

## OFFICIAL MINUTES

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

#### MINUTES

#### REGULAR MEETING

December 7, 2022 1:30 PM

#### Conference Call

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

Chair Antoinette Holmes called the meeting to order at 1:32 p.m. MDT.

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

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

#### MEMBERS PRESENT

Antoinette Holmes	Council Chair, Division of Vocational Rehabilitation (participated remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative (participating remotely via video)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Susan Inman	State Purchasing Division (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Kathleen Pinyan	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative

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 Holmes 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
Joseph Perez	Horizons of New Mexico, participating remotely via video
Kay Eldred	Horizons of New Mexico, participating remotely via video
Amanda Ordell	Horizons of New Mexico, participating remotely via video
Kyle Radford	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

Jennifer Salazar	New Mexico Office of the Attorney General, participating remotely via video
Brian Fitzgerald	State Purchasing Division, participating remotely via video
Bernie Lujan	Buddy Check II, participating remotely via video
Ernie Byers	DigiPros, 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
Elsa Lemoine	Galt Foundation, participating remotely via video
Polly Colby	Galt Foundation, participating remotely via video
Brian Nixon	GSG Talent Solutions, participating remotely via video
Keith Sommer	GSG Talent Solutions, 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 OCTOBER 5, 2022**

Council member Pam Lillibridge moved to approve the October 5, 2022 council meeting minutes. Council member Kathleen Pinyan seconded the motion and the minutes were unanimously approved in a roll call vote, with members Lisa Dignan, Eli Fresquez, Holmes, Susan Inman, Mike Kivitz, Lillibridge, Roger Newall, Pinyan and Trapp voting yes.

## **AGENDA ITEM 6: CHAIR UPDATE, ANTOINETTE HOLMES**

Chair Holmes announced the Karla Solaria left her position with the New Mexico Office of the Attorney General, and that the office had appointed a replacement, Ms. Jennifer Salazar, who was in attendance at the meeting.

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

Mr. Matt Loehman, Horizons of New Mexico (Horizons), introduced Ms. Amanda Ordell as the new southern regional marketing manager for Horizons in southern New Mexico.

Mr. Loehman announced that Horizons would be providing its next member training on January 12, 2023, and would send out information about that event to the Council at a later date.

**AGENDA ITEM 8: APPROVAL OF PROPOSED FY 23 PRICE AGREEMENT CONTRACT FOR CARPET CLEANING AND FLOOR CARE SERVICES BETWEEN CITY OF ALBUQUERQUE AND MEMBER CRYSTAL CLEAR MAINTENANCE**

Council member Pinyan moved to approve the proposed FY 2023 price agreement between the City of Albuquerque and Crystal Clear Maintenance. Council member Kivitz seconded the motion and the price agreement was unanimously approved in a roll call vote, with members Dignan, Fresquez, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

**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) Tentative Chair Approval Granted November 7, 2022**

1. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Behavioral Health Institute, Las Vegas -- \$12,108.32*
2. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Disability Documentation Services Department, Albuquerque: Current -- \$12,829.77, New -- \$27,554.33*

Council member Lillibridge moved to approve contracts A1 and A2. Council member Dignan seconded the motion, Council member Kivitz abstained, and the contracts were ratified and approved in an 8-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Fresquez, Holmes, Inman, Lillibridge, Newall, Pinyan and Trapp voting yes.

3. *New Mexico Governor's Commission on Disability and member ADA Accessibility Consultant; ADA Accessibility Consulting Services, Santa Fe: FY 22 -- \$5,671.88, FY 23 -- \$5,665.63*
4. *Dona Ana County and member Tresco; Janitorial Services, Las Cruces, Emergency Rental Assistance Program -- \$12,594.36*

Council member Trapp moved to approve contracts A3 and A4. Council member Newall seconded the motion and the contracts were ratified and approved in a unanimous roll call vote, with members Dignan, Fresquez, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

5. *New Mexico Department of Workforce Solutions and member Tresco; Janitorial Services, Alamogordo: FY 22 -- \$15,367.08, FY 23 -- \$21,726.72*

Council member Pinyan moved to approve contract A5. Council member Newall seconded the motion, Council member Trapp abstained, and the contract was ratified and approved in an 8-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Inman, Kivitz, Lillibridge, Newall and Pinyan voting yes.

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

1. *New Mexico Department of Transportation and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$4,358.81*

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

2. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Department of Municipal Development -- \$3,692.56*

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

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

1. *Bernalillo County and members Adelante Development Center and Crystal Clear Maintenance; Janitorial Services, Various Locations -- \$1,617,104.76*

Contract C1 was tabled due to the fact that additional negotiations were needed to outline the contract's scope of work.

2. *New Mexico Tax and Revenue Department and member Adelante Development Center; Document Destruction Services, Various Locations Statewide -- \$30,844.62*

Council member Dignan moved to approve contract C2. Council member Lillibridge seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in an 8-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Inman, Lillibridge, Newall, Pinyan, and Trapp voting yes.

3. *Sandoval County and member Clearly Clean Janitorial Service; Janitorial Services, Bernalillo -- \$112,407.19*

Council member Pinyan moved to approve contract C3. Council member Inman seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

4. *Workforce Connection of Central New Mexico and member Unlimited Office Management Systems; Janitorial Services, Los Lunas -- \$8,459.68*

Council member Newall moved to approve contract C4. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

**d) FY 23 Renewal Contracts \$5,000 and Under**

*(None)*

**e) FY23 Renewal Contracts Over \$5,000**

1. *New Mexico Department of Transportation and member Adelante Development Center; Rest Area Maintenance, District 5: FY 23 (7/1/2022-12/31/2022) -- \$252,061.74, FY 23 (1/1/2023-6/30/2023) -- \$265,712.76*

Council member Pinyan moved to approved contract E1. Council member Dignan seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in an 8-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Inman, Lillibridge, Newall, Pinyan, and Trapp voting yes.

2. *New Mexico Health Insurance Exchange and member DigiPros; Printing Services, Albuquerque: FY 22 -- \$1,333,788.00, FY 23 -- \$995,801.78*

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

**f) Changes & Increases**

1. *New Mexico Human Services Department and member Adelante Development Center; Printing and Mailing Services, Income Support Division, Albuquerque: Current Four-Year Total -- \$19,339,732.70, New Four-Year Total -- \$25,219,279.72 (Annual FY23 -- \$9,574,900.00)*

Council member Pinyan moved to approve contract F1. Council member Dignan seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in an 8-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Inman, 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. *Eleventh Judicial District Court and member Adelante Development Center; Document Destruction, Aztec -- \$820.94*
2. *New Mexico Aging and Long-Term Services Department and member Adelante Development Center; Document Destruction Services, Roswell -- \$117.46*
3. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Albuquerque -- \$1,214.94*
4. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Albuquerque -- \$617.89*
5. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction, Las Vegas -- \$202.91*
6. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction, Los Lunas -- \$180.91*
7. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction, Socorro -- \$180.91*
8. *New Mexico Department of Transportation and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$294.49*
9. *New Mexico Department of Transportation and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$471.51*
10. *New Mexico Taxation and Revenue Department and Adelante Development Center; and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$374.66*
11. *City of Albuquerque and member Clearly Clean Janitorial Service; Janitorial Services, Gibson Medical Center -- \$563.75*
12. *City of Albuquerque and member Clearly Clean Janitorial Service; Janitorial Services, Gibson Medical Center -- \$729.83*
13. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Department of Information Technology, Radio Communications -- \$646.80*
14. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Parks and Recreation Department -- \$148.16*
15. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Mayor's Office -- \$2,281.74*
16. *New Mexico Educational Retirement Board and member Unlimited Office Management Systems; Janitorial Services, Albuquerque -- \$1,512.32*

**b) FY23 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: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

**a) Temporary Staffing Services**

After discussion about the potential loss of benefits to individuals performing temporary staffing services, and the possibility of non-permissible services falling under the umbrella of temporary staffing services and being included in Program offerings, representatives from the Galt Foundation reviewed how temporary staffing services fit into other mandatory purchasing programs around the country.

Council members Holmes, Inman, Pinyan and Trapp were authorized to compile questions about the logistics of the inclusion of temporary staffing services within the New Mexico State Use Program and provide them to Mr. Loehman for solicitation to other state use programs. The agenda item was then tabled for further discussion once the requested feedback had been obtained.

**AGENDA ITEM 12: APPROVAL OF OPEN MEETINGS ACT RESOLUTION**

Council member Lillibridge moved to approve the Open Meetings Act Resolution presented in the meeting packet for the December 7, 2022 meeting, inclusive of changes outlined by Ms. Salazar. Council member Trapp seconded the motion and the Council voted unanimously to approve the resolution in a roll call vote, with members Dignan, Fresquez, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

**AGENDA ITEM 13: DISCUSSION AND APPROVAL OF THE COUNCIL ANNUAL REPORT**

There were no subcommittee updates at this time.

**AGENDA ITEM 14: DISCUSSION AND APPROVAL OF LEGISLATIVE RECOMMENDATIONS**

There were no legislative recommendations at this time.

**AGENDA ITEM 15: DISCUSSION AND APPROVAL OF MEETING DATES FOR 2023**

- January 11
- February 8
- March 8
- April 12
- May 10
- June 14

- June 28
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13

Council member Dignan moved to approve the proposed 2023 council meeting dates as outlined above. Council member Pinyan seconded the motion and the Council voted unanimously to approve the dates in a roll call vote, with members Dignan, Fresquez, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

**AGENDA ITEM 16: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 17: OPEN PUBLIC FORUM AND PUBLIC COMMENTS**

There was no public comment at this time.

**AGENDA ITEM 18: COUNCIL DISCUSSION**

There was no council discussion at this time.

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

Further discussion and action about the inclusion of temporary employment services under the New Mexico State Use Program, an update on public health orders in regards to meeting restrictions due to COVID-19, and the election of council officers were included as suggested future agenda items.

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

The date of the next council meetings was scheduled for Wednesday, January 11, 2023, to take place at 1:30 p.m. MDT, remotely via video conference.

**AGENDA ITEM 21: ADJOURN**

With no further business, the meeting was adjourned at 3:52 p.m.

*Antoinette Holmes*

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**Antoinette Holmes, Chair**

1/31/2023

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**Date**