

Agenda Item 3



**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
Tuesday, May 14, 2024, at 12:00 p.m.
at the following location:

**State of Nevada
Commission on Ethics Office
704 W. Nye Lane
Suite 204
Carson City, NV 89703**

Zoom Meeting Information
<https://us06web.zoom.us/j/88083961176?pwd=enby4aG9pg1S015RbWa7bizNfO22Kb.1>
Zoom Meeting Telephone Number: 1-253-205-0468
Meeting ID: 880 8396 1176
Passcode: 231405

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 via Zoom videoconference and called the meeting to order at 12:00 p.m. Commissioners Michael E. Langton, Esq., John T. Moran III, Esq., and Stan Olsen also appeared via Zoom videoconference. Commissioner Scott Scherer, Esq. appeared in person at the Commission's office in Carson City. Vice Chair Thoran Towler, Esq. and Commissioners Teresa Lowry, Esq. and Amanda Yen, Esq. were excused. Present for Commission staff in Carson City were Executive Director Ross E. Armstrong, Esq., Commission Counsel Elizabeth J. Bassett, Esq., Senior Legal Researcher Wendy Pfaff and Executive Assistant Kari Pedroza. Chief Deputy Attorney General Gregory D. Ott, Esq. appeared via Zoom videoconference.

2. Public Comment.

There was no public comment.

3. Approval of Minutes of the April 17, 2024, Commission Meeting.

Chair Wallin stated that all Commissioners were present for the April 17, 2024 Commission Meeting except Commissioner Langton who was not yet appointed and therefore precluded from participating in this item.

Commissioner Scherer moved to approve the April 17, 2024, Commission Meeting Minutes as presented. Commissioner Olsen seconded the motion. The Motion was put to a vote and carried as follows:

Chair Wallin:	Aye.
Commissioner Langton:	Abstain.
Commissioner Moran:	Aye.
Commissioner Olsen:	Aye.
Commissioner Scherer:	Aye.

4. Discussion and approval of a Written Opinion concerning Ethics Complaint Case No. 23-056C regarding Hilary Schieve, Mayor, City of Reno, State of Nevada.

Chair Wallin introduced the item and stated for the record that Vice Chair Towler and Commissioners Lowry and Yen served as members of the Review Panel and would be precluded from participating in this item pursuant to NRS 281A.220(4). She further provided that although Commissioner Yen was on the Review Panel, Yen disclosed and abstained from participating in the Review Panel. Chair Wallin noted that proper notice had been provided and waivers were received regarding this item.

Commissioner Langton explained that he would be abstaining from participating in the item as he did not have adequate time to review the Opinion and the case record prior to the meeting. Chair Wallin thanked Commissioner Langton and welcomed him to the Commission.

Chair Wallin asked a clarifying question regarding language in the Opinion and Chief Deputy Attorney General Ott provided the answer.

Commissioner Scherer moved to approve the written opinion as presented and instruct Chief Deputy Attorney General Gregory Ott, Acting Commission Counsel on this matter to finalize the opinion as to legal form and cause it to be properly served on all parties. Commissioner Moran seconded the motion. The Motion was put to a vote and carried as follows:

Chair Wallin:	Aye.
Commissioner Langton:	Abstain.
Commissioner Moran:	Aye.
Commissioner Olsen:	Aye.
Commissioner Scherer:	Aye.

5. 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.

Commissioner Scherer welcomed Commissioner Langton to the Commission. Commissioner Langton thanked Commissioner Scherer.

Chair Wallin informed Commissioner Langton that if he ever has any questions he can always reach out to Commission Counsel Bassett. Commissioner Langton stated that he recently met with Executive Director Armstrong and Commission Counsel Bassett, noted that they were extremely helpful and thanked them both.

Chair Wallin noted that the next Commission meeting will be held in Winnemucca on June 26, 2024 and added that she looked forward to traveling down to Winnemucca.

6. Public Comment.

There was no Public Comment.

7. Adjournment.

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

The meeting was adjourned at 12:08 p.m.

Minutes prepared by:

/s/ Kari Pedroza

Kari Pedroza
Executive Assistant

/s/ Ross Armstrong

Ross Armstrong, Esq.
Executive Director

Minutes approved June 26, 2024:

Kim Wallin, CPA, CMA, CFM
Chair

Agenda Item 7

Strategic Plan

FY2025-FY2027

Cover

Plan design to be completed upon approval

Strategic Plan Sections

- Introductory section
- Strategic Focus
 - Goal
 - Sample Activities
- Implementation Timeline

Mission

The Nevada Commission on Ethics, by the authority granted under Chapter 281A of NRS, strives to enhance the public's faith and confidence in government by ensuring that public officers and public employees uphold the public trust by committing themselves to avoid conflicts between their private interests and their public duties.

10 Guiding Principles

1. Our highest priority is to protect the citizens of Nevada by interpreting and enforcing the provisions of the Ethics Law in a fair, consistent and impartial manner.
2. We act with a high degree of integrity, honesty and respect when investigating and adjudicating public complaints alleging ethics violations by public officers and employees.
3. We are committed to providing outreach and education to our Stakeholders (the public and public officers and employees) to enhance their awareness and understanding of ethics requirements and prohibitions under the Nevada Ethics law.
4. Our objectivity, independence and impartiality are beyond reproach. We avoid all personal or professional circumstances or conflicts calling these into question.
5. Our processes ensure all actions, decisions and policies are consistently applied and do not result in advantages or disadvantages to any party to the detriment of another.
6. Our confidential advisory opinions are thoroughly researched and written with the needs of the requestor in mind and consistent with opinion precedent and applicable statutes including legislative intent.
7. We carry out our duties in a rigorous and detailed manner and utilize the resources provided to us wisely and only for the legitimate purposes of the agency.
8. We continuously challenge ourselves to improve the practices and processes of the agency to keep pace with the needs of the individuals we serve and to comply with legislative mandates.
9. We continuously improve our public communication and public access to provide guidance and assistance to those we hold accountable for compliance.
10. We value and respect the opinions and recommendations of our Stakeholders, Staff and Commission Members which guide us in our decision making.

Lombardo 3-Year Policy Matrix – Government Support Services

- 5.1 Recruiting and retaining a talented workforce, while ensuring a positive, respectful work environment
- 5.2 Providing Outstanding Customer Service
- 5.3 Collaborating with Other Agencies to Streamline Service Delivery and Improve Operational Efficiencies

Strategic Focus – Enhanced Outreach and Education

Goal 1 – Increase the number of people receiving ethics training

Activities Include

- Set quarterly goals and categories for number of people trained
- Track monthly to evaluate and adjust training volume strategies

Goal 2 – Adopt an outreach and education plan

Activities Include

- Review education and outreach objectives
- Identify desired strategic partnerships and target audiences
- Develop outreach materials for use
- Create an action plan to execute the goals of the plan

Alignment with Governor Lombardo Policy Matrix

5.3.1 Facilitate Knowledge Sharing and Problem Solving Across Departments

5.3.3 Leverage Existing Contracts and Relationships from Other Departments

Strategic Focus – Maintaining the Public’s Trust in the Commission

Goal 1 – Develop case history information to ensure objective and consistent recommendations to the Commission

Activities Include

- Creating decision matrices for recommendations
- Compiling recent cases by type and result
- Developing reports to showcase consistency

Goal 2 – Establish a public relations campaign to improve the public’s understanding of the Commission

Activities Include

- Developing a reputation goal for the Commission
- Aligning Commission activities to reputation goal
- Designing a public relations strategy to communicate about the Commission in a way that matches the adopted reputation goal

Alignment with Governor Lombardo Policy Matrix

5.2.3 Improve a culture of problem solving and responsiveness

Strategic Focus – Staffing

Goal 1 – Establish a 5-year Staffing Plan

Activities Include

- Analysis and time study of current workload by position
- Review of other Ethics Commission staffing structures
- Project anticipated future workload
- Determine the need for additional staff to maintain customer service standards

Goal 2 – Establish an internal staff support framework

Activities Include

- Research ways that government entities improve state recruitment and retention
- Determine what flexibility the Commission has in implementing staff supports
- Implement staff supports as able

Alignment with Governor Lombardo Policy Matrix

5.1 Recruiting and retaining a talented workforce, while ensuring a positive, respectful work environment

5.2 Providing Outstanding Customer Service

Strategic Focus – Technology and Service Improvements

Goal 1 – Pursue the purchase of enhanced case management software to create efficiencies in case processing as caseload continues to grow

Activities Include

- Issue a Request for Information for a Case Management System modernization
- Secure funding for purchase and implementation of a new case management system

Goal 2 – Complete an overall process evaluation related to technology and customer service

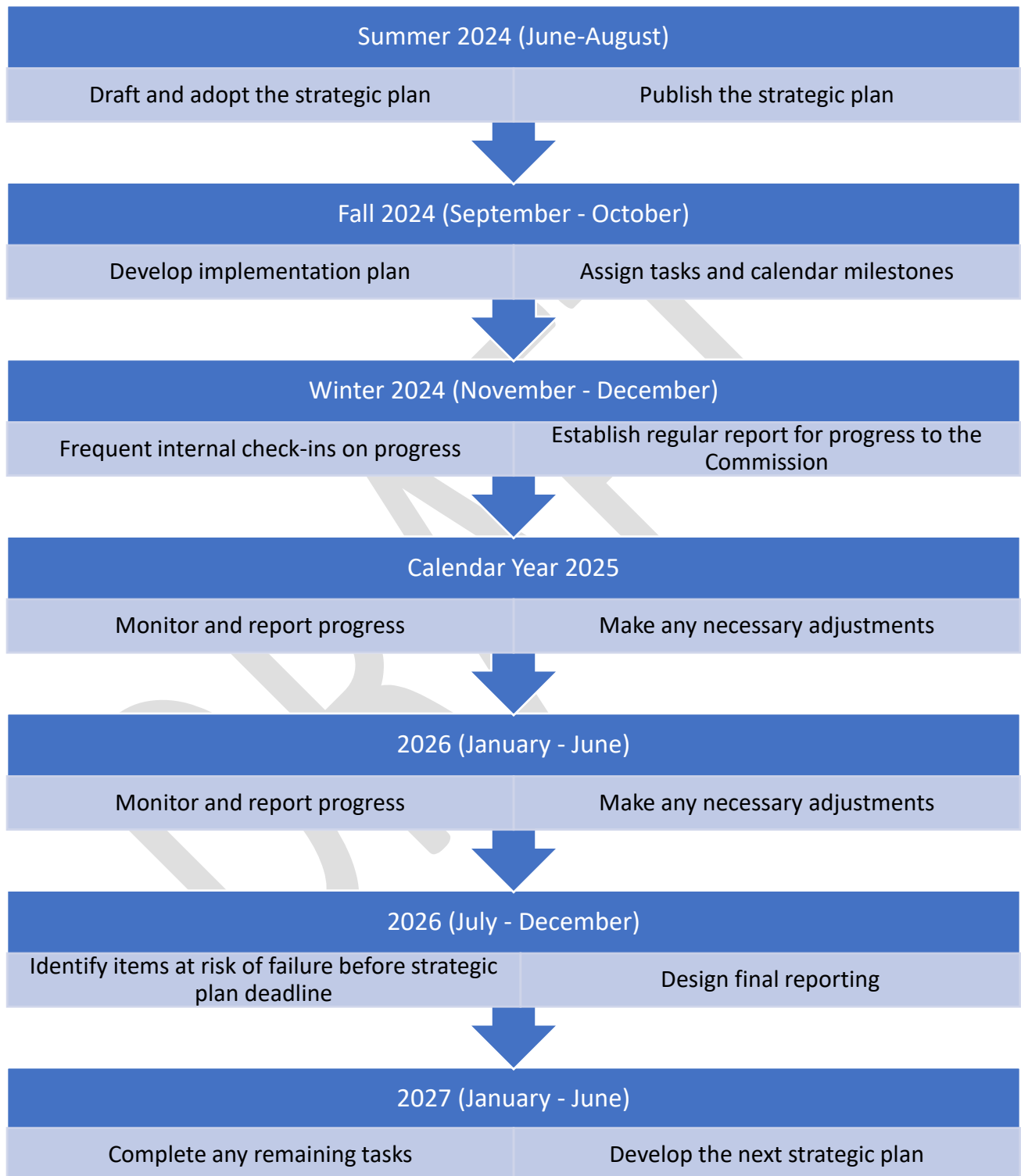
Activities Include

- Document each internal process of the Commission
- Identify potential technology solutions for processes and reports
- Develop a priority list for implementation of identified changes

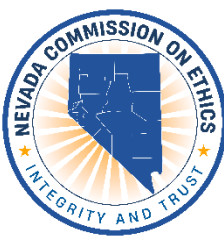
Alignment with Governor Lombardo Policy Matrix

5.2.2 – Establish robust web-based opportunities for state consumers

Success Timeline



Agenda Item 8



Proposed Performance Measures		
Measure #	Description	Calculation
1	% of public officers and employees receiving ethics training	# of public officers and employees trained divided by the total # of state and local public officers and employee
2	% of Advisory Opinion issued within 60 days	# of advisory opinions with issue date within 60 days of the receipt date divided by total number of Advisory Opinions received in the specified timeframe
3	% of Complaint cases received and resolved within a 12-month period	# of complaint cases with disposition date within twelve months of receipt date divided by the # of complaint cases received in a specified timeframe
Proposed Population and Workloads		
Measure #	Description	Calculation
1	Number of state and local public officers and employees	Same as current process
2	Number of new complaints filed	Same as current process
3	Number of new cases investigated	Same as current process
4	New Advisory requests filed	Same as current process
5	Total number of advisory opinions issued	Count of number of advisory opinions issued that year
6	Number of judicial cases in which the Commission is named/interested	Same as current process, just now located in workloads

Proposed Internal Data Metrics		
Metric	Notes	
Complaints		
Length of investigation	From order authorizing investigation to review panel determination	Collect mean & median
# of cases resolved during fiscal year including those received in previous years	To show totality of Commission caseload each fiscal year	
Advisory Opinions		
Time from when the request is filed to the submission to the Commission	Days	Collect mean & median
# of Abstract Opinions Issued	Count	
Customer Feedback	Surveys	
Education and Outreach		
Social Media Following	X, LinkedIn, YouTube	
Nevada Ethics Online	# of courses completed by users	
Customer Feedback	Surveys	
# of training sessions		
# of people trained		
Administrative		
Public Records Requests Received		
Media Inquiries Received		
# of constituent questions		
# of Budgetary Work Programs required		
# of disposition hearings		
# of review panels		

Agenda Item 9



Executive Director Report – June 2024

Operations Highlights

- Regulatory Process
- Associate Counsel position remains vacant
- Office Lease renewed for 3 years
- Started work in the Fiscal Year 2024 Annual Report
- PDI (Case software) improvements underway
 - Topic sort
 - Public records requests

Budget Update

- FY 24 Closing
 - Fiscal year closes on June 30
 - Work programs complete
 - Wrapping up some final billing
- FY 25 Outlook
 - Equipment replacement
 - Shift of Nevada Ethics Online from grant to regular funding
- FY 26/27 Budget Building
 - Technology Investment Notification submitted
 - Request for Information released
 - Regular meetings with fiscal team

Upcoming Meetings

- August 21 – Reno
- October 16 – Las Vegas
- November 13 – Reno

Submitted: Ross E. Armstrong, Executive Director
Date: 6/18/24

Agenda Item 10

Outreach & Education

Report

June 26th, 2024



Follow us on Linked In



Follow us on X



Give us Feedback on our
Ethics Training



Request Live Ethics
Training

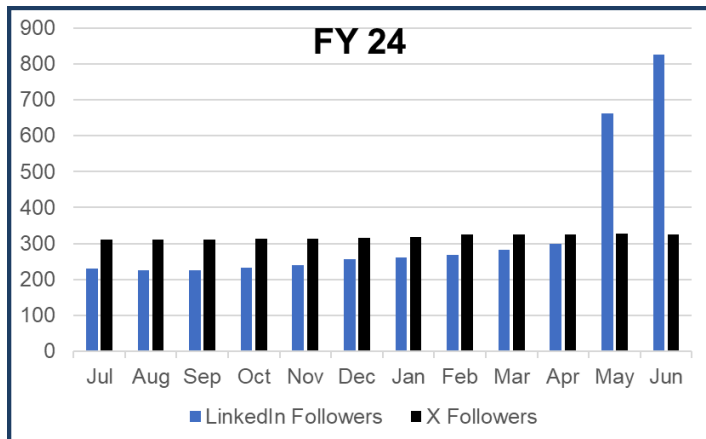


To improve the next O&E report, please identify missing data or suggest revisions for discussion during the meeting.



Outreach

- Upcoming Outreach Events
 - Sept. 14th NACO Conference
 - Oct. 9-10th City Attorney's
 - Oct. 10th League of Cities
 - Dec. 8-11th COGEL
- Strategy to Increase LinkedIn Following
- HR Orientation Project
- Outreach Expansion Budget Proposal
- Diversify O&E Imagery



Targeted Outreach

Since Jan 2021, City Officials have submitted a total of 31 advisory opinions, with 4 currently pending.

See our website to request ethics training or an advisory opinion ethics.nv.gov. We are committed to providing accessible educational resources and training.

We strongly encourage public officials to seek advisory opinions to mitigate conflicts of interest. Our commission is committed to enhancing outreach efforts to ensure city officials are informed about this opportunity.

We aim to increase the percentage of accepted advisory opinions, indicating a better understanding among requesters of the Commission's jurisdiction regarding conduct and individuals governed by ethics in government laws through targeted outreach and education.

On National Teacher Appreciation Day we say thank you to all educators for your unwavering commitment and for all you do to support our kids and their development. The Commission on Ethics has prioritized education by creating a new position and hiring an Outreach and Education Officer. Be sure to follow along for their exciting new initiatives like a statewide quarterly newsletter, updated ethics manual, and more! [#TeacherAppreciationDay](#)

Sign up here: [LISTSERV@LISTSERV.STATE.NV.US?](mailto:LISTSERV@LISTSERV.STATE.NV.US?body=subscribe%20ethicslink)
body=subscribe%20ethicslink

Today, on International Firefighters' Day, we honor the brave souls who safeguard our communities. Amidst our gratitude, we're reminded of the importance of integrity.

In re Maurizio, Case No. 09-40C (2010), a town board member's solicitation of personal favors from a fire chief during meetings led to a \$1000 fine by the commission. This serves as a stark reminder of the necessity for unwavering adherence to ethical standards.

To all firefighters worldwide, your selflessness inspires us. Thank you for your unwavering dedication. [#InternationalFirefightersDay](#)

See the full opinion: <https://lnkd.in/gSY3REzK>

NEVADA CITIES ADVISORY OPINION RESULTS

Dismissed/Withdrawn 33% 9 Opinions

Accepted 67% 18 Opinions

For City Officials

For Educators

For Firefighters

Trust Building Socials Series

- Additional decision comparison articles coming in July
- Article on historical shifts in the investigatory approach and severity of penalties

Ever scratched your head over Ethics Commission decisions? 🤔 Let's delve into cases that seem alike but lead to diverse outcomes and penalties. Join us in the summer months for a series of articles unpacking this evolving ethical governance landscape!

Search [#CompareEthics](#) to find posts in this series.

Check out our opinions database: <https://lnkd.in/guEMgZb8>

Yesterday marked National Ex-Spouse Day, prompting us to reflect on the intricate balance between personal relationships and public responsibilities. Explore insights from two advisory opinions by the Nevada Commission on Ethics, discussing the complexities of ex-relationships in public office.

Balancing Personal Ties and Public Duty: Navigating Ex-Relationships in Public Office

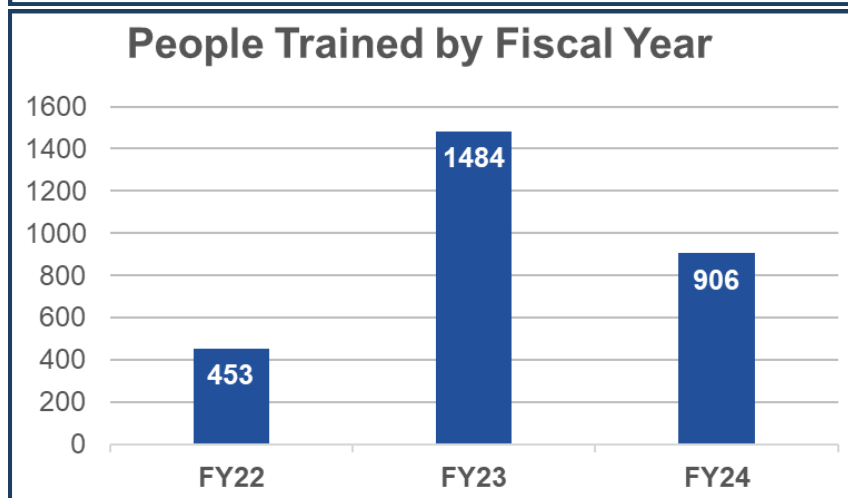
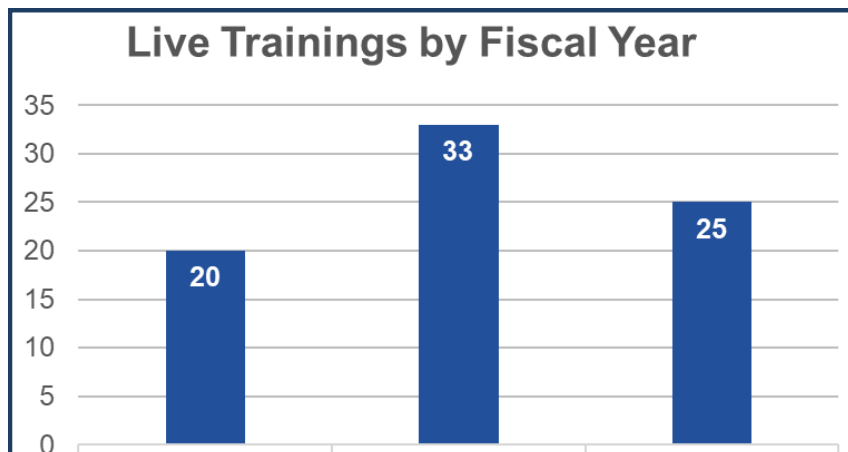
Nevada Commission on Ethics on LinkedIn • 4 min read

Key Terms Disclosure: The act of announcing and explaining a conflict of interest you have related ...



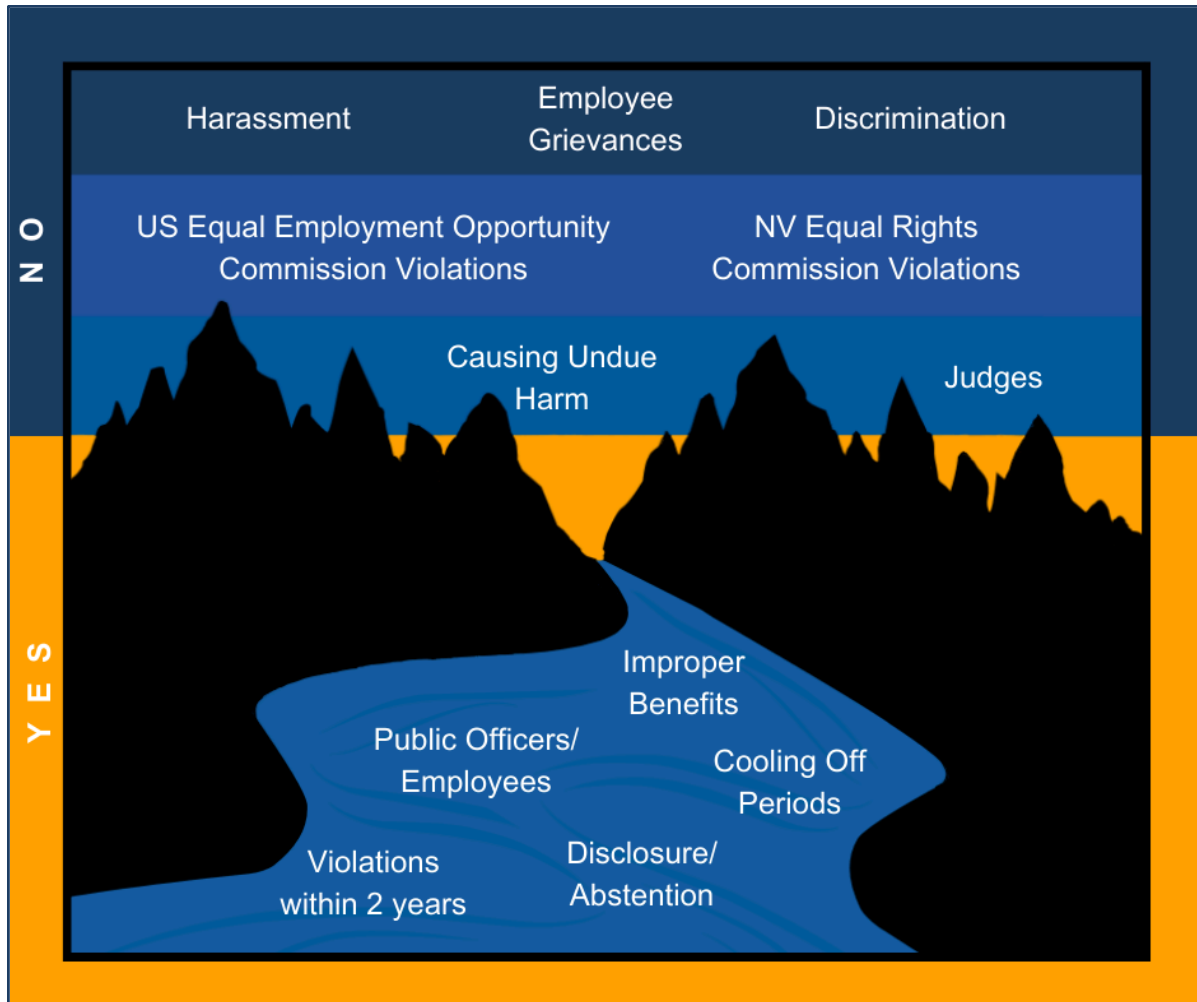
Education

- Tovuti Design Training
- Training Feedback Form Integration (see QR code on first page)
- Transition to Independent Training (end of summer)
- Training Partnerships
 - Clark County (MOU renewed)
 - POOL/PACT (MOU in drafting stages)
 - Southern Nevada Health District (early stages)
- Recent Trainings
 - June 11th & 13th Cannabis Compliance Board (hybrid, 83 attendees)
 - June 10th The Vegas Chamber (virtual, 1 attendee)
 - May 16th State Contractors Board (in-person, 12 attendees)
 - April 29th & 30th Clark County (in-person, 151 attendees)
- Upcoming Trainings
 - Mid July N Las Vegas City Council (in-person, 8 attendees*)
 - July 17th Nursing Board (in-person, 12 attendees*)
 - **Sept.12th S. NV Chapter International Code Council** (in-person, 120 attendees*)
 - **Sept.12th Board of Examiners** (virtual, 80 attendees*)
 - Sept./Oct. TBD Nevada Gaming Control Board (in-person, 384 attendees*, 4-6 sessions)



Publications

- Ethics Manual (July 1st)
 - 7 completed
 - 2 drafted
- Newsletter (End of July)
 - Finalized distribution plan
 - Drafting design
 - Drafted first newsletter content
- Expanded FAQs
 - Advisory Opinions Drafted
 - Complaints Process
- Acknowledgement Form Filing
- COGEL Resource and Forums Contributions



Press/PIO

- Feature Writing Training by Ann Wylie, through PRSA
- August 21-23 PRSA SW Conference (tentative)
- Transitioning to Independently Responding to PRRs and Drafting Press Releases
- See recent press releases [here](#)
 - [Commission Sets Priorities for Next Legislative Session \(April 2024\)](#)
 - [NCOE to host Briefing for Candidates and Campaigns \(January 2024\)](#)

