

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MINUTES

REGULAR MEETING

January 10, 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 1:31 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
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; joined the meeting at 1:47 p.m.)
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

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 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, participating remotely via video
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
Eddie Crespín	Tresco, 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 DECEMBER 13, 2023

Council member Lisa Dignan moved to approve the December 13, 2023 council meeting minutes. Council member Pam Lillibridge seconded the motion, Chair Pinyan 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, Mike Kivitz, Pam Lillibridge 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 would begin referring to community rehabilitation programs (CRPs) that operate under the State Use Program as “providers” to reflect the terminology used in the State Use Act.

Mr. Loehman also informed the Council that Horizons had begun to monitor legislation in order to prepare for the upcoming legislative session.

AGENDA ITEM 8: ELECTION OF COUNCIL OFFICERS

Council member Dignan moved to nominate Chair Pinyan to maintain her role as the Council Chair, council member Lillibridge to maintain her role as the Council Vice-Chair, and council member Trapp to maintain his role as the Council Secretary, through the next calendar year. Council member Kivitz seconded the motion and the Council voted to approve the nominations in a unanimous roll call vote, with members Dignan, Fitzgerald, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

AGENDA ITEM 9: PUBLIC COMMENTS

There was no public comment at this time.

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 Over \$5,000

1. *New Mexico Department of Transportation and provider Tresco; Janitorial Services, Deming -- \$9,998.90*

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

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

(None)

c) Changes & Increases

(None)

AGENDA ITEM 11: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Adult Parole Board and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$210.78*
2. *New Mexico Human Services Department and provider Adelante Development Center; Document Destruction Services, Child Support Services, Albuquerque -- \$845.66*
3. *New Mexico Human Services Department and provider Adelante Development Center; Document Destruction Services, Child Support Services, Albuquerque -- \$1,095.61*
4. *City of Albuquerque and provider Clearly Clean Janitorial Service; Janitorial Services, Gibson Health Hub -- \$292.83*

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 12: CENTRAL NONPROFIT QUARTERLY REPORT, MATT LOEHMAN

Mr. Loehman reported that the Council approved 12 contracts totaling more than \$1.5 million and employing 12 individuals with disabilities for the reporting period. He added that the central nonprofit agency (CNA) approved 44 contracts totaling more than \$57,000 during that same period.

Council member Newall joined the meeting at this time, 1:47 p.m.

AGENDA ITEM 13: DISCUSSION ON APPROVAL OF CHANGES TO THE PROCEDURE FOR THE CENTRAL NONPROFIT AGENCY DIRECT DISTRIBUTION OF SMALL CONTRACTS TO ALLOW FOR DIRECT DISTRIBUTION OF TEMPORARY STAFFING SERVICES CONTRACTS

After discussion, council member Kivitz moved to approve the changes to the procedure for the CNA direct distribution of small contracts to allow for direct distribution of temporary staffing services contracts, inclusive of the grammar and verbiage amendments discussed during the agenda item. Council member Lillibridge seconded the motion, Council member Fitzgerald abstained, and the changes to the procedure were approved in a 7-0-1 roll call vote, with members Dignan, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

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

After discussion, Chair Pinyan clarified that the proposed changes would be in reference to how an appeal is filed and which parties would review the submitted appeal.

Ms. Jennifer Salazar, Office of the Attorney General, informed the Council that implementing any changes to the Adverse Impact Procedure would most likely require a formal rules change to the State Use Act. Chair Pinyan agreed and explained that the Executive Subcommittee would draft the revised procedure for the Council's approval, before moving forward with a formal rule change.

AGENDA ITEM 15: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 26: CLOSING PUBLIC COMMENTS

Ms. Salazar announced that she was leaving the Office of the Attorney General and that this would be her last meeting. She thanked the Council for their collaboration and partnership during her time in that role.

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, February 7, 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 2:21 p.m. MDT.

Kathleen Pinyan

Kathleen Pinyan, Chair

5/6/2024

Date