

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

April 12, 2023 1:30 PM

New Mexico Commission for the Blind
Skills Center
2200 Yale Blvd SE
Albuquerque, NM 87106

AGENDA ITEM 1: CALL TO ORDER

Chair Kathleen Pinyan called the meeting to order at 1:31 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

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

MEMBERS PRESENT

Kathleen Pinyan	Council Chair, Designee for Department of Finance and Administration (DFA) Secretary Propst
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
Brian Fitzgerald	Council Member, State Purchasing Division
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Vigil (until May 1st when there will be an interim Secretary) (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video; joined the meeting at 1:42 p.m.)

With eight council members participating in person or 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 Pinyan asked all guests and staff members participating via telephone to introduce themselves at this time.

OTHER PARTICIPANTS

Matt Loehman	Horizons of New Mexico
Kyle Radford	Horizons of New Mexico
Amanda Ordell	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
Marie Richter	Horizons of New Mexico, participating remotely via video

GUESTS

Jennifer Salazar	New Mexico Office of the Attorney General, participating remotely via video
Kelly Burma	New Mexico Commission for the Blind
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Arturo Soliz	

One guest was present, but the guest elected to not identify themselves.

AGENDA ITEM 4: APPROVAL OF POSSIBLE CHANGES TO THE ORDER OF THE AGENDA AND DELETION OF AGENDA ITEMS

There were no changes to the order of the agenda items at this time.

AGENDA ITEM 5: APPROVAL OF THE MINUTES OF MARCH 8, 2023

Council member Pam Lillibridge moved to approve the March 8, 2023 council meeting minutes. Council member Lisa Dignan seconded the motion and the Council voted to approve the minutes in a unanimous roll call vote, with members Dignan, Brian Fitzgerald, Eli Fresquez, Antoinette Holmes, Mike Kivitz, Lillibridge, Pinyan, and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, KATHLEEN PINYAN

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), informed the Council that Horizons was working the process of working through FY24 service contract renewals.

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

Council member Roger Newall joined the meeting at this time, 1:42 p.m.

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 outlined that Horizons increased their accounts receivable by approximately \$1.4 million over the prior fiscal year, which was a direct result of the organization's increased sales from FY21 to FY22. He added that the organization's net income for the fiscal year was \$19 million, an increase of more than \$3.5 million over the previous fiscal year.

At this time, Ms. Jennifer Salazar, Office of the Attorney General, suggested the council meeting pause to resolve audio issues that were preventing the online members from hearing the individuals participating in person. After resolution, the meeting began again at 1:57 p.m.

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

AGENDA ITEM 9: APPROVAL OF REVISED PROPOSED INCREASE FOR FY24 MEMBER DOCUMENT DESTRUCTION RATES

After discussion, Council member Lillibridge moved to approve the proposed 10% increase for document destruction rates. Council member Newall seconded the motion, Council member Kivitz abstained, and the Council voted to approve the rate increase in an 8-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan, 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 Unlimited Office Management Systems; Grounds Maintenance, Albuquerque Sunport -- \$4,802.28*

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

b) New Contracts Over \$5,000

- 1. New Mexico Human Services Department and member Adelante Development Center; Printing and Mailing Services, Child Support Enforcement Division, Santa Fe -- \$550,952.48*

Council member Lillibridge moved to approved contract B1. Council member Dignan seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in an 8-0-1 roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan, and Trapp voting yes.

2. *New Mexico Human Services Department and member Adelante Development Center; Printing and Mailing Services, Medical Assistance Division, Santa Fe -- \$1,870,348.33*

Council member Newall moved to approved contract B2. Council member Lillibridge seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in an 8-0-1 roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan, and Trapp voting yes.

3. *New Mexico Taxation & Revenue Department and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$5,173.55*

Council member Lillibridge moved to approved contract B3. Council member Dignan seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in an 8-0-1 roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Lillibridge, Newall, Pinyan, and Trapp voting yes.

4. *City of Albuquerque and member Clearly Clean Janitorial Service; Janitorial Services, Gibson Health Hub -- \$64,159.85*

Council member Newall moved to approved contract B4. Council member Kivitz seconded the motion, Council member Holmes abstained, and the Council voted to approve the contract in an 8-0-1 roll call vote, with members Dignan, Fitzgerald, Fresquez, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

5. *New Mexico Department of Public Safety and member Clearly Clean Janitorial Service; Courier Services, Library Division -- \$67,714.80*

Contract B5 was tabled, to be taken up for consideration at the next council meeting.

6. *New Mexico Department of Public Safety and member Crystal Clear Maintenance; Janitorial Services, Law Enforcement Academy -- \$64,159.83*

Council member Lillibridge moved to approved contract B6. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

c) FY 23 Renewal Contracts \$5,000 and Under

(None)

d) FY23 Renewal Contracts Over \$5,000

(None)

e) Changes & Increases

1. *New Mexico Human Services Department and member Adelante Development Center; Printing and Mailing Services, Income Support Division, Santa Fe: Current -- \$21,596.88, New -- \$67,262.70*

Council member Dignan moved to approved contract E1. Council member Newall seconded the motion, Council members Fitzgerald and Kivitz abstained, and the Council voted to approve the contract in a 7-0-2 roll call vote, with members Dignan, Fresquez, Holmes, Lillibridge, Newall, Pinyan, 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 Department of Health and member Adelante Development Center; Document Destruction Services, Disability Determination Division, Santa Fe -- \$497.73*
2. *New Mexico General Services Department and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$63.79*
3. *Thirteenth Judicial District Court and member Adelante Development Center; Document Destruction Services, Los Lunas -- \$70.51*
4. *City of Albuquerque and member DigiPros; Printing Services, Department of Senior Affairs, Albuquerque -- \$225.75*
5. *City of Albuquerque and member DigiPros; Printing Services, Transit Center -- \$476.50*
6. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Senior Affairs, Albuquerque -- \$327.43*
7. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Senior Affairs, Albuquerque -- \$327.43*
8. *New Mexico Department of Information Technology and member LifeROOTS; Janitorial Services, Albuquerque -- \$923.77*
9. *New Mexico Court of Appeals and member Unlimited Office Management System; Janitorial Services, Albuquerque -- \$1,751.93*
10. *New Mexico Commission for the Blind and member Tresco; Janitorial Services,*

Alamogordo -- \$179.49

b) FY23 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

(None)

AGENDA ITEM 12: CENTRAL NONPROFIT QUARTERLY REPORT, MATT LOEHMAN

Mr. Loehman reported that the Council approved six contracts, providing employment for 14 individuals with disabilities and totaling \$698,000.00, for the reporting quarter. He added that the central nonprofit agency approved 25 new contracts totaling \$1,255.00 for the same reporting period.

AGENDA ITEM 13: DISCUSSION OF ADDING TEMPORARY STAFFING SERVICES AS A SUITABLE OR PERMISSIBLE SERVICE

Ms. Salazar informed the Council that she was working on compiling information about how temporary services could reasonably be incorporated in the State Use Program, while adhering to the requirements included in the State Use Act, for review at the next Council meeting.

AGENDA ITEM 14: DISCUSSION OF COMMUNITY REHABILITATION PROGRAM AND STATE COMPLIANCE WITH FEDERAL FISCAL REGULATIONS

After discussion, Council member Trapp recommended that the executive committee put together a draft of a self-assessment form that could ensure member business compliance with federal fiscal regulations, to be reviewed and taken up for consideration at the next council meeting.

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, thanked Mr. Brian Ammerman, Adelante Development Center, for the organization's recruitment of students from the Students in Transition to Employment Program, which she informed the Council about at the January council meeting. She added that the program was continuing to recruit students and solicit employer participants.

AGENDA ITEM 17: COUNCIL DISCUSSION

Council member Lillibrige congratulated Tresco for being recognized by the New Mexico Department of Transportation as the organization's Agency of the Year.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

An update and further discussion about the inclusion of temporary employment services under the New Mexico State Use Program and a review of the member business federal fiscal regulation self-assessment form were included as suggested future agenda items.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, May 10, 2023, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and also remotely via Zoom.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned at 2:47 p.m.

Kathleen Pinyan

Kathleen Pinyan, Chair

May 17/2023

Date