



**Minutes of the Meeting of the
Grants Committee
9:30 a.m.
August 29, 2023
Starbucks Meeting Room,
2350 12th St. NW, Albuquerque, NM**

Committee Members Present	Committee Members Absent	Others Attending	NMSC Staff
Martin Suazo, Chair	Cindy Aragon (State Bar)		Linda Freeman
Jennifer Barela (LOPD)	Anita Mesa (BHSD)		Douglas Carver
Melanie Martinez (NMCD)	Robert Mitchell (AOC)		Nancy Shane
Sheila McDonald (DPS)			Keri Thiel
Henry Valdez (AODA)			

I. Welcome and Introductions. Martin Suazo, Chair, called the meeting to order at 9:39 a.m.

II. Approval of Minutes for the November 9, 2022 and May 23, 2023 meetings. The minutes for these two meetings were approved by unanimous vote.

III. Staff Report

There was no staff report given at the meeting.

IV. Report on Progress of FY 2024 Round 1 Funding.

Keri Thiel, Staff Attorney, New Mexico Sentencing Commission (NMSC), gave the Committee an update on the progress of the grants awarded in the first round of funding granted at the Committee’s May meeting. She informed the Committee that there will be 26 agreements after Round 1, and five extensions. The intergovernmental agreements for all but one of these have been completed. She directed the Committee’s attention to handouts she provided listing the FY 2024 grants by subject area and by Judicial District.

V. Overview of Feedback from Absent Committee Members.

Linda Freeman, Executive Director, NMSC presented comments on the Committee processes made by members of the Committee who were not able to attend the meeting.

She said that Anita Mesa, Behavioral Health Services Division of the Human Services Department, liked the software used to manage the applications and the overall simplicity of the application process. Ms. Mesa would like to see better information on key stakeholders and whether there has been buy-in from those who might be affected by the service or in implementing it. Ms. Mesa also said the applications might reframe the question around other sources of funding to make sure answers capture whether the applying organization has applied for the same or a similar grant elsewhere.

Robert Mitchel, Administrative Office of the Courts, would like to see the Criminal Justice Coordinating Councils (CJCCs) prioritize their applications, and have additional time built into the process so that questions that reviewers might have about applications can be answered before they need to submit scores. Mr. Mitchell would also like more information on the number of people who would be served or usage data were a grant awarded, as it is often unclear from the application how many people would be affected. He would also be interested in seeing information about the sustainability of the project.

Members of the Committee and staff asked questions about and discussed that outreach would be made to the CJCCs about prioritizing applications; the need for CJCCs to have standardized procedures; the need for CJCCs to make sure that small villages and communities have access to their CJCC; the impact of the changes to the Crime Reduction Grant Act; outreach to detention centers about the crime reduction grants; concerns that the individual counties in certain CJCCs do not seem to be working together; and when data from previous years' grants might be available.

VI. Changes in Application Process for FY 2024 Round 2.

Staff Attorney Thiel informed the Committee that the applications for Round 2 open on September 1, 2023. The review period for staff and the Committee has been elongated. Additions to the application include a request that amounts be rounded to the nearest whole dollar; that a proper spending plan be included, to give the Committee a better sense of whether an applicant has thought through their project thoroughly; that an estimate be given of the number of people in the targeted population who will be served; and whether the applicant has applied for other funding, in addition to the present question of whether other funding is available. She also informed the Committee that applications can be made for 6-month, one-year, or 18-month projects. Executive Director Freeman noted that 6-month grants can be difficult to administer and complete.

VII. Possible Process Changes.

There was no further discussion of process changes by members of the Committee.

VIII. Conflict of Interest Policy. (*voting item*)

Douglas Carver, Deputy Director, NMSC, presented a draft of a conflict of interest policy for the Committee to adopt. The draft defined "conflict of interest", gave examples of conflicts of interest, set parameters of when conflicts of interest should be disclosed, set levels of restriction on Committee members when there is a conflict of interest, and delineated actions the Committee might take if there is a declared possible conflict of interest. The draft also noted that the policy also applies to staff members, and that any conflicts of interest shall be recorded in the minutes for a meeting.

Members of the Committee and staff asked questions about and discussed the need to have a person explain their conflict of interest; examples of limited conflicts of interest under the policy; that the concern was only with the most severe conflicts; the difficulty in backing a score out if the conflict is decided upon after the

reviewer has scored the application; and what the impact of one conflicted score might be. After discussion, the Committee decided to strike the language “provide a score or” in Section 4(A) of the draft.

Upon a motion by Sheila McDonald of the Department of Public Safety, seconded by Deputy Secretary Melanie Martinez of the Corrections Department, the amended draft policy was adopted by the Committee by unanimous vote.

IX. Next Meeting.

The next meeting of the Grants Committee will be on November 14, 2023 to decide on the second round of FY 2024 funding.

X. Adjourn. The meeting adjourned at 10:42 a.m.