

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

REGULAR MEETING

April 15, 2020, 1:30 PM

Video Conference

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:34 p.m. MDT.

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)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation Representative (participating remotely via telephone)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via telephone)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)

MEMBERS NOT PRESENT

Miranda Mascareñas	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Padilla-Jackson (DFA)
Phillip Bachicha	Council Member, Designee for Department of Information Technology (DoIT) Secretary Vincent Martinez

With seven council members participating remotely via telephone or video, 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
Sandra Lucero	Horizons of New Mexico, participating remotely via telephone
Kyle Radford	Horizons of New Mexico, participating remotely via video
Marie Richter	Horizons of New Mexico, participating remotely via video
Scott DeVetter	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video

GUESTS

Ernie Buyers	DigiPros Printing and Mailing, participating remotely via telephone
Brian Ammerman	Adelante Development Center, participating remotely via telephone
Therese Baca	Unlimited Office Management Systems participating remotely via telephone
Chris Boston	Tresco, participating remotely via video
Greg Block	Tresco, participating remotely via video
Luis Rios	Tresco, participating remotely via video
Andy Taylor	Tresco, participating remotely via video

AGENDA ITEM 4: APPROVAL OF AGENDA

Chair Dignan informed the Council that contract B2 listed on the agenda would need to be ratified rather than approved by the Council, due to the fact that it was granted Tentative Chair Approval due to the fact that it was an emergency service that needed to begin right away.

Council member Mark Hayden moved to approve the agenda for the April 15, 2020 regular council meeting, acknowledging Chair Dignan’s comment about contract B2. Council member Pam Lillibridge seconded the motion and a roll call vote was performed, as is required for meetings held via telephone or video conference during times of state emergencies. The Council voted unanimously to approve the contract, with members Dignan, Hayden, Antoinette Holmes, Mike Kivitz, Lillibridge, Roger Newall, and Trapp voting yes.

AGENDA ITEM 5: APPROVAL OF THE MINUTES OF MARCH 23, 2020

Council member Holmes noted that her name had been omitted from the council member voting records on the agenda items where votes had taken place.

Council member Trapp moved to approve the March 23, 2020 special meeting minutes, inclusive of the addition of Council member Holmes’ name to the voting records on those agenda items which had action taken on them. Council member Hayden seconded the motion, and a roll call vote was performed. Council member Lillibridge abstained, and the council voted to approve the minutes in a 6-0-1 (approved-denied-abstained) vote, with members Dignan, Hayden, Holmes, Kivitz, Newall and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

There was no chair update at this time, however, Chair Dignan thanked everyone participating in the meeting for their flexibility and availability to remotely participate in the council meeting.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), thanked state use member businesses that were working to ensure that business operations continued during COVID-19. He added that those members were doing a great job at keeping service contracts staffed and facilitating emergency services as requested.

Council member Lillibridge asked if janitorial service providers were receiving advanced training about COVID-19 safety protocols. Mr. Loehman responded that Horizons had been disseminating Center for Disease Control and Prevention (CDC) recommendations and guidelines to member programs providing those services and that those members were adjusting their safety protocols accordingly.

Council member Hayden added that the State Purchasing Department would try to facilitate any personal protective equipment (PPE) needs that member programs might encounter.

AGENDA ITEM 8: ACCEPTANCE OF CENTRAL NONPROFIT AGENCY ANNUAL AUDIT, MATT LOEHMAN

Mr. Loehman introduced Mr. Scott Devetter, Horizons, who reviewed the annual financial audit for Horizons of New Mexico.

After that review, Council member Hayden moved to accept the Central Nonprofit Agency annual audit, as presented. Council member Trapp seconded the motion and a roll call vote was performed. The Council voted unanimously to accept the audit, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

AGENDA ITEM 9: APPROVAL OF THE OPEN MEETINGS ACT RESOLUTION, REVISING TO INCLUDE PROCEDURES FOR MEETINGS HELD DURING TIMES OF STATE OF EMERGENCIES

Council member Trapp outlined revisions to the Open Meetings Act Resolution which needed council approval. He noted that the revisions would allow for members of the public to participate in council meetings held via video or telephone, that the information outlining how to participate in those meetings would be included on meeting agendas and public notices, and that council meetings taking place via video would be published on the Horizons of New Mexico website.

Council member Newall moved to approve the Open Meetings Act Resolution, inclusive of the revisions outlined by Council member Trapp. Council member Lillibridge seconded the motion and a roll call vote was performed. The Council voted unanimously to approve the resolution, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

AGENDA ITEM 10: 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. *New Mexico Department of Military Affairs and Unlimited Office Management Systems; Janitorial Services – \$2,502.07*

After discussion regarding the insurance and benefits breakdown listed on the contract authorization form for contract A1, and explanation about the breakdown from Ms. Therese Baca, Unlimited Office Management Systems, Council member Trapp moved to approve contract A1, with the stipulation that Ms. Baca prorate the amount charged for insurance equal to the amount of days worked on performance of the contract. Council member Hayden seconded the motion, and a roll call vote was performed. The Council voted unanimously to approve the contract, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

b) New Contracts Over \$5,000

1. *New Mexico Health Insurance Exchange and member DigiPros; Printing and Mailing Services – \$300,000.00*

Council member Hayden moved to approve contract B1. Council member Newall seconded the motion, and a roll call vote was performed. The Council voted unanimously to approve the contract, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

2. *New Mexico Department Homeland Security & Emergency Management and member Unlimited Office Management Systems; Janitorial Services – \$28,750.40*

Council member Trapp moved to ratify contract B2, as per the directive outlined by Chair Dignan during the approval of the meeting's agenda. Council member Hayden seconded the motion and a roll call vote was performed. The Council voted unanimously to ratify the contract, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

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

1. *New Mexico Department of Game & Fish and member Tresco; Grounds Maintenance – FY 20 - \$2,402.88, FY 21 - \$2,529.73*

Council member Lillibridge moved to accept contract C1. Council member Newall seconded the motion and a roll call vote was performed. The Council voted unanimously to accept the contract, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

d) FY21 Renewal Contracts Over \$5,000

1. *New Mexico Children, Youth & Families Department and member Tresco; Janitorial Services – FY 20 - \$18,886.92, FY 21 - \$21,696.60*

Council member Kivitz moved to accept contract D1. Council member

Lillibridge seconded the motion and a roll call vote was performed. The Council voted unanimously to accept the contract, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

AGENDA ITEM 11: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *Eighth Judicial District Court and member Adelante Development Center; Document Destruction Services – \$1,090.45*
2. *New Mexico Energy, Minerals & Natural Resources Department and member Adelante Development Center; Document Destruction Services – \$643.60*
3. *San Juan College and member Buddy Check; Printing Services – \$303.51*
4. *San Juan College and member Buddy Check; Printing Services – \$357.00*
5. *San Juan College and member Buddy Check; Printing Services – \$474.23*
6. *San Juan College and member Greetings, Etc.!.; Printing Services – \$357.00*
7. *San Juan College and member Greetings, Etc.!.; Printing Services – \$474.23*
8. *New Mexico Division of Vocational Rehabilitation and member Top Tier Movers; Moving Services – \$225.76*
9. *New Mexico Division of Vocational Rehabilitation and member Top Tier Movers; Moving Services – \$773.19*
10. *New Mexico Department Homeland Security & Emergency Management and member Unlimited Office Management Systems; Janitorial Services – \$227.35*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

(none)

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

1. *New Mexico Department of Health and member Tresco; Grounds Maintenance – \$5,579.40*
2. *New Mexico Human Services Department and Unlimited Office Management Systems; Janitorial Services – \$5,515.89*
3. *New Mexico Department of Military Affairs and Unlimited Office Management Systems; Janitorial Services – \$15,256.78*

AGENDA ITEM 12: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, MATT LOEHMAN

Mr. Loehman reported that 12 contracts, providing jobs for 39 individuals with disabilities, had been approved by the Council for the reporting period. He noted that 5 of those contracts had been assigned to State Use Program Community Rehabilitation Programs (CRPs) and that 7 had been assigned to business members. Mr. Loehman then informed the Council that 32 contracts had been approved for direct distribution by the CNA during the reporting period.

AGENDA ITEM 13: APPROVAL OF INCREASING THE VALUE OF CONTRACTS

ELIGIBLE FOR DIRECT DISTRIBUTION BY THE CENTRAL NONPROFIT AGENCY WHEN CONTRACTS OVER \$7,500 ARE REQUIRED DUE TO A STATE OR NATIONAL EMERGENCY, REVISING THE PROCEDURE FOR CENTRAL NONPROFIT AGENCY DIRECT DISTRIBUTION OF SMALL CONTRACTS

Council Chair Dignan explained that after receiving more service requests from agencies, the Council felt the initial increase in emergency direct distribution by the CNA to \$20,000 was insufficient. After discussion, Council member Trapp moved to increase the threshold of contracts eligible for direct distribution by the CNA when contracts over \$7,500 are required due to a state or national emergency to \$40,000. Council member Hayden seconded the motion and a roll call vote was performed. The Council voted unanimously to accept the proposed threshold increase, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

AGENDA ITEM 14: DISCUSSION OF PROPOSED DECLARATION AFFIRMING COMPLIANCE WITH STATUTORY REQUIREMENTS FOR MEMBERS

Discussion for agenda item 14 was tabled until the next council meeting.

AGENDA ITEM 15: REVIEW OF CURRENTLY EXCLUDED SERVICES

1. Administrative Reports
2. Architects
3. Archeologists
4. Certified Public Accountants
5. Construction Managers
6. Construction Services
7. Demolition
8. Engineers
9. IT – Enterprise Applications
10. IT – IV & V
11. IT – Project Management
12. Landscape Architects
13. Lawyers
14. Management and Systems Analysts
15. Medical Arts Practitioners
16. Planners
17. Psychologists
18. Registered Public Accountants
19. Remediation – Wall Repair
20. Researchers
21. Roof Repair and Maintenance
22. Marketing
23. Scientists
24. Stair Replacement
25. Survey Services
26. Surveyors

Discussion for agenda item 15 was tabled until the next council meeting.

AGENDA ITEM 16: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no services to approve or remove at this time.

AGENDA ITEM 17: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 18: OPEN PUBLIC FORUM AND PUBLIC COMMENT

There was no public comment at this time.

AGENDA ITEM 19: COUNCIL DISCUSSION

There was no council discussion at this time, however, Council member Holmes had to leave the meeting at 3:34 p.m., resulting in the loss of a quorum.

AGENDA ITEM 20: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

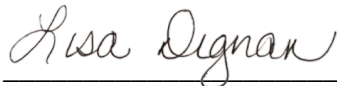
Aside from agenda items 14 and 15, there were no suggested agenda items for future meetings at this time.

AGENDA ITEM 21: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was scheduled for Wednesday, May 13, 2020 at 1:30 p.m. MDT, to take place remotely via video conference.

AGENDA ITEM 22: ADJOURN

With no further business, the meeting was adjourned at 3:37 p.m.



Lisa Dignan, Chair

19 June 2020

Date