

**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 – February 25, 2016**

**Meeting Called To Order**

**Commission Chair Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:02 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**

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

**Absent**

**Stuart Feltman, Commission Member**

**Late**

**Dr. Edward, Vice Chair; arrived at 10:06 AM**

**Review and Approval of Agenda**

**Review and Approval of Commission Meeting Minutes – January 14, 2016**

**The minutes for the January 14, 2016 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**

Matthew Rippberger spoke to the Commission in regards to his compensation application which was originally approved at 50%, then to 75% upon review by an independent victim advocate as per the second stage of the appeal process. For the final stage of the appeal process, Mr. Rippberger was requesting his application be approved at 100%. The Commission will discuss the matter during executive session and will contact Mr. Rippberger of their decision by end of business today.

**Agency Financial Report**

Ms. Mok presented the agency budget. The beginning FY 2016 budget is \$2,249,304. After paying out a total of \$1,057,732 in victim payouts, our available budget balance is \$1,191,572. Based on the current rate of victim payouts, we will have a projected budget balance of \$580,555 at the end of FY 2016.

Ms. Mok updated the Commission on the status of restitution and penalty assessment. We received \$40,061.54 in restitution for the month of January 2016, and \$11,648 in penalty assessment for the month of October 2015. We are planning to meet with Administrative of Courts (AOC) to discuss the collection and delay matters.

**Status of Audit**

Ms. Mok informed the Commission that we received a letter dated January 22, 2016 from the Office of State Auditor (OSA). They completed their review of our FY 2015 audit report, and it was released on OSA's website on January 29, 2016. Mr. Zubia added that Department of Finance and Administration (DFA) found one error on the report, it was determined the error was made by the auditing firm, and not our agency. The final audit report remains to show no findings.

**Status on FY 2016 Budget and FY 2017 Budget Request**

Ms. Mok informed the Commission that our current FY 2016 budget was reduced by \$15,000. Our FY 2017 budget was preliminary approved but also reduced by \$50,400 with a possible 1% additional reduction expected.

**Business**

**Status of Grants**

Ms. Garcia informed the Commission of the following:

The first quarter performance measure reports for the VOCA Victim Assistance subgrantees were reviewed, approved and entered into the Federal Performance Measure Reporting website. The new reporting requirements mandate submission of subgrant level reporting within 45 days after each quarter. This deadline was met for all subgrantees.

The STOP VAWA and SASP subgrantee annual reports have been received and are currently being reviewed and prepared for submission. The subgrantee administrative reports will be submitted to the Office on Violence Against Women prior to the March 30, 2016 deadline.

The STOP VAWA Request for Proposal Solicitation was released January 11, 2016. Continuation and competitive applications were due by Friday, February 19, 2016 at 4:00 PM MST.

There were nine competitive applications submitted under the STOP VAWA Request for Proposal Solicitation. Of those, two were determined ineligible in accordance with Request for Proposal guidelines. Continuation funding was available to 32 programs. There were 30 continuation applications submitted on time and in accordance with the Request for Proposal guidelines. There was one continuation agency, Luna County Sheriff's Department, that decided to not reapply for its final year of funding. There was one continuation

agency that did not submit a complete application prior to the application deadline, the Third Judicial District Attorney's Office. This agency has submitted a letter for reconsideration of funding. After a brief discussion by the Commission, it was determined that the 3<sup>rd</sup> District Attorney's Office STOP VAWA application was ineligible as it did not adhere to the mandatory requirements of the RFP.

**Proposed Changes to Rules and Regulations**

Mr. Zubia informed the Commission that State Records has rejected the Proposed Changes to Rules and Regulations four times due to formatting. Mr. Zubia will seek further assistance with the State Records Center and Archives (SRCA).

**Status of Priority Processing Applications**

Ms. Martinez informed the Commission that since June 2015 we have received and processed a total of 28 priority processing applications in the amount of just over \$109,000. We received and processed three thus far for the month of February 2016. Ms. Martinez also stated that it is our goal to determine eligibility of these claims within 72 hours, however we are determining eligibility within 24 hours. Ms. Martinez added that she is interested in conducting outreach to funeral homes statewide this summer to educate them on our process of priority processing. Commission Chair Ms. Lee recommended getting on the agenda of the State Funeral Directors Association through NM Department of Regulation and Licensing. Mr. Zubia will follow up.

**Status of Human Trafficking Relocation and Rental Assistance Project**

Mr. Valdez informed the Commission that since mid December 2015 we have received and processed seven applications involving victims of human trafficking relocation and rental assistance. We have paid out approximately \$14,000 for loss of wages, rent, relocation and dental.

**Status of Personnel Matters**

Mr. Zubia informed the Commission that we have hired three people for the vacant positions in our agency. They are as follows:

Melissa Ewer, Grants Contractor

Nicole Paulson, Reparation Officer

Katie Langston, Victim Advocate (contingent on background check)

**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 Chair Ms. Lee, aye; Commission Vice Chair Dr. Edward, aye; Commission Member Ms. Jorgensen-Forde, aye and Commission Member Mr. Ortiz, aye.

At 11:13 AM the Commission entered into Executive Session.

At 11:48 AM 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 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): Claim 3. 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): Claim 1, 2 and 4. Commission Member Mr. Ortiz moved to deny the claims. Commission Member Ms. Jorgensen-Forde seconded the motion. The motion passed unanimously.

Ms. Brassie stated the Commission upheld their decision on Mr. Rippberger's claim/appeal at 75%.

The next Commission meeting is scheduled for Thursday, April 7, 2016 at 10:00 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 11:48 AM

APPROVED: Marron Lee DATE: 4.7.16  
Marron Lee, Chair