

# City of Albuquerque

## Department of Senior Affairs

### Advisory Council



Anna M. Sanchez, Director

1 Civic Plaza NW  
Albuquerque, NM 87102

DSA Advisory Council, In-Person Meeting  
Bear Canyon Senior Center  
4645 Pitt NE, 87111  
Monday February 26, 2024 at 12:00 p.m.  
<https://cabq.zoom.us/j/87002708426>

## Minutes

- I. Roll Call
- II. Meeting Called to Order by Chair Evan Thompson at 12:07 PM
  - a. Present:
    - i. Advisory Council Members: Evan Thompson, Steve Borbas, Henry Shonerd, Louis Carlentine, Dubra Karnes-Padilla, Havens Levitt, Raymond Taylor, Sheila Hundley, Lorey Esquibel
    - ii. Present via zoom: Martha Medina
    - iii. DSA Staff Members: Anna Sanchez, Chris Sanchez, Tim Martinez, Nikki Peone, Agnes Vallejos, Angel Montoya, Maria ReQua, Janely Gamboa, Tyler Dunn, Bernice Chacon.
- III. Approval of Minutes
  - a. Mr. Shonerd motions to approve minutes, Mr. Borbas seconds. November Minutes were approved.
  - b. Mr. Shonerd motions to approve the February Agenda, Mr. Carlentine seconds. The February agenda was approved.
- IV. Public Participation- Mary Cook
  - a. Ms. Cook advised that she is upset because she was told she could not sell items in the flea market outside the room at Manzano Mesa. Ms. Montoya obtained Ms. Cook's phone number and advised she would schedule a follow-up call to discuss this further.
- V. New Employee Introductions- Janely Gamboa, Program Data Analyst II
  - a. Ms. Vallejos introduced Ms. Gamboa to the committee advising this is her third week with the department. Ms. Gamboa advised she brings experience in analyzing reports and data and is excited to be part of the department.
  - b. Ms. Vallejos also advised that the Council approved a Program Data Analyst I position to be restructured and is currently recruiting to fill it. This role will provide support to Data Analyst II and throughout the department

as we strive to accomplish goal three of our strategic plan: Become a Data-Driven Organization.

VI. Center Manager Report- Tyler Dunn, Center Manager

- i. Mr. Dunn introduced himself to the new faces and provided them with a background.
- ii. Mr. Dunn reported the kitchen renovation has been completed and was reopened back in October. This has been a successful transition and are hoping the kitchen staff can be expanded as this center offers a two-option lunch menu as well as a meal site location.
- iii. The center hosted Thanksgiving lunch in 2023 and was a huge success. A total of 150 people were in attendance including members of the community and the City's new CAO (Chief Administrative Officer).
- iv. The floors have been waxed and resealed throughout the center which look a lot cleaner and brighter.
- v. Councilor Jones helped in the repainting of the doors and in return for all her support, this room (Multipurpose Room) has been dedicated to her. A small celebration was held last December.
- vi. Councilor Jones and new Councilor Champine are currently assisting the center in improving the center's signage as it is hidden and most people don't realize there is a senior center. Mr. Dunn will provide updates as they become available.
- vii. A few events are coming up to BCSC, the first one is St. Patrick. This will be held on March 12 after lunch. The Easter event will be in April and there will be vendors and entertainment. Mr. Dunn is currently working on a flyer for distribution and advertisement.

VII. Strategic Plan Progress Update- Director Sanchez

- a. Director Sanchez presented a progress update on the strategic plan and informed the administration has diligently incorporated an employee manual. This manual will enable every DSA staff member to understand their roles and responsibilities. Moreover, it facilitates cross-training and offers opportunities for those interested in transitioning to new roles, allowing employees to gain insight into each other's duties and responsibilities.
- b. Director Sanchez informed the committee that many systems lack integration and don't talk to each other, this creates a challenge in operational efficiency. Addressing this issue is crucial and will enable the department to better manage expectations regarding demand.
- c. Deputy Director Sanchez advised the department is aiming to formalize the staffing analysis through a resolution. DSA just attended a second budget hearing and talked about the progress the department has made. The department will assess current operations with clients and strategize for the next two years as the current administration's term approaches its end. It's crucial to solidify the department's priorities during this period.

- d. Director Sanchez informed that she will speak at the FGO (Finance and Government Operations) committee in March to highlight the importance of the department's mission and focus, especially concerning budget allocation. Director Sanchez emphasized the importance of everyone's support in advocating for our department as it's crucial for individuals to articulate the importance of our work concerning budget allocation in both our programming and daily operations.
- e. Agnes Vallejos, Strategic Program Manager
  - i. Ms. Vallejos advised that her team has successfully completed the vaccine at the centers regarding the nine-month timeline and has submitted the final report.
  - ii. Regarding the surveys, Ms. Vallejos advised she has received over 1000 responses from a few locations and will receive the others approximately by mid-March. The surveys aim to redesign our services for a more consistent approach, enabling annual comparisons. Ms. Vallejos will return to share the survey results soon.
- f. Maria ReQua, DSA Social Services Division Manager
  - i. Ms. ReQua reported operations are relatively quiet except for the I&A phones; quick guides are undergoing revisions to ensure they are up-to-date. Currently, Social Services is working with Marketing and vendor contract to reprint materials for 2024-2025.
  - ii. The Home Services program has served over 204 seniors with firewood, and there is still a need to process requests, possibly 1-2 more rounds of distribution.
  - iii. As we transition into spring, requests for yard cleaning services are beginning to increase, marking the start of the seasonal shift.
  - iv. There is one vacancy for case management, prompting the division to reconsider how we allocate their caseload. As currently, cases are organized by zip code.
  - v. The Advocate Specialist has been occupied with initiatives aimed at improving communication between code enforcement and DSA regarding citation yards. Seeking ways to facilitate better advocacy and communication channels is the main focus of this position at the moment.
- g. Angel Montoya, Recreation Division Manager
  - i. Ms. Montoya provided an update on the recreation division's operating and upcoming events.
  - ii. In January, there were over 2,103 new memberships and a total of 1,810 renewals.
  - iii. The Highland Senior Center Manager position has been posted on the City's website; SBMT Coordinator and General Service Worker positions have been already selected.
  - iv. The first Televeda Beyond the Walls Digital Literacy Online Class will be held at Bear Canyon Senior Center; the Televeda Homebound

Survey is in the process of being drafted and will go out to all 722 homebound seniors in mid-March.

- v. Parks and Recreation will host a town hall on March 7th at 9:30 am regarding the Highland Senior Center Mini Dog Park.
- vi. Deputy Director Sanchez will read to the children in the Manzano Mesa Youth Program on March 1st at 4:30 pm, this is in partnership with "Read Across America."
- vii. The Veteran's Health Administration Program will be at Highland Senior Center on March 12 from 9am-1pm to provide resources and information regarding VA Healthcare.
- viii. The Teenior's schedule for March is in the works and will be shared as soon as is completed.
- ix. The Senior to Senior event will be held on March 7 at the Palo Duro Senior Center. This is an event by the Cottonwood Classical Preparatory School and senior students need your help for their history class.

h. Tim Martinez, Nutrition & Transportation Division Manager

- i. Mr. Martinez provided an update concerning the Meal Sites: La Amistad, which had been inactive since Covid, is now in the final stages of preparation for its return. The concluding inspection is scheduled for the 28th of this month, and we anticipate a soft reopening on Monday, March 4th.

i. Nikki Peone, DSA Associate Director

- i. Ms. Peone reported that meetings regarding the new building of Martinez Town continue to take place and more updates will be provided.
- ii. The department is in the process of drafting a proclamation to honor all DSA volunteers during Volunteer National Week. Additionally, informational booths will be set up across the centers to provide people with the opportunity to learn more about volunteer opportunities and programs. Ms. Peone requested everyone's assistance in spreading the word. These activities will take place from March 11th to March 22nd.

j. Anna Sanchez, Director

- i. Ms. Sanchez provided an update on our ongoing efforts, including the committee refresh and the revision of our Standard Operating Procedures (SOPs). These revisions are undertaken annually to reflect changes and improvements.
- ii. The full master calendar is being developed to solidify community engagement activities, emphasizing sports and wellness initiatives that showcase our department's contributions. We are currently adding final touches to this calendar.

VIII. Advisory Council Business

- a. Ms. Lorey Esquibel was presented with her name badge as a welcome to the board.

- b. Mr. Louis Carlentine has been approved to serve a second term in last City Council.
- c. The bylaws were presented to the board for review and recommendations. One item that needs to be updated is the physical address of the department. We also would like to provide better clarification on recent selections for Chair and Vice Chair, if the committee wants to change the term to 3 years or leave it at a two-year term. Deputy Director Sanchez asked the members to review the changes and provide feedback in the next meeting.
- d. Deputy Director presented a list of proposed committees and asked the members to review and send their preferences to EA, Bernice Chacon.

IX. Council Member Reports (Optional)-

- a. Ms. Karnes-Padilla shared updates from the national board she serves on for event planning. The focus of their research involves incorporating art into their initiatives. The event aims to raise funds for the Heart Association to support children born with congenital heart disease (CHD), a cause that affects 1 in every 100 children. The event was reported as successful in meeting its fundraising goals for this cause.
- b. Ms. Levitt advised she will be supporting the Pie Day event on March 16 at the Balloon Fiesta and hopes everyone can attend.
- c. Director Sanchez advised that Ms. Teresa Haering was notified of her removal from the board due to repeated absences, with no response received from her. Therefore, we are going to start reaching out to the Public Affairs board to start recruiting for her position.

X. Announcements

- a. Tour of Bear Canyon Senior Center by Center Manager, Tyler Dunn: Mr. Dunn will provide everyone with a tour of the center.

XI. Adjournment

- a. Ms. Karnes-Padilla motioned to adjourn meeting, Mr. Borbas seconds. Meeting adjourned at 1:15pm.