



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, April 15, 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 - March 18, 2015
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
 - a). Program Units of Service
 - b). 2016 Capital Outlay Request
 - c). Mayor's Senior Volunteer Celebration
- 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.

MINUTES OF THE
DIVISION OF SENIOR SERVICES
ADVISORY BOARD OF DIRECTORS

April 15, 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
Toni Ann Gallegos
Dennis Gonzales
Elaina K. Gonzalez
Virginia Lucero
Corrine Sanchez
Doug Schocke

MEMBERS ABSENT

Andres Romero, Chairperson, excused
Bernardo C de Baca, excused

STAFF PRESENT

Lugi Gonzales, Division of Senior Services Manager
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 Ms. Giron and was recited by all present.

APPROVAL OF AGENDA

Mr. Alarid moved to approve the agenda as presented. Mr. Gonzales seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: March 18, 2015

The following change was made to the Minutes of the March 18, 2015 meeting:

Page 5, under Comments from the Floor, first paragraph, second sentence was changed to read: *"She is the individual who checks in the **clients** and checks for the senior citizen identification cards for those individuals who need to be certified."*

Mr. Gonzales moved to approve the Minutes of the March 18, 2015 meeting as amended. Ms. Gonzalez seconded the motion. The motion passed unanimously by voice vote.

DIVISION OF SENIOR SERVICES DIRECTOR'S REPORT

a. Program Units of Services

Mr. Vialpando reported on the Program Units of Services as follows:

- The Division of Senior Services has seen a slight decrease in the units of services for congregate meals and an increase in home-delivered meals; therefore they submitted a request to amend the contract with AAA to reduce the projected number of congregate meals. The request was approved. The contract amendment was forwarded to the Public Works Department for approval and it was approved. The amendment will then go to the City Finance Committee next week for approval. It has been reviewed by the Legal Department. The congregate meals were decreased or adjusted from 62,281 to 61,795 meals.

The Division of Senior Services' contract amendment is a total of \$16,000, which includes \$4,000 for inflationary costs.

- The Division of Senior Services is showing an overage of 5,143, based on projections, in home-delivered meals.

- The Division of Senior Services is showing a shortage, based on projections, in congregate meals by approximately 266 units of services, however, there are still three 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 670 units, based on projections, for transportation services.
- The Division of Senior Services is showing a shortage in respite units by 155 units, based on projections. However, they 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 237 units, based on projections for homemaker services.

b. 2016 Capital Outlay Request

Mr. Vialpando reported that the request for the 2016 Capital Outlay projects was due on April 10th. The total request was for \$1,867,432.

The 2016 Capital Outlay Request is as follows:

MEG – Cafeteria Instruction Addition	\$199,995
MEG – Parking Lot Project Phase II	\$199,998
MEG-Roof Repairs	\$ 36,828
MEG-Computer Lab Equipment/Furnishings	\$ 70,313
MEG – Outdoor Improvements	\$ 58,240
MEG – Hubscrub	\$ 17,292
Program Vehicle Replacement	\$585,581
Pasatiempo Facility Improvements	\$198,582
Luisa Facility Improvements	\$197,695
Luisa Computer Equipment/Furnishings	\$ 23,928
Villa Consuelo Cafeteria Expansion Phase II	\$197,992
Villa Consuelo Kitchen Equipment	\$ <u>80,988</u>
Total Request	\$1,867,432

Mr. Vialpando noted that he received a call from Rebecca Martinez of the NM Aging and Long-Term Services Department regarding a one-time funding opportunity for kitchen equipment for less than \$5,000. He informed her that the dishwasher at the Ventana de Vida Senior Center is ready to give out and it will need to be replaced soon. Ms. Martinez will send the contract electronically to Mr. Vialpando to fund the dishwasher.

c. Mayor's Senior Volunteer Celebration

Mr. Vialpando said the 2015 Mayor's Senior Volunteer Celebration is scheduled for Tuesday, May 5th from 11:30 a.m. to 3:30 p.m. at the Santa Fe Community Convention Center. This is in honor of all volunteers. The Division of Senior Services (Thomas Vigil and staff) will handle the food for the event. The Board Members were invited to attend.

COMMITTEE REPORTS:

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

Foster Grandparent /Senior Companion Programs Committee

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

RSVP Committee

Mr. Gonzales moved to accept the RSVP 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.

In-Home Support Services Committee

Ms. Lucero 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. Schocke seconded the motion. The motion passed unanimously by voice vote.

Transportation and Nutrition Committee

Ms. Giron noted that the salad bar is working very well.

Mr. Vialpando said the salad bar pilot project began on April 1st and they have already seen an increase in attendance at the Mary Esther Gonzales Senior Center.

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

Senior Olympic Committee

Ms. Trujillo 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. Lucero seconded the motion. The motion passed unanimously by voice vote.

UNFINISHED/OTHER BUSINESS

Mr. Vialpando mentioned that the Division of Senior Services staff will be presenting the budget for the next fiscal year to City Council on April 28, 2015 and April 30, 2015 from 9:00 a.m. to 4:00 p.m.

NEW BUSINESS

Ms. Giron noted that the Executive Board decided not to have a meeting during the month of May. She asked for a motion to that affect.

Ms. Gonzalez moved that the Board would not meet in the month of May. Ms. Lucero seconded the motion. The motion passed unanimously by voice vote.

COMMENTS FROM THE FLOOR

Ms. Gonzalez said she received a call from Joyce Martinez, the President of the Auxiliary Program at CHRISTUS St. Vincent Regional Medical Center regarding the fact that the volunteer hours of the auxiliary volunteers were not mentioned at the RSVP meeting. The volunteers have to put a minimum of 50 hours per year and work hard in doing so. They would like to be recognized or acknowledged for this.

Vice Chairperson Giron said the volunteer hours should be documented. She suggested that Joyce Martinez be invited to the next meeting to give a report to the Board. Ms. Gonzalez will contact Ms. Martinez and invite her to the next meeting in June.

Mr. Vialpando asked Ms. Gonzalez to have Joyce Martinez write something about this so he can include it in his report in the June newsletter.

TIME AND PLACE OF NEXT MEETING

As noted earlier, there will be no meeting in the month of May.

The next meeting is scheduled for June 17, 2015 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:

Mary Louise Giron
Mary Louise Giron, Vice Chairperson

Respectively submitted by:

Jo Ann G. Valdez
Jo Ann G. Valdez, Stenographer



memo

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

The following are some program highlights for RSVP:

- A few new volunteers have been recruited: another one already serving with C.A.S.A. (Court Appointed Special Advocates) who has now joined RSVP and some others who are awaiting a volunteer station of interest to them.
- RSVP is working throughout this month to collect feedback from those who are served by RSVP volunteers, from those who receive companionship to meal deliveries, and various other services. RSVP will report the results at the end of the month in its annual Progress Report to the Corporation for National and Community Service (CNCS), which is the federal funder for the volunteer programs.
- The volunteer programs held the "Mayor's Day of Recognition for National Service" at the MEG center on Tuesday, April 7, 2015. A number of volunteers attended the event to hear testimonies from fellow volunteers and to be honored by Mayor Javier Gonzales, who declared that day "National Service Recognition Day" in Santa Fe. The group was also joined by Michael Garcia, the CNCS State Director.
- The volunteer programs are gearing up for the 2015 Mayor's Senior Volunteer Celebration, the annual Spring Recognition banquet that will take place May 5th. The event will include music, mariachis and a dance featuring Cuarenta y Cinco; invitations for that event are being mailed out now.

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: April 7, 2015

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

March units of service are as follows:

- Homemaker – 925.5 hours to 103 seniors
- Respite – 1029.75 hours to 47 caregivers
- Equipment - 30 units
- Nutritional Supplements –192 6-packs (48 cases)

Units of service were over by 145.5 regarding Homemaker hours and over by 163.75 for Respite hours for March totaling 309.25 hours over for In-Home Support. Year to date, we are **over** in Homemaker hours by 237 hours and **short** in Respite hours by 154.75 hours for a total of 82.25 units. IHSS providers took off a total of 224 hours in March.

We escorted 18 clients, 6 seniors and 3 caregivers to Santuario De Chimayo to attend mass and lunch at Sopaipilla Factory on March 17. Additionally, 2 drivers, 15 In-Home Staff, 1 volunteer and 2 (other) attended for a total of 47 persons.

We will have a Caregiver Support Group/Session on Friday, May 29, 2015. Our presenter will be Star Sanchez from Gentiva Hospice. I will attach the flyer to next month's memo.


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

City of Santa Fe, New Mexico

memo

Date: April 8, 2015

To: DSS Advisory Board Members

From:  Thomas Vigil, DSS Program Administrator

Subject: Transportation/Nutrition Committee Monthly Report

Transportation Monthly Report

- In March 2015, DSS staff provided a total of 4,511 rides to seniors.

Nutrition Monthly Report

- In March 2015, DSS provided 13,113 meals-on-wheels to DSS clients.
- In March 2015, DSS provided 5,869 congregate meals.

City of Santa Fe, New Mexico

memo

Date: April 8, 2015

To: Board of Directors

Fr: Cristina Villa, DSS Program Coordinator *CV*

Subj: Senior Olympics

The Senior Olympics events will end on Saturday, April 11th. I will report about events next month.

Next meeting will be on Wednesday, May 13, 2015 at the Mary Esther Gonzales Senior Center Board Room.