



**MINUTES OF THE
WASHOE COUNTY HUMAN SERVICES AGENCY
SENIOR ADVISORY BOARD MEETING**

January 8, 2025

Washoe County, 1001 E. 9th Street Reno, NV
Building A, Chambers Room
&

Zoom Webinar

<https://zoom.us/j/92347908306?pwd=K2k5UGdYSEVXVGNuRGFPZ3pub2kwQT09>

- 1. Call To Order [Non-Action Item]** - Meeting was called to order at 3:01 p.m. by Chair- Pam Roberts.
- 2. Roll Call [Non-Action Item]** – There was a quorum present via in person and through Zoom meeting.

WASHOE COUNTY SENIOR SERVICES ADVISORY BOARD MEMBERS:

PRESENT

Martha Lavin
Thuy Tran
Denise Myer
Charles Mark Neumann

Pamela Roberts
Mary Ann McCauley
(3:11pm)
Mac Rossi
Patricia Gallimore

**ABSENT
(EXCUSED*)**

* Adolfo Correa

WASHOE COUNTY STAFF PRESENT

Cara Paoli
Abby Badolato
Herb Kaplan
Chris Lopez

EX-OFFICIO PRESENT

Donald Abbott

ADVISOR PRESENT

Sue Meuschke
Dr. Larry Weiss

- 3. Public Comment [Non-Action Item]** –
No public comment.

- 4. Approval of the Minutes from the Advisory Board Meeting of December 4, 2024 [For Possible Action]** Advisory Board members may identify any additions or corrections to the draft minutes as transcribed.

Attachment: [WCHSASAB](#)

Motion to approve the minutes was made by C. Mark Neumann and seconded by Mac Rossi. Motion passed unanimously.

5. Report and discussion regarding proposed amendments to the Washoe County Human Services Agency Senior Advisory Board Bylaws [Non-Action Item] – (30 mins)

Attachment: [1-08-25 WCSAB Bylaws rev. 3-2021.pdf](#)
[1-08-25 Proposed Bylaws Amendments.pdf](#)

Pam asked the Board about possible changes in the By Laws.

She went over Article 4 - Officers of the Board, reminding the Chair, Vice Chair, & Secretary of their duties as prescribed in the By Laws. Pam mentioned some of the secretarial duties are currently handled by Washoe County Senior Services staff. Pam also brought up Parliament Authority, which states that the newly revised Robert's Rules shall govern the Board, and that the rules are currently not being followed as well. Pam then suggested making Article 7 – Committees, Section B, an action item for the next meeting. Article 7 states the Board will meet quarterly with City of Reno Senior Citizen Advisory Committee and the Sparks Senior Citizen Advisory Committee to collaborate on service strategies, special events, advocacy and informing public officials of the needs of seniors. She states the problem is that the Board has not been in compliance with the current verbiage. Pam wants to continue working with the other boards suggesting changing the verbiage to for joint meetings from “quarterly” to “once a year”.

Mac stated that City of Reno has a bylaw for meeting only once a year with the County. Donald did not see anything about joint meeting requirements from City of Sparks. Pam suggested voting to remove provision for quarterly meeting with Reno and Sparks Boards, and to instead have a working group with two members from each committee to assist with Older Americans Month with no By Law needed.

6. Discussion and possible election of Officer for Washoe County Human Services Agency Senior Advisory Board Secretary [For Possible Action] – (10 min)

New Appointments to the Senior Advisory Board will be made on Tuesday 1/14/25 by the Board of County Commissioners. Pam stated a need for a Secretary. Pam nominated C. Mark for Secretary. Motion to elect C. Mark Neumann for Board Secretary was made by Pam Roberts and seconded by Patricia Gallimore. Motion passed unanimously.

7. Discussion regarding the Washoe County Senior Services Nutrition Program, including funding and federal nutritional guidelines and possible requests for recommendations from the WCHSASAB regarding periodic meal sampling for quality assurance purposes. [For Possible Action] – Cara Paoli, Human Services Division Director, Adult and Senior Services; Abby Badolato, Human Services Agency Senior Services Coordinator (20 min)

Attachment: [PowerPoint Presentation](#)

[Survey](#)

Cara reported on the Nutrition Program (see attachment) and stated Washoe County Senior Services serves 1,730 congregate meals a week. In 2024, they served 435,197 meals. Twenty volunteers assist with home delivery meals, serving 21.3% of home meals, saving the county money. With all meal sites, there are roughly 250-300 people that eat a day. Cara stated they will be conducting new food surveys for 2025 (see attached handout).

Cara explained the Procurement process. The RFP was broadcasted to 231 potential vendors with a due date on May 23, 2024. No site visits nor questions to the County were received. The proposal due date was 7/8/24, and only 3 vendors submitted bids. Out of the 3 vendors, 1 failed to submit documentation, 1 submitted a bid for all segments of the RFP, and 1 submitted for only shelf-stable meals. There was an evaluation committee

consisting of seven members. The County requested higher quality ingredients, expansion of the soup program, and monthly meetings with a Trio dietitian to improve visual appeal while maintaining nutrition standards. There are also dynamic contract changes driven by senior feedback, such as providing more variety of meals & less repeat meals. In addition to Senior Services, Trio also serves Our Place and JOY Home. The approved contract amount is \$3.1 million a year for each year of the original 2-year term. with a provision to renew the contract for 4 years.

Cara asked the Board for recommendations for taste testing or sampling the food. As well as ways to obtain more feedback on the quality of meals within the nutrition program. She touched on the kitchen remodel, improvements for better dining experience, more activities, and opportunities to provide additional resources.

Mac asked about Paradise Park being excluded from meals.

Abby explained that to add a new congregate site, there would have to be enough interest and then discussions with the City of Reno or Sparks. She stated the County typically adds a site every 2-3 years.

8. Discussion for current plan and future plan of Senior Volunteer Fair and recruitment events [Non-Action Item] – (10 min)

Attachment: [Volunteer Flyer Jan 2025](#)

Denise stated the volunteer fair will be at the National Automobile Museum downtown on January 28th, 2025. There will be 23 non-profit vendors, as well as food and drinks provided. Denise requested the Board help spread the news by sending out flyers electronically (see attachment), and suggestions on any other non-profit organizations interested in participating.

9. Discussion and possible action regarding planning of Older American Month, including event schedules, timelines, and limiting for-profit vendors at the kick-off event [For Possible Action] – (15 min)

Abby will attend the City of Reno Citizens Advisory Board to discuss Older Americans Month and will begin reaching out to vendors next week.

Pam brought up the issue with vendor space, asking whether space should be limited to nonprofit organizations, and charging for-profit organization vendors.

Abby suggested creating a deadline to verify which vendors are interested in participating. Then after finalizing which vendors are participating, to establish a plan based on the remaining available space. Abby requested a deadline of March 7th for vendor submissions and a kickoff date of Thursday, May 1st.

10. Updates from Washoe County Senior Services [Non-Action Item] – Cara Paoli, Human Services Division Director, Adult and Senior Services; Abby Badolato, Human Services Agency Senior Services Coordinator (5 min)

Attachment: [1-08-25 Monthly Data Sr Srvs.pdf](#)

Cara discussed the Senior Center building being partially closing due to the renovations. Meals are still being served with the use of a mobile kitchen. Activities are continuing at Evelyn Mount Center. Expected completion of renovation is March 31st. The kitchen-~~&~~ and main dining room are the main priority.

Cara was able to provide meal cost data. Costs for a hot congregate meal is \$5.15, \$5.85 home delivered, frozen home delivered \$5.86, and \$3.40 - \$5.60 for shelf stable meals.

11. Update on Sparks Senior Citizen Advisory Committee regarding their current activities [Non-Action Item] – Donald Abbott, Sparks City Council Ward 1 (5 min)

Donald stated the next Sparks Senior Board meeting is February 26th at 9am at the Sparks City Council Chambers. Announced the Sparks Senior Center received two new benches.

12. Update on Reno Senior Citizen Advisory Committee regarding their current activities [Non-Action Item] – Izabella Baumann, City of Reno Activities Coordinator (5 min)

No one present from Reno Senior Citizen Advisory Committee.

Abby mentioned the City of Reno is hosting their own Senior Resource fair on February 13th at the Neil Road Recreation Center from 1pm to 3pm in partnership with Access to Healthcare. City of Reno is looking for vendors. The next City of Reno Senior Board meeting will be on 1/14/25 at 2pm at the McKinley Arts Center or via Zoom.

Pam urged that both City of Reno & City of Sparks Senior advisory Boards are still looking for members.

13. Review monthly report from Northern Nevada Legal Services [Non-Action Item] – (5 min)

No one present from Northern Nevada Legal Services.

14. Advisory Board Members' announcements, reports, and updates to include requests for information or topics for future agendas [Non-Action Item]. (No discussion among Advisory Board Members will take place on this item.) (5 min)

Pam explained this agenda item is meant for different member levels of the Senior Advisory Board (ex. Ex-officio, alternate, associate members, etc.) to be able to make comments.

Patricia is distributing smoke alarms, carbon monoxide alarms, and conducting radon testing as she was awarded a grant from Reno/Sparks NACP. She is planning to utilize the volunteer fair for help.

Mac mentioned the new bocce ball court and applications for the community garden at Paradise Park.

C. Mark informed that the GID of Sun Valley is allowing Seniors to swim for free from 11am to 2pm on Tuesdays and Thursdays at the Sun Valley pool.

15. Public comment [Non-Action Item] –

No public comment.

16. Adjournment [Non-Action Item]

Meeting adjourned at 4:37 pm.