



**STATE OF NEVADA
COMMISSION ON ETHICS**

<http://ethics.nv.gov>

**MINUTES
of the meeting of the
NEVADA COMMISSION ON ETHICS'
PERSONNEL SUBCOMMITTEE**

The Commission on Ethics held a public meeting on
Thursday, October 18, 2023, at 1:00 p.m.
at the following location:

**State Bar of Nevada
3100 West Charleston Blvd, Boardroom
Las Vegas, NV 89102**

Zoom Meeting Information

<https://us06web.zoom.us/j/84372916166?pwd=CovPYJDLLof8XeuatbbMESUp3dOJLg.1>

Zoom Meeting Telephone Number: 720-707-2699

Meeting ID: 843 7291 6166

Passcode: 456314

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 State Bar of Nevada office in Las Vegas and called the meeting to order at 1:00 p.m. Vice-Chair Thoran Towler, Esq. and Commissioner Duffrin also appeared in-person. Present for Commission staff in Las Vegas were Executive Director Ross E. Armstrong, Esq., Commission Counsel Brandi Jensen, Esq., Senior Legal Researcher Wendy Pfaff, Investigator Erron Terry and Executive Assistant Kari Pedroza.

2. Public Comment.

There was no public comment.

3. Approval of Minutes of the September 28, 2023 Personnel Subcommittee Meeting.

Chair Wallin stated that all Personnel Subcommittee members were present for the September meeting and could therefore participate in this item.

Commissioner Duffrin made a motion to approve the September 28, 2023 Personnel Subcommittee meeting minutes as presented. Vice-Chair Towler 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 public service objectives including performance priorities and job descriptions for the Commission's two appointed positions of Executive Director, held by Ross Armstrong, Esq., and Commission Counsel, held by Brandi Jensen, Esq.

Chair Wallin introduced the agenda item and outlined that the Personnel Subcommittee would review the Executive Director's updated documents first.

Commissioner Duffrin thanked Executive Director Armstrong and Commission Counsel Jensen for their work on updating the job description and performance priorities as discussed at the September meeting.

Chair Wallin outlined her recommended changes to the Executive Director's Performance Priorities and Job Description, and her changes to the Commission Counsel's Performance Priorities and Job Description. Vice-Chair Towler and Commissioner Duffrin did not propose any further changes.

Commissioner Duffrin made a motion to direct the Executive Director and Commission Counsel to update their respective job duties and priorities as discussed by the Personnel Subcommittee and provide the updated documents for consideration and potential approval by the full Commission at the November 8th meeting. Vice-Chair Towler seconded the motion. The motion was put to a vote and carried unanimously.

4. Public Comment.

There was no public comment.

5. Adjournment.

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

The meeting was adjourned at 1:21 p.m.

Minutes prepared by:

/s/ Kari Pedroza

Kari Pedroza
Executive Assistant

/s/ Ross Armstrong

Ross Armstrong, Esq.
Executive Director

Minutes approved November 8, 2023:

/s/ Kim Wallin

Kim Wallin, CPA, CMA, CFM
Chair

/s/ Thoran Towler

Thoran Towler, Esq.
Vice-Chair