

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

September 7, 2022 1:30 PM

Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Antoinette Holmes called the meeting to order at 1:30 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Chair Holmes asked Council member Greg Trapp to perform a roll call.

MEMBERS PRESENT

Antoinette Holmes	Council Chair, Division of Vocational Rehabilitation (participating remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative (participating remotely via video)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (participating remotely via video)
Susan Inman	State Purchasing Division (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Kathleen Pinyan	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock (participating remotely via video; joined the meeting at 2:20 p.m.)

With eight council members participating 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 Holmes asked all guests and staff members participating via telephone to introduce themselves at this time.

OTHER PARTICIPANTS

Matt Loehman	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
Scott DeVetter	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video

GUESTS

Karla Solaria	New Mexico Office of the Attorney General, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via video
Kelly Burma	New Mexico Commission for the Blind, participating remotely via video
Greg Block	Tresco, participating remotely via video
Elsa Lemoine	Galt Foundation, participating remotely via video
Polly Colby	Galt Foundation, participating remotely via video
Brian Nixon	GSG Talent Solutions, participating remotely via video
Keith Sommer	GSG Talent Solutions, participating remotely via video
Martin Candelaria	Greetings, Etc.!, participating remotely via video
Jeanette Candelaria	Greetings, Etc.!, 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 3, 2022

Council member Lisa Dignan moved to approve the August 3, 2022 council meeting minutes. Council member Kathleen Pinyan seconded the motion, Council member Roger Newall abstained, and the minutes were approved in a 7-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Holmes, Susan Inman, Mike Kivitz, Pam Lillibridge, Pinyan and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, ANTOINETTE HOLMES

Chair Holmes introduced Ms. Susan Inman, State Purchasing Division, who would replace Council member Mark Hayden moving forward.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), updated the Council that Horizons was still in the process of filling a position for a regional marketing manager for the southern New Mexico region, and that the position had been posted for solicitation.

AGENDA ITEM 8: ELECTION OF COUNCIL VICE-CHAIR

Council member Dignan moved to nominate Council member Pinyan as the Council Vice-Chair, to fill the vacancy left by Council member Hayden. Council member Pinyan accepted the nomination. Council member Newall seconded the motion, and the Council voted unanimously to appoint Council member Pinyan to the position in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

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 August 9, 2022

1. *City of Albuquerque and member Greetings, Etc.!: Printing Services, Family Cultural Services - \$24,604.14*

Council member Dignan moved to ratify contract A1. Council member Kivitz seconded the motion and the Council voted unanimously to ratify the contract in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

b) New Contracts \$5,000 and Under

1. *New Mexico Children Youth, and Families Department and Adelante Development Center; Hard Drive Destruction Services, Albuquerque -- \$4,095.52*

Council member Lillibridge moved to approve contract B1. Council member Pinyan 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, Inman, Lillibridge, Newall, Pinyan, and Trapp voting yes

c) New Contracts Over \$5,000

1. *New Mexico Department of Health and member Adelante Development Center; Document Imaging Services, Quality Management Bureau, Albuquerque -- \$94,012.15*

Council member Lillibridge moved to approve contract C1. Council member Newall 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, Inman, Lillibridge, Newall, Pinyan, and Trapp voting yes

2. *New Mexico Department of Health and member Adelante Development Center; Document Imaging Services, Disability Determination Services Division, Albuquerque -- \$250,689.97*

Council member Newall moved to approve contract C2. Council member Pinyan 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, Inman, Lillibridge, Newall, Pinyan, and Trapp voting yes

3. *New Mexico Department of Transportation and member Adelante Development Center; Document Imaging Services, Santa Fe -- \$20,523.56*

Council member Lillibridge moved to approve contract C3. Council member Dignan 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, Inman, Lillibridge, Newall, Pinyan, and Trapp voting yes

4. *New Mexico Department of Transportation and member Adelante Development Center; Document Imaging Services, Aviation Division, Santa Fe -- \$20,523.56*

Council member Newall moved to approve contract C4. Council member Pinyan 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, Inman, Lillibridge, Newall, Pinyan, and Trapp voting yes

5. *City of Albuquerque and member Clearly Clean Janitorial Service; Janitorial Services, Balloon Museum -- \$10,604.27*

Council member Pinyan moved to approve contract C5. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

6. *City of Rio Rancho and member Clearly Clean Janitorial Service; Janitorial Services, Loma Colorado Library -- \$21,239.70*

Council member Newall moved to approve contract C6. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

7. *New Mexico Department of Cultural Affairs and member Tresco; Janitorial Services, New Mexico Space History Museum, Alamogordo -- \$7,935.54*

Council member Dignan moved to approve contract C7. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

8. *New Mexico Department of Cultural Affairs and member Tresco; Janitorial Services, New Mexico Farm and Ranch History Museum, Las Cruces -- \$45,371.07*

Council member Newall moved to approve contract C8. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Holmes, Inman, Kivitz, Lillibridge, Newall, Pinyan, and Trapp voting yes.

d) FY 23 Renewal Contracts \$5,000 and Under

(None)

e) FY23 Renewal Contracts Over \$5,000

(None)

f) Changes & Increases

1. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Disability Determination Services, Albuquerque: Current -- \$5,537.56, New -- \$12,829.77*

Council member Pinyan moved to approve contract F1. Council member Dignan 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, Inman, Lillibridge, Newall, Pinyan, 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. *Eight Judicial District Attorney and member Adelante Development Center; Document Destruction Services, Taos -- \$739.88*
2. *Eighth Judicial District Court and member Adelante Development Center; Document Destruction Services, Springer -- \$117.48*
3. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services, Clovis -- \$483.72*
4. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Albuquerque -- \$343.33*
5. *New Mexico Tech and member Adelante Development Center; Document Destruction Services, Socorro -- \$1,359.60*
6. *New Mexico Aging and Long-Term Services Department and member DigiPros; Printing Services, Albuquerque -- \$586.30*
7. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Community Outreach Program -- \$521.58*
8. *Village of Ruidoso and member Greetings, Etc.!.; Printing Services -- \$1,720.09*

b) FY23 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: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no added or removed services to approve at this time.

AGENDA ITEM 12: DISCUSSION OF RESPONSIBILITIES OF THE COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES TO CALCULATE FAIR MARKET VALUE, INCLUDING FORMULAS AND METHODS

There was no discussion at this time.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Council member Lillibridge congratulated Council member Trapp for his recent recognition from the New Mexico Foundation for Open Government.

AGENDA ITEM 15: COUNCIL DISCUSSION

Council member Pinyan asked for a status update about member organization Buddy Check II and its alleged material breach of the Horizons of New Mexico membership agreement.

Ms. Karla Soloria, New Mexico Office of the Attorney General, reported that correspondence from the Buddy Check II legal team had been received and was being reviewed.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

There were no suggested future agenda items at this time.

AGENDA ITEM 17: UPDATE ON COVID-19 PUBLIC HEALTH ORDERS

Ms. Soloria informed the Council that the last remaining public health order regarding government meeting restrictions and regulations due to COVID-19 had lapsed on August 26, 2022. She advised that it was reasonable that the Council could continue to meet virtually until a time at which updated guidelines for government meetings were established and published.

Council member Eli Fresquez joined the meeting at this time, 2:20 p.m. MDT.

AGENDA ITEM 18: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, October 5, 2022, to take place at 1:30 p.m. MDT, remotely via video conference.

AGENDA ITEM 19: ADJOURN

With no further business, the meeting was adjourned at 2:24 p.m.

Antoinette Holmes

Antoinette Holmes, Chair

10/13/2022

Date