



# Agenda

CITY CLERK'S OFFICE

DATE 10-4-12 TIME 12:57pm

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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 17, 2012

9:30 a.m.

- I. CALL TO ORDER
- II. INVOCATION /PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – September 19, 2012
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
  - a.) State Capital Outlay Request Update
  - b.) 2013 Legislative Request (operating funds)
  - c.) MEG Fire Sprinkler System Update
  - d.) AAA Certificate Presented To City Of Santa Fe For  
Your Commitment To The Seniors of New Mexico
  - e.) Senior Day Update
  - f.) Louise Kippert – FGP/SCP
- VII. COMMITTEE REPORTS
  - a.) Foster Grandparent/Senior Companion Program
  - b.) RSVP
  - c.) In-Home Support Services
  - d.) Transportation/Nutrition Programs
  - e.) Senior Olympics
- VIII. UNFINISHED OTHER BUSINESS - None
- IX. NEW BUSINESS - None
- X. COMMENTS FROM FLOOR
- XI. DATE AND LOCATION 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

October 17, 2012

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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 [as amended]</b>	<b>2</b>
<b>APPROVAL OF THE MINUTES</b> September 19, 2012	<b>Approved [as submitted]</b>	<b>2</b>
<b>DSS DIRECTORS REPORT-Ron J. Vialpando, Director</b>		
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<b>NEW BUSINESS</b>		
a) Recognition of Cindy Sena, DSS Transit Operator	<b>Moved up on the agenda</b>	<b>2</b>
<b>COMMENTS FROM THE FLOOR</b>		<b>5-6</b>
<b>DATE AND LOCATION OF NEXT MEETING</b> (Scheduled for November 21, 2012 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 17, 2012**

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  
Bernardo C de Baca  
Toni Ann Gallegos  
Dennis Gonzales  
Elaina K. Gonzalez  
Virginia Lucero  
Corrine Sanchez  
Doug Schocke

**MEMBERS ABSENT**

Gilbert Alarid, excused  
Mary Louise Giron, Vice Chairperson, excused

**STAFF PRESENT**

Lugi Gonzales, Division of Senior Services Manager  
Louise Kippert – FGP/SCP Program  
Cindy Sena, Division of Senior Services Transit Operator  
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 Dennis Gonzales and was recited by all present.

## **APPROVAL OF AGENDA**

The agenda was reprioritized (*New Business*) was moved up on the agenda after Approval of the Minutes.

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

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

**Ms. Lucero moved to approve the Minutes of the September 19, 2012 meeting as submitted. Ms. Trujillo seconded the motion. The motion passed unanimously by voice vote.**

## **NEW BUSINESS** (moved up on the agenda)

### **a) Recognition of Cindy Sena, DSS Transit Operator**

[Copies of the commendation letter to Honorable Mayor David Coss were distributed. A copy is hereby incorporated to these Minutes as Exhibit "A".]

Chairman Romero presented the Certificate of Appreciation to Cindy Sena.

Ms. Sena was acknowledged and recognized for the outstanding work she does as a Transit Operator for the DSS. She has been a City of Santa Fe employee for 23 years and always shows the utmost courtesy and concern when dealing with seniors. Ms. Sena is a very reliable and valuable employee of the DSS.

Ms. Sena thanked the Board for recognizing her. She provided a brief history of her background.

## **DSS DIRECTOR'S REPORT**

### **a) State Capital Outlay Request Update**

Mr. Vialpando noted that the State Capital Outlay request for the DSS has been submitted in the amount of \$1.1 million. He mentioned that the request for capital improvements for senior programs will be on the ballot in November as question A. He encouraged the Board Members to vote for the next GO Bond

election which will include funding for construction projects to enhance the senior programs throughout the state.

**b) 2013 Legislative Request (operating funds)**

Mr. Vialpando reported that the Division of Senior Services' total 2013 Capital Outlay request for the 2013 Legislative Session is \$1.5 million. Of this request the below projects have been identified as priorities by AAA:

**New Construction:**

- MEG front parking lot and new access to rear parking (critical) \$154,000
- Villa Consuelo Kitchen and Cafeteria expansion (high) \$199,500
- Luisa Center Cafeteria expansion (high) \$146,500

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 request (Representative Nick Salazar)

**Meals Equipment**

- Senior Kitchen equipment (critical) \$ 82,013

**Other Equipment**

- Senior Exercise equipment (high) \$ 34,991

**Vehicles**

- Senior Replacement Vehicles (high) \$128,500

New construction requests ranking critical or high will require individual sponsorship by Santa Fe's local legislative (Senate and House). Mr. Vialpando and Chairperson Romero plan on meeting with the local delegation to request their support.

Mr. Vialpando noted that the request is due on October 18<sup>th</sup>. A mock hearing is scheduled for November 7<sup>th</sup> and 8<sup>th</sup> to justify the funding request.

**c) MEG Fire Sprinkler System Update**

Mr. Vialpando reported that the MEG Fire Sprinkler System project will begin on October 22<sup>nd</sup>. The contractor will work evenings and weekends so that nutrition or transportation services will not be interrupted while they are working on the project.

**d) AAA Certificate Presented to City of Santa Fe For Your Commitment to the Seniors of New Mexico**

Mr. Vialpando reported that AAA presented a Certificate to the City of Santa Fe Division of Senior Services last month for their commitment to the seniors of New Mexico. This is also to recognize the senior programs that are exceeding their goals. Chairperson Romero accepted the Certificate on behalf of the DSS and the Board. Mr. Vialpando commended Chairperson Romero, staff and the Board for their commitment to the senior citizens. [The Certificate was shown to the Board.]

Mr. Vialpando was acknowledged for the great job he is doing as the Director of the Division of Senior Services.

**e) Senior Day Update**

Mr. Vialpando said that Senior Day for this year's Legislative Session is on January 24<sup>th</sup>, 2013. The DSS/RSVP will have a booth there. The Board Members were encouraged to attend.

**f) Louise Kippert – FGP/SCP**

Mr. Vialpando introduced Louise Kippert. Ms. Kippert works with the Foster Grandparent and Senior Companion Program.

Ms. Kippert gave a report on her duties noting that she is the Secretary of the FGP and SCP. She also works on special projects and finalizes reports as needed.

Mr. Vialpando noted that Ms. Kippert has an extensive background in business administration and financial management. Ms. Kippert assists the DSS with various projects to include the capital outlay requests, the legislative requests and the 4-Year planning process. She is also involved in program(s) development for the DSS.

Ms. Gallegos acknowledged Ms. Kippert for being there for her at her time of need (when she got sick at one of their meetings) and for being kind and caring for the seniors.

Ms. Sanchez thanked Ms. Kippert for being there for her also.

**COMMITTEE REPORTS:**

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

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

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

### **RSVP Committee**

**Mr. Schocke mentioned that RSVP will be having a yard sale on Friday.**

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

### **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. Mr. C de Baca seconded the motion. The motion passed unanimously by voice vote.**

### **Transportation and Nutrition Committee**

**Mr. C de Baca 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.**

### **COMMENTS FROM THE FLOOR**

**At the prior Board Meeting, a motion was passed to write a letter of recommendation for Lugi Gonzales and Melanie Montoya. Chairperson Romero explained that letters of commendation will be done every three months. Therefore, a letter acknowledging Lugi Gonzales will be done next, and three months after that a letter**

will be done acknowledging Melanie Montoya. There will be a maximum of four individuals/letters per year.

Chairperson Romero said in the future, if anyone wants to nominate a person, they should submit a memo to him explaining the reasons why they are nominating the individual.

Chairperson Romero asked that the individuals also be recognized in the newsletter. Mr. Vialpando agreed.

Chairperson Romero noted that the meeting schedule for 2013 has to be turned into the City Clerk's office. He asked for a motion for the Board to continue meeting on the third Wednesday of the month.

**Ms. Trujillo moved that the Board continue to meet on the third Wednesday of the month. Mr. Gonzales seconded the motion. The motion passed unanimously by voice vote.**

Mr. Vialpando announced that all the senior centers will be closed on November 12<sup>th</sup> in honor of Veterans' Day. They will also be closed on November 22<sup>nd</sup> and 23<sup>rd</sup> for the Thanksgiving holiday.

Mr. Vialpando noted that November is National Family Caregivers' Month and National Alzheimer's Disease Awareness Month. The DSS will be hosting a session for Caregivers on November 27<sup>th</sup> from 1:30 p.m. to 4:30 p.m. at the MEG Center. This session will provide education and emotional support to adults who deal with stress associated when providing specialized care for homebound individuals. For reservations, please call Theresa Trujillo at 955-4745.

Mr. Vialpando mentioned that Mayor Coss will be delivering his annual State of the City Address on October 23<sup>rd</sup> at 5:15 p.m. at the Community Convention Center. The Board Members were invited to attend.

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

The next meeting was scheduled for November 21, 2012 at 9:30 a.m. at the Mary Esther Gonzales Senior Center.

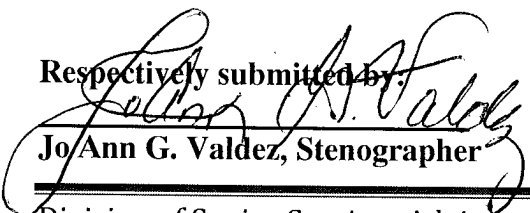
#### **ADJOURNMENT**

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

**Approved by:**

\_\_\_\_\_  
**Andres Romero, Chairperson**

Respectfully submitted by:

  
\_\_\_\_\_  
**Jo Ann G. Valdez, Stenographer**





# City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

David Coss, *Mayor*

Councilors:

Rebecca Wurzbarger, Mayor Pro Tem, Dist. 2

Patti J. Bushee, Dist. 1

Chris Calvert, Dist. 1

Peter N. Ives, Dist. 2

Carmichael A. Dominguez, Dist. 3

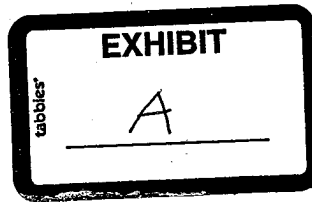
Christopher M. Rivera, Dist. 3

Bill Dimas, Dist. 4

Ronald S. Trujillo, Dist. 4

October 17, 2012

The Honorable David Coss  
Mayor  
City of Santa Fe  
Santa Fe, New Mexico



Dear Mayor Coss,

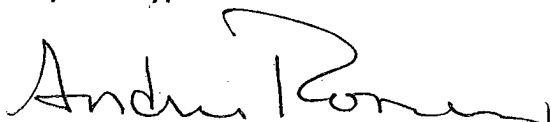
On behalf of the directors of the Santa Fe Senior Advisory Board, I am writing to you to commend the outstanding work done by Ms. Cindy Sena, a transit operator with the Division of Senior Services (DSS). Ms. Sena has been a city of Santa Fe employee for over 23 years. The many Senior Citizens she has transported over the years hold her in high esteem. Ms. Sena always shows utmost courtesy and concern when dealing with seniors. She is always very pleasant and it is easy to tell that she enjoys her job and interacting with Senior Citizens. Her work attitude is very positive. A couple of years ago she was nominated for commendation to the Advisory Board by a number of seniors that she had transported and dealt with over a period of years.

Earlier this year she was assigned to report to work to pick up a senior citizen volunteer to bring to the MEG Center very early at 5:30 in the morning. I can personally attest that even at this early hour, she has never been late. With this in mind and the positive and respectful manner in which she deals with and the rapport she has with seniors, it is easy to see why Ms. Sena is a very reliable and valuable employee of the Division of Senior Services.

If the City of Santa Fe had an Employee of the Quarter/Year program, Ms. Sena would without a doubt be our first nominee.

Thank you for your time and consideration.

Respectfully,

  
Andres Romero, Chair  
SF Senior Citizens Advisory Board.

cc: Mr. Robert Romero  
Mr. Issac Pino  
Ms. Cindy Sena

# City of Santa Fe, New Mexico


# memo

EXHIBIT

B

Date: October 15, 2012

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:

- It has been a challenging two months for our Foster Grandparent Program. We have lost approximately six longtime volunteers due to health reasons and moving to other states. Staff has recruited two new volunteers but could use four more to meet our goals. Staff will get out into the community in an attempt to recruit.
- Our Senior Companion Program has all volunteer slots full and will not need any new recruits for some time. Staff has approximately five applications in the file for future openings (these potential volunteers are not interested in working with children in the Foster Grandparent Program). We are constantly working on finding volunteers new clients, trying to accommodate new requests, and looking for ways to work collectively with our In-Home Support Section to assist those seniors in need.


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 9, 2012

**TO:** DSS Board of Directors

**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 August 28<sup>th</sup> and our next meeting will be on October 23<sup>rd</sup> so the Senior Board of Directors is up to date on our business.

# City of Santa Fe, New Mexico

## memo

DATE: October 15, 2012

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

September units of service are as follows:

- Homemaker – 640.50 hours to 81 seniors
- Respite – 623.75 hours to 34 caregivers
- Equipment - 33 units
- Nutritional Supplements – 64 6-packs (16 cases)

Units of service were short by 72.75 regarding Homemaker hours and short by 133.75 for Respite hours totaling 206.50 hours short for August. IHSS providers took off a total of 195 hours last month in addition to the Labor Day holiday and the ½ day Fiesta Holiday. Year to date, we are behind in Respite hours by 232 hours and behind in Homemaker hours by 44 hours.

We will begin interviewing for our Senior Services Care Attendant (Homemaker) position this week. Human Resources accepted 25 applications.

We have scheduled a Caregiver Support Session for November 27, at 1:30 p.m. Our guest speaker will be Annabelle Montoya from the Alzheimer's Association. (Please see attached flyer).

We will again participate with Home Instead's "Be a Santa to a Senior". There will be a Christmas tree up at each Wal-Mart and we are awaiting word from Christus St. Vincent. These Christmas trees will be decorated with ornaments with needy senior's names given by the Division of Senior Services and Santa Fe Care Center.

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



**CITY OF SANTA FE**  
**Division of Senior Services**

**Caregiver Support Group**

**“Caring for your health while caregiving”**

**Presented by: Annabelle Montoya, Northeastern  
Regional Manager of Alzheimer’s Association**

**Tuesday, November 27<sup>th</sup>, 1:30 pm - 4:30 pm**  
**Mary Esther Gonzales Senior Center**  
**1121 Alto Street**

This session will provide education and emotional support to adults who deal with stress associated when providing specialized care for homebound individuals. A supportive atmosphere is created so caregivers can comfort each other in meaningful ways, while getting some relaxation.



**November is National  
Family Caregivers Month  
&  
National Alzheimer’s  
Disease Awareness  
Month**

**Refreshments will be provided!**

**New faces welcome and we look forward to seeing you.**

**For reservations, please call Theresa Trujillo at 955-4745.**



# City of Santa Fe, New Mexico

# memo

Date: October 15, 2012

To: DSS Advisory Board Members

From:  Thomas Vigil, DSS Program Administrator

Subject: Transportation/Nutrition Committee Monthly Report

## **Transportation Monthly Report**

- During the first quarter of the FY year (July – September), transportation provided 10,476 units of service.
- Staff is working on the annual re-assessments of the transportation clients.
- During the month of September, staff drove the coach on six (6) trips.
- In October, staff will drive the coach on the scheduled trips for the 11<sup>th</sup> and the 26<sup>th</sup>.

## **Nutrition Monthly Report**

- During the first quarter of the FY year (July – September), Nutrition provided 35,321 units of service for MOW.
- During the first quarter of the FY year (July – September), Nutrition provided 16,542 Congregate meals.
- Our program has received the five new Ford 150 Trucks/Hot Shot vehicles. The City of Santa Fe is the only program in the State to have a complete Hot Shot fleet (seven trucks).
- The Nutrition program has five current Goodwill employees/trainees and is the only Santa Fe program to have this many trainees.
- The Senior Employment Program is again completely staffed at the current time with four trainees stationed at the different meal sites.
- The annual re-assessments will begin in October at Luisa, Pasatiempo, Villa Consuelo and Ventana de Vida. The re-assessments for the MEG center will take place in March 2013.

# City of Santa Fe, New Mexico

# memo

Date: October 10, 2012

To: Board of Directors

Fr: Cristina Villa, DSS Program Coordinator

Subj: Senior Olympics

Senior Olympics committee met on Wednesday, October 10, 2012. We will be starting to work on the Senior Olympic Program for the upcoming year 2013. Local games will be earlier this year. Games will begin February 18th and end April 19<sup>th</sup>, due that State Games will be held in June not July due to Nationals in Ohio.

Next meeting will be on Wednesday, November 14<sup>th</sup> at 9:30.