



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, September 28, 2023, at 1:30 p.m.
at the following location:

**Nevada Commission on Ethics' office
704 W. Nye Lane, Suite 204
Carson City, NV 89703**

Zoom Meeting Information

<https://us06web.zoom.us/j/84357366047?pwd=pKOM6EmZLkWa7DuauXCbMRhPXai9em.1>

Zoom Meeting Telephone Number: 720-707-2699

Meeting ID: 843 5736 6047

Passcode: 780722

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 Commission's office in Carson City and called the meeting to order at 1:31 p.m. Vice-Chair Thoran Towler, Esq. and Commissioner Duffrin also appeared in-person. Present for Commission staff in Carson City were Executive Director Ross E. Armstrong, Esq. and Commission Counsel Brandi Jensen, Esq., Associate Counsel Elizabeth J. Bassett, Esq., Senior Legal Researcher Wendy Pfaff, and Executive Assistant Kari Pedroza appeared via videoconference.

2. Public Comment.

There was no public comment.

3. 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 noted that timeliness of the item as the Personnel Subcommittee last updated the job descriptions and performance priorities two years ago with the previous incumbents of the positions. She referenced the job description and performance priority update drafts provided by Executive Director Armstrong and Commission Counsel Jensen included in the meeting materials and commended Commission Counsel Jensen

on her effort considering she had just recently begun in her position as the Commission Counsel. Chair Wallin opened up the item for her fellow Personnel Subcommittee members to discuss the materials proposed by the Executive Director and Commission Counsel and stated that they would start by considering the Executive Director's documents.

The Personnel Subcommittee members discussed recommended updates and revisions to the Executive Director's job description and identified the following performance priorities, in order of importance, for the Executive Director's position:

1. Prevent Ethics Complaint Investigation Backlog/ Review Panels
2. Administrative Efficiency
3. Administration and Supervision
4. Education and Outreach
5. Legislation and Regulations
6. Strategic Plan

The Personnel Subcommittee members discussed recommended updates and revisions to the Commission Counsel's job description and identified the following performance priorities, in order of importance, for the Commission Counsel's position:

1. Advisory Opinions
2. Commission Meetings
3. Legal Representation on Contested Matters
4. Administrative Efficiency
5. Education and Communication
6. Legislation and Regulations

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 at the next meeting of the Subcommittee on October 18th for possible referral to 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.

Chair Wallin thanked Executive Director Armstrong and Commission Counsel Jensen for their hard work on the revisions to their respective job descriptions and performance priorities.

5. Adjournment.

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

The meeting was adjourned at 2:56 p.m.

Minutes prepared by:

/s/ Kari Pedroza

Kari Pedroza
Executive Assistant

/s/ Ross Armstrong

Ross Armstrong, Esq.
Executive Director

Minutes approved October 18, 2023:

/s/ Kim Wallin

Kim Wallin, CPA, CMA, CFM
Chair

/s/ Thoran Towler

Thoran Towler, Esq.
Vice-Chair