



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 18, 2023, at 9:30 a.m.
at the following location:

**Nevada Supreme Court Law Library
201 S. Carson Street, Room 107
Carson City, NV 89701**

Zoom Meeting Information

<https://us06web.zoom.us/j/85848272125?pwd=c1NTVE1PcVIYZCtmbFdYZStlL0MvQT09>

Zoom Meeting Telephone Number: 720-707-2699 *

Meeting ID: 858 4827 2125

Passcode: 107865

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 and on the Commission's YouTube channel.

1. Call to Order and Roll Call.

Chair Kim Wallin, CPA, CMA, CFM appeared in-person at the Nevada Supreme Court Law Library in Carson City and called the meeting to order at 9:30 a.m. Also appearing in-person were Vice-Chair Brian Duffrin and Thoran Towler, Esq. Commissioners Teresa Lowry, Esq., James Oscarson, and Amanda Yen, Esq. appeared via videoconference. Commissioner Barbara Gruenewald, Esq. appeared via teleconference. Commissioner Damian Sheets, Esq. was absent. Present for Commission staff in Carson City were Executive Director Ross E. Armstrong, Esq., Associate Counsel Elizabeth J. Bassett, Esq., Senior Legal Researcher Darci Hayden, and Executive Assistant Kari Pedroza. Deputy Attorney General Laena St-Jules, Esq. appeared in person in Carson City to provide assistance with interim Commission Counsel duties.

2. Public Comment.

There was no public comment.

3. Approval of Minutes of the December 8, 2022, Commission Meeting.

Chair Wallin stated that all Commissioners were present for the November Commission Meeting, except for Commissioners Yen and Sheets who were not present and would abstain from participating on this item.

Commissioner Towler moved to approve the December 8, 2022, Commission Meeting Minutes as presented. Vice-Chair Duffrin 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 Towler:	Aye.
Commissioner Yen:	Abstain.

4. Discussion and approval of a Proposed Stipulation concerning Ethics Complaint No. 21-100C regarding Olek Czyz, Coach, Galena High School, Washoe County, State of Nevada.

Chair Wallin introduced the item and stated for the record that proper notice was provided and waivers were received regarding this item. Chair Wallin further noted that Vice-Chair Duffrin and Commissioners Gruenewald and Sheets served as members of the Review Panel and would be precluded from participating in this item pursuant to NRS 281A.220(4).

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 Steve Handelin, Esq. appeared via videoconference on behalf of Olek Czyz, who was not in attendance but was provided proper notice of the Agenda Item and understood that the Commission would proceed in his absence.

Associate Counsel Bassett provided an overview of Ethics Complaint Case No. 21-100C (Czyz) and the Proposed Stipulation. The Proposed Stipulation delineated the non-willful violation of NRS 281A.400(7) by Czyz based upon consideration of presented mitigating factors set forth in NRS 281A.775, and as outlined, Czyz received a public admonishment from the Commission and agreed to complete Ethics Training within sixty (60) days of the execution of the Stipulation. Associate Counsel Bassett outlined a typographical revision to the NRS citations included in subsection b of Section 5 which will be corrected prior to finalization of the Stipulation.

Chair Wallin asked counsel for Czyz if he had any additional information to add about the agreement. Steve Handelin, Esq. acknowledged that working with Associate Counsel Bassett had been great. He reiterated that High School Coaches and the whole state of Nevada needs education regarding Ethics Law to avoid issue. Steve Handelin, Esq. shared his opinion that his client was a scapegoat.

Chair Wallin commented that Executive Director Armstrong has been presenting Ethics training all over the state. She thanked Mr. Handelin for his comments.

Commissioner Towler asked a clarifying question regarding language included in the proposed Stipulation. Executive Director answered Commissioner Towler's question.

Commissioner Oscarson stated for the record that while he appreciated Mr. Handelin's comments regarding the need for education, he did not appreciate the scapegoat comment. He commented that the allegations had been vetted by the Commission and the comment made by Mr. Handelin was unnecessary.

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Commissioner Yen made a motion to accept the terms of the Stipulation as presented by the parties and corrected by Associate Counsel Bassett to resolve Ethics Complaint Case No. 21-100C (Czyz) and direct Deputy Attorney General Laena St-Jules to finalize the Stipulation in appropriate form. Chair Lowry seconded the motion. The Motion was put to a vote and carried as follows:

Chair Wallin:	Aye.
Vice-Chair Duffrin:	Abstain. (Review Panel Member)
Commissioner Gruenewald:	Abstain. (Review Panel Member)
Commissioner Oscarson:	Aye.
Commissioner Sheets:	Aye.
Commissioner Towler:	Aye.
Commissioner Yen:	Aye.

Chair Wallin thanked Steve Handelin, Esq. for his cooperation.

5. Report by Executive Director on agency status and operations, and possible direction thereon. Items to be discussed include, without limitation:
 - a. Education and Outreach
 - b. Quarterly Case Log
 - c. Legislative Update
 - d. Budget Update
 - e. Commission Counsel Hiring Update

a. Education and Outreach: Executive Director Armstrong reported a new educational video regarding the cooling off provision will be uploaded to the Commission's website by the end of the month.

Executive Director Armstrong shared that Commission staff will be meeting the next week to discuss updating the Ethics Manual and will be working together to compile a new manual with input from the Nevada Association of Counties and the Nevada League of Cities.

Executive Director Armstrong provided information on recent trainings conducted including newly appointed and elected officials training. He outlined upcoming trainings scheduled including presentations to Washoe County, LVCVA, and the Clark County School District.

Vice-Chair Duffrin asked a question about training attendance and Executive Director responded to Vice-Chair Duffrin's question.

Executive Director Armstrong reported that the Nevada Purchasing Division instructed that a Request for Proposal for the Commission's Online Learning System was no longer required and as the vendor had completed the necessary registration and enrollment processes, the contract would be finalized upon Clerk of the Board approval.

Chair Wallin asked when the funding was allocated to the Commission and Executive Director Armstrong confirmed that the funds were applied last fall and reported that not all funds would be expended due to delays in the contracting process.

b. Quarterly Case Log: Executive Director Armstrong referenced the updated Quarterly Case Logs provided in the meeting materials noting that all cases from 2019 and 2020 were resolved, and one case remained from 2021 which is awaiting adjudicatory hearing in April.

Vice-Chair Duffrin inquired about the status of the Advisory Opinion progress and whether due dates are being met and Executive Director Armstrong responded that while the

workload is heavy without a Commission Counsel, Commission staff is meeting deadlines associated with Advisory Opinions.

Vice-Chair Duffrin thanked Advisory Opinion requestors for seeking guidance from the Commission.

Executive Director Armstrong asked for Commissioner feedback regarding the Case Logs. Chair Wallin asked that the Logs be sorted by status instead of date.

Chair Wallin commended Commission staff for resolving cases which were included on the backlog.

c. Legislative Update: Executive Director Armstrong informed the Commission that its Budget Hearing had been scheduled for Friday February 24 and he will be prepared to present. He referenced the Legislative Session Report provided in the meeting materials and outlined the bill tracking and analysis process noting that the Commission will be regularly notified of bill status changes via electronic mail.

Chair Wallin requested that meetings be coordinated with the members of the Assembly to introduce the Commission's bill AB 66 and confirmed her willingness to attend those meetings.

d. Budget Update: Executive Director Armstrong informed the Commission about the need for a small work program transferring funds into IT Category 26 from Court Reporting Category 11 to address a slight shortfall in that category.

Executive Director Armstrong reiterated that the Commission Counsel retirement reconciliation will be done at the end of the fiscal year.

Executive Director Armstrong reported that he has been in contact with the Attorney General's office regarding the conflict counsel contract necessary for the case in which the AG's office has a conflict and cannot assist the Commission.

Chair Wallin asked if a request for additional funding before IFC would be necessary for the conflict counsel contract and Executive Director Armstrong shared his belief that the matter could be resolved by a work program.

e. Commission Counsel Hiring Update: Executive Director Armstrong confirmed that the Commission Counsel recruitment was opened to statewide candidates and the new submission deadline is January 13. He acknowledged that the Commission had received a number of qualified applications and noted the plan for the Personnel Subcommittee to conduct initial interviews of potential incumbents on February 1 and the Commission conducting final interviews at its meeting on February 15. Executive Director Armstrong shared that if the interviews are conducted according to plan the new Commission Counsel would start with the Commission in early March.

Commissioner Oscarson expressed his interest in attending the Commission's Budget Hearing scheduled for February 24.

Commissioner Lowry requested clarification on the February 1 meeting and Chair Wallin confirmed that the February 1 meeting would be for Personnel Subcommittee members only and the Commission would hold final interviews of the candidates on February 15. Chair Wallin encouraged her fellow Commissioners to appear in person at that meeting. Commissioner Yen noted that she would not be available to attend the February 15 Commission meeting.

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

6. 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 stated she was extremely impressed with staff's efforts and extended her welcome wishes and appreciation to Deputy Attorney General Laena St-Jules.

7. Public Comment.

There was no public comment.

8. Adjournment.

Commissioner Towler 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 10:12 a.m.

Minutes prepared by:

[/s/ Kari Pedroza](#)

Kari Pedroza
Executive Assistant

[/s/ Ross Armstrong](#)

Ross Armstrong, Esq.
Executive Director

Minutes approved February 15, 2023:

[/s/ Kim Wallin](#)

Kim Wallin, CPA, CMA, CFM
Chair

[/s/ Brian Duffrin](#)

Brian Duffrin
Vice-Chair