



**STATE OF NEVADA
COMMISSION ON ETHICS**

<http://ethics.nv.gov>

NOTICE OF PUBLIC MEETING

NAME OF ORGANIZATION: NEVADA COMMISSION ON ETHICS
DATE & TIME OF MEETING: Wednesday, July 21, 2021 at 10:00 a.m.
PLACE OF MEETING: This meeting will be held at the following location:

**Nevada State Capitol Building
Guinn Room
101 N. Carson Street, Second Floor
Carson City, NV 89701**

***Commissioners may appear via Zoom (virtually or telephonically).**

In addition to in-person attendance at the noticed location, the public may attend via Zoom telephonically, as follows:

Zoom Meeting Information

<https://us06web.zoom.us/j/81292073978?pwd=SXRpOFNKVpDSnRNbjuYktnSGtFQT09>

Zoom Meeting Telephone Number: 669-900-9128*

Meeting ID: 812 9207 3978

Passcode: 288278

*Please Note: If you choose to participate telephonically, your telephone number may be displayed in the Zoom public platform.

MEMBERS OF THE PUBLIC ARE ALSO INVITED TO SUBMIT WRITTEN PUBLIC COMMENT WHICH WILL BE SUBMITTED INTO THE RECORD OF THE PUBLIC MEETING.

AGENDA

NOTES:

- Two or more agenda items may be combined for consideration.
- At any time, an agenda item may be taken out of order, removed, or delayed.
- Public comment will be accepted at the beginning of the open session and again before the conclusion of the open session of the meeting. Comment and/or testimony by the public may be limited to three (3) minutes. No action may be taken on any matter referred to in remarks made as public comment. Members of the public may also submit written public comment to the Commission at ncoe@ethics.nv.gov.

	1. Call to Order, Roll Call, and Pledge of Allegiance to the Flag.
	2. Public Comment. Comment and/or testimony by any member of the public will be limited to three (3) minutes. No action will be taken under this agenda item.
For Possible Action	3. Election of Commission Chair and Vice-Chair for Fiscal Year 2021-2022, pursuant to NAC 281A.150.

For Possible Action	4. Approval of Minutes of the June 16, 2021 Commission Meeting.
For Possible Action	5. Approval of Minutes of the July 9, 2021 Personnel Review Subcommittee Meeting.
For Possible Action	6. Report by Executive Director on agency status and operations and possible direction thereon. Items to be discussed include, without limitation: <ul style="list-style-type: none"> • Update on Commission Operations • FY22 Budget Status • Update on Current Caseload • Update on Education and Outreach
For Possible Action	7. Consideration and approval of the Nevada Commission on Ethics Personnel Review Subcommittee's recommended annual 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.
	8. 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.
	9. Public Comment. Comment and/or testimony by any member of the public may be limited to three (3) minutes. No action will be taken under this agenda item.
For Possible Action	10. Adjournment.

NOTES:

- ❖ The Commission is pleased to make reasonable accommodations for any member of the public who has a disability and wishes to attend the meeting. If special arrangements for the meeting are necessary, please notify the Nevada Commission on Ethics, in writing at 704 W. Nye Lane, Ste. 204, Carson City, Nevada 89703; via email at ncoe@ethics.nv.gov or call 775-687-5469 as far in advance as possible.
- ❖ To request an advance copy of the supporting materials for any open session of this meeting, contact Executive Director David R. Hall, Esq. at ncoe@ethics.nv.gov or call 775-687-5469.
- ❖ This Agenda and supporting materials are posted and are available not later than the 3rd working day before the meeting at the Commission's office, 704 W. Nye Lane, Ste. 204, Carson City, Nevada, or on the Commission's website at www.ethics.nv.gov.
- ❖ Any meeting or hearing held by the Commission pursuant to NRS 281A.760 to receive information or evidence regarding the conduct of a public officer or employee and deliberations of the Commission concerning an ethics complaint are exempt from the provisions of NRS Chapter 241, Nevada's Open Meeting Law. As a result, these agenda items, or any portion of them, may be heard in closed session.

This Notice of Public Meeting and Agenda was posted in compliance with NRS 241.020, before 9:00 a.m. on the third working day before the meeting at the following locations:

- Nevada Commission on Ethics, 704 W. Nye Lane, Suite 204, Carson City
- Nevada Commission on Ethics' website: <http://ethics.nv.gov>
- Nevada Public Notice Website: <http://notice.nv.gov>

Agenda Item 4



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

**MINUTES
of the meeting of the
NEVADA COMMISSION ON ETHICS**

The Commission on Ethics held a public meeting on
Wednesday, June 16, 2021, at 9:00 a.m.
at the following location:

**Nevada State Capitol Building
Guinn Room
101 N. Carson Street, Second Floor
Carson City, NV 89701**

The meeting was also held virtually via Zoom as follows:

Zoom Meeting Information:

<https://zoom.us/j/93668596327?pwd=dTVIRTR2OFZKS0ZuZ2tpenlpclgzZz09>

Zoom Meeting Telephone Number: 669-900-9128

Meeting ID: 935 6859 6327

Passcode: 606631

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 9:00 a.m. Also appearing in Carson City were Vice-Chair Brian Duffrin and Commissioner Barbara Gruenewald, Esq. Appearing via videoconference were Commissioners Teresa Lowry, Esq., James Oscarson, Thoran Towler, Esq. and Damian Sheets, Esq. Amanda Yen, Esq. was excused. Present for Commission staff in Carson City were Executive Director David R. Hall, Esq., Commission Counsel Tracy L. Chase, Esq., Associate Counsel Elizabeth J. Bassett, Esq., Investigator Erron Terry, Senior Legal Researcher Darci Hayden 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 May 19, 2021 Commission Meeting.

Chair Wallin stated that all Commissioners were present for the May 19 meeting and could participate on this item, except for Commissioner Sheets who was absent from that meeting and would abstain from participating on this item.

Commissioner Gruenewald moved to approve the May 19, 2021 Commission Meeting Minutes as presented. Commissioner Lowry seconded the motion. The Motion was put to a vote and carried as follows:

Chair Wallin:	Aye.
Vice-Chair Duffrin:	Aye.
Commissioner Gruenewald:	Aye.
Commissioner Lowry:	Aye.
Commissioner Oscarson:	Aye.
Commissioner Sheets:	Abstain.
Commissioner Towler:	Aye.

4. Report by Executive Director on agency status and operations and possible direction thereon. Items to be discussed include, without limitation:

- FY21 Budget Status
- Upcoming Biennial Budget
- Update on Current Caseload
- Update on Education and Outreach
- Update on COVID-19 Emergency Protocols

FY21 Budget Status: Executive Director Hall informed the Commission there would be savings in the training category and that staff is researching some options for their continued education goals.

Upcoming Biennial Budget: Executive Director Hall stated that the Administrative Services Division liaison would be sharing the Legislatively Approved Budget with him in the next week.

Update on Current Caseload: Executive Director Hall referenced the current case backlog and shared his intention of holding review panel meetings to hear at least 2 cases per month for the next several months to potentially catch up on the backlog by the end of the year.

Update on Education and Outreach: Executive Director Hall reiterated that he will be providing a training to the Association of County Clerks at the end of July. He shared that he will be conducting trainings for the Nevada Contractor's Board and a UNLV graduate class in September.

Update on COVID-19 Emergency Protocols: Executive Director Hall reported all Commission staff are fully vaccinated and the emergency protocols in place in the office are in compliance with the Governor's directive. He provided that there are face masks at the office for members of the public to use while visiting the Commission's office.

Executive Director Hall requested that the Commission keep the July meeting date on their calendars, but there may not be a need to meet in July. Chair Wallin stated that there will be a July Commission meeting to review the recommendation of the Commission's Subcommittee.

Commissioner Oscarson asked logistical questions regarding the proposed review panel caseload and Executive Director Hall responded to his questions.

Commissioner Oscarson moved to accept the Executive Director's agency status report as presented. Vice-Chair Duffrin seconded the motion. The motion was put to a vote and carried unanimously.

5. Report by Commission Counsel on 2021 Legislative Session, including without limitation the status of Assembly Bill 65 and other enrolled or passed legislation possibly affecting agency status or operations.

Commission Counsel Chase reiterated that the Commission's proposed bill, Assembly Bill 65 (AB 65) passed through both Committees and was enrolled before the Governor for signature. Commission Counsel Chase informed the Commission that in a June 11, 2021 letter addressed to Secretary of State Cegavske Governor Sisolak confirmed his veto of AB 65. She provided that Governor Sisolak supported the majority of the bill's proposed provisions relating to streamlining the Ethics Commission processes and clarifying the Commission's powers and duties, however he believed that Amendment 777 presented at the conclusion of the Legislative session had significant policy considerations requiring further review including a cost/benefit associated analysis.

Commission Counsel Chase provided information to the Commission about legislation options available in the future.

Commissioner Lowry asked Commission Counsel Chase to provide further information regarding Amendment 777 and Commission Counsel Chase provided a summary of the amendment in response.

Commissioner Lowry inquired as to if the Commission had an opportunity to respond to the inclusion of Amendment 777 to AB 65 and Chair Wallin responded that the Commission did not have a chance to weigh in on the amendment.

Commission Counsel Chase shared her appreciation of Chair Wallin and Vice-Chair Duffrin being pro-active and available to meet with Legislative members in regard to AB 65.

Commissioner Lowry asked if the Commission would consistently take a neutral stance on any Amendments proposed by the Legislature and Chair Wallin replied that it would be a case by case basis but overall she would encourage a neutral stance be taken by the Commission in matters brought forth by the Legislature as half of the Commission is apprised of members appointed by the Legislature.

Commissioner Oscarson informed the Commission that Amendment 777 was proposed by the Assembly Committee on Ways and Means. He shared his experience in serving Nevada in the Legislature regarding amendments commonly introduced during the end of session. Commissioner Oscarson agreed that it would be beneficial to establish open communication with new Legislatures coming in for the next session.

Vice-Chair Duffrin shared his appreciation for Commissioner Lowry's comments in regard to AB 65 and clarified that during meetings with the Legislators there was no indication of creation of a proposed Legislative Ethics Committee as included in Amendment 777.

Commission Counsel Chase provided updates to the Commission on Assembly Bill 43 pertaining to the Commission on Judicial Discipline and Assembly Bill 253 regarding the Open Meeting Law as these bills could impact the Commission's operations.

Commissioner Gruenewald moved to accept the Commission Counsel's Legislative report as presented. Commissioner Sheets seconded the motion. The motion was put to a vote and carried unanimously.

6. Discussion and establishment of a subcommittee to be known as the "Nevada

Commission on Ethics Performance Review Subcommittee” to consider and make recommendations to the Commission regarding establishing annual goals, outcomes or performance objectives/asures 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 acknowledged 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 noted that establishing Performance Measures for the two appointed positions is a good human resources practice and can assist the position incumbents in determining priorities as well as provide clarification of the Commission’s expectations of its appointees.

Chair Wallin suggested that the meeting materials provided for this item be referred to a Personnel Review Subcommittee of the Commission on Ethics comprised of herself, Vice-Chair Duffrin and Commissioner Oscarson and considered at the Subcommittee’s first meeting to be held on June 23, 2021.

Commissioner Gruenewald inquired if the Performance Measure documents would be published or if they would be internal. Chair Wallin confirmed that as the documents pertain to appointees of the Commission, they would be available to the public in compliance with the Open Meeting Law. Commissioner Gruenewald voiced her concern that if Performance Measures were not met by the incumbents the subject of an Ethics Complaint considered by the Commission could use the deficiency as a basis for a request for reconsideration of the Commission’s determination in their case. Commission Counsel Chase offered that exclusionary language could be incorporated in the Performance Measure documents to address Commissioner Gruenewald’s concerns.

Vice-Chair Duffrin purported that the Subcommittee members refer to the statutorily outlined responsibilities of each position, the job duties listed on the position postings, the expectations of the Commission, as well as the input from the current incumbents to establish Performance Measures for the Executive Director and Commission Counsel to be recommended to the full Commission for final approval.

Commissioner Lowry commented that positive feedback is important and could be provided in a public setting. She requested that the Subcommittee consider if corrective feedback could be given privately. Commission Counsel Chase provided that statute allows the Commission Chair, or in her absence, the Vice-Chair the authority to give direction to the appointees outside of a public meeting.

Vice-Chair Duffrin made a motion to establish the Nevada Commission on Ethic’s Personnel Review Subcommittee consisting of Chair Wallin, Vice-Chair Duffrin and Commission Oscarson to hold its first meeting on June 23, 2021 with the meeting materials provided for this item to be included as materials for that meeting. Commissioner Lowry seconded the motion. The motion was put to a vote and carried unanimously.

7. 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.

Chair Wallin informed the Commission that Review Panel assignments for July are Commissioner Yen as the Presiding Officer and Commissioners Lowry and Towler.

Chair Wallin thanked Commission Counsel Chase for her time and efforts in regard to the Commission's bill AB 65. Chair Wallin also thanked former Commissioner O'Neill for his participation in supporting the Commission's bill. Chair Wallin thanked Commissioner Gruenewald and Vice-Chair Duffrin for their assistance in developing AB 65 as BDR Subcommittee Members.

8. Public Comment.

There was no public comment.

9. Adjournment.

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

The meeting adjourned at 9:53 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:

Kim Wallin, CPA, CMA, CFM
Chair

Brian Duffrin
Vice-Chair

Agenda Item 5



**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=Z3M3YXBoeHc3czJvNHZnZndMWittZz09>

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:

Kim Wallin, CPA, CMA, CFM
Chair

Brian Duffrin
Vice-Chair

DRAFT

Agenda Item 6

ETHICS - COMMISSION ON ETHICS

101-1343

PROGRAM DESCRIPTION

The Nevada Commission on Ethics is an eight member body appointed by the Governor and Legislative Commission to interpret and enforce the provisions of the Ethics in Government Law set forth in NRS Chapter 281A ("Ethics Law"). The Ethics Law establishes the public policy and standards of conduct necessary to ensure the integrity and impartiality of government, free from conflicts of interest between public duties and private interests of state, local public officers, and employees. The commission and its staff focus on four main functions: 1) interpreting and enforcing the provisions of the Ethics Law; 2) investigating and adjudicating public complaints alleging ethics violations by public officers and employees; 3) providing outreach and education to public officers and employees to enhance their awareness and understanding of ethics requirements and prohibitions under Nevada law and 4) accepting and monitoring various filings required of certain public officers. Statutory Authority: NRS 281A.

BASE

This request continues funding for six positions and associated operating costs. One-time expenditures have been eliminated and partial year costs have been annualized.

	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVEL Y APPROVED	2022-2023 LEGISLATIVEL Y APPROVED
RESOURCES:				
2501 APPROPRIATION CONTROL	245,698	243,891	247,761	247,782
[B000] Funding is based on the proportion of state and local governmental public officers and employees. Based on the employee counts provided by DETR, the state and local governments contribute 28 and 72 percent, respectively, of the Commission's total funding over the 2019-21 biennium. [See Attachment]				
2510 REVERSIONS	-4,092	0	0	0
2511 BALANCE FORWARD FROM PREVIOUS YEAR	34,685	23,159	56,412	56,412
[B000] This amount represents the reserve available from the collection of local government fee assessments.				
2512 BALANCE FORWARD TO NEW YEAR	-23,158	0	0	0
4103 COUNTY REIMBURSEMENTS	610,378	639,457	637,096	637,152
[B000] Funding is based on the proportion of state and local governmental public officers and employees. Based on the employee counts provided by DETR, the state and local governments contribute 28 and 72 percent, respectively, of the Commission's total funding over the 2019-21 biennium.				
4335 REIMBURSEMENT OF EXPENSES	644	0	0	0
TOTAL RESOURCES:	864,155	906,507	941,269	941,346
EXPENDITURES:				
CATEGORY 01 PERSONNEL:				
5100 SALARIES	511,707	497,197	525,849	525,849
5200 WORKERS COMPENSATION	6,047	5,132	5,142	5,142
5300 RETIREMENT	102,899	110,372	102,626	102,626
5400 PERSONNEL ASSESSMENT	1,326	1,344	1,345	1,345
5500 GROUP INSURANCE	44,887	56,400	56,400	56,400
5700 PAYROLL ASSESSMENT	535	530	530	530
5750 RETIRED EMPLOYEES GROUP INSURANCE	11,974	13,575	14,356	14,356
5800 UNEMPLOYMENT COMPENSATION	780	770	790	790

ETHICS - COMMISSION ON ETHICS
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	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
5840 MEDICARE	7,337	7,210	7,625	7,625
5860 BOARD AND COMMISSION PAY	5,920	7,680	7,680	7,680
[B000] This request continues funding for Board and Commission pay.				
[M150] This adjustment funds additional Board and Commission Pay.				
Total Cost: 8 members x \$80/meeting x 12 meetings = \$7,680				
FY22/23 M150: \$7,680 - \$5,920 (BASE) = \$1,940				
The Commission meets to address every advisory request and complaint that is filed to issue an order regarding jurisdiction and investigation or to issue a decision. The Commission has statutory deadlines to issue such orders and decisions. The Commission meets informally (telephonically or via email deliberations; not subject to Open Meeting Law) nearly every week to address these complaint and advisory cases, including approval of final orders and all written opinions from prior meetings. The agency reserves the third Wednesday of every month for formal meetings to address matters that require more formal deliberations and for which it pays Commissioners. The Commissioners are not paid for all the other work performed on a weekly basis.				
5970 TERMINAL ANNUAL LEAVE PAY	4,245	0	0	0
[M150] This adjustment recognizes the elimination of a one-time expenditure per the budget instructions.				
TOTAL FOR CATEGORY 01:	697,657	700,210	722,343	722,343
CATEGORY 03 IN-STATE TRAVEL:				
6200 PER DIEM IN-STATE	4,415	-630	15,171	15,171
6210 FS DAILY RENTAL IN-STATE	529	377	529	529
6215 NON-FS VEHICLE RENTAL IN-STATE	245	947	245	245
6220 AUTO MISC - IN-STATE	0	24	0	0
6230 PUBLIC TRANSPORTATION IN-STATE	77	33	77	77
6240 PERSONAL VEHICLE IN-STATE	541	960	541	541
6250 COMM AIR TRANS IN-STATE	7,019	13,081	7,019	7,019
TOTAL FOR CATEGORY 03:	12,826	14,792	23,582	23,582
CATEGORY 04 OPERATING EXPENSES:				
7000 OPERATING	0	-7,023	0	0
7020 OPERATING SUPPLIES	688	2,015	1,689	1,689
[M150] The methodology as established is an average of three fiscal years to determine the projected requirements for the next biennium.				
State Fiscal Year 2018: \$2,015				
State Fiscal Year 2019: \$2,364				
State Fiscal Year 2020: \$688				
Total \$5,067/3 = \$1,689				
7026 OPERATING SUPPLIES-F	138	382	138	138

ETHICS - COMMISSION ON ETHICS
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	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
7030 FREIGHT CHARGES	305	102	305	305
7044 PRINTING AND COPYING - C	582	515	582	582
7045 STATE PRINTING CHARGES	30	0	30	30
7050 EMPLOYEE BOND INSURANCE	22	18	18	18
7051 AGENCY OWNED - PROP. & CONT. INSURANCE [M150] Adjustment to property and contents insurance - see Agency-Owned Property and Contents Schedule.	77	0	0	0
7054 AG TORT CLAIM ASSESSMENT	514	512	513	513
705A NON B&G - PROP. & CONT. INSURANCE [M150] Adjustment to property and contents insurance - see Building Rent Non-Buildings and Grounds Schedule. This request is now funded under expenditure general ledger 7051.	0	24	26	26
705B B&G - PROP. & CONT. INSURANCE	0	52	0	0
7060 CONTRACTS	160	0	160	160
7100 STATE OWNED BLDG RENT-B&G [M150] Adjustment to rent - see Buildings and Grounds-Owned Building Rent Schedule.	3,843	3,940	0	0
7103 STATE OWNED MEETING ROOM RENT	0	600	0	0
7110 NON-STATE OWNED OFFICE RENT [M150] Adjustment to rent - see Building Rent Non-Buildings and Grounds Schedule.	28,138	28,138	29,935	30,407
7255 B & G LEASE ASSESSMENT	227	227	227	227
7285 POSTAGE - STATE MAILROOM	594	545	594	594
7286 MAIL STOP-STATE MAILROM	4,978	4,978	2,457	2,457
7290 PHONE, FAX, COMMUNICATION LINE	1,956	1,826	1,956	1,956
7291 CELL PHONE/PAGER CHARGES	3,148	3,339	3,148	3,148
7294 CONFERENCE CALL CHARGES	443	239	443	443
7296 EITS LONG DISTANCE CHARGES	237	153	237	237
7370 PUBLICATIONS AND PERIODICALS [M150] This adjustment recognizes the difference between the actual expenditures for fiscal year 2020 and the anticipated expenditures for the 2021-2023 biennium. See the Vendor Services Schedule	391	250	883	488
7430 PROFESSIONAL SERVICES	0	50	0	0
7460 EQUIPMENT PURCHASES < \$1,000	0	723	0	0
7637 NOTARY FEE APPLY OR RENEW	0	30	0	0
7980 OPERATING LEASE PAYMENTS	2,030	2,031	2,030	2,030
TOTAL FOR CATEGORY 04:	48,501	43,666	45,371	45,448
CATEGORY 11 COURT REPORTING SERVICES:				
7060 CONTRACTS [M150] This adjustment recognizes the difference between the actual expenditures for fiscal year 2020 and the anticipated expenditures for the 2021-2023 biennium. See the Vendor Services Schedule	10,128	11,742	11,742	11,742

ETHICS - COMMISSION ON ETHICS
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	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
7750 NON EMPLOYEE IN-STATE TRAVEL	0	-6,111	0	0
TOTAL FOR CATEGORY 11:	10,128	5,631	11,742	11,742
CATEGORY 15 INVESTIGATIONS/PARALEGAL COSTS:				
7060 CONTRACTS	3,815	3,824	2,928	2,928
[M150] This adjustment recognizes the difference between the actual expenditures for fiscal year 2020 and the anticipated expenditures for the 2021-2023 biennium. See the Vendor Services Schedule				
TOTAL FOR CATEGORY 15:	3,815	3,824	2,928	2,928
CATEGORY 26 INFORMATION SERVICES:				
7000 OPERATING	0	-119	0	0
7020 OPERATING SUPPLIES	48	95	48	48
7026 OPERATING SUPPLIES-F	0	71	0	0
7065 CONTRACTS - E	7,200	7,350	7,200	7,200
7073 SOFTWARE LICENSE/MNT CONTRACTS	150	0	150	150
7290 PHONE, FAX, COMMUNICATION LINE	4,404	5,472	4,404	4,404
7531 EITS DISK STORAGE	401	181	581	581
[M150] Adjustment to an Enterprise Information Technology (EITS) service - see EITS Schedule.				
7532 EITS SHARED WEB SERVER HOSTING	1,383	1,328	1,383	1,383
7542 EITS SILVERNET ACCESS	3,192	3,192	3,192	3,192
7547 EITS BUSINESS PRODUCTIVITY SUITE	7,183	6,982	7,016	7,016
[M150] Adjustment to an Enterprise Information Technology (EITS) service - see EITS Schedule.				
7548 EITS SERVER HOSTING - VIRTUAL	724	966	966	966
[M150] Adjustment to an Enterprise Information Technology (EITS) service - see EITS Schedule.				
7554 EITS INFRASTRUCTURE ASSESSMENT	1,663	1,659	1,660	1,660
7556 EITS SECURITY ASSESSMENT	697	695	695	695
8371 COMPUTER HARDWARE <\$5,000 - A	9,138	2,125	0	0
[M150] Adjustment to equipment purchases - see Equipment Schedule.				
TOTAL FOR CATEGORY 26:	36,183	29,997	27,295	27,295
CATEGORY 30 TRAINING:				
6100 PER DIEM OUT-OF-STATE	2,213	2,892	2,213	2,213
6130 PUBLIC TRANS OUT-OF-STATE	231	181	231	231
6150 COMM AIR TRANS OUT-OF-STATE	1,131	1,201	1,131	1,131
6240 PERSONAL VEHICLE IN-STATE	0	97	0	0
7000 OPERATING	0	-3,025	0	0

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	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
7300 DUES AND REGISTRATIONS	0	474	0	0
7301 MEMBERSHIP DUES	445	445	445	445
7302 REGISTRATION FEES	1,200	1,525	1,350	1,350
[M150] This adjustment recognizes the difference between the actual expenditures for fiscal year 2020 and the anticipated expenditures for the 2021-2023 biennium. See the Vendor Services Schedule				
7306 DUES & REG - EMPLOYEE REIMBURSEMENT	646	0	646	646
TOTAL FOR CATEGORY 30:	5,866	3,790	6,016	6,016
CATEGORY 82 DEPT COST ALLOCATION:				
7389 16-17 CENTRALIZED PERSONNEL SERVICES COST ALLOC	1,941	2,701	2,244	2,244
[M150] Adjustment to cost allocation - see Administration - Administrative Services Division Cost Allocation Schedule.				
7439 DEPT OF ADMIN - ADMIN SER DIV	31,747	35,432	28,604	28,604
[M150] Adjustment to cost allocation - see Administration - Administrative Services Division Cost Allocation Schedule.				
7506 EITS PC/LAN SUPPORT	0	0	4,449	4,449
[M150] Adjustments to the EITS - IT Support Services Cost Allocation.				
TOTAL FOR CATEGORY 82:	33,688	38,133	35,297	35,297
CATEGORY 86 RESERVE:				
9178 RESERVE - BAL FWD TO SUBSEQUENT FY	0	56,412	56,412	56,412
TOTAL FOR CATEGORY 86:	0	56,412	56,412	56,412
CATEGORY 87 PURCHASING ASSESSMENT:				
7393 PURCHASING ASSESSMENT	321	468	321	321
TOTAL FOR CATEGORY 87:	321	468	321	321
CATEGORY 88 STATEWIDE COST ALLOCATION PLAN:				
7384 STATEWIDE COST ALLOCATION	9,962	9,584	9,962	9,962
TOTAL FOR CATEGORY 88:	9,962	9,584	9,962	9,962
CATEGORY 93 RESERVE FOR REVERSION TO GENERAL FUND:				
9169 TRANSFER OF GENERAL FD APPROPS	5,208	0	0	0
[M150] This adjustment recognizes the elimination of one-time expenditures per the budget instructions.				

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	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
TOTAL FOR CATEGORY 93:	5,208	0	0	0
TOTAL EXPENDITURES:	864,155	906,507	941,269	941,346
TOTAL POSITIONS:	6.00	6.00	6.00	6.00

MAINTENANCE

M100 STATEWIDE INFLATION

This request funds rate changes for internal service funds such as the Attorney General, Fleet Services, information technology services, state-owned building rent, vehicle insurance, personnel assessments, and property and contents insurance.

	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
RESOURCES:				
2501 APPROPRIATION CONTROL	0	0	-3,824	-3,852
4103 COUNTY REIMBURSEMENTS	0	0	4,198	-8,270
TOTAL RESOURCES:	0	0	374	-12,122
EXPENDITURES:				
CATEGORY 01 PERSONNEL:				
5400 PERSONNEL ASSESSMENT	0	0	26	-42
5700 PAYROLL ASSESSMENT	0	0	15	-20
TOTAL FOR CATEGORY 01:	0	0	41	-62
CATEGORY 04 OPERATING EXPENSES:				
7050 EMPLOYEE BOND INSURANCE	0	0	-1	-1
7054 AG TORT CLAIM ASSESSMENT	0	0	0	-1
TOTAL FOR CATEGORY 04:	0	0	-1	-2
CATEGORY 26 INFORMATION SERVICES:				
7531 EITS DISK STORAGE	0	0	-349	-349
7532 EITS SHARED WEB SERVER HOSTING	0	0	-730	-730
7542 EITS SILVERNET ACCESS	0	0	-1,092	-1,092
7547 EITS BUSINESS PRODUCTIVITY SUITE	0	0	-1,756	-1,756
7548 EITS SERVER HOSTING - VIRTUAL	0	0	85	85
7554 EITS INFRASTRUCTURE ASSESSMENT	0	0	236	228
7556 EITS SECURITY ASSESSMENT	0	0	-123	-130
TOTAL FOR CATEGORY 26:	0	0	-3,729	-3,744
CATEGORY 87 PURCHASING ASSESSMENT:				
7393 PURCHASING ASSESSMENT	0	0	-1	13
TOTAL FOR CATEGORY 87:	0	0	-1	13

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	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
CATEGORY 88 STATEWIDE COST ALLOCATION PLAN:				
7384 STATEWIDE COST ALLOCATION	0	0	4,064	-8,327
TOTAL FOR CATEGORY 88:	0	0	4,064	-8,327
TOTAL EXPENDITURES:	0	0	374	-12,122

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M300 FRINGE BENEFITS RATE ADJUSTMENT

This request funds changes to fringe benefits rates.

	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
RESOURCES:				
2501 APPROPRIATION CONTROL	0	0	-1,687	-1,135
4103 COUNTY REIMBURSEMENTS	0	0	-4,339	-2,920
TOTAL RESOURCES:	0	0	-6,026	-4,055
EXPENDITURES:				
CATEGORY 01 PERSONNEL:				
5200 WORKERS COMPENSATION	0	0	-712	-756
5300 RETIREMENT	0	0	1,716	1,716
5500 GROUP INSURANCE	0	0	-4,056	-2,040
5750 RETIRED EMPLOYEES GROUP INSURANCE	0	0	-2,946	-2,893
5800 UNEMPLOYMENT COMPENSATION	0	0	-28	-82
TOTAL FOR CATEGORY 01:	0	0	-6,026	-4,055
TOTAL EXPENDITURES:	0	0	-6,026	-4,055

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ENHANCEMENT

E710 EQUIPMENT REPLACEMENT

This request funds replacement computer hardware and associated software per with the Enterprise Information Technology Services' recommended replacement schedule.

	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
RESOURCES:				
2501 APPROPRIATION CONTROL	0	0	2,050	0
4103 COUNTY REIMBURSEMENTS	0	0	5,270	0
TOTAL RESOURCES:	0	0	7,320	0
EXPENDITURES:				
CATEGORY 26 INFORMATION SERVICES:				
8371 COMPUTER HARDWARE <\$5,000 - A	0	0	7,320	0
TOTAL FOR CATEGORY 26:	0	0	7,320	0
TOTAL EXPENDITURES:	0	0	7,320	0

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SUMMARY

	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
RESOURCES:				
2501 APPROPRIATION CONTROL	245,698	243,891	244,300	242,795
2510 REVERSIONS	-4,092	0	0	0
2511 BALANCE FORWARD FROM PREVIOUS YEAR	34,685	23,159	56,412	56,412
2512 BALANCE FORWARD TO NEW YEAR	-23,158	0	0	0
4103 COUNTY REIMBURSEMENTS	610,378	639,457	642,225	625,962
4335 REIMBURSEMENT OF EXPENSES	644	0	0	0
TOTAL RESOURCES:	864,155	906,507	942,937	925,169
EXPENDITURES:				
CATEGORY 01 PERSONNEL:				
5100 SALARIES	511,707	497,197	525,849	525,849
5200 WORKERS COMPENSATION	6,047	5,132	4,430	4,386
5300 RETIREMENT	102,899	110,372	104,342	104,342
5400 PERSONNEL ASSESSMENT	1,326	1,344	1,371	1,303
5500 GROUP INSURANCE	44,887	56,400	52,344	54,360
5700 PAYROLL ASSESSMENT	535	530	545	510
5750 RETIRED EMPLOYEES GROUP INSURANCE	11,974	13,575	11,410	11,463
5800 UNEMPLOYMENT COMPENSATION	780	770	762	708
5840 MEDICARE	7,337	7,210	7,625	7,625
5860 BOARD AND COMMISSION PAY	5,920	7,680	7,680	7,680
5970 TERMINAL ANNUAL LEAVE PAY	4,245	0	0	0
TOTAL FOR CATEGORY 01:	697,657	700,210	716,358	718,226
CATEGORY 03 IN-STATE TRAVEL:				
6200 PER DIEM IN-STATE	4,415	-630	15,171	15,171
6210 FS DAILY RENTAL IN-STATE	529	377	529	529
6215 NON-FS VEHICLE RENTAL IN-STATE	245	947	245	245
6220 AUTO MISC - IN-STATE	0	24	0	0
6230 PUBLIC TRANSPORTATION IN-STATE	77	33	77	77
6240 PERSONAL VEHICLE IN-STATE	541	960	541	541
6250 COMM AIR TRANS IN-STATE	7,019	13,081	7,019	7,019
TOTAL FOR CATEGORY 03:	12,826	14,792	23,582	23,582

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	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
CATEGORY 04 OPERATING EXPENSES:				
7000 OPERATING	0	-7,023	0	0
7020 OPERATING SUPPLIES	688	2,015	1,689	1,689
7026 OPERATING SUPPLIES-F	138	382	138	138
7030 FREIGHT CHARGES	305	102	305	305
7044 PRINTING AND COPYING - C	582	515	582	582
7045 STATE PRINTING CHARGES	30	0	30	30
7050 EMPLOYEE BOND INSURANCE	22	18	17	17
7051 AGENCY OWNED - PROP. & CONT. INSURANCE	77	0	0	0
7054 AG TORT CLAIM ASSESSMENT	514	512	513	512
705A NON B&G - PROP. & CONT. INSURANCE	0	24	26	26
705B B&G - PROP. & CONT. INSURANCE	0	52	0	0
7060 CONTRACTS	160	0	160	160
7100 STATE OWNED BLDG RENT-B&G	3,843	3,940	0	0
7103 STATE OWNED MEETING ROOM RENT	0	600	0	0
7110 NON-STATE OWNED OFFICE RENT	28,138	28,138	29,935	30,407
7255 B & G LEASE ASSESSMENT	227	227	227	227
7285 POSTAGE - STATE MAILROOM	594	545	594	594
7286 MAIL STOP-STATE MAILROM	4,978	4,978	2,457	2,457
7290 PHONE, FAX, COMMUNICATION LINE	1,956	1,826	1,956	1,956
7291 CELL PHONE/PAGER CHARGES	3,148	3,339	3,148	3,148
7294 CONFERENCE CALL CHARGES	443	239	443	443
7296 EITS LONG DISTANCE CHARGES	237	153	237	237
7370 PUBLICATIONS AND PERIODICALS	391	250	883	488
7430 PROFESSIONAL SERVICES	0	50	0	0
7460 EQUIPMENT PURCHASES < \$1,000	0	723	0	0
7637 NOTARY FEE APPLY OR RENEW	0	30	0	0
7980 OPERATING LEASE PAYMENTS	2,030	2,031	2,030	2,030
TOTAL FOR CATEGORY 04:	48,501	43,666	45,370	45,446
CATEGORY 11 COURT REPORTING SERVICES:				
7060 CONTRACTS	10,128	11,742	11,742	11,742
7750 NON EMPLOYEE IN-STATE TRAVEL	0	-6,111	0	0
TOTAL FOR CATEGORY 11:	10,128	5,631	11,742	11,742

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	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVEL Y APPROVED	2022-2023 LEGISLATIVEL Y APPROVED
CATEGORY 15 INVESTIGATIONS/PARALEGAL COSTS:				
7060 CONTRACTS	3,815	3,824	2,928	2,928
TOTAL FOR CATEGORY 15:	3,815	3,824	2,928	2,928
CATEGORY 26 INFORMATION SERVICES:				
7000 OPERATING	0	-119	0	0
7020 OPERATING SUPPLIES	48	95	48	48
7026 OPERATING SUPPLIES-F	0	71	0	0
7065 CONTRACTS - E	7,200	7,350	7,200	7,200
7073 SOFTWARE LICENSE/MNT CONTRACTS	150	0	150	150
7290 PHONE, FAX, COMMUNICATION LINE	4,404	5,472	4,404	4,404
7531 EITS DISK STORAGE	401	181	232	232
7532 EITS SHARED WEB SERVER HOSTING	1,383	1,328	653	653
7542 EITS SILVERNET ACCESS	3,192	3,192	2,100	2,100
7547 EITS BUSINESS PRODUCTIVITY SUITE	7,183	6,982	5,260	5,260
7548 EITS SERVER HOSTING - VIRTUAL	724	966	1,051	1,051
7554 EITS INFRASTRUCTURE ASSESSMENT	1,663	1,659	1,896	1,888
7556 EITS SECURITY ASSESSMENT	697	695	572	565
8371 COMPUTER HARDWARE <\$5,000 - A	9,138	2,125	7,320	0
TOTAL FOR CATEGORY 26:	36,183	29,997	30,886	23,551
CATEGORY 30 TRAINING:				
6100 PER DIEM OUT-OF-STATE	2,213	2,892	2,213	2,213
6130 PUBLIC TRANS OUT-OF-STATE	231	181	231	231
6150 COMM AIR TRANS OUT-OF-STATE	1,131	1,201	1,131	1,131
6240 PERSONAL VEHICLE IN-STATE	0	97	0	0
7000 OPERATING	0	-3,025	0	0
7300 DUES AND REGISTRATIONS	0	474	0	0
7301 MEMBERSHIP DUES	445	445	445	445
7302 REGISTRATION FEES	1,200	1,525	1,350	1,350
7306 DUES & REG - EMPLOYEE REIMBURSEMENT	646	0	646	646
TOTAL FOR CATEGORY 30:	5,866	3,790	6,016	6,016

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	2019-2020 ACTUAL	2020-2021 WORK PROGRAM	2021-2022 LEGISLATIVE Y APPROVED	2022-2023 LEGISLATIVE Y APPROVED
CATEGORY 82 DEPT COST ALLOCATION:				
7389 16-17 CENTRALIZED PERSONNEL SERVICES COST ALLOC	1,941	2,701	2,244	2,244
7439 DEPT OF ADMIN - ADMIN SER DIV	31,747	35,432	28,604	28,604
7506 EITS PC/LAN SUPPORT	0	0	4,449	4,449
TOTAL FOR CATEGORY 82:	33,688	38,133	35,297	35,297
CATEGORY 86 RESERVE:				
9178 RESERVE - BAL FWD TO SUBSEQUENT FY	0	56,412	56,412	56,412
TOTAL FOR CATEGORY 86:	0	56,412	56,412	56,412
CATEGORY 87 PURCHASING ASSESSMENT:				
7393 PURCHASING ASSESSMENT	321	468	320	334
TOTAL FOR CATEGORY 87:	321	468	320	334
CATEGORY 88 STATEWIDE COST ALLOCATION PLAN:				
7384 STATEWIDE COST ALLOCATION	9,962	9,584	14,026	1,635
TOTAL FOR CATEGORY 88:	9,962	9,584	14,026	1,635
CATEGORY 93 RESERVE FOR REVERSION TO GENERAL FUND:				
9169 TRANSFER OF GENERAL FD APPROPS	5,208	0	0	0
TOTAL FOR CATEGORY 93:	5,208	0	0	0
TOTAL EXPENDITURES:	864,155	906,507	942,937	925,169
PERCENT CHANGE:		4.90%	4.02%	-1.88%
TOTAL POSITIONS:	6.00	6.00	6.00	6.00

Agenda Item 7



COMMISSION ON ETHICS EXECUTIVE DIRECTOR POSITION INFORMATION AND DESCRIPTION

This unclassified exempt position is appointed by and reports to the Commission. The position serves as the Commission's Administrator, Public Information Officer and Information Security Officer and provides professional management and administration as well as legal and investigatory support to the Commission.

Position Title:	Executive Director
Department/Division	Commission on Ethics
Budget Account #:	1343
Position Control #:	000002
Position is currently Classified or Unclassified:	Unclassified, Exempt
Position reports to:	Commission
Who has final selection of position:	Commission
Current Salary (with Employee/Employer paid PERS contribution and without furlough deductions):	\$120,344

Duties/Major Responsibilities of the Position:

The Executive Director receives ethics complaints and gathers information. conducts investigations, prepares review panel recommendations, and if the ethics complaint is referred to the Commission has associated duties related to preparation and presentation of ethics complaints to the Commission pursuant to Chapter 281A of the Nevada Revised Statutes and NAC Chapter 281A.. The Executive Director receives requests for advisory opinions and has associated duties of preparation and processing of advisory opinions pursuant to Chapter 281A of the Nevada Revised Statutes and NAC Chapter 281A.

The Executive Director serves as the Commission's Administrator, responsible for Commission operations and personnel matters including overseeing staff that are direct reports, developing and implementing the Commission's budget, policies and procedures, including representing the Commission in the media, executive branch, and the Legislature. The Executive Director conducts training for public officers, public employees and the general public regarding the requirements of NRS Chapter 281A and the rules and regulations adopted by the Commission.

Education and Experience Required to Perform the Duties of the Position:

A bachelor's degree or higher, and at least five years of legal, management, law enforcement, or investigative experience. Holding a current Nevada attorney license and experience in State Administration, including government budgeting and the Nevada Legislative process, are preferred.

Knowledge, Skills and Abilities Required to Perform the Job Functions:

Strong verbal and written communication skills; experience with conducting investigations; administrative and supervisory experience; experience in providing training to groups; knowledge of the Nevada legislative process; and government budgeting experience. The ability to identify and manage priorities and to work independently without supervision.

Does this position require licensure/certification (if yes, please detail):

No. Juris Doctor Degree Preferred.

Statutes and Regulations Administered by This Position:

NRS and NAC Chapters 281A, 233B, 241 and 239, and statutes and regulations governing the Executive Branch budget.

Dollar amount of the agency budget for which the position is responsible for administration and oversight.

\$942,937 (FY22)

Number and titles of staff that directly report to position:

4 – Executive Assistant, Senior Legal Researcher, Senior Investigator and Associate Counsel

Number of indirect reports:

N/A

SPECIFIC JOB DUTIES:¹

JURISDICTIONAL DETERMINATIONS:

1. Jurisdictional Determinations:
 - a. Review advisory opinions and ethics complaints including available evidence in coordination with Commission Counsel to determine the Commission's jurisdiction in each matter filed with the Commission. This may include preparing documents and

¹ In addition, all job duties include additional duties as assigned by the Commission or as required by NRS Chapter 281A and NAC Chapter 281A.

evidence for the Commission to determine jurisdiction by its own motion pursuant to applicable law.

- b. Prepare appropriate notices and orders relating to jurisdiction for advisory opinions and ethics complaint cases. For ethics cases, provide the written recommendation, supporting materials and proposed order to the Commission to render jurisdictional determination.
2. Prepare and serve jurisdictional orders and notifications on the subjects of both advisory opinions and ethics complaints. For ethics complaints, provide notice of allegations and/or implicated statutes that the Commission directs to be investigated, and applicable waivers. Properly schedule all deadlines in accordance with applicable law.

COMPLAINT WORK:

3. Investigations:
 - a. Conduct and process investigations as directed by the Commission, including managing and supervising investigatory staff on ethics complaints.
 - b. Evaluate results of the investigation and determine recommendation to be made to the Commission review panel.
4. Commission Review Panel Hearings:
 - a. Draft and provide written recommendations to review panels providing an analysis of evidence, applicable law and Commission precedent regarding the review panel's determination of just and sufficient cause for the Commission to hold a hearing and render an opinion or conduct any other proceedings, and provide a proposed review panel determination consistent with the recommendation.
 - b. Present recommendation, evidence, and analysis at the panel hearing.
 - c. As directed by the review panel develop a deferral agreement to be presented to the review panel for consideration.
 - d. Provide subject written notice of the review panel determination including proper notice of the ethics complaint is referred to the Commission for further proceedings.
5. Adjudicatory Hearings Before the Commission:
 - a. Develop and prepare legal positions and presentations of ethics complaints and associated legal motions and arguments, witness testimony and evidentiary documents in proceedings before the Commission, including supervising Commission staff, who are direct reports, regarding such matters
 - b. Conduct discovery and respond to discovery requests including supervising Commission staff, who are direct reports, regarding such matters.
 - c. Serve as party representative in adjudicatory proceedings before the Commission including appearing at settlement conferences, hearings, and negotiating and drafting documents in resolution of the ethics complaint case, which duties entail supervising Commission staff, who are direct reports, regarding such matters.

DEFERRAL AND STIPULATED AGREEMENTS:

6. Monitor compliance on ethics cases that are resolved by approved deferral agreements, stipulations, and other orders of the Commission and/or Commission panel and notify noncompliance issues and pursue collections of fines and penalties in the process established by the State of Nevada for collections.

ADMINISTRATION AND SUPERVISION:

7. Communicate regularly and work closely with Commission Chair and Vice Chair to attain agency goals and objectives.
8. Except as restricted, in coordination with Commission Counsel and staff, prepare and coordinate Commission and review panel meetings, including agendas, scheduling and meeting materials, and provide briefings of agency status and operations during Commission meetings.
9. For each fiscal year, develop and implement specific agency goals and objectives as approved by the Commission.
10. Organize, oversee, and direct agency operations and workflow to ensure policies, goals and objectives are met.
11. Review and update internal controls, policy manuals, standardized forms, and procedures.
12. Ensure agency operations are conducted in accordance with appropriate state laws, regulations, and internal policies.
13. Prepare agency budget request for Commission and advocate for its approval with the Executive Branch agencies and the Nevada Legislature.
14. Monitor budget and approve agency expenditures to ensure compliance with appropriations.
15. Effectively hire, train, and supervise Commission staff and conduct annual employment evaluations of staff who are direct reports.
16. Maintain employee work schedules, review leave requests and process staff time sheets.
17. Ensure staff compliance with all required State training.
18. Be available to the staff to ensure timely direction is provided, and duties are cohesively performed in a coordinated manner.
19. Participate in required, State-sponsored management training programs.

EDUCATION:

20. Train public officials, public employees and the general public regarding the requirements of NRS 281A and the rules and regulations adopted by the Commission.
21. Prepare and maintain the Commission's "Nevada's Ethics in Government Law" Training Manual, other training materials and educational materials including video and slide presentations and handouts.

PUBLIC INFORMATION:

22. Review and update public forms and periodic reports, including the agency's Annual Report which is issued in accordance with NAC 281A.180(2).
23. Represent the Commission at the Nevada Legislature, government meetings, and other meetings/events as needed or as directed by the Commission.
24. Attend cabinet, public information officer, and information security officer meetings as necessary.
25. Act as Commission spokesperson for all media inquiries, including issuance of press releases, as needed or directed by the Commission.
26. Manage Social Media accounts including maintaining updated information and outreach efforts.
27. Manage the Commission websites and other public information tools including maintaining updated information.
28. Respond to public records requests pursuant to NRS Chapter 239.
29. Respond to inquiries from the public, state agencies, and state employees.

LEGISLATION:

29. Recommend, review and draft proposed administrative regulations and legislation.
30. Make recommendations to the Commission, including comments made by Commissioners at hearings, regarding potential administrative and legislative reform.
31. Work with the Commission to develop agency legislative positions, coordinate lobbying effort and recommend substantive legislative changes as approved by the Commission.
32. Represent Commission before regulatory and legislative bodies regarding proposed regulations and legislation.
33. Promote understanding of Commission mission and statutory mandates through interaction with legislators.
34. Monitor and consider regulations and legislation from other jurisdictions of relevance to Commission's Mission.

CUSTOMER SERVICE:

35. Develop a customer service policy for the agency and ensure that it is followed by staff.
36. Ensure that all contacts with members of the public, public officers, and public employees are professional and respectful.
37. Promptly respond to emails, correspondence and phone messages.

RESTRICTIONS

38. In accordance with NRS 281A.230(4), the Executive Director may not participate in any other employment.



COMMISSION ON ETHICS EXECUTIVE DIRECTOR PERFORMANCE PRIORITIES FY22 BY JOB DESCRIPTION

The performance priorities established in this document are for use and application by the Nevada Commission on Ethics (“Commission”) for purposes of administering personnel priorities for the position of Executive Director for the applicable fiscal year. All priorities are subject to update or change based upon circumstances as approved by the Commission or as directed by the Chair of the Commission. These priorities are not intended for use by a requester, party or attorney as evidence or any other purpose in any advisory opinion or ethics complaint administrative or judicial review proceedings, and any such use is prohibited unless prior permission for such use is requested and provided by a majority vote of the Commission.

PRIORITY NO. 1 – JURISDICTIONAL DETERMINATIONS ETHICS COMPLAINTS:

1. Review advisory opinions and ethics complaints including available evidence in coordination with Commission Counsel to determine the Commission’s jurisdiction in each matter filed with the Commission. This may include preparing documents and evidence for the Commission to determine jurisdiction by its own motion pursuant to applicable law.
2. Draft and/or review and edit Recommendations Regarding Jurisdiction and investigation in ethics complaint cases.
3. Prepare, review, and edit proposed Order on Jurisdiction and investigation.
4. Send summary of matter, complaint, recommendation, and proposed order to Commission to render jurisdictional determination.
5. Maintain record of the direction received from Commissioners on jurisdictional matters.
6. For ethics complaints, provide notice of allegations and/or implicated statutes that the Commission directs to be investigated, and applicable waivers. Properly schedule all deadlines in accordance with applicable law.
7. Monitor receipt of waivers regarding time and jurisdiction and communicate with the Subject’s counsel regarding waivers, as needed.

PRIORITY NO. 2 – REDUCTION OF (ETHICS)CASE BACKLOG/ REVIEW PANELS:

1. Formulate plan with feedback and suggestions from Associate Counsel and Investigator for reducing backlog of cases.

2. Review cases with Associate Counsel and Investigator to determine priority of cases in backlog.
3. Conduct investigations and monitor and supervise investigations of Associate Counsel and Investigator.
4. Review investigation results and determine what course of action to recommend to Commission.
5. Draft and/or review and edit Recommendation to Commission Review Panel.
6. Present 4 to 6 cases per month to the two Commission Review Panels for determinations and recommendations.

PRIORITY NO. 3 – COMPLAINT WORK:

1. If investigation is ordered by the Commission, formulate plan for investigation with Associate Counsel and Investigator.
2. Conduct investigation and monitor and supervise investigation of Associate Counsel and Investigator.
3. Review investigation results and determine what course of action to recommend to Commission.
4. Draft and/or review and edit Recommendation to Commission Review Panel.
5. Present evidence, analysis and recommendation to Commission Review Panel.
6. Take appropriate action according to findings and direction of the Review Panel Committee, including but not limited to, drafting and negotiation of deferral agreement, negotiation and drafting of stipulated agreement, or preparation for adjudicatory hearing.
7. Supervise and assist Associate Counsel as needed on the foregoing.

PRIORITY NO. 4 – DEFERRAL AND STIPULATED AGREEMENTS:

1. If ordered by the Commission Review Panel, draft and negotiate with the Subject of the complaint or their counsel a deferral agreement or review and edit deferral agreement based on recommendations of Commission Review Panel and past practice.
2. Monitor compliance on ethics cases that are resolved by approved deferral agreements, stipulations, and other orders of the Commission and/or Commission panel and notify noncompliance issues and pursue collections of fines and penalties in the process established by the State of Nevada for collections.
3. Draft and submit order to dismiss matter upon completion of terms of the deferral agreement.

PRIORITY NO. 5 – ADMINISTRATON AND SUPERVISION:

1. Communicate with Commission Chair and Vice Chair to ensure that Commission's vision and expectations are being met.
2. Except as restricted, in coordination with Commission Counsel and staff, prepare and coordinate Commission and review panel meetings, including agendas, scheduling and meeting materials, and provide briefings of agency status and operations during Commission meetings.

3. Prepare and coordinate Commission Review Panel meetings, including agendas and review panel materials.
4. Develop and implement specific agency goals and objectives as approved by the Commission Chair and Vice Chair and with consideration of staff input and feedback.
5. Organize, oversee, and direct agency workflow to ensure policies, goals and objectives are met.
6. Ensure agency operations are conducted in accordance with appropriate state laws, regulations, and internal policies.
7. Maintain employee work schedules, review leave requests and process staff time sheets.
8. Ensure staff compliance with all required State training.
9. Prepare agency budget request for Commission and advocate for its approval with the Executive Branch agencies and the Nevada Legislature.
10. Monitor budget and approve agency expenditures to ensure compliance with appropriations.
11. Review and update internal controls, policy manuals, standardized forms and procedures and periodic reports.
12. Effectively hire, train, and supervise Commission staff and conduct annual employment evaluations of staff who are direct reports.
13. Maintain employee work schedules, review leave requests and process staff time sheets.
14. Ensure staff compliance with all required State training.
15. Be available to the staff to ensure timely direction is provided, and duties are cohesively performed in a coordinated manner.
16. Participate in required, State-sponsored management training programs.
17. Monitor budget and approve agency expenditures to ensure compliance with appropriations.
18. Hold staff meetings and maintain communication with staff.
19. Attend cabinet, public information officer, and information security officer meetings as necessary
20. Conduct annual performance evaluations for direct reports.

PRIORITY NO. 6: - EDUCATION:

1. Prepare and maintain training materials including video and slide presentations, handouts, as well as materials for in-person training.
2. Train public officials, public employees, and the general public regarding the requirements of NRS 281A and the rules and regulations adopted by the Commission.
3. Prepare and maintain the Commission's "Nevada's Ethics in Government Law" Training Manual, other training materials and educational materials including video and slide presentations and handouts.
4. Post updated training session on Commission website.
5. Create handouts based on Annual Report.
6. Respond to, and when possible accommodate, requests for presentations to non-governmental groups.

PRIORITY NO. 7 – PUBLIC INFORMATION:

1. Review and update public forms and periodic reports, including the agency's Annual Report which is issued in accordance with NAC 281A.180(2).
2. Respond to Public Records Requests pursuant to NRS Chapter 239.
3. Represent the Commission at the Nevada Legislature, government meetings, and other meetings/ events as necessary.
4. Act as Commission spokesperson and press contact for all media inquiries.
5. Issue Press Releases as needed.
- 6.
- 7.
8. Manage Social Media accounts including maintaining updated information and outreach efforts.
9. Manage the Commission websites and other public information tools including maintaining updated information.
10. Attend PIO meetings as needed.
11. Respond to inquiries from the public, public officials and public employees.

PRIORITY NO. 8 – LEGISLATION:

1. Recommend, review and draft proposed administrative regulations and legislation.
2. Work with Commission Counsel and Commission to evaluate if changes proposed in AB 65 can be implemented by regulation, and if so, review and draft regulations.
3. Work with the Commission to develop agency legislative positions, coordinate lobbying effort and recommend substantive legislative changes as approved by the Commission.
4. Represent Commission before regulatory and legislative bodies regarding proposed regulations and legislation.



COMMISSION ON ETHICS “COMMISSION COUNSEL” POSITION INFORMATION AND DESCRIPTION

This unclassified, exempt position is appointed by and reports to the Commission. This position serves as the legal advisor to the Commission and its staff in all legal matters and drafts the Commission’s opinions concerning the applicability of the statutory ethical standards to Nevada’s public officers and employees.

Position Title:	Commission Counsel
Department/Division:	Commission on Ethics
Budget Account #:	1343
Position Control #:	000003
Position is currently Classified or Unclassified:	Unclassified - Exempt
Position reports to:	Commission
Who has final selection of position:	Commission
Current Salary (w/o furlough deduction):	\$120,344

Duties/Major Responsibilities of the Position:

In addition to its advisory role, the Commission Counsel drafts and recommends administrative regulations and statutory provisions under the Commission’s jurisdiction, provides outreach and education to Nevada’s public officers and employees and public attorneys, and guides and represents the Commission’s interests in all legal arenas, including administrative, legislative and judicial. In particular, Commission Counsel defends the Commission in all litigation, including judicial review of the Commission's administrative opinions.

Education and Experience Required to Perform the Duties of the Position:

Graduation from an ABA accredited law school and active membership in the Nevada State Bar Association. Must have substantial experience in administrative law, litigation, and Nevada legislative process.

Knowledge, Skills and Abilities Required to Perform the Job Functions:

Must possess superior legal research, writing, and oral presentation skills and the ability to represent the Commission in litigation, administrative and regulatory matters, whether in the courts of the State of Nevada or the United States and in all federal and state administrative agencies. Except for certain limitations applicable to Ethics Complaint cases, the Commission Counsel advises the Commission and staff in all legal matters, in particular the application of Nevada’s Ethics in Government Law.

Does this position require licensure/certification (if yes, please detail):

License to practice law in the State of Nevada.

Statutes and Regulations Administered by This Position:

NRS and NAC Chapters 281A, 233B, 241 and 239.

Dollar amount of the agency budget for which the position is responsible for administration and oversight.

\$0.00

Number and titles of staff that directly report to position:

2 positions, along with the Commission's Executive Director: Associate Counsel and Senior Legal Researcher.

Number of indirect reports:

2 positions: Executive Assistant and Senior Investigator

SPECIFIC JOB DUTIES:

LITIGATION:

1. Represent the Commission, Review Panel, and Commission staff at the direction of the Commission in legal proceedings before local, state, and federal courts, including drafting legal memoranda to, and appearing and presenting arguments before, the courts and cooperating in related cases.
2. Obtain or employ conflict counsel, as permitted by NRS 281A.260.

ADVISORY OPINIONS:

1. Review all filed requests for Advisory Opinions to determine whether the request is in proper form per statutory and regulatory requirements and prepare and issue appropriate notices.
2. Review request to determine Commission's jurisdiction of matter with concurrence of Executive Director.
3. Correspond with Requester to provide jurisdictional determination, preliminary explanation of process or to request supplemental information.
4. Research and/or assign legal research to SLR and/or Associate Counsel.
5. Analyze and apply the law to the facts presented and discovered.
6. Prepare or approve draft Notices of Hearing, orders and other legal documents, make edits and direct service of the same.
7. Prepare draft opinions and/or bench memos to the Commission in preparation for consideration of request for Advisory Opinions either by submission or hearing.
8. Supervise service of opinions, determine level of confidentiality of opinion including preparation

of abstract opinions if the Requester does not waive confidentiality.

9. Represent the Commission in reconsiderations, re-hearings and other litigation relating to advisory opinions.

ETHICS COMPLAINTS:

1. Review complaint and evidence to assist in determination of Commission's jurisdiction of matter.
2. Assign and approve orders and notices to Subject and/or Requester regarding jurisdiction.
3. Approve any legal forms such as subpoenas, Review Panel Determinations and other forms prepared on behalf of or presented to the Review Panel or the Commission for consideration.
4. Evaluate Executive Director recommendations to Review Panels and advise Review Panels of legal issues.
5. Review for legal form Review Panel Determinations and Deferral Agreements.
6. For referred complaint cases, prepare and issue notices and orders required by and as permitted by law.
7. Schedule settlement conferences if requested by parties and act as legal advisor for appointed settlement Commissioner:
8. Stipulations:
 - i. Advise parties regarding acceptable terms and conditions of stipulations on behalf of Commission.
 - ii. Review draft language for legal form and advise Commission of legal considerations.
9. Hearings:
 - i. Act as the legal advisor to the Commission in all hearings including assisting on all scheduling matters as permitted by law including discovery, motions, hearings, and other deadlines.
 - ii. Prepare and cause to be served notices, scheduling orders and orders.
 - iii. Preside over pre-hearing conferences between parties and Chair of Commission;
 - iv. Initiate, research and prepare legal bench memos to the Commission advising on legal considerations of case, including legal motions.
 - v. Assist Commission during hearings to address legal considerations; respond to legal questions, i.e., legal objections, motions, and other rulings.
 - vi. Assist the Commission in its deliberations on evidence and law.
 - vii. Prepare opinions and direct service of matters on behalf of the Commission.
 - viii. Represent the Commission (not the parties) in judicial and appellate litigation.

LEGISLATION AND REGULATIONS:

1. Recommend, review and draft proposed administrative regulations and legislation.
2. Represent Commission before regulatory and legislative bodies regarding proposed regulations and legislation.
3. Consider regulations and legislation from other jurisdictions of relevance to Commission's Mission.

ADMINISTRATION AND SUPERVISION:

1. Report legal status of all matters to Commission in closed meetings or open public meetings, as appropriate.
2. Ensure meetings and public hearings are prepared and conducted in accordance with appropriate laws and guidelines, including the Nevada Open Meeting Law.
3. Administer all activities related to Commission's legal matters including preparing legal documentation on behalf and in support of Commission business.
4. Communicate regularly and work closely with Commission Chair to organize Commission's activities and legal caseload.
5. With exception of legal matters prepared by or on behalf of the parties in adjudicatory proceedings pertaining to ethics complaint, supervise legal activities of Commission.
6. Review and assign legal matters to Commission staff as appropriate.
7. Act as back-up to Executive Director in administrative and supervision duties over Commission Staff.
8. Review and assign legal matters to Senior Legal Researcher and Associate Counsel for advisory opinion matters and as otherwise permitted.
9. Assist Executive Director to evaluate performance of Senior Legal Researcher and Associate Counsel.
10. Other duties as assigned by the Commission or its Chair.

PUBLIC RECORDS AND INQUIRIES:

1. Confirm compliance with applicable law and administer legal issues related to public records requests including policy updates, and review, calendar, and coordinate responses to receive requests.
2. Assist in responding to citizen and other inquiries.

RESTRICTIONS:

1. In accordance with NRS 281A.250(4), the Commission Counsel may not participate in certain other employment.



COMMISSION ON ETHICS “COMMISSION COUNSEL” PERFORMANCE PRIORITIES FY22 BY JOB DESCRIPTION

The performance priorities established in this document are for use and application by the Nevada Commission on Ethics (“Commission”) for purposes of administering personnel priorities for the position of Commission Counsel for the applicable fiscal year. All priorities are subject to update or change based upon circumstances as approved by the Commission or as directed by the Chair of the Commission. These priorities are not intended for use by a requester, party or attorney as evidence or any other purpose in any advisory opinion or ethics complaint administrative or judicial review proceedings, and any such use is prohibited unless prior permission for such use is requested and provided by a majority vote of the Commission.

PRIORITY NO. 1 - LITIGATION:

1. Represent the Commission, Review Panel, and Commission staff at the direction of the Commission in legal proceedings before local, state and federal courts including drafting legal memoranda to and appearing and presenting arguments before the courts and cooperating in related cases.

PRIORITY NO. 2 – ADVISORY OPINIONS:

1. Review all filed requests for Advisory Opinions to determine whether the request is in proper form per statutory and regulatory requirements and prepare and issue appropriate notices.
2. Review request to determine Commission’s jurisdiction of matter with concurrence of Executive Director.
3. Correspond with Requester to provide jurisdictional determination, preliminary explanation of process or to request supplemental information.
4. Research and/or assign legal research to SLR and/or Associate Counsel.
5. Analyze and apply the law to the facts presented and discovered.
6. Prepare or approve draft Notices of Hearing, orders and other legal documents, make edits and direct service of the same.
7. Prepare draft opinions and/or bench memos to the Commission in preparation for consideration of request for Advisory Opinions either by submission or hearing.

8. Supervise service of opinions, determine level of confidentiality of opinion including preparation of abstract opinions if the Requester does not waive confidentiality.
9. Represent the Commission in reconsiderations, re-hearings and other litigation relating to advisory opinions.

PRIORITY NO. 3 – ETHICS COMPLAINTS:

1. Review complaint and evidence to assist in determination of Commission's jurisdiction of matter.
2. Assign and approve orders and notices to Subject and/or Requester regarding jurisdiction.
3. Approve any legal forms such as subpoenas, Review Panel Determinations and other forms prepared on behalf of or presented to the Review Panel or the Commission for consideration.
4. Evaluate Executive Director recommendations to Review Panels and advise Review Panels of legal issues.
5. Review for legal form Review Panel Determinations and Deferral Agreements.
6. For referred complaint cases, prepare and issue notices and orders required by and as permitted by law.
7. Schedule settlement conferences if requested by parties and act as legal advisor for appointed settlement Commissioner:
8. Stipulations:
 - i. Advise parties regarding acceptable terms and conditions of stipulations on behalf of Commission.
 - ii. Review draft language for legal form and advise Commission of legal considerations.
9. Hearings:
 - i. Act as the legal advisor to the Commission in all hearings including assisting on all scheduling matters as permitted by law including discovery, motions, hearings, and other deadlines.
 - ii. Prepare and cause to be served notices, scheduling orders and orders.
 - iii. Preside over pre-hearing conferences between parties and Chair of Commission;
 - iv. Initiate, research and prepare legal bench memos to the Commission advising on legal considerations of case, including legal motions.
 - v. Assist Commission during hearings to address legal considerations; respond to legal questions, i.e., legal objections, motions, and other rulings.
 - vi. Assist the Commission in its deliberations on evidence and law.
 - vii. Prepare opinions and direct service of matters on behalf of the Commission.
 - viii. Represent the Commission (not the parties) in judicial and appellate litigation.

PRIORITY NO. 4 – LEGISLATION AND REGULATIONS:

1. Recommend, review and draft proposed administrative regulations and legislation.
2. Represent Commission before regulatory and legislative bodies regarding proposed regulations and legislation.
3. Consider regulations and legislation from other jurisdictions of relevance to Commission's Mission.

PRIORITY NO. 5 - ADMINISTRATION AND SUPERVISION:

1. Report legal status of all matters to Commission in closed meetings or open public meetings, as appropriate.
2. Ensure meetings and public hearings are prepared and conducted in accordance with appropriate laws and guidelines, including the Nevada Open Meeting Law.
3. Administer all activities related to Commission's legal matters including preparing legal documentation on behalf and in support of Commission business.
4. Communicate regularly and work closely with Commission Chair to organize Commission's activities and legal caseload.
5. With exception of legal matters prepared by or on behalf of the parties in adjudicatory proceedings pertaining to ethics complaint, supervise legal activities of Commission.
6. Review and assign legal matters to Commission staff as appropriate.
7. Act as back-up to Executive Director in administrative and supervision duties over Commission Staff.
8. Review and assign legal matters to Senior Legal Researcher and Associate Counsel for advisory opinion matters and as otherwise permitted.
9. Assist Executive Director to evaluate performance of Senior Legal Researcher and Associate Counsel.
10. Other duties as assigned by the Commission or its Chair.

PRIORITY NO. 6 – PUBLIC RECORDS AND INQUIRIES:

1. Confirm compliance with applicable law and administer legal issues related to public records requests including policy updates, and review, calendar and coordinate responses to received requests.
2. Assist in responding to citizen and other inquiries.

PRIORITY NO. 7 - EDUCATION

1. As assigned by the Commission or Chair, provide assistance with outreach and education via training programs to the general public, public officers, and public employees.
2. As assigned by the Commission or Chair, provide assistance with training for government attorneys regarding interpretation and applicability of Ethics in Government Law.