



Agenda

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DIVISION OF SENIOR SERVICES
SENIOR ADVISORY BOARD OF DIRECTORS
Mary Esther Gonzales Senior Center
1121 Alto Street, Santa Fe, NM
Wednesday, June 15, 2011
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, 2011
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Interim Director
a.) City/County Transition Update
- VII. COMMITTEE REPORTS
- VIII. UNFINISHED OTHER BUSINESS
- IX. NEW BUSINESS
- X. COMMENTS FROM FLOOR
- XI. DATE AND LOCATION OF NEXT MEETING
- XII. ADJOURNMENT

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DIVISION OF SENIOR SERVICES
ADVISORY BOARD MEETING

June 15, 2011

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MINUTES OF THE
DIVISION OF SENIOR SERVICES
ADVISORY BOARD OF DIRECTORS
June 15, 2011

A meeting of the City of Santa Fe Division of Senior Services Advisory Board of Directors was called to order by Janet Amtmann, Vice Chairperson at 9:30 a.m. on this date at the Mary Esther Gonzales Senior Center in the Board Room, 1121 Alto Street, Santa Fe, New Mexico.

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

MEMBERS PRESENT

Janet Amtmann, Vice Chairperson
Rosemarie Trujillo, Secretary
Bernardo C de Baca
Ray Chavez
Elaina K. Gonzalez
Connie Medina
Virginia Montoya
Ken Scott
Olivia Trujillo

MEMBERS EXCUSED

Andres Romero, Chairperson
Mary Louise Giron
Doug Schocke
Susan S. Warren

STAFF PRESENT

Fidel Cordova, Division of Senior Services, Head Cook-MEG Center
Lugi Gonzales, Division of Senior Services
Ron Vialpando, Division of Senior Services Interim Director

OTHERS PRESENT

Jo Ann G. Valdez, Stenographer

INVOCATION

Invocation was led by Vice Chairperson Janet Amtmann

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all present.

APPROVAL OF AGENDA

Ms. Gonzalez moved to approve the agenda as published. Mr. Chavez seconded the motion, which passed unanimously by voice vote.

APPROVAL OF MINUTES: May 18, 2011

Mr. Chavez moved to approve the Minutes of the May 18, 2011 meeting as presented. Ms. Rosemarie Trujillo seconded the motion, which passed unanimously by voice vote.

DSS DIRECTOR'S REPORT

Mr. Vialpando reported as follows:

a. City/County Transition Update

- Things are moving quite well with respect to the transition of the City senior facilities to the County. The transition is on schedule to take place on July 1st. The personnel issues have been taken care of - with regards to transferring the employees. The employees were encouraged to apply for the positions that the County posted; the County has selected the employees and is in the process of finalizing the positions.

Ms. Rosemarie Trujillo asked if the employees will be transferred; or do they have to reapply for the positions.

Mr. Vialpando said the employees had to reapply for the positions. He noted that the city employees will lose their sick leave but they will get paid for their annual leave. Also, the temporary employees who had no retirement benefits will now have retirement benefits.

- An analysis was done on the inventory and equipment at each of the centers. This includes things like tables, chairs, printers, kitchen equipment, kitchen utensils, pots and pans, serving tools, etc. They have compiled this information and put it in a packet that will go before the Finance Committee for review and approval at their next meeting.
- This also includes the 14 vehicles that will be transferred to the County. They have will have an ADA vehicle; a refrigerated vehicle for Meals on Wheels, inventory vehicles and other program vehicles.

- The DSS consulted with the Purchasing Office (the fixed asset staff person) for the City of Santa Fe to ensure that the agreement between the City and County is legal and binding.
- The DSS has made a commitment that there would be a seamless transition and that the services will not be affected.

Mr. Vialpando said that the City will continue to assist the County with the transition.

Mr. Chavez asked if there have been discussions on how this Board is going to operate.

Mr. Vialpando said no, not as of yet. He suggested that the Board discuss this further at the next meeting because he will know more by then.

Vice Chairperson Amtmann noted that she has been trying to get with someone at the County to get copies of by-laws and find out how the Board will be structured. However, she has not been able to meet with them as of yet. She mentioned that Cathy Berkley is working on putting together policies under the guidelines of the AAA.

Ms. Olivia Trujillo said she was told that they are looking at one individual from each center to sit on the County Senior Citizen Board.

Ms. Rosemarie Trujillo noted that six members of the DSS Board are City appointees.

Mr. Vialpando continued with his report as follows:

- The City has wrapped up the budget process. The DSS had a slight cut/reduction in federal funding of 1%; however they will maintain the same level of services.
- There was a general DSS staff meeting last week – 75% of the 90 employees attended the meeting and they discussed the transition. It was a very positive meeting and the employees are ready for the transition.
- Mr. Vialpando distributed the handout for the A*C*T (Accountability, Customer Service and Transparency) Training/Policy for the month of June. The tips for the month are: *“Keep a Positive Safety Attitude and Phone Etiquette”*. A positive safety attitude prevents accidents, injuries and illnesses. The telephone is one of the most important tools in doing business and communicating with customers. Staff was given tips for good telephone skills such as: answering the phone as soon as possible and identifying themselves to the caller; speak clearly; people need to be able to understand you. Also, if a call goes to voicemail, staff should respond to the message

within 24 hours, if possible. It doesn't take much to be polite, courteous and helpful over the phone. As employees of the City of Santa Fe, staff has a responsibility to serve the public and each other in the best way possible, whether it is in person or over the phone.

COMMITTEE REPORTS:

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

UNFINISHED/OTHER BUSINESS

Mr. Vialpando said at the last Board meeting, a question was asked if the DSS could transfer the computer lab to the City of Santa Fe. A meeting was held with the City of Santa Fe ITT staff person, Mr. Williams, and a proposal was presented to him to transfer at least the technical support of the computer program. Mr. Williams indicated that he did not think that this would be a problem and they hope to have this project completed by next month. Mr. Vialpando noted that this could be a savings for DSS because they presently have a contract for internet services.

NEW BUSINESS

A. Letter to the Honorable David Coss, Mayor, on behalf of Fidel Cordova [Copies of the letter were distributed in the members' packets.]

The letter commended Mr. Cordova for the extraordinary and exemplary job that he is doing as Head Cook at the Mary Esther Gonzales Senior Center. The letter was hand-delivered to Mayor Coss on May 31st.

Mr. Cordova gave a presentation on his position and provided a history of his background. Mr. Cordova has been a cook at the MEG Center for over 12 years and does a great job.

B. Announcement that Cathy Berkley is leaving

Vice Chairperson Amtmann announced that Cathy Berkley will be leaving the County Senior Services Program. Ms. Berkley will be moving out of town and her last day is on Friday. There will be a farewell luncheon for Ms. Berkley on Friday at the El Dorado Senior Center. Ms. Berkley's position has been posted.

Vice Chairperson Amtmann mentioned that the cook (Cindy) at the El Dorado Senior Center fell at the grocery store, injured her shoulder and has not been able to cook for over four weeks. The employees of the County Senior Services Program have been helping out.

Vice Chairperson Amtmann noted that she and Cindy were working with the Alliance of the Pojoaque High School on having a "hoop-house" for the garden beds at

the El Dorado Senior Center. The “hoop-house” is a large garden structure that they put over the garden beds that will allow them to start growing fruits and vegetables earlier and harvest later. 15 volunteers came out to the Senior Center on a Saturday and helped with this. The Pojoaque High School also donated a scholarship to help pay for the costs.

COMMENTS FROM THE FLOOR

Mr. Chavez said on behalf of the residents in the northern portion of the County, he would like to thank the City for all they have done and for participating in the senior service programs. He said the City staff has done a great job.

Ms. Olivia Trujillo agreed and reiterated that City staff has done a fantastic job.

Mr. Vialpando noted that the end of the Fiscal Year City and County dance will be held on June 30th from 1:00 p.m. to 4:00 p.m. at the MEG Center. Music will be provided by Camino Oscuro. The Board Members were invited to attend.

Ms. Olivia Trujillo noted that the Chimayo Senior Center is still having water issues. She asked if Mr. Pacheco could report further on this at the next meeting.

Ms. Gonzalez asked about the medical alert medallions.

Mr. Vialpando said he will give Mr. Pacheco a call to see if he can attend the next meeting to report on these.

TIME AND PLACE OF NEXT MEETING

The next meeting was scheduled for July 20, 2011 at 9:30 a.m. at the Mary Esther Gonzales Senior Center.

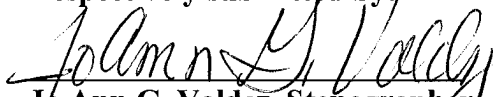
ADJOURNMENT

There being no further business to come before the Board, Ms. Rosemarie Trujillo moved to adjourn the meeting, seconded by Mr. C de Baca, the meeting adjourned at 10:30 a.m.

Approved by:

Janet Amtmann, Vice Chairperson

Respectively submitted by;


Jo Ann G. Valdez, Stenographer