

Joe Lombardo
Governor

STATE OF NEVADA



Address Reply to:
901 S. Stewart St, Suite 3002
Carson City, NV 89701
Phone: (775) 684-3448

Chairman
YALE YEANDEL

Vice Chairman
ANTHONY TIMMONS

PATRICIA OLMSTEAD
ROCHANNE DOWNS
MAGGIE FARRELL
MICHELLE SCHMITTER

**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
COMMISSION FOR CULTURAL CENTERS AND HISTORIC PRESERVATION**

MEETING MINUTES

Wednesday, May 13, 2026, at 2:00
pm

The Commission for Cultural Centers and Historic Preservation (CCCHP) meeting is open to the public and may be attended in person or via Zoom. Only the first floor of the Bryan Building is open to the public without an escort. If any member of the public plans to attend in person, they must arrive at least 10 minutes prior to the start of the meeting and wait in the lobby of the Bryan Building. A staff member will escort attendees to the meeting.

Location:

The Richard Bryan Building
The Bonnie Conference Room, 1st Floor
901 S. Stewart Street
Carson City, NV 89701

Meeting ID: 292 400 555 489
Passcode: 4Np3aq9K

Dial in by phone

+1 775-321-6111 United States, Reno
Phone conference ID: 543 124 13#

Additionally, public comment or testimony can be submitted via email to ccloud@shpo.nv.gov or leaving a voice message at: (775) 684-3443. Voice messages received during the meeting will be transcribed and read to the Commissioners during the meeting. The Commission will make reasonable efforts to include all comments received by email and voicemail into the record. Please try to provide email or voicemail comments by 12:00pm July 31, 2025. Comments are limited to 3 minutes per person.

Meeting Minutes
May 13, 2026, 10:00 am

Items on this agenda may be taken in a different order than listed. Before any action or vote is taken, the Chairman will ask for public comment. Public comment will be allowed after Commission discussion of each action item on the agenda.

1. Call to order.

Chair Yale Yeandel called the meeting to order on May 13, 2026, at approximately 2:00 pm.

2. Roll call of Commissioners and determination of quorum.

Grace Goedeker conducted roll call:

Commissioners:

- Chairman Yale Yeandel – Present
- Vice Chairman Anthony Timmons – Absent
- Commissioner Patricia Olmstead – Present
- Commissioner Maggie Farrell – Absent
- Commissioner Rochanne L. Downs – Absent
- Commissioner Michelle Schmitter – Absent
- Commissioner Katie Doyle Donovan – Present

Grace Goedeker noted that a quorum was not present. However, as the meeting was primarily for training purposes with few action items, Chairman Yeandel and the Deputy Attorney General agreed to proceed with the meeting. No objections were raised.

3. Public Comment

Public comment will be taken at the beginning and end of the meeting and may be taken at the discretion of the Chair on agenda items listed for possible action. Public comments may be limited to 3 minutes per person at the discretion of the Chair. Comment will not be restricted based on viewpoint. No action will be taken on any matters raised during the public comment period that are not already on the agenda. Persons making comment will be asked to begin by stating their name for the record. Agenda items may be taken out of order, combined and/or removed at the discretion of the Chair.

There was no public comment.

4. SHPO staff update

Grace Goedeker provided the SHPO staff update. She reported that grant applications are now available on the SHPO FTP site for commissioner review. The email with

Meeting Minutes
May 13, 2026, 10:00 am

access instructions was sent the prior day. Commissioners with questions about logging onto the FTP site were directed to the instructions in that email or to contact SHPO staff.

Grace Goedecker then presented the Annual Monitoring Report for Existing Covenants (Attachment A). She explained that this draft report accompanies the annual covenant reminder letters sent to covenant property owners. Its purpose is to give SHPO staff a baseline understanding of property conditions, capture updated records of any work completed on properties (whether through a grant or a permission request), and provide documentation for work done without a submitted permission request. Commissioners were invited to submit comments or edits, as the report remains in draft phase.

There were no comments or questions.

Commission Appointment Updates

Robin Reed, Deputy SHPO, provided updates on commission appointments:

- The governor's office has given the green light for Commissioner Luanne Speulda-Drews to submit her paperwork. Her ability to participate as a new commissioner is anticipated to be confirmed at the Board of Museums and History meeting on June 12th.
- Jan Peterson will also be taking a board seat, replacing Anthony Timmons. Both Commissioner Peterson and Commissioner Speulda-Drews currently serve on the Board of Museums and History.
- Commissioner Patricia Olmstead's and Commissioner Rochanne Downs' appointments are being reviewed by the executive director of boards and commissions to ensure records are current. Additional paperwork may be forthcoming.
- Commissioner Maggie Farrell will be departing at the end of June. Commissioner Forrest Lewis will take her place, representing the State Council on Libraries and Literacy Board seat.
- Commissioner Katie Doyle Donovan has been welcomed as the new Nevada Humanities representative, a seat that had been vacant for some time.

Robin Reed extended her thanks to all commissioners for their service, noting the importance of the CCCHP grant program in supporting historic buildings used as cultural centers across the state.

Meeting Minutes
May 13, 2026, 10:00 am

Chair Yeandel likewise extended thanks to all incoming members and acknowledged the significance of the work of the commission.

5. Deputy Attorney General Alexa Ravencroft presented a training on Nevada’s Open Meeting Law (NRS Chapter 241). The following topics were covered:

What is the Open Meeting Law?

The open meeting law requires that public bodies take actions openly and conduct deliberations openly. The commission is a public body. A “meeting” occurs when a quorum is gathered with deliberation or action present. The quorum for the commission is four members. Action requires a majority of members present.

When Does the Open Meeting Law Apply?

The open meeting law applies to gatherings involving deliberation or action. Social functions or trainings are not meetings as long as there is no deliberation or action. Commissioners were advised not to discuss commission business outside of formal meetings.

An attorney-client conference regarding potential or existing litigation is fully exempt from the definition of a meeting. This exception was expanded in the 2025 legislative session to include any legal advice (not just advice related to pending or existing litigation).

Serial and Electronic Communications

DAG Ravencroft cautioned commissioners about inadvertent open meeting law violations through email “reply all” exchanges and serial communications. If a quorum of commissioner’s exchange emails expressing opinions on agenda items, this constitutes deliberation and may violate the open meeting law. She recommended using BCC to avoid reply-all chains. She also warned about “walking quorums,” in which deliberation passed from one group of commissioners to another outside of a formal meeting creates a quorum through accumulated communication.

Agenda and Notice Requirements

Agendas must include: time, place, and location; remote access information and a telephone number if meeting has virtual components; contact information for requesting supporting material; and clear, complete statements of topics to be considered. Items of substantial public interest require a higher degree of specificity. All action items must be noted as “for possible action.”

Agendas must be posted at the office, meeting location, public body website, and on the Nevada Notice website no later than 9:00 a.m. of the third working day prior to the meeting. Commissioners wishing to agendaize items should contact Carla Cloud or Grace Goedeker in advance of this deadline.

Minutes and Supporting Materials

Meetings must be transcribed by a certified court reporter or audio recorded. Minutes

Meeting Minutes
May 13, 2026, 10:00 am

must be kept per NRS 241.035, reflecting who was present, matters discussed, and actions taken. They do not need to be verbatim but must document motions and votes. Minutes must be approved within 45 days or by the next meeting, whichever is later. Commissioners not present at a prior meeting may still vote to approve those minutes.

Supporting materials must be provided to the public at the same time they are provided to commissioners. Material shared with a quorum of commissioners that relates to an agenda item may become supporting material.

Public Comment

The commission may hold public comment either (1) before action items with a general public comment period before adjournment, or (2) after discussion of each agenda item but before action is taken. Additional public comment periods may be added. All public comment restrictions must be viewpoint neutral. A legislative update from the 2025 session clarified that a remote public comment option is only required if no physical location is available to the public.

Virtual Attendance and Closed Sessions

Members of public bodies may attend meetings virtually only when physical locations are available for the public. Chat functions should be disabled or limited to non-meeting communications. Camera use is not legally required, but a method for verifying presence must exist. Actions taken in closed sessions must still occur during the public meeting; only the discussion may be held in closed session.

Open Meeting Law Violations

Actions taken in violation of the open meeting law are void. Violations corrected during the same meeting are cured. Violations discovered after the meeting may be corrected within 30 days through a subsequent meeting with proper notice, public comment, and revote. Corrective action is prospective only. The AG's office investigates complaints and may issue a no-violation letter or findings of fact and conclusions of law.

There were no questions.

5. (cont.). Robert's Rules of Order (For Discussion).

DAG Ravencroft also presented on Robert's Rules of Order, noting these are not required by Nevada law. The commission has not formally adopted them. Robin Reed confirmed that the commission has no bylaws, and the only governing language is found in NRS 383.500 and the CCCHP handbook. Under NRS 383.500(2)(b), the commission has authority to prescribe rules for its own management and governance.

The following basics were covered:

- Typical meeting order: call to order, quorum determination, agenda adoption, approval of minutes, agenda items, adjournment, with public comment

Meeting Minutes
May 13, 2026, 10:00 am

periods as required by law.

- Any commissioner may make a motion, so long as no other motion is on the table. Each motion requires a second and must be disposed of (passed, failed, or tabled) by the end of the meeting.

- Motions should be as specific as possible. Commissioners were encouraged to write out motions before presenting them.

- Motions may be amended (requires majority vote unless made by the original mover), substituted (requires a vote between two competing motions), deferred (to a later agenda item), or tabled to the next meeting. A tabled motion not acted on at the next meeting is dead.

- Under Robert's Rules, the chair does not vote unless needed to break a tie. This is not a legal requirement under Nevada law.

- Debate can be limited or closed by a two-thirds vote. Commissioners on the winning side of a vote may move to reconsider, which requires majority agreement and brings the motion back to the floor.

DAG Ravencroft offered to distribute the presentation and is available for follow-up questions by email.

6. Nevada Attorney General's Office Manual and Training Material.

Grace Goedeker drew commissioners' attention to the Nevada Board and Commission Manual, noting it contains useful information including the role of board and commission members (pages 6–9), appointment documentation requirements, general responsibilities, and characteristics of an effective board member. She noted that the commission's governing statute is NRS 383.500 and encouraged commissioners to review the manual.

There were no questions or comments.

7. Ethics Training Video:

Grace Goedeker queued two Nevada Commission on Ethics training videos, presented by Executive Director Ross Armstrong:

Video 1: Understanding Commitments in a Private Capacity

This video explained the six types of relationships under Nevada Ethics Law that create a "commitment in a private capacity": (1) spouse or domestic partner; (2) members of household; (3) persons within the third degree of consanguinity or affinity; (4) employer or employee relationships; (5) substantial and continuing business relationships; and (6) relationships substantially similar to those listed (a catchall).

These relationships are significant because they trigger ethics law implications whenever a public officer's government action may benefit or affect someone in one of these categories. The video covered consanguinity charts, examples of the "substantially similar" catchall (e.g., nonprofit board service, volunteer firefighting, close longstanding friendships), and where

Meeting Minutes
May 13, 2026, 10:00 am

commitment in a private capacity appears throughout the ethics statutes (gifts, unwarranted privileges, contracting restrictions, misuse of government information, disclosure and abstention requirements).

Three compliance tips were offered: (1) maintain a list of personal commitments in a private capacity; (2) review agendas against that list before each meeting; and (3) consult the agency attorney before taking action that may benefit someone on that list.

Video 2: Disclosure and Abstention

This video covered the second of three main categories of ethics violations under Nevada law. Having a conflict of interest is not itself an ethics violation, but when private relationships collide with public duties, disclosure and abstention rules apply.

Disclosure is required before approving, voting, or acting on a matter when: the action is based on a gift or loan received; the action benefits one's own significant pecuniary interest; a reasonable person's independence of judgment would be affected by a commitment in a private capacity; or the public officer previously lobbied on the matter within the last year. Disclosures must be made in sufficient detail and before the action is taken.

Abstention is a more robust requirement, meaning fully sitting out the government action. The ethics law presumes participation (i.e., no abstention required) when a proper disclosure has been made and the public officer is not affected more or less than other members of the public by the action. This presumption of participation does not apply if the disclosure is missing, incomplete, or late.

There were no questions.

8. NRS 383.500 and CCCHP Handbook Training.

Grace Goedeker presented pages four and five of the CCCHP handbook, highlighting the history of the program (formerly the CCA, established in 1991), funding history, grant rounds, the transition from CCA to CCCHP, and the structure and composition of the commission. She also noted that the handbook's reference to the Nevada Indian Commission will be updated to reflect the entity's current name.

Key points from the handbook overview included: eligibility criteria (government entities and nonprofits only; private property owned by individuals is not eligible); costs the commission cannot cover; and the commission's priorities including urban versus rural considerations. Commissioners were encouraged to review the full handbook ahead of the June grant hearing.

Robin Reed then displayed NRS 383.500, the statutory basis for the commission. She confirmed the commission has no bylaws at this time. Key provisions covered include: creation, membership, chair elections, rules, meetings, quorum, allowances and expenses; the 10-year plan for preservation and promotion of cultural resources (to be reviewed every two years, with review approaching); and the CCCHP grant program for awarding financial assistance. She noted that under NRS 383.500(2)(b), the commission has authority to prescribe rules for its own governance and could adopt bylaws if

Meeting Minutes
May 13, 2026, 10:00 am

desired.

There were no additional questions.

9. June Hearing Dates

Chair Yeandel opened discussion on scheduling the June grant hearing. Grace Goedeker noted that a Microsoft Forms scheduling form had been sent to commissioners that day (Doodle Poll is no longer used due to restrictions on the free version). Commissioner Olmstead indicated that June 22nd and 23rd were the only dates she was available.

Commissioner Peterson (attending as an observer ahead of anticipated confirmation) stated she was available any date after June 12th. Commissioner Doyle Donovan indicated she had a prior commitment on June 22nd but was open to adjusting. She also asked whether scoring forms were due before the meeting; Grace Goedeker confirmed there is no formal deadline, as scorecards are for commissioners' own use to inform discussion.

Luanne Spaldedrus asked whether completed scorecards are submitted or retained by commissioners. Carla Cloud confirmed they are for personal use only and are not returned to staff, though commissioners are welcome to place them on the record.

Grace Goedeker noted that a quorum (and ideally a majority) will be needed at the hearing to award funding. Commissioners were asked to complete the scheduling form promptly. Approximately 35 applications are expected; the hearing may extend into a second day. All grant applications are available for review on the SHPO FTP site.

10. September Meeting – 10-Year Plan Review, Handbook, Application, and Related Form

Grace Goedeker noted this item is intended to keep the upcoming September meeting on commissioners' radar. Staff is actively reviewing the 10-year plan and handbook. Commissioners were encouraged to note any comments during the June grant hearing – particularly regarding the application form or process – so that feedback is captured for the September review. Commissioners with feedback are encouraged to raise items at an open meeting rather than communicating substantive input to staff individually.

11. Public Comment

There were no additional comments.

12. Adjournment.

Chair Yeandel thanked all commissioners and new members for their time and service, acknowledging the importance of the work to the state of Nevada. He called for adjournment. Hearing no objections, the May 13, 2026, meeting was adjourned.