



CITY CLERK'S OFFICE  
*Agenda* DATE 4/8/16 TIME 1:17p  
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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 20, 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 – March 16, 2016
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
  - a). DPA Program Units of Service
  - b). 2017 Capital Outlay Request
- 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.

## **INDEX OF MINUTES**

### **DIVISION OF SENIOR SERVICES**

#### **ADVISORY BOARD MEETING**

**April 20, 2016**

<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> <b>March 16, 2016</b>	<b>Approved [as submitted]</b>	<b>2</b>
<b>DIVISION OF SENIOR SERVICES DIRECTORS REPORT-Lugi Gonzales</b>		
a) DPA Program Units of Service	<b>Informational</b>	<b>2-3</b>
b) 2017 Capital Outlay Request	<b>Informational</b>	<b>3</b>
<b>COMMITTEE REPORTS</b>		
a) Foster Grandparent/Senior Companion Program Report		
b) RSVP Report		
c) In-Home Support Program Report		
d) Transportation/Nutrition Program Report		
e) Senior Olympics Program Report		
	<b>Distributed/Approved</b>	<b>4</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 May 18, 2016 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**

**April 20, 2016**

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  
Bernardo C de Baca  
Toni Ann Gallegos  
Dennis Gonzales  
Elaina K. Gonzalez  
Virginia Lucero  
Corrine Sanchez  
Doug Schocke

**MEMBERS ABSENT**

Andres Romero, Chairperson, excused  
Gilbert Alarid, 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 Doug Schocke and was recited by all present.

## **APPROVAL OF AGENDA**

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

## **APPROVAL OF MINUTES: March 16, 2016**

Ms. Sanchez moved to approve the Minutes of the March 16, 2016 meeting as submitted. Ms. Trujillo 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 reported that there has been a change for the DPA Program Units of Service contract. A second amendment was done for the agreement with the AAA to amend the amounts for the units of services between now and the end of the fiscal year based on the current trends. This has an effect on the funding as well - a one-time increase of \$10,188. The annual amount for congregate meals was reduced by 900 meals and is now \$59,881 changed from \$60,781. This is mainly due to the closures of the Pasatiempo and Luisa Senior Centers. They are both being remodeled and are under construction. There was an increase in transportation units of 3500 and funding of \$9,660; a reduction in homemaker hours of 100 and funding of \$1324 and an increase of 200 respite hours and funding of \$4254, which nets the increase of \$10,188. The first amendment was for Meals on Wheels and was an increase in funding of \$3,656, for a total increase of funding in the amount of \$13,844.

Mr. Vialpando noted that Amendment #1 has been approved and Amendment #2 is going through the approval process.

Ms. Sanchez congratulated Ron Vialpando for doing a good job.

Mr. Vialpando gave an update on the Program Units of Service for the month of March as follows:

- The Division of Senior Services provided 4,945 congregate meals.

- The Division of Senior Services provided 11,226 home delivered meals in the month of March and is showing an overage, based on projections, of 5,772 in Home-Delivered meals.
- The Division of Senior Services provided 4,462 units of services for transportation services and is showing an overage of 1,000 units for transportation services.
- The Division of Senior Services provided 969 units of services for respite services and is showing an overage of 218 units for respite services.
- The Division of Senior Services provided 803 units of services for homemaker services and is showing a shortage of 24 units for homemaker services. This is mainly due to the fact that a homemaker staff member was on family medical leave but has now resigned.

#### **b) 2017 Capital Outlay Request**

Mr. Vialpando reported that the 2017 Capital Outlay Request is now complete and was submitted on April 8<sup>th</sup>, which was the due date. The grand total for the projects was \$869,443. He said this will be a severance tax bond year process. The projects are as follows:

MEG-Warehouse Loading Dock (Phase II)	\$199,991
MEG-MOW Loading/Rear Entrance Area	\$125,000
MEG-Parking Lot Improvements (Phase III)	\$ 97,807
MEG-Congregate and MOW Kitchen Improvements	\$ 44,075
Vehicle two-way radios (50 radios)	\$131,421
HUB Scrub	\$ 17,292
Vehicle Replacement (9 vehicles)	<u>\$253,857</u>
<b>Total recommended request</b>	<b>\$869,443</b>

#### **COMMITTEE REPORTS: (April 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. Ms. Gonzalez seconded the motion. The motion passed unanimously by voice vote.**

### **RSVP Committee**

**Ms. Sanchez moved to accept the RSVP 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.**

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

**Ms. Sanchez 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. 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. Mr. C de Baca seconded the motion. The motion passed unanimously by voice vote.**

### **Senior Olympic Committee**

**Mr. C de Baca 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**

#### **Living with Alzheimer's – The Early Stage Caregiver Support Group**

Vice Chairperson Giron announced that there will be a Caregiver Support Group presentation on "Living with Alzheimer's – The Early Stage" on May 26, 2016 from 1:30 p.m. to 4:30 p.m. at the Mary Esther Gonzales Senior Center. It will be presented by Tina De La Luz, the Alzheimer's Association Northeast Regional Manager. This session will provide education and emotional support to adults who deal with stress associated with providing specialized care for homebound individuals. Refreshments will be provided. For reservations, please call Theresa Trujillo at 955-4745. All Board Members are invited to attend.

#### **Appointments of Board Members**

Ms. Lucero asked for an update on the appointment of Board Members.

Mr. Vialpando said they have been placed on hold due to the election but Lugi Gonzales will follow up with the Clerk's Office.

Vice Chairperson Giron noted that the Mayoral appointees are: Virginia Lucero, Bernardo C de Baca and Andres Romero.

### **Mission of Mercy**

Ms. Gonzalez mentioned that she worked the Mission of Mercy event and it was unbelievable and a huge success.

### **NEW BUSINESS**

There was no new business.

### **COMMENTS FROM THE FLOOR**

Mr. Vialpando noted that all of the construction projects are on track and should be completed by the end of June.

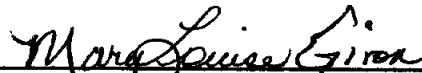
### **TIME AND PLACE OF NEXT MEETING**

The next meeting is scheduled for May 18, 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:

  
Mary Louise Giron, Vice Chairperson

Respectively submitted by:

  
Jo Ann G. Valdez, Stenographer

# City of Santa Fe, New Mexico

# memo

**Date:** April 2016  
**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:

## Volunteers (Recruitment, Stations, Issues, Recognition)

- RSVP staff and volunteers attended the Santa Fe County Commission meeting on Tuesday, March 29, 2016. At this meeting a proclamation was read recognizing April 5, 2016 as "County Day of Recognition for National Service." Volunteers were given the opportunity to say some words and took a photo with the Commissioners (look out for that in the next newsletter).
- The "Mayor's Senior Volunteer Celebration" and "Mayor and County Day of Recognition for National Service" event took place on Tuesday, April 5, 2016 at the Convention Center. This year's event featured information booths, door prizes, entertainment by Chief Sanchez and the Craw daddies as well as the band Northern 505. The event was meant to honor and thank all senior volunteers for the hard work they do in their community.
- RSVP recruitment has been steady.
- Partnership established with the Santa Fe Farmers Market Institute; recruitment begins for volunteers to assist them at the Farmers Market.

## Upcoming

- RSVP Administrator will have a booth at the Senior Connection event on April 12, 2016. This event will take place at the Courtyard Marriott in Santa Fe from 9 am – 1:30 pm; it will feature vendors with products/services for seniors, door prizes, dessert bar, fashion shows, and entertainment. Admission is free.
- RSVP is collecting data for its annual Progress Report, which is due at the end of April.
- Volunteer Programs are still going to be monitored for compliance, but a date has not been scheduled.

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: April 11, 2016

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

March, 2016 units of service are as follows:

- Homemaker – 803 hours to 101 clients
- Respite – 969.25 hours to 40 caregivers
- Equipment - 33 units
- Nutritional Supplements – 56 cases

Units of service were over by 23 regarding Homemaker hours and over by 103.25 for Respite hours for March totaling 126.25 hours over for In-Home Support. Year to date, we are short in Homemaker hours by 98.75 hours and over in Respite hours by 367.5 hours. IHSS providers took off a total of 476.5 hours in March in addition to four hours granted for Good Friday afternoon.

One homemaker has been granted twelve weeks of Family Medical Leave beginning Wednesday, January 20. Her total hours off for the month of March are 180 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. She has also informed us that she will not be returning to work on April 13 and has submitted her letter of resignation.

We took 11 in-home support clients 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: April 8, 2016  
To: DSS Advisory Board Members  
From: Robert Chavez, DSS Project Manager  
Subject: Transportation/Nutrition Committee Monthly Report

### Transportation Monthly Report

- In March 2016, DSS Transportation staff provided a total of 4,462 rides to seniors.

### Nutrition Monthly Report

- In February 2016, DSS Nutrition staff provided 11,226 Meals-on-Wheels to DSS clients.
- In February 2016, DSS Nutrition staff provided 4,945 congregate meals.

# City of Santa Fe, New Mexico

# memo

Date: April 8, 2016

Fr: Cristina Villa, DSS Program Coordinator

Subj: Senior Olympics

The Senior Olympics Committee met on Wednesday, March 9<sup>th</sup> at Mary Esther Gonzales Senior Center Board Room. There was a total of 425 seniors register for local games. That is a great number. Jay has updated the website with new information as well as photos. So far we have had Air Gun, Basketball freethrow and Bowling. Each event ran smoothly and senior enjoyed themselves. Was great to see new faces at these events.

Next meeting will be on Wednesday, April 13<sup>th</sup> at MEG Center Board Room