

# Application Form

## Profile

Patricia \_\_\_\_\_ Halstead \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

Halstead Law Offices \_\_\_\_\_ Attorney \_\_\_\_\_  
Employer Job Title

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

### How long have you lived in Washoe County?

51 years

Question applies to multiple boards

### Are you registered to vote in Washoe County?

Yes  No

### What district do you live in? \*

District 1 - Commissioner Hill

Find your Commissioner District [HERE](#).

## Interests & Experiences

### Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

**Please tell us about yourself and why you want to serve.**

### Why are you interested in serving on this board/commission?

I have been serving on the Board and would like to continue my service.

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

I am a local attorney and have experienced first-hand the value of the law library and its importance as a community asset.

**Do you currently serve on any boards/committees or volunteer?**

Yes  No

**If yes, please list the boards/committees or volunteer programs.**

Nevada Bar Foundation Board of Trustees (June 2020 – Present)

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

[Bar Standing.pdf](#)

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[CV.pdf](#)

Upload a Resume

Please attach a letter of recommendation.

---

## Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? \*

---

What gender do you identify as? \*

---

Which race/ethnicity best describes you? \*

---

What is your highest level of school completed? If enrolled, highest degree received? \*

---

What is your employment status? \*

---

What is your marital status? \*

---

What is your total household income? \*

---

---

### **Nepotism**

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

---

Yes  No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

---

Steven DeCarli, Deputy, Washoe County Sheriff's Office

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

## **PATRICIA C. HALSTEAD, ESQ.**

615 S. Arlington Avenue, Reno, NV 89509  
Phone: (775) 322-2244; Facsimile: (775) 465-4144  
phalstead@halsteadlawoffices.com

### **LEGAL EXPERIENCE**

---

#### **HALSTEAD LAW OFFICES**

June 2013 – Present

Solo practice focusing on litigation, probate, and basic estate planning. I also work directly with the Washoe County Public Administrator to assist on probate matters and am contracted with Washoe County to undertake conflict cases.

#### **NEVADA STATE BOARD OF MEDICAL EXAMINERS HEARING OFFICER**

June 2018 – Present

Acting as a part time hearing officer for complaints brought against medical professionals. My services include, but are not limited to, managing pre-hearing discovery and conferences, supervising case progress, ruling on pre-hearing motions, overseeing the hearings, and rendering findings to be considered by the Board of Medical Examiners.

#### **RENO-SPARKS INDIAN COLONY PRO TEM JUDGE**

October 2016 – Present

Providing part time tribal court judicial coverage in civil and criminal matters.

#### **WASHOE COUNTY PRO TEM JUSTICE OF THE PEACE AND ADMINISTRATIVE HEARING OFFICER**

April 2016 - Present

Serving part time as an administrative hearing officer for code enforcement and animal services matters with availability to provide part time justice court coverage for Reno, Sparks, Incline Village, and Wadsworth Justice Courts.

#### **SECOND JUDICIAL DISTRICT COURT, FAMILY DIVISION PRO TEM MASTER**

March 2014 – February 2016

Provided part-time judicial coverage for Family Court Masters in relation to domestic violence protection orders, child support, and minor guardianships.

#### **WASHOE COUNTY DISTRICT ATTORNEY'S OFFICE**

August 2007 – June 2013

Deputy District Attorney, Criminal Division, Felony Prosecutor

One S. Sierra Street, Fourth Floor, Reno, NV

Prosecution of all levels of crime from misdemeanors to category A felonies, inclusive of open murder, from inception to conclusion including, but not limited to: charging cases; appearing to address 72 hour deadlines for the filing of criminal charges; requesting search/seizure warrants; on-call and crime consultation for local law enforcement agencies; autopsy attendance; grand jury proceedings; preliminary hearings; motion practice; custody/bail hearings; victim/witness interviews; case investigation; pretrial motions and hearings; competency hearings; expert interviews and designations; arraignments; jury selection/voir dire; evidence designation; bench trials before the Washoe County

Justice Courts; jury trials before the Second Judicial District Court of the State of Nevada; sentencing; and probation revocation/Anaya hearings. In the span of approximately four years, I took fifteen felony cases to jury verdict and received a guilty verdict in all fifteen cases. I was awarded the office “trial dog” designation in 2009. I also engaged in the following on behalf of the State: defense of criminal appeals, inclusive of briefing and Supreme Court oral argument; writ proceedings, inclusive of briefing and oral argument; and a successful petition for an Information by Affidavit. In addition, I organized an educational class for local agencies and courts on ignition interlock systems. I was also an office representative for Secret Witness board meetings.

#### HALE LANE PEEK DENNISON AND HOWARD (now HOLLAND & HART)

August 2001 – August 2007

Associate Attorney, Litigation Section

5441 Kietzke Lane, Suite 200, Reno, NV

I practiced general civil and commercial litigation on behalf of plaintiffs and defendants at all case levels from inception to conclusion. Specific practice areas included, but were not limited to, mechanic’s lien law, construction defect, contract law, landlord tenant law, property law, the Americans with Disabilities Act, and employment law. My duties included client intake interviews; conflict checks; case analysis; complaint and answer drafting; legal and legislative research; interpleader actions; discovery review and drafting; discovery response; deposition preparation and attendance; all forms of motion practice, inclusive of discovery motions, motions to dismiss, motions for summary judgment, and pre-trial motions; participating in hearings, arbitrations, and mediations at trial and at the Supreme Court level; participating in early case conferences and settlement negotiations; preparing cases and clients for legal proceedings; hearings; trials; appellate briefing, including amicus briefing; and appellate argument both before the Nevada Supreme Court and the Ninth Circuit Court of Appeals. In addition to my litigation practice, I also undertook family law and probate matters.

#### UNITED STATES DISTRICT COURT, DISTRICT OF NEVADA

August 2000 – August 2001

Law Clerk to the Honorable Howard D. McKibben

400 S. Virginia Street, Reno, NV

Reviewed submitted cases; undertook legal and legislative research; drafted bench memoranda and proposed orders; wrote draft opinions; advised the court; and aided in the oversight of jury trials. Matters that I worked on were primarily civil and included, but were not limited to, tobacco related litigation and Title VII litigation.

#### SUPREME COURT OF NEVADA

August 1999 – August 2000

Law Clerk to the Honorable A. William Maupin

201 S. Carson Street, Suite 250, Carson City, NV

Reviewed submitted appeals; undertook legal and legislative research; drafted bench memoranda and proposed orders; wrote draft opinions; advised the court; and gave courthouse tours. Matters I handled on appellate review were both civil and criminal.

#### SECOND JUDICIAL DISTRICT COURT OF NEVADA

August 1998 – August 1999

Law Clerk to the Honorable Scott T. Jordan

75 Court Street, Reno, NV

*Continued on Next Page*

Reviewed and addressed all submissions, which primarily centered upon divorce, annulment, child custody, child support, and jurisdiction, inclusive of international child custody disputes. I drafted bench memoranda and proposed orders, undertook legal and legislative research, reviewed name change petitions, and interviewed parties who applied to marry minors.

#### AMERICAN GAMING ASSOCIATION

March 1998 – May 1998

Legal Externship

1299 Pennsylvania Avenue, N.W., Suite 1175, Washington, D.C.

Aided in drafting and finalizing a safety guideline regarding minors on casino properties and researched matters relevant to gaming legislation.

#### OFFICE OF THE COMMONWEALTH ATTORNEY, STATE OF VIRGINIA

September 1997 – December 1997

Legal Externship

1435 N. Courthouse Road, Arlington, VA

Prosecuted criminal cases under Commonwealth Attorneys' supervision in the General Jurisdiction and Juvenile Courts of the State of Virginia; undertook legal research; drafted legal memoranda; and observed the case of *Commonwealth v. Albert*, which was the well-publicized case against sportscaster Marv Albert.

#### LAW OFFICE OF CALVIN R.X. DUNLAP

May 1997 – August 1997

Law Clerk

691 Sierra Rose, Suite A, Reno, NV

Undertook legal and legislative research; drafted motions and oppositions; aided in trial preparation for civil and criminal matters; and aided in preparation for and participated in the trial of a client charged with negligent homicide for whom we were able to secure a defense verdict.

#### UNITED STATES SENATE COMMITTEE ON THE JUDICIARY SUBCOMMITTEE ON ADMINISTRATIVE OVERSIGHT AND THE COURTS

August 1996 – December 1996

Externship

224 Dirksen Senate Office Building, Washington, D.C.

Researched and wrote memoranda on a variety of issues including, but not limited to, judicial nominees, pending legislation, tort reform, immigration, and federal mandates; assisted in writing a floor statement on immigration; and participated in a day of Secret Service training in Beltsville, Maryland.

#### SUPREME COURT OF NEVADA

May 1996 – July 1996

Extern to the Honorable Miriam Shearing

201 S. Carson Street, Suite 250, Carson City, NV

Reviewed submitted appeals and performed related legal and legislative research; drafted bench memoranda, proposed orders, and opinions; compiled a reference outline of appellate standards and related case citations; and participated in a tour of the Nevada State Prison in Carson City, Nevada.

*Continued on Next Page*

## **TRAINING COMPLETED AT THE NATIONAL JUDICIAL COLLEGE**

October 2023 – Judicial Academy  
March 2018 - Probate Courts: Contemporary Issues  
May 2017 - Civil Mediation  
October 2015 - Ethics, Fairness, and Security in Your Courtroom and Community

## **BAR ADMISSIONS**

State Bar of Nevada: October 14, 1998  
United States District Court, District of Nevada: October 27, 1998  
State Bar of California: December 3, 1999  
United States Court of Appeals for the Ninth Circuit: February 5, 2002  
United States Court of Federal Claims: February 11, 2003  
United States District Court, Eastern District of California: December 6, 2005

## **EDUCATION**

### **AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW**

Juris Doctor, May 1998

Activities: Moot Court (1996-1998) – 1996 Upper-Class Moot Court Quarterfinalist; Student Bar Association (1996-1997) – Senator-at-Large, Recording Clerk; Criminal Trial Practice; Graduation Committee; International Law Society; Work-a-Day; Student Activities Committee.

### **UNIVERSITY OF NEVADA, RENO**

Bachelor of Arts in International Relations with minors in Spanish and Economics, December 1994  
Activities: Study Abroad – Spain (Fall 1993), Italy (Spring 1994); Student Ambassadors; Student Orientation Staff; Law Club; Sagens – Top Ten Senior Woman Co-Chair; Women’s Center – coordinated the Sexual Assault Facts and Education Program, scheduled and/or presented various lectures, conducted research, maintained computer entries and data, and helped manage the office; Kappa Alpha Theta – Campus Activities Chairman, Historian, Governing Cabinet, Intramural Sports, Chums (an outreach program for community at-risk youth), recognized for high academic achievement.

## **PROFESSIONAL ORGANIZATIONS AND ACTIVITIES**

Washoe County Law Library Board of Trustees (December 2019 – Present)

State Bar of Nevada

- Nevada Bar Foundation Board of Trustees (July 2020 – Present)
- Chairman for the Standing Committee on Judicial Ethics (March 2020 – December 2021)
- Vice-Chairman for the Standing Committee on Judicial Ethics (June 2019 – March 2020)
- Member of the Standing Committee on Judicial Ethics (April 2014 – June 2019)
- Transitioning Into Practice (TIP) Mentor
- Probate Section Member and Solo Practitioner Section Former Member

Washoe County Bar Association

- 2018-2019 President
- 2017-2018 Vice President
- 2016-2017 Secretary
- 2015-2016 Treasurer
- 2014-2015 Sergeant at Arms and Writ Editor
- 2013-2014 Social Coordinator

Bruce R. Thompson American Inn of Court  
- 2021-2022 Immediate Past President  
- 2020-2021 President  
- 2019-2020 Membership Chairman  
- 2018-2019 Program Chairman

Northern Nevada Women Lawyers Association  
- Former officer and mentor circle member

Past Volunteer for Lawyer in the Library; Nevada Legal Services; and Volunteer Attorneys for Rural Nevadans

Nevada Business Magazine Legal Elite

Former member of the Rotary Club of Reno

- The Rotary Foundation Committee former member

Nevada Day Board Member 2014-2016

Mock Trial Instructor 2006, 2007, 2011 (guest instructor), 2012-2013

Nevada Department of Public Safety Instructor 2012

- Constitutional Law and Criminal Procedure



## Halstead, Patricia C.

- **Bar #** : 6668
- **Member since**: 10/14/1998
- **Status**: ATTORNEY Active

**Company:** **Halsted Law Offices**

615 S. Arlington Ave., Reno, NV 89509

**Phone** : (775) 322-2244

**Email** : [phalstead@halsteadlawoffices.com](mailto:phalstead@halsteadlawoffices.com)

**Law school** : American University-1

---

### Disciplinary Actions:

1. None.



**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

---

I first became attracted to the Washoe County Law Library after I was involved in a community partners project with the library in 2016 regarding creation of self-help forms. I was working as Pro Bono Director of Statewide Services for Nevada Legal Services (NLS) then and worked closely with Washoe County Law Library Program Manager Emily Reed, a former law school classmate of mine. Additionally, in my position with NLS, I worked closely with the Clark County Law Library on various projects, including pro se legal clinics and an attorney book collection drive for inmates. From 2014-2017, I served a full term as a board member on the State Bar's Continuing Legal Education Committee.

**Do you currently serve on any boards/committees or volunteer?**

---

Yes  No

**If yes, please list the boards/committees or volunteer programs.**

---

N/A. I apologize that my Certificate of Good Standing from the State Bar of Nevada is outdated. I can provide an up-to-date one with more time.

Question applies to Washoe County Law Library Board of Trustees

---

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

[NV Certificate of the Good Standing.pdf](#)

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[Resume\\_Kirschenheiter\\_.docx](#)

Upload a Resume

[LORKirschenheither.pdf](#)

Please attach a letter of recommendation.

---

## Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? \*



What gender do you identify as? \*

---

Which race/ethnicity best describes you? \*

---

What is your highest level of school completed? If enrolled, highest degree received? \*

---

What is your employment status? \*

---

What is your marital status? \*

---

What is your total household income? \*

---

---

### **Nepotism**

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

---

Yes  No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

---

N/A

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

# KRISSTA KIRSCHENHEITER

---

## CAREER OBJECTIVE

*Versatile, dependable, innovative attorney with years of leadership experience and strong oral and written legal skills, having worked for three Legal Services Corporation grantee organizations. I have dedicated my career to helping vulnerable populations improve their lives. Recently, I returned to university to seek more knowledge in how best to incorporate peacebuilding practices into my desire to continue cooperatively working for impactful policy changes and promotion of good governance within complex environments.*

---

## PROFESSIONAL EXPERIENCE

**Northern Nevada Legal Aid**, Reno, Nevada

**Sept 2023 – Present**

### **Executive Team Attorney**

- *Deputy Director of Programs and Staff with regards to a nonprofit legal organization of 50+ employees and 5 Million Dollar Budget*
- *Duties include direct supervision of immigration, housing, pro bono and senior center programs*
- *Human Resources and Employer Relations, revision and legal review of employee manuals, policies and standards of operating procedures*
- *Strategic lead for legislative and lobbying concerns of poverty law-related matters of concern*

**Legal Services of the Virgin Islands**, St. Thomas, US Virgin Islands

**Nov 2019 – June 2022**

### **Managing Attorney**

- *Supervision of rural island office, consisting of 5 attorneys and 3 support staff members*
- *Managed St. Thomas Office caseload, including intakes, ongoing representation, and case closures*
- *Management Team duties included grant reporting, board reporting, and implementation of specialized projects, including disaster legal assistance and the victims of violence program*
- *Regularly represented clients in court, mostly domestic violence, and other family law-related matters*
- *Administered and managed the onboarding, training, and maintenance of the new case management software platform for both offices' employees and revised case management policy manual accordingly*

**Micronesian Legal Services Corp.**, Saipan, Northern Mariana Islands

**Aug 2017 – Sept 2019**

### **Staff Attorney/Pro Bono Coordinator**

- *Represented low-income clients in civil legal matters, especially domestic violence and immigration issues*
- *Implemented office-wide Pro Bono Program in 4 countries: U.S., Palau, Federated States of Micronesia,*

and Marshall Islands, including development and instruction at a biannual Federated States of Micronesia Bar Study Course

- Coordinated with Disaster Legal Services and the ABA's Young Lawyers Division Pro Bono Attorneys for representation on FEMA matters and various other disaster related issues after Super Typhoon Yutu
- Chair of the CNMI Bar Association's Bar Program Committee, to include community service and outreach activities, including presentations, community education classes and continuing legal education courses

**Nevada Legal Services**, Las Vegas, Nevada

**Feb 2016 – Aug 2017**

**Director of Pro Bono Coordinator**

- Supervised Statewide Pro Bono Project, which consisted of 9 staff members and 6 offices
- Managed Pro Bono cases and office systems in the Las Vegas, Reno, Elko, Carson City and Yerington offices. In 2016, the total closed caseload for this department was over 450 cases
- Created a partnership with the Nevada Attorney General Office to provide free legal assistance to hundreds of veterans throughout the state, resulting in a \$5 million grant to Nevada Legal Services
- Organized and managed several dozen self-help clinics and Continuing Legal Education Courses a year

**Senior Staff Attorney**

**Mar 2015 – Feb 2016**

- Managed legal work and staff in the Las Vegas office, including monitoring and controlling workloads
- Supervised Las Vegas office employees and attorneys with ongoing feedback and performance reviews
- Assured office compliance with all LSC regulations and office policies
- Functioned effectively in all the requirements of a staff attorney, including carrying a full caseload
- Member of the Nevada State Bar's Community Legal Education Committee (Appointed 2014 – 2017)

**Staff Attorney**

**Apr 2010 – Mar 2015**

- Represented low-income Nevadans in a variety of civil legal matters including affordable housing and eviction defense, public benefits (Social Security, TANF, Food Stamps, Medicaid, County Social Services), unemployment benefits, consumer (small claims and exempt property), immigration (VAWA, U-Visa, Adjustment of Status), family law (divorce, custody, guardianship), bankruptcy, and elder issues
- Representation of various clients in federal and state court and various administrative hearings
- Drafted and filed legal briefs, motions, memorandums, appeals, letters
- Participated in numerous community service and outreach activities, including presentations, ask-a-lawyer, and teaching community education classes

---

## EDUCATION

**Masters of Peace and Conflict Studies,**

**July 2023**

University of Queensland, Brisbane, Australia

Rotary Peace Fellowship Class 19, GPA 6.5/7.0

- Rotary Foundation Paul Harris Fellow Awardee, Janet Lawrence Peace Recognition Awardee
- Awardee of UQ Enrichment Grant for Reconciliation Action Plan Study Tour in Darwin, The Northern Territory, Visiting Scholar at Flinders University College of Medicine and Public Health
- Awardee of UQ Enrichment Grant for Rotary International Convention in Melbourne, Victoria, Workshop Panel Speaker on "Peacebuilding and Protecting the Environment Through Rotary"
- Two Month Legal Intern for Rabi Council of Leaders and Banaba Women Organization in Fiji

**Juris Doctorate,**

University of Nevada, Las Vegas, United States

General Academic Scholarship Recipient, Public Interest Law Association Grant Recipient (Interned in Palau, Summer 2008)

**May 2009**

**Bachelor of Art in History,**

University of Hawaii, Manoa, Honolulu, United States

Commonwealth of the Northern Mariana Islands Top High School Graduate Honor Scholarship Recipient

**May 2002**

---

**LEGAL BAR LICENSURE**

**District of Columbia**

Admitted April 2022

**U.S. District Court of the Virgin Islands**

Admitted March 2021

**U.S. District Court of Nevada**

Admitted January 2012

**State Bar of Nevada**

Admitted October 2009

**US Virgin Islands**

Pending Regular Admission

**Uniform Bar Examination Score 287 (February 2022 Exam)**

Eligible for Bar Admission into more than 40 US Jurisdictions

---

**REFERENCES**

**Heather Anderson-Fintak**

General Counsel

Southern Nevada Health District

280 South Decatur Blvd., Las Vegas, NV 89107

T (702) 759-1364 | E [fintak@snhd.org](mailto:fintak@snhd.org)

**Casey Payton**

Executive Director

Virgin Islands Justice Initiative

P.O. Box 746, St. Thomas, VI 00804

T (340) 774-6504 | E [cpayton@vijustice.org](mailto:cpayton@vijustice.org)

**I. Kristine Bergstrom-Norwood**

Executive Director

Neighborhood Legal Services

928 Penn Avenue, Pittsburgh, PA 15222-3757

T (412) 255-6700 | E [bergstromk@nlsa.us](mailto:bergstromk@nlsa.us)

**Additional References To Be Provided Upon Request**

**CERTIFICATE OF THE CLERK OF THE SUPREME COURT  
OF THE STATE OF NEVADA**

---

***I, Elizabeth A. Brown, Clerk of the Supreme Court of the State of Nevada, do hereby certify that KRISSTA A. KIRSCHENHEITER (Bar No. 11623) was on the 22nd day of October, 2009, duly admitted as an attorney and counselor at law to practice in all the courts of the State of Nevada; and that the Supreme Court of Nevada is the highest court in this state;***

***I FURTHER CERTIFY that the said KRISSTA A. KIRSCHENHEITER is now in good standing; and that her name now appears on the Roll of Attorneys in this office.***



***IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED THE OFFICIAL SEAL OF SAID SUPREME COURT, AT MY OFFICE IN CARSON CITY, NEVADA, THIS 29<sup>th</sup> DAY OF JANUARY, 2020.***

**ELIZABETH A. BROWN, CLERK  
SUPREME COURT  
STATE OF NEVADA**

*Elizabeth A. Brown*  
\_\_\_\_\_  
Chief Deputy Clerk





SUPREME COURT OF NEVADA  
OFFICE OF THE CLERK  
ELIZABETH A. BROWN, CLERK  
201 SOUTH CARSON STREET, SUITE 201  
CARSON CITY, NEVADA 89701-4702

Telephone  
(775) 684-1600

January 29, 2020

Krissta A. Kirschenheiter  
Legal Services of the Virgin Islands, Inc.  
3017 Orange Grove  
Christiansted, VI 00820

Re: Certificate of Good Standing

Dear Ms. Kirschenheiter:

Pursuant to your request, enclosed is a certificate of admission and good standing in the State Bar of Nevada.

Sincerely,

Lindsey Lupenui  
Chief Deputy Clerk

LL:KM  
Enclosure

# Application Form

## Profile

Courtney \_\_\_\_\_ E \_\_\_\_\_ Young \_\_\_\_\_  
 First Name Middle Initial Last Name

\_\_\_\_\_  
 Home Address Suite or Apt

\_\_\_\_\_  
 City State Postal Code

\_\_\_\_\_  
 Email Address

ADR Partners, LLC (Self Employed) \_\_\_\_\_ Mediator \_\_\_\_\_  
 Employer Job Title

\_\_\_\_\_  
 Primary Phone Alternate Phone

### How long have you lived in Washoe County?

18 years

Question applies to multiple boards

### Are you registered to vote in Washoe County?

Yes  No

### What district do you live in? \*

District 2 - Commissioner Clark

Find your Commissioner District [HERE](#).

## Interests & Experiences

### Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

### Please tell us about yourself and why you want to serve.

### Why are you interested in serving on this board/commission?

I am interested in continuing my service on this board so that I may continue to advance and support the important work of the law library. I believe that the law library offers critical access to justice for those most in need. Additionally, the law library is a crucial resource for self represented litigants, attorneys, and others in our community.

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

---

I am qualified for this role because I have had experience on this Board for approximately the last five years. Additionally, I have served as Secretary of the Board for a number of years as well. I understand the requirements of the role as well as the challenges facing the library and its Board.

**Do you currently serve on any boards/committees or volunteer?**

---

Yes  No

**If yes, please list the boards/committees or volunteer programs.**

---

I am currently the President of the Nevada Dispute Resolution Coalition, I serve on the governance committee for the Discovery Museum, and I am a current Trustee for the Reno-Tahoe Airport Authority. I served two terms as the Vice Chair of the Reno Human Rights Commission and was the founder of the Children's Cancer Classic. Additionally, I was Chair of Influential Women of Sierra Nevada.

Question applies to Washoe County Law Library Board of Trustees

---

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

---

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[Cortney\\_Young\\_CV.pdf](#)

Upload a Resume

---

Please attach a letter of recommendation.

---

## Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? \*



What gender do you identify as? \*

---

Which race/ethnicity best describes you? \*

---

What is your highest level of school completed? If enrolled, highest degree received? \*

---

What is your employment status? \*

---

What is your marital status? \*

---

What is your total household income? \*

---

---

### **Nepotism**

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

Yes  No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

---

My husband is the Assistant District Attorney (Criminal Division) for the Washoe County District Attorney's Office

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.



## PARTNERS

### **CORTNEY YOUNG, MEDIATOR/ ARBITRATOR**

Cortney Young is a Mediator and Arbitrator at ADR Partners. Her approach to dispute resolution combines years of litigation experience with a pragmatic problem-solving style.

Ms. Young spent over a decade with the Litigation and Trial team at Chapman Law firm, one of Nevada's premier eminent domain and real property law firms. Ms. Young was a key player in the firm's ADR Litigation practice where she worked closely with the firm's attorneys to ensure each case was well prepared for trial, participating in substantive strategic and tactical planning with an eye towards either winning or obtaining a favorable settlement.

In 2021, she founded ADR Partners which is a full-service dispute resolution company where Ms. Young continues to resolve millions of dollars annually in pending or threatened litigation.

Ms. Young's mediation practice is focused on the resolution of a wide variety of disputes, including, but not limited to, asset valuation, eminent domain, securities, probate and trust disputes, divorces, breach of contract, homeowner association disputes, foreclosure and super-priority mediation, boundary disputes, landlord-tenant, employee disputes, personal injury, and complex civil litigation. Ms. Young is available for mediations throughout the United States.

### **Representative Third-Party Neutral ADR Experience**

#### **Mediations**

Residential Construction Defect	March	2014
Business litigation involving alleged property damage	October	2014
Homeowner Association Construction Defect	December	2014
Breach of Contract Mediation with Counterclaims	January	2015
Breach of Contract involving alleged property damage	April	2015
Securities Fraud (\$3B in claims)	September	2015
Breach of Contract involving property damage	March	2016
Quiet Title- breach of contract	July	2016
Dispute Concerning CC&Rs and Interpretation	March	2017
Commercial Tenancy Dispute	June	2017
Dissolution of Marriage (high net worth)	July	2018
Real Estate Non-Disclosure	September	2019
Executive Conflict	December	2019
Eminent Domain Dispute	May	2020
Probate/ Trust Dispute (exceeds \$6M in claims)	January	2021
Breach of Contract	March	2021

### **Mediations Continued**

Personal Injury/ Negligence Dispute	May	2021
Anti-SLAPP Litigation	November	2021
Negligence/ Elder Abuse	February	2022

### **Arbitrations**

Attorney-Client Fee Dispute	March	2017
Attorney- Client Fee Dispute	January	2021
Settlement Agreement Enforcement	July	2021
Attorney- Client Fee Dispute	January	2022

### **Special Master Appointments**

Confidential Client (Sealed Proceedings)	January	2021
Confidential Client (Sealed Proceedings)	August	2021
Confidential Client (Seal Proceedings)	September	2022

### **Representative Party-Side ADR Experience**

- Dispute concerning complex purchase option in public/private lease agreement involving complex high worth valuation issues of over \$200,000,000.
- Direct condemnation action for land with companion inverse condemnation action for water rights that condemning agency had failed to acknowledge, resulting in judgment for \$20,000,000.
- Resolved complex title dispute involving Small Tract Act parcels and easements.

### **Mediation/Arbitration Affiliations**

- Arbitrator, Financial Industry Regulatory Authority (FINRA)(2017- Present)
- Mediator, Nevada Real Estate Division (2016-2017)
- Mediator, Neighborhood Mediation Center, Mediator (2014-Present)
- Mediator/ Arbitrator, State Bar of Nevada Fee Dispute Committee (2014-Present)
- President, Nevada Dispute Resolution Coalition, (2017-Present) Member since 2014

### **Education**

- Pepperdine University, School of Law –Straus Institute for Dispute Resolution (2015)
- University of Nevada Reno-Beginning Dispute Resolution (2014)
- University of Nevada Reno, Paralegal Studies (2005)

# Application Form

## Profile

Scott \_\_\_\_\_ L \_\_\_\_\_ Benton \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Home Address  
 \_\_\_\_\_  
City

\_\_\_\_\_  
Suite or Apt  
 \_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code  
 \_\_\_\_\_  
Email Address

Volunteers of America \_\_\_\_\_ Shelter Director \_\_\_\_\_  
Employer Job Title

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

### How long have you lived in Washoe County?

26 years

Question applies to multiple boards

### Are you registered to vote in Washoe County?

Yes  No

### What district do you live in? \*

District 4 - Commissioner Andriola

Find your Commissioner District [HERE](#).

## Interests & Experiences

### Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

### Please tell us about yourself and why you want to serve.

### Why are you interested in serving on this board/commission?

Serving my community where my skill set and unique expertise will be an asset to the discussion and table of conversation

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

---

After graduation the Washoe County Leadership Academy in April 2023, I learned the unique ways to serve my community and want to value and appreciate all those that volunteer to serve.

**Do you currently serve on any boards/committees or volunteer?**

---

Yes  No

**If yes, please list the boards/committees or volunteer programs.**

---

City of Sparks, Civil Service Commission, Secretary Northern Nevada Health District, HIV Planning Group, Voting Member Washoe County School District, Safe & Health Schools Commission, Chair Washoe County School District, Council on Family Resource Centers, Chair Washoe County School District, School Naming Committee, Member United States All-Star Federation, Regional Advisory Board, Board Member United States All-Star Federation, National Connection Leaders, West Coast Leader Reno Sparks Cinderella (501c3), Board of Directors, Executive Director Theatre Works of Northern Nevada (501c3), Board of Directors, Secretary

Question applies to Washoe County Law Library Board of Trustees

---

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

---

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[2023 Resume.pdf](#)

---

Upload a Resume

---

Please attach a letter of recommendation.

---

## Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

**What is your age range? \***

---

[Redacted]



What gender do you identify as? \*

---

Which race/ethnicity best describes you? \*

---

What is your highest level of school completed? If enrolled, highest degree received? \*

---

What is your employment status? \*

---

What is your marital status? \*

---

What is your total household income? \*

---

---

### **Nepotism**

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

Yes  No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

---

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

# Scott Benton

- Effective Independent worker and a team player with exceptional communications skills
- Possess strong problem solving skills with the ability to work well under pressure and in a fast-paced environment
- Proactive, detail-orientated and experience in multi-tasking while meeting crucial deadlines.



---

## Professional Experience

### ***Volunteers of America – NCNN***

May 2022 to Present

Director, Emergency Shelter

June 2021 to May 2022

Assistant Director, Operations and Compliance

July 2020 to June 2021

Outreach and Housekeeping Manager

January 2019 to July 2020

Program Manager, Men's Shelter

November 2017 to January 2019

Case Manager, Men's Shelter

### ***SpineNevada***

August 2016 to May 2017

Lead Medical Assistant, Pain Management

### ***Renewed Health & Wellness***

November 2014 to February 2016

Office Manager

### ***Child Neurology***

September 2013 to October 2014

Office Manager

### ***Tahoe Forest Women's Center***

January 2012 to September 2013

Practice Manager

---

## Education

University of Nevada, Reno

Bachelors of Arts, English, minor in History/Dance

University of Nevada, Las Vegas

Bachelors of Science, Psychology

## Contact



---

## Objective

A fair, firm and consistent leader with over 15 years' professional experience, 5 of those years working in Non-profit. A high skilled, dependable, and dedicated individual who is always willing to jump in and help accomplish the mission. Possess the leadership and communication skills to problem solve, navigate technology, and be a critical thinker when needed. With an extensive knowledge of all aspects of comprehensive management with the goal to provide a meaningful contribution to the agency I am a part of.

---

## Leadership

**City of Sparks**, Civil Service Commission, Secretary  
**Washoe County Health District**, HIV Planning Group, Voting Member  
**Washoe County School District**, Safe & Health Schools Commission, Chair  
**Washoe County School District**, Council on Family Resource Centers, Chair  
**Washoe County School District**, School Naming Committee, Member  
**United States All-Star Federation**, Regional Advisory Board, Board Member  
**United States All-Star Federation**, National Connection Leaders, West Coast Leader  
**Reno Sparks Cinderella (501c3)**, Board of Directors, Executive Director  
**Theatre Works of Northern Nevada (501c3)**, Board of Directors, Member

---

## References



**From:** [Scott Benton](#)  
**To:** [Bates, Sarah](#)  
**Subject:** Re: Law Library Board of Trustees  
**Date:** Tuesday, November 14, 2023 9:48:28 PM  
**Attachments:** [image003.png](#)

---

[**NOTICE:** This message originated outside of Second Judicial District Court, State of Nevada --  
**DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Sarah, please share my comments and introduction to the Trustees. Thank you for allowing me to make a statement while I am out of the country.

I am Scott Benton, a proud Washoe County resident for over 30 years. I grew up in Washoe County, graduating from Washoe County School District as well as UNR and UNLV. I am proudly raising three children, whom I have had the privilege to adopt through Washoe County Courts. Understanding the role of a Trustee of the Law Library, as the non-attorney appointed trustee, I will uphold my obligation and voice to the Board. As a proud graduate of the 2023 Washoe County Leadership Academy, understanding the intricacy of the work the county does allows me to make sound and fair decisions when trusted to do so. As my current occupation, I have the honor to serve as the Emergency Shelter Director at the Nevada Cares Campus where the legal system seems out of reach to some of those participants that I serve. Understanding that all residents have access to the assistance and guidance through the Second Judicial Court and access to the Law Library, I would enjoy the challenge of sharing the treasured and instrumental work that is being done through the Law Library. I proudly serve in our community in several volunteer roles, including Washoe County School District, the City of Sparks, and the State of Nevada. I look forward to the opportunity to serve along some of the current board trustees. At the heart of what I do, service is second nature, second best to being a dad and it would be a complete honor to serve in the capacity of Trustee of the Washoe County Law Library. Please accept my sincere apologies for not being there in person, as this week I have planned to be out of the country.

Kindly yours,  
Scott Benton

# Application Form

## Profile

Scott \_\_\_\_\_ L \_\_\_\_\_ Finley \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Email Address

Full Time Student \_\_\_\_\_  
Employer Job Title

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

## How long have you lived in Washoe County?

9 years

Question applies to multiple boards

## Are you registered to vote in Washoe County?

Yes  No

## What district do you live in? \*

District 5 - Commissioner Herman

Find your Commissioner District [HERE](#).

## Interests & Experiences

### Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

### Please tell us about yourself and why you want to serve.

### Why are you interested in serving on this board/commission?

I am interested in serving on the Washoe County Law Library Board of Trustees because as a law student enrolled in the Paralegal/Law program at Truckee Meadows Community College (TMCC), I regularly use the law library. As a student in the legal field, I can learn much by serving on this board and offer a unique perspective. As a disabled military veteran and a legal student learning American Sign Language as part of my degree requirement, my participation on this board allows it to better represent marginalized communities.

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

---

The reason I feel qualified to serve on this board is because I have an active interest in law and will be graduating TMCC's Paralegal/Law program next year. When I served active duty in the United States Air Force, an additional duty I was assigned to was as a Record's Custodian, which involved preserving records including physical documents, electronic files, and continuity guides. I see the Law Library as a historical archive of statutes, legal cases, dictionaries, and various educational materials. Its importance to Washoe County and our justice system cannot be understated. My background as a Record's Custodian resulted in my proclivity in collecting and honoring old works by guaranteeing they are preserved in their original format.

**Do you currently serve on any boards/committees or volunteer?**

---

Yes  No

**If yes, please list the boards/committees or volunteer programs.**

---

N/A

Question applies to Washoe County Law Library Board of Trustees

---

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

---

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[Scott\\_Finley\\_Scanned\\_Resume.pdf](#)

Upload a Resume

[Scott\\_Finley\\_Scanned\\_LOR.pdf](#)

Please attach a letter of recommendation.

---

## Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? \*

---

What gender do you identify as? \*

---

Which race/ethnicity best describes you? \*

---

What is your highest level of school completed? If enrolled, highest degree received? \*

---

What is your employment status? \*

---

What is your marital status? \*

---

What is your total household income? \*

---

---

### **Nepotism**

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

Yes  No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

---

N/A

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

# Scott Finley



---

## KEY COMPETENCIES

Analytical  
Adaptability  
Innovative

Communication  
Team Leadership  
Management

Organization  
Problem-solving  
Strategic Planning

---

## PROFESSIONAL EXPERIENCE

### **Truckee Meadows Community College**

**Aug 2020 - Present**

#### **Full-time Student**

Pursuing a dual major in Paralegal/Law and Communication Studies.

#### Accomplishments:

- Learning American Sign Language (ASL) as part of Communication Studies degree requirement.
- Served as treasurer on the Business & Entrepreneurship Club and Veterans Club.
- Served as treasurer and vice president on the History & Political Science Club.
- Served as student senator on the Student Government Association.
- Member of National Association of Legal Assistants (NALA) and Sierra Nevada Association of Paralegals (SNAP)
- Member of Reno Elks Lodge #597

### **Quality Engineering Solutions**

**Jul 2014 - Jul 2020**

#### **Ratings Technician**

Analyzed thousands of miles of Automatic Road Analyzer (ARAN) images consisting of roadways.

#### Accomplishments:

- Worked with and trained by professionals employed at Fugro Canada Corp.
- Analysis of highways and roadways resulted in millions of dollars in savings for various DOTs.
- Trained numerous University of Nevada (UNR) engineering students on how to use StreetSaver and various other pavement management softwares.

### **United States Air Force**

**Apr 2009 - Jun 2014**

#### **Financial Manager & Comptroller Field**

Served as an active duty Senior Airmen in the finance career field and was responsible for the oversight of numerous Airmen. Worked at the Air Force Financial Services Center (AFFSC) while stationed at Ellsworth AFB and the Financial Services Office (FSO) while stationed at Maxwell AFB.

#### Accomplishments:

- AFFSC and FSO finance technician that handled permanent changes of station, temporary duty, military pay, separation pay, and deployments, totaling millions of dollars in disbursements.
- Assumed the role of a physical training (PT) leader, leading numerous Airmen in PT.
- Skilled in looking up federal regulations and interpreting them.
- Implemented and oversaw the new LeaveWeb system base-wide for Maxwell AFB.
- Fulfilled the role of a Records Custodian by building and maintaining an Electronics Records Management database.
- Successfully handled and balanced over a million dollars in physical cash while working in the vault on-base as a cashier.
- Operated and oversaw the military pay for foreign military officers attending International Officer School.





October 17, 2023

I am honored to recommend Scott Finley to serve on the Washoe County Law Library Board of Trustees. I have reviewed the selection criteria and absolutely believe that Mr. Finley will be an excellent addition.

I have been teaching the law and directing the Paralegal degree program at Truckee Meadows Community College for 25 years. I am also a practicing attorney with 30 years of experience in the law.

I am Mr. Finley's Professor, Paralegal Program Director and Advisor for the TMCC Paralegal Program. As his Professor, Mr. Finley has always shown to be willing to work hard in order to fulfill his obligations and responsibilities to learn and apply the law appropriately and ethically.

Furthermore, I can speak first hand of the passion he brings to public service on behalf of our community, and the professionalism he conveys via his numerous civic roles. I have witnessed an individual who is committed to social justice and to serve his community in an important capacity. He is willing to take on challenging roles that require hard work, perseverance and high intellect.

I offer my recommendation because I believe his determination and commitment to service would make him a great fit for the Washoe County Law Library Board of Trustees.

A handwritten signature in blue ink that reads "Henry Sotelo". The signature is written in a cursive, flowing style.

Henry Sotelo, Esq.

Director/Advisor/Professor -Paralegal/Law Program  
Truckee Meadows Community College





Professor Cheryl Cardoza  
Truckee Meadows Community College  
7000 Dandini Parkway  
Reno, NV 89512

---

Washoe County Law Library Board of Trustees  
Letter of Recommendation for Scott Finley

October 18, 2023

Dear Selection Committee for the Washoe County Law Library Board of Trustees,

I write to wholeheartedly support Scott Finley's application to serve on the Washoe County Law Library Board of Trustees. He is an excellent candidate, someone who will benefit immensely from serving on the board while also offering a lot of his own insights and experiences to the sessions.

I had the honor to serve as Scott's teacher for TMCC's advanced composition course, English 102. He took the course in the Fall semester of 2020 during the worst part of the COVID pandemic. Many students struggled with the change to online education and with the challenges that the pandemic placed before them, but not Scott. He dedicated himself to the class and focused on the work with a tenacity that made him one of my best students in a long time.

Scott's papers for my class brilliantly addressed a wide range of social issues that will make him a perfect candidate for the Washoe County Law Library Board of Trustees. He tackled gender and public restrooms, freedom of speech, and economic globalization for his papers. His grades were exemplary and reflected strong writing and research skills. Scott was also not afraid to reach out and ask questions to make sure that he was fulfilling all requirements for the course. It was a welcome change to have such an eager student in my class.

Scott's record at TMCC is nothing short of exemplary. He is working toward a dual major in Paralegal/Law and Communications and has actively participated in clubs and activities as well as the Student Government Association. Scott's dedication to TMCC offers a valuable contribution to our institution. He is also a member of national associations with regard to his chosen career and of the Reno Elks Lodge. In addition, Scott's five years in the U.S. Air Force gave him the experience and confidence to know what he wants and go for it.

Scott is an ideal candidate for this board, and I cannot give him anything but my very highest recommendation. Please feel free to reach out to me if you need further information:

██████████.

Sincerely,

A handwritten signature in black ink that reads "Cheryl A. Cardoza". The signature is written in a cursive, flowing style.

Cheryl A Cardoza  
Professor of English



October 25, 2023

It is with great pleasure that I write this letter of recommendation for **Scott Finley**, who is applying to Washoe County Law Library Board of Trustees. My support is based on the recognition of his outstanding leadership, significant accomplishments, academic excellence, and service to the college and our community. As Scott's professor, I have enjoyed working with him in the spring 2023 semester. Many students consider it a fast-paced and intense science course. Nevertheless, Scott showed excellent ability in this class. During this time, he has consistently demonstrated a passion for chemistry, a strong work ethic, and an eagerness to learn. He is a dedicated and driven student, always striving to improve his understanding of the subject matter and to excel in coursework.

As a student, Scott is hardworking, determined, and reliable. In this class, he completed all the assignments on time and never allowed any other commitments to interfere with his work in class. In addition, Scott showed significant participation and collaboration with other students during the active learning part of the lectures.

As a lab partner, Scott was always prepared and focused on his role as a team player. As a result, he was a reliable and engaged lab partner while actively participating in the hands-on lab activities. One of the most impressive aspects of Scott's work is his ability to collaborate effectively. He is a skilled communicator and listener and is always willing to assist and support his peers. In addition, he projects a warm, cheerful attitude to the students. He loves people, works hard, and always tries to lift the spirits of those around him. As a result, his peers in the class felt welcome to ask him questions about complex chemistry concepts.

As a person, Scott is kind, intelligent, thoughtful, polite, and goal-oriented. Plus, he is a positive person. I appreciate that he always smiles and brings joy to the people around him. A positive atmosphere is essential, especially in the educational field. He is huge on self-improvement and focused on constantly challenging himself by gaining new knowledge.

As a community involvement, Scott served as treasurer of the Business & Entrepreneurship Club and Veterans Club, vice president of the History & Political Science Club, and student senator of the Student Government Association. In addition, he is an active member of the following local organizations: The National Association of Legal Assistants (NALA) and the Sierra Nevada Association of Paralegals (SNAP).

In summary, Scott Finley is an exceptional student and a dedicated scholar. He has a deep passion for learning and possesses the skills, knowledge, and work ethic necessary to excel in this outstanding opportunity to serve Washoe County. I wholeheartedly recommend Scott to be chosen to serve on the Washoe County Law Library Board of Trustees. Thank you for reading this letter of recommendation on behalf of Scott Finley. Please support his candidacy.

A handwritten signature in black ink, appearing to read "Olga Katkova", written in a cursive style.

Sincerely, Professor Katkova

Dear Selection Committee,

It is my great pleasure to strongly recommend Scott Finley for the **Washoe County Law Library Board of Trustees**.

My name is Mike Gonzalez. I am a Regional Manager at Tempus Labs, where I help lead the Neuro-Psych Division, and I am a Part-Time Adjunct Professor in Communication at Truckee Meadows Community College. I have over a decade of experience in the field of Communication. I worked closely with Scott, as he was one of the top students in my Argumentation & Debate class last fall.

Scott will bring an incredible skillset to the board. He is a great speaker, works well in group settings, and is someone who takes the initiative. This is why he was one of the best students in my class.

Please feel free to reach out to me if you have any questions. My direct line is [REDACTED], or you can email me at [REDACTED].

Best Regards,

Mike Gonzalez  
Regional Manager - Neuro-Psych, Tempus Labs  
Adjunct Professor - Communication, TMCC

# Application Form

## Profile

Rosanna

First Name

Garibay

Middle Initial

Last Name

[Redacted]

Home Address

[Redacted]

City

[Redacted]

Suite or Apt

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Email Address

Legrand

Employer

HR Business Partner (Sr. HR Generalist)

Job Title

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

## How long have you lived in Washoe County?

2 years, prior to moving away 6 years

Question applies to multiple boards

## Are you registered to vote in Washoe County?

Yes  No

## What district do you live in? \*

District 3 - Commissioner Garcia

Find your Commissioner District [HERE](#).

## Interests & Experiences

### Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

### Please tell us about yourself and why you want to serve.

### Why are you interested in serving on this board/commission?

I'm deeply interested in serving on the Community Law Library Board of Trustees because I believe that access to legal information and resources is fundamental to a just and informed society. The law can be complex and intimidating, and I want to contribute to making legal knowledge more accessible to our community. By serving on this board, I aim to support initiatives that enhance our law library's offerings, ensure equitable access for all residents, and promote legal literacy. I see this as a valuable way to empower individuals and strengthen our community's understanding of the law, ultimately fostering a fair and well-informed society.

Rosanna Garibay

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

---

With a diverse professional background and a wealth of expertise, I feel like I am qualified to serve on the Law Library Board of Trustees. My experience as a Senior HR Generalist and HR Business Partner has equipped me with valuable skills in business planning and analysis, labor and employee relations, employment law, and diversity and inclusion. In these roles, I have successfully managed day-to-day HR operations, implemented policies to ensure compliance, and leveraged data-driven decision-making to support organizational goals. My ability to collaborate with various stakeholders and drive positive cultural shifts within organizations has been a key asset. Furthermore, my educational background, including a Master of Science in Compliance Law and a Bachelor of Science in Legal Studies, demonstrates my commitment to the legal field. Additionally, my technical skills, such as data processing, make me adept at handling the information needs of a law library effectively. Overall, my combination of professional experience, legal education, and technical proficiency positions me as a strong candidate to contribute meaningfully to the Law Library Board of Trustees.

**Do you currently serve on any boards/committees or volunteer?**

---

Yes  No

**If yes, please list the boards/committees or volunteer programs.**

---

Question applies to Washoe County Law Library Board of Trustees

---

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

[Rosanna+Garibay+Resume\\_2023.docx](#)

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

---

Upload a Resume

---

Please attach a letter of recommendation.

---

## **Demographic Information**

**The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.**

What is your age range? \*

---

What gender do you identify as? \*

---

Which race/ethnicity best describes you? \*

---

What is your highest level of school completed? If enrolled, highest degree received? \*

---

What is your employment status? \*

---

What is your marital status? \*

---

What is your total household income? \*

---

---

### **Nepotism**

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

---

Yes  No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

---

**Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.**



---

# ROSANNA GARIBAY

**Mobile:** [REDACTED] | **Email:** [REDACTED]

---

## AREAS OF EXPERTISE

---

- Business Planning & Analysis
  - Labor & Employee Relations
  - Conflict Management
  - Diversity and Inclusion
  - Employment Law
  - Team Building & Leadership
  - FMLA/ADA
  - Data Processing Skills
  - Training & Development
  - Talent Acquisition
  - Project Management
  - HRIS Migration
- 

## PROFESSIONAL EXPERIENCE

---

### LEGRAND

2022 – Present

#### *Sr. HR Generalist (Site HR Manager)*

Manage and direct day-to-day HR operational activities including people data analytics, compensation analysis, compliance for federal and state laws, employee and labor relations and led a culture of using data to drive decisions and support the need for change. Support the VP of Operations as well as other engineering and operation leaders.

- Developed new key policies to ensure compliance, and to support business and organizational goals.
- Improved and standardized the internal investigation process across multiple divisions.
- Shifted the culture surrounding the HR department into a positive and strategic light.

### WALMART

2020 – 2022

#### *HR Business Partner (HR Manager)*

Direct day-to-day HR operational activities including people data analytics, compliance for federal and state laws, employee and labor relations and establish a culture that thrives. Establish innovative operational strategies to achieve business and organizational goals.

- Spearheaded a startup building by implementing critical policies and procedures, hiring and training leadership team, partnered with management to make key business decisions based on data, for a site with over 600 individuals.
- Strategized a systems migration for several sites that were Jet.com to Walmart systems. Developed key trainings to provide leadership the tools and resources to be successful.
- Generated and analyzed monthly and weekly reports to provide recommendations.

### PEPPERMILL CASINO

2014 – 2020

#### *HR Administrator (HR Generalist)*

Supported overall organizational structure in a 24/7 casino environment to accomplish all operational objectives by integrating functional tactics, partnering with leadership and using strong business skills.

- Developed new policies and operational procedures to improve leadership strength and increase productivity.
  - Successfully designed and implemented new tactics to accommodate a high-volume of leave of absences due to the shifting culture with the pandemic.
- 

## ACADEMIC BACKGROUND

---

**Master of Science in Compliance Law** | National Juris University

**Bachelor of Science in Legal Studies** | National Paralegal College

---

# ROSANNA GARIBAY

Mobile: 7 [REDACTED] | Email: [REDACTED]

---

---

## TECHNICAL SKILLS

---

Workday, DayForce, AS400, Taleo, Tableau, DRAX, Windows/Mc OS, Microsoft Office (Word, Excel, PowerPoint, Access),  
Adobe (PDF, Photoshop/ Illustrator)