



MEMORANDUM

To: Santa Fe County Board of County Commissioners
From: Teresa Casados, Santa Fe County Senior Services
Date: April 11, 2012
Re: Appoint Members to the Senior Advisory Committee

Issue:

Resolution 2012-18 creates and defines the duties of the Santa Fe County Senior Services Advisory Council. Four individuals have expressed an interest in being appointed to the Senior Service Advisory Council by the Santa Fe Board of County Commissioners (BCC). These volunteers, when appointed, will be charged with assisting in planning for and supporting services for Seniors including the recommendation of policies and procedures that address their rights, lifestyles, health and welfare of seniors in the community. The terms will expire as follows:

Member #1 -	Expiration of December 31, 2013
Member #2 -	Expiration of December 31, 2014
Member #3 -	Expiration of December 31, 2013
Member #4 -	Expiration of December 31, 2014

Additional members will be brought forward as applications are received for a total of 7 members.

Background:

Santa Fe County Senior Services Program staff has posted flyers in all senior centers, attended monthly meetings and made announcements, and talked with local residents to recruit interested individuals to serve on the Senior Advisory Committee. The four (4) prospective members have submitted the required forms. The duties of the Senior Advisory Council are outlined in Resolution 2012-18.

Staff Recommendation:

Staff recommends that the BCC appoint Marta Boettcher (Edgewood Representative), Donald Ortiz (Rio en Medio Representative), Janet Antmann (Eldorado Representative), Olivia Trujillo (Chimayo).

February 21, 2012

To: Marie Garcia

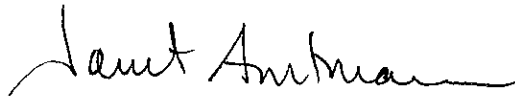
From: Janet Amtmann
16 Herrada Rd
Santa Fe, NM 87508

Re: Resume and Letter of Intent to join the County Senior Center Advisory Committee

I have been an active member of the Ken and Patty Adam Senior Center since my husband and I arrived in Eldorado in 2001 from Del Mar, California. We were close friends of Ken and Patty Adam and worked with several other seniors to help get the support needed to fund, build and open the center in April 2007. With the passing of Ken and Patty, a small group of us has continued their dream of serving the seniors in the Southeast sector of Santa Fe County.

To this end, I would be very proud to be the representative for the Ken and Patty Adam Senior Center to the County Senior Center Advisory Committee.

Sincerely



Janet Amtmann

April 5, 2012

Santa Fe County Commission
Santa Fe County
102 Grant Avenue
Santa Fe, NM 87501

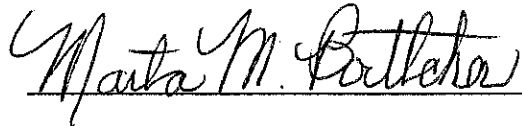
Re: ***Senior Advisory Board***

Dear Commissioners:

I am interested in serving as a board member on the Senior Advisory Board. I am a registered participant at the Edgewood Senior Center. Attached are the completed Questions for Applicants Seeking Appointment, Inquiry Authorization Release and the Conflict of Interest Statement and a copy of my resume.

Thank you for your consideration.

Sincerely:



March 19, 2012

Santa Fe County Commission
Santa Fe County
102 Grant Avenue
Santa Fe, NM 87501

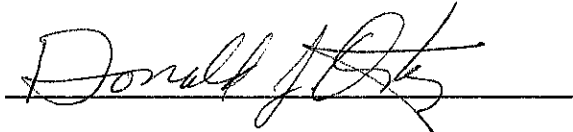
Re: ***Senior Advisory Board***

Dear Commissioners:

I am interested in serving as a board member on the Senior Advisory Board. I am a registered participant at the Rio en Medio Senior Center. Attached are the completed Questions for Applicants Seeking Appointment, Inquiry Authorization Release and the Conflict of Interest Statement and a copy of my resume.

Thank you for your consideration.

Sincerely:

A handwritten signature in cursive script, appearing to read "Donald J. Stutz", is written over a solid horizontal line.

To: To Whom It May Concern

From: Olivia M. Trujillo *OMT*

RE: Santa Fe County Senior Advisory Council

This letter is to express my interest in serving on the Santa Fe County Senior Advisory Council. I served on the Santa Fe Senior Citizens Advisory Board from January 2009 through July 2011 at which time Santa Fe County transitioned out of the City of Santa Fe Division of Senior Services. This experience has given me the opportunity to understand the needs and expectations of our County's senior citizens. I know of the effort, attention and patience required to represent these individuals. Working for and with senior citizens has enabled me to express my appreciation to them for all their hard work and contributions to our present day society.

I have been an active member of the City of Santa Fe Division of Senior Services Retired Senior Volunteer Program (RSVP) in since June 2005. RSVP encompasses both Santa Fe and Rio Arriba Counties. During this time I have also participated in weaving, ceramics and arts and crafts classes at Santa Fe County Senior Centers.

In the past few years I have had the opportunity to attend conferences put on by the New Mexico Agency on Aging Department and events hosted by RSVP that have provided training and learning opportunities geared toward the senior population. The ability to network with individuals involved in senior services throughout the State has been both informative and rewarding.

Education: BA in Business Administration (Management Concentration) - College of Santa Fe
AS in Accounting – Northern New Mexico Community College

Work Experience:

Financial Manager of the Pojoaque Valley Schools
Deputy Director of the New Mexico Public Schools Insurance Authority
Special Assistant to the Director of the New Mexico Health Policy Commission
Manager of the New Mexico Deferred Compensation Program (PERA)
General Services Manager of the New Mexico Department of Education

**BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY**

RESOLUTION 2012- 18

**A RESOLUTION CREATING AND DEFINING THE DUTIES OF THE SANTA FE
COUNTY SENIOR SERVICES ADVISORY COUNCIL**

WHEREAS, the Board of County Commissioners (BCC) recognizes the importance of supporting, planning for, and delivering services to seniors residing in Santa Fe County aged 60 and above (Seniors);

WHEREAS, active public involvement of Santa Fe County residents in supporting, planning for and delivering senior services, can augment the County's ability to participate in planning for and delivering services to seniors;

WHEREAS, Santa Fe County (the County) entered into a Vendor Agreement (Contract No. 2011-12 60046 / SFC#2012-0007-HHSD/TRV) with the Non-Metro Area Agency on Aging, effective July 1, 2011 requiring Santa Fe County to establish an Advisory Council to focus exclusively on Senior Citizens' issues and programs;

WHEREAS, the BCC has determined that an advisory council should be established to assist the BCC in planning for and supporting services for Seniors including the recommendation of policies and procedures that address the rights, lifestyles, health and welfare of seniors in the community; and

WHEREAS, the BCC recognizes the importance of clearly defining the purpose, duties, and responsibilities of an advisory council.

**NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF
SANTA FE COUNTY HEREBY PROCLAIMS AS FOLLOWS:**

1. The BCC hereby establishes the Santa Fe County Senior Services Advisory Council (SFCSSAC). The SFCSSAC shall be organized as set forth herein and shall have the authority and purpose as set forth herein.
2. The express purpose of the SFCSSAC is to plan, coordinate and support sustainable community-based programs, infrastructure and funding resources that have a positive and lasting impact on the health and well-being of Seniors.
3. The duties and responsibilities of the SFCSSAC are to:
 - a. Recommend policies and procedures for development of the Senior Services Program;

- b. Recommend methods to promote and stimulate public interest in participating in senior services;
 - c. Through the Director, notify the County Manager of any vacancies on the SFCSSAC and recommend persons to fill vacancies;
 - d. Through the Director, contribute special knowledge of the community to senior services staff members so they may efficiently serve each unique community which uses the programs;
 - e. At the request of the BCC, become familiar with local, state and federal laws relating to seniors, and actively support legislation that impacts favorably the rights, lifestyles, health and welfare of seniors in the community;
 - f. Research other revenue sources for senior programs including, but not limited to grants, endowments and other gifts;
 - g. Through the Director, assist in developing recommendations for the BCC of short and long-range priorities for the provision of senior services;
 - h. Through the Director, report to the BCC on a regular basis or as needed;
 - i. Promote coordination of senior services activities with those of public officials, civic groups and other organizations.
4. Members will be selected by the Board of County Commissioners after considering letters of interest, qualifications, county-wide representation, and advice from the Santa Fe County Senior Services staff. Members should be of diverse backgrounds, representative of the varied interests and expertise in areas affecting Seniors.
 5. The SFCSSAC shall be made up of seven (7) members appointed by the BCC. Of the initial appointments, three (3) shall serve for a two year term, and four (4) shall serve for a three year term. Subsequent terms shall be for three years to maintain staggering of terms. Members shall be limited to two (2) consecutive terms. The chairperson shall serve for a two year term and shall be selected by majority vote of the members of the SFCSSAC. Vacancies shall be filled for the remainder of the unexpired term. Members may be removed by the BCC with, or without cause.
 6. All SFCSSAC members shall reside within Santa Fe County and be registered participants in the Santa Fe County Senior Services Program. Each of the six Santa Fe County Senior Services Centers shall have representation on the SFCSSAC.
 7. A non-voting membership opportunity will be available to community members that cannot make the long-term commitment to the SFCSSAC. These members will not be appointed by the BCC but can serve as a representative of a community based entity that provides senior services.
 8. The SFCSSAC shall meet as often as necessary to carry out their work, preferably monthly but not less than quarterly. The meetings of the SFCSSAC shall be held at the Santa Fe County Health & Human Services Building, located at 2052 South Galisteo Street, Santa Fe, NM, and such other locations as may be conducive to visible and publicly accessible meetings. Meetings shall be held in accordance with the County's Resolution Determining Reasonable Notice for Public Meetings of the

Board of County Commissioners of Santa Fe County, and for Boards and Committees Appointed by or Acting Under the Authority of the Board of County Commissioners as well as the County's Resolution Establishing Rules of Order for Meetings of the Board of County Commissioners of Santa Fe County and for Certain Specified Committees.

9. The County should allocate a sufficient budget to ensure advertising in accordance with the County's Open Meetings Act Resolution. However, the terms of this Resolution are contingent upon sufficient appropriations and authorizations being made. If sufficient appropriations and authorizations are not made or given by the County, the SFCSSAC shall cease operation until such time as funding allows for compliance with publication and noticing requirements.
10. All matters coming before the SFCSSAC shall be resolved by majority vote of the quorum.
11. The County Manager shall appoint a member of the County staff to serve as liaison to the SFCSSAC. The liaison shall be responsible for stenographic services during meetings. The liaison shall ensure that packets are prepared for SFCSSAC members prior to each meeting, and that notices and agendas are created and posted in accordance with the County's Open Meetings Act Resolution.

**PASSED, APPROVED, SIGNED AND ADOPTED THIS 31st DAY OF January, 2012
BY THE BOARD OF COUNTY COMMISSIONERS.**

**THE BOARD OF COUNTY COMMISSIONERS OF
SANTA FE COUNTY**



Elizabeth Stefanics, Chairperson

Attest:



Valerie Espinoza, County Clerk

Approved as to form:



Stephen C. Ross, County Attorney



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 4

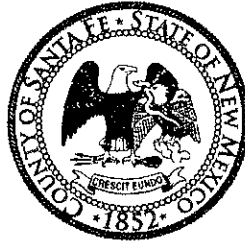
I Hereby Certify That This Instrument Was Filed for
Record On The 1ST Day Of February, 2012 at 03:21:24 PM
And Was Duly Recorded as Instrument # **1659214**
Of The Records Of Santa Fe County

Deputy Valerie Espinoza Witness My Hand And Seal Of Office
County Clerk, Santa Fe, NM Valerie Espinoza

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To : Santa Fe County Board of County Commissioners

From : Ron Pacheco
SF County Division of Senior Services

Date : April 24, 2012

Subject : **Appoint Members to the Nancy Rodriguez Community Center Committee.**

Issue:

There are three (3) community members who have expressed interest in being appointed to the Nancy Rodriguez Community Center Committee by the Santa Fe Board of County Commissioners (BCC). These volunteers, when appointed, will be charged with oversight of the Nancy Rodriguez Community Center. Two (2) of the member's terms will expire on June 30, 2014, and one (1) member's term will expire on June 30, 2015.

Background:

Santa Fe County Senior Services Program staff has hand posted flyers, advertised in the newspaper, and talked with local residents to recruit interested individuals to serve as community center committee members. The three (3) prospective members have submitted required forms. The policies and procedures for oversight of community events at the Rio en Medio Community Center are outlined in Resolution 2008-89.

Staff Recommendation:

Staff recommends that the BCC appoint Lois Mee, Catherine Baca, and Luis Hernandez to the Nancy Rodriguez Community Center Committee.

Catherine Baca
P.O. Box 16705
Santa Fe, NM 87592
505-501-1394
catsfe@msn.com

February 6, 2012

Re: Nancy Rodriguez Community Center Board of Trustees

To Whom It May Concern:

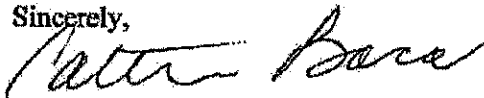
I have held the position of secretary on the board of trustees since the inception of the Center in the historic village of Agua Fria. I have lived in the Village for 40 years and am the treasurer of the Agua Fria Village Association.

Originally, there were five members on the board for the Center. Only three of us remained active and generally, it is two of us that process all applications for rental, Lois Mee, that takes the applications and myself that handles all the money and accounting and inform the County for maintenance issues.

It is my understanding that terms are up and positions are open at this time. In the past, a letter of interest has all that was necessary. I feel that I am the best option for the position, but feel it is invasive to complete the Financial Disclosure Statement and Inquiry Authorization Release. My concern for the position comes from my heart as a Village member and my interests are for our community to have a well kept facility that we greatly appreciate. Also, if it were not for the acute oversight of Lois Mee, upkeep on the Center would not be diligent. She does an outstanding job for the Center and community.

Please accept this as my letter of interest in remaining on the board. I hope you will consider keeping me in my current position.

Sincerely,



Catherine Baca

LUIS HERNANDEZ
4813 Golden Ray Circle
Santa Fe, New Mexico 87507

LETTER OF INTENT

To whom it may concern
Santa Fe County New Mexico

Atten: Lula Wilson, Ron Pacheco

I wish to be considered for appointment to the **ADVISORY COMMITTEE FOR THE NANCY RODRIQUEZ COMMUNITY CENTER** as announced in the 1/20/12 Santa Fe/North edition of the Albuquerque Journal.

Attached are a Current Resume, Conflict of Interest and Financial Disclosure Statement, an Inquiry Authorization Release form, and a "B and C" Questionnaire.

Thank you for your consideration.



Luis Hernandez
January 30, 2012

Hand delivered to 71 Camino de Jacobo, Santa Fe, NM

Lois B. Mee
2073 Camino Samuel Montoya
Santa Fe, NM 87507
Hm: (505)473-3160 / Cell: (505)690-8843

February 8, 2012

Commissioner Virginia Vigil
Santa Fe County, Board of County Commissioners
102 Grant Avenue
Santa Fe, New Mexico 87501

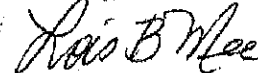
Dear Commissioner Vigil:

Please accept this as my letter of interest to be considered as a member of the Board of Trustees for the Nancy Rodriguez Community Center in Agua Fria Village.

Although we had a full board and two alternates when we began, we have really only had three individuals who have remained active; myself, Catherine Baca as Secretary/Treasurer, and Lee Romero as President. As you are aware, I have been serving in the capacity of "alternate" board member over the past several years. Depending on which positions are up for re-appointment, I am interested in being Vice President, if Lee Romero continues as President, or, President, if he does not apply to get re-appointed. We have worked well together and feel extremely lucky to have such a wonderful community center for our Village. Our goal is to continue making positive strides over the coming years, should we be reappointed as board members.

Thank you for your consideration. Please do not hesitate contacting me if you have any questions or if I need to submit additional paperwork.

Sincerely,



Lois B. Mee

SANTA FE COUNTY

RESOLUTION NO. 2008-89

A RESOLUTION AMENDING POLICIES AND PROCEDURES FOR COUNTY OWNED OR LEASED COMMUNITY CENTERS

Whereas, under the provisions of Section 4-38-13 and 4-38-18, NMSA 1978 (1876), the Santa Fe Board of County Commissioners (the Commission) is charged with the duty and responsibility to manage all property owned by the County; and

Whereas, Santa Fe County owns or leases and manages the following community centers located throughout Santa Fe County:

- Abedon Lopez Center
Santa Cruz, New Mexico
- Bennie J. Chavez Community Center
Chimayo, New Mexico
- Rio en Medio Community Center
Rio en Medio, New Mexico
- Nancy Rodriguez Community Center
Santa Fe, New Mexico
- County Extension Building and Grounds
Santa Fe, New Mexico
- La Cienega Community Center
La Cienega, New Mexico
- El Rancho Community Center
El Rancho, New Mexico

WHEREAS, on November 14, 1995, the Commission adopted Resolution 1995-73 which established the policies and procedures for County-owned or leased community centers; and

WHEREAS, Santa Fe County desires to revise such policies and procedures, as set forth in the attached policies and procedures, and apply the policies to the existing centers as well as to any new centers that may be included in the County property inventory at a future date.

NOW, THEREFORE, BE IT RESOLVED that the attached policies and procedures shall apply to all County Community Centers and that Resolution 2007-159 is hereby rescinded and replaced in its entirety.

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss BCC RESOLUTIONS
PAGES: 7

I Hereby Certify That This Instrument Was Filed for Record On The 29TH Day Of May, A.D., 2008 at 10:14 And Was Duly Recorded as Instrument # 1527204 Of The Records Of Santa Fe County

Deputy *Valerie Espinoza* Witness My Hand And Seal Of Office Valerie Espinoza County Clerk, Santa Fe, NM



APPROVED, ADOPTED AND PASSED this 27th day of May, 2008.

BOARD OF COUNTY COMMISSIONERS


Jack Sullivan, Chair

ATTEST:


Valerie Espinoza, County Clerk

Approved as to Form:


Stephen C. Ross, County Attorney



CLERK RECORDED 05/29/2008

POLICIES AND PROCEDURES FOR SANTA FE COUNTY COMMUNITY CENTERS

SFC CLERK RECORDED 05/29/2008

I. General

Community Centers ("Centers") that are owned by or leased to the County of Santa Fe ("the County") are for the use of the residents of the County, and are to be used primarily for public purposes which benefit the community. Priority for use of the Centers shall be given to public events and activities opened to and geared toward the community at large. Centers shall not be used for any business or profit making endeavors.

Groups may use the Center for standing or regularly scheduled meetings with the consent of the Center's designated Committee described below. No standing or regularly scheduled meetings shall be scheduled on weekends.

Scheduling of events shall be made by each Center's Committee. Reservations shall be accepted on a first come, first serve basis. Reservations shall not be accepted more than three (3) months before the date of any function or activity. Any disputes regarding scheduling shall be referred to the County Manager or his designee for resolution. Centers shall make every effort to reserve ample time for community-wide events sponsored by public service groups.

In permitting an event or activity to take place, the Committee shall take reasonable measures to assure the proper security of the building and to insure the function or activity does not result in any damage to the facility.

The County reserves the right to use any Center with proper notice to the Committee.

II. Community/Senior Center Committees

The Board of County Commissioners ("Board") shall appoint a Community Center Committee (the "Committee") for each Center. Each Committee shall consist of not less than three (3) and no more than five (5) members. Subject to control and supervision by the Board and the County Manager, the Committee shall have authority to govern the day-to-day activities. Each Committee shall determine written procedures for the operation of the Center which procedures shall not conflict with these or other County Policies and Procedures.

In the case of shared Community/Senior Centers, senior citizens may have a separate committee for senior citizen activities. Community and Senior Committees will cooperate to coordinate activities. The Senior Committee will appoint a liaison to the Community Center Committee to facilitate coordination of activities.

Each member of the Community and Senior Committees must reside within the community where the Center is located. Upon initial designation by the Board, a majority of the members shall be appointed for two (2) year terms ending June 30, 2010, and the other members shall be appointed for three (3) year terms ending June 30, 2011. Each subsequent term for members of the Committee shall be for three (3) years,

beginning on July 1st and ending on June 30th in order to maintain the original staggering of terms of membership.

Any vacancy in membership of the Committee shall be filled by the Board for the remainder of the un-expired term. All expired vacancies shall be advertised at the Center and in a newspaper of general circulation in the Center's geographic area at least 60 days before expiration of the term. Resumes and letters of interest shall be submitted to the Board for final determination.

Each member of the Committee shall serve at the pleasure of the Board and may be removed at any time, with or without cause.

Committees for each Center shall elect a Chairperson, Vice Chairperson, and Secretary during the month of July of each year. A majority of the members of the Committee shall constitute a quorum at any meeting of the Committee, and if a quorum is present, the affirmative vote of the majority of the members present at the meeting shall be the act of the Committee.

Committees shall be responsible for the keys to the Center.

III. Receipt of Funds

All funds received or generated through fees for the rental of the Center shall be immediately documented on a ledger book that will be maintained by the Secretary of the Committee and promptly submitted to the County Finance Director or designee for proper accounting. All cleaning and damage deposits shall be immediately documented in a ledger book and secured by the Secretary in a lock box provided by the County. In the event that the renter fails to properly clean the facility to the satisfaction of the Committee, the Secretary shall then forward the deposit to the County Finance Director or designee for proper accounting. All ledgers shall be kept current and shall reconcile with all reservations kept in an appointment book to be provided by the County. The Secretary shall provide a receipt to the renter for all fees and deposits. The County will provide a receipt book for the Center.

All such funds received by the County Finance Director or designee shall be credited to the budget for each Center. All funds received will be used exclusively for the benefit of the Center generating the funds. The County is ultimately responsible for the proper accounting of all receipts and will reconcile the ledgers of the Centers semi-annually.

Any funds received or generated by the Committees through raffles, donations, dinners or other activities not involved in the rental of the Center may be utilized by the Committee for the benefit of the Center for those needs as determined by the Committee and approved by the County Manager or his designee.

IV. Donations

Equipment, furniture, small appliances, computers and other goods may be donated to Community and Senior Centers subject to inspection and approval of the County Risk

Manager. Upon approval by the Risk Manager, any donated items will become the property of the County.

V. Senior Citizen Activity Programs under Joint Services Agreement with City of Santa Fe

County facilities may be used for Senior Citizen Programs as provided by adopted Joint Powers Agreement(s) between the County and the City of Santa Fe (the "City"). Such agreements will set forth the role of the City's Senior Services Division for the provision of staffing and operation of Senior Citizen Programs at County facilities.

Senior Citizen Programs using County facilities will operate in accordance with by-laws established by the City's Senior Services Division and in a manner consistent with these Policies and Procedures governing County Community/Senior Centers.

Senior Services Community kitchens housed at Community Centers are not available for public use. They are to be only used by authorized senior service staff for Senior Citizen activity programs and must be properly secured when not in use.

VI. Private Activities Permitted

The following activities and events may be permitted at the Community Centers subject to the approval of the Committee: wedding showers, baby showers, wedding receptions, confirmation receptions, birthday receptions, coming-of-age receptions, wedding anniversaries, retirement receptions, and graduation receptions. This list is not meant to be fully inclusive. Other private uses may be permitted by each Committee, subject to prior approval by the County Manager or designee.

In particular, Community organizations may not conduct events such as fund raisers or other large group events at Community Centers without the prior approval of the County Manager or designee.

In addition to the conditions in the Community Center Use Application, any private party using a Community Center shall agree to:

1. assume responsibility for all guests and for proper use and care of the facility and the contents of the Community Center;
2. replace or pay for the replacement of furniture, fixtures and other contents that are broken during or as a result of the use of the Community Center;
3. hold harmless and release from liability the County of Santa Fe, its employees, management, the Board of County Commissioners and the Community Center Committee responsible for the operation of this Community Center for any claim resulting from the use of the Community Center;
4. clean the facility following use; furnish all cleaning supplies including but not limited, to rags, furniture polish, and cleaning solutions; and

- 5. remove and properly dispose of all trash after each function.

Note: If a Center has special cleaning supply requirements, those supplies and instructions will be provided by the Center.

VII. Insurance; Indemnification

If a private party is holding an event or a community organization is sponsoring a large group activity or event, that party must provide liability insurance naming Santa Fe County as an additional insured. If the private party does not have liability insurance, it is available for purchase through the broker for the New Mexico Association of Counties.

For the purpose of these policies and procedures, a large group is any group consisting of greater than twenty-five (25) total attendees. Insurance will not be required for meetings of boards of directors of non-profit or community organizations.

VIII. Fee Schedule

Each group using a Center shall be responsible for cleaning the Center, paying for repairs for any damages, and securing the Center after use, unless the Committee makes other arrangements with the group for securing the Center.

A \$150 cleaning and damage deposit will be required for all private uses.

Deposits will be returned after the Center has been properly inspected for cleanliness damage, and order.

In addition to the cleaning and damage deposit, there will be a non-refundable \$100 activity rental fee (per day/per activity) for the use of the Center for private activities, as set forth in section VI above.

There will be no activity rental fee for public service or non-profit groups.

This fee schedule does not apply to the County Extension Building and Grounds. The fee schedule for this facility is available from the County Extension agent or the Health and Human Service Department.

IX. Prohibited Activities

All activities that are illegal under state and federal law are strictly prohibited on County property and in County owned or leased facilities. Political events are prohibited. The use of alcoholic beverages is strictly prohibited. Community Centers are smoke free facilities.

Pursuant to Ordinance No. 2004-3, public resources, including funds, facilities and personnel, may not be used to further partisan campaign purposes or to influence the outcome of an election.

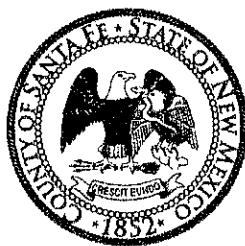
X. Amendments

These policies and procedures may from time to time be amended by the County Manager, with the approval of the Board. Such amendments to these policies and procedures shall be incorporated by reference and shall be adhered to and applied to each Center and each Committee.

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To : Santa Fe County Board of County Commissioners

From : Ron Pacheco
SF County Division of Senior Services

Date : April 24, 2012

Subject : **Appoint Members to the Rio en Medio Community Center Committee.**

Issue:

There are three (3) community members who have expressed interest in being appointed to the Rio en Medio Community Center Committee by the Santa Fe Board of County Commissioners (BCC). These volunteers, when appointed, will be charged with oversight of the Rio en Medio Community Center. Two (2) of the member's terms will expire on June 30, 2014, and one (1) member's term will expire on June 30, 2015.

Background:

Santa Fe County Senior Services Program staff has hand posted flyers in the Rio en Medio Community Center, advertised in the newspaper, and talked with local residents to recruit interested individuals to serve as community center committee members. The three (3) prospective members have submitted required forms, with the exception of a resume from one retired individual. The policies and procedures for oversight of community events at the Rio en Medio Community Center are outlined in Resolution 2008-89.

Staff Recommendation:

Staff recommends that the BCC appoint Florence Jimenez, Lexie Shabel, and Paul White to the Rio en Medio Community Center Committee.

Rio en Medio Community Center Committee										
Current Membership										
Last Name	First Name	Street Address	Town	State	Zip Code	Phone #	E-Mail Address	Term Starts	Term Ends	Term Length
Jimenez	Florence	County Road 78-B # 25	Santa Fe	NM	87506	(505)-982-1721		04/24/12	06/30/14	2 Years
Shabel	Lexie	PO Box 675	Tesuque	NM	87574	(505)-820-2267	gringa@q.com	04/24/12	06/30/14	2 Years
White	Paul	94 Camino Chupadero	Santa Fe	NM	87506	(505)-988-1082	white@grappawireless.com	04/24/12	06/30/15	3 Years

P.O. Box 432
Tesuque, NM 87574
(505) 982-1721

February 16, 2012

Santa Fe County

I am interested in being a member
of the Rio en Medio Community Center
Association.

I have lived in Rio en Medio for 38
years and am always happy to be
involved in anyway I can.

Thank you for your consideration.

Sincerely

Stevenc Jimenez

LETTER OF INTEREST

For your consideration to be a Board Member of the Rio en Medio Community Association

Hello, my interest in Rio en Medio is to support the families native to our community by offering them more services locally at the community center. I've lived harmoniously in this traditional village for @ 15 years now, an east coast transplant, and have been "adopted" by more than one of the families. I've mentored a youth the past couple years, working to get him off probation and help him with his skills and confidence. I organized a mobile pet clinic at the community center a few years ago for free spay/neutering and shots for local animals that was successful and would like to repeat. I also spearheaded the reinstatement of our acequia association last year of which I was elected Secretary.

Most of all, I've been fortunate to be trusted to act in the interest of natives and newcomers to this community, becoming part of the landscape here with personal sharing about the issues that locals suffer. I feel I can be a good liaison within this community to mediate a common solution that the majority will benefit from. I'd like to be part of having this community thrive like it once did, neighbors sharing their food and labor to give thanks for this beautiful valley I have been so fortunate to be part of.

Thank you for your consideration,
Lexie Shabel

Lexie Shabel

PO Box 675

Tesuque, NM 87574

#505-820-2267

gringa@q.com

www.breastwishesfund.org/www.gringaproductions.com

EDUCATION

Syracuse University, Syracuse, NY

Graduated in 1989-**BFA in Art Media Studies**

Concentration in Art Photography and Foreign Cinema

University of California-Berkeley

1986/1989 summers

Destruction and Violence in Art Since 1945

Alternative darkroom processes in photography with Yoshiro Soga

EMPLOYMENT

Santa Fe, New Mexico-1995-present

Director/Producer/Cinematographer for Gringa Productions

visit www.gringaproductions.com for film descriptions, links & clips

2011

ACLU portraits of current trials-Director

2005-in production

“the ME film”

Feature Documentary

2008

Ralph Metzner & Monika Wikman seminar in alchemical divination

2006/2007

White Cloud Institute-Taoist and Energy Medicine school- Qi Gong,

Well-breast-massage instructional DVD's

2006

“WE LIKE TO DRINK: We Like to Play Rock'n'Roll”

Feature Rockumentary

2006

“FROGFEST”

2003

“VFWbya”

Short Rockumentary

2001

“House of Rock”

Feature Rockumentary

Founder/Director Breast Wishes Fund

We improve access to integrative breast cancer education and wellness

www.breastwishesfund.org

GRANTS AND AWARDS

2012

McCune Charitable Foundation Breast Wishes Fund

2010

McCune Charitable Foundation Breast Wishes Fund

Working Title Films/Fledgling Fund Engagement Coordinator training-NYC

2009

McCune Charitable Foundation Breast Wishes Fund

2007

Women in Film New Mexico

1999

Panavision's New Filmmaker Award

FILM FESTIVAL

2008-Assistant Director-Santa Fe Metaphysical Film Festival

2007 and 2008-Volunteer Coordinator-Santa Fe Film Festival

2007-Awards Ceremony Stage Manager-Santa Fe Film Festival

2008-Volunteer Coordinator-Global Green Indigenous Film Festival

CAMERA WOMAN

2002
Disney's "Totally Hoops"
2001
MTV's "Road Rules"
1999
Turner's "Vanished"
Director of Photography "Poster Girl"

DOCUMENTARY, FEATURE & COMMERCIAL FILM

2000

"The Hi-Lo Country"(Working Title Films, Stephen Frears Director)-Loader
"All the Pretty Horses"-(Miramax)-2nd AC(camera assistant)
"Lockdown"-(Master P prison film at state pen)-2nd AC
P-Diddy Music Video-2nd AC

1999

"SoundMan"-Loader/2nd AC
Kris Tyler Music Video-2nd Assistant Director

1998

"Gunfighters of the West"(TLC Production)-1st AC
"Kinaalda" (Documentary about Navajo girls rite of passage)-1st AC
"Haunted"-1st AC/Gaffer
"Ski Apache Promo"-1st AC

1997

Joined national 600 camera union as a loader

"Scattering Dad"/MOW (CBS)-Loader/2nd AC
"Wishbone"/Series (PBS)-1st AC/2nd Unit
"Magenta's Miracles"(Indie Feature)-1st AC
"Jesus Chrysler" (Indie Feature)-1st AC
"Zapata" (Indie Feature)-1st AC
"Los Alamos Credit Union" (Commercial)-1st AC
"They Came for Good" (PBS Doc)-2nd AC

1996

"Bonnie Looksaway's Iron Art Wagon (Wes Studi directed short)-2nd AC/Loader
"Inspirations"/Documentary (Director Michael Apted)-Production Coordinator
"0 to Infinity/Documentary (BBC)-Production Coordinator
Marlboro Art Project-Assistant Production Coordinator/Location Manager

PHOTOGRAPHY

1996

Willis and Geiger/Fall Catalogue (Land's End) Production Coordinator/Location Scout
"American Home Magazine"-Location Scout
"A Room of Her Own" book, portraits of Ali McGraw-Photographer

1995

German Playboy, Heineken Beer-Location Scout/Production Coordinator for Greg Gorman.

Photo/ Gaffer/ Personal Assistant for 2 years to Lisl Dennis for Santa Fe/ Taos architecture/style books. Organized decades of her photography for stock sales.

1994

Shot catalog and photo assisted in Philadelphia.

“48 Hours in New Jersey” art photography show,

1993

Shot fashion and art photography on the island of Naxos, Greece, throughout Europe and Turkey.

1990-1992

Bob Brody Photography/NYC-Studio Manager, Production Coordinator, Darkroom-Technician. Clients included Bethlehem Steel, AT&T, Pfizer, Pizza Hut and many others.

Photographed portraits for bands, magazines and families.

TEACHING

2009

Teacher-NMSU-“Lost Weekend of the Rockumentary Workshop”

2004-2006

Mentor to intern Mia Posner. She graduated from St. John’s college in 2007, went to graduate film school at Columbia College-Chicago on the Follett Fellowship. Mia is a reference.

1996

Santa Fe Photography Workshops

Studio photography assistant. Worked with students , assisted photographers including: Greg Gorman, Chip Simons, Joyce Tennyson, Chris Rainer, Macduff Everton.

1995

Photography Teacher

In my old high school in Moorestown, NJ, teaching art photography to students as well as adults in night school.

COOKING

2007-present

Tara Mandala Tibetan Buddhist Center, Pagosa Springs, CO-Head Cook/kitchen manager

Bodhi Manda Zen Center, Jemez Springs, NM-Head cook/kitchen manager

Rose Mountain Retreat Center, Las Vegas Mountains, NM

Saint Elizabeth’s Shelter, Santa Fe, NM

Sivananda Ashram, Woodbourne, NY

OTHER

V-Day panelist-for **“the ME film”** , discussed violence towards women.

Have self-produced 2 features and 1 short shown at over 50 film festivals around the world.

Hindu, Tibetan & Zen Buddhism student.

Guest host on cooking show radio program, “Mouth of Wonder”.

Interviewed many times for radio and print, see website for links.

Tree hugging, animal loving community member.

QUESTIONS FOR APPLICANTS SEEKING APPOINTMENT TO A BOARD, COMMITTEE OR TASK FORCE

Letter of intent to serve.

Paul White
94 Camino Chupadero
Santa Fe, NM 87506
505 988 1082

I would like to be considered for the Rio en Medio/
Chupadero community center board which I've served
on in the past.

I've been on several community oriented boards
including:

SF Basin Water Association
United Communities of SF County
Pojoaque Basin Water Alliance
NM Literary Arts
Agriculture Revitalization Initiative
Los Dos Rios Association
SF County Road Advisory Committee

I currently own and operate a glass business in SF
County and teach glass fusing in the elementary
schools through the Artists in the Schools program.

Thank you for your consideration,

-Paul White

SANTA FE COUNTY

RESOLUTION NO. 2008- 89

A RESOLUTION AMENDING POLICIES AND PROCEDURES FOR COUNTY OWNED OR LEASED COMMUNITY CENTERS

Whereas, under the provisions of Section 4-38-13 and 4-38-18, NMSA 1978 (1876), the Santa Fe Board of County Commissioners (the Commission) is charged with the duty and responsibility to manage all property owned by the County; and

Whereas, Santa Fe County owns or leases and manages the following community centers located throughout Santa Fe County:

Abedon Lopez Center
Santa Cruz, New Mexico

County Extension Building and Grounds
Santa Fe, New Mexico

Bennie J. Chavez Community Center
Chimayo, New Mexico

La Cienega Community Center
La Cienega, New Mexico

Rio en Medio Community Center
Rio en Medio, New Mexico

El Rancho Community Center
El Rancho, New Mexico

Nancy Rodriguez Community Center
Santa Fe, New Mexico

WHEREAS, on November 14, 1995, the Commission adopted Resolution 1995-73 which established the policies and procedures for County-owned or leased community centers; and

WHEREAS, Santa Fe County desires to revise such policies and procedures, as set forth in the attached policies and procedures, and apply the policies to the existing centers as well as to any new centers that may be included in the County property inventory at a future date.

NOW, THEREFORE, BE IT RESOLVED that the attached policies and procedures shall apply to all County Community Centers and that Resolution 2007-159 is hereby rescinded and replaced in its entirety.

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss BCC RESOLUTIONS
PAGES: 7

I Hereby Certify That This Instrument Was Filed for Record On The 29TH Day Of May, A.D., 2008 at 10:14 And Was Duly Recorded as Instrument # 1527204 Of The Records Of Santa Fe County

Deputy *Marcella [Signature]*)
Valerie Espinoza)
County Clerk, Santa Fe, NM



APPROVED, ADOPTED AND PASSED this 27th day of May, 2008.

BOARD OF COUNTY COMMISSIONERS


Jack Sullivan, Chair

ATTEST:


Valerie Espinoza, County Clerk



Approved as to Form:


Stephen C. Ross, County Attorney

F C CLERK RECORDED 05/29/2008

POLICIES AND PROCEDURES FOR SANTA FE COUNTY COMMUNITY CENTERS

SEC CLERK RECORDED 05/29/2008

I. General

Community Centers ("Centers") that are owned by or leased to the County of Santa Fe ("the County") are for the use of the residents of the County, and are to be used primarily for public purposes which benefit the community. Priority for use of the Centers shall be given to public events and activities opened to and geared toward the community at large. Centers shall not be used for any business or profit making endeavors.

Groups may use the Center for standing or regularly scheduled meetings with the consent of the Center's designated Committee described below. No standing or regularly scheduled meetings shall be scheduled on weekends.

Scheduling of events shall be made by each Center's Committee. Reservations shall be accepted on a first come, first serve basis. Reservations shall not be accepted more than three (3) months before the date of any function or activity. Any disputes regarding scheduling shall be referred to the County Manager or his designee for resolution. Centers shall make every effort to reserve ample time for community-wide events sponsored by public service groups.

In permitting an event or activity to take place, the Committee shall take reasonable measures to assure the proper security of the building and to insure the function or activity does not result in any damage to the facility.

The County reserves the right to use any Center with proper notice to the Committee.

II. Community/Senior Center Committees

The Board of County Commissioners ("Board") shall appoint a Community Center Committee (the "Committee") for each Center. Each Committee shall consist of not less than three (3) and no more than five (5) members. Subject to control and supervision by the Board and the County Manager, the Committee shall have authority to govern the day-to-day activities. Each Committee shall determine written procedures for the operation of the Center which procedures shall not conflict with these or other County Policies and Procedures.

In the case of shared Community/Senior Centers, senior citizens may have a separate committee for senior citizen activities. Community and Senior Committees will cooperate to coordinate activities. The Senior Committee will appoint a liaison to the Community Center Committee to facilitate coordination of activities.

Each member of the Community and Senior Committees must reside within the community where the Center is located. Upon initial designation by the Board, a majority of the members shall be appointed for two (2) year terms ending June 30, 2010, and the other members shall be appointed for three (3) year terms ending June 30, 2011. Each subsequent term for members of the Committee shall be for three (3) years,

beginning on July 1st and ending on June 30th in order to maintain the original staggering of terms of membership.

Any vacancy in membership of the Committee shall be filled by the Board for the remainder of the un-expired term. All expired vacancies shall be advertised at the Center and in a newspaper of general circulation in the Center's geographic area at least 60 days before expiration of the term. Resumes and letters of interest shall be submitted to the Board for final determination.

Each member of the Committee shall serve at the pleasure of the Board and may be removed at any time, with or without cause.

Committees for each Center shall elect a Chairperson, Vice Chairperson, and Secretary during the month of July of each year. A majority of the members of the Committee shall constitute a quorum at any meeting of the Committee, and if a quorum is present, the affirmative vote of the majority of the members present at the meeting shall be the act of the Committee.

Committees shall be responsible for the keys to the Center.

III. Receipt of Funds

All funds received or generated through fees for the rental of the Center shall be immediately documented on a ledger book that will be maintained by the Secretary of the Committee and promptly submitted to the County Finance Director or designee for proper accounting. All cleaning and damage deposits shall be immediately documented in a ledger book and secured by the Secretary in a lock box provided by the County. In the event that the renter fails to properly clean the facility to the satisfaction of the Committee, the Secretary shall then forward the deposit to the County Finance Director or designee for proper accounting. All ledgers shall be kept current and shall reconcile with all reservations kept in an appointment book to be provided by the County. The Secretary shall provide a receipt to the renter for all fees and deposits. The County will provide a receipt book for the Center.

All such funds received by the County Finance Director or designee shall be credited to the budget for each Center. All funds received will be used exclusively for the benefit of the Center generating the funds. The County is ultimately responsible for the proper accounting of all receipts and will reconcile the ledgers of the Centers semi-annually.

Any funds received or generated by the Committees through raffles, donations, dinners or other activities not involved in the rental of the Center may be utilized by the Committee for the benefit of the Center for those needs as determined by the Committee and approved by the County Manager or his designee.

IV. Donations

Equipment, furniture, small appliances, computers and other goods may be donated to Community and Senior Centers subject to inspection and approval of the County Risk

Manager. Upon approval by the Risk Manager, any donated items will become the property of the County.

V. Senior Citizen Activity Programs under Joint Services Agreement with City of Santa Fe

County facilities may be used for Senior Citizen Programs as provided by adopted Joint Powers Agreement(s) between the County and the City of Santa Fe (the "City"). Such agreements will set forth the role of the City's Senior Services Division for the provision of staffing and operation of Senior Citizen Programs at County facilities.

Senior Citizen Programs using County facilities will operate in accordance with by-laws established by the City's Senior Services Division and in a manner consistent with these Policies and Procedures governing County Community/Senior Centers.

Senior Services Community kitchens housed at Community Centers are not available for public use. They are to be only used by authorized senior service staff for Senior Citizen activity programs and must be properly secured when not in use.

VI. Private Activities Permitted

The following activities and events may be permitted at the Community Centers subject to the approval of the Committee: wedding showers, baby showers, wedding receptions, confirmation receptions, birthday receptions, coming-of-age receptions, wedding anniversaries, retirement receptions, and graduation receptions. This list is not meant to be fully inclusive. Other private uses may be permitted by each Committee, subject to prior approval by the County Manager or designee.

In particular, Community organizations may not conduct events such as fund raisers or other large group events at Community Centers without the prior approval of the County Manager or designee.

In addition to the conditions in the Community Center Use Application, any private party using a Community Center shall agree to:

1. assume responsibility for all guests and for proper use and care of the facility and the contents of the Community Center;
2. replace or pay for the replacement of furniture, fixtures and other contents that are broken during or as a result of the use of the Community Center;
3. hold harmless and release from liability the County of Santa Fe, its employees, management, the Board of County Commissioners and the Community Center Committee responsible for the operation of this Community Center for any claim resulting from the use of the Community Center;
4. clean the facility following use; furnish all cleaning supplies including but not limited, to rags, furniture polish, and cleaning solutions; and

- 5. remove and properly dispose of all trash after each function.

Note: If a Center has special cleaning supply requirements, those supplies and instructions will be provided by the Center.

VII. Insurance; Indemnification

If a private party is holding an event or a community organization is sponsoring a large group activity or event, that party must provide liability insurance naming Santa Fe County as an additional insured. If the private party does not have liability insurance, it is available for purchase through the broker for the New Mexico Association of Counties.

For the purpose of these policies and procedures, a large group is any group consisting of greater than twenty-five (25) total attendees. Insurance will not be required for meetings of boards of directors of non-profit or community organizations.

VIII. Fee Schedule

Each group using a Center shall be responsible for cleaning the Center, paying for repairs for any damages, and securing the Center after use, unless the Committee makes other arrangements with the group for securing the Center.

A \$150 cleaning and damage deposit will be required for all private uses.

Deposits will be returned after the Center has been properly inspected for cleanliness damage, and order.

In addition to the cleaning and damage deposit, there will be a non-refundable \$100 activity rental fee (per day/per activity) for the use of the Center for private activities, as set forth in section VI above.

There will be no activity rental fee for public service or non-profit groups.

This fee schedule does not apply to the County Extension Building and Grounds. The fee schedule for this facility is available from the County Extension agent or the Health and Human Service Department.

IX. Prohibited Activities

All activities that are illegal under state and federal law are strictly prohibited on County property and in County owned or leased facilities. Political events are prohibited. The use of alcoholic beverages is strictly prohibited. Community Centers are smoke free facilities.

Pursuant to Ordinance No. 2004-3, public resources, including funds, facilities and personnel, may not be used to further partisan campaign purposes or to influence the outcome of an election.

X. Amendments

These policies and procedures may from time to time be amended by the County Manager, with the approval of the Board. Such amendments to these policies and procedures shall be incorporated by reference and shall be adhered to and applied to each Center and each Committee.