

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

May 10, 2023 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 1:33 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
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
Dorothy Mendonca	Council Member, State Purchasing Division (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (joined meeting at 1:42 p.m.)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)

MEMBERS NOT PRESENT

Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Interim Secretary Casados

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 Holmes asked all guests and staff members participating via telephone to introduce themselves at this time.

OTHER PARTICIPANTS

Matt Loehman	Horizons of New Mexico
Kyle Radford	Horizons of New Mexico
Amanda Ordell	Horizons of New Mexico
Joseph Perez	Horizons of New Mexico
Scott DeVetter	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video
Marie Richter	Horizons of New Mexico, participating remotely via video

GUESTS

Jennifer Salazar	New Mexico Office of the Attorney General
Kelly Burma	New Mexico Commission for the Blind
Cornelius Smith	Clearly Clean Janitorial Service
Brian Fitzgerald	State Purchasing Division
Douglas Craft	Crystal Clear Maintenance
Bernie Lujan	Buddy Check II, LLC
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, 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 APRIL 12, 2023

Council member Mike Kivitz joined the meeting at this time, 1:42 p.m.

Council member Roger Newall moved to approve the April 12, 2023 council meeting minutes. Council member Antoinette Holmes seconded the motion and the Council voted to approve the minutes in a unanimous roll call vote, with members Lisa Dignan, Holmes, Kivitz, Dorothy Mendonca, 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), stated that he and Ms. Amanda Ordell, Horizons, attended a conference in Ruidoso, New Mexico in April, which allowed them to introduce agencies and entities operating within the region to the State Use Program and the services that were available to them

through the Program. He added that they were hopeful that new business would come from attending that conference.

Mr. Loehman then informed the Council that Horizons was in the process of working through FY24 service contract renewals, to be presented during the June council meetings.

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

1. *New Mexico Division of Vocational Rehabilitation and member DigiPros; Printing Services, Albuquerque -- \$3,127.43*

Council member Kivitz moved to approved contract A1. Council member Dignan seconded the motion, Council member Holmes abstained and the Council voted to approve the contract in a 6-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Kivitz, Mendonca, Newall, Pinyan, and Trapp voting yes.

2. *New Mexico Energy, Minerals, and Natural Resources Department and member Tresco; Janitorial Services, Hobbs -- \$3,994.62*

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

b) New Contracts Over \$5,000

1. *City of Albuquerque and member Clearly Clean Janitorial Service; Janitorial Services, Central and Unser Transit Center -- \$25,647.24*

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

2. *City of Santa Fe and Clearly Clean Janitorial Service; Courier Services, Library Division -- \$67,714.80*

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

3. *New Mexico Energy, Minerals, and Natural Resources Department and member Tresco; Grounds Maintenance, Hobbs -- \$5,477.24*

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

c) FY 24 Renewal Contracts \$5,000 and Under

(None)

d) FY24 Renewal Contracts Over \$5,000

1. *New Mexico Department of Workforce Solutions and member Adelante Development Center; Janitorial Services, Tiwa Building, Albuquerque: FY 23 -- \$143,747.16, FY 24 -- \$155,957.88*

Contract D1 was pulled from consideration by the procuring agency in order to revise the contract's scope of work.

2. *New Mexico Educational Retirement Board and member Adelante Development Center; Janitorial Services, Santa Fe: FY 23 -- \$27,706.68, FY 24 -- \$29,741.52*

Council member Dignan moved to approved contract D2. Council member Newall seconded the motion, Council member Kivitz abstained and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Holmes, Mendonca, Newall, Pinyan, and Trapp voting yes.

3. *New Mexico Human Services Department and member Tresco; Janitorial Services and Grounds Maintenance, Hobbs: FY 23 -- \$36,170.42, FY 24 -- \$85,635.36*

Council member Kivitz moved to approved contract D3. Council member Dignan seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Holmes, Kivitz, Mendonca, Newall, Pinyan, and Trapp voting yes.

e) Changes & Increases

(None)

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

a) New Service Contracts Directly Distributed Under CNA Authority

1. *Eighth Judicial District Court and member Adelante Development Center; Document Destruction Services, Taos \$788.94*
2. *New Mexico Department of Health and member Adelante Development Center; Document*

- Destruction Services, Los Lunas \$995.46*
3. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services, Santa Fe \$865.27*
 4. *New Mexico Department of Transportation and member Adelante Development Center; Document Destruction Services, Santa Fe \$379.65*
 5. *New Mexico Law Offices of the Public Safety and member Adelante Development Center; Document Destruction Services, Santa Fe – \$231.71*
 6. *New Mexico Taxation and Revenue Department and member Adelante Development Center; Document Destruction Services, Santa Fe \$231.71*
 7. *New Mexico Tech and member Adelante Development Center; Document Destruction Services, Socorro \$71.76*
 8. *New Mexico Tech and member Adelante Development Center; Document Destruction Services, Socorro \$196.13*
 9. *Taos County and member Adelante Development Center; Document Destruction Services, Taos -- \$340.74*
 10. *Tenth Judicial District Court and member Adelante Development Center; Document Destruction Services, Tucumcari -- \$320.74*
 11. *City of Albuquerque and member DigiPros; Printing Services, Human Resources Department -- \$2,052.05*
 12. *New Mexico Department of Information Technology and member LifeROOTS; Janitorial Services, Albuquerque -- \$2,309.43*

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

1. *City of Albuquerque and member DigiPros; Printing Services, Department of Senior Affairs -- \$2,832.84*

After discussion, the Council included a review of the direct distribution process in cases of urgent and immediate need, or in cases of state or national emergency to the agenda for the next council meeting.

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

Ms. Salazar informed the Council that she was continuing her research about how temporary employment services could reasonably be incorporated in the State Use Program, but had arrived at two questions that the Council should consider as they move forward: 1.) what would monitoring and oversight of these services look like once implemented and, 2.) what would the process for implementation be. She added that Mr. Loehman had suggested three options for implementation, the most effective being the inclusion of a statewide pricing agreement for temporary employment services, similar to the agreements in place for services like document destruction. Ms. Salazar noted that it would be beneficial for the State Purchasing Division (SPD) to have input about how implementation might occur.

After discussion, Council member Pinyan and Ms. Salazar agreed to put together a list of possible services that could be used to demonstrate how the implementation process might occur, which could then be reviewed with the Executive Subcommittee. The Executive Subcommittee would then put together a proposal for review and advice from SPD.

AGENDA ITEM 11: DISCUSSION OF COMMUNITY REHABILITATION PROGRAM AND STATE COMPLIANCE WITH FEDERAL FISCAL REGULATIONS

Mr. Loehman stated that Horizons had not yet received any member organization feedback about whether or not they would be more or less inclined to fill out an additional form outlining compliance with federal fiscal regulations.

Council member Trapp informed the Council that he would be attending a Rehabilitation Services Administration meeting the following week, and that he would bring back recommended language for inclusion on the federal fiscal compliance form that would be created by the Council, for review.

Discussion was tabled and added to the agenda items for inclusion in future meetings.

AGENDA ITEM 12: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 13: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Mr. Bernie Lujan, Buddy Check II, LLC, addressed the Council about his frustration regarding the contract distribution process utilized by Horizons when assigning contracts to different member businesses.

Ms. Kelly Burma, New Mexico Commission for the Blind, announced that the Students in Transition to Employment Program still had a few students that needed to be placed with employers, and thanked those member organizations that had already participated in the recruitment and placement process.

AGENDA ITEM 14: COUNCIL DISCUSSION

There was no Council discussion at this time.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

An update and further discussion about the inclusion of temporary employment services under the New Mexico State Use Program, a further review of member business compliance with federal fiscal regulations, and discussion about the direct distribution process in cases of urgent and immediate need, or in cases of state or national emergency were included as suggested future agenda items.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, June 14, 2023, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and also remotely via Zoom, pending the confirmation that a quorum would be able to be established.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned at 3:16 p.m.

Kathleen Pinyan
Kathleen Pinyan, Chair

8/8/2023
Date