

MICHELLE LUJAN GRISHAM  
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

**Meeting Called to Order**

On October 23, 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 (Absent)  
Erica Jorgensen, Commission Member (Telephonic)  
Mark Myers, Commission Member (Telephonic)

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  
Debra Yepa, State Investigator  
Joann Ziegler, Administrative Secretary

**Review Agenda**

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

**Review and Approval of September 26, 2019 Commission Meeting Minutes**

The Commission meeting minutes were reviewed for September 26, 2019 by Commission Chair Lee. Commission Member Jorgensen moved to approve the minutes. Commission Chair Lee seconded the motion. The motion passed unanimously.

**Public Comment**

None

**Status-Agency Annual Audit, McCabe CPA Group, LLC**

Ms. Mok informed the Commission of our annual audit. Our auditor was on site to review our financial transactions, which includes vouchers, deposits, operating transfer, and journal entries. In addition, they reviewed and tested on VAWA and SASP files for the federal single audit requirement. They had a few questions in which Ms. Mok was able to answer and give clarification. We are currently working with the auditor to finalize our financial statements. Ms. Mok will continue to keep the Commission informed.

**Agency Personnel Matters**

Director Zubia updated the Commission on personnel matters. We had an opportunity to meet with our new representative formerly from State Personal Office (SPO), Ms. Melinda Salazar. Ms. Salazar has worked for SPO for several years and is familiar with their policies and procedures. We are working to get back in the queue to resolve eight pending HR action items with SPO, including vacant positions. Director Zubia advised the Commission that one of our state investigators, Ms. Lesia Gregory is no longer with us, as she accepted a position with the US Attorney's Office in El Paso. We are working closely with Ms. Salazar to fill this new vacancy as well. CVRC is hoping that we can fill these positions as quickly as possible. We will keep the Commission apprised to all personal matters.

**Towing and Impound Fees**

Director Zubia updated the Commission on towing and impound fees that are being passed on to victims of crime within Bernalillo County area. Director Zubia was going to generate a letter to send to the leadership of the City of Albuquerque requesting a meeting to discuss the policy, procedures and implications of survivors. Director Zubia will defer to the Commission Chair Lee to solicit a meeting with the leadership of the City of Albuquerque. The goal would be for the City of Albuquerque to understand victims who had their cars impounded should not incur these costs, so they are not re-victimized.

**Executive Session**

At 10:24 a.m., Commission Chair Lee made a motion to enter into Executive Session. Commission Member Jorgenson seconded the motion.

A poll of the Commission Members was made as follows: Commission Chair Lee, aye, Commission Member Jorgenson, aye, Commission Members Myers, aye.

At 10:39 a.m., Commission Chair Lee made a motion to come out of Executive Session. Commission Member Jorgenson seconded the motion. The motion passed unanimously.

Commission Member Jorgenson 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)**

**190639 – Alternative Medicine**

Commission Chair Lee made the motion to approve additional 10 sessions for acupuncture Claim #190639 and Commission Member Jorgenson seconded the motion. The motion was passed unanimously.

**195241 – Good Cause**

Commission Chair Lee made the motion to approve restricted to counseling only Claim #195241 and Commission Member Jorgenson seconded the motion. The motion was passed unanimously.

**200064– Good Cause**

Commission Chair Lee made the motion to approve Claim #200064 and Commission Member Jorgenson seconded the motion. The motion was passed unanimously.

**Agency Financial Report**

Ms. Mok updated the Commission about the FY 2020 victim payment budget position for the period of July 1, 2019 to October 23, 2019. The agency started the fiscal year with the beginning budget of \$2,620,585. The total amount for victim payouts to date is \$752,571, and leaving an available year-end balance of \$85,212.

Ms. Mok updated the Commission on the status on Crime Victims Fund. The agency received a total of \$220,209 in Crime Victim Fund for the period of July 1, 2019 to October 23, 2019, which broke down by type as follows:

Restitution: \$19,701

Corrections: \$137,374

Civil Settlement: \$1,123

Penalty Assessment: \$62,011

Total received: \$220,209

**New Business**

**Proposed Commission Meeting dates for 2020**

Director Zubia advised the Commission on the proposed Commission Meeting dates for the calendar year of 2020. The Commission is postponing it for the next Commission meeting.

**Office Expansion**

Director Zubia informed the Commission on the office expansion. We are in the process of amending our lease. We are working closely with our landlord and General Services Department. We should have our lease in the next few weeks. The current tenants will be moved out by November 4<sup>th</sup>, and the construction will start soon after once the lease is in place. The landlord advised us that the tenant improvements would take six to eight weeks to be completed. The tentative move in date is February 1, 2020.

**Business**

**Grants Department Updates**

Ms. Garcia, Grants Bureau Chief, informed the Commission of the following:

The Federal Fiscal Year (FFY) 2020 VOCA Victim Assistance Continuation projects began October 1, 2020.

The FFY 19 final quarterly VOCA Victim Assistance Performance Measurement Tool reports were due Friday, October 15, 2019 and will be submitted to the U.S. Department of Justice Office of Justice Programs on Thursday, November 14, 2019.

The first quarter STOP VAWA quarterly reports were due October 10, 2019. These reports are being reviewed against the program's goals and objectives.

The Grants Bureau Chief Co-Facilitated the first Joint VAWA and VOCA Administrators Peer to Peer Meeting in Charleston, South Carolina, October 8-10, 2019.

A joint site to visit was conducted with Children, Youth and Families Department, October 1, 2019 at Crisis Center of Northern New Mexico, In Española, New Mexico.

**Status- Office for Victims of Crime (OVC) Site Visit**

Director Zubia updated the Commission on after speaking with Deputy Director of OVC, Ms. Kathrina Peterson, we have mitigated most of the issues. Ms. Peterson was extremely supportive with our responses. We hope by having these conversations with Ms. Peterson, some of the issues might have resolved themselves. As of today, CVRC has not received any formal notifications from OVC regarding to the site visit.

200693 – Good Cause

Commission Chair Lee made the motion to deny Claim #200693 and Commission Member Jorgenson seconded the motion. The motion was passed unanimously.

200856 – Good Cause

Commission Chair Lee made the motion to approve Claim #200856 and Commission Member Jorgenson seconded the motion. The motion was passed unanimously.

The next Commission meeting has been scheduled for Wednesday November 20, 2019 at 10:00 a.m. at 6200 Uptown Blvd. N.E., Suite #210, Albuquerque, NM in the conference room.

**Adjourned**

Commission Member Jorgenson moved to adjourn the Commission meeting. Commission Chair Lee seconded the motion. The motion to adjourn passed unanimously.

The meeting adjourned at 10:43 a.m.

APPROVED: Marron Lee DATE: 11. 21. 19  
Marron Lee, Commission Chair