

# MINUTES OF THE WASHOE COUNTY SENIOR SERVICES ADVISORY BOARD MEETING

November 4, 2015

Washoe County Senior Center, 1155 E. 9<sup>th</sup> Street, Reno, Nevada 89512  
Game Room

**1. CALL TO ORDER** - Meeting was called to order at 3:00 p.m. – by the Chairman of the Board, Dr. Larry Weiss.

**2. ROLL CALL** – Dr. Larry Weiss asked for roll call; Lisa Bonilla took the roll. There was a quorum present.

**WASHOE COUNTY SENIOR SERVICES ADVISORY BOARD PRESENT:**

<b><u>PRESENT</u></b>		<b><u>ABSENT</u></b>
Connie McMullen	Jeanne Herman	* Dennis Chin
Dr. Larry Weiss	Marsy Kupfersmith	* Gary Whitfield
Donna Clontz	Wayne Alexander	* Victoria Edmondson

\*Excused absence

**WASHOE COUNTY STAFF PRESENT**

Leslie Williams  
Lisa Bonilla

**3. \*PUBLIC COMMENT** – No public comments were made.

**4. Approval of the Agenda for the Advisory Board Meeting on November 4, 2015** – Connie McMullen moved for the approval of the minutes. Donna Clontz seconded the motion. Motion passed unanimously.

**5. Approval of the Minutes from the Advisory Board Meeting on September 9, 2015** – Connie McMullen moved for the approval of the minutes as presented. Marsy Kupfersmith seconded the motion. Motion passed unanimously.

**6. Approval of the Minutes from the Advisory Board Special Meeting on October 7, 2015** - Marsy Kupfersmith moved for the approval of the minutes as presented. Connie McMullen seconded the motion. Motion passed unanimously.

**7. \*Nominations for the one (1) vacancy in District 2, two (2) vacancies in District 3, one (1) vacancy in District 5, and one (1) vacancy for an Alternate Member** – Dr. Larry Weiss- Marsy Kupfersmith motion for the approval to post the listed vacant positions on the Advisory Board to the Washoe County Website. Donna Clontz seconds the motion. Motion

passed unanimously. Donna Clontz motion for the recommendation that the District 2 position be filled by Marsy Kupfersmith. Connie McMullen second the motion. Motion passed unanimously. Grady Tarbutton suggested amending the previous motion by including a vacancy in an at-large position. Marsy Kupfersmith motion that the vacancy for the at-large position be posted on the Washoe County website. Wayne Alexander second the motion. Motion passed unanimously. Connie McMullen put in a nomination for Vicki Maltman to fill the District 5 vacancy. Grady reminded the group there is an application that must be filled out in order to be considered for the position. Once the applications are in the group will then go through the applications then make their recommendations for potential candidates to the Board of County Commissioners. Grady Tarbutton reminded the group that once the vacancies are posted on the County Manager's Website and applications are submitted, the Board will review said applications and make their recommendations and nominations that will be presented to the Board of County Commissioners. Connie motion the recommendation that Vicki Maltman be nominated for the District 5 vacancy and Donna Clontz for the at-large vacancy. Marsy Kupfersmith second the motion. Motion passed unanimously.

**8. Review and discussion of legal opinion regarding Open Meeting Law requirements pertaining to the Washoe County Senior Services Advisory Board Executive Board and whether or not representatives can sit on the Washoe County Senior Advisory Board and the City of Reno Senior Citizen Advisory Committee simultaneously.**

Leslie Williams provided the Deputy District Attorney's response to two questions posed at the last meeting; "Is it required for the Executive Board to agendaize their meeting with the Director?" and "Would it be a conflict of interest to have one board member serve on both the Washoe County Senior Services Advisory board and they City of Reno Senior Citizens Advisory Committee?" According to the By-Laws, when the Executive Board of the Washoe County Advisory Board convenes to set the agenda with the director, there is no need to agendaize the meeting provided there is no action taken or discussion on action on agenda topics that are to be discussed in the meeting. With regards to a member sitting on both boards, there is no legal prohibition; however, there could possibly be a conflict of interest.

**9. Director's Update – Grady Tarbutton and Leslie Williams**

- a. Announcement on timelines and process for the recruitment of vacant positions on the Advisory Board** – The vacancies will be posted tomorrow, November 5<sup>th</sup>, 2015, and will be closed November 20<sup>th</sup>, to allow enough time for interested parties to apply and have the applications ready for review by board members the next Advisory Board meeting.
- b. Discussion of orientation of new Advisory Board Members** - Due to the holidays, the BCC will be working on a reduced schedule, the recommendations are anticipated to go before the Board in January. Once the Board of County Commissioners appoints new members, Leslie recommended scheduling a special meeting to train and conduct an orientation for the new members.
- c. Update on Senior Services Transition Plan** – Due to Kevin Schiller's absence, he provided the group with a memo Leslie Williams summarized for the group. A fundamental review was conducted five years ago with a specific emphasis on Senior

- Services and the funding. Because the funding has been flat a focus on Senior Services and how to make it sustainable was recommended. The fundamental review recommended Social and Senior Services integrate into a single Human Services Agency which would allocated indigent funds to Senior Services through a collaboration with Adult Services. The addition of Indigent funding has allowed the expansion of the Nutrition and Daybreak Programs. The next step will be the change of the County Code that will allow the integration of the departments to create a Human Services Department. The first reading of proposed changes will be going before the County Commissioners in January.
- d. Washoe County Strategic Plan Goal Team #2 Update** – The County Commission has six (6) strategic goals, which are oriented towards keeping pace with the rising senior population. Leslie Williams provided the group with a printout of the initiatives and action items that are currently being worked on across the county departments. Leslie Williams emphasized there are multiple departments throughout the county that are actively working to support seniors throughout Washoe County. The two main initiatives are to increase the number of meals served that will decrease the gap in meals needed and address hunger in seniors. The FY16 goal is to serve 416,000 meals. The Library has established a goal of creating senior specific computer training class. The first of the series has already taken place, with an 8 week course of one weekly class. The pilot run was successful; there is currently a waiting list of 55 seniors for the next class. The Library Board also approved expanded hours for the library at the Reno Center, along with the approval of an increase of the number of computers available. There is also an initiative for leveraging funding for Medicaid Match. There is currently Medicaid funding for the Daybreak Program. The Department has negotiated a contract with Medicaid that would allow Senior Services to pursue administrative claiming funds for activities performed by the administrative staff that assists clients with referrals and resources. Partnerships with non-profits are also a focus. An example, the partnership with Catholic Charities and the expansion of the Nutrition Program by opening up two new meal sites. There is also a team that is actively reaching out to other county departments to identify programs and services currently provided to seniors in order to compile a resource list that can be made available to seniors.
- e. Senior Services Budget Update** – The Advisory Board was provided an update on the different Senior Services programs. An update on the indigent funds supporting the nutrition and social services programs. Adult Services staff members are also assigned to assist in the assessment and eligibility of home delivered meal clients. The indigent fund also funded the Community Health Aide position in Daybreak, which is also helping clear the wait list for the program. Indigent funds have provided 40% match required from the Community Development Block Grant for the Rural Senior Volunteer Ambassador Program. Indigent funds also support a contract for a community nurse from the Northern Nevada Hopes Clinic to provide blood pressure clinics and medication management services.
- f. Grants and projects update** – A report detailing units of services provided to clients was provided to the Board.

- g. Status of program waitlists** – Due to the partnership with Adult Social Services, the waiting list for Home Delivered meals has been cleared. The waitlist for Daybreak has been reduced from 7 to 4 clients. Case management is still high but Senior Services is currently going out to bid for new contracts. The intent is to identify three homemaker providers rather than two to reduce the wait list.
- h. Other updates** – No other updates were provided.

**10. Member Items** – Donna Clontz announced that the Veterans' Day Parade will be taking place downtown Reno on Veteran's Day. The Reno Advisory Board applied to participate in the parade and will be in position 48 of the parade and encouraged the group to support Senior Services by participating in the parade. She also announced the return of the Senior Giving Tree and Stuff-a-Bus programs for December. Connie McMullen announced that Baldini's will be having a Health Fair December 1<sup>st</sup>, provided immunizations, food and an information fair. Marsy Kupfersmith informed the group about the meeting Donna Clontz, Dr. Larry Weiss and herself had with County Commissioners discussing senior issues, including transportation, communication and information. Grady Tarbutton commented on the progress of the expansion of Senior Services. Donna Clontz informed the group that the City has been trying to find ways to get Vista Volunteers to assist the City. They are in the process of speaking with Parks & Rec to assist. Dr. Larry Weiss announced that November is Caregiver's Month and there will be a Caregiver's Awards Luncheon November 18<sup>th</sup>.

**11. Agenda items for the next Board Meeting –**

- a. Special meeting for new Board Members
- b. Elect Secretary Position
- c. Legislative updates
- d. Review applications for vacancies on the Advisory Board
- e. Library Staff to give an update on expansion of satellite location at Reno Senior Center

**12. Public Comment** – Vicki Maltman announced that the Veterans of Foreign Wars Post 3819 will be providing food baskets for Christmas for veterans. They have around 60 for children and between 80-100 baskets for veterans. They are not allowed to be on welfare. They must go to the California building the Sunday before Christmas from 9am-12pm. Dr. Larry Weiss announced he will not be attending the next meeting so Connie McMullen will be chairing the meeting.

**9. Adjournment** – Marsy Kupfersmith motion for the adjournment of the meeting. Donna Clontz seconds the motion. Motion passed unanimously.