

**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;

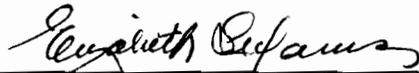
- b. Recommend methods to promote and stimulate public interest in participating in senior services;
 - c. Through the Director, notify the County Manager of any vacancies on the SFCSSAC and recommend persons to fill vacancies;
 - d. Through the Director, contribute special knowledge of the community 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
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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