



N E V A D A

AGENDA
Regular Meeting
Senior Advisory Committee
Friday, August 12, 2022 • 9:00 AM

Members

Jewell McCullar Chairman
Jacqueline LaVoie - Vice Chair
Sharon Holley - Board Member
Open - Board Member
Thomas Burrous - Board Member

Fernley City Council Chambers, 595 Silver Lace Boulevard, Fernley, NV 89408

Zoom information:

Please click the following link to join the webinar: <https://us02web.zoom.us/j/82966343247>, or one tap/mobile: 12532158782, Dial: 669 900 9128, Webinar ID: 829 6634 3247

Public Notice: This agenda has been physically posted in compliance with 241.020 at Fernley City Hall, 595 Silver Lace Blvd. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at www.cityoffernley.org and NRS 232.2175 at <https://notice.nv.gov/>. To obtain further documentation regarding posting, please contact the City Clerk's Office at (775) 784-9830 or cityclerk@cityoffernley.org

Public Comment: Those wishing to address the City Council may submit public comment through the online public comment form found at <https://www.cityoffernley.org/forms>, or by sending an email to cityclerk@cityoffernley.org. Comments received prior to 5:00 pm the day before the meeting will be provided to the Committee and added to the record but will not be read during the live meeting. Public comments received after 8 am the day of the meeting will be included in the record but may not reach committee members before action is taken. Public comment, whether on action items or public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda. Additionally, if you wish, you can comment in person at the meeting or use the Raise your Hand feature in Zoom (*9 if you are participating via phone).

Accommodations: City Council and staff will make reasonable efforts to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the City Clerk's Office at (775) 784-9830 in advance so that arrangements can be made.

Supporting Material: Staff reports and supporting material for the meeting are available at the City Clerk's Office, and on the City's website at www.cityoffernley.org. Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the City Council.

Order of Business: The presiding officer shall determine the order of the agenda. The Fernley City Council 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. All items are action items unless otherwise noted. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

1. INTRODUCTORY ITEMS

1.1. Roll Call

1.2. Public Forum

1.3. (For Possible Action) Approval of Agenda

1.4. (For Possible Action) Approval of Minutes from June 10th.

2. REPORTS

2.1. Committee and Subcommittee reports.

2.2. City Council Liaison and staff liaison reports.

3. PRESENTATIONS

3.1. Presentations from businesses and organizations in the City of Fernley who offer services and benefits to senior citizens.

4. STAFF REPORTS

4.1. Possible discussion and action regarding the vacant seat on the Senior Citizen Advisory Committee including but not limited to appointment, term, Senior Citizen Advisory Subcommittee appointment, etc.

5. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS

6. PUBLIC FORUM

7. ADJOURNMENT

Next Meeting:

MINUTES OF THE
FERNLEY SENIOR ADVISORY COMMITTEE MEETING
JUNE 10, 2022

Chair JF McCullar called the meeting to order at 09:00 AM at Fernley City Hall, 595 Silver Lave Blvd., Fernley, NV 89408.

1. INTRODUCTORY ITEMS

1.1. Roll Call

Present: SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie, Deputy City Attorney Aaron Mouritsen, FCC Liaison Albert Torres, Deputy City Clerk Brenda Gosser, Administrative Specialist Tiffany Wood. **Absent:** Committee Member Sherryl Wheeler.

1.2. Public Forum

There were none.

1.3. (For Possible Action) Approval of Agenda

Motion: MOVE TO LET KELLY BRYE SPEAK WHEN HE BECOMES AVAILABLE. **Action:** Approve, **Moved by** Committee Member Sharon Holley, **Seconded by** Committee Member Thomas Burrous. **Vote:** Passed, **Summary:** Yes 4, No 0. **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie. **Absent:** Committee Member Cobb

Motion: MOVE TO APPROVE THE AGENDA. **Action:** Approve **Moved by:** SCAC Vice Chair Jacqueline LaVoie, **Seconded by:** Committee Member Thomas Burrous. **Vote:** Passed, **Summary:** **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie. **Absent:** Committee Member Wheeler.

1.4. (For Possible Action) Approval of Minutes from May 13, 2022

Motion: MOVE TO APPROVE THE MINUTES. **Action:** Approve, **Moved by** SCAC Vice Chair LaVoie, **Seconded by** Committee Member Holley. **Vote:** Passed, **Summary:** Yes 4, No 0. **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie. **Absent:** Committee Member Wheeler.

2. REPORTS

2.1. Reports by Chair, Vice Chair, Committee Members, and Subcommittees, if any.

Vice Chair Jacqueline LaVoie reported that the newsletter would be available in July with the monthly utility bills to the residents.

Committee member Tom Burrous spoke about the ice cream social and how it went well. The newsletter will be handed out at the 4th of July event.

Vice Chair Jackie said the resource guide was getting put together as well.

Chair JF McCullar spoke about a resource guide that the partnership committee is compiling about licensed businesses in Fernley and other services available for citizens.

Item 3.1 was heard next

2.2. Reports by Fernley City Council Liaison and Staff, if any.

Fernley City Council Liaison Albert Torres agreed that the ice cream social went very well. He thanked Trish and the Committee for doing such a great job. He wished Stephanie Wolfe the best for her future endeavors.

Trisha Connor reported that the Poker Walk will at 4pm tonight, Jun 10th, running until 7pm on Main Street. This event will help fund the Main Street Revitalizations.

Committee Member Sharron Holley asked about a liaison from the Sheriff's Department.

Committee Liaison Torres answered that they should have a Liaison from the Sheriff's Office around the end of July.

3. PRESENTATIONS

3.1. Presentations from businesses and organizations in the City of Fernley who offer services and benefits to senior citizens.

Kelly Brye spoke about being a resident of Fernley and what it meant to him to have these committees for the town. He spoke about his passion for the Chamber of Commerce and local government. He noticed it is harder for new people to get acclimated in Fernley and know what resources are available and events to meet people in the community. As a member of the Rotary Club, he spoke about the backpack meal program for children that don't have food outside of school on the weekends or breaks. They have been working on recruiting new people and expanding the club.

Item 2.2 was heard next.

This item was brought back after 2.2.

Chair JF McCullar thanked Stephanie Wolfe for her help and wished her luck on her new endeavors.

4. STAFF REPORTS

4.1. Discussion regarding the Senior Citizen Advisory Committee budget allocations for FY2022/2023.

Assistant to the City Manager, Trisha Connor, spoke about the budget that was adopted by council and had \$2,500 for the FSCAC. She proposed a budget guide to the committee and mentioned that the newsletter doesn't cost the committee anything. The annual resource guide will incur an expense. She suggested \$250 for the 4th of July event. An annual senior event could be planned

starting with \$1,000.

Vice Chair Jacqueline LaVoie said she felt Trisha's recommendations were a good starting point. Discussion regarding the budget ensued.

Motion: APPROVE THE SENIOR CITIZEN ADVISORY COMMITTEE BUDGET ALLOCATIONS FOR FISCAL YEAR 2022/2023. **Action:** Approve, **Moved by** SCAC Vice Chair Jacqueline LaVoie, **Seconded by** Committee Member Thomas Burrous. **Vote:** Passed, **Summary:** Yes 4, No 0. **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie. **Absent:** Committee Member Wheeler.

5. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS

Committee member Tom Burrous asked to have the Sparks Senior Citizen presentation and the City of Reno or Carson come to speak about their committees.

JF McCullar added that he would be gone for next month's meeting. He suggested not having a meeting in July and moving it to August.

Motion: MOVE THAT OUR NEXT MEETING BE SCHEDULED ON AUGUST 12TH 2022 AT 9AM. **Action:** Approve, Move the next meeting to August 12th, **Moved by** SCAC Vice Chair Jacqueline LaVoie, **Seconded by** Committee Member Sharon Holley. **Vote:** Passed, **Summary:** Yes 4, No 0. **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie. **Absent:** Committee Member Wheeler.

6. PUBLIC FORUM

There were none.

7. ADJOURNMENT

There being no further business to come before it, the Fernley Senior Citizen Advisory Committee meeting adjourned at 09:52 AM.

Approved by the Fernley Senior Citizen Advisory Committee on August 12, 2022, by a vote of:

AYES _____ NAYS: _____ ABSTENTIONS: _____ ABSENT: _____

Chair JF McCullar

ATTEST: Deputy City Clerk Brenda Gosser



CITY OF FERNLEY

Senior Advisory Committee AGENDA REPORT

Meeting Date: August 12, 2022

REPORT TO: Mayor and City Council

REPORT FROM:

FINANCIAL IMPACT:

Yes:

No:

CURRENTLY BUDGETED:

Yes:

No:

FUND/ACCOUNT:

ACTION REQUESTED:

AGENDA ITEM: (For Possible Action):

Committee and Subcommittee reports.

AGENDA ITEM BRIEF:

RECOMMENDED MOTION:

BUSINESS IMPACT (per NRS Chapter 237):

See attached report for background, analysis, alternatives.

ALTERNATIVES:

BACKGROUND:

RELEVANT LAWS, STATUTES, AND REGULATIONS:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

None



CITY OF FERNLEY

Senior Advisory Committee AGENDA REPORT

Meeting Date: August 12, 2022

REPORT TO: Mayor and City Council

REPORT FROM:

FINANCIAL IMPACT:

Yes:

No:

CURRENTLY BUDGETED:

Yes:

No:

FUND/ACCOUNT:

ACTION REQUESTED:

AGENDA ITEM: (For Possible Action):

City Council Liaison and staff liaison reports.

AGENDA ITEM BRIEF:

RECOMMENDED MOTION:

BUSINESS IMPACT (per NRS Chapter 237):

See attached report for background, analysis, alternatives.

ALTERNATIVES:

BACKGROUND:

RELEVANT LAWS, STATUTES, AND REGULATIONS:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

None



CITY OF FERNLEY

Senior Advisory Committee AGENDA REPORT

Meeting Date: August 12, 2022

REPORT TO: Mayor and City Council

REPORT FROM: Trisha Conner, Assistant to the City Manager

FINANCIAL IMPACT:

Yes: No: x

CURRENTLY BUDGETED:

Yes: N/A No:

FUND/ACCOUNT:

N/A

ACTION REQUESTED: Motion

AGENDA ITEM: (For Possible Action):

Possible discussion and action regarding the vacant seat on the Senior Citizen Advisory Committee including but not limited to appointment, term, Senior Citizen Advisory Subcommittee appointment, etc.

AGENDA ITEM BRIEF:

The City of Fernley Senior Citizen Advisory Committee currently has a vacancy. According to the Committee's Bylaws, any vacancy on the Committee shall be filled by appointment by the City Council. In addition, the SCAC by-laws explain that appointments for vacancies other than expiration of term shall be filled by appointment for the remainder of the term. The Committee will discuss fulfilling the vacant seat on the Senior Citizen Advisory Committee including but not limited to advertisement of the seat opening, appointment, term, Senior Citizen Advisory Subcommittee appointment, etc.

RECOMMENDED MOTION:

"I move to direct staff to advertise for the fulfillment of the Senior Citizen Advisory Committee vacancy and take applications to City Council for appointment."

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The Committee may decide to postpone the process.

BACKGROUND:

The City of Fernley Senior Citizen Advisory Committee currently has a vacancy. According to the Committee's Bylaws, any vacancy on the Committee shall be filled by appointment by the City Council. In addition, the SCAC by-laws explain that appointments for vacancies other than expiration of term shall be filled by appointment for the remainder of the term. The current committee seat opening term expires in October 2022. Due to the time it takes to advertise the opening and bring it back to City Council for appointment, see Timeline below, the new appointee will serve a 2-year term beginning October 2022.

Timeline of Filling the Committee Opening

- August 3, 2022 - September 2, 2022 Advertise for the opening, accept applications.
- September 21, 2022 Staff will take applications to the City Council for appointment.
- October 14, 2022 The newly appointed Committee member to attend their first SCAC meeting.

City staff will advertise for the seat opening through the City's website, the City's Facebook page, and the Reader Board. The applications will be taken online and received by the City Clerk's Office. After the application deadline, City staff will take the applications to City Council at the September 21, 2022 City Council meeting for appointment and we should see the newly appointed person at their first SCAC meeting in October 2022. During the October 2022 SCAC meeting, the Committee may appoint the new committee member to a subcommittee. The original subcommittee appointments occurred in January 2022.

RELEVANT LAWS, STATUTES, AND REGULATIONS:

City of Fernley Senior Citizen Advisory Committee By-laws

FINANCIAL IMPLICATIONS:

There are no financial implications.

ATTACHMENTS:

1. Resolution 22-003 FSCAC Bylaws

**CITY OF FERNLEY
SENIOR CITIZEN ADVISORY COMMITTEE
RESOLUTION NO. 22-003**

**RESOLUTION AMENDING THE SENIOR CITIZEN ADVISORY COMMITTEE
BYLAWS**

WHEREAS, the Fernley City Council established a Senior Citizen Advisory Committee to advise the Council on issues relating to senior citizens and to provide an informational resources for senior citizens; and,

WHEREAS, the purpose of the committee is to advise the City Council on matters relating to senior citizens; to provide an informational resource to senior citizens on matters of concern to senior citizens; and to promote volunteer programs for the benefit of senior citizens; and,

WHEREAS, the committee shall adopt bylaws to govern the proceedings of the committee; and,

NOW, THEREFORE, BE IT RESOLVED by the City of Fernley Senior Citizen Advisory Committee as follows:

Article I – The Committee:

Section 1. Name of Committee: The name of the Committee shall be the City of Fernley Senior Citizen Advisory Committee hereinafter referred to as the Committee.

Section 2. Office of the Committee: The office of the Committee shall be the City of Fernley Clerk's Office, 595 Silver Lace Boulevard, Fernley, NV 89408.

Section 3. The purpose of the Committee shall be:

- A. To advise the City Council on matters relating to senior citizens.
- B. To provide an informational resource to senior citizens on matters of concern to senior citizens.
- C. To promote programs for the benefit of senior citizens.

Article II – Membership

Section 1. The Committee shall consist of five (5) members who shall be appointed by the City Council. Committee members shall serve at the pleasure of the City Council; therefore, the City Council may remove Committee appointees from the Committee for any reason or for no reason at all.

Section 2. Legal Counsel: The City Attorney's Office shall be the legal counsel for the Committee.

Section 3. Compensation: Members of the Committee shall serve without compensation.

Section 4. Terms of Office: The regular term of office shall be two (2) years. Committee members shall serve a maximum of full two terms, consecutively or non-consecutively.

Section 5. Three (3) unexcused absences from Committee meetings during a calendar year by a Committee member without the approval of the Chair will result in automatic termination of Committee membership.

Section 6. Vacancies: Any vacancy on the Committee shall be filled by appointment by the City Council. Appointments for vacancies other than expiration of term shall be filled by appointment for the remainder of the term.

Article III – Officers and Responsibilities

Section 1. Officers of the Committee: The officers of the Committee shall be a Chairperson, and Vice-Chairperson.

A. Chairperson:

1. Presides over all meetings of the Committee.
2. Calls special meetings of the Committee in accordance with the By-Laws.
3. Signs approved documents as the representative of the Committee such as official letters from the Committee.
4. Insures that all actions of the Committee are properly taken.
5. Preserves order and decorum, prevents attacks on personalities or the impugning of the members' motives and confines member debate to the question under discussion.

B. Vice Chairperson:

1. Presides at any regular or special meetings of the Committee in the absence of the Chairperson; and in the event of the resignation or death of the chairperson, will perform such duties as are imposed on the Chairperson until such time as the Committee shall elect a new Chairperson.

Section 2. Election of Officers:

- A. The Chairperson and Vice-Chairperson shall be elected from among the members of the Committee by a simple majority vote at the first regular meeting of the Committee after September 30th of every year, if necessary.
- B. They shall hold office for two (2) years or until their successor(s) are elected and qualified.
- C. Any office may be re-elected.
- D. Following the election, the gavel shall pass to the officers at the existing meeting of the Committee.

Article IV – Subcommittee:

Section 1. The Committee may create such subcommittees as it deems necessary to adequately assess and evaluate issues coming before it and affecting the city. The Committee may appoint the members of any subcommittee, declare the scope of their activities, and determine a deadline for the completion of their

assigned tasks. The Chairperson can submit recommendations for appointment to be confirmed by majority vote.

Section 2. Subcommittee reports shall be voted on by the Committee membership, as needed. Subcommittee action may be included in update reporting by the Chairperson to the Fernley City Council.

Article V – Meetings

Section 1. Meetings:

- A. The City of Fernley Senior Citizen Advisory Committee shall meet regularly, at least quarterly at a date, time and place to be established by the Committee. Committee meetings shall be open to the public and written meetings minutes shall be maintained and made available to the public upon approval of the minutes by the Committee. Noticing and posting of the agenda shall follow the open meeting law as set forth by NRS.
- B. Special meetings may be called by the Chairperson when deemed necessary. Members of the Committee shall be notified at least three (3) days prior to the Special meeting. Special meetings shall be noticed and agendized pursuant to the Open Meeting Law.

Section 2. Quorum: Three members shall constitute a quorum and shall be empowered to conduct Committee business. In the event when Chair and Vice Chair absent at the meeting, Committee will choose a member of the Committee to preside over the meeting.

Section 3. Public Rights

- A. Manner of Addressing the Commission: Time Limit: Each person addressing the Committee shall step forward to the microphone, shall give his/her name and address in an audible tone of voice for the record and shall limit his/her address to five (5) minutes, unless further time is granted by the Chairperson. No person, other than the members of the Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Committee. No questions shall be asked of the Committee members, except through the presiding officer. Except during the public comment period, speakers shall limit their presentation to statements and exhibits relevant to the agenda item under discussion and shall avoid undue repetition of points previously presented to the Committee.
- B. Disruptive Behavior: Any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical may be requested to leave the meeting.
- C. Written Communication: Written information and materials provided by the applicants that pertain to Committee meetings, may be submitted to the Committee staff. All such information and materials shall be received a minimum of three (3) working days in advance of the meeting for distribution to all Committee members.

Section 4. Action Items: In Accordance with the provisions of the Open Meeting Law, all items are for Committee action unless otherwise noted with an on the agenda.

Section 5. Voting: When any vote is called, each member of the Committee shall respond by saying "aye (yes)" or "nay (no)", or abstain, unless a member requests a roll call vote.

Section 6. Tie vote: Any tie vote shall constitute a technical denial of the motion and may be reconsidered by a motion offered by any member who voted on the matter.

Article VI – Committee Recommendations to Fernley City Council

Section 1. The Committee may provide, in writing to the City Council, constructive input, guidance or feedback on city programs and initiatives brought before the Committee for discussion.

A. The Committee Chair shall provide an update of the Committee's activities to the City Council, at least annually.

B. The Committee and their members are not Agents of the City and shall not engage in any activity which attempts to commit the City to expend monies in the form of a contract, new program or service being provided by the City.

C. Formal Committee recommendations to the City Council shall be made in the form of a Resolution and must include a tabulation of the number of members present and number of votes in support and opposition to the motion, along with members' names.

Article VII – Meeting & Event Visitations

Section 1. Meeting and Event: Committee members may attend any events that are sponsored by the City of Fernley. Should the Committee members wish to attend they shall ensure that the requirements of the Open Meeting Laws are met.

Article VIII – Amendments of By-Laws

Section 1. Amendments of By-Laws: The City of Fernley Senior Citizen Advisory Committee By-Laws may be amended by the Committee as deemed necessary by a majority vote of the Committee members.

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FOLLOWS.}

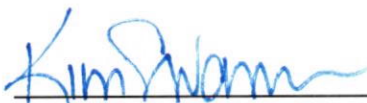
PASSED, APPROVED, AND ADOPTED on the 14th day of January 2022 by the following vote of the City of Fernley Senior Citizen Advisory Committee:

AYES: 5 NAYS: 0 ABSTENTIONS: 0 ABSENT: 0

By: 
SCAC Chairperson

3-11-22

ATTEST:


City Clerk Kim Swanson