MINUTES OF THE STATE COMMISION OF PUBLIC RECORDS
REGULAR MEETING VIRTUALLY VIA ZOOM – FEBRUARY 23, 2021,
1205 Camino Carlos Rey, Santa Fe, NM 87505

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

Staff Present
Rick Hendricks, Ph. D        State Records Administrator
Georgette L. Chávez          Deputy 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)
Tanya Vigil                   Bureau Chief, RMD
Dennis Branch                NM Register Editor, ALD
Elena Perez-Lizano           Archives Bureau Chief, RMD
John Kreienkamp, Esq.        Counsel to Commission, Office of the Attorney General
Dena Hunt                    Archivist, RMD
Rob Martinez                 State Historian
Ruben Rivera                 Chief Financial Specialist

Public Present
Geoff Mamerow                Auditor, Southwest Accounting Solutions, LLC
Paul Contrucci               
R. Turner                    
Veronica Chavez              
Hosh                        
AREAL                       
505-490-5313                

NEW MEXICO
State Records Center and Archives
COMMISSION OF PUBLIC RECORDS
Your Access to Public Information
I. OPENING ACTIVITIES

A. Call to Order
Chairman Colón called the meeting to order at 10 AM

B. Approval of the Agenda
Chairman Colón entertained a MOTION to approve the agenda. Secretary Ortiz MOVED. Ms. Wilson SECONDED. The motion PASSED UNANIMOUSLY by roll call vote.

C. Public Comment
Chairman Colón called for public comment; there was none.

D. Approval of the Minutes of the December 1, 2020, Regular Meeting.
Chairman Colón entertained a MOTION to approve the minutes. Ms. Maestas MOVED. Ms. Wilson SECONDED. The motion PASSED UNANIMOUSLY by roll call vote.

II. ACTION ITEMS

A. New Mexico Historical Advisory Board Appointment
State Historian Martínez presented a biographical sketch of Jonathan Pringle, who was proposed as member of the New Mexico Historical Records Advisory Board (NMHRAB)
Chairman Colón entertained a MOTION to approve Jonathan Pringle to the NMHRAB. Ms. Maestas MOVED. Ms. Wilson SECONDED. The motion PASSED by roll call vote.

III. PRESENTATIONS

A. Black History Month, Presented by State Historian, Rob Martinez
State Historian Martínez presented a brief highlights of the presence of Blacks in New Mexico beginning with Estebanico in 1539 and continuing through the twentieth century. He addressed the story of Owen Smaulding, an outstanding athlete who graduated from Albuquerque High School. At the request of Chairman Colón, Martínez spoke about the history of Blackdom, New Mexico.

B. FY20 Audit Report-Southwest Solutions, LLC
Mr. Geoff Mamerow presented a summary of his audit report to the commission. He stated “We’re happy they went under their allotted budget. There were zero findings for Commission of Public Records Management. This is when you get a pat on the back. This is fantastic. There are not a lot of entities in the state of New Mexico that carry zero findings. There’s nothing in all honesty in either two years with the commission I would consider giving a finding. We didn’t come close. That’s what you like to hear; you know everyone is doing there job getting things done. It is just a top notch organization. The controls in place are excellent; the staff is excellent. Kudos to everyone for keeping up the good work from a year-to-year basis.” “State Auditor and Commission commended Dr. Hendricks and the team for a job well done on its Audit.”

C. FY20 Annual Report Presentation
Deputy State Records Administrator Chávez referred the commission to the FY20 annual report, which provides a detailed look at the many activities and accomplishments of the agency’s programs. This year’s theme commemorates Governor Michelle Lujan Grisham’s Public Health
Executive Order and honors all those who lost their lives to the COVID-19 pandemic, including our dear colleague Albert J. Martinez, Jr. She thanked Matt Ortiz, Felicia Lujan, Robert Wise, Robert Martinez, and Leo Lucero for their assistance in preparing the informational summary for each of their respective divisions. She also gave special thanks to Felicia Lujan and Dr. Rick Hendricks for taking photos to document this difficult time in history. She concluded with special thanks to Dennis Branch, Editor of the New Mexico Register, for his excellent and creative work in preparing the report for publication.

IV. DIRECTORS REPORT

Deputy Chávez reported that the agency had 10 vacancies out of 37 positions, placing our vacancy rate at 27 percent. She provided a list of the all the vacant positions and reported information regarding fiscal year 2021 budget.

In addition, Deputy Chávez reported on the budget balances as of February 1, 2020. The general fund balance in the 200 category was $1,229,944; the balance in the 300 category was $15,475; and the 400 category balance was $25,118.

V. SCHEDULING OF NEXT MEETING
Chairman Colón stated that the next meeting is scheduled for May 25, 2021.

VI. ADJOURNMENT
Chairman Colón entertained a MOTION to adjourn. Ms. Maestas Moved. Secretary Ortiz Seconded. The motion PASSED UNANIMOUSLY by roll call vote.

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

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

Minutes Approved on: June 15, 2021