



Agenda

DATE 1/10/13 TIME 5:00pm

SERVICED BY Luigi Gonzales

RECEIVED BY

*[Signature]*

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

State Capitol Round House – Committee Room #305

490 Old Santa Fe Trail, Santa Fe, New Mexico

Thursday, January 24, 2013 (9:30 a.m.)

- I. CALL TO ORDER
- II. INVOCATION/PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – December 19, 2012
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
  - A. Introduction of Legislators and Dignitaries
  - B. 2013 Capital Outlay Request
- VII. COMMENTS FROM LEGISLATORS
- VIII. COMMITTEE REPORTS
  - A. Foster Grandparent/Senior Companion Programs
  - B. RSVP
  - C. In-Home Support
  - D. Transportation/Nutrition Programs
  - E. Senior Olympics
- IX. UNFINISHED OTHER BUSINESS - None
- X. NEW BUSINESS
  - Advisory Board Reappointments
- XI. COMMENTS FROM FLOOR
- XII. DATE AND PLACE OF NEXT MEETING
- XIII. ADJOURNMENT

Persons with disabilities in need of accommodations may contact the City Clerk's office at (505) 955-6520, five (5) working days prior to the meeting date.

## INDEX OF MINUTES

### DIVISION OF SENIOR SERVICES

#### ADVISORY BOARD MEETING

January 24, 2013

<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</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> December 19, 2012	<b>Approved [as amended]</b>	<b>2</b>
<b>DSS DIRECTORS REPORT-Ron J. Vialpando, Director</b>		
a) Introduction of Legislators and Dignitaries		<b>2</b>
b) 2013 Capital Outlay Request		<b>2-3</b>
<b>COMMENTS FROM LEGISLATORS</b>		<b>3</b>
<b>COMMITTEE REPORTS</b>		
a) Foster Grandparent/Senior Companion		<b>4</b>
b) RSVP Program		<b>4</b>
c) In-Home Support Services		<b>4</b>
d) Transportation/Nutrition Programs		<b>4-5</b>
e) Senior Olympics		<b>5</b>
	<b>Distributed/Approved</b>	
<b>UNFINISHED/OTHER BUSINESS</b>	<b>None</b>	<b>5</b>
<b>NEW BUSINESS</b>		
a) Advisory Board Reappointments	<b>Motion passed</b>	<b>5</b>
<b>COMMENTS FROM THE FLOOR</b>		<b>5-6</b>
<b>DATE AND LOCATION OF NEXT MEETING</b> (Scheduled for February 20, 2013 at the Mary Esther Gonzales Senior Center)		<b>6</b>
<b>ADJOURNMENT</b>	<b>Adjourned at 10:30 a.m.</b>	<b>6</b>

**DRAFT: SUBJECT TO APPROVAL**

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

**January 24, 2013**

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 State Capitol Round House, Committee Room #310, 490 Old Santa Fe Trail, 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  
Rosemarie Trujillo, Secretary  
Gilbert Alarid  
Bernardo C de Baca  
Toni Ann Gallegos  
Dennis Gonzales  
Virginia Lucero  
Corrine Sanchez  
Doug Schocke

**MEMBERS ABSENT**

Elaina K. Gonzalez, excused

**STAFF PRESENT**

Lugi Gonzales, Division of Senior Services Project Manager  
Louise Kippert, Division of Senior Services FGP/SCP Administrative Secretary  
Ron Vialpando, Division of Senior Services Director  
Thomas Vigil, Division of Senior Services Nutrition Program Administrator

**OTHERS PRESENT**

Senator Phil Griego  
Senator Nancy Rodriguez  
Representative Carl Trujillo  
Representative Jim Trujillo  
Representative Luciano (Lucky) Varela  
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. Sanchez seconded the motion. The motion passed unanimously by voice vote.**

## **APPROVAL OF MINUTES: December 19, 2012**

The following change was made to the Minutes of the December 19, 2012 meeting:

Page 3, the date of the next meeting was changed to: January 24, 2013.

**Ms. Giron moved to approve the Minutes of the December 19, 2012 meeting as amended. Mr. C de Baca seconded the motion. The motion passed unanimously by voice vote.**

## **DSS DIRECTOR'S REPORT**

### **a) Introduction of Legislators and Dignitaries**

Mr. Vialpando noted that today is Senior Day here at the Legislature and it begins at 10:00 a.m. He mentioned that invitations were sent out to the local (city and county) delegation. The Legislators and Dignitaries were introduced later under Comments from the Legislators.

### **b) 2013 Capital Outlay Request**

Mr. Vialpando said the DSS 2013 Capital Outlay Request was submitted, reviewed and approved by the AAA. The projects were prioritized and ranked from high to critical. Capital Outlay projects other than new construction ranked critical or high will be processed through the Aging and Long Term Care Services Department's statewide legislative request (Representative Nick Salazar). This bill sponsored by Representative Nick Salazar will be heard in the next couple of days.

Of the request, the City of Santa Fe has \$546,363 for special projects; \$128,500 is for vehicles replacement; \$146,800 for the MEG Senior Center renovations; \$154,000 for improvements to the parking lot at the MEG Senior Center; \$82,072 for kitchen

equipment that is in need of replacement within the City of Santa Fe and \$34,991 for exercise equipment.

Mr. Vialpando said the contracts for the \$1.1 million GO Bond that was approved at the November election will probably be done in April or May. There will be eight separate contracts for the special projects that have been approved.

### **COMMENTS FROM LEGISLATORS**

Representative Luciano (Lucky) Varela said he represents District 48 here in Santa Fe and he wants to ensure that the government takes care of the elderly and children in terms of health care and senior services. He mentioned that the Governor accepted open enrollment for Medicaid recently and this will cover the people who are not currently covered by Medicaid, or who cannot qualify for other services.

Representative Varela said in terms of the Aging and Long Term Care Services Department, they want to make sure that the senior centers are well represented; and that the services can be delivered for the seniors who attend the centers, and for those who are homebound and cannot attend the centers. He said he would like the senior programs to be adequately funded. He invited the Board Members to attend the budget hearings.

Ms. Gallegos asked Representative Varela when the seniors will get a senior center on the south side of town. She noted that they were supposed to get one years ago but instead the city ended up building a skating rink.

Representative Varela asked Ms. Gallegos if they have submitted a funding request. He suggested that they talk to Representative Nick Salazar and Senator Phil Griego about the request. Chairman Romero said he is going to assign an ad hoc committee to work on this. (This was discussed further under Comments from the Floor).

Senator Griego welcomed the Board to the Capitol. He said communication is very important for the Legislators to know what the senior needs are. He said the Legislators will need a capital outlay request for the senior center that they want on the south side. He mentioned that he is in Room 323 if anyone wants to discuss any issues or concerns with him, or if they just want to visit.

Representative Jim Trujillo thanked the Board for volunteering their time and for everything they do for the senior citizens. He said he also supports senior services.

Representative Carl Trujillo also acknowledged the Board for what they do and said he too supports senior services.

Senator Rodriguez arrived after the meeting concluded but she also supports senior services.

The Board thanked the Legislators and Dignitaries for their support and for all they do for the elderly population.

## **COMMITTEE REPORTS:**

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

### **Foster Grandparent /Senior Companion Programs Committee**

Ms. Giron referred to the bullet that said that volunteers will participate in an intergenerational project with students at Aspen Community School. About 20 volunteers will provide a mini interview to seventh grade students about their life. The students will write a small biography and share it with the volunteers. Ms. Giron asked what the FGP/SCP will gain from interviewing the Aspen Community School students.

Ms. Kippert said it is more of an interaction experience and learning tool for the students and the senior citizens. She said they find that when they incorporate this type of activity with the senior citizens, there is a better understanding between the two generations and it closes the communication gap. It also creates a dialog between the generations. She mentioned that they are compiling the biographies now.

Ms. Giron suggested that a booklet be made of the biographies and that the students be invited to attend a future Board meeting.

Ms. Kippert said she would take this information back to Melanie Montoya.

**Mr. Alarid 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**

**Mr. Schocke moved to accept the RSVP 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.**

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

**Ms. Lucero moved to accept the In-Home Support Committee monthly report as submitted, and include it as a part of the public record with the Minutes. Ms. Giron 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. Trujillo moved to accept the Senior Olympics Committee monthly report as submitted and include it as a part of the public record with the Minutes. Mr. Alarid seconded the motion. The motion passed unanimously by voice vote.**

### **UNFINISHED/OTHER BUSINESS**

There was no unfinished or other business.

### **NEW BUSINESS**

#### **a) Advisory Board Reappointments**

Chairman Romero said the terms for the following Board Members will be expiring:

Elaina K. Gonzalez  
Gilbert Alarid  
Mary Louise Giron  
Dennis Gonzales  
Virginia Lucero  
Corrine Sanchez

He noted that they were contacted and asked if they would like to be appointed for another 2-year term and they have all agreed.

**Ms. Trujillo moved to approve the reappointments of the above-noted Board Members (for a 2-year term). Mr. C de Baca seconded the motion. The motion passed unanimously by voice vote.**

Ms. Giron asked if they will still be members of the committees that they have been assigned to.

Chairman Romero said yes, if they so desire to.

### **COMMENTS FROM THE FLOOR**

#### **South side Library**

Chairman Romero appointed Artie Baca (non-Board Member), Tonie Ann Gallegos and Bernardo C de Baca to the ad hoc committee to work on the request for a senior center on the south side. The funding request will be in preparation for the upcoming 2014 Legislative Session.



Mr. Vialpando informed them that the request would have to go through the Aging and Long Term Services Department process and they will also need to involve the City, the City Council and the Mayor.

Ms. Gallegos will set up a meeting for the ad hoc committee.

#### **Comcast Internet Services**

Mr. Schocke noted that Comcast may be offering internet services for \$10.00 a month for a 3-year term because Comcast was overcharging. Chairman Romero asked Mr. Schocke to get more information on this and report back to the Board. Mr. Schocke said he is talking to someone in Washington, DC and he hopes to have a report by the next meeting.

#### **2013 Defibrillator Maintenance Schedule**

Copies of the 2013 Defibrillator Maintenance Schedule were distributed. There are defibrillators at the MEG Center, Pasatiempo, Luisa and Consuelo Senior Centers.

#### **Lobbying Committee**

Chairman Romero asked the Board whether or not it would be a good idea for the Board to have a Lobbying Committee. *There was consensus of the Board that this is a good idea.*

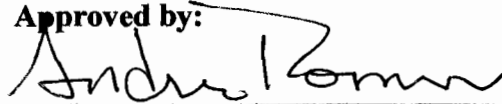
#### **TIME AND PLACE OF NEXT MEETING**

The next meeting was scheduled for February 20, 2013 at 9:30 a.m. at the Mary Esther Gonzales Senior Center.

#### **ADJOURNMENT**

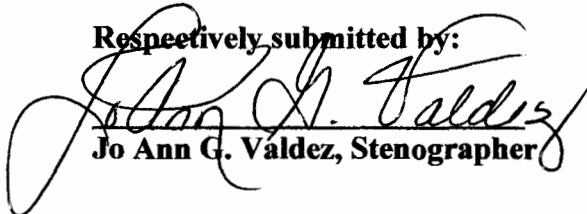
There being no further business to come before the Board, the meeting adjourned at 10:30 a.m.

Approved by:



**Andres Romero, Chairperson**

Respectively submitted by:



**Jo Ann G. Valdez, Stenographer**

# City of Santa Fe, New Mexico

# memo



**Date:** January 14, 2013

**To:** Senior Services Board of Directors

**From:** Melanie Montoya, Volunteer Programs Administrator *MM*

**Re:** Foster Grandparent/Senior Companion (FGP/SCP) Programs

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The following are some program highlights:

- We are currently having a challenging year with the Foster Grandparent Program. We have been able recruit many volunteers but we have also lost many long time volunteers due to different reasons such as health, moving away and death. Staff will continue recruitment efforts in order to fill approximately five available slots.
- Our Senior Companion Program has all volunteer slots full and will not need any new recruits for some time. We continue to work collaboratively with our In-Home Support Section to assist any clients on the waiting lists.
- Our next in-service meeting will be on Tuesday, February 29, 2013. The focus will be on Martin Luther King Jr. Day and we will have speakers who made positive differences. We are still in need of speakers and welcome suggestions.
- Volunteers will participate in an intergenerational project with students at Aspen Community School. About 20 volunteers will provide a mini interview to seventh grade students about their life. The students will write a small biography and share it with the volunteers.
- During mid-year budget review, our numbers are right on target and we will plan on spending all funds by the end of the fiscal year.

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:** January 11, 2013

**TO:** DSS Board of Directors *WJH*

**FROM:** Kristin Slater-Huff, RSVP Coordinator

**SUBJECT:** RSVP Advisory Council Meeting

The RSVP Advisory Council holds regular meetings every other month. Our last meeting was on December 11<sup>th</sup> and our next meeting will be on January 22<sup>nd</sup> so the Senior Board of Directors is up to date on our business.

# City of Santa Fe, New Mexico

# memo

DATE: January 11, 2013

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

December units of service are as follows:

- Homemaker – 570.50 hours to 91 seniors
- Respite – 678.75 hours to 38 caregivers
- Equipment - 22 units
- Nutritional Supplements – 72 6-packs (18 cases)

Units of service were short by 143.75 regarding Homemaker hours and short by 78.75 for Respite hours totaling 222.50 short for December. IHSS providers took off a total of 333.50 hours last month. Additionally, there were two holidays and one two hour delay in December totaling 114 more hours off. Year to date, we are behind in Respite hours by 364.75 hours and behind in Homemaker hours by 190.75 hours totaling 555.50 hours which have been added to the next six months of the fiscal year. Monthly units will need to be increased by 93 hours. This is doable since we now have twelve providers instead of eleven.

Over three-hundred seniors received a gift from “Santa” due to the efforts of Chico Marquez, owner of Home Instead Senior Care! Chico asks DSS and Casa Real Health Center for names of needy seniors and placed their name on an ornament that went on Christmas giving trees at the two Wal-Marts in Santa Fe as well as St. Vincent Hospital. Santa Fe residents again demonstrated how generous they are.


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

# City of Santa Fe, New Mexico

# memo

Date: January 15, 2013

To: DSS Advisory Board Members

From:  Thomas Vigil, DSS Program Administrator

Subject: Transportation/Nutrition Committee Monthly Report

## **Transportation Monthly Report**

- In December, staff provided a total of 3,341 rides to seniors.

## **Nutrition Monthly Report**

- In December, DSS provided 12,307 meals-on-wheels to DSS clients.
- In December, DSS provided 4,449 congregate meals.
- The next quarterly committee meeting will be held on April 9<sup>th</sup> in the MEG Center Board Room.

# City of Santa Fe, New Mexico

# memo

Date: January 14, 2013

To: Board of Directors

Fr: Cristina Villa, DSS Program Coordinator *CV*

Subj: Senior Olympics

Senior Olympics committee met on Wednesday, January 9th at Mary Esther Gonzales Senior Center board room. We discussed kick-off registrations which was held on Monday, January 7<sup>th</sup>. We had a total of 36 athletes register. Also, we will be issuing the 15 punch pass to those athletes who participate in one or more events. Cards will be issued in Mid-May. Publicity was placed in the Santa Fe New Mexican Community Bulletin Board, and the Upcoming Events notice in the Sports section; in Pasatiempo in the Calendar section, the Reporter under announcements.

Next meeting will be on Wednesday, February 13 at 9:30.

# RSVP Coordinator's Report

## January 22, 2013

### Volunteer Recognition

- We completed the mini-recognition events with hot spiced cider, cookies and gifts at the SF County Senior Centers except Chimayo which we cancelled due to snow.
- We continue to give out gifts to volunteers who stop in at our office.
- Our spring volunteer recognition luncheon at the Convention Center will be on May 7<sup>th</sup>. We have lined up a cook and we are working on confirming with a band and choosing a menu.

### RSVP Volunteers and Stations

- We have an in-person training for the American Red Cross' "Ready when the Time Comes" program Feb 5<sup>th</sup> and 6<sup>th</sup> and got several new volunteers recently.
- We have enrolled a new handyman and his wife. He does maintenance at the SF Public Schools and they both passed the background check.
- Kristin met with new staff at Jr. Achievement to explain RSVP and have an updated MOU signed.
- We participated in a meeting of the Santa Fe County Advisory Board, explaining RSVP and receiving staff support for our work at County senior centers.

### Reports, Training, Days of Service

- Marisa has turned in the Quarterly Volunteer Hours Report for October, November and December. The totals were 480 volunteers reported 34,115 hours at 69 volunteer stations.
- Kristin participated in a webinar/conference call about the next grants for CNCS.
- Kristin finished the third year update in the three-year current grant cycle, using Marisa's numbers collected.
- Marisa continues to track all volunteer data for mandated reports, including entering all new volunteers into the database and deleting inactive members. We have 645 volunteers enrolled volunteers, although not all report at any given quarter.
- The huge grant cycle will open early summer and be due late summer. That is the first re-competition grant where we may or may not get re-funded.
- Kristin has found a grant writer she would like to use. She explained that many grant writers charge 10% of the grant. Our CNCS grant award is \$28,912 so the average cost for grant writing services might be round \$2,800.
- Our MLK Day event will be at 9:00 a.m. on Tuesday, January 29<sup>th</sup> at MEG. Doug Schoke will be the featured speaker, and several other seniors will speak on civil rights issues.

### Alliance for area Agencies on Aging

- Kristin completed the Alliance Advocacy Handbook for people who want to speak to legislators in support of funding for senior programs.
- Kristin has completed the huge Excel spreadsheet of the N.M. House and Senate by County.
- Kristin had to decide on the final legislative request for each volunteer program statewide.
- Kristin wrote a proclamation for Mayor Coss to read at Senior Day.
- We will have a Santa Fe Senior Services table at Senior Day on January 24<sup>th</sup> from 9:00 to noon. We have one volunteer planning to help staff it at 8:30, but we welcome anyone else.

### Special Projects

- Prime Time Publishing approached Kristin to put out a Caregiver Resource Guide for the Santa Fe area. After much effort, Kristin got all of the Santa Fe Senior Services information put in it for free.
- We spent an afternoon putting mailing labels on 500 newsletters because our usual volunteers were unable to do it.
- Kristin participated in the Elder Resource Fair at the Unitarian Church on a Sunday afternoon.
- We are both on the Conference on Aging Planning Committee again. The Conference will be August 20<sup>th</sup> and 21<sup>st</sup> at the Hard Rock Conference Center.
- Kristin delivered ECHO to one route with a volunteer in December. Now we have done all three delivery routes with our volunteers.
- Kristin gave out gifts to clients at Food for Santa Fe for Christmas. She and her family do this every year, partly as an RSVP outreach.
- Kristin moved boxes for a senior who would be kicked out of Civic Housing if she didn't get heavy boxes away from her water heater.
- RSVP has a website! It is [www.rsvpsantafe.org](http://www.rsvpsantafe.org) and it is wonderful! A volunteer designed it. Please check it out. It should help us with recruiting, volunteers turning in hours and more.

### Upcoming Project

- We are required to conduct an internal program assessment Feb 7<sup>th</sup> and 8<sup>th</sup>.
- We could use four members to commit to about 3 hours each one day or the other.
- Kristin will contact you about specifics.

Respectfully Submitted,

Kristin Slater-Huff, RSVP Coordinator

Presented by  
Marisa Romero, RSVP Administrative Secretary