

# OFFICIAL MINUTES

## NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

### MINUTES

#### REGULAR MEETING

August 9, 2023 1:30 PM

New Mexico Commission for the Blind Skills  
Center  
2200 Yale Blvd SE  
Albuquerque, NM 87106

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

Chair Kathleen Pinyan called the meeting to order at 1:34 p.m. MDT.

#### **AGENDA ITEM 2: ROLL CALL**

Chair Pinyan asked Council member Greg Trapp to perform a roll call.

#### MEMBERS PRESENT

Kathleen Pinyan	Council Chair, Designee for Department of Finance and Administration (DFA) Secretary Romero
Pam Lillibridge	Council Vice Chair, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
Brian Fitzgerald	Council Member, State Purchasing Division (participating remotely via video)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video; joined meeting at 1:57 p.m.)

With eight council members participating in person or remotely via telephone or video at the time of the roll call, a quorum was established.

### **AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF**

Chair Pinyan asked all guests and staff members participating via telephone to introduce themselves at this time.

#### **OTHER PARTICIPANTS**

Matt Loehman	Horizons of New Mexico
Amanda Ordell	Horizons of New Mexico, participating remotely via video
Kyle Radford	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**

Jennifer Salazar	New Mexico Office of the Attorney General, participating remotely via video
Kelly Burma	New Mexico Commission for the Blind
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Stephen Mock	Peak Performers, participating remotely via video
Paul Luttrell	State Rehabilitation Council for Commission for the Blind, participating remotely via video
Peggy Hayes	State Rehabilitation Council for Commission for the Blind, participating remotely via video
Raeann Metteba	LifeROOTS, participating remotely via video
Dwanna Cooper	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 the order of the agenda items at this time.

### **AGENDA ITEM 5: APPROVAL OF THE MINUTES OF JULY 12, 2023**

Council member Pam Lillibrige moved to approve the July 12, 2023 council meeting minutes. Council member Brian Fitzgerald seconded the motion and the Council voted to approve the minutes in a unanimous roll call vote, with members Lisa Dignan, Fitzgerald, Eli Fresquez, Antoinette Holmes, Lillibrige, Pinyan and Trapp voting yes.

### **AGENDA ITEM 6: CHAIR UPDATE, KATHLEEN PINYAN**

There was no chair update at this time.

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

Mr. Matt Loehman, Horizons of New Mexico (Horizons), thanked the Council for their work in getting the updated direct distribution proposal form implemented so quickly.

### **AGENDA ITEM 8: PUBLIC COMMENTS**

There was no public comment at this time.

## **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 Over \$5,000**

1. *City of Roswell and member Adelante Development Center; Printing and Mailing Services, Purchasing Division -- \$32,417.28*

Council member Newall moved to approve contract A1. Council member Holmes seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

### **b) FY 24 Renewal Contracts Over \$5,000**

1. *City of Albuquerque and member Clearly Clean Janitorial Service; Janitorial Services, Daytona Transit Center: FY 23 -- \$25,647.24, FY 24 -- \$85,396.00*

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

2. *Albuquerque Bernalillo County Water Utility Authority and member Crystal Clear Maintenance; Soil Amendment Facility, Albuquerque: FY 23 -- \$9,931.68, FY 24 -- \$10,218.24*

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

3. *New Mexico Department of Veterans Services and member Disabled American Veterans; Transportation Services, Multiple Locations: FY 23 -- \$77,000.00, FY 24 -- \$60,000.00*

Council member Newall moved to approve contract B3. Council member Lillibridge seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

4. *Albuquerque Bernalillo County Water Utility Authority and LifeROOTS; Janitorial Services, San Juan & Chama Water Treatment Plant, Albuquerque: FY 23 -- \$47,534.52, FY 24 --*

\$57,473.40

5. *Albuquerque Bernalillo County Water Utility Authority and LifeROOTS; Janitorial Services, Customer Service & Call Center, Albuquerque: FY 23 -- \$108,585.12, FY 24 -- \$116,452.68*
6. *Albuquerque Bernalillo County Water Utility Authority and LifeROOTS; Janitorial Services, Wastewater Utility Division, Albuquerque: FY 23 -- \$182,900.38, FY 24 -- \$193,301.04*

Council member Mike Kivitz joined the meeting at this time, 1:57 p.m.

Council member Kivitz moved to approve contracts B4 – B6 as a group. Council member Fitzgerald seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

**c) Changes & Increases**

1. *Doña Ana County and member Tresco; Emergency Rental Assistance Program Office, Las Cruces: Current -- \$ 12,594.36, New – \$14,427.35*

Council member Lillibridge moved to approve contract C1. Council member Dignan seconded the motion, and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan 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 Crystal Clear Maintenance; Janitorial Services, Barelas Senior Center \$557.84*
2. *City of Albuquerque and member Greetings, Etc.!: Printing Services, Parks & Recreation Department \$358.73*
3. *City of Albuquerque and member Greetings, Etc.!: Printing Services, Family & Community Services Department \$521.00*
4. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services, Sequoyah Adolescent Treatment Center, Albuquerque \$4,122.12*
5. *New Mexico Court of Appeals and member Unlimited Office Management Systems; Janitorial Services, Albuquerque \$1,824.21*

**b) FY24 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**

*(None)*

**AGENDA ITEM 11: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, MATT LOEHMAN**

Mr. Loehman reported that the Council approved 127 contracts, totaling \$14 million dollars during the fourth quarter reporting period. He added that the central nonprofit agency (CNA) approved 36 new contracts totaling \$19,000 and directly distributed 100 renewal contracts totaling \$77,000, during that same period.

**AGENDA ITEM 12: REVIEW AND APPROVAL OF FINAL LANGUAGE FOR THE PROCEDURE FOR CNA DIRECT DISTRIBUTION OF SMALL CONTRACTS**

Council member Kivitz requested that the updated procedure for CNA direct distribution of small contracts be amended so that item “e” under sections V and VI would read as follows:

“The services to be provided under the contract must be within the “fair market price” range as determined by the New Mexico Council for Purchasing from Persons with Disabilities.”

Council member Dignan moved to approve the final language for the procedure for CNA direct distribution of small contracts, inclusive of Council member Kivitz’s amendment. Council member Lillibridge seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

**AGENDA ITEM 13: DISCUSSION OF ADDING TEMPORARY STAFFING SERVICES AS A SUITABLE OR PERMISSIBLE SERVICE**

Chair Pinyan announced that scheduling was still in progress between herself, Jennifer Salazar, New Mexico Office of the Attorney General, and Brian Fitzgerald and Dorothy Mendonca, State Purchasing Division, to discuss whether temporary staffing services would be able to be considered permissible and suitable under the New Mexico State Use Program. She added that discussion on this topic would be moved to take place during the next council meeting.

**AGENDA ITEM 14: DISCUSSION AND APPROVAL OF CHANGES TO THE COUNCIL’S ADVERSE IMPACT PROCEDURE**

Chair Pinyan announced that discussion was still taking place in the executive committee about possible changes to the adverse impact procedure, but that she expected the committee to recommend that the Council be granted the authority to decide adverse impact. She added that discussion about this agenda item would continue at the next council meeting.

**AGENDA ITEM 15: DISCUSSION OF THE NEED TO ESTABLISH, DEVELOP, OR IMPROVE COMMUNITY REHABILITATION PROGRAMS WITHIN THE STATE OF NEW MEXICO**

After discussion and soliciting input from Ms. Peggy Hayes and Mr. Paul Luttrell, State Rehabilitation Council for Commission for the Blind, the Council decided that reaching out to other community organizations for input about how to grow the presence of the state use program and solicit involvement from potential member businesses would be the best course of action to develop or improve community rehabilitation programs within the state of New Mexico.

**AGENDA ITEM 16: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 17: CLOSING PUBLIC**

There was no public comment at this time.

**AGENDA ITEM 18: COUNCIL DISCUSSION**

The council discussed a the need for a public information push via radio, newspaper and social media channels to market the State Use Program for Disability Employment Awareness Week in October.

**AGENDA ITEM 19: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

There were no suggested agenda items for future meetings at this time.

**AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING**

The date of the next council meetings was scheduled for Wednesday, September 13, 2023, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and also remotely via Zoom.

**AGENDA ITEM 21: ADJOURN**

With no further business, the meeting was adjourned at 3:09 p.m. MDT.

*Kathleen Pinyan*  
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Kathleen Pinyan, Chair

10/24/2023  
\_\_\_\_\_  
Date