



Agenda

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**DIVISION OF SENIOR SERVICES
SENIOR ADVISORY BOARD OF DIRECTORS
Mary Esther Gonzales Senior Center
1121 Alto Street, Santa Fe, NM
Wednesday, May 16, 2012
9:30 a.m.**

- I. CALL TO ORDER
- II. INVOCATION /PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – April 18, 2012
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
 - a.) MEG Center Entrance Update
 - b.) Carlos Sandoval – Meals on Wheels
- VII. COMMITTEE REPORTS
- VIII. UNFINISHED OTHER BUSINESS
- IX. NEW BUSINESS
- X. COMMENTS FROM FLOOR
- XI. DATE AND LOCATION OF NEXT MEETING
- XII. ADJOURNMENT

Persons with disabilities in need of accommodations, contact the City Clerk's office at (505) 955-6520, five (5) working days prior to meeting date.

MINUTES OF THE
DIVISION OF SENIOR SERVICES
ADVISORY BOARD OF DIRECTORS

May 16, 2012

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 9:30 a.m. on this date at the Mary Esther Gonzales Senior Center, 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
Rosemarie Trujillo, Secretary
Gilbert Alarid
Bernardo C de Baca
Toni Ann Gallegos
Dennis Gonzales
Elaina K. Gonzalez
Virginia Lucero
Corrine Sanchez
Doug Schocke

MEMBERS ABSENT

None

STAFF PRESENT

Lugi Gonzales, Division of Senior Services Manager
Carlos Sandoval, Division of Senior Services Meals on Wheels Program
Ron Vialpando, Division of Senior Services Director

OTHERS PRESENT

Jo Ann G. Valdez, Stenographer

INVOCATION

Invocation was led by Dennis Gonzales.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Dennis Gonzales and was recited by all present.

APPROVAL OF AGENDA

Mr. Alarid moved to approve the agenda as published. Ms. Trujillo seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: April 18, 2012

Ms. Lucero moved to approve the Minutes of the April 18, 2012 meeting as submitted. Ms. Gonzalez seconded the motion. The motion passed unanimously by voice vote.

DSS DIRECTOR'S REPORT

a) MEG Center Entrance Update

Mr. Vialpando reported as follows:

- The concrete project is moving along well and should be complete in a week and a half. The awning will be installed after that, approximately three weeks after. {A picture of the awning was reviewed.}
- The DSS Warehouse Project is coming along well. A water sprinkler system will have to be installed because of the size of the facility. This will be installed in the next four months or so. The estimate cost for the sprinkler system is approximately \$100,000. Mr. Vialpando will keep the Board updated as the project moves forward.
- The DSS has submitted a request for additional funding in the AAA budget and \$43,500 has been approved. Mr. Vialpando explained that the DSS took into consideration the public hearing that was held where the need for in-home support services and respite care were identified as a priority. This funding will allow the DSS to hire a part-time respite/homemaker who will be able to assist 6-8 clients and will generate approximately 700 hours of service. The remaining balance will go back into the Operating Fund for fuel and supplies, etc. Isaac Pino has approved the request.
- The DSS was also able to secure an additional \$23,000, which is a total of \$66,500 annual appropriation from AAA.

- Mr. Vialpando noted that Jerry Martinez, a Transit Operator has been with the DSS for 25 years. He suggested that Mr. Martinez provide a report/presentation to the Board next month. Mr. Martinez will be retiring effective June 24th. Mr. Martinez will be recognized in the newsletter.

Chairperson Romero asked Mr. Vialpando if he has Mr. Martinez's replacement already.

Mr. Vialpando said no, not at the moment. His position will be advertised in 3-4 months because Mr. Martinez will be on the books until then.

- The DSS is in the process of spending down the State emergency funds that they received. They spent approximately \$8,000 to replace the carpet and tile in the pool room and exercise area. The remaining balance will be used to replace the condenser unit in the delivery van. They are presently processing the requisition and the DSS has a deadline to get the contracts done for reimbursement is June 1st and they are working on getting the contracts completed.
- The DSS was able to obtain five vehicles from Open Hands, who closed their doors a couple of weeks ago. The vehicles will be delivered to the DSS by the end of the month.
- The Legislative request for 2013 for the DSS is due in mid July.

b) Carlos Sandoval-Meals on Wheels

Mr. Sandoval is the Supervisor of the Meals on Wheels program. He reported that the DSS has a week and a half left in the fiscal year to meet the units of services and they are on track to do this. He mentioned that they are currently serving 282 homebound clients at this time and there is no waiting list.

Mr. Sandoval said they have seven motorized routes and three housing center routes (Pasatiempo Senior Center, Luisa Senior Center and Ventana de Vida Senior Center), which makes a total of 10 routes. He said currently they have two state-of-the-art hot shot vehicles to deliver the meals and they are in the process of getting five additional hot shot vehicles. He noted that they are the only program that will have these many state-of-the-art vehicles.

Mr. Sandoval mentioned that they will also obtain an ADA vehicle as the result of the closing of Open Hands.

COMMITTEE REPORTS:

The written Committee Reports were submitted, distributed and reviewed.
{Please see Exhibit "A" for the details.}

Transportation and Nutrition Committee

Ms. Giron moved to accept the Transportation Committee monthly report as submitted, and include it as a part of the public record with the Minutes. Ms. Sanchez seconded the motion. The motion passed unanimously by voice vote.

Foster Grandparent /Senior Companion Programs Committee

Ms. Giron asked if they found work for the volunteers for the summer.

Mr. Vialpando said yes. He said they received funding to offer additional services.

Mr. Alarid moved to accept the Foster Grandparent/Senior Companion Program Committee monthly report as submitted, and include it as part of the record with the Minutes. Mr. Gonzales seconded the motion. The motion passed unanimously by voice vote.

In-Home Support Committee

Ms. Lucero noted that she attended the Caregivers' Workshop and she found it to be very beneficial.

Mr. Schocke moved to accept the In-Home Support Committee monthly report as submitted, and include it as a part of the public record with the Minutes. Ms. Trujillo seconded the motion. The motion passed unanimously by voice vote.

RSVP Committee

There was brief discussion about the Mayor's Senior Volunteer Celebration and the fact that there were 467 people who signed in and the usual attendance is about 350 people. There was a problem with some seniors who were not listed as RSVP volunteers and they attended the celebration. This occurs each year, but this year the numbers were more than usual.

Mr. Gonzales moved to accept the RSVP Committee monthly report submitted, and include it as a part of the public record with the Minutes. Ms. Sanchez seconded the motion. The motion passed unanimously by voice vote.

UNFINISHED/OTHER BUSINESS

a. Letter to acknowledge Stenographer

Chairperson Romero noted that he sent the Board Members a copy of the letter of recommendation that was sent to the City Manager and the Mayor to recognize the Stenographer.

b. Defibrillators (Maintenance)

Chairperson Romero suggested that the Board go down the list of the Board Members in a rotation basis to go out and check and monitor the defibrillators to ensure that they are operational at the centers. He asked Lugi Gonzales to send out a memo to the members informing them of this. Ms. Gonzales agreed.

Ms. Giron recommended that a letter or memo be sent to the Senior Centers informing them that the Board Members have the authority to be there so there won't be any misunderstandings.

NEW BUSINESS

Mr. Vialpando reported that the DSS would like to offer staff and Board Members CPR training after July 1st. He will identify the funding to do this.

Mr. Schocke mentioned that he has yellow/large letter keyboards for those who have trouble seeing the regular keyboards and interested individuals can contact him.

Ms. Lucero said she is part of the Travel Committee for seniors and they only have nine people signed up for the trip to Branson, Missouri in October. If they don't get more people to sign up they will have to cancel the trip. Interested individuals can contact her or Mr. Sanchez. Information on the trip has been posted at the senior centers. The cost is \$720 for single occupancy and \$910 for double occupancy.

COMMENTS FROM THE FLOOR

There were no comments from the floor.

TIME AND PLACE OF NEXT MEETING

The next meeting was scheduled for June 20, 2012 at 9:30 a.m. at the Mary Esther Gonzales Senior Center.

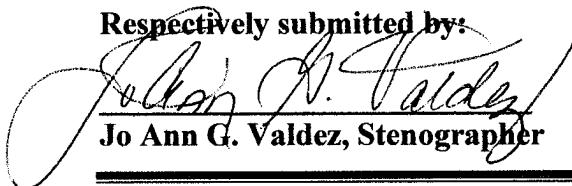
ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:30 a.m.

Approved by:

Andres Romero, Chairperson

Respectively submitted by:


Jo Ann G. Valdez, Stenographer

City of Santa Fe, New Mexico

memo



EXHIBIT

tabbies

A

Date: May 14, 2012

To: DSS Advisory Board

From:  Fran Rodriguez, DSS Transportation
 Tomas Vigil, DSS Nutrition Administrator

Subject: Transportation/Nutrition Committee Monthly Report

Nutrition Monthly Report

- 5,667 congregate meals were served during the month of April. Also in April, 12,740 meals-on-wheels were delivered.
- The Goodwill Employees were re-certified on May 3, 2012 for another year of service with the DSS Nutrition Section.
- The senior center BBQ's for 2012 will begin next month (June) and will be announced in the Senior Scene Newsletter.

Transportation Monthly Report


- During the month of April, the transportation section provided 3,777 senior rides.
- On Saturday, April 14th DSS provided transportation services to the Baile de Los Cascarones at the Santa Fe Convention Center.
- On, Tuesday, April 17th transportation provided rides to the RSVP/FGP/SCP Volunteer Banquet at the Santa Fe Convention Center.
- On Thursday, April 19th the Longevity Awards were held and driver Jerry Martinez received his 25yrs of service award. Driver David Wheeler also received an award for 5yrs of service.
- On Friday, April 27th David Wheeler drove the coach to Albuquerque for the Tramway trip.

City of Santa Fe, New Mexico

memo

Date: May 14, 2012

To: Senior Services Board of Directors

From: Melanie Montoya, Volunteer Programs Administrator 

Re: Foster Grandparent/Senior Companion (FGP/SCP) Programs

The following are some program highlights:

- We currently have 30 Foster Grandparents whom will end the school on May 22. Staff is currently looking for summer programs for our volunteers who chose to volunteer during the summer months. Approximately 18 of the 30 FGP's will continue volunteering during the summer.
- We currently have 28 Senior Companions. We recently recruited one new volunteer and assigned her a couple to assist during the morning, five days a week. The family is attempting to keep the couple in their own home as long as possible.
- Staff secured a \$10,000 on-time grant allocation for the Foster Grandparent Program, from the State of New Mexico Aging and Long Term Services Department. The funds will be used to pay volunteers stipends through the summer, with extended hours. Funds are usually available from other volunteer programs in New Mexico that are unable to spend their funds for the remainder of the fiscal year.
- We will take approximately 20 volunteers to the Senior Olympic Trek at the Genoveva Chavez Community Center on May 30th. The Trek offers a variety of health and fitness related classes throughout the day.
- Staff secured funds for fiscal year 2012/2013 (via our grant process), with increases totaling \$14,000 for the Senior Companion Program and \$5,000 for the Foster Grandparent Program. The increase in funds will be used to offset budget cuts that the programs suffered this fiscal year.
- Our Foster Grandparent and Senior Companion volunteers continue to get out in the community and make a difference on a daily basis by assisting their assigned children or clients, and offering thousands of volunteer hours on an annual basis.

If you have questions or require additional information, please feel free to contact Melanie at 955-4761. Thank you.

**Retired Senior Volunteer Program
Advisory Council Meeting
Minutes for April 24, 2012**

Members Present: Manny Valdez, Janet Amtmann, Ted Yamada, Charles Schenck, Carmen Ortiz, Joyce Martinez, Doug Schocke, Barbara Anderson-Acosta

Members Absent: Frank Lucero, Mariano Tixier, Christine Sandoval

Staff Present: Marisa Romero. Kristin Slater-Huff was on jury duty, no present.

The meeting was called to order at 10:03 by Chairman Charles Schenck.

Agenda: approved by acclamation

Minutes: approved by acclamation

The chairman introduced Doug Schocke, Senior Advisory Board Member, who then spoke of his business interest in providing computers to seniors. His shop also repairs computers. Janet Amtmann moved and Barbara Anderson-Acosta seconded a motion to accept Doug Schocke as a new board member. The motion passed.

RSVP Report

In Kristin's absence, Marisa gave the Coordinator's report for April. (See attached)

Old Business: The Mayor's Banquet was discussed and the problem of seniors who are not listed as RSVP volunteers come. This occurs each year, but this year the numbers were more than usual. No solution was suggested at this meeting.

The Senior Advisory Board Report: Doug Schocke reported that there will be construction on the main entrance to the MEG Senior Center necessitating that seniors use the side or back entrances during construction. After the front is completed, construction will begin at the back of the MEG Center for a loading dock, additional refrigeration capacity and a larger computer room.

New Business: The chairman opened a discussion on how the Council can better support Kristin and Marisa in the future. Last year some council members helped with the auditing of RSVP. The grant requirements have changed to direct more attention to people with direct needs. Without Kristin's input as to where the council members could best help, this issue is tabled until the next meeting. Members indicated an interest in being more active to help out.

Adjournment: There being no further business the meeting was adjourned at 10:30.

The next meeting will be June 26th.

Sincerely,

Janet Amtmann, Secretary

RSVP Coordinator's Report

April 24, 2012

Reports

- Marisa completed her quarterly Total Hours Worked by Volunteers for January-March. Because she started early and worked very hard, she collected a total of 38,878 hours from 546 volunteers. That is more than RSVP has collected since FY 2002/2003.
- Kristin and Marisa are working on the RSVP Progress Report covering our odd 9-month Fiscal Year of July 1, 2011 through March 31, 2012. It is due next Monday.

RSVP Volunteer Stations

- We have been working hard to update our Memorandums of Understanding with all of our 65+ volunteer stations. We received signed copies from Villa Theresa Catholic Clinic, the Santa Fe Opera, City of Santa Fe Senior Centers, Rio Arriba Senior Olympics, Santa Fe Public Schools, Bienvenidos Outreach and Friends of the Library.
- We met with staff to strengthen relations and get the MOU signed at Santa Fe Habitat for Humanity, the Genoveva Chavez Community Center, the Aging and Disability Resource Center, the Ombudsman Program, St. Elizabeth Shelter, El Rancho de las Golondrinas, Court Appointed Special Advocates (CASA), St. Vincent de Paul, and Vista Grande Public Library in Eldorado.
- I made volunteer recruitment presentations at Las Golondrinas and CASA.
- We decided not to start an MOU with Bienvenidos on the Plaza or AmberCare Hospice.

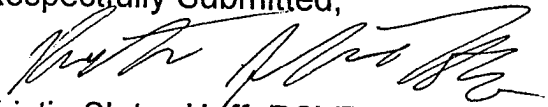
Special Projects

- Marisa and I continue to oversee the monthly ECHO Commodity distribution and pick up food boxes for about 90 homebound seniors each month.
- I continue to write, edit and distribute the monthly *Senior Scene* newsletter.
- I met with staff from La Familia medical center to discuss health collaboration ideas.
- Marisa and I are preparing to help the State distribute several thousand vouchers to seniors for the New Mexico Farmer's Markets, traveling to many of our senior center volunteer stations in Santa Fe and Rio Arriba counties this summer for distribution.
- Marisa and I are serving on the planning committee for the New Mexico Conference on Aging. One or the other of us goes to each of the monthly meetings in Albuquerque.
- I went to Buffalo Thunder for a volunteer recognition event for the Santa Fe Public Schools.

Mayor's Senior Volunteer Celebration

- This year's banquet had 467 people signed in- we usually get about 350
- We did special projects in support of the 1940's theme. We made "vintage" posters for display, got Hollywood-style table decorations, created trivia quizzes for the tables, and encouraged people to dress up.
- We had 20 volunteer stations set up information tables at the event.
- The Power Point presentation of volunteer portraits and volunteer station information will be useful for our files and reports.

Respectfully Submitted,



Kristin Slater-Huff, RSVP Coordinator

City of Santa Fe, New Mexico

memo

DATE: May 11, 2012

TO: Advisory Board Members

FROM: In-Home Support Services Committee
Theresa Trujillo, IHSS Supervisor *TT*

SUBJECT: Committee Status Report

April units of service are as follows:

- Homemaker – 509.50 hours to 69 seniors
- Respite – 819.75 hours to 34 caregivers
- Equipment - 36 units
- Nutritional Supplements – 136 6-packs (34 cases)

Units of service were short by 121.75 regarding Homemaker hours and over by 62.25 for Respite hours for the tenth month of the fiscal year.

We had a caregiver support session/staff training on Tuesday, May 15. Attendee information will be provided next month.

If you have any questions or require additional information, please let me know.