Carson City
Office of Business Development
108 East Proctor Street
Carson City, NV 89701

RECEIVED
APR 15 2014
OFFICE OF BUSINESS DEVELOPMENT

Special Event Funding Request Form

Carson City ORGANIZATION NAME / APPLICANT	NV Sesquicentennial Fair NAME OF EVENT
201 N. Carson Street, Carson City, NV 89701 MAILING ADDRESS, CITY, STATE, ZIP CODE	$ 10,000.00 TOTAL FUNDING REQUEST
(775) 887-2100 www.nv150fair.org PHONE # WEBSITE URL	Event Dates: July - August, 2014
Marena Works - Susan Taylor CONTACT / EVENT DIRECTOR NAME	Project Area (check one): Redevelopment Area #1 ☐ Redevelopment Area #2 ☒
201 N. Carson Street, Carson City, NV 89701 MAILING ADDRESS, CITY, STATE, ZIP CODE	
(775) 887-2100 mworks@carson.org PHONE # EMAIL	

Event Description and Objectives
Include history of the event and importance to the community (use additional pages as needed):

See Attached.

Estimated number of local participants: 30,000 Estimated number of out-of-town participants: 20,000

Number of years event has taken place in Carson City: 1st

2014

Event Costs (Attach additional sheets, if necessary)			
Activity (e.g. Advertising, Equipment Rental, etc.)	Redevelopment Funds	Other Funds	Total
Tent & Equipment Rentals	$ 5,000.00	$ 13,000.00	$ 18,000.00
Advertising & Signage	$ 1,000.00	$ 9,000.00	$ 10,000.00
Entry Program & Supplies	$ 500.00	$ 700.00	$ 1,200.00
Livestock Show & Sale Expenses	$ 3,500.00	$ 13,450.00	$ 16,950.00
Entertainment	$	$ 12,000.00	$ 12,000.00
Office Supplies & Concession Expense	$	$ 2,000.00	$ 2,000.00
Exhibit Expense - Transportation	$	$ 12,400.00	$ 12,400.00
Totals:	$ 10,000.00	$ 62,550.00	$ 72,550.00
Redevelopment Funds as a % of total Event costs:	14% 16 %	62,850.00	72,850.00
		Projected Revenues:	$157,500.00
		Projected Net Profit/Loss:	$ 84,650.00

Annual Budget of Organization:

	Last Year	Present Year	Next Year
Income:	$	$157,500.00	$
Expenses:	$	$ 72,850.00	$
Reserves:	$	$ 84,650.00	$

Number of years your organization has existed: 1st

Redevelopment funding your organization received for this event in prior years, if any:

2013: $ n/a
2012: $ n/a
2011: $ n/a
2010: $ n/a

Have other organizations besides yours committed funding for this event? [X] Yes [ ] No

If yes, what organization(s) and how much funding?

We are receiving sponsorships from businesses in Carson City and surrounding areas. See attached.

Describe any efforts to obtain funding from other sources:

Sponsorship packages have been presented to businesses.

Describe why Redevelopment funds are required for the special event:

See attached.

Describe how the special event meets the objective of the Redevelopment Plan to strengthen the local economy by attracting and expanding private investments in the Area, create new employment opportunities, increase the city's tax base, and expand public revenue (for Downtown Redevelopment Area 1); or to promote South Carson Street as an auto purchase destination for the region (for Redevelopment Area #2):

See attached

List other organizations and businesses partnering or participating in the event:

A complete list of sponsoring businesses will be provided once it is complete. See attached list to date.

Describe the facilities and/or area in which the event will occur. Include any proposed street closures:

Fuji Park. No street closures are planned, however, we will require some traffic control.

Have you obtained all necessary approvals and/or permits for the event? [X] Yes [ ] No
If not, what approvals are still pending?

How do plan to market and advertise the event?
See attached.

Explain how the special event may be able to be expanded in the future:

The Fair will promote positive activities for families and after it is established this year, it will be a yearly event.

Explain how the special event will be able to transition away from City funding support in the future:

Income will be received from commercial vendors, food & beverage sales, carnival, RV parking, show admissions.

Acknowledgement of Application Provisions: (please check each that you acknowledge)

[X] I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
[X] All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
[X] I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
[X] If this event is selected for an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my event may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature	Date:
Marena Works	4-15-14

*Note: ALL project related invoices must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

[X] Complete, signed Special Event Funding Request Form

[X] Organization chart/structure of the organization conducting the special event, including delineation of lines of responsibility

[X] Resumes of the key individuals in the organization conducting the special event

[X] Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Event Description and Objectives:

The creation of a Fair in Carson City has met with an enthusiastic response from members of the Carson City community, Carson City Convention and Visitors Bureau, the Chamber of Commerce, Carson City businesses, and elected representatives.

The Sesquicentennial Fair committee felt Carson City to be an excellent location to draw in tourists and celebrate the Capitol of Nevada. A Fair provides a unique and valuable experience and promotes positive activities for families. The long-term goal is to continue the Fair beyond 2014 and establish an annual Fair in Carson City.

It is felt the plan for Carson City to host the Nevada Sesquicentennial Fair would play an important role in the economic vitality of the area and provide an opportunity to showcase businesses and local attractions. Additional benefits include the support of agriculture in Nevada, recognition of the history and importance of mining, and promotion of business and industry in Carson City. The Fair will also include the showcasing of youth through the show and sale of livestock projects and the exhibits that will be on display.

Goals for the Fair include:

- Showcase agriculture in Nevada
- Showcase mining in Nevada
- Multi-faceted education for all ages.
- Youth competition for livestock and static projects
- Promote tourism in the State Capitol
- Family entertainment from Nevada
- Community pride and involvement
- Support of local businesses
- Free admission so all people, regardless of ability to pay, may attend the Fair.

Describe why Redevelopment funds are required for the special event:

We are using current funds for the preparation of the facilities for this event including power, water, lighting, etc.
Additional funds are needed from Redevelopment for the actual event expenses.
All costs are estimates. The Board of Supervisors initially gave $75,000 as seed money for the Fair. They would like to see their money paid back and the Fair become self supporting.

Describe how the special event meets the objective of the Redevelopment Plan to strengthen the local economy by attracting and expanding private investments in the Area, create new employment opportunities, increase the city's tax base, and expand public revenue (for Downtown Redevelopment Area 1); or to promote South Carson Street as an auto purchase destination for the region (for Redevelopment Area #2):

The Sesquicentennial Fair committee felt Carson City to be an excellent location to draw in tourists and celebrate the Capitol of Nevada. A Fair provides a unique and valuable experience and promotes positive activities for families. The long-term goal is to continue the Fair beyond 2014 and establish an annual Fair in Carson City.

It is felt the plan for Carson City to host the Nevada Sesquicentennial Fair would play an important role in the economic vitality of the area and provide an opportunity to showcase businesses and local attractions. It is expected the first year will have

How do you plan to market and advertise the event?

We are using the Carson City Convention and Visitor's Bureau and Chamber of Commerce resources. We have a website, facebook page, and are promoting the Fair through various social media. We have promoted the Fair through the 4-H and FFA state offices in order to reach every 4-H club and FFA chapter in the state. Advertising will be circulated Reno Gazette Journal and Nevada Appeal.

Note: This list will be continually updated
4/14/14;

Nevada Sesquicentennial Fair Sponsors

Carson City Chamber of Commerce
Carson City Downtown Business Association
Dick Campagni's Carson City Toyota Scion
Douglas County
Dynamic Diversified Development

Nevada Sesquicentennial Fair Vendors

Jason Woodbury
Costco (Wine Competition)
Debbie's Gifts
Delta Kappa Gamma

Nevada Sesquicentennial Fair Food Vendors

Blending Sweet Success
Rawlings Concessions
Scotty's

FINANCIAL INFORMATION

1. As required by NRS 354.624, the City of Carson City, Nevada has an annual audit of its financial statements performed by an independent certified public accounting firm (Kafoury, Armstrong & Company). A copy of the City's Comprehensive Annual Financial Report can be found on the City's website at http://www.carson.org/index.aspx?page=2024.

2. As required by NRS 354.598, the City adopts an annual budget by the favorable votes of a majority of all members of the governing body. A copy of the City's budget can be found on the City's website at http://www.carson.org/index.aspx?page=2024.

3. As required by NRS 244.225, the City maintains current and year to date statements of receipts and expenditures on the City's website at http://www.carson.org/index.aspx?page=2024.

4. Carson City's major sources of financial support include:

    1. Property Taxes.
    2. Consolidated Taxes (Sales tax distributions, cigarette tax, liquor tax, real property transfer tax, and government services tax).
    3. Business, Liquor and City / County Gaming Licenses.
    4. Franchise Fees.
    5. Federal, State and Local grants.
    6. Charges for Services.
    7. Court Fines and Forfeits.
    8. Motor Vehicle Fuel Taxes.
    9. County Option Sales Tax.

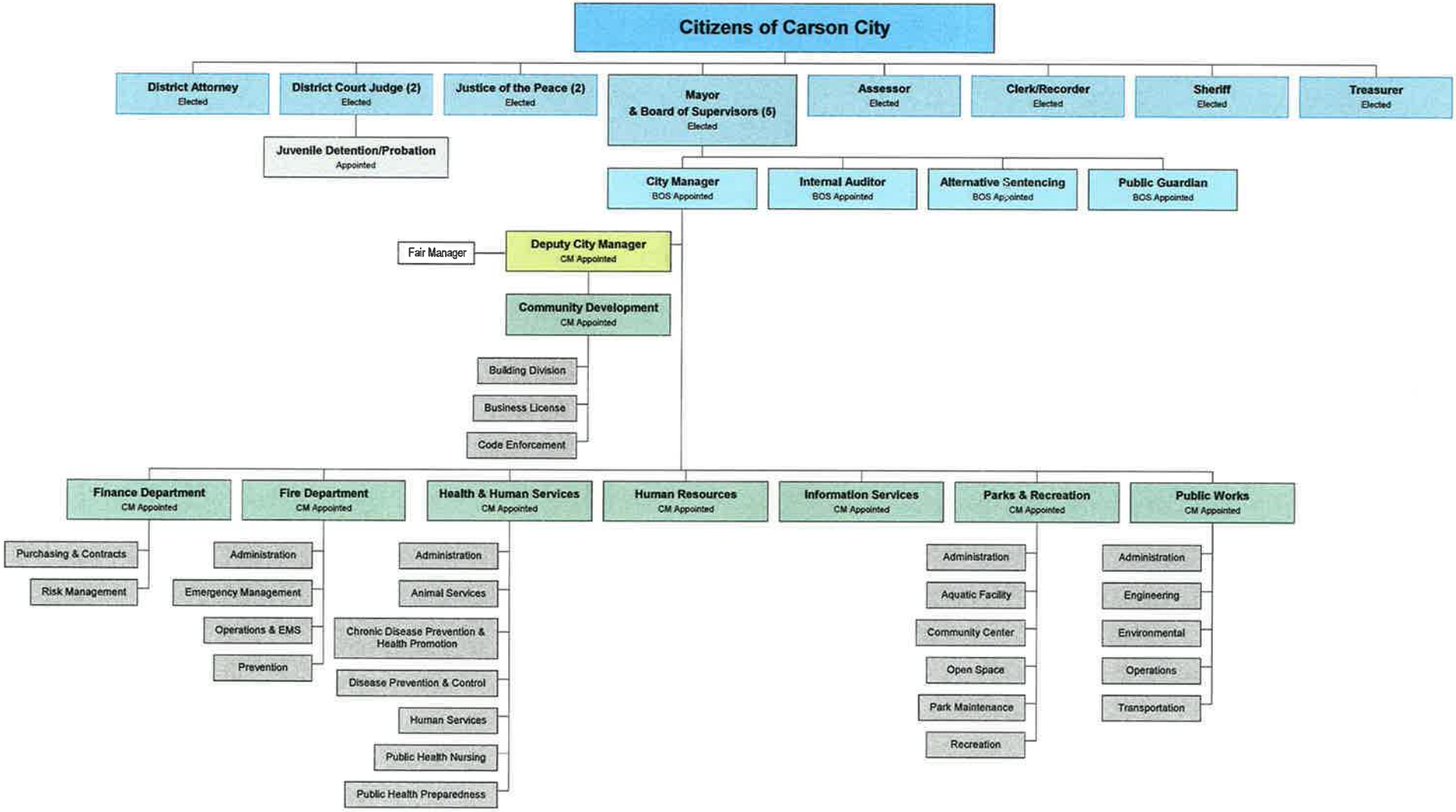
NEVADA SESQUICENTENNIAL FAIR

FAIR BUDGET

ESTIMATED

INCOME	
Carnival Income	$42,000.00
Commercial Vendors	$14,000.00
Entry Fees - Exhibits & Livestock	$5,000.00
Food Concessions	$36,000.00
Grandstand Shows	$5,000.00
Livestock Auction Commission	$2,500.00
RV Parking	$3,000.00
Sponsorships	$50,000.00
TOTAL INCOME	$157,500.00

EXPENSES	
Advertising	$7,500.00
Awards	$2,750.00
Grounds Entertainment	$10,000.00
Equipment & Tent Rental	$18,000.00
Exhibit Expense	$1,200.00
Jr. Livestock Auction	$5,000.00
Judges - Exhibit	$1,700.00
Office Supplies	$500.00
Premium Expense	$5,000.00
Printing	$1,500.00
Professional Services - Livestock	$2,500.00
Professional Services - Concessions	$1,500.00
Professional Services - Entertainment	$2,000.00
Signage	$2,500.00
Supplies - Exhibits	$1,200.00
Transportation - Shuttles	$10,000.00
TOTAL EXPENSES	$72,850.00
ESTIMATED NET INCOME	$84,650.00


Citizens of Carson City
District Attorney
Elected
District Court Judge (2)
Elected
Juvenile Detention/Probation
Appointed
Justice of the Peace (2)
Elected
Mayor
& Board of Supervisors (5)
Elected
Assessor
Elected
Clerk/Recorder
Elected
Sheriff
Elected
Treasurer
Elected
City Manager
BOS Appointed
Internal Auditor
BOS Appointed
Alternative Sentencing
BOS Appointed
Public Guardian
BOS Appointed
Fair Manager
Deputy City Manager
CM Appointed
Community Development
CM Appointed
Building Division
Business License
Code Enforcement
Finance Department
CM Appointed
Purchasing & Contracts
Risk Management
Fire Department
CM Appointed
Administration
Emergency Management
Operations & EMS
Prevention
Health & Human Services
CM Appointed
Administration
Animal Services
Chronic Disease Prevention & Health Promotion
Disease Prevention & Control
Human Services
Public Health Nursing
Public Health Preparedness
Human Resources
CM Appointed
Information Services
CM Appointed
Parks & Recreation
CM Appointed
Administration
Aquatic Facility
Community Center
Open Space
Park Maintenance
Recreation
Public Works
CM Appointed
Administration
Engineering
Environmental
Operations
Transportation

Susan Taylor

6404 County Road 27
Orland, CA 95963
(530) 990-8258
ewes_fluffy@hotmail.com

Summary of Qualifications

I have extensive experience in planning and executing fairs and other events. I am an enthusiastic outgoing person who works well with people.

Education

University of Nevada, Reno	Accounting Major Minor - Agriculture Business
College of the Siskiyous	Accounting Major Minors – Agricultural Business and Animal Science
Fall River High School	Diploma, 1972

Experience

2/1/08 – Present **SUSAN TAYLOR SHOW & SALE SERVICES**
Contract Work With Various Fairs & Livestock Shows& Sales

In addition to accounting functions from budget preparation to financial statement preparation and analysis, I review and book grandstand and grounds entertainment, organize rodeos, bull riding events, 4 x 4 pulls, auto racing, destruction derby's, mutton busting, pig scrambles, and various other events. I organize various competitive exhibits including livestock, horse shows, arts and crafts, home arts, floriculture, etc. I schedule employees and volunteers for various exhibit buildings, am a liaison between commercial vendors and management, work with law enforcement and private companies for event security. I hire and manage personnel for ticket sales, audit concession accounts at the conclusion of the event, prepare interim and fair time rental contracts, develop advertising and promote facility use for interim events. I have used both ShoWorks and Blue Ribbon entry programs for various fairs, shows, and sales from set up to final report preparation. I work with maintenance crews for buildings and grounds preparation for various events both at fair time and interim use, and have reviewed safety programs with those crews. I have been an announcer for horse shows, gymkhanas, junior rodeos, award ceremonies, and fashion shows. I have excellent knowledge in the use of Excel, Word, Power Point, Publisher, Page Maker, and QuickBooks and various accounting and office programs. I have attended conferences and conventions offered by WFA and IAFE to keep abreast of changes, get new ideas, and network with other fair management personnel. I also manage livestock shows and beef and sheep production sales including advertising, sale catalog production, and sale accounting.

3/05 – 01/31/08 **NEVADA STATE FAIR** Reno, NV
General Manager

Overall management of the fair in the areas of business administration, public relations, marketing, communications, and entertainment. I reviewed and booked grandstand and grounds entertainment, organized rodeos, bull riding events, 4 x 4 pulls, destruction derby's, and various other events. I developed departmental budgets and oversaw the day to day accounting including accounts receivable, accounts payable, payroll, etc. I reviewed financial statements monthly and prepared financial reports for Board review. I prepared a sponsorship program and wrote grants for funding. Hired and trained office staff and trained volunteers for fair. Developed a public relations program with a private firm to increase community awareness of the fair and make the fair a part of the community and state. Worked with representatives of each county and for the first time in the history of the fair all counties were present with exhibit booths. I helped create advertising campaigns including television commercials, print ads, and radio promotions. I worked with commercial and food vendors to increase the number and quality of vendors at the fair and improve relations with those vendors. I also worked to improve relations with livestock and creative living exhibitors from throughout Nevada and thus increase entries in the fair.

8/01 – 2/05 **TULELAKE – BUTTE VALLEY FAIR** Tulelake, CA
Business Assistant

Extensive computer use of Excel, Word, Word Perfect, Page Maker, and QuickBooks.Use of Power Point for public presentations. In addition to general accounting and management functions, other fair duties included event ticket sales, booking on grounds entertainment, concession accounting, interim rentals including contract preparation, premium book preparation, advertising, capital outlay and special project funding spreadsheets and analysis, standard agreement preparation, preparation of RFP's and bid packages, Integrated Waste Management reporting, and preparation of numerous other state and management reports.

1995 – 8/01 **SELF EMPLOYED**
Contract Work With Various Fairs

In addition to accounting functions, I developed sponsorship programs, reviewed and booked grandstand and grounds entertainment, organized rodeos, bull riding events, 4 x 4 pulls, auto racing, destruction derby's, mutton busting, pig scrambles, and various other events. I organized various competitive exhibits including livestock, arts and crafts, home arts, floriculture, etc. I scheduled employees for various exhibit buildings, was a liaison between commercial vendors and management, worked with law enforcement and private companies for event security, hired and managed personnel for ticket sales, audited concession accounts at the conclusion of the event, prepared interim and fair time rental contracts, developed advertising and promoted facility use for interim events. I used both ShoWorks and Blue Ribbon entry programs for various fairs from set up to final report preparation. I worked with maintenance crews for buildings and grounds preparation for various events both at fair time and interim use, and have reviewed safety programs with those crews.

Fairs/Shows/Sales

California State University, Chico Sheep & Goat Day, Chico, CA
Crane-Milroy Sheep Production Sale, OH
El Dorado County Fair, Placerville, CA
Glenn County Fair, Orland, CA
Klamath County Fair, OR
National Dexter Show & Sale, Rupert, ID
National Sheep Dog Finals, Klamath Falls, OR
Nevada Ag In The Classroom, Various Cities In Nevada
Nevada 4-H Expo, Winnemucca, NV
Nevada Jr. Livestock Show and Sale, Reno, NV
Nevada State Fair, Reno, NV
Northern Exposure Heifer & Steer Show & Sale
Plumas-Sierra County Fair, Quincy, CA
Redwood Acres Fair & Rodeo, Eureka, CA
Redwood Empire Fair Jr. Livestock Sale, Ukiah, CA
Siskiyou Golden Fair, Yreka, CA
Tehama District Fair, Red Bluff, CA
Tulelake-Butte Valley Fair, Tulelake, CA
West Coast Dorper Sheep Sale, Red Bluff, CA
Western Regional Sheep Dog Finals, Bonanza, OR

References

Dennis Hellwinkle
Farm Bureau Bank
4 Hall Lane
Yerington, NV 89447
775/463-1604 Home
775/303/2385 Cell

Celina Johnson - Phillips, Professor of Agriculture
California State University, Chico
400 West First Street
Chico, CA 95929-0310
530/898-4147 Office
530/592-6196 Cell

Larry Ford, Former CEO
Redwood Acres Fair & Rodeo
1700 Charles Ave
Arcata, Ca 95521
707/822-4782 Home
707/499-7077 Cell

Joan Haskins, Past President
Tulelake-Butte Valley Fair Board
2621 Haskins Road
Tulelake, CA 96134
530/667-5456 Home

Wes Patton, Retired Professor of Agriculture
California State University, Chico
6352 Co. Road 27
Orland, CA 95963
530/865-7250 Home
530/514-7250 Cell

Marty Bailey, Rancher
7043 County Road 27
Orland, CA 95963
530/865-2224

Marena Works, MSN, MPH, APN

mworks@carson.org
379 E. Roland St, Carson City, NV 89701
Ph: (775) 315-3136 Work Ph: (775) 887-2100
Work fax: (775) 887-2286

Education

MSN/MPH University of Nevada, Reno, May 2007
Master's Thesis: *Meeting the Goals for Healthy People 2010: The Significance of Campus-Based Health Centers and Their Role in Promoting the Health of Community College Students*

BSN: University of Nevada, Reno, May 1995
AA: General Studies, Western Nevada Community College, May, 1993

Honors:

Director's award for highest Nursing School cumulative GPA, Class of 1995
Dean's list four semesters, WNCC

College Activities:

Secretary: Orvis Student Nurse's Association
Independent Study: Spent 132 hours at Northern Nevada Medical Center in the operating room to earn 3 upper division credits. Presented an inservice on surgical wound infections

Present: December 2013

Interim City Manager, Carson City, Nevada. Under general policy guidance from the Board of Supervisors, plans, organizes, integrates, fiscally controls, directs, administers and evaluates the activities, operations, programs and services of Carson City as the top appointed executive in the City; responsible for carrying out the policies and programs determined by the elected Board of Supervisors; ensures development and execution of the municipality's strategic plan and annual budget; ensures City government operations and functions effectively serve the needs of Carson City residents and other stakeholders while complying with applicable laws and regulations. Responsible for coordinating, compiling, and producing the notices of meetings of the Board of Supervisors in accordance with Nevada's Open Meeting Law. With the City's management team, develops and recommends adoption of the annual budget and other business, infrastructure and resource plans; directs the development of the capital improvement plan budget for approval by the Council; monitors the implementation of adopted budgets. Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day-to-day leadership and works with the City's management team to ensure a high-performance, service-oriented work environment consistent with sound management principles.

Immediate Past Experience
May 2013 to December 2013

Deputy City Manager, Carson City, Nevada. Provide policy oversight and organization leadership for City departments in the administration of the day to day operations. Direct the preparation and recommend long range plans for City funding and service provisions; direct the development of specific proposals for action regarding current and future City needs; play a key role in the development and implementation of strategic plans; confer with and advise the City Manager on specific issues and programs; monitor developments related to specific service areas. Represent the City in meetings with representatives from other jurisdictions, private industry and members of the general public to resolve problems, negotiate agreements and study potential changes which impact the City. Direct and oversee the City's labor relation programs, policies and procedures in conjunction with the Finance Director and Human Resources Director. Advise the City Manager in the formation of the budget, financial management, personnel and general administrative and organizational development. Oversee the planning, direction and coordination of new

construction, repair and preventative maintenance projects, and other capital improvement projects. Manage assigned department personnel by evaluating and analyzing department issues and recommending and implementing solutions. Act as interim City Manager when the City Manager is unavailable.

Past Experience
June, 2008 to May, 2013

Director, Carson City Health and Human Services. Oversee all program operations including Human Services, WIC (Women, Infant's and Children), Animal Services, Disease Investigation, Chronic Disease Prevention, Nursing and clinic Operations, Public Health Preparedness, Jail and Juvenile Health and Environmental Health. Oversee 35 full-time and 20 part-time employees and their respective programs. Manage 25 grants for the department. Serve on community committees as indicated. Promote at a local and regional level public health issues of concern to our area. Compile health statistics of acute and chronic disease in Carson City. Monitor City demographics as they pertain to the health of its citizens. Work closely with the Nevada State Health Division to ensure needed public health programs are offered in Carson City. Participate in the legislative process as it pertains to public health issues in our area and around out State.

Carson City Health and Human Services: Community Health Program Manager/Clinical Nurse Specialist: Oversee clinic operations of the Carson City Health Department including the family planning program, immunizations, well child checks, CLIA waived laboratory procedures and pharmacy inventory control. Supervise nursing personnel and unlicensed clinic personnel. Assist with the communicable disease program. Continually enhance the quality and effectiveness of clinic nursing practice. Actively participate in County emergency preparedness exercises. Oversee Jail and Juvenile health programs.

Conduct periodic Community assessments and use the data to determine population diagnosis and health priorities. The outcomes identified are used to plan and implement health education and health promotion programs.

Write policy in accordance with the ANA (American Nurses Association) Scope and Standards of Practice for Public Health Nursing. Control grant budgets and compliance; supervise clinic employees; ensure compliance with HIPPA regulations and Federal grant guidelines. Periodic monitoring of legislative changes to the nurse practice act so the practice of the clinic is always current with the law.

Past Nursing & Management Experience:
October, 1999 to June, 2008

Carson City School District: Chief Nurse/High School Nurse: Perform the duties of a chief nurse as described in NAC 632.224 which includes supervisory duties, establishing the scope of practice and improving the knowledge and skills of the nursing staff. I worked on protocols, policies and procedures and am the nurse consultant for the school district. Keep informed of new literature as it pertains to school nursing. Functioned as a school nurse at Carson High, established careplans for high risk students, screening for hearing, vision, scoliosis, height, and weight; certifying the immunization status of students and providing immunizations to those students requiring them. Identify and track communicable diseases. General first aid.

Past Nursing Experience:

September, 1995 to October, 1999. Some jobs held concurrently

Community Health Nurse Carson City Nevada: as a Carson City employee provided supplemental immunization clinics for Nevada's *Vaccine For Children* program. Focus was on immunizing children age 0-2 years in Carson City, Minden/Gardnerville and Fernley. Included publicity, forming liaisons with local hospital; public relations and supervising one full time Public Health Assistant.

Pediatric Nurse, Carson Tahoe Hospital: worked as a staff nurse on a per diem basis in the pediatric unit for 3.5 years.

Infection Control Nurse, Carson Rehabilitation Center, Carson City, Nevada: worked on infection control and employee education for staff at the rehabilitation center on a per diem basis for an average of 20 hours per week.
Hospice Nurse, Saint Mary's Hospice of Northern Nevada: provided in home hospice care in the Carson City area for 3 years as a case manager, admit nurse and assistant supervisor.

Community Counseling Center, Carson City Nevada: contract work which includes conducting an initial nursing assessment on clients new to the center for short term detox or 30 day residential program. Place PPD skin tests on all new clients.

Licenses

Advanced Practice Nurse, NV APN001198
Registered Nurse, NV RN27147

Professional Membership:

Board Certified by the American Nurses Credentialing Center for Public Health Nursing
Member of the Board of Directors for the Nevada Public Health Foundation
Member and Vice-Chair, University of Nevada, Reno School of Community Health Sciences Advisory Board
Member, Nevada Health Centers Board of Director's, June 2011-June 2013
Member by State Board of Health appointment: Maternal and Child Health Advisory Board for the State of Nevada, June 4, 2009-May 2013
Member, Nevada Nurses Association
Member, American Public Health Association
Member, Nevada Public Health Association
Member, Sigma Theta Tau Honor Society of Nursing
School Nurse Endorsement, Nevada State Department of Education
Member, Golden Key Honor Society
Member by Governor appointment: Health Information Technology Blue Ribbon Task Force, 10/22/2009 to December, 2010

Presentations

April 2014: Conference speaker at Carson City Health and Human Services Development Conference: *Consider A Culture of Health in All Policies*

June 2013: Nevada Health Rankings Conference speaker on the current rankings of Carson City.

Key Note Speaker: May 2011, University of Nevada, Reno School of Community Health Sciences MPH hooding ceremony.

Poster Session, Nevada Public Health Association Annual Meeting, October, 2007 *Meeting the Goals for Healthy People 2010: The Significance of Campus-Based Health Centers and Their Role in Promoting the Health of Community College Students*

Speaker for *Nevada Immunization Learning Exchange, NILE*, Vaccine Administration and Vaccine Storage and Handling sections, Elko, Nevada and Carson City, Nevada, Spring, 2008

Additional Certifications:

CPR/AED (automated external defibrillator) Certified
Completed ICS (Incident Command System) 100, 200, 700, 800.B, 00808
Certified to teach Disaster Preparedness for Schools for the National Association of School Nurses

CLIA Office Laboratory Assistant

Awards/Honors

October 2013 University of Nevada, Reno *Alumni Association Professional Achievement*
October, 2012 Graduate of *Carson City Chamber of Commerce Leadership* program
March, 2010 Graduate of *Great Basin Public Health Leadership Institute*
July, 2011 *National Association of County & City Health Officials Survive and Thrive Fellow*
April 2009, *Outstanding Achievement Award, National Disaster Medical System National Nurse Response Team*
October 2007, *Nevada Agricultural Foundation Leader of the Year*

Community Service

4-H Livestock leader (since 1998) Co-lead active group of 20-25 youth age 9-18 in all aspects of raising, showing and judging livestock throughout the year. Treasurer for Carson City 4-H Leaders Council for 6 years. State Fair volunteer 2008, 2009. Safe Grad Carson City volunteer, 2003, 2004, 2006, 2007, 2008. Advocates to End Domestic Violence Peer Counselor 1979-1982

Personal Interests

Horse husbandry; sewing/quilting; small farm livestock production

Accomplishments

Interim City Manager

- Appointed the Deputy Public Works Director to Public Works Director upon retirement announcement of the Director. Supported not replacing the Deputy position to use the savings to hire two lower level workers.
- Moved building maintenance from Parks and Recreation to under the Finance Director for better efficiency.
- Reviewed all Board appointed Boards, Committees and Commissions for necessary By-Law changes and possible consolidation to reduce burden on City internal services such as the Clerk-Recorder, District Attorney's office, Department Directors and public TV.
- Spear-headed improvements on the Board of Supervisors board room (Sierra Room at the Community Center): had cabinets installed as storage for board supplies including water and snacks; improved the efficiency of coffee service for Board members and began a hospitality table in the lobby for the public.
- Requested an audit of the Public Guardian's office.

Health Director

- During my five years as health director our FTE increased from 26-36 and PTE from 6-20. Most of the positions were funded as a result of increased funds from various grant sources.
- Secured Title X funding. With support of the State Health division we applied and received Title X funding for Carson City and a few years later for Douglas County directly from the Federal Government. Previously these grants were received as a pass through from the State Health Department.
- After severe general fund budget cuts in 2009 I was able to restore most of the funding within the next three years.
- Developed a Health Promotion Division and secured a Safe Routes to School grant under that Division.

- **During the H1N1 crisis the State Health Division saw our local health department as a lead in how to distribute vaccine to local providers and used us as a mass vaccine delivery model.**