

NEVADA ASSOCIATION OF COUNTIES (NACO)

Board of Directors' Meeting

April 24, 2026, 9:30am

NACO Conference Room

304 S. Minnesota Street

Carson City, NV 89703

NOTICE TO THE PUBLIC:

The public may provide public comment in advance of a meeting by written submission to the following email address: info@nvnaco.org For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

The public may also join the meeting via remote access and provide verbal public comment during designated times by using the provided [Microsoft Teams Link](#).

AGENDA

NACO Board members may attend via remote technology from other locations. Items on the agenda may be taken out of order. The NACO Board may combine two or more agenda items for consideration. The NACO Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Call to Order, Roll Call and Pledge of Allegiance

1. Public Comment. **Please Limit Comments to 3 Minutes.**
2. Approval of Agenda. **For Possible Action**
3. NACO President's Report
4. NACO Interim Executive Director's Report
5. Approval of Minutes of March 27, 2026, NACO Board of Directors Meeting. **For Possible Action**
6. Update and Presentation from Britta Appel, Director of the Governor's Office of Science, Innovation, and Technology
7. Discussion and Possible Action Regarding the Reappointment of Joni Eastley, former Nye County Commissioner to the Board for Indigent Defense Services. **For Possible Action**
8. Discussion and Possible Action Regarding the Reappointment of Roger Mancebo, former Pershing County Commissioner, as one of two NACO appointees to the Board of Directors for Nevada Rural Housing. **For Possible Action**
9. Review and Approval of Updated NACO Chief Executive Officer Job Description. **For Possible Action**

10. Update and Discussion Regarding the NACO Executive Committee Planning Activities to Conduct the Search for a New NACO Chief Executive Officer, including Position Announcement and Search Process and Timeline. **For Possible Action**
11. Discussion and Possible Action for the Approval of NACO Resolution 26-01 in Honor of National County Government Month. **For Possible Action**
12. Update from NACO Health and Human Services Manager

Updates from Standing Committees:

13. NACO Legislative Committee
14. NACO Committee of the Emeritus
15. NACO Committee on Housing
16. NACO Committee on Cooperative Extension
17. **Update and Possible Action.** Regarding Public Lands and Natural Resources Issues Affecting Counties Including:
 - a. Updates from the NACO Public Lands and Natural Resources Subcommittee
18. Updates from Members of the National Association of Counties Board, including the Rural Action Caucus and the Midsize County Caucus.
19. Updates from Members of the Western Interstate Region Board.
20. Updates from Individual Member Counties.
21. Public Comment. **Please Limit Comments to 3 Minutes.**

Adjournment.

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify NACO in writing at 304 S. Minnesota Street, Carson City, NV 89703, or by calling (775) 883-7863 at least three working days prior to the meeting.

Members of the public can request copies of the supporting material for the meeting by contacting Amanda Berg at (775) 883-7863. Supporting material will be available at the NACO office and on the NACO website at: www.nvnaco.org

This agenda was posted at the following locations:

NACO Office 304 S. Minnesota Street, Carson City, NV 89703
Washoe County Admin. Building 1001 E. Ninth Street, Reno, NV 89520
Elko County Manager's Office 540 Court Street #101, Elko NV 89801
POOL/PACT 201 S. Roop Street, Carson City, NV 89701
NACO Website: www.nvnaco.org

Save The Date

From Unclaimed to Utilized: How Counties Can Generate General Fund Revenue

Discover how unclaimed property held by the State Treasurer can boost your general fund.



Friday, May 1st



9:00 - 10:30 a.m.



NACO Conference Room

304 S. Minnesota St.

Carson City

Virtual Attendance also available.

Additional workshop information and registration coming soon!

NEVADA ASSOCIATION OF COUNTIES (NACO)

Board of Directors' Meeting

March 27, 2026, 9:30am

NACO Conference Room

304 S. Minnesota Street

Carson City, NV 89703

UNADOPTED MINTUES

Attendance: President Gardner, President Elect Andriola, Vice President Keller, Carson City Supervisor Giomi, Churchill County Commissioner Getto, Clark County Commissioner Kirkpatrick, Douglas County Commissioner Tolbert, Esmeralda County Commissioner Perez, Humboldt County Commissioner Tipton, Lander County Commissioner Helming, Lincoln County Commissioner Reese, Nye County Commissioner Boskovich, Pershing County Commissioner Crim, Storey County Commissioner Carmona, Washoe County Commissioner Herman, White Pine County Commissioner Carson, NACO Fiscal Officer Alan Kalt, Carson City Treasurer Andrew Razor on behalf of the Nevada Association of County Treasurers and NACO Staff (Vinson Guthreau, Jennifer Berthiaume, Amy Hyne-Sutherland, and Amanda Berg)

The meeting was called to order at 9:32 a.m.

1. **Public Comment.** None was given.
2. **Approval of Agenda.** The agenda was approved on a motion by President Elect Andriola with second by Supervisor Giomi.
3. **NACO President's Report.** President Gardner discussed the extension of the deadline for application submission for the National Association of Counties (NACo) Achievement Awards to April 15th, and informed the Board that submission is free for counties with populations under 50,000. He also encouraged participation in the upcoming NACo Annual Conference in New Orleans in July and informed the Board that there were three candidates vying for the 2nd Vice President position. The election will take place at the conference.
4. **NACO Executive Director's Report.** Vinson informed the Board that all of his remarks would be covered under agenda items.
5. **Approval of Minutes of February 27, 2026, NACO Board of Directors Meeting.** The minutes were approved as presented on a motion by Commissioner Tipton with second by Supervisor Giomi.
6. **Discussion and Departure of NACO Executive Director Vinson Guthreau, Including Transition and Hiring Plan.** President Gardner began the discussion with mixed emotion, noting that he was happy for Vinson's Gubernatorial appointment as the Director of the Department of Conservation and Natural Resources (DCNR), but was sad to lose him at NACO. He informed the Board that he had expected to present a new employment agreement with an increased salary for the Executive Directors position, a discussion that had begun late in 2025 and was finally approved by the Executive Committee shortly before Vinson's appointment. He explained that the new contract included an increase in salary for the position from \$150,000 to \$175,000 and that it had been agreed upon that the increase

would be retroactive to January 1st. President Gardner noted that the Executive Committee had accepted Vinson's resignation with the aspects of the new employment contract in place. Fiscal Officer Kalt informed the Board that Vinson's payout included 340 hours of accrued vacation leave but did not include any banked sick time. Mr. Kalt also reiterated that Vinson's last day of employment was that day. Members of the Board offered words of thanks and congratulation to Vinson, and many noted that his transition was not a loss to counties as they work often and closely with DCNR. Vinson concluded the discussion by thanking the Board for the opportunity to serve as the NACO Executive Director and directed their attention to his resignation letter included in the agenda packet, stating that the letter expressed his feelings the best. Vinson's resignation was approved on a motion by President Elect Andriola with second by Vice President Keller. President Gardner informed the Board that the Executive Committee recommended that Amy be named as the Interim Executive Director while the search for a permanent appointee was conducted. Amy's appointment as the Interim Executive Director was approved unanimously on a motion by Supervisor Giomi with second by President Elect Andriola. Amy stated that she is happy to serve and thanked the Board for their trust.

7. **Creation of a Competitive Search Committee, for Hiring of a Permanent NACO Executive Director.** President Gardner proposed that the Committee be comprised of the NACO Executive Committee with Vinson serving as a non-voting member. Supervisor Giomi inquired as to what the plan is for the filling of the position. President Gardner stated that he did not want to put a hard deadline in place and suggested waiting until after the primary election, noting that individuals may be interested in the position that are heavily involved in the election process. President Elect Andriola stated that the Committee needs to develop the process with full transparency and that the process would need to come before the Board for approval, not to delay the process but for it to be well thought out. She also reminded the Board that a special meeting could be called if necessary. Supervisor Giomi informed the Board that he had been involved during the last Executive Director search and that bringing the plan to the Board for approval was important, he also noted that the role needs to be filled well in advance of the 2027 Legislative Session. The creation of a Search Committee comprised of the Executive Committee including the development of a plan for the search and a timeline for appointment to be brought back to the Board for discussion and possible approval was approved on a motion by President Elect Andriola with second by Supervisor Giomi. The need for documentation of the process for future use and possibly working with the Human Resources department of one of the counties was also discussed. President Gardner concluded the item by clarifying the makeup of the Executive Committee which includes the Association officers and Commissioner Kirkpatrick as an At-Large member.
8. **Discussion and Possible Action Regarding Memo of Understanding (MOU) for NACo's Western Interstate Region Conference (WIR), May 24-28, 2027, in Douglas County, Nevada.** Vinson informed the Board that NACo wishes to host the Conference in Lake Tahoe at the Tahoe Blue Event Center in 2027 and noted that the WIR Conference had not been hosted in Nevada since the early 2000's. He directed the Board's attention to the MOU received from NACo and informed the Board that the item was added to the agenda to ensure transparency. Vinson informed the Board that there would be no fiscal impact to the Association and the role NACo would play would be one of support and resource coordination. He also reminded the Board that the National Association has a full staff dedicated to the planning of their events and reiterated that while the host county does have a fiscal obligation, the State Association does not. President Gardner informed the Board that he would also be presenting the MOU to Douglas County for approval and that he has met with private sector partners that will assist with the County's fiscal obligations.

President Gardner also informed the Board that that the County is required to promote the event at the upcoming WIR Conference in May and Commissioner Tipton stated that he would be billing to pass out information. Promotion at the upcoming NACo Annual Conference in July was also discussed, and Commissioner Kirkpatrick stated that she is working on attending the July conference. Commissioner Tipton also brought up the fact that Vinson was planning to attend both the WIR and NACo Annual Conference and suggested that Amy plan to attend both as the Interim Executive Director. Vinson reminded the Board that conference attendance by staff does not require Board discussion or approval. The execution of the MOU in support of Douglas County hosting the 2027 WIR Conference was approved on a motion by Commissioner Tipton with second by President Elect Andriola.

9. **Approval of NACO's November and December 2025 Financial Statements.** Vinson reminded the Board that the financial statements are brought forward quarterly and directed their attention to the statements included in the agenda packet. He informed the Board that the statements reflect the closing of 2025 with expenses under budget and revenues exceeding the budget amounts. He also reminded the Board that the 2026 approved budget is reflective of the actuals for 2025. The financial statements were approved on a motion by President Elect Andriola with second by Supervisor Giomi.
10. **Approval of the NACO's November and December 2025 and January and February 2026, Investment Reports, Respectively.** Vinson stated that the investment statements are also brought forward quarterly to ensure fiscal transparency. He informed the Board that the accounts continue to adhere to the Board approved Investment Policy. Vinson also reminded the Board that they would see a name change on future statements but that the staff that manages the account would remain the same. Fiscal Officer Kalt informed the Board that 10% of the revenues discussed under the previous agenda item came from the investment portfolio and good cash management. The investment reports were approved on a motion by Supervisor Giomi with second by President Elect Andriola.
11. **Update from NACO Health and Human Services Manager.** Amy reminded the Board that the application period for the Rural Health Transformation Programs \$36 million flexible funding grants was open and that the applications are due on April 30th. She also noted that she was available to assist with the facilitation of coordination for the collaborative efforts that will receive weighted scoring during the approval process. Amy also reminded the Board of the workshop series being conducted in coordination with the Division of Child and Family Services on rural child welfare is underway and informed them that good next steps were determined from the discussion held during the first workshop, noting that feedback from juvenile probation included a further review and potential changes to the associated assessments from the State to counties. Amy informed the Board that she would be attending the Interim Committee on Health and Human Services meeting the following week and that it coincided with National Public Health Day. She then thanked the Board again for the opportunity to serve as the Interim Executive Director and reiterated her commitment to serve during the transition period. Commissioner Perez concluded the item by informing the Board that Amy had been wonderful in guiding the Esmeralda County team on several health and human services topics.

Updates from Standing Committees:

12. **NACO Legislative Committee.** President Elect Andriola thanked all those who are participating on the Committee and informed the Board that the next meeting would be held on April 3rd at 11:00 a.m. Jennifer informed the Board that Committee participation had been great and that

several topics for possible Bill Draft Requests (BDRs) had been submitted. She informed the Board that staff continues to work through the vetting process for idea submissions for the Board's future consideration and approval prior to the deadline for BDR submission. The various deadlines were discussed and Jennifer stated that she would include the previously presented timeline in the Board Summary sent to all Directors following the meeting at the request of President Elect Andriola but noted that the first deadline is in May and the final BDR submission deadline to the LCB is September 1st. President Gardner reminded the Board that NACO is able to submit 5 BDRs and that each rural county receives 1 and the urban counties are able to submit 2. Supervisor Giomi discussed challenging interactions with the State regarding land owned by the State within counties and suggested the possibility of modeling legislation after the federal lands bills, using the example of Carson City having taken over a previously state-run water system and the State's ownership of land within it existing open space and where there is additional water infrastructure. Commissioner Kirkpatrick discussed the State's prioritization of workforce and affordable housing and informed the Board that she will work on language to ensure community benefit for housing projects.

13. **NACO Committee of the Emeritus.** Vinson informed the Board that the Committee is continuing to plan the next workshop and that the next meeting will take place on April 24th.
14. **NACO Committee on Housing.** Commissioner Kirkpatrick informed the Board that a high-level discussion on challenges was held at the initial meeting. She informed the Board that she was tasked by Clark County to meet with the BLM and builders and that she continues to try to negate 1-size fits all regulations. She discussed several topic options and including making housing areas and new shopping areas coexist in redevelopment plans and places like Austin where workforce housing is a priority, noting that housing solutions for highway patrol officers etc. cannot be a priority that never gets executed.
15. **NACO Committee on Cooperative Extension.** Commissioner Kirkpatrick informed the Board that she owed Amy a call regarding the agenda. She reminded the Board that Extension can do more in the rural counties and that several areas of missed opportunity had been identified, like a completed study on housing that was never shared. Commissioner Kirkpatrick informed the Board that Director DeDecker had agreed to participate, and President Gardner concluded the item by informing the Board that he had received feedback from Douglas County Health and Human Services staff that there were several components and programs of Extension that they were unaware of following the roundtable held at the most recent Annual Conference.
16. **Update and Possible Action. Regarding Public Lands and Natural Resources Issues Affecting Counties Including:**
 - a. **Updates from the NACO Public Lands and Natural Resources Subcommittee.** Commissioner Tipton informed the Board that the new SLUPAC Chair, Joseph Marynak, attended the meeting. Jeremy Dre of Resource Concepts, Inc. informed the Board that the next SLUPAC meeting had been set for April 27th and encouraged those counties that had yet to submit their nominees to the Governor for appointment be sure to do so. He also informed the Board of an upcoming tour of the various District Offices to be conducted by the BLM regarding the Greater Sage Grouse Resource Management Plan Updates and reminded them of the importance of securing Cooperating Agency status. He also informed the Board that workshops would be held in Elko and Reno, and one was being planned in conjunction with NACO for May 7th. Mr. Drew discussed the Forest Service's updated rule on hard rock minerals being open for comments and informed the Board that the Committee had been updated on issues with the execution of commitments from the Department of Defense on the recent land withdrawals. The Committee also

discussed issues with GreenLink permitting delays and questions with regards to generation projects moving forward, but lack of details on which ones. The Committee also discussed the proposal to site data centers on public lands and the issues that could be present without local consultation. The severe overpopulation of wild horses and burros was also discussed at a BLM count of over 42,000 with the approved AML at 27,800, with Mr. Drew informing the Board that even though there is no currently identified funding emergency gathers are being proposed. Commissioner Tipton informed the Board that the Interim Committee on Natural Resources held a discussion on data centers and noted that the State is still trying to figure out how to address them. He also informed the Board that Nevada is #3 in the US and #5 in the world for targeting for data centers. President Gardner inquired as to why that is and the explanation is surrounding large tracts of land close to fiber connections that will allow for the expansive space necessary for closed loop cooling. President Elect Andriola commented on work being done by the Truckee Meadows regional planning board on data centers and offered to share their data to negate duplicative research. Vice President Keller noted that closed loop systems use less water than other commercial uses and also noted that if cited properly counties could benefit from higher personal property tax revenues. President Elect Andriola discussed the impending perfection of nuclear power generation and President Gardner noted that it is important for all counties to get ahead of the planning processes, with Commissioner Tipton encouraging inclusion of data centers within the individual county master plans.

17. **Updates from Members of the National Association of Counties Board, including the Rural Action Caucus and the Midsize County Caucus.** President Gardner informed the Board that the agenda item had been updated to include the Causes and drew their attention to the material included in the agenda packet regarding the appointment process for leadership positions on NACo Steering Committees. Vice President Keller informed the Board that he had nothing to report but would be better prepared at the next meeting. President Elect Andriola informed the Board that she had just joined the newly formed Midsize County Caucus.
18. **Updates from Members of the Western Interstate Region Board.** Commissioner Tipton informed the Board that there is a lot coming up, and that most of the WIR conversations are surrounding preparation for the conference in May.
19. **Updates from Individual Member Counties.** Members of the Board gave updates on activities within their counties.
20. **Public Comment.** Jennifer thanked Vinson for his dedication, guidance, and leadership, noting that he is leaving a strong foundation and would be missed. Holly Gatzke informed the Board that Extension will be posting a Natural Resources position to be stationed in Humboldt County. She also noted that Extension continues to realign with staff in the counties to collaborate on programming and to bridge gaps in funding due to lack of available grants. Lyon County Commissioner Hendrix commented on the NACo Rural Energy Academy discussion surrounding projects and informed the Board that developers expect to pay up to 4% of gross revenues to community benefit programs and projects and encouraged the Board to include them in development agreements.

The meeting was adjourned at 12:01 p.m.



NEVADA ASSOCIATION OF COUNTIES CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

DEFINITION: The person in this position serves as the Chief Executive Officer of the Nevada Association of Counties (NACO); provides leadership and coordination to and amongst Nevada’s county officials and staff, and represents the interests of NACO to the Nevada Legislature, the U.S. Congress, federal, state, and local governmental agencies, private stakeholder and citizens groups, and actively manages the business affairs and staff of the Association. This person actively coordinates with the National Association of Counties (NACo) to ensure expertise, resources, and opportunities developed at the national level reach all of Nevada’s counties, and Nevada’s priorities are considered in the development of national policy.

DEFINITION OF POSITION: This is a single position responsible for the overall management of the services of NACO and the supervision of staff and management of the NACO resources consistent with the administrative and policy direction of the NACO Board. An employee in this position is “at-will”, serving at the pleasure of the NACO Board.

REPRESENTATIVE DUTIES: The duties listed below are examples of the work typically performed by the NACO Chief Executive Officer (CEO). The NACO CEO may be assigned duties which are not listed below.

1. Reports to a Board of elected county commissioners from Nevada’s 17 counties and at the direction of the Board carries out the mission of the organization: to encourage county government to provide services that will maximize efficiency and foster public trust in county government.
2. Coordinates with all members and other stakeholders to ensure the organization provides support to and advocacy for members on policy and administrative issues affecting all counties.
3. Functions as a primary legislative advocate for NACO; drafts bills and bill amendments; provides testimony; serves as liaison with the State of Nevada Executive Branch, other public agencies, associations, and private interest groups to promote cooperative legislative programs.
4. Performs public relations activities including representing NACO to the press, at meetings with the public, stakeholders, agencies and before statewide boards to promote NACO interests; seeks cooperation, and makes oral and written presentations to Boards of County Commissioners and to other public and private groups.
5. Oversees the development of proposals for funding grants and administers awarded grants; administers contracts and other Association programs, including administration of the Board for the Fund for Hospital Care to Indigent Persons (IAF).
6. Functions as Human Resources Director for the NACO staff; hires, sets performance objectives, evaluates, and disciplines staff; and administers personnel policies.
7. Oversees services to NACO members; assists counties with management questions; researches statutes and performs policy analysis; coordinates with state agencies to provide new programs; and prepares and presents testimony on behalf of the Association.
8. Performs Financial Functions: Prepares and administers the annual NACO Budget, signs on Association checking accounts, verifies accuracy of financial reports, and works with independent



NEVADA ASSOCIATION OF COUNTIES CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

- auditors to ensure compliance with generally accepted accounting principles.
9. Oversees development of programming and provides direction for the planning and production of the annual NACO conference and other educational events for counties.
 10. Ensures By-laws, resolutions, rules, regulations and orders of the Board are executed.
 11. Oversees the administration of the preparation of NACO Board meeting agendas, and attends NACO Board meetings.
 12. Collaborates and works closely with the National Association of Counties' leadership team to identify additional benefits and opportunities to support the NACO member counties.
 13. Serves on a number of statewide boards and acts the liaison for the counties in this capacity.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skill and Ability

Extensive Knowledge of:

- County government structure, services and federal and state legislative processes;
- Directing and planning of procedures and establishment of standards to produce results;
- Laws and regulations which pertain to county operations, services and programs;
- Principles of financial management, budget preparation and administration;
- Principles and practices of organizational management and supervision to NACO staff and outsourced consultants; and
- Legal terms and phraseology.

Ability to:

- Provide leadership and onboarding opportunities to the members of an association of diverse counties;
- Oversees the management of the finances of an association;
- Collaborate and build relationships with those who hold varying political viewpoints;
- Understand complex legal concepts, public policies and programs;
- Interact effectively in a climate of diverse and widely varied interests;
- Think strategically and weigh competing interests and priorities;
- Coordinate diverse activities toward functional goals;
- Manage conflict with diplomacy and grace;
- Interpret and implement policies, procedures and laws;
- Plan, direct and evaluate a diverse professional staff;
- Build and maintain successful working relationships with diverse groups and individuals;
- Act as liaison with other local, state and federal organizations;
- Demonstrate confidentiality when dealing with sensitive matters;
- Develop goals and policies consistent with Board directives;
- Effectively administer projects and operations consistent with Board goals;
- Work effectively under the pressure of deadlines, conflicting demands and emergencies;



NEVADA ASSOCIATION OF COUNTIES CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

- Collect interpret and evaluate narrative and statistical data pertaining to policy and operational matters;
- Projects the consequences of proposed actions and select alternatives;
- Communicates effectively in oral and written form, especially in and for public forums; present findings and recommendations to groups and individuals in an understandable and persuasive manner; and
- Periodically being accessible to NACO members as well as State of Federal representatives during typical "off" hours.

SPECIAL REQUIREMENTS: Possession of a valid driver's license or alternative means of travel. The successful candidate must reside in Nevada and is expected to work out of the office located in Carson City, Nevada.

FLSA STATUS: Exempt

EXPERIENCE AND TRAINING: Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from an accredited University with a degree in political science, business administration, public administration, or a related field and at least five years of experience working in or with county governments, three years of which were in a management position; in addition to serving in a management role, experience in the capacity of a lobbyist, government affairs specialist or in the realm of public policy leadership preferred.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS: The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records are necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are



NEVADA ASSOCIATION OF COUNTIES CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: Work is performed under the following conditions:
Position functions indoors in an office-type environment where most work is performed at a desk. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Participation at meetings and events outside of standard business hours may be required. Frequent in-state travel and periodic out-of-state travel are required for this position, including overnight travel.



CHIEF EXECUTIVE OFFICER

Annual Salary Range: \$145,000 - \$165,000

Commensurate with experience and with bonus opportunities

Recruitment Closing Date: June 26, 2026

ABOUT THE POSITION

The person in this position serves as the Chief Executive Officer of the Nevada Association of Counties (NACO); provides leadership and coordination to and amongst Nevada's county officials and staff, and represents the interests of NACO to the Nevada Legislature, the U.S. Congress, federal, state, and local governmental agencies, private stakeholder and citizens groups; and actively manages the business affairs and staff of the Association.

This is a single position responsible for the overall management of the services of NACO and the supervision of staff and management of the NACO resources consistent with the administrative and policy direction of the NACO Board. An employee in this position is "at-will", serving at the pleasure of the NACO Board.

EXPERIENCE AND TRAINING

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from an accredited University with a degree in political science, business administration, public administration, or a related field and at least five years of experience working in or with county governments, three years of which were in a management capacity, with experience in the capacity of a lobbyist, government affairs specialist, or in the realm of public policy leadership.

COMPENSATION AND BENEFITS

Salary Range \$145,000 - \$165,000 commensurate with experience and with bonus opportunities. Includes paid health insurance, Nevada Public Employment Retirement System compensable, and paid vacation.

SPECIAL REQUIREMENTS

Possession of a valid driver's license or alternative means of travel. The successful candidate must reside in Nevada and is expected to work out of the office located in Carson City, Nevada.

ABOUT NACO

NACO was formed in Reno in 1924 under the name of Nevada County Commissioners' Association and is comprised of representatives from all 17 of Nevada's counties. Its mission is to encourage county government to provide services that will maximize efficiency and foster public trust in county government.

HOW TO APPLY – DEADLINE 5:00 PM on June 26,2026

Submit your cover letter and resume via email to info@nvnaco.org or mail to:

Nevada Association of Counties
304 S. Minnesota Street
Carson City, NV 89703
References required upon request

QUESTIONS

Please email your questions to info@nvnaco.org

Resolution

of the Nevada Association of Counties
26-01

**A RESOLUTION IN SUPPORT OF
NATIONAL COUNTY GOVERNMENT MONTH**

WHEREAS, the nation's 3,069 counties serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and

WHEREAS, counties as intergovernmental partners enact local, state and federal programs to address the needs of all residents; and

WHEREAS, the Nevada Association of Counties and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs, and services; and

WHEREAS, the Nevada Association of Counties' membership is comprised of all seventeen Nevada County Governments, and believes that county government, being closest to the people, has the best opportunity to make positive change and lead our communities into the future.

NOW, THEREFORE, we, the Nevada Association of Counties, do hereby proclaim April 2026, as "**NATIONAL COUNTY GOVERNMENT MONTH**" **In all Nevada counties** and encourage all county officials, employees, schools, and residents to participate in county government celebration activities.

PASSED, APPROVED AND ADOPTED this 24th day of April, 2026 by the Board of Directors of the Nevada Association of Counties.

Attests:

/ _____
Mark Gardner
President

/ _____
Amy Hyne-Sutherland
Interim Executive Director



SERVICE AGREEMENT

This Service Agreement (“Agreement”) is entered into as of [Effective Date], by and between: **Nevada Association of Counties (NACO)** (“Client”), and **Devin Gamboa** (“Contractor”).

1. PURPOSE

The purpose of this Agreement is to define the terms and conditions under which the Contractor will provide data analysis and Power BI dashboard development services to the Client.

2. SCOPE OF WORK

The Client seeks an analysis of the accounting of federal and state funds expended by certain governmental entities in Nevada on Child Welfare and Children’s Behavioral Health from FY2012 to Present. The Client has collected the necessary caseload data and budget information from state and local governments in Excel format.

The Contractor shall develop data visualizations and Power BI dashboard(s) using Microsoft Power BI based on data provided by the Client.

Core Services include:

- Review and assessment of Client-provided datasets
- Data cleaning and transformation as necessary for analysis and visualization
- Design and development of Power BI dashboard(s)
- Iterative refinement of dashboards based on Client feedback
- Documentation of data sources, assumptions, and dashboard functionality
- Creation of calculated fields, measures, and data models to support analysis

Initial Scope of Work Deliverables:

1. Child Welfare Funding Dashboard that enables trending of data from 2013-2025 filterable by:
 - a. State Budget Account (Initial Scope of Work to include: 3142, 3141, 3229, 3230, 3250)
 - b. Child Welfare Agency (Statewide Aggregate, Washoe, Clark, DCFS)
 - c. Funding Source (General Fund, Title IV-E, Title IV-B, Child Support, Title XX Transfer, Fund Transfer, etc.)
 - d. Expenditure Category

With the ability to filter an overlay onto the above data the following:

- a. Caseload data
- b. Inflation
- c. Staffing Costs

The Initial Scope of Work represents the agreed-upon baseline services to be completed within the established project timeline and not-to-exceed budget set forth in this Agreement.

Timeline:

Week 1 (April 6 – April 10): Finalize agreement, transfer data and relevant dashboard examples from Client to Contractor, begin data review and cleaning.

Week 2 (April 13 – April 17): Continue data review; Contractor and Client to work through data cleaning questions and analysis; begin initial dashboard construction.

Week 3 (April 20 – April 24): Initial datasets built into dashboard; functionality and filters testing; visualization testing.

Week 4 (April 27 – May 1): Integration of caseload, inflation, and staffing costs data (as available); delivery of functioning dashboard to Client for review.

Week 5 / Week 6 (May 4 – May 15): Optimization of dashboard; revisions as necessary.

Initial dashboard development with functionality such that all data trends can begin to be analyzed by Client should be completed no later than Friday, May 1.

Additional Scope of Work (Optional / As Resources Permit)

The parties acknowledge that additional services, enhancements, or expanded deliverables (the “Additional Scope of Work”) may be identified during the course of the project. Such Additional Scope of Work may include, but is not limited to, expanded analysis, supplemental reporting, dashboard enhancements, integration of additional data sources, or other related services beyond the Initial Scope of Work.

Performance of any Additional Scope of Work is subject to the following conditions:

- **Mutual Written Agreement:** All Additional Scope of Work must be documented in a written amendment, change order, or written authorization signed by both parties prior to commencement.
- **Budget Availability:** Additional Scope of Work shall only be undertaken to the extent sufficient funds remain within the not-to-exceed amount of this Agreement or additional funds are formally authorized.
- **Timeline Flexibility:** Additional Scope of Work will be performed only as time permits and may extend or modify the project schedule, subject to mutual agreement.

- **Prioritization:** The Contractor shall prioritize completion of the Initial Scope of Work before undertaking any Additional Scope of Work unless otherwise directed in writing by the Client.
- **Compensation:** Compensation for Additional Scope of Work shall be at the rates set forth in this Agreement unless otherwise specified in the applicable amendment or change order.

Any changes to the scope must be agreed to in writing by both parties.

3. TERM

This Agreement shall begin on April 9, 2026 and shall end on May 30, 2026, unless terminated earlier in accordance with this Agreement.

4. COMPENSATION

The Client agrees to compensate the Contractor as follows:

Rate: \$100 per hour

Payment Schedule: An initial payment of \$500 shall be due upon full execution of this Agreement. The remaining balance, not to exceed \$4,000, shall be payable upon satisfactory completion of services and acceptance of deliverables by the Client, in accordance with Section “Scope of Services” above.

Not-to-Exceed Amount: Total compensation under this Agreement shall not exceed \$4,000 without prior written approval from the Client.

5. INVOICING AND PAYMENT

The Contractor shall submit invoices that include:

- Description of services performed
- Dates of service
- Hours worked

Payment shall be made within 30 days of receipt of a complete and accurate invoice.

6. ROLES AND RESPONSIBILITIES

Contractor Responsibilities:

- Perform services in a professional and timely manner

- Participate in weekly check-ins to ensure sufficient progress towards goals and to facilitate communication to address barriers

Client Responsibilities:

- Provide access to necessary data
 - Designate a point of contact for coordination and approvals
 - Review deliverables in a timely manner
 - Be available to answer questions on data to ensure timely progress
-
-

7. INDEPENDENT CONTRACTOR STATUS

The Contractor is an independent contractor and not an employee of the Client. The Contractor is responsible for all taxes, insurance, and benefits.

8. DELIVERABLE REVIEW AND ACCEPTANCE

The Client will review deliverables within 5 business days of submission. The Contractor agrees to make reasonable revisions as requested.

9. CONFIDENTIALITY

The Contractor agrees to maintain the confidentiality of all non-public information obtained during the course of this Agreement and to use such information solely for purposes of performing services under this Agreement.

10. CONFLICT OF INTEREST DECLARATION

The Contractor certifies that: No conflicts of interest, financial or otherwise, exist that would impact performance under this Agreement. No familial or personal relationships exist that would create an appearance of impropriety. The Contractor will disclose any potential conflicts that arise during the term of this Agreement.

11. INTELLECTUAL PROPERTY

All work products, deliverables, reports, data compilations, dashboards, and other materials developed by the Contractor under this Agreement ("Work Product") shall be the property of the Client upon payment in full. To the extent any such Work Product may be subject to copyright or other intellectual property protections, the Contractor hereby assigns to the Client all rights, title, and interest in and to such Work Product.

The Contractor may retain copies of the Work Product for its records but shall not reuse, sell, or distribute such Work Product without prior written consent of the Client.

Any pre-existing materials, tools, templates, or proprietary methodologies developed by the Contractor prior to this Agreement ("Pre-Existing Materials") shall remain the property of the Contractor; however, the Contractor grants the Client a perpetual, non-exclusive, royalty-free license to use such materials as incorporated into the Work Product for its internal purposes.

12. TERMINATION

Either party may terminate this Agreement for any reason with 15 days written notice.

13. LIABILITY AND INDEMNIFICATION

The Contractor shall defend, indemnify, and hold harmless the Client, its officers, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from the negligent acts, errors, or omissions of the Contractor, its employees, agents, or subcontractors in the performance of services under this Agreement.

The Contractor's obligation to indemnify shall not apply to the extent that any claim, damage, or loss is caused by the negligence or willful misconduct of the Client.

In no event shall the Client be liable for any indirect, incidental, special, or consequential damages arising out of this Agreement.

14. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Nevada.

15. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions or agreements.

SIGNATURES

CLIENT:

Nevada Association of Counties

Name: Amy Hyne-Sutherland

Title: Interim Executive Director

Signature: 

Date: 4/9/2026

CONTRACTOR:

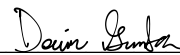
Devin Gamboa

3675 4th Street

Sparks, NV 89431

Dgambo14@yahoo.com

Name: Devin Gamboa

Signature: 

Date: 04/10/2026

Devin Gamboa

Healthcare Data Analyst | Public Health Analytics | Biostatistics M.S. Candidate

Sparks, NV • 775-225-8338 • Dgambo14@yahoo.com • LinkedIn

April 9, 2026

Board of Directors
Nevada Association of Counties
304 S. Minnesota Street
Carson City, NV 89703

Dear Members of the Board,

Please accept this letter and my attached resume for your review in support of the proposed independent contractor engagement with the Nevada Association of Counties. I am submitting my qualifications as a sole proprietor to provide data analysis and Power BI dashboard development services for the Child Welfare and Children's Behavioral Health funding analysis project.

My background includes more than seven years of analytics experience across Nevada public sector and healthcare settings, with strong hands-on experience in Power BI, SQL, SAS, R, and Python. I currently serve as a Data Analyst with Renown Health, where I develop reporting solutions, design Power BI dashboards, and support regulatory, quality, and operational analytics. Prior to that, I worked within the Nevada Department of Health and Human Services Office of Analytics, including leadership of the Child and Family Services analytics team, where I supported project delivery, data quality, workflow automation, and dashboard development.

This experience aligns closely with the proposed scope of work. I am comfortable reviewing client-provided Excel data, cleaning and transforming datasets, building calculated fields and measures, organizing data models, and developing dashboards that allow stakeholders to explore trends and compare funding and operational measures over time. I also understand the importance of documenting assumptions, communicating clearly through weekly check-ins, and refining deliverables based on stakeholder feedback.

I would approach this engagement with a focus on accuracy, organization, and usability. My goal would be to deliver a practical, well-structured dashboard that helps NACO review historical funding trends and related child welfare context in a format that is clear, reliable, and useful for decision-making.

Thank you for your time and consideration. I appreciate the opportunity to be considered for this work and would welcome the chance to support NACO on this project.

Sincerely,

Devin Gamboa
Sole Proprietor