

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MINUTES

REGULAR MEETING

June 10, 2020, 1:30 PM

Video Conference

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:37 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 video)

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
Taylor McBride Horizons of New Mexico, participating remotely via video

GUESTS

Kelly Burma New Mexico Commission for the Blind, participating remotely via video
Brian Ammerman Adelante Development Center, participating remotely via video
Bernie Lujan Buddy Check II, participating remotely via video
Chris Boston Tresco, participating remotely via video
Andy Taylor Tresco, participating remotely via video
Greg Block Tresco, participating remotely via video
Luis Rios Tresco, participating remotely via video
Eli Fresquez AAG Counsel, New Mexico Children, Youth & Families Department, participating remotely via telephone

AGENDA ITEM 4: APPROVAL OF AGENDA

Chair Dignan requested that agenda item 17, Date and Location of Next Meeting, be moved to take place after agenda item 6, Chair Update.

Council member Mike Kivitz moved to approve the agenda for the June 10, 2020 regular council meeting, inclusive of Chair Dignan's amendment. Council member Mark Hayden seconded the motion and the Council voted unanimously to approve the agenda in a roll call vote, with members Dignan, Hayden, Antoinette Holmes, Kivitz, Pam Lillibridge, Roger Newall, and Trapp voting yes.

AGENDA ITEM 5: APPROVAL OF THE MINUTES OF APRIL 15, 2020

Council member Hayden moved to approve the May 13, 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 Council that we currently have two vacant positions on the Council. The Secretary of the New Mexico Department of Information Technology (DoIT) and Secretary of the Department of Finance & Administration (DFA) were both appointed members of the Council and have left their positions. While both positions have been filled, the new Secretaries have not been appointed to the Council. She outlined that until those appointments are made the Council would require full member participation during council meetings or risk not meeting quorum to be able to vote on action agenda items, such as the approval of contracts, which would be the case for the council meeting scheduled for June 24, 2020.

Because of this, and due to the fact that full Council participation would not be possible at the June 24 meeting, the Council moved to discuss agenda item 17 at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), announced that, while Horizons had received the contract renewal request for the organization's second largest State Use contract since the last council meeting, the State Use Program was experiencing a slower rate of renewal requests than usual due to the special legislative session set to begin on June 18, 2020.

AGENDA ITEM 8: APPROVAL OF COUNCIL INTERPRETATION OF THE

DEFINITION OF LOCAL PUBLIC BODY TO SPECIFY THAT THE DEFINITION INCLUDES CITIES AND COUNTIES AND THEIR POLITICAL SUBDIVISIONS

Chair Dignan announced that the Attorney General’s (AG) Office had submitted an official letter, included in the meeting packet previously sent out to Council members, that stated the State Use Act applied to counties. She added that a previous opinion from January 2011 reached the same conclusion, and that the letter from the AG Office would be posted on both the Horizons website as well as the State Purchasing website.

After discussion about whether or not the State Use Act also applied to cities and school districts, Chair Dignan announced that supplemental documentation would be gathered from the AG’s office and added to both websites alongside the original letter from that office.

AGENDA ITEM 9: 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

(None)

b) New Contracts Over \$5,000

(None)

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

- 1. New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$3,484.00, FY 21 -- \$3,584.07*

Council member Hayden moved to approve contract C1. Council member Newall 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.

d) FY21 Renewal Contracts Over \$5,000

- 1. New Mexico Educational Retirement Board and member Adelante Development Center; Janitorial Services -- FY 20 -- \$25,646.28, FY 21 -- \$26,205.50*

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

2. *New Mexico Tourism Department and member Adelante Development Center; Mailing Services – FY 20 -- \$11,599.35, FY 21 – same*

Council member Newall moved to approve contract D2. Council member Lillibridge seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Newall and Trapp voting yes

3. *New Mexico Department of Health and member ARCA; Janitorial Services – FY 20 -- \$298,382.04, FY 21 -- \$308, 590.56*

Council member Kivitz moved to approve contract D3. 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.

4. *New Mexico Department of Health and member Crystal Clear Maintenance; Janitorial Services – FY 20 -- \$16,044.12, FY 21 – same*

Council member Lillibridge moved to approve contract D4. 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.

5. *New Mexico Department of Health and member Crystal Clear Maintenance; Janitorial Services – FY 20 -- \$34,180.92, FY 21 – same*

Council member Newall moved to approve contract D5. 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 Human Services Department and member Crystal Clear Maintenance; Janitorial Services – FY 20 -- \$24, 842.52, FY 21 – same*

Council member Kivitz moved to approve contract D6. 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.

7. *New Mexico Human Services Department and member Unlimited Office Management Systems; Janitorial Services – FY 20 -- \$31,704.60, FY 21 -- \$31, 806.00*

Council member Hayden moved to approve contract D7. 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

AGENDA ITEM 10: SERVICE CONTRACTS DIRECTLY DISTRIBUTED

UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *City of Albuquerque and member Buddy Check II; Printing Services--\$347.06*
2. *City of Albuquerque and member Greeting, Etc.!.; Printing Services--\$326.21*
3. *City of Portales and Greetings, Etc.!.; Printing Services--\$171.42*
4. *Public Employees Retirement Association of New Mexico and member Crystal Clear Maintenance; Snow Removal--\$1,410.95*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *Belen Police Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$429.94, FY 21-- \$441.75*
2. *Bernalillo County and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$174.84, FY 21-- \$185.99*
3. *Cien Aguas International School and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$145.70, FY 21 -- \$156.07*
4. *El Camino Real Housing Authority and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$174.84, FY 21 -- \$185.99*
5. *Horizon Academy West and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$189.41, FY 21--\$200.95*
6. *New Mexico Adult Parole Board and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$349.68, FY 21 -- \$365.31*
7. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$1,923.24, FY 21 -- \$1,981.19*
8. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - - \$174.84, FY 21 -- \$185.99*
9. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - - \$174.84, FY 21 -- \$185.99*
10. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - - \$174.84, FY 21 -- \$185.99*
11. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - - \$174.84, FY 21 -- \$185.99*
12. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - - \$181.06, FY 21 -- \$185.99*
13. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - - \$297.70, FY 21 -- \$365.51*
14. *New Mexico Children, Youth and Families Department and member*

- Adelante Development Center; Document Destruction Services -- FY 20 - \$349.68, FY 21 -- \$365.51*
15. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - \$349.68, FY 21 -- \$365.51*
 16. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - \$349.68, FY 21 -- \$365.51*
 17. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - \$530.82, FY 21 -- \$545.03*
 18. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - \$567.60, FY 21 -- \$589.43*
 19. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - \$567.60, FY 21 -- \$595.90*
 20. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services -- FY 20 - \$720.06, FY 21 -- \$819.82*
 21. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$699.36, FY 21 -- \$731.02*
 22. *New Mexico Firefighters Training Academy and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$174.84, FY 21 -- \$185.99*
 23. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$283.80, FY 21 -- \$297.95*
 24. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$567.60, FY 21 -- \$589.43*
 25. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$567.60, FY 21 -- \$589.43*
 26. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$567.60, FY 21 -- \$589.43*
 27. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$567.60, FY 21 -- \$589.43*
 28. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$917.28, FY 21 -- \$948.47*
 29. *New Mexico Public Education Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$43.68, FY 21 -- \$44.88*
 30. *New Mexico Taxation and Revenue Department and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$349.68, FY 21 -- \$365.51*
 31. *San Miguel County Detention Center and member Adelante*

- Development Center; Document Destruction Services -- FY 20 -- \$567.60, FY 21 -- \$589.43*
32. *Torrance County Treasurer and member Adelante Development Center; Document Destruction Services -- FY 20 -- \$174.84, FY 21 -- \$185.99*
33. *Mid Region Council of Governments and member Crystal Clear Maintenance; Janitorial Services -- FY 20 -- \$2,000, FY 21 -- same*
34. *Public Employees Retirement Association of New Mexico and member Crystal Clear Maintenance; Snow Removal -- FY 20 -- \$1,410.95, FY 21 -- same*
35. *New Mexico Corrections Department and member My Bug Guyz; Pest Control Services -- FY 20 -- \$1,399.64, FY 21 -- same*
36. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services -- FY 20 -- \$677.28, FY 21 -- same*
37. *New Mexico Department of Homeland Security and Emergency Management and member My Bug Guyz; Pest Control Services -- FY 20 -- \$1806.00, FY 21 -- same*
38. *New Mexico General Services Department and member My Bug Guyz; Pest Control Services -- FY 20 -- \$575.67, FY 21 -- same*
39. *New Mexico Human Services Department and member My Bug Guyz; Pest Control Services -- FY 20 -- \$1,639.80, FY 21 -- same*
40. *New Mexico State Records and Archives and member My Bug Guyz; Pest Control Services -- FY 20 -- \$406.38, 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. *New Mexico Department of Homeland Security and Emergency Management and member Unlimited Office Management Systems; Janitorial Services -- \$10,654.67*

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

There was no update at this time.

AGENDA ITEM 14: APPROVAL OF SUITABLE SERVICES, CONSIDERING FOR APPROVAL AS A "SUITABLE" SERVICE EACH OF THE FOLLOWING THAT ARE CURRENTLY EXCLUDED

Chair Dignan informed that each of the following services had been omitted as suitable for offering by the State Use Program for a variety of reasons, some of them legal, and some due to the fact that they did not seem suitable to be offered by a program that is mandatory in nature.

- a) Construction Managers
- b) Construction Services
- c) Demolition
- d) Engineers

- e) Lawyers
- f) Management and Systems Analysts
- g) Medical Arts Practitioners
- h) Planners
- i) Psychologists
- j) Registered Public Accountants
- k) Remediation – Wall Repair
- l) Researchers
- m) Roof Repair and Maintenance
- n) Marketing
- o) Scientists
- p) Stair Replacement
- q) Survey Services
- r) Surveyors

The Council discussed Registered Public Accountants and determined that given Certified Public Accountants were recently approved as a suitable service, a more appropriate name for this service is General Accounting. During the discussion on Marketing, Mr. Loehman mentioned that there are existing members that can perform this service. The Council determined that more research is needed on Construction Managers, Construction Services, Demolition, Engineers, and Lawyers. After discussion about the above listed services, Council member Newall moved to include General Accounting and Marketing to the category of permissive services under the New Mexico State Use Program. Council member Lillibridge seconded the motion and the Council unanimously voted to approve those services as permissive in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

AGENDA ITEM 15: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 16: OPEN PUBLIC FORUM AND PUBLIC COMMENT

There was no public comment at this time.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 28: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Council member Trapp suggested that the Council would need to begin thinking about possible legislative changes to the State Use Act in future meetings.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was changed from the originally outlined date of Wednesday, June 24, 2020, and was tentatively scheduled for Monday, June 29, 2020, at 9:00 a.m. MDT, to take place remotely via video conference.

The Council moved back to discuss agenda item 7 at this time.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned at 3:32 p.m.

Lisa Dignan

Lisa Dignan, Chair

25 August 2020

Date