

STATE COMMISSION OF PUBLIC RECORDS
SPECIAL MEETING
August 11, 2011
9:34 AM

The State Commission of Public Records convened at 9:34 a.m. on Thursday August 11, 2011 at 1209 Camino Carlos Rey, Santa Fe New Mexico

Members Present

Stanley Hordes, Ph.D.	Chair, Historian
Patricia Herrera	Representative for the Honorable Dianna J. Duran, Secretary of State
Edwynn Burckle	Secretary, General Services Department
Robert Mead	State Law Librarian
Mark Reynolds	Designee for the Honorable Gary King, State Attorney General
Evan Blackstone	Representative for the Honorable Hector Balderas, State Auditor

Absent

Frances Levine, Ph.D.	Director, Museum of New Mexico
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STAFF PRESENT

Sandra Jaramillo	State Records Administrator
John H. Martinez	Administrative Law, Division Director
Antoinette L. Solano	Administrative Assistant

CALL TO ORDER:

The Chair called the meeting to order at 9:34 am and entertained a motion to go into closed executive session to discuss the qualification of the applicants for the State Records Administrator position, as authorized by Paragraph 2 of Subsection H of the Opening Meetings Act. Mr. Mark Reynolds so moved and Mr. Robert Mead seconded the motion. Ms. Antoinette L. Solano gave the roll call. Chairman Hordes voted yes; Ms. Patricia Herrera voted yes; Mr. Mark Reynolds voted yes; Mr. Robert Mead voted yes; Mr. Evan Blackstone voted yes; and Secretary Edwynn Burckle voted yes. The Commission went into executive session at 9:38 am.

At 10:00 am the Chair brought the Commission back into open session and affirmed that the Commission discussed only those matters specified in the motion to enter into executive session. No action was taken on the discussions held in executive session.

Secretary Burckle moved to approve the selection of Mr. John H. Martinez as candidate for the appointment of State Records Administrator. Mr. Mead seconded the motion. The motion passed unanimously, with no abstentions.

Mr. Mead moved to approve the appointment of Mr. John H. Martinez as State Records Administrator at Range 32 with an annual salary of \$80,000. Mr. Reynolds seconded the motion. The motion passed unanimously, with no abstentions.

Mr. Martinez accepted the appointment. The Chair asked Ms. Jaramillo the effective date of her retirement. Ms. Jaramillo replied her effective date of retirement was December 1, 2011 however she wished to take annual leave from September 16, 2011 through November 30, 2011 and asked that Mr. Martinez serve as Acting State Records Administrator for that period of time. The Chair entertained a motion to have Mr. Martinez serve as Acting State Records Administrator from 5pm September 16, 2011 through November 30, 2011 and assume official duties as State Records Administrator on December 1, 2011 with a full raise going into effect on September 17, 2011 contingent upon budget availability. Mr. Blackstone so moved and Ms. Herrera seconded the motion. The Chair asked Ms. Jaramillo if a full raise effective September 17 was possible. Ms. Jaramillo replied that she would have to look at salary budget projections before she could make that determination and that approval would also be required from the Department of Finance and Administration. The Chair called for a vote. The motion passed unanimously, with no abstentions.

The Chair thanked Ms. Jaramillo for her service to the agency over the past twenty-three years. Ms. Jaramillo thanked the Commission for their support and expressed her support of the appointment of Mr. Martinez as State Records Administrator.

The Chair asked Ms. Jaramillo to prepare a press release announcing the appointment of Mr. Martinez as well as an email announcement for SRCA staff.

ADJOURNMENT

Mr. Reynolds moved to adjourn. Ms. Herrera seconded the motion. The motion passed unanimously with no abstentions. The meeting was adjourned at 10:21 am.