



**JOINT MEETING  
WASHOE COUNTY SENIOR SERVICES ADVISORY BOARD (“WCSSAB”)  
AND  
CITY OF RENO SENIOR CITIZEN ADVISORY COMMITTEE (“SCAC”)  
Minutes**

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**Wednesday – January 6, 2016  
3:00 P.M. - Washoe County Senior Center  
1155 E. 9<sup>th</sup> Street, Reno**

1. **Call to Order/Roll Call** – Meeting called to order at 3:00 pm by Dr. Larry Weiss. City of Reno and County of Washoe met a quorum.  
  
**Present:**           **Washoe County Senior Services Advisory Board:** Dr. Larry Weiss, Connie McMullen, Dennis Chin, Wayne Alexander, Marsy Kupfersmith  
                          **City of Reno Senior Citizen Advisory Committee:** Wendy Boszak, Robert Mulvana, Donna Clontz, Stan Dowdy, Chelsea Bromley (late), Mac Rossi (late)  
**Absent:**           **Washoe County Senior Services Advisory Board:** Gary Whitfield, Diane France, Victoria Edmondson  
                          **City of Reno Senior Citizen Advisory Committee:** Vanessa Dixon (excused), Matthew Ladich  
**Staff Present:** **Washoe County Senior Services Advisory Board:** Kevin Schiller, Ken Retterath, Leslie Williams (late), Kathy Carpenter, Diana E. Carter  
                          **City of Reno Senior Citizen Advisory Committee:** Andy Bass, Leslie Smith  
**Guests:**           Nathan Daniel, Executive Director of Truckee Meadows Parks Foundation (“TMPF”)
2. **Public Comment** – Donna Clontz thanked the County employees for staffing the meeting due to staffing issues with the City of Reno.
3. **Approval of Agenda:** Dennis Chin motioned for the approval of the agenda for January 6, 2016 for WCSSAB and Wayne Alexander seconded the motion. Motion passed unanimously for the WCSSAB. Donna Clontz motioned for the approval of the agenda for January 6, 2016 for SCAC and Stan Dowdy seconded the motion. Motion passed unanimously for the SCAC.
4. **Approval of Minutes:** Wendy Boszak requested that the spelling of her name be corrected from “Bozak” to “Boszak” in the roll call list. Also corrected was Vanessa Dixon being listed as both present and absent; she was present. Dennis Chin motioned for the approval of the minutes as corrected for August 5, 2015 for WCSSAB and Connie McMullen seconded the motion. Motion passed unanimously for the WCSSAB. Donna Clontz motioned for the approval of the minutes as corrected for August 5, 2015 for SCAC and Stan Dowdy seconded the motion. Motion passed unanimously for the SCAC.

**5. Business:**

- a. Update and discussion on programs, training and assistance available from AmeriCorps–VISTA for seniors and senior programs - Donna Clontz went over the details of the handout she brought entitled “Center for Healthy Aging Senior Education, Advocacy and Outreach Program”. Donna Clontz and Nathan Daniel outlined the program (see attached handout). Larry and Donna were asking for feedback about being involved with the program. Robert asked Nathan Daniel about existing and current successful programs. Presently, TMPF has a Student Steward Program where parks are used as learning laboratories and students from underserved schools go to nearby parks and collect data for the Department of Agriculture, the US Fish and Wildlife Service and NDOW. TMPF is also an intermediary with Keep Truckee Meadows Beautiful (“KTMB”); they have four full-time staff who work for KTMB but they are paid through a TMPF grant. TMPF handles all the administrative tasks, while the four staff members promote the KTMB programs. This would also be what they would do for the Center for Healthy Aging. He said he could bring data or they could go to the TMPF website to see how these programs are working. Dennis asked about how they would explore seniors’ problems; Nathan explained that they handle administrative issues and the grantee handles the actual program (content and organization, running of the program). The program was discussed – gathering resources, use of VISTA volunteers.

The other side of the handout contains information on “Overview of Training to Improve Volunteer Systems” and Donna went over the details on the handout. (See attached handout). Nevada Volunteers administers the AmeriCorps State programs in Nevada. They serve as Nevada’s primary resource center for volunteer efforts. They are offering training to help organizations develop or improve the processes involved with volunteers, including recruiting, managing, funding, supporting and retaining. The training runs about 9 months and costs \$350; deadline for applications is January 8. No action was taken. Teams of organizations are brought together to receive technical assistance with volunteers. Donna has given the information to Andy Bass to see if the City would be interested, which Andy stated they were still looking at it but that they would probably be interested. She has contacted Sarah Norman who said the organizations could give her a verbal assent and need to take some time to get their funding in line.

(At 3:30 pm Nathan Daniel left and Mac Rossi arrived)

- b. Update and discussion of shared goals and objectives between the Reno Senior Citizen Advisory Committee and the Washoe County Senior Services Advisory Board – Donna Clontz provided a handout of the goals and objectives. These three items (transportation, communication/information and resource expansion) were listed as priorities by the WCSSAB and the SCAC. Larry and Donna would like to have further discussion on these things. The SCAC strategic plan is still a work in progress.
- c. Discussion and planning of activities for Older Americans Month (“OAM”) in May 2016 – Question on who is taking the lead on this? Leslie Williams with Washoe County stated that UNR Gerontology Program and Washoe County Senior Services (“WCSS”) have an agreement to provide internship opportunities for their students. WCSS was asked to place two upper level students in the spring to focus on senior activities and engagement. The suggestion is to have them head up OAM planning (with staff support), starting the end of January or the first of February. Their semester ends mid-May. The Planning Committee from both groups would meet with the students to get the OAM organized (the theme and logo samples are attached). “Blaze A Trail” is the theme. Dennis suggested that the Planning Committee get started as soon as possible. Connie stated that the Planning Committee needs to meet and set priorities. Dennis suggested that we also look at the fact that it is an election year. Kevin Schiller stated that the staff will work with the volunteers and coordinate the overall event. Volunteers for the Planning Committee – Connie, Stan, Marsy, Wayne. Once the meeting date is set others will be asked to volunteer/help. Events must be confirmed by the week of March 21. Add this as a standing item on the agenda.

- d. Methods for contacting legislators and keeping them updated on senior issues – Last year it was staff that contacted and updated. There were about 150 seniors who were active in contacting the legislature. Wendy – isn't there a group of seniors on a sort of legislative committee? That might be the point of contact. Connie – There was a senior day and there will be one again. Need to get the volunteers to attend that event. Kevin Schiller – Human Services needs to determine what our platform needs to be. Both when the session is active and during the interim. The Advisory Board needs to be active with trying to advocate and lobby on senior issues, as it is also a goal of the county's strategic plan. A lot of things are decided before the session even starts. Where can we best advocate to leverage more funding to expand our programming. A proactive discussion on ideas is needed.
- e. Commission on Aging meeting update – Connie – The commission is adding some new members so there will be an orientation meeting down south. There is now in the budget for a face to face meeting instead of telephone conferences. There will be an update at the next meeting. There was a meeting on 1/5/16 in the county commission chambers on managed care listening sessions have been valuable. The counties have to fund more of what the state does; this is a big concern. The strategic goals sunsetted in 2013; with an expected surge in the population, the new one will only be a 5-year plan. They initially focused on developmental disabilities. Now it is taking on issues in mental illness, health issues, and seniors' restrictive environment. More items will probably be added in the future.
- f. Update on the White House Conference on Aging – Donna and Larry – The final reports came out on the same day the logo for OAM came out. For those who attended the event on 7/13/15, watching the event on the TV screen, watched all the leaders in Washington, DC talk about seniors. First 30 pages of the 83 page report is the actual report; the rest are resources. The highpoints, in the executive summary, were public input and regional forums getting feedback on what seniors think about current programs and how they can be improved. WCSSAB and SCAC need to read the report and discuss it at another meeting. Some of the issues can be looked at for issues to be brought to our legislature; for example, caregivers. The group that listened to the conference came up with a list of items – dementia friendly communities, geriatric pharmacists, senior veterans, inter-generational schools where community seniors actively help kids in before and after school programs, long-term care, ombudsman covering private long-term care, training bank employees on financial exploitation. Some of these could be topics for OAM. Connie stated that we have the ombudsman program here and funds were sought from the legislature to expand the program. She would like to see a presentation on the Senior Justice Act, on what is happening. Larry said the Conference also covered some of the following: updating the safety and quality of 50,000 nursing homes across the country, person centered programs, dementia friendly America, caregiving, collaborative to support healthy aging and retirement security, aging in place, transportation. Dennis asked if the Conference results get communicated to the local politicians and do the local politicians care? How local – the state legislature. Connie stated that they chose community centers this time instead of large convention centers to transmit the Conference and before you had to be chosen as a delegate to watch or attend the Conference. It would be the responsibility of the advocates to make sure the politicians hear about the Conference and the concerns of seniors. Having a local Conference on Aging for advocates has been talked about. Dennis – could the summary be emailed to the local politicians? Donna said she could probably do it on behalf of the two committees.
- g. Follow up discussion on marketing – Connie - how to get the word out about seniors; expand the Washoe County Newsletter from four pages to eight; is there still a newsletter? Leslie – Dr. Chin is holding the Center Activity Calendar. It details daily activities scheduled at each of the centers. There is still a newsletter that provides relevant information each month. Marsy – we are waiting for the County to come back with the cost to expand the newsletter and come up with a list of emails so we can blast it out to let county seniors know what services are out there. Also talked about a poster series; got put aside due to cost. We need to reconvene the group – priority to get the information out

about what is going on at the County and the City. Dennis – can we send something to the Reno Gazette Journal? Leslie – we have ten activity calendars, one for each site. Kevin suggested the County take the lead; we have several options, WCTV, perhaps a subcommittee to look into marketing/publicity to work with the County PIO staff. Dennis – Sparks has a page in the Reno Gazette Journal, could we do something with the Sparks Center on that page? The County and City subcommittees need to be separate.

6. **City of Reno Staff Report** – Andy Bass, Director, Parks, Recreation and Community Services – The Winter Senior Games is coming up at the end of January with a whole range of activities. There are already over 100 athletes signed up. The big finale of the games is the Valentine's Day Dance and there are already 50 people signed up. Registration is still going on; it can be done online also. Connie was impressed with the types of activities and number of people in the Summer Senior Games. There were over 350 participants. It was suggested that everyone post information about the Games on their facebook page with links to the information and registration.
7. **Washoe County Staff Report** – Kevin Schiller, Acting Director, Washoe County Senior Services – Add the budget report as a standing item on both the joint and WCSSAB agendas. Handout is a breakdown of the current budget; eventually it will be a graph or pie chart. On January 25, the budget season opens for the County. We will be building what our budget looks like. With the Board having seniors as an identified strategic goal, we will talk a lot about programs we are already doing, but we have to tag what we are going to do in the next year. One of the key issues this year is highlighting where the Senior Services budget sits in total, including indigent support which is the Social Services side as we look to integration. The Human Services presentation done before the Board of County Commissioners: Commissioner Jung was very vocal about the GST tax and possible ways to assist seniors. We don't see a lot of high level state funds coming our way. We hope to maximize federal dollars. Two important pieces – the adopted budget of approximately \$5,765, 000 and the adopted budget tied to the revenue. Two key areas – indigent services, direct and indirect – this is money we identified where there is an indigent eligibility and ties over where we are using indigent funds from Social Services to support Senior Services. Looking at revenue over/under expenditures you can see an actual year to date. In building the budget, what is our contingency going look like and what do we build out so that we are not bordering on the red. In the next few quarters, there should be changes showing – should be able to see where the changes are, where the revenue is coming from. The last important piece is the county having it as a strategic goal, we want to be lobbying, we're talking to the Commission, what are those services we identify. When you look at the triangle of need for seniors or any vulnerable adult, health and safety are key; meals; leads into case management. Meals grow weekly, home delivered meals add about 15 new clients a week with 50 referrals received a week; congregate meals is growing at a slower pace. We are approaching capacity in the kitchen; have about a year to figure out how to change the kitchen set up. Our max is about 420,000 meals a year and we are at 390,000 now. Should we invest in a kitchen that has limited capacity, look at a commercial kitchen, work on some of those processes. Someone from the WCSSAB should serve on that committee. The volunteer coordinator has been hired for the volunteer program. Part of the funding comes from a grant and from Social Services; needs to be sustainable. The program is to engage volunteers at various levels. It's to professionalize volunteer services. Another area under discussion is the Daybreak client and caregiver. What does our programming look like; looking at programs in Las Vegas. Did a study on what are the needs of the caregivers who are employees. Thirty percent of Senior Services are caregivers spending an average of eight hours per week during work hours in addition to physical and mental time. We could start with local governmental collaboration. Regarding the senior centers – trying to find resources to make it usable for our seniors and attract more seniors. There have been some problems; we are actively addressing a couple of incidents; the grievance process will come thru the WCSSAB. It was creating a barrier for services for other seniors. Want the

Advisory Board to be more active with the issues as the Board can communicate to each other and to the seniors. The Marketing Plan can probably be incorporated into the Master Washoe County Marketing Plan to reach the seniors. The seniors are a different population in terms of how you get the message out; so we want to start approaching that. We want to market all of our programs. We can't do the programs without the funding. We have to identify our usable funding and have it be sustainable. Need to identify current services at all of our sites and what we are doing to expand them and the resources needed.

Question on North Valleys Senior Center – Andy Bass – talks are in the works. Leslie – Washoe County has received funds to put a meal site at the North Valleys Community Center; it's in the works. Question – what about recreational activities at the Center? Hopefully that is being looked into.

Kevin – If we lost the facility and weren't able to produce the meals, we have only 1-1/2 days of capacity to supply meals. We need to have a plan to provide meals. Marketing is also about attracting donors along with seniors.

#### **8. Member Announcements**

Marsy – January 12 - Alzheimer's Family Forum at the Discovery Museum 9 am-3 pm  
Mac – Sierra Canyon Del Webb on Friday, 1/8/16 at 3:15 pm, presentation to promote Senior Games, the NAB, SeniorConnect, senior services – should be about 40 residents in attendance  
Donna – transportation – Short-term Regional 5-year Plan - open house at the RTC bus station 1/21/16 at 9-11 am and 4-6 pm  
RTC's Director is coming to the SCAC meeting on 1/12/16

#### **9. Identification of Agenda Items for Future Meetings**

Older Americans Month update as a standing item  
Commission on Aging meeting update on both the WCSSAB and SCAC separate agendas  
White House Conference on Aging report  
Marketing discussion  
Budget update on both the WCSSAB and SCAC separate agendas  
Candidate Forum discussion  
Senior games update/report

#### **10. Public Comment - No public comment.**

#### **11. Adjournment - Dennis Chin motioned to adjourn; Donna Clontz seconded the motion. Motion passed unanimously. Meeting was adjourned at 4:37 pm.**

**Public Notice:** This notice and agenda has been physically posted in compliance with NRS 241.020(3)(notice of meetings) at RENO CITY HALL 1 East 1<sup>st</sup> Street, PARKS, RECREATION AND COMMUNITY SERVICES; MCKINLEY ARTS & CULTURE 925 Riverside Drive; EVELYN MOUNT NORTHEAST COMMUNITY CENTER 1301 Valley Road; NEIL ROAD RECREATION CENTER 3925 Neil Road; WASHOE COUNTY SENIOR CENTER 1155 East Ninth Street; and the DOWNTOWN RENO LIBRARY 301 S. Center, WASHOE COUNTY ADMINISTRATION BUILDING, WASHOE COUNTY HEALTH DEPARTMENT, GERLACH SENIOR CENTER, INCLINE VILLAGE RECREATION CENTER, SPARKS SENIOR CENTER, SUN VALLEY SENIOR CENTER, AND INCLINE VILLAGE LIBRARY. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at <http://www.reno.gov> and [www.washoecounty.us](http://www.washoecounty.us) and NRS 232.2175 at <https://notice.nv.gov/>. To obtain further documentation regarding posting, please contact Ashley Turney, City Clerk, 1 East 1st Street, Reno, NV 89501 (775) 334-2030; [turneya@reno.gov](mailto:turneya@reno.gov).

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**Order of Business:** Items on the agenda may be taken out of order. The public body may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. See NRS 241.020(2)(c)(6). Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.

**Accommodations:** We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend. If you require special arrangements for this meeting, please contact Darryl Feemster at 657-4640 or TDD 334-2589, or by calling Diana E. Carter or Kathy Carpenter at 328-2575 or via email [dcarter@washoecounty.us](mailto:dcarter@washoecounty.us) or [kcarpenter@washoecounty.us](mailto:kcarpenter@washoecounty.us) prior to the day of the meeting.

**Public Comment:** A person wishing to address this body shall submit a “Request to Speak” form. Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. The presiding officer may prohibit comment if the content of the comments is a topic that is not relevant to, or within the authority of, this public body, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers. Any person making willfully disruptive remarks while addressing or while attending this meeting may be removed from the room by the presiding officer, and the person may be barred from further audience. See Nevada Attorney General Opinion No. 00-047 (April 27, 2001); Nevada Open Meeting Law Manual, § 8.05.

In addition, any person willfully disrupting the meeting may be removed from the room by the presiding officer. See NRS 241.030(4)(a); RMC §§ 8.12.024, 8.12.027. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, battery, or any other acts intended to impede the meeting or infringe on the rights of this public body, staff, or meeting participants.