

## OFFICIAL MINUTES

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

#### MINUTES REGULAR MEETING

OCTOBER 14, 2020, 1:30 PM

Video Conference Call

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

Chair Lisa Dignan called the meeting to order at 1:36 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)
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 (participating remotely via video)

#### MEMBERS NOT PRESENT

Miranda Mascareñas	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero
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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 telephone
Kyle Radford	Horizons of New Mexico, participating remotely via video
Marie Richter	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 telephone
Greg Block	Tresco, participating remotely via video
Ernie Byers	DigiPros Printing and Mailing, participating remotely via telephone

### **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 SEPTEMBER 9, 2020**

Council member Pam Lillibridge moved to approve the September 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, Antoinette Holmes, Mike Kivitz, Lillibridge, 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), gave a status update on the contract between the New Mexico Department of Health and member business Tresco, that was tentatively approved, pending receipt of the contract approval acceptance form from the procuring agency, at the last council meeting. He stated that Horizons was still waiting to receive that form from the procuring agency.

Mr. Loehman then commented that October is National Disability Employment Awareness month. He thanked the members of the Council for volunteering their time to enhance the employment opportunities for New Mexicans with disabilities.

Finally, Mr. Loehman announced that Ms. Kathleen Cates, the CEO of member business LifeROOTS,

had stepped down from her position and that Mr. Matthew Molina would be filling the position as interim CEO. Mr. Loehman stated that he remained confident in the organization.

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

2. *New Mexico Department of Public Safety and member Tresco; Grounds Maintenance, New Mexico State Police Socorro Office -- \$3,916.89*
3. *New Mexico Department of Public Safety and member Tresco; Grounds Maintenance, New Mexico State Police Quemado Office -- \$3,971.88*

Council member Hayden moved to approve contracts A2 and A3 as a group. 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, Kivitz, Lillibridge, Newall and Trapp voting yes.

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

1. *University of New Mexico and member Clearly Clean Janitorial Service; Janitorial Services, Sandoval Regional Medical Center -- \$94,488.48*

Council member Lillibridge moved to approve contract B1, pending the receipt of the contract approval acceptance form from 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, Newall and Trapp voting yes.

2. *New Mexico Energy, Minerals, and Natural Resources Department and member Tresco; Grounds Maintenance, Hobbs -- \$6,722.52*

Council member Fresquez left the meeting at this time (1:56 p.m.), with intention to return to the meeting shortly. A quorum was still established.

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

3. *New Mexico Energy, Minerals, and Natural Resources Department and member Tresco; Janitorial Services, Hobbs -- \$8,544.24*

Council member Kivitz moved to approve contract B3. Council member Trapp seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

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

*(None)*

**d) FY21 Renewal Contracts Over \$5,000**

1. *New Mexico Governor's Commission on Disability and ADA Accessibility Consultant; ADA Accessibility Consulting Services, Albuquerque: FY 20 -- \$17,015.63, FY 21 -- \$5,671.88*

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

2. *Doña Ana County and member Adelante Development Center; Printing and Mailing Services, Doña Ana County Treasurer: FY 20 -- \$19,203.45, FY 21 -- \$21,459.33*

Council member Lillibridge moved to approve contract D2. Council member Hayden seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Newall and Trapp voting yes.

3. *New Mexico Department of Military Affairs and member ARCA; Janitorial Services, New Mexico Air National Guard, Albuquerque: FY 20 -- \$74,635.83, FY 21 -- \$55,287.15*

Council member Fresquez returned to the meeting at this time (2:15 p.m.).

Council member Trapp moved to approve contract D3. Council member Hayden 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, Newall and Trapp voting yes.

4. *Doña Ana County and member DigiPros; Printing and Mailing Services, Doña Ana County Assessor: FY 20 -- \$80,907.40, FY 21 -- \$84,315.87*

Council member Newall moved to approve contract D4. Council member Holmes 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, 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. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Developmental Disabilities Supports Division, Albuquerque --- \$59.81*
2. *City of Albuquerque and member Buddy Check II; Printing Services, Albuquerque Police Department --- \$241.45*
3. *City of Albuquerque and member Buddy Check II; Printing Services, Planning Department -- \$2,250.83*
4. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Waste Management Department -- \$21.45*
5. *City of Portales and member Greetings, Etc.!.; Printing Services, Portales -- \$82.72*
6. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department Triangle Substation --- \$178.89*
7. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department Real Time Crime Center --- \$522.36*
8. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department Southwest Area Command Center --- \$1,208.97*
9. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department Phil Chacon Memorial Substation -- \$1,588.63*
10. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitization and Sterilization Services, Albuquerque Police Department Valley Area Command Center -- \$1,812.95*

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

1. *Torrance County and member Adelante Development Center; Document Destruction Services, County Clerk's Office: FY 20 -- \$174.84, FY 21 - \$179.52*

**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: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, MATT LOEHMAN**

Mr. Loehman reported that the Council had approved 37 contracts, equaling more than \$1 million and providing 84 jobs for individuals with disabilities, during the quarterly reporting period.

**AGENDA ITEM 11: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

**a) Lawyer Services**

After discussion and review of a memo on the topic from Assistant Attorney General Karla Soloria, Council member Trapp moved to include “Lawyer Services” under the list of excluded services under the State Use Program. Council member Hayden seconded the motion and the Council voted unanimously to exclude that service in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting to exclude.

**AGENDA ITEM 12: APPROVAL OF PROPOSED BYLAW CHANGES, REVISING TO ADDRESS MEETINGS DURING TIMES OF EMERGENCY**

Council member Kivitz moved to approve the revised council bylaws as presented to the Council in the meeting packet that was distributed prior to the current council meeting. Council member Newall seconded the motion and the Council voted unanimously to approved the bylaw revision in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

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

Council member Trapp moved to approve the Council Annual Report, granting authority to the Executive Committee to implement any grammatical or technical changes they saw fit. Council member Kivitz seconded the motion and the Council voted unanimously to approve the report in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

**AGENDA ITEM 14: DISCUSSION OF MEETING DATES FOR 2021**

Chair Dignan announced that an updated list of possible 2021 council meeting would be distributed to

council members at a later date. She added that if multiple conflicts arose surrounding the potential dates outlined – tentatively scheduled for the second Wednesday of every month – the Council would discuss the possibility of changing those regularly scheduled dates.

**AGENDA ITEM 15: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 16: OPEN PUBLIC FORUM AND PUBLIC COMMENTS**

There were none at this time.

**AGENDA ITEM 17: NEW MEXICO OPEN MEETINGS ACT TRAINING, KARLA SOLORIA**

Ms. Karla Soloria, New Mexico Office of the Attorney General, presented an Open Meetings Act training at this time, as requested by the Council. The Council thanked Ms. Soloria for her thorough presentation.

**AGENDA ITEM 18: COUNCIL DISCUSSION**

Council member Kivitz left the meeting at this time (2:58 p.m.). A quorum was still established.

There was no council discussion at this time.

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

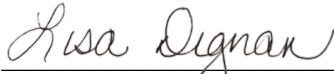
There were no suggested agenda items for future meetings outlined at this time.

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

The date of the next council meeting was tentatively scheduled for Wednesday, November 4, 2020, at 1:30 p.m. MDT, to take place remotely via video conference. Chair Dignan announced that, should the case arise where no meeting was necessary, the next council meeting was scheduled for Wednesday, December 9, 2020.

**AGENDA ITEM 21: ADJOURN**

With no further business, the meeting was adjourned at 3:38 p.m.

  
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Lisa Dignan, Chair

10 December 2020  
Date