

To: Members of the Washoe County Senior Services Advisory Board (WCSSAB)
From: Donna Clontz, Alternate Member of the WCSSAB
Re: Proposed amendments to WCSSAB Bylaws
Date: February 1, 2017

Attached is the latest version of the WCSSAB Bylaws, last approved by WCSSAB in 2014. Since then, Senior Services is in the process of being consolidated into a new Department of Human Services which will combine children's, adult and senior services into one larger county department. In the meantime, the Senior Services Director's position has been eliminated, and Senior Services is no longer a separate department. County ordinances are still being processed through the Washoe County Commission to update this new structure. Since 2014, Senior Services leadership and support staff working with the WCSSAB have also completely changed, so institutional memory of operation and structure of the WCSSAB has also been lost.

Washoe County Code section 45.415 states that the advisory board shall consist of not less than 7 nor more than 11 members who may serve a maximum of two four-year terms. Its role as described in section 45.425 is to provide assistance and recommendations to the director in areas relating to department goals, programs and policies, quality of services, the director's performance, technical assistance, the department's budget and on community trends and needs.

For many years, the WCSSAB had 13 members—two from each commission district, an At-Large voting member and two At-Large (non-voting) Alternate members. I was originally appointed in 2013 to one of the District 1 positions and was elected Vice Chair of the board. During 2014, a committee of the WCSSAB re-drafted and updated the bylaws, which were finally approved by the WCSSAB sometime in 2015. I am not sure when the commission approved the current WCSSAB's bylaws.

When Connie McMullen termed out as chairperson in 2014, we asked District 1 Commissioner Berkbigler to approve an exchange of positions between me and Larry Weiss who was then serving in an Alternate (non-voting) position. This allowed him to be elected the new chair of the WCSSAB. When Jill Andrea resigned as the At-Large voting member, Marsy Kupfersmith, who was then an Alternate (non-voting) member was appointed to the At-Large seat. The bylaws state that when a vacancy exists in a district where the Alternate member lives, the Alternate will be considered first for that seat. Later, when a District 2 seat opened, Marsy was appointed to fill that seat, leaving the voting At-Large seat vacant.

After Director Grady Tarbutton retired in late 2015, there was a series of different county staff that worked with the WCSSAB. Many members of the WCSSAB either termed out or resigned, so many seats were left vacant, while lists of applicants to fill the seats were compiled. It took many months for the WCSSAB to make recommendations to the

commission to fill the open seats. In the process, the voting At-Large seat was left unfilled as it is to this day.

More importantly, when I carefully read Article III of the WCSSAB bylaws and looked carefully at the organizational chart in the current bylaws, I saw that the org chart is incorrectly drawn. The At-Large voting member seat is missing, leaving the WCSSAB with only 10 voting members as it has now. Also, the bylaws do not clearly describe that one of the 11 members with voting privileges is an At-Large member (not an At-Large Alternate) who can live in any district in the county. This explains why county staff have not understood our many requests to fill the voting At-Large seat, as they only saw ten district members and two non-voting "At-Large Alternates" in the org chart.

I urge the members of the WCSSAB to remedy this situation as soon as possible. Here are my recommendations for amendments to the bylaws:

1. Update all language to describe the new structure of Senior Services as part of the new Human Services Department.
2. Clearly describe the voting At-Large seat in Article III, Section 1.A as follows:
 - A. The Board shall consist of not less than 7 or more than 11 members with full privileges of making motions, and voting: 2 each from the 5 commission districts and 1 At-Large member who many live in any commission district. The board shall also have 2 non-voting Alternate At-Large Members as described in Section 2 below..."
3. In Article III, Section 2, re-title it as "ALTERNATE AT-LARGE MEMBERS" .
4. Delete Article IV – THE EXECUTIVE COMMITTEE.

The Chairperson plans the agenda with input from the entire WCSSAB at every meeting or by suggestions from members in between meetings. There is no need to have an Executive Committee to plan agendas. Currently, the Chairperson sends the proposed agenda via email to county staff in a timely manner so that it may be posted in accordance with the open meeting law. The Chairperson currently schedules meetings with county staff as needed and designates WCSSAB members to attend as needed, with the understanding that a quorum may not be present at such meetings. Delete all other references to the Executive Committee in the bylaws.

5. Correct the organizational chart to show 11 voting members, two alternates and 3 ex officio members (one from Reno, one from Sparks and one from Washoe County).