

SUSANA MARTINEZ
GOVERNOR



FRANK ZUBIA
DIRECTOR

ROBIN BRASSIE
DEPUTY DIRECTOR

SECOND AMENDED MINUTES

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

Meeting Called to Order

On September 28, 2017 Commission Chair Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:01 a.m.

The following Commission Members were present:

Marron Lee, Commission Chair
Dr. Robin Edward, Commission Vice Chair
Erica Jorgensen-Forde, Commission Member

Telephonic:

Raul Ortiz, Commission Member

The following Commission staff members were present:

Frank Zubia, 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
Jacqueline Sanchez, State Investigator
Debra Yepa, State Investigator

Absent:

Louise Tracey-Hosa, Commission Member
John Grubestic, Assistant Attorney General
Robin Brassie, Deputy Director
Anne Matson, Compensation Management Analyst

Rose Martinez, Administrative Secretary documented the meeting.

Review and Approval of August 25, 2017 Commission Meeting Minutes

The minutes for the August 25, 2017 Commission Meeting were reviewed. 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 informed the Commission of the following:

The FY17 beginning budget for victim payouts was \$2,391,978. The total amount for victim payouts as of September 27, 2017 was \$406,335 leaving an available year-end balance of \$536,150.

Payments received for the period of July 1st to September 27 in Crime Victims Fund by Type:

Restitution and Correction: \$96,603.26

Civil Settlement: \$15,822.76

Penalty Assessment: \$35,219.51

Donations: \$75.00

Total received: \$147,720.53

Ms. Mok informed the Commission that the check for restitution from the New Mexico Department of Corrections has not arrived for the month of September due to installation of a new upgraded system. Mr. Zubia informed the Commission that we had 30% less payouts than last year, even though there were 3,219 applications in FY17, in comparison to 2,730 in FY16, a 17% increase. Mr. Zubia informed the Commission that the agency has paid out \$562,000 in funeral costs in FY17 compared to \$551,000 in FY16.

FY17 Audit Status

Ms. Mok informed the Commission that the auditor, J.J. Griego, CPA has completed the fieldwork of our FY17 audit. He and his staff looked through Financial, Compensation, Personnel, and VOCA grant files. Mr. Zubia informed the Commission he was thankful to the staff for their good work. The auditor complimented the agency for efficient and detailed files. Mr. Zubia informed the Commission that files are selected by the auditor randomly.

LFC Hearing for FY19 Budget October 25, 2017

Ms. Mok informed the Commission that the agency will go before the Legislative Finance Committee (LFC) on October 25, 2017 at 2:30 p.m. in Santa Fe for the FY19 Budget.

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-KF-AX-0020, Sexual Assault Services Formula Program (SASP), was awarded and accepted. The FY17 award is for \$369,379.00.

Several VAWA funded projects support training initiatives for FY18. Meetings with the New Mexico Coalition Against Domestic Violence and New Mexico Coalition of Sexual Assault Programs have been held to review the content of these trainings.

The New Mexico Coalition of Sexual Assault Programs held a one day Privacy and Confidentiality for Survivors Services training for all SASP and STOP VAWA funded sexual assault providers. They were able to bring in the National Confidentially Institute to conduct this training.

Victims of Crime Act Victim Assistance (VOCA VA)
Ms. Ewer informed the Commission of the following:

The August VOCA invoices from subgrantees that have been received timely and accurately have been processed for payment.

Quarterly PMT (Performance Measures Tool) data for the third quarter were submitted timely to OVC by August 30, 2017.

Final VOCA VA award letters and appeal decision letters for FFY18 were sent to both competitive and continuation applicants on August 25, 2017 after the approval of the proposal review committee recommendations at the last Commission meeting. Several denied applicants requested feedback after the conclusion of the RFP appeals process in order to improve future proposal submissions. Requested changes to proposed budgets and contracts were emailed to all competitive and continuation applicants on September 8, 2017 and were due to CVRC on September 15, 2017. Several newly awarded applicants received technical assistance regarding the process.

All site visit reports for subgrantee site visits conducted in FFY17 have been completed and submitted to subgrantees for review and action. Planning for the 2018 Advocacy in Action Conference is ongoing.

VOCA subgrantees site visits have resumed this month, both as a training opportunity for new grants staff and to ensure subgrantee compliance with grant requirements.

Status of Victim Towing Charges

Mr. Zubia informed the Commission that Ms. Brassie and staff met with the Public Regulation Commission (PRC) representatives on September 8, 2017. The PRC agrees work actively with victims of violent crime to protect them from unfair towing practices.

New Business

Office Expansion Status

Mr. Zubia updated the Commission on the office expansion. The completion date is scheduled for January 1, 2018.

Clovis Library Shooting

Mr. Valdez informed the Commission that he and Ms. Sanchez went to Clovis to assist victims and also traveled to Lubbock, Texas. The approximate number of claims is 35.

Executive Session

Commission Member Ms. Jorgensen-Forde made a motion to enter into Executive Session. Commission Member Mr. Ortiz seconded the motion. The motion passed unanimously.

A poll of the Commission Members was made as follows: Commission Chair Ms. Lee, aye, Commission Vice-Chair Dr. Edward, aye, Commission Member Ms. Jorgensen-Forde, aye, and Commission Member Mr. Ortiz, aye.

At 10:43 a.m. the Commission entered into Executive Session.

At 11:22 a.m. Commission Member Ms. Jorgensen-Forde made a motion to come out of Executive Session. Commission Member Mr. Ortiz 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.

Claim #17-08-02056:

Commission Member Mr. Ortiz made a motion to approve claim #17-08-02056. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Agency Personnel Matters

Personnel matters were considered.

The next Commission meeting is scheduled for Thursday October 26, 2017 at 10:00 a.m. at 6200 Uptown Blvd. N.E., 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 11:22 a.m.

APPROVED: Marron Lee DATE: 10.26.17
Marron Lee, Commission Chair