



# Agenda

CITY CLERK'S OFFICE

DATE 4-9-12 TIME 10:57am

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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, April 18, 2012  
9:00 a.m.

- I. CALL TO ORDER
- II. INVOCATION /PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – March 21, 2012
- VI. DSS DIRECTORS REPORT – Ron J. Vialpando, Director
  - a.) Christine Sanchez-Warren – Activities Section
  - b.) Brittany Snyder – Defibrillator Training
- 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**

**April 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>March 21, 2012</b>	<b>Approved [as submitted]</b>	<b>2</b>
<b>DSS DIRECTORS REPORT-Ron J. Vialpando, Director</b>		<b>2-3</b>
<b>a) Christine Sanchez Warren-Activities Section</b>		
<b>Informational</b>		<b>3</b>
<b>b.) Brittany Snyder – Defibrillator Training</b>		
<b>Informational</b>		<b>3</b>
<b>COMMITTEE REPORTS</b>	<b>Distributed/Approved</b>	<b>3-4</b>
<b>UNFINISHED/OTHER BUSINESS</b>		<b>4</b>
<b>NEW BUSINESS</b>		<b>5</b>
<b>COMMENTS FROM THE FLOOR</b>		<b>5</b>
<b>DATE AND LOCATION OF NEXT MEETING</b> (Scheduled for May 16, 2012 at the Mary Esther Gonzales Senior Center at 9.30 a.m.)		<b>5</b>
<b>ADJOURNMENT</b>	<b>Adjourned at 10:55 a.m.</b>	<b>5</b>

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

**April 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  
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  
Christine Sanchez-Warren, Division of Senior Services, Activities Section  
Ron Vialpando, Division of Senior Services Director

**OTHERS PRESENT**

Jo Ann G. Valdez, Stenographer

**INVOCATION**

Invocation was led by Gilbert Alarid.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Gilbert Alarid 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: March 21, 2012**

**Mr. Alarid moved to approve the Minutes of the March 21, 2012 meeting as submitted. Ms. Gonzalez seconded the motion. The motion passed unanimously by voice vote.**

## **DSS DIRECTOR'S REPORT**

Mr. Vialpando reported as follows:

- The Mayor's Banquet was a success. It went very well and they had a good turnout. Staff and volunteers did a great job. Gilbert Alarid was the MC for the event and also did a great job.
- DSS staff attended the Finance Committee meeting on Monday regarding the operating budget for next FY. The DSS is looking at a flat budget in the amount of \$2.1 million of general transfer in funds and state and federal dollars. The DSS budget will be reviewed on Monday, April 23<sup>rd</sup> at City Council Chambers at 1:00 p.m.
- The DSS plans to start the construction on the front entrance at the MEG Center soon. The plans have been designed and are ready to go. The seniors will have to be re-routed during the construction phase, approximately 3-4 weeks. Seniors will be dropped off at the back entrance. The total estimated cost for the project is \$55,000, which is state funded.
- The DSS is in the process of spending down the State emergency funds that they received (\$65,000). They will utilize a portion of it to replace the carpet and tile in the pool room and exercise area. The remaining balance will be used to replace the condenser unit in the delivery van. They are presently processing the requisition.
- The DSS Warehouse Project is coming along well. The design has been completed. The facility will be 2,000 square feet. The total cost of the project is \$500,000 and the DSS needs \$300,000 to complete the project. This will go before the voters on the GO ballot.

- Mr. Vialpando gave an update on the Capital Outlay request noting that the overall request for the DSS was \$2 million of which \$1,130,800 was approved. \$1.1 million will be used to address compliance issues, computer labs, complete the warehouse, replace vehicles and equipment; \$125,000 will be used for a computer lab at the Luisa Senior Center.

**a. Christine Sanchez-Warren-Activities Section**

Ms. Sanchez-Warren gave a brief history of her background noting that she has been with the DSS for over 21 years. She works with the senior programming for the Activities Section and oversees the daily activities at the MEG Center and the Ventana de Vida Senior Center. They currently offer guitar classes, Tai Chi classes; sing alongs; knitting, computer classes, jewelry making, art, exercise; and occasionally they have bingo at the Ventana de Vida Senior Center. They have a dance every other month. Ms. Sanchez-Warren said one of her job duties is to recruit the entertainment for the dances.

Ms. Sanchez-Warren mentioned that the instructors are all volunteers.

Ms. Sanchez-Warren said she occasionally runs the commodities program and she is available to assist with other programs, if necessary. She also fills in for the Receptionist when she is not available.

She noted that they will be taking seniors to Chaco Canyon in May and June. Fliers about this will be done at the end of this month.

Ms. Sanchez-Warren explained that they report numbers for budget purposes.

Ms. Sanchez-Warren was acknowledged for the great job she does.

**b. Brittany Snyder – Defibrillator Training**

The Board Members viewed the DVD on how to use a defibrillator and Ms. Snyder also conducted training on the defibrillators.

**COMMITTEE REPORTS:**

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

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

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

### **RSVP Committee**

Ms. Lucero moved to accept the RSVP Committee monthly report as corrected, 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.

### **Transportation Committee**

Ms. Giron moved to accept the Transportation 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 Games Committee**

Ms. Giron moved to accept the Senior Games 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**

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

### **UNFINISHED/OTHER BUSINESS**

#### **a. Letter to acknowledge Stenographer**

Chairperson Romero said he would be writing a letter of recommendation to the City Manager and the Mayor to recognize the outstanding job the Stenographer (Jo Ann Valdez) is doing.

### **NEW BUSINESS**

There was no new business.

## **COMMENTS FROM THE FLOOR**

Chairperson Romero mentioned that there has been some confusion about the computer classes/room. Some senior citizens are signing up too late for the computer classes and they complained that they did not receive a timely call. The computer classes can only accommodate seven seniors per class and the time slots are assigned. Chairperson Romero said the instructors will call those on the alternate list the evening before the class. The next computer class will start the week of July 1<sup>st</sup> and will be done on a first-come, first-serve basis.

A question was asked as to whether or not the MEG Center had WiFi.

Mr. Schocke noted that the wireless router was taken from the computer room. However, he has one that he can install. He will also make a sign noting that the router belongs to the computer room.

The DSS will be having a "*Caring for the Caregiver*" session on May 15<sup>th</sup> from 1:30 p.m. to 4:30 p.m. at the MEG Center. Refreshments will be provided.

Ms. Lucero asked if anyone can attend.

Ms. Giron said yes, it is open to the public.

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

The next meeting was scheduled for May 16, 2012 at 9:30 a.m. at the Mary Esther Gonzales Senior Center.

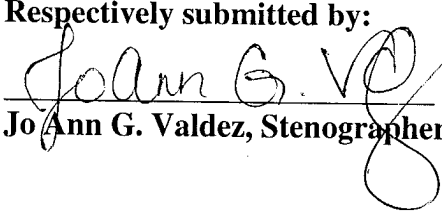
## **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 10:00 a.m.

**Approved by:**

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

**Respectively submitted by:**

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

# City of Santa Fe, New Mexico

## memo

EXHIBIT

tabbies

A

DATE: April 11, 2012

TO: Advisory Board Members

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

SUBJECT: Committee Status Report

March units of service are as follows:

- Homemaker – 688.25 hours to 69 seniors
- Respite – 833 hours to 34 caregivers
- Equipment - 31 units
- Nutritional Supplements – 156 6-packs (39 cases)

Units of service were over by 61 & 1/4 regarding Homemaker hours and over by 71 & 1/4 for Respite hours for the ninth month of the fiscal year.

Nine IHSS staff took 12 clients to Santuario De Chimayo & Sopaipilla Factory on Wednesday, March 28.

We will be having a caregiver support session/staff training on Tuesday, May 15. Please see attached flyer for information.

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



**FOSTER GRANDPARENT PROGRAM (FGP)/SENIOR COMPANION PROGRAM (SCP)  
ADVISORY COMMITTEE MINUTES - April 16, 2012**

The meeting was called to order at 1:35 p.m.

Ms. Rosina Schutz gave the invocation and Mr. Gilbert Alarid led the Pledge of Allegiance.

Present at the meeting were Mr. Gilbert Alarid, Ms. Tonie Ann Gallegos, Mr. Frank Lucero, Ms. Rosina Schutz, Ms. Connie Valencia, Ms. Melanie Montoya, and Ms. Louise Kippert. Ms. Ramona Griego was absent.

The minutes from the November 2, 2011, meeting were approved by a motion from Rosina and seconded by Toni Ann.

The following staff report was discussed:

We currently have 31 Foster Grandparent volunteers working between 20 to 30 hours per week. Because the State had available funding, we requested and received \$10,000, a one-time appropriation. This will carry stipends through June 30 to include the summer program and increasing volunteer hours to six per day. We anticipate between 18 and 19 volunteers participating in the summer program. We currently have 28 Senior Companion volunteers. Normally have a few more but due to deaths and health issues our numbers have decreased. However, recently we recruited five new volunteers who are being processed for eligibility. It should be noted that our number of volunteers and number of seniors served are on target.

Through the 2012 Legislative process, we submitted requests and received additional annualized appropriations of \$14,000 for SCP and \$5,000 for FGP. This will allow us to replenish the reductions we recently received at all levels, Federal, State, and City.

We have also started preparation for the submission of our Federal and State grant renewals. As part of this process, our funding sources are looking for success stories. If any member has a story they would like to share, please let Melanie know so she may include your story.

An Albuquerque trip to visit the Aquarium, Museum, and lunch at Golden Corral has been scheduled for Thursday, March 22. Our 56-passenger coach bus will transport us. Also, the annual Spotlight for Volunteers is scheduled for Friday, April 13. However, due to lack of interest and costs we will not send staff or volunteers. Our annual Mayor's Recognition Banquet is scheduled for Tuesday, April 17. Also this year, our Nutrition Cooks will prepare the Roast Beef with side dishes. Our Transportation section will shuttle participants from MEG to the Convention Center and those who want to drive may use the parking garage free for this event. The Vietnam Veteran's will provide the presentation of Colors. Gilbert agreed to be the Master of Ceremony (MC) and Frank agreed to provide the invocation. Dignitaries include the Mayor, Isaac Pino, Michael Garcia, Ernesto Ramos, and Ron Vialpando. There will be a table in the front for this Advisory Committee's members.

The New Mexico Conference on Aging has been scheduled for Tuesday and Wednesday, August 21 and 22, 2012, at the Hard Rock Casino in Albuquerque. Because of the additional funding we received from the State, we will be able to send volunteers and some will even be able to spend the night. If you are interested, please let Melanie know.

We are again reviewing our policies as well as developing a formal Background Check policy establishing criteria particularly with respect to DUI. We welcome any suggestions the committee may have and we will present a draft for your review.

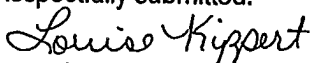
Beginning in 2013 and 2014, we will need to compete with other programs for Federal funding.

Site visits were scheduled for the middle of May. Toni Ann, Rosina, Frank, and Connie agreed to visit schools and homes.

The next meeting was scheduled for Wednesday, August 15<sup>th</sup>, at 1:30 pm.

There being no further business, the meeting adjourned at 2:47 pm.

Respectfully submitted:

  
Louise V. Kippert

## GONZALES, LUGARDITA

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**From:** Bonnie Rogers [bo\_rogers@hotmail.com]  
**Sent:** Thursday, April 12, 2012 12:02 PM  
**To:** GONZALES, LUGARDITA  
**Subject:** Senior Games Committee Report

Date: April 12, 2012

The meeting was called to order by Karin Roth, the board president, at 9:45 am.

All events for the Senior games are going smoothly. The following events were completed for the month of March: Air rifle, Air pistol, Basketball Free throw, Bowling, Racquetball and Swimming. For the month of April, we have Huachas, Badminton, Shuffleboard, Eight Ball Pool, Talent Show and Archery. There are more events to come for the month of May. Pickleball, Cycling, Tennis, Golf, Table Tennis, Tai Chi, Horseshoes and Field events to include, racewalk and Track. All the events will be completed by June 1, 2012. Certificates of appreciation were given to the event managers after each event.

There will be a scholarship available for senior athletes who are unable to afford the cost of registering for the State Senior Games. A criteria list is being developed to be ready by June 15, 2012.

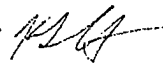
Senior Trek will be held on May 30, 2012 at the Chavez Center. Sign in is at 8:00 am. This is more like a health fair.

May 9th is the beginning of the State Games registration. This will be held at the MEG Center from 9:00 am to 12:00 pm.

The meeting was adjourned at 11:45 am.

# City of Santa Fe, New Mexico

# memo

**DATE:** April 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 February 28<sup>th</sup> and our next meeting will be on April 24<sup>th</sup> so the Senior Advisory Board is up to date on our business.

I understand there is a question as to why we are not termed a "committee", as are other groups who meet under the auspices of DSS. In order to address that question, I will include an excerpt of the most recent edition of the RSVP Operations Handbook. As background, RSVP, FGP and SCP programs receive their titles, logos, structure and, in most cases, a portion of their funding from the federal Corporation for National and Community Service (CNCS). RSVP has been in existence throughout the United States since 1971. In all official documentation from CNCS, the group is called either a "Community Advisory Group" or a "Community Advisory Council" or simply an "Advisory Council".

*RSVP Operations Handbook Chapter 4: Community Participation*

## **CHAPTER 4: COMMUNITY PARTICIPATION**

### **17. COMMUNITY ADVISORY GROUP**

#### **a. Program Requirement**

*The scope and extent of participation by the many entities that make up a community will vary considerably from project to project. But all projects can benefit from the involvement of a focused and sustained core group that provides perspectives and active assistance from the larger community. This is the structure that the program regulations require the sponsor to organize to secure community participation in the project. [45 CFR 2553.24] For the sake of easy reference, this structure has been termed the Community Advisory Group in this Handbook.*



Thank you for your understanding with our decades-old compliance to this federally mandated set of standards.

# City of Santa Fe, New Mexico

# memo

Date: April 9, 2012

To: DSS Advisory Board

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

Subject: Transportation/Nutrition Committee Monthly Report

## **Nutrition Monthly Report**

- 5,840 congregate meals (units) were served during the month of March. Also 13,399 meals on wheels were delivered in February.
- Goodwill employee's hourly wage was increased to the new City of Santa Fe minimum wage.

## **Transportation Monthly Report**

- During the month of March, the transportation section provided 4,225 senior rides.
- Transportation has assisted in coordinating the following March senior trips.
  - ..Annual Santuario de Chimayo March 27<sup>th</sup> trip.
  - ..In-Home Support Santuario de Chimayo March 28<sup>th</sup> trip.  
(the coach was used for both trips)