

**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 September 27, 2018 Commission Chair Ms. Marron Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:05 a.m.

The following Commission Members were present:

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

The following Commission staff members were present:

Frank Zubia, Director  
Cindy Mok, Chief Financial Officer  
Melissa Ewer, VOCA Grant Administrator  
Dorothy Padilla, Procurement Manager  
Moises Valdez, State Investigator Supervisor  
Jacqueline Sanchez, Restitution and Recovery Officer  
Debra Yepa, State Investigator

Rose Martinez, Administrative Secretary documented the meeting.

**Review Agenda**

The agenda was reviewed by Commission Chair Ms. Marron Lee and Commission Members. Commission Member Ms. Erica Jorgensen moved to approve the agenda. Commission Vice-Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

**Review and Approval of August 23, 2018 Commission Meeting Minutes**

The minutes for the August 23, 2018 Commission Meeting were reviewed by Commission Chair Ms. Marron Lee and Commission Members. Commission Member Ms. Erica Jorgensen moved to approve the minutes. Commission Vice-Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

**Public Comment**

No Discussion

**Agency Financial Report**

Ms. Mok updated the Commission about the FY18 beginning budget for victim payouts and the amount was \$2,352,678. The total amount for victim payouts to date is \$272,105 leaving an available year-end balance of \$619,954.

**FY2019 Victim Payment and Crime Victim Fund Status**

Payments received for the period of July 1, 2017 to September 27, 2018 in Crime Victims Fund by Type:

- Restitution: \$15,377.60
- Corrections: \$93,214.84
- Civil Settlement: \$9,000.00
- Penalty Assessment: \$68,224.60
- Total received: \$185,817.04

**FY2018 State Audit Status**

Ms. Mok informed the Commission that our agency's FY2018 State Audit and will be reviewed by JJ Griego CPA Professional Services beginning next week. Ms. Mok will keep the Commission informed about the audit.

**Department of Justice-Office of Justice Program Office of Chief Financial Officer Site Visit Status**

Director Zubia updated the Commission on the Department of Justice site visit and reported no findings. The Department of Justice gave recommendations. Ms. Mok worked diligently with Ms. Garcia and Ms. Ewer to enhance policy and procedures that were recommended by the Department of Justice. Mr. Zubia and Commission Members thanked Ms. Mok for her time and effort to accomplish this task. Ms. Mok will update Commission with any further information when it becomes available.

**FY2020 Operating Budget Request Overview-LFC Budget Hearing Scheduled on 10/24/18**

Ms. Mok provided the Commission with the FY2020 Operating Budget Request Overview figures on the chart below. Director Zubia and Ms. Mok invited the Commission to attend the meeting scheduled on 10/24/18.

<u>Funding Sources</u>	<u>FY 2019</u>	<u>FY2020</u>	<u>Increase</u> <u>Decrease</u>	<u>%</u>
State General Fund	5,742.2	5,901.1	158.9	
Crime Victim Fund	1,034.2	1,144.0	109.8	
Federal Fund	14,448.9	23,080.0	8,631.1	
Totals	21,225.3	30,125.1	8,899.8	42%

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

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

The New Mexico Academy for Victim Assistance was held in Santa Fe, New Mexico on September 10-12, 2018. There were 68 participants from around the state. The evaluations are currently collected via Survey Monkey and have been very favorable.

The 2018-WF-AX-0036, Services, Training, Officers, and Prosecutors, Violence Against Women Act Grant (STOP VAWA), was awarded and accepted. The FY2018 award is for \$369,243.

Every Wednesday, beginning July 18, 2018, Dulles has been providing training for all Grants Staff regarding the new Grants Management System. Each week we review the various components that have been configured to meet CVRC's business process. They are able to modify the configurator to meet our requests.

Presented as faculty with the Vera Institute of Justice: Translating Justice initiative in Albuquerque, New Mexico on August 21-23, 2018. The training is seven modules that work towards creating more accessible

services for survivors who are Deaf and Hard of Hearing, have limited English proficiency or individuals with disabilities.

Ms. Garcia participated as a subject matter expert for the City of Albuquerque, Sexual Assault Services Request for Proposal Solicitation September 7, 2018.

Victims of Crime Act Victim Assistance (VOCA VA)

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

The July and August VOCA invoices from subgrantees have been processed for payment.

The FFY19 VOCA preliminary award letters were emailed to applicants on August 23, 2018. There were 65 proposals reviewed, discussed, and scored by the proposal review committee over the course of two days. Final award recommendations (Voting Item) will be attached in a separate memo.

Three competitive applicants submitted appeals to the Commission. Final award letters and appeal determinations will be sent to applicants and subgrantees today. FFY19 contracts have been updated and will be emailed to subgrantees. Upon final approval of budgets and review of other required documentation, fully executed contracts will be emailed to subgrantees. Upon final approval, eighty-three (83) VOCA subgrantees will have continuation or first year awards starting October 1, 2018. Fourteen (14) VOCA will be new VOCA subgrantees. The current federal fiscal year (VOCA's grant cycle) ends September 30, 2018.

Three appeals were received by the deadline stated in the RFP, with all organizations provided with the option of appearing either telephonic or in person at today's meeting.

The VOCA Grant Administrative reviewed all proposal committee recommendations and emailed customized special conditions for all continuation and competitive subgrantees. All required information received from subgrantees is currently under review for compliance with special conditions.

VOCA VA FFY 2019 Appeals: CASA of Lea County, HEAL/The Nest, and City of Rio Rancho/Rio Rancho Police Department

Director Zubia and Ms. Ewer updated the Commission on appeals with the following agencies CASA of Lea County, HEAL/The Nest, and City of Rio Rancho. Commission Chair Marron Lee and Commission Members through a telephonic conversation with CASA of Lea County Interim Executive Director Ann Murdock and Megan Gallegos reviewed the determining factors for denial. Some of discrepancies were not submitting on time, no response to emails from CVRC about time deadline, incorrect format. Commission Chair Ms. Marron Lee directed CASA of Lea County to re-submit at a later date with the corrections.

HEAL (Help End Abuse for Life) was denied for incorrect format.

Rio Rancho Police did not respond to the appeal process. They were denied for a confusing and hard to follow proposal.

Commission Member Ms. Erica Jorgensen made a motion to uphold the denial decision for CASA of Lea County. Commission Member Ms. Nivia Thames second the motion. The motion passed unanimously.

Commission Ms. Erica Jorgensen made a motion to uphold the denial decision for HEAL/The Nest. Vice-Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

Commission Ms. Erica Jorgensen-Forde made a motion to uphold the denial decision for City of Rio Rancho/Rio Rancho Police Department. Vice-Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

Director Zubia, Ms. Garcia, and Ms. Ewer informed the Commission about the meetings that were held with subgrantees concerning increasing budgets to accommodate low wages. This is an effort to reduce losing employees due to low wages. A discussion followed.

#### **VOCA VA FFY 2019 Final Award Recommendations (Voting Item)**

Ms. Ewer informed the Commission concerning the VOCA VA FFY2019 Final Award Recommendation. Commission Chair Ms. Marron Lee held a discussion about the subgrantee Pegasus and questionable financial management. Commission Chair Ms. Marron Lee and Commission Members reviewed information to determine what the next step will be. Vice-Chair Dr. Robin Edward made a motion to hold funding for Pegasus. Commission Member Erica Jorgensen-Forde seconded the motion. The motion passed unanimously.

Ms. Ewer informed Commission that the subgrantee applicant Oasis was not responding to emails or phone calls requesting important documents. During the Commission meeting Ms. Ewer received a letter stating they wanted to withdraw their application. A discussion followed.

Commission Vice-Chair Dr. Robin Edward made the motion to approve the other VOCA VA FFY2019 Final Award Recommendations. Commission Member Ms. Erica Jorgensen seconded the motion. The motion passed unanimously.

#### **State Funding Grants: Sexual Assault Services (SAS), Human Trafficking (HT)**

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

The August invoices are being received and processed for the State Sexual Assault Service Program.

The Human Trafficking RFP is still considered an active RFP. The Evaluation Committee Report has been approved by State Purchasing Division. We have extended an offer to La Pinon Sexual Assault Recovery Services of Southern NM and New Mexico Immigrant Law Center. We are working on the special conditions and contract.

Approval is requested to fund:

La Pinon Sexual Assault Recovery Services of Southern NM

Award: \$85,250

Service provided: Housing, Mental Health and Crisis Stabilization for Financial Requests

New Mexico Immigrant Law Center

Award: \$49,750

Service provided: Legal Services and Crisis Stabilization for Financial Requests

#### **Human Trafficking Contract Award (Voting Item)**

Commission Vice-Chair Dr. Robin Edward made the motion to approve the Human Trafficking Contract Award. Commission Member Ms. Erica Jorgensen seconded the motion. The motion passed unanimously.

#### **Agency Personnel Matters**

Director Zubia updated the Commission on personnel matters. Director Zubia informed the Commission that Anne Matson was selected as State Investigator. The Compensation Management Analyst position will be posted. Ms. Mok will be updating the job description for this position. Director Zubia will keep the Commission updated.

#### **New Business**

AOC 2<sup>nd</sup> District Attorney's Office Kiosk for Protection Orders

Director Zubia held a discussion with the Commission concerning AOC 2<sup>nd</sup> District Attorney's Office Kiosk for Protection Orders. On July 1, 2018 a request was made to use VOCA money for this project and it has not been completed. Commission Chair Ms. Marron Lee has directed Ms. Garcia to write a letter to the 2<sup>nd</sup> about this project. Commission Member Ms. Erica Jorgensen made a motion to write a letter to the AOC 2<sup>nd</sup> District Attorney's Office. Commission Vice- Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

#### **Office Surplus Property Disposal**

Director Zubia and Ms. Padilla informed the Commission about office surplus property disposal. Ms. Padilla provided a copy of the list items for surplus. Commission Vice-Chair Dr. Robin Edward made a motion to surplus the listed items. Commission Member Ms. Erica Jorgensen seconded the motion. The motion passed unanimously.

#### **Proposed Office In Las Cruces**

Director Zubia informed the Commission that he is proposing to open a regional CVRC office in Las Cruces, New Mexico. Director Zubia proposed sharing office space with CYFD and will research federal funding for positions, furniture, overhead costs, and rent. Director Zubia is asking the Commission for permission to proceed with the research. It is the will of the Commission to grant permission for Director Zubia to proceed with the research and to keep the Commission informed.

#### **Executive Session**

Commission Member Ms. Erica Jorgensen-Forde moved to enter into Executive Session, Commission Vice-Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

A poll of the Commission Members was made as follows: Commission Chair Ms. Marron Lee, aye and Commission Vice- Chair Dr. Robin Edward, aye and Commission Member Ms. Erica Jorgensen, aye, and Commission Member Mr. Mark Myers, aye, Commission Member Nivia Thames, aye.

At 11:33 AM the Commission entered in to Executive Session.

At 11:46 AM Commission Member Ms. Erica Jorgensen made a motion to come out of Executive Session. Commission Vice-Chair Dr. Robin Edward seconded the motion. The motion passed unanimously.

Commission Member Ms. Erica Jorgensen 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.

#### **Action on Items Discussed in Executive Session (Voting Item)**

191475 9 (31-22-3 (I) 2 & 3

Commission Member Ms. Erica Jorgensen made the motion to deny claim #191475 9 (31-22-3 (I) 2& 3. Commission Vice-Chair Dr. Robin Edward seconded the motion. The motion to deny the claim was upheld by the Commission unanimously.

The next Commission meeting is scheduled for Thursday, October 25, 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 moved to adjourn the Commission meeting. Commission Member Ms. Nivia Thames seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:46 AM

APPROVED: Marron Lee DATE: 10.25.18  
Marron Lee, Commission Chair