



# 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, July 18, 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 – June 20, 2012
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director  
a.) Enrique DeLora – Inventory Supervisor
- VII. COMMITTEE REPORTS
- VIII. UNFINISHED OTHER BUSINESS
- IX. NEW BUSINESS
- 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.

**INDEX OF MINUTES**

**DIVISION OF SENIOR SERVICES**

**ADVISORY BOARD MEETING**

**July 18, 2012**

<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>1</b>
<b>APPROVAL OF AGENDA</b>	<b>Approved [as published]</b>	<b>2</b>
<b>APPROVAL OF THE MINUTES</b> <b>June 20, 2012</b>	<b>Approved [as submitted]</b>	<b>2</b>
<b>DSS DIRECTORS REPORT-Ron J. Vialpando, Director</b> <b>Informational</b>		<b>2-3</b>
<b>a) Enrique DeLora-Inventory Supervisor</b>		<b>3-4</b>
<b>COMMITTEE REPORTS</b>	<b>Distributed/Approved</b>	<b>4-6</b>
<b>UNFINISHED/OTHER BUSINESS</b>	<b>None</b>	<b>6</b>
<b>NEW BUSINESS</b>		<b>6</b>
<b>COMMENTS FROM THE FLOOR</b>		<b>6</b>
<b>DATE AND LOCATION OF NEXT MEETING</b> <b>(Scheduled for August 15, 2012 at the Mary Esther Gonzales Senior Center at 9.30 a.m.)</b>		<b>7</b>
<b>ADJOURNMENT</b>	<b>Adjourned at 10:40 a.m.</b>	<b>7</b>

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

**July 18, 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  
Mary Louise Giron, Vice Chairperson  
Rosemarie Trujillo, Secretary  
Gilbert Alarid  
Toni Ann Gallegos  
Dennis Gonzales  
Virginia Lucero  
Corrine Sanchez  
Doug Schocke

**MEMBERS ABSENT**

Bernardo C de Baca, excused  
Elaina K. Gonzalez, excused

**STAFF PRESENT**

Lugi Gonzales, Division of Senior Services Manager  
Enrique DeLora, Division of Senior Services Inventory Supervisor  
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**

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

## **APPROVAL OF MINUTES: June 20, 2012**

**Mr. Gonzales moved to approve the Minutes of the June 20, 2012 meeting as submitted. Ms. Trujillo seconded the motion. The motion passed unanimously by voice vote.**

## **DSS DIRECTOR'S REPORT**

Mr. Vialpando reported as follows:

- At the end of the fiscal year, the DSS exceeded the projected units of services in all service areas as follows:

- 4,558 units in congregate meals
- 7,091 units in home delivered meals
- 121 units in transportation
- 666 hours for respite care
- 245 hours for home-maker services

Based on the fact that the DSS exceeded the projected units of services, they will ask for reimbursement of state and federal funding, approximately \$25,000 to \$35,000. The DSS is hoping to see a check sometime in August to pay for the increase in the units of services.

- All contracts for the upcoming fiscal year for the DSS have been reviewed by legal and have been processed through the Finance Department and City Council. All contracts have been signed.
- The Direct Purchase Agreement with AAA came in at \$853,016; the Nutrition Services Incentive Program (NSIP) came in at \$153,815. These are 100% federally funded. In addition to this, the contract for senior employment came in at \$34,724, which is 100% state funded. This is for the four workers for the Nutrition Program. The Volunteer Program saw an increase of \$22,000. When you total the additional dollars, the DSS saw an increase of

\$88,364 for this upcoming fiscal year. This will go back into the DSS Program.

- Of the \$153,815 in the Nutrition Services Incentive Program, the DSS will hire a full-time in-home support person/employee. There are approximately 70-80 people on the waiting list for these services. The request was submitted on June 19<sup>th</sup> to the City Human Resources Department for review. Isaac Pino and Robert Romero have approved the request. Once approved by HR, the position will be advertised. The cost of the position is approximately \$45,622 with benefits. The DSS estimates that they will be able to generate approximately 1,000-2,000 units of services with this position.
- Mr. Vialpando reported that the Capital Outlay Request for 2013 has been submitted. The total request was for \$1,595,545 which includes \$793,600 for an addition to the Mary Esther Gonzales Senior Center (MEG) to address and meet the needs of the seniors; \$200,000 for an expansion/addition of the Villa Consuelo Senior Center; \$7,500 to expand the kitchen at the Luisa Senior Center; \$154,000 to address the MEG parking lot and asphalt area (to repair, pave it and make an access road); \$40,000 for exercise equipment; \$128,000 to replace vehicles and \$100,000 for kitchen equipment.

Chairperson Romero asked if this includes funding for the computer room.

Mr. Vialpando said the funding for a computer lab is included in the voter ballot for \$1.2 million that will go before the voters in a statewide election in November. This is for statewide senior programs.

#### **a) Enrique DeLora-Inventory Supervisor**

Mr. Vialpando introduced Enrique DeLora, the Inventory Supervisor for the DSS.

Mr. DeLora gave a brief history of his background.

Mr. DeLora receives the menus from the Nutrition Administrator and he breaks them down for all of the cooks; he analyses the menus; orders the items to make the food on the menus; he orders the inventory and gets prices from three vendors to get the lowest bid and good quality. He also delivers the inventory to the senior centers.

Mr. DeLora noted that the DSS has a state price contract/agreement with Shamrock to get some of the items.

Mr. Schocke asked what happens if there is an increase in food prices due to things like the drought, etc.

Mr. DeLora said the maximum that Shamrock can raise their prices is 3%.

Mr. Schocke asked how Mr. DeLora keeps his records – how does he check the inventory.

Mr. DeLora said he goes off of the invoice and uses an Excel worksheet. There is also an order form that all of the cooks use.

Mr. DeLora handles all the money boxes for the Senior Centers. He collects the deposits and takes them to City Hall.

Ms. Giron asked if internal audits are done every year.

Mr. DeLora said yes, the AAA does audits.

Mr. Vialpando noted that the City Auditor did an audit last fiscal year and he found no discrepancies.

Ms. Giron asked if there was a checklist to check for things like temperature.

Mr. DeLora said yes.

Ms. Giron asked if Mr. DeLora attends training or workshops every year.

Mr. DeLora said yes. He attends training that is done by AAA; he attends various trainings that the vendors conduct and food shows.

Mr. Vialpando mentioned that the DSS food line item is \$300,000.

### **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. Gallegos asked if the stipend that is paid to the foster grandparents could be increased because it is only \$2.65.

Mr. Vialpando said an increase to the stipend would have to come from the federal government because this is paid out of a federal grant.

As reported in the Foster Grandparent/Senior Companion Committee report, the DSS program will pay for the expenses for all active volunteers to attend the New Mexico Conference on Aging that is scheduled for August 21<sup>st</sup> and 22<sup>nd</sup> at the Isleta Casino. Chairperson Romero said he asked Kristin Slater-Huff why the Board Members

are not being invited to attend the Conference and he was told that volunteers have to submit the total hours that they worked. The Board Members volunteer their time every month when they attend the meetings and therefore should be afforded this opportunity.

Mr. Vialpando noted that the DSS will provide transportation to the Conference. He offered to provide a volunteer form for the Board Members to fill out after every meeting so that they can submit their hours. Board Members are invited to attend the New Mexico Conference on Aging.

Ms. Giron asked Lugi Gonzales to add Elaina Gonzalez and Bernardo C de Baca to the list. They attend the Conference every year.

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

Ms. Gallegos noted that the Senior Newsletter indicated that all seniors have to update their records. She asked if the Board Members need to do that too.

Ms. Lugi Gonzales said yes, all senior citizens/participants of the DSS Program need to be assessed every year. Staff will be at all meal sites to update the information and seniors can also see Brenda at the MEG Center to update their information.

#### **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.**

#### **RSVP Committee**

Chairperson Romero said the Board has asked that the name of the RSVP Advisory Council be changed to: RSVP Advisory **Committee**, given that it falls under the auspices of the Board.

Mr. Vialpando said the reason they document this as an advisory council is because the state volunteer programs are recognized as advisory councils.

Chairperson Romero suggested that it read: RSVP Advisory **Council/Committee**.

Chairperson Romero said the nomination for the Kay Rose Wood Memorial Award should have come before the Board. The Board would also like to see the criteria to be nominated for the award. Mr. Vialpando offered to look into this. RSVP Advisory Council member Art Baca was nominated for the award and the Board Members

questioned what he did to be recognized or nominated. Mr. Schocke offered to research this and get back to the Board.

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

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

Ms. Giron asked if the DSS has replaced the two drivers who recently retired.

Mr. Vialpando said no, because they are on accelerated retirement - they are utilizing their annual and sick leave; therefore they cannot advertise the positions until October or November.

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

#### **UNFINISHED/OTHER BUSINESS**

There was no unfinished other business.

#### **NEW BUSINESS**

##### **a. E-mail list of Board Members**

Mr. Schocke asked if there is an updated e-mail list.

Ms. Lugi Gonzales will provide the e-mail list to Mr. Schocke. She said not everybody has e-mail.

#### **COMMENTS FROM THE FLOOR**

There were no comments from the floor.



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

The next meeting was scheduled for August 15, 2012 at 9:30 a.m. at the Mary Esther Gonzales Senior Center.

### **ADJOURNMENT**

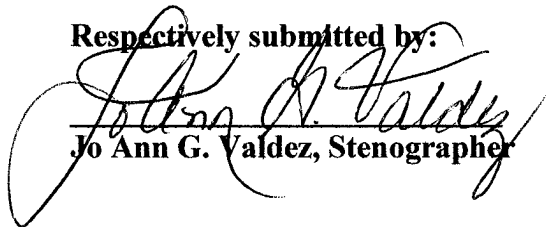
There being no further business to come before the Board, the meeting adjourned at 10:40 a.m.

**Approved by:**

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**Andres Romero, Chairperson**

**Respectively submitted by:**



**Jo Ann G. Valdez, Stenographer**

# City of Santa Fe, New Mexico

# memo

EXHIBIT

tabbies

A

**Date:** July 17, 2012

**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:

- Approximately 19 (out of the 31) Foster Grandparents chose to volunteer during the summer months with one of the school sponsored programs: Kinder Plus Programs, Century 21<sup>st</sup> Programs and the reading programs. Many of our Foster Grandparents depend on the stipend that they receive for living expenses and continue to volunteer all year instead of taking a summer vacation.
- Staff is in the process of planning volunteer placements for Foster Grandparents for the upcoming school year. The majority of Foster Grandparents will return to the school/Head Start where they volunteered last year but we have had several requests from other schools such as Acequia Madre and La Casita Pre School. We will attempt to accommodate the needs.
- Our program budget is more flexible this fiscal year compared to the previous fiscal year due to the increases in state funds we received. With the increases, we can provide a lightweight uniform jacket for volunteers and provide additional training.
- Our Senior Companion Program is going strong. We currently have 30 Senior Companions whom all have 2-5 clients assigned to them. Staff continues to receive requests on a weekly basis for Senior Companions. Together with In-Home Support Services, we attempt to accommodate the senior clients, but the waiting list continues to climb.
- We signed up 37 volunteers to attend the New Mexico Conference on Aging. As active Foster Grandparent and Senior Companion volunteers, the program will pay for their expenses.

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: July 17, 2012

To: Board of Directors

Fr: Cristina Villa, DSS Program Coordinator

Subj: Senior Olympics breakdown

The Santa Fe 50+ Senior Olympic Committee met on Wednesday, June 13, 2012 at the MEG Center Board Room. Among the items discussed was the Senior Olympic Celebration of Athletes to be held on Friday, June 15<sup>th</sup> at Alto Park was a big success! We had 100 people attending. The food, music and location were great and good feelings were abundant! Cristina and Ron Vialpando confirmed that there will be THREE vans going down to Las Cruces for the State Games. (Cristina will drive one of them). Each van will accommodate 10 people and they must be at least 60 years old. The cost will be \$10. The times/days that they go down and back will be staggered. Next year, if this is repeated, it is important to get this information out to participants earlier than this year.

The next meeting will be on Wednesday, July 11th at the MEG Board Room.

# City of Santa Fe, New Mexico

# memo

DATE: July 16, 2012

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

June units of service are as follows:

- Homemaker – 659.50 hours to 71 seniors
- Respite – 828.25 hours to 37 caregivers
- Equipment - 36 units
- Nutritional Supplements – 92 6-packs (23 cases)

Fiscal year 2011-2012 units of service are as follows:

- Homemaker – 7,820.25 hours to 105 seniors
- Respite – 9,756.25 hours to 52 caregivers
- Equipment - 436 units
- Nutritional Supplements – 1,551 6-packs (388 cases)

The Division of Senior Services annual goal for In-Home Support was exceeded by 911 hours (245 Homemaker hours and 666 Respite hours). These hours and items assist in keeping our senior population living comfortably, safely and confidently in their own homes.

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

# City of Santa Fe, New Mexico

# memo

Date: July 13, 2012

To: DSS Advisory Board

From: Fran Rodriguez, DSS Transportation  
Tomas Vigil, DSS Nutrition Administrator

Subject: Transportation/Nutrition Committee Monthly Report

## Nutrition Monthly Report

- 5,329 congregate meals were served during the month of June. Also in June, 13,094 meals-on-wheels were delivered.

## Transportation Monthly Report

- Both Jerry Martinez and Daniel Romero, van drivers have retired.
- Transportation staff has driven senior on the following trips:
  1. May 25<sup>th</sup> Chaco Canyon by Coach
  2. June 29<sup>th</sup> Chaco Canyon by Coach
  3. July 14<sup>th</sup> Taos POW WOW by Coach
- During the month of June, Transportation provided 3,043 senior rides.


The next Committee meeting will be on Tuesday, October 9<sup>th</sup> at 9:00 a.m. in the MEG Board Room.

# City of Santa Fe, New Mexico

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To: DSS Advisory Board

From: Fran Rodriguez, DSS Transportation  
 Tomas Vigil, DSS Nutrition Administrator

Subject: Transportation/Nutrition Committee Monthly Report

## **Nutrition Monthly Report**

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## **Transportation Monthly Report**

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# City of Santa Fe, New Mexico

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FROM: In-Home Support Services Committee  
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The Division of Senior Services annual goal for In-Home Support was exceeded by 911 hours (245 Homemaker hours and 666 Respite hours). These hours and items assist in keeping our senior population living comfortably, safely and confidently in their own homes.

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

# City of Santa Fe, New Mexico

## memo

**DATE:** July 17, 2012

**TO:** DSS Board of Directors

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

**SUBJECT:** RSVP Advisory Council Meeting *Committee*

The RSVP Advisory Council held a regular meeting on June 26, 2012.

The Coordinator's Report included the following highlights:

- The RSVP budget for FY 2012/13 is \$115,858 which includes funds from the City of Santa Fe = \$48,101; State = \$38,845; Federal = \$28,912.
- Our office has organized many special projects including the Pro Bono Panel of the N.M. State Bar giving a free estate planning workshop at MEG; running the names of all 600+ volunteers through the National Sex Offender website, just as a precaution; Marisa is purchasing gasoline reimbursement cards for volunteers.
- We are conducting a rummage sale and several root beer float sales to earn petty cash funds for the program.
- We nominated Arthur (Art) Baca for the Kay Rose Wood Memorial Award at the N.M. Conference on Aging, and he won. He will receive the award at this years' Conference.



# RSVP Coordinator's Report

## June 26, 2012

### Reports and Training

- Marisa is completing her quarterly "Total Hours Worked by Volunteers" report for April-June.
- Kristin is preparing a "Program Highlights" story to give to the CNCS office. They are now requesting these success stories on a quarterly basis for all RSVP programs in New Mexico.
- I was authorized to augment State funds by \$4,000 for the upcoming fiscal year, to go towards mileage reimbursement for volunteers. Now the total program budget for FY 12/13 is \$115,858 (City = \$48,101; State = \$38,845; Federal = \$28,912)
- We attended an orientation by the Dept. of Health on distributing Farmer's Market Vouchers.
- We attended a class for all Senior Services staff on how to use a defibrillator.
- I participated in a "webinar" training by FEMA on emergency preparedness events.

### RSVP Volunteer Stations

- We updated our Memorandums of Understanding with PMS Hospice, St. Elizabeth Shelter, and Randall Davey Audubon Center.
- Despite four requests since last spring, we have not received a signed MOU from the Rio Arriba County senior centers.
- I met with the new volunteer director at Santa Fe Habitat for Humanity, to explain our program and his responsibilities to RSVP.
- In order to strengthen ties, we both assisted with a bulk mailing event at Kitchen Angels.

### Special Projects

- We arranged and hosted a seminar by the Pro Bono panel of the New Mexico State Bar, on Estate Planning and wills. Over 80 people attended the evening event.
- Our office volunteer, Yolanda, has begun the long process of entering the names of each RSVP volunteer into the National Sex Offender Registry website and printing the results. We are not mandated to do this, but we feel it is a wise precautionary measure.
- Santa Fe RSVP has joined the National Association of RSVP Directors and the National Senior Corps Association. There are both national networking and vote influencing organizations which we are encouraged to join by our state and federal supervisors.
- Marisa and I continue to oversee the monthly ECHO Commodity distribution and pick up food boxes for about 96 homebound seniors each month. I helped deliver on one route last month.
- We both assisted with the State Senior Olympics Senior Trek Play Day event at the GCCC.
- We each assisted local Senior Olympics with their track and field events.
- We both helped out at a senior dance at the Eagles Club.
- I helped serve lunch for the Senior Olympics barbecue at MEG.
- I met with staff at El Castillo Retirement Community to see how RSVP and the City of Santa Fe might assist with their emergency response plan.
- I wrote a one-page flyer overview of the Senior Services programs. A doctor at La Familia is translating it into Spanish.
- I nominated former RSVP Advisory Council member Art Baca for the Kay Rose Wood Memorial Award for the Conference on Aging, and he won. (what did he do? see criteria)
- We organized two afternoons of free massages for seniors by students at the NM Academy of Healing Arts. A total of 36 seniors each received a 45-minute treatment.

### Volunteer Recognition/Recruitment

- Marisa has purchased give-away items to help us recruit potential volunteers at future events.
- Marisa is working on purchase orders to cover half of our volunteers for mileage reimbursement gift cards. Because we are on two separate funding cycles, we have to wait until after July 1<sup>st</sup> to purchase the other half.
- We consider the Farmers' Market voucher program (described below) to be a method of volunteer recognition because we are going to each center where we have volunteers, giving the vouchers out, and thanking them for their volunteer efforts.

### Upcoming Events/Projects

- RSVP will distribute Farmer's Market vouchers worth \$28 to income-eligible seniors throughout Santa Fe City and County in July. We worked with the Dept of Health, the MedBank Program and others in the Aging Dept., ECHO Commodity staff, and City and County senior center coordinators. We'd love you to join us at any event. I'm attaching the schedule.
- We will be selling root beer floats at some senior center barbecues, to raise funds for our petty cash account.
- We will have another rummage sale on July 25<sup>th</sup>, also as a program fundraiser. We could use help before and during, and we need donations.
- The New Mexico Conference on Aging will be August 21<sup>st</sup> and 22<sup>nd</sup>. If you have never gone, we invite you to come and allow us to pay your registration and lunch either day or both. If you have come before, we can offer you transportation and an exciting time. Please let Marisa know if you are interested.
- We are looking for a project for the "911 Day of Remembrance" event.

Respectfully Submitted,

Kristin Slater-Huff, RSVP Coordinator