

Official Draft

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES Regular Meeting

January 10, 2018, 9:30 a.m.

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 9:32 a.m. MST.

AGENDA ITEM 2: ROLL CALL

Vice-Chair Dignan, acting as Chair for the duration of the meeting, performed a roll call.

MEMBERS PRESENT

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

With eight council members present or participating via telephone, a full quorum was established.

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

Kyle Radford	Horizons of New Mexico
Arturo Soliz	Horizons of New Mexico
Marie Richter	Horizons of New Mexico (participated remotely via telephone)
Taylor McBride	Horizons of New Mexico (participated remotely via telephone)
Patricia Adams	New Mexico Commission for the Blind (participated remotely via telephone)

GUESTS

Matt Lohman	Public Guest
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AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Paul Kipper moved to approve the agenda for the January 10, 2018 council meeting. Council member Mike Kivitz seconded the motion and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF DECEMBER 13, 2017

Council member Larry Maxwell noted that, due to his absence from the December 13, 2017 council meeting, Ms. Anna Silva would vote in his place for the approval of the December minutes.

Council member Roger Newall moved to approve the December 13, 2017 regular meeting minutes. Council member Kivitz seconded the motion and the minutes were approved in a unanimous 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 Horizons of New Mexico was in the beginning stages of hiring a full-time employee in the position of Executive Director, and that he would give an update about that process at the next Council meeting.

Mr. Radford also stated that Horizons was looking into updating their marketing initiatives and would update the Council as those initiatives were implemented.

Mr. Radford then presented a one-page fact sheet about the New Mexico State Use Program to the Council, for their review. Council member Kivitz thanked Mr. Radford for putting the information together, and added that he would like to see the number of people with disabilities served, number of individuals with disabilities participating in the Program, and wages paid to those individuals added to the page. Council member Newall agreed with Council member Kivitz and added that the total number of contracts should be added to the page as well.

Council member Pam Lillibridge added that the fact-sheet should include personal stories of individuals that utilize the program.

AGENDA ITEM 8: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, KYLE RADFORD

Mr. Radford reviewed the Quarterly Report for the October 2017 through December 2017 reporting period. He announced that the Council had approved 13 contracts, employing 59 individuals with disabilities or creating 59 opportunities for employment, at a contract value of more than \$280,000.00 for that period. He added that 32 new contracts had been approved under Central Nonprofit Agency (CNA) authority for a total of more than \$5,000.00.

AGENDA ITEM 9: DISTRIBUTION OF 2017 ANNUAL REPORT PURSUANT TO 13-1C-5(B) NMSA 1978, LARRY MAXWELL

Chair Dignan announced that the 2017 Annual Report had been completed and that as the official Council Chair, Council member Maxwell would need to sign that report and return it to Mr. Radford for final dispersal to the Council and the public.

Council member Trapp informed the Council that the report was required to be distributed to the legislature, the governor and each community rehabilitation program taking part in the New Mexico State Use Program 180 days after the close of the fiscal year. He noted that, following that rule, January 24, 2018 was the deadline for distribution to those various entities.

The Council decided that Council member Maxwell would distribute the report to the legislature and the governor, and that Horizons would distribute the report to Horizons members, as well as make it available on the Horizons website.

AGENDA ITEM 10: APPOINTMENT OF MEMBERS PURSUANT TO 13-1C-4 NMSA 1978, LARRY MAXWELL

Council member Maxwell announced that he, Council member Kippert and Council member Estevan Lujan would meet to discuss the reappointment of Council members Trapp, Dignan, Lillibridge and Newall, and report back about those reappointments and the methodology with which they would be enacted at the next council meeting.

AGENDA ITEM 11: ELECTION OF OFFICERS

After confirming that the term limit for officers was one year, Council member Newall moved to reappoint the current office holders in their respective roles, with Council member Maxwell as Chair, Council member Dignan as Vice-Chair, and Council member Trapp as Secretary. Council member Kippert seconded the motion and the officers were reelected to their positions in a unanimous vote by the Council.

AGENDA ITEM 12: APPROVAL OF RECORDS CUSTODIAN

Council member Trapp informed the Council that Section 14-2-7 Designation of Custodian and Duties provided that the Council needed to designate at least one custodian of public records, and suggested that the State Purchasing Department (SPD) and Horizons of New Mexico be jointly appointed in that role. He clarified that under this partnership, SPD would maintain the official and original procurement records for the Program and Horizons would maintain the official records of the Council, such as council meeting minutes and individual contract procurement records.

Council member Kivitz moved to approve a partnership between the State Purchasing Department and Horizons of New Mexico as official records custodian for the Council. Council member Newall seconded the motion, Council member Maxwell abstained, and the motion was approved in a 6-0-1 (Approved-Denied-Abstention from Council member Maxwell) vote by the Council.

AGENDA ITEM 13: APPROVAL OF SERVICE CONTRACTS

- a) New FY 18 Contracts \$5,000 and Under
(None)

- b) New FY 18 Contracts Over \$5,000
(None)

- c) New FY18 Contracts Granted Tentative Chair Approval
(None)

AGENDA ITEM 14: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

- a) New Service Contracts Directly Distributed Under CNA Authority
 - 1. *Crime Victims' Reparation Commission and member Adelante Development Center; Document Destruction Services - \$27.83*
 - 2. *El Camino Real Housing Authority and member Adelante Development Center; Document Destruction Services - \$111.28*
 - 3. *New Mexico Department of Health and member Ade/ante Development Center; Document Destruction Services - \$1,463.18*

Mr. Radford informed the Council that three contracts had been distributed under the authority of Horizons of New Mexico as the Central Nonprofit Agency.

- b) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need
(None)

AGENDA ITEM 15: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

- I. IT -Network and Database Management

2. IT -Security Services

Council member Lujan reported that, as per a discussion with Council member Darryl Ackley, the two proposed services were similar enough to the six services already listed as excluded by the Council that they should be listed as excluded as well.

Chair Dignan asked Council member Lujan's thoughts on possibly listing the two services as permissible, due to the fact that several Horizons members had the capability to perform them. He responded that he would discuss the possibility with Council member Ackley and report back at the next council meeting.

After discussion, Council member Kippert moved to reserve the approval of those two services for the next Council meeting. Council member Maxwell seconded the motion and the motion was approved in a unanimous vote by the Council.

AGENDA ITEM 16: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 17: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There were no public comments at this time.

AGENDA ITEM 18: COUNCIL DISCUSSION

After discussion, the Council decided not to hold a meeting during the month of February 2018, and would resume meeting in March 2018.

AGENDA ITEM 19: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

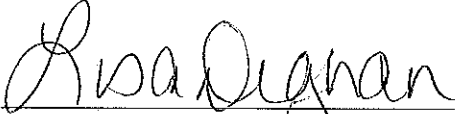
The approval of the two tabled IT services as permissible, legislative updates, and a review of the listed excluded services for their potential to instead be listed as permissible were all suggested as agenda items for the next Council meeting.

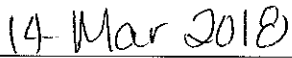
AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING

The next Council meeting was scheduled for Wednesday, March 14, 2018 at 1:30 p.m. MST, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 21: ADJOURN

With no further business, the meeting was adjourned at 10:34 a.m. MST.


Larry Maxwell – Chairman


Date