

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MINUTES REGULAR MEETING

August 19, 2020, 1:30 PM

Video Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:33 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)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Miranda Mascareñas	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)

MEMBERS NOT PRESENT

Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock

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
Fred Weber	Horizons of New Mexico, participating remotely via video
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 video
Greg Block	Tresco, participating remotely via video
Luis Rios	Tresco, participating remotely via video
Chris Boston	Tresco, participating remotely via video
Therese Baca	Unlimited Office Management Systems, participating remotely via telephone
Bernie Lujan	Buddy Check II, participating remotely via video
Kathleen Holmes	LifeROOTS, participating remotely via video
Matthew Molina	LifeROOTS, participating remotely via video

AGENDA ITEM 4: APPROVAL OF POSSIBLE CHANGES TO THE ORDER OF THE AGENDA AND DELETION OF AGENDA ITEMS

There were no changes to or deletions from the agenda at this time, and the meeting continued as outlined on the published agenda.

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

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

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

Chair Dignan presented her update in conjunction with agenda item 7.

AGENDA ITEM 7: STATUS OF APPOINTMENTS OF NEW COUNCIL MEMBERS, LISA DIGNAN

Chair Dignan announced that the Governor made two new appointments to the Council, so we no longer have any vacancies. Department of Finance and Administration (DFA) Secretary Deborah Romero was appointed, and Miranda Mascareñas named as designee.

Chair Dignan then announced that the Governor appointed New Mexico Children, Youth & Families Department (CYFD) Secretary Brian Blalock, and Eli Fresquez named as designee.

AGENDA ITEM 8: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), announced that a member training had taken place on July 28, 2020, via Zoom, which 12 member programs had participated in. He then thanked Chair Dignan for participating in that meeting.

Mr. Loehman also informed the Council that he had been elected to the City of Albuquerque Americans with Disabilities Act (ADA) Advisory Commission as its Chairperson.

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

- 1. New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services, Pinetree Complex Albuquerque - \$7,491.19*

Council member Hayden moved to approve contract B1. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

- 2. New Mexico Corrections Department and Clearly Clean Janitorial Services; Janitorial Services, Probation Office, Las Vegas - \$11,354.76*

Council member Lillibridge moved to approve contract B2. Council member Hayden seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

3. *Bernalillo County and member Crystal Clear Maintenance; Janitorial Services, Midtown Office, Albuquerque -- \$28,112.66*

Council member Newall moved to approve contract B3. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

4. *Albuquerque Bernalillo County Water Authority and member LifeROOTS; Janitorial Services, San Juan Chama Reclamation Facility, Albuquerque-- \$65,380.80*

Council member Hayden moved to approve contract B4. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

5. *Albuquerque Bernalillo County Water Authority and member LifeROOTS; Grounds Maintenance, San Juan Chama Reclamation Facility, Albuquerque-- \$102,408.24*

Council member Lillibridge moved to approve contract B5. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

6. *New Mexico Department of Workforce Solutions and member Tresco; Janitorial Services, Carlsbad Workforce Connections Office -- \$12,497.76*

Council member Hayden moved to approve contract B6. Council member Mascareñas seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

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

1. *New Mexico Department of Public Safety and member Tresco; Grounds Maintenance, Santa Teresa Port of Entry: FY20 - \$1,815.88, FY21 - \$3,709.32*

Council member Newall moved to approve contract C1. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

d) FY21 Renewal Contracts Over \$5,000

1. *New Mexico Governor's Commission on Disability and member Adelante Development Center; Computer Refurbishing, Albuquerque: FY20 - \$42,750.00, FY21 – same*

Council member Hayden moved to approve contract D1. Council member Trapp seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

2. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, New Mexico Behavioral Health Institute Las Vegas: FY 20 -- \$10,525.92, FY 21 -- \$6,557.99*

Council member Lillibridge moved to approve contract D2. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

3. *New Mexico Department of Workforce Solutions and member Adelante Development Center; Janitorial Services, Tiwa Building, Albuquerque: FY 20 -- \$99,642.60, FY 21 -- \$76,607.88*

Council member Hayden moved to approve contract D3. Council member Newall seconded the motion, Council member Trapp abstained, and the Council voted to approve the contract in a 6-0-1 (Approved-Denied-Abstained) roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Mascareñas, Newall and voting yes.

4. *New Mexico Workers Compensation Administration and member Adelante Development Center; Janitorial Services, Workers Compensation Administration Building Albuquerque: FY 20 -- \$55,083.84, FY 21 -- \$63,595.80*

Council member Hayden moved to approve contract D4. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

5. *San Juan College and member Buddy Check II; Printing, Farmington: FY 20 -- \$18,322.50, FY 21 -- \$20,847.78*

Council member Hayden moved to approve contract D5. Council member Mascareñas seconded the motion and the Council voted unanimously to approve the contract in a roll

call vote, with members Dignan, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

6. *New Mexico Workers Compensation Administration and member Crystal Clear Maintenance; Grounds Maintenance, Workers' Compensation Building, Albuquerque: FY 20 -- \$15,646.56, FY 21 – same*

Council member Lillibridge moved to approve contract D6. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

7. *Albuquerque Bernalillo County Water Authority and LifeROOTS; Janitorial Services, San Juan Chama Reclamation Facility, Albuquerque: FY 20 -- \$29,751.36, FY 21 -- \$31,653.60*

Council member Newall moved to approve contract D7. Council member Mascareñas seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

8. *Albuquerque Bernalillo County Water Authority and LifeROOTS; Grounds Maintenance, San Juan Chama Reclamation Facility, Albuquerque: FY 20 -- \$98,032.07, FY 21 – same*

Council member Lillibridge moved to approve contract D8. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

9. *Albuquerque Bernalillo County Water Authority and LifeROOTS; Janitorial Services, Southwest Wastewater Utility Division, Albuquerque: FY 20 -- \$79,832.52, FY 21 -- \$87,165.96*

Council member Hayden moved to approve contract D9. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

10. *New Mexico Department of Veteran Services and member RA House; Web Design, Veterans Business Outreach Center, Albuquerque: FY 20 -- \$7,521.36, FY 21 – same*

Council member Hayden moved to approve contract D10. 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, Lillibridge, Mascareñas, Newall and Trapp voting yes.

11. New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services, Bataan Museum, Santa Fe: FY 20 -- \$15,120.48, FY 21 -- \$15,168.84

Council member Newall moved to approve contract D11. Council member Mascareñas seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

12. New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services, Facility Maintenance Shops, Santa Fe: FY 20 -- \$109,432.80, FY 21 -- \$109,782.84

Council member Hayden moved to approve contract D12. Council member Trapp 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. Estancia Municipal Schools and member Adelante Development Center; Document Destruction Services, Estancia - \$162.58*
- 2. Mid-Region Council of Governments and member Adelante Development Center; Document Destruction Services, Los Lunas - \$111.19*
- 3. New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services, Albuquerque - \$1,658.51*
- 4. Taos County and member Adelante Development Center; Document Destruction Services, Taos - \$268.92*
- 5. City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Civic Plaza - \$321.26*
- 6. Mid-Region Council of Governments and member Crystal Clear Maintenance; Janitorial Services, Rio Metro Transit, Rio Rancho - \$668.79*
- 7. City of Portales and member Greetings, Etc.!.; Printing Services, Portales - \$171.42*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Oakland Office, Albuquerque: FY 20 -- \$174.72, FY 21 - \$179.40*
2. *Albuquerque Bernalillo County Water Authority and member Crystal Clear Maintenance; Janitorial Services, Albuquerque: FY 20 - \$1,057.30, 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 Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Disability Determination Service, Albuquerque --\$2,734.10*
2. *Sam Juan College and member Adelante Development Center; Document Destruction Services, Farmington -- \$3,455.29*
3. *New Mexico Department of Military Affairs and member ARCA; Janitorial Services, New Mexico Air National Guard, Albuquerque -- \$11,919.58*
4. *Albuquerque Bernalillo County Water Authority and member Crystal Clear Maintenance; Janitorial Services, Soil Amendment Facility -- \$7,184.88*
5. *Albuquerque Bernalillo County Water Authority and member LifeROOTS; Janitorial Services, San Juan Chama Reclamation Facility, Albuquerque -- \$2,637.80*
6. *Albuquerque Bernalillo County Water Authority and member LifeROOTS; Janitorial Services, Wastewater Utility Division, Albuquerque -- \$7,263.83*
7. *New Mexico Department of Health and member Tresco; Janitorial Services, Hobbs Public Health Office -- \$26,542.68*
8. *New Mexico Department of Public Safety and member Tresco; Janitorial Services, New Mexico State Police Socorro Office -- \$14,979.36*
9. *New Mexico Department of Public Safety and member Tresco; Janitorial Services, Santa Teresa Port of Entry -- \$32,990.04*
10. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Oro Grande Port of Entry -- \$4,223.52*
11. *New Mexico Department of Transportation and member Tresco; Janitorial Services, District I Main Shop and Deming Patrol Shop, Deming -- \$12,457.03*
12. *New Mexico Department of Homeland Security and Emergency Management and member Unlimited Office Management Systems; Janitorial Services, Main Department Office, Santa Fe -- \$10,654.67*

After discussion, Chair Dignan suggested that further discussion about how to classify the cost of increased cleanings due to COVID-19 could take place at a later date with input from member businesses providing these services, to be brought back before the Council at the next council meeting.

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

Discussion of a proposed declaration affirming compliance with statutory requirements for members was moved to take place during the next council meeting.

AGENDA ITEM 12: APPROVAL OF COUNCIL LEGISLATIVE RECCOMENDATIONS

Council member Trapp moved to make a recommendation to modify the Governmental Conduct Act so that members of the Council who do not receive per diems are still covered by the Act. Council member Hayden seconded the motion and the Council voted unanimously to approve the recommendation in a roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

AGENDA ITEM 13: APPROVAL OF OPEN MEETINGS ACT RESOLUTION, REVISING PROVISIONS FOR MEETINGS HELD DURING TIMES OF STATE EMERGENCIES

Approval of the Open Meetings Act Resolution was moved to take place at the next council meeting.

At this time, the Council moved back to agenda item 11 and, after losing quorum, completed the rest of the agenda items as a meeting of the Committee of the Whole at 3:45 p.m.

AGENDA ITEM 14: DISCUSSION OF ANNUAL REPORT

Discussion of the Annual Report was moved to take place at the next council meeting.

AGENDA ITEM 15: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 16: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no open public forum at this time.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Suggested agenda items for future meetings included: Open Meetings Act Resolution Approval, Open Meetings Act training provided by the Attorney General's Office, overview of COVID-19 cleaning protocols and classification of costs, and review and approval of the State Use Program Annual Report.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was scheduled for Wednesday, September 9, 2020, at 1:30 p.m. MDT, to take place remotely via video conference.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned at 3:58 p.m.

Lisa Dignan

Lisa Dignan, Chair

11 September 2020

Date