



**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, January 19, 2022, at 9:30 a.m.
Virtually via Zoom as follows:

Zoom Meeting Information:

<https://us06web.zoom.us/j/85009716653?pwd=RjlaNTF6WGk5bzIMRDNWSWJCVjNGQT09>

Zoom Meeting Telephone Number: 669-900-9128

Meeting ID: 850 0971 6653

Passcode: 420650

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 9:33 a.m. Also appearing via videoconference were Vice-Chair Brian Duffrin and Commissioners Barbara Gruenewald, Esq., Teresa Lowry, Esq., James Oscarson, and Thoran Towler, Esq. Commissioner Amanda Yen, Esq. appeared telephonically. Commissioner Damian R. Sheets, Esq. was absent from the meeting. Present for Commission staff via videoconference were Executive Director Ross E. Armstrong, 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 November 17, 2021 Commission Meeting.

Chair Wallin stated that all Commissioners were present for the November Commission Meeting.

Commissioner Towler moved to approve the November 17, 2021 Commission Meeting Minutes as presented. Commissioner Yen seconded the motion. The Motion was put to a vote and carried unanimously.

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

- FY22 Budget Status
- Budget and Legislative Session Planning
- Campaign Legal Center Report
- Commission Meeting Status
- Social Media and other Outreach

Executive Director Armstrong began by thanking Commissioners and staff for welcoming him into his new role.

FY22 Budget Status: Executive Director Armstrong reported that the Commission was on track to expend the current fiscal year funds by June 30, which is the end of the fiscal year. He noted options for utilizing funds in the travel, training and information technology categories.

Budget and Legislative Session Planning: Executive Director Armstrong shared his Review of Upcoming Budget and Legislative Timelines PowerPoint with the Commission.

Campaign Legal Center Report: Executive Director Armstrong referred to the Campaign Legal Center Report provided in the meeting materials and highlighted the reports references to the Commission.

Social Media and other Outreach: Executive Director Armstrong provided an update on the Commission's social media and outreach plan, specifically increasing the Commission's twitter presence and planning training opportunities for public officers and employees throughout the state.

Executive Director Armstrong reported the recent increase in Acknowledgment of Ethical Standards submissions resulting from targeted tweets and agency emails.

Commission Meeting Status: Executive Director Armstrong stated that the February 16 Commission meeting agenda will be substantial, and the backlog will be much more manageable.

The Commissioners agreed on the inclusion of a Bill Draft Request (BDR) Subcommittee item on the February 16 Commission meeting agenda. Commissioner Oscarson expressed his interest in serving on the BDR Subcommittee alongside Chair Wallin and Vice-Chair Duffrin. Chair Wallin and Vice-Chair Duffrin requested their fellow Commissioners review AB 65 and provide feedback regarding their prioritized changes to the previous BDR at the February meeting.

Commissioner Yen 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. Consideration and approval of the 2022 Nevada Commission on Ethics Public Records Policy as presented by the Executive Director.

Executive Director Armstrong referred to the proposed updated Public Records policy provided in the meeting materials and highlighted the changes.

Vice-Chair Duffrin asked if the policy would be posted on the Commission's website and if public records requests could be submitted electronically to the Commission. Executive Director Armstrong confirmed the policy would be posted on the Commission's website as well as at the Commission's office. Commission Counsel Chase confirmed that the Commission receives public records requests electronically.

Commissioner Oscarson moved to accept the Public Records Policy as presented. Commissioner Towler seconded the motion. The motion was put to a vote and carried unanimously.

6. Consideration and approval of the Telecommuting Policy as presented by the Executive Director.

Executive Director Armstrong presented the Telecommuting Policy as provided in the meeting materials.

Commissioner Oscarson requested information on the Confidentiality Assessment process and Executive Director Armstrong provided clarification.

Commissioner Towler shared his concern with the lack of workers compensation language in the policy as presented and agreed to discuss proposed inclusions with Executive Director Armstrong prior to the February meeting.

Commissioner Lowry made a motion for continuance to allow for revisions to the policy and upon review, consideration at the February Commission meeting. Commissioner Gruenewald seconded the motion. The motion was put to a vote and carried unanimously.

7. Consideration and approval of the Penalty Payment Schedule Authority as presented by the Executive Director.

Executive Director Armstrong referenced language in the meeting packet about authority for the Executive Director to enter into a written agreement to adjust the payment schedule on penalties in the event there is good cause to do so. Such agreements would be presented to the Commission as information items.

Vice-Chair Duffrin moved to approve the penalty payment schedule authority as presented. Commissioner Yen seconded the motion. The motion was put to a vote and carried unanimously.

8. Status Update on City of Reno policy instituted pursuant to Approved Deferral Agreement in Ethics Complaint No. 20-010C regarding Bonnie Weber, Councilmember, City of Reno, State of Nevada.

Associate Counsel Bassett reported that City of Reno Policy 401 has been updated in compliance with the Approved Deferral Agreement in Ethics Complaint No. 20-010C and as a result, an Order of Compliance would be issued in this case.

This was not an action item.

9. Discussion and approval of a Proposed Stipulation concerning Ethics Complaint No. 19-102C regarding Tina Quigley, former Member of the Nevada High-Speed Rail Authority, State of Nevada.

Chair Wallin stated for the record that Commissioners Yen, Lowry and Towler served as members of the Review Panel and would be precluded from participating in this item.

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Chair Wallin asked the parties in the Complaint to identify themselves for the record. Associate Counsel Elizabeth J. Bassett, Esq. appeared on behalf of Executive Director Armstrong before the Commission in this matter and Mark Ferrario, Esq. appeared on behalf of Tina Quigley, who was not in attendance but was provided proper notice of the Agenda Item and understood that the Commission would proceed in her absence.

Associate Counsel Bassett provided an overview of Ethics Complaint Case No. 19-102C (Quigley) and the Proposed Stipulation. The Complaint alleged that Quigley used her official position on the Nevada High-Speed Rail Authority and the relationships that she developed in that public position to obtain private employment with Virgin Trains, the successor to the franchisee selected by the Authority. A Review Panel consisting of 3 members of the Commission on Ethics determined that just and sufficient cause exists for the Commission to render an Opinion regarding the allegations pertaining to NRS 281A.400 subsection (10) and 281A.410 subsection (1).

The Proposed Stipulated Agreement outlined that Ms. Quigley agreed to complete Ethics Training within six (6) months of the execution of the Agreement.

Ms. Quigley's counsel, Mark Ferrario, Esq. thanked Commissioner Yen and Commission staff for their collaborative efforts and stated that the Stipulation was the right resolution for the matter.

Commissioner Gruenewald made a motion to accept the terms of the Stipulation as presented by the parties and direct Commission Counsel to finalize the Stipulation in appropriate form. Chair Wallin 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:	Abstain. (Review Panel Member)
Commissioner Oscarson:	Aye.
Commissioner Towler:	Abstain. (Review Panel Member)
Commissioner Yen:	Abstain. (Review Panel Member)

10. 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 thanked Executive Director Armstrong for a good job on his first Commission meeting.

11. Public Comment.

There was no public comment.

12. Adjournment.

Commissioner Yen 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 10:50 a.m.

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Minutes prepared by:

[/s/ Kari Pedroza](#)

Kari Pedroza
Executive Assistant

[/s/ Ross E. Armstrong, Esq.](#)

Ross Armstrong, Esq.
Executive Director

Minutes approved February 16, 2022

[/s/ Kim Wallin](#)

Kim Wallin, CPA, CMA, CFM
Chair

[/s/ Brian Duffrin](#)

Brian Duffrin
Vice-Chair