

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

SEPTEMBER 1, 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 (arrived at 1:43 p.m.; participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)

MEMBERS NOT PRESENT

Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Mackie Romero	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero

With six council members participating remotely via telephone or video, a full quorum was not established and the Council moved on to discuss non-action agenda items until quorum could be 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
Jessie Shanks	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
Meta Hirschi	Adelante Development Center, participating remotely via video
Matthew Molina	LifeROOTS, participating remotely via video
Tracy Rosenberg	LifeROOTS, participating remotely via video
Darlene Lopez	LifeROOTS, participating remotely via video
Paul Luttrell	State Rehabilitation Council of the New Mexico Commission for the, participating remotely via telephone
Peggy Hayes	State Rehabilitation Council of the New Mexico Commission for the, participating remotely via telephone
Karla Soloria	New Mexico Office of the Attorney General, 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 4, 2021

At the time Council member Eli Fresquez joined the meeting, the Council returned to agenda item 5.

Council member Pam Lillibridge moved to approve the August 4, 2021 meeting minutes. Council member Antoinette Holmes seconded the motion, Council member Roger Newall abstained, and the Council voted to approve the minutes in a 6-0-1 (Approve – Deny – Abstain) roll call vote, with members Dignan, Fresquez, Mark Hayden, 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

Mr. Matt Loehman, Horizons of New Mexico (Horizons), informed the Council that the council bylaws amendment to include whistleblower protection and the member business disbarment disclosure clauses - approved at the August 4, 2021 meeting – had been included on the Horizons website. He added that wording involving both of those policies was currently being incorporated into the member agreements that each state use member business signed.

Council member Fresquez joined the meeting at this time, 1:43 p.m., and the Council moved to act on skipped action agenda items.

AGENDA ITEM 8: SELECTION OF COUNCIL MEMBERS PURSUANT TO 13-1C-4(A)(4) NMSA 1978

Council member Hayden announced that the council terms for council members Dignan, Mike Kivitz, Lillidridge, Newall and Trapp would expire on September 30, 2021. He added that – by agreement of Council members Fresquez, Hayden, Holmes and Romero – those individuals would be reappointed to new 3-year terms to go into effect on October 1, 2021.

AGENDA ITEM 9: DISCUSSION OF THE NEED TO ESTABLISH, DEVELOP, OR IMPROVE COMMUNITY REHABILITATION PROGRAMS

Mr. Paul Luttrell, former employee of Adelante Development Center, and current community rehabilitation program (CRP) representative for the State Rehabilitation Council of the New Mexico Commission for the Blind, announced that the State Rehabilitation Council was currently looking at ways to increase participation and collaboration between entities that provide employment opportunities for individuals with disabilities in an effort to increase the volume of opportunities available to those individuals. He asked the Council for advice about how best to approach these initiatives.

Council member Lillibridge suggested the State Rehabilitation Council of the New Mexico Commission for the Blind focus on improving transportation systems available to individuals with disabilities, as well as increasing the access to family support services for families of those individuals.

Ms. Kelly Burma added that the State Rehabilitation Council could also increase the amount and types of training offered for those employers and job trainers looking to hire individuals with disabilities. She added that established CRPs could offer insight in how potential consumers and providers might better utilize rehabilitation services.

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 DigiPros; Printing Services, Environmental Health Department, Albuquerque -- \$3,188.72*

Council member Hayden 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, Newall and Trapp voting yes.

b) New Contracts Over \$5,000

1. *New Mexico Office of Superintendent of Insurance and member Adelante Development Center; IT Support, Albuquerque -- \$41,132.00*

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

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

1. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction, Law Enforcement Records, Santa Fe: FY 21 -- \$6,099.21, FY 22 -- \$3,096.24*

Council member Hayden moved to approve contract C1. Council 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, Newall and Trapp voting yes.

d) FY21 Renewal Contracts Over \$5,000

1. *San Juan College and member Buddy Check II; Printing Services, Farmington: FY 21 - \$17,442.31, FY 22 -- \$15,121.7932*

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

2. *Albuquerque Bernalillo County Water Utility Authority and member Crystal Clear Maintenance; Janitorial Services, Soil Amendment Facility, Albuquerque: FY 21 -- \$7,184.88, FY 22 -- \$7,400.02*

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

3. *Albuquerque Bernalillo County Water Utility Authority and member LifeROOTS; Janitorial Services, San Juan Chama Surface Water Treatment Plant, Albuquerque: FY 21 -- \$15,826.80, FY 22 -- \$19,346.88*

Council member Newall moved to approve contract D3. Council member Trapp seconded the motion, Council member Hayden abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Lillibridge, Newall and Trapp voting yes.

4. *Albuquerque Bernalillo County Water Utility Authority and member LifeROOTS; Janitorial Services, Administration & Call Center, Albuquerque: FY 21 -- \$32,690.40, FY 22 -- \$58,507.20*

Council member Lillibridge 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, Lillibridge, Newall and Trapp voting yes.

5. *Albuquerque Bernalillo County Water Utility Authority and member LifeROOTS; Janitorial Services, Wastewater Treatment, Albuquerque: FY 21 -- \$43,582.98, FY 22 -- \$70,281.30*

Council member Lillibridge moved to approve contract D5. Council member Fresquez seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Lillibridge, Newall and Trapp voting yes.

6. *New Mexico Department of Workforce Solutions and member Tresco; Janitorial Services, Carlsbad: FY 21 -- \$12,497.76, FY 22 -- \$12,994.92*

Council member Hayden moved to approve contract D6. 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, Lillibridge, Newall 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. *Curry County and member Adelante Development Center; Document Destruction Services, Clerk's Office, Clovis \$168.07*
2. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Santa Fe \$870.40*
3. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services, Re-Entry Division, Albuquerque \$292.29*
4. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Roswell \$474.12*
5. *New Mexico Public Defenders Office and member Adelante Development Center; Document Destruction Services, Santa Fe \$149.24*
6. *San Juan College and member Adelante Development Center; Document Destruction Services, Physical Plant, Farmington \$316.42*
7. *San Miguel County Detention Center and member Adelante Development Center; Document Destruction Services, Las Vegas -- \$228.39*
8. *Tenth Judicial Court and member Adelante Development Center; Document Destruction Services, Tucumcari -- \$517.81*
9. *City of Albuquerque and member Buddy Check II; Printing Services, Department of Senior Affairs, Albuquerque -- \$546.41*

10. *City of Albuquerque and member Buddy Check II; Printing Services, Department of Senior Affairs -- \$1,407.04*
11. *San Juan College and member Buddy Check II; Printing Services, Farmington -- \$362.25*
12. *San Juan College and member Buddy Check II; Printing Services, Farmington -- \$362.25*
13. *New Mexico Workers' Compensation Administration; Janitorial Services, Albuquerque -- \$703.21*
14. *San Juan College and member Greetings, Etc.!.; Printing Services, Farmington -- \$315.00*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *Horizon Academy West and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$200.95, FY 22 \$324.44*
2. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Central Intake, Albuquerque: FY 21 -- \$185.99, FY 22 -- \$272.63*
3. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Pine Tree Complex, Albuquerque: FY 21 -- \$365.21, FY 22 -- \$2,135.75*
4. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$252.30, FY 22-- \$446.96*
5. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Socorro: FY 21 -- \$752.58, FY 22-- \$882.38*
6. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$1,658.51, FY 22 \$2,049.79*
7. *New Mexico Department of Cultural Affairs and member Adelante Development Center; Document Destruction, National Hispanic Cultural Affairs, Albuquerque: FY 21 -- \$200.82, FY 22 \$285.74*
8. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Family Planning Program, Santa Fe: FY 21 -- \$200.95, FY 22--\$292.29*
9. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Turquoise Lodge, Albuquerque: FY 21 -- \$453.67, FY 22-- \$644.29*
10. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, NE Region, four locations: FY 21 -- \$1,259.88, FY 22-- \$1,529.76*
11. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction, Concealed Carry Handgun Unit, Albuquerque: FY 21 -- \$216.48, FY 22--\$480.71*
12. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$358.80, FY 22 -- \$571.51*
13. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction, Carlsbad: FY 21 -- \$369.21, FY 22 -- \$474.12*
14. *New Mexico Division of Vocational Rehabilitation and member Adelante Development*

- Center; Document Destruction, Clovis: FY 21 -- \$369.21, FY 22 -- \$474.12*
15. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction, Hobbs: FY 21 -- \$369.21, FY 22 -- \$474.12*
 16. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Behavioral Health, Santa Fe: FY 21 -- \$583.94, FY 22 --*
 17. *New Mexico Medical Board and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$241.81, FY 22 -- \$739.55*
 18. *San Miguel County and member Adelante Development Center; Document Destruction, Finance Department, Las Vegas: FY 21 -- \$520.19, FY 22 -- \$403.25*
 19. *The ASK Charter School and member Adelante Development Center; Document Destruction, Rio Rancho: FY 21 -- \$589.91, FY 22 -- \$863.93*
 20. *Valencia County Sheriff's Office and member Adelante Development Center; Document Destruction, Los Lunas: FY 21 -- \$365.51, FY 22 -- \$538.79*
 21. *Albuquerque Bernalillo County Water Utility Authority and member Crystal Clear Maintenance; Janitorial Services, Soil Amendment Facility, Albuquerque: FY 21 -- \$598.74, FY 22 -- \$616.71*

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

1. *San Juan County and member Buddy Check II; Printing Services, Farmington -- \$3,851.43*
2. *New Mexico Department of Information Technology and member Crystal Clear Maintenance; Decontamination, Sanitation and Sterilization Services -- \$2,974.26*

AGENDA ITEM 12: 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, October 6, 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 3:09 p.m.

Lisa Dignan

Lisa Dignan, Chair

10.26.2021

Date