

**OFFICIAL MINUTES**

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

**MEETING MINUTES**

**REGULAR MEETING**

January 11, 2023 1:30 PM

Zoom Call

**AGENDA ITEM 1: CALL TO ORDER**

Chair Antoinette Holmes called the meeting to order at 1:31 p.m. MST.

**AGENDA ITEM 2: ROLL CALL**

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

**MEMBERS PRESENT**

Antoinette Holmes	Council Chair, Division of Vocational Rehabilitation (participated remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative (participating remotely via video)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Susan Inman	State Purchasing Division (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Kathleen Pinyan	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative

**MEMBERS NOT PRESENT**

Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Vigil
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With eight council members participating 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 Holmes asked all guests and staff members participating via telephone to introduce themselves at this time.

#### **OTHER PARTICIPANTS**

Matt Loehman	Horizons of New Mexico, participating remotely via video
Joseph Perez	Horizons of New Mexico, participating remotely via video
Amanda Ordell	Horizons of New Mexico, participating remotely via video
Kyle Radford	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, participating remotely via video
Brian Ammerman	Adelante Development Center, 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 7, 2022**

Council member Lisa Dignan moved to approve the December 7, 2022 council meeting minutes. Council member Pam Lillibridge seconded the motion and the minutes were unanimously approved in a roll call vote, with members Dignan, Holmes, Susan Inman, Mike Kivitz, Lillibridge, Roger Newall, Kathleen Pinyan and Trapp voting yes.

### **AGENDA ITEM 6: CHAIR UPDATE, ANTOINETTE HOLMES**

Chair Holmes announced that she would no longer serve in her position as council chair after the election of council officers that would take place later on the meeting's agenda. She thanked the Council for allowing her to serve in the position for the time that she did.

### **AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN**

Mr. Matt Loehman, Horizons of New Mexico (Horizons), thanked Chair Holmes for her time serving as the chair of the Council.

Mr. Loehman announced that Horizons would be providing its next member training the following day, January 12, 2023, and invited any council member that wished to attend to do so. He also announced that New Mexico Council for Purchasing from Persons with Disabilities annual report was finalized and that Horizons would begin the distribution process to member organizations and publication on the Horizons website.

## **AGENDA ITEM 8: ELECTION OF COUNCIL OFFICERS**

Council member Trapp nominated Council member Pinyan to hold the position of Council Chair, beginning at the February 2023 council meeting. Council member Kivitz seconded the nomination and the Council voted unanimously to approve Council member Pinyan as the Chairman in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

Council member Trapp nominated Council member Lillibridge to hold the position of Council Vice-Chair, beginning at the February 2023 council meeting. Council member Pinyan seconded the nomination and the Council voted unanimously to approve Council member Lillibridge as the Vice-Chair in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

Council member Kivitz nominated Council member Trapp to hold the position of Council Secretary, beginning at the February 2023 council meeting. Council member Pinyan seconded the nomination and the Council voted unanimously to approve Council member Trapp as the Secretary in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

## **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 \$5,000 and Under**

*(None)*

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

1. *City of Albuquerque and member Clearly Clean Janitorial Service; Janitorial Services, Albuquerque Transit Department -- \$58,246.65*

Council member Lillibridge moved to approved contract B1. Council member Pinyan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Holmes, Inman, 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**

1. *New Mexico Commission for the Blind and member Tresco; Janitorial Services and Grounds Maintenance, Alamogordo: FY 23 (7/1/2022-12/31/2022) -- \$4,573.20, FY 23 (1/1/2023-*

6/30/2023) -- \$5,461.62

Council member Pinyan moved to approved contract D1. Council member Dignan seconded the motion, Council member Trapp abstained and the Council voted to approve the contract in a 7-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, and Pinyan voting yes.

2. *New Mexico Human Services Department and member Tresco; Janitorial Services and Grounds Maintenance, Hobbs: FY 22 -- \$84,862.44, FY 23 -- \$123,853.57*

Council member Dignan moved to approved contract D2. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

**e) 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 Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Clovis--\$788.75*
2. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Parks and Recreation Department--\$256.73*
3. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Albuquerque Police Department--\$1,340.00*
4. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Albuquerque Community Services Department--\$142.07*
5. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Senior Affairs Department--\$1,946.12*

**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 11: CENTRAL NONPROFIT QUARTERLY REPORT, MATT LOEHMAN**

Mr. Loehman reported that for the second quarter reporting period of FY2023, the Council had approved 18 contracts totaling \$26 million dollars and providing employment opportunities for 79 individuals with disabilities across the state. He added that Horizons had directly distributed 24 new contracts totaling \$18,000 during that same reporting period.

**AGENDA ITEM 12: DISCUSSION OF ADDING TEMPORARY STAFFING SERVICES AS A SUITABLE OR PERMISSIBLE SERVICE**

Council member Pinyan announced that the subcommittee that was formed at the previous council meeting to advise the Council on this topic was still in the fact finding stages of their research. She added that the subcommittee would report to the full Council when there was significant information to share, and this agenda item was included as a standing agenda item for future meetings.

**AGENDA ITEM 13: SUBCOMMITTEE UPDATES**

Council member Trapp announced that the executive subcommittee was reviewing a Rehabilitation Services Administration (RSA) rate setting guideline that had been established for central nonprofit agencies (CNA) holding federal contracts. He added that the subcommittee would update the Council about whether this guideline might affect any member organizations within the New Mexico State Use Program.

**AGENDA ITEM 14: OPEN PUBLIC FORUM AND 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. She asked that Horizons share the information with any member organizations attending the member training the following day.

**AGENDA ITEM 15: COUNCIL DISCUSSION**

Council member Newall announced that he had been elected to the position of President for the Sons of the American Revolution's New Mexico chapter.

**AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

Further discussion and action about the inclusion of temporary employment services under the New Mexico State Use Program and an update about the effect of the RSA rate setting guidelines on New Mexico State Use Program member organizations were included as suggested future agenda items.

**AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING**

The date of the next council meetings was scheduled for Wednesday, February 8, 2023, to take place at 1:30 p.m. MDT, remotely via video conference.

**AGENDA ITEM 21: ADJOURN**

With no further business, the meeting was adjourned at 2:23 p.m.

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**Kathleen Pinyan, Chair**

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**Date**