

CARSON CITY BOARD OF SUPERVISORS  
Minutes of the Special April 12, 1997, Meeting  
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The Carson City Board of Supervisors held a retreat on April 12, 1997, at the Western Nevada Community College Stewart Center, Room 218, 17 Gibson Street, Carson City, Nevada, beginning at 9 a.m.

**PRESENT:** Mayor Ray Masayko, Ward 3 Supervisor Tom Tatro, Ward 1  
Supervisor Greg Smith, Ward 2 Supervisor Jon Plank, and  
Ward 4 Supervisor Kay Bennett

**STAFF PRESENT:** City Manager John Berkich, Internal Auditor Gary  
Kulikowski, Personnel Manager Judie Fisher, Deputy  
District Attorney Paul Lipparelli, and Recording Secretary Katherine  
McLaughlin (S.B.O.S. 4/12/97 Tape 1-001 Side A)

**FACILITATORS:** Linda Johnson and Mark Evans

**CALL TO ORDER AND ROLL CALL** - Mayor Masayko convened the session at 9:15 a.m. Roll call was taken. The entire Board was present constituting a quorum.

**CITIZEN COMMENTS** - None.

**DISCUSSION OF MEMBER RELATIONS, ROLES AND RESPONSIBILITIES INCLUDING GENERAL AND SPECIFIC ISSUES OF INTEREST TO THE MEMBERS - NO ACTION WILL BE TAKEN (1-009-A)** - Mr. Berkich explained the purpose of the meeting and a packet of information which he distributed to the Board and staff. (A copy was given to the Clerk.) He then introduced the facilitators. Ms. Johnson explained their backgrounds. Changes to the agenda were solicited but none made. The ground rules, purpose and desired outcome were noted. Comments indicated the need to: integrate the new members into the team, establish a good relationship between all the members, understand each other's point of view, understand the expectations of each of the Board members and the Board as a group, understand the process of resolving issues including staff's role, learn the process plus the flow of information, (1-178-A) understand the Open Meeting Law, resolve authority and confrontation issues before they escalate, and establish operational boundaries. (1-285-A) The stages encountered when developing relationships and examples of each were discussed. A sheet listing other events and their stages was distributed to the Board and Clerk. (1-390-A) Board member roles were then described. Conflict was defined as being a struggle between two different parties with perceived incompatible goals. Causes for group conflicts and conflict management styles were discussed with each Board member describing his/her style. (1-108-B) Comments stressed the need to remain cognizant of the main or big issues and not center on the small issues. Conflict resolution dictates communication between/among the parties involved. Mr. Berkich described the City conflict resolution training program and invited the Board to participate. The next session is scheduled for May. The destructive and productive communication characteristics were described. The "four C's of a Board member" were listed. Supervisor Bennett pointed out the driving force behind each Board member and the City Manager has always been the "desire to do what is best for Carson City". The method of reaching this goal varies according to each individual. (1-218-B) Decision making ground rules were then reviewed.

**BREAK:** A fifteen minute recess was declared at 10:15 a.m. The entire Board was present when the meeting was reconvened at 10:30 a.m., constituting a quorum.

(1-308-B) A criteria graph for analyzing alternatives which was included in the packet was briefly noted. The graph used for the session was explained. It contained blocks for ranking the conflict and complexity issues. A list of the Board's priority issues was numbered one through ten. Discussion established each item's placement on the graph. Mayor Masayko and Supervisor Tatro discussed their respective positions on the adequacy of the current policy defining the Board's relationship with each of its Committees/Commissions. This issue was placed in the high conflict/high complexity square. The Code of Ethics was placed in the same square. The agenda issue was established as a low conflict/low complexity issue. A lunch recess was felt necessary and may reduce the conflicts which occur when one is not taken. Mr. Berkich volunteered to have another workshop on member

relationships. Communication and the flow of information was felt to rank either a high four/low five in complexity but low in conflict. Comments agreed that it had a potential to be high in conflict. Supervisor Bennett voiced her objection to the need to "check the box" when a memo is circulated. This issue was placed in the "issue bin". Parliamentary procedures were discussed at length. Supervisor Plank explained his reasons for placing this item on the agenda and questioned the reasons the Board required a second when an individual is nominated for a position. This is not required by Roberts Rules of Order. He suggested this procedure be eliminated. Discussion indicated that this item is one with a low conflict and low complexity ranking. Discussion indicated the Internal Auditor's role was a communication issue. (2-008-A) Mr. Kulikowski indicated that he would agendize this issue for an in depth discussion. The present communication process was described. Mayor Masayko requested the procedure for establishing his work program, the final analysis of that audit, his communication plan, its frequency, its format, etc., be included in the agenda materials and discussion. The complexity of this item was noted. The complexity and potential for conflict of the organization development and its alignment were discussed. Mayor Masayko expressed his desire to have the goals as determined at the special workshop better described and defined. Mr. Berkich indicated that he would again agendize this item for additional discussion/action. The community's participation in the process had resulted in the priority listing of these goals. Mayor Masayko further described his concern with the process and its alignment. Supervisor Bennett then voiced her concern that while the larger issues appear to be resolved, little progress is occurring which will allow the actual work to be completed. Complaints about the slow, time consuming process for reviewing plans were noted to support her concern. She urged Mr. Berkich to analyze the bureaucratic process as the CQI program appears to be only "verbage". The organizational development and alignment was, therefore, felt to have both high complexity and conflict potential. The public noticing requirements were discussed. Supervisor Plank felt that additional noticing should be provided. It was felt that this issue should be listed as a medium conflict with high complexity. A computer program which would assist with noticing was explained. The public bidding process was discussed. Supervisor Plank also voiced his concern about change orders and augmentations which increase the price of a job which was originally under the mandated \$10,000 bidding requirement. (2-240-A) Reasons for these occurrences and the staff's efforts to bring such items to the Board for discussion and action were noted. Supervisor Bennett voiced her desire to support local business establishments and avoid the appearance of "favoritism" which is perceived in some of the professional service contract areas. Supervisor Tatro pointed out that such allegations could always be made regardless of the facts. Engineering and architectural contract restrictions were noted. This issue was felt to rank highly complex and medium conflict. Supervisor Tatro suggested the City's policy be reviewed. Mr. Berkich indicated a desire to have additional discussion on this item and for direction on the term "local".

(2-346-A) Issues were listed by ranking beginning with lowest in conflict and complexity. This order was: agendas and parliamentary procedures; member relationships; internal auditor; flow of information, public notice and public bidding procedures; Boards, Committees, and Commissions, ethics and organizational development and alignment. Discussion indicated that flow of information is only high in conflict when the information itself is considered. Mayor Masayko pointed out the need for the Board to give Mr. Berkich clear direction on the amount and type of information which should be provided. This should eliminate the need to provide specialized information to each Member upon demand. Supervisor Tatro felt that this would allow each Member to obtain additional detail from Mr. Berkich as the need arises. This is the individual's responsibility. The complexity arises from the desire to have the exact same information as provided to each of the other Board Members. Utilities Director Timian-Palmer's reports were noted as a good example of how to provide this information. Mr. Kulikowski explained his involvement with staff related to the information provided for the Board items. Direction was requested regarding this involvement which is to be discussed during his agenda item.

(2-509-A) Supervisor Bennett then expressed her desire to have more time dedicated to Supervisor reports. It was felt that this item should be agendized earlier in the meeting to allow adequate time for this discussion. The pros and cons of this scheduling were discussed. Comments also indicated the desire to take a lunch recess. The problems encountered when attempting to schedule the items for a specified time were noted. The desire to include public participation was stressed. Items should not be stretched to fill whatever time is available. (2-098-B) Mr. Berkich suggested commencing the meetings at 8:30 a.m. with Board reports and having the balance of the agenda commence at 9 a.m. Staff would be present at 9 a.m. A second option would be to have lunch served

between 12 and 1 p.m. in the Sierra Room during which time the Board reports would be given. Opposition to his proposals was voiced. Ms. Fisher suggested a table be setup in the rear of the room so that staff could use the "lap tops" and work. Mr. Berkich felt that this was occurring now. Mayor Masayko felt that there should be two time specific indications on the agenda--one a 9 a.m. and one at 1 p.m.

Mayor Masayko was questioned about his need to repeat a motion between the motion and the second as well as between the second and the vote and after the vote. This procedure is required by Roberts Rules of Order. Comments indicated that he should continue to restate the motion if a lengthy discussion occurs between the motion/second and the vote. Mayor Masayko indicated a willingness to refrain from following this procedure when no discussion occurs and to abbreviate the motion, if possible.

(2-257-B) Discussion ensued on member relationships. Supervisor Tatro explained his packet of information related to ethics, specifically, the interaction between the Supervisors. A legal decision against the Sparks City Council was cited to emphasize his concerns. He was also concerned about the perception which could be created and the loss of trust/faith which would occur after the allegation is made that deals/discussions had been cut/held in private. He urged the Board to adhere to a strict interpretation of the Open Meeting Law and its intent. Ms. Johnson urged the Board to set aside additional time for this discussion. Mr. Evans suggested that the Board establish its goals for this item and discuss each in depth.

Discussion ensued on the purpose of the meeting and the lack of adequate time to fulfill this goal. Supervisor Bennett felt that the exercise had provided the Board with an opportunity to begin the process. Mr. Evans reviewed the items which had been completed indicating that progress had been made. The remaining issues will require time. The discussion on interpersonal relationships had been undertaken as a review and building block for the difficult issues now being considered. Mr. Evans also pointed out that the Board Members themselves were not pursuing personal agendas but are sharing a central purpose. This had reduced the amount of work which would have been required to eliminate the egocentric problems. The more complex/higher degree of potential conflict an item is the more discussion and time will be needed to address the item. The interaction of the previous Board was described. A new method of handling the interaction is needed due to the change in its composition. This meeting has provided a beginning for this to occur. Additional meetings/workshops will be scheduled within two months. Discussion ensued on when this should occur and pointed out that there were budget meetings in May. Some of the Supervisors would not be available in June. There are only four items left for discussion.

(3-001-A) Discussion ensued on the Boards, Committees, and Commissions. It was determined that the housekeeping issues should be handled in a normal Board meeting. Supervisor Bennett encouraged the Board to also consider the need for interaction between the Committees and Commissions and to establish rules for this interaction. This discussion should include the need for and, if possible, elimination of the duplicate Committees and Commissions. The Board agreed to give Ms. Fisher and Mr. Lipparelli a list of Committees/Commissions which may have overlapping areas. Direction indicated that this issue will be discussed in June or July during a regular Board meeting.

(3-049-A) Discussion indicated there were only three items left for discussion. These items will be discussed at a future workshop. The Board agreed to bring their calendars to the next meeting so that a date could be selected.

The Board thanked Ms. Johnson and Mr. Evans for their assistance. Supervisor Tatro urged the Board to always meet in an Open Session before the "camera". Discussion supported the need for having the "camera" at the meetings. Ms. Johnson and Mr. Evans thanked the Board for having had the opportunity to facilitate the meeting and expressed the feeling that the process had a good start. Supervisor Smith pointed out that the discussion had allowed the Board to "put something on the score sheet".

**CITIZEN COMMENTS (3-089-A) - None.**

There being no other matters for consideration, the meeting was adjourned by mutual consent at 12:45 p.m.

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The Minutes of the April 12, 1997, Special Carson City Board of Supervisors workshop

1997.

ARE SO APPROVED ON July 3,

/s/ \_\_\_\_\_

Ray Masayko, Mayor

ATTEST:

/s/ \_\_\_\_\_  
Alan Glover, Clerk-Recorder