



# Agenda

CITY CLERK'S OFFICE

DATE 7/12/16 TIME 3:54pm

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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, July 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 – June 15, 2016
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
  - a). 2015/2016 DPA Program Final Units of Service
  - b). DPA Program Units of Service for FY 2016/2017
- 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**

**July 20, 2016**

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<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>June 15, 2016</b>	<b>Approved [as submitted]</b>	<b>2</b>
<b>DIVISION OF SENIOR SERVICES DIRECTORS REPORT-Ron Vialpando</b>		
<b>a) 2015/2016 DPA Program Final Units of Service</b>		<b>2-3</b>
<b>b) DPA Program Units of Service for FY 2016/2017</b>	<b>Informational</b>	<b>3</b>
<b>COMMITTEE REPORTS</b>		
<b>a) Foster Grandparent/Senior Companion Program Report</b>		
<b>b) RSVP Report</b>		
<b>c) In-Home Support Program Report</b>		
<b>d) Transportation/Nutrition Program Report</b>		
<b>e) 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>		
<b>(Scheduled for August 17, 2016)</b>		<b>4</b>
<b>ADJOURNMENT</b>		<b>5</b>

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

**July 20, 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  
Rosemary Trujillo, Secretary  
Gilbert Alarid  
Toni Ann Gallegos  
Dennis Gonzales  
Elaina K. Gonzalez  
Virginia Lucero  
Corrine Sanchez  
Doug Schocke

**MEMBERS ABSENT**

Mary Louise Giron, Vice 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**

Rodner Winget, visitor

**INVOCATION**

Invocation was led by Gilbert Alarid.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Virginia Lucero and was recited by all present.

## **APPROVAL OF AGENDA**

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

## **APPROVAL OF MINUTES: June 15, 2016**

**Mr. Gonzales moved to approve the Minutes of the June 15, 2016 meeting as submitted. Ms. Sanchez seconded the motion. The motion passed unanimously by voice vote.**

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

### **A. 2015/2016 DPA Program Final Units of Service**

Mr. Vialpando gave an update on the Program Units of Service for the month of June and to the end of the fiscal year, as follows:

- In June, the Division of Senior Services provided a total of 5,161 in congregate meals; a total of 60,140 for the year, which exceeds the annual DPS agreement for units of services by 259 meals.
- The Division of Senior Services provided 13,034 in home delivered meals in the month of June; a total of 145,224 for the year, which exceeds the annual DPS agreement for unit of services by 2,951 in home delivered meals.
- The Division of Senior Services provided 4,026 units of services for transportation services; a total of \$46,800, which exceeds the annual DPS agreement for transportation services by 2,290 rides.
- The Division of Senior Services provided 923 units of services for respite services; a total of 10,789, which exceeds the annual DPS agreement for respite services by 199 units of services.
- The Division of Senior Services provided 690 units of services for homemaker services; a total of 9,092, which is slightly under by 169 hours. This was mainly due to the fact that they were short by one homemaker but one was hired as of yesterday.

Mr. Vialpando noted that one of the homemakers retired after 17 years of service and her last day was Friday, June 10<sup>th</sup>. She has entered into a retirement contract and will be on the books until the end of October.

Mr. Vialpando acknowledged staff of the Division of Senior Services for the outstanding job they have done in meeting the projected goals for the units of services.

**b) DPA Program Units of Services for FY 2016-2017**

Mr. Vialpando noted that the City is starting a new fiscal year as of July 1<sup>st</sup>, 2016. They have received the contract from the Area on Aging. Next year, the Division of Senior Services has agreed to provide 60,781 congregate meals; 138,982 home-delivered meals; 9,656 hours for homemaker services; 10,825 hours for respite care and 100 units of services for grandparents raising grandchildren.

Chairman Romero asked if there were any questions from the Board and there were none.

Chairman Romero asked Mr. Vialpando for an update on the construction projects.

Mr. Vialpando said the construction projects are complete at this point in time. The Luisa and Pasatiempo Senior Centers are now open for business. The Division of Senior Services is working on setting up the computer labs.

**COMMITTEE REPORTS: (June 2016)**

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

**Foster Grandparent /Senior Companion Programs Committee**

**Ms. Trujillo 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**

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

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

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

### **Senior Olympic Committee**

**Ms. Gallegos 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**

Chairman Romero noted that he is going to send a letter to the Superintendent at the Pecos National Historical Park.

### **NEW BUSINESS**

There was no new business.

### **COMMENTS FROM THE FLOOR**

There were no comments from the floor.

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

The next meeting is scheduled for August 17, 2016.

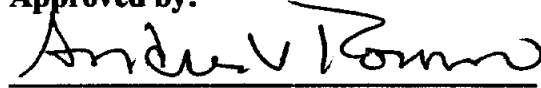
After discussion, the following motion was made:

**Ms. Lucero moved that the next Board meeting will be held at the Plaza Restaurant in Las Vegas, New Mexico. Ms. Trujillo seconded the motion. The motion passed unanimously by voice vote.**

## ADJOURNMENT

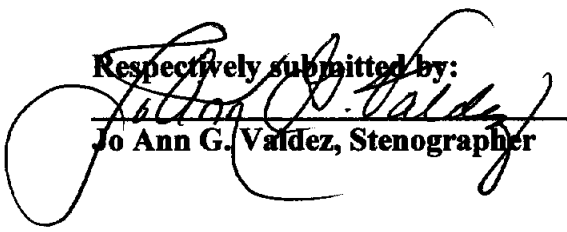
There being no further business to come before the Board, the meeting adjourned at 10:10 a.m.

Approved by:



Andres Romero, Chairperson

Respectively submitted by:

  
Jo Ann G. Valdez, Stenographer

City of Santa Fe, New Mexico


# memo

EXHIBIT

A

**Date:** July 11, 2016

**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:

- The volunteer programs, Foster Grandparent Program, Senior Companion Program and Retired Senior Volunteer Program completed a Compliance Monitor Visit from our federal funding source, the Corporation for National and Community Service. During the final exit interview, they made minor suggestions and recommendations on how to improve program management in some areas. They will follow up with an official letter within 30 days regarding findings and/or recommendations.
- 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 is planned for Thursday, July 14<sup>th</sup>. Staff will review program policies as well as explain the new direct deposit process which has been implemented by the City of Santa Fe.

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:** July 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 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! There are 61 names on the list; these seniors will receive assistance between July 18 and 24.
- The Volunteer Programs were monitored for compliance Tuesday, June 21 – Thursday, June 23. Our federal funders, the Corporation for National & Community Service (CNCS) were here to evaluate our programs, review volunteer and station files, financial records, and meet with volunteers. We now look forward to receiving the letter with their feedback.

## Upcoming

- The Volunteer Programs are signing volunteers up for the NM Conference on Aging, which takes place at the Isleta Casino & Hotel in Albuquerque on Tuesday, August 23 and Wednesday, August 24. The annual conference features various workshops, informational booths, and keynote speakers regarding aging issues. Volunteer Programs staff will also attend on Monday, 8/22 for a mandatory training hosted by both the NM Aging staff and the CNCS staff.

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:** July 11, 2016

**TO:** Advisory Board Members

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

**SUBJECT:** Committee Status Report

June, 2016 units of service are as follows:

- Homemaker – 689.5 hours to 99 clients
- Respite – 923.25 hours to 38 caregivers
- Equipment - 35 units
- Nutritional Supplements – 66 cases

Units of service were short by 90.75 regarding Homemaker hours and short by 2.5 for Respite hours for June totaling 31 hours short for In-Home Support. IHSS providers took off a total of 384.5 hours in June.

FY 2015/2016 units of service are as follows:

- Homemaker – 9091.75 hours
- Respite – 10789 hours
- Equipment - 426 units
- Nutritional Supplements – 622 cases

Units of service for the year were under goal by 169.25 regarding Homemaker hours and over by 199 for Respite hours.

We have conducted interviews for a senior services care attendant (homemaker) and submitted paperwork to Human Resources with our selection.

One of our homemakers retired after 17 years of service; her last day of work was Friday, June 10. She has entered into a retirement contract and will be on the books until the end of October.

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

# City of Santa Fe, New Mexico

# memo

Date: July 12, 2016

To: DSS Advisory Board Members

From: Fran Rodriguez, DSS Project Manager

Subject: Transportation/Nutrition Committee Monthly Report

## **Transportation Monthly Report**

- In June 2016, DSS Transportation staff provided a total of 4,026 rides to seniors.

## **Nutrition Monthly Report**

- In June 2016, DSS Nutrition staff provided a total of 13,034 meals-on-Wheels to DSS clients.
- In June 2016, DSS Nutrition staff provided a total of 5,178 congregate meals.

# City of Santa Fe, New Mexico

# memo

Date: July 8, 2016

Fr: Cristina Villa, DSS Program Coordinator *CN*

Subj: Senior Olympics

The Senior Olympics Committee met on Wednesday, July 6<sup>th</sup> at Mary Esther Gonzales Senior Center Board Room. We are currently seeking an athlete who can be our webmaster for our Senior Olympic page. State games are going to be held in Roswell on July 13-16. We have 83 athletes signed up to attend. We wish them the best of luck.

Next meeting will be on Wednesday, September 14th at MEG Center Board Room