

## OFFICIAL MINUTES

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

#### MINUTES

#### REGULAR MEETING

JANUARY 5, 2022 1:30 PM

Zoom Meeting

#### AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:37 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 phone)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock (participating remotely via phone)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Mackie Romero	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)

#### MEMBERS NOT PRESENT

Antoinette Holmes	Council Member, New Mexico Division of Vocational Rehabilitation Representative
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With eight 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
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
Scott DeVetter	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
Therese Baca	Unlimited Office Management Services, participating remotely via phone
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Bernie Lujan	Buddy Check II Printing Services, 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 DECEMBER 1, 2021**

Council member Mark Hayden moved to approve the December 1, 2021 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, Eli Fresquez, Hayden, Mike Kivitz, Lillibridge, Roger Newall, Mackie Romero and Trapp voting yes.

#### **AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN**

Chair Dignan informed the Council that the Annual Report – which was approved by the Council during the December meeting – had been submitted to members of the legislature and the Governor’s Office, as well as to the New Mexico Legislative Service Council librarian. She added that Horizons of New Mexico (Horizons) staff was working with members of the Council to compile copies of annual reports from 2008 through 2015 to submit to that governmental body.

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

Mr. Matt Loehman, Horizons, informed the Council that the City of Albuquerque had elected to terminate the COVID cleaning contract that the Council had approved during the October 2021 meeting. He added that the City had decided to perform that service in-house, and that the contract was not terminated due to

lack of satisfaction with the performing member business.

### **AGENDA ITEM 8: ELECTION OF COUNCIL OFFICERS**

Chair Dignan announced that she would be stepping down from her position as Council Chairman, but that she would continue to serve as a regular member of the Council.

Chair Dignan then nominated Council member Holmes to hold the position of Council Chair, beginning at the February 2022 council meeting. Council member Hayden seconded the nomination and the Council voted unanimously to approve Council member Holmes as the Chair in a roll call vote, with members Dignan, Fresquez, Hayden, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

Chair Dignan nominated Council member Hayden to hold the position of Council Vice-Chair, beginning at the February 2022 council meeting. Council member Kivitz seconded the nomination and the Council voted unanimously to approve Council member Hayden as the Vice-Chair in a roll call vote, with members Dignan, Fresquez, Hayden, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

Chair Dignan nominated Council member Trapp to hold the position of Council Secretary, beginning at the February 2022 council meeting. Council member Kivitz seconded the nomination and the Council voted unanimously to approve Council member Hayden as the Vice-Chairman in a roll call vote, with members Dignan, Fresquez, Hayden, Kivitz, Lillibridge, Newall, Romero 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) New Contracts \$5,000 and Under**

1. *City Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Senior Affairs -- \$3,689.54*

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

#### **b) New Contracts Over \$5,000**

1. *City of Rio Rancho and member Clearly Clean Janitorial Service; Janitorial Services, Rio Rancho City Hall -- \$44,704.44*

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, Fresquez, Hayden, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

2. *New Mexico Human Services Department and member Tresco; Janitorial Services and Grounds Maintenance, Hobbs -- \$84,862.44*

Council member Lillibridge 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, Hayden, 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)*

**e) Changes and Increases**

1. *New Mexico Department of Transportation and member Adelante Development Center; Rest Area Maintenance, District Manuelito Rest Area: Current -- \$45,677.64, Revised -- \$159,730.55*

Council member Newall moved to approve contract E1. Council member Romero seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 7-0-1 (Approve-Deny-Abstain) roll call vote, with members Dignan, Fresquez, Hayden, Lillibridge, Newall, Romero and Trapp voting yes.

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

**a) New Service Contracts Directly Distributed Under CNA Authority**

1. *Eight Judicial Court and member Adelante Development Center; Document Destruction Services, Springer--\$123.79*
2. *New Mexico Department of Aging & Long-Term Services Department and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$370.49*
3. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Albuquerque -- \$81.12*
4. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Santa Fe-- \$226.92*
5. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Medical Cannabis Program, Santa Fe--\$233.62*
6. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, San Juan County Public Health Office, Farmington -- \$480.71*

7. *New Mexico Department of Workforce Solutions and member Adelante Development Center; Document Destruction Services, Santa Fe---\$175.72*
8. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque -- \$557.88*
9. *New Mexico Energy, Minerals, and Natural Resources Department and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$2,262.42*
10. *City of Albuquerque and member Buddy Check II; Printing Services, Albuquerque Police Department -- \$265.26*
11. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Department of Solid Waste \$257.36*
12. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Environmental Health Department \$268.08*
13. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Department of Solid Waste \$321.69*
14. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Department of Cultural Services \$467.87*
15. *New Mexico Department of Health and member Crystal Clear Maintenance; Janitorial Services, Los Lunas Community Program -- \$773.82*
16. *City of Portales and member DigiPros; Printing Services -- \$253.97*
17. *City of Portales and member Greetings, Etc.!.; Printing Services -- \$82.72*
18. *City of Portales and member Greetings, Etc.!.; Printing Services -- \$82.72*
19. *City of Portales and member Greetings, Etc.!.; Printing Services -- \$116.66*
20. *San Juan College and member Greetings, Etc.!.; Printing Services, Farmington -- \$728.50*
21. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services, Los Lunas Community Program -- \$586.95*

**b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority**

1. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Vital Records Bureau, Santa Fe: FY 21 -- \$948.41, FY 22 -- \$1,257.23*

**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 informed that the Council had approved 14 contracts, totaling approximately \$109,000 and providing job opportunities for 20 individuals with disabilities, for the reporting quarter. He added that Horizons had approved 40 new contracts totaling \$24,000, and 17 renewal contracts totaling \$10,000, during that same period.

**AGENDA ITEM 12: REPORT FROM LEGISLATIVE SUBCOMMITTEE**

There was no update from the legislative subcommittee at this time.

**AGENDA ITEM 13: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

There were no added or removed services to approve at this time.

**AGENDA ITEM 14: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 15: OPEN PUBLIC FORUM AND PUBLIC COMMENTS**

Mr. Fred Weber, Horizons, thanked Chair Dignan for her service as the Council Chair and general support of individuals with disabilities in New Mexico, and added that he was grateful she would be continuing her service as a general member of the Council. Various council members echoed Mr. Weber’s sentiments.

Ms. Kelly Burma, New Mexico Commission for the Blind, reminded the Council that the Students in Transition to Employment program was beginning soon and asked that any council members who might have possible employment opportunities to offer to those program participants to let her know.

**AGENDA ITEM 16: COUNCIL DISCUSSION**

Council member Trapp noted that electric vehicle charging stations would be located on interstate highway rest areas. He said the operation of the charging stations would fall under the Randolph Sheppard Act, but that the new charging stations would create janitorial and other opportunities for Horizon members. Council member Fresquez added that there might also be opportunities for member programs to provide remediation services to make those facilities more accessible if the electric vehicle charging stations are installed in the primary rest area space.

**AGENDA ITEM 17: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

There were not suggested agenda items for future meetings, at this time.

**AGENDA ITEM 18: DATE AND LOCATION OF NEXT MEETING**

The date of the next council meeting was scheduled for Wednesday, February 2, 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 2:35 p.m.

*Antoinette Holmes*  
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Antoinette Holmes, Chair

3/2/2022  
\_\_\_\_\_  
Date