

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MINUTES

REGULAR MEETING

September 11, 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 1:31 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Chair Pinyan performed a roll call.

MEMBERS PRESENT

Kathleen Pinyan	Council Chair, Designee for Department of Finance and Administration (DFA) Secretary Romero
Henry Sandles	Council Member, Designee New Mexico Children, Youth & Families Department (CYFD) Secretary Casados
Brian Fitzgerald	Council Member, State Purchasing Division
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Pam Lillibridge	Council Vice Chair, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)

MEMBERS NOT PRESENT

Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
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With seven council members participating in person or remotely via telephone or video at the time of the roll call, a quorum was not able to be established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Chair Lillibridge 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
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

Kelly Burma	New Mexico Commission for the Blind
Sandra Gardner	Office of the New Mexico Department of Justice
Greg Block	Tresco, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via video
Stephen Mock	Peak Performers, participating remotely via video
Melissa Becerra	Crystal Clear Maintenance, participating remotely via video
Doug Craft	Crystal Clear Maintenance, participating remotely via video
Dustin Berg	Global Opportunities Unlimited, participating remotely via video
DeRick Franco	Crystal Clear Cleaning Company, 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 14, 2024

Council member Roger Newall moved to approve the August 14, 2024 council meeting minutes. Council member Mike Kivitz seconded the motion, Council members Antoinette Holmes, Brian Fitzgerald and Henry Sandals abstained, and the Council voted to approve the minutes in a 4-0-3 (Approved – Denied – Abstained) roll call vote, with members Kivitz, Pam Lillibridge, Newall and Pinyan 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), announced that Horizons was beginning to compile the annual report due at the end of the calendar year, for the Council’s review and approval at a later council meeting. He also announced that Horizons of New Mexico had moved into its new office.

AGENDA ITEM 8: UPDATE ON NEW STATE USE PROVIDERS

Mr. Loehman introduced Mr. DeRick Franco, Crystal Clear Cleaning Company, to the Council. He explained that Crystal Clear Cleaning Company had recently been approved as a provider under the New

Mexico State Use Program, and Mr. Franco gave an introductory explanation of the services the company has on offer under the Program.

AGENDA ITEM 9: SELECTION OF COUNCIL MEMBERS PURSUANT TO 13-1C-4(A)(4) NMSA 1978

Chair Pinyan suggested that four council member positions which are appointed by other council members serving by statute or appointment by the Governor be staggered terms. Of the current reappointments 2 of the positions will be extended for 18 months on a one-time basis and the other 2 positions be reappointed as usual.

After discussion of the proposed breakdown, Chair Pinyan motioned that council members Newall and Lillibridge service be extended for the one-time 18 month period and that council member Kivitz and the open position left by council member Dignan be renewed for another 3 year period.

The Governor appointed council members Fitzgerald, Pinyan and Sandles voted to approve the motion.

AGENDA ITEM 10: PUBLIC COMMENTS

There was no public comment at this time.

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 additional information about any contracts listed on the agenda.

a) Tentative Chair Approval Granted August 30, 2024

- 1. New Mexico State University and provider Crystal Clear Cleaning Company; Janitorial Services, Las Cruces -- \$25,778.28*

Council member Kivitz moved to ratify contract A1. Council member Lillibridge seconded the motion and the contract was ratified in a unanimous roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Sandals voting yes.

b) New Contracts Over \$5,000

- 1. New Mexico Department of Cultural Affairs and provider Crystal Clear Maintenance; Janitorial Services, National Hispanic Cultural Center, Albuquerque, Janitorial Services -- \$44,633.30*

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

c) FY25 Renewal Contracts Over \$5,000

1. *New Mexico Governor's Commission on Disability and provider ADA Accessibility Consultant; ADA Accessibility Consulting Services, Santa Fe: FY 24 -- \$7,923.13, FY 25 -- \$8,941.81*

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

d) Changes & Increase

1. *New Mexico Health Care Authority and provider Adelante Development Center; Printing and Mailing Services, Income Support Division, Albuquerque: Current FY 25 - FY 28 -- \$8,000,000.00, New FY 25 - FY 28 -- \$14,946,499.71 (FY 25 - \$8,946,499.71*

Council member Sandals moved to approve contract D1. Council member Newall seconded the motion, Council member Kivitz abstained and the contract was approved in a 6-0-1 roll call vote, with members Fitzgerald, Holmes, Lillibridge, Newall, Pinyan and Sandals voting yes.

2. *New Mexico Department of Health and provider Marathon Janitorial; Janitorial Services, SW Valley Public Health Office, Albuquerque: Current FY 25 -- \$26,981.64, New FY 25 -- \$30,360.36*

Council member Lillibridge moved to approve contract D2. Council member Sandals seconded the motion and the contract was approved in a unanimous roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Sandals voting yes.

AGENDA ITEM 12: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Administrative Office of the Courts and provider Adelante Development Center; Document Destruction, Santa Fe \$371.86*
2. *New Mexico Central Consolidated Schools and provider Adelante Development Center; Document Destruction, Shiprock \$706.88*
3. *City of Albuquerque and provider DigiPros; Printing Services \$225.28*
4. *New Mexico Department of Cultural Affairs and provider DigiPros; Printing Services, National Hispanic Cultural Center, Albuquerque \$270.30*
5. *City of Albuquerque and provider Greetings, Etc.!.; Printing Services \$758.76*

b) FY25 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *City of Santa Fe and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$651.34, FY 25 \$671.08*
2. *Mesalands Community College and provider Adelante Development Center; Document Destruction Services, Tucumcari: FY 24 – \$992.88, FY 25 \$1,022.04*
3. *New Mexico Children, Youth, and Families Department and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$992.88, FY 25 - - \$1,022.04*
4. *New Mexico Children, Youth, and Families Department and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$1,362.04, FY 25 -- \$1,092.84*
5. *New Mexico Corrections Department and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 -- \$2,444.05, FY 25 -- \$2,516.60*
6. *New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$590.52, FY 25 -- \$671.08*
7. *New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$661.92, FY 25 -- \$681.36*
8. *New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$796.14, FY 25 -- \$894.45*
9. *New Mexico Department of Homeland Security and Emergency Management and provider Adelante Development Center; Document Destruction Services, Socorro: FY 24 -- \$661.92, FY 25 -- \$713.40*
10. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Carlsbad: FY 24 -- \$573.48, FY 25 -- \$590.52*
11. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Clovis: FY 24 -- \$573.48, FY 25 -- \$590.52*
12. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Roswell: FY 24 -- \$573.48, FY 25 -- \$590.52*
13. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Hobbs: FY 24 -- \$573.48, FY 25 -- \$590.52*
14. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Española: FY 24 -- \$573.48, FY 25 -- \$590.52*
15. *New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 -- \$998.32, FY 25 -- \$1,022.04*
16. *New Mexico Environment Department and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 -- \$340.52, FY 25 -- \$427.84*
17. *New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$699.14, FY 25 -- \$796.32*
18. *Torrance County Assessor's Office and provider Adelante Development Center; Document Destruction Services, Estancia: FY 24 -- \$336.14, FY 25 -- \$340.68*
19. *New Mexico Department of Workforce Solutions and provider My Bug Guyz; Pest Control Services, Albuquerque: FY 24 -- \$2,013.72, FY -- \$2,074.08*

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 13: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

a) Outdoor Accessibility Consulting Services

Dustin Berg, Global Opportunities Unlimited, presented a summarization of Outdoor Accessibility Consulting Services provided by his company. He explained that the service did not require a license or certification to be performed.

After discussion, Council member Kivitz moved that Outdoor Accessibility Consulting Services be included as an approved service provided under the New Mexico State Use Program. Council member Fitzgerald seconded the motion and the service was approved for offer under the Program in a unanimous roll call vote, with members Fitzgerald, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Sandals voting yes.

AGENDA ITEM 14: DISCUSSION TO PROPOSE CHANGES TO NMAC RULES AND SELECTION OF RULES COMMITTEE

After discussion, Sandra Gardner, Office of the Attorney General, suggested the Council establish a rules review committee to review and suggest changes to the NMAC rules. Council members Kivitz, Pinyan and Trapp were voted to partake in that committee and bring back a draft version of the changes to the rules for Council approval.

Ms. Gardner stated that the approval by the Council of the changes to be considered would initiate the rules making process and explained that the process would then proceed as outlined:

1. Once the Council approved the rules changes to be considered, the rules would need to be published and sent to legislative council services for a 30 day comment period
2. At the same time, a notice of rules hearing – which can take place during a Council meeting – should be published wherein the public is invited to comment on changes being considered by the Council.
3. Once the comment period and rules hearing have concluded, the Council can finalize the suggested rule changes and vote on them as a body for approval

AGENDA ITEM 15: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 16: CLOSING PUBLIC COMMENTS

There were no closing public comments at this time.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no discussion at this time.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

There were no suggested agenda items for future meetings at this time.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, October 9, 2024, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and remotely via Zoom.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned at 2:21 p.m. MDT.

Kathleen Pinyan

Kathleen Pinyan, Chair

10/10/2024

Date