

MEMORANDUM

TO: Board of Trustees

FROM: Bobby Magee
General Manager

SUBJECT: Review, discuss and possibly approve recommended revisions to Board Policy 22.1.0 – Disclosure of External Entity Involvement

DATE: March 7, 2024

I. RECOMMENDATIONS

That the Board makes a motion to approve the recommended revisions to Board Policy 22.1.0 – Disclosure of External Entity Involvement

II. DISTRICT STRATEGIC PLAN

N/A

III. BACKGROUND

On July 12, 2023, the Board of Trustees adopted Policy 22.1.0, requiring Trustees, Audit Committee Members and senior management employees disclose, on a quarterly basis, any qualifying groups to which they are an owner, employee or officer. Senior employees include the General Manager, department heads, and any supervisor with signature authority under policies 21.1.0 or 22.1.0 as identified by the General Manager.

Following the approval of this policy, District staff have identified additional revisions to include the reporting of involvements in Qualifying Entities (as defined in the policy) in which compensation or in-kind compensation is received. Further, District staff have recommended updating the form for ease of reporting.

VI. ALTERNATIVES

Decline the proposed edits to the current Policy

V. ATTACHMENTS

1. Draft proposed update to Policy 22.1.0 – Disclosure of External Entity Involvement and reporting document
2. Policy 22.1.0 – Disclosure of External Entity Involvement and reporting document to be adopted.



Policy 22.1.0 Disclosure of External Entity Involvement

POLICY. The Incline Village General Improvement District emphasizes transparency and understands that state law creates minimum standards. In some instances it may be appropriate to impose stricter requirements than those set forth in the Nevada Revised Statutes (NRS). While IVGID encourages Trustees and employees to be involved in local community groups, this involvement may result in real or perceived conflicts of interest. Various provisions of the NRS, including NRS 281A, prohibit IVGID officials from participating in decisions affecting their “commitments in a private capacity” and otherwise impose disclosure or recusal requirements on decisions impacting officials’ organizations.

While these requirements impose important minimum standards that avoid actual conflicts of interest, they do not provide transparency regarding potential conflicts of interest or otherwise ensure that officials are proactively disclosing potential conflicts of interest.

As defined in this Policy, “Qualifying Groups” shall be for profit, not-for-profit, and non-profit associations, businesses, or entities, however organized.

To provide additional transparency beyond state minimum requirements, IVGID Trustees, Audit Committee Members, and senior management employees shall report on a quarterly basis any Qualifying Groups to which they are an employee, member, or officer, or with whom they receive cash compensation or in-kind compensation (which shall include all non-monetary benefits that an organization provides in addition to or in lieu of cash compensation). Member of a Qualifying Group does not include simply listing a party affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group. Senior employees shall include the General Manager, department heads, and any supervisors with signature authority under Policies 21.1.0 or 21.2.0 as identified by the General Manager.

Reports shall be made quarterly due by January 15th, April 15th, July 15th, and October 15th and shall be included in the General Manager’s report or similar item in the next regularly scheduled Board of Trustees meeting after such dates.

RESPONSIBILITY. The District Clerk shall be responsible for developing reporting forms, notifying officials of their obligation to file reports, and maintaining such reports. All forms shall be public records.

The General Manager shall adopt and enforce personnel policies to ensure compliance with this Policy. The Board of Trustees shall enforce this Policy against Trustees, Audit Committee Members, and the General Manager.

Adopted May 25, 2023
Revised March 13, 2024

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Deleted: , or otherwise supplemented of,

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Disclosure of External Entity Involvement – Policy 22.1.0

Reporting Form

This reporting form is to be completed by IVGID Trustees, Audit Committee Members, and Senior Management employees and shall be done on a quarterly basis (see the reporting schedule below). Senior employees shall include the General Manager, Department Heads, and any supervisors with signature authority under Policies 21.1.0 or 21.2.0 as identified by the General Manager. The requirements are to report any Qualifying Group to which they are an employee, member of officer, or with whom they receive cash compensation or in-kind compensation (identified as non-monetary benefits that an organization provides to, or otherwise supplemented of, cash compensation). Member of a Qualifying Group does not include simply listing a part affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group. Qualifying Group, as defined in Policy 22.1.0, is a for profit, not-for-profit, and non-profit associations, businesses, or entities, however organized.

Employee Name: _____

Reporting Period: _____

Name of External Entity, Group or Organization:

<i>Entity Name</i>	<i>Type of Membership Personal or Professional</i>	<i>Compensation Information (if none, write "N/A")</i>

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Reporting Schedule

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14
 Period from 10-1 to 12-31; due to District Clerk or designee by 1-14
 Period 1-1 to 3-31; due to District Clerk or designee by 4-14
 Period 4-1 to 6-30; due to District Clerk or designee by 7-14

Original 060823
Revised 031324



Policy 22.1.0

Disclosure of External Entity Involvement

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