

MINUTES OF THE STATE COMMISSION OF PUBLIC RECORDS
SPECIAL MEETING – January 3, 2017
1205 Camino Carlos Rey, Santa Fe, NM 87507

Members Present:

Robert J. Tórriz	Chair and Historian
Edwynn Burckle	Cabinet Secretary, General Services Department
Maggie Toulouse Oliver	Secretary of State
Lynne S. Rhys	Law Librarian, Supreme Court
Jeff Pappas	Designee, State Historic Preservation Officer, Dept. of Cultural Affairs
Tania Maestas	Designee, Office of the Attorney General

Staff Present:

Melissa Salazar	Deputy State Records Administrator
Carmen Noble	Executive Secretary
Dylan Lange	Assistant Attorney General, Office of the Attorney General
Pete Chacon	Director, Information Technology Management Division
Matt Ortiz	Director, Administrative Law Division
Felicia Lujan	Director, State Archives of New Mexico
Elena Perez-Lizano	Senior Archivist, State Archives of New Mexico
Sibel Melik	Senior Archivist, State Archives of New Mexico
Britney Macias	Secretary, State Archives of New Mexico
Gail Packard	Business Operations Specialist, State Archives of New Mexico
Dr. Rick Hendricks	State Historian, Office of the State Historian
Robert Martinez	Deputy State Historian, Office of the State Historian
Thomas Shumaker	Grants Administrator, Office of the State Historian
Leo Lucero	Director, Records Management Division
Emmanuel Rodriguez	Bureau Chief, Records Management Division

I. OPENING ACTIVITIES

A. Call to order

Chairman Tórriz called the special meeting of January 3, 2017, to order at 12:01 p.m.

B. Approval of agenda

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

II. EXECUTIVE SESSION

The Chair entertained a **MOTION** to enter into executive session to appoint an interim state records administrator. Mr. Pappas **MOVED** to enter into executive session to discuss the appointment an interim state records administrator pursuant to Section 10-15-1 (H) (2) of the Open Meeting Act. Secretary Burckle **SECONDED**. The Chair requested a roll call vote. Roll call was taken by Ms. Noble. The motion **PASSED UNANIMOUSLY**. The recorder was turned off and all non-

1205 Camino Carlos Rey | Santa Fe, NM 87507 | nmcpr.state.nm.us

Robert J. Tórriz Oliver <i>Historian/Chair</i>	Hon. Hector Balderas <i>Attorney General</i>	Hon. Tim Keller <i>State Auditor</i>	Maggie Toulouse <i>Secretary of State</i>
Jeff Pappas <i>Department of Cultural Affairs</i>	Edwynn Burckle <i>General Services Department</i>	Lynne S. Rhys <i>State Law Librarian</i>	

commission members, except General Counsel Lange, left the room. The commission entered into executive session at 12:10 p.m.

III. ACTION ITEMS:

A. APPOINTMENT OF INTERIM STATE RECORDS ADMINISTRATOR:

The Chair announced the recorder was back on and called the meeting back into open session at 12:25 p.m. He announced for the record that the only matter discussed in executive session was limited to the appointment of an interim state records administrator.

The Chair announced they would proceed with the **MOTION** to appoint an interim state records administrator. Secretary Toulouse Oliver **MOVED** to appointment Melissa Salazar the interim state records administrator. Ms. Rhys **SECONDED**. The Chair asked for any discussion or questions. Ms. Maestas asked that a temporary salary increase be included as part of the motion to appoint. Secretary Toulouse Oliver agreed that would be acceptable. There was no further discussion. The motion **PASSED UNANIMOUSLY**.

The Chair and the commission members congratulated Ms. Salazar. The Chair directed her to work with the State Personnel Office to post the state records administrator's position for a 15-day minimum. He also asked her to submit any paperwork related to the temporary salary increase. Dr. Pappas added the temporary increase was 5 percent. A subcommittee, comprised of Chairman Tórréz, Secretary Burckle, and Ms. Rhys, was appointed to work with Ms. Salazar. The Chair asked Mr. Lange to work with her as well. Ms. Rhys added that the temporary salary increase would not be effective until approved by State Personnel and would not be retroactive. Secretary Burckle clarified this was a State Personnel rule. Ms. Salazar asked for the effective date of the interim appointment. The Chair and commission agreed it was effective immediately. Ms. Salazar asked how soon the search for a permanent state records administrator would begin. Chairman Tórréz stated it would be as soon as they could get the job posted. Secretary Burckle requested that Ms. Salazar send him copy of the job description to review prior to posting. Secretary Burckle also recommended that the same salary range for the last posting be maintained for this new posting. Ms. Salazar addressed the commission in regards to her gratitude and appreciation of the agency's staff. The Chair acknowledged he has always heard great things about the staff. Chairman Tórréz asked that Ms. Salazar establish a set of priorities that she feels will help her do her job.

IV. ADJORNMENT:

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

Submitted by: Melissa Salazar
Melissa Salazar, Interim State Records Administrator

2/14/17
Date

Attested by: Robert J. Tórréz
Robert J. Tórréz, Commission Chair

2/14/17
Date

Minutes approved on: 2/14/17