



**NEW MEXICO COMMISSION FOR THE BLIND**

2905 Rodeo Park Drive, East  
Building 4, Suite 100  
Santa Fe, NM 87505  
(505) 476-4479  
(505) 476-4475 FAX

October 2, 2023

Mr. Joseph M. Maestas, State Auditor  
Office of the State Auditor  
2540 Camino Edward Ortiz, Suite A  
Santa Fe, NM 87507

State Auditor Maestas:

Pursuant to 13-6-1 (B) NMSA 1978, on September 1, 2023, the New Mexico Commission for the Blind property disposal committee was notified of an item that was disposed of without review from the property disposal committee. Please find the attached email correspondence between the Albuquerque office staff and the committee. On September 27, 2023, the property disposal committee met, reviewed the information provided, determined the attached listing of tangible personal property has a current resale value of \$5,000 or less, and that the tangible personal property is worn out, unusable or obsolete and was no longer economical or safe for continued use. The committee did not have the opportunity to make it's finding prior to disposal through trade-in back to Corrections Industries, however the committee would have found that the tangible personal property could have been disposed pursuant to 13-6-1 (G).

The findings have been duly sworn and subscribed under oath by each member of the committee present.

<p>DocuSigned by: <i>Laci Reynolds-Harmon</i> 11728F12399641C...</p>	<p>10/3/2023</p>
<hr/> <p>Laci Reynolds-Harmon Accountant &amp; Auditor-A</p>	<hr/> <p>Date</p>
<p>DocuSigned by: <i>Janelle Gonzales</i> 7B58E9272D6D4EA...</p>	<p>10/3/2023</p>
<hr/> <p>Janelle Gonzales Finance Manager</p>	<hr/> <p>Date</p>
<p>DocuSigned by: <i>Kevin Romero</i> D178DDCF327F4B4...</p>	<p>10/3/2023</p>
<hr/> <p>Kevin C. Romero Deputy Director for Finance and Administration CFO/CPO</p>	<hr/> <p>Date</p>

## **Gonzales, Janelle, CFB**

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**From:** Saavedra, Raymond P, CFB  
**Sent:** Wednesday, September 27, 2023 5:18 PM  
**To:** Gonzales, Janelle, CFB  
**Cc:** PropertyDisposal, CFB, CFB; Salas, James, CFB; Trapp, Greg, CFB; Savage, Patricia, CFB  
**Subject:** RE: Tan Couch on ABQ Inventory  
**Attachments:** CFB Correction Couch Purchase 12\_9\_2022.pdf

Janelle,

I have provided you with the only documentation that we can produce showing the day the new couch was delivered. This is the same day that the old "Tan Couch" was taken.

The conversation of taking the old "Tan Couch" was done verbally with Mr. Tom Birch when he made a visit to the Commission for measurements for our new lobby desk. I do not have any written documentation when Mr. Tom Birch made this visit. However, Mr. Tom Birch is the customer representative for Corrections Industries. Patricia had asked if he didn't mind taking the old couch. Since Mr. Trapp gave the ok. It was agreed upon that since the "Executive Director" of this agency deemed the couch in poor condition and no longer needed and it was allowed for Corrections take it. Upon delivery of new couch, Patricia asked the two Corrections Officers that delivered the new couch to please take the old "Tan Couch". Patricia Savage was unaware at the time of any policies that was set forth by the disposal committee on submitting a request to dispose CFB property properly. However, Patricia is now fully aware of the disposal policy, as many of us are also becoming acquainted with it.

Patricia actions were under the direction of her supervisor. I too believe that Mr. Trapp has the authority to make such a decision based on good faith efforts to ensure that any old furniture is removed from this building if it is no longer usable.

Hope this helps and have a great day.

Raymond P. Saavedra

Physical Plant Coordinator

NM Commission For the Blind

2200 Yale Blvd. SE

Albuquerque, NM 87106

Ph: (505) 383-2211

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**From:** Trapp, Greg, CFB <Greg.Trapp@cfb.nm.gov>  
**Sent:** Wednesday, September 27, 2023 3:55 PM  
**To:** Gonzales, Janelle, CFB <Janelle.Gonzales@cfb.nm.gov>; Savage, Patricia, CFB <Patricia.Savage@cfb.nm.gov>  
**Cc:** PropertyDisposal, CFB, CFB <CFB.PropertyDisposal@cfb.nm.gov>; Saavedra, Raymond P, CFB <RaymondP.Saavedra@cfb.nm.gov>; Salas, James, CFB <James.Salas@cfb.nm.gov>  
**Subject:** RE: Tan Couch on ABQ Inventory

Janelle,

Raymond worked directly with Correction Industries when they removed the old couch, so he will be best positioned to respond.

Thanks,

Greg

Greg Trapp, JD  
Executive Director  
New Mexico Commission for the Blind  
2200 Yale Blvd SE  
Albuquerque, NM 87106  
505-383-2231  
[www.cfb.state.nm.us](http://www.cfb.state.nm.us)

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**From:** Gonzales, Janelle, CFB  
**Sent:** Wednesday, September 27, 2023 3:44 PM  
**To:** Trapp, Greg, CFB <[Greg.Trapp@cfb.nm.gov](mailto:Greg.Trapp@cfb.nm.gov)>; Savage, Patricia, CFB <[Patricia.Savage@cfb.nm.gov](mailto:Patricia.Savage@cfb.nm.gov)>  
**Cc:** PropertyDisposal, CFB, CFB <[CFB.PropertyDisposal@cfb.nm.gov](mailto:CFB.PropertyDisposal@cfb.nm.gov)>; Saavedra, Raymond P, CFB <[RaymondP.Saavedra@cfb.nm.gov](mailto:RaymondP.Saavedra@cfb.nm.gov)>; Salas, James, CFB <[James.Salas@cfb.nm.gov](mailto:James.Salas@cfb.nm.gov)>  
**Subject:** RE: Tan Couch on ABQ Inventory  
**Importance:** High

Hi Patricia and Greg,

The Property Disposal Committee has met regarding the trade in of the tan/beige couch for the new couch. Since the trade in has already happened, the Committee cannot provide an approval or disapproval of the disposal but at this point we will work on a letter to notify the Office of the State Auditor. We will need any supporting documentation you have regarding the trade in and pick up of the old couch. Please provide that information to us as soon as possible.

Thank you,

*Janelle Gonzales*  
New Email Address: [Janelle.Gonzales@cfb.nm.gov](mailto:Janelle.Gonzales@cfb.nm.gov)  
Finance Manager  
NM Commission for the Blind

(505) 476-4495

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**From:** Trapp, Greg, CFB <[Greg.Trapp@cfb.nm.gov](mailto:Greg.Trapp@cfb.nm.gov)>  
**Sent:** Wednesday, September 6, 2023 1:25 PM  
**To:** Gonzales, Janelle, CFB <[Janelle.Gonzales@cfb.nm.gov](mailto:Janelle.Gonzales@cfb.nm.gov)>; Savage, Patricia, CFB <[Patricia.Savage@cfb.nm.gov](mailto:Patricia.Savage@cfb.nm.gov)>  
**Cc:** PropertyDisposal, CFB, CFB <[CFB.PropertyDisposal@cfb.nm.gov](mailto:CFB.PropertyDisposal@cfb.nm.gov)>; Saavedra, Raymond P, CFB <[RaymondP.Saavedra@cfb.nm.gov](mailto:RaymondP.Saavedra@cfb.nm.gov)>; Salas, James, CFB <[James.Salas@cfb.nm.gov](mailto:James.Salas@cfb.nm.gov)>  
**Subject:** RE: Tan Couch on ABQ Inventory

I have copied Jim and Raymond to bring them into this conversation.

Thanks,

Greg

Greg Trapp, JD  
Executive Director  
New Mexico Commission for the Blind  
2200 Yale Blvd SE  
Albuquerque, NM 87106  
505-383-2231  
[www.cfb.state.nm.us](http://www.cfb.state.nm.us)

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**From:** Gonzales, Janelle, CFB <[Janelle.Gonzales@cfb.nm.gov](mailto:Janelle.Gonzales@cfb.nm.gov)>  
**Sent:** Wednesday, September 6, 2023 9:55 AM  
**To:** Trapp, Greg, CFB <[Greg.Trapp@cfb.nm.gov](mailto:Greg.Trapp@cfb.nm.gov)>; Savage, Patricia, CFB <[Patricia.Savage@cfb.nm.gov](mailto:Patricia.Savage@cfb.nm.gov)>  
**Cc:** PropertyDisposal, CFB, CFB <[CFB.PropertyDisposal@cfb.nm.gov](mailto:CFB.PropertyDisposal@cfb.nm.gov)>  
**Subject:** RE: Tan Couch on ABQ Inventory

Hi Greg and Patricia,

Disposing of the couch is understandable but anytime there is a disposition or trade of an item, it must come through the Property Disposal Committee for review and proper procedures to dispose. I've included the committee in this email. We will meet on the issue and get back to you to let you know what is needed for our records.

Thank you,

*Janelle Gonzales*  
New Email Address: [Janelle.Gonzales@cfb.nm.gov](mailto:Janelle.Gonzales@cfb.nm.gov)  
Finance Manager  
NM Commission for the Blind

(505) 476-4495

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**From:** Trapp, Greg, CFB <[Greg.Trapp@cfb.nm.gov](mailto:Greg.Trapp@cfb.nm.gov)>  
**Sent:** Wednesday, September 6, 2023 9:34 AM  
**To:** Savage, Patricia, CFB <[Patricia.Savage@cfb.nm.gov](mailto:Patricia.Savage@cfb.nm.gov)>; Gonzales, Janelle, CFB <[Janelle.Gonzales@cfb.nm.gov](mailto:Janelle.Gonzales@cfb.nm.gov)>  
**Subject:** RE: Tan Couch on ABQ Inventory

Janelle,

The couch was badly stained and probably 25 years old.

Greg

Greg Trapp, JD  
Executive Director  
New Mexico Commission for the Blind  
2200 Yale Blvd SE  
Albuquerque, NM 87106  
505-383-2231  
[www.cfb.state.nm.us](http://www.cfb.state.nm.us)

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**From:** Savage, Patricia, CFB <[Patricia.Savage@cfb.nm.gov](mailto:Patricia.Savage@cfb.nm.gov)>  
**Sent:** Wednesday, September 6, 2023 9:04 AM  
**To:** Gonzales, Janelle, CFB <[Janelle.Gonzales@cfb.nm.gov](mailto:Janelle.Gonzales@cfb.nm.gov)>  
**Cc:** Trapp, Greg, CFB <[Greg.Trapp@cfb.nm.gov](mailto:Greg.Trapp@cfb.nm.gov)>  
**Subject:** RE: Tan Couch on ABQ Inventory

Good morning, Janelle,

I just got back in the office today...

If we are talking about the beige couch that was in the women's bathroom, by the main kitchen, yes it was replaced with a new one that was ordered per Greg.

As far as them taking it back, they did to recycle it. At that time Ray had said we had no where to put/use it and Greg agreed that they could take it.

I didn't no anything about a request for disposal at that time, but I do now.

Please let me know what we have to do on this side.

Thank you,

Patricia Savage  
Executive Secretary  
New Mexico Commission for the Blind  
2200 Yale Blvd SE  
Albuquerque, NM 87106  
Office: (505) 383-2278  
Fax: (505) 841-8850  
[Patricia.Savage@cfb.nm.gov](mailto:Patricia.Savage@cfb.nm.gov)  
[www.cfb.state.nm.us](http://www.cfb.state.nm.us)

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**From:** Gonzales, Janelle, CFB <[Janelle.Gonzales@cfb.nm.gov](mailto:Janelle.Gonzales@cfb.nm.gov)>  
**Sent:** Friday, September 1, 2023 9:12 AM  
**To:** Savage, Patricia, CFB <[Patricia.Savage@cfb.nm.gov](mailto:Patricia.Savage@cfb.nm.gov)>  
**Cc:** Villavicencio, Sarah, CFB <[Sarah.Villavicencio@cfb.nm.gov](mailto:Sarah.Villavicencio@cfb.nm.gov)>  
**Subject:** Tan Couch on ABQ Inventory  
**Importance:** High

Hi Patricia,

I'm reviewing the Albuquerque inventory and comments provided by Sarah V. on items that are no longer in the original location, and she commented on a tan couch that was originally in the Main Kitchen area but no longer there. Per her comment, the couch was returned to Corrections.

Please confirm this is correct and send any supporting documentation for the proper disposal as the Property Disposal Committee does not have record of receiving a request for disposal. If you can please provide this information no later than close of business on Wednesday, September 6<sup>th</sup>.

Thank you,

*Janelle Gonzales*  
New Email Address: [Janelle.Gonzales@cfb.nm.gov](mailto:Janelle.Gonzales@cfb.nm.gov)  
Finance Manager  
NM Commission for the Blind  
(505) 476-4495

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New Mexico  
Corrections Industries

**INVOICE**

Page 1 of 1

INVOICE NO. 59785

PO BOX 27116  
SANTA FE, NM 87502  
Phone: (505) 827-8585 Fax: (505) 827-8998

ACCT. NO.: NM-CFB

SOLD TO: NM Commission for the Blind  
2200 YALE BLVD  
ATTN CFO  
ALBUQUERQUE NM 87106  
UNITED STATES

SHIP TO: Patricia Savage  
2200 Yale Blvd SE  
Albuquerque NM 87106  
UNITED STATES

Phone: (505) 827-8791 Fax: (505) 827-8794

Phone: (505) 383-2278

Email: Patricia.Savage@state.nm.us

Sales No.	Purchase Order No.	Ship Via	Sales-Person	Date Shipped	Terms	Date
1	60600-0000010856		MANAGR			12/19/2022
Quantity Ordered	Quantity Shipped	Back Ordered	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1	0	21-3SCC	3 Seat Couch Custom Sizing: 76" Wide x 18" High Seating Position. #2 swatch (Maroon, Mauve & Grey plaid). Golden Oak Finish Add cushions to the ends.  This order is complete  Thank you for your business.	\$650.0000	\$650.00
Weight 0.00 lbs					<b>SALES AMOUNT</b>	\$650.00
<p align="center"><b>Thank You for Your Support !</b> Working on the Inside... Succeeding on the Outside...</p> <p><small>State statute (13-1-98(A)NMSA 1978) allows State, City, Tribal, Federal, County &amp; Educational agencies to purchase directly from CI without the need of initiating a formal 3 quote procurement process.</small></p>					<b>TAXABLE TOTAL</b>	\$0.00
					<b>SALES TAX</b>	\$0.00
					<b>FREIGHT TOTAL</b>	\$0.00
					<b>TOTAL DEPOSITS</b>	\$0.00
					<b>BALANCE REMAINING</b>	\$0.00

Changes may affect pricing. Quotes are good for 30 days.



New Mexico  
Corrections Industries

Quote  
Page 1 of 1

QUOTE NO. 23-0206

PO BOX 27116  
SANTA FE, NM 87502  
Phone: (505) 827-8585 Fax: (505) 827-8998

ACCT. NO.: NM-CFB

SOLD TO: NM Commission for the Blind  
2200 YALE BLVD  
ATTN CFO  
ALBUQUERQUE NM 87106  
UNITED STATES

Phone: (505) 827-8791 Fax: (505) 827-8794

SHIP TO: Patricia Savage  
2200 Yale Blvd SE  
Albuquerque NM 87106  
UNITED STATES

Phone: (505) 383-2278

Email: Patricia.Savage@state.nm.us

Sales No.	Purchase Order No.	Ship Via	Sales-Person	Date Shipped	Terms	Date
5			MANAGR			09/20/2022
Quantity Ordered	Quantity Shipped	Back Ordered	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1	0	21-3SCC	3 Seat Couch Custom Sizing: 76" Wide x 18" High Seating Position. #2 swatch (Maroon, Mauve & Grey plaid). Golden Oak Finish Add cushions to the ends.  To be delivered with order 23-0002.	\$650.0000	\$650.00
Weight 0.00 lbs					<b>SALES AMOUNT</b>	\$650.00
<p style="text-align: center;"><b>Thank You for Your Support !</b> Working on the Inside... Succeeding on the Outside...</p> <p><small>State statute (13-1-98(A)NMSA 1978) allows State, City, Tribal, Federal, County &amp; Educational agencies to purchase directly from CI without the need of initiating a formal 3 quote procurement process.</small></p>					<b>TAXABLE TOTAL</b>	\$0.00
					<b>SALES TAX</b>	\$0.00
					<b>FREIGHT TOTAL</b>	\$0.00
					<b>TOTAL DEPOSITS</b>	\$0.00
					<b>BALANCE REMAINING</b>	\$0.00

Changes may affect pricing. Quotes are good for 30 days.