

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

AGENDA

REGULAR MEETING

December 13, 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

Vice Chair Pam Lillibridge called the meeting to order at 1:45 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Vice Chair Pam Lillibridge asked Council member Greg Trapp to perform a roll call.

MEMBERS PRESENT

Pam Lillibridge	Council Vice Chair, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
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)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)

MEMBERS NOT PRESENT

Kathleen Pinyan	Council Chair, Designee for Department of Finance and Administration (DFA) Secretary Propst
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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
Kyle Radford	Horizons of New Mexico, participating remotely via video
Amanda Ordell	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
Taylor McBride	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
Greg Block	Tresco, participating remotely via video
Stephen Mock	Peak Performers, participating remotely via video
Ernie Byers	Home Sweet Home Cleaning Company, 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 NOVEMBER 8, 2023

Council member Roger Newall moved to approve the November 8, 2023 council meeting minutes. Council member Antoinette Holmes seconded the motion and the Council voted to approve the minutes in a unanimous roll call vote, with members Lisa Dignan, Brian Fitzgerald, Holmes, Mike Kivitz, Lillibridge, Newall 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

There was no Central Nonprofit Agency update at this time.

AGENDA ITEM 8: PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 9: 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 Over \$5,000

1. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Mayor's Office -- \$5,405.80*

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

2. *New Mexico Health Insurance Exchange and member Home Sweet Home Cleaners; Janitorial Services, Albuquerque -- \$16,218.00*

Council member Newall moved to approve contract A2. Council member Fitzgerald seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Holmes, Kivitz, Lillibridge, Newall and Trapp voting yes.

b) FY 24 Renewal Contracts Over \$5,000

(None)

c) Changes & Increases

(None)

AGENDA ITEM 10: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *City of Belen and member Adelante Development Center; Document Destruction Services, Municipal Courts--\$590.16*
2. *City of Las Vegas and member Adelante Development Center; Document Destruction Services, Clerk's Office--\$244.32*
3. *City of Las Vegas and member Adelante Development Center; Document Destruction Services, Finance Office--\$2,174.85*
4. *City of Santa Fe and member Adelante Development Center; Document Destruction Services, Community Engagement Department--\$861.75*
5. *New Mexico Crime Victims Reparation Commission and member Adelante Development Center; Document Destruction Services, Albuquerque--\$450.04*
6. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Santa Fe - \$2,159.97*
7. *First Judicial District Attorney and member Adelante Development Center; Document Destruction Services, Santa Fe--\$3,534.85*

8. *Roosevelt County and member Adelante Development Center; Document Destruction Services, Portales--\$757.29*
9. *New Mexico Taxation and Revenue Department and member Adelante Development Center; Document Destruction Services, Albuquerque--\$777.57*
10. *Thirteenth Judicial District Court and member Adelante Development Center; Document Destruction Services, Los Lunas--\$366.36*
11. *City of Albuquerque and member Greetings, Etc.!.; Printing Services--\$191.72*
12. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Senior Affairs -- \$2,865.85*
13. *City of Santa Fe and member Greetings, Etc.!.; Printing Services, Community Engagement Department--\$65.46*

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 11: DISCUSSION AND APPROVAL OF CHANGES TO THE PROCEDURE FOR THE CENTRAL NONPROFIT AGENCY DIRECT DISTRIBUTION OF SMALL CONTRACTS TO ALLOW FOR DIRECT DISTRIBUTION OF TEMPORARAY STAFFING SERVICES CONTRACTS

There was no discussion at this time.

AGENDA ITEM 12: DISCUSSION AND APPROVAL OF CHANGES TO THE COUNCIL'S ADVERSE IMPACT PROCEDURE TO MODIFY THE APPEAL PROCESS

There was no discussion at this time.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 24: CLOSING PUBLIC

There was no public comment at this time.

AGENDA ITEM 15: COUNCIL DISCUSSION

There was no discussion at this time.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

The election and appointment of Council positions was added to the agenda for the next council meeting.

AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, January 10, 2024, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and remotely via Zoom.

AGENDA ITEM 21: ADJOURN

With no further business, the meeting was adjourned at 2:03 p.m. MDT.

Kathleen Pinyan

Kathleen Pinyan, Chair

2/1/2024

Date