

City of Santa Fe, New Mexico
memo

Date: September 13, 2016
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:

- The volunteer programs (FGP, RSVP and SCP) September 11th National Day of Service and Remembrance project officially kicked off on 9/11. We are collecting new socks for veterans in need. Donations are greatly appreciated and assistance with getting the word out is also appreciated.
- Our next mandatory in-service training for volunteers will be held on Wednesday, September 21st. The training will consist of volunteer attending the 4th annual Senior Resource Fair at the MEG Center. Ambercare, along with our volunteer programs will host the event. Some of the organizations in attendance will be La Familia, Christus Palliative, Rivera's Funeral Home, Albertsons (flu shots), Santa Fe Police Department, and many others.
- We have one new Foster Grandparent recruit this reporting period. She has been assigned to volunteer at Chapparral Elementary School in a first grade classroom. We have also recruited a non-stipend volunteer which means that this volunteer will volunteer as a regular with all of the stipulations but she will not receive the stipend because she does not qualify. She will also be assigned to Chapparral due to the need.
- We took 36 volunteers to the New Mexico Conference Aging on August 23rd and 24th. Volunteers took advantage of the workshops and trainings that the conference offered.

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

City of Santa Fe, New Mexico

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Date: September 2016
To: Senior Services Board of Directors
From: Triston Lovato, RSVP & Community Relations Administrator
Re: Retired Senior Volunteer Program (RSVP)

The following are some program highlights for RSVP:

Events/News

- The RSVP Advisory Council has been working to update its bylaws to include the Foster Grandparent and Senior Companion Programs. The initial meeting to discuss this was in March and since then, new bylaws have been drafted. During the May meeting those bylaws were approved by the Advisory Council and then signed by the Chair during the July meeting; changes include a name change to Senior Volunteer Programs (SVP) Advisory Council. The bylaws now move forward to the Senior Board of Directors pending approval.
- The Volunteer Programs were monitored for compliance Tuesday, June 21 – Thursday, June 23 by federal funders, the Corporation for National & Community Service (CNCS). We received a letter with minor findings, such as missing position descriptions in some volunteer files, missing safety assessments in station files, and confusion over a reimbursement expense for the AARP Driver's Safety Course. We have also been informed that we can no longer accept volunteer hours for church-related activities unless those activities are clearly non-religious and not promoting a particular religion; for example: food pantries, soup kitchens, thrift stores. All findings are being addressed and the program will work to ensure it stays in compliance.
- The Volunteer Programs took volunteers to the NM Conference on Aging in August. Volunteer Programs staff also attended a mandatory training hosted by both the NM Aging staff and the CNCS staff. The training covered new policies regarding reporting and training on how to better promote the programs and recruit volunteers.

Upcoming

- The Health & Resource Fair will take place at MEG on Wednesday, September 21 from 9 a.m. to 1:30 p.m. There will be flu shots, blood checks and massages in addition to many other informational booths. The Division of Senior Services (DSS) will have a booth, which will be staffed by the RSVP Administrator.
- The End Hunger in NM Summit will take place Tuesday, September 27 at the Sheraton Uptown in Albuquerque. It is a one-day conference this year featuring keynote speakers, informational booths, and roundtable discussions. DSS will be taking interested individuals; 14 RSVP volunteers are scheduled to attend.

**Please feel free to contact Triston Lovato at (505) 955-4760 if you have questions.
Thank you!**

City of Santa Fe, New Mexico

memo

DATE: September 12, 2016

TO: Advisory Board Members

FROM: In-Home Support Services Committee
Theresa P. Trujillo, IHSS Supervisor T.T.

SUBJECT: Committee Status Report

August, 2016 units of service are as follows:

- Homemaker – 842.25 hours to 115 clients
- Respite – 949.25 hours to 37 caregivers
- Equipment - 27 units
- Nutritional Supplements – 71 cases

Units of service were over by 25.5 regarding Homemaker hours and over by 36.75 for Respite hours for August totaling 62.25 hours over for In-Home Support. Year to date, we are **short** in Homemaker hours by 164.25 hours and **short** in Respite hours by 75.75 hours. IHSS providers took off a total of 195.5 hours in August (plus 184 hours of retirement leave).

We will be having a Caregiver Support Meeting on November 4, at the Mary Esther Gonzales Senior Center from 1:30 pm – 4:30 pm. November is National Family Caregiver Month as well as National Alzheimer's Disease Awareness Month. Please let me know if you have any suggestions for Caregiver gifts.

We are short one respite care provider since August 11. These clients are being assisted by other providers at least once weekly. We are waiting for position to be posted for hiring.

Lillian, a homemaker retired; her last day of work was Friday, June 10. She has entered into a retirement contract and will be on the books until the end of October.

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



**City of Santa Fe
Division of Senior Services**



Please join us for a Caregiver Support Group

**“Living with Alzheimer’s
The Middle Stage”**

Presented by: Tina De La Luz
Alzheimer’s Association Northeast Regional Manager,

Friday, November 4, 1:30 p.m. to 4:30 p.m.
Mary Esther Gonzales Senior Center
1121 Alto Street

This session will provide education and emotional support to adults who deal with stress associated while providing specialized care for homebound individuals.

Navigating through the web of Alzheimer’s while extending a supportive atmosphere, so caregivers can comfort each other in meaningful ways, while getting some relaxation.

**November is National Family Caregiver’s Month and
National Alzheimer’s Disease Awareness Month**

Refreshments will be provided, new faces welcome,
we look forward to seeing you!

For reservations, please call Theresa Trujillo at 955-4745

alzheimer’s 
association



City of Santa Fe, New Mexico

memo

Date: September 09, 2016

To: DSS Advisory Board Members

From: Fran Rodriguez, DSS Project Manager

Subject: Transportation/Nutrition Committee Monthly Report

Transportation Monthly Report

- In August 2016, DSS Transportation staff provided a total of 3,973 rides to seniors.

Nutrition Monthly Report

- In August 2016, DSS Nutrition staff provided a total of 12,344 meals-on-Wheels to DSS clients.
- In August 2016, DSS Nutrition staff provided a total of 6,315 congregate meals.

City of Santa Fe, New Mexico

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Date: September 14, 2016

Fr: Cristina Villa, DSS Program Coordinator 

Subj: Senior Olympics

The Senior Olympics Committee met on Wednesday, September 14th at Mary Esther Gonzales Senior Center Board Room. We had a total of 63 athletes participate at State Games. They brought home the following medals:

Gold – 86

Silver – 47

Bronze – 17

Ribbons – 17

Total = 167 Medals

We are currently seeking a webmaster for our Senior Olympics page. Also, Nations games will be held in Albuquerque Nm in 2019.

Next meeting will be on Wednesday, October 19th at MEG Center Board Room

CITY OF SANTA FE

DIVISION OF SENIOR SERVICES

SENIOR VOLUNTEER PROGRAMS (SVP)

ADVISORY COUNCIL

BYLAWS

Revised 05/19/2016

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BACKGROUND OF AMENDMENTS

The City of Santa Fe Division of Senior Services operates three volunteer programs: Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), and Senior Companion Program (SCP). The RSVP and the FGP/SCP programs are administered separately by corresponding Program Administrators and receive advice from corresponding Advisory Councils. To improve efficiency it was proposed that the RSVP Advisory Council combine with the FGP/SCP Advisory Committee while the administrative structures remain the same. This issue was discussed and provisionally approved at a special RSVP Advisory Council meeting on April 28, 2016. Accordingly, a Bylaws committee was established and appointed to revise the RSVP Advisory Council Bylaws.

It is proposed that a new Advisory Council called the Senior Volunteer Programs (SVP) Advisory Council be established; the Program Administrators for RSVP and FGP/SCP will be referred to as SVP Administrator(s) throughout the following Bylaws.

ARTICLE I – AUTHORITY

Section A: The Advisory Council of the City of Santa Fe, Division of Senior Services Senior Volunteer Programs (SVP) is hereby established in compliance with the Older Americans Act, and under the authority of the Domestic Volunteer Service Act and the Corporation for National and Community Service (CNCS).

Section B: The SVP Advisory Council will hereby serve as the community advisory group to assist the following: Foster Grandparent Program (FGP), Retired Senior Volunteer Program (RSVP), and the Senior Companion Program (SCP).

ARTICLE II – PROGRAM OBJECTIVES & GOALS

The goals and objectives are the same for all Senior Volunteer Programs (FGP, RSVP, and SCP) and can be found in each Program's Operations Handbook (Chapter 1, paragraph 6).

Section A: The dual objectives of the SVP are to:

- (1) Engage persons 55 and older in volunteer service to meet critical community needs; and
- (2) Provide a high quality experience that will enrich the lives of volunteers.

Section B: The goals of the SVP are to:

- (1) Develop a variety of opportunities for community service for older people willing to share their experience, abilities, and skills for the betterment of their community and themselves.
- (2) Ensure that volunteer assignments are made consistent with the interests and abilities of the volunteers and the needs of the community served.
- (3) Ensure that volunteers are provided needed orientation, in-service instruction, individual support and supervision, and recognition for their volunteer service.
- (4) Provide reasonable opportunity for community and volunteer involvement and support in development, operation, and appraisal of the SVP projects.
- (5) Develop local support to supplement available State and Federal resources and ensure that program expenditures are incurred at the lowest possible cost consistent with the effective operation of the project, as required by the Corporation's (CNCS) legislation.
- (6) Cooperate with agencies and organizations involved in the fields of aging and volunteerism.
- (7) Develop a sound, locally controlled senior volunteer program with continuing community support.

ARTICLE III – ADVISORY COUNCIL FUNCTIONS

Section A: The primary functions of the SVP Advisory Council are to:

- (1) Act in an advisory capacity to the Program Administrators in the following:
- Assist in assessing community needs;
 - Assist in fundraising and resource development;
 - Support the development of a service ethic in the community;
 - Advise on volunteer recruitment, retention, and recognition strategies;
 - Support selection of candidates for SVP project staff positions, as requested;
 - Link the project with other community service resources and suggest ways the project can gain increased visibility and recognition in the community;
 - Conduct annual assessments to measure project accomplishments and impact, and to assess the satisfaction of volunteers and volunteer stations using the most current assessment guidelines;
 - Assist with special requests from project staff; and/or
 - Advise on how trends in the community are affecting seniors.

ARTICLE IV – COUNCIL MEMBERSHIP

Section A: Subject to the requirements of the Code of Federal Regulations §2553.24, the sponsoring agency, the City of Santa Fe, Division of Senior Services, has complete flexibility concerning the structure and operations of this body; and

Section B: Membership in the Advisory Council shall be broadly representative of the community's citizens. This includes people:

- Knowledgeable of human and social needs of the community;
- Competent in the field of community service and volunteerism;
- Capable of helping the sponsor meet its administrative and program responsibilities, including project assessment, fund raising, publicity, and programming for impact;
- With interest in and knowledge of the capability of older adults; and
- Who reflect the demographics of the service area.

Section C: The composition of the Advisory Council shall consist of at least nine (9) members who are selected by the Advisory Council members and the SVP Administrators.

Section D: If necessary, the Advisory Council Chair will seek the assistance of the SVP Administrator(s) in contacting Council members who have two unexcused absences from meetings in a calendar year. This will be done to ascertain their willingness to continue to serve, and before losing their Council membership.

- (1) A vote shall take place to decide if a member shall lose his/her Advisory Council membership for having more than two unexcused absences in a calendar year. The Chair shall notify the members of their termination. A member may request an exemption to this rule, and the council will consider their request, on a case by case basis.

Section E: Individual membership to the Advisory Council shall be via nomination by the SVP Advisory Council and the Program Administrators, following review of the individual's application. Nomination(s) is/are presented to the City of Santa Fe Division of Senior Services Advisory Board of Directors for final approval.

- (1) Terms of membership shall be for two calendar years and subject to reappointment thereafter for two-year increments, based on a calendar year.
 - (a) A vacancy in the membership of the Advisory Council is created upon the resignation, inability to serve, or upon continued absences of a member.
 - (b) Resignation from the Advisory Council shall be made in writing by notifying the Advisory Council Chair and/or the SVP Administrator(s).
 - (c) Vacancies shall be filled for the balance of the unexpired term by agreement of both the Advisory Council and the SVP Administrators, with final approval by the City of Santa Fe Division of Senior Services Advisory Board of Directors.
 - (d) Persons appointed to fill vacancies may serve the full-unexpired term, as well as be eligible to serve additional terms accordingly.
 - (e) Terms of membership will be on a staggered basis (e.g., 5 members' terms expiring at the end of a calendar year, and 4 the next).

ARTICLE V – OFFICERS AND DUTIES

Section A: The Advisory Council Officers shall be a Chair, Vice Chair and a Secretary. The term of each respective office shall be for one calendar year, with elections taking place each November.

Section B: The duties of the officers shall be as follows:

- (1) The Chair or Vice Chair (in the absence of the Chair) shall preside and perform such duties as may be necessary to reinforce the operation of SVP.
- (2) One member shall represent the SVP Advisory Council as a member of the City of Santa Fe Division of Senior Services Advisory Board of Directors.
- (3) The Chair shall appoint such committees as may be necessary to achieve the goals as stated on Article II of these Bylaws. Committees shall be established by the Advisory Council Chair as deemed necessary and appropriate, such as those noted below in Article VI – Committees, Section A. The Chair may appoint non-Council members to serve on committees.
- (4) The Secretary shall record the minutes of all proceedings of the Advisory Council, and perform other duties assigned or delegated by the Chair. In the absence of the Chair and the Vice Chair at all scheduled or called Advisory Council meetings, the Secretary shall be the presiding officer.

ARTICLE VI – COMMITTEES

Section A: The Advisory Council Chair may make Committee appointments. Committees may be appointed as needed or for any or all of the following activities:

- (1) Publicity
- (2) Recognition
- (3) Annual Program Assessment
- (4) Bylaws
- (5) Grievance
- (6) Fundraising
- (7) Others, as necessary and appropriate.

ARTICLE VII – MEETINGS

Section A: The Advisory Council shall convene on a scheduled bi-monthly basis.

Section B: Other special meetings may be called throughout the year at the discretion of the Advisory Council Chair and/or the SVP Administrator(s).

Section C: Written notices of time and place for all scheduled meetings shall be mailed or emailed to each Advisory Council member at least one week prior to the meeting date. In order for the Council membership to prepare for the meetings, each notice shall include the meeting Agenda and the Minutes from the previous meeting. Any Advisory Council member may submit Agenda items to the SVP Chair or SVP Administrator(s) for inclusion in the meeting's Agenda.

Section D: The SVP Administrators shall prepare and present monthly activity reports and any other reports deemed necessary at the regular bi-monthly Advisory Council meetings.

Section E: A minimum half of the current membership of the SVP Advisory Council shall constitute a quorum for the transaction of SVP business.

Section F: Voting – Each formally appointed member of the SVP Advisory Council has voting privileges in all deliberations conducted in the formally convened meetings.

Section G: The SVP Administrators and other SVP staff, with non-voting member status, shall attend all Advisory Council meetings for the purpose of providing appropriate information to the Council and for receiving input and recommendations from the Council.

Section H: Minutes shall be taken of all Advisory Council meetings and filed in the SVP office. The original, signed Minutes of each past meeting and the Agenda of each upcoming meeting will be filed at the Santa Fe City Clerk's Office.

ARTICLE VIII – NOMINATIONS

Section A: The SVP Advisory Council, as a whole, will serve as the Nominating Committee. In compliance with policies of the City of Santa Fe Division of Senior Services Advisory Board of Directors, nominations for the SVP Advisory Council’s membership and for its respective offices shall be as follows:

- (1) SVP Advisory Council Membership – In November of each year, the SVP Advisory Council, as a whole, consistent with its Bylaws, Article IV – Council Membership, Section C, will submit a list of its SVP Advisory Council nominees to the City of Santa Fe Division of Senior Services Advisory Board of Directors for confirmation.

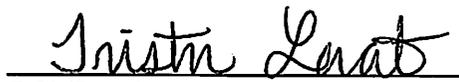
ARTICLE IX – AMENDMENTS

Section A: These Bylaws may be revised or amended at any meeting of the Advisory Council by a majority vote of the members present. Proposed changes may be made by any member of the Advisory Council and by the SVP Administrators, with such proposed changes submitted prior to the meeting that announces a Bylaw amendment discussion at subsequent meetings.

Section B: These Bylaws were amended and approved by the SVP Advisory Council on July 26, 2016.

 7/26/2016
SVP Advisory Council Chairman Date

 7/26/16
FGR/SCP Administrator Date

 7-26-16
RSVP Administrator Date

City of Santa Fe Division of Senior Services Date
Advisory Board of Directors Chairman

STEWARDSHIP SANTA FE

Retired and Senior Citizens
Making a Difference
in Community

Stewardship Santa Fe is a program designed to give retired and senior citizens opportunities to make a meaningful difference in Santa Fe. Stewardship Santa Fe gives civic-minded people a vehicle for their community-oriented energies and provides access to people who have made a difference in the community.



If you want to give your wisdom and experience back to Santa Fe, then this program is for you!

Stewardship Santa Fe gives particular focus to systems thinking, addressing community needs, and small group project skills.

There are many benefits to joining the Stewardship Santa Fe Class, including:

- Personal interaction with Santa Fe citizens who have made a difference in business, government and the non-profit community
- Unique networking opportunities with your class peers and people who have changed Santa Fe for the better
- High level leadership and community building training that will enhance your ability to listen better, see varied perspectives, be more understanding and compassionate, develop bonds with peers and work with them to serve Santa Fe

Program Summary

- Up to 30 participants attend a series of day-long sessions, over an eight month period. The program starts in October and continues monthly, ending in May.
- The program is on the first Wednesday of each month. The one exception is in December, when the session will be on Tuesday, December 6.
- A typical day is as follows: civics is from 8:45 a.m.–12:00 p.m. Lunch is from 12:00–12:45 p.m. Stewardship would be from 12:45–4:00 p.m. (For the first session, creating connections/stewardship would be in the morning.)
- The sessions will be held in the Southwest Conference Room at the CHIRSTUS Regional Medical Center. Tuesday, December 6 will be in the Medical Dental Auditorium.
- Each participant will be asked to create a possibility statement about the impact of his/her stewardship and have the opportunity to share it in front of the class.
- Each participant will commit to a collaborative project to address an issue or opportunity in Santa Fe and have a chance to share it at the last class.

Proposed List and Order Of Civics Topics* In 2016–2017

October 5: Local Governance/ Public Policy	February 1: Arts
November 2: Economic Development	March 1: Tourism
December 6 (Tuesday): Workforce Development	April 5: Schools/ Education
January 4: Environment/Water	May 3: Non Profits

Cost: \$495

Trainer: David Markwardt owns David Markwardt Consulting, LLC and directs Teamwork in Action at Santa Fe Community College (SFCC). He is the leadership skills trainer for Santa Fe Chamber of Commerce's Leadership Santa Fe and Youth Leadership Santa Fe, for the Santa Fe Council of International Relations' Global Youth Santa Fe, and for SFCC's Leadership Institute, Graduate Institute, Supervisor Institute and SFCC's Discovering Your Way—Middle School Emerging Leaders Program.

For More Information And To Register:

Please contact **David Markwardt** at
(505) 204-8820
davidbmarkwardt@gmail.com

* subject to change