

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

APRIL 7, 2021, 1:30 PM

Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:32 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Chair Dignan asked Council member Greg Trapp to perform a roll call.

MEMBERS PRESENT

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|-------------------|---|
| 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) |
| 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) |
| Eric Chenier | Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video) |
| Pam Lillibridge | Council Member, Community Rehabilitation Program (CRP) Representative (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 |
| Marie Richter | Horizons of New Mexico, participating remotely via video |
| Scott DeVetter | 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 |
| Therese Baca | Unlimited Office Management Systems, participating remotely via video |
| Brian Ammerman | Adelante Development Center, participating remotely via video |
| Greg Block | 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 and the meeting continued as outlined on the published agenda.

AGENDA ITEM 5: APPROVAL OF THE MINUTES OF MARCH 3, 2021

Council member Mark Hayden moved to approve the March 3, 2021 meeting minutes. Council member Antoinette Holmes seconded the motion, council member Pam Lillibridge abstained, and the Council voted to approve the minutes in an 8-0-1 (Approve-Deny-Abstain) roll call vote, with members Dignan, Eli Fresquez, Holmes, Hayden, Mike Kivitz, Roger Newall, Eric Chenier 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 Horizons hired an additional employee to assist in the increased volume of invoicing and billing the organization was beginning to experience, and that the individual would be introduced at the next council meeting.

Mr. Loehman also noted that Horizons was already receiving contract renewals for the next fiscal year and that he expected a significant amount of contracts to be included for approval under the contract approval agenda items in the upcoming renewal months.

AGENDA ITEM 8: ACCEPTANCE OF CENTRAL NONPROFIT AGENCY ANNUAL AUDIT, MATT LOEHMAN

Mr. Loehman introduced Mr. Scott DeVetter, Horizons, to review the organization’s consolidated audit which was provided to the Council prior to the beginning of the meeting. Mr. DeVetter noted that, while the audit reflected a breakout of Horizons financial information, the audit included financial information for both Horizons of New Mexico and its parent organization, WorkQuest.

Mr. DeVetter announced that Horizons experienced an increase in current assets of \$86,000.00 over the last fiscal year reporting period which placed the organization in a better cash position than in years prior. He also informed that the organization experienced an increase in net assets of \$95,000.00 for the fiscal year and that the increase would be routed directly back into the State Use Program to pay member organizations. Mr. DeVetter then noted that the Program experienced a total of \$13 million in services sales for the period.

Council member Trapp moved to accept the audit as presented to the Council. Council member Lillibridge seconded the motion and the Council voted unanimously to accept the audit in a roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Kivitz, Lillibridge, Newall, Chenier and Trapp voting yes.

AGENDA ITEM 9: APPROVAL OF REVISED PROPOSED INCREASE FOR FY 22 MEMBER DOCUMENT DESTRUCTION RATES

After discussion about how document destruction rates were determined, Council member Newall moved to accept the proposed increase in member document destruction rates. Council member Chenier seconded the motion and the Council voted unanimously to accept the proposed increase in a roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Kivitz, Lillibridge, Newall, Chenier 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

(None)

b) New Contracts Over \$5,000

1. *New Mexico Department of Homeland Security and Emergency Management and member Crystal Clear Maintenance; Grounds Maintenance, Santa Fe -- \$15,463.87*

Council member Hayden moved to approve contract B1. Council member Lillibridge seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Kivitz, Lillibridge, Newall, Chenier 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 Information Technology and member Crystal Clear Maintenance; Janitorial Service, Albuquerque: FY21 -- \$5,580.60, FY22 -- \$5,748.00*

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, Fresquez, Holmes, Hayden, Kivitz, Lillibridge, Newall, Chenier and Trapp voting yes.

e) Changes and Increases

1. *New Mexico Human Services Department and member Adelante Development Center; Printing Services, Income Support Division Central Office, Santa Fe: Current FY21 -- \$3,600,000.00; Revised FY21 -- \$4,600,00.00*

Council member Lillibridge moved to approve contract E1. Council member Chenier seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 8-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Lillibridge, Newall, Chenier 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. *New Mexico Public Education Department and member Adelante Development Center; Document Destruction, Santa Fe -- \$284.24*
2. *Public Employees Retirement Association of New Mexico and member Adelante Development Center; Document Destruction, Santa Fe-- \$620.69*
3. *New Mexico Department of Military Affairs and member ARCA; Janitorial Services, New Mexico Air National Guard--- \$2,017.59*
4. *City of Albuquerque and member Buddy Check II; Printing Services, Human Resources Department, Albuquerque--- \$1,225.28*
5. *New Mexico Workers' Compensation Administration and member Crystal Clear Maintenance; Grounds Maintenance, Albuquerque -- \$846.56*
6. *City of Albuquerque and member DigiPros; Printing Services, Transit Department-- \$203.18*
7. *San Juan College and member Greetings, Etc.!.; Printing Services, Farmington ----- \$357.00*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

(None)

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 Cultural Affairs and member Tresco; Decontamination, Sanitation and Sterilization Services, New Mexico Farm & Ranch Heritage Museum, Las Cruces -- \$7,436.92*

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

Mr. Loehman reported that the Council had approved a total of 10 contracts, worth \$1.1 million, during the quarterly reporting period. He outlined that the contracts provided 37 opportunities for employment to individuals with disabilities. Mr. Loehman informed that under the Central Nonprofit Agency's (CNA) authority to directly distribute contract approvals, Horizons had approved 58 new contracts, 2 renewal contracts and 7 contracts for urgent or immediate need or emergency during the period.

AGENDA ITEM 13: APPROVAL OF MODIFICATION TO THE DIRECT DISTRIBUTION PROCEDURE TO ALLOW THE CENTRAL NONPROFIT AGENCY TO DIRECTLY DISTRIBUTE CONTRACTS WITH BID TIMELINES THAT DO NOT PERMIT THE COUNCIL TO CONSIDER THE CONTRACT AT A REGULAR MEETING UP TO A CONTRACT VALUE OF \$25,000

After discussion about the direct distribution submission and review process and possible appropriate thresholds, Council member Hayden moved to approve a policy change that would allow the CNA to directly distribute contracts with bid timelines that do not permit the Council to consider the contract at a regular meeting up to a contract value of \$20,000.00. Council member Newall seconded the motion, Council member Kivitz abstained, and the motion was approved in an 8-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Lillibridge, Newall, Chenier and Trapp voting yes.

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

Ms. Kelly Burma, New Mexico Commission for the Blind, informed the Council about the Students in Transition to Employment Program. She stated that the program trained blind and visually impaired students, aged 14 to 21, to prepare them for work in a variety of employment environments. She said that the Commission places students in summer employment, and that the Commission pays the wages. She said she

was looking for internship opportunities for students through the state use program.

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 17: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was scheduled for Wednesday, May 5, 2021, at 1:30 p.m. MDT, to take place remotely via video conference. Chair Dignan also outlined that two meetings would be scheduled for the month of June due to the significant amount of renewal contracts the Council anticipated would be brought forward for approval, and stated that those meetings were scheduled for Wednesday, June 2, 2021 and Wednesday, June 23, 2021.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned at 2:43 p.m.



Lisa Dignan, Chair

6.4.2021

Date