



# Agenda

CITY CLERK'S OFFICE

DATE 10/8/13 TIME 8:54 am

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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, October 16, 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 – July 17, 2013
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
  - A. Program Units of Service
  - B. AAA Mock Hearing/2014 Legislative Request
  - C. 2014 Capital Outlay Request Update
- 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
  - A. DSS Code of Conduct Review
  - B. Food Depot Distribution Policies
- 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**

**October 16, 2013**

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<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>		
<b>July 17, 2013</b>	<b>Approved [as submitted]</b>	<b>2</b>
<b>DSS DIRECTORS REPORT-Ron J. Vialpando, Director</b>		
<b>a) Program Units of Service</b>		<b>2</b>
<b>b) AAA Mock Hearing/2014 Legislative Request</b>		<b>2</b>
<b>c) 2014 Capital Outlay Request Update</b>		<b>3-4</b>
<b>COMMITTEE REPORTS</b>		
<b>a) RSVP Program</b>		<b>4</b>
<b>b) Foster Grandparent/Senior Companion</b>		<b>4</b>
<b>c) Transportation/Nutrition Programs</b>		<b>4</b>
<b>d) In-Home Support Services</b>		<b>5</b>
<b>e) Senior Olympics</b>		<b>5</b>
	<b>Distributed/Approved</b>	
<b>UNFINISHED/OTHER BUSINESS</b>	<b>None</b>	<b>5</b>
<b>NEW BUSINESS</b>		
<b>a) DSS Code of Conduct Review</b>		<b>5</b>
<b>b) Food Depot Distribution Policies</b>		<b>5-6</b>
<b>COMMENTS FROM THE FLOOR</b>		<b>6</b>
<b>DATE AND LOCATION OF NEXT MEETING</b>		
(Scheduled for November 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>

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

**October 16, 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  
Mary Louise Giron, Vice 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**

None

**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 Doug Schocke and was recited by all present.

## **APPROVAL OF AGENDA**

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

## **APPROVAL OF MINUTES: July 17, 2013**

**Ms. Sanchez moved to approve the Minutes of the July 17, 2013 meeting as submitted. Ms. Gonzalez seconded the motion. The motion passed unanimously by voice vote.**

## **DSS DIRECTOR'S REPORT**

### **a) Program Units of Service**

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

- The DSS just completed the first quarter of the fiscal year and they are on track in terms of units of services.
- The DSS has been down several drivers but has been able to maintain the current level of services. Staff has done an outstanding job in maintaining the same level of services.
- The DSS also had a vacant position in the In-Home Support services program.

### **b) AAA Mock Hearing/2014 Legislative Request**

Mr. Vialpando said the AAA Mock Hearing is a process that has to occur every year when the DSS prepares their Legislative Request. The Legislative Request is for operations funding. Staff had to testify before a panel to justify the request. Representative Jim Trujillo and Representative Salazar were members of the panel.

Mr. Vialpando noted that the 2014 Legislative request was submitted by the Division of Senior Services. The DSS submitted a request in the amount of \$290,000 to support the senior programs. The Panel recommended supporting \$109,000 to support the senior programs. The request still needs to go through the Legislative process and has to be approved by the Governor. Mr. Vialpando offered to keep the Board updated as this moves forward.

### **c) 2014 Capital Outlay Request Update**

Mr. Vialpando said the 2014 Capital Outlay request had to be submitted by July 11, 2013. The total outlay request for the DSS was in the amount of \$1,232,362. The request includes a combination of improvement projects as follows:

Renovation – Code Compliance	\$326,039
Equipment – Meals	\$178,780
Equipment – Other	\$104,043
Vehicles	<u>\$623,500</u>
Total	\$1,232,362

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. Other projects include improvements to the Meals on Wheels loading zone (due to ice buildup in the winter) and improvements to the kitchen at the Villa Consuelo Senior Center.

Mr. Vialpando noted that the request was reviewed and ranked by the AAA and the Aging and Long Term Care Services Department. This means that these will be the items that will be presented to the 2014 Legislative committees. Of the \$1,232,362, \$326,039 will go towards three projects that were ranked priority (for code compliance).

Chairperson Romero asked Mr. Vialpando if he can give the Board a briefing on the Hunger Panel that was put together by the AAA.

Mr. Vialpando said the AAA put together a Hunger Panel to look and identify strategies to address the hunger issue here in New Mexico. He noted that New Mexico is presently ranked #2 in the country in terms of food insecurity. There has been one meeting and another meeting is scheduled today with the Steering Committee. Chairperson Romero and Ron Vialpando are members of the Steering Committee. A forum will be held on November 6<sup>th</sup> where many providers within the State - that can have a positive effect to address the hunger issues here in New Mexico- will be present. This includes representatives from churches, food banks; different governmental agencies, the health department, etc.

Chairperson Romero mentioned that there will be a Hunger Summit here in New Mexico next July and this is a start to work towards that goal.

Ms. Gonzalez asked where the forum is going to be.

Mr. Vialpando said it will most likely be held in Albuquerque but they have not decided where as of yet.

Ms. Giron asked what the purpose or objective of this is-are you going to collect food.

Chairperson Romero said this is what the Committees are considering-how to get food to people, to identify areas where the hunger exists, how to do the work, etc.

Mr. Vialpando said that funding is an issue because of the funding cuts and these Committees will address that also.

Chairperson Romero said they will keep the Board posted as this moves forward.

### **COMMITTEE REPORTS:**

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

#### **RSVP Committee**

Mr. Schocke noted that the RSVP grant for the period beginning April 1, 2014 was submitted to the federal government. This is the first round of competitive grant applications, so there is a possibility that they will be awarded the \$28,000 that they have traditionally received. If they are awarded the grant, large structural changes are mandated, such as excluding volunteers in Rio Arriba County and those at arts organizations and museums.

**Ms. Lucero 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.**

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

**Ms. Giron 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.**

#### **Transportation and Nutrition Committee**

Mr. Schocke asked Mr. Vialpando if the government shut down has affected the Meals on Wheels program. Mr. Vialpando said no.

**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. Schocke 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. Trujillo seconded the motion. The motion passed unanimously by voice vote.**

### **Senior Olympic Committee**

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

### **UNFINISHED/OTHER BUSINESS**

There was no unfinished or other business.

### **NEW BUSINESS**

#### **a) DSS Code of Conduct Review**

[Copies of the City of Santa Fe Division of Senior Services Code of Conduct were distributed and reviewed.]

Ms. Giron asked if there were any changes made since the prior year.

Ms. Lugi Gonzales said the only change that was made was the wording about the County was omitted.

Ms. Giron asked if there is a smoking area here at the MEG Senior Center.

Mr. Vialpando said as long as they smoke 15 feet from any senior center.

Ms. Giron suggested that there be designated smoking areas and a place for the debris (cigarette buds) so people don't throw them on the ground.

#### **b) Food Depot Distribution Policies**

[Copies of the *draft* Food Depot Distribution Policies for the Pasa Tiempo Community Site and the Mary Esther Gonzales Senior Center were distributed and reviewed. Please see Exhibit "B" for the specifics.]

The Department of Senior Services and the Santa Fe Civic Housing Authority are working together to help distribute food to Pasa Tiempo Housing Authority Site residents. The food is made available by the Santa Fe Food Depot and they transport the food to the Pasa Tiempo Community Site. Site volunteers, with the assistance from DSS and Housing Authority staff distribute the food to those in need.

The Food Depot distribution program at the MEG Senior Center is for citizens age 60+ or individuals with disabilities.

Ms. Lucero asked if this is in addition to the ECHO commodity program.

Mr. Vialpando said yes.

Ms. Gonzalez asked if there is a designated time.

Ms. Lugi Gonzales said it will start on November 1<sup>st</sup> here at the MEG Senior Center and the food distribution will take place on Friday afternoons after the congregate meal program. Times will vary but will normally be between 1:00 p.m. and 2:00 p.m.

### **COMMENTS FROM THE FLOOR**

There were no comments from the Floor.

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

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

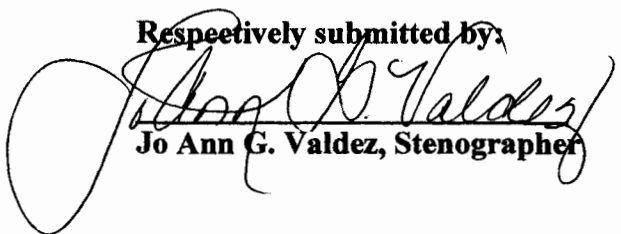
### **ADJOURNMENT**

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:** October 3, 2013

**TO:** DSS Board of Directors

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

**SUBJECT:** RSVP Advisory Council Meeting

The RSVP Advisory Council held its last meeting on September 24<sup>th</sup>. The following are highlights from that meeting:

- The RSVP grant for the period beginning April 1, 2014 was submitted to the federal government. This is the first round of competitive grant applications, so there is a possibility we will not be awarded the \$28,000 we have traditionally received. If we are awarded the grant, large structural changes are mandated, such as excluding volunteers in Rio Arriba County and those at arts organizations and museums.
- RSVP staff held informational meetings for volunteers at 13 senior centers throughout the summer to give volunteer recognition gifts and explain program changes.
- RSVP is hosting a Consumer Law Clinic on Saturday, October 19<sup>th</sup> at MEG Center, open to the public 10:00 – 2:00 (see flyer).
- We are considering a grab bar installation program for seniors, with volunteer handymen, if we can work out liability issues.

# City of Santa Fe, New Mexico

# memo

**Date:** October 9, 2013

**To:** Senior Services Board of Directors

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

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

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The following are some program highlights:

- We currently have 31 Foster Grandparents enrolled in our program. The majority of the volunteers are volunteering in the Santa Fe Public School System and the rest are volunteering with children in the Head Start Programs. We are always recruiting for this program.
- We are collaborating with a new volunteer station called Adelante. Some of our Foster Grandparents have been trained to work with children identified as homeless in the school system. Volunteers are working close with Adelante to focus on those children and make a difference in their life by offering one-on-one guidance and attention.
- All of the Senior Companion slots are full, with a total of 30 active volunteers. Seniors seeking an interest in being a Senior Companion are referred to the Foster Grandparent Program. We continue to receive requests for Companions on a weekly basis and try to accommodate the requests.
- On October 24 and 25<sup>th</sup>, staff will be attending the 21<sup>st</sup> Annual Uniting New Mexicans Against Adult Abuse Conference in Albuquerque. The conference offers lots of new information regarding senior issues and gives staff ideas for future in-service meetings for volunteers.
- For our first quarter (July, August and September), our Foster Grandparents volunteer 6,596 hours and our Senior Companions volunteers 8,029 hours. These numbers are consistent with the number of volunteers our budget allows.


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: October 15, 2013

To: DSS Advisory Board Members

From:  Thomas Vigil, DSS Program Administrator

Subject: Transportation/Nutrition Committee Monthly Report

## **Transportation Monthly Report**

- In September, DSS staff provided a total of 3,220 rides to seniors.
- In August, DSS staff provided a total of 3,831 rides to seniors.

## **Nutrition Monthly Report**

- In September DSS provided 10,003 meals-on-wheels to DSS clients.
- In September DSS provided 5,204 congregate meals.

# City of Santa Fe, New Mexico

# memo

DATE: September 11, 2013

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

July units of service are as follows:

- Homemaker – 954 hours to 105 seniors
- Respite – 804.25 hours to 43 caregivers
- Equipment - 33 units
- Nutritional Supplements – 100 6-packs (25 cases)

August units of service are as follows:

- Homemaker – 779.50 hours to 103 seniors
- Respite – 735.25 hours to 41 caregivers
- Equipment - 35 units
- Nutritional Supplements – 112 6-packs (28 cases)

Year to date, we are over in Respite hours by 25 hours and over in Homemaker hours by 173 hours. IHSS providers have taken a total of 645 hours off the past two months plus one holiday (July 4).

Additionally, one Respite Care Provider's last day was July 26. The position has been advertised and we are awaiting the list of eligible applicants from The Human Resources Department.

The annual Alzheimer's Association Walk to End Alzheimer's was on Saturday, September 14.

We will be taking interested In-Home Support clients to the State Fair on Tuesday, September 17.

We will be having a Caregiver Support Meeting on Tuesday, November 19 at the Mary Esther Gonzales Senior Center at 1:30 pm. Our presenter will be Annabelle Montoya, Northeastern Regional Manager of the Alzheimer's Association. November is National Alzheimer's Disease Awareness Month as well as National Family Caregivers Month. Please let me know if you have any ideas to acknowledge our Family Caregivers.

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

# City of Santa Fe, New Mexico

# memo

Date: October 7, 2013

To: Board of Directors

Fr: Cristina Villa, DSS Program Coordinator *CV*

Subj: Senior Olympics

The Senior Olympics Committee met on Wednesday, October 2<sup>nd</sup>. Before the meeting they had an Event Managers Meeting to discuss registration dates and also to choose a date for their event for the upcoming year. After the meeting they had their regular scheduled monthly meeting. The PR Committee is working with radio broadcast and the New Mexican to get the word out about upcoming registration. Kick-off will be on Monday, January 13<sup>th</sup>. Senior athletes who participate in one or more sports will be issued a 15 punch pass to any of the three recreational centers (GCCC, Ft. Marcy or Salvador Perez). They will be issued in June 2014.

The next meeting will be on Wednesday, November 13<sup>th</sup> at 9:30 a.m.



**FOOD DEPOT DISTRIBUTION  
Pasa Tiempo Community Site  
DRAFT**



The Department of Senior Services (DSS) and the Santa Fe Civic Housing Authority (SFCHA) are working together to help distribute food to Pasa Tiempo Housing Authority Site Residents.

The food is made available by the Santa Fe Food Depot, they transport the food to the Pasa Tiempo Community Site and site volunteers, with assistance from DSS and SFCHA, stage the food for distribution.

The intent is to make food available to site residents only.



Each Wednesday morning, 6:30 to 9:30 the Food Depot will package bags at the Coll-Green Angel Depot at 1222 Siler Road, (In case you want to volunteer) and every Thursday Morning, 6-9 AM, the grocery bags of food are distributed free of charge to those in need who drive through the Depot. You may also visit the **Mary Esther Gonzales (MEG) Senior Center**, 1121 Alto Street on Friday afternoon.

**Food Distribution:**

1. RSVP volunteers will monitor the food dispersal allowing only one bag of food items per individual.
2. Residents with disabilities will be assisted first.
3. Residents may obtain additional food after all folks in attendance have received their first bag of food.
4. Residents may send a representative to pick-up food on their behalf but must provide a written statement defining the individual they have authorized to represent them by name and provide Resident's name and Unit number.
5. Food left over will be donated to entities that provide like services such as a church or non-profit organization.

**Code of Conduct**

All Residents are expected to be courteous, acknowledge individuals that require assistance, and be understanding toward each other; as well as be respectable to the volunteers and to DSS and SFCHA staff. Failure to do so may result in banishment from the site food distribution program.

*Thank you for your cooperation,*

DSS & SFCHA Staff  
October 21, 2013

## **FOOD DEPOT DISTRIBUTION POLICY**

### **Mary Esther Gonzales (MEG) Senior Center**

The Food Depot distribution program at the MEG senior center is for citizens age 60+ or individuals with disabilities. If a registered participant is unable to participate they may authorize a friend, neighbor and/or relative to pick up a bag on their behalf. They must provide a written note indicating their name and the name of the person who will pick up the food.

The distribution program is made possible through the generosity of the Food Depot and the efforts of the Division of Senior Services (DSS) and RSVP volunteers.

The intent is that registered participants may take home their respective allotted portions of items being offered thereby ensuring consistency and fairness.

The weekly distribution of the Food Depot excess food will take place on Friday X afternoons after the congregate meal program. Times will vary but will normally be between 1:00 pm and 2:00 pm.

Registered participants are asked to please provide their own bag(s).

#### **Food Distribution:**

1. RSVP volunteers will monitor the food dispersal allowing only one bag of food items per participant.
2. Participants with disabilities will be assisted first.
3. All other registered participants will be directed to form a line thereby distributing food on a first come, first served basis.
4. The DSS Code of Conduct that is posted at MEG will be enforced during this process. Please be advised that participants are required to treat each other with dignity and respect and if these policies are violated offenders may be excluded from participating in future activities

#### **Food Availability:**

If there is food left over after all patrons have been served, people who have already taken one bag may take additional food.

Thank you for your assistance, patience, and cooperation with adhering to our Code of Conduct that ensures a pleasant environment for all participants.