

Official Draft

NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES

MEETING OF THE COMMITTEE OF THE WHOLE

March 13, 2019, 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

Chair Lisa Dignan called the meeting to order at 1:31 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

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

MEMBERS PRESENT

Lisa Dignan	Council Chair, New Mexico Commission for Deaf and Hard of Hearing Representative
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative
Anna Silva	Council Member, Interim State Purchasing Director (participated remotely via telephone; joined at 1:46 p.m.)
Roger Newall	Council Member
Antoinette Holmes	Council member, Division of Vocational Rehabilitation Representative
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)

MEMBERS NOT PRESENT

Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Paul Kippert	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Olivia Padilla-Jackson
Philip Bachicha	Council Member, Designee for Department of Information Technology (DoIT) Secretary Vincent Martinez

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

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

OTHER PARTICIPANTS

Matthew Loehman	Horizons of New Mexico
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

AGENDA ITEM 4: APPROVAL OF AGENDA

Due to a lack of quorum, the approval of the March 13, 2019 agenda was delayed until the April 2019 regular meeting.

AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF FEBRUARY 13, 2019

Due to a lack of quorum, the approval of February 13, 2019 regular meeting minutes was delayed until the April 2019 regular meeting.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

Chair Dignan announced that the Governor had appointed Secretary Olivia Padilla-Jackson, Department of Finance and Administration, and Vincent Martinez, Department of Information Technology, to fill the two governor-appointed council positions that are required to be filled by state agency representatives “that purchase significant amounts of goods and services from the private sector, or their designees.”

Chair Dignan then informed the Council that she had, under authorization outlined in Article 4 of the Council’s bylaws, established an ad hoc committee, comprised of council members Paul Kippert, Anna Silva, Greg Trapp and herself, to look into a potential legal issue involving one of the CRPs and make recommendations to the Council about how to proceed.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), updated the Council about the marketing efforts Horizons was making to expand throughout New Mexico. He noted that he had visited Farmington and Mr. Arturo Soliz, Horizons, visited Las Cruces to meet with possible purchasing entities that he felt would be beneficial to the New Mexico State Use Program’s future growth.

Mr. Loehman announced that Council member Roger Newall had invited him to present to the New Mexico Veteran Business Advocates, an organization that Council member Newall was a member of and that Mr. Loehman had met with in December 2018. Mr. Loehman thanked Council member Newall for his invitation, especially as disabled veteran-owned businesses were a key demographic Horizons would engage in its attempts to increase growth.

Mr. Loehman then informed the Council that Horizons would no longer be providing services for City of Albuquerque libraries, but that Horizons would have the opportunity to resubmit a price proposal to perform those services when a new contract was solicited. He added that Horizons hoped to develop a better relationship with the City's libraries in October when the new price proposal would be submitted.

Mr. Loehman stated that he continued to monitor legislation that might possibly affect the Program, especially legislation that related to minimum wage rules and regulations.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

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

Due to a lack of quorum, the approval of service contracts was delayed until the April 2019 regular meeting.

a) New Contracts \$5,000 and Under

- 1. New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services - \$1,705.20*
- 2. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$3,993.81*
- 3. San Miguel County and member Adelante Development Center; Document Destruction Services - \$4,709.27*

b) New Contracts Over \$5,000

- 1. New Mexico Department of Public Safety and member Adelante Development Center; Document Imaging - \$45,803.52*
- 2. New Mexico Department of Tourism and member Adelante Development Center; Mailing Services - \$12,576.05*

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

(None)

d) FY19 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. Mid-Region Council of Governments and member Adelante Development Center; Document Destruction Services - \$73.13*
- 2. New Mexico Children Youth and Families Department and member Adelante Development Center; Document Destruction Services - \$113.24*

3. *New Mexico Children Youth and Families Department and member Adelante Development Center; Document Destruction Services - \$541.11*
4. *New Mexico Children Youth and Families Department and member Adelante Development Center; Document Destruction Services - \$1,166.05*
5. *New Mexico Department of Game & Fish member Adelante Development Center; Document Destruction Services – \$56.62*
6. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services - \$95.45*
7. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services - \$299.04*
8. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$184.01*
9. *New Mexico Department of Workforce Solutions and member Adelante Development Center; Document Destruction Services - \$17.22*
10. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services - \$70.77*
11. *New Mexico Workforce Connection and member Adelante Development Center; Document Destruction Services - \$73.13*
12. *New Mexico Supreme Court and member Adelante Development Center; Document Destruction Services - \$503.28*
13. *Rio Metro Transit District and member Adelante Development Center; Document Destruction Services - \$73.13*
14. *San Juan College and member Adelante Development Center; Document Destruction Services - \$48.86*
15. *New Mexico Department of Game & Fish and member Discount Printing & Mail; Printing Services - \$1,298.06*
16. *San Juan College and member Greetings, Etc.; Printing Services - \$408.75*

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 10: APPROVAL OF REQUEST FOR LEGAL REPRESENTATION OF THE NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES BY THE NEW MEXICO ATTORNEY GENERAL

Council member Anna Silva joined the meeting by telephone at this time, 1:46 p.m.

Council member Trapp informed the Council that they had the option of requesting legal representation from the Attorney General’s Office, to attend meetings and advise the Council on compliance and other legal issues that might arise. He added that with the new Council members and leadership positions that had recently been filled, it would be appropriate to consider making that request to get legal representation should the need arise.

Council members Newall, Lillibridge, Holmes, Silva and Dignan all voiced their agreement that having that resource and representation would be beneficial to the Council, and Chair Dignan announced that the agenda item would be carried over to the April 2019 meeting agenda for Council approval. Council member Trapp responded that it would be within Chair Dignan's authority to make that request without a full Council approval, to which Chair Dignan responded that she would move forward with making that request.

AGENDA ITEM 11: DISCUSSION OF WHETHER COUNCIL MEMBERS SHOULD FILE FINANCIAL DISCLOSURE FORMS WITH THE SECRETARY OF STATE PURSUANT TO THE FINANCIAL DISCLOSURE ACT, OR SHOULD OTHERWISE PUBLICALLY DISCLOSE POTENTIAL AREAS OF FINANCIAL CONFLICTS

Council member Trapp reviewed the history of the New Mexico State Use Program as it has related to the Governmental Conduct and Financial Disclosure Acts, and suggested that the Council could consider submitting financial disclosure statements in the interest of ensuring that the Council remains as transparent and accountable as possible.

After discussion, Chair Dignan agreed that it would be important for the Council to be as transparent as possible about any conflicts of interest that could arise. She added that the Council would solicit advice and guidance from the representative of the Attorney General's Office before taking any action on the issue, when that request was made.

AGENDA ITEM 12: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

Due to a lack of quorum, approval of added and removed suitable services was delayed until the April 2019 regular meeting.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no public forum and comment at this time.

AGENDA ITEM 15: COUNCIL DISCUSSION

Council member Trapp mentioned his concern about the 14(c) issue. He said the Council needs to examine the issue to make sure that contracts are compliant with all applicable laws and regulations.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Compliance with 14(c) subminimum wage rules and regulations, the presentation of the CNA quarterly report, and the review of WorkQuest audited financial statements were all suggested as future meeting agenda items.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

The next regular Council meeting was tentatively scheduled for Wednesday, April 10, 2019 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned at 2:22 p.m. MDT.

Lisa Dignan
Lisa Dignan, Chair

10 Apr 2019
Date