

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

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

