

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

OCTOBER 6, 2021, 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)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation 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)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Mackie Romero	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)

With nine council members participating remotely via telephone or video at the time of the roll call, a full 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
Scott DeVetter	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video

GUESTS

Kelly Burma	New Mexico Commission for the Blind, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via video
Luis Rios	Tresco, participating remotely via video
Greg Block	Tresco, participating remotely via video
Therese Baca	Unlimited Office Management Systems, participating remotely via telephone
Travis Davis	Equal Steps, 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 SEPTEMBER 1, 2021

Council member Mark Hayden moved to approve the September 1, 2021 meeting minutes. Council member Roger Newall 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, Newall, Mackie Romero 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 UPDATE, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), introduced Mr. Travis Davis, from member business Equal Steps to the Council and thanked him for his participation in the meeting.

Mr. Loehman announced that October is National Disability Employment Awareness month and thanked everyone in attendance, as well as all member businesses, for their work in providing employment opportunities for individuals with disabilities.

Mr. Loehman informed the Council that the first auctioneering services contract between RT 66 Auctions and the New Mexico Department of Transportation had begun and that the auction would go live in January 2022. He thanked the Council for approving that service and expanding the offerings of the State Use

Program.

Mr. Loehman then reported that member businesses across the state had responded to Horizons' inquiry about COVID-19 challenges, and generally found that, while COVID-19 continues to pose hiring challenges, the introduction of the delta variant had not affected business differently than earlier variants of COVID-19.

AGENDA ITEM 8: APPROVAL OF PROPOSED FY 22 PRICE AGREEMENT CONTRACT FOR CARPET CLEANING AND FLOOR CARE SERVICES BETWEEN CITY OF ALBUQUERQUE AND MEMBER CRYSTAL CLEAR MAINTENANCE

After discussion, Council member Newall moved to approve the proposed FY 22 price agreement contract for carpet cleaning and floor care services between the City of Albuquerque and Crystal Clear Maintenance. Council member Lillibridge seconded the motion, Council member Kivitz abstained, and the price agreement contract was approved in an 8-0-1 (Approved – Denied – abstained) roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Lillibridge, Newall, Romero and Trapp voting yes.

AGENDA ITEM 9: APPROVAL OF PROPOSED FY 22 PRICE AGREEMENT CONTRACT FOR DECONTAMINATION, SANITATION AND STERILIZATION SERVICES BETWEEN CITY OF ALBUQUERQUE AND MEMBERS ADELANTE DEVELOPMENT CENTER, CLEARLY CLEAN JANITORIAL SERVICE, AND CRYSTAL CLEAR MAINTENANCE

After discussion, Council member Newall moved to approve the proposed FY 22 price agreement contract for decontamination, sanitation and sterilization services between the City of Albuquerque and Adelante Development Center, Clearly Clean Janitorial Service, and Crystal Clear Maintenance. Council member Holmes seconded the motion, Council member Kivitz abstained, and the price agreement contract was approved in an 8-0-1 roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Lillibridge, Newall, Romero and Trapp voting yes.

AGENDA ITEM 10: 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 of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Department of Animal Welfare Eastside Animal Shelter -- \$3,020.54*
2. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Albuquerque Police Department Southwest Area Command -- \$3,281.69*
3. *Mid-Region Council of Governments and member Crystal Clear Maintenance; Janitorial Services, Rio Metro Transit District, Albuquerque -- \$2,720.52*

Council member Lillibridge moved to approve contracts A1 – A3 as a group. Council member Hayden seconded the motion and the Council voted unanimously to approve the contracts in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

b) New Contracts Over \$5,000

1. *New Mexico Department of Health and member Tresco; Janitorial Services, Truth or Consequences Public Health Office -- \$7,150.23*

Council member Kivitz moved to approve contract B1. Council Hayden seconded the motion and the Council voted unanimously to approve the contracts in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

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

(None)

d) FY21 Renewal Contracts Over \$5,000

1. *New Mexico Department of Workforce Solutions and member Tresco; Janitorial Services, Alamogordo: FY 21 -- \$15,237.54, FY 22 -- \$15,367.08*

Council member Newall moved to approve contract D1. Council member Holmes seconded the motion, Council member Kivitz abstained, and the contract was approved in an 8-0-1 roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Lillibridge, Newall, Romero and Trapp voting yes.

AGENDA ITEM 11: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. Eighth Judicial District Attorney's Office and member Adelante Development Center; Document Destruction Services, Taos -- \$491.62
2. Mid-Region Council of Governments and member Adelante Development Center; Document Destruction Services, Albuquerque---\$513.57
3. New Mexico Department of Game and Fish and member Adelante Development Center; Document Destruction Services, Santa Fe---\$1,596.96
4. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Albuquerque---\$204.47
5. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Northeast Region Public Health, Santa Fe---\$672.42
6. New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Emergency Medical Systems, Santa Fe---\$1,168.05
7. New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Los Lunas -- \$390.52
8. New Mexico Public Education Department and member Adelante Development Center;

- Document Destruction Services, Santa Fe ---\$2,089.75
9. New Mexico Public Education Department and member Adelante Development Center; Document Destruction Services, Santa Fe ---\$2,190.82
 10. New Mexico Tech and member Adelante Development Center; Document Destruction Services, Purchasing Department, Socorro ---\$67.56
 11. New Mexico Tech and member Adelante Development Center; Document Destruction Services, Financial Aid Department, Socorro ---\$86.07
 12. New Mexico Tech and member Adelante Development Center; Document Destruction Services, Information Technology Department ---\$480.71
 13. City of Albuquerque and member Buddy Check II; Printing Services, Department of Cultural Services, Albuquerque -- \$1,602.96
 14. San Juan College and member Buddy Check II; Printing Services, Farmington -- \$1,365.00
 15. City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Parks and Recreation Department --\$1,084.97
 16. New Mexico Department of Health and member Crystal Clear Maintenance; Janitorial Services, Los Lunas Community Programs -- \$748.71
 17. City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Senior Affairs -- \$186.95
 18. City of Albuquerque and member Greetings, Etc.!.; Printing Services, Albuquerque Police Department -- \$1,006.63
 19. New Mexico Department of Information Technology and member Tresco; Decontamination, Sanitation and Sterilization Services, Las Cruces -- \$630.00

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *EMW Gas Association and member Adelante Development Center; Document Destruction, Estancia: FY 21 -- \$179.52, FY 22 -- \$266.16*
2. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$174.84, FY 22 ---\$272.63*
3. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Information Technology, Santa Fe: FY 21 -- \$179.52, FY 22 ---\$272.63*
4. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$1,173.35, FY 22 -- \$1,089.27*
5. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Emergency Medical Safety Board, Santa Fe: FY 21 -- \$710.36, FY 22 --- \$1,168.05*
6. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction, District 9, Clovis: FY 21 -- \$589.43, FY 22 --- \$739.55*
7. *New Mexico Secretary of State and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$724.55, FY 22--- \$1,071.11*

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 Clearly Clean Janitorial Service; Janitorial Services, Albuquerque Balloon Museum -- \$3,382.47*

AGENDA ITEM 12: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, MATT LOEHMAN

Mr. Loehman reviewed that the Council had approved 44 contracts during the reporting period, totaling approximately \$1,180,000 and providing jobs for 86 individuals with disabilities.

AGENDA ITEM 13: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

a) Social Media Marketing

After discussion, Council member Newall moved to approve social media marketing as a permissive service to be provided under the State Use Program. Council member Kivitz seconded the motion and the Council voted unanimously to approve the service as permissive in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

AGENDA ITEM 14: APPROVAL OF LEGISLATIVE RECOMMENDATIONS

Council discussion took place about the possibility of expanding the current Council size and whether the number of attendees required for quorum should be adjusted.

After further discussion, Chair Dignan suggested the creation of a subcommittee to review the State Use Act and the rules governing the Council, that could then bring possible legislative recommendations back to the full Council for discussion. Council members Fresquez, Hayden, Kivitz and Trapp volunteered to take part in that committee and return their findings and suggestions to the Council.

AGENDA ITEM 15: DISCUSSION OF THE COUNCIL ANNUAL REPORT

The Council discussed elements that they would like to see included in the upcoming Council annual report, including more emphasis on the scope of service providers and locations within the state, additional stories highlighting employees employed through the State Use Program, and the addition of a supplementary brochure that would act as a condensed version of the report that could be used as an informational marketing tool.

The Council requested that Horizons provide an initial draft of the report for review at the November council meeting.

AGENDA ITEM 16: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 17: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Mr. Bernie Lujan, Buddy Check II Printing Services, informed the Council that he had provided material to Horizons of New Mexico that could be used to promote the program and that he would be happy to assist Horizons in gathering any additional information they might need for that publication.

AGENDA ITEM 18: COUNCIL DISCUSSION

The was no Council discussion at this time.

AGENDA ITEM 19: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

As previously discussed, legislative recommendations and the approval of the Council annual report were added to the list of suggested agenda items for future meetings.

AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING

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

AGENDA ITEM 21: ADJOURN

With no further business, the meeting was adjourned at 3:15 p.m.



Lisa Dignan, Chair

11.8.2021

Date