

**MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS
REGULAR MEETING – August 30, 2016
1205 Camino Carlos Rey, Santa Fe, NM 87507**

Members Present:

Robert J. Tórréz	Chair Historian
Edwynn Burckle	Cabinet Secretary, General Services Department
Lynne S. Rhys	Law Librarian, Supreme Court
Jeff Pappas	Representative for Department of Cultural Affairs
Christina Espinoza	Office of the Secretary of State
Sonia Carrasco-Trujillo	Office of the Attorney General

Staff Present:

Linda Trujillo	State Records Administrator
Melissa Salazar	Deputy State Records Administrator
Ruben Rivera	Chief Financial Officer
Carmen Noble	Administrative Executive Secretary
Pete Chacon	Chief Information Officer
Matt Ortiz	Administrative Law Division Director
Amanda Lopez	Rules Management Analyst
Leo Lucero	Records Management Division Director
Emmanuel Rodriguez	Bureau Chief
Jennifer Camp	Management Analyst
Tanya Vigil	Management Analyst
Susan Montoya	Management Analyst
Dennis Branch	Management Analyst
Camille Roybal	Management Analyst
Felicia Lujan	State Archives of New Mexico Division Director
Rachael Adler	Bureau Chief
Sibel Melik	Archivist
Scott Crego	Archivist
Elena Perez-Lizano	Archivist
Rachael Black	Archivist
Gail Packard	Business Operations Specialist
Britney Macias	Secretary
Anne Hannika-Ortiz	Legislative Finance Committee, Budget Analyst

I. OPENING ACTIVITIES:

A. Call to order: Chairman Tórréz called the meeting to order at 9:05 a.m.

B. Approval of agenda:

The Chair entertained a **MOTION** to approve the agenda. Secretary Burckle **MOVED** and Ms. Rhys **SECONDED**; the motion **PASSED UNANIMOUSLY**.

II. Action Items:

A. Approval of June 21, 2016 Meeting Minutes

Chairman Tórréz addressed page 2 of the minute's first paragraph and corrected the word commonplace as one word. Chairman Tórréz advised that was his only correction and asked if anyone else had anything to add. Felicia Lujan SANM Division Director, addressed page 1 correcting the title for Melissa Salazar to Deputy State Records Administrator. There being no other comments or concerns to the minutes, The Chair entertained a **MOTION** with amendments to approve the meeting minutes. Secretary Burckle **MOVED** Ms. Rhys **SECONDED**; the motion **PASSED UNANIMOUSLY**.

B. Agency Budget: Review and Approval of FY 2018 Appropriation Request

The budget was presented by Linda Trujillo. Ms. Trujillo explained this has been one of the most difficult budgets she's ever worked on during her time with the state. Ms. Trujillo explained that the governor's office has recommended a 5% budget reduction for the agencies under her direct authority. While the Commission is an adjunct agency, it will ultimately be impacted by budget reductions passed by the legislature and signed by the governor. Ms. Trujillo explained she is waiting for a special session to get specific direction. Ms. Trujillo explained that the Commission has been asked to submit a flat budget for FY-18. Mr. Pappas asked if we had been given direction to cut the budget by 5%. Ms. Trujillo advised him that the agency has not been given such direction.

Ms. Trujillo said she has talked to the agency's DFA analyst and the new LFC analyst Anna Hannika-Ortiz. Ms. Trujillo then introduced Ms. Hannika-Ortiz. Ms. Hannika-Ortiz gracefully introduced herself and gave a brief work history of her experience. Ms. Hannika-Ortiz explained that she had spoken with Ms. Trujillo and was brought up to speed on the budget. Chairman Tórréz welcomed Ms. Hannika-Ortiz. Secretary Burckle added for the record that Ms. Hannika-Ortiz is the LFC analyst for GSD and has done an outstanding job for them and is sure she will give the same level of support to the Commission of Public Records. Ms. Trujillo proceeded to go over and review the general fund budget with the commission members line by line. Chairman Tórréz and Ms. Trujillo both agreed that after the special session, if one is held, there may be a need for a special meeting to make necessary changes for an amended FY-17 budget. The Chair entertained a **MOTION** to approve the FY-18 Budget Appropriation Request as submitted. Lynne Rhys **MOVED** and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

Ms. Trujillo continued presenting a line by line review of the revolving fund. Ms. Trujillo explained that the plan is to use funds from this account to make up for the needed funds that are lacking in the general fund budget. The Chair entertained a **MOTION** to approve the FY-18 Budget 37100 Revolving Fund as presented. Ms. Rhys **MOVED** and Ms. Espinosa **SECONDED**; the motion **PASSED UNANIMOUSLY**.

III. DIRECTOR'S REPORT

Ms. Trujillo provided the Commission a copy of the Director's report and provided division highlights. She explaining it would be important for the commission to call a special meeting if, and after, the governor calls a special session. Mr. Pappas suggested it would be a good idea as the Commission would have solid numbers to consider. Ms. Trujillo briefly explained the attached excel spreadsheet reflecting FY-16 revenue and thanked staff for their work and professionalism putting the budget together. She also thanked Emmanuel Rodriguez for his efforts managing the transition into the new Albuquerque facility. Ms. Trujillo explained she is still working through Santa Fe building security issues. Chairman Tórréz asked about the suggestion at the last meeting to set aside funds to hire a security guard. Ms. Trujillo explained under the current budget crisis there are no funds available for this option. Ms. Trujillo went on to discuss the progress of the Electronic Signature CERR Project.

IV. SCHEDULING OF NEXT MEETING: Tuesday, November 15, 2016 at 9:00am

V. ADJOURNMENT

The Chair entertained a **MOTION** to adjourn. Ms. Rhys **MOVED** and Mr. Pappas **SECONDED**; the motion **PASSED UNANIMOUSLY**.

Submitted by: 
Linda M. Trujillo, State Records Administrator

11/15/16
Date

Attested by: 
Robert J. Tórréz, Commission Chair

11/15/16
Date

Minutes approved on: 11/15/16