



**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 Friday, July 9, 2021, at 1:00 p.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 teleconference and called the meeting to order at 1:02 p.m. Vice-Chair Brian Duffrin and Commissioner James Oscarson appeared via videoconference. Present for Commission staff in Carson City were Executive Director David R. Hall, Esq. and Executive Assistant Kari Pedroza. Commission Counsel Tracy L. Chase, Esq. appeared via videoconference.

The pledge of allegiance was conducted.

2. Public Comment.

There was no public comment.

3. Approval of Minutes of the July 8, 2021 Personnel Review Subcommittee Meeting.

Chair Wallin stated that all Subcommittee Members were present for the July 8 meeting and could participate on this item.

Vice-Chair Duffrin and Chair Wallin thanked Executive Assistant Pedroza for the expedient delivery of the prior day's meeting minutes.

Vice-Chair Duffrin moved to approve the July 8, 2021 Personnel Review Subcommittee Meeting Minutes as presented. Vice-Chair Wallin 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 updated Job Description and Performance Priorities provided by Executive Director Hall were much improved.

Vice-Chair Duffrin pointed out some grammatical and typographical errors in the documents and Executive Director Hall confirmed that the errors would be fixed in the final draft prior to submission to the full Commission at its July 21 meeting.

Commissioner Oscarson commented that he had identified the same changes reported by Vice-Chair Duffrin.

Chair Wallin requested the addition of the following language to the 'Knowledge, Skills and Abilities Required to Perform the Job Functions' section of the Executive Director's Job Description:

1. Ability to identify and manage priorities.
2. Ability to work independently without supervision.

Vice-Chair Duffrin emphasized that the Performance Priorities of the Executive Director are constantly changing, and the intention of the Subcommittee is to provide guidance and not to micromanage staff.

The Subcommittee members discussed whether a break during the meeting to allow the Executive Director time to make the requested changes to the documents and bring back the revisions to the Subcommittee for approval today was necessary or if the Subcommittee should direct Executive Director Hall to complete the requested updates for inclusion in the Commission's July 21 Meeting Materials.

Each member of the Subcommittee thanked their fellow members and Commission staff present for the meeting for their efforts and participation.

Vice-Chair Duffrin moved that the Personnel Review Subcommittee approve the Executive Director's Job Description and Performance Priorities documents with the requested changes incorporated for referral to the full Commission at the Commission's meeting scheduled for July 21 for consideration. Commissioner Oscarson 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 1:41 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 21, 2021:

/s/ Kim Wallin

Kim Wallin, CPA, CMA, CFM
Chair

/s/ Brian Duffrin

Brian Duffrin
Vice-Chair