City of Fernley

NEVADA

Members
Jewell McCullar Chairman
Jacqueline LaVoie - Vice Chair
Sharon Holley - Board Member
Sheryl Cobb - Board Member
Thomas Burrous - Board Member

AGENDA
Regular Meeting
Senior Advisory Committee
Friday, April 8, 2022 • 9:00 AM

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/83631254660, or one tap mobile: 12532158782, Dial: 669 900 9128, Webinar ID: 836 3125 4660

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Public Comment: Those wishing to address the Committee 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 4:00 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 4 pm the day before the meeting will be included in the record by 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: The Committee 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 Committee.

Order of Business: The presiding officer shall determine the order of the agenda. The Fernley Senior Citizen Advisory Committee 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 March 11, 2022

2. REPORTS

3. PRESENTATIONS

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

3.2. (For possible action) Presentation to update the Committee regarding the Senior Citizen Advisory Committee newsletter.

4. GENERAL BUSINESS

5. STAFF REPORTS

5.1. (For possible action) Discussion regarding designating May 2022 as Older Americans Month and ensuing activities.

5.2. (For possible action) Discussion to establish a Senior Citizen Advisory Committee hotline.

5.3. (For possible action) Discussion regarding the Committee's visit to the Fernley Senior Center.

6. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS

7. PUBLIC FORUM

8. ADJOURNMENT

Next Meeting: May 13, 2022 at 9 am.

MINUTES OF THE

FERNLEY SENIOR ADVISORY COMMITTEE MEETING

MARCH 11, 2022

Chair JF McCullar called the meeting to order at 9:00 am.

1. INTRODUCTORY ITEMS

1.1. Roll Call

Present: SCAC Chairman JF McCullar, Committee Member Tom Burrous, Committee Member Sharron Holley, SCAC Vice Chair Jacqueline LaVoie, Committee Member Sheryl Wheeler, Councilman Albert Torres, Deputy City Attorney Aaron Mouritsen, Deputy City Clerk Brenda Gosser, Administrative Specialist Tiffany Wood.
Absent: None.

1.2. Public Forum

There were none.

1.3. (For Possible Action) Approval of Agenda

Motion: MOVE TO APPROVE THE AGENDA. **Action:** Approve, **Moved by** SCAC Vice Chair LaVoie, **Seconded by** Committee Member Wheeler. **Vote:** Passed, **Summary:** Yes=5 **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie, Committee Member Wheeler, **No:** None, **Abstain:** None**.**

1.4. (For Possible Action) Approval of Minutes

Vice Chair LaVoie amended the minutes on section 6, page 4. The word “Agendized” must be fixed on January's meeting and Jackie's name has some alterations along with other misspellings for the February meeting.

Motion: MOVE TO APPROVE MINUTES WITH THE REVISIONS. **Action:** Approve, **Moved by** SCAC Vice Chair LaVoie, **Seconded by** Committee Member Holley. **Vote:** Passed, **Summary:** Yes=5. **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie, Committee Member Wheeler, **No:** None, **Abstain:** None**.**

2. REPORTS

Chair McCullar reported that he and his wife attended the leadership academy and he wanted to thank Trish, Daphne, and April. He learned that every department is underfunded in the City. It was very informative.

JF McCullar said Committee member Burrous made a presentation about the Senior Citizen Advisory Committee and he did a very good job. He stated he spoke to businesses in town and had a lot of positive responses to the committee.

Committee Member Burrous said he made a presentation to the Fernley Women's Republican Committee.

Vice Chair LaVoie asked about reporting on the subcommittees. She said she reached out about the newsletter and they wanted to use the same format the city uses. April Homme will set up a computer room and assist..

Assistant to the City Manager Trisha announced that the Fernley Senior Center will host Bingo on Sat, March 19th at 5:30 pm. The Quad County Nevada Virtual Alzheimer Communities forum will be March 30th Wednesday from 9am to 10:30 am via Zoom. The Senior Center will have a spring craft fair and bake sale on April 2nd from 9am to 2pm.

3. PRESENTATIONS

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

There were none.

4. STAFF REPORTS

4.1. (For Possible Action) Discussion to establish a Lyon County Sheriff's Office Liaison for the Senior Citizens Advisory Committee and possible appointment of LCSO Liaison for the Senior Citizen Advisory Committee.

Assistant to the City Manager Connor reached out to the Sheriff's Office to designate a liaison that would have a shift during the Senior Citizen Advisory Committee. She said it is difficult to find one on a set schedule. She said Sheriff Hunewill would reach out when he finds one.

Motion: MOVE TO ESTABLISH A LYON COUNTY SHERIFF'S OFFICE LIASON FOR THE SENIOR CITIZEN ADVISORY COMMITTEE. A SPECIFIC PERSON WILL BE APPOINTED ONCE THE RECOMMENDATION COMES FROM SHERIFF HUNEWILL. **Action:** Approve, **Moved by** SCAC Vice Chair LaVoie, **Seconded by** Committee Member Cobb. **Vote:** Passed, **Summary:** Yes=5. **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, Vice Chair LaVoie, Committee Member Cobb, **No:** None, **Abstain:** None.

4.2. (For possible action) Discussion to determine the process to allow Fernley community members to participate in the Senior Citizen Advisory Subcommittees.

Assistant to the City Manager Connor spoke about the subcommittees and how to open them up for the public to participate. The volunteers would need to be tracked as well as the hours they volunteer for.

Committee Member Burrous was in favor of the less formal volunteering option.

Chair McCullar agreed that it should be informal. He noted word of mouth seemed to work fine. He asked if they should set a time frame in advance.

Motion: MOVE TO APPROVE THE AGENDA ITEM PRESENTED BY STAFF FOR SENIOR CITIZEN ADVISORY COMMITTEE TO ALLOW THE RESIDENTS OF FERNLEY AS

VOLUNTEERS ON THE SUBCOMITEES. **Action:** Approve, **Moved by** Committee Member Burrous, **Seconded by** SCAC Vice Chair LaVoie. **Vote:** Passed, **Summary: :** Yes=5. **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie, Committee Member Wheeler, **No:** None, **Abstain:** None**.**

4.3.

A. (For Possible Action) Discussion to Adopt Resolution #22-010 establishing the Rules of Decorum for the Senior Citizen Advisory Committee.

B. (For Possible Action) Discussion to Adopt Resolution #22-011 establishing the Rules of Parliamentary Procedure for the Senior Citizen Advisory Committee.

Assistant to the City Manager Connor asked to establish Rules of Decorum for the Senior Citizen Advisory Committee.

Vice Chair LaVoie said she read the proposal and thought it was a good idea to set those rules in place.

Motion: MOVE TO ADOPT RESOLUTION #22-101 ESTABLISHING THE RULES OF DECORUM FOR THE SENIOR CITIZEN ADVISORY COMMITTEE. **Action:** Approve, **Moved by** Committee Member Burrous, **Seconded by** Committee Member Wheeler. **Vote:** Passed, **Summary:** Yes=5. Y**es:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie, Committee Member Wheeler, **No:** None, **Abstain:** None**.**

Assistant to the City Manager Trisha Connor asked to establish the rules of Parliamentary Procedure for the Senior Citizen Advisory Committee.

Motion: MOVE TO ADOPT RESOLUTION #22-011 ESTABLISHING THE RULES OF PARLIAMENTARY PROCEDURE FOR THE SENIOR CITIZEN ADVISORY COMMITTEE. **Action:** Approve, **Moved by** Committee Member Burrous, **Seconded by** Committee Member Wheeler. **Vote:** Passed, **Summary:** Yes=5. **Yes:** SCAC Chairman McCullar, Committee Member Holley, Committee Member Burrous, SCAC Vice Chair LaVoie, Committee Member Wheeler, **No:** None, **Abstain:** None**.**

5. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS:

Vice Chair LaVoie would like to decide what dates to publish the quarterly newsletter. She asked if they should have a discussion on the content and if they want it brought back for review by the Committee before it is published.

Deputy City Attorney Mouritsen said it would go under reports section or it could go under its own section in the agenda.

Councilman Torres suggested that since May is Older Person's Appreciation Month, maybe the FSCAC could hold an ice cream social in the Fish Bowl and he could help work that in for the budget.

Vice Chair LaVoie mentioned they had a plan to go to lunch as a group to the Senior Center and wanted to see when they could plan to go.

Councilman Torres said he is hoping for some time in April.

Deputy City Attorney Mouritsen recommended having it on the next agenda to establish a date, then plan for advertising.

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 9:36 AM.

Approved by the Fernley City Council on April 8, 2022, by a vote of:

AYES: ____ NAYS: ____ ABSTENTIONS: ____ ABSENT: ____

CITY OF FERNLEY

Senior Advisory Committee
AGENDA REPORT

Meeting Date: April 8, 2022

REPORT TO:	Mayor and City Council
REPORT FROM:	**Trisha Conner, Assistant to the City Manager**

FINANCIAL IMPACT:	**CURRENTLY BUDGETED:**	**FUND/ACCOUNT:**
Yes: No: X	Yes: No: X	None.

ACTION REQUESTED: Motion

AGENDA ITEM: (For Possible Action):

(For possible action) Presentation to update the Committee regarding the Senior Citizen Advisory Committee newsletter.

AGENDA ITEM BRIEF:

Staff will update the Committee of the status of the Senior Citizen Advisory Committee newsletter.

RECOMMENDED MOTION:

"I move to direct staff to move forward with the Senior Citizen Advisory Committee Quarterly Newsletter process as presented."

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 not to publish a newsletter or use a different media format for the newsletter.

BACKGROUND:

The Senior Citizen Advisory Committee would like to publish a quarterly newsletter. Currently, the City publishes and prints a City Newsletter quarterly and mails out the newsletter to residents in their utility bill. Over 6,500 newsletters are printed and mailed. For residents who receive their utility bill electronically, the newsletter is dispersed electronically as a link on the utility bill. The City Newsletter is also published on the City's website and social media page and copies are printed for the taking at City Hall.

The SCAC Newsletter will be published in January, April, July and October. Staff can start this process leading into the month of July 2022 so the first SCAC Newsletter is published July 1, 2022. Staff recommends the SCAC Communications Subcommittee to forward articles and images for the newsletter 1-2 months prior to the newsletter publication. Staff will create the draft newsletter and send to the subcommittee for editing and approval. One week prior to the publication of the newsletter, staff will print copies for dispersment.

RELEVANT LAWS, STATUTES, AND REGULATIONS:

None.

FINANCIAL IMPLICATIONS:

None.

ATTACHMENTS:
None

CITY OF FERNLEY

Senior Advisory Committee
AGENDA REPORT

Meeting Date: April 8, 2022

REPORT TO:	Mayor and City Council
REPORT FROM:	**Trisha Conner, Assistant to the City Manager**

FINANCIAL IMPACT:		**CURRENTLY BUDGETED:**		**FUND/ACCOUNT:**
Yes: X	No:	Yes:	No: X	100-412-650 Community Support

ACTION REQUESTED: Motion

AGENDA ITEM: (For Possible Action):

(For possible action) Discussion regarding designating May 2022 as Older Americans Month and ensuing activities.

AGENDA ITEM BRIEF:

Older Americans Month was first established in 1963 and is observed each year during the month of May. The Senior Citizen Advisory Committee would like to discuss possible activities to celebrate Older Americans Month this year.

RECOMMENDED MOTION:

"I move to designate the month of May Older Americans Month and

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 choose not to coordinate activities around Older Americans Month.

BACKGROUND:

Older Americans Month was first established in 1963 by President Kennedy and is observed each year during the month of May. Older Americans Month is celebrated across the country through ceremonies, events, fairs, and other such activities. Set up by the Administration for Community Living, this year's Older Americans Month theme is "Age My Way - an opportunity for all of us to explore the many ways older adults can remain in and be involved with their communities."

The Senior Citizen Advisory Committee would like to take this time to discuss recommending to Fernley City Council to designate May 2022 as Older Americans Month and to discuss possible activities to celebrate Older Americans Month this year.

RELEVANT LAWS, STATUTES, AND REGULATIONS:

None.

FINANCIAL IMPLICATIONS:

Financial implications depend on the activities the Committee decides to implement.

ATTACHMENTS:
None

CITY OF FERNLEY

Senior Advisory Committee
AGENDA REPORT

Meeting Date: April 8, 2022

REPORT TO:	Mayor and City Council
REPORT FROM:	**Trisha Conner, Assistant to the City Manager**

FINANCIAL IMPACT:		**CURRENTLY BUDGETED:**		**FUND/ACCOUNT:**
Yes: X	No:	Yes:X	No:	Various

ACTION REQUESTED: Motion

AGENDA ITEM: (For Possible Action):

(For possible action) Discussion to establish a Senior Citizen Advisory Committee hotline.

AGENDA ITEM BRIEF:

The Committee is interested in establishing a Senior Citizen Advisory Committee Hotline. Discussion regarding the purpose and the resources to establish the SCAC Hotline will be made and other possible alternatives to the hotline.

RECOMMENDED MOTION:

"I motion to establish OR not establish a Senior Citizen Advisory Committee Hotline."

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 request more information.

BACKGROUND:

The Senior Citizen Advisory Committee is interested in establishing a hotline and will discuss the purpose of the hotline and resources that will need to go into maintaining the hotline.

The City is able to create phone number for the hotline, but the purpose of the hotline should not be a duplication of services. Staff recommends utilizing the Assistant to the City Manager's office number as the available number and forgoing the name 'hotline' so not to confuse residents that it is an emergency or crisis line or a resource line. Instead, the number would be marketed and available as a phone number residents could call to get information about the Committee and to take in suggestions and concerns from residents.

RELEVANT LAWS, STATUTES, AND REGULATIONS:

None.

FINANCIAL IMPLICATIONS:

None.

ATTACHMENTS:

None

CITY OF FERNLEY

Senior Advisory Committee
AGENDA REPORT

Meeting Date: April 8, 2022

REPORT TO:	Mayor and City Council
REPORT FROM:	**Trisha Conner, Assistant to the City Manager**

FINANCIAL IMPACT:		**CURRENTLY BUDGETED:**		**FUND/ACCOUNT:**
Yes:	No: X	Yes:	No: X	N/A

ACTION REQUESTED: Motion

AGENDA ITEM: (For Possible Action):

(For possible action) Discussion regarding the Committee's visit to the Fernley Senior Center.

AGENDA ITEM BRIEF:

Councilman Torres suggested the members of the Senior Citizen Advisory Committee visit the Fernley Senior Center to introduce the members of the Committee and establish a relationship with the Senior Center participants.

RECOMMENDED MOTION:

"I motion to direct staff to move forward coordinating with the Committee to visit the Fernley Senior Center."

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 choose to request more information.

BACKGROUND:

The Committee would like to establish their presence in the community, especially with the Fernley Senior Center. Councilman Torres suggests the Committee have lunch at the Senior Center to introduce the team to the senior center participants and gather information as to the issues and concerns of the group. To avoid violating the open meeting law, it is recommended the members of the committee sit at separate tables during the visit. Staff would like direction from the Committee as to when a visit to the Senior Center best fits their schedule so the visit can be coordinated. Lunch is served from 11:30 am - 12:30 pm.

RELEVANT LAWS, STATUTES, AND REGULATIONS:

Open Meeting Law

FINANCIAL IMPLICATIONS:

None.

ATTACHMENTS:

None