



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 Thursday, July 8, 2021, at 9:00 a.m.
Virtually via Zoom as follows:

Zoom Meeting Information:

<https://zoom.us/j/96899957428?pwd=Z3M3YXB0eHc3czJvNHZlZndMWittZz09>

Zoom Meeting Telephone Number: 669-900-9128

Meeting ID: 968 9995 7428

Passcode: 497946

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 via videoconference and called the meeting to order at 9:01 a.m. Also appearing via videoconference was Commissioner James Oscarson. Vice-Chair Brian Duffrin appeared in Carson City. 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. Approval of Minutes of the June 23, 2021 Personnel Review Subcommittee Meeting.

Chair Wallin stated that all Subcommittee Members were present for the June 23 meeting and could participate on this item.

Vice-Chair Duffrin moved to approve the June 23, 2021 Personnel Review Subcommittee Meeting Minutes as presented. Commissioner Oscarson seconded the motion. The Motion was put to a vote and carried unanimously.

4. Discussion and possible direction on recommendations to be made to the Commission regarding the next fiscal year's public service objectives 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 begin with the consideration of the Commission Counsel's updated Job Description and Performance Priorities provided by Commission Counsel Chase. The Subcommittee members thanked Commission Counsel Chase for her thorough revision to the position materials as directed at the last Personnel Review Subcommittee meeting.

Chair Wallin asked Commission Counsel Chase where the reference to Education was included in the Commission Counsel Position Priorities document and Commission Counsel Chase clarified that that item was included under Other Duties as Assigned as it is not a specific responsibility identified for her position in the Commission Counsel Job Description.

Commissioner Oscarson moved to approve the Commission Counsel Job Description and Performance Priorities as presented by Commission Counsel Chase. Vice-Chair Duffrin seconded the motion. The Motion was put to a vote and carried unanimously.

In reference to the Executive Director's updated Job Description and Performance Priorities, the Subcommittee Members asked that Executive Director Hall further revise the documents to include direction given by the Subcommittee at its last meeting. The Subcommittee members encouraged Executive Director Hall to review the meeting minutes and the video of the last meeting to ensure inclusion of requested information outlined by the Subcommittee in the revised materials.

Chair Wallin offered to provide her notes on the Executive Director position documents to Executive Director Hall and Executive Assistant Pedroza and requested that Executive Director Hall incorporate the proposed changes in the Executive Director Job Description and Performance Priority documents.

Vice-Chair Duffrin noted that a footnote referenced in the Executive Director Performance Priority document was not clearly identifiable.

The Subcommittee members discussed whether a break during the meeting would be sufficient for the Executive Director to complete the requested revisions or if the Subcommittee should reconvene the following day at the already publicly noticed meeting. Vice-Chair Duffrin emphasized his desire to allow adequate time for the Executive Director to review the last meeting recording and minutes to finalize the Executive Director position documents. Both Chair Wallin and Commissioner Oscarson agreed with the Vice-Chair's statement.

Commissioner Oscarson moved that the Personnel Review Subcommittee meet the following day, July 9th at 1:00 p.m. to consider the Executive Director's final revision of the

Executive Director's Job Description and Performance Priorities documents. Vice-Chair Duffrin seconded the motion. The Motion was put to a vote and carried unanimously.

5. Public Comment.

There was no public comment.

6. Adjournment.

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

The meeting adjourned at 9:22 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 9, 2021:

/s/ Kim Wallin

Kim Wallin, CPA, CMA, CFM
Chair

/s/ Brian Duffrin

Brian Duffrin
Vice-Chair