

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

Meeting Called to Order

On June 21, 2018 Commission Chair Ms. Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation (CVRC) Commission to order at 10:07 a.m.

The following Commission Members were present:

Marron Lee, Commission Chair
Dr. Robin Edward, Commission Vice-Chair
Erica Jorgensen-Forde, Commission Member
Mark Myers, Commission Member
Nivia Thames, Commission Member (Telephonic)

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
Dorothy Padilla, Procurement Manager
Samantha Acuff, State Investigator Supervisor
Debra Yepa, State Investigator
Jacqueline Sanchez, Restitution and Recovery Officer
Leslie Valenzuela, State Investigator
JulieAnna Rivera, VINE Liaison/Victim Advocate

Absent:

Moises Valdez, State Investigator Supervisor

Rose Martinez, Administrative Secretary documented the meeting.

Review Agenda

The agenda was reviewed and Commission Member Ms. Erica Jorgensen-Forde made a motion to correct the date on the agenda listed in item number seven a. and approve. Commission Vice Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

Review and Approval of May 30, 2018 Commission Meeting Minutes

The meeting minutes for the May 30, 2018 Commission meeting were reviewed and amended. Commission Member, Ms. Erica Jorgensen-Forde moved to approve the amended meeting minutes. Commission Member Mr. Mark Myers seconded the motion. The motion passed unanimously.

Public Comment

Agency Financial Report

Ms. Mok, Chief Financial Officer, informed the Commission that the FY 18 beginning budget for victim payouts was \$2,391,978. The total amount for victim payouts to date is \$(1,861,938) leaving an available year-end balance of \$414,708. Ms. Mok presented to the Commission a Comparison Chart of FY17 and FY18 victim payouts by months detailing the spike in some months due to increase of applications towards the end of the month. Commission Chair Ms. Marron Lee thanked Ms. Mok for the great job she does on her financial reporting.

Payments received for the period of July 1, 2017 to June 21, 2018 in Crime Victims Fund by Type:

Restitution and Correction: \$534,162.73

Civil Settlement: \$18,879.94

Penalty Assessment: \$359,319.58

Donations: \$75.00

Total received: \$912,437.25

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

Ms. Garcia, VAWA Administrator, informed the Commission of the following:

The FY2019 STOP VAWA and SASP Final Awards were disseminated to programs and have been received back for a July 1st start date.

The FY2018 STOP VAWA Solicitation was submitted to the Office on Violence Against Women in accordance with the sequence of events. The award for FY2018 is \$1,360,802.00, an increase of \$19,515.00.

Ms. Garcia conducted a Translating Justice, Accessibility in the Criminal Justice System training session at the Advocating for the Sexual Assault Survivor within the Criminal Justice Sexual System Training, May 30-31, 2018.

Ms. Garcia participated in the New Mexico Coalition Against Domestic Violence Membership Meeting on June 4, 2018. Domestic violence program participants were able to talk about their current programming needs and learn about current and future funding opportunities.

Ms. Garcia attended the National Children's Alliance 2018 Leadership Conference: Thriving Kids, Shining Communities, in Washington, DC June 11-14, 2018.

STOP VAWA and SASP FY2018 funded projects will end June 30, 2018. Final invoices will be due July 6, 2018 for processing.

Victims of Crime Act Victim Assistance (VOCA VA)

Ms. Ewer, VOCA Administrator, informed the Commission of the following:

The May VOCA invoices from subgrantees are being processed for payment. Reports on VOCA site visits conducted this spring are in the process of being finalized and sent to subgrantees. Additional site visits are on hold to allow for sufficient time to be dedicated to the upcoming FY19 VOCA Request for Proposals (RFP) process, which will take place this summer.

Due to an expected substantial increase in VOCA Victim Assistance funds with over \$20 million available for subgrantees in New Mexico, the VOCA Grant Administrator has been preparing the FY19 RFP, which will be released this month with approximately \$7 million in new competitive funding available starting October 1, 2018. Prior to the release of the RFP, the VOCA Administrator has been conducting personalized meetings and phone calls to assist potential applicants in formulating or improving their proposal submissions.

The VOCA Grant Administrator will be attending the OVC/VOCA Administrator meeting in Salt Lake City, Utah on June 20, 2018. The focus is on subgrantee monitoring and new programs.

State Sexual Assault Services (SAS)

Ms. Padilla, Procurement Manager, informed the Commission of the following:

The State Sexual Assault Services contracts are in the process of being prepared. These contracts will have final review and approval at the Contracts Review Bureau (CRB). The CRB is a part of the Department of Finance and Administration (DFA). Recent email notification from CRB informed our agency that the person assigned to us is leaving the CRB. The CRB is short staffed with two employees remaining. Ms. Padilla will keep the Commission informed of any new developments.

Personnel

Mr. Zubia introduced to the Commission Leslie Valenzuela, State Investigator, and JulieAnna Rivera, VINE Liaison/Victim Advocate. They are CVRC's newest employees. Mr. Zubia informed the Commission that he and the compensation supervisors are actively trying to fill the remaining state investigator vacancy. Mr. Zubia told the Commission members that seven interviews are scheduled for next week.

Human Trafficking Request for Proposal Status

Mr. Zubia updated the Commission about the Human Trafficking proposal request. Ms. Padilla is the contact person organizing the Human Trafficking proposal process. Ms. Padilla informed the Commission that the RFP went out on Thursday and the deadline to submit the proposal request is June 28, 2018. Commission Member Nivia Thames stated that she will volunteer to be participate on the peer review committee. The proposal review is scheduled for Friday, June 29, 2018, in the CVRC conference room. Commission Chair Ms. Marron Lee thanked Commission Member Ms. Nivia Thames for volunteering to review the proposals.

Genoa Compensation Database Status

Mr. Zubia updated the Commission about the new Genoa software. The target date to go live is July 1, 2018. Genoa will conduct an onsite training on Tuesday, Wednesday, and Thursday next week. Mr. Zubia informed the Commission that applications will be submitted online.

Dulles Grant Database Status

Ms. Garcia informed the Commission about the status of the Dulles, the new grant database software. The software will be assisting the grant department in becoming web-based in submitting business documents. Dulles representatives have completed the initial configuration of the software and will begin training CVRC staff in July.

Open House Event Friday July 6, 2018

Mr. Zubia invited the Commission to attend Robin Brassie's retirement and our Open House event that will take place on Friday, July 6, 2018. The event will be held from 3:00-7:00 p.m. to give people an opportunity to get off work and give well wishes to Robin.

New Business

Office of Justice Programs (OJP)-Office of the Chief Financial Officer (OCFO) Site Visit July 17-20, 2018

Mr. Zubia informed the Commission about OJP site visit on July 17-20, 2018. A discussion was held and Commission Chair Ms. Marron Lee will be available during the OJP site visit. Mr. Zubia informed the

Commission that all requested information will be available for them. Commission Chair Lee will be available if needed during the OJP site visit.

Active Shooter Training July 5, 2018

Mr. Zubia informed the Commission that an Active Threat training will be held on July 5, 2018 at the Shockwave Defense training facility. There will be a morning and afternoon session. Mr. Zubia informed the Commission that the New Mexico Coalition of Sexual Assault Programs, New Mexico Coalition Against Domestic Violence and the Coalition to Stop Violence Against Native Women will send representatives from their agencies to participate. Mr. Zubia stated that he is considering the Active Threat training for the AIA conference.

Rape Crisis of Central New Mexico

Ms. Brassie provided information to the Commission concerning questionable practices resulting in the instability of the Rape Crisis Center of Central New Mexico. The main issues involve the prior Director's leadership accountability, personnel issues, poor record keeping, and funding concerns. Mr. Zubia informed the Commission that CVRC is involved in the process of corrective actions and assisting in appointing of new board members. Mr. Zubia conveyed to the Commission that the Rape Crisis Center services are a crucial part of the community. Commission Chair Ms. Marron Lee's expectation is to see a new board that will make good decisions for their agency and for the community.

Executive Session

No Executive Session was held.

The next Commission meeting is scheduled for Thursday, July 26, 2018 at 10:00 a.m. at 6200 Uptown Blvd. N.E., Suite 210, Albuquerque, NM in the conference room.

Adjourned

Commission Member Ms. Erica Jorgensen-Forde moved to adjourn the meeting. Commission Vice-Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:06 a.m.

APPROVED: Marron Lee DATE: 8/28/18
Marron Lee, Commission Chair