

OFFICIAL MINUTES

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

MINUTES

REGULAR MEETING

NOVEMBER 3, 2021, 1:30 PM

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) |
| 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) |
| 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) |

MEMBERS NOT PRESENT

| | |
|-----------------|---|
| Mark Hayden | Council Vice-Chair, State Purchasing Director |
| Pam Lillibridge | Council Member, Community Rehabilitation Program (CRP) Representative |

With seven 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 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 |
| Therese Baca | Unlimited Office Management Systems, participating remotely via telephone |
| Bernie Lujan | Buddy Check II Printing Services, participating remotely via video |
| 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 OCTOBER 6, 2021

Council member Roger Newall moved to approve the October 6, 2021 meeting minutes. Council member Antoinette Holmes seconded the motion and the Council voted unanimously to approve the minutes in a roll call vote, with members Dignan, Eli Fresquez, Holmes, Mike Kivitz, Newall, Mackie Romero and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

Chair Dignan announced that Secretary Brian Blalock of the New Mexico Children, Youth and Families Department had resigned and been replaced by Secretary Barbara Vigil. She added that Governor Lujan Grisham appointed Secretary Vigil to the Council, and that Council member Fresquez would continue to perform functions as Secretary Vigil's designee on the Council.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), announced that Horizons would be hosting a member organization training on December 2, 2021.

Mr. Loehman then reported that the New Mexico Public Procurement Association's fall conference was held on October 21, 2021 and that he had the opportunity to present at the event. He added that he had been introduced to the chief procurement office of the New Mexico Human Services Department, Gary Chavez, who is a supporter of the State Use Program.

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. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Department of Senior Affairs -- \$3,409.55*

Council member Kivitz moved to approve contract A1. Council member Romero seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Newall, Romero and Trapp voting yes.

b) New Contracts Over \$5,000

1. *New Mexico Department of Homeland Security & Emergency Management Services and member Clearly Clean Janitorial Service; Janitorial Services, Santa Fe -- \$34,008.39*

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

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

1. *San Juan College and member Buddy Check II; Printing Services, Farmington: FY 21 -- \$3,502.13, FY 22 -- \$4,968.65*

Council member Holmes moved to approve contract C1. Council member Romero seconded the motion and the Council voted unanimously to approve the contracts in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Newall, Romero and Trapp voting yes.

d) FY21 Renewal Contracts Over \$5,000

1. *Taos County and member Buddy Check II; Printing Services, Taos County Assessor, Taos: FY 21 -- \$4,825.05, FY 22 -- \$6,910.32*

Council member Romero moved to approve contract D1. Council member Newall seconded the motion and the Council voted unanimously to approve the contracts in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Newall, Romero 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, Roswell--- \$132.77*
2. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque -- \$73.02*
3. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Gallup -- \$226.92*
4. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Child Support Enforcement Division, Hobbs ---\$223.49*
5. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Child Support Enforcement Division, Clovis----\$468.67*
6. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Child Support Enforcement Division, Hobbs ---\$728.74*
7. *New Mexico Public Education Department and member Adelante Development Center; Document Destruction Services, Santa Fe---\$1,112.26*
8. *City of Albuquerque and member Buddy Check II; Printing Services, Department of Senior Affairs -- \$99.90*
9. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, AlbuquerqueMuseum \$525.44*
10. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Human Resources Department -- \$352.07*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *Mesalands Community College and member Adelante Development Center; Document Destruction, Tucumcari: FY 21 -- \$582.96, FY 22 -- \$998.39*
2. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Albuquerque: FY 21 -- \$178.52, FY 22 -- \$266.16*
3. *New Mexico Department of Health and member Adelante Development Center; Document Destruction, Santa Fe: FY 21 -- \$731.02, FY 22 -- \$1,337.27*
4. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Administrative Services, Santa Fe: FY 21 -- \$328.90, FY 22 -- \$538.79*
5. *New Mexico Office of the Superintendent of Insurance and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 21 -- \$119.82, FY 22 -- \$538.79*
6. *San Miguel Sheriff's Office and member Adelante Development Center; Document Destruction Services, Las Vegas: FY 21 -- \$185.99, FY 22 -- \$266.16*

7. *Valencia County and member Adelante Development Center; Document Destruction Services, Belen Senior Center: FY 21 -- \$36.39, FY 22 -- \$154.67*

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

(None)

AGENDA ITEM 10: REPORT FROM LEGISLATIVE SUBCOMMITTEE

Council member Trapp reported that the Legislative Subcommittee met to discuss the following possible legislative recommendations: decreasing the number of council members necessary for the Council to reach quorum; providing per diem funds to council members who are not state employees; and the reduction of the 75/25 direct labor ratio requirement. He added that the subcommittee members decided the Council should not bring any legislative recommendations forward at this time, but that the subcommittee would continue to meet and bring back any recommendations that might arise in the future.

AGENDA ITEM 11: APPROVAL OF LEGISLATIVE RECOMMENDATIONS

There were no recommendations at this time.

AGENDA ITEM 12: APPROVAL OF THE COUNCIL ANNUAL REPORT

After discussion about internal formatting and layout changes to the submitted report, Council member Trapp moved to authorize the Executive Subcommittee to approve the final report, pending the implementation of the changes and modifications discussed throughout the agenda item. Council member Kivitz seconded the motion and the Council voted unanimously to approve the motion in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Newall, Romero and Trapp voting yes.

AGENDA ITEM 13: DISCUSSION AND APPROVAL OF MEETING DATES FOR 2022

- January 5
- February 2
- March 2
- April 6
- May 4
- June 1
- June 22
- July 6
- August 3
- September 7
- October 5

- November 2
- December 7

Council member Newall moved to approve the 2022 council meeting dates as listed. Council member Holmes seconded the motion and the Council voted unanimously to approve the dates in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Newall, Romero and Trapp voting yes

AGENDA ITEM 14: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no added or removed suitable services for review 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

Kelly Burma, New Mexico Commission for the Blind, suggested that the Council update the State Use Program documents listed on the Horizons of New Mexico website so that they are accessible to individuals with disabilities, especially considering many of the member organizations accessing these forms have employees with disabilities filling them out.

Ms. Burma then informed the Council that the Students in Transition to Employment program would begin soon and if any council members had possible employment opportunities to offer to those program participants to let her know.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

As previously discussed, legislative recommendations, final approval of the Council annual report and the updated Horizons of New Mexico member organization documents were added to the list of suggested agenda items for future meetings.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was tentatively scheduled for Wednesday, December 1, 2021, at 1:30 p.m. MST, to take place remotely via video conference. If that meeting were to be cancelled, the date would be pushed to Wednesday, January 5, 2022.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned at 2:45 p.m.



Lisa Dignan, Chair

12.3.2021

Date