



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

March 11, 2026

Washoe County, 1155 East Ninth Street, Reno, NV  
Senior Center, Building E, The Mint Room

&

Zoom Webinar

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

**1. Pledge of Allegiance**

**2. Call To Order [Non-Action Item]** - Meeting was called to order at time 3:01p.m. by Chair – Pamela Roberts.

**3. Roll Call [Non-Action Item]** – There was a quorum present in-person.

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

**PRESENT**

Mac Rossi  
Mary Ann McCauley  
Patricia Gallimore  
Adolfo Correa  
Denise Myer

Benecia Price  
Pam Roberts  
Edward Lamb  
Ann Guinn  
Thuy Tran

**ABSENT (EXCUSED)**

C. Mark Neuman  
Alan Di Stefano  
Monica Webb

**WASHOE COUNTY STAFF PRESENT**

Cara Paoli  
Herb Kaplan  
Cynthia Shonnard  
Abby Badolato

**EX-OFFICIO PRESENT**

Donald Abbott, Sparks  
City Council  
Commissioner Michael  
Clark, BCC (left early)

**ADVISOR PRESENT**

Sue Meuschke  
Larry Weiss  
Donna Clontz  
Connie McCullen

**4. Public Comment [Non-Action Item] –**

**Robert Pierce** introduced himself as a candidate for Washoe County Commission in District 5.

**Donna Clontz** AARP provided March updates on activities, performances, and outreach in the community.

**Ryan Crane** from WCRAS informed Board of Free Pet Vaccine Clinic to be held at the Washoe County Senior Center.

**Molly Rose Lewis** restated resources and services available at Jackie Rosen's Office to the Senior Advisory Board.

**5. Approval of Minutes** from the Advisory Board Meeting on February 11, 2026. Advisory Board members identified some corrections to be made to the draft minutes as transcribed.

After the Amendments, Edward Lamb motioned to approve, Mac Rossi seconded. Minutes passed unanimously.

**6. Review and Approve By-laws** Deputy District Attorney Herb Kaplan recommended Board members review proposed changes to the bylaws, including modifications to term limits for board members and meeting schedules. They agreed to make corrections to committee names and language regarding collaboration with city representatives. The group decided to review the changes again at the next meeting before voting to approve them.

**7. Presentation by Commission Vice Chair District 3 Mariluz Garcia** regarding her concerns and issues for seniors. Commissioner Garcia shared her background and discussed her efforts to address senior isolation (expand RTC Access/Flexride's areas of operation) and community cleanup initiatives in Washoe County (provide vouchers for free dumps where needed).

**8. Washoe County Library Presentation** Carrie Spandell, branch manager for the Sparks Library and Senior Center Library, presented an overview of library services and programs available to seniors. She highlighted the quarterly Explorer magazine, which contains information about branch locations, hours, and programs, including virtual offerings and community services like the bookmobile and homebound delivery. Carrie described various programs available for seniors, including technology help, book clubs, and crafting activities, as well as services like the Libby app for digital borrowing and passes for Nevada State Parks and cultural events.

**9. The Senior Services Team: Update on Our Volunteer Program** Sue Meuschke introduced Cindy Heldenbrand after highlighting the beginnings of the addition of another volunteer plan.

**Cindy Heldenbrand** presented the progress made by the social services team, including the creation of new volunteer positions such as friendly visitors, greeters, and tour guides, along with a standardized onboarding process and training program. The team has developed new job descriptions, processes, and procedures, and is working on revamping the website to advertise these opportunities. While the initial focus is on the Reno location, there are plans to potentially expand the program to other centers in the future. **The board was invited to participate in a dress rehearsal of the volunteer orientation process on April 23rd from 2-4 PM to help evaluate and provide feedback on the program before its community launch in May.**

**10. Review Masterplan Regarding Volunteer Leadership Roles** There are gaps that need to be filled on the Masterplan. If Board member wants to volunteer more, reach out to MaryAnn. A copy with the names of who has volunteered for what will be given to Maryann McCauley and provided at the April 8 SAB meeting.

**11. Report from Benecia Price and Donna Clontz, Board Member, Regarding the Implementation of the Merge between Washoe County Master Plan and AARP Age-Friendly**

**Plan** Benisha and Donna reported on their progress creating a written report describing the development of their age-friendly master plan, which will include a narrative of community surveys, plan development, and the current master plan as the action plan to be submitted to the AARP office.

**12. Open Meeting Law Training by Deputy District Attorney Herb Kaplan** Herb Kaplan led a discussion on open meeting law requirements and provided guidance on subcommittees and working groups. He explained that subcommittees or working groups are subject to the open meeting law if they are appointed by a public body or if they make recommendations to the public body. Herb also advised against creating subcommittees if possible and suggested consulting with him before proceeding with such groups. The discussion also covered what constitutes a meeting versus a non-meeting, with training sessions being classified as non-meetings.

Herb provided guidance on open meeting law compliance for the board, covering three main areas: quorum considerations during training sessions, notice requirements including agenda posting deadlines and public comment procedures, and proper meeting minutes documentation. He explained that board members should generally vote on all items including minutes approval, abstaining only when there's a clear conflict of interest as defined in 281A. The discussion included information about potential penalties for violations, with first offenses carrying a \$500 fine and subsequent offenses increasing in amount, though Washoe noted that as an advisory board they have more flexibility than other boards in their requirements.

**13. Update on Sparks Current Activities for Seniors – Donald Abbott, Sparks City Council Ward 1** Donald reported on the success of Valentine card distribution and the transition of the SPARC Senior Citizen Advisory Board to a regular Citizen Advisory Board.

**14. Update on Reno Senior Citizen Advisory Committee regarding their current activities – Izabella Baumann, City of Reno Activities Coordinator** **Isabella** provided updates on Reno Senior programs, including line dancing and art classes which are ongoing classes and she touched upon the plans for Older Americans Month events, which includes art classes, ice cream socials, with shreddings and free days at the Automobile Museum.

**15. Update on Northern Nevada Legal Services - Sarah Molleck, Northern Nevada Legal Aid Supervising Attorney** tabled as Sarah is currently in Court helping our seniors.

**16. Updates from Washoe County Senior Services – Cara Paoli, Human Services Division Director, Adult and Senior Services; Abby Badolato, Human Services Agency Senior Services Coordinator** **Abby Badolato** announced that over 50 individual events (goal is 70 to 80 events) are planned for Older Americans Month, with a hard deadline for submissions the following day. Abby stated the hiring of the new activities director was almost complete and that she would have them at the next meeting to introduce them to the Board. She then asked for proofreaders for the OAM Events Booklet.

**17. Advisory Board Members' Announcements, Reports, and Updates to Include Requests for Information or Topics for Future Agendas** **Mac Rossi** shared information about an upcoming RTC presentation.

**Pam Roberts** reiterated with the mention of the free vaccine clinic at the Senior Center, the importance of a pet to help comfort one during difficult times.

**17. ADJOURNMENT** 5:00PM by Chair Pamela Roberts.

Notice of this meeting and the agenda have been posted at the following location:

Washoe County Senior Services  
1155 East Ninth Street  
Reno, Nevada 89512

In compliance with NRS 241.020(b), this agenda has been posted on the Senior Advisory Board's website at:

[https://www.washoecounty.gov/seniorsrv/senior\\_services\\_advisory\\_board/index.php](https://www.washoecounty.gov/seniorsrv/senior_services_advisory_board/index.php) and  
<https://notice.nv.gov>.