

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

February 8, 2023 1:30 PM

Zoom Call

AGENDA ITEM 1: CALL TO ORDER

Chair Kathleen Pinyan called the meeting to order at 1:32 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 Propst (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 (participated remotely via video)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Brian Fitzgerald	State Purchasing Division (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)

MEMBERS NOT PRESENT

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

With seven 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
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, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via video
Therese Baca	Unlimited Office Management, participating remotely via video
Greg Block	Tresco, participating remotely via video
Ernie Byers	DigiPros, 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 JANUARY 11, 2023

Council member Pam Lillibridge moved to approve the January 11, 2023 council meeting minutes. Council member Lisa Dignan seconded the motion and the minutes were unanimously approved in a roll call vote, with members Dignan, Brian Fitzgerald, Antoinette Holmes, Lillibridge, Roger Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, ANTOINETTE HOLMES

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), announced that Horizons was continuing to monitor legislation during the New Mexico Legislative Session. He outlined two proposed bills that were of interest to the Program: a bill to increase the state minimum wage and a bill that would protect contractor costs due to any potential rise in the minimum wage.

Mr. Loehman informed the Council that the member training that took place on January 12, 2023 went well and thanked the council members who were able to attend for their participation.

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

(None)

b) New Contracts Over \$5,000

- 1. New Mexico Taxation & Revenue Department and member DigiPros; Printing Services, Motor Vehicle Division, Santa Fe -- \$194,373.54*

Council member Dignan moved to approved contract B1, pending Horizons' receipt of an acceptance form or a purchase order from the procuring agency. Council member Holmes seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Holmes, Lillibridge, Newall, Pinyan, and Trapp voting yes

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

(None)

d) FY23 Renewal Contracts Over \$5,000

- 1. New Mexico Department of Game & Fish and member Tresco; Janitorial Services and Grounds Maintenance, Albuquerque and Roswell: FY 22 -- \$208,868.87, FY 23 -- \$239,259.32*

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

e) Changes & Increases

(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 Aging & Long-Term Services Department and member Adelante Development*

- Center; Document Destruction Services, Santa Fe-- \$958.00*
2. *New Mexico Aging & Long-Term Services Department and member Adelante Development Center; Document Destruction Services, Santa Fe-- \$1,824.83*
 3. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Albuquerque -- \$90.23*
 4. *New Mexico Educational Retirement Board and member Adelante Development Center; Document Destruction Services, Santa Fe---\$242.94*
 5. *New Mexico State Land Office and member Adelante Development Center; Document Destruction Services, Santa Fe---\$687.36*
 6. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Department of Solid Waste ---\$338.25*
 7. *New Mexico Commission for the Blind and member DigiPros; Printing Services, Albuquerque -- \$1,261.83*
 8. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Family & Community Services --- \$30.92*
 9. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Family & Community Services --- \$30.92*
 10. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Family & Community Services --- \$313.61*
 11. *New Mexico Aging & Long-Term Services Department and member Greetings, Etc.!.; Printing Services, Santa Fe -- \$2,362.71*
 12. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services, Los Lunas Community Program, Los Lunas -- \$227.10*

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 10: DISCUSSION OF ADDING TEMPORARY STAFFING SERVICES AS A SUITABLE OR PERMISSIBLE SERVICE

After discussion about how temporary staffing services might be utilized and provided within the New Mexico State Use Program, Horizons was tasked with soliciting input from member organizations about what temporary staffing services had been requested for procurement in the past and whether those organizations would be interested in or able to provide those services within the Program. Council member Fitzgerald informed the Council that he would inquire within the State Purchasing Division as to how those services might be able to be provided as well.

The Executive Committee agreed to review the agenda item with guidance from the Attorney General's Office and report their findings to the Council at the March council meeting.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

Council member Trapp reminded the Council that a Rehabilitation Services Administration (RSA) rate setting guideline that had been established for central nonprofit agencies (CNA) holding federal contracts. He added that the executive subcommittee would review how this guideline would affect any member organizations within the New Mexico State Use Program.

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Ms. Kelly Burma, New Mexico Commission for the Blind, thanked Mr. Brian Ammerman, Adelante Development Center, for the organization’s consideration and recruitment of two students from the Students in Transition to Employment Program, which she informed the Council about at the January 11, 2023 council meeting.

AGENDA ITEM 15: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Further discussion about the inclusion of temporary employment services under the New Mexico State Use Program and an update about the effect of the RSA rate setting guidelines on New Mexico State Use Program member organizations were included as suggested future agenda items.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, March 8, 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 2:38 p.m.

Kathleen Pinyan

Kathleen Pinyan, Chair

4/11/2023

Date