



CITY OF LAS CRUCES

1 The following are the summary minutes of the **Senior Programs Advisory Board**
2 meeting held on Thursday, February 8, 2024, at 9:05 a.m. at the Frank O'Brien Papen
3 Center, 304 W. Bell Ave, Las Cruces, New Mexico.

4
5 **MEMBERS PRESENT:**

6 Chair Gabriel Montalvo, Munson Center Representative
7 Vice-Chair Belinda Soto, Henry Benavidez Center Representative
8 Secretary Judy Chavarria, Member-at-Large
9 Mona Bedale, District 2 Representative
10 Yolanda Knodle, District 4 Representative
11 Steve Gaskell, District 3 Representative
12 Jo Ann Rodriguez-Haught, Frank O'Brien Papen Center Representative
13 David Hernandez, Eastside Center Representative
14 Larry Altamirano, Sage Café Senior Center Representative
15

16 **MEMBERS ABSENT:**

17 Kirk Loudon, District 6 Representative
18

19 **GUESTS PRESENT:**

20 Sonia Saldana, Senior Programs Deputy Director
21 Chris Behrens, Recreation Facility Manager
22 Christine Rivera, City Clerk
23 Charles T. Tucker, City of Las Cruces Inspector General
24 Toni G. Flores, Recording Secretary
25

26 **I. CALL TO ORDER:** Chair Gabriel Montalvo, Munson Center Representative,
27 called the Senior Programs Advisory Board meeting to order at 9:05 a.m. on
28 Thursday, February 8, 2024, at the Frank O'Brien Papen Center, 304 W. Bell Ave.,
29 Las Cruces, NM.
30

31 **II. ROLL CALL:** Roll call was taken, and a quorum was ascertained.
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33 **III. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Vice Chair
34 Belinda Soto, Henry Benavidez Center Representative.
35

36 **IV. MOMENT OF SILENCE:** The Board observed a moment of silence.
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38 **V. APPROVAL OF THE AGENDA:** Motion was made by Judy Chavarria, Member-
39 at-Large Representative, and seconded by Larry Altamirano, Sage Café
40 Representative, to approve the February 8, 2024, Senior Programs Advisory Board
41 meeting agenda as presented. Vote: 9 Ayes, 0 Nays. Motion passed.
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43 **VI. CONFLICT OF INTEREST:** Board Members had no conflict of interest with any
44 item of business on the agenda.
45

1 **VII. INTRODUCTIONS:** Christine Rivera, City Clerk, and Charles Tucker, City of Las
2 Cruces Inspector General, were introduced and welcomed.

3
4 **VIII. PUBLIC COMMENT:** None.

5
6 **IX. ACTION ITEMS:**

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8 **A. APPROVAL OF JANUARY 11 2024 SENIOR PROGRAMS ADVISORY**
9 **BOARD MEETING MINUTES:** Motion made by Yolanda Knodle, District 4
10 Representative, second by Vice Chair B. Soto to approve the January 11,
11 2024 Senior Programs Advisory Board meeting minutes as presented. Vote
12 9 Ayes, 0 Nays. Motion passed.

13
14 **X. TRAINING** - Advisory Board Member Training and Review of code of Ethics by
15 Christine Rivera, City Clerk. C. Rivera stated the City of Las Cruces Municipal
16 Code outlines the types of boards and behavior expected from Board Members.
17 She stated that the Senior Programs Advisory Board is a nonstandard board and
18 is required to meet at least quarterly. Board Members are required to attend at
19 least 75 percent of the meetings. Board Members can be removed for
20 nonattendance. C. Rivera plans to work on this section to make leeway for illness,
21 etc. Boards follow *Robert's Rules of Order* and the City Council Rules of
22 Procedure. Chapter 2 of the Code refers to the code of ethics and in-meeting
23 behavior, which is basically to be respectful and honest. The Open Meetings Act
24 (OMA) specifies the requirements for public meetings. Public input is not required
25 by the OMA. CLC boards allow public input out of respect. Agendas specifying
26 the subjects to be discussed must be posted within 72 hours of the meeting.
27 Minutes are required with a summary of discussions and decisions. Rolling
28 quorums are prohibited. This means that a quorum of members should not discuss
29 policy outside of a public meeting, including calling individuals on the phone or e-
30 mailing. Inspection of public records was discussed. Aside from the private
31 information that cannot be released, e-mails are included as public records. Board
32 Members were advised to be careful what they put in e-mails, as they can be
33 requested for inspection by anyone. Board Member terms of office and
34 reappointments were discussed. C. Rivera will follow up with Board Member terms
35 of office due to expire on March 31, 2024. Board appointments are made by the
36 City Council. C. Rivera suggested conducting Board officer elections in April,
37 because this is when the new appointments are made. Currently, elections are
38 held in November. Any changes to the Board bylaws will have to go to Council for
39 approval.

40
41 There was discussion regarding personal information and how to keep it private
42 and confidential because the State tracks people who are receiving services by
43 using the last four numbers of their social security and dates of birth. This
44 information is then placed on the membership cards issued to the participants.
45 People have expressed concern about using this information. It was suggested a

1 request be made to the State asking them to consider removing these numbers
2 from the membership cards or use other information to identify clients. S. Saldana
3 will follow up. C. Rivera informed the Board should anyone have additional
4 questions or require further assistance, she can be contacted at 575-541-2115.
5

6 **XI. DISCUSSION ITEMS:**
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8 **A. SENIOR PROGRAMS DEPUTY DIRECTOR'S REPORT - SONIA**

9 **SALDANA:** Sonia Saldana, Senior Programs Deputy Director, provided
10 an overview of the budget requests submitted for consideration for fiscal
11 year 2025. The requests include increased funding for positions, security
12 guard services, and new vehicles. The additional funding will allow more
13 services to be provided, such as home care, respite care, and assistance
14 for grandparents raising grandchildren. Some services have a waiting list
15 for services. It was reported that a consumer needs assessment is
16 conducted by the case managers. The consumer's assessment score helps
17 to prioritize them on the waiting list. S. Saldana explained the funding
18 request for Security Guard services is new. Up until now, the Recreation
19 Program funds have been used to pay for security services. Munson Center
20 is seeing an increase in participants and incidents for this reason security
21 guard services are needed to ensure the safety of everyone coming to the
22 center. The increase in funding for meals is being requested to bring the
23 nutritional value of the meals up to the current standards. Funding for new
24 vehicles for the Recreation Program comes from the City's general fund and
25 for other vehicles it comes from the State. S. Saldana reported there are
26 plans to install security cameras in all the buildings. For security reasons,
27 all the exterior doors at Munson Center have been locked. The main
28 entrance to the building is through the front doors. Anyone can exit the
29 building through any of the doors. There have been incidents with non-
30 participants using the public facilities at the center and doing illegal activities
31 such as drugs, smoking, etc. Concern was expressed regarding the
32 efficiency of Dial-A-Ride bus scheduling. It was noted there are times that
33 the buses are seen with only one patron in the vehicle, while other
34 participants are sitting waiting for a trip home or to the doctor's office. S.
35 Saldana stated Dial-A-Ride schedule trips according to the time and where
36 the patron's need to go. Since everyone's needs are different and need to
37 be transported to different areas in town, for this reason the Dial-A-Ride
38 vans are not filled to capacity.
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40 **XI. UPDATES:**
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42 **A. CHAIR AND BOARD MEMBERS:** Concern was expressed regarding near
43 traffic accidents on McClure Street near the Benavidez Center. It was
44 suggested Board members report these issues to Codes Enforcement at
45 575-528-4100. The address is 550 N. Sonoma Ranch. It was also reported

1 there is no stripping on McClure Road and the ditch alongside the road
2 leading to the Benavidez Center is a hazard. The corner of Tornillo and
3 Picacho also needs work. It was announced that issues with the roads
4 should be reported to the proper personnel by calling 311. The department
5 will rush out to do repairs. Some of the food service delivery drivers at the
6 Eastside Center are complaining that they have to go too far to get the carts
7 to load the food, when there is an outside door that leads to where the carts
8 are stored. It may be that the door is locked for security reasons. Staff will
9 investigate this concern. Concern was also expressed that all the lights at
10 the baseball parks are always on when no one is using them. This is a
11 waste of taxpayer money. C. Behrens explained the new light bulbs must
12 be left on to break them in, for security and safety reasons, too. Concern
13 was also expressed about inattentive drivers that are driving with pets on
14 their laps and using cell phones while waiting at stoplights. A suggestion
15 was made to make sure the traffic signs directing visitors to the senior
16 centers are appropriately placed, easy to read and clearly visible to the
17 public. Senior Programs staff will follow up with this concern. A suggestion
18 was made that Board members should register to become official City
19 volunteers in case they need to help when the centers are short-staffed.
20 Volunteers are required to complete training and will be provided with a
21 volunteer assignment schedule once they have completed all the Volunteer
22 Network requirements. The link to the online volunteer registration is
23 www.volunteerlascruces.org. A request was made to have a presentation
24 at one of the meetings to explain the purpose and roles of the new Board
25 members. S. Saldana stated next month's meeting will include Older
26 Americans Act training. It was announced the 2024 Tax Assistance for
27 seniors will be available at the public library and through AARP by
28 appointment only at the Dona Ana Community College, 2345 Nevada Ave.
29 Flyers were handed out and will be posted at each of the centers. City
30 volunteers must complete IRS training to be able to assist with the tax aide
31 program. Concern was expressed about the maintenance of the Benavidez
32 Center. It was reported that the tables and floor are filthy. It seems like the
33 floor is not being maintained on a daily basis. The Facilities Department will
34 be contacted for follow-up. Concern was expressed about people making
35 U-turns in the Alameda Elementary school zone when dropping off their
36 children.

37
38 Munson Center participants are very happy with the new sewing machines
39 and other new equipment at the Center. Sage Café is having seating issues
40 because people are staying to socialize after the meal instead of leaving
41 after the meal to open more seats. There are plans to expand to the back
42 of the facility. S. Saldana stated currently, the plans are to relocate the
43 community garden at the Sage Café and add a parking lot in that area.
44 Tableware shortage at some of the centers was discussed. People are
45 taking home the silverware and glasses. It was mentioned that Alameda

1 needs more traffic lights and a turning lane at Hoagland. Holman was also
2 mentioned as needing traffic lights and turning lanes. It was announced
3 that the City places cameras at specific intersections to research the flow of
4 traffic and to identify areas where new traffic control devices are needed. It
5 was reported not all centers are receiving the current Senior Programs'
6 activity schedules. Staff will follow up with this concern. It was noted that
7 the City's website has a list of all activities and programs sponsored by
8 Senior Programs, but not everyone has access to or knows how to use a
9 computer. A request was made to list the officers' positions next to their
10 names on the agenda. Registration for the art class opens on Monday,
11 February 12, 2024, and will remain open for two weeks. Registration must
12 be completed in person at Munson Center.

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14 Next meeting: March 14, 2024, at 9:00 a.m. at the Sage Café Senior Center.

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16 **XII. ADJOURNMENT:** Motion to adjourn was made by Y. Knodle, seconded by Vice
17 Chair B. Soto. Vote 9 Ayes, 0 Nays. Motion carried. The meeting was adjourned
18 at 10:40 a.m.

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Judy Chavarria, Secretary