



# Agenda

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## DIVISION OF SENIOR SERVICES SENIOR ADVISORY BOARD OF DIRECTORS

Mary Esther Gonzales Senior Center  
1121 Alto Street, Santa Fe, New Mexico  
Wednesday March 18, 2015 (9:30 a.m.)

- I. CALL TO ORDER
- II. INVOCATION/PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES - January 27, 2015 & February 17, 2015
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
  - a). Four Year Plan (AAA Budget)
  - b). Introduction of New Employee – Triston Lovato
- VII. COMMITTEE REPORTS
  - a). Foster Grandparent/Senior Companion Program Reports
  - b). RSVP Reports
  - c). In-Home Support Program Reports
  - d). Transportation/Nutrition Program Reports
  - e). Senior Olympics Program Reports
- VIII. UNFINISHED OTHER BUSINESS
- IX. NEW BUSINESS
- X. COMMENTS FROM FLOOR
- XI. DATE AND PLACE 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.

**INDEX OF MINUTES**  
**DIVISION OF SENIOR SERVICES**  
**ADVISORY BOARD MEETING**  
**March 18, 2015**

| <b><u>ITEM</u></b>                                                             | <b><u>ACTION</u></b>           | <b><u>PAGE(S)</u></b> |
|--------------------------------------------------------------------------------|--------------------------------|-----------------------|
| <b>CALL TO ORDER</b>                                                           |                                | <b>1</b>              |
| <b>INVOCATION/PLEDGE OF ALLEGIANCE</b>                                         |                                | <b>1-2</b>            |
| <b>ROLL CALL</b>                                                               | <b>Quorum</b>                  | <b>2</b>              |
| <b>APPROVAL OF AGENDA</b>                                                      | <b>Approved</b>                | <b>2</b>              |
| <b>APPROVAL OF THE MINUTES</b>                                                 |                                |                       |
| January 27, 2015                                                               | <b>Approved [as amended]</b>   | <b>2</b>              |
| February 17, 2015                                                              | <b>Approved [as submitted]</b> | <b>2</b>              |
| <b>DIVISION OF SENIOR SERVICES DIRECTORS REPORT-Ron J. Vialpando, Director</b> |                                |                       |
| a) <b>Four Year Plan (AAA Budget)</b>                                          |                                | <b>2-3</b>            |
| b) <b>Introduction of New Employee - Triston Lovato</b>                        |                                | <b>3</b>              |
|                                                                                | <b>Informational</b>           |                       |
| <b>COMMITTEE REPORTS</b>                                                       |                                |                       |
| a) <b>Foster Grandparent/Senior Companion Programs</b>                         |                                | <b>4</b>              |
| b) <b>RSVP</b>                                                                 |                                | <b>4</b>              |
| c) <b>In-Home Support Services</b>                                             |                                | <b>4</b>              |
| d) <b>Transportation/Nutrition Programs</b>                                    |                                | <b>4</b>              |
| e) <b>Senior Olympics</b>                                                      |                                | <b>4</b>              |
|                                                                                | <b>Distributed/Approved</b>    |                       |
| <b>UNFINISHED/OTHER BUSINESS</b>                                               | <b>None</b>                    | <b>5</b>              |
| <b>NEW BUSINESS</b>                                                            |                                | <b>5</b>              |
| <b>COMMENTS FROM THE FLOOR</b>                                                 |                                | <b>5</b>              |
| <b>DATE AND LOCATION OF NEXT MEETING</b>                                       |                                |                       |
| (Scheduled for April 15, 2015 at the Mary Esther Gonzales Senior Center)       |                                | <b>5</b>              |
| <b>ADJOURNMENT</b>                                                             |                                | <b>5</b>              |

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

**March 18, 2015**

A meeting of the City of Santa Fe Division of Senior Services Advisory Board of Directors was called to order by Mary Louise Giron, Vice 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**

Mary Louise Giron, Vice Chairperson  
Rosemary Trujillo, Secretary  
Gilbert Alarid  
Bernardo C de Baca  
Toni Ann Gallegos  
Dennis Gonzales  
Elaina K. Gonzalez  
Virginia Lucero  
Corrine Sanchez  
Doug Schocke

**MEMBERS ABSENT**

Andres Romero, Chairperson, excused

**STAFF PRESENT**

Lugi Gonzales, Division of Senior Services Manager  
Triston Lovato, Division of Senior Services, RSVP & Community Relations Administrator  
Ron Vialpando, Division of Senior Services Director

**INVOCATION**

Invocation was led by Dennis Gonzales.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Ms. Giron and was recited by all present.

## **APPROVAL OF AGENDA**

**Ms. Trujillo moved to approve the agenda as presented. Ms. Gonzales seconded the motion. The motion passed unanimously by voice vote.**

## **APPROVAL OF MINUTES: January 27, 2015**

The following changes were made to the Minutes of the January 27, 2015 meeting:

Page 5, 4<sup>th</sup> paragraph, 2<sup>nd</sup> sentence under the RSVP Committee report: Tristian Trujillo was changed to read: "***Triston Lovato***"

Page 5, 7<sup>th</sup> paragraph, Ms. Vialpando was changed to read: "**Mr. Vialpando**".

**Ms. Lucero moved to approve the Minutes of the January 27, 2015 meeting as amended. Ms. Sanchez seconded the motion. The motion passed unanimously by voice vote.**

## **APPROVAL OF MINUTES: February 17, 2015**

**Mr. Schocke moved to approve the Minutes of the February 17, 2015 meeting as submitted. Mr. Gonzales seconded the motion. The motion passed unanimously by voice vote.**

## **DIVISION OF SENIOR SERVICES DIRECTOR'S REPORT**

### **a) Four Year Plan (AAA Budget)**

Mr. Vialpando gave an update on the Four-Year Plan for the AAA. He noted that this will be the last year of that contract and then they will have to go out for Request for Proposals after next fiscal year.

Mr. Vialpando explained that the DSS is amending the current contract with AAA and it is due on April 1<sup>st</sup>. The DSS also put together the budget for AAA, which mirrors the budget that was submitted for the City of Santa Fe related to the Title 3 Programs.

Mr. Vialpando reported that congregate meals for next fiscal year will cost the provider \$5.42 per meal; \$5.30 for home-delivered meals; \$19.68 for transportation

services; \$33.27 for homemaker services; \$5.20 for health screening and \$34.72 for respite care services.

Mr. Vialpando said the DSS received a notice from AAA regarding the request to amend or adjust the units of services. AAA has submitted an amendment to the DSS contract for the units of services. The DSS has seen a slight decrease in the units of services for congregate meals and an increase in home-delivered meals. The congregate meals were decreased or adjusted from 62,281 to 61,795 meals. The home-delivered meals program was increased from 137,483 to 142,424, which is a total increase of 4,841 units. AAA also granted the DSS \$16,000 for this fiscal year to address the needs in both congregate and home-delivered meals. In addition, the DSS received \$4,647 from the AAA to purchase equipment for the Villa Consuelo Senior Center.

Mr. Vialpando mentioned that the contract will be submitted to the Public Works Department and then to the City Finance Committee for review and approval. It has already been reviewed and approved by the City Legal Department.

The Division of Senior Services is showing a shortage, based on projections, in congregate meals by approximately 986 units of services, however, there are still four months left in the fiscal year so they should be able to cover this gap.

The Division of Senior Services is showing an overage of 449 units for transportation services.

The Division of Senior Services is showing a shortage in respite units by 319 units. The vacancy in respite was filled and the DSS is now fully staffed and should be able to close the gap by the end of the fiscal year with these unit of services as well.

The Division of Senior Services is showing an overage of approximately 92 units for homemaker services.

Mr. Vialpando mentioned that the request for 2016 Capital Outlay projects is also due on April 10<sup>th</sup>.

#### **b. Introduction of New Employee – Triston Lovato**

Mr. Vialpando introduced and welcomed Triston Lovato, the new RSVP & Community Relations Administrator. He noted that Ms. Lovato comes with work experience in senior services.

Ms. Lovato gave a brief history of her background noting that she worked for the City of Albuquerque Foster Grandparent Program; therefore she is familiar with the senior program. She noted that she grew up in Albuquerque and spent her summers in Cuba because that is where her family is from. She said she is excited to start her career here.

## **COMMITTEE REPORTS:**

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

### **Foster Grandparent /Senior Companion Programs Committee**

**Ms. Gallegos 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. Ms. Gonzalez seconded the motion. The motion passed unanimously by voice vote.**

### **RSVP Committee**

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

### **In-Home Support Services Committee**

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

### **Transportation and Nutrition Committee**

Mr. Vialpando noted that the salad bar pilot project will begin next month here at the Mary Esther Gonzales Senior Center.

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

### **Senior Olympic Committee**

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

### **UNFINISHED/OTHER BUSINESS**

There was no unfinished or other business.

### **NEW BUSINESS**

Vice Chairperson Giron noted that the Minutes of the January 27, 2015 meeting stated that Chairperson Romero was going to write a letter to the City on behalf of the Board (regarding the fact that the City needs to consider that the senior programs are essential and should prioritize them). She asked if Chairperson Romero wrote the letter.

In response, Mr. Vialpando said he did not think the letter is necessary because the DSS has submitted a flat budget.

### **COMMENTS FROM THE FLOOR**

Ms. Lucero noted that she is a volunteer at the Rodeo Grounds (for the commodities). She is the individual who checks in the vehicles and checks for the senior citizen identification cards for those individuals who need to be certified. She mentioned that some senior citizens need to get their identification cards.

Lugi Gonzales said they have been informed that they can also use another ID, such as an ID that is issued by the Motor Vehicle Division because not all of the senior citizens in the community come to the Division of Senior Services.

### **TIME AND PLACE OF NEXT MEETING**

The next meeting is scheduled for April 15, 2015 at 9:30 a.m. at the Mary Esther Gonzales Senior Center. The Board will go back to meeting on Wednesdays so that they can establish a quorum.

### **ADJOURNMENT**

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

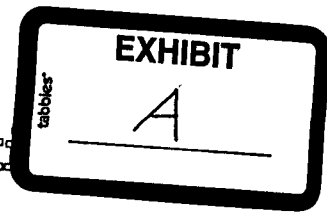
Approved by:

  
Mary Louise Giron, Vice Chairperson

Respectfully submitted by:

  
Jo Ann G. Valdez, Stenographer

City of Santa Fe, New Mexico



# memo

Date: February 13, 2015  
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:

**Foster Grandparent/Senior Companion Program:**

- Our Foster Grandparent and Senior Companion programs are 98% in compliance with the fingerprint requirement that our funding source as set forth. A few more volunteers will have their fingerprints complete within the next two weeks. In the future, every new recruit will be required to get fingerprints done before their first day of volunteer service.
- The next mandatory in-service meeting is on Thursday, March 19<sup>th</sup> and will feature a guest speaker with AARP, giving details and advantages of being part of their program.
- The Notice of Funding Availability (NOFA) has opened for the FGP and SCP programs. Melanie will begin working on them to meet all deadlines to secure funding for the programs.
- The three volunteers programs have begun planning the annual Spring Recognition Banquet. The date is confirmed for May 5<sup>th</sup> scheduled at the Convention Center. There is lots of work that is required to pull off the event.

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

# memo

Date: March 13, 2015  
To: Senior Services Board of Directors  
From: Triston Lovato, RSVP & Community Relations Administrator  
Re: Retired Senior Volunteer Program (RSVP)

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The following are some program highlights for RSVP:

- New RSVP & Community Relations Administrator settling in, visiting with volunteers and volunteer station partners.
- New volunteers recruited: one already serving with C.A.S.A. (Court Appointed Special Advocates) and one volunteering in the kitchen at Luisa.
- Potential station partner, Solice Crisis Treatment Center, interested in becoming a volunteer station.
- The three volunteer programs are planning two upcoming events: 1) Mayor's Day of Recognition for National Service tentatively scheduled for April 8<sup>th</sup> (awaiting confirmation from Mayor's office); 2) the annual Spring Recognition banquet scheduled for May 5<sup>th</sup>.

If you have questions or require additional information, please feel free to contact Triston Lovato at 955-4760. Thank you.

# City of Santa Fe, New Mexico

## memo

DATE: March 11, 2015

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

February units of service are as follows:

- Homemaker – 817.25 hours to 106 seniors
- Respite – 898.75 hours to 42 caregivers
- Equipment - 43 units
- Nutritional Supplements – 168 6-packs (42 cases)

Units of service were over by 37 regarding Homemaker hours and over by 66.75 for Respite hours for January totaling 103.75 hours over for In-Home Support. Year to date, we are **over** in Homemaker hours by 91.5 hours and **short** in Respite hours by 318.75 hours for a total of (227.25) units. IHSS providers took off a total of 210 hours in February.

We will be taking interested in-home clients and caregivers to Santuario De Chimayo to attend 11:00 mass and then to lunch at Sopaipilla Factory on March 17.


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

# City of Santa Fe, New Mexico

# memo

Date: March 18, 2015

To: DSS Advisory Board Members

From:  Thomas Vigil, DSS Program Administrator

Subject: Transportation/Nutrition Committee Monthly Report

## Transportation Monthly Report

- In February 2015, DSS staff provided a total of 3,444 rides to seniors.

## Nutrition Monthly Report

- In December 2015, DSS provided 5,072 meals-on-wheels to DSS clients.
- In December 2015, DSS provided 11,803 congregate meals.

# City of Santa Fe, New Mexico

## memo

Date: March 17, 2015

To: Board of Directors

Fr: Cristina Villa, DSS Program Coordinator



Subj: Senior Olympics

The Senior Olympics Committee met on Friday, March 13<sup>th</sup> at Mary Esther Gonzales Senior Center Board Room. WE had a total of 338 participants registered. So far Air Gun, Basketball free-throw, Bowling, Racquetball, Swimming and Huachas have taken place. They all have been a great success; All the athletes enjoy the new medals as well as the podiums.

The committee would like to nominate Ann Aceves for the 3 year in a row for the spirit award athlete at State Games in June.

Jay will update our website with results as well as pictures from the events.

Next meeting will be on Wednesday, April 15, 2015 at the Mary Esther Gonzales Senior Center Board Room.