

# OFFICIAL MINUTES

## NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

### MINUTES

#### REGULAR MEETING

June 12, 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 1:30 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
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
Dorothy Mendonca	Council Member, State Purchasing Division (participating remotely via video)
Brian Fitzgerald	Council Member, State Purchasing Division
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative
Amanda Romero	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Casados (participating remotely via video)

#### MEMBERS NOT PRESENT

Antoinette Holmes	Council Member, Division of Vocational Rehabilitation
-------------------	---

With nine 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
Marie Richter	Horizons of New Mexico, participating remotely via video
Kyle Radford	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video

#### **GUESTS**

Kelly Burma	New Mexico Commission for the Blind
Leslie Padilla	Office of the New Mexico Department of Justice
Therese Baca	Unlimited Office Management, participating remotely via phone
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Melissa Beccera	Crystal Clear Maintenance, participating remotely via phone

### **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 APRIL 3, 2024**

Council member Pam Lillibridge moved to approve the May 8, 2024 council meeting minutes. Council member Roger Newall seconded the motion, Council member Lisa Dignan abstained and the Council voted to approve the minutes in a 7-0-1 (Approved – Denied – Abstained) roll call vote, with members Brian Fitzgerald, Mike Kivitz, Lillibridge, Newall, Pinyan, Romero 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 to the Council that a new website had been created for Horizons of New Mexico.

### **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 Public Employees Retirement Association and provider Proscapa Landscape Management; Landscaping, Santa Fe -- \$13,845.12*

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

2. *New Mexico School for the Blind and Visually Impaired and provider RT 66 Auctions; Auctioneering Services, Alamogordo -- \$10,468.80*

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

3. *New Mexico Department of Health and provider Tresco; Janitorial Services, Public Health Division, Alamogordo -- \$14,876.88*
4. *New Mexico Department of Health and provider Tresco; Janitorial Services, Public Health Division, Silver City -- \$14,962.32*
5. *New Mexico Department of Health and provider Tresco; Janitorial Services, Public Health Division, Socorro -- \$16,977.36*

Council member Kivitz moved to approve contracts A3 through A5, as a group. Council member Dignan seconded the motion and the contracts were approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

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

1. *New Mexico Human Services Department and provider Adelante Development Center; Printing and Mailing Services, Medical Assistance Division, Albuquerque: FY 24 -- \$822,201.62, FY 25 - \$846,794.92*

Council member Lillibridge moved to approve contract B1. Council member Dignan seconded the motion, Council member Kivitz abstained and the contract was approved in a 7-0-1 roll call vote, with members Dignan, Fitzgerald, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

2. *New Mexico Human Services Department and provider Adelante Development Center; Printing and Mailing Services, Income Support Division, Albuquerque: FY 21 - FY 24: \$30,099,781.82, FY 25 - FY 28: \$8,000,000.00 (FY 25 -- \$2,000,000.00)*

Council member Dignan moved to approve contract B2. Council member Newall seconded the motion, Council member Kivitz abstained and the contract was approved in a 7-0-1 roll call vote, with members Dignan, Fitzgerald, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

3. *New Mexico Department of Workforce Solutions and provider Adelante Development Center; Janitorial Services, Tiwa Building, Albuquerque: FY 24 -- \$163,122.24, FY 25 -- \$170,405.16*

Council member Lillibridge moved to approve contract B3, pending the receipt of the signed contract authorization form. Council member Newall seconded the motion, Council members Kivitz and Trapp abstained and the contract was approved in a 6-0-2 roll call vote, with members Dignan, Fitzgerald, Lillibridge, Newall, Pinyan and Romero voting yes.

4. *New Mexico Educational Retirement Board and provider Adelante Development Center; Janitorial Services, Santa Fe: FY 24 -- \$29,741.52, FY 25 -- \$30,662.16*

Council member Newall moved to approve contract B4. Council member Dignan seconded the motion, Council member Kivitz abstained and the contract was approved in a 7-0-1 roll call vote, with members Dignan, Fitzgerald, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

5. *Bernalillo County and provider Clearly Clean Janitorial Service; Janitorial Services, Midtown Office, Albuquerque: FY 24 -- \$27,323.28, FY 25 -- \$32,461.92*

Council member Kivitz moved to approve contract B5. Council member Lillibridge seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

6. *Dona Ana County and provider Tresco; Janitorial Services, Emergency Rental Assistance Program, Las Cruces: FY 24 -- \$10,834.25, FY 25 -- \$5,647.62*

Council member Dignan moved to approve contract B6. Council member Kivitz seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

7. *New Mexico Department of Health and provider Tresco; Public Health Division, Southwest Region, Multiple Locations: FY 24 -- \$189,925.56, FY 25 -- \$191,788.44*

Council member Newall moved to approve contract B7. Council member Fitzgerald seconded

the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

8. *New Mexico Human Services Department and provider Tresco; Janitorial Services and Grounds Maintenance, Hobbs: FY 24 -- \$115,635.36, FY 25 -- \$115,110.121*

Council member Kivitz moved to approve contract B8. Council member Romero seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

9. *New Mexico Public Employees Retirement Association and provider Unlimited Office Management Systems; Janitorial Services, Santa Fe: FY 24 -- \$77,389.92, FY 25 \$79,095.75*

Council member Dignan moved to approve contract B9. Council member Lillibridge seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan, Romero 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. *County of Curry and provider Adelante Development Center; Document Destruction Services, Clovis \$393.94*
2. *New Mexico General Services Department and provider Adelante Development Center; Document Destruction Services, Administrative Services Bureau, Santa Fe \$211.17*
3. *New Mexico Department of Finance and Administration and provider Adelante Development Center; Document Destruction Services, Santa Fe \$1,913.94*
4. *New Mexico Department of Workforce Solutions and provider Adelante Development Center; Document Destruction Services, Albuquerque \$2,515.97*
5. *New Mexico Law Offices of the Public Defender and provider Adelante Development Center; Document Destruction Services, Santa Fe \$1,492.88*
6. *New Mexico Thirteenth Judicial Court and provider Adelante Development Center; Document Destruction Services, Los Lunas \$278.63*
7. *City of Albuquerque and provider Crystal Clear Maintenance; Janitorial Services, Solid Waste Department \$130.92*
8. *City of Albuquerque and provider DigiPros; Printing Services \$112.83*
9. *City of Albuquerque and provider DigiPros; Printing Services \$278.41*
10. *New Mexico Department of Game and Fish and provider Greetings, Etc.!.; Mailing Services, Santa Fe \$3,929.42*

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

1. *Belen Police Department provider Adelante Development Center; Document Destruction Services, Belen: FY 24 \$530.35, FY 25 \$634.94*
2. *Bernalillo County provider Adelante Development Center; Document Destruction Services, Behavioral Health Department, Albuquerque: FY 24 \$353.88, FY 25 \$364.25*
3. *El Camino Real Housing Authority provider Adelante Development Center; Document Destruction Services, Belen: FY 24 \$349.20, FY 25 \$359.47*
4. *EMW Gas Association and provider Adelante Development Center; Document Destruction Services, Estancia: FY 24 \$330.96, FY 25 \$340.68*
5. *Los Puentes Charter School and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$261.36, FY 25 \$269.16*
6. *Mid-Region Council of Governments and provider Adelante Development Center; Document Destruction Services, Workforce Connection of Central New Mexico: FY 24 \$776.52; FY 25 \$1,390.44*
7. *New Mexico Administrative Office of the Courts and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$387.94, FY 25 \$399.51*
8. *New Mexico Commission for the Deaf and Hard of Hearing and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$330.96, FY 25 \$340.64*
9. *New Mexico Commission for the Blind and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$217.64, FY 25 \$340.68*
10. *New Mexico Corrections Department and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$353.88, FY 25 \$364.28*
11. *New Mexico Corrections Department and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$2,444.06, FY 25 \$2,516.60*
12. *New Mexico Crime Victims Reparations Commission and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$450.04, FY 25 \$590.52*
13. *New Mexico Department of Cultural Affairs and provider Adelante Development Center; Document Destruction Services, National Hispanic Cultural Center: FY 24 \$349.20, FY 25 \$359.47*
14. *New Mexico Department of Finance and Administration and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$3,475.44, FY 25 \$3,577.80*
15. *New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$661.92, FY 25 \$681.36*
16. *New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Rehabilitation Center, Roswell: FY 24 \$4,120.32, FY 25 \$4,241.64*
17. *New Mexico Department of Justice and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$3,911.04, FY 25 \$3,355.40*
18. *New Mexico Department of Workforce Solutions and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$3,348.80, FY 25 \$3,450.20*
19. *New Mexico District Attorney's Office Eighth Judicial and provider Adelante Development Center; Document Destruction Services, Taos: FY 24 \$884.57, FY 25 \$753.86*
20. *New Mexico Early Childhood and Care Department and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$432.72, FY 25 \$445.36*
21. *New Mexico Educational Retirement Board and provider Adelante Development Center;*

- Document Destruction Services, Santa Fe: FY 24 \$1,650.48, FY 25 \$1,698.96*
22. *New Mexico Firefighters Training Academy and provider Adelante Development Center; Document Destruction Services, Socorro: FY 24 \$503.88, FY 25 \$518.70*
  23. *New Mexico First Judicial District Attorney and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$992.88, FY 25 \$1,022.04*
  24. *New Mexico Higher Education Department and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$580.32, FY 25 \$1,022.04*
  25. *New Mexico Medical Board and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$1,091.94, FY 25 \$922.44*
  26. *New Mexico Office of African American Affairs and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$162.28, FY 25 \$220.00*
  27. *New Mexico Office of the State Auditor and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$569.22, FY 25 \$585.99*
  28. *New Mexico Public School Facilities Authority and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$353.88, FY 25 \$364.28*
  29. *New Mexico Retiree Health Care Authority and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$4,290.96, FY 25 \$4,417.68*
  30. *New Mexico Secretary of State and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$323.84, FY 25 \$681.36*
  31. *New Mexico State Land Office and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$2,647.68, FY 25 \$2,725.44*
  32. *New Mexico Taxation and Revenue Department and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$661.68, FY 25 \$381.36*
  33. *New Mexico Workers Compensation Administration and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 \$2,596.32, FY 25 \$2,672.16*
  34. *San Miguel County and provider Adelante Development Center; Document Destruction Services, Sheriff's Office, Las Vegas: FY 24 \$573.48, FY 25 \$590.52*
  35. *San Miguel County and provider Adelante Development Center; Document Destruction Services, Detention Center, Las Vegas: FY 24 \$895.92, FY 25 \$922.44*
  36. *San Miguel County and provider Adelante Development Center; Document Destruction Services, Finance Department, Las Vegas: FY 24 \$623.16, FY 25 \$1,254.36*
  37. *Torrance County and provider Adelante Development Center; Document Destruction Services, Assessor's Office, Estancia: FY 24 \$330.96, FY 25 \$340.68*
  38. *Torrance County and provider Adelante Development Center; Document Destruction Services, Treasurer's Office, Estancia: FY 24 \$661.92, FY 25 \$681.36*
  39. *Turquoise Trail Charter School and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 \$707.76, FY 25 \$728.56*

**c) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need, or in Cases of State or National Emergency**

1. *City of Albuquerque and provider Crystal Clear Maintenance; Janitorial Services, Albuquerque Police Department Internal Affairs Division -- \$7,500.00*

**AGENDA ITEM 11: DISCUSSION AND APPROVAL OF CHANGES TO THE COUNCIL'S**

**ADVERSE IMPACT PROCEDURE TO MODIFY THE APPEAL PROCESS**

Chair Pinyan announced that she had distributed the updated Adverse Impact Procedure including the amendments suggested during previous council meetings for consideration prior to this meeting.

After discussion about whether the change to the procedure would need to be implemented as a larger rule change, the Council asked that Leslie Padilla, Office of the Attorney General, review the statute and rules and bring a recommendation for next steps on how to move forward at the next Council meeting.

**AGENDA ITEM 12: DISCUSSION TO PROPOSE CHANGES TO THE STATE USE ACT AND REQUEST FOR COUNCIL FUNDING**

The Council discussed the 75/25 direct labor ratio requirement and amendments to that ratio that other State Use Programs have instituted. They also discussed how employment environments might be analyzed in relation to that direct labor ratio and whether it should or could be reduced.

**AGENDA ITEM 13: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 14: CLOSING PUBLIC COMMENTS**

There were no closing public comments at this time.

**AGENDA ITEM 15: COUNCIL DISCUSSION**

There was no discussion at this time.

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

Council member Kivitz suggested that discussion about how the certification of disabilities is determined for individuals working on State Use Program contracts should take place at a future meeting.

The Council decided that a review of newly approved State Use Program providers would be added to future council agendas, to begin at the July meeting.

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

The date of the next council meetings was scheduled for Wednesday, June 26, 2024, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and remotely via Zoom.

**AGENDA ITEM 18: ADJOURN**

With no further business, the meeting was adjourned at 2:50 p.m. MDT.

*Kathleen Pinyan*  
\_\_\_\_\_  
Kathleen Pinyan, Chair

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