

# OFFICIAL MINUTES

## NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

### MEETING MINUTES

November 12, 2025, 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 1:40 p.m. MDT.

#### **AGENDA ITEM 2: ROLL CALL**

Kathleen Pinyan	Council Chair
Greg Trapp	Council Secretary, New Mexico Commission for the Blind
Geneva Cordova	Council Member, Designee for New Mexico Department of Finance (DFA) Secretary Propst
Dorothy Mendonca	Council Member, State Purchasing Division representative, participating remotely via video
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP), participating remotely via video
Antoniette Holmes	Council Member, New Mexico Division of Vocational Rehabilitation (DVR), participating remotely via video

With seven Council members participating in person and via telephone or video at the time of roll call, a quorum was established.

#### **MEMBERS NOT PRESENT**

Roger Newall	Council Member, Disabled Veteran
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#### **AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF**

Matt Loehman	Horizons of New Mexico
Joseph Perez	Horizons of New Mexico
Greg Block	Horizons of New Mexico, participated remotely via video
Kyle Radford	Horizons of New Mexico, participated remotely via video
Scott DeVetter	Horizons of New Mexico, participated remotely via video
Patricia Torres	Horizons of New Mexico, participated remotely via video

#### GUESTS

Kelly Burma	New Mexico Commission for the Blind
Pablo Herrera	Tresco, participated remotely via video
Brian Ammerman	Adelante Development Center, participated remotely via video
Stephen Mock	Peak Performers, participated remotely via video
Gary Chavez	Peak Performers, participated remotely via video
Chris Harrington	New Mexico Department of Justice

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

There were no changes to the order of the agenda items at this time. Council member Trapp asked if there any changed to the agenda. Council Chair Kathleen Pinyan advised that there were no changes. Council member Trapp addressed a question to Chris Harrington from the New Mexico Department of Justice

#### **AGENDA ITEM 5: APPROVAL OF THE MINUTES OF THE PUBLIC HEARING AND REGULAR MEETING MINUTES ON OCTOBER 8, 2025**

The Council discussed its established protocol for approving agendas without roll call votes, noting that the agenda must be published 72 hours in advance and cannot be substantively changed, only reordered. Mr. Harrington of the New Mexico Department of Justice explained that Robert's Rules typically require asking for changes and then making a motion to approve the agenda as written but agreed that the Council's current practice is acceptable if consistently applied. Council members debated whether unanimous acclamation could replace roll call voting in some cases, emphasizing the need for clarity and compliance, especially when participants join remotely. Chair Pinyan concluded by affirming the existing protocol for this meeting and commended Patricia Torres of Horizons of New Mexico for her exceptional work in producing accurate and detailed documentation of this technically challenging session.

Council member Lillibridge moved to approve the October 8, 2025, Council meeting and hearing minutes. Council member Holmes seconded the motion and Council voted in a unanimous roll call vote, with members Cordova, Holmes, Kivitz, Lillibridge, Mendonca, Pinyan, and Trapp voting yes.

#### **AGNEDAITEM 6: CHARI UPDATE, KATHLEEN PINYAN**

Chair Pinyan noted they are entering the slower part of the year. Updated contracts now include new compliance and provider procedure forms. Starting in January, Council members must log in to the Secretary of

State's Office and complete the new compliance form. The rescission and updated rule for the New Mexico Administrative Code went live online on November 10, 2025, and is now publicly available. This process took fourteen months with many delays, and thanks were extended to the subcommittee, Legal Counsel, and State Records and Archives for their thorough review.

#### **AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY (CNA) UPDATE, MATT LOEHMAN**

Mr. Loehman shared belated Veterans Day wishes and highlighted the Program's strong veteran representation, including Mr. Brian Ammerman from Adelante Development Center. Mr. Loehman announced that the Horizons of New Mexico team had attended three events in Albuquerque since the last Council meeting, which included a Veterans Day Resource Fair at Paws and Stripes, the New Mexico Public Procurement Association fall conference on October 23<sup>rd</sup>, and the Disability Awareness Month Conference on October 15<sup>th</sup>. He mentioned that he was grateful for the opportunity to speak about the State Use Program at each event.

#### **AGENDA ITEM 8: UPDATE ON NEW STATE USE PROVIDERS**

There are no new State Use providers at this time.

#### **AGENDA ITEM 9: PUBLIC COMMENTS**

Ms. Burma and Council member Trapp thanked Horizons of New Mexico for being the lunch sponsor for the Disability Employment Awareness Month Conference in Albuquerque.

#### **AGENDA ITEM 10: APPROVAL OF FY26 PRICE AGREEMENT CONTRACT FOR CARPET CLEANING AND FLOOR CARE SERVICES BETWEEN CITY OF ALBUQUERQUE AND PROVIDERS CRYSTAL CLEAR MAINTENANCE AND LIFEROOTS**

Council member Holmes motioned to approve the price agreement, Council member Lillibridge seconded the motion, and the price agreement was approved in a roll call vote with members Cordova, Holmes, Kivitz, Lillibridge, Mendonca, Pinyan, and Trapp voting yes.

#### **AGENDA ITEM 11: 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 meeting materials or additional information about any contracts listed on the agenda.

\*Note: Please help us accommodate our co-workers, clients, and visitors who are sensitive to scented items by being conscientious in your use of perfume, aftershave, lotion, hair products, or other fragrances.

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

1. *New Mexico State University and provider Tresco; Landscaping, Alamogordo -- \$31,049.34*

Council member Cordova moved to approve contract A1, Council member Kivitz seconded the motion, and the contract was approved in a 7-0-0 (Approved-Denied-Abstained) roll call vote with members Cordova, Holmes, Kivitz, Lillibridge, Mendonca, Pinyan, and Trapp all voting yes.

b) FY 26 Renewal Contracts Over \$5,000

1. *New Mexico Department of Workforce Solutions and provider Tresco; Janitorial Services, Alamogordo: FY 25 -- \$23,181.00, FY 26 -- \$13,732.81*

Council member Lillibridge moved to approve contract B1, Council member Kivitz seconded the motion, and the contract was approved in a 7-0-0 (Approved-Denied-Abstained) roll call vote with members Cordova, Holmes, Kivitz, Lillibridge, Mendonca, Pinyan and Trapp all voting yes.

c) Temporary Staffing Service Contracts

(none)

d) Changes & Increases

1. *New Mexico Health Care Authority and provider Adelante Development Center; Printing and Mailing Services, Income Support Division: Current FY 25 - FY 28 -- \$15,424,744.86, New FY 25 - FY 28 -- \$21,485,049.94 (FY 26 -- \$8,060,305.08)*

Council member Trapp moved to approve contract D1, Council member Cordova seconded the motion, and Council member Kivitz abstained, and the contract was approved in a 6-0-1 (Approved-Denied-Abstained) roll call vote with members Cordova, Holmes, Lillibridge, Mendonca, Pinyan and Trapp all voting yes.

2. *New Mexico Department of Transportation and provider Tresco; Janitorial Services, District 1 Office, Deming: Current -- \$23,075.28, New -- \$30,482.16*

Council member Holmes moved to approve contract D2 pending customer acceptance, Council member Kivitz seconded the motion, and the contract was approved in a 7-0-0 (Approved-Denied-Abstained) roll call vote with Council members Cordova, Holmes, Kivitz, Lillibridge, Mendonca, Pinyan, and Trapp all voting yes.

1. Service Contracts Directly Distributed Under Central Nonprofit Agency Authority

a) New Service Contracts Directly Distributed Under CNA Authority

1. *13<sup>th</sup> Judicial District Court and provider Adelante Development Center; Document Destruction Services, Bernalillo -- \$246.80*

2. *City of Las Vegas and provider Adelante Development Center; Document Destruction Services, City Clerk -- \$4,042.40*
3. *City of Rio Rancho and provider Adelante Development Center; Document Destruction Services, City Attorney -- \$349.81*
4. *City of Rio Rancho and provider Adelante Development Center; Document Destruction Services, City Attorney -- \$369.07*
5. *City of Santa Fe and provider Adelante Development Center; Document Destruction Services, Finance Department -- \$180.20*
6. *City of Santa Fe and provider Adelante Development Center; Document Destruction Services, Human Resources -- \$464.22*
7. *Los Alamos County and provider Adelante Development Center; Document Destruction Services, Los Alamos -- \$6,214.30*
8. *New Mexico Department of Public Safety and provider Adelante Development Center; Document Destruction Services, Law Enforcement Academy, Santa Fe -- \$374.17*
9. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Administrative Services Unit, Santa Fe -- \$243.38*
10. *New Mexico Early Childhood Education and Care Department and provider Adelante Development Center; Document Destruction Services, Child Care Assistance, Santa Fe - \$1,587.96*
11. *New Mexico Early Childhood Education and Care Department and provider Adelante Development Center; Document Destruction Services, Regulatory Division, Albuquerque - \$3,855.86*
12. *New Mexico Law Offices of the Public Defender and provider Adelante Development Center; Document Destruction Services, Carlsbad -- \$437.18*
13. *New Mexico Office of the State Treasurer and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$1,031.50*
14. *New Mexico Office of the Superintendent of Insurance and provider Adelante Development Center; Document Destruction Services, Santa Fe -- \$663.28*
15. *New Mexico Tech and provider Adelante Development Center; Document Destruction Services, Physics Department, Socorro -- \$140.22*
16. *Santa Fe County and provider Adelante Development Center; Document Destruction Services, County Attorney's Office, Santa Fe -- \$269.19*
17. *New Mexico Department of Cultural Affairs and provider Crystal Clear Cleaning Company; Janitorial Services, Taylor-Mesilla Historic Site, Mesilla -- \$322.84*
18. *City of Albuquerque and provider Crystal Clear Maintenance; Janitorial Services, Department of Senior Affairs -- \$168.94*
19. *New Mexico Department of Cultural Affairs and provider Crystal Clear Maintenance; Janitorial Services, National Hispanic Cultural Center, Albuquerque -- \$3,431.56*
20. *New Mexico Department of Cultural Affairs and provider DigiPros; Printing Services, Santa Fe -- \$79.23*
21. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Department of Animal Welfare -- \$270.30*
22. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Department of Senior Affairs -- \$430.23*

23. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Office of the City Clerk -- \$740.19*
  24. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Aviation Department -- \$741.96*
  25. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Planning Department -- \$1,315.76*
  26. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services, Planning Department -- \$3,562.38*
  27. *New Mexico Department of Military Affairs and provider Unlimited Office Management Systems; Janitorial Services, Bataan Museum, Santa Fe -- \$1,186.21*
- b) FY26 Renewal Service Contracts Directly Distributed Under CNA Authority
1. *New Mexico Department of Workforce Solutions and provider Adelante Development Center; Document Destruction Services, Southeast Region, Multiple Locations: FY 25 -- \$1,390.44, FY 26 -- \$823.68*
  2. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Disability Determination Services, Albuquerque: FY 25 -- \$4,697.56, FY 26 -- \$5,245.80*
- c) Temporary Staffing Service Contracts Directly Distributed Under CNA Authority
1. *New Mexico Department of Health and provider Peak Performers; Administrative Assistant II, Administrative Services Division, Santa Fe: Billable Hourly Rate -- \$34.30*
  2. *New Mexico Department of Health and provider Peak Performers; Data Analyst III, Office Tribal Liaison, Santa Fe: Billable Hourly Rate -- \$64.98*
  3. *New Mexico Department of Health and Peak Performers; Systems Administrator VI, Community Engagement, Santa Fe: Billable Hourly Rate -- \$93.90*
  4. *New Mexico Tourism Department and provider Peak Performers; Customer Service Representative II, Santa Fe: Billable Hourly Rate -- \$38.24*
  5. *Santa Fe County and provider Peak Performers; Temporary Staffing Services, Administrative Assistant III, Legal Division – Billable Hourly Rate: \$38.24*
- d) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need, or in Cases of State or National Emergency

(none)

### **AGENDA ITEM 13: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT**

Mr. Loehman announced that in the first quarter of the fiscal year, the Council approved fifty-two contracts totaling approximately \$2.6 million, creating 116 job opportunities for individuals with disabilities. The Central Nonprofit Agency executed thirty-five new contracts worth \$18,429.45 and distributed 145 renewals totaling \$278,518.04. Temporary staffing contracts for the quarter amounted to \$217,541.65. It has been a productive start to the fiscal year with strong engagement across programs.

## **AGENDA ITEM 14: APPROVAL OF OPEN MEETINGS ACT RESOLUTION**

The discussion centered on whether the Open Meetings Act Resolution should include rule-making language. Council Member Trapp raised the question and explained that the language was originally added around 2015–2016 when the Attorney General’s Office advised agencies to include it because of ambiguity in the State Use Act regarding agencies’ authority to promulgate rules. Mr. Harrington stated that leaving the language in does no harm, but it is optional, and he expressed no strong position on the matter.

Council Chair Pinyan suggested removing the language for clarity and renumbering the sections. Council Member Trapp agreed, noting that while the language once served as a catchall solution, it is now unnecessary and should be removed in the interest of cleaning up the resolution. The group acknowledged that the language had been included for many years due to statutory limitations that no longer exist. The recommended action is to strike Section Five, which addresses rule hearings, renumber the remaining sections, and approve the revised resolution without the outdated language.

Council member Kivitz moved to approve the Open Meetings Act Resolution, Council member Trapp seconded the motion and Council voted to approve the Open Meetings Act Resolution with a roll call vote with Council members Cordova, Holmes, Kivitz, Lillibridge, Mendonca, Pinyan and Trapp all voting yes.

## **AGENDA ITEM 15: DISCUSSION AND APPROVAL OF NEW MEXICO GOVERNMENTAL ACT FORM**

The Council discussed the importance of keeping the government conduct document top of mind for providers. Council Chair Pinyan emphasized that this should not be treated as a one-time requirement but renewed annually to reinforce its significance. Mr. Loehman recommended including the document in the yearly compliance packet sent to all providers and requiring them to acknowledge it each year. He also noted that the document is referenced during the annual State Use Act provider training to ensure continued awareness.

## **AGENA ITEM 16: DISCUSSION AND APPROVAL OF THE COUNCIL ANNUAL REPORT**

Council Chair Pinyan stated that the item is currently in draft form. Mr. Loehman confirmed it was the initial document sent this morning and noted that it still requires layout and graphic design. He mentioned that work on the spotlight stories and photos was underway. He also confirmed that additional attachments will also be added before finalization.

## **AGENDA ITEM 17: DISCUSSION AND APPROVAL OF LEGISLATIVE SESSION**

The Council agreed to wait until the 2027 legislative session before making any legislative recommendations but emphasized the need for ongoing outreach to legislators about the State Use Act. Members suggested activities such as briefings, site tours, and summer committee meetings to build awareness and support, especially in underrepresented regions. While hiring a lobbyist it is not feasible, the Council could collaborate with organizations that already have a legislative presence. A subcommittee for outreach and education will be considered after the current session, with planning to begin later in 2026.

## **AGENDA ITEM 18: SUBCOMMITTEE UPDATES**

Chair Pinyan advised that there are no subcommittees presently.

**AGENDA ITEM 19: PUBLIC COMMENTS**

There were no public comments.

**AGENDA ITEM 20: SUGGESTED AGEND ITEMS FOR TURURE MEETINGS**

Mr. Loehman stated that the proposed 2026 meeting dates will be included on the December agenda. Both Mr. Loehman and Chair Pinyan mentioned some potential conflicts that will likely cause the need to modify the schedule for next year's meetings.

**AGENDA ITEM 21: DATE AND TIME OF NEXT NEETING**

The date of the next Council meeting was scheduled for December 10, 2025, to take place at 1:30 p.m. MDT at the New Mexico Commission of the Blind and remotely via Zoom.

**AGENDA ITEM 22: ADJOURN**

With no further business, the meeting was adjourned at 2:18 p.m. MDT.

*Kathleen Pinyan*  
Kathleen Pinyan, Chair

12/23/2025  
Date