



Agenda DATE 12/4/17 TIME 2:53

PREPARED BY Lugi Gonzales

FILED BY [Signature]

**DIVISION OF SENIOR SERVICES
SENIOR ADVISORY BOARD OF DIRECTORS**

Mary Esther Gonzales Senior Center
1121 Alto Street

Wednesday, December 20, 2017 (Time: 10:00 a.m.)

- I. CALL TO ORDER
- II. INVOCATION/PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – November 29, 2017
- VI. DSS DIRECTORS REPORT
- VII. COMMITTEE REPORTS – By Gino Rinaldi
- VIII. UNFINISHED OTHER BUSINESS
- IX. NEW BUSINESS
- X. COMMENTS FROM FLOOR
- XI. DATE AND PLACE OF NEXT MEETING
- XII. ADJOURNMENT

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SUMMARY OF MINUTES
DIVISION OF SENIOR SERVICES
ADVISORY BOARD MEETING

December 20, 2017

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ROLL CALL	Quorum	1
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DIVISION OF SENIOR SERVICES DIRECTOR'S REPORT		2-3
COMMITTEE REPORTS	Given by Gino Rinaldi	3-6
UNFINISHED/OTHER BUSINESS	None	6
NEW BUSINESS	None	6
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DATE AND LOCATION OF NEXT MEETING (Scheduled for January 17, 2018 at 9:30 a.m.)		6
ADJOURNMENT	Adjourned at 11:00 a.m.	6

MINUTES OF THE
DIVISION OF SENIOR SERVICES
ADVISORY BOARD OF DIRECTORS

December 20, 2017

A meeting of the City of Santa Fe Division of Senior Services Advisory Board of Directors was called to order by Andres Romero, Chairperson at 10:00 a.m. on this date at the Mary Esther Gonzales Senior Center, Board Room, 1121 Alto Street, Santa Fe, New Mexico.

Roll Call indicated the presence of a quorum for conducting official business as follows:

MEMBERS PRESENT

Andres Romero, Chairperson
Mary Louise Giron, Vice Chairperson
Rosemary Trujillo-Gonzales, Secretary
Bernardo C de Baca
Toni Ann Gallegos
Virginia Lucero
Rod Winget

MEMBERS ABSENT

Dennis Gonzales, excused
Corrine Sanchez, excused

STAFF PRESENT

Lugi Gonzales, Division of Senior Services
Gino Rinaldi, Division of Senior Services Director

OTHERS PRESENT

Jo Ann G. Valdez, Stenographer

INVOCATION

Invocation was led by Virginia Lucero.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Rosemary Trujillo-Gonzales and was recited by all present.

APPROVAL OF AGENDA

Ms. Trujillo-Gonzales moved to approve the agenda as published. Mr. C de Baca seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: November 29, 2017

Virginia Lucero made the following changes to the Minutes of the November 29, 2017 meeting:

Page 3, 6th paragraph, 1st sentence was changed to read: *“Ms. Lucero said the Treasurer – **Remmy Roybal.**”*

Page 4, last paragraph, last sentence was changed to read: *“The following Board Members (elected at large): **Andres Romero, Bernardo C de Baca, Virginia Lucero** terms will be expiring **January 2018.**”*

The motion on page 5 was changed to read:

*“Ms. Giron made a motion that the names of the elected at-large Board Members whose terms are expiring in January 2018 be submitted to the Mayor asking him to consider appointing them as the Mayoral appointments. They are Virginia Lucero, **Bernardo C de Baca** and **Andres Romero.** **Dennis Gonzales** seconded the motion. The motion passed unanimously by voice vote.”*

Ms. Giron moved to approve the Minutes of the November 29, 2017 meeting as amended. Ms. Gallegos seconded the motion. The motion passed unanimously by voice vote.

DIVISION OF SENIOR SERVICES DIRECTOR’S REPORT-Gino Rinaldi

Gino Rinaldi reported that they had a small fire at Ventana de Vida Senior Center this morning. They have had trouble with the oven recently. The facility was shut down but the Division of Senior Services has a Contingency Plan - as part of the AAA requirements- so they shut it down and moved the home-delivered meal operations to the Mary Esther Gonzales Senior Center. This has gone off without a glitch and they hope to get the Ventada de Vida Senior Center up and running by Friday. It will have to be a catering-style operation until they replace the stove and Mr. Rinaldi is in the process of purchasing a new stove for the Center. Then they will install it. The estimated cost to replace the stove is between \$8,000-\$10,000.

Mr. Rinaldi noted that today is the Christmas meal, so the Division of Senior Services will be transporting clients to the other sites as well.

Mr. Rinaldi explained that the Division of Senior Services would like to begin a process for doing some general case management/assessment on the senior population that they serve - to come up with a plan or skillset for staff to recognize when there could be a problem going on with a senior client. For example: noticing that a senior's hygiene is changing; they are getting more forgetful or confused; or they are not looking good after surgery; they look sick; or they haven't come to the Senior Center for meals in a while, etc. This could prevent some problems from becoming big problems. Mr. Rinaldi has contacted AAA and Human Resources regarding this and moving forward on this.

Ms. Giron suggested that they call the State Welfare Department because they will make welfare checks for a lot of these problems. AARP could probably follow up on these.

Ms. Lucero mentioned that they have a list of the names and phone numbers of the individuals who are enrolled in the exercise class. They will call them and check on them if they have been missing class for a couple of days.

Mr. Rinaldi asked if there were any questions on the Director's Report and there were no questions, so he moved to the Committee Reports.

COMMITTEE REPORTS

Mr. Rinaldi presented the Committee reports as follows:

Nutrition Program

The Division of Senior Services has selected a cook and has submitted her name to Human Resources. Her name is Jolene Ulibarri.

Transportation

Mr. Rinaldi reported that a new driver started on Monday. Her name is Monique Rodriguez.

He noted that he submitted a request to reclassify one position in Transportation (Fran Rodriguez or Robert Chavez's former positions) and a request to hire one driver. They both retired.

Mr. Rinaldi said he, Lugi Gonzales and Melanie Montoya are presently the managers for the Transportation division/unit.

Mr. Rinaldi noted that the Division of Senior Services just hired a new person for Meals on Wheels.

Code of Conduct

Mr. Rinaldi said everyone who registers with the Division of Senior Services and goes through the assessment and reassessment process must review and sign the Code of Conduct. The Code of Conduct shall be adhered to by all senior center members, staff, volunteers and visitors in all City of Santa Fe senior centers. All DSS Board Members should review and sign the Code of Conduct too. He explained that there is a lot going on every day, whether it is transporting people to the doctor, pharmacy, or grocery store, or enjoying a meal and a game of bingo at the senior centers. The one thing in common is that we all have to interact with each other and everyone should be treated with the respect.

Ms. Giron said the Code of Conduct should be posted.

Mr. Rinaldi mentioned that he asked Triston Lovato-Armstrong to review the Code of Conduct and update it, if necessary. Board Members can forward him any ideas or comments. He noted that the DSS has the ability to make big posters and they will do that so that the Code of Conduct is posted at the senior centers.

AAA Assessment

Mr. Rinaldi reported that AAA will be conducting an assessment of the DSS Program on February 6th and February 8th, 2018. The entrance interview will be held on February 5th and the exit interview will be on February 8th. He said the Board Members are more than welcomed to be a part of the entrance interview, or they can send one or two representatives of the Board. Chairman Romero was asked to attend the entrance interview on February 5th.

The Division of Senior Services would like to do pre-assessments before AAA comes in and they have put together teams to go in and assess the different facilities. At the last Board Meeting, Mr. Rinaldi asked the Board Members to consider being part of the teams. Dennis Gonzales, Bernardo C de Baca, Rod Winget and Mary Louise Giron volunteered to be part of the teams. Assessments will be done at the following senior centers: Luisa Senior Center, Pasatiempo Senior Center, Ventana de Vida Senior Center and the Mary Esther Gonzales Senior Centers. Mr. Rinaldi said staff will follow up with the Board Members soon.

SAC

At the last Board Meeting, Mr. Rinaldi explained that the SAC Committee was created as a non-profit and the Committee Members are making decisions on how it operates. They collect and donate funding for various events and organizations and they cannot be doing that. It has to be two separate entities. He said he reviewed the By-Laws for SAC and met with them for them to explain to him what the Committee does. He reviewed some things the Committee was doing and about two months ago, Chris Sanchez asked for the By-Laws for the SAC to review the process for the Committee and for the City Attorney to advise on the SAC. The City Attorney made the opinion that they need to end the way the SAC was created.

They have to come up with a new process and a new Memorandum of Understanding and this is something that they are working on.

Mr. Rinaldi said he will be meeting with them again tomorrow and he really hopes that SAC does not disband because they have the cash reserves to hire and figure out what they are going to do, to develop their mission and goals and really decide what they want to do and be. He said it is important to recognize the good that SAC does for the program and the fact that they can do more to help the program.

Senior Olympics

Mr. Rinaldi said there is a lot going on to kick off the Senior Olympics State games, which take place in July 2018. The following year the Nationals will be in Albuquerque. Mr. Rinaldi noted that he will be attending a National Conference in Albuquerque next month to get more information. The DSS is going to start working on the letter from the Mayor for the brochure.

Age Friendly Resolution

Mr. Rinaldi said he will be forwarding Rod Winget's name to City Council to appoint him to the Steering Committee/Subcommittee. He said Gene Varela, Ed Romero and Cindy Padilla (former Secretary on Aging) will also be part of the Subcommittee.

Capital Outlay

Mr. Rinaldi reported that the DSS is moving forward with the 2016 GO Bond contracts that they received - to get them approved through the City process. He said there is money for renovations at Pasatiempo Senior Center and Villa Consuelo Senior Center, and money for vehicles and kitchen equipment.

Food Council

Mr. Rinaldi said the City/County Food Council approached him this week and they started talking about some interesting ideas and grant monies that are available through USDA and the Department of Health. The initiative is to look at getting fresh foods and vegetables to the table. There are a lot of ideas on how they can do this and one idea is to have a community garden at the Mary Esther Gonzales Senior Center and the produce could be served at the senior centers. Mr. Rinaldi said they would have to deal with some environmental issues to do this because they have limited space here. They can also consider buying fresh produce from local gardeners for the salad bars. He noted that the Food Council would like for him to be involved with them and possibly join the Council. He will keep the Board posted.

Mr. Rinaldi asked if there were any more questions of the Board.

Ms. Gallegos asked about the appointments for the Board, both the at-large and the Mayoral appointments.

Mr. Rinaldi said they will be submitting that information to City Council for approval.

UNFINISHED/OTHER BUSINESS

There was no unfinished or other business.

NEW BUSINESS

There was no new business.

COMMENTS FROM THE FLOOR

Chairman Romero asked if there were any comments from the floor.

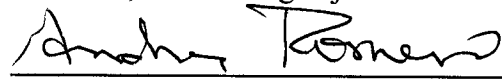
Ms. Gallegos quoted from an article about fatal medical errors. It states that more than 250,000 Americans die each year from medical “blunders and safety lapses” according to a new report by Research and John Hopkins School of Medicine. To put that in perspective, only heart disease and cancer kills more of us than fatal mistakes of hospitals and medical care facilities. Ms. Gallegos said she has had two medical errors happen to her and people have to be cautious and report whenever anything like this happens to them.

TIME AND PLACE OF NEXT MEETING

The next meeting is scheduled for January 17, 2018 at 9:30 a.m. at the Mary Esther Gonzales Senior Center.

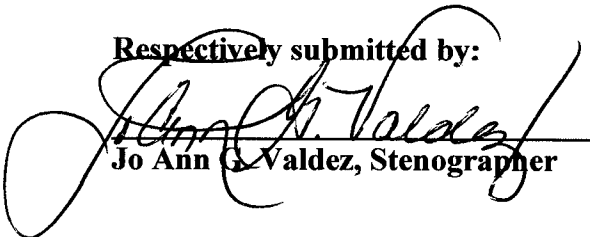
ADJOURNMENT

There being no further business to come before the Board, Mr. C de Baca moved to adjourn, seconded by Ms. Trujillo-Gonzales, the meeting adjourned at 11:00 a.m.



Andres Romero, Chairperson

Respectively submitted by:



Jo Ann G. Valdez, Stenographer