



Agenda

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DATE 2/29/16 TIME 4:12p

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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 16, 2016 (9:30 a.m.)

- I. CALL TO ORDER
- II. INVOCATION/PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – February 17, 2016
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
 - a). DPA Program Units of Service
 - b). City of Santa Fe 2016/17 Budget
- VII. COMMITTEE REPORTS
 - a). Foster Grandparent/Senior Companion Program
 - b). RSVP
 - c). In-Home Support
 - d). Transportation/Nutrition Programs
 - e). Senior Olympics
- 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.

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DIVISION OF SENIOR SERVICES

ADVISORY BOARD MEETING

March 16, 2016

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MINUTES OF THE
DIVISION OF SENIOR SERVICES
ADVISORY BOARD OF DIRECTORS

March 16, 2016

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
Rosemary Trujillo, Secretary
Bernardo C de Baca
Dennis Gonzales
Elaina K. Gonzalez
Virginia Lucero
Corrine Sanchez
Doug Schocke

MEMBERS ABSENT

Gilbert Alarid, excused
Toni Ann Gallegos, 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

OTHERS PRESENT

Jo Ann G. Valdez, Stenographer

INVOCATION

Invocation was led by Dennis Gonzales.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Doug Schocke and was recited by all present.

APPROVAL OF AGENDA

Ms. Sanchez moved to approve the agenda as published. Ms. Gonzalez seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: February 17, 2016

The following change was made to the Minutes of the February 17, 2016 meeting:

Page 5, 2nd paragraph was changed to read: *"Elaina Gonzalez informed the Board that the Luisa Senior Center Commodity distribution that is done on Fridays is now taking place at a vacant apartment at the Luisa Senior Center."*

Mr. Schocke moved to approve the Minutes of the February 17, 2016 meeting as amended. Ms. Gonzalez seconded the motion. The motion passed unanimously by voice vote.

DIVISION OF SENIOR SERVICES DIRECTOR'S REPORT

A. DPA Program Units of Service

Ron Vialpando gave an update on the Program Units of Service for the month of February as follows:

- Seven months into the fiscal year, the Division of Senior Services has provided 4,675 congregate meals and is showing a shortage, based on projections, in congregate meals of 579 units of services. This shortfall is mainly due to the closures of the Pasatiempo and Luisa Senior Centers. They are both being remodeled and are under construction.
- The Division of Senior Services provided 10,410 home delivered meals in the month of January and is showing an overage, based on projections, of 8,596 in Home-Delivered meals.
- The Division of Senior Services is showing an overage of 2,580 units for transportation services.
- The Division of Senior Services is showing an overage in respite units by 264 units.

- The Division of Senior Services is showing a shortage of approximately 122 units for homemaker services. This is mainly due to the fact that a homemaker staff member is on family medical leave. She should be back in the month of April. She will also be retiring soon.

Ms. Sanchez asked if there is a limit for home-delivered meals, and do they accept anyone who requests those services.

Mr. Vialpando explained that a need assessment is done and there is criteria that individuals have to meet in order to qualify for home-delivered meals. He noted that there are currently 500 individuals who are receiving home-delivered meals in the City of Santa Fe. Approximately 140,000 meals are delivered on a yearly basis and the Division of Senior Services is anticipated to serve over 61,000 congregate meals.

B. City of Santa Fe 2016/2017 Budget

The budget for the Division of Senior Services for FY2016-2017 has been submitted to Isaac J. Pino and he will present it to the City Manager prior to it going before the Finance Committee and City Council for approval.

Mr. Vialpando noted that the Division of Senior Services was able to identify \$3800.00 in their budget in the congregate meals overtime line item, and it has been relinquished back to the City of Santa Fe to help with the budget deficit/gap.

2016 Capital Outlay Request

Mr. Vialpando gave an update on the 2016 Capital Outlay Request noting that \$1.2 million in capital outlay projects were reviewed, considered and ranked. The projects are as follows:

MEG – Code Parking Lot Project Phase II	\$200,000
MEG – Code Roof Repairs	\$ 36,500
MEG – Other Computer Lab Equip/Furnishings	\$ 70,300
MEG – Vehicles	\$496,800
Pasatiempo-Code Facility Improvements	\$198,500
Villa Consuelo-Code Cafeteria Expansion Phase II	\$198,000
Villa Consuelo-Meals Equipment	\$ <u>80,900</u>

Total Recommended Request	\$1,281,000
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Mr. Vialpando explained that these projects were approved via the 2016 Legislative Session, and is pending approval during the November 2016 General Obligation Bond election. This requires approval by the voters.

2017 Capital Outlay Request

Mr. Vialpando reported on the 2017 capital outlay request noting that the total for the 2017 capital outlay request is \$709,714. The projects are as follows:

MEG-Warehouse Loading Dock (Phase II)	\$199,991
MEG-MOW Loading/Rear Entrance Area	\$116,352
MEG-Parking Lot Improvements (Phase III)	\$ 97,807
MEG-Congregate and MOW Kitchen Improvements	\$ 44,075
MEG-Vehicles (8)	<u>\$251,489</u>
Total recommended request	\$709,714

COMMITTEE REPORTS: (February 2016)

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

Foster Grandparent /Senior Companion Programs Committee

Mr. Gonzales 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. C de Baca seconded the motion. The motion passed unanimously by voice vote.

RSVP Committee

Mr. Schocke said he will try to help Triston Lovato set up a Community Outreach Network as she reported in her report.

The RSVP Administrator (Triston Lovato) attended a training hosted by the New Mexico Department of Health about Emergency Public Health Communication and preparing for an emergency. They talked about creating a Community Outreach Network to better reach those in small rural communities.

Ms. Giron asked Ms. Lovato what kind of emergency are they talking about.

Ms. Lovato explained that they spoke about the importance of and how to use social media to get information out quickly to seniors and for the at risk populations, such as the physically disabled; blind and visually impaired; immigrant communities and children and infants, on public health emergencies or crisis like the Zika virus.

Ms. Lovato distributed handouts and copies are hereby incorporated to these Minutes as Exhibit "B".

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

In-Home Support Services Committee

Ms. Giron asked if they hired a temporary employee to assist while one of the homemakers is on Family Medical Leave.

Mr. Vialpando said they have submitted the paperwork for approval but the position will most likely not be approved because of the budget deficit.

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

Transportation and Nutrition Committee

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

Senior Olympic Committee

Mr. Gonzales 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. Sanchez seconded the motion. The motion passed unanimously by voice vote.

UNFINISHED/OTHER BUSINESS

There was no unfinished or other business.

NEW BUSINESS

New Mexico Mission of Mercy

Elaina Gonzalez announced that the New Mexico Dental Association Foundation will be hosting the second New Mexico Mission of Mercy free dental services at the Santa Fe Convention Center on April 8th and 9th from 8:30 a.m. to 6:00 p.m. There will be 180 dentists who volunteered to perform dental services and they are prepared to care for 5800 patients. Patients have to register online by March 25th at

nmmom2@nmdental.org. There are no age or income restrictions and they are taking people from the State of New Mexico.

Ms. Giron suggested that this information be forwarded to the grandparents taking care of grandchildren so these kids can benefit from this services.

COMMENTS FROM THE FLOOR

Ms. Lucero noted that she volunteered to distribute commodities this week and one of the clients asked her if she could use her phone to call transportation to ask them to pick her up. She asked if clients can get a ride from commodities.

Mr. Vialpando said they will provide a ride if it is scheduled. People are asked to provide 24 hour notice to schedule rides.

TIME AND PLACE OF NEXT MEETING

Chairman Romero asked the Board Members to come up with suggestions as to where they could hold Board meetings in the future.

The next meeting is scheduled for April 20, 2016 at the Mary Esther Gonzales Senior Center at 9:30 a.m.

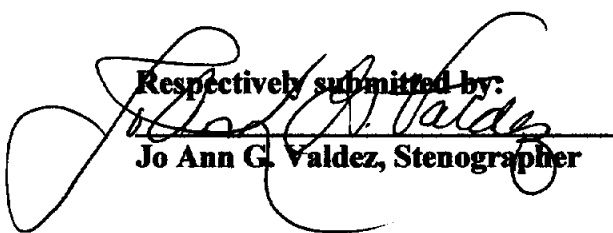
ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:40 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: March 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

- RSVP Administrator attended a training hosted by the NM Department of Health about Emergency Public Health Communication and preparing for an emergency. They spoke about the importance of and how to use social media to get information out quickly. They also talked about creating a Community Outreach Network to better reach those in small/rural communities. RSVP has been thinking about creating a Facebook page for the program; this training strengthened that thought.

Volunteer stations

- RSVP Administrator met with coordinator/teacher for the HOSTS (Helping One Student to Succeed) tutoring program to discuss recruitment, assignments, and background checks.
- RSVP Administrator met with a group of volunteers at the Vista Grande Library to talk about the program and enroll new members.

Upcoming

- All City of Santa Fe Volunteer Programs will be monitored for compliance soon; date was scheduled for the end of March but has been postponed due to the banquet taking place in early April.
- The "Mayor's Senior Volunteer Celebration" will be combined with the "Mayor and County Day of Recognition for National Service" and will take place on Tuesday, April 5, 2016. This event will feature prizes, information booths, and music by Candace Vargas and Northern 505 (a local group).

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: March 7, 2016

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

February, 2016 units of service are as follows:

- Homemaker – 690.75 hours to 104 clients
- Respite – 904.25 hours to 42 caregivers
- Equipment - 30 units
- Nutritional Supplements – 45 cases

Units of service were short by 55.25 regarding Homemaker hours and over by 38.5 for Respite hours for January totaling 16.75 hours short for In-Home Support. Year to date, we are short in Homemaker hours by 121.75 hours and over in Respite hours by 264.25 hours. IHSS providers took off a total of 495 hours in February.

One homemaker has been granted twelve weeks of Family Medical Leave beginning Wednesday, January 20. Her total hours off for the month of February are 168 which are included in above total. We requested to hire a temporary employee to assist. Most of her clients have been squeezed in other provider's schedules.

We will be taking interested in-home clients and caregivers to Santuario De Chimayo to attend mass, visit the gift shops and have lunch at Sopaipilla Factory on March 9.

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

City of Santa Fe, New Mexico

memo

Date: March 8, 2016

To: DSS Advisory Board Members

From: Robert Chavez, DSS Project Manager *RC*

Subject: Transportation/Nutrition Committee Monthly Report

Transportation Monthly Report

- In February 2016, DSS Transportation staff provided a total of 3,749 rides to seniors.

Nutrition Monthly Report


- In February 2016, DSS Nutrition staff provided 10,410 Meals-on-Wheels to DSS clients.
- In February 2016, DSS Nutrition staff provided 4,698 congregate meals.

City of Santa Fe, New Mexico

memo

DATE: MARCH 9, 2016

TO: SENIOR SERVICES BOARD OF DIRECTORS

FROM:  LUGI GONZALES, DSS PROJECT MANAGER

SUBJECT: SENIOR OLYMPICS PROGRAM

Registration for the 38th Annual 50+ Senior Olympics Local Games was held from January 11, to February 20, 2016. Late registration took place from February 29, to March 4, 2016. The Local games will take place from March 15, thru May 27, 2016.

This is also a qualifying year for the 2017 National Games. Registration for the 2016 State Summer Games being held in Roswell, New Mexico are as follows:

- Early Bird Registration – March 1 through April 30, for a fee of \$45.00
- Regular Registration – May 1 through May 31, for a fee of \$60.00
- Late Registration – June 1 through June 10, (noon deadline) for a fee of \$75.00



Emergency Public Health Information and Communication (EPHIC)

New Mexico Department of Health (DOH)

Bureau of Health Emergency Management

Thursday March 3, 2016

8:45a.m.- 12 noon

ITT Technical Institute

5100 Masthead NE

Albuquerque, New Mexico 87109

AGENDA

8:45-9:00	Registration	
9:00-9:15	Welcome Introductions Zika Update	Kenny Vigil, PIO New Mexico Dept. of Health
9:15-10:15	Risk Communication-How do we prepare in advance?	Rose Sherman, Risk Communicator New Mexico Dept. of Health
10:15-10:30	Break	
10:30-11:00	NMEPHIN A Community Outreach Network	Kenny Vigil, PIO Rose Sherman, Risk Communicator New Mexico Dept. of Health
11:00-11:45	Social Media During A Public Health Emergency	David Morgan Public Information Officer New Mexico Dept. of Health

For additional information on today's training contact:

Rose Marie Sherman, Risk Communicator

New Mexico Dept. of Health

Bureau of Health Emergency Management

Phone: (505) 476-8209 Cell: (505) 231-5328

Email: rosemarie.sherman@state.nm.us

New Mexico Emergency Public Health Information Network (NMEPHIN)

The New Mexico Department of Health is establishing a New Mexico Emergency Public Health Information Network (NMEPHIN). This network's purpose is to help emergency preparedness agencies disseminate information quickly and effectively during an emergency. It will provide a functioning person to person network to supplement, and replace if needed, the traditional methods of communications, such as radio and television.

In an emergency, the Department of Health will send alerts and other critical information to network members by telephone, email, or other available methods. Network members will forward that information to their segments of the community (e.g. employees, constituents, local partners, other) to enable the public to make informed decisions regarding their health and safety. Exercises will be conducted to ensure that the network functions properly during a real emergency.

Information to be disseminated through the NMEPHIN may include the following:

- Emergency Communication
- Public Health Messages
- Public Health Prevention Messages
- Public Health Directives

Groups in the network will include some of the state's most difficult to reach populations, including the elderly, people with disabilities, or other special needs, such as:

- Economically Disadvantaged (lack resources to receive or follow directives).
- Language or Literacy Barriers (limited or no ability to read or speak English).
- Medical Issues and Disability (physical, mental, cognitive, or sensory).
- Isolation (cultural, geographic, or social).
- Age (infants, children, and the elderly).

The New Mexico Department of Health will provide:

1. Training sessions and materials regarding member responsibilities during an emergency. These sessions will also enable the Department of Health and first responders the opportunity to learn more about participating entities and communities.
2. Materials to help recruit additional members into the network, especially for at risk populations.
3. Opportunities for members to disseminate public health prevention messages while testing their ability to reach their community.

For More Information Contact:

Rose Marie Sherman, Risk Communicator
New Mexico Department of Health
Bureau of Health Emergency Management
Work Phone: (505) 476-8209
Cell Phone: (505) 231-5328
Email: rosemarie.sherman@state.nm.us

SUSANA MARTINEZ, GOVERNOR



RETTA WARD, CABINET SECRETARY

Organization Profile
New Mexico Emergency Public Health Information Network (NMEPHIN)

County: _____

City: _____

Name of Organization: _____

Contact Person: _____

Address: _____

County: _____

City, State, Zip Code: _____

Email: _____

Work Phone: _____

Fax: _____

Cell Phone:: _____

Website: _____

Type of Organization:

- ☐ Community Organization
 - ☐ Retail Business
 - ☐ Faith Based Organization
 - ☐ Local, County, State Government
 - ☐ Other (Specify)
-

Purpose of Your
Organization: _____

What is your role in the community?

In the event of a public health emergency or disaster, how many people would you be able to reach on a daily basis? _____

How do you plan to reach them?

In the event of a public health emergency or disaster please identify the methods you would be able to assist in getting information out to the community.

Check all that apply:

- ☐ Disseminate awareness materials (flyers and brochures) before a disaster or public health emergency occurs.
- ☐ Disseminate materials during the imminent danger phase (approximately one week before an anticipated event).
- ☐ Disseminate materials during response (right after an event occurs) and recovery phases (up to one year after the disaster).

Please indicate additional methods in which your organization would be willing to assist in a public health emergency or disaster:

Check all that apply:

- ☐ Display posters or other printed health information material.
- ☐ Identify a dedicated person within my organization to participate in emergency preparedness training events.
- ☐ Add disaster awareness and emergency planning information to our organization's website and/or newsletters.
- ☐ Conduct emergency planning exercises within our organization to prepare our employees and our constituents for a public health emergency or disaster.

Community Gathering Sites:

☐ Do you have a facility that could be used as a community gathering site, a place for participants in the EPHIN network and the public to get "accurate, timely, concise information" in the event of a of major power outage? Depending on the situation or disaster, it may be necessary to hand deliver information materials to this site. More than one facility will be needed in large cities.

- ☐ Yes
- ☐ No

If you answered yes:

Type of Building: _____

Vehicle Parking Capacity: _____

Physical Address of Facility: _____

The New Mexico Emergency Public Health Information Network (NMEPHIN) will include planning for special needs populations (individuals with disabilities, vulnerable populations, senior citizens and children). Past events across the country have shown that these populations are the most negatively affected during a public health emergency or disaster.

Please assist us with enhancing emergency communication with special needs populations by identifying the special populations you work with or provide services to. Cultural, civic and faith based groups and businesses that supply goods and services to particular populations will be essential in addressing the needs of vulnerable populations. As trusted messengers, representatives from these populations are a valuable resource for promoting preparedness and disseminating messages and alerts.

Vulnerable Populations you currently assist or provide services to:

Check all that apply:

- ☐ Visually Impaired
- ☐ Hearing Impaired
- ☐ Physically limited and/or disabled
- ☐ Elderly
- ☐ Dependent upon medical care, equipment, and/or medications.
- ☐ Children
- ☐ Limited English or Non-English Proficient
- ☐ Homeless and Shelter Dependent
- ☐ Impoverished
- ☐ Undocumented Persons
- ☐ Mentally Disabled
- ☐ Medically Dependent, Medically Compromised
- ☐ Chemically Dependent
- ☐ Clients of Criminal Justice System

- ☐ Emerging or Transient Special Needs
 - ☐ Travelers
 - ☐ Illiterate
 - ☐ Geographically or Culturally Isolated
 - ☐ Elderly in Senior Care Facilities
 - ☐ Those with no means of transportation
 - ☐ Other
-
-

If your organization currently serves any of the above listed **vulnerable populations**, we are very interested in your insight and feedback. What do you perceive would be the difficulties in communication with these groups in a public health emergency or disaster? How can these difficulties be remedied?

Additional space on back of page

Attorneys
Certified Babysitters
Certified Sign Language Interpreters
Clergy
Construction
Data Entry Personnel
Day Care Teachers
Dispatchers
Dog Groomers
Engineers
Factory Workers
Language Interpreters

Radio Operators
Receptionists
Restaurant Workers
Retirees
Sales Associates
Sales Personnel
Security
Store Clerks
Teachers
Truck Drivers
Warehouse Drivers
Zoo Keeper

Volunteers in all professions are welcome and will be needed

Are you or your organization interested in learning about the NM MRC Serves?

_____ Yes, please contact the following person at my organization so I can receive more information about NM MRC Serves.

Name: _____

Phone: _____

Email: _____

_____ No. My organization is only interested in joining the NMEPHIN communication network at this time.

Send Completed Survey by mail or email to:

**Rose Marie Sherman, Risk Communicator
New Mexico Department of Health
1301 Siler Rd. Bldg. F
Santa Fe, New Mexico 87507
(505) 476-8209
(505) 231-5328
rosemarie.sherman@state.nm.us**

Thank you for your willingness to assist your community in a public health emergency or disaster.

At Risk Groups
Access and Functional Needs Populations

Physical, Geographical or Social Barriers

City: _____ County: _____

Group	Population	Advocacy Groups/ Informal- Formal Networks/ Government/Faith Based
Physically Disabled (recognized disability, those with full-time attendant care required for feeding, toileting, personal care, etc.)		
Blind and Visually Impaired (range includes: low vision, night blindness, color blindness, impaired depth perception, etc.)		
Deaf, Deaf-Blind, Hard of Hearing (latent Deaf, situational loss of hearing, limited-range hearing)		
Seniors (frail elderly, people who have age-related limitations/needs, includes those in nursing home or assisted-living care or living alone and not connected socially or to service providers)		
Limited English or Non-English Proficient (includes persons with limited ability to speak, read, write or fully understand English)		
Immigrant Communities (persons who may have difficulty accessing information or services because of cultural differences)		
Children/Infants (anyone below age of majority separated from parents/guardians—day cares, schools, Head Start, before/after-school programs, latch-		

key kids, boarding students, foster care, truancy, juvenile justice system, Summer Camp.		
Homeless and Shelter Dependent (includes transients, persons in shelters, on the streets or temporarily housed—transitional, safe houses for women and minors)		
Impoverished (person with extremely low income, without resources, limited access to services, limited ability to address own needs, may lack transportation)		
Undocumented Persons (persons distrusting authorities, political dissidents and others who will not use government or other traditional service providers)		
Mentally Disabled/ or having a brain disorder, injury. (serious and persistent illness; includes being a danger to themselves or others)		
Developmentally Disabled (unable to safely survive independently, attend to personal care)		
Medically Dependent, Medically Compromised, Persons with serious medical conditions, impaired mobility, dependent on medication or medical equipment. (dependent on medications to sustain life or control conditions for quality of life—i.e., diabetic; weakened immune systems, those who cannot be in/use public accommodations).		

Chemically Dependent (includes substance abusers, other who would experience withdrawal, sickness or other symptoms due to lack of access—i.e., methadone users)		
Clients of Criminal Justice System (ex-convicts, parolees, people under house arrest, registered sex offenders)		
Travelers/Visitors (tourists/visitors, truckers, commuters away from home. Also travelers who will be in airports, bus stations, railroad stations, hotels). Foreign visitors, Seasonal workers.		
Geographically Isolated (ranchers, campers, hikers) people living in remote, rural areas.		
Illiterate (They will lack the ability to read any written messages presented to them).		
Pregnant Women		
Military Personnel		

Rose Marie Sherman, Risk Communicator
New Mexico Department of Health
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Rosemarie.sherman@state.nm.us