

Official Draft

NEW MEXICO COUNCIL FOR PURCHASING  
FROM PERSONS WITH DISABILITIES

REGULAR MEETING

November 13, 2018, 1:30 PM

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

**AGENDA ITEM 1: CALL TO ORDER**

Vice-Chair Lisa Dignan called the meeting to order at 1:41 p.m. MDT.

**AGENDA ITEM 2: ROLL CALL**

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

**MEMBERS PRESENT**

Larry Maxwell	Council Member Chairman, State Purchasing Director Representative (participated remotely via telephone)
Lisa Dignan	Council member, New Mexico Commission for Deaf and Hard of Hearing Representative
Gregg Trapp	Council member, New Mexico Commission for the Blind Representative
Paul Kippert	Designee, Council member Secretary Rodriguez (DFA) (participated remotely via telephone)
Roger Newall	Council Member, Disabled Veteran
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (arrived at 1:46 p.m.)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone; joined meeting at 1:55 p.m.)
Anna Silva	Designee, State Purchasing Director (participated remotely via telephone; joined meeting at 2:27 p.m.)

With five council members present or participating at the time of the roll call, a quorum was not established, and the Council moved to discuss non-action agenda items.

**AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF**

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

**OTHER PARTICIPANTS**

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

#### GUESTS

Brian Ammerman,	Adelante Development Center
Michael Davenport	Adelante Development Center
Matthew Molina,	LifeROOTS
Kathleen Cates,	LifeROOTS
Ernie Byers,	Discount Printing and Mailing (participated remotely via telephone)

#### **AGENDA ITEM 4: APPROVAL OF AGENDA**

The approval of the agenda was delayed until a quorum could be reached.

At the time when a quorum was established, Council member Roger Newall moved to approve the agenda for the November 13, 2018 council meeting. Council member Larry Maxwell seconded the motion, and the agenda was approved in a unanimous vote by the Council.

#### **AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF OCTOBER 10, 2018**

The approval of the minutes was delayed until a quorum could be reached.

At the time when a quorum was established, Council member Pam Lillibridge moved to approve the October 10, 2018 regular meeting minutes. Council member Newall seconded the motion, Council member Mike Kivitz abstained, and the minutes were approved in a 6-0-1 (Approve – Deny – Abstain) vote by the Council.

#### **AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL**

Council member Larry Maxwell informed that the Council had extended its contract with Horizons of New Mexico to continue to function as the Central Nonprofit Agency for the New Mexico State Use Program. He added that the contract had been renewed and extended through 2028 consistent with state law.

Council member Maxwell then informed that he would be retiring at the end of the current calendar year, and that this meeting would be his last with the Council. He added that Ms. Anna Silva would remain in her position as the position's designee for the foreseeable future, even after the new state purchasing representative was appointed.

Council member Maxwell announced that Horizons of New Mexico's parent company, TIBH Industries, Inc., had changed its name to WorkQuest.

Council member Mike Kivitz joined the meeting at this time (1:46 p.m. MDT).

## **AGENDA ITEM 7: ELECTION OF OFFICERS**

The election of officers was delayed until a quorum could be reached.

At the time when a quorum was established, the Council moved to elect the positions of Chair, Vice Chair and Secretary.

Council member Trapp nominated Council member Lisa Dignan to the position of Chair upon Council member Maxwell's retirement. Council member Kivitz seconded the motion and Council member Dignan was elected to the position of Chair in a unanimous vote by the Council.

Council member Maxwell nominated Council member Anna Silva to the position of Vice Chair. Council member Dignan seconded the motion and Council member Silva was elected to the position of Vice Chair in a unanimous vote by the Council.

Council member Roger Newall moved to nominate Council member Trapp to the position of Secretary. Council member Kivitz seconded the motion and Council member Trapp was re-elected to the position of Secretary in a unanimous vote by the Council.

## **AGENDA ITEM 8: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN**

Mr. Matt Loehman, Horizons of New Mexico (Horizons), announced that he had been acting as the Executive Director of Horizons for six months, and thanked the Council and his support team for the opportunity.

Mr. Loehman then announced that Horizons held a member training in October and that it was a largely successful event that saw 15 attendees from various member programs. He thanked Council member Dignan for participating in that event.

Lastly, Mr. Loehman informed that the Horizons would be implementing an updated website in an attempt to increase efficiency to member organizations and program customers alike.

Council member Pam Lillibridge joined the meeting at this time (1:55 p.m. MDT), establishing a quorum, and the Council moved to act on all agenda items that had previously been delayed.

## **AGENDA ITEM 9: APPROVAL OF SERVICE CONTRACTS**

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

### **a) New Contracts \$5,000 and Under**

(None)

### **b) New Contracts Over \$5,000**

1. *New Mexico Department of Transportation and member Adelante Development Center; Document Imaging – \$6,653.81*

Council member Lillibridge moved to approve contract B1. Council member Newall seconded the motion, Council member Kivitz abstained, and the contract was approved in a 6-0-1 (Approved-Denied-Abstained) vote by the Council.

2. *San Juan College and member Discount Printing and Mailing; Printing Services – \$23,617.08*

Council member Maxwell moved to approve contract B2. Council member Lillibridge seconded the motion, and the contract was approved in a unanimous vote by the Council.

3. *New Mexico Children Youth and Families Department and member LifeRoots; Janitorial Services and Grounds Maintenance – \$926,795.64*

After discussion, Council member Maxwell moved to approve contract B3. Council member Kivitz seconded the motion, Council member Kippert abstained, and the contract was approved in a 6-0-1 vote by the Council.

**c) FY19 Renewal Contracts \$5,000 and Under**

(None)

**d) FY19 Renewal Contracts Over \$5,000**

(None)

**AGENDA ITEM 10: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY**

**a) New Service Contracts Directly Distributed Under CNA Authority**

1. *Albuquerque Public Schools and member Adelante Development Center; Document Destruction Services - \$14.15*
2. *Albuquerque Public Schools and member Adelante Development Center; Document Destruction Services - \$52.68*
3. *New Mexico Children Youth and Families Department and member Adelante Development Center; Document Destruction Services - \$1,260.00*
4. *New Mexico Crime Victims Reparation Commission and member Adelante Development Center; Document Destruction Services - \$31.82*
5. *New Mexico Environmental Department and member Adelante Development Center; Document Imaging - \$391.28*

6. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$84.90*
7. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – 240.55*
8. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$463.10*
9. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services - \$96.96*
10. *New Mexico Department of Transportation and member Adelante Development Center; Repairs - \$442.00*
11. *New Mexico Department of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$566.16*
12. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services - \$222.71*
13. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services - \$413.72*
14. *New Mexico Supreme Court and member Adelante Development Center; Document Destruction Services - \$347.98*
15. *New Mexico Tax & Revenue Department and member Adelante Development Center; Document Destruction Services - \$339.60*
16. *Valencia County and member Adelante Development Center; Document Destruction Services - \$56.60*
17. *City of Albuquerque and member Crystal Clear Maintenance; Carpet Cleaning Services - \$51.20*
18. *New Mexico Department of Health member Top Tier Movers; Moving Services - \$395.06*

Mr. Loehman announced that contracts 8 and 13 were incorrectly recorded to the listing of contracts distributed directly under CNA authority.

**b) FY19 Renewal Service Contracts Directly Distributed Under CNA Authority**

(None)

**c) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need**

(None)

**AGENDA ITEM 11: REVIEW OF PREVIOUSLY APPROVED SUITABLE SERVICES**

1. ADA Accessibility Consulting Services (approved)
2. Bulk Mailing and Sorting (approved)
3. Botanical Services (approved)
4. Call Center Services (approved)

5. Vehicle Washing (approved)
6. Clerical Data Entry (approved)
7. Computer Refurbishing (tabled)
8. Corporate Background Checks (permissive)
9. Courier Services (approved)
10. Debris Removal (approved)
11. Dishwashing Services (approved)
12. Document Imaging (approved)
13. Document Shredding (approved)
14. Greeting Services (approved)
15. Employment Support Services (excluded)

Council member Dignan informed that previously approved suitable services 1 through 15, listed above, were discussed and acted upon at the last meeting, and that those services were included on this list so that member organizations that provide those services would have time to attend the current meeting to comment on them. She added that none of those member organizations were here, so the Council should move forward with the services discussed below.

Council member Kivitz clarified that the services reflected in this agenda item are not the entire amount of services that were previously approved as suitable or provided through Horizons, and that the minutes from previous meeting outline that we are taking services in groups at a time, and separated by permissive and excluded, not all at once.

Council member Anna Silva joined the meeting at this time (2:27 p.m. MDT).

The council moved to continue discussion on Computer Refurbishment as a proposed suitable service. Council member Newall moved to alter the definition of Computer Refurbishment to include the phrase "Restore and or Refurbish" in the title of the service, and to replace the word "appearance" with "functionality" in the definition. Council member Trapp seconded the motion, Council member Kippert and Kivitz abstained, and the service was approved as updated in a unanimous vote by the Council.

The council then moved on to discuss the remaining previously approved suitable services, as listed below:

16. Envelope Stuffing (approved)

17. Event Planning

Council member Kivitz motioned to remove the second appearance of the word "convention" that arises in the definition of Event Planning. Council member Newall seconded the motion, Council member Kippert abstained, and Event Planning was approved as updated in a 6-0-1 vote by the Council.

18. General Labor

After discussion, approval of General Labor as was tabled until the next council meeting.

19. Geo-Coding

Council member Trapp moved to remove Geo-Coding from the list of suitable services available through the State Use Program. Council member Kippert seconded the motion, and the service was removed in a unanimous vote by the Council.

20. Hard Drive Destruction

Council member Newall moved to include the word “Physical” in front of Hard Drive Destruction. Council member Kippert seconded the motion and the service was approved as updated in a unanimous vote by the Council.

21. Independent Living Skills Training

Council member Kivitz moved to remove Independent Living Skills Training from the list of suitable services available through the State Use Program. Council member Newall seconded the motion, and the service was removed in a unanimous vote by the Council.

22. Landscape Irrigation

Council member Trapp moved to include the word “Irrigation” to the beginning of Landscape Irrigation. Council member Newall seconded the motion, and the service was approved as updated in a unanimous vote by the Council.

23. IT – Web Training

After discussion, approval IT Web Training was tabled until Council member Estevan Lujan could provide insight on its relevance and appropriateness to the State Use Program.

24. IT – Web Training Development

After discussion, approval IT Web Training Development was tabled until Council member Estevan Lujan could provide insight on its relevance and appropriateness to the State Use Program.

25. Janitorial and Housekeeping Services (approved)

**AGENDA ITEM 12: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

Due to the fact that the council approved the discussed suitable services as necessary during agenda item 11, this agenda item was skipped.

**AGENDA ITEM 13: APPROVAL OF 2018 NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES ANNUAL REPORT**

After discussion, Council member Trapp moved to approve the 2018 New Mexico Council for Purchasing from Persons with Disabilities Annual Report as presented to the Council, authorizing the Executive Committee to make minor changes before final approval.

Council member Kivitz seconded the motion and the 2018 Annual Report was approved in a unanimous vote by the Council.

**AGENDA ITEM 14: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 15: OPEN PUBLIC FORUM AND PUBLIC COMMENTS**

There was no public comment at this time.

**AGENDA ITEM 16: COUNCIL DISCUSSION**

There was no council discussion at this time.

**AGENDA ITEM 17: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

Council member Dignan stated that previously discussed and tabled suitable services would be placed on the agenda for the next council meeting.


**AGENDA ITEM 18: DATE AND LOCATION OF NEXT MEETING**

The next regular Council meeting was tentatively scheduled for Wednesday, December 12, 2018 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

**AGENDA ITEM 19: ADJOURN**

With no further business, the meeting was adjourned at 3:45 p.m. MDT.

  
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Lisa Dignan, Chair

  
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Date