

City of Albuquerque

Department of Senior Affairs

Advisory Council



Anna M. Sanchez, Director

1 Civic Plaza NW
Albuquerque, NM 87102

North Valley Senior Center
3825, 4th St NW 87107
Monday, June 17th, 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 12:03 PM
 - a. Present:
 - i. Advisory Council Members: Evan Thompson, Steve Borbas, Henry Shonerd, Louis Carlentine, Dubra Karnes-Padilla, Raymond Taylor, Havens Levitt, Lorey Esquibel, and Sheila Hundley. Absent: Martha Medina
 - ii. DSA Staff Members: Anna Sanchez, Marina Salazar, Tim Martinez, Agnes Vallejos, Angel Montoya, Maria ReQua, Victoria Velarde, Julianna Brooks, Micheal Duran, and Ilan Tena.
- III. Approval of Minutes
 - a. Mr. Borbas motions to approve minutes. May minutes were approved.
 - b. Mr. Shonerd motions to approve the June Agenda. The June agenda was approved.
- IV. Public Participation- N/A
- V. Administrative Report: Director Anna Sanchez
 - a. Introducing, Marina Salazar, Deputy Director to those that didn't meet her last time.
 - b. Hiring
 - i. Unclassified Deputy Director
 - ii. Fiscal Manager
 - iii. HR- Senior Personelle & Labor Relations Officer
 - iv. Executive Assistant
 - v. Community Volunteer Engagement Manager
 - vi. VIA Program Coordinator
 - c. Question: What is an unclassified position?
 - i. Anna clarified with details provided by Maria ReQua.

- d. Advisory Council meeting will rotate to the newest multigenerational center, Santa Barbara-Martineztown (SBMT).
 - e. Qualify Assurance Committee: Evaluating mealsites and external partnerships. There are 17 total mealsites including SBMT.
 - f. Committee Support: MOUs tracking, growth, and decision making.
- VI. Committee Report-Out: Evan Thompson invites committees to share updates.
- a. Ray Taylor. reviewed the excel spreadsheet provided as a working document to report committees' needs.
 - i. Form was updated with a section to assign DSA staff resources.
 - ii. Committees should begin meeting and refer to staff contacts.
 - iii. Some committees are already active (ie. Age Friendly)
 - 1. Demonstrates structure, planning, and shared minutes.
 - iv. Current version suggests recurring reporting/meetings. Schedule may be adjusted as needed.
 - v. Question: Are the meeting dates accurate?
 - 1. Anna Sanchez - Some meetings were scheduled through Bernice. Please, reset calendars and disregard previous scheduling.
 - b. Code of Conduct Committee
 - i. Angel: Incidents may occur: ie. recent 5-day suspension.
 - 1. Committee would also hear appeal
 - 2. Process: if a member decides to break code of conduct, they will be asked to leave verbally. After a 5 day suspension, they may return. Repeat: 1 mo, 6 mo, lifetime suspension. Steps may be skipped depending on severity.
 - 3. May appeal to Director and AAA.
 - 4. Note: Meals are being provided on an emergency basis.
 - ii. Anna S.: Other Divisions have been instructed to take corrective steps to ensure continuation of services.
 - 1. Prefers a neutral channel for appeals.
 - iii. Angel: Usually able to resolve issues through verbal conversations.
 - 1. Anna: DSA would like to support staff as they interact with the public.
 - iv. Question (Steve B.): Will the center managers determine the outcome?
 - 1. They are the first contact, Div Mgrs document and track.
 - 2. Director involved with incident report and appeal.
 - 3. Steve B.: UNM dispute resolution process could be a reference.
 - a. Angel M.: We have an internal procedure. Example: one month suspension included a mediation meeting.
 - c. Naming Committee: not included in the chart
 - i. More of a function of the executive team.
 - 1. Note: Please determine if this is a committee.
 - ii. If someone makes a contribution to the DSA community, a form may be completed to consider naming a public space in their honor.

VII. DSA Upcoming Events:

- a. Angel – Santa Barbara-Martineztown Multigenerational Center Grand Opening
- b. Summer Youth Programs start today at Manzano Mesa and North Domingo Baca Multigenerational Centers.
- c. Welcome to Summer Bash: North Valley Senior Center
- d. Bear Tones Choir: Bear Canyon Senior Center
- e. Splash pad has opened at Manzano Mesa Multigenerational Center.
 - i. New installation by next summer: all ages and all abilities.
- f. Other construction updates: Highland also getting lighting updates.

VIII. Nikki – attended Points of Light conference

- a. 30 countries were represented by attendees.
- b. Topics included civic engagement, impact, and change.
- c. Will also attend AmeriCorps Convening in Baltimore, Maryland
- d. Upcoming service projects and end of year reporting.

IX. Center Manager Report

- a. Julianna B.– security fencing should be complete this week.
- b. Micheal D. – Leadership introducing minor changes at a slow pace.
 - i. Minimal issues, complaints etc.
- c. Training Week – staff caught up and organized.
 - i. Next round in August.
- d. Micheal D. – streamline activities
 - i. North Valley Senior Center will host markets on Tuesdays, starting next month. This schedule will sync with SBMT to present markets at each center nearly each weekday.
 - ii. Trips have also started again
- e. Question: Where is the flea market? North Valley Senior Center, Social Hall.
- f. Summer Bash will be the first day of summer with music and refreshments.
- g. Julianna B.: center is fully staffed, hired office assistant.

X. Council Announcements:

- a. Angel – Invites people to visit the micro dog park at Highland Senior Center
- b. Steve B. – Book is available on Amazon – “So, What did you see today?”
- c. Dubra K.P. – AARP Albuquerque office opening
 - i. Agnes will be attending on DSA’s behalf.
- d. 100% BernCo event @ BernaFacio Development Center
- e. Ray – There is a new organization to connect seniors with part time employment opportunities.
 - i. Adapted with CNM process to connect students with internships.
 - ii. Agnes - soft launch phase
 - iii. Anna – DSA will be a partner/sponsor.
 - 1. Director: It would be great to refer inquiries regarding employment.
- f. Question: Will there be outreach at the Age Friendly Summit?
 - i. Morning session: equity with other Dep/progs
 - ii. Afternoon Session: public invited to visit information resources.

- g. Agnes – presented at an Alzheimer’s Association caregiver event as a member of the panel.

XI. Motion to Adjourn: Henry Shonerd at 1:14 pm