

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

JANUARY 6, 2021, 1:30 PM

Video Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:33 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)
Eric Chenier	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)

MEMBERS NOT PRESENT

Antoinette Holmes	Council Member, 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 phone
Kyle Radford	Horizons of New Mexico, participating remotely via video
Marie Richter	Horizons of New Mexico, participating remotely via phone
Scott DeVetter	Horizons of New Mexico, participating remotely via video
Jessie Shanks	Horizons of New Mexico, participating remotely via phone
Taylor McBride	Horizons of New Mexico, participating remotely via phone

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
Michael Davenport	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via phone
Michael Davenport	ARCA, participating remotely via phone
Kay Eldred	ARCA, participating remotely via phone
Cornelius Smith	Clearly Clean Janitorial Service, participating remotely via phone

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 9, 2020

Council member Pam Lillibridge moved to approve the December 9, 2020 meeting minutes. Council member Mark Hayden 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, Eric Chenier and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), informed that the Council for Purchasing from Persons with Disabilities bylaws had been posted to the Horizons of New Mexico website. He added that

Ms. Karla Soloria, New Mexico Office of the Attorney General, was working with Horizons to finalize wording regarding the Inspection of Public Records Act to be posted on the Horizons website.

Mr. Loehman announced that, due to increased business, Horizons was in the process of hiring a new employee and thanked the Council for ensuring that the New Mexico State Use Program, and by extension Horizons, was able to continue to grow.

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 Department of Human Services and member Adelante Development Center; Document Destruction Services, Albuquerque - \$2,677.19*

Council member Hayden moved to approve contract A1. Council member Lillibridge 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, Chenier and Trapp voting yes.

b) New Contracts Over \$5,000

1. *City of Albuquerque and members ARCA and Clearly Clean Janitorial Service; Janitorial Services, City of Albuquerque Libraries - \$77,936.80 (\$387,968.40 Annually)*

Council member Kivitz 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, Chenier and Trapp voting yes.

2. *New Mexico Department of Veteran Services and member Disabled American Veterans; Transportation Services, Colfax, Guadalupe, Cibola, Socorro Counties - \$21,000.00*

Council member Hayden moved to approve contract B2. Council member Trapp 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, Chenier and Trapp voting yes.

3. *New Mexico Department of Homeland Security and Emergency Management Services and member Unlimited Office Management Services; Decontamination, Sanitation and Sterilization Services, Santa Fe - \$63,928.02*

Council member Lillibridge moved to approve contract B3. 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, Chenier 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 Children, Youth and Families Department and member Adelante Development Center; Hard Drive Destruction, Albuquerque: Current -- \$7,491.19, Revised -- \$13,601.19*

Council member Newall moved to approve contract E1. Council member Lillibridge seconded the motion, Council members Fresquez and Kivitz abstained, and the Council voted to approve the contract in a 6-0-2 roll call vote, with members Dignan, Hayden, Lillibridge, Newall, Chenier 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. *New Mexico Human Services Department and member Crystal Clear Maintenance; Decontamination, Sanitation and Sterilization Services, Bernalillo-- \$993.30*
2. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department -- \$413.93*
3. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department -- \$413.93*
4. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Family Advocacy Center ---\$418.80*
5. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Auto Theft -- \$444.06*
6. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department -- \$461.40*
7. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department \$480.39*
8. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department RTMC ---\$1,013.34*
9. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization*

Services, Albuquerque Police Department RTMC ---\$1,013.44

- 10. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department SW Substation--- \$1,208.97*
- 11. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department NE Substation---\$1,302.12*
- 12. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department NE Substation -- \$1,302.12*
- 13. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department SE Substation -- \$1,602.46*
- 14. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Valley Substation -- \$1,812.95*
- 15. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Foothills Substation -- \$1,816.90*
- 16. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department SID -- \$1,828.04*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

- 1. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services: FY 20 -- \$1,704.06, FY 21 ----\$1,749.84*

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 LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Police Academy -- \$2,604.43*
- 2. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department NW Command -- \$3,432.32*
- 3. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department NW Command -- \$3,432.32*
- 4. City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Forensics Center -- \$4,374.15*
- 5. New Mexico State Land Office and member Unlimited Office Management Systems; Janitorial Services, Santa Fe -- \$4,880.78*

AGENDA ITEM 10: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, MATT LOEHMAN

Mr. Loehman informed that during the second quarter the Council had approved 14 contracts totaling \$292,823.02 providing job opportunities for 23 jobs for individuals with disabilities. Mr. Loehman also stated that during the quarter the Central Nonprofit Agency approved 41 new contracts totaling \$33,792.49, 2 renewal contracts totaling \$1,086.79, and 6 contracts totaling \$42,711.00 in instances of Urgent and Immediate Need, or in Cases of State or National Emergency.

AGENDA ITEM 11: APPROVAL OF GOVERNMENTAL CONDUCT ACT

After discussion, Ms. Soloria suggested that, due to lack in specificity of the published agenda item, this agenda item be tabled until the February 2021 council meeting.

AGENDA ITEM 12: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 13: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was none at this time.

AGENDA ITEM 14: COUNCIL DISCUSSION

Mr. Loehman announced that, in response to an initiative by the Governor of New Mexico that aims to increase the consumption and use of green products, Horizons plans to survey member businesses to determine what percentage of products being used to complete state use program contracts are green.

AGENDA ITEM 15: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

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

AGENDA ITEM 16: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was scheduled for Wednesday, February 3, 2021, at 1:30 p.m. MST, to take place remotely via video conference.

AGENDA ITEM 17: ADJOURN

With no further business, the meeting was adjourned at 2:16 p.m.



Lisa Dignan, Chair

4.8.2021

Date