

**OFFICIAL MINUTES**

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

**MINUTES**

**REGULAR MEETING**

March 8, 2023 1:30 PM

Conference Call

**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 (participating remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Brian Fitzgerald	State Purchasing Division (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)

**MEMBERS NOT PRESENT**

Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Vigil
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation

With seven 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 Pinyan 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

#### **GUESTS**

Jennifer Salazar	New Mexico Office of the Attorney General, participating remotely via video
Susan Inman	State Purchasing Division, 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
Greg Block	Tresco, participating remotely via video
Douglas Craft	Crystal Clear Maintenance, participating remotely via telephone
Arturo Soliz	

### **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 FEBRUARY 8, 2023**

Council member Pam Lillibridge moved to approve the February 8, 2023 council meeting minutes. Council member Roger Newall seconded the motion, Council member Mike Kivitz abstained, and the minutes were approved in a 6-0-1 (Approved – Denied – Abstained) roll call vote, with members Lisa Dignan, Brian Fitzgerald, Lillibridge, 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 during the New Mexico Legislative Session and reviewed the proposed bills that the organization was tracking.

Mr. Loehman informed the Council that Horizons was about to begin the renewal process for FY24 service contracts.

## **AGENDA ITEM 8: 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**

*(None)*

### **c) FY 23 Renewal Contracts \$5,000 and Under**

*(None)*

### **d) FY23 Renewal Contracts Over \$5,000**

*(None)*

### **e) Changes & Increases**

1. *New Mexico Department of Veterans Services and member Disabled Veterans of America; Transportation Services; Current -- \$47,000.00, New -- \$77,000.00*

Council member Newall moved to approved contract E1. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

## **AGENDA ITEM 9: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY**

### **a) New Service Contracts Directly Distributed Under CNA Authority**

1. *City of Belen and member Adelante Development Center; Document Destruction Services, Belen -- \$687.40*
2. *Mid-Region Council of Governments and member Adelante Development Center; Document Destruction Services, Albuquerque--- \$1,351.64*
3. *New Mexico Crime Victims Reparation Commission and member Adelante Development Center; Document Destruction Services, Albuquerque--- \$291.63*

4. *New Mexico Department of Game and Fish and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$31.78*
5. *New Mexico Energy, Minerals, and Natural Resources Department and member Adelante Development Center; Document Destruction Services, Santa Fe---\$242.94*
6. *New Mexico Environmental Department and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$780.84*
7. *New Mexico Public Schools Facilities Authority and member Adelante Development Center; Document Destruction Services, Albuquerque--- \$356.99*
8. *New Mexico Department of Cultural Affairs and member Unlimited Office Management Systems; Landscaping, National Hispanic Cultural Center, Albuquerque -- \$2,375.50*

**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 10: DISCUSSION OF ADDING TEMPORARY STAFFING SERVICES AS A SUITABLE OR PERMISSIBLE SERVICE**

After discussion about how temporary staffing services might be utilized and provided within the New Mexico State Use Program, the Council asked Ms. Salazar, New Mexico Office of the Attorney General, to prepare an update about how temporary services could reasonably be incorporated in the State Use Program, while adhering to the requirements included in the State Use Act, for review at the next Council meeting. Chair Pinyan stated that once an outline was determined about how to incorporate these services, the Council would move forward to identify which services would be deemed as permissible for inclusion in the State Use Program.

**AGENDA ITEM 11: DISCUSSION ON THE REHABILITATION SERVICES ADMINISTRATION (RSA) RATE SETTING GUIDELINES**

After discussion about the Rehabilitation Services Administration rate setting guidelines, and how that would affect Horizons member businesses, the Council asked Horizons to provide an update including member business feedback at the next council meeting. Mr. Loehman stated that those guidelines had been submitted to member businesses for review, and that Horizons would provide their submitted feedback at the next council meeting.

**AGENDA ITEM 12: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 13: OPEN PUBLIC FORUM AND PUBLIC COMMENTS**

There was no public forum or public comment at this time.

**AGENDA ITEM 14: COUNCIL DISCUSSION**

There was no council discussion at this time.

**AGENDA ITEM 15: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

Further discussion about the inclusion of temporary employment services under the New Mexico State Use Program, an update about the effect of the RSA rate setting guidelines on New Mexico State Use Program member organizations, and the possible inclusion and review of Horizons’ FY22 financial audit were included as suggested future agenda items.

Ms. Salazar informed the Council that the COVID-19 public health order would expire at the end of March, and that the Council would be required to meet in-person for their next unless it is “difficult or impossible” for the members to attend. The ordinary inconvenience associated with attending a meeting is not sufficient to meet this standard. There needs to be some additional circumstance that makes it “difficult or impossible” for the member to attend. If it is “difficult or impossible” for the member to attend, then that member may attend the meeting remotely. After discussion, it was decided that a location would be determined at a later date and communicated to the Council and public at that time.

**AGENDA ITEM 16: DATE AND LOCATION OF NEXT MEETING**

The date of the next council meetings was scheduled for Wednesday, April 12, 2023, to take place at 1:30 p.m. MDT, in-person at a location to be determined.

**AGENDA ITEM 17: ADJOURN**

With no further business, the meeting was adjourned at 2:28 p.m.

*Kathleen Pinyan*  
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**Kathleen Pinyan, Chair**

May 17/2023  
\_\_\_\_\_  
**Chair**