



Agenda

DATE 12/15/16 TIME 4:45 PM
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DIVISION OF SENIOR SERVICES SENIOR ADVISORY BOARD OF DIRECTORS

Mary Esther Gonzales Senior Center

1121 Alto Street (Board Room)

Wednesday, December 14, 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 – November 16, 2016
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
 - a). DPA Program Units of Service
- 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
 - a). None
- 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

December 14, 2016

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ADJOURNMENT	Adjourned at 10:20 a.m.	5

MINUTES OF THE
DIVISION OF SENIOR SERVICES
ADVISORY BOARD OF DIRECTORS

December 14, 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
Gilbert Alarid
Bernardo C de Baca
Toni Ann Gallegos
Dennis Gonzales
Virginia Lucero
Corrine Sanchez

MEMBERS ABSENT

Elaina K. Gonzalez, excused
Doug Schocke, 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 Gilbert Alarid and was recited by all present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES: November 16, 2016

Mr. Gonzales moved to approve the Minutes of the November 16, 2016 meeting. Mr. C de Baca 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 November as follows:

- The Division of Senior Services provided 5,403 congregate meals in the month of November, which is an overage of 929 units of services, based on projections.
- The Division of Senior Services provided 11,392 home delivered meals in the month of November, which is a decrease of approximately 1000 units of services, based on projections.
- The Division of Senior Services provided 3,184 units of services for transportation services in the month of November, which is an overage of 680 units of services, based on projections.
- The Division of Senior Services provided 738 units of services for respite services in the month of November, which is a decrease of 799 units of services, based on projections.
- The Division of Senior Services provided 671 units of services for homemaker services in the month of November, which is a decrease of 206 units of services, based on projections. This is mainly due to two homemaker vacancies but one of the positions should be filled soon.

Chairman Romero asked if the new computers have been installed.

Mr. Vialpando said no, not yet but the funding is there to install them and they should be installed by the end of January.

Ms. Lucero asked if a lot of people attended the in-service meeting that took place on Tuesday, December 13th. The meeting was regards to fraud and scam prevention that was sponsored by the Mayor's office.

Mr. Vialpando said yes, they had a full house.

COMMITTEE REPORTS: (December 2016)

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

Foster Grandparent /Senior Companion Programs Committee

Ms. Sanchez 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

Ms. Giron asked if anyone was hired for the respite care provider position after the interviews were held on December 7, 2016.

Mr. Vialpando said yes, the paperwork has been submitted and is going through the process. In addition, the Division of Senior Services will be requesting to advertise for another respite care provider.

Ms. Giron 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. 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. 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. Sanchez 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. Gallegos 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

Retirement of the Director of Division of Senior Services

Mr. Vialpando announced that he would be retiring last month. This meeting was his last meeting that he will be attending. His last day of work will be Friday, December 16, 2016.

Lugi Gonzales will be the Acting Director until the position is filled. The paperwork has been submitted to do this but it still needs approval from the Mayor and City Manager.

The Board discussed the replacement for Mr. Vialpando and encouraged the City to promote within the Division of Senior Services, particularly Lugi Gonzales who has assisted Mr. Vialpando during his tenure as Division Director. Ms. Gonzales has performed the duties of an Assistant and is familiar with the Senior Programs, etc.

The Board Members acknowledged and thanked Mr. Vialpando for all he has done for the senior citizens of the City of Santa Fe. The Board presented a Certificate of Appreciation to Mr. Vialpando for the 25 years of outstanding service he has provided to the senior citizens of the City of Santa Fe.

Senior Day at the Legislature

Mr. Vialpando noted that Senior Day at the Legislature will be January 17, 2017. He encouraged the Board Members to attend.

Terms for Board Members

Lugi Gonzales noted that the terms for the Mayoral appointments will be expiring at the end of January. The Division of Senior Services will work on a letter to request the new Mayoral appointments or reappointments.

Mr. Vialpando thanked the Board Members for their years of service. He said this has been rewarding for him and the senior citizens of the City of Santa Fe.

Change of Time for meetings

Ms. Gallegos asked if the Board would consider changing the starting time of the meetings to 10:00 a.m. After a brief discussion, there was consensus to postpone action on this until the new Board Members are appointed.

TIME AND PLACE OF NEXT MEETING

The next meeting is scheduled for January 18, 2017 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 10:20 a.m.


Andres Romero, Chairperson

Respectively submitted by:


Jo Ann G. Valdez, Stenographer

City of Santa Fe, New Mex

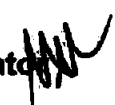
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EXHIBIT

A

Date: December 7, 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:

- Volunteers expressed gratitude and thanks for the \$40.00 recognition gift card that they received in November. One volunteer in particular was in need of warm shirts and jeans and he was able to purchase some with the card.
- Since last month, one Senior Companion volunteer has been recruited. She has been assigned two clients who needed assistance with errands and minor housework. The program still has approximately 14 seniors on the waiting list who would like the assistance of a Senior Companion. We are budgeted for 32 Senior Companions and we currently have 33 active Senior Companions.
- We have scheduled a follow up to the "Being Mortal" in-service meeting that will be held on November 8th. During our November 3rd in-service meeting regarding death and dying, many volunteers expressed an interest in having a follow up meeting regarding Being Mortal Concerns. Presenters from the panel will speak in small groups about end-of-life goals and communicating with loved ones. They will also offer assistance with reviewing advance care directive documents.
- Our mandatory December in-service meeting will take place on Tuesday, December 13th. The meeting is regarding fraud and scam prevention and is sponsored by the Mayor's office.
- Funds in the Grandparents Raising Grandchildren Program are still available for people who qualify. Referrals for this program should be made to Melanie.

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

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Date: December 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:

- Volunteer Program Administrators (Triston & Melanie) participated in an interview on Wednesday, 11/9 with K-LOVE (90.7 FM) radio about volunteering in Santa Fe. The interview aired on Sunday, December 4 and will air again in January (date TBD).
- Volunteer Programs staff attended a meeting on Thursday, 11/10 to hear about the City of Santa Fe's newly implemented volunteer policy. In the past, the city has not had a clearly stated policy regarding volunteers and so each Department/Division established their own; now the city wants a uniform policy. The policy is still being modified as there are many questions that arose during the meeting. Some that would affect the Senior Volunteer Programs involve:
 - Volunteer drivers – the new policy states that volunteers “shall not drive a City vehicle or their own vehicle in the performance of their duties.” An exemption is going to be given to the Senior Volunteer Programs, however it must first go through the legal department and so we are on hold with that, but were advised to resume business as usual.
 - Background checks – the policy states that “a criminal background check will be completed on all Applicants over the age of 18 regardless of what task they will be assigned.” This means RSVP volunteers may be required to undergo a background check, which has not been a program requirement thus far. We are waiting to hear if all current RSVP volunteers will need to do this, or if it will only apply to volunteers from now on.
- The Volunteer Programs hosted the “Giving Thanks” dance on Thursday, November 17th from 1 – 4 p.m. to recognize and thank FGP, RSVP, and SCP volunteers for everything they do. The dance featured music by Bandalegre, light refreshments were served, and gifts were distributed. This event is in lieu of the annual spring recognition for the upcoming year (2017); the money saved by not hosting the spring luncheon was used to purchase \$20 gift cards to Walmart/Sam's Club for all RSVP volunteers. At this time we plan to host the luncheon every other year rather than annually, due to the rising cost of food and event supplies and the decreasing in attendance numbers over the last few years.
- RSVP is working on the new grant (begins April 2017) and also setting new performance measures for the new grant cycle.

- **RSVP has three new station partners:**
 - **Gerard's House**, a safe place for grieving children, teens and families, where healing happens through acceptance and peer support. Services are offered free to any family with one or more children, ages 3-21, who have experienced the death of a close family member or friend. Volunteers serve as support group leaders.
 - **New Mexico National Guard Museum** (formerly Bataan Memorial Museum), which features artifacts, images, press clippings, weapons and uniforms carried or worn by Guardsmen dating back to the 19th century to present, honors the history of the New Mexico National Guard and places specific importance on the infamous Bataan Death March. Volunteers will greet visitors and give a short tour of the display area, highlighting the major areas of New Mexico National Guard heritage; also a way to reach out to the Veteran community.
 - **Santa Fe Children's Museum**, whose mission is to build upon a child's natural sense of joy and discovery by cultivating habits of inquiry in the arts, sciences, and humanities. Volunteer opportunities: engage with visitors, education program facilitator, and Earthworks Garden Assistant/Facilitator (watering, weeding, pruning, composting).

Please feel free to contact Triston Lovato-Armstrong at (505) 955-4760 if you have questions.

Thank you!

City of Santa Fe, New Mexico

memo

DATE: December 6, 2016

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

November, 2016 units of service are as follows:

- Homemaker – 671 hours to 110 clients
- Respite – 738 hours to 36 caregivers
- Equipment - 41 units
- Nutritional Supplements – 65 cases

Units of service were short by 63.75 regarding Homemaker hours and short by 454.75 for Respite hours for November totaling 518.5 hours short for In-Home Support. Year to date, we are over in Homemaker hours by 10 hours and short in Respite by 799.75 hours. IHSS providers took off a total of 421.25 hours in November. Additionally, November 11, 24, and 25 were holidays. Of these 421.25 hours, 72 were administration leave and 144 were Family Medical Leave. The respite care provider on administration leave is no longer employed; and the respite care provider on Family Medical Leave will not return to work until January, 2017.

We are short one respite care provider since August 11. We will be conducting interviews December 7. Additionally, we are requesting to advertise for another respite care provider.

We have again teamed up with Home Instead Senior Care in their "Be a Santa to a Senior Program". Christmas trees with needy Senior's names are up at St. Vincent Hospital, Santa Fe Place Mall, and both Wal-Marts through December 16. Our annual gift wrapping party will be on Tuesday, December 20 here at the MEG beginning at 1:00.

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

City of Santa Fe, New Mexico

memo

Date: December 06, 2016

To: DSS Advisory Board Members

From: Fran Rodriguez, DSS Project Manager

Subject: Transportation/Nutrition Committee Monthly Report

Transportation Monthly Report

- In November 2016, DSS Transportation staff provided a total of 3,184 rides to seniors.

Nutrition Monthly Report

- In November 2016, DSS Nutrition staff provided a total of 11,392 meals-on-Wheels to DSS clients.
- In November 2016, DSS Nutrition staff provided a total of 5,403 congregate meals.

City of Santa Fe, New Mexico

memo

Date: December 6, 2016

Fr: Cristina Villa, DSS Program Coordinator



Subj: Senior Olympics

The Senior Olympics Committee will be meeting on Wednesday, December 14th at Tomasitas. Committee is working on the final changes to the program. We are shooting for the program to be ready before the end of the year. Kick off will be on Monday January 9th from 9:00 a.m. -12:00 noon at the MEG center

Next meeting will be on Monday, January 11th at MEG Center Board Room