

# OFFICIAL MINUTES

## NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

### MINUTES

#### REGULAR MEETING

July 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 1:32 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
Dorothy Mendonca	Council Member, State Purchasing Division (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Pam Lillibridge	Council Vice Chair, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation (participating remotely via video)
Amanda Romero	Council Member, Designee for Children, Youth & Families Department (CYFD) Secretary Casados (participating remotely via video)

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#### MEMBERS NOT PRESENT

Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative
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With eight 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
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

**GUESTS**

Kelly Burma	New Mexico Commission for the Blind
Greg Block	Tresco, participating remotely via video
Eddie Crespin	Tresco, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via video
Stephen Mock	Peak Performers, participating remotely via video
Melissa Baca	Crystal Clear Maintenance, participating remotely via video
Doug Craft	Crystal Clear Maintenance, participating remotely via video

**AGENDA ITEM 4: APPROVAL OF POSSIBLE CHANGES TO THE ORDER OF THE AGENDA AND DELETION OF AGENDA ITEMS**

Council member Trapp moved to table agenda item 13 until the August 2024 meeting. Council member Amanda Romero seconded the motion and the agenda item was tabled in a unanimous roll call vote, with members Mike Kivitz, Pam Lillibridge, Dorothy Mendonca, Roger Newall, Pinyan, Romero and Trapp voting yes.

While present at the time of the vote, Council member Holmes did not record a vote due to technical difficulties.

**AGENDA ITEM 5: APPROVAL OF THE MINUTES OF JUNE 26, 2024**

Council member Lillibridge moved to approve the June 26, 2024 council meeting minutes. Council member Kivitz seconded the motion and the Council voted to approve the minutes in a unanimous roll call vote, with members Kivitz, Lillibridge, Mendonca, Newall, Pinyan, Romero and Trapp voting yes.

While present at the time of the vote, Council member Holmes did not record a vote due to technical difficulties.

**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 to the Council that Amanda Ordell, Horizons, was moving and that Horizons was in the process of looking for a new candidate to fill the southern New Mexico regional marketing manager position.

## **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) Tentative Chair Approval Granted July 1, 2024**

- 1. New Mexico Department of Health and provider Clearly Clean Janitorial Service; Janitorial Services, Los Alamos Public Health Office -- \$31,922.76*
- 2. New Mexico Department of Health and provider Clearly Clean Janitorial Service; Janitorial Services, Taos Public Health Office -- \$32,382.00*
- 3. New Mexico Department of Health and provider Clearly Clean Janitorial Service; Janitorial Services, Santa Fe Public Health Office -- \$43,209.24*
- 4. New Mexico Compilation Commission and provider Unlimited Office Management Systems; Janitorial Services -- \$15,230.40*

Council member Kivitz moved to ratify contracts A1 – A4. Council member Lillibridge seconded the motion and the contracts were ratified in a unanimous roll call vote, with members Holmes, Kivitz, Lillibridge, Mendonca, Newall, Pinyan, Romero and Trapp voting yes.

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

- 1. City of Santa Fe and provider AJ's Cleaners; Janitorial Services, Fire Department -- \$21,657.12*

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

- 2. New Mexico Department of Health and provider Clearly Clean Janitorial Service; Janitorial Services, Santa Fe WIC Office -- \$32,243.16*

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

3. *New Mexico Department of Homeland Security and Emergency Management and Clearly Clean Janitorial Service; Janitorial Services, Santa Fe -- \$64,158.12*

Council member Newall moved to approve contract B3. Council member Romero seconded the motion and the contract was approved in a unanimous roll call vote, with members Holmes, Kivitz, Lillibridge, Mendonca, Newall, Pinyan, Romero and Trapp voting yes.

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

1. *Dona Ana County and provider Adelante Development Center; Printing and Mailing Services, Treasurer's Department, Las Cruces: FY 24 --\$38,751.88, FY 25 -- \$35,590.75*

Council member Newall moved to approve contract C1. Council member Romero seconded the motion and the contract was approved in a unanimous roll call vote, with members Holmes, Kivitz, Lillibridge, Newall, Mendonca, Pinyan, Romero and Trapp voting yes.

2. *New Mexico Tourism Department and provider Adelante Development Center; Mailing Services, Santa Fe: FY 24 -- \$15,143.92, FY 25 -- \$24,720.16*
3. *New Mexico Tourism Department and provider Adelante Development Center; Mailing Services, Santa Fe: FY 24 -- \$57,478.12, FY 25 -- \$34,792.44*

Council member Romero moved to approve contracts C2 and C3. Council member Mendonca seconded the motion, Council member Kivitz abstained and the contracts were approved in a 7-0-1 (Approved – Denied – Abstained) roll call vote, with members Holmes, Lillibridge, Newall, Mendonca, Pinyan, Romero and Trapp voting yes.

4. *New Mexico Department of Transportation and provider Clearly Clean Janitorial Service; Janitorial Services, Research Bureau, Albuquerque: FY 24 -- \$9,006.96, FY 25 -- \$17,455.08*

Council member Newall moved to approve contract C4. Council member Holmes seconded the motion and the contract was approved in a unanimous roll call vote, with members Holmes, Kivitz, Lillibridge, Newall, Mendonca, Pinyan, Romero and Trapp voting yes.

5. *New Mexico Worker's Compensation Administration and provider Crystal Clear Maintenance; Janitorial Services, Albuquerque: FY 24 -- \$68,353.84, FY 25 -- \$70,403.40*

Council member Lillibridge moved to approve contract C5. Council member Romero seconded the motion and the contract was approved in a unanimous roll call vote, with members Holmes, Kivitz, Lillibridge, Newall, Mendonca, Pinyan, Romero and Trapp voting yes.

6. *New Mexico Department of Workforce Solutions and provider Tresco; Janitorial Services, Artesia: FY 24 -- \$18,914.04, FY 25 -- \$19,819.32*

Council member Kivitz moved to approve contract C6. Council member Holmes seconded the motion, Council member Trapp abstained and the contract was approved in a 7-0-1 roll call vote, with members Holmes, Kivitz, Lillibridge, Newall, Mendonca, Pinyan, and Romero voting yes.

**d) 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 Department of Finance and Administration and provider Adelante Development Center; Document Destruction, Santa Fe -- \$212.55*
- 2. New Mexico Department of Finance and Administration and provider Adelante Development Center; Document Destruction, Santa Fe -- \$2,643.15*
- 3. New Mexico Public School Facilities Authority and provider Adelante Development Center; Document Destruction Services, Albuquerque -- \$308.08*
- 4. New Mexico Supreme Court and provider Adelante Development Center; Document Destruction, Santa Fe -- \$1,463.73*

**b) FY25 Renewal Service Contracts Directly Distributed Under CNA Authority**

- 1. New Mexico Department of Transportation and provider Adelante Development Center; Janitorial Services, Aviation Division, Albuquerque: FY 24 – \$3,821.04, FY 25 -- \$4,908.36*
- 2. New Mexico Department of Information Technology and provider Crystal Clear Maintenance; Janitorial Services, Albuquerque: FY 24 -- \$8,070.48, FY 25 --\$4,494.60*
- 3. New Mexico Department of Health and provider My Bug Guyz; Pest Control Service, Scientific Laboratory Division, Albuquerque: FY 24 -- \$4,163.76, FY 25 -- \$4,288.80*
- 4. New Mexico Department of Information Technology and provider Tresco; Janitorial Services, Las Cruces: FY 24 -- \$2,600.88, FY 25 -- \$3,538.92*
- 5. New Mexico Department of Transportation and provider Tresco; Grounds Maintenance, Hobbs Port of Entry: FY 24 -- \$4,568.40, FY 25 -- \$4,679.88*

**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 AGENCY QUARTERLY REPORT**

Mr. Loehman reported that the Council had approved 101 contracts for the reporting period, providing job opportunities for 324 individuals with disabilities and totaling more than \$53 million. He added that – in that same period – the central nonprofit agency had approved 51 new contracts, totaling more than \$58,000, and 41 renewal contracts, totaling more than \$50,000.

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

Chair Pinyan announced that the discussed proposed changes would be finalized and dispersed to the Council within the following weeks.

**AGENDA ITEM 13: DISCUSSION TO PROPOSE CHANGES TO THE STATE USE ACT AND REQUEST FOR COUNCIL FUNDING**

As discussed during agenda item 4, agenda item 13 was tabled until the August 2024 meeting.

**AGENDA ITEM 14: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 15: CLOSING PUBLIC COMMENTS**

There were no closing public comments 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 at this time.

**AGENDA ITEM 18: DATE AND LOCATION OF NEXT MEETING**

The date of the next council meetings was scheduled for Wednesday, August 14, 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 2:06 p.m. MDT.

*Kathleen Pinyan*  
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Kathleen Pinyan, Chair

10/10/2024  
\_\_\_\_\_  
Date