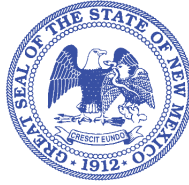


STATE OF NEW MEXICO  
CRIME VICTIMS REPARATION COMMISSION

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**

On August 22<sup>nd</sup>, 2024, Commission Vice Chair Karst called the August meeting of the New Mexico Crime Victims Reparation Commission to order at 10:05 a.m.

Commission Vice Chair Karst announced the names of the Commission members of the public body and acknowledged those who are participating in person and remotely.

The following Commission Members were present:

David Karst, Commission Vice Chair  
Randal Brown, M.D., Commission Member (Virtual)  
Cody Rogers, Commission Member (Virtual)

The following NMCVRC staff members were present:

Frank Zubia, Director  
Cindy Mok, Chief Financial Officer  
Donna Richmond, Grants Bureau Chief  
Debra Yepa, State Investigator  
Leslie Valenzuela, State Investigator (Virtual)  
Jacqueline Hernandez, Administrative Secretary  
Jacqueline Sanchez, Compensation Bureau Chief  
Lourdes McKenna, VOCA Grant Administrator

The following guests were present:

Sandra Gardner, Assistant Attorney General

**Review Agenda**

Commission Vice Chair Karst and Commission members reviewed the agenda and Commission Vice Chair Karst asked for a motion to approve the agenda. Commission Member Brown made the motion to approve. Commission Member Rogers seconded the motion. The motion to approve the agenda was passed unanimously.

The roll-call vote of the Commission was as follows: Commission Vice Chair Karst, aye, Commission Member Brown, aye, Commission Member Rogers, aye.

**Review and Approval of June 27<sup>th</sup>, 2024, Commission Meeting Minutes**

Commission Vice Chair Karst and Commission members reviewed the Commission meeting minutes for June 27<sup>th</sup>, 2024. Commission Member Rogers made a motion to approve the meeting minutes. Commission Member Brown seconded the motion. The motion to approve the minutes passed unanimously.

The roll-call vote of the Commission was as follows: Commission Vice Chair Karst, aye, Commission Member Brown, aye, Commission Member Rogers, aye.

## Public Comment

No Public Comment.

## Agency Financial Report

Ms. Mok updated the Commission on the FY2024 budget position report regarding victim payments from July 01, 2023, through June 30, 2024.

The victim payment allocation is \$2,579,000. As of June 30, 2024, the compensation paid out totaled \$3,345,334 for the year. The available budget to close FY24 was **\$3,345,334**.

As previously presented, Ms. Mok informed the Commission that CVRC successfully paid out all obligations within the same fiscal year by utilizing the fund balance from the crime victim funds. She noted that the current average weekly payout exceeds \$70,000. Additionally, Ms. Mok reported a 25% increase in victim payouts compared to the previous fiscal year.

Below are the payments received for the period of July 01, 2023, to June 30, 2024, by type:

Restitution: \$59,231

Corrections: \$486,411

Civil Settlement: \$15,702

Penalty Assessment: \$196,990

Total received: \$758,334

Ms. Mok reviewed the Crime Victims Funds Status report with the Commission, which collected **\$758,334**.

As the report indicated, Ms. Mok informed the Commission that CVRC broke even, partly due to an unexpected civil settlement that was not anticipated in the revenue budget. CVRC concluded FY24 successfully, effectively managing the victim payouts and crime victims' fund budget. Additionally, Ms. Mok reported that CVRC received \$13,800,000 in general funds and will be reverting \$12.26.

## FY24 Agency Audit

Ms. Mok informed the Commission that the agency audit entrance conference occurred this morning with Jaramillo Accounting Group. In attendance were Commission Vice Chair David Karst, Director Frank Zubia, Compensation Bureau Chief Jacqueline Sanchez, Grants Bureau Chief Donna Richmond, and herself, Chief Financial Officer. The audit for CVRC's FY24 will begin next week and is due to the State Auditor's Office by November 01, 2024.

## FY26 Agency Budget Request

Ms. Mok presented the FY26 budget request to the Commission, highlighting the most significant item: a request for \$4,000,000 from the general fund. For the FY25 budget, CVRC received \$2,100,000 in recurring general funds. CVRC secured \$7,000,000 in special appropriations and \$1,600,000 in growth funds, though these funds are non-recurring. A portion of these funds was intended to help leverage CVRC's federal funding, specifically VOCA funding, which is expected to decrease. CVRC is asking the legislature to convert some non-recurring funding into recurring funding to sustain these programs. Specifically, the request includes \$1,000,000 for other violent crimes, including victim services under VOCA, \$2,000,000 for sexual assault services, and an additional \$1,000,000 for care & support (compensation) due to a 25% increase in victim support payments. This \$4,000,000 request has already been presented to the Governor's Office and has received approval and support. Overall, this request represents more than a 28% increase in the general fund budget, while the total agency budget reflects an increase of approximately 14-15%.

## **New Business**

### **Commission Election for Chair (Voting item)**

Mr. Zubia informed the Commission that two weeks ago, Commission Chair Allyn Summa resigned from the Commission due to personal reasons; it was suggested she resign as Commission Chair and stay on as a member, but she declined. CVRC wants to thank her for her time and dedication to the Commission and extend her best wishes. Considering this, Mr. Zubia nominated Commission Vice Chair Karst for Commission Chair. Commission Member Rogers motioned to accept and approve the nomination, and Commission Member Brown seconded the motion—the motion to approve David Karst as the newly appointed Commission Chair passed unanimously.

The Commission's roll-call vote is as follows: Commission Chair Karst, aye; Commission Member Brown, aye; Commission Member Rogers, aye.

### **2024 VOCA National Joint Training Conference**

Mr. Zubia informed the Commission that this was the first time New Mexico was invited to present at the VOCA National Joint Training Conference, where they delivered four presentations. Presenters included Ms. Mok, Chief Financial Officer; Lourdes McKenna, VOCA Grant Administrator; Pam Brendler, State Investigator Supervisor; and Frank Zubia, Director. The Department of Justice Office for Victims of Crime (OVC) hosted the conference in New Orleans, Louisiana. CVRC members attend these conferences to gain insight into upcoming best practices and trends with crime victim compensation, particularly concerning VOCA Assistance funding. However, this year, no new information was provided regarding the Victims of Crime Act (VOCA) and the Crime Victim Fund (CVF). Consequently, CVRC must make projections to sustain its projects and compensation efforts in New Mexico.

Mr. Zubia assured the Commission that CVRC is on the right track. New Mexico is the only state that has not yet felt the impact of the VOCA cuts, allowing the state's programs to be sustained through two (2) federal fiscal years beginning on October 1, 2024, and continuing through the federal budgetary year-end on September 30, 2026.

Mr. Zubia emphasized that this success is due to the hard work of the grants department. CVRC will continue to engage in discussions with the Department of Justice Office for Victims of Crime (OVC). Although more funding is needed from the federal government, CVRC expects increased site visits from federal agencies.

### **Agency Personnel**

Ms. Mok informed the Commission that CVRC works closely with the State Personnel Office (SPO) to post three open positions. Following recent internal promotions, Rose Martinez, who previously served as the Compensation Management Analyst, has been promoted to one of CVRC's State Investigators. As a result, CVRC is collaborating with SPO to post her former position. Additionally, the Victim Advocate position, now titled Victim Resource Specialist, is being posted, along with the State Investigator Supervisor position previously held by Jacqueline Sanchez, who has been promoted to Compensation Bureau Chief.

Due to these changes, the State Personnel Office has contacted CVRC to conduct a salary analysis within the victim compensation division. This analysis aims to ensure that new hires are compensated appropriately and that salaries are consistent with current staff members. The study, provided by the State Personnel Office, will help CVRC propose more competitive salary rates, facilitating easier hiring and improving staff retention, particularly considering the current high turnover rate.

Mr. Zubia told the Commission that he viewed the analysis as overdue constructive criticism. The analysis revealed that CVRC is not even paying at the midpoint of the salary range, highlighting the need to bring staff salaries up to at least the midpoint. Fortunately, CVRC is currently in a solid financial position to support these adjustments. The goal is to achieve a midpoint salary increase for the compensation team and review the grants and administrative departments to ensure salaries are where they need to be.

Mr. Zubia highlighted the issue of attrition, explaining that the agency has been losing staff. The State Personnel Office advised that hiring new staff is more costly than retaining current employees, making retention a priority. CVRC fully supports this approach, and efforts are underway to retain talented staff. Additionally, as Ms. Mok previously mentioned, the agency is reclassifying some positions to better reflect the organization's current needs.

### **CVRC-2025 Advocacy in Action Conference**

Mr. Zubia informed the Commission about the Victim Assistance Academy held last October 2023, which was successful with nearly 60 participants. The Academy was designed to obtain advocacy fundamentals for newer victim advocates across the state. Moving forward, the Academy will be held every other year. CVRC is planning the Advocacy in Action Conference, which has historically been a significant training event for CVRC.

Additionally, Mr. Zubia informed the Commission that the conference was initially scheduled for October at the Albuquerque Marriott Pyramid North. However, after learning that the venue was undergoing construction, CVRC canceled the contract and sought an alternative location. The CVRC 2025 Advocacy in Action Conference is now scheduled at the Hyatt Regency Tamaya Resort and Spa **on January 14th**. The three-day conference aims to host up to four hundred (400) attendees, with the hope that Commission members will be able to attend. Mr. Zubia emphasized that the decision to cap registration at four hundred (400) attendees was made to ensure a more manageable and compelling event, especially considering that the last conference, held before COVID, saw nearly six hundred and fifty (650) attendees, which was overwhelming for the staff.

### **Business**

#### **Grants Status Report (VOCA, VAWA, SASP, and State Funds)**

Ms. Richmond informed the Commission that the Grants Department works diligently to finalize and distribute the awarded contracts. The department has successfully initiated one hundred and thirty-eight (138) contracts, and Ms. Richmond extended her gratitude to Ms. Sandra Gardner for her thorough review of each contract. She also acknowledged Marivel Baca for her efforts in creating the contracts and navigating them through multiple signatures.

Ms. Richmond informed the Commission that the department is currently awaiting federal VOCA Continuation Funding for FY25, which will be discussed on Tuesday. She also reported that the VAWA contracts, a significant milestone, have been successfully issued and are progressing well. This successful progress instills confidence and pride in the entire team and the finance department for their collective efforts in reviewing invoices and ensuring that subrecipients are paid promptly, particularly as the volume of invoices and monthly drawdowns has increased. Ms. Richmond emphasized that this system of checks and balances is crucial to ensuring that subrecipients can continue providing services to victims of crime, which remains the core mission of CVRC.

### **Executive Session**

No Items.


**Note:** Mr. Zubia emphasized to the Commission the importance of Tuesday's emergency meeting. The VOCA Continuation Funding for FY25 needs to be approved to adhere to the Request for Proposal (RFP) guidelines. Ensuring that contracts are finalized **by August 30th, 2024**, is crucial. Mr. Zubia mentioned that the Commission members will receive a follow-up email with an agenda and required documents including an invitation and Zoom link for the meeting.

The next Commission meeting has been scheduled for Thursday, September 26<sup>th</sup>, 2024, at 10:00 a.m. at 6200 Uptown Blvd. N.E., Suite #210, Albuquerque, NM in the conference room. This could change to a virtual meeting depending on direction from the Attorney General.

### **Adjourn**

Commission Chair Karst adjourned the August meeting.

The Commission meeting adjourned at 10:42 a.m.

APPROVED:  DATE: 9/26/2024  
Commission Chair Karst