

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

AUGUST 4, 2021, 1:30 PM

Video Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:34 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)

MEMBERS NOT PRESENT

Roger Newall	Council Member, Disabled Veteran
Mackie Romero	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero

With seven 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
Kay Eldred	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
Karla Soloria	New Mexico Office of the Attorney General, participating remotely via video
Gary Peterson	RT 66 Auctions, participating remotely via video
Ernie Buyers	DigiPros, 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 JULY 7, 2021

Council member Pam Lillibridge moved to approve the July 7, 2021 meeting minutes. Council member Trapp seconded the motion, Council member Kivitz abstained, and the Council voted to approve the minutes in a 6-0-1 (Approve – Deny – Abstain) roll call vote, with members Dignan, Eli Fresquez, Mark Hayden, Antoinette Holmes, Lillibridge 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

There was no central nonprofit agency update at this time.

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

(None)

b) New Contracts Over \$5,000

1. *New Mexico Human Services Department and member Adelante Development Center; Printing and Mailing Services, Income Support Division Sapphire Notice -- \$12,841.44*

Council member Hayden moved to approve contract B1. Council member Holmes 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, Fresquez, Hayden, Holmes, Lillibridge and Trapp voting yes.

2. *New Mexico Department of Public Safety and member Clearly Clean Janitorial Service; Janitorial Services, New Mexico State Police Edgewood Office -- \$8,466.72*

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

3. *New Mexico Department of Public Safety and member Clearly Clean Janitorial Service; Janitorial Services, New Mexico State Police Los Lunas Office -- \$10,698.60*

Council member Lillibridge moved to approve contract B3. 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 and Trapp voting yes.

4. *New Mexico Department of Public Safety and member Clearly Clean Janitorial Service; Janitorial Services, New Mexico State Police Albuquerque Office -- \$21,020.76*

Council member Kivitz moved to approve contract B4. Council member Lillibridge 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 and Trapp voting yes.

5. *New Mexico Department of Transportation and member RT 66 Auctions; Auctioneering Services -- \$124,359.38*

Council member Kivitz moved to approve contract B5. 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 and Trapp voting yes.

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

(None)

d) FY21 Renewal Contracts Over \$5,000

1. *Dona Ana County and member DigiPros; Printing and Mailing Services, Dona Ana County Assessor's Forms: FY 21 -- \$84,315.87, FY 22 -- \$94,689.32*

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

2. *New Mexico Department of Health and member Tresco; Grounds Maintenance, Rehabilitation Center, Roswell: FY 21 -- \$5,739.03, FY 22 -- \$6,231.84*

Council member Kivitz moved to approve contract D2. Council member Lillibridge 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 and Trapp voting yes.

3. *New Mexico Energy, Minerals and Natural Resources Department and member Tresco; Grounds Maintenance, Hobbs: FY 21 -- \$6,722.52, FY 22 -- \$6,990.84*

Council member Lillibridge 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, Fresquez, Hayden, Holmes, Kivitz, Lillibridge and Trapp voting yes.

4. *New Mexico Energy, Minerals and Natural Resources Department and member Tresco; Janitorial Services, Hobbs: FY 21 -- \$8,544.24, FY 22 -- \$8,726.52*

Council member Trapp moved to approve contract D4. 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 and Trapp voting yes.

e) Changes and Increases

1. *New Mexico Department of Cultural Affairs and member Adelante Development Center; Document Destruction Services, Museum of the New Mexico Press, Current – \$18,397.71, Revised – \$20,898.40*

Council member Lillibridge moved to approve contract E1. Council member Holmes 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, Fresquez, Hayden, Holmes, Lillibridge 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. *City of Belen and member Adelante Development Center; Document Destruction Services, Belen --- \$1,163.58*
2. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Childhood Support Enforcement Division, Farmington -- \$385.29*
3. *New Mexico Workers' Compensation Administration and member Adelante Development Center; Document Destruction Services, Albuquerque -- \$420.60*
4. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Department of Senior Affairs, Albuquerque \$286.66*
5. *City of Albuquerque and member DigiPros; Albuquerque Police Department; Printing Services, Albuquerque Police Department \$428.93*
6. *City of Albuquerque and member Greetings, Etc.!.; Printing Services --- \$253.44*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *Bernalillo County and member Adelante Development Center; Document Destruction, County Manager, Albuquerque: FY 21 -- \$179.52, FY 22 \$266.16*
2. *Bernalillo County and member Adelante Development Center; Document Destruction, Wills, Estates and Probate, Albuquerque: FY 21 -- \$185.99, FY 22 -- \$272.63*
3. *Bernalillo County and member Adelante Development Center; Document Destruction, Legal Department: FY 21 -- \$284.24, FY 22 -- \$285.82*
4. *Bernalillo County and member Adelante Development Center; Document Destruction, Substance Abuse, Albuquerque: FY 21 -- \$200.95, FY 22 -- \$292.29*
5. *City of Portales and member Adelante Development Center; Document Destruction, City Hall, Portales: FY 21 -- \$1,270.16, FY 22 -- \$1,528.14*
6. *Eighth Judicial Court and member Adelante Development Center; Document Destruction, Taos: FY 21 -- \$308.67, FY 22 -- \$1,178.87*
7. *First Judicial District Attorney and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$538.56, FY 22 -- \$804.95*
8. *Los Puentes Charter School and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$70.75, FY 22 -- \$150.00*
9. *Mid-Region Council of Governments and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$1,582.31, FY 22 -- \$1,143.28*
10. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$185.99, FY 22 -- \$266.16*
11. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Rio Rancho: FY 21 -- \$589.43, FY 22 -- \$480.71*
12. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$365.51, FY 22 -- \$532.32*
13. *New Mexico Children, Youth, and Families Department and member Adelante*

- Development Center; Document Destruction, Los Lunas: FY 21 -- \$297.70, FY 22 -- \$538.79*
14. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Juvenile Justice Services, Santa Fe: FY 21 -- \$582.26, FY 22 -- \$753.34*
 15. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Administrative Services, Santa Fe: FY 21 -- \$538.56, FY 22 -- \$798.48*
 16. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Financial Unit: FY 21 -- \$545.03, FY 22 -- \$804.95*
 17. *New Mexico Commission for Deaf and Hard of Hearing and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$174.84, FY 22 -- \$266.16*
 18. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction, Adult Parole Board, Santa Fe: FY 21 -- \$365.51, FY 22 -- \$538.79*
 19. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Administrative Services: FY 21 -- \$104.72, FY 22 -- \$174.13*
 20. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, McKinley County Public Health Office, Gallup: FY 21 -- \$194.48, FY 22 -- \$272.63*
 21. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Population and Community Health, Albuquerque: FY 21 -- \$194.48, FY 22 -- \$272.63*
 22. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Immunization: FY 21 -- \$194.48, FY 22 -- \$285.82*
 23. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Pharmacy, Santa Fe: FY 21 -- \$36.39, FY 22 -- \$342.19*
 24. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Human Resources, Santa Fe: FY 21 -- \$245.83, FY 22 -- \$532.32*
 25. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, NW Region Public Health Division, Albuquerque: FY 21 -- \$365.51, FY 22 -- \$538.79*
 26. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Office of General Counsel, Santa Fe: FY 21 -- \$365.51, FY 22 -- \$538.79*
 27. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Population and Community Health, Albuquerque: FY 21 -- \$200.95, FY 22 -- \$578.11*
 28. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Population and Community Health, Albuquerque: FY 21 -- \$395.43, FY 22 -- \$578.11*
 29. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Sequoyah Adolescent Treatment Center, Albuquerque: FY 21 -*

- \$784.39, FY 22 -- \$1,089.27

30. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Immunization, Santa Fe: FY 21 \$777.92, FY 22 -- \$1,435.57*
31. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$710.36, FY 22 -- \$1,792.55*
32. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction, New Mexico State Police, Hobbs: FY 21 -- \$409.92, FY 22 -- \$480.71*
33. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction, Forensic Laboratories, Santa Fe: FY 21 -- \$593.13, FY 22 -- \$795.60*
34. *New Mexico Division of Vocational of Rehabilitation and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$166.36, FY 22 -- \$266.16*
35. *New Mexico Division of Vocational of Rehabilitation and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$777.48, FY 22 -- \$266.16*
36. *New Mexico Division of Vocational of Rehabilitation and member Adelante Development Center; Document Destruction, Gallup: FY 21 -- \$179.40, FY 22 -- \$266.16*
37. *New Mexico Division of Vocational of Rehabilitation and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$179.40, FY 22 -- \$266.16*
38. *New Mexico Division of Vocational of Rehabilitation and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$179.40, FY 22 -- \$266.16*
39. *New Mexico Division of Vocational of Rehabilitation and member Adelante Development Center; Document Destruction, Rio Rancho: FY 21 -- \$388.70, FY 22 -- \$266.16*
40. *New Mexico Division of Vocational of Rehabilitation and member Adelante Development Center; Document Destruction, Farmington: FY 21 -- \$777.92, FY 22 -- \$478.08*
41. *New Mexico Division of Vocational of Rehabilitation and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$2,734.10, FY 22 -- \$1,869.59*
42. *New Mexico Early Childhood Education and Care Department and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$156.07, FY 22 -- \$532.32*
43. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Fair Hearing Bureau, Albuquerque: FY 21 -- \$194.48, FY 22 -- \$272.63*
44. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Fair Hearing Bureau: FY 21 -- \$185.99, FY 22 -- \$272.63*
45. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Childhood Support Enforcement Division, Las Vegas: FY 21 -- \$297.50, FY 22 -- \$403.25*

46. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Childhood Support Enforcement Division, Santa Fe: FY 21 -- \$589.43, FY 22 -- \$480.71*
47. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Childhood Support Enforcement Division, Hobbs: FY 21 -- \$589.43, FY 22 -- \$480.71*
48. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Childhood Support Enforcement Division, Los Lunas: FY 21 -- \$589.43, FY 22 -- \$739.55*
49. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Childhood Support Enforcement Division, Rio Rancho: FY 21 -- \$589.43, FY 22 -- \$739.55*
50. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Childhood Support Enforcement Division, Clovis: FY 21 -- \$409.91, FY 22 -- \$739.55*
51. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Childhood Support Enforcement Division, Roswell: FY 21 -- \$948.47, FY 22 -- \$1,257.23*
52. *New Mexico Office of the State Auditor and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$324.17, FY 22 -- \$295.72*
53. *New Mexico Secretary of State Office and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$724.55, FY 22 -- \$1,252.27*
54. *New Mexico Workers' Compensation Administration and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$1,083.59, FY 22 -- \$2,020.79*
55. *New Mexico Firefighters' Training Academy and member Adelante Development Center; Document Destruction, Socorro: FY 21 -- \$185.87, FY 22 -- \$302.87*
56. *San Miguel County Detention Center and member Adelante Development Center; Document Destruction, Las Vegas: FY 21 -- \$582.96, FY 22 -- \$733.55*
57. *Torrance County and member Adelante Development Center; Document Destruction, Assessor's Office, Estancia: FY 21 -- \$174.72, FY 22 -- \$272.63*
58. *Torrance County and member Adelante Development Center; Document Destruction, Clerk's Office, Estancia: FY 21 -- \$174.72, FY 22 -- \$272.63*
59. *Torrance County and member Adelante Development Center; Document Destruction, Finance Department, Estancia: FY 21 -- \$189.28, FY 22 -- \$272.63*
60. *Torrance County and member Adelante Development Center; Document Destruction, Sheriff's Department, Estancia: FY 21 -- \$140.95, FY 22 -- \$272.63*
61. *Torrance County and member Adelante Development Center; Document Destruction, Treasurer's Office, Estancia: FY 21 -- \$185.99, FY 22 -- \$272.63*
62. *Workforce Connection of Central New Mexico and member Adelante Development Center; Document Destruction, Los Lunas: FY 21 -- \$111.19, FY 22 -- \$174.33*
63. *New Mexico Department of Homeland Security and Emergency Management Services and member My Bug Guyz; Pest Control Services, Santa Fe: FY 21 -- \$1,806.00, FY 22 -- same*
64. *New Mexico Department of Public Safety and Emergency Management Services and member My Bug Guyz; Pest Control Services, Aviation, Albuquerque: FY 21 --*

\$1,083.60

65. *New Mexico Early Childhood Education and Care Department and Emergency Management Services and member My Bug Guyz; Pest Control Services, Santa Fe: FY 21 -- \$812.76, FY 22 -- same*

66. *New Mexico State Records Center and Archive and Emergency Management Services and member My Bug Guyz; Pest Control Services, Santa Fe: FY 21 – \$406.38, FY 22 - - same*

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 Human Services Department and member Adelante Development Center; Printing and Mailing Services, Income Support Division Temporary Assistance for Needy Families Notice -- \$5,474.66*

AGENDA ITEM 10: APPROVAL OF OPENING MEETINGS ACT RESOLUTION

Council member Trapp announced that the Council had an obligation to approve the Open Meetings Act Resolution annually. Council member Hayden moved to approve the Open Meetings Act Resolution, Council member Holmes seconded the motion and the Council voted unanimously to approve the resolution in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge and Trapp voting yes.

AGENDA ITEM 11: APPROVAL OF REQUIREMENT FOR MEMBER BUSINESSES TO NOTIFY THE CENTRAL NONPROFIT AGENCY IF THE MEMBER IS SUSPENDED OR DEBARRED

Council member Trapp informed the Council that organizations and individuals contracting with the state that also receive federal funds are required to include a clause in their contracts that requires them to disclose whether or not that the organization or individual is debarred or suspended. Ms. Karla Soloria, New Mexico Office of the Attorney General, added that the inclusion of this requirement for State Use Program member business would be prudent, given that members often receive federal funding.

Council member Hayden moved to approve the requirement for member business to notify the central nonprofit agency if the member is suspended or debarred. Council member Trapp seconded the motion and the requirement was unanimously approved in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge and Trapp voting yes.

AGENDA ITEM 12: APPROVAL OF REVISED COUNCIL BYLAWS, AMENDING TO ADD STATEMENT AFFIRMING WHISTLEBLOWER PROTECTION

Council member Kivitz moved to approve the revised bylaws, inclusive of the amendment to include a statement affirming whistleblower protection. Council member Hayden seconded the motion and the revised bylaws were unanimously approved in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge and Trapp voting yes.

AGENDA ITEM 13: DISCUSSION OF INCLUDING WHISTLEBLOWER PROTECTION AND SUSPENSION AND DEBARMENT IN THE MEMBER AGREEMENT

After discussion, the Council agreed that both of the previously approved suspension and debarment and whistleblower protection statements would reside in the member agreement between Horizons of New Mexico and the member business itself. It was also decided that the statements would be made available on the Horizons of New Mexico website.

AGENDA ITEM 14: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no added or removed services for approval at this time

AGENDA ITEM 15: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 16: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

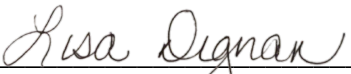
There were no suggested agenda items for future meetings at this time.

AGENDA ITEM 15: DATE AND LOCATION OF NEXT MEETING

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

AGENDA ITEM 16: ADJOURN

With no further business, the meeting was adjourned at 2:35 p.m.



Lisa Dignan, Chair

9.13.2021

Date