.00. Of that, \$973,954.00 is designated for continuation projects that have not yet completed a four-year cycle. The remaining \$233,205.00 is available for new/competitive projects. Of the funds available for new/competitive projects, \$132,551.00 must support prosecution purposes. \$12,730.00 must go to the courts for court purposes and \$48,320.00 can enhance any of these allocations or support federal purposes that do not fit within these categories.

The 2017-2020 Implementation Plan outlined a statewide priority to support new and innovative approaches, in addition to allocating funds to support projects for underserved, marginalized, and culturally specific population specific services. To support the current strategic plan, priority consideration will be given for positions or programs that specifically improve services to underserved, marginalized, and culturally specific populations and/or support new and innovative approaches.

Multi Agency Site Visits with Children, Youth and Families Department with several other Child Advocacy Centers were conducted. The findings from these visits were presented to statewide CACs on November 20, 2017. This information helped the Children, Youth, and Families Department as well as our office to gain a better understanding of the operations for CACs throughout the state.

The Commission was informed about the site visit to La Casa in Las Cruces concerning formal grievances brought against the Board. Ms. Garcia, Ms. Ewer, and Emily Martin from CYFD are working with the La Casa Board to remedy the issues.

Victims of Crime Act Victim Assistance (VOCA VA)

Ms. Ewer informed the Commission of the following:

The November VOCA invoices from subgrantees have been processed for payment. December invoices received timely are currently being processed.

Quarterly PMT (Performance Measures Tool) data for the first quarter was received by subgrantees and will be submitted timely through the PMT website by the deadline of February 15, 2018.

The closeout for the 2014 VOCA Victim Assistance Federal award was successfully completed and submitted through the GMS (Grants Management System) website in advance of the December deadline.

The 2017 VOCA Victim Assistance Annual Report was successfully submitted through GMS in advance of the extended January deadline.

Wish list requests for one-time costs for 23 VOCA subgrantees were approved for funding in the amount of \$248,431.00 in December 2017. Reverted funds from the 2015 federal award are being used to fund the Wish list requests, which must be expended by subgrantees between December 2017 and March 31, 2018. Notification emails were sent to subgrantees on December 11, 2017.

Grants Program Specialist Nicole Avery attended the OVC PMT webinar on VOCA quarterly statistical reports on November 30, 2017.

Site visits were conducted at Enlace Comunitario, Ramah Navajo School Board, and All Faiths. Site visit reports for previously completed site visits have been completed and sent to subgrantees for action items. A technical assistance meeting with board members and staff of La Casa, Inc. to provide guidance with the transition in leadership occurred in January.

Agency Software Upgrade Status

Director Zubia stated we are waiting for a Budget Adjustment Request (BAR) to be approved, the purchase order created in SHARE and finally the contracts to be approved by Department of Finance Administration (DFA) to send out to the two vendors.

New Business

Commission Election of Chair

Commission Members voted to retain Commission Chair Marron Lee. Commission Member Erica Jorgensen-Forde made the motion to re-elect Commission Chair Marron Lee, Commission Vice-Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

Commission Members voted to retain Commission Vice-Chair Dr. Robin Edward. Commission Chair Marron Lee made a motion to retain Commission Vice Chair Dr. Robin Edward, Commission Member Raul Ortiz seconded the motion. The motion passed unanimously.

Adoption of 2018 Open Meetings Resolution

Commission Member Erica Jorgensen-Forde moved to approve the Adoption of the 2018 Open Meetings Resolution. Commission Vice-Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

Adoption of 2018 Commission Board Code of Conduct

Commission Member Erica Jorgensen-Forde moved to approve the Adoption of the 2018 Commission Board Code of Conduct. Commission Member Raul Ortiz seconded the motion. The motion was passed unanimously.

Agency Personnel Matters (VINE Position and State Investigator)

The Commission was updated on the VINE and State Investigator positions that have been posted and will close on January 18, 2018.

Agency Proposed Legislative Change

The Legislative Session begins on January 16, 2018. Director Zubia informed the Commission that Senator Bill O'Neil is our agency's sponsor for the "Failure to Render Aid" bill.

Agency Expansion (Buildout)

The Commission was updated on the office expansion. Some unexpected delays occurred due to the request for permit not being submitted to the city by the property manager. When the permit is in place, construction will begin.

Advocacy in Action (AIA) Conference March 13-16, 2018

The Commission was informed about the AIA conference which will be held March 13-16, 2018. The Commission is invited to attend. On March 12, 2018, there is a Strangulation Training from 8-5.

Executive Session

No Executive Session was held.

The next Commission meeting is scheduled for Thursday, February 22, 2018 at 10:00 a.m. at 6200 Uptown Blvd. N.E., Suite #210, Albuquerque, NM in the conference room.

Adjourned

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

The meeting adjourned at 10:49 a.m.

APPROVED: Maryon Lee DATE: 1.22.18
Maryon Lee, Commission Chair