

# OFFICIAL MINUTES

## NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

### MINUTES

#### REGULAR MEETING

October 11, 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 1:47 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
Pam Lillibridge	Council Vice Chair, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
Brian Fitzgerald	Council Member, State Purchasing Division (participating remotely via video; joined meeting at 2:30 p.m.)
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

#### MEMBERS NOT PRESENT

Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative
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With six council members participating in person or remotely via telephone or video at the time of the roll call, a quorum was not established. The council moved to discuss non-action agenda items until Council member Brian Fitzgerald joined the meeting at 2:30 p.m., at which point, the Council followed the agenda as outlined and distributed previous to the meeting, beginning at agenda item 3.

### **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
Amanda Ordell	Horizons of New Mexico, participating remotely via video
Joseph Perez	Horizons of New Mexico, participating remotely via video
Kyle Radford	Horizons of New Mexico, participating remotely via video
Marie Richter	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
Brigitte Buynak	New Mexico Office of the Attorney General, participating remotely via video
Blaine Moffat	New Mexico Office of the Attorney General, participating remotely via video
Eddie Paulsgrove	Member of the Public, participating remotely via video
Corie Chambers	Corie Chambers Design, participating remotely via video
Michael Segura	Nebula Advisers, participating remotely via video
Melissa Becerra	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 AUGUST 9, 2023**

Council member Trapp moved to approve the August 9, 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 Fitzgerald, Holmes, Mike Kivitz, Pam Lillibridge, 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 noted October was National Disability Employment Awareness month. He

highlighted that there was over \$1 million in wage growth to individuals with disabilities through State Use contracts during the last fiscal year from the prior one. He also said that wages to individuals with disabilities also increased by over two dollars per hour.

#### **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) Tentative Chair Approval Granted September 13, 2023**

1. *New Mexico Corrections Department and member Clearly Clean Janitorial Service; Janitorial Services, Albuquerque -- \$32,266.37 (New Contract)*
2. *New Mexico Administrative Office of the Courts and member Crystal Clear Maintenance; Janitorial Services, Grants -- \$30,138.56 (New Contract)*
3. *New Mexico Department of Transportation and member Rt. 66 Auctions; Auctioneering Services, Santa Fe -- \$101,374.40 (New Contract)*
4. *New Mexico Department of Workforce Solutions and member Tresco; Janitorial Services, Carlsbad: FY 23 -- \$15,384.72, FY 24 -- \$16,297.80 (Renewal Contract)*

Council member Kivitz moved to ratify contracts A1 thru A4 as a group. Council member Holmes seconded the motion and the Council voted to ratify the contract in a unanimous roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

##### **b) Tentative Chair Approval Granted September 28, 2023**

1. *City of Albuquerque and member Clearly Clean Janitorial Service; Janitorial Services, Balloon Museum -- \$7,632.05 (New Contract)*

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

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

1. *New Mexico Economic Development Department and member Corie Chambers Design; Marketing, Justice, Equity, Diversity, and Inclusion Office, Santa Fe -- \$22,524.31*

Council member Kivitz moved to approve contract C1. Council member Trapp seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with

members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

2. *City of Santa Fe and member Nebula Advisers; Janitorial Services, Public Works Department -- \$19,972.80*

Council member Trapp moved to approve contract C2. Council member Lillibridge seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

**d) FY 24 Renewal Contracts over \$5,000**

1. *Dona Ana County and member Tresco; Janitorial Services, Emergency Rental Assistance Program Office, Las Cruces: FY 23 -- \$14,427.35, FY 24 -- \$18,573.00*

Council member Newall moved to approve contract D1. Council member Holmes seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

2. *New Mexico Department of Workforce Solutions and member Tresco; Janitorial Services, Alamogordo: FY 23 -- \$21,726.72, FY 24 -- \$22,744.44*

Council member Kivitz moved to approve contract D2. Council member Lillibridge seconded the motion, Council member Trapp abstained, and the Council voted to approve the contract in a 6-0-1 (Approve – Deny – Abstain) roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall and Pinyan voting yes.

**e) Changes & Increases**

*(None)*

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

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

1. *Curry County and member Adelante Development Center; Document Destruction Services, Clerk's Office -- \$180.72*
2. *Eighth Judicial District Court and member Adelante Development Center; Document Destruction Services, Springer -- \$95.46*
3. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Developmental Disabilities Supports Division, Albuquerque -- \$332.97*
4. *New Mexico General Services Department and member Adelante Development Center; Document Destruction Services, State Purchasing Division, Santa Fe -- \$736.37*
5. *New Mexico Public Education Department and member Adelante Development Center; Document Destruction Services, Santa Fe -- \$2,507.25*

6. *New Mexico Corrections Department and member Clearly Clean Janitorial Service; Janitorial Services, Albuquerque -- \$3,396.46*
7. *City of Albuquerque and member DigiPros; Printing Services, Aviation Department -- \$86.41*
8. *New Mexico Department of Cultural Affairs and member DigiPros; Printing Services, Museum of Art, Santa Fe -- \$1,433.56*
9. *New Mexico Department of Cultural Affairs and member Eco-Pest Protection; Pest Control Services, Museum of Natural History, Albuquerque -- \$2,016.00*
10. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Albuquerque Police Department -- \$25.65*
11. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Albuquerque Police Department -- \$51.29*
12. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Albuquerque Police Department -- \$77.71.*
13. *New Mexico Department of Game and Fish and member Greetings, Etc.!.; Printing Services, Roswell -- \$1,646.88*
14. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services, Westside WIC Office, Albuquerque -- \$577.80*
15. *New Mexico Department of Workforce Solutions and member My Bug Guyz; Pest Control Services, Tiwa Building, Albuquerque -- \$2,013.72*
16. *Valencia Regional Emergency Communications Center and member My Bug Guyz; Pest Control Services, Los Lunas -- \$884.72*
17. *City of Albuquerque and member Unlimited Office Management Systems; Grounds Maintenance, Aviation Department -- \$3,351.23*
18. *New Mexico Court of Appeals and member Unlimited Office Management Systems; Janitorial Services, Albuquerque -- \$3,648.42*
19. *New Mexico Department of Workforce Solutions and member Tresco; Grounds Maintenance, Las Cruces -- \$2,816.88*
20. *New Mexico Department of Workforce Solutions and member Tresco; Grounds Maintenance, Deming -- \$3,078.96*

**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: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, MATT LOEHMAN**

Mr. Matt Loehman, Horizons of New Mexico (Horizons), reported that the Council approved 21 contracts, totaling \$1.9 million dollars and employing 44 individuals with disabilities, during the fourth quarter reporting period. He added that the central nonprofit agency (CNA) approved 7 new contracts totaling \$9,000 and 6 renewal contracts totaling \$5,000, during that same period.

**AGENDA ITEM 12: DISCUSSION OF ADDING TEMPORARY STAFFING SERVICES AS A SUITABLE OR PERMISSIBLE SERVICE**

Chair Pinyan reported that a meeting between the Council’s Executive Committee and the State Purchasing Division lead to the following recommendation:

Horizons of New Mexico would engage in a pilot program in which member organizations could provide a selected group of the most commonly requested temporary employment services at rates approved by the Council, as listed on the Horizons website for procurement. At the time when statewide contracting reopens for temporary employment services – a little over a year from the current meeting – the pilot program would be reviewed to see if those services should be included under the State Use Program as suitable services. Mr. Loehman added that Horizons would bring a final proposal before the Council for approval during the November council meeting.

**AGENDA ITEM 13: DISCUSSION AND APPROVAL OF CHANGES TO THE COUNCIL’S ADVERSE IMPACT PROCEDURE**

Chair Pinyan informed the Council that the discussion about possible changes to the adverse impact procedure was ongoing, and she would bring any relevant updates to the Council when they were available.

**AGENDA ITEM 14: DISCUSSION OF THE NEED TO ESTABLISH, DEVELOP, OR IMPROVE COMMUNITY REHABILITATION PROGRAMS WITHIN THE STATE OF NEW MEXICO**

There was no discussion at this time.

Mr. Trapp thanked the Council for including this item on the meeting agenda.

**AGENDA ITEM 15: DISCUSSION AND APPROVAL OF LEGISLATIVE RECOMMENDATIONS**

There were no legislative recommendations at this time.

**AGENDA ITEM 16: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 17: CLOSING PUBLIC**

There was no public comment at this time.

**AGENDA ITEM 18: COUNCIL DISCUSSION**

There was no discussion at this time.

**AGENDA ITEM 19: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

The approval of the Council’s annual report, as compiled by Horizons of New Mexico, continued discussion about the suitability of temporary employment services, and any updates about possible changes to the adverse impact procedure, were all added as agenda items 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, November 8, 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 3:05 p.m. MDT.

*Kathleen Pinyan*

**Kathleen Pinyan, Chair**

11/28/2023

**Date**