

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

DECEMBER 9, 2020, 1:30 PM

Video Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:33 p.m. MST.

AGENDA ITEM 2: ROLL CALL

Chair Dignan asked Council member Greg Trapp to perform a roll call.

MEMBERS PRESENT

Lisa Dignan	Council Chair, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative (participating remotely via video)
Mark Hayden	Council Vice-Chair, State Purchasing Director (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation Representative (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Eric Chenier	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)

MEMBERS NOT PRESENT

Roger Newall	Council Member, Disabled Veteran
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With eight council members participating remotely via telephone or video at the time of the roll call, a quorum was established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Chair Dignan asked all guests and staff members participating via telephone to introduce themselves at this time.

OTHER PARTICIPANTS

Matt Loehman	Horizons of New Mexico, participating remotely via video
Arturo Soliz	Horizons of New Mexico, participating remotely via video
Kyle Radford	Horizons of New Mexico, participating remotely via video
Marie Richter	Horizons of New Mexico, participating remotely via video
Jessie Shanks	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video

GUESTS

Karla Solaria	New Mexico Office of the Attorney General, participating remotely via video
Kelly Burma	New Mexico Commission for the Blind, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Chris Boston	Tresco, participating remotely via video
Susan Weiss	Disability Rights New Mexico, participating remotely via video
Brian Ortiz	BMO & Associates, participating remotely via telephone
Richard Martinez	New Mexico Division of Vocational Rehabilitation, participating remotely via telephone

AGENDA ITEM 4: APPROVAL OF POSSIBLE CHANGES TO THE ORDER OF THE AGENDA AND DELETION OF AGENDA ITEMS

There were no changes to or deletions from the agenda at this time, and the meeting continued as outlined on the published agenda.

AGENDA ITEM 5: APPROVAL OF THE MINUTES OF OCTOBER 14, 2020

Council member Mark Hayden moved to approve the October 14, 2020 meeting minutes. Council member Pam Lillibridge seconded the motion and the Council voted unanimously to approve the minutes in a roll call vote, with members Dignan, Eli Fresquez, Hayden, Antoinette Holmes, Mike Kivitz, Lillibridge, EricChenier and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

Chair Dignan welcomed Council member Chenier as the new designee for Secretary Romero, Department of Finance and Administration (DFA), and thanked him for his participation.

Chair Dignan then announced that the 2021 New Mexico Council for Purchasing from Persons with Disabilities tentative meeting schedule was nearly finalized and would be discussed later in the meeting during

agenda item 10.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), announced that Council member Newall had been awarded the New Mexico Business Coalition Veteran of the Year Award. He also noted that since Veteran's Day had passed since the last meeting, he wanted to belatedly thank the many veterans who participate in the program for their service to the country.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

*Note: Contracts may have minor adjustments up or down from the dollar amounts listed.

*Note: Please contact Horizons of New Mexico for additional information about any contracts listed on the agenda.

a) New Contracts \$5,000 and Under

1. *City of Albuquerque and member Buddy Check II; Printing Services, Planning Department -- \$4,067.5668*

Council member Hayden moved to approve contract A1. Council member Holmes seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Chenier and Trapp voting yes.

b) New Contracts Over \$5,000

1. *New Mexico Division of Vocational Rehabilitation and member BMO & Associates; Public Relations, Santa Fe -- \$63,298.13*

Council member Trapp moved to approve contract B1. Council member Kivitz seconded the motion, Council member Holmes abstained, and the Council voted to approve the contract in a 7-0-1 (Approve-Deny-Abstain) roll call vote, with members Dignan, Fresquez, Hayden, Kivitz, Lillibridge, Chenier and Trapp voting yes.

2. *San Juan College and member Buddy Check II; Printing Services, Farmington -- \$11,875.50*

Council member Trapp left the meeting at 2:03 p.m., with intention to return to the meeting at a later time. A quorum was still established.

Council member Lillibridge moved to approve contract B2. Council member Hayden seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, and Chenier voting yes.

3. *New Mexico Department of Workforce Solutions and member Tresco; Janitorial Services, New Mexico Workforce Connection, Alamogordo -- \$15,796.44*

Council member Hayden moved to approve contract B3. Council member Lillibridge seconded

the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, and Chenier voting yes.

c) FY21 Renewal Contracts \$5,000 and Under

1. *Taos County and member Buddy Check II; Printing Services, Taos County Assessor: FY20 - \$4,149.78, FY21 - \$4,664.18*

Council member Hayden moved to approve contract C1. Council member Holmes seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, and Chenier voting yes.

d) FY21 Renewal Contracts Over \$5,000

(None)

AGENDA ITEM 9: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *Los Alamos Public Schools and member Adelante Development Center; Document Destruction Services, Los Alamos --- \$257.19*
2. *New Mexico Department of Aging and Long Term Services and member Adelante Development Center; Document Destruction Services, Santa Fe, Albuquerque--- \$144.07*
3. *New Mexico Department of Cultural Services and member Adelante Development Center; Document Destruction Services, Albuquerque--- \$200.82*
4. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services, Santa Fe--- \$149.06*
5. *New Mexico Medical Board and member Adelante Development Center; Document Destruction Services, Santa Fe-- \$241.81*
6. *Public Employees Retirement Association of New Mexico and member Adelante Development Center; Document Destruction Services, Santa Fe---\$620.69*
7. *Taos County and member Adelante Development Center; Document Destruction Services, Emergency Management Services, Taos--- \$280.10*
8. *Taos County and member Adelante Development Center; Document Destruction Services, Finance Department, Taos-- \$1,846.01*
9. *City of Albuquerque and member Buddy Check II; Printing Services, Parks and Recreation Department---\$1,432.74*
10. *City of Albuquerque and member Buddy Check II; Printing Services, Planning Department -- \$2,250.83*
11. *San Juan College and member Buddy Check II; Printing Services, Farmington-- \$346.50*

12. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Albuquerque Bio Park*\$321.91
13. *City of Albuquerque and member Crystal Clear Maintenance; Waste Management Department -- \$430.86*
14. *New Mexico Commission for the Blind and member Crystal Clear Maintenance; Janitorial Services, Albuquerque --- \$1,410.94*
15. *City of Albuquerque and member DigiPros; Printing Services, Parks and Recreation Department \$303.64*
16. *City of Albuquerque and member DigiPros; Printing Services, Human Resources Department -- \$428.93*
17. *City of Albuquerque and member DigiPros; Printing Services, Parks and Recreation Department -- \$1,029.80*
18. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Senior Affairs -- \$573.28*
19. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department -- \$297.50*
20. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department CACU Advocate -- \$325.91*
21. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department ATC -- \$353.35*
22. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department RMTC -- \$359.72*
23. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department -- \$383.78*
24. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department PRTCC -- \$423.30*
25. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department SW Area Command -- \$1,208.97*
26. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department Policy Academy -- \$1,588.38*
27. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department SE Area Command -- \$1,588.63*
28. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department SE Area Command -- \$1,588.63*
29. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department Valley Area Command -- \$1,812.95*
30. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department Valley Area Command -- \$1,812.95*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Development Disabilities Supports Division: FY 20 -- \$852.03, FY 21 -- \$907.27*

c) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need, or in Cases of State or National Emergency

1. *San Juan College and member Buddy Check II; Printing Services, Farmington -- \$3,502.13*
2. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Mayor's Office -- \$3,812.54*
3. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department NW Area Command -- \$3,432.32*
4. *New Mexico Department of Homeland Security and Emergency Management Services and member Unlimited Office Management Systems; Decontamination, Sanitization and Sterilization Services, Main Department Office, Santa Fe -- \$10,654.67*
5. *New Mexico Department of Homeland Security and Emergency Management Services and member Unlimited Office Management Systems; Decontamination, Sanitization and Sterilization Services, Main Department Office, Santa Fe -- \$10,654.67*

AGENDA ITEM 10: DISCUSSION AND APPROVAL OF MEETING DATES FOR 2021

- January 6
- February 3
- March 3
- April 7
- May 5
- June 2
- June 23
- July 7
- August 4
- September 1
- October 6
- November 3
- December 1

After discussion, Chair Dignan announced that she would send out revised meeting dates to the Council.

AGENDA ITEM 11: REPORT ON NEW MEXICO STATE ETHICS COMMISSION’S OPINION REGARDING THE GOVERNMENT CONDUCT ACT

Council member Hayden then informed the Council of the interim opinion from the New Mexico Ethics Commission, regarding the Government Conduct Act. He outlined that the Commission advised that the Council could (1) amend its rules to eliminate Council votes on individual contract awards; (2) amend its rules to require conflicted Council members to recuse from votes affecting their financial interests; or (3) suggest amendments to the Act that would subject the Council’s contract award decisions to the Procurement Code’s conflict-of-interest provisions.

The Council discussed various ways in which the Government Conduct Act had been addressed in the past – CRP representative members abstaining from voting on contracts involving their CRPs, CRP representative members not participating in executive positions within the Council such as the Executive Subcommittee – and how it might be followed moving forward.

At this time, 2:28 p.m., Council member Trapp rejoined the meeting.

Chair Dignan stated that the Executive Committee would review the Council’s bylaws for the inclusion of a conflict-of-interest policy and bring their findings back to the full Council for review, in addition to further discussion about this issue.

AGENDA ITEM 12: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 13: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was none at this time.

AGENDA ITEM 14: INSPECTION OF PUBLIC RECORDS ACT TRAINING, KARLA SOLORIA

Ms. Karla Soloria, New Mexico Office of the Attorney General, presented an inspection of public records act training at this time, as requested by the Council. The Council thanked Ms. Soloria for her thorough presentation.

AGENDA ITEM 15: COUNCIL DISCUSSION

Council member Trapp informed the Council that member business Crystal Clear Maintenance had successfully fixed damage resulting from an electrical fire at the New Mexico Commission for the Blind, and thanked the business for their work and participation as a New Mexico State Use Program partner.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Further discussion regarding the New Mexico Ethics Commission’s opinion on the Government Conduct Act, inspection of the Council’s conflict-of-interest policy, and discussion about who should function as the Council’s records custodian were all suggested as agenda items for future meetings.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was tentatively scheduled for Wednesday, January 6, 2021, at 1:30 p.m. MST, to take place remotely via video conference.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned at 3:12 p.m.

Lisa Dignan

Lisa Dignan, Chair

2.18.2021

Date