

## OFFICIAL MINUTES

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

#### MEETING MINUTES

#### REGULAR MEETING

April 3, 2024 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 1:43 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 Romero
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
Brian Fitzgerald	Council Member, State Purchasing Division
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation (participating remotely via video)
Pam Lillibridge	Council Vice Chair, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (arrived at 1:49 p.m.)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)

With seven 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**

Vice Chair Lillibridge asked all guests and staff members participating via telephone to introduce themselves at this time.

## OTHER PARTICIPANTS

Matt Loehman	Horizons of New Mexico
Joseph Perez	Horizons of New Mexico
Francis Bock	Horizons of New Mexico
Kyle Radford	Horizons of New Mexico
Scott DeVetter	Horizons of New Mexico
Amanda Ordell	Horizons of New Mexico, participating remotely via video
Marie Richter	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
Therese Baca	Unlimited Office Management
Arturo Soliz	Member of the Public
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Doug Craft	Crystal Clear Maintenance, participating remotely via video
Melissa Beccera	Crystal Clear Maintenance, participating remotely via video
Stephen Mock	Peak Performers, 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 the order of the agenda items at this time.

### **AGENDA ITEM 5: APPROVAL OF THE MINUTES OF FEBRUARY 7, 2024**

Council member Greg Trapp moved to approve the February 7, 2024 council meeting minutes. Council member Lisa Dignan seconded the motion, Council member Pam Lillibridge abstained and the Council voted to approve the minutes in a 6-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Brian Fitzgerald, Antoinette Holmes, Roger Newall, 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), introduced Francis Bock to the Council at this time. He added that Ms. Bach would replace Kay Eldred who would be retiring at the end of the month.

Mr. Loehman noted that Horizons was in the process of finalizing internal operations for temporary staffing service requests and that Horizons had received its first request for that type of service earlier that morning.

Mr. Loehman announced that Mr. Perez and Ms. Ordell planned to attend the New Mexico Public Procurement Association conference later in the week to represent the New Mexico State Use Program.

Finally, Mr. Loehman announced that Horizons would be opening small satellite office in Las Cruces, New Mexico.

Council member Mike Kivitz joined the meeting at this time (1:49 p.m.).

#### **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 outlined that Horizons increased their net assets over the course of the fiscal year by approximately \$415,000, and reminded the Council that the increase would be directly distributed back into the New Mexico State Use Program to fund program operations.

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

#### **AGENDA ITEM 9: APPROVAL OF PROPOSED INCREASE FOR FY25 PROVIDER DOCUMENT DESTRUCTION RATES**

After discussion, Council member Newall moved to approve the proposed increase for FY25 provider document destruction rates. Council member Holmes seconded the motion, Council member Kivitz abstained and the Council voted to approve the rate increases in a 7-0-1 roll call vote, with members Dignan, Fitzgerald, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

#### **AGENDA ITEM 10: PUBLIC COMMENTS**

Mr. Arturo Soliz, member of the public, addressed the Council about the contract and documentation procedures and direct labor ratios used by providers under the New Mexico State Use Program.

#### **AGENDA ITEM 11: 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) Tentative Chair Approval Granted March 1, 2024**

- 1. New Mexico Governor's Commission on Disability and provider ADA Accessibility Consultant; ADA Accessibility Consulting Services: FY 23 -- \$5,665.63, FY 24 -- \$7,923.13*

Council member Trapp moved to ratify the tentative chair approval of contract A1. Council

member Fitzgerald seconded the motion and the Council voted to ratify the tentative chair approval of the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

**b) New Contracts Over \$5,000**

1. *Village of Los Lunas and provider Crystal Clear Maintenance; Janitorial Services, Multiple Facilities -- \$212,738.52*

Council member Kivitz moved to approve contract B1. Council member Holmes seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

2. *New Mexico Department of Military Affairs and provider Unlimited Office Management Systems; Janitorial Services, Las Cruces Readiness Center -- \$11,432.93*

Council member Lillibridge moved to approve contract B2. Council member Newall seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

**c) FY 25 Renewal Contracts Over \$5,000**

*(None)*

**d) Changes & Increases**

1. *New Mexico Human Services Department and member Adelante Development Center; Printing and Mailing Services, Income Support Division, Albuquerque: Current Four Year Total -- \$27,856,981.82, New Four-Year Total -- \$30,099,781.82 (Annual FY 24 -- \$8,789,097.03)*

Council member Newall moved to approve contract D1, pending the receipt of the procuring agency contract amendment. Council member Dignan seconded the motion, Council member Kivitz abstained and the contract was approved in a 7-0-1 roll call vote, with members Dignan, Fitzgerald, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

**AGENDA ITEM 12: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY**

**a) New Service Contracts Directly Distributed Under CNA Authority**

1. *City of Roswell and provider Adelante Development Center; Document Destruction Services, Police Department -- \$804.12*
2. *Eleventh Judicial Court and provider Adelante Development Center; Document Destruction Services, Aztec -- \$166.31*
3. *New Mexico Children, Youth, and Families Department and provider Adelante Development*

- Center; Document Destruction Services, Information Technology -- \$4,802.40*
- 4. New Mexico Commission for the Blind and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$210.10*
  - 5. New Mexico Department of Finance and Administration and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$1,913.94*
  - 6. New Mexico Educational Retirement Board and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$220.78*
  - 7. New Mexico Environmental Department and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$920.85*
  - 8. New Mexico Human Services Department and provider Adelante Development Center; Document Destruction Services, Behavioral Health Services, Santa Fe -- \$184.12*
  - 9. New Mexico Supreme Court and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$845.67*
  - 10. Tenth Judicial Court and provider Adelante Development Center; Document Destruction Services, Tucumcari -- \$146.47*
  - 11. City of Albuquerque and provider Crystal Clear Maintenance; Janitorial Services, General Services Department -- \$717.14*
  - 12. City of Albuquerque and provider Crystal Clear Maintenance; Janitorial Services, Municipal Development Department -- \$1,543.19*
  - 13. New Mexico Commission for the Blind and provider Crystal Clear Maintenance; Janitorial Services, Social Security Building, Albuquerque -- \$1,029.67*
  - 14. New Mexico Commission for the Blind and provider DigiPros; Printing Services, Albuquerque -- \$1,702.53*
  - 15. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Metropolitan Redevelopment Department -- \$71.05*
  - 16. City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Aviation Department -- \$664.38*
  - 17. New Mexico Department of Cultural Affairs and provider Greetings, Etc.!. Printing Services, National Hispanic Cultural Center -- \$294.29*

**b) FY24 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 13: CENTRAL NONPROFIT QUARTERLY REPORT, MATT LOEHMAN**

Mr. Loehman informed that the Council had approved five contracts totaling more than \$319,000 and employing 17 individuals with disabilities during the reporting quarter. He added that the CNA directly distributed 15 contracts totaling more than \$14,000 during that same period.

**AGENDA ITEM 14: DISCUSSION AND APPROVAL OF CHANGES TO THE COUNCIL'S ADVERSE IMPACT PROCEDURE TO MODIFY THE APPEAL PROCESS**

Chair Pinyan announced that the draft of the modified appeal process was still out for comment, and that she would bring the final draft to the Council for review and approval at a future meeting.

**AGENDA ITEM 15: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 16: CLOSING PUBLIC COMMENTS**

Ms. Kelly Burma, New Mexico Commission for the Blind, informed the Council that the Students in Transition to Employment Program was currently recruiting both students and prospective employers to participate in that program.

**AGENDA ITEM 17: COUNCIL DISCUSSION**

There was no discussion at this time.

**AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

There were no suggested agenda items for future meetings.

**AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING**

The date of the next council meetings was scheduled for Wednesday, May 8, 2024, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and remotely via Zoom.

**AGENDA ITEM 20: ADJOURN**

With no further business, the meeting was adjourned at 3:01 p.m. MDT.

*Kathleen Pinyan*  
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Kathleen Pinyan, Chair

6/13/2024  
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