

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MINUTES

REGULAR MEETING

DECEMBER 1, 2021, 1:30 PM

Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:32 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)
Mark Hayden	Council Vice-Chair, State Purchasing Director (participating remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation Representative (participating remotely via video)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Mackie Romero	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)

With nine council members participating 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 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
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

Therese Baca	Unlimited Office Management Systems, participating remotely via telephone
Bernie Lujan	Buddy Check II LLC, participating remotely via video
Karla Soloria	New Mexico Office of the Attorney General, participating remotely via video
Meta Hirschl	Adelante Development Center, participating remotely via telephone
Luis Rios	Tresco, participating remotely via telephone

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 NOVEMBER 3, 2021

Council member Antoinette Holmes moved to approve the November 3, 2021 meeting minutes. Council member Roger Newall seconded the motion, Council members Mike Kivitz and Pam Lillibridge abstained, and the Council voted to approve the minutes in a 7-0-2 (Approve – Deny – Abstain) roll call vote, with members Dignan, Eli Fresquez, Hayden, Holmes, Newall, Romero and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

Chair Dignan thanked the Council, the Executive Subcommittee, and Horizons for their work completing the Council Annual Report. She ensured the Council that the report would be submitted to the New Mexico Legislature and Governor's office by the required deadline.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), reminded the Council that Horizons planned to hold a virtual member training the following day, November 4. He thanked Chair Dignan in advance of that meeting for her planned attendance.

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) New Contracts \$5,000 and Under

1. *New Mexico Commission for the Blind and member Tresco; Janitorial Services and Grounds Maintenance, Alamogordo -- \$4,261.38*

Council member Hayden moved to approve contract A1. Council member Kivitz seconded the motion, Council member Trapp abstained, and the Council voted to approve the contract in a 8-0-1 roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall, and Romero voting yes.

b) New Contracts Over \$5,000

1. *New Mexico Energy, Minerals, and Natural Resources Department and member Adelante Development Center; Web Design, Albuquerque -- \$5,221.15*

Council member Lillibridge moved to approve contract B1. Council member Newall seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 8-0-1 roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Lillibridge, Newall, Romero, and Trapp voting yes.

2. *New Mexico Department of Finance & Administration and member Buddy Check II; Printing Services, Santa Fe -- \$23,904.61*

Council member Trapp moved to approve contract B2. Council member Hayden seconded the motion, Council member Romero abstained, and the Council voted to approve the contract in a 8-0-1 roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall, and Trapp voting yes.

3. *New Mexico Early Childhood Education & Care Department and member Unlimited Office Management Systems; Decontamination, Sanitation and Sterilization Services -- \$13,641.00*

Council member Newall moved to approve contract B3. Council Kivitz seconded the motion and the Council voted unanimously to approve the contracts in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

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

(None)

d) FY21 Renewal Contracts Over \$5,000

(None)

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

a) New Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Rio Rancho -- \$238.85*
2. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Gallup-- \$285.92*
3. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Destruction Services, Española--\$322.63*
4. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Santa Fe - \$322.63*
5. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque-- \$360.57*
6. *New Mexico Office of the State Engineer and member Adelante Development Center; Document Destruction Services, Santa Fe --\$270.02*
7. *Workforce Connection of Central New Mexico and member Adelante Development Center; Document Destruction Services, Albuquerque--- \$170.86*
8. *City of Albuquerque and member Buddy Check II; Printing Services, Parks and Recreation Department-- \$368.99*
9. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Environmental Health Department \$268.08*
10. *New Mexico Department of Health and member Crystal Clear Maintenance; Janitorial Services, Los Lunas \$742.97*
11. *City of Albuquerque and member DigiPros; Printing Services, Albuquerque Police Department -- \$428.93*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Public Education Department and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$622.09, FY 22--- \$503.90*
2. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$189.41, FY 22--- \$272.63*
3. *Turquoise Trail Charter School and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$388.96, FY 22--- \$578.11*

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; Decontamination, Sanitation and Sterilization, City Clerk's Office -- \$2,709.00*
2. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Mayor's Office -- \$4,406.88*

3. *New Mexico Early Childhood Education & Care Department and member Unlimited Office Management Systems; Decontamination, Sanitation and Sterilization Services---* \$3,410.25

AGENDA ITEM 10: REPORT FROM LEGISLATIVE SUBCOMMITTEE

Council member Trapp reported that the Legislative Subcommittee continued to discuss the following possible legislative recommendations, that were reported at the previous council meeting: decreasing the number of council members necessary for the Council to reach quorum; providing per diem funds to council members who are not state employees; and the reduction of the 75/25 direct labor ratio requirement.

AGENDA ITEM 11: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no added or removed suitable services for review at this time.

AGENDA ITEM 12: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 13: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Mr. Bernie Lujan, Buddy Check II Printing Services, asked the Council to provide guidance on situations that members businesses are currently facing in regards to discrepancies between price quotes and actual costs, due to the increase in supply costs from when a quote is administered to when a contract is initiated.

Chair Dignan responded that the Council would look into the issue and inform Horizons on how to advise member businesses moving forward.

AGENDA ITEM 14: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 15: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Chair Dignan announced that the election Council Chair, Vice Chair, and Secretary would take place at the January 2022 council meeting.

AGENDA ITEM 16: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was tentatively scheduled for Wednesday, January 5, 2022, 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 2:10 p.m.



Lisa Dignan, Chair

1.7.2022

Date