



Agenda

DATE 6/5/13 TIME 10:14

PREPARED BY Lugi Gonzales

APPROVED BY [Signature]

DIVISION OF SENIOR SERVICES SENIOR ADVISORY BOARD OF DIRECTORS

Mary Esther Gonzales Senior Center

1121 Alto Street, Santa Fe, NM

Wednesday, June 19, 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 – May 15, 2013
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
 - A. Program Units of Service
 - B. AAA Assessment Report
 - C. 2014 Capital Outlay Request
- VII. COMMITTEE REPORTS
 - A. RSVP
 - B. Foster Grandparent/Senior Companion Programs
 - C. Transportation/Nutrition Programs
 - D. In-Home Support
 - 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 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

June 19, 2013

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INVOCATION/PLEDGE OF ALLEGIANCE		1
ROLL CALL	Quorum	2
APPROVAL OF AGENDA	Approved	2
APPROVAL OF THE MINUTES		
May 15, 2013	Approved [as submitted]	2
DSS DIRECTORS REPORT-Ron J. Vialpando, Director		
a) Program Units of Services Update	Informational	2
b) AAA Assessment Report	Informational	3
c) 2014 Capital Outlay Request	Informational	3
COMMITTEE REPORTS		
a) RSVP		3
b) Foster Grandparent/Senior Companion Program		3
c) Transportation/Nutrition Programs		4
d) In-Home Support Services		4
e) Senior Olympics		4
	Distributed/Approved	
UNFINISHED/OTHER BUSINESS	None	4
NEW BUSINESS		4
COMMENTS FROM THE FLOOR		4
DATE AND LOCATION OF NEXT MEETING		
(Scheduled for July 17, 2013 at 9:30 a.m.)		4
ADJOURNMENT	Adjourned at 10:30 a.m.	5

MINUTES OF THE
DIVISION OF SENIOR SERVICES
ADVISORY BOARD OF DIRECTORS

June 19, 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 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
Rosemarie Trujillo, Secretary
Gilbert Alarid
Bernardo C de Baca
Toni Ann Gallegos
Dennis Gonzales
Elaina K. Gonzalez
Virginia Lucero
Corrine Sanchez
Doug Schocke

MEMBERS ABSENT

Mary Louise Giron, Vice Chairperson, excused

STAFF PRESENT

Lugi Gonzales, Division of Senior Services Project 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 Doug Schocke and was recited by all present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES: May 15, 2013

Ms. Lucero moved to approve the Minutes of the May 15, 2013 meeting as submitted. Ms. Gonzalez seconded the motion. The motion passed unanimously by voice vote.

DSS DIRECTOR'S REPORT

a) Program Units of Services Update

[A spreadsheet on the *Division of Senior Services Program Units of Services – Actual vs DPS Fiscal Year 2012-2013* - is hereby incorporated with these Minutes as Exhibit "A".]

Mr. Vialpando gave an update on the Program's Units of Services as follows:

- With one month left in the fiscal year, the DSS has closed the gap for units of services for congregate meals, and are over projections by approximately 1000 units.
- The units of services for home-delivered meals are over projections by 5,846 units.
- The units of services for transportation were short by 399 units.
- The DSS has been able to close the gap for the units of services for respite and homemaker services. The units of services for respite are over projections by 164 hours; and the units of services for homemaker services are also over projections by 156 units.

Mr. Vialpando offered to have a final report on the units of services for this fiscal year at the next meeting.

b) AAA Assessment Report

Mr. Vialpando said AAA recently conducted an audit of the senior program on April 22-26, 2013. There were no significant findings. They were impressed with the DSS Program in the terms of the structure of the program; the effectiveness of the staff; the cleanliness of the facility and all the volunteers involved in all of the DSS programs. AAA would like to see a training program established for all DSS staff. The DSS received a written report from AAA and Mr. Vialpando briefly reviewed the report.

c) 2014 Capital Outlay Request

Mr. Vialpando reported that the DSS is in the process of closing the budget for this fiscal year. The DSS is also working on the capital outlay request for replacement vehicles, which was not approved last fiscal year. The total request for replacement vehicles for the DSS is \$623,500.

The capital outlay request for upcoming projects will include funding for kitchen equipment, a small kitchen renovation for the MEG Senior Center; and two new HVAC systems (heating, venting and air conditioning system) for the MEG Senior Center at a cost of approximately \$65,000.

COMMITTEE REPORTS:

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

RSVP Committee

Mr. Schocke noted that there was a large budget cut from the City (about \$40,000 as opposed to the \$61,000 they were expecting) and modest increases from the State (\$42,000, as opposed to last year's \$38,000) and from the federal government, \$30,400, which was a \$1500 one-time increase for additional training.

Ms. Gonzalez 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.

Foster Grandparent /Senior Companion Programs Committee

Ms. Trujillo moved to accept the Foster Grandparent/Senior Companion Programs 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.

Transportation and Nutrition Committee

Ms. Sanchez 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. Mr. Gonzales seconded the motion. The motion passed unanimously by voice vote.

In-Home Support Committee

Mr. Alarid 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. Lucero seconded the motion. The motion passed unanimously by voice vote.

Senior Olympic Committee

Mr. Schocke asked how the seniors did at the Senior Olympics.

Mr. Vialpando offered to have an update at the next meeting.

Mr. Schocke 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. Gonzalez seconded the motion. The motion passed unanimously by voice vote.

UNFINISHED/OTHER BUSINESS

There was no old business.

NEW BUSINESS

Mr. Vialpando reported that the contracts from AAA for the Title 3 Programs will go into effect on July 1st. The DSS received an increase of \$45,445 in funding for the Title 3 funded programs.

COMMENTS FROM THE FLOOR

Ms. Gallegos thanked the Board for their prayers and phone calls when she was recently injured.

TIME AND PLACE OF NEXT MEETING

The next meeting was scheduled for July 17, 2013 at 9:30 a.m.

ADJOURNMENT

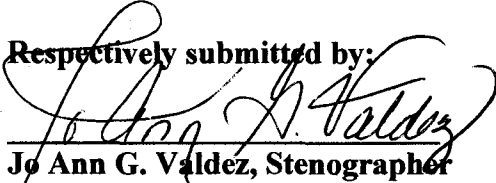
There being no further business to come before the Board, the meeting adjourned at 10:30 a.m.

Approved by:



Andres Romero, Chairperson

Respectively submitted by:



Jo Ann G. Valdez, Stenographer

A

[illegible]

City of Santa Fe, New Mexico

memo

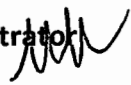
EXHIBIT

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B

Date: June 17, 2013

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:

- Approximately 17 of the 29 volunteers chose to volunteer at the various summer programs throughout the city. Some of the volunteer sites include the Kinder Jump Start Programs at Agua Fria Elementary and Sweeney Elementary Schools, the Santa Fe Boys and Girls Club and the Presbyterian Medical Services Head Starts. Since our program saw a huge loss in the number of volunteers through the second half of our fiscal year and less interest than our Senior Companion Program, staff plans to talk to our grantee to negotiate moving volunteer slots from our Foster Grandparent Program to our Senior Companion Program where there is more of an interest and community need.
- Our Senior Companion Program still has all slots full and has been allocated two new volunteers for the new fiscal year. The additional funds were made possible from the Aging and Long Term Services Department. Melanie has already filled one of the slots and has a new recruit whom will begin July 1st.
- The volunteer programs contracts from the State of New Mexico, Aging and Long Term Services Department were unanimously approved by the Finance and City Council Committees for the new fiscal year.
- Staff is in the process of closing out the fiscal year, anticipating all funds to be spent.


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 18, 2013

To: DSS Advisory Board Members

From:  Thomas Vigil, DSS Program Administrator

Subject: Transportation/Nutrition Committee Monthly Report

Transportation Monthly Report

- In May, DSS staff provided a total of 3,626 rides to seniors.

Nutrition Monthly Report

- In May DSS provided 11,187 meals-on-wheels to DSS clients.
- In May DSS provided 6,419 congregate meals.
- The next quarterly committee meeting is scheduled for July 9th in the Board Room of the MEG center.
- On July 19th Nutrition will have a BBQ at the MEG center and again on July 26th at the Ventana de Vida center.

City of Santa Fe, New Mexico

memo

DATE: June 14, 2013

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

May units of service are as follows:

- Homemaker – 819.75 hours to 87 seniors
- Respite – 898.25 hours to 41 caregivers
- Equipment - 46 units
- Nutritional Supplements – 84 6-packs (21 cases)

Year to date, we are over in Respite hours by 163.25 hours and over in Homemaker hours by 154.75 hours. IHSS providers took off a total of 237 hours last month plus one holiday (Memorial Day).

We had a caregiver support session/staff training on Tuesday, June 18. Attendee information will be provided next month.

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

City of Santa Fe, New Mexico

memo

Date: June 18, 2013

To: Board of Directors

Fr: Cristina Villa, DSS Program Coordinator 

Subj: Senior Olympics

Senior Olympic Committee met on Wednesday, June 5th at the Mary Esther Gonzales Senior Center Board Room. There were 51 athletes who signed up for State Games in Roswell which will be held on June 12 -16. The committee is brainstorming on ideas for the upcoming year to make it bigger and better.

There will not be a meeting in July.