

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES Regular Meeting

June 14, 2017, 1:30 P.M.

New Mexico Commission for Deaf and Hard of Hearing
505 Marquette Avenue NW, Suite 1550
Albuquerque, New Mexico 87102

MEMBERS PRESENT

Anna Silva	Designee for Larry Maxwell, Council Chair, State Purchasing Director Representative (participated remotely via telephone)
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Roger Newall	Council Member, City of Albuquerque Representative
Estefan Lujan	Designee for Darryl Ackley, Council Member, Department of Information Technology Representative (DoIT) (participated remotely via telephone)
Paul Kippert	Designee, Council Member for Secretary Rodrigues (DFA)

MEMBERS NOT PRESENT

Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
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OTHER PARTICIPANTS

Kyle Radford	Horizons of New Mexico
Arturo Soliz	Horizons of New Mexico
Taylor McBride	Horizons of New Mexico (participated remotely via telephone)

GUESTS

Brian Ammerman	Adelante Development Center
Matthew Molina	Adelante Development Center
Kathleen Cates	LifeROOTS
Clinton Nicely	DFA

AGENDA ITEM 1: CALL TO ORDER

Vice-chair Lisa Dignan called the meeting to order. Due to Chair Larry Maxwell's absence from the meeting, Vice-chair Dignan would Chair the duration of the meeting.

AGENDA ITEM 2: ROLL CALL

Vice-chair Dignan asked Council member Greg Trapp to perform a roll call. With seven council members present, a quorum was established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Vice-chair Dignan then asked all guests and staff members present at the meeting and participating via telephone to introduce themselves at this time.

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Roger Newall moved to approve the June 14, 2017 regular meeting agenda. Council member Estefan Lujan seconded the motion and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF MINUTES OF May 10, 2017

Council member Pam Lillibridge moved to approve the May 10, 2017 regular meeting minutes. Council member Newall seconded the motion, council members Anna Silva and Paul Kippert abstained, and the minutes were approved in a 4-0-2 (Approved – Denied – Abstained) vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD

Mr. Kyle Radford, Horizons of New Mexico, informed the Council that their contract with Horizons of New Mexico as Central Nonprofit Agency of the New Mexico State Use Program had been extended through December 31, 2017.

After discussion, Mr. Radford informed the council that Horizons of New Mexico would make some modifications to the contract authorization form, concerning a breakout of administrative and overhead costs, and send it out to the council members for their review.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

A. New FY18 Contract Renewals

- 1. New Mexico Department of Information Technology and member Adelante; Janitorial Services, FY18 - \$16,715.52, FY17 - \$16,627.92*
- 2. New Mexico Workers' Compensation Administration and member Adelante; Janitorial Services, FY18 - \$41,914.92, FY17 - \$40,859.76*

3. *New Mexico Department of Health Scientific Laboratory Division and member ARCA Business Enterprises; Janitorial Services, FY18 - \$290,635.92, FY17- \$289,916.85*
4. *Mid-Region Council of Governments and member Crystal Clear Maintenance; On-Call Janitorial Services, FY18 - \$2,246.25*
5. *Mid-Region Council of Governments and member Crystal Clear Maintenance; Janitorial Services, FY18 - \$13,477.50, FY17 – Same*
6. *New Mexico Department of Information Technology and member Crystal Clear Maintenance; Janitorial Services, FY18 - \$5,391.00 FY – Same*
7. *New Mexico Department of Game and Fish and member LifeRoots; Janitorial Services, FY18 - \$41,395.68, FY17 – \$42,100.32*
8. *New Mexico Department of Information Technology and member Tobosa Development Services; Lawn Care and Janitorial Services, FY18 - \$5,885.16, FY17 - \$5,605.00*
9. *New Mexico Department of Information Technology and member Tresco; Janitorial Services, FY18 - \$1,237.32, FY17 - \$1,061.52*
10. *New Mexico Department of Game and Fish and member Tresco; Grounds Maintenance, FY18 - \$2,136.45, FY17 – \$1,919.43*
11. *New Mexico Department of Transportation and member Tresco; Janitorial Services, FY18 – \$29,199.57, FY17 – \$28,367.53*

Due to impending abstentions that several council members were anticipated to make, the contract approvals were taken in the following groups:

Council member Trapp moved to approve contracts A2, A3, A4, A5, and A7 as a group. Designee Lujan seconded the motion and the contracts were approved in a unanimous vote by the Council.

Council member Trapp moved to approve contract A1, A6, and A8 as a group. Council member Newall seconded the motion, Designee Lujan abstained, and the contracts were approved in a 5-0-1 vote by the Council.

Council member Newall moved to approve contract A9. Council member Trapp seconded the motion, Designee Lujan and Council member Lillibridge abstained, and the contract was approved in a 4-0-2 vote by the Council.

Council member Newall moved to approve contracts A10 and A11 as a group. Council member Trapp seconded the motion, Council member Lillibridge abstained, and the contracts were approved in a 5-0-1 vote by the Council.

B. FY18 Document Destruction Renewals

1. *New Mexico Children Youth and Families Department and member Adelante; Document Destruction, FY18 - \$333.90, FY17 - \$111.30*
2. *New Mexico Department of Health and member Adelante; Document Destruction, FY18 – \$417.38, FY17 - \$393.75*

3. *Bernalillo County and member Adelante; Document Destruction, FY18 - \$180.86, FY17 - \$170.63*
4. *New Mexico Commission for the Deaf and Hard of Hearing and member Adelante; Document Destruction, FY18 - \$166.95, FY17 - \$78.75*
5. *New Mexico Department of Health and member Adelante; Document Destruction, FY18 - \$416.33, FY17 - \$395.85*

Council member Lillibridge moved to approve contracts B1-B5 as a group. Council member Newall seconded the motion. Council member Dignan abstained, and the contracts were approved in a 6-0-1 vote by the Council.

C. New Contracts \$5,000.00 and Under

1. *Taos County and member Adelante; Document Destruction, FY18 - \$3,260.25*
2. *New Mexico Rehabilitation Center and member Adelante; Document Destruction, FY18 - \$2,047.50*

Council member Kippert moved to approve contracts C1 and C2 as a group. Council member Lillibridge seconded the motion and the contracts were approved in a unanimous vote by the Council.

D. New Contracts over \$5,000.00

(None)

AGENDA ITEM 9: NEW CONTRACTS DIRECTLY DISTRIBUTED UNDER CNA AUTHORITY

1. *Mid-Region Council of Governments and member Adelante; Document Destruction, \$41.74*
2. *San Juan College and member Adelante; Document Destruction, \$97.65*
3. *San Juan College and member Adelante; Document Destruction, \$27.83*
4. *New Mexico Human Services Department and member Adelante; Document Destruction, \$217.27*
5. *New Mexico Taxation and Revenue Department and member Adelante; Document Destruction, \$119.44*
6. *New Mexico Tech Office for Research and Economic Development and member Adelante; Document Destruction, \$27.83*
7. *New Mexico Workforce Connection and member Adelante; Document Destruction, \$136.50*
8. *Cibola County and member Adelante; Document Destruction, \$682.50*
9. *New Mexico Administrative Hearings Office and member Adelante; Document Destruction, \$187.95*
10. *Albuquerque Public School – Del Norte High School and member Adelante; Document Destruction, FY18 - \$486.94*

Vice-Chair Dignan solicited the council for any concerns regarding the contracts that were approved and distributed under CNA authority, pursuant to the direct

distribution policy that was adopted at the April 12, 2017 council meeting. Hearing no objections, all contracts under agenda item 9 were ratified by the Council.

AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There was no approval of added or removed suitable services at this time.

AGENDA ITEM 11: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 12: DISCUSSION OF SUBMINIMUM WAGE AND THE STATE USE PROGRAM

In regards to discussion concerning subminimum wage and its relation to the State Use Program, Council member Trapp stated his intent to hold future public forums in order to solicit comments from the public, which he would report back to the Council at a later date.

AGENDA ITEM 13: DISCUSSION OF SUNSHINE PORTAL AND CONTRACT POSTING

Mr. Radford reported that, per the Council's request at the June 14, 2017 council meeting, Horizons of New Mexico had reviewed the Sunshine Portal website and whether or not State Use Program contracts were being posted on it. He reported that, as of the current meeting date, no State Use contracts had been posted to that website.

Designee Lujan reported that when the original Sunshine Portal Act was enacted, the rules supplied that the contracting agency would be responsible for posting the approved contracts to the site, not Horizons of New Mexico or the Department of Information Technology.

After council discussion, it was decided that Horizons of New Mexico would include language to the contract proposal form that would inform purchasing agencies of their responsibility to post approved contracts to the Sunshine Portal.

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There were no public comments at this time.

AGENDA ITEM 15: COUNCIL DISCUSSION

Regarding contracts that were coming up for renewal, to begin work before the July 2017 council meeting, the Council decided that those contracts would be sent to the Executive Subcommittee for Temporary Chair Approval and then brought back for council ratification at the July 2017 meeting.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS


There were no suggested agenda items for future meetings at this time.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

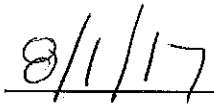
The next council meeting was tentatively scheduled for Wednesday, July 12, 2017 at the New Mexico Commission for Deaf and Hard of Hearing at 1:30 p.m.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned.



Larry Maxwell, Chair



Date