

**SCREENING PANEL FOR THE POSITION OF CHIEF OF THE
DEPARTMENT OF ALTERNATIVE SENTENCING
Minutes of the February 19, 2021 Meeting
Page 1**

A meeting of the panelists to interview the candidates for the position of Chief of the Department of Alternative Sentencing was scheduled for 8:30 a.m. on Friday, February 19, 2021 in the Community Center, Robert "Bob" Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PANELISTS: The Honorable James T. Russell, Senior District Court Judge
The Honorable Kristin Luis, Justice/Municipal Court, Department 2
The Honorable Thomas Armstrong, Justice/Municipal Court Department 1
Ken Furlong, Sheriff
Jason Woodbury, District Attorney
Nancy Paulson, City Manager

STAFF: Melanie Bruketta, Human Resources Director
Mihaela Neagos, Deputy District Attorney
Alana Mills, Human Resource Generalist
Tamar Warren, Senior Public Meetings Clerk

NOTE: A recording of these proceedings, the CAMPO's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review on the City's website: <https://www.carson.org/government/meeting-information/agendas>.

Please click on the link below to view the interviews:
https://carsoncity.granicus.com/player/clip/1716?view_id=2&redirect=true

1. CALL TO ORDER

Ms. Bruketta called the meeting to order at 8:30 a.m.

2. ROLL CALL

Ms. Warren called roll and noted that a quorum was present.

3. PUBLIC COMMENT

Ms. Bruketta entertained public comments; however, none were forthcoming. She also noted that public comment had been submitted in writing which was added to the panelists' agenda packets. Mr. Woodbury explained that all late material would be posted on the City's website as part of the supporting documentation of the agenda. Ms. Bruketta reviewed the interview process which consisted of predetermined interview questions. She noted that each candidate would receive the same interview questions from the panel and each panelist was provided a ranking sheet to compile the scores. Ms. Bruketta indicated that a job description was also provided in the agenda packets and highlighted the following requirement by State law: *the position requires at least five years of experience with an*

**SCREENING PANEL FOR THE POSITION OF CHIEF OF THE
DEPARTMENT OF ALTERNATIVE SENTENCING
Minutes of the February 19, 2021 Meeting
Page 2**

increasing level of responsibility law enforcement, corrections, or supervision of persons on probation or parole. She reminded the panel that all their notes will be part of the record and will remain with the Human Resources Department.

4. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON THE SELECTION OF A CHAIRPERSON.

Ms. Bruketta entertained nominations for the selection of a panel chairperson.

Judge Armstrong moved to elect Jude Russell to serve as the panel chairperson. The motion was seconded by Sheriff Furlong and carried 6-0-0.

5. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON CONDUCTING INTERVIEWS OF TIMOTHY GUTHRIE, MELIAH GONZALES, ZACHARY DOSER, JUSTIN RYBA AND MARLINA STONE AS QUALIFIED CANDIDATES FOR THE POSITION OF CHIEF OF THE DEPARTMENT OF ALTERNATIVE SENTENCING, AND WHETHER TO MAKE A RECOMMENDATION OF ONE OR MORE FINALISTS TO THE BOARD OF SUPERVISORS FOR CONSIDERATION OF OFFICIAL APPOINTMENT TO THE POSITION.

Judge Russell assigned the following questions to the panelists:

1. What do you see as the role of Alternative Sentencing in the court system? When answering this question, please provide your philosophy and goals of pre-trial and post-sentencing supervision.
2. This position requires at least five years of experience with an increasing level of responsibility in the field of law enforcement, corrections, or supervision of persons on probation or parole. Please give us a brief summary of your professional work experience. When answering this question, please provide specific detail on your supervision responsibilities of employees including hiring, firing, and discipline.
3. Describe your experience developing and administering courthouse security.
4. Describe your experience developing and administering a budget. When answering this question, please give details on the budget size and process used.
5. Please describe your experience finding grants, writing grants, and administering grants.
6. Please describe your experience working with bargaining units.

**SCREENING PANEL FOR THE POSITION OF CHIEF OF THE
DEPARTMENT OF ALTERNATIVE SENTENCING
Minutes of the February 19, 2021 Meeting
Page 3**

7. Tell me about a time when you had to develop an important policy for your organization. How did you include the employees in the policy development? How did you communicate the approved policy to the employees?
8. Describe a time when you needed to use diplomacy and tact to maintain relationships in a tension-filled situation.
9. Please describe your management style and the knowledge, skills, and abilities you believe are required for successful leadership. When answering, please include examples of when you felt you led by example, what you did, and how others reacted.
10. Why do you want this job and why are you the best candidate for this job?
11. Is there additional information that you think we should know about you and your ability to perform the job duties successfully that we have missed asking?

Prior to each interview the panelists introduced themselves to the candidates.

The following candidates were interviewed:

- Timothy Guthrie
- Meliah Gonzales
- Zachary Doser
- Justin Ryba
- Marlina Stone

At the conclusion of the interviews, Ms. Bruketta informed the panel that the Board of Supervisors and Mayor Lori Bagwell had requested three to five ranked candidates to be recommended to the Board for a follow-up interview. At Mr. Woodbury's suggestion, the panel deliberated on the record and recommended Timothy Guthrie, Meliah Gonzales, and Marlina Stone to be interviewed by the Board of Supervisors. The panel also believed that they were not able to reach consensus on the ranking of the candidates. Judge Russell entertained a motion.

Sheriff Furlong moved to recommend candidates Timothy Guthrie, Meliah Gonzales, and Marlina Stone to the Board of Supervisors for the final interview to select the Chief of the Department of Alternative Sentencing. The motion was seconded by Judge Armstrong and carried 6-0-0.

9. PUBLIC COMMENT

Judge Russell thanked Ms. Bruketta and the Human Resources Department for their efforts. He also entertained public comments; however, none were forthcoming.

**SCREENING PANEL FOR THE POSITION OF CHIEF OF THE
DEPARTMENT OF ALTERNATIVE SENTENCING
Minutes of the February 19, 2021 Meeting
Page 4**


10. FOR POSSIBLE ACTION: TO ADJOURN

Judge Russell adjourned the meeting at 12:26 p.m.

The Minutes of the February 19, 2021 screening panel for the position of Chief of the Department of Alternative Sentencing are respectfully submitted on this 24th day of February, 2021.

AUBREY ROWLATT, Clerk – Recorder

By:



Tamar Warren, Deputy Clerk