



**MINUTES
of the meeting of the
NEVADA COMMISSION ON ETHICS**

The Commission on Ethics held a public meeting on
Wednesday, November 13, 2024, at 10:00 a.m.
at the following location:

**State Bar of Nevada
9456 Double R Boulevard, Suite B
Reno, NV 89521**

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, Roll Call, and Pledge of Allegiance to the Flag.

Chair Scott Scherer, Esq. appeared in person in Reno and called the meeting to order at 10:01 a.m. He confirmed for the record that the meeting had been properly noticed. Vice Chair Kim Wallin, CPA, CMA, CFM, Commissioners Michael E. Langton, Esq., and Terry J. Reynolds also appeared in person at the State Bar in Reno. Commissioners John T. Moran III, Esq., Stan Olsen and Amanda Yen, Esq. appeared via videoconference. Commissioner Teresa Lowry, Esq. was excused. Commission staff present in person were Executive Director Ross E. Armstrong, Esq., Commission Counsel Elizabeth J. Bassett, Esq., Senior Legal Researcher Curtis Hazlett and Executive Assistant Kari Pedroza. Outreach and Education Officer Sam Harvey attended via videoconference. Investigator Erron Terry was excused.

2. Public Comment.

Jeff Church attended via Zoom videoconference and provided public comment under this item regarding various public elected officials receiving healthcare as a benefit of employment who voted on labor contracts which benefit them without providing a disclosure.

3. Approval of Minutes of the October 16, 2024, Commission Meeting.

Chair Scherer stated all Commissioners were present for the October 16, 2024, Commission Meeting, except for Commissioner Langton who was excused and therefore precluded from participating in this item.

Vice Chair Wallin moved to approve the October 16, 2024, Commission Meeting Minutes corrected as discussed. Commissioner Reynolds seconded the motion. The Motion was put to a vote and carried as follows:

Chair Scherer:	Aye.
Vice Chair Wallin:	Aye.
Commissioner Langton:	Abstain.
Commissioner Moran:	Aye.
Commissioner Olsen:	Aye.
Commissioner Reynolds:	Aye.
Commissioner Yen:	Aye.

4. Discussion and approval of Commission Proclamation honoring Commissioner Thoran Towler's years of service to the Commission.

Chair Scherer introduced the item and Vice Chair Wallin read the Commission Proclamation honoring Commissioner Towler for the record.

Vice Chair Wallin shared that she and former Commissioner Towler developed a very good working relationship when he was the Deputy Attorney General assigned to her as the Controller for the State of Nevada. She noted his consistency in holding himself to the highest ethical standards and his unwavering professionalism. Vice Chair Wallin expressed her appreciation for his participation on the Ethics Commission, his great analytical mind and commitment to fair treatment. She acknowledged that Thoran Towler will be greatly missed on the Commission and that he was always a pleasure to work with.

Commissioner Yen agreed that former Commissioner Towler will be missed and shared her appreciation of how concise, thoughtful and determined with upkeeping the Commission's mission he was. She thanked him for his exemplary service to the Commission.

Commissioner Langton shared that he appeared before former Commissioner Towler when Towler served as the Nevada Labor Commissioner and noted Commissioner Towler's professionalism.

No action was taken on this Item.

5. Discussion and approval of Commission Proclamation honoring Commissioner Amanda Yen's years of service to the Commission.

Chair Scherer introduced the item, read the Commission Proclamation honoring Commissioner Yen for the record, and noted a typo in the Proclamation.

Vice Chair Wallin noted what a great pleasure it had been serving on the Commission with Commissioner Yen and expressed her gratitude to Commissioner Yen for her fantastic analytical skills. She thanked Commissioner Yen for her concise communication and always standing up for her beliefs and values in a professional manner. Vice Chair Wallin stated that she will greatly miss Commissioner Yen, and the Commission has a huge hole to fill with her leaving.

Commissioner Yen provided that she doesn't like to waste time, but time is never wasted by words of gratitude and thanks. She recognized each member of Commission staff and thanked them individually, highlighting their attributes, talents and hard work. Commissioner Yen shared her appreciation and utmost respect for Vice Chair Wallin and Commissioner Lowry whom she served with on the Commission the longest. She thanked Chair Scherer and Commissioners Moran, Langton, Olsen and Reynolds for their commitment in service to the state of Nevada.

Chair Scherer thanked Commissioner Yen for her years of service dedicated to the Commission and her comments. He agreed that she will be missed on the Commission and shared his hope that the Legislative Commission can find someone at least half as qualified as Commissioner Yen. Chair Scherer asked Executive Director Armstrong if he had contact from the Legislative Commission about the upcoming vacancy in Commissioner Yen's position and Executive Director Armstrong responded that he had not yet heard anything but confirmed he would reach out to the Legislative Commission and provided it was his understanding that the appointment would be considered at the Legislative Commission's December meeting.

Commission Counsel Bassett also agreed that Commissioner Yen would be missed and that it had been an honor and a pleasure working with her. She thanked Commissioner Yen for her immeasurable assistance, guidance and support of her as Commission Counsel. Commission Counsel Bassett praised Commissioner Yen for her prompt responses to requests and noted her appreciation that Commissioner Yen was always clear and concise in her communication.

Executive Director Armstrong echoed Commission Counsel Bassett's comments. He shared his appreciation for Commissioner Yen's assistance with the Outreach and Education Officer recruitment interviews. Executive Director Armstrong stated Commissioner Yen's questions were sharp, directed questions that made you take note and provided extremely useful perspective and direction. He noted that in addition to confirming the Legislative Commission is on track to appoint a new commissioner in Commissioner Yen's place, he recommended Commissioner Yen for appointment for any vacancy on a Board or Commission, as her service and dedication to the Commission on Ethics was exemplary.

Commissioner Langton commented that he had not worked with Commissioner Yen very long, but he had heard nothing but good things about her. He was advised when he began his term with the Commission that he could reach out to Commissioner Yen with any questions, and he appreciated that support. Commissioner Langton agreed that Commissioner Yen would be missed.

No action was taken on this Item.

6. Discussion regarding the Commission's case processes.

Chair Scherer introduced the item and asked Executive Director Armstrong for his presentation.

Executive Director Armstrong explained the purpose for this item, noted that he and Commission Counsel Bassett discussed the need for inclusion on the agenda and referenced the case process document included in the meeting materials. He highlighted case statistics, outlined the current and previous advisory opinion and complaint processes and asked for Commissioner feedback and input on improving efficiency.

Commission Counsel Bassett asked for feedback from Commissioners on their preference of advisory opinion request determination delivery method.

Commissioner Langton thanked Executive Director Armstrong and Commission Counsel Bassett for the excellent work they are doing. He noted he appreciated the individual case emails as well as the summary list emails as a reminder prompt.

Chair Scherer commented that he too likes the summary list emails and suggested those be distributed on a weekly basis.

Vice Chair Wallin asked a question about casting votes in SharePoint and Executive Director Armstrong answered her question. Vice Chair Wallin noted that any technology option to streamline the process would be her preference and Commissioners replying to all only in the instance there is a comment, question or dissent would be ideal.

Commissioner Reynolds thanked staff for their incredible job in organizing materials for the Commission. He agreed with Vice Chair Wallin's comments and shared that he is not opposed to using SharePoint if it is easier for staff to coordinate.

Commissioner Olsen commented that the current determination process works well for him, he is not familiar with SharePoint, but he is not opposed to it. He agreed with Vice Chair Wallin on utilizing technology anywhere it can benefit and streamline the process but not if it doesn't meet the needs of the Commission. Commissioner Olsen questioned whether SharePoint would allow Commissioners the opportunity to ask questions prior to voting. Executive Director Armstrong responded that email would still be the best option for questions prior to casting a vote.

Vice Chair Wallin asked a question regarding dismissal summaries in SharePoint and Executive Director Armstrong responded. Vice Chair Wallin shared that she appreciates analysis provided with dismissals for explanatory purposes.

Chair Scherer agreed with trying out SharePoint and that analysis for dismissals is preferable.

Executive Director Armstrong thanked the Commissioners for their input and feedback and noted there is an open invitation to make processes more efficient.

Vice Chair Wallin requested step by step instructions on SharePoint and Executive Director Armstrong agreed this would be provided and the process utilizing SharePoint could go forward in the new year.

No action was taken on this Item.

Agenda Items 7 and 8 were taken together.

7. Report by Executive Director on agency status and operations, and possible direction thereon. Items to be discussed include, without limitation:
 - a. Quarterly Case Log
 - b. Strategic Plan Implementation Update
 - c. Budget Update
8. Consideration and approval of the 2025 Commission meeting dates.

Chair Scherer introduced the items and asked Executive Director Armstrong for his presentation.

Executive Director Armstrong provided an agency operations update including the continual increase of submitted complaint cases, prolonged vacancy in the Associate Counsel position, proposed meeting dates for 2025 and the Commission's upcoming 50th anniversary.

a. Quarterly Case Log: Executive Director Armstrong referenced the updated case logs provided in the meeting materials, reminded Commissioners that their version is confidential with the public version redacted and asked them to use the case number if they had specific questions about a case. Of note, there were only two outstanding cases from 2023 pending appeal and deferral and there are only five active open cases from 2024.

Executive Director Armstrong informed the Commission that the Associate Counsel recruitment process has been unsuccessful, and no applicants have been received since the last meeting.

b. Strategic Plan Implementation Update: Executive Director Armstrong noted there are a few final additions to be included in the implementation plan before finalization.

c. Budget Update: Executive Director Armstrong provided an update on the agency's budget noting the Commission's upcoming biennial budget build had been submitted to the Governor's Finance Office (GFO) for review. He shared he will be meeting with the GFO the following day to present and answer any clarifying questions pertaining to the budget. Executive Director Armstrong outlined the next steps in the biennial budget process.

Executive Director Armstrong referenced the proposed 2025 Commission meeting dates listed in the meeting materials.

Vice Chair Wallin thanked Commission staff for their hard work in keeping up with the increase in cases and ensuring there isn't a backlog. She stated she was okay with the proposed 2025 meeting dates.

Chair Scherer noted that the 2025 proposed meeting dates worked for him except the January 15 date. He suggested January 16 as the replacement date.

Commissioners Langton, Reynolds and Moran all stated that the 2025 Commission meeting dates work with their schedules.

Chair Scherer, Vice Chair Wallin and Commissioner Reynolds discussed options for the Associate Counsel vacancy. Executive Director Armstrong also participated in the discussion, answering questions when presented.

Commissioner Langton moved to approve the proposed 2025 Commission Meeting dates as presented with January date flexible. Commissioner Olsen seconded the motion. The Motion was put to a vote and carried as follows:

Chair Scherer:	Aye.
Vice Chair Wallin:	Aye.
Commissioner Langton:	Aye.
Commissioner Moran:	Aye.
Commissioner Olsen:	Aye.
Commissioner Reynolds:	Aye.
Commissioner Yen:	Abstain.

9. Report on Outreach and Education Presentation, and possible direction thereon.

Chair Scherer opened the item and asked Outreach and Education Officer (OEO) Harvey to provide the Outreach and Education presentation.

OEO Harvey referenced the written report included with meeting materials, outlined the recent education and outreach efforts and noted upcoming events at which OEO Harvey will be tabling and presenting. They provided details on post-election outreach and training opportunities, acknowledgment filing reminders and the development of new educational materials. OEO Harvey informed the Commission of the public records requests received since the last Commission meeting.

Vice Chair Wallin expressed that she really liked the newly elected officials outreach materials. She requested clarification about distribution of the Commission's newsletter, OEO Harvey provided the clarification.

Chair Scherer asked a question pertaining to the acknowledgment process and Executive Director Armstrong responded.

Chair Scherer thanked OEO Harvey for their hard work.

10. Commissioner Comments.

Vice Chair Wallin wished everyone a Happy Holiday Season.

11. Public Comment.

There was no public comment.

12. Adjournment.

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

The meeting was adjourned at 11:03 a.m.

Minutes prepared by:

/s/ Kari Pedroza

Kari Pedroza
Executive Assistant

/s/ Ross Armstrong

Ross Armstrong, Esq.
Executive Director

Minutes approved January 16, 2025:

/s/ Scott Scherer

Scott Scherer, Esq.
Chair

/s/ Kim Wallin

Kim Wallin, CPA, CMA, CFM
Vice Chair