

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES Regular Meeting

May 11, 2016, 1:00 P.M.

Sheraton Albuquerque Uptown Hotel
2600 Louisiana Blvd., NE
Albuquerque, New Mexico 87110

MEMBERS PRESENT

Larry Maxwell	Council Chair, State Purchasing Director Representative
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative
Lisa Dignan	Council Member, New Mexico Commission for the Deaf and Hard of Hearing Representative
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Paul Kippert	Designee, Council Member for Secretary Tom Clifford (DFA)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Roger Newall	Council Member, City of Albuquerque Representative

MEMBERS NOT PRESENT

Secretary Darryl Ackley	Council Member, Department of Information Technology Representative
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OTHER PARTICIPANTS

Pamela June	Horizons of New Mexico
Wendell Williams	Horizons of New Mexico (participated remotely via telephone)
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)
Kyle Radford	Horizons of New Mexico

GUESTS

Anna Silva	State Purchasing
Laura Banks	Public Observer
Brian Ammerman	Adelante
Anna Otero Hatenaka	TIBH

AGENDA ITEM 1: CALL TO ORDER

Chairman Larry Maxwell called the meeting to order.

AGENDA ITEM 2: ROLL CALL

Chair Maxwell asked Council member Greg Trapp to perform a roll call. With four council members present, the council lacked the number of members necessary to fulfill a quorum and continued with non-action agenda items.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

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

AGENDA ITEM 4: APPROVAL OF AGENDA

The approval of agenda was delayed until a quorum could be reached at a later time during the meeting.

At the point in time when a quorum was reached, Council member Lisa Dignan moved to approve the May 11, 2016 regular meeting agenda. Council member Mike Kivitz seconded the motion and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF MINUTES OF APRIL 20, 2016 MEETING

The approval of the April 20, 2016 meeting minutes was delayed until a quorum could be reached at a later time during the meeting.

At the point in time when a quorum was reached, Council member Roger Newall moved to approve the April 20, 2016 regular meeting minutes. Council member Pam Lillibridge 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, PAMELA JUNE

Ms. Pamela June reported that Horizons of New Mexico was in the middle of certifying and recertifying new and existing Horizons members, and that the process would likely continue on into June.

AGENDA ITEM 8: APPROVAL OF SERVICES CONTRACTS

Approval of service contracts was delayed until a quorum could be reached at a later time during the meeting.

A. NEW SERVICE CONTRACTS THAT RECEIVED TEMPORARY CHAIR APPROVAL

- 1. Human Services Department (HSD) & Adelante Aspen Batch Mail & Print Services, \$3,169,117.00 Annually, (4 Year Contract).*

At the point in time when a quorum was reached, Council member Lillibridge moved to ratify the temporary chair approval awarded to contract A1 at the previous council meeting. Council member Dignan seconded the motion, Council member Kivitz abstained, and the contract was ratified and approved in a 5-0-1 (Approved – Denied – Abstained) vote by the Council.

B. NEW SERVICE CONTRACTS – \$5000 or Less

None

C. NEW SERVICE CONTRACTS – More than \$5000

Council member Paul Kippert arrived at the meeting during the discussion of new service contracts, making the council two members short of a quorum.

1. Dona Ana County and Tresco, Inc., Janitorial Services, \$37,054.69.

Hearing no discussion from the present council members, Chair Maxwell granted temporary chair approval to contract C1, to be reviewed and ultimately approved at the next council meeting.

Council member Mike Kivitz arrived at the meeting following discussion of contract C1 and Council member Pam Lillibridge joined by telephone, allowing the Council to achieve a full quorum at this time.

Chair Maxwell directed the Council back to agenda item 4 to begin discussion on action items.

At the conclusion of taking action on all preceding agenda items, Council member Kippert motioned to withdraw the temporary chair approval awarded to contract C1, in order for the full Council to vote on it. Council member Kivitz seconded the motion, Council member Lillibridge abstained and temporary chair approval was withdrawn in a 5-0-1 vote by the Council.

Council member Dignan then moved to approve contract C1. Council member Trapp seconded the motion, council member Lillibridge abstained, and the contract was approved in a 5-0-1 vote by the Council.

2. New Mexico Department of Game & Fish and Greetings Etc., Inc., Printing Services, \$12,290.14.

Council member Lillibridge moved to approve contract C2. Council member Kivitz seconded the motion, Council member Kippert abstained, and the contract was approved in a 5-0-1 vote by the Council.

3. *New Mexico Game and Fish and Action One, Janitorial Services, \$42,055.80.*

Council member Roger Newall moved to approve contract C3. Council member Kippert seconded the motion and the contract was approved in a unanimous vote by the Council.

AGENDA ITEM 9: REVIEW OF SUITABLE SERVICES

There was no review of suitable services at this time.

AGENDA ITEM 10: APPROVAL OF ADDED AND/OR REMOVED SUITABLE SERVICES

- A. Film Production
- B. Photography
- C. Medical Billing

Council member Kippert moved to approve Film Production, Photography, and Medical Billing as acceptable services to be provided under the State Use Act. Council member Newall seconded the motion.

Council member Dignan disagreed with the motion, stating that she would feel more comfortable allowing Film Production and Photography to be included in the Permissive Category of services offered under the State Use act. Council member Trapp agreed.

In a council vote, Council members Lillibridge, Kippert, and Newall voted to approve Film Production, Photography and Medical Billing as acceptable services to be provided under the State Use Act, as a group. Council members Trapp, Kivitz, Dignan and Chair Maxwell voted to deny the services, and the original motion failed in a 3-4-0 vote by the Council.

Council member Kivitz then moved to approve Film Production as an acceptable service, under the Permissive category, to be provided under the State Use Act. Council member Kippert noted his long-standing objection to the Permissive Category of services. Council member Dignan seconded the motion, Council members Newall and Kippert voted in the negative, and Film Making was approved as an acceptable permissive service to be offered under the State Use Act in a 4-0-2 vote by the Council.

Council member Dignan moved to approve Photography as an acceptable service, under the Permissive category, to be provided under the State Use Act. Council member Newall seconded the motion, Council members Kippert and Lillibridge voted in the negative, and Photography was approved as an acceptable permissive service to be offered under the State Use Act in a 4-0-2 vote by the Council.

Council member Lillibridge moved to approve Medical Billing as an acceptable mandatory service to be provided under the State Use Act. Council member Kippert seconded

the motion and Medical Billing was approved as an acceptable mandatory service to be offered under the State Use Act in a unanimous vote by the Council.

AGENDA ITEM 11: APPROVAL OF PROCEDURE FOR DETERMINING AND RESPONDING TO SIGNIFICANT ADVERSE IMPACT AND VERIFICATION OF FAIR MARKET PRICE

Council member Trapp informed the Council of changes that had been made to the Adverse Impact Procedure and then distributed to the public for comment. He stated that most of the changes were made to bring the procedure into better alignment with the procurement code, and that one specific change was made to more accurately define the document's language regarding "Penalty of Perjury".

Chair Maxwell requested that a subcommittee, comprised of Council members Kivitz and Trapp, review the issue further and bring any recommendations forward at the next Council meeting.

AGENDA ITEM 12: UPDATE ON REQUEST FOR PROPOSALS

Council member Dignan reported to the council that the deadline for Request for Proposal (RFP) submissions for the CNA position had passed, and that the evaluation subcommittee will report on how they will be proceeding at the next council meeting.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

Council member Trapp stated that the Executive Subcommittee held a meeting to discuss the Adverse Impact Procedure and would be reporting on that topic when a quorum was reached.

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There were no public comments made at this time.

AGENDA ITEM 15: COUNCIL DISCUSSION

Council member Dignan asked Chair Maxwell what action was being taken in regards to the council position for the Vocational Rehabilitation Representative that currently sat vacant. Chair Maxwell stated that a search for an individual to fill that position was in progress.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

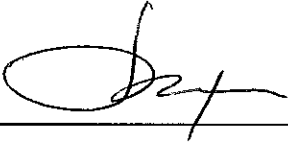
Chair Maxwell noted that "Award of Central Nonprofit Agency Contract" should be placed as an agenda item for the next council meeting, to take place after the evaluation process of all submitted RFPs.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING:

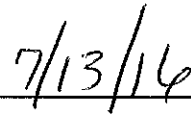
The next council meeting was scheduled for Wednesday, June 8, 2016 at 1:30 p.m. at the Sheraton Albuquerque Uptown Hotel.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned.



Larry Maxwell, Chairman



Date