



# Agenda

CITY CLERK'S OFFICE

DATE 6/16/16 TIME 3:37p

SERVED BY Luis Gonzalez

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## DIVISION OF SENIOR SERVICES SENIOR ADVISORY BOARD OF DIRECTORS

Pecos National Historical Park

NM-63, Pecos New Mexico 87552 (Phone #505-757-7241)

Wednesday, June 15, 2016 (Time: 9:30 a.m.)

- I. CALL TO ORDER
- II. INVOCATION/PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – May 18, 2016
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
  - a). DPA Program Units of Service
  - b). MEG Construction Project Update
  - c). Luisa Construction Project Update
  - d). Villa Consuelo Construction Project Update
- 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**

**June 15, 2016**

| <b>ITEM</b>   | <b>ACTION</b>                  | <b>PAGE(S)</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:<br/>    May 18, 2016</b>  | <b>Approved [as submitted]</b> | <b>2</b>       |
| <b>DIVISION OF SENIOR SERVICES DIRECTORS REPORT-Ron Vialpando</b>   |                                |                |
| a) <b>DPA Program Units of Service</b>  | <b>Informational</b>           | <b>2</b>       |
| b) <b>MEG Construction Project Update</b>   |                                | <b>3</b>       |
| c) <b>Luisa Construction Project Update</b>   |                                | <b>3</b>       |
| d) <b>Villa Consuelo Construction Project Update</b>  |                                | <b>3</b>       |
| <b>COMMITTEE REPORTS</b>  |                                |                |
| a) <b>Foster Grandparent/Senior Companion Program Report</b>  |                                |                |
| b) <b>RSVP Report</b>   |                                |                |
| c) <b>In-Home Support Program Report</b>  |                                |                |
| d) <b>Transportation/Nutrition Program Report</b>   |                                |                |
| e) <b>Senior Olympics Program Report</b>  | <b>Distributed/Approved</b>    | <b>3-4</b>     |
| <b>UNFINISHED/OTHER BUSINESS</b>  | <b>Informational</b>           | <b>4</b>       |
| <b>NEW BUSINESS</b>   | <b>None</b>                    | <b>4</b>       |
| <b>COMMENTS FROM THE FLOOR</b>  |                                | <b>4</b>       |
| <b>DATE AND LOCATION OF NEXT MEETING</b><br>(Scheduled for July 20, 2016 at the Mary Esther Gonzales Senior Center) |                                | <b>4</b>       |
| <b>ADJOURNMENT</b>  |                                | <b>4</b>       |

**DRAFT: SUBJECT TO APPROVAL**

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

**June 15, 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 Pecos National Historical Park, NM-63, Pecos, New Mexico, 87552.

Roll Call indicated the presence of a quorum for conducting official business as follows:

**MEMBERS PRESENT**

Andres Romero, Chairperson  
Rosemary Trujillo, Secretary  
Gilbert Alarid  
Bernardo C de Baca  
Dennis Gonzales  
Elaina K. Gonzalez  
Virginia Lucero  
Corrine Sanchez

**MEMBERS ABSENT**

Mary Louise Giron, Vice Chairperson, excused  
Toni Ann Gallegos, excused

**STAFF PRESENT**

Lugi Gonzales, Division of Senior Services Manager  
Ron Vialpando, Division of Senior Services Director

**OTHERS PRESENT**

Rodner Winget, visitor

**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**

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

## **APPROVAL OF MINUTES: May 18, 2016**

**Ms. Lucero moved to approve the Minutes of the May 18, 2016 meeting as submitted. 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**

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

- The Division of Senior Services is in the 11<sup>th</sup> month of the fiscal year and has provided 54,979 congregate meals and is showing an increase of 88 units of services, based on projections. In May, the Division of Senior Services provided a total of 5,134 in congregate meals.
- The Division of Senior Services provided 10,772 home delivered meals in the month of May.
- The Division of Senior Services provided 4,022 units of services for transportation services and is showing an overage of 1,973 units for transportation services.
- The Division of Senior Services provided 863 units of services for respite services.
- The Division of Senior Services provided 751 units of services for homemaker services and is showing a shortage of 87 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. The homemaker position was advertised and interviews are currently taking place.

**b) MEG Construction Project Update**

Mr. Vialpando reported that the MEG Construction project is on schedule to be completed by the end of the month.

**c) Luisa Construction Project Update**

Mr. Vialpando reported that the Computer Lab Project is also on schedule to be completed by the end of the month.

**d) Villa Consuelo Construction Project Update**

Mr. Vialpando reported that the Villa Consuelo Construction Project is also on schedule to be completed by the end of the month.

**COMMITTEE REPORTS: (May 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. Trujillo 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. Mr. Schocke seconded the motion. The motion passed unanimously by voice vote.**

**In-Home Support Services Committee**

**Mr. C de Baca 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**

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

**Senior Olympic Committee**

**Ms. Lucero 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**

There was no new business.

**COMMENTS FROM THE FLOOR**

Ms. Gonzalez mentioned the Caregiver Support Group presentation on "Living with Alzheimer's – The Early Stage" that was held on May 26, 2016 at the Mary Esther Gonzales Senior Center was very informative. This session provided education and emotional support to adults who deal with stress associated with providing specialized care for homebound individuals.

**TIME AND PLACE OF NEXT MEETING**

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

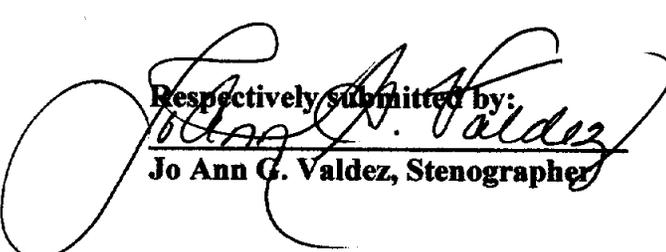
**ADJOURNMENT**

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

Approved by:

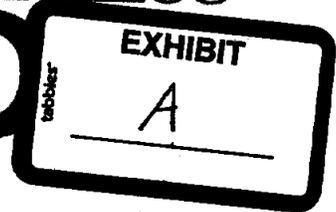
  
**Andres Romero, Chairperson**

Respectively submitted by:

  
**Jo Ann G. Valdez, Stenographer**

City of Santa Fe, New Mexico

memo



**Date:** June 7, 2016  
**To:** Senior Services Board of Directors  
**From:** Melanie Montoya, Volunteer Programs Administrator *MM*  
**Re:** Foster Grandparent/Senior Companion (FGP/SCP) Programs

The following are some program highlights:

- The volunteer programs, Foster Grandparent Program, Senior Companion Program and Retired Senior Volunteer Program have been notified that we will be receiving a Compliance Monitor Visit from our federal funding source, the Corporation for National and Community Service. The visit will take place June 21<sup>st</sup> through June 23<sup>rd</sup>.
- The approval of the volunteer program contract will be on the June 13<sup>th</sup> Finance Committee meeting and at the June 29<sup>th</sup> City Council meeting. We do not anticipate any issues with full approval of the contract.
- We are currently in the process of closing out the current fiscal year.
- We have not had any new recruits in this reporting period.
- Our next in-service will tentatively be held at the Genoveva Chavez Community Center. Staff from there will provide our volunteers with basic exercise techniques and provide a tour of the facility. A date is still to be determined.

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: June 6, 2016  
TO: Advisory Board Members  
FROM: In-Home Support Services Committee  
Theresa P. Trujillo, IHSS Supervisor T.T.  
SUBJECT: Committee Status Report

May, 2016 units of service are as follows:

- Homemaker – 751.5 hours to 102 clients
- Respite – 863.5 hours to 39 caregivers
- Equipment - 27 units
- Nutritional Supplements – 50 cases

Units of service were short by 28.5 regarding Homemaker hours and short by 2.5 for Respite hours for May totaling 31 hours short for In-Home Support. Year to date, we are **short** in Homemaker hours by 178.75 hours and **over** in Respite hours by 341.5 hours. IHSS providers took off a total of 244.25 hours in April, (10 of these hours were due to injury), in addition to 8 hours off each for Memorial Day.

With one homemaker resigning, the job opening has been posted and closed on May 23. I have received a list of interested candidates and will schedule interviews as soon as possible.

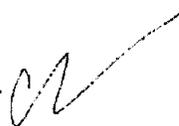
Tina De La Luz, Alzheimer's Association Northeast Regional Manager was unable to present the caregiver support session on Thursday, May 26, so we invited Jytte Lokvig, BA, MA, author of several Alzheimer's books. It was a successful meeting with 50 persons in attendance. She would like to visit us again in two or three months.

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

# City of Santa Fe, New Mexico

# memo

Date: May 12, 2016

Fr: Cristina Villa, DSS Program Coordinator 

Subj: Senior Olympics

The Senior Olympics Committee met on Wednesday, June 8th at Mary Esther Gonzales Senior Center Board Room. Games have come to an end. It was a great success. We had a total of 380 athletes participate. Celebration of athletes will be on Friday June 10<sup>th</sup>. It will be a fun filled day with BBQ and fun events.

Next meeting will be on Wednesday, July 6<sup>th</sup> at MEG Center Board Room

# City of Santa Fe, New Mexico

# memo

**Date:** June 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:

## Events/News

- RSVP staff attended Aging Network Training in Taos on May 11-12. Workshops include: Adult Protective Services overview, outreach strategies for boomers, Care Transition Program, Grandparents Raising Grandchildren, Volunteer Program Financial/Quarterly Reporting, Saavy Caregiver Program, etc.
- On Tuesday, May 24, 2016 the RSVP Advisory Council voted to pass new by-laws (see attached) and to become the Senior Volunteer Programs (SVP) Advisory Council, which now includes the FGP/SCP Committee. So now there is one Advisory group for all three volunteer programs; this was done per a recommendation by our state level program manager who handles the Santa Fe volunteer programs for the NM Aging & Long-Term Services Dept.
- RSVP Administrator has been collecting names for yard-work assistance since May. Youth groups attending a camp at Glorieta in July will be assisting these individuals, and there has been a great response! As of 6/6/16 there were 47 seniors signed up for this service.

## Upcoming

- All City of Santa Fe Volunteer Programs will be monitored for compliance between Tuesday, June 21 and Thursday, June 23. Our federal funders, the Corporation for National & Community Service will be here to evaluate our programs, review volunteer and station files, financial records, and meet with station representatives and volunteers.

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: June 08, 2016  
To: DSS Advisory Board Members   
From: Fran Rodriguez, DSS Project Manager  
Subject: Transportation/Nutrition Committee Monthly Report

## **Transportation Monthly Report**

- In May 2016, DSS Transportation staff provided a total of 4,022 rides to seniors.

## **Nutrition Monthly Report**

- In May 2016, DSS Nutrition staff provided a total of 10,772 meals-on-Wheels to DSS clients.
- In May 2016, DSS Nutrition staff provided a total of 5,134 congregate meals.