

OFFICIAL MEETING MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

May 8, 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
Pam Lillibridge	Council Vice Chair, Community Rehabilitation Program (CRP) Representative (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)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation (participating remotely via video)
Amanda Romero	New Mexico Children, Youth & Families Department (participating remotely via video)

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 Pinyan 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
Frances Bock	Horizons of New Mexico
Amanda Ordell	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

Kelly Burma	New Mexico Commission for the Blind
Cornelius Smith	Clearly Clean Janitorial Service
Therese Baca	Unlimited Office Management, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Doug Craft	Crystal Clear Maintenance, participating remotely via video
Melissa Beccera	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

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 April 3, 2024 council meeting minutes. Council member Roger Newall seconded the motion, Council member Amanda Romero abstained and the Council voted to approve the minutes in a 7-0-1 (Approved – Denied – Abstained) roll call vote, with members Brian Fitzgerald, Antoinette Holmes, Mike Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, KATHLEEN PINYAN

Chair Pinyan announced that the New Mexico Department of Justice had provided an update about when a representative from the Office of the Attorney General would be assigned to the Council, to replace Jennifer Salazar who stepped down from the position in 2023. She stated that the Council could expect a new representative to be assigned by the next Council meeting.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), welcomed new Council member Amanda Romero and thanked them for joining the Council.

Mr. Loehman announced that a State Use Program provider training was scheduled for May 31 at 1:30 p.m., and invited any council members to attend that wished to.

Mr. Loehman updated that Horizons was currently working on compiling contract renewal proposals to present to the Council during its meetings in June.

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. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Open Space Alliance -- \$7,873.39*
2. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Human Resources Department -- \$44,481.75*

Council member Holmes moved to approve contracts A1 and A2 as a group. Council member Lillibridge seconded the motion and the contracts were approved in a unanimous roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

3. *City of Santa Fe and provider Proscap Land Management; Landscaping, Canyon Road Water Treatment Plant -- \$56,590.00*

Council member Newall moved to approve contract A3. Council member Trapp seconded the motion and the contract was approved in a unanimous roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

4. *New Mexico State University and provider Tresco; Janitorial Services, Environmental Monitoring and Research, Carlsbad -- \$17,405.88*

Council member Kivitz moved to approve contract A4. Council member Lillibridge seconded the motion and the contract was approved in a unanimous roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan, Romero and Trapp voting yes.

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

(None)

c) Changes & Increases

1. *New Mexico Human Services Department and provider Tresco; Janitorial Services & Grounds Maintenance, Hobbs: Current -- \$85,635.36, New -- \$115,635.36*

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

AGENDA ITEM 10: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Division of Vocational Rehabilitation and provider Acute Response; Medical Waste Disposal, Albuquerque \$90.10*
2. *New Mexico Commission for the Blind and provider Adelante Development Center; Document Destruction Services, Santa Fe \$82.74*
3. *New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Office of General Counsel, Albuquerque \$5,088.64*
4. *New Mexico Environmental Department and provider Adelante Development Center; Document Destruction Services, Santa Fe \$174.79*
5. *New Mexico Law Offices of the Public Defender and provider Adelante Development Center; Document Destruction Services, Albuquerque \$778.95*
6. *New Mexico Tourism Department and provider Adelante Development Center; Document Destruction Services, Santa Fe \$387.78*
7. *City of Albuquerque and provider Crystal Clear Maintenance; Janitorial Services, General Services Department \$717.14*
8. *City of Albuquerque and provider DigiPros; Printing Services, Human Resources Department \$360.40*
9. *City of Albuquerque and provider DigiPros; Printing Services, Department of Senior Affairs \$3,892.32*
10. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Aquatics Division \$668.90*
11. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Mayor's Office \$1,270.91*
12. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Albuquerque Police Department \$2,926.96*
13. *New Mexico Department of Cultural Affairs and provider Greetings, Etc.!. Printing Services, National Hispanic Cultural Center \$63.38*
14. *New Mexico Department of Cultural Affairs and provider Greetings, Etc.!. Printing Services, Albuquerque \$294.29*

b) FY24 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: DISCUSSION AND APPROVAL OF CHANGES TO THE COUNCIL'S ADVERSE IMPACT PROCEDURE TO MODIFY THE APPEAL PROCESS

Chair Pinyan reviewed the revised Adverse Impact Procedure with the Council for their input.

After discussion, Chair Pinyan announced she would incorporate the suggested amendments and bring the document back to the Council for final review and approval at a later meeting.

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

After discussion, Chair Pinyan announced that she would draft a list of initiatives to present to the state legislature – including a proposed budget for the Council to hire a records custodian, proposed per diem allotments for non-government organization affiliated council members, and proposed decrease of the direct labor ratio – to be reviewed and approved at a later council meeting.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 14: CLOSING PUBLIC COMMENTS

Ms. Kelly Burma, New Mexico Commission for the Blind, informed the Council that the Students in Transition to Employment Program was still recruiting both students and prospective employers to participate in that program.

AGENDA ITEM 15: COUNCIL DISCUSSION

There was no discussion at this time.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

There were no suggested agenda items for future meetings.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, June 12, 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 2:51 p.m. MDT.

Kathleen Pinyan

Kathleen Pinyan, Chair

6/13/2024

Date