

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MINUTES

REGULAR MEETING

November 8, 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 1:49 p.m. MST.

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 Member, 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)
Roger Newall	Council Member, Disabled Veteran (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
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)

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
Kyle Radford	Horizons of New Mexico
Amanda Ordell	Horizons of New Mexico, participating remotely via video
Marie Richter	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

Jennifer Salazar	New Mexico Office of the Attorney General, participating remotely via video
Kelly Burma	New Mexico Commission for the Blind
Greg Block	Tresco, participating remotely via video, participating remotely via video
Stephen Mock	Peak Performers, participating remotely via video
Blaine Moffat	New Mexico Office of the Attorney General, participating remotely via video
Michael Segura	Nebula Advisors, LLC, participating remotely via video
Melissa Beccera	Crystal Clear Maintenance, participating remotely via video
Lucretia Kenny	Crystal Clear Maintenance, participating remotely via video
Ernie Byers	DigiPros, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via video
Ed Jones	Acute Response, Inc., participating remotely via video
Julia Parsons	Member of the Public, 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 OCTOBER 11, 2023

Council member Pam Lillibridge moved to approve the October 11, 2023 council meeting minutes. Council member Mike Kivitz seconded the motion, Council member Lisa Dignan abstained, and the Council voted to approve the minutes in a 7-0-1 (Approve – Deny – Abstain) roll call vote, with members Antoinette Holmes, Kivitz, Lillibridge, Dorothy Mendonca, Roger 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), reported that he and Horizons staff had attended a state purchasing conference earlier in the month in Albuquerque, NM. He noted that they were able to present to purchasers in attendance about the State Use Program and also had a booth at the conference which allowed them to interact with anyone who had questions about purchasing through the Program.

AGENDA ITEM 8: PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 9: APPROVAL OF PROPOSED FY 24 PRICE AGREEMENT CONTRACT FOR CARPET CLEANING AND FLOOR CARE SERVICES BETWEEN CITY OF ALBUQUERQUE AND MEMBER CRYSTAL CLEAR MAINTENANCE

After discussion, Council member Dignan moved to approve the proposed FY 24 price agreement contract between the City of Albuquerque and provider Crystal Clear Maintenance. Council member Holmes seconded the motion and the Council voted to approve the proposed price agreement in a unanimous roll call vote, with members Dignan, Holmes, Kivitz, Lillibridge, Mendonca, Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 10: 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. Santa Fe Solid Waste Management Agency and member Nebula Advisers; Janitorial Services, Santa Fe -- \$40,115.84*

Council member Lillibridge moved to approve contract A1. 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, Lillibridge, Mendonca, Newall, Pinyan and Trapp voting yes.

b) FY 24 Renewal Contracts Over \$5,000

- 1. New Mexico Health Insurance Exchange and member DigiPros; Printing Services, Albuquerque: FY 23 -- \$950,000.00, FY 24 -- \$1,200,000.00*

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

c) Changes & Increases

- 1. New Mexico Human Services Department and member Adelante Development Center; Printing and Mailing Services, Income Support Division, Albuquerque: Current Four-Year Total -- \$25,219,279.72, New Four-Year Total -- \$27,856,981.82 (Annual FY 24 -- \$6,546,297.03)*

Council member Newall moved to approve contract C1. Council member Lillibridge seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 7-0-1 roll call vote, with members Dignan, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 11: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *Central Consolidated Schools and member Adelante Development Center; Document Destruction Services, Shiprock--\$1,997.82*
2. *Central Consolidated Schools and member Adelante Development Center; Document Destruction Services, Shiprock--\$2,091.88*
3. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, , Rio Rancho--\$119.82*
4. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque--\$387.78*
5. *New Mexico Office of African American Affairs and member Adelante Development Center; Document Destruction Services, Albuquerque--\$162.28*
6. *New Mexico Office of the State Engineer and member Adelante Development Center; Document Destruction Services, Santa Fe--\$332.97*
7. *City of Albuquerque and member DigiPros; Printing Services, Transit Department -- \$356.12*
8. *New Mexico Commission for the Blind and member DigiPros; Printing Services, Albuquerque--\$1,464.69*
9. *City of Santa Fe and member Greetings, Etc.!.; Printing Services, Youth & Family Services Division --\$2,501.36*
10. *Village of Bosque Farms and member Unlimited Office Management Systems; Janitorial Services --\$2,546.28*

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 12: DISCUSSION AND APPROVAL OF CHANGES TO THE PROCEDURE FOR THE CENTRAL NONPROFIT AGENCY DIRECT DISTRIBUTION OF SMALL CONTRACTS TO ALLOW FOR DIRECT DISTRIBUTION OF TEMPORARAY STAFFING SERVICES CONTRACTS

Chair Pinyan informed the Council that the Executive Subcommittee met to discuss a proposed amendment – to be presented by Horizons for approval by the Council at a later meeting - to the direct distribution procedure to allow for the direct distribution of temporary employment service contracts by the CNA, as outlined below:

Updated language would be included to establish a new category for direct distribution of temporary

employment services for approval of preauthorized positions at preauthorized rates - with defined limits by contract position for the contract length, hours worked by the employee, and dollar amount paid for those services - with renewal authority at the Council's discretion for longer periods of time or increased costs that might surpass the established thresholds.

After discussion, Chair Pinyan announced that she would draft the updated language – inclusive of proposed thresholds for contract length, hours worked by employee, and contract amount – to be brought to the Council for approval at the next council meeting.

AGENDA ITEM 13: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

a. Medical Waste Disposal

Following a review of services by Mr. Ed Jones, Acute Response, Inc., Council member Lillibridge moved to approve medical waste disposal as a suitable service. Council member Newall seconded the motion and the Council voted to approve the service in a unanimous roll call vote, with members Dignan, Holmes, Kivitz, Lillibridge, Mendonca, Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 14: DISCUSSION AND APPROVAL OF CHANGES TO THE COUNCIL'S ADVERSE IMPACT PROCEDURE

There was no discussion at this time.

AGENDA ITEM 15: APPROVAL OF OPEN MEETINGS ACT RESOLUTION

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

AGENDA ITEM 16: DISCUSSION AND APPROVAL OF THE COUNCIL ANNUAL REPORT

Council member Trapp moved to approve the Council Annual Report, inclusive of the email address updates and spelling corrections discussed during the Council's review of the document. Council member Kivitz seconded the motion and the Council voted to approve the report in a unanimous roll call vote, with members Dignan, Holmes, Kivitz, Lillibridge, Mendonca, Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 17: DISCUSSION AND APPROVAL OF LEGISLATIVE RECOMMENDATIONS

There were no legislative recommendations at this time.

AGENDA ITEM 18: DISCUSSION AND APPROVAL OF MEETING DATES FOR 2024

- January 10
- February 14
- March 13
- April 10
- May 8
- June 12
- June 26
- July 10

- August 14
- September 11
- October 9
- November 13
- December 11

Council member Newall moved to approve the proposed meeting dates, with an amendment to change the April meeting to April 3, 2024. Council member Holmes seconded the motion and the Council voted to approve the proposed dates in a unanimous roll call vote, with members Dignan, Holmes, Kivitz, Lillibridge, Mendonca, Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 19: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 20: CLOSING PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 21: COUNCIL DISCUSSION

There was no discussion at this time.

AGENDA ITEM 22: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

The proposal of changes to the procedure for direct distribution of temporary staffing services contracts, as discussed during agenda item 12, was added to the agenda for the next council meeting.

AGENDA ITEM 20: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, December 13, 2023, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and remotely via Zoom.

AGENDA ITEM 21: ADJOURN

With no further business, the meeting was adjourned at 3:12 p.m. MST.

Kathleen Pinyan

Kathleen Pinyan, Chair

2/1/2024

Date