

**WASHOE COUNTY EMPLOYEES ASSOCIATION  
BOARD OF DIRECTORS  
MINUTES**

**DECEMBER 14, 2011**

**Present:** Rocky Badolato, Barry Brode, June Davis, Lori Delano, David Kelly, Diane Machen, Penny Rasmussen, Tracy Sanders and Ron Sauer

**Absent:** John Andrews and Stacey Jackson

**Staff Present:** Michelle Budd, Administrative Assistant  
Carla Fells, Executive Director

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**CALL TO ORDER:** 5:20 p.m.

**APPROVAL OF MINUTES FROM NOVEMBER 9 MEETING**

On motion by David, seconded by Rocky, which motion duly carried, the Board approved the minutes of the November 9 meeting.

**TREASURER'S REPORT**

Tracy reported the following account balances as of December 14, 2011:

- Wells Fargo Advisors Cash Account \$119,240.27
- Wells Fargo Advisors Investment Account \$52,213.60
- Wells Fargo Checking \$25,903.40

On motion by Rocky, seconded by Barry, which motion duly carried, the Treasurer's Report was approved.

**EXECUTIVE DIRECTOR'S REPORT**

The Board reviewed the report.

Carla discussed her concerns regarding items that were presented at the December 13, 2011 BCC meeting regarding Animal Services.

The BCC discussed the following three options for the future of Animal services:

1. Outsourcing the department.
2. Transferring the control of the department to the Sheriff's Office.
3. Leaving the department as is.

At the BCC meeting, Carla testified against moving control of the department to the Sheriff's Office. Her three main concerns were:

1. The Sheriff's control of the department would only be temporary and then it would be outsourced.
2. The Reno and Sparks police departments have run Animal Services in the past, and there were problems, so why give it back to law enforcement when this model does not work.
3. There are ongoing personnel issues at Animal Services so it is important to have someone with the right experience run this department.

## **CORRESPONDENCE**

- A letter was received from the Shriner's Hospital acknowledging the gift of \$50 they received in honor of David Alligham (Dennis Alligham's brother).

## **COMMITTEES**

### **Negotiation**

The Negotiation Committee met with Katy Simon and John Berkich on December 6, 2011. Mark Gregerson is no longer working for the Sloan Firm, so Katy and John will be negotiating the rest of the contract. The County put some items on the table for consideration, and the Negotiation Team has counter offers in mind, but will discuss them with Mike Langton first. The next meeting with the County has not been set.

Diane reported that Katy Simon mentioned at the OEC Committee meeting that negotiations should be completed by the end of the month.

### **Insurance Negotiation**

Ginny Sutherland and Lori Zimmer were unable to attend today's meeting to provide an update to the Board regarding the last Insurance Negotiation Committee meeting. The Board would like to get information about the health savings accounts. Tracy will check with Ginny on this to assure that someone has been attending the meetings for WCEA and can report back.

## **OLD BUSINESS**

### **Bylaws Update**

Lori and James will have the full rough draft ready by the February meeting.

### **Implementation committee update**

Carla believes it is not in the best interest of WCEA for her to be on this committee, but she will be in attendance at their meetings.

### **Employee Contracts**

The Board reviewed the contracts for Carla and Michelle. Payroll is processed once per month, but Michelle is interested in bi-weekly pay. She will check with the Accountant to determine if this will be

acceptable since Carla will still be paid monthly. If it is acceptable to the Accountant, Michelle will notify the Board at a future meeting and an addendum will be completed to show the change.

On motion by Rocky, seconded by Lori, the Board approved Carla's contract.

**Lease**

Deferred until next meeting.

**Membership Cards**

Deferred until next meeting.

**NEW BUSINESS**

**a. Purchase of Adobe 2010 Computer Software**

Due to the implementation of an electronic filing system, the Adobe software needs to be updated on the office computers in order to accommodate batch filing.

On motion by Rocky, seconded by Barry, which motion duly carried, the Board approved the purchase of Adobe 2010 software.

**b. Shredding of Confidential Documents**

Michelle contacted two companies to get estimates on shredding old documents. American Document Destruction had the lowest prices. Their minimum charge is \$40, and they charge \$5.00 per cubic foot. The cost for the eight boxes of shredding in the office will be under \$100.

June suggested that we verify the retention schedule for Association documents. Carla will check with Mike Langton and report back. Diane suggested adding the new document retention information to the by-laws.

On motion by Diane, seconded by Rocky, which motion duly carried, the Board approved hiring a document destruction company to shred our old documents for under \$100.

**c. Public Relations**

- A current WCEA member was in attendance and spoke to the Board about public relations. He feels it would be very valuable to hire someone to help with public relations. He is willing to help find someone or to help anyway that he can.
- David discussed the importance of a continuous message to the media and the importance of follow-up when a news article comes out. Carla suggested doing some community outreach to get positive messages out and to stay engaged with the media. Penny suggested sending emails to members to see who would be interested in serving on a public relations committee with David as Chairman. There was also a suggestion to publish a coalition newsletter so that all associations are working together on public relations.
- A County employee was also in attendance. She has a background in marketing and over 25 years in public relations. She is retiring at the end of December and will be

doing some freelancing. She is interested in handling the public relations for WCEA in the future if that option is available.

- Laura Levin, a student who is graduating from the UNR School of Journalism next week is also interested in giving the Board a proposal to handle public relations for WCEA. Michelle will contact Laura and have her attend the Board meeting in January to discuss her proposal.
- Penny asked David and Chris to work on a public relations proposal and report back to the Board at the January meeting.

**d. Public Relations Business Card Campaign**

David discussed a public relations idea that the Negotiation Team came up with at their last meeting. The idea is to distribute business cards to our members that they can give to local businesses. The cards will let business owners know that a WCEA member supports their business.

After lengthy discussion, on motion by David, seconded by June, the Board approved printing 5000 business cards with the following wording on the front and the WCEA logo on the back:

I am a public employee who appreciates and supports your business. Please let your Chamber of Commerce and elected officials know that you support my right to collective bargaining and fair wages. Thank you.

The cost of printing the cards at reprographics is about \$60 for one-sided cards and \$80 for two-sided cards.

There was also discussion about doing a mass mailing to Chamber businesses to let them know that our members will be handing out these cards and to ask the business owners if they would be interested in offering our members a discount?

**Website Update**

Following discussion, on motion by David, seconded by Lori, the Board approved appointing June and John to work with Ivy on updating the WCEA website.

**Meeting adjourned at 7:15 p.m.**