

## OFFICIAL MINUTES

### NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

#### MINUTES REGULAR MEETING

July 15, 2020, 1:30 PM

Video Conference Call

#### **AGENDA ITEM 1: CALL TO ORDER**

Chair Lisa Dignan called the meeting to order at 1:35 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 video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via telephone)

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 telephone

Kyle Radford	Horizons of New Mexico, participating remotely via video
Marie Richter	Horizons of New Mexico, participating remotely via video
Jessie Shanks	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video

#### GUESTS

Karla Solaria	New Mexico Office of the Attorney General, participating remotely via video
Kelly Burma	New Mexico Commission for the Blind, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via telephone
Greg Block	Tresco, participating remotely via video
Al Dismuke	Clearly Clean Janitorial Service, participating remotely via video
Eli Fresquez	New Mexico Children, Youth and Families Department, participating remotely via video
Therese Baca	Unlimited Office Management Systems, participating remotely via telephone

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

Council member Mark Hayden moved to approve the agenda for the July 15, 2020 regular council meeting. Council member Roger Newall seconded the motion and the Council voted unanimously to approve the agenda in a roll call vote, with members Dignan, Hayden, Antoinette Holmes, Mike Kivitz, Pam Lillibridge, Newall, and Trapp voting yes.

#### **AGENDA ITEM 5: APPROVAL OF THE MINUTES OF JUNE 29, 2020**

Council member Hayden moved to approve the June 29, 2020 meeting minutes. Council member Lillibridge seconded the motion and the Council voted unanimously to approve the minutes in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

#### **AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN**

Chair Dignan informed the board that she was still working with the Governor's office to fill the Council vacancies left when the Secretary of the Department of Finance and Administration (DFA) and the Secretary of the Department of Information Technology (DoIT) left their positions.

Chair Dignan stated that an updated contract authorization form had been included with the meeting packet that was distributed to the Council, and added that Horizons of New Mexico (Horizons) had also increased the amount of contract information it was collecting to ensure that the Council was provided with sufficient data when deciding whether to approve contracts.

#### **AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN**

Mr. Matt Loehman, Horizons, announced that a member training had been scheduled to take place on July 28, 2020, via Zoom. He then thanked the Executive Committee for the collaborative efforts they provided to Horizons in order to update the contract authorization form that Chair Dignan mentioned during her update.

Mr. Loehman also informed the Council that the 30<sup>th</sup> anniversary of the signing of the Americans with Disabilities Act would take place on July 26, 2020.

## **AGENDA ITEM 8: 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) Tentative Chair Approval Granted July 9, 2020**

- 1. New Mexico Department of Health and member Tresco; Janitorial Services, Sunland, East Mesa and Socorro Public Health Offices: FY 20 -- \$47,944.56, FY 21 -- \$50,522.77*

Council member Trapp moved to ratify contract A1. Council member Hayden seconded the motion and the Council voted unanimously to ratify the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

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

- 1. New Mexico Department of Public Safety and member Tresco; Grounds Maintenance, New Mexico State Police Roswell Office -- \$4,374.96*

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

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

- 1. New Mexico Department of Public Safety and member Tresco; Janitorial Services, New Mexico State Police Carlsbad Office – \$12,856.32*

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

- 2. New Mexico Department of Public Safety and member Tresco; Janitorial Services, New Mexico State Police Roswell Office – \$12,99.20*

Council member Hayden moved to approve contract C2. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

### **d) FY21 Renewal Contracts \$5,000 and Under**

- 1. New Mexico Department of Health and member Adelante Development Center; Document*

*Destruction Services, Epidemiology and Infectious Disease Office, Santa Fe: FY 20 -- \$3,246.82, FY 21 -- \$3,913.92*

Council member Lillibridge moved to approve contract D1. Council member Hayden seconded the motion, council member Kivitz abstained and the Council voted to approve the contract in a 6-0-1 (Approve-Deny-Abstain) roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Newall and Trapp voting yes.

**e) FY21 Renewal Contracts Over \$5,000**

1. *New Mexico Department of Health and member Clearly Clean Janitorial Service; Janitorial Services, Northeast Heights Public Health Office, Albuquerque: FY 20 - \$13,004.88, FY 21 -- \$13,395.00*

Council member Hayden moved to approve contract E1. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

2. *New Mexico Department of Public Safety and member Clearly Clean Janitorial Service; Janitorial Services, New Mexico State Police Las Vegas Office: FY 20-- \$32,847.57, FY 21 -- \$39,495.60*

Council member Hayden moved to approve contract E2. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

3. *New Mexico Department of Health and Crystal Clear Maintenance; Janitorial Services, Midtown Public Health Office, Albuquerque: FY 20 -- \$38,715.715, FY 21 --\$67,284.16*

Council member Lillibridge moved to approve contract E3. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

4. *Mid-Region Council of Governments and member Crystal Clear Maintenance; Janitorial Services, Workforce Connection of Central New Mexico Bernalillo County Office: FY 20 -- \$28,444.56, FY 21 – same*

Council member Hayden moved to approve contract E4. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

5. *New Mexico Department of Veteran Services and member Disabled American Veterans; Transportation, Statewide: FY 20 -- \$34,200, FY 21 -- \$42,000*

Council member Newall moved to approve contract E5. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

6. *New Mexico General Services Department and member My Bug Guyz; Pest Control Services, Pine Tree Complex, Albuquerque: FY 20 -- \$6,637.08, FY 21 – same*

Council member Trapp moved to approve contract E6. Council member Lillibridge seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

7. *New Mexico Department of Transportation and member Tobosa; Janitorial Services, Training Academy, Roswell: FY 20 -- \$9,618.96, FY 21 -- \$9,765.72*

Council member Hayden moved to approve contract E7. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

8. *New Mexico Department of Cultural Affairs and member Tresco; Janitorial Services, New Mexico Museum of Space History, Alamogordo: FY 20 -- \$39,876.00, FY 21 -- \$37,547.84*

Council member Lillibridge moved to approve contract E8. Council member Holmes seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

9. *New Mexico Department of Public Safety and member Tresco; Grounds Maintenance, New Mexico State Police Carlsbad Office: FY 20 -- \$5,730.84, FY 21 -- \$5,571.96*

Council member Hayden moved to approve contract E9. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

## **AGENDA ITEM 9: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY**

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

1. *New Mexico Gaming Control Board and member Adelante Development Center; Document Destruction Services, Albuquerque----- \$311.39*
2. *New Mexico Higher Education Department and member Adelante Development Center; Document Destruction Services, Santa Fe----- \$212.87*
3. *New Mexico Department of Corrections and member My Bug Guyz; Pest Control Services, Los Lunas -- \$1,015.88*
4. *New Mexico Department of Corrections and member My Bug Guyz; Pest Control Services, Santa Fe -- \$1,512.52*
5. *New Mexico Department of Corrections and member My Bug Guyz; Pest Control Services, Probation and Parole-Region II, Albuquerque -- \$2,483.24*
6. *New Mexico General Services Department and member My Bug Guyz; Pest Control Services, Albuquerque -- \$575.67*

### **b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority**

1. *First Judicial District Attorney and member Adelante Development Center; Document Destruction Services, Santa Fe office: FY 20 -- \$524.52, FY 21 --*

\$538.56

2. *EMW Gas Association and member Adelante Development Center; Document Destruction Services, Estancia: FY 20 -- \$174.84, FY 21 -- \$179.52*
3. *McKinley County and member Adelante Development Center; Document Destruction Services, McKinley County Detention Center, Gallup: FY 20 -- \$349.44, FY 21 -- \$359.04*
4. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services, Concealed Handgun Carry Facility, Albuquerque: FY 20 -- \$392.44, FY 21 -- \$403.44*
5. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Fair Hearings Bureau, Santa Fe: FY 20 -- \$174.84, FY 21 -- \$194.48*
6. *New Mexico Office of the Superintendent of Insurance and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 20 -- \$174.84, FY 21 -- \$179.52*
7. *New Mexico Office of the Superintendent of Insurance and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 20 -- \$320.54, FY 21 -- \$359.04*
8. *New Mexico Tech and member Adelante Development Center; Document Destruction Services, Information Services Department, Socorro: FY 20 -- \$392.76, FY 21 -- \$403.44*
9. *Turquoise Trail Charter School and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 20 -- \$378.82, FY 21 -- \$388.96*
10. *New Mexico Department of Public Safety and member My Bug Guyz; Pest Control Services, New Mexico State Police Albuquerque Office: FY 20 -- \$1,083.00, FY 21 -- same*
11. *New Mexico Human Services Department and member My Bug Guyz; Pest Control Services, Socorro County Income Support Division, Socorro: FY 20 -- \$1,083.00, FY 21 -- same*

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

1. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Double Eagle II Airport, Albuquerque -- \$3,369.29*

**AGENDA ITEM 10: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, MATT LOEHMAN**

Mr. Loehman discussed that the fourth of FY-20 was busy as is customary for contract renewal period. In total, the Council approved 55 contracts totaling \$22,105,518.03 providing 225 jobs for individuals with disabilities. He pointed out that the total value of those contracts that was either performed in the fourth quarter of FY-20 or will be performed in FY-21 was \$10,975,517.93, as several approved contracts are multiple year contracts. Mr. Loehman stated the CNA approved 24 new contracts totaling \$14,825.06, 104 renewal contracts totaling \$68,124.53, and nine contracts in Cases of Urgent and Immediate Need, or in Cases of State or National Emergency totaling \$118,228.72.

**AGENDA ITEM 11: DISCUSSION OF PROPOSED DECLARATION AFFIRMING COMPLIANCE WITH STATUTORY REQUIREMENTS FOR MEMBERS**

There was no update at this time.

**AGENDA ITEM 12: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 13: OPEN PUBLIC FORUM AND PUBLIC COMMENT**

There was no public comment at this time.

**AGENDA ITEM 14: COUNCIL DISCUSSION**

There was no council discussion at this time.

**AGENDA ITEM 15: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**


Council member Trapp noted that the Council should begin thinking about any legislative proposals it might want introduced during the next legislative session, and also that the Open Meetings Act Resolution should be reviewed again at the August meeting. Council Member Trapp also noted that the Council should start discussing the New Mexico State Use Program Annual Report during the August meeting.

**AGENDA ITEM 16: DATE AND LOCATION OF NEXT MEETING**

The date of the next council meeting was scheduled for Wednesday, August 19, 2020, at 1:30 p.m. MDT, to take place remotely via video conference.

**AGENDA ITEM 17: ADJOURN**

With no further business, the meeting was adjourned at 2:42 p.m.

  
\_\_\_\_\_  
Lisa Dignan, Chair

25 August 2020  
\_\_\_\_\_  
Date