

SUNSET SUBCOMMITTEE OF THE LEGISLATIVE COMMISSION REVIEW FORM #1 ALL BOARDS

(Required by *Nevada Revised Statutes* [NRS] [232B.230](#))

INSTRUCTIONS

- Save the form to your personal computer. Please do not change the format of the form as it complies with the [Web Content Accessibility Guidelines](#) to make content more accessible to users in general and to a wider range of people with disabilities.
- Fill in the content control or text box for each item requested. If an item does not apply to your board, commission, or entity, please state "Not Applicable."
- Save the completed form to your personal computer.
- When submitting additional documents, identify the electronic name clearly and in the order you want them presented to the Subcommittee.
- Email the saved form and any additional documents in **PDF format** to Patrick Guinan, Chief Principal Policy Analyst, Research Division, Legislative Counsel Bureau (LCB), at pguinan@lcb.state.nv.us. For any questions, contact Mr. Guinan at (775) 684-6825.

REQUIRED INFORMATION TO BE SUBMITTED BY ALL BOARDS, COMMISSIONS, OR ENTITIES

1. Board, commission, or entity name

(Identify the statutory name of the board, commission, or entity.)

State 4-H Camp Advisory Council

2. Members' names with expiration date of term and number of vacancies

(List the names of the current members and the expiration date of each member's term; contact information is not necessary. Indicate the number of vacancies and the length of time the vacancy has existed.)

Karen Hinton (UNR President Appointee) Expires Feb. 2025

Heather Dye (UNR President Appointee) Expires August 2026

Caroline Frensdoff (Nevada Farm Bureau Representative) Expires March 2024

Luetta Mann (Nevada Farm Bureau Representative) Expires March 2024

Eric Olsen (Nevada Farm Bureau Representative) Expires March 2025

Melinda Sarman (Nevada Farm Bureau Representative) Expires March 2025

Richard Knight (State 4-H Leader's Appointment) Expire August 2026

Barbara Byington (State 4-H Leader's Appointment) Expire August 2026

Ann Fagundes (State 4-H Leader's Appointment) Expire August 2024

Patrick Irwin (State 4-H Leader's Appointment) Expire August 2024

Sarah Chvilicek (UNR Extension) Expire August 2026

Christina Restiano (UNR Extension) Expire August 2024

Spencer Ray (UNR Extension representative -Ex Officio)

Kenny Haack-Damon (UNR Extension representative -Ex Officio)

No vacancies

3. Physical address

(Identify the physical location of the board, commission, or entity [note whether the location is a state department or agency; indicate that address].)

Camp: 1 4-H Road, Stateline, NV 89449

4. Mailing address

(Identify the mailing address of the board, commission, or entity.)

Camp:

PO Box 6868

Stateline, NV 89449

UNR Extension:

1664 N Virginia St

MS 0404

Reno, NV 89557-0404

5. Website address

(Identify the URL for your website with a live link.)

<https://extension.unr.edu/4h/camp.aspx>

6. Website developer

(State the name of the developer of your website. If it was not developed by the Division of Enterprise Information Technology [IT] Services [formerly known as DoIT], Department of Administration, indicate whether Enterprise IT Services approved the website.)

UNR Extension Web Designer (Robert Moore)

7. Executive director's name and contact information

(Regardless of the title of the position, provide contact information for the person responsible for the operations of the board, commission, or entity.)

Jacob DeDecker

Director of Extension & Associate Dean of Engagement

1664 N Virginia St

MS 0404

Reno, NV 89557-0404

jdedecker@unr.edu

775-784-7071

8. Staff members' names, including titles and full-time or part-time status

(Provide each employee's name, title, and employment status.)

Kenny Haack-Damon – 4-H Camp Educational Program Coordinator – Full time

Spencer Ray – 4-H Camp Manager – Full Time

Christopher Lascola – 4-H Camp Facilities Maintenance Worker – Full Time

Administrative Assistant – 50% time – Currently Vacant

9. Days and hours of operation

(Provide the days and hours the office of the board, commission, or entity is open to the public and the availability of its staff.)

Monday-Friday 8 a.m. to 5:00 p.m.

10. Created by what authority

(Cite the section or sections of NRS creating the board, commission, or entity.)

NRS 550

11. Authority to adopt regulations (NRS) and citation to Nevada Administrative Code (NAC)

(Cite the sections of NRS that authorize or require the board, commission, or entity to adopt regulations and the sections of NAC that contain your regulations.)

N/A

12. Five regulations most recently adopted, date of adoption, and any deadlines for adoption

(List the last five regulations by LCB File number adopted by the board, commission, or entity; the date of adoption; and any deadlines for adoption pursuant to statute.)

N/A

13. Required regulations that have not been adopted with deadlines for adoption

(If a section of NRS or a bill passed by the Legislature requires the adoption of regulations and the board, commission, or entity has not adopted the regulations yet, list the regulations and cite the statute pursuant to which the adoption of the regulations is mandated.)

N/A

14. Governing structure of the board, commission, or entity pursuant to statute

(Provide a brief description of the governing structure; a copy of the organizational chart is requested later on the form.)

UNR Extension Dean and Director (or designee), under the supervision and control of the Board of Regents, is responsible for camp property, occupancy, and finance. The Director is advised by a 12-member advisory council which consists of four members representing 4-H volunteer leaders, four members of the Nevada Farm Bureau, two members from UNR Extension, and 2 members who are appointed by the President of University of Nevada Reno. The Camp Manger (supervised by the UNR Extension Dean and Director (or designee)) handles the day-to-day administration of the camp. This person may also serve as camp caretaker (or may be separate) who lives on the site and is available to help with any questions or problems that may arise.

15. Duties of the board, commission, or entity

(Either summarize the duties or cite the specific sections of NRS that set forth the duties.)

The purpose of the State 4-H Camp is to provide a living and learning environment in a natural setting where 4-H and other youth groups can learn life skills, leadership, and citizenship, as well as an appreciation for nature. The objectives and purpose of the Nevada 4-H Camp Advisory Council is to advise and assist the Dean and Director of UNR Extension (or their designee) in the physical development and administration of the State 4-H camp for such educational purposes and in such a manner as in the judgement of the council will the needs and advance the best interests of the 4-H program in the state.

16. Objectives and programs of the board, commission, or entity

(Provide a brief description of each of the objectives and programs.)

1. The 4-H Camp Advisory Council will serve to advise, counsel, and make recommendations to the Director (or designee) on all matters pertaining to the development of this property, lands, buildings, and equipment of the State 4-H Camp. This excludes the day-to-day operations and management of the camp.
2. To advise, counsel, and make recommendations to the Director (or designee) on matters pertaining to uniform regulations regarding the use and the occupancy of the State 4-H Camp.

17. Itemized list of services offered by the board, commission, or entity

(Provide a list of services offered to the public by the board, commission, or entity.)

The State 4-H Camp Advisory Council provides support and advice to the UNR Extension Dean and Director, the State 4-H Program Director, and 4-H Camp Facility manager. While the State 4-H Camp Advisory council does not provide any direct services, the 4-H camp does provide a year-round facility for 4-H and other youth organizations to use that provides a living and learning environment in a natural setting.

18. Dates of the immediately preceding six meetings

(List the dates of the last six meetings and include the online location where the minutes can be found [preferably an active link].)

January 5, 2024, October 18, 2023, August 1, 2023, April 10, 2023, February 1, 2023, November 14, 2022
<https://nevada.box.com/s/vmih23k3ve8x429mknyusflxmvhnn89o>

19. Where are meetings of the board, commission, or entity held?

(Provide the address of the meeting site.)

Meetings are held via Zoom or at the 4-H Camp 1 4-H Road, Stateline, NV 89449

20. Do members of the public have to be present at the meeting site to participate, or are teleconferencing and videoconferencing offered?

Videoconferencing is available

21. Statutory tax exemptions, abatements, or money set aside for the board, commission, or entity

(Cite each section of NRS that provides for such an exemption, abatement, or set-aside; budget information is requested later on the form.)

As part of the University of Nevada Reno, the State 4-H Camp Advisory council has tax exemption for income tax and sales tax.

22. The manner in which the board, commission, or entity is funded

(Describe all sources of funding including appropriations, fees, grants, interest income, or other sources of revenue.)

Most of the funding for this program is gained through user fees of the camp. There are a few donations each year.

23. Required public forms that are not available on the website of the board, commission, or entity

(List all forms that are not available electronically to the public, but which are required to comply with a program or service of the board, commission, or entity.)

The reservation forms for groups to use the 4-H Camp are located online. Also online are the fee schedules and some off-season usage policies.

24. Recommendations for consolidation with another board, commission, or entity

(Is there a recommendation for consolidation with another similar board, commission, or entity? If so, which board, commission, or entity would be the surviving entity? If there is a recommendation for consolidation, list the services also provided by the other board, commission, or entity.)

There is not a need to be consolidated with any other boards or commissions at this time.

25. Overlap or duplication of duties or work product

(Identify any other entity whose duties or responsibilities replicate those of this entity.)

None

26. Improved efficiency

(Are there areas where this board, commission, or entity could benefit from improved workflow, mechanics, or other efficiencies?)

No

27. Effectiveness in accomplishing the objectives, programs, and purposes of the board, commission, or entity

(Provide an assessment of the board, commission, or entity's effectiveness in meeting its objectives and programs; provide information that is relevant to the response.)

The board effectively advises the UNR Extension Director on all matters pertaining to the development of this property, lands, buildings, and equipment of the State 4-H Camp.

28. Recommended statutory changes necessary to carry out objectives and programs

(Summarize any recommended statutory changes needed by the board, commission, or entity to carry out its objectives and/or programs.)

There are minor proposed changes to wording due to changes in vocabulary used by the University. The biggest change proposed is to implement term limits for the advisory board members. The reason for this is due to research on building a vibrant advisory board. The current board is active and has been great resources to the organization. There is a plan to keep those who have been involved on this camp board in the past, active on committees, etc.

ADDITIONAL INFORMATION TO BE SUBMITTED BY ALL BOARDS, COMMISSIONS, OR ENTITIES

Submit the following information in PDF format via email to Patrick Guinan, Chief Principal Policy Analyst, Research Division, LCB, at pguinan@lcb.state.nv.us, and clearly identify the electronic name of the document (A, B, C, et cetera) when submitted:

- A. The operating budget of the board, commission, or entity for the 2023–2024 Biennium.
- B. A statement setting forth the income and expenses of the board, commission, or entity for at least three years immediately preceding the date on which the board, commission, or entity submits this form, including the balances of any fund or account maintained by or on behalf of the board, commission, or entity. This statement should include all sources of income for the board, commission, or entity and expenditures by category, along with current balances of each fund or account.
- C. The most recent legislative audit, or other audit, of the board, commission, or entity and any efficiency studies or constituent or staff surveys conducted in the past three years. Audits conducted by the legislative auditor may be referenced by number (i.e.,

LA10 11), as they are available on the Legislature's website. Copies of all other requested documents must be submitted.

- D. Any reports required to be filed with the Legislative or Executive Branches over the past three years. If the report is on the Legislature's website, you may refer to it by number. Otherwise, please provide a copy of the report. Also, note whether any reports were filed late or whether any reports required by statute have not been filed.
- E. A copy of the organizational chart showing the governing structure of the board, commission, or entity and its staff.
- F. A copy of the most recent strategic plan of the board, commission, or entity. Indicate the effective date of the plan and the achievement of any goals set out in the plan.