



**STATE OF NEVADA  
COMMISSION ON ETHICS**  
<http://ethics.nv.gov>

**MINUTES  
of the meeting of the  
NEVADA COMMISSION ON ETHICS'  
PERSONNEL REVIEW SUBCOMMITTEE**

The Commission on Ethics' Personnel Review Subcommittee held a public meeting on Wednesday, June 23, 2021, at 9:00 a.m. Virtually via Zoom as follows:

**Zoom Meeting Information:**

<https://zoom.us/j/93454073325?pwd=RHdrRmExOFVQem4xcTN0dU0wUmQrQT09>

Zoom Meeting Telephone Number: 669-900-9128

Meeting ID: 987 2879 9268

Passcode: 193577

These minutes constitute a summary of the above proceedings of the Nevada Commission on Ethics. A recording of the meeting is available for public inspection at the Commission's office.

1. Call to Order and Roll Call.

Chair Kim Wallin, CPA, CMA, CFM appeared in Carson City and called the meeting to order at 9:07 a.m. Vice-Chair Brian Duffrin also appeared in Carson City. Commissioner James Oscarson appeared via videoconference. Present for Commission staff in Carson City were Executive Director David R. Hall, Esq., Commission Counsel Tracy L. Chase, Esq., and Executive Assistant Kari Pedroza.

The pledge of allegiance was conducted.

2. Public Comment.

There was no public comment.

3. Discussion and possible direction on establishing the Commission's vision and public service objectives for the next fiscal year including detailing goals, outcomes or performance objectives/ measures for the Commission's two appointed positions of Executive Director, held by David R. Hall, Esq., and Commission Counsel, held by Tracy L. Chase, Esq. Pursuant to NRS 241.020(2)(d)(5) and NRS 241.033, proper notice has been provided to both public appointees that the Commission's discussion on this item may include consideration of their individual character and professional competence in performing the duties of their appointed positions.

Chair Wallin introduced the item and asked Commission Counsel Chase if proper notice had been provided to the Executive Director and Commission Counsel regarding this agenda

item. Commission Counsel Chase confirmed that both she and Executive Director Hall received proper notice of the agenda item and consented to have their character and competence discussed in a public meeting.

Chair Wallin stated that the Personnel Subcommittee would discuss and identify the Commission's priorities for the Executive Director and Commission Counsel and each incumbent would then update their respective job duties based on the Subcommittee's direction.

Commission Counsel Chase referenced the meeting materials packet and provided an overview of the materials including the list of statutory and regulatory duties of the Executive Director and Commission Counsel.

The Subcommittee members agreed upon the following priorities, in order of importance, for the Commission Counsel's position:

1. Litigation
2. Advisory Opinions
3. Ethics Complaints
4. Legislation and Regulations
5. Administration/ Supervision
6. Public Information
7. Education

At the request of the Chair, Executive Director Hall provided comments on what he believes are priorities for the Executive Director based upon his short time in the position, including the need to address the backlog of Ethics Complaint cases, especially those that need to be presented to the Review Panel for consideration. In discussing the issue of the Ethics Complaint case backlog the Subcommittee members agreed that empowering two review panel groups operating simultaneously to address the backlog on a concurrent basis would be beneficial and asked Commission Counsel Chase and Executive Director Hall to relay the information to the full Commission. The Chair requested Commission Counsel to provide her with suggested panel appointments for the rest of 2021 from members of the Commission for approval of the Chair.

The Subcommittee members agreed upon the following priorities, in order of importance, for the Executive Director's position:

1. Jurisdictional Determinations/ Initial Investigations
2. Case Backlog/ Panel Reviews
3. Case Work/ Referral Investigations
4. Deferral Agreements
5. Administration/ Supervision
6. Education
7. Public Information
8. Legislation

The Subcommittee members requested that the Commission Counsel and the Executive Director review their respective job duties and prepare an updated job duty document and a separate document establishing FY22 job priorities, as agreed by the Subcommittee, which document would have a list of associate tasks under each priority for discussion at the next meeting of the Subcommittee. The Subcommittee members provided direction that the next Personnel Review Subcommittee meeting would be noticed and scheduled for July 8<sup>th</sup> with a potential follow-up finalization meeting to be held on July 9<sup>th</sup> if needed.

///

4. Commissioner comments on matters including, without limitation, identification of future agenda items, upcoming meeting dates and meeting procedures. No action will be taken under this agenda item.

Commissioner Oscarson commented that he appreciated the opportunity to participate and shared his opinion that it is important that the Executive Director and Commission Counsel engage in the conversation about their job duties and responsibilities.

5. Public Comment.

There was no public comment.

6. Adjournment.

Vice-Chair Duffrin made a motion to adjourn the public meeting. Commissioner Oscarson seconded the motion. The Motion was put to a vote and carried unanimously.

The meeting adjourned at 11:03 a.m.

Minutes prepared by:

[/s/ Kari Pedroza](#)

Kari Pedroza  
Executive Assistant

[/s/ David R. Hall, Esq.](#)

David R. Hall, Esq.  
Executive Director

Minutes approved July 8, 2021:

[/s/ Kim Wallin](#)

Kim Wallin, CPA, CMA, CFM  
Chair

[/s/ Brian Duffrin](#)

Brian Duffrin  
Vice-Chair