



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: AUGUST 22, 2023

DATE: Tuesday, August 15, 2023

TO: Board of County Commissioners

FROM: Jan Galassini, Washoe County Clerk
784-7287, jgalassini@washoecounty.gov

SUBJECT: Recommendation to approve the creation of one new full-time Deputy Clerk - Board Records and Minutes position, pay grade 12, (County Clerk) as reviewed and evaluated by the Job Evaluation Committee (JEC); and authorize Human Resources to make the necessary changes. [Net fiscal impact is \$107,536.] (All Commission Districts.)

SUMMARY

The County Clerk is recommending the Board of County Commissioners approve the creation of one new full-time Deputy Clerk - Board Records and Minutes position to assist the Clerk's Office in meeting its statutory mandates pursuant to NRS 241.035(1)(e) regarding the approval of minutes within 45 days of a meeting and make the position effective September 1, 2023.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability (Efficient Delivery of Regional Services).

PREVIOUS ACTION

None.

BACKGROUND

The Board Records and Minutes (BRM) Division of the County Clerk's Office is responsible for maintaining the permanent public record and ensuring its accuracy and provides support for the Board of County Commissioners, the Board of Fire Commissioners, the Debt Management Commission, the Community Homelessness Advisory Board, and the Board of Equalization. The division currently has four employees, one Supervisor, and three Deputy Clerks. Staff conducts prep and post work for a minimum of four meetings per month, in addition to handling an influx of records and research requests, writing multiple sets of minutes simultaneously, and serving as Deputy Commissioners of civil marriages three days per week. The average length of Board of County Commissioners' meetings has increased by two hours (from 3.6 to 5.6) since 2022, with some meetings lasting as long as nine or ten hours. Additionally, in 2022 BRM received a total of 32 research requests for a 12-month period, and this year staff has already received 48 requests since January 2023. Staff spent a total of 35 hours on research

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requests in 2022 in a 12-month period and have already spent 55 hours on requests from January through July 2023, a period of seven months.

Aside from the 45-day deadline, NRS 241.035 (1)(d) requires the minutes to capture the substance of all matters proposed, discussed, or decided, as well as the substance of the remarks made by any member of the public who requests that the minutes reflect those remarks. BRM staff continues to prioritize writing and submitting high-quality minutes for historical purposes and ease of searchability by members of the public. As a result, the last set of BCC minutes BRM was able to complete within the 45-day deadline was for the March 28, 2023, meeting due to insufficient staffing levels.

BRM has explored options to manage the division's workload, but they have not been sustainable. These options include: hiring a former employee as an independent contractor for a brief period, about two months, who is no longer able to assist; the BRM Supervisor has worked 90 hours of comp and overtime to try and help the team meet statutory deadlines by writing minutes for other boards and committees and taking on sections of BCC meetings; BRM was able to obtain assistance from the Marriage and Business Division (MBD) of the Clerk's Office to handle the intake of public comment during BCC meetings, but MBD no longer has the bandwidth to assist in this way.

BRM has been asked to take on additional duties to assist other departments and/or streamline processes for other departments. These include: notarizing County documents for other departments; assisting/training other departments in meeting management; coordinating with other committees so they could use the division's temporary independent contractor to assist with minute writing; clerking meetings offsite; taking on the clerking and minute writing duties for additional boards and committees; handling the intake of public comment during BCC meetings; switching to a digital process for meeting prep and post; adding e-comment/Speak Up to the prep and post process.

2006 – Prior to the recession, the BRM Division of the County Clerk's Office was comprised of five employees, one Supervisor, and four Deputy Clerks. The department also had one Public Records Clerk who handled research and records requests. The total number of employees in the Clerk's Office was 25.

2007 – 2015 – As a result of the recession, layoffs occurred throughout the County departments and the Clerk's Office decreased from 25 employees down to 16, and there was a period of time in 2015 when the department only had 12 employees. The Public Records Clerk was moved out of the BRM division, and those duties were absorbed by the remaining BRM staff.

2011 – 2019 – BRM lost another Deputy Clerk position, leaving the division with a staff of three, one Supervisor and two Deputy Clerks.

2015 – Senate Bill (SB) 70 was signed into law on May 27, 2015. This bill established the statutory mandate for the approval of meeting minutes within 45 days of a meeting. Due to the meeting calendar and required agenda approval deadlines, Deputy Clerks often have no more than three weeks to complete a set of minutes.

2016 – 2023 – The Clerk’s Office was able to regain one Deputy Clerk position in BRM, but the division has not been restored to its pre-recession staffing level of four Deputy Clerks, despite the implementation of the NRS-mandated 45-Day Approval Deadline and an increase in meeting length and research and records requests.

2023 – The County Clerk’s Office continues to operate at 64% of its pre-recession staffing level.

New Position

<u>Department</u>	<u>Job Class</u>	<u>Position Number</u>	<u>Estimated Annual Impact</u>	<u>Effective Date</u>
County Clerk	Deputy Clerk – Board Records and Minutes (One new full-time position) pay grade 12 (\$28.70 -\$37.30)	TBD	\$104,730	09/01/2023

FISCAL IMPACT

If approved, the addition of one new full time Deputy Clerk – Board Records and Minutes in the County Clerk’s Office will result in an annual estimated cost of \$104,730. There will be an additional \$2,806 for ancillary costs in FY 2024.

RECOMMENDATION

Recommendation to approve the creation of one new full-time Deputy Clerk – Board Records and Minutes position, pay grade 12, (Clerk’s Office); as reviewed by the Job Evaluation Committee (JEC); and authorize Human Resources to make the necessary changes.

POSSIBLE MOTION

Should the Board agree with the recommendation of the County Clerk, a possible motion would be:

“Move to approve the recommendation to approve the creation of one new full-time Deputy Clerk – Board Records and Minutes position, pay grade 12, (County Clerk), as reviewed and evaluated by the Job Evaluation Committee (JEC); and authorize Human Resources to make the necessary changes.”