



**WASHOE COUNTY SENIOR SERVICES
ADVISORY BOARD MEMBERS**
(Commission Districts)

Dr. Larry Weiss (1)
Gary Whitfield (1)
Connie McMullen (2)
Clinton Smith (2)
Jill Andrea, At-Large
Marsy Kupfersmith, Alternate
Donna Clontz, Alternate

Karen Davis (3)
Diane France (3)
Dennis Chin (4)
Wayne Alexander (4)
Victoria Edmondson (5)
Edward Williams (5)

Kitty Jung, County Commission (3)
Hillary Schieve
Reno City Council At-Large
Ed Lawson, Sparks City Council (4)

MEETING AGENDA

Wednesday, December 3, 2014
3:00 pm – 5:00 pm
Senior Services – Game Room

Washoe County Senior Services
1155 E. 9th Street
Reno, NV 89512
Tel: 775-328-2575 Fax: 775-328-6192
lbonilla@washoecounty.us
kcarpenter@washeocounty.us

All items numbered or lettered below are hereby designated for **possible action** as if the words "for possible action" were written next to each item (NRS 241.020). **An item listed with asterisk (*) next to it is an item for which no action will be taken.** Items on the agenda may be taken out of order. The public body may combine two or more agenda items for consideration. The public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

The Senior Services Advisory Board conducts the business of Washoe County and its citizens during its meetings. The Chair may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks, which antagonize or incite are examples of speech that may be reasonably limited.

Public Comment is limited to three (3) minutes per person. Persons are invited to submit comments in writing on agenda items and/or attend and make comment on that item at the Advisory Board Meeting.

1. CALL TO ORDER
2. ROLL CALL
3. *PUBLIC COMMENT
4. Approval of the Agenda for the Advisory Board Meeting on December 3, 2014.
5. Approval of the Minutes from the Advisory Board Meeting on November 5, 2014.
6. *Presentation by Peter Reed, Director of the University of Nevada Sanford Center for Aging on the Sanford Center Geriatric Clinic.

7. *Presentation by Washoe County Senior Services Licensed Social worker (LSW) staff on the types of services provided including a profile of clients. Presenter, Dawn Costa LSW, Washoe County Senior Services.
8. *Presentation of information on terms of current Advisory Board members, including Clinton Smith, Diane France and Jill Andrea and planning for recruitment for future vacancies.
9. Discussion and possible amendment to the bylaws (Article 3, Section 3) governing Associate members to be more inclusive of potential candidates.
10. *Discussion on the recruitment process for Associate Members and their roles, and including a discussion on advertising, "meet and greet" events and promotion in the City of Reno and Washoe County Senior Services newsletters.
11. Discussion regarding striking the word "unpaid" from the Advisory Board bylaws; Article 3, Section 1, Subpart A to allow all caregivers to be eligible for appointment.
12. Discussion and correction of typo in the bylaws; Article 3, Section 1, Subpart H.
13. *Update of the Department's Capital Improvement Plan, including facility modernization and security. to improve the Senior Centers atmosphere and appearance.
14. Discussion regarding the meeting of the Board members with the newly elected City Council members.
15. *City of Reno Staff Report- Darryl Feemster
16. *Directors Updates – Grady Tarbutton
 - a. Master Plan update.
 - b. Human Services Agency update.
 - c. Primer (briefing) for the Board prior to the legislative session (standing item).
 - d. Update on Senior Service program waitlists (standing item).
 - e. ADRC Data Base update (standing item)
 - f. ADSD Grant update
 - g. Emerging issues
 - h. Dates of Board meetings in 2015
17. *Member items.
18. Discussion of agenda items for the next Board meeting.
19. *Public comment.
20. ADJOURNMENT

Persons with disabilities who require special accommodations or assistance at the meeting should notify Lisa Bonilla, Office Assistant II, or Kathy Carpenter, Account Clerk II, at Washoe County Senior Services, 1155 E. Ninth Street, Reno, NV 89512, by calling (775) 328-2575 or via email lbbonilla@washoecounty.us or kcarpenter@washoecounty.us, prior to the date of the meeting.

Supporting material for this meeting may be requested by contacting Lisa Bonilla, Office Assistant II, or Kathy Carpenter, Account Clerk II, at Washoe County Senior Services, 1155 E. 9th Street, Reno, NV 89512, by calling (775) 328-2575 or via email lbbonilla@washoecounty.us or kcarpenter@washoecounty.us also the agenda and supporting information is posted on <http://www.washoecounty.us/seniorsrv/advboard.htm> and <https://notice.nv.gov>

Notices of this meeting have been posted at the following locations:

Washoe County Administration Building
 Washoe County Health Department
 Gerlach Senior Center
 Incline Village Recreation Center

Washoe County Senior Services
 Sparks Senior Center
 Sun Valley Senior Center
 Incline Village Library

IN COMPLIANCE WITH NRS 241.020, THIS AGENDA HAS BEEN POSTED ON THE OFFICIAL WEBSITE FOR WASHOE COUNTY, www.washoecounty.us .

MINUTES OF THE WASHOE COUNTY SENIOR SERVICES ADVISORY BOARD MEETING

November 5, 2014

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

1. CALL TO ORDER

Meeting was called to order at 3:01 p.m. – by the Chairwoman of the Board, Connie McMullen.

2. ROLL CALL

Connie McMullen asked for roll call; Todd Acker took the roll. There was a quorum present.

WASHOE COUNTY SENIOR SERVICES ADVISORY BOARD PRESENT:

PRESENT

Jill Andrea	Donna Clontz
Dennis Chin	Clinton Smith
Connie McMullen	Gary Whitfield
Marsy Kupfersmith	Victoria Edmondson
Wayne Alexander	

*Excused absence

ABSENT

Edward Williams
*Dr. Larry Weiss
*Karen Davis
*Ed Lawson
*Diane France
*Kitty Jung
*Hillary Schieve

WASHOE COUNTY STAFF PRESENT

Grady Tarbutton
Todd Acker

3. PUBLIC COMMENT – None.

4. APPROVAL OF THE AGENDA OF THE November 5, 2014 ADVISORY BOARD AGENDA -

Gary Whitfield made a motion to accept the agenda as presented. Donna Clontz seconded the motion. Motion passed unanimously.

5. APPROVAL OF THE MINUTES OF THE October 1, 2014, ADVISORY BOARD MEETING-

Jill Andrea moved to approve the minutes as presented; Wayne Alexander seconded the motion. Motion passed unanimously.

6. Election of officers to fill upcoming vacancies of the Washoe County Senior Services Advisory Board. Motions from the floor will be accepted to fill the Chairperson and Vice-Chairperson Positions – Donna Clontz made a motion to nominate Dr. Larry Weiss for the position of Chairperson. Jill Andrea seconded the motion. The motion passed unanimously.

Donna Clontz made a motion to nominate Connie McMullen for the position of Vice – Chairperson. Gary Whitfield seconded the motion. The motion passed unanimously.

7. Discussion and Motions from the floor to recommend an individual to be appointed to the Board to fill the current vacancy in District 5 – Grady Tarbutton introduced Jean Olsen to the Board members and gave a brief description of how he became acquainted with Jean Olsen and the interest that she possesses in representing District 5. Jean Olsen states she wishes to represent the District because there is an absence of activity in the North Valleys area of Reno. She pointed out that there is a large desire for more activities and services in her community. She also brought to the Boards attention that the infrastructure was already in place to be able to provide activities and future services but it was not being utilized. Jill Andrea made a motion to approve Jean Olsen as the representative for District 5 and send the approval to the Board of County Commissioners for appointment. Victoria Edmondson made a motion to second the approval. The motion passed unanimously.

8. Update on the implementation of the revised Advisory Board by-laws Article 3 Section 3 “Associate Members” with possible action – The Board discussed possible ways to discover and recruit possible new Associate members. It was decided that the discussion will be tabled for the present time and resume when action can be taken on a future agenda. Jill Andrea makes a motion to suspend talks at this time and in the future possibly amend the Advisory Board by-laws (Section 3; Article 3) to include recruitment guidelines and job descriptions of Associate members. Clinton Smith seconded the motion. The motion passed unanimously.

9. Update on engaging the art community to come in and display their work to keep the Senior Center’s atmosphere and appearance pleasing – Jill Andrea states that she has spoken to Rich Van Gogh of Liberty Fine Arts and he has agreed to curate efforts at the Senior Center. Connie McMullen discusses a presentation of art that has been created by persons with dementia called “Moments of Memories” that might be a resource to be explored. Jill Andrea also suggests that Artown be included in the process. It was agreed that this agenda item will be included in future agendas.

10. Directors Updates – Grady Tarbutton

a. Master Plan update—There is solid commitment for the Board of County Commissioners to support the Master Plan. Their department will propose expanded services and increased Senior Services staffing in its Budget proposal for FY16.

b. Human Services Agency update – Not discussed.

c. Volunteer project for unincorporated areas – Currently in the process of writing a grant to include a Volunteer Coordinator to be added as a Washoe County employee. That position would be responsible for the recruitment and coordination of volunteers to assist services provided in and by the County.

d. Primer (briefing) for the Board prior to the Legislative session – February 9th, 2015 will be Senior Day in the Legislature. The Nevada Commission on Aging Legislative Sub-Committee is currently identifying Bill Draft Requests and Budget

priorities will be presented to the next Legislative session. There is discussion on how to transport and show unity of seniors that will be attending Senior Day.

e. Update on Senior Service program waitlists – A spreadsheet showing current waitlists was provided to the Board members to review. Current waitlists are the result of an increasing demand for services due to population growth especially for vulnerable seniors.

f. ADRC Date Base update – Nevada 211 will be a source of data to build the new ADRC data base.

g. ADSD Grant update—Grant performance data is provided for Board members to review. Most programs are performing ahead of schedule.

h. ADSD Program audits – Program audits are provided for Board members to review.

i. Comptroller's report for FY13 and FY14 for Senior Services – ADSD program audits are included from FY12/13 for Board members to review.

j. Senior Center update – Tracy Dominguez, Director of the City of Sparks Parks and Recreation Department is introduced to the Board and she explains the implementations that have been made to the Sparks Senior Center to increase security after two recent drive by shootings. A menu is included in the Board members packets to show them what Home Delivered Meal recipients are receiving as their second meal option.

k. Update on the Lockdown experienced at Washoe County Senior Center – Successes and things learned during the Lockdown experienced at the Washoe County Senior Center was explained to Board members. Department staff will be presented with updated procedures during a desk-top exercise in November. Clinton Smith was present during the incident and reported that staff did an excellent job.

11. Member Items – Connie McMullen tells the Board that there will be a health fair at Baldini's Casino on December 2nd, 10:00 a.m. thru 2:00 p.m. There will be free lunch, entertainment, and flu shots. Jill Andrea would like to work with the City of Reno in the creation of community gardens. Victoria Edmondson still has two 6 month old puppies to adopt out if anybody is interested.

12. Discussion of agenda items for the next Board meeting – Skipped.

13. Public Comment – Augustine Jorquez states that he is happy to be back attending the Advisory Board meeting after being absent for a time.

14. Adjournment – Gary Whitfield made a motion to adjourn the meeting. Jill Andrea seconded the motion. The motion passed unanimously.

Washoe County Senior Services

Advisory Board Meeting

12-3-2014

AGENDA ITEM 8



WASHOE COUNTY SENIOR SERVICES ADVISORY BOARD



DR. LARRY WEISS

11 Fillmore Way
Reno, Nevada 89519
775-376-3210
(Term Expires 9/30/2017)

DISTRICT 1

larryjweiss@gmail.com

GARY WHITFIELD

6146 Carriage House Way
Reno, NV 89519
775-827-0918 775-225-8788
(Term Expires 9/30/2017)

DISTRICT 1

gary58z@gmail.com

CONNIE McMULLEN, Chairwoman

2212 Lindley Way
Reno, Nevada 89509
829-8505 348-0717
(Term expires 6/30/17)

DISTRICT 2

seniorspectrumnv@aol.com

CLINTON SMITH

366 Mt Snow Ct
Reno, Nevada 89511
453-1790
(Term expires 9/30/15)

DISTRICT 2

clintonsmith2@charter.net

KAREN DAVIS

612 Talus Way
Reno, Nevada 89503
834-4473 (Day) 322-9806 (Eves)
(Term expires 6/30/2016)

DISTRICT 3

kdavis@nvenergy.com

DIANE FRANCE

2620 Tom Sawyer #A
Reno, NV 89512
358-6578
(Term Expires 9/30/2015)

DISTRICT 3

DENNIS CHIN
2655 Sycamore Glen Drive #1
Sparks, NV 89434
355-6835
(Term Expires 6/30/2017)

DISTRICT 4

WAYNE ALEXANDER
2464 Blossomview Dr.
Sparks, NV 89434
775-745-9001 775-331-4513
(Term Expires 9/30/2017)

DISTRICT 4

wj.alexander@att.net

VICTORIA EDMONDSON
17870 E. Aspen Cir.
Reno, NV 89508
775-233-7167
(Term Expires 9/30/2017)

DISTRICT 5

vjedmondson@aol.com

EDWARD WILLIAMS
8660 18TH Hole Trail
Reno, NV 89508
408-234-4969
(Term Expires 9/30/2017)

DISTRICT 5

edwilliams44@charter.net

JILL ANDREA, SECRETARY
695 W. Third, Apt. #325
Reno, NV 89503
775-283-8888
(Term Expires 09/30/2015)

AT LARGE

jandy.ja@gmail.com

MARSY KUPFERSMITH
1001 South Meadows Pkwy - #1221
Reno, Nevada 89521
775-851-2954
(Term Expires 9/30/2017)

ALTERNATE

renotigertiger@yahoo.com

DONNA CLONTZ
P.O. Box 33244
Reno, NV 89533
775-240-2745
(Term Expires 9/30/2017)

ALTERNATE

donnanorm1@yahoo.com

ED LAWSON
Council Member
City of Sparks
P.O. Box 857
Sparks, NV 89432
775-353-2310

APPOINTED CITY OF SPARKS

elawson@ci.sparks.nv.us

KITTY JUNG
County Commissioner
Washoe County Commission
P.O. Box 11130
Reno, Nevada 89520
775-328-2000

DISTRICT 3 APPOINTED BCC

kjung@washoecounty.us

MARSHA BERKBIGLER
County Commissioner
Washoe County Commission
P.O. Box 11130
Reno, Nevada 89520
775-843-0150

**ALTERNATE DISTRICT 3 APPOINTED
BCC**

mberkbigler@washoecounty.us

HILLARY SCHIEVE
Council Member
City of Reno
P.O. Box 1900
Reno, Nevada 89505
775-378-5589

APPOINTED CITY OF RENO

schieveh@reno.gov

Washoe County Senior Services

Advisory Board Meeting

12-3-2014

AGENDA ITEM 9

**BYLAWS
OF THE WASHOE COUNTY SENIOR SERVICES
ADVISORY BOARD**

ARTICLE 1 – NAME

The name of this organization shall be: the Washoe County Senior Services Advisory Board hereinafter referred to as “the Board.”

ARTICLE II – PURPOSE AND OBJECTIVE

The following are definition of terms used throughout this document:

- “Seniors,” the client-base of the Washoe County Senior Services are defined as people who reside in Washoe County and are sixty years of age or older.
- “Department,” the Department of Senior Services, Washoe County.
- “Director,” the current appointed Director of Washoe County Senior Services
- “Commission” The Washoe County Commission.
- “Chairperson,” the elected chair of the Board.

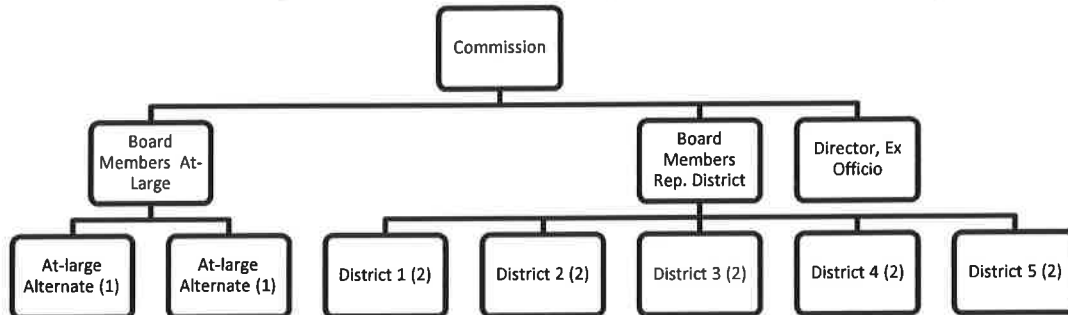
The Board is constituted to advise the Department and the Commission on meeting the current and future needs of Seniors, including

- the development of long and short range departmental goals;
- recommending and evaluating programs and policies;
- reviewing the quality of department services;
- providing input to county manager regarding performance of director;
- providing technical assistance, as applicable;
- reviewing and making recommendations regarding the department's proposed budget; and,
- reviewing and providing input to director regarding community trends and needs.

This may include recommending programs for seniors; to make specific recommendations to the Commission on the needs of seniors; and to help sustain the purposes of services for seniors, and to:

- A. Participate in the development evaluation and annual review of the *Master Plan for Aging Services*.
- B. Identify and prioritize issues with critical impact on seniors. This includes identifying barriers to services for seniors and making recommendations on how to serve the Department's client population.
- C. Advise the Department in identifying and developing resources, as appropriate to meet the needs of Seniors, so they can live safely and independently in the community and in the least restrictive way;
- D. Assist with the dissemination of information about services for seniors so there is a broad community understanding of the interests and needs of seniors and how to access services that assist them;
- E. Advise the Director on cooperation with other agencies in order to develop and maintain services that seniors find feasible, helpful and necessary;
- F. Support the Department's development of relationships with other agencies and other government entities so that funds and sponsors may be secured—in addition to regularly appropriated monies—for projects which will provide services, places, and activities adopted in *Master Plan*;
- G. Advise and support the Department's use of best practices and innovative strategies that support independent living and aging in place;
- H. Advise and support the Department's creation of partnerships and collaborative relationships with social services agencies, health care providers educational institutions and others;
- I. Advise and support the Department in creating places where seniors can meet, eat, learn, socialize, and have access to services;
- J. Encourage the participation of seniors in Washoe County's sponsored programs and services;
- K. Help coordinate community efforts directed toward serving seniors and be a resource for other senior groups in the community; and
- L. Advocate on behalf of seniors with elected and appointed public officials and the public on the needs of seniors.

ADVISORY BOARD ORGANIZATIONAL CHART



ARTICLE III – ADVISORY BOARD MEMBERSHIP

SECTION 1- MEMBERSHIP STRUCTURE AND VACANCIES

- A. The Board shall consist of not less than 7 or more than 11 members with full privileges of making motions, and of voting, and 2 Alternate At-Large Members. Board members must be competent volunteers who are residents of Washoe County; of whom it is preferred that more than 50% are over the age of sixty or are an unpaid caregiver for a person over the age of 60; while varied experiences desired, the main requirement is that the applicant is knowledgeable about seniors and about services provided for them, and, if appointed, the applicant will continue to be actively involved with seniors.
- B. The Chart above describes the makeup of the Board and the number of appointed members by Commission district.
- C. The three principal government entities of Reno, Sparks, and Washoe County shall each be invited to appoint a non-voting representative and a delegated alternate to the Board who may or may not be an elected official of the respective entity.
- D. When a vacancy exists, Alternate Members, if they reside in the District where the vacancy exists, will be considered first for recommendation to the Commission for appointment.

- E. When any other vacancy occurs, the Department shall request that the County Manager recruit members in accordance with the existing District or At-Large vacancies.
- F. Applications will be forwarded to the Department, which will ensure that all members of the Board have a copy of all applications at least 5 business days before the next regularly scheduled meeting. The Boards consideration of applicant recommendations will be included as an Action Item on the Agenda for said meeting.
- G. The Board will discuss the applications at the scheduled meeting, and the Board will vote for recommended applicants to fill each vacancy. The Director will forward the list of recommendations to the Commission for approval and seating on the Board.
- H. No voting member may be appointed to the Board for more than two consecutive four year terms, however, if they so wish, they may remain on the Board as an Associate Member (as defined in Section 4, below):
- I. The Commission may remove any County appointed member who fails, without cause, to attend three consecutive meetings of the Board. If this occurs, the Chairperson of the Advisory Board will notify the member of possible removal and copy the District Commissioner. If the member misses another meeting without cause, The Commission may remove the appointed member and the Chairperson may fill the position as per the procedures for vacancies above.
- J. Resignation from the Board shall be in writing and submitted to the Board of County Commissioners through the Chairperson of the Board. Resignation from a committee of the Board or from an office of the Board may be made orally to the Board.

SECTION 2- ALTERNATE MEMBERS

- A. Alternate Members shall serve the Board in the same capacity as the Voting Board member whenever there as an absence of regular members.
- B. Alternate members shall meet all of the qualifications and be subject to all of the requirements of voting members.

- C. If a voting member is absent, the Chairperson shall designate an attending alternate member to vote in the absent member's place.
- D. If more than one alternate member is in attendance, the Chairperson will choose the Alternate who resides in the District of the absent member.
- E. If there are no Alternates residing in the absent member's district, the Alternate will be chosen at the discretion of the Chairperson
- F. Alternate members are not eligible to hold office.

SECTION 3 – ASSOCIATE MEMBERS

The Board, solely at its own discretion and by a majority vote of the Board, may designate Associate Members. The Associate Member will either be a Member who has served their term-limit or a professional or expert who can provide the Board advice and assistance. Associate Members shall have none of the obligations of membership on the Board, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.

ARTICLE IV – OFFICERS

- A. The officers of the Board shall be a Chair, Vice-Chair, and a Secretary. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Board.
- B. The officers shall be elected by the Board at its meeting in December to serve for two years or until their successors are elected, and the term of office shall begin at the close of the meeting at which they are elected.
- C. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- D. The Director shall appoint a Staff-person to assist the Secretary in discharging the duties of that office, namely to record minutes of all meetings, prepare and publish all notices required by these bylaws and applicable statutes, and prepare whatever correspondence is authorized by the Board.

ARTICLE V – THE EXECUTIVE COMMITTEE

- A. The officers of the Board shall constitute the Executive Committee.
- B. The Executive Committee shall be subject to the orders of the Board, and none of its acts shall conflict with actions taken by the Board.
- C. The Executive Committee shall meet monthly with the Director to plan the Agenda in a timely manner so that it may be posted and distributed within the time-frame of the Open Meeting Law.

ARTICLE VI – MEETINGS

- A. All meetings of the Board are public meetings and shall comply with the provisions of N.R.S. Chapter 241, the Nevada Open Meeting Law.
- B. Annually, a review of the Open Meeting Law will be included as an Agenda item.
- C. Regular meetings of the Board shall be held on the first Wednesday of every month unless otherwise ordered by the Board Executive Committee, with proper notice to the public.
- D. Special meetings can be called by the Chair, the Executive Committee, or upon the written request of a two-thirds majority of a member then serving on the Board.
- E. A simple majority of the members, shall constitute a quorum.
- F. All matters coming from before the Board shall be disposed of in accordance with a majority vote of the voting members present.
- G. Except in the case of emergencies, all Board members representatives, and directors of projects will be notified (no less than seven days in advance), of all meetings by email, telephone, mail or in person.
- H. In accordance with N.R.S. 241, Emergency is defined as unforeseen circumstances which requires immediate action and includes, but is not limited to:
 - (a) Disasters caused by fire, flood, earthquake or other natural causes; or
 - (b) Any impairment of the health and safety of the public.

ARTICLE VII – COMMITTEES

- A. Committees may be appointed by the Board, as desired, and shall meet at least quarterly if on-going. Special Project Committees will meet as needed until the project is completed. A report of all active Committees shall be presented to the Board as a regularly scheduled item on the Agenda.
- B. At their regular meeting time, the Board will meet quarterly with the City of Reno Senior Citizens Advisory Committee and a representative group designated by the Sparks City Council. They will collaborate on service strategies, special events, advocacy and informing public officials of the needs of seniors.

ARTICLE VIII – GENERAL POWERS

- A. The Board shall take an active role in defining need for, selection of, and monitoring performance of the Department's subcontractors.
- B. Assist in the evaluation of the Department's programs, including customer satisfaction surveys.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt and any status applicable to the Board; usually, informal rules shall apply (Section 48 and 49, Robert's Rules of Order).

ARTICLE X – AMENDMENT

These bylaws can be amended at any regular meeting of the Board by a majority vote of the regular members of the Board present and voting, provided that the proposed

amendment(s) has been recorded in the minutes of the last previous Board meeting and that a copy has been submitted in writing to all members of the Board no later than the last previous meeting.

Washoe County Senior Services

Advisory Board Meeting

12-3-2014

AGENDA ITEM 13



Request #: _____
Date Received: _____

Washoe County FY15 Capital Improvement Plan Project Submittal Form

Projects estimated to be over \$100,000
Planning Horizon: FY 2015 - 2019

Project Title:

Remodel of existing Senior Services facility (Building E) to accommodate service and staffing expansion

1. Submitted by (department, division, contact person, and phone #):

Senior Services, Leslie Williams (775) 328-2533

Approved by (department head or designee): Grady Tarbutton

2. Of the projects submitted by the department what is the priority of this project. (i.e. 1, 2, 3 etc.):

2

3. Project location (if applicable):

1155 E. Ninth Street, Reno

4. Project type—circle one: (1) water (2) sewer (3) flood management (4) environmental protection (5) streets (6) building (7) park (8) trail/open space (9) renovation (10) technology (11) _____ other:

5. Specify which program(s) this project will support (if applicable):

Senior Services - all employees

6. Specify which Board of County Commissioners Strategic Objective the project supports: 3; 5

1. Sustainability of our financial, social and natural resources
2. Economic development and diversification
3. Safe, secure and healthy communities
4. Public participation and open, transparent communication
5. Valued, engaged employee workforce

OR

Department Strategic Objective supported by this item:

7. Project description (e.g. project size, amenities, preferred location, time frame, fiscal year etc.):

- #1 Prepare for remodel of existing Senior Services facility (Building E) to accommodate service and staffing expansion (Year 2)
- a. Design phase
 - i. Relocate public areas to south side of facility

Washoe County Capital Improvements Project Submittal Form

- 1. Enclose patio for additional public space
- 2. Move existing public spaces
- ii. Relocate staff workspaces to north side of facility (single location)
 - 1. Central Reception
 - 2. Admin
 - 3. Social Services
- iii. DayBreak Expansion
- #2 Facility (Building E) remodel based on safety requirements, service delivery needs and design specs (Years 3-5)
 - a. Remodel of public areas
 - b. Remodel of staff workspaces

8. **Project justification. Include: the project purpose** (i.e. problem or opportunity you are addressing such as a federal, state or local mandate), **benefits expected** (e.g. improve timeliness or quality of services, reduce costs, generate additional revenue, safety issues, etc.), **statistics available on constituency served, service demand, workload, etc., other alternatives considered. Also include whether this project was recommended in a Master Plan, Strategic Plan, or other document.**

Implement Department Master Plan for Aging Services (in process) to support "aging in place" for rapidly growing senior populations.

9. **Preliminary cost estimate for the project** (this section may be left blank to be completed by the appropriate subject matter expert).

Phase	Cost
Planning/design/engineering	
Permits/water/electric/gas	
Land acquisition, right-of-way	
Construction	
Furnishing/fixtures/equipment	
Technology-Hardware	
Technology-Software (Licensing or Subscription)	
Professional / Consulting Services	
Other	
Contingency	
Total cost	\$ 0.00

10. **Operation and maintenance impact. Identify any ongoing cost additions or reductions.**

Direct to Department	Cost
Staffing requirement changes	
Service and supplies changes	
Building lease or other operating contracts	
Technology-Hardware / Equipment	
Technology-Software maintenance or subscription fees	
Other	

**Washoe County Capital Improvements
Project Submittal Form**

Indirect / supporting departments	Cost
Technology-Hardware / Equipment	
Technology-Software maintenance or subscription fees	
Staff support	
Other	

11. Proposed funding sources, both for the initial capital project and, if applicable, increased ongoing operational costs (e.g. general revenue, grants, utility user fees, parks construction tax, special assessment district, cost reductions in other budgeted areas, etc.):

To be determined

***** Forward completed form and any supplemental documents on or before 12/31/13 to:**

Budget: Dan North 328-2063

dnorth@washoecounty.us

Form and instructions on Finance Intranet Site: FINANCE / FORMS AND INFORMATION / FY15 BUDGET



Request #: _____
Date Received: _____

Washoe County FY15 Capital Improvement Plan
Project Submittal Form
Projects estimated to be over \$100,000
Planning Horizon: FY 2015 - 2019

Project Title:

Building E, County Campus Security Enhancements

1. Submitted by (department, division, contact person, and phone #):

Senior Services, Leslie Williams (775) 328-2533

Approved by (department head or designee): Grady Tarbutton

2. Of the projects submitted by the department what is the priority of this project. (i.e. 1, 2, 3 etc.):

1

3. Project location (if applicable):

1155 E. Ninth Street, Reno

4. Project type—circle one: (1) water (2) sewer (3) flood management (4) environmental protection (5) streets (6) building (7) park (8) trail/open space (9) renovation (10) technology (11) _____ other:

5. Specify which program(s) this project will support (if applicable):

Senior Services - all employees

6. Specify which Board of County Commissioners Strategic Objective the project supports: 3; 5

1. Sustainability of our financial, social and natural resources
2. Economic development and diversification
3. Safe, secure and healthy communities
4. Public participation and open, transparent communication
5. Valued, engaged employee workforce

OR

Department Strategic Objective supported by this item:

7. Project description (e.g. project size, amenities, preferred location, time frame, fiscal year etc.):

1. Immediate Building E security enhancements. (year 1)
 - 1 a. ✓ Keycard access for all exterior doors and appropriate interior doors.
 - 2 b. ✓ Installation of telephone paging system throughout the Senior Services facility (Building E). May require the purchase of a new system, installation of speakers/sound system throughout the building.

Washoe County Capital Improvements Project Submittal Form

- 3 c. Closed circuit TV system. Installation of camera systems that monitors and records interior and exterior locations.

8. **Project justification. Include: the project purpose** (i.e. problem or opportunity you are addressing such as a federal, state or local mandate), **benefits expected** (e.g. improve timeliness or quality of services, reduce costs, generate additional revenue, safety issues, etc.), **statistics available on constituency served, service demand, workload, etc., other alternatives considered. Also include whether this project was recommended in a Master Plan, Strategic Plan, or other document.**

To implement Sheriff's Office/Northern Nevada Regional Intelligence Center recommendations to improve security in Washoe County Senior Center for clients and employees.

9. **Preliminary cost estimate for the project** (this section may be left blank to be completed by the appropriate subject matter expert).

Phase	Cost
Planning/design/engineering	
Permits/water/electric/gas	
Land acquisition, right-of-way	
Construction	
Furnishing/fixtures/equipment	
Technology-Hardware	
Technology-Software (Licensing or Subscription)	
Professional / Consulting Services	
Other	
Contingency	
Total cost	\$ 0.00

10. **Operation and maintenance impact. Identify any ongoing cost additions or reductions.**

Direct to Department	Cost
Staffing requirement changes	
Service and supplies changes	
Building lease or other operating contracts	
Technology-Hardware / Equipment	
Technology-Software maintenance or subscription fees	
Other	
Indirect / supporting departments	Cost
Technology-Hardware / Equipment	
Technology-Software maintenance or subscription fees	
Staff support	
Other	

Washoe County Senior Services

Advisory Board Meeting

12-3-2014

AGENDA ITEM 16-d

Washoe County Senior Services

Program Waiting List

As of 10/1/14

Program	Waiting List (# of Clients)	Time Frame (of Waitlist)
Adult DayCare	7	1 day - 1 year depending on priority ranking
ADRC	0	
Case Management	25	3+ months
Congregate Meals	0	
Homemaker	20	6-12 months
Home Delivered Meals	20	4-8 Weeks
Representative Payee	3	6-12 months
Second Home Delivered Meal	0	

Homemaker and Representative Payee programs: Waitlisted clients are also provided with other community resources that provide these services.

Home Delivered Meals: At risk client that are in need for HDM are pre-screened by phone to start meals ASAP. A home visit is conducted at a later date. Currently Adult Services Eligibility Certification Specialist are assisting with back log of HDM referral referrals. WCSS only HDM ECSII worker has been on or on medical leave and/or on light duty status for the last 3 months.

Washoe County Senior Services

Advisory Board Meeting

12-3-2014

AGENDA ITEM 16-e

Washoe County Senior Services
Master Plan for Aging Services
Goal 9: Aging and Disability Resource Center
Information and Referral Sub-committee Recommendations
November 18, 2014

The Department's evaluation of local needs, as stated in the 2014 *Master Plan for Aging Services* found that Information and Referral was the 2nd most important service gap identified by Focus and Stakeholder Groups. This volunteer Committee was assigned the task of ensuring that the Senior Services website and ADSD ADRC online database are useful to seniors, persons with disabilities, their families and caregivers. It began meeting with Master Plan staff in August 2014, and has agreed to the following recommendations.

1. Utilize high Website Design standards
 - a. Simple terms, no jargon or acronyms
 - b. Avoid wordiness and too much information; provide options; simplicity
 - c. Ease of use, easy navigation and customer friendly; 2-3 "clicks" to get to the answer you need
 - d. All site information written at an 8th grade level
 - e. Use pictures and symbols (e.g., a grocery bag for food), looks friendly and have plenty of white space; aesthetically pleasing
 - f. Make links meaningful, no fragmentation of information
 - g. Large print option; ADA (Americans with Disabilities Act) accessibility standards
 - h. Segregate populations in search options (60+ and people with disabilities vs persons of all ages)
 - i. Easy to find contact information
 - j. Google maps in search option so people can search for resources near their home, job etc.
 - k. Forms and brochures options
2. Ensure effective implementation through Quality Assurance and Follow-up
 - a. Continue Sub-Committee
 - i. Include County ADRC (Aging and Disability Resource Center) and outreach staff, NV 2-1-1 staff, Alzheimer's Association, advocates and seniors in local ongoing evaluation committee
 - ii. Develop common terms and definitions for Website Design standards.
 - iii. Evaluate Washoe County Senior Services website – Jan. – June 2015.

- iv. Advocate for ongoing input into ADRC website design, evaluation and implementation.
 1. Benchmark ADRC website design against Sub-committee Best Practices: NV 2-1-1 website and Oregon ADRC (www.adrcoforegon.org)
 - b. Ensure ongoing development of ADSD ADRC website and implementation of Nevada I&R State Plan in Northern Nevada
 - c. Develop Staffing and Operational Standards
 - i. Evaluate ADRC Inclusion and Exclusion criteria
 - ii. Ensure ADRC and 2-1-1 staff is AIRS certified.
3. Submit progress updates to Washoe County Senior Services Advisory Board and City of Reno Senior Citizens Advisory Committee.

Committee Members: Dr. Dennis Chin, Jacob Harmon, Jane Gruner, Jill Andrea, Anne Pershing, Mary Brock, Cheyanne Pasquale, Alexandra Crocket, Wendy Bosznara, Donna Clontz, Connie McMullen

Staff: Grady Tarbutton and Victoria Royeton

Washoe County Senior Services

Advisory Board Meeting

12-3-2014

AGENDA ITEM 16-f

WASHOE COUNTY SENIOR SERVICES
GRANT PERFORMANCE FY15

	Grant Goal	Month												YTD	YTD (Projected)	ACTUAL % of Goal						
		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June									
Congregate Meals	2,300	9,890	9,572	9,474	9,943	0	0	0	0	0	0	0	0	0	0	0	0	1,770	38,879	116,637	77%	
Home Delivered Meals	394	12,866	11,023	12,327	12,763	0	0	0	0	0	0	0	0	0	0	0	0	0	579	48,979	146,937	147%
Second Home Meals	0	5,884	6,039	5,286	6,966	0	0	0	0	0	0	0	0	0	0	0	0	0	294	24,175	72,525	#DIV/0!
Case Management	242	269.00	277.00	209.25	190.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208	945.50	2,836.50	86%
Homemaker	105	446.25	417.75	399.00	472.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140	1,735.25	5,205.75	133%
Rep Payee	35	78.00	80.75	71.00	54.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34	284.50	853.50	26%
Adult Day Care	Total Clients	15	81	65	68	60	0	0	0	0	0	0	0	0	0	0	0	0	18	274	822	120%
	Days	500	298.25	341.00	230.00	307.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,176.50	3,529.50	39%	
	Hrs	2,415	1,157	1,255	1,546	1,104	0	0	0	0	0	0	0	0	0	0	0	0	1,012	5,062	20,248	46%
ADRC	Contacts	6,000	498	567	633	602	0	0	0	0	0	0	0	0	0	0	0	0	2,300	9,200.0	38%	
Legal Services	Clients	395**	80	49	72	0	0	0	0	0	0	0	0	0	0	0	0	0	596	2,158.20		
	Units	675.2	609.6	448.7	424.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	121.0		
Ward Representation	Clients	101**	7	5	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	683.4		
	Units	184.0	166.9	146.6	186.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0		
Guardian Ad Litum	Clients	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Units	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0		
Legal Outreach	Events / People	4 Events - 111 People	4 Events - 134 People	4 Events - 111 People	3 Events - 95 People	0	0	0	0	0	0	0	0	0	0	0	0	0	15 events / 451 people			

Prior Fiscal Year
**Legal Services Clients for July includes open cases carried over from previous FY

Washoe County Senior Services

Advisory Board Meeting

12-3-2014

AGENDA ITEM 16-h

**Washoe County Senior Services Advisory Board
Planning Calendar 2015**

Wednesday January 7, 2015	Joint Meeting with City of Reno, Northeast Community Center
February 4, 2015	Advisory Board Meeting Senior Services – Game Room
March 4, 2015	Advisory Board Meeting Senior Services – Game Room
April 1, 2015	Joint Meeting with City of Reno Senior Services – Game Room
May 7, 2015	Advisory Board Meeting Senior Services – Game Room
June 4, 2015	Advisory Board Meeting Senior Services – Game Room
July 1, 2015	Joint Meeting with City of Reno, Northeast Community Center
August 5, 2015	Advisory Board Meeting Senior Services – Game Room
September 2, 2015	Advisory Board Meeting Senior Services – Game Room
October 7, 2015	Joint Meeting with City of Reno Senior Services – Game Room
November 4, 2015	Advisory Board Meeting Senior Services – Game Room
December 2, 2015	Advisory Board Meeting Senior Services – Game Room