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GOVERNOR



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

**Meeting Called to Order**

On August 27, 2019 Commission Chair Lee called the regular monthly meeting of the New Mexico Crime Victims Reparation Commission to order at 10:00 a.m.

The following Commission Members were present:

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

The following NMCVRC staff members were present:

Frank Zubia, Director  
MaryEllen Garcia, Grants Bureau Chief  
Moises Valdez, Compensation Bureau Chief  
Cindy Mok, Chief Financial Officer  
Samantha Acuff, State Investigator Supervisor  
Jacqueline Sanchez, State Investigator Supervisor  
Terry Minjares, VOCA Grant Administrator  
Marivel Baca, State Grant Administrator  
Debra Yepa, State Investigator  
Rose Martinez, Management Analyst  
Joann Ziegler, Administrative Secretary  
Jackie Mascarenas, Grant Program Specialist  
Pam Brendler, State Investigator  
Anne Matson, State Investigator  
Lesia Gregory, State Investigator

**Review Agenda**

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

**Review and Approval of May 9, 2019 Commission Meeting Minutes**

The Commission meeting minutes were reviewed for May 9, 2019 by Commission Chair Lee. Commission Vice-Chair Edward moved to approve the minutes. Commission Chair Lee seconded the motion. The motion passed unanimously.

**Review and Approval of June 27, 2019 Commission Meeting Minutes**

The Commission meeting minutes were reviewed for June 27, 2019 by Commission Chair Lee. Commission Member Jorgensen moved to approve the minutes. Commission Vice-Chair Edward seconded the motion. The motion passed unanimously.

**Information Only**

Director Zubia informed the Commission about the site visit from Department of Justice, Office of Justice Programs the Office for Victims of Crime during the week of September 9-13.

**Public Comment**

None

**Agency Financial Report**

Ms. Mok updated the Commission of the following:

FY2019 Victim Payment Budget Status, with a beginning budget for the amount of \$2,342,678. The total victim payouts amount for the fiscal year ended 2019 was \$1,802,515, leaving an available fiscal yearend balance of 540,163.

Payments received for the period of July 1, 2018 to June 30, 2019 in Crime Victims Fund by Type:

Restitution: \$60,443

Corrections: \$530,945

Civil Settlements: \$19,921

Penalty Assessment: \$387,003

Total received: \$998,331

CVRC reverted less than 1% in state general fund for the fiscal year ended 2019.

FY2020 Victim Payment Budget Projection, with a beginning budget for the amount of \$2,620,585. The total amount for victim payouts to date is \$308,311 leaving an available fiscal year-end balance of \$191,467.

Payments received for the period of July 1, 2019 to August 27, 2019 in Crime Victims Fund by Type:

Restitution: \$8,774

Corrections: \$45,072

Civil Settlement: \$0

Penalty Assessment: \$5,970

Total received: \$59,817

**New Business**

**FY 2021 Agency Budget Request**

Ms. Mok presented to the Commission an FY2021 Budget Request Overview. CVRC is requesting an increase in State General Fund for additional positions along with related operating costs, and state general funded victim service programs enhancement. Commission Chair Lee expressed an interest in exploring options of reaching out to the Senate Bill sponsors to assist with increasing the penalty assessments collected by the Administrative Office of the Courts (AOC) and educating AOC about the desire to decrease CVRC's reliance on the general fund appropriation.

**Business**

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

Ms. Garcia informed the Commission of the following:

The FY2020 STOP VAWA and SASP Awards were effective July 1, 2019. All awards are using the Web Grants system to report their monthly and quarterly reporting.

Ms. Garcia has interviewed candidates for the vacant VOCA Victim Assistance and State Grant Administrator Positions.

CVRC has applied to the Office for Victims of Crime for a FY2019 Training and Technical Assistance award to support a Training Coordinator for our annual Academy.

The Grants Department and the Children, Youth and Families Department continue to collaborate regarding shared programs, strategic planning and best ways to support our programs.

The Grants Bureau Chief attended the 2019 VOCA Administrators Conference in San Diego, CA, August 13-15, 2019. In addition, she co-presented on increasing accessibility to survivors with the Vera Institute of Justice and the Asian Pacific Institute on Gender Based Violence.

**Victims of Crime Act Victim Assistance (VOCA VA)**

Ms. Minjares informed the Commission of the following:

The Grants Department submitted the 2019 VOCA Victim Assistance Application on Wednesday, July 3, 2019 which was due Monday, July 8, 2019.

VOCA Subgrantees submitted their Quarterly Statistical Performance Measures Report for 3 (April 1, 2019- June 30, 2019) on Friday, July 5, 2019. We are currently reviewing the reports and will be submitted to the U.S Department of Justice Programs on Thursday, August 15, 2019.

VOCA Subgrantees submitted their end of the State Fiscal Year 2019 Invoices on Friday, July 5, 2019. We are working to process budget revisions and extensions as needed.

The Grants Department issued a third Wish List for \$149,504 and 34 subgrantees applies and 12 were selected. Subgrantees awarded include: Alternatives to violence, Assurance Home, Inc., El Refugio, Inc., Esperanza Shelter, Navajo United Methodist Center, New Mexico Asian Family Center, New Mexico CAN, Rape Crisis Center Central New Mexico, Resource Center for Victims of Violent Death, SAFE House, and Transgender Resource Center of New Mexico, and Crime Victims Reparation Commission.

Ms. Garcia informed the Commission that Marivel Baca was promoted to State Grant Administrator. Congratulations to Ms. Baca.

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

MaryEllen Garcia, Grant Bureau Chief, informed the Commission of the following:

The FY2019 invoices have all been received and reviewed. All state programs submitted invoices reverting \$0.78 of funds to the state in FY19.

The FY2020 awards are fully executed and those projects are being entered into Web Grants system so that these programs can submit electronically. Working to tweak the system and set-up an account person. Some did not understand the system and it became somewhat challenging.

A stakeholder meeting was held Thursday, August 8, 2019 to discuss the legislative funding to support research project on the rate of sexual violence within the disability community. The Stakeholders were able to agree on a scope of work and best methods to move forward with this two-year project.

**Agency Personnel Matters**

Director Zubia updated the Commission on personnel matters and introduced Marivel Baca as the new State Grant Administrator. Then he introduced Jackie Mascarenas as our new Grant Program Specialist. She has many years with All Faiths and assisted our agency with VOCA Emergency funding and has a financial background.

Director Zubia informed the Commission that we are filling positions as fast as we can while waiting for the State Personnel Office for instructions. The following positions are currently vacant: VOCA Grant Administrator, Victim Advocate, Grant Program Specialist, two State Investigators and a Financial Specialist.

Director Zubia informed the Commission that Ms. Mok is doing a great job working with the State Personal Office and wanted to commend her.

**Executive Session**

At 10:45 a.m., Commission Member Jorgensen made a motion to enter into Executive Session. Commission Vice-Chair Edward seconded the motion.

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

At 11:11 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)**

193937 – Good Cause

Commission Chair Lee made the motion to approve Claim #193937 and Commission Member Jorgensen seconded the motion. Commission Vice-Chair Edward agreed and motion was passed unanimously.

194126 – Good Cause

Commission Chair Lee made the motion to approve Claim #194126 and Commission Member Jorgensen seconded the motion. Commission Vice- Chair Edward agreed and motion was passed unanimously.

194968– Good Cause

Commission Chair Lee made the motion to approve Claim #194968 and Commission Member Jorgensen seconded the motion. Commission Vice-Chair Edward agreed and motion was passed unanimously.

192930 – Good Cause

Commission Chair Lee made the motion to table Claim #192930 and Commission Member Jorgensen seconded the motion. The motion to table passed unanimously.

The next Commission meeting has been re-scheduled for Thursday, September 26, 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 Chair Lee seconded the motion. The motion to adjourn passed unanimously.

The meeting adjourned at 11:11 a.m.

APPROVED: Marron Lee DATE: 9.26.19  
Marron Lee, Commission Chair