

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MINUTES REGULAR MEETING

SEPTEMBER 9, 2020, 1:30 PM

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 video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation Representative (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Miranda Mascareñas	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)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (joined meeting at 1:41 p.m.; participating remotely via video)

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
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

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
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Chris Boston	Tresco, participating remotely via video
Bernie Lujan	Buddy Check II, 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 AUGUST 19, 2020

Council member Mark Hayden moved to approve the August 19, 2020 meeting minutes. Council member Trapp seconded the motion and the Council voted unanimously to approve the minutes in a roll call vote, with members Dignan, Eli Fresquez, Hayden, Antoinette Holmes, Mike Kivitz, Pam Lillibridge, Miranda Mascareñas, Roger Newall 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), thanked the Council for ensuring that the New Mexico State Use Program could continue to provide employment opportunities for individuals with disabilities across the state throughout COVID-19 pandemic. In honor of Labor Day, he also thanked all the individuals doing great work across New Mexico working on State Use contracts.

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. *Mid-Region Council of Governments and member Crystal Clear Maintenance; Janitorial Services, Rio Metro Transit Regional Transit District, Rio Rancho -- \$3,049.68*

Council member Lillibridge moved to approve contract A1. 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, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

Council member Kivitz joined the meeting at this time, 1:41 p.m.

b) New Contracts Over \$5,000

1. *New Mexico Department of Health and member Tresco; Janitorial Services, Anthony Public Health Office -- \$9,437.22*

Mr. Loehman announced that contract B1 had not yet been accepted by the procuring agency, New Mexico Department of Health.

Council member Trapp moved to approve contract B1, pending customer acceptance and the Council's review and approval that no changes were made to the contract once approved by the procuring agency. 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, Holmes, Kivitz, Lillibridge, Mascareñas, Newall and Trapp voting yes.

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

1. *New Mexico Department of Cultural Affairs and member LifeROOTS; Grounds Maintenance, New Mexico Museum of Natural History, Albuquerque: FY 20 - \$4,073.57, FY 21 - \$4,155.00*

Contract C1 was pulled from Council consideration due to lack of documentation from the procuring agency.

d) FY21 Renewal Contracts Over \$5,000

1. *New Mexico Department of Cultural Affairs and member Adelante Development Center; Janitorial Services, Udall Center for Museum Resources: FY 20 - \$20,722.08, FY 21 - \$13,852.32*

Council member Hayden moved to approve contract D1. Council member Lillibridge seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in an 8-0-1 (Approve – Deny – Abstain) roll call vote, with members Dignan, Fresqueuz, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

2. *New Mexico Department of Tourism and member Adelante Development Center; Mailing Services, New Mexico Magazine Calendars: FY 20 - \$16,330.55, FY 21 - \$17, 603.33*

Council member Lillibridge moved to approve contract D2. Council member Newall 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, Fresqueuz, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

3. *New Mexico Department of Health and member Tresco; Grounds Maintenance, New Mexico Rehabilitation Center, Roswell: FY 20 - \$5,579.40, FY 21 - \$6,889.03*

Council member Newall moved to approve contract D3. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresqueuz, Hayden, Holmes, Kivitz, Lillibridge, Mascareñas, Newall 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. *Curry County and member Adelante Development Center; Document Destruction Services, Curry County Administration, Clovis ---\$132.18*
2. *Northern New Mexico College and member Buddy Check II; Printing Services, Española -- \$156.90*
3. *New Mexico Commission for the Blind and member DigiPros; Printing Services, Albuquerque -- \$2,236.63*
4. *City of Albuquerque and member LifeROOTS; Janitorial Services, Albuquerque Police Department Triangle Substation -- \$178.89*
5. *City of Albuquerque and member LifeROOTS; Janitorial Services, Albuquerque Police Department Southwest Area Command Center --- \$1,208.97*
6. *City of Albuquerque and member LifeROOTS; Janitorial Services, Albuquerque Police Department Phil Chacon Memorial Substation---\$1,588.63*
7. *City of Albuquerque and member LifeROOTS; Janitorial Services, Albuquerque Police Department Valley Area Command Center -- \$1,812.95*
8. *New Mexico Department of Homeland Security and Emergency Management and member LifeROOTS; Landscape Irrigation, Main Department Office, Santa Fe ---\$324.42*

Council member Newall requested that services requested due to COVID-19 are noted in

the Council packet moving forward.

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *13th Judicial Court and member Adelante Development Center; Document Destruction Services, Multiple Locations: FY 20 -- \$2,603.76, FY 21 - \$2,279.96*

c) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need, or in Cases of State or National Emergency

1. *New Mexico Department of Homeland Security and Emergency Management and member Unlimited Office Management Systems; Janitorial Services, Main Department Office, Santa Fe -- \$10,654.67*

AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

a) Decontamination, Sanitation and Sterilization Services

Chair Dignan reminded the Council that there was a request to include COVID-19 cleaning services – listed above as decontamination, sanitation and sterilization services – as an approved service for offer through the State Use Program during the last council meeting.

After review of the proposed service, Council member Hayden moved to approve decontamination, sanitation and sterilization services as suitable for offer under the State Use Program. Council member Newall seconded the motion, Council member Kivitz abstained and the Council voted to approve the services in an 8-0-1 roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Lillibridge, Mascareñas, Newall and Trapp voting yes.

AGENDA ITEM 11: DISCUSSION OF PROPOSED DECLARATION AFFIRMING COMPLIANCE WITH STATUTORY REQUIREMENTS FOR MEMBERS

There was no update at this time.

AGENDA ITEM 12: APPROVAL OF COUNCIL LEGISLATIVE RECCOMENDATIONS

Chair Dignan informed the Council that the Executive Committee had discussed possible legislative recommendations for the upcoming New Mexico legislative session. She reported that suggestions regarding the coverage of Council members who are not state employees under the Governmental Conduct Act were included on the agenda for the next New Mexico State Ethics Commission meeting.

AGENDA ITEM 13: APPROVAL OF OPEN MEETINGS ACT RESOLUTION, REVISING PROVISIONS FOR MEETINGS HELD DURING TIMES OF STATE EMERGENCIES

Council member Trapp reviewed the revised version of the Open Meetings Act Resolution. He noted the language change outlining virtual meetings as a necessity instead of an option.

Council member Kivitz moved to approve the revised Open Meetings Act Resolution as presented, with the amendment that the document be updated to include the September 9 meeting date and the requirement that the rest of the document's content remain the same. Council member Newall seconded the motion and the Council voted unanimously to approve the document in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Mascareñas, Newall and Trapp voting yes.

AGENDA ITEM 14: DISCUSSION OF ANNUAL REPORT

Chair Dignan announced that a draft of the Annual Report would be presented at the October council meeting, with the vote for the document's approval to take place at the November council meeting.

AGENDA ITEM 15: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 16: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Chris Boston, Tresco, requested a private meeting with Chair Dignan to discuss future issues concerning the 75/25% direct labor ratio. He also added that the Council should consider ways in which to educate government customers about how minimum wage increases would affect contract costs in the future.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

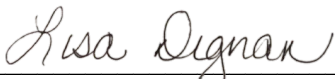
Suggested agenda items for future meetings included: discussion of possible training about the Open Meetings Act Resolution to be provided by the Office of the Attorney General; right of first refusal hierarchy discussion; discussion about adding lawyer services as suitable for offer under the State Use Program.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was scheduled for Wednesday, October 14, 2020, at 1:30 p.m. MDT, to take place remotely via video conference.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned at 2:41 p.m.



Lisa Dignan, Chair

10 November 2020

Date