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GOVERNOR



FRANK ZUBIA
DIRECTOR

**STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION**

6200 Uptown Blvd. NE Suite #210
Albuquerque, NM 87110

Meeting Called to Order

On February 28, 2019 Commission Chair 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 (Telephonic)

The following NMCVRC staff members were present:

Frank Zubia, Director
Cindy Mok, Chief Financial Officer
Melissa Ewer, VOCA Grant Administrator
Samantha Acuff, State Investigator Supervisor
Jacqueline Sanchez, State Investigator Supervisor
Debra Yepa, State Investigator
Rose Martinez, Management Analyst
Joann Ziegler, Administrative Secretary

The following NMCVRC staff member were absent:

MaryEllen Garcia, Grants Bureau Chief
Moises Valdez, Compensation Bureau Chief
Dorothy Padilla, Procurement Manager

Review Agenda

The agenda was reviewed by Commission Chair Lee. Commission Member Jorgensen moved to approve the agenda. Commission Vice-Chair Dr. Edward seconded the motion. The motion passed unanimously.

Review and Approval of January 10, 2019 Commission Meeting Minutes

The Commission meeting minutes were reviewed for January 10, 2019 by Commission Chair Lee. Commission Member Jorgensen moved to approve the minutes. Commission Vice-Chair Dr. Edward seconded the motion. The motion passed unanimously.

Public Comment

None

Agency Financial Report

Ms. Mok updated the Commission about the FY 2019 beginning budget for victim payouts and the amount was \$2,342,678. The total amount for victim payouts to date is \$899,567, leaving an available year-end balance of \$844,676.

Payments received for the period of July 1, 2018 to January 31, 2019 in Crime Victims Fund by Type:

Restitution: \$43,355.51

Corrections: \$314,573.97

Civil Settlement: \$9,100.00

Penalty Assessment: \$219,255.63

Total received: \$586,285.11

Ms. Mok also informed the Commission that the Office of the Chief Financial Officer (OCFO) has issued the agency the closure letter, which indicates all three recommendations resulting from the July 2018 site visit have been addressed.

Business

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

Director Zubia presented information for Ms. Garcia, Grants Bureau Chief, and informed the Commission of the following:

Ms. Garcia attended the SASP Administrator & Coalition Joint Regional Meeting in Phoenix, Arizona on January 29-30, 2019. This regional meeting was an excellent opportunity to learn what other states are doing to address sexual violence and highlight some of the work that is occurring within our state.

A meeting was held with the leadership of Solace Crisis Treatment Center, in Santa Fe on February 12, 2019 to address ongoing concerns regarding access to services for survivors of sexual violence and a formal complaint submitted to the Office for Civil Rights. Members of Solace's Executive Board, their Executive Director, Solace's Legal Counsel, the New Mexico Coalition of Sexual Assault Programs, and CVRC staff were in attendance. To address these ongoing issues, Solace will have an independent consultant conduct an in-depth assessment of their clinical department and advocacy services, provide a written report describing changes that need to occur, and establish an action plan to address these issues moving forward.

VOCA subgrantees entered their January invoices into the new online grants management system by the January 11, 2019 deadline. Grants Department staff are in the process of reviewing the invoices for accuracy and will be approving them for payment within the system. The department is meeting frequently to review the process and establish solid policies and procedures within this new system that will ensure that all invoices processed meet the standards CVRC has established. The Grants Department staff are working hard to provide technical assistance to all programs during this transition and assisting subgrantees with questions concerning the new system.

Victims of Crime Act Victim Assistance (VOCA VA)

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

Ms. Ewer attended a training in Santa Fe designed to expand on the Santa Fe Department's model program of training Emergency Medical Services/first responders on working with crime victims, homeless, seniors, and people with substance use disorders and mental illness. The model recognizes that in order to be more responsive to community needs, it is necessary to either incorporate social workers into EMS response or train EMS personnel on how to effectively serve these clients/patients. Two of the trainers will be presenting a workshop at the Advocacy in Action Conference on this nationally recognized method of assisting high risk crime victims.

Ms. Ewer also participated in the National Association of VOCA Assistance Administrators (NAVAA) Board correspondence and conference calls related to the transition to a new executive director of the organization, as the outgoing executive director of over 25 years leaves his position. The Board is looking forward to working with new executive director to lead and support NAVAA moving forward.

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

Director Zubia presented information for Ms. Dorothy Padilla, Procurement Manager, and informed the Commission of the following:

Ms. Padilla will be sending out a request for budget status to subgrantees that receive state funding. There is a total of twelve subgrantees. This will require them to assess their budgets and ensure they are on target for the remainder of this fiscal year. If budget adjustments are required, this allows the agency ample time to make the changes where they are needed.

Agency Personnel Matters

Director Zubia introduced to the Commission Joann Ziegler. She is the new Administrative Secretary for the agency.

Director Zubia updated the Commission on personnel matters and informed the Commission that a new State Investigator has been hired and her name is Rebecca Duran. She will start on March 11th. The State Investigator interviews will be held on March 5, Tuesday for the second vacant position. In addition, the agency received the applicant list for the VOCA Grant Administrator position. Interviews will be setup in the next week.

Dorothy Padilla will be retiring on April 30, 2019. The agency is in the process of transferring some of her duties to other staff and working closely with State Personnel Office to consider filling her position by two individuals. A retirement reception will be held Tuesday April 23, 2019 from 4:30-6:30, at the Tamaya Hotel & Resort for Ms. Padilla. Director Zubia invited the Commission members to attend the reception. Invitations will be sent out.

New Business

Emotional Support Animals

Director Zubia provided the Commission members with literature about emotional support animals for them to review. The agency is trying to acquire insight on this expense. The agency has had victims who are asking if our agency will consider possible funding for an emotional support animal. The Commission looked at the purchasing and training cost, examined, studied the different aspects and also reviewed the definitions of an emotional support animal. The Commission decided to table this topic until the next Commission meeting.

Office Expansion

Director Zubia informed the Commission that our agency is looking to expand our office space to an additional 1300 square feet. This will be acquired from an agency that is leaving our building. The LFC and DFA have approved for four additional staff members starting in FY 2020. The initial requested paperwork has been submitted to General Service Department (GSD). The Commission Members have agreed to allow the agency to proceed with the expansion.

Executive Session

At 11:05 a.m., Commission Member Jorgensen made a motion to enter into Executive Session. Commission Vice-Chair Dr. Edward seconded the motion.

A poll of the Commission Members was made as follows: Commission Chair Lee, aye, Commission Vice Chair Dr. Edward, aye, Commission Member Jorgensen, aye, Commission Member Myers, aye, and Commission Member Thames, aye.

At 11:22 a.m., Commission Chair Lee made a motion to come out of Executive Session. Commission Member Jorgensen seconded the motion. The motion passed unanimously.

Commission Member Jorgensen stated that pursuant to Section 10-15-1(J) NMSA 1978 the matters discussed in the closed meeting (Executive Session) were limited only to those specified in the motion for closure.

Actions on Items Discussed in Executive Session (Voting Item)

191523 – Good Cause (Tabled)

Commission Member Jorgensen made the motion to deny Claim #191523 and Vice-Chair Dr. Edward seconded the motion. Commission Chair Lee and Commission Member Thames voted to deny. Commission Member Mr. Myers voted to approve. The vote to deny was four to one. Claim #191523 was denied.

The next Commission meeting is scheduled for Thursday, March 28, 2019 at 10:00 a.m. at 6200 Uptown Blvd. N.E., Suite #210, Albuquerque, NM in the conference room.

Adjourned

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

The meeting adjourned at 11:01a.m.

APPROVED: Marron Lee DATE: 3.28.19
Marron Lee, Commission Chair