

The attached document was submitted to the **Washoe County Board of Commissioners** during the meeting

held on 11/3/16

by Agenda Coordinator

for Agenda Item No. 4

and included here pursuant to NRS 241.020(7) as amended by AB65 of the 2013 Legislative Session.

Emergency Management

ELECTED
OFFICIALS
GUIDE

First-responders need your
public support and
commitment during crisis



As an Elected Official, you now play a crucial role in public safety.

Your recognition and understanding of emergency management as a critical public service is vital to the safety and well-being of the public and the community. Recent regional crises of wild land fires, floods, and the Reno Air Race tragedy reinforce that the emergency management program is a critical government service.

It is imperative that you understand all-hazards emergency management and participate in community activities with emergency management officials before the next regional emergency occurs. Meeting your emergency management officials is a recommended priority shortly after taking office.

This brochure will aid you in getting a brief overview of the emergency management process and how your critical role integrates in helping our community.

Personal Preparedness. The increasing reliance on government to meet the most basic needs of people in the immediate aftermath of a disaster leads to unrealistic expectations and causes other vital response and recovery actions to be delayed. As an elected official it is important that you set the example for preparedness. The Washoe County Emergency Management goal is for every citizen to *Make a Plan, Assemble a Kit, and Stay Informed*. Specific details are contained at www.ReadyWashoe.com.

Resources

The following resources provide in-depth and important information pertaining to readiness:

Washoe County
www.ReadyWashoe.com
Nevada Emergency Management
www.dem.nv.gov
Federal Emergency Management
www.fema.gov
FEMA Community Portal
www.ready.gov



City of
Sparks

11/3/12

BCL retreat

#4

Phases of Emergency Management

Understanding this process is key to effectively building community resiliency.

Mitigation

Mitigation is the cornerstone of emergency management. It's the continuing effort to lessen the impact disasters have on people and property. Mitigation is defined as "sustained action that reduces or eliminates long-term risk to people and property from hazards and their effects." Mitigation is highly cost-effective!

Preparedness

Preparedness includes plans or preparations made to save lives and property supporting response and rescue operations. Community, business, and family disaster plans, evacuation, & sheltering plans are examples of preparedness.

Response

Response includes actions taken to save lives and prevent further property damage in the event of disaster. Response is putting your preparedness plans into action.

Recovery

Recovery actions include returning the community to "normal" or a safer state following a disaster. It is important to understand this is a long and often costly process.

Prevention

Prevention and protection consists of the actions taken to prevent terrorist activities. This phase is primarily a cooperative and information sharing law enforcement function.

Disasters can cause significant economic impacts to the region.

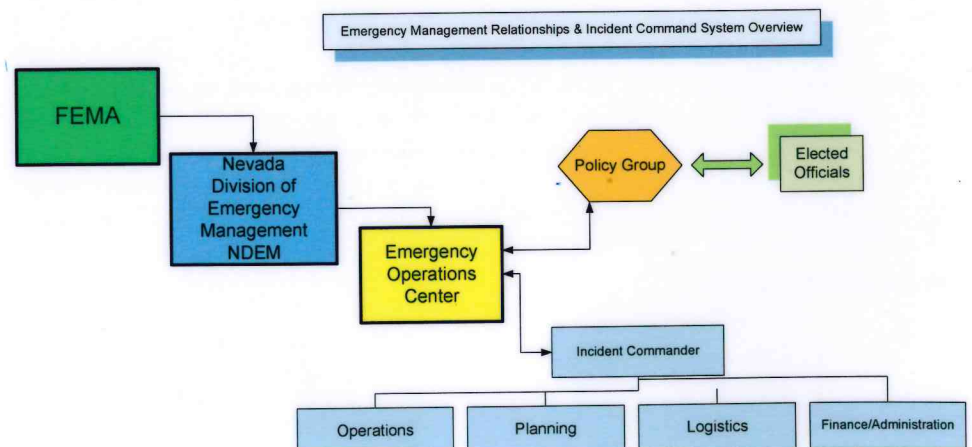


Emergency Management Fundamentals

One of the most essential of all government activities is the protection of citizens and community assets. Police, Fire and Emergency Medical Services are commonly the most recognizable, however public works, private sector resources, and critical infrastructure are all crucial to community well-being.

In the event of a significant disaster, most if not all essential services will be impacted. The dynamics of emergencies require specialized leadership and skills to manage the myriad of activities simultaneously occurring. As an elected official, you are not expected to perform this function, but rather to understand and support the collaborative nature of the efforts. The public needs to hear your "calm and assuring voice" during times of crisis.

Disasters are managed with a tool known as the Incident Command System (ICS). This long-established management tool is the foundation of our nation's National Incident Management System, or NIMS, which is mandated for all federal agencies. It is important that you gain a working knowledge of this system. There are several online resources available and your emergency manager will offer you an opportunity to complete a time-efficient workshop specifically targeted to elected officials to prepare you. This is the basic architecture of the ICS structure:



Elected Officials Role

Elected Officials are rarely assigned roles in the ICS system, rather they typically serve in the Policy Group which supports the Emergency Operations Center leadership in effectively obtaining all available resources and support to effectively manage the incident.

Emergency Management Authorities

Although "all disasters are local" because they begin and end with local actions, emergency management policies and authority begin at the federal level with the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS). These authorities are further supported by state and local statutes, providing certain actionable efforts on the part of local leadership to manage emergencies.

The Washoe County Emergency Management program is governed by a spectrum of local, state and federal statutes. You are encouraged to learn more about the Federal "Stafford Act", Nevada Revised Statutes Section 414, and the Washoe County Code 65.300.

Clearly, preparing for and responding to emergencies is a shared responsibility between all levels of government. Intergovernmental relationships must be established and communications networks in place prior to events.

Regional Collaboration

The severe flooding of 1997 was an important event in the formation of the Washoe County emergency management program. Although Washoe County had an office of emergency management dating back to the 1950s civil defense era, the New Year's Flood of 1997 created a renewed sense of urgency. The aftermath of the flood caused the County, the City of Reno, and the City of Sparks to sign an inter-local agreement pledging a unified command during times of crisis, and establishing a Regional Emergency Operations Center (REOC).



The REOC serves as a hub for emergency management activities in the region. In addition to the County, two Cities, two Tribes and almost 50 different jurisdictions and agencies meet at the REOC throughout the year to prepare, train, and exercise.

Emergency Declaration Process:

When an emergency or disaster is so severe that effective response is overwhelmed, local authorities must declare a State of Emergency in order to be eligible for certain State or Federal resources.

Declaration Overview

When there is a condition of extreme peril to the safety of persons and property, and the condition will overtax the capability of the local resources to control the emergency effectively, the local governing body, or authorized person, should proclaim a local emergency.

A local emergency is commonly proclaimed in a collaborative manner involving jurisdiction officials, first response leadership, and various impacted organizations. Local, State, and Federal entities may have certain declarative powers based on the nature of the disaster.

Commonly, the two cities, and county jointly proclaim emergencies in order to allow cost recovery should a State or Federal emergency be declared. The Board of County Commissioners approves or ratifies all county proclamations.

The local state of emergency proclamation will provide each political subdivision in which it occurs, emergency powers, immunity and exemptions as authorized under Nevada Revised Statutes and local ordinances.

When it is questionable whether to declare a local state of emergency, it is advantageous to quickly declare the emergency, then, if the local emergency does not exist, it can be terminated.

The governing body must review the need for continuing the local state of emergency at least every 14 days, and proclaim the termination at the earliest possible date.

States of Emergency

1. Controlled Local Event:

A significant disaster occurs, prompting a Declaration of Emergency at the local jurisdiction only. Adequate resources available to manage the incident.

2. Mutual Aid Event

A larger event or one that requires a local jurisdiction to declare an emergency and request mutual aid from other resources to manage an incident. May trigger additional financial resources.

3. Wide-Spread State of Emergency

When an event overwhelms local and mutual aid resources, and or spreads to multiple jurisdictions, a request may be made to the Governor to declare a state of emergency, thus triggering additional resources.

4. State Declaration

Upon receiving local requests for disaster declarations, the Governor may choose to issue the declaration. Additional state resources, including National Guard units as needed may be deployed.

5. Presidential Declaration

The Governor may request of the President to issue a disaster declaration, bringing additional resources to respond and recover from disaster.

Disaster Funding

General funding for local disasters is part of a jurisdiction's budget. Certain disasters, such as wildland fires, have additional funding available in some circumstances. Additional resources may become available through State and Federal agencies as the scope of disaster expands. Your Emergency Manager can review the most common funding sources available.

Elected Officials Action Checklist

Meet Emergency Manager & Tour EOC

Update Family Emergency Plan

Insure updated contact info in CodeRed

Request GETS Card

Participate in G-402 Class at REOC

Obtain WebEOC familiarization

Complete FEMA ICS classes online

Regional Parters

The following represents a sampling of regional cooperative and collaborative partnerships for the three primary jurisdictions of Washoe County, the City of Reno, and the City of Sparks. Many additional agencies and organizations play crucial roles in the region.

- Reno-Sparks Indian Colony
- Pyramid Lake Paiute Tribe
- Washoe County Health District
- Regional Emergency Medical Response Agency (REMSA)
- Lifeline Utilities
- Reno-Tahoe Airport Authority
- Associated General Contractors (AGC)
- American Red Cross
- Washoe County School District
- Truckee Meadows Community College
- University of Nevada Reno
- Regional Transportation Commission (RTC)
- Inter Hospital Coordination Committee (IHCC)
- Volunteer Organizations Active in Disaster (VOAD)
- Local private-sector organizations (PREPARE Washoe)
- Community Emergency Response Teams
- Fire Agencies
- Law Enforcement Agencies

Collaboration and All Hazards Approach Builds Community Resiliency

In addition to the principle of collaboration, the Washoe County Office of Emergency Management and Homeland Security takes an all-hazards approach to emergency preparedness. The Office is funded by a combination of the County General Fund, FEMA Emergency Management Performance Grant, and DHS State Homeland Security Program funds. Identified hazards in our region include:

- Wild Land Fire
- Flooding
- Earthquake
- Severe Storms
- Hazardous Materials
- Transportation
- Avalanche
- Infectious Disease
- Terrorism
- Radioactive Materials
- Volcanic
- Civil Disorder
- Drought
- Energy Emergency

Washoe County Emergency Management & Homeland Security
 5195 Spectrum Blvd.
 Reno, NV 89512
 Dr. Aaron Kenneston, CEM
 Emergency Manager (775) 337-5898
 Ms. Cathy Ludwig
 Grants Manager (775) 337-5859



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**CLARK COUNTY BOARD OF
COMMISSIONERS**

**RULES OF PROCEDURE
HANDBOOK**

JUNE 2013

BCC 11-3-16 #4
maricopa

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**CLARK COUNTY BOARD OF COMMISSIONERS
RULES OF PROCEDURE
HANDBOOK**

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JUNE 2013

ARTICLE I - TITLE

This document shall be known as the Rules of Procedure - Clark County Board of Commissioners.

ARTICLE II - PURPOSE

To adopt a Parliamentary Authority and to establish supplemental rules of procedure for the conduct of meetings of the Board of County Commissioners where such rules are not inconsistent with the laws of the State of Nevada.

ARTICLE III - PARLIAMENTARY AUTHORITY

Where consistent with state law and not otherwise provided in these Rules of Procedure, the conduct of the meetings of the Board of County Commissioners shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE IV - MEMBERSHIP

- A. The Board shall consist of the elected County Commissioners for the County of Clark.
- B. The County Commissioners shall biennially, at their first meeting in January after an election year, elect one of their number as Chairman of the Board, who shall act as presiding officer at meetings of the Board, and one of their number as Vice-Chairman of the Board, who shall act during the absence or disability of the Chairman. These presiding officers will serve for a term of two years.
- C. The County Commissioners shall annually at their first meeting in January, elect from their number: a Chairman and a Vice-Chairman of the University

Medical Center of Southern Nevada (UMC) Board of Trustees; a Chairman and Vice-Chairman of the Clark County Water Reclamation District Board of Trustees; a Chairman and Vice-Chairman of the Kyle Canyon Water District Board of Trustees; a President and Vice-President of the Las Vegas Valley Water District Board of Directors; a Chairman and Vice-Chairman of the Big Bend Water District Board of Trustees. The Chairman or President will serve as the presiding officer at each meeting of the respective board. The Vice-Chairman or Vice-President shall preside at the respective board meetings in the absence or disability of the Chairman or President.

- D. Normally business will be conducted with the seven members serving in their capacity as the Board of County Commissioners. However, the Board may consider the establishment of any committees. Requests for the establishment of a committee of the whole will be submitted to the County Manager for inclusion on the County agenda. Officers for committees of the whole shall be elected upon creation of the committee and at such times thereafter as set forth in the proposal that was adopted creating the committee.

Action by any committee of the whole is not final, but can be sent to the Board of County Commissioners as a recommendation. Such recommendation is to be sent to the County Manager for calendaring before the Board.

ARTICLE V - MEETINGS

- A. All sessions of the Board shall be open and public, and all persons shall be permitted to attend any public meeting of the Board. A member of the

general public may speak on any Public Hearing item or during the Public Comment Sessions once he/she has received recognition and the consent of the Chairman of the Board. Public Comment on any action item other than a Public Hearing will be taken prior to or concurrent with that item, at the discretion of the Board and in accordance with the Open Meeting Law. A citizen will be asked to fill out a card with his/her name and address for the record, and the number of the agenda item on which he/she may wish to speak, to assist with the orderly conduct of the public comment portion of the meeting, but filling out a card is not a prerequisite to the ability of a member of the public to speak on an item. Persons filling out comment cards may be called before other public speakers. If any member of the Board wishes to extend the length of a presentation beyond three minutes, this may be done by the Chairman, or the Board by majority vote.

B. Any meeting held by the Board must comply with the provisions of the Nevada Open Meeting Law, Chapter 241 of the Nevada Revised Statutes.

B. Special meetings may be called by the Chairman, the Vice-Chairman in the absence of Chairman from the County, or by the written call of a majority of the Board.

1. In addition to posting an agenda in accordance with Article VI, the Clerk of the Board shall give written notice of each special meeting to each member of the Board by personal delivery of the notice of the special meeting to each member at least three days before the meeting or by mailing the notice to each member's place

of residence in the County by deposit in the United States mails, postage pre-paid, at least four days before the meeting.

2. This notice shall specify the time, place and purpose of the meeting. If all of the members of the Board are present at a special meeting, lack of notice shall not invalidate the proceedings.

C. A majority of the Board shall form a quorum for the transaction of business.

ARTICLE VI - AGENDA

A. The agenda shall be prepared by the County Manager along with items directed for action at an earlier Board meeting with the first item following the opening ceremonies being the consideration of any tabled and/or reconsideration items. The second will be approval of the minutes, and the third item will be the approval of the agenda. Under this heading, additional items may be placed on the agenda, provided said items are emergency items, and shall be approved by the Board prior to any official consideration thereon of said matters.

B. An emergency item pertains to an item concerning some unforeseen circumstance which requires immediate action and includes, but is not limited to:

1. Disasters caused by fire, flood, earthquake or other natural causes; or
 2. Any impairment of health and safety of the public.
- C. Should it be desired to transact business out of the agenda order or to waive any of these rules of

procedure for any agenda item, passage of a motion to suspend the rules shall be required.

D. All business for consideration shall be included on the approved agenda. The Chairman shall rule as "Out of Order" the consideration of any matter not on the agenda. This, however, shall not preclude a request by a commissioner for the preparation of future agenda items or discussion of a matter raised during the public comment session. However, no vote may be taken on such matter at that time. The requested item must be placed on a future agenda within 30 days unless otherwise directed by the Board.

E. All matters to be considered by the Board at any regular meeting shall be submitted to the County Manager so that he/she may calendar the item for consideration in conformance with the procedures established by the Nevada Open Meeting Law and the administrative guideline prepared on the subject. Commissioner requested items shall be handled in the following manner:

1. Prior to placing a Commissioner requested agenda item before the Board for action, an item to discuss the Commissioner request must first be placed on a regularly scheduled Board meeting agenda. The purpose of the discussion item is to provide other Commissioners with an opportunity to consider the request and potential costs associated with the proposal, and share their thoughts on the proposed item before proceeding with an item to be brought back to the Board for action at a later date. All draft ordinances will be shared with the entire Board at least two weeks prior to the

proposed ordinance introduction. A resolution may be placed on the agenda for action without a discussion item on a preceding agenda if the resolution is time sensitive and could not, with the exercise of reasonable care, have been included as a discussion item on an earlier agenda. If backup information is available for a commissioner item, it shall be provided to the County Manager for posting on the County's website.

2. Commissioner requests for agreements or ordinances shall also be submitted to the District Attorney's Office for review. Review of Commissioner submittals shall take precedence over other pending items. The District Attorney's Office shall have 30 days to recommend, not recommend, or make suggested changes to a document. Failure of the District Attorney's Office to take any action within 30 days of receipt of a document shall be deemed a recommendation as to the legality of the document and the item will be agendized.

F. Matters and recommendations from committees of the whole or advisory groups shall be submitted to the County Manager for consideration within 30 days at the next appropriate meeting within 30 days of the Board of County Commissioners.

G. Notices of the meetings of the Board of County Commissioners shall be posted in accordance with the Nevada Open Meeting Law.

ARTICLE VII - VOTING

- A. The Chairman of the Board shall have the same right as any other Board member to initiate a motion, question, or debate, and vote on a motion.
- B. Seconding of any motion shall not be required, except where necessitated by law.
- C. All voting procedures shall be in accordance with Parliamentary Authority with the added provision that where a roll call is taken by use of an electronic voting device the following procedure shall be followed:
 1. The Chairman, upon a motion by any Commissioner, shall call for the members to record their vote. (Any member may request that the motion be restated for the record.)
 2. The Chairman will then direct the Clerk to display the vote.
- D. Any action taken by the Board shall be in accordance with the following procedures:

1. MOTION TO LAY ON THE TABLE - Any main motion or amendment to a motion may be laid on the table. This motion is intended to lay a pending question aside temporarily when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending question is resumed. During the same meeting at which the motion is laid on the

table, or at any future time, a Commissioner may request the County Manager to place the tabled item back on a future agenda.

If considered at a future meeting, the County Manager will ask the Board if it wishes to call the item from the table prior to the "Approval of the Agenda." A majority affirmative vote will be required in order to hear the previously tabled item as part of the agenda.

A motion to table takes precedence over the main motion. A motion to lay on the table is not debatable, is not amendable, may not be superseded by another motion, and requires a majority vote.

2. MOTION TO HOLD - A pending item may be held for consideration to a later time, either during that meeting, for a subsequent meeting, or for some indefinite time period. Items held for an indefinite time period may be brought back before the Board by the County Manager or at the request of a Commissioner.

A motion to hold takes precedence over the main motion. The holding motion is debatable, is amendable (for time and place), may not be superseded by another motion, and requires a majority vote.

3. MOTION TO AMEND A MOTION - A pending main motion may be interrupted with a motion to amend. Such amending motion cannot change the intent of the

main motion, unless the desired change is accepted by the maker of the main motion. When the intent of the amending motion is questionable, it shall be ruled on by the Chairman pursuant to Roberts Rules of Order.

The motion to amend takes precedence over the pending main motion, is debatable, is amendable, can be superseded by motions to table, hold or refer to committee, and requires a majority vote. If not superseded, the motion to amend is voted on. Subsequently, the main motion is retaken either in its original or amended form, depending on the outcome of the amending vote.

4. MOTION TO CALL FOR THE QUESTION - This motion calls for an immediate vote on the pending motion. A motion to call for the question takes precedence over the main (pending) motion, is not debatable, is not amendable, can only be superseded by a motion to table, and requires a majority vote.

5. MOTION TO REFER - This motion is used to send a pending item to a group or committee of selected persons (such as citizens, staff, or members of the Board) for further investigation and review. A motion to refer takes precedence over a main motion, is debatable, is amendable, may be superseded by motions to table, hold, or amend, and requires a majority vote.

6. POINT OF ORDER - Any member of the

Board may raise a point of order if he/she perceives a breach of the Board's procedural rules and insists on the enforcement of the rule by the Chairman. A point of order takes precedence over any main motion, is not debatable, is not amendable, may be superseded by a motion to table the item over which the point was raised, and is ruled on immediately by the Chairman.

7. APPEAL OF CHAIRMAN'S RULING - If a member of the Board disagrees with a ruling by the Chairman, he/she may appeal that ruling by making a motion to overrule the Chairman's ruling. If the motion to appeal the ruling passes, the maker of the motion must propose what he/she thinks the appropriate rule should be. The Chairman will then rule on the proposal. If the Chairman's ruling does not support the proposal, then any member of the Board may call for a vote on the proposal. An Appeal of the Chairman's Ruling takes precedence over main motions or other rulings, is not debatable, is not amendable, and can only be superseded by a motion to table the whole matter.

8. POINT OF INFORMATION - This is a request by a Board member, directed at the Chairman or appropriate individual for information relevant to the pending item. A point of information takes precedence over a main motion, is not debatable, is not amendable, is not superseded by other motions, and is ruled on for appropriateness by the Chairman.

9. ABSTENTIONS - A member may abstain from voting for any reason he/she deems appropriate. If a member abstains due to a provision in the Nevada Ethics in Government Law, the necessary quorum and vote required to act on the motion will be reduced as though the member abstaining were not a member of the Board.
10. FAILURE OF AFFIRMATIVE MOTION - The failure of a motion calling for affirmative action is not the equivalent of the passage of a motion calling for the opposite negative action. The failure of such an affirmative motion constitutes no action.
11. FAILURE OF NEGATIVE MOTION - The failure of a motion calling for negative action is not the equivalent of the passage of a motion calling for the opposite affirmative action. The failure of such a negative motion constitutes no action.
12. RECONSIDERATION - A motion for reconsideration of an original main motion must be made by a Commissioner voting on a prevailing side of the matter or motion to be reconsidered. A request to have a matter placed back on a subsequent agenda may not be reconsidered at the same meeting but must be made at the Board's next regular meeting, unless otherwise provided by State law or County Code provision. A motion to reconsider may not be made on a contract or award

after the official notice to proceed or notice of award has been issued. A motion to reconsider requires a second and is debatable.

A majority vote in favor of reconsidering the vote on a subject or motion shall automatically cancel the previous vote on that subject or motion and reopen the subject or motion for discussion and another vote. The procedures of regular business shall be in order (i.e., Hold, Refer to a Committee, Table, etc.).

When a Board member voting on the prevailing side requests the County Manager to place an item for reconsideration on the subsequent agenda, that Board member should specify his/her intent as to when the item itself should be heard if the Board approves this request to reconsider it. In any event, the main motion must be considered not later than 30 days from the vote to reconsider, unless otherwise provided by State law or County Code. Once reconsidered, the motion may not be considered again for a period of at least one year, unless otherwise provided by State law or County Code.

The County Manager shall request that motions for reconsideration be considered prior to the "Approval of the Agenda." If the motion to reconsider is approved and the item is to be heard at that same meeting, the item will be included in that day's business upon "Approval of the Agenda."

- B. For matters on the Board's Zoning Agenda, once the Public Hearing is closed and an item is turned over to the Board for discussion, the Commissioner in whose district the item is located shall have the first opportunity to speak.

ARTICLE IX - AMENDMENTS

Amendments to the Rules of Procedure may be proposed at any regular meeting and voted upon at any succeeding meeting, provided that at least a majority affirmative votes of the membership shall be required for adoption of such amendment.

APPROVED, AMENDED, and ADOPTED this 4th day of June, 2013.

CLARK COUNTY BOARD OF COMMISSIONERS:

By: STEVE SISOLAK, Chairman

ATTEST:

DIANA ALBA, County Clerk

- 13. MOTION TO INDEFINITELY POSTPONE - Motion to indefinitely postpone needs a second motion. It is debatable and not amendable. A motion to indefinitely postpone requires a majority vote.

14. TIE VOTES -

- a. A motion requiring a majority vote fails if a tie vote results. The failure of a motion calling for affirmative action has the same effect whether or not the failure is the result of a tie vote or a majority voting against the motion. Likewise, the failure of a motion calling for negative action has the same effect whether or not the failure is the result of a tie vote or a majority voting against the motion.
- b. In the event, however, that a tie vote occurs when only a majority of the members is present at the meeting of the Board, the vote shall be retaken at the next subsequent meeting of the Board.

ARTICLE VIII - MISCELLANEOUS

- A. Once the Board meeting begins, members of the Board should refrain from engaging in private discussion with any non-staff member of the audience regarding any item before the Board.

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held on 11 | 3 | 16

by Manager's Office

for Agenda Item No. 4, 5, & 6

and included here pursuant to NRS 241.020(7) as

amended by AB65 of the 2013 Legislative Session.



Washoe County Board of County Commissioners 2016 Nov. Retreat

Nov 3, 2016



Discussion Guidelines

- **Looking for direction & consensus, not necessarily a formal vote.**
- **Share the mic.**
- **Stick with the topic at hand.**
- **Clarity over brevity.**



January Retreat

- **Update on FY18 Financial/Budget Outlook**
- **Agreement on FY18 Strategic Goals**
- **Boards and Commission Appointments
(Commissioner appointments)**
- **Board Policies and Procedures**
- **Other Items?**



POLICIES AND PROCEDURES





DISCUSSION FLOW

Discussion on Board of County Commissioners Policies and Rules of Procedures including but not limited to:

- Meeting procedures
- Reviewing Lobbying Policy, Existing Overall Policies, Communication Policy
- Update to the Board of County Commissioners policies related to community boards
- Policies and procedures during emergency situations
- Policies and procedures in regards to Office of the County Manager staff support of Board of County Commissioners



Questions to Consider

- **Would you like to see additions/changes to current rules & procedures?**
- **If yes, what are those that are need of change or expansion?**



PROCEDURES MODIFICATIONS

Board Direction:

- **Find a balance between vague & detailed**
 - Ensure there is detail where needed
- **Enforcement - Preamble of agreement, signed statement of commitment**
- **Vice chair to liaison to develop**
- **Will of the Board to be represented & supported on Boards**

Topics/Chapters:

- **Authority to enforce**
- **Meetings – how to conduct**
- **Agenda formulation**
- **Voting**
- **Conduct hearings**
- **Communication - Commissioner to Staff, Public, leg, other elected officials, Commissioner to commissioner**



Meeting Procedures

- **Attendance to meetings to the Chair and Manager to be notified**
- **Chair Responsibilities:**
 - Chair to approve the agenda
 - Responsibility of Chair to ask for the report of the vote (for offsite meetings or if eVoting is down)
 - Disclosures of ex-parte communication
 - Conflict of interest
- **Add the video/phone attendance**
- **Caucus reinstate? Research further**
- **Sherriff's active presence in meetings**



ROLE IN EMERGENCIES

- Joint Meeting Presentation on the role of electeds during emergencies (Aaron) – Ron Smith to present his experience
- Handbook for electeds (regional)
- Offer annual local training on ICS (incident command system elected official training) – Commissioner Hartung to attend next national training
- Board member to be part of the debrief process
- First person to be contacted is commissioner's district, then the chair, vice chair, rest of commissioners
- Effort to convene the Board – after attempting to reach all five and can't convene three – reasonable efforts



Modifications to Current

- **Consider Robert's Rules – as a way out – reference the Clark County policies**
- **Self-evaluation – keep in the vein of how we are operating as a board**
- **Appointments to Boards:**
 - Look at removing the requirement for appointment to be a resident of in the unincorporated areas
 - Limit of service – additional terms maybe considered
 - Removal at staff direction to commissioner and chair – via CM to advise
- **Communication Policy:**
 - Commissioner to Chair: Attendance to meetings to the Chair and Manager to be notified
 - Reinforce the commissioner to staff chain of command



Modifications to Current

Lobbying Policy:

- **Elected department heads to stick w/in their scope and function**
- **Centralize legislative contact and positions through government affairs manager**



Parking Lot

- **Elimination of the Board of Adjustment – research further**



BOARD POLICIES

- Existing policy doc
- Lobbying policy
- Communication Policy
- Community Board Policy



BCC STAFF SUPPORT

Issue Management & Support:

Mgmt. Analyst A: Issue Coordinator

- Issue management
- Intake for all commissioner generated issues
- Overall coordination of issues (WRIK),
- District forums management

Mgmt. Analyst B: Issue Coordinator

- Issue management
- Intake for all CAB generated issues
- 311 Management

Legislative, Boards & Scheduling Support:

Mgmt. Analyst C: Gov Affairs

- Legislative liaison
- Functions of Chair
- Coordination of Boards & Commissions

Commissioner & Mgmt Team Coordinator

- BCC Centralized calendar
- BCC travel
- Event requests
- CAB admin
- Dept. Agenda requests, ACM support, OEC Support



Boards & Commissions

- **Remove those that are no longer in effect**
- **School Oversight Board – Look at at another meeting**



FY16-18 Strategic Plan & Performance





Discussion Flow

Discussion of the FY16-18 Washoe County Strategic Plan including but not limited to:

- Highlight on progress made to date
- Identification of emerging community trends, opportunities and challenges
- Initial discussion of possible FY18 Goals



FY18 Priorities

- **Goal #1: Pending economic impacts, update language and re-frame to include infrastructure**
 - Land Use
- **Goal #2: Seniors – expand to vulnerable pops**
- **Goal #3 – Infrastructure**
 - Includes schools, traffic, wastewater, parks
- **Goal #4 – MME – extend based on 11/8 or consider completed**
- **Goal #5 – Unified Team – Modify to next evolution**
- **Goal #6 – Improve Service Delivery - Keep**



FY17 Q1 Performance

FY17 County Goals	Number of Initiatives...			
	On Target	Off Target	Critical	Not Started
Goal #1: Proactive to Pending Economic Impacts 73% of Initiatives On Track	22	8	0	0
Goal #2: Senior Services on Pace with Population 61% of Initiatives On Track	11	7	0	1
Goal #3: Enhancing Critical Infrastructure 70% of Initiatives On Track	21	9	0	2
Goal #4: Prepared for the Impact of Medical Marijuana 50% of Initiatives On Track	9	9	0	2
Goal #5: Professional, Unified Team 48% of Initiatives On Track	15	15	1	2
Goal#6: Simplified Workflows 67% of Initiatives On Track	30	14	1	2

FY16	FY17	FY18
Stewardship of our Community		
<p>Healthy Environment: Increase the County's support of outdoor recreation (parks, trails, open space, etc.)</p> <p>Strong Public Infrastructure: <i>See goal under Safe, Secure and Healthy Communities.</i></p>	<p>Healthy Environment: Invest in ensuring our region has a safe, secure water supply.</p> <p>Strong Public Infrastructure: Support the next generation Sewer/Sewer treatment facilities and roadways to address future needs.</p>	<p>Healthy Environment: Sustain our focus on maintaining clean air and water in our region.</p> <p>Strong Public Infrastructure: Continue to support the next generation Sewer/Sewer treatment facilities and roadways to address future needs.</p>
Proactive Economic Development and Diversification		
<p>Smart Growth: Be responsive and proactive to pending economic impacts.</p>	<p>Smart Growth: Be responsive and proactive to pending economic impacts.</p>	<p>Smart Growth: Maintain our ability to be agile and responsive to the needs of a growing economy.</p>
Safe, Secure and Healthy Communities		
<p>Community Safety: Invest in critical County infrastructure for current and future needs.</p> <p>Protecting the Vulnerable: Keep senior services on pace with rising senior population.</p> <p>Public Health: Prepare for the impact of medical marijuana on the County.</p>	<p>Community Safety: Invest in critical County infrastructure for current and future needs.</p> <p>Protecting the Vulnerable: Keep senior services on pace with rising senior population.</p> <p>Public Health: Prepare for the impact of medical marijuana on the County.</p>	<p>Community Safety: Ensure the criminal justice system is able to meet the needs of our community.</p> <p>Protecting the Vulnerable: Target the root causes of homelessness in our region to decrease the homeless population.</p> <p>Public Health: Sustain our ongoing emphasis on making Washoe County a leader in the promotion of healthy, active lifestyles.</p>
Regional and Community Leadership		
<p>Community Engagement: Maintain current outreach efforts to ensure the County remains accessible and proactively engages our community.</p> <p>Leading by Example: Working as a professional, unified team.</p>	<p>Community Engagement: Leverage highly engaged neighborhood association.</p> <p>Leading by Example: Working as a professional, unified team.</p>	<p>Community Engagement: Gather targeted information for the public to better understand how we can better serve the community.</p> <p>Leading by Example: Continue identifying new ways to improve how the County works together internally and externally.</p>
Valued, Engaged Employee Workforce		
<p>Culture of "Yes": Simplify workflows to improve service delivery and customer outcomes.</p> <p>Investing in Staff: Maintain our level of investment in ongoing training and professional development.</p>	<p>Culture of "Yes": Simplify workflows to improve service delivery and customer outcomes.</p> <p>Investing in Staff: Develop succession plans for key staff.</p>	<p>Culture of "Yes": Continue our focus on improving customer satisfaction with County services.</p> <p>Investing in Staff: Increase investment in training and professional development for County workforce.</p>



BCC ASSIGNMENTS TO BOARDS AND COMMISSIONS

