

**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**

**Commission Meeting Minutes – April 7, 2016 (AMENDED)**

**Meeting Called To Order**

**Commission Chair Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:26 AM**

**The following Commission Members were present**

**Marron Lee, Chair  
Dr. Edward, Vice Chair  
Erica Jorgensen-Forde, Commission Member  
Raul Ortiz, 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, Grants Administrator  
Moises Valdez, Reparation Officer Supervisor  
Valerie Martinez, Reparation Officer Supervisor  
Jacqueline Sanchez, Reparation Officer Advanced  
Katie Langston, Victim Advocate  
Nicole Paulson, Reparation Officer**

**Anne Matson, Management Analyst recorded the proceedings of the meeting**

**Absent**

**Stuart Feltman, Commission Member**

**Also in attendance**

**James Torres from the Attorney General's Office  
Julia Downs and Theresa Rogers from the Legislative Finance Committee (LFC)**

**Review and Approval of Agenda**

**Review and Approval of February 25, 2016 Commission Meeting Minutes as amended**

The minutes for the February 25, 2016 Commission meeting were reviewed and approved as amended. Commission Member Ms. Jorgensen-Forde moved to approve the minutes. Commission Member Mr. Ortiz seconded the motion. The motion passed unanimously.

**Public Comment**  
No Discussion

**Agency Financial Report**

Ms. Mok presented the agency budget. The beginning FY 2016 budget was \$1,839,344. After paying out a total of \$1,287,850 in victim payouts, our available budget balance is \$551,494. Based on the current rate of victim payouts, we will have a projected budget balance of \$56,677 at the end of FY 2016.

Ms. Mok updated the Commission on the status of restitution and penalty assessment. We received \$44,245.59 in restitution for the month of March 2016, and are currently waiting for the total amount in penalty assessment for the months of February and March, 2016.

**Business**

**Status of Grants**

Ms. Garcia informed the Commission of the following:

The 2015 STOP VAWA and SASP subgrantee annual reports were submitted to the Office on Violence Against Women and has been approved.

The 2015 STOP VAWA and SASP annual administrators reports was submitted to the Office on Violence Against Women and has been approved.

The STOP VAWA Request for Proposal Resolicitation was released March 14, 2016. Competitive applications were due by Friday, March 25, 2016 at 4:00 PM MST.

There were six competitive applications submitted under the STOP VAWA Request for Proposal Resolicitation. Of those, two were determined ineligible in accordance with Request for Proposal guidelines.

A proposal review committee meeting was held March 10, 2016 to review the competitive applications received under the STOP VAWA Request for Proposal Solicitation. A second proposal review committee meeting was held on April 6, 2016 to review the competitive applications received under the STOP VAWA Request for Proposal Resolicitation.

A solicitation for a single vendor to design, develop and implement a compensation and grants management system has been released. Vendor applications are due by April 18, 2016. This solicitation is released as part of the Vision 21 Compensation Capacity and Technology Capacity award.

**VAWA Fiscal Year 2017 Preliminary Award Recommendations (Voting Item)**

Commission Vice Chair Dr. Edward moved to approve the VAWA Fiscal Year 2017 Preliminary Award Recommendations. Commission Member Mr. Ortiz seconded the motion. The motion passed unanimously.

**Advocacy in Action Conference 2016**

Mr. Zubia informed the Commission that the Advocacy in Action Conference (AIA) held at the Tamaya Resort was a huge success. There were over 480 people who attended. Most everyone who attended stated they loved

the resort. Mr. Zubia also informed the Commission that we have signed a new contract with the Tamaya Resort for next year's AIA Conference. The dates for the next conference are March 14-17, 2016. Mr. Zubia also gave kudos to the entire staff for the great job they did.

**National Association of Crime Victim Compensation Boards/National Training Conference 2016**

Mr. Zubia informed the Commission that we will host the National Conference at the Hyatt Downtown, August 8-11, 2016.

**Status of Proposed Rules & Regulation Changes**

Mr. Zubia informed the Commission that he is taking an online training and hopes to submit the changed Rules and Regulations by April 14, 2016 to State Records and Archives.

**Status of Priority Processing**

Ms. Martinez informed the Commission that since June 2015 we have received and processed a total of 33 applications with a total of \$137,127.47 in victim payouts. We processed four applications in February 2016 and five applications in March 2016.

**Status of Rent and Relocation for victims of Domestic Violence (DV), Sexual Assault (SA) and Human Trafficking (HT).** Mr. Valdez informed the Commission as of April 7, 2016 we have received and processed a total of 13 human trafficking applications for a total of \$35,197 in victim payouts. Mr. Valdez also stated we are utilizing The Life Link, S.A.F.E. House and La Pinon. Mr. Zubia added that beginning July 1, 2016 an application must be submitted to receive compensation and we will no longer be cutting checks for advanced payouts. We will also begin tracking gender and age.

**Status of Personnel Matters**

Mr. Zubia introduced Nicole Paulson, Reparation Officer and Katie Langston, Victim Advocate and Melissa Ewer, Grants Contract Program Specialist to the Commission. Mr. Zubia also stated that we are posting the VOCA Victim Assistance Grant Administrator on Monday, April 12, 2016 which will run for two weeks. Mr. Zubia will keep the Commission posted.

**Office Open House**

Mr. Zubia announced we are hosting our Office Open House on May 26, 2016 from 3:00-6:00 PM. Commission Chair Lee and Commission Member Jorgensen-Forde will not be able to attend.

**Commission Meeting Change**

The time of the Commission meeting on May 26, 2016 has been changed from 10:00 AM to 8:00 AM.

**Executive Session**

Commission Member Mr. Ortiz made a motion to enter into Executive Session. Commission Member Ms. Jorgensen-Forde 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; Commission Member Ms. Jorgensen-Forde, aye and Commission Member Mr. Ortiz, aye.

At 11:12 AM the Commission entered into Executive Session.

At 11:24 AM Commission Member Ms. Jorgensen-Forde made a motion to come out of Executive Session. Commission Vice Chair Dr. Edward seconded the motion. The motion passed unanimously.

**Commission Meeting Minutes**

**April 7, 2016**

Commission Member Mr. Ortiz 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 the Commission approved the following claim(s): Claims 1 and 4. Commission Member Mr. Ortiz moved to approve the claims. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Ms. Brassie stated the Commission denied the following claim(s): Claims 2 and 3. Commission Member Mr. Ortiz moved to deny the claims. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

The next Commission meeting is scheduled for Thursday, May 26, 2016 at 8:00 AM at 6200 Uptown, Suite 210, Albuquerque, NM in the conference room.

**Adjourned**

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

The meeting adjourned at 11:26 AM

APPROVED: Marron Lee DATE: 07.28.16  
Marron Lee, Chair