

NEW MEXICO



State Records Center and Archives

COMMISSION OF PUBLIC RECORDS

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**MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS
REGULAR MEETING – VIRTUALLY VIA ZOOM
AUGUST 25, 2020
1205 Camino Carlos Rey, Santa Fe, NM 87505**

Members Present

Brian Colón, Esq.	Chairman and State Auditor, Office of State Auditor
Tania Maestas, Esq.	Attorney General, Designee
Kenneth Ortiz, Esq.	General Services Department
Stephanie Wilson	Interim Director, Supreme Court Law Library
Anita Tellez, Esq.	Designee, Department of Cultural Affairs
John Kreienkamp, Esq.	Attorney General Council, Office of the Attorney General
Dylan Lange, Esq.	Designee, Secretary of the State

Staff Present

Georgette L. Chávez	Deputy State Records Administrator
Rick Hendricks, Ph. D	State Records Administrator
Leo Lucero	Director, Records Management Division, RMD
Robert Wise	Information Technology Management Division, ITMD
James Kirby	Information Technology End User Support, ITMD
Felicia Lujan	Director, State Archives of New Mexico, SANM
Margarita Romero	Secretary, SANM
Tanya Vigil	Bureau Chief, RMD
Ruben Rivera	Chief Financial Officer, ASD
Elena Perez-Lizano	
Gail Packard	

Public Present

Gloria Regensberg
Blanca Rivas
Julie Gauman
John Rhodirick
Cheri Lujan
Roberta Moreno
Olivia Robles
Ray Romero
Shannon Jackson
N. Louette

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Hon. Hector Balderas
Attorney General

Hon. Brian S. Colón
Chairman/State Auditor

Hon. Maggie Toulouse Oliver
Secretary of State

Debra Garcia y Griego
Department of Cultural Affairs

Kenneth Ortiz
General Services Department

I. OPENING ACTIVITIES

A. Call to Order

Chairman Colón called the meeting to order at 10:00 a.m.

B. Approval of the Agenda

Chairman Colón entertained a **MOTION** to approve the agenda as presented. Mr. Ortiz **MOVED**. Ms. Wilson **SECONDED**. The motion **PASSED UNANIMOUSLY**.

C. Approval of the Minutes of the February 26, 2020, Regular Meeting.

Chairman Colón amended the minutes to reflect Mr. Lange's comments regarding the FY19 Audit and entertained a **MOTION** to approve as amended. Ms. Wilson **MOVED**. Mr. Ortiz **SECONDED**. The motion **PASSED UNANIMOUSLY**.

II. ACTION ITEMS

A. Adoption of Fiscal Year 2021 Commission of Public Records Reasonable Meeting Notice Resolution pursuant to the Open Meeting Act, Section 10-15-1 (D) NMSA 1978.

Chairman Colón entertained a **MOTION** to approve as presented. Ms. Maestas **MOVED** Mr. Ortiz **SECONDED**. The motion **PASSED UNANIMOUSLY**.

III. DIRECTORS REPORT

Deputy Chávez reported that the agency had 9 vacancies out of 37 positions placing our vacancy rate at 24.3 percent. She provided a list of the all the vacant positions and reported information regarding fiscal year 2020 budget and then provided the divisions highlights.

In addition, Deputy Chávez reported on the budget balances as of August 1, 2020. The general fund balance in the 200 category was \$2,329,412; the balance in the 300 category was \$897; and the 400 category balance was \$60,900.

Finally, Deputy Chávez thanked GSD for building improvement projects, including installation of LED lighting, installation of a HVAC system, completion of the radon mitigation project, and completion of extensive patching of the roof system. She noted that new shelving was installed in the main vault.

IV. SCHEDULING OF NEXT MEETING

Chairman Colón stated the next meeting will be scheduled for later date to be determined.

V. ADJOURNMENT

Chairman Colon entertained a **MOTION** to adjourn. Mr. Ortiz **MOVED** Ms. Maestas **SECONDED**. The motion **PASSED UNANIMOUSLY**.

Submitted by: _____ Date _____
Rick Hendricks Ph.D.
State Records Administrator

Attested by: _____ Date _____
Brian S. Colón, Esq.
Commission Chair

Minutes Approved on: _____

