

OFFICIAL MINUTES

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

MINUTES

REGULAR MEETING

February 7, 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 1:56 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)
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

Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative
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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

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
Joseph Perez	Horizons of New Mexico
Amanda Ordell	Horizons of New Mexico
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
Taylor McBride	Horizons of New Mexico, participating remotely via video

GUESTS

Brian Ammerman	Adelante Development Center, participating remotely via video
Kelly Burma	New Mexico Commission for the Blind
Stephen Mock	Peak Performers, participating remotely via video
Rose Velasquez	Hiring Hub, participating remotely via video
Michael Segura	Nebula Advisers, participating remotely via video
Cornelius Smith	Clearly Clean Janitorial Service, participating remotely via video
Leticia Montoya	Nebula Advisers, 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 JANUARY 10, 2024

Council member Lisa Dignan moved to approve the January 10, 2024 council meeting minutes. Council member Brian Fitzgerald seconded the motion and the Council voted to approve the minutes in a unanimous roll call vote, with members Dignan, Fitzgerald, Antoinette Holmes, Mike Kivitz, 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), announced that Horizons was continuing to monitor legislation throughout the ongoing New Mexico Legislative Session.

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. *New Mexico Department of Transportation and provider Adelante Development Center; Document Imaging -- \$36,036.00*

Council member Dignan moved to approve contract A1. Council member Holmes seconded the motion, council member Kivitz abstained and the contract was approved in a 6-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Fitzgerald, Holmes, Newall, Pinyan and Trapp voting yes.

2. *City of Santa Fe and provider Nebula Advisers; Janitorial Services, Public Works Department -- \$14,699.66*

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

3. *New Mexico Department of Military Affairs and provider Unlimited Office Management Systems; Grounds Maintenance, New Mexico Military Museum, Santa Fe -- \$5,885.13*

Council member Newall moved to approve contract A3. Council member Kivitz seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Holmes, Kivitz, Newall, Pinyan and Trapp voting yes.

b) FY 25 Renewal Contracts Over \$5,000

1. *New Mexico Department of Game and Fish and provider Tresco; Janitorial Services and Grounds Maintenance, Albuquerque and Roswell: FY 24 -- \$239,259.32, FY 25 -- \$252,387.60*

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

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. *New Mexico Administrative Office of the Courts and provider Adelante Development*

- Center; Document Destruction Services, Santa Fe-\$101.55*
2. *New Mexico Commission for the Blind and provider Adelante Development Center; Document Destruction Services, Santa Fe-\$217.64*
 3. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, South Valley-\$156.36*
 4. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Albuquerque Lomas Office-\$393.87*
 5. *New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Developmental Disabilities Supports Division, Santa Fe-\$462.14*
 6. *New Mexico Human Services Department and provider Adelante Development Center; Document Destruction Services, Behavioral Health Services Division, Santa Fe-\$64.48*
 7. *New Mexico Legislative Education Study Committee and provider Adelante Development Center; Document Destruction Services, Santa Fe-\$179.42*
 8. *Town of Taos and provider Adelante Development Center; Document Destruction Services-\$2,937.73*
 9. *City of Albuquerque and provider Crystal Clear Maintenance; Janitorial Services, Bear Canyon Senior Center-\$3,338.47*
 10. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Planning Department-\$3,819.38*
 11. *New Mexico Department of Cultural Affairs and provider Greetings, Etc.!.; Printing Services, National Hispanic Cultural Center-\$234.26*

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: APPROVAL OF ADDED SUITABLE TEMPORARY STAFFING SERVICES

- a) 10 Desk Clerk
- b) Receptionist/Switchboard Operator
- c) Court Reporter
- d) Customer Service Rep I
- e) Customer Service Rep II
- f) Customer Service Rep III
- g) Data Entry Operator I
- h) Data Entry Operator II
- i) Secretary I
- j) Secretary II
- k) Secretary III
- l) Paralegal/Legal Assistant I
- m) Paralegal/Legal Assistant II

- n) Paralegal/Legal Assistant III
- o) Paralegal/Legal Assistant IV
- p) Medical Record Clerk
- q) Medical Record Technician
- r) Accounting Clerk I
- s) Accounting Clerk II
- t) Accounting Clerk III
- u) Certified Public Acct Level I
- v) Certified Public Acct Level II
- w) Certified Public Acct Level III
- x) Acct Analyst level I
- y) Acct Analyst Level II
- z) Financial Analyst Level I
- aa) Financial Analyst Level II
- bb) Financial Analyst III
- cc) Computer Operator I
- dd) Computer Operator II
- ee) Computer Operator III
- ff) Computer Operator IV
- gg) Computer Operator V
- hh) Computer Programmer I (1)
- ii) Computer Programmer III (1)
- jj) Computer Programmer III (1)
- kk) Computer Programmer IV (1)
- ll) Computer Systems Analyst I (1)
- mm) Computer Systems Analyst II (1)
- nn) Computer Systems Analyst III (1)
- oo) Personal Computer Support Tech
- pp) System Support Specialist
- qq) Data Conversion Specialist
- rr) IT Security Administrator I
- ss) IT Security Administrator II
- tt) IT Security Administrator III
- uu) Network Support Specialist I
- vv) Network Support Specialist II
- ww) Network Support Specialist III
- xx) System Admin Support Tech I
- yy) System Admin Support Tech II
- zz) System Admin Support Tech III
- aaa) Help Desk Support Specialist I
- bbb) Help Desk Support Specialist II
- ccc) Help Desk Support Specialist III
- ddd) Database Management Specialist I
- eee) Database Management Specialist II
- fff) Database Management Specialist III
- ggg) IT Project Manager

- hhh) IP Project Manager
- iii) Project Analyst
- jjj) Application Developer I
- kkk) Application Developer II
- lll) Gen Maintenance Worker
- mmm) Housekeeping Aide
- nnn) Janitor
- ooo) Laborer
- ppp) Laborer, Grounds Maintenance

Council member Kivitz moved to approve the list of suitable temporary staffing services as outlined. Council member Fitzgerald seconded the motion and the list was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Holmes, Kivitz, Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 12: APPROVAL OF PROPOSED FY24 TEMPORARY STAFFING SERVICES RATES

After discussion, council member Kivitz moved to approve the rates for the FY24 temporary staffing services as outlined. Council member Dignan seconded the motion, council member Fitzgerald abstained, and the rates were approved in a 6-0-1 roll call vote, with members Dignan, Holmes, Kivitz, Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 13: DISCUSSION AND APPROVAL OF CHANGES TO THE COUNCIL'S ADVERSE IMPACT PROCEDURE TO MODIFY THE APPEAL PROCESS

Chair Pinyan announced that she was still drafting the modification to the appeal process for the adverse impact procedure and would bring the final draft to the Council for review and approval at a future meeting.

AGENDA ITEM 14: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 15: CLOSING PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 16: COUNCIL DISCUSSION

There was no discussion at this time.

AGENDA ITEM 17: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

There were no suggested agenda items for future meetings.

AGENDA ITEM 18: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, March 6, 2024, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and remotely via Zoom.

AGENDA ITEM 19: ADJOURN

With no further business, the meeting was adjourned at 2:30 p.m. MDT.

Kathleen Pinyan
Kathleen Pinyan, Chair

5/6/2024
Date