NEVADA STATE BOARD
of
DENTAL EXAMINERS

Board Teleconference
Employment Committee Meeting

April 24, 2020
12:30 P.M.

PUBLIC BOOK
NEVADA STATE BOARD OF DENTAL EXAMINERS

Meeting Location:
Nevada State Board of Dental Examiners
6010 S, Rainbow Blvd, Suite A-1
Las Vegas, NV 89118

Video Conferencing not Available for this meeting / Teleconferencing Available
Meeting Call-In Number: (669) 900-6833
Meeting ID#: 912 1994 0001
Zoom Video (via app) Meeting Password: 380045

Meeting Date & Time
Friday, April 24, 2020
12:30 p.m.

NOTICE OF AGENDA & TELECONFERENCE MEETING FOR THE EMPLOYMENT COMMITTEE
(David Lee, DMD, (Chair); Ronald West, DMD; D. Kevin Moore, DDS; Jana McIntyre, RDH)

PUBLIC NOTICE:
The Nevada State Board of Dental Examiners may hold board meetings via video conference or telephone conference call. **Due to the Governor's Executive Order in response to the COVID-19 pandemic, the Board office will not be open to the general public for this meeting. The general public is encouraged to participate via teleconference**

Public Comment time is available after roll call (beginning of meeting) and prior to adjournment (end of meeting). Public Comment is limited to three (3) minutes for each individual. You may provide the Board with written comment to be added to the record.

Persons wishing to comment may appear at the scheduled meeting/hearing or may address their comments, data, views, arguments in written form to: Nevada State Board of Dental Examiners, 6010 S. Rainbow Blvd, A-1, Las Vegas, Nevada 89118. Attn: Angelica Bejar; FAX number (702) 486-7046; e-mail address nbsd@nbsd nv.gov. Written submissions should be received by the Board on or before April 22, 2020 in order to make copies available to members and the public.

The Nevada State Board of Dental Examiners may: 1) address agenda items out of sequence to accommodate persons appearing before the Board or to aid the efficiency or effectiveness of the meeting; 2) combine items for consideration by the public body; 3) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. See NRS 241.030. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the Board may refuse to consider public comment. See NRS 233B.126.

Persons/facilities who want to be on the mailing list must submit a written request every six (6) months to the Nevada State Board of Dental Examiners at the address listed in the previous paragraph. With regard to any board meeting or telephone conference, it is possible that an amended agenda will be published adding new items to the original agenda. Amended Nevada notices will be posted in compliance with the Open Meeting Law.

We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Board office, at (702) 486-7044, no later than 48 hours prior to the meeting. Requests for special arrangements made after this time frame cannot be guaranteed.

Pursuant to NRS 241.020(2) you may contact the Board office at (702) 486-7044, to request supporting materials for the public body or you may download the supporting materials for the public body from the Board's website at http://dentalt nv.gov. In addition, the supporting materials for the public body are available at the Board's office located at 6010 S Rainbow Blvd, Ste, A-1, Las Vegas, Nevada.

Note: Asterisks (*) 'For Possible Action' denotes items on which the Board may take action.
Note: Action by the Board on an item may be to approve, deny, amend, or tabled.

1. Call to Order
   - Roll call/ Quorum

2. Public Comment: The public comment period is limited to matters specifically noticed on the agenda. No action may be taken upon the matter raised during public comment unless the matter itself has been specifically included on the agenda as
an action item. Comments by the public may be limited to three minutes as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint. The Chairperson may allow additional time at his/her discretion.

*3. Chairman’s Report: David Lee, DMD [For Possible Action]
   (a) Request to remove agenda item(s) [For Possible Action]
   (b) Approve Agenda [For Possible Action]

*4. Committee to discuss/consider applicants for General Counsel Position and select top candidate for recommendation to the Board to approve unclassified General Counsel applicant for hire pursuant to NRS 631.190 [For Possible Action]

1) Thomas Brooksbank DDS Esq.
2) Cara Brown Esq.
3) Jonathan Callister Esq.
4) Scott Cook Esq.
5) Mistee Galicia Esq.
6) Kathy McCarthy Esq.
7) Alma Orozco Esq.
8) Sami Randolph Esq.
9) Phil Su Esq.
10) Kyle Waite Esq.
11) Justin Zarcone Esq.

5. Public Comment: This public comment period is for any matter that is within the jurisdiction of the public body. No action may be taken upon the matter raised during public comment unless the matter itself has been specifically included on the agenda as an action item. The Chairperson of the Board will impose a time limit of three (3) minutes. The Chairperson may allow additional time at his/her discretion.

6. Announcements

*7. Adjournment [For Possible Action]

PUBLIC NOTICE POSTING LOCATIONS

Clark Cnty Government Center, 500 Grand Central Pkwy; LV, NV
Elko County Courthouse, Room 106, Elko, Nevada
Washoe County Courthouse, 75 Court Street; Reno, Nevada
Office of the N.S.B.D.E., 6010 S Rainbow Boulevard, #A-1, LV, Nevada
Nevada State Board of Dental Examiners website: www.dental.nv.gov
Nevada Public Posting Website: www.notice.nv.gov
Carson City Library, 900 N. Roop St., Carson City, Nevada
Churchill County Library, 553 S. Main St., Fallon, Nevada
Clark County Public Library, 1401 E Flamingo Rd., Las Vegas, NV
Douglas County Library, P.O. Box 337, Minden, Nevada
Elko County Library, 720 Court St., Elko, Nevada
Eureka Cnty - Goldfield Public Library, P.O. Box 430, Goldfield, NV
Eureka Branch Library, 10190 Monroe St, Eureka, Nevada
Humboldt County Library, 85 East 5th St., Winnemucca, Nevada
Lincoln County Library, P.O. Box 330, 93 Main Street, Pioche, NV
Lyon County Library, 20 Nevin Way, Yerington, Nevada
Mineral County Library, P.O. Box 337, Hawthorne, Nevada
Nye Cnty: Tonopah Public Library, P.O. Box 449, 171 Central St., Tonopah, NV Lander Cnty Library, 625 S. Broad St., Battle Mtn, NV
Pershing County Library, P.O. Box 781, 1125 S. R St., Lovelock, NV
Storey County Library, Virginia City, Nevada - via email
Washoe Cnty Downtown Reno Library, 301 S. Center St., Reno, NV
Washoe County Sparks Branch Library; 1125 12th Street, Sparks, NV
White Pine County Library, 950 Compton St., Ely, Nevada
LV Office of the State Attorney General, 555 E. Washington Ave., LV, NV
CC Office of the State Attorney General, 100 N. Carson St., Carson City, NV
LV Child Support Enforcement, 1900 E Flamingo Rd, Ste. #100; LV, NV
Southern Nevada Health District, 330 S. Valley View; Las Vegas, NV
Application

Tom Brooksbank, DDS, Esq.
March 15, 2020

Nevada State Board of Dental Examiners
C/O Dr. David Lee (Employment Committee Chairman)
6010 S. Rainbow Blvd., Ste. A-1
Las Vegas, NV 89118

Re: General Counsel

Dear Dr. Lee:

Enclosed please find my application for the General Counsel position. I have practiced law in Nevada since 1987 and I practiced general dentistry in Pennsylvania from 2007 until I sold my practice in September 2018. Since then I have been practicing as the owner of NV Dental Law, a law firm dedicated to helping Nevada dentists comply with the rules and regulations in the practice of dentistry.

I believe I am uniquely qualified for the General Counsel position because I have extensive experience in both the legal and dental professions. I have done legal work for governors, doctors, dentists, financial institutions, and many private citizens. I have litigated many cases and have extensive courtroom experience. Additionally, I am very familiar with NRS and NAC Chapter 631 and have advised many dentists how to comply with the law.

Please consider the following references:

1. Thomas R. Pitts, DDS, MSD, [Redacted]

2. Kent Robison, Esq., [Redacted]

3. Andrew Pearl, Esq., [Redacted]

Sincerely,

Dr. Tom Brooksbank, DDS, Esq.
Employment Application

General Counsel Position – Applicant Information

Full Name: BROOKSBANK DISE & THOMAS  
Date: 3/15/20

Address:  
Street Address
City

Phone:  
E-mail Address:  
Desired Salary: $  

Date Available:  
Social Security No.:  

Position Applied for: Full-time General Counsel  

Are you a citizen of the United States?  
If no, are you authorized to work in the U.S.?  

Have you ever worked for this company?  
If yes, when?  

Have you ever been convicted of a felony?  
If yes, explain:  

Education

Undergraduate College/University: UNIV. MARYLAND  
Address: COLLEGE PARK, MD  
From: 1972 To: 1976 Did you graduate?  
Degree: BS – CHEMISTRY  

Law School/College: CALIFORNIA WESTERN  
Address: SAN DIEGO, CA  
From: 1985 To: 1987 Did you graduate?  
Degree: JD – MAGNA CUM LAUREA  

Other: UNIV. MARYLAND – DENTAL SCHOOL  
Address: BALTIMORE, MD  
From: 1976 To: 1981 Did you graduate?  
Degree: DDS  

Law License

Please list all states where you have been issued a law license and license information:  

State: NEVADA  
License Number: 2674  
Issue Date: 1987  
License Status (Active, Inactive, etc.): ACTIVE  
Is the license in good standing: Yes or No  

State: AZ  
License Number: 01613  
Issue Date: 1995  
License Status (Active, Inactive, etc.): INACTIVE  
Is the license in good standing: Yes or No  

State: NY  
License Number:   
Issue Date: 1997  
License Status (Active, Inactive, etc.): INACTIVE  
Is the license in good standing: Yes or No  

Employment History
Employment Application

General Counsel Position – Applicant Information

Full Name: ________________________________ Date: ______________
Last ________ First ________ M.I. ________
Address: __________________________________________
Street Address ______________________________________
City ___________________________ State __________ ZIP Code __________
Phone: ( ) __________ E-mail Address: __________________________
Date Available: __________ Social Security No.: __________ Desired Salary: $ __________

Position Applied for: Full-time General Counsel
Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for this company? YES NO If yes, when?
Have you ever been convicted of a felony? YES NO
If yes, explain:

Education
Undergraduate College/University: __________________________
Address: __________________________________________
From: __________ To: __________ Did you graduate? YES NO Degree: __________
Law School/College: __________________________
Address: __________________________________________
From: __________ To: __________ Did you graduate? YES NO Degree: __________
Other: __________________________
Address: __________________________________________
From: __________ To: __________ Did you graduate? YES NO Degree: __________

Law License
Please list all states where you have been issued a law license and license information:

<table>
<thead>
<tr>
<th>State</th>
<th>License Number</th>
<th>Issue Date</th>
<th>License Status (Active, Inactive, etc.)</th>
<th>Is the license in good standing: Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT</td>
<td>Unknown</td>
<td>1997</td>
<td>INACTIVE</td>
<td>ALLOWED TO LAPSE</td>
</tr>
<tr>
<td>CA</td>
<td>Unknown</td>
<td>1997</td>
<td>Inactive</td>
<td>Lapsed</td>
</tr>
</tbody>
</table>

Employment History
Company: BROOKS BANK & ASSOCIATES  
Address:  
Job Title: OWNER / LAWYER  
Responsibilities:  
From: 1991  
To: PRESENT  
Reason for Leaving:  
May we contact your previous supervisor for a reference? YES □ NO □  
Phone: [Redacted]  
Supervisor: SELF  

Company: ULTRA DENTAL  
Address:  
Job Title: OWNER / DDS  
Starting Salary: $  
Ending Salary: $  
Responsibilities: DDS  
From: 2007  
To: 2018  
Reason for Leaving: SOLD MY PRACTICE  
May we contact your previous supervisor for a reference? YES □ NO □  
Phone: [Redacted]  
Supervisor: N/A

Company:  
Address:  
Job Title:  
Starting Salary: $  
Ending Salary: $  
Responsibilities:  
From:  
To:  
Reason for Leaving:  
May we contact your previous supervisor for a reference? YES □ NO □  
Phone: [Redacted]  
Supervisor:  

Military Service

Branch: N/A  
Rank at Discharge:  
Type of Discharge:  
From:  
To:  
If other than honorable, explain:  

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: [Signature]  
Date: 3/5/20  

References: ANDREW PENZ, ESQ (Attorney, Las Vegas & Reno)  
Tom Pinn, DDS, MS (Orthodontist - Reno)  
Kent Robison, ESQ (Attorney - Reno)
THOMAS R. BROOKSBANK, DDS, ESQ.

CAREER

1987 - PRESENT
BROOKSBANK & ASSOCIATES DBA NV DENTAL LAW
Owner/Attorney NV Bar #2674

2007 – 2018
ULTRA DENTAL – YORK, PA
Owner: General Dentist/PA License

EDUCATION

1985 - 1987
JURIS DOCTOR (JD) MAGNA CUM LAUDE
CALIFORNIA WESTERN SCHOOL OF LAW

1977 - 1981
DDS
UNIVERSITY OF MARYLAND DENTAL SCHOOL

1972 - 1976
BACHELOR OF SCIENCE – CHEMISTRY
UNIVERSITY OF MARYLAND COLLEGE PARK

PRACTICE EXPERIENCE

- Represented numerous doctors, dentists, financial institutions, businesses and many private citizens
- Extensive courtroom experience
- Advised many dentists about NRS 631 & NAC 631
- Administrative law experience representing clients before various Nevada Administrative Agencies

MISCELLANEOUS

CLE Instructor – State Bar of Nevada
Extern Nevada Supreme Court
Member: State Bar of Nevada
American Bar Association
American Dental Association
Nevada Dental Association
REFERENCES

THOMAS R. PITTS, DDS, MSD

KENT ROBISON, ESQ

ANDREW PEARL, ESQ
REGULATORY COMPLIANCE

The practice of dentistry in Nevada is governed by state and federal law. The principal Nevada law is the Nevada Revise Statutes ("NRS") Chapter 631 and the Nevada Administrative Code ("NAC") Chapter 631. Federal regulations include OSHA, HIPAA, and the anti-fraud statutes.

NRS Chapter 631 provides in pertinent part:

631.075 defines "Malpractice" to involve a community standard;

631.105 defines "Supervision" as requiring a dentist’s physical presence;

631.120-631.195 outlines the function of the Dental Board;

631.215-631.345 addresses licensing;

631.346-631.349 identifies instances of unprofessional conduct which subjects a dentist to disciplinary sanctions;

631.350-631.368 describes the disciplinary process;

631.375 requires a social security number or name on removable dentures;

631.385 allows a dentist’s family to own and operate a dental practice for up to two (2) years after a dentist’s death;

631.388 requires business managers to register with the Board;

631.391 allows the Board to adopt regulations concerning Clostridium botulinum, dermal and soft tissue fillers; and

631.395 prohibits among other things, sharing fees with a non-dentist and prohibits aiding or abetting another person in violating the statute.
NAC Chapter 631 provides in pertinent part:

631.028-631.150 addresses licensing, examinations, fees, and lasers;

631.155 requires a dentist to notify the Board upon the death or injury to a patient, suspension of a dentist’s license in another state, conviction of a felony or misdemeanor involving moral turpitude, and service of a claim for malpractice;

631.173-631.177 address continuing education requirements;

631.178 requires a dentist to comply with the federal regulations concerning Infection Control and Disinfection and Sterilization;

631.1785 requires a dentist who opens or buys a practice to request the Board conduct an inspection within 30 days of the purchase or opening;

631.190 identifies the recognized specialties for purposes of licensing and advertising;

631.210-631.220 deals with hygienists and assistants;

631.2211-631.2256 addresses the different types of sedation and requirements for utilization;

631.230 identifies instances of unprofessional conduct which subjects a dentist to discipline;

631.240-631.255 addresses third party complaints against a dentist; and

631.280-631.410 specifies the procedures involved to practice before the Board.
Application

Cara L Brown, Esq
March 31, 2020

Nevada State Board of Dental Examiners via email: nsbde@nsbde.nv.gov

c/o Dr. David Lee, Employment Committee Chairman
6010 S. Rainbow Blvd. Ste A-1
Las Vegas, NV 89118

Dr. Lee,

I am writing to express interest in the General Counsel position with the Nevada State Board of Dental Examiners. I have over 13 years’ experience as general counsel for two multi-jurisdictional gaming companies and, most recently, almost five years’ experience as a Special Appeals Officer for the State of Nevada. I am confident my professional experience and personal commitment to excellence and ethics will allow me to successfully perform the duties of the position. My resume is enclosed and sets forth in detail my experience and educational background.

To summarize some of my most relevant professional experience, as a Special Appeals Officer for the State of Nevada, I am responsible for:

- Presiding over hearings regarding the revocation of professional licenses (specifically teaching licenses)
- Presiding over disciplinary hearings involving State of Nevada employees
- Issuing written findings of fact, conclusions of law and opinions
- Interpreting and applying NRS and NAC provisions
- Interpreting and applying the Nevada Administrative Procedures Act

As a practicing attorney and during my tenure as General Counsel for two multi-jurisdictional gaming companies, I spent over 13 years:

- Drafting and reviewing contracts (all levels of complexity)
- Advising boards of directors, committees and senior management regarding legal and regulatory compliance issues
- Presenting written and oral reports to boards of directors
- Assisting with the execution of ethics programs
- Managing a small legal department and serving as secretary of the board of directors

Though I have not worked specifically with NRS 631 and NAC 631 which govern the practice of dentistry, I have many years’ experience reviewing, interpreting and applying statutes and regulations and there is no doubt I can quickly get up to speed with the rules and regulations governing dentistry.

I would be an asset to the Board of Dental Examiners and would greatly appreciate the opportunity to interview for the General Counsel position.

Respectfully yours,

Cara L. Brown, Esq.
Employment Application

General Counsel Position – Applicant Information

Full Name: Brown Cara L. Date: 2/14/20

Address: [Redacted] Street Address

City: [Redacted] Apartment/Unit #

State: NV ZIP Code

Phone: [Redacted] E-mail Address: [Redacted]

Date Available: negotiable Social Security No.: [Redacted] Desired Salary: $ negotiable

Position Applied for: Full-time General Counsel

Are you a citizen of the United States? ☒ ☐ If no, are you authorized to work in the U.S.? ☐ ☐

Have you ever worked for this company? ☐ ☒ If yes, when? ☐

Have you ever been convicted of a felony? ☐ ☒ If yes, explain:

Education

Undergraduate College/University: UNC-Chapel Hill Address: Chapel Hill, NC

From: 8/80 To: 5/87 Did you graduate? ☒ ☐ Degree: B.S. Industrial Relations

Law School/College: College of William & Mary–Marshall-Wythe School of Law Address: Williamsburg, VA

From: 8/87 To: 5/90 Did you graduate? ☒ ☐ Degree: J.D.

Other: Address:

From: To: Did you graduate? ☐ ☐ Degree:

Law License

Please list all states where you have been issued a law license and license information:

State: Nevada License Number: 4225

Issue Date: 9/30/91 License Status (Active, Inactive, etc.): Active

Is the license in good standing: Yes or No

State: License Number:

Issue Date: License Status (Active, Inactive, etc.):

Is the license in good standing: Yes or No

State: License Number:

Issue Date: License Status (Active, Inactive, etc.):

Is the license in good standing: Yes or No

Employment History
Company: Cara L. Brown, Esq.
Address: [redacted]
Job Title: Special Appeals Officer-State of NV, Dept. of Admin.-Gubernatorial Appointee

SEE RESUME
From: 9/15 To: present
Reason for Leaving: I am seeking a full-time position.
May we contact your previous supervisor for a reference? [Y] [N] [ ]

Company: Cara L. Brown, Esq.
Address: [redacted]
Job Title: Special Education Hearing Officer-NV Dept. of Education

SEE RESUME
From: 10/17 To: present
Reason for Leaving: Position is indept. contractor position
Seeking full-time position.
May we contact your previous supervisor for a reference? [Y] [N] [ ]

Company: The Majestic Star Casino, LLC
Address: [redacted]
Job Title: Sr. Vice President & General Counsel

SEE RESUME
From: 2001 To: 2006
Reason for Leaving: Executive office moved to Gary, IN
May we contact your previous supervisor for a reference? [Y] [N] [ ]

Military Service
Branch: N/A
Rank at Discharge: Type of Discharge:
If other than honorable, explain:

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: [signatur] Date: 3/31/2020
PROFESSIONAL EXPERIENCE

SPECIAL APPEALS OFFICER-GUBERNATORIAL APPOINTEE and INDEPENDENT CONTRACTOR ■ NEVADA DEPARTMENT OF ADMINISTRATION ■ SEPTEMBER 2015 – PRESENT
Responsible for conducting administrative hearings and issuing written decisions on appeals filed against various State of Nevada agencies. Specifically, duties include conducting pre-hearing conferences to identify and narrow issues to be adjudicated; ruling on motions; conducting hearings; receiving and evaluating relevant sworn testimony and documentary evidence; researching applicable federal and state statutes, regulations and case law; and writing clear, concise findings of fact, conclusions of law and decisions. Cases handled to date primarily involve appeals of either personnel disciplinary actions, revocation of teaching licenses or denial of disability benefits.

SPECIAL EDUCATION HEARING OFFICER-INDEPENDENT CONTRACTOR ■ NEVADA DEPARTMENT OF EDUCATION ■ OCTOBER 2017 to PRESENT
Responsible for conducting due process hearings and adjudicating disputes between parents of children who receive special education services and school districts in Nevada. The position requires knowledge of federal and state special education statutes, regulations and case law; the identification and analysis of applicable facts and issues and the issuance of written findings of fact, conclusions of law and decisions.

ATTORNEY ■ CARA L. BROWN, ESQ. ■ 2013-PRESENT
Special Appeals Officer/Independent Contractor for the State of Nevada, Department of Administration and Hearing Officer for the State of Nevada, Department of Education (see above for detailed description of work). Additionally, provide legal advice and representation to clients regarding a variety of matters including, small claims actions; landlord tenant matters; personal injury; Homeowner Association rights and responsibilities; public transportation licensing; gaming licensing; entity formation and corporate governance.

Managed the legal, regulatory and governmental affairs of the company and its subsidiaries, including overseeing regulatory compliance, corporate governance, litigation and employment matters. Assisted with the preparation of SEC quarterly and annual reports. Served as secretary of the company’s board of directors. Under the guidance of outside bankruptcy counsel and financial advisors, managed the in-house legal aspects of the Chapter 11 reorganization of the company and its subsidiaries.

VICE PRESIDENT & GENERAL COUNSEL ■ FITZGERALDS GAMING CORPORATION ■ Dissolved ■ 1996 – 2001
Negotiated, drafted and reviewed transactional documents; managed the company’s gaming compliance and ethics programs; maintained gaming and other key operating licenses and permits; managed business litigation and the company’s intellectual property. Prepared and maintained board of directors’ meeting minutes, books and records. Worked closely with management to ensure organizational activities were carried out in compliance with local, state and federal laws and regulations. Under the guidance of outside bankruptcy counsel and financial advisors, assisted management in the execution of a pre-packaged Chapter 11 bankruptcy reorganization for the company and certain of its subsidiaries.

ASSOCIATE IN-HOUSE COUNSEL ■ HARRAH’S LAS VEGAS, INC. ■ 1993 – 1996
Advised management regarding various legal matters, including contracts, employment, personal injury and property damage matters. Served as assistant secretary for the board of directors. Selected to participate in Harrah’s Excellence in Management Program – Spring 1994.

ASSOCIATE ■ JONES, JONES, CLOSE AND BROWN CHTD. ■ 1990 – 1993
Provided legal representation to the firm’s clients in a variety of areas, including zoning, commercial transactions, medical malpractice and personal injury litigation.
EDUCATION


- UNIVERSITY OF EXETER, Exeter, Devon, England – Summer Law Program 1988

- UNIVERSITY OF NORTH CAROLINA, Chapel Hill, NC – Bachelor of Science in Industrial Relations – 1987

PROFESSIONAL LICENSES & CERTIFICATIONS

License to Practice Law - Nevada

COMMUNITY SERVICE & OTHER AFFILIATIONS

President - El Capitan Ranch Landscape Maintenance Association (March 2014 – May 2016)

Volunteer – Three Square
PROFESSIONAL EXPERIENCE

Bill Curran, Partner and former Chairman of the Nevada Gaming Commission
Ballard Spahr LLP
One Summerlin

Telephone:
Email:

David Arrajj, Esq., Shareholder
Brownstein Hyatt Farber Schreck

Telephone:
Email:

Gary Pulliam, Esq.

Telephone:
Email:
Application

Jonathan C. Callister, Esq.
February 26, 2020

VIA FACSIMILE AND US MAIL TO:

Nevada State Board of Dental Examiners
C/O Dr. David Lee (Employment Committee Chairman)
6010 S Rainbow Blvd Ste A-1
Las Vegas, NV 89118
Fax: (702) 486-7046
Email: nsbde@nsbde.nv.gov

Re: Application for General Counsel - Nevada Board of Dental Examiners

Dear Members of the Employment Committee:

I am applying for the position of General Counsel for the Nevada Board of Dental Examiners, and in submitting my application and resume, wanted to briefly highlight the unique set of skills and background that may set myself apart from some of your other applicants for the position. While I have no doubt that there are a number of excellent candidates for this position, I come from a background that has provided me an excellent breadth of legal experience and practice that has had a significant focus on numerous areas of health care law, all aspects or regulatory/statutory compliance and physician representation. This experience has included an extensive background in administrative, civil, as well as tax law and procedure, and which involves drafting and arguing various motions, briefs, and certain legal positions before various governmental boards, agencies, divisions, courts, and even the Internal Revenue Service (in addition to my law degree, I also have a Master of Laws in Taxation). This has required by being prepared for, and participating in numerous hearings, trials, appeals and other legal matters and processes, as well as has required me to draft various legal opinions on compliance with all manner of health related statutes and regulations for my clients, assisting them on structuring their practices in compliance with all aspects of the law, including Stark and Anit-Kickback provisions, and in advising and directing my professional clients on various aspects of their credentialing, privileges, and licensing. My uniquely broad background in the health care field would make me an excellent candidate for the general counsel position with the Nevada State Board of Dental Examiners. I would not only help the board identify and appropriately respond to various issues with the current law, but would also help protect the board by identifying problem areas in the law and appropriately remediing the same and by ensuring the board’s compliance with required Open Meeting Laws, its being aware of the existence of various constitutional privileges and protections, and in applying the appropriate provisions of NRS/NAC 631 to a particular matter.

A significant portion of my current practice has been providing comprehensive legal services to, and in the representation of, physicians and other health professionals in various matters before, or in regards to, hospital boards, regulatory compliance, licensure, credentialing, administrative hearings and procedures, enforcement actions, disciplinary matters, legislative matters, and in complex business transactions in various areas of health care. My knowledge of
legislative matters, administrative process and statutory interpretation would allow me to facilitate the board in identifying problems with the existing law or its application and in updating or drafting new NAC regulations as needed to respond to those problems. My strength would be to explain complex statutory language to board members in a clear and concise manner so that they could then make their own informed decisions on how to properly apply the rules of NRS 631 and regulations of NAC 631.

I have extensive experience in interpreting and applying NRS and NAC provisions as well as the Nevada Administrative Procedures Act as they apply to State agencies, as well as to health professionals and have advised and provided opinions to my clients on numerous aspects involving NRS/NAC Chapters 89, 439, 439A, 629, 629A, 630, 631, 632, 633, 634, 639, 640, and 640C, as well as numerous others. While the Nevada Administrative Procedure Act governs the actions of the board of Dental Examiners and the implementation and enforcement of NRS 631 and NAC 631, there is much that can be learned from being familiar with other aspects of the law that involve other health professionals, boards, and licensing matters. I have advised directors, physicians, members and patients on various aspects of all types of legal compliance that is applicable to them and their circumstances and would be privileged to do the same for the board. Should it be necessary for me to represent the board, I am well versed with administrative hearings, conducting depositions, drafting and arguing motions, and practicing before the Nevada State courts, Nevada Federal District Court and the Federal Ninth Circuit Court of Appeals.

I have given instruction and drafted contracts for numerous health care groups and professionals on the proper structuring of various medical practices, provision of healthcare services and any necessary regulatory compliance. I am licensed to practice law in Nevada and Idaho and have briefed and been involved in numerous cases that have been published by the Nevada and Idaho Supreme Courts. I have also published articles in various legal periodicals and I have represented a broad range of clients including numerous physicians, physician groups and other professional health care groups and practices.

I look forward to having the opportunity to meeting each of you and discussing the ways in which I can address the future needs and concerns of the Board of Dental Examiners.

Sincerely,

Jonathan C. Callister, Esq.


## Employment Application

### General Counsel Position - Applicant Information

**Full Name:** Callister, Jonathan  
**Date:** 2-25-2020

**Address:**
- Street Address: 
- City:  
- Apartment/Unit #:  

**Phone:**  
**E-mail Address:**  

**Date Available:** 4-1-2020  
**Social Security No.:**  
**Desired Salary:** $120,000.00

### Position Applied for: Full-time General Counsel

- **Are you a citizen of the United States?** Yes  
- **If no, are you authorized to work in the U.S.** Yes

- **Have you ever worked for this company?** Yes  
- **If yes, when?**

- **Have you ever been convicted of a felony?** No

### Education

- **Undergraduate College/University:** University of Utah  
- **Address:**  
- **From:** 8-1994  
- **To:** 8-1999  
- **Did you graduate?** Yes  
- **Degree:** B.S. Behavioral Science and Health

- **Law School/College:** Penn State  
- **Address:**  
- **From:** 9/1999  
- **To:** 5/2002  
- **Did you graduate?** Yes  
- **Degree:** J.D. (Law) Degree

- **Other:** University of Florida  
- **Address:**  
- **From:** 8/2002  
- **To:** 5/2003  
- **Did you graduate?** Yes  
- **Degree:** Master of Laws Taxation Clinic

### Law License

**Please list all states where you have been issued a law license and license information:**

- **State:** Idaho  
  - **License Number:** 6775  
  - **Issue Date:** May 2012  
  - **License Status:** Active  
  - **Is the license in good standing?** Yes

- **State:** Nevada  
  - **License Number:** 8011  
  - **Issue Date:** Oct. 2002  
  - **License Status:** Active  
  - **Is the license in good standing?** Yes

### Employment History
Company: Callister Law
Address: [Redacted]
Job Title: Managing Attorney
Responsibilities: [Redacted]
From: 3/2017 To: Present Reason for Leaving: N/A
May we contact your previous supervisor for a reference? NO

Company: Callister & Cleave
Address: [Redacted]
Job Title: Managing Attorney
Responsibilities: Managing Attorney
From: 9/2009 To: 3/2017 Reason for Leaving: Split with partner mutual decision
May we contact your previous supervisor for a reference? NO

Company: Bolick & Boyer
Address: [Redacted]
Job Title: Attorney-At-Law
Responsibilities: Attorney-At-Law
May we contact your previous supervisor for a reference? YES

Military Service
Branch: N/A
From: To:
Rank at Discharge:
Type of Discharge:
If other than honorable, explain:

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
Signature: [Signature]
Date: 2-26-2020
EDUCATION
UNIVERSITY OF FLORIDA
LEVIN COLLEGE OF LAW, Gainesville, Florida
L.L.M.- Master of Laws in Taxation Degree May 2003
Class Rank: Top 25%

THE PENNSYLVANIA STATE UNIVERSITY (PENN STATE)
DICKINSON SCHOOL OF LAW, Carlisle, Pennsylvania
J.D. Degree, May 2002
Emphasis of Study: Healthcare and Business
Class Rank: Top 33%

UNIVERSITY OF UTAH, Salt Lake City, Utah
B.S. Degree, Behavioral Science and Health, August 1999

BAR ADMISSIONS
Nevada: Admitted as a member of the Nevada Bar in October 2002
Idaho: Admitted as a member of the Idaho State Bar in May 2012
United States Tax Court: Admitted to practice before the Tax Court in November 2002
Federal Court: United States District Court, District of Nevada; District of Idaho and Bankruptcy Court; Ninth Circuit District Court

EXPERIENCE
CALLISTER LAW, Henderson, Nevada
Managing Attorney
Representing physicians before hospital boards.
Practicing in the areas of comprehensive legal services on regulatory compliance, licensure, credentialing, administrative procedures, enforcement actions, disciplinary matters, legislative matters, complex business transactions in all areas of health care, taxation, physician and physician group practice planning and representation (including professional licensing).

CALLISTER & FRIZELL, Las Vegas, Nevada
Managing Attorney/Owner
Primarily practicing in those same areas as listed above under the firm of Callister Law.

BOLICK & BOYER, Las Vegas, Nevada
Managing Attorney/Owner
Primarily practicing in those same areas as listed above under the firm of Callister Law.

CALLISTER & REYNOLDS, Las Vegas, Nevada
Senior Associate
Practicing primarily in the areas of taxation, health care law, probate, estate and business planning, transactions and real estate, including the formation and sales of large businesses, large real estate transactions and representation of numerous physicians, physician groups, trusts and estates.
Acted as co-counsel on a number of administrative, commercial and civil litigations in Federal and Nevada State Courts.

CALLISTER & CALLISTER, Glendale, California
Summer Associate

PROFESSIONAL REFERENCES

Alexander Lee, MD
Phone:

Timothy Trainor, MD
Phone:

Andrew Hall, MD
Phone:

John Alexander, DO
Phone:

Kenny Hanna, DO
Phone:
Application

Scott R Cook, Esq.
April 10, 2020

Nevada State Board of Dental Examiners
C/O Dr. David Lee – Employment Committee Chairman
6010 S. Rainbow Blvd
Ste A-1
Las Vegas, NV  89118

VIA U.S. MAIL AND E-MAIL TO: nsbde@nsbde.nv.gov

RE: Posting for General Counsel

To Whom It May Concern:

Please let this correspondence serve as a response to the Dental Board solicitation for applications for the position of General Counsel’s office and my expression of interest in the same.

Attached you will find, in addition to this cover letter, my professional CV and a copy of the Dental Board application. Unfortunately, I was not able to edit the form so I have completed it by hand and refer to my CV for much of the information.

The Dental Board position offers a unique opportunity to someone who has spent many, many years in practice defending medical professionals and institutions. As you can see, I am an experienced, highly motivated and a peer recognized professional with significant experience both in a corporate and a law firm setting involving litigation and assertions of professional negligence. That experience has included case management, administrative hearings and litigation in the five jurisdictions where I am licensed.

My practice has given me the opportunity to work with medical professionals at the highest levels from coast to coast. I enjoy significant challenges and identifying creative solutions. I also
have direct handled matters, overseen staff activity and have supervised outside counsel for many years. I am a frequent lecturer on many aspects of the law and enjoy continual learning. The position posting reflects position requirements that utilize my background and training.

I have been fortunate to hold an “AV” rating by Martindale-Hubbell for over 25 years, am a multi-year winner of Super Lawyer for the Mountain States in Litigation, have been awarded America’s Top 100 Civil Defense Litigators recognition; and, have received America’s Top 100 Attorneys Lifetime Achievement Award.

I believe the CV is a brief overview of my background and I certainly welcome the opportunity to answer any questions or expand on any matters that may need further discussion.

Thank you for your consideration.

Very Truly Yours,

Scott R. Cook
Employment Application

General Counsel Position – Applicant Information

Full Name: **Cook Scott**

Address:

Street Address: [Redacted]

City: [Redacted]

Phone: [Redacted]

E-mail Address: [Redacted]

Date Available: **4-15-20**

Social Security No.: [Redacted]

Desired Salary: $150,000

Position Applied for: **Full-time General Counsel**

Are you a citizen of the United States? **YES**

If no, are you authorized to work in the U.S.? **YES**

Have you ever worked for this company? **NO**

If yes, when?

Have you ever been convicted of a felony? **NO**

If yes, explain:

Education

Undergraduate College/University: **University of Nebraska – Lincoln**

Address: **Lincoln, NE**

From: **1973**

To: **1977**

Did you graduate? **NO**

Degree: **BA**

Law School/College: **University of Nebraska College of Law**

Address: **Lincoln, NE**

From: **1977**

To: **1981**

Did you graduate? **YES**

Degree: **JD**

Other:

Address: [Redacted]

From: [Redacted]

To: [Redacted]

Did you graduate? [Redacted]

Degree: [Redacted]

Law License

Please list all states where you have been issued a law license and license information:

(Please see CV)

State: **CO**

Issue Date: **1981**

License Number: **11206**

License Status (Active, Inactive, etc.): **ACTIVE**

Is the license in good standing: Yes or No: **YES**

State: **NV**

Issue Date: **1994**

License Number: **5265**

License Status (Active, Inactive, etc.): **ACTIVE**

Is the license in good standing: Yes or No: **YES**

State: **NE**

Issue Date: **1983**

License Number: **17490**

License Status (Active, Inactive, etc.): **ACTIVE**

Is the license in good standing: Yes or No: **YES**

State: **AZ**

Issue Date: **1991**

License Number: **13189**

License Status (Active, Inactive, etc.): **ACTIVE**

Is the license in good standing: Yes or No: **YES**

Employment History

[Redacted]
Company: Keouel Nebran Cason Amicur
Address: 
Job Title: Partner
Responsibilities: General Litigation / Company Litigation / Professional Negligence
From: July 2019 To: March 2020 Reason for Leaving: Lack of cases
May we contact your previous supervisor for a reference? [ ] Yes [ ] No

Company: Knouse Eleziah
Address: 
Job Title: Shareholder
Starting Salary: $225,000 Ending Salary: $340,000
Responsibilities: Oversee Litigation and Professional Staff; Active Case Handling
May we contact your previous supervisor for a reference? [ ] Yes [ ] No
This Firm collapsed and is now closed

Company: Gordon ELee
Address: 
Job Title: Managing Attorney
Starting Salary: $125,000 Ending Salary: $225,000
Responsibilities: Oversee Las Vegas office; Develop Phoenix and Death Offsets for National Firm; Complex Litigation Handling for Medical Professionals, Institutions and Long Term Care Facilities
From: 2004(?) To: 2011 Reason for Leaving: Change of Administrative
May we contact your previous supervisor for a reference? [ ] Yes [ ] No

Military Service
Branch: N/A
Rank at Discharge: 
From: To:
Type of Discharge: 
If other than honorable, explain:

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: [Signature] Date: 4/20/2020
PROFESSIONAL CREDENTIALS

AV Peer Rated Attorney

Koeller Nebeker Carlson Haluck LLP
Las Vegas
Partner (Insurance and Professional Defense, Complex Litigation, Business Litigation)

- AV Rated – Martindale Hubbell
- Rocky Mountain Super Lawyer – Litigation
- America’s Top 100 Attorneys Lifetime Achievement Award
- America’s Top 100 Civil Defense Litigators (Nevada)
- Complex/Catastrophic litigation – tort, personal injury, products, environmental, fire litigation
- Healthcare – professional negligence, healthcare institutions, administrative
- Mass Tort – Medical/Personal Injury
- Fire/Explosion- certified in natural gas and propane
- Professional negligence – medical, health, long term care, legal
- Food/food service litigation
- Insurance Law

Kolesar & Leatham
Las Vegas
Shareholder-Litigation Lead (Insurance and Complex Litigation)

- AV Rated – Martindale Hubbell
- Rocky Mountain Super Lawyer – Litigation
- America’s Top 100 Attorneys Lifetime Achievement Award
- America’s Top 100 Civil Defense Litigators (Nevada)
- Complex/Catastrophic litigation – tort, personal injury, products, environmental, fire litigation
- Healthcare – professional negligence, healthcare institutions, administrative
- Medical Devices
- Mass Tort – Medical/Personal Injury
- Fire/Explosion- certified in natural gas and propane
- Professional negligence – medical, health, long term care, legal
- Food/food service litigation
➤ Insurance Law

Gordon & Rees LLP
Las Vegas, Denver, Phoenix
400 attorney firm with 17 offices in 11 states at the time (responsible for establishing Denver, Las Vegas and Phoenix offices)
Managing Partner of the Las Vegas office
➤ Active handling of complex tort and product litigation, licensure and health care related matters for physicians, nursing facilities, surgical centers, medical professionals, medical device manufacturers and insurance companies
➤ Member of health care, commercial litigation, tort and product liability, insurance, hospitality practice groups
➤ Complex/catastrophic damage and injury litigation including fire, personal injury, food, professional negligence

Tuveron & Hillyard
Las Vegas
Medical Malpractice Attorney
Of Counsel to California based professional defense firm
➤ Medical, hospital and general complex/catastrophic liability litigation
➤ Professional licensure and credentialing matters
➤ General representation to national hospital groups

The Law Office of V. Andrew Cass
Las Vegas
Of Counsel to Phoenix based insurance defense firm (now Lewis Brisbois)
➤ Medical professional liability litigation and general complex and catastrophic liability matters
➤ Credentialing, licensure and policy issues

Cook Fitch & Hames
Denver
Managing Attorney for Fireman's Fund Insurance Company in a seven state region
➤ General legal, litigation and negotiation representation to Allianz Insurance Company, Fireman's Fund Insurance Company and Chicago Interstate Insurance Company
➤ Supervision, retention and quality control of outside counsel within the seven state region
➤ Acted as general counsel for local branch providing legal advice, education and training, legislative updates, staff training and client legal contacts

Greengard, Blackman and Senter
Denver
➤ General legal practice
➤ Emphasis on litigation and employment law matters
ADMISSIONS TO BAR

All admissions current and in good standing
➤ State of Colorado (All Courts 1981), United States District Court (Colorado, 1981)
➤ State of Nebraska (All Courts 1983), United States District Court (Nebraska 1983)
➤ State of New Mexico (All Courts 1990) (inactive)
➤ State of Nevada (All Courts 1994)
➤ United States Tenth District Court of Appeals 1991
➤ United States Eighth District Court of Appeals 1994
➤ United States Ninth District court of Appeals 2005

EDUCATION

JD University Of Nebraska College of Law 1981
➤ Allen Moot Court Competition winner, community legal education project, law school curriculum auditor
BA University Of Nebraska Political Science 1977
➤ Outstanding Senior Award, Distinguished Service Award; athletic trainer
Nebraska Department of Intercollegiate Athletics, Athletic Medicine division

PROFESSIONAL ACTIVITIES AND PUBLICATIONS

➤ Seminar Lecturer, “Medical Records Management for Paralegals” Institute for Paralegal Education
➤ Faculty Lecturer (national), “Medical Record Management and Destruction”, Lorman Educational Services (2011-Present)
➤ Faculty Lecturer, “Nursing Home Malpractice in Nevada: Successful Management from Investigation to Trial” National Business Institute
➤ Lecturer, 36th Annual Continuing Medical Education Convention, Academy of Family Physicians “Emerging Malpractice Trends”
➤ Medical Education Instructor, Valley Hospital OB/GYN nursing units “Medical Documentation”
➤ Medical Education Instructor, Desert Springs Hospital nursing supervisors, “Patient Rights”
➤ Medical Education Instructor, Desert Springs Hospital operating nurses, “The Importance Of Medical Documentation and Charting”
➤ Speaker, Nevada Risk and Insurance Management Society “Overview of Nevada Litigation And Courts”
➤ Speaker, Self Insured Institute of America National Convention, “Evaluating Litigated Cases”
➤ Speaker, Nevada Risk and Insurance Management Society “Premises Liability in
the Commercial Setting”
- Speaker, Fireman’s Fund Insurance Company “Litigation Management”
- Speaker, UNLV Institute for Insurance & Risk Management Annual Education Day, “Liability for Minors in the Commercial Setting”
- Speaker (8/2011) “Medical Records Law” – Phoenix, Arizona
- Arbiter, Maricopa County Arizona Superior Court
- Recipient, “Achieving Legal Excellence” Award-National recognition from Fireman’s Fund Insurance Company for legal excellence and quality
- Member, Colorado Bar Association Grievance Policy Committee
- Member, Colorado Supreme Court Grievance Policy Committee
- Judge/Mentor American Mock Trial Regional and Local Tournaments
- Speaker, Institute for Law Firm Management “Controlling Legal Fees”
- Speaker, Fireman’s Fund Insurance Company “Litigation, Budgeting and Reporting”
- Speaker, Institute for Law Firm Management “Legal Bill Audits”
- Instructor, University of Phoenix, Business Law I and II
- Instructor, Arapahoe Community College/Metropolitan State College, Business Law
- Special Master, Eighth Judicial District, Arapahoe County, Colorado

PROFESSIONAL ORGANIZATIONS:

Colorado, New Mexico, Nebraska, Arizona, Nevada, Denver and Clark County Bar Associations, Colorado Defense Lawyers Association, Defense Research Institute

COMMUNITY ACTIVITIES

- University of Nebraska “N” Athletic Letter winners Club
- Elected member Highlands Ranch (CO) Community Association
- Elected delegate Summerlin North Community Association Board (NV)
- Vestry member Grace in the Desert Episcopal Church and St Gabriel the Archangel Episcopal church
- Douglas County Schools (CO) Long Range Planning committee
- Family Promise Homeless Project Las Vegas
- “Shoes that Fit” project/sponsor
- American Youth Soccer Association Coach
- Secretary, Belaire Estates Property Owners Board
- Elected Director “Project REAL” (Relevant Education About the Law) – Las Vegas, NV

Training/Professional Development
Technology Courtroom (1/12)
Social Net Sanction Law (1/12)
DRI Medical Liability and Healthcare Law (3/12)
ESI Protocols and Case Long Budgets (8/12)
Colorado Defense Lawyers Association Annual Conference (Annual participation/2012)
Five Legal Liability Issues for School (1/13)
Application of the New SMART Act (1/13)
How to Prepare Your Expert Witness for Deposition (1/13)
Wage Loss in Personal Injury Cases (4/13)
PowerPoint Presentations That Make an Impact (5/13)
Food Safety Data Documentation Requirements (6/13)
HIPAA Compliance for Professional Advisors (7/13)
Healthcare/Health Insurance Market Place (7/13)
Colorado Defense Lawyers Association Annual Conference (Annual participation/2013)
Avoiding Unnecessary Lawsuits in Schools (9/13)
Managing Health Care Reform (10/13)
Role and Functions of a Vocational Expert in Litigation (11/13)
Food Safety Forensics (11/13)
HIPAA Action Plan Workshop (11/13)
Workers’ Compensation Orientation (1/14)
Webinar Presentation - TASA HIPPA/Hitech/Omnibus Rule (2/14)
Nevada State Bar High School Mock Trial Southern Regionals (2/14)
ABA Law Student Division 2013-14 National Appellate Advocacy Las Vegas (2/14)
The State of the Affordable Care Act in Nevada (3/14)
Understanding, Avoiding & Defending Accessibility Lawsuits (3/14)
State Bar of Nevada 2014 Annual Meeting (7/14)
Obama’s Enforcer: Eric Holder’s Justice Department (8/14)
Complete the Picture: A Spotlight on the EPLI Market (10/14)
Voir Dire/Jury Selection (11/14)
Coping with Stress in the Legal Profession (12/14)
Preview of the Upcoming 78th Nevada Legislature Session (1/15)
Why ISIS Hates Islam & Everyone Else (5/15)
Differences Between the Democratic & Republican Views of the Constitution (7/15)
Colorado Defense Lawyers Annual Conference 2015 (7/15)
Harassment Prevention (9/15)
Making the Best Record (12/15)
Judicial Activism & the Nevada Judiciary: A National Perspective (1/16)
Entertaining Ethics with Oscar B. Goodman (2/16)
ABA Law Student Division 2015-16 National Appellate Advocacy Las Vegas (2/16)
Colorado Defense Lawyers Annual Conference 2016 (7/16)
Federal Indian Law 101 (8/16)
Mediation Preparation & Tactics (9/16)
Carbon Monoxide Exposure (4/17)
Marijuana & Driving: Can a blood test really determine impairment? (5/17)
Presentation to ALA Re: HR Trends (4/18)
Extensive References upon request
Application

Mistee A Galicia, Esq.
Dr. David Lee  
Employment Committee Chairman  
Nevada State Board of Dental Examiners  
6010 S. Rainbow Blvd., Bldg. A Suite 1  
Las Vegas, Nevada  89118  
Sent via Electronic Mail: nsbde@nsbde.nv.gov

April 17, 2020

Re: General Counsel Position

Dear Dr. Lee

Thank you for evaluating me as a candidate for your General Counsel position. I am excited about the prospect of working with the Dental Board, as I am confident that my skills and experience will be an asset in advancing your mission to protect the dental health interest of Nevadans.

In reviewing my resume, you will see that I have experience in healthcare compliance, complex medical and dental malpractice litigation and criminal prosecution. In addition, I have significant experience in advising governing boards, acquired while working at the University of Nevada, Reno School of Medicine and the Nevada System of Higher Education. My unique combination of hands-on experience aligns with many of the duties and responsibilities delineated in your Position Announcement. I am particularly skilled at:

- Oral advocacy and public speaking;
- Persuasive and well-reasoned motions and briefs;
- Successful negotiations leading to equitable settlements;
- Collegial demeanor and ethical conduct.

While my resume and application contain important information about my work history, there are many other qualities I have to offer that may not be immediately apparent in a simple listing of jobs held. These qualities include a strong work ethic, a personal sense of integrity and a positive attitude. I believe these characteristics distinguish me from among the other candidates who may have similar work qualifications.

I look forward to meeting with you at your earliest convenience to explore the possibility of working together. I can be reached at [REDACTED]

Sincerely,

Mistee A. Galicia

Mistee A. Galicia, Esq.

Enclosures: Resume & Application
Mistee A. Galicia

Licenses: Nevada Bar (active); Arizona Bar (inactive)

PROFESSIONAL EXPERIENCE

Nevada System of Higher Education
January 2012- October 2019

Assistant General Counsel, University of Nevada School of Medicine
Civil Litigation, including first chair trial work;
Advise in various areas of law, including human resources, health-care regulations, corporate law, contracts and state governance;
Direct compliance related investigations in area of healthcare regulations;
Policy review and development;
Conduct education and training in compliance matters.

Deputy General Counsel
Advise executive, senior management and Board of Regents on legal rights and duties;
Draft policy and review policy to maintain legal compliance and best practices within the organization;
Provide legal guidance during Board of Regents Committee meetings regarding parliamentary procedure and Open Meeting Laws;
Collaborate with various workgroups to manage risk;
Negotiate and draft contracts.

Director of Statewide Compliance
Oversee institutional compliance efforts and programs;
Investigate complaints related to compliance at the institutions;
Establish and chair ad hoc task-force groups to complete specific compliance related projects;
Develop appropriate System level compliance policies, procedures and controls;
Review/Audit of compliance controls;
Educate on compliance issues and obligations;
Prepare and execute Annual Compliance Plan;
Report to Board of Regents in a public meeting forum.
Robichaud Law Office  
January 2006- December 2011

Associate Attorney  
Medical Malpractice Defense, including pretrial strategy, expert selection and depositions;  
Motion practice, including research, writing and oral argument;  
Trial work, second chair.

Graham County, Safford, Arizona  
February 2002 – September 2004

Deputy Count Attorney/Prosecutor  
Criminal Prosecution, including charging and pre-trial case preparation through trial in misdemeanor and felony cases;  
Implementation of technology for trial use.

Maricopa County, Phoenix, Arizona  
April 1999 – February 2002

Deputy County Attorney/Prosecutor  
Criminal prosecution, adult court and juvenile court, including special unit assignment (sex crimes);  
Recipient: Attorney of the Year;  
Nominee: Victim Rights Attorney of the Year.

Andrews University, Berrien Springs, Michigan  
October 1996-March 1999

Associate Director, Human Resources  
Design/implementation of international tax compliance;  
Conduct internal investigations;  
Policy review and development;  
Employment law analysis;  
BANNER software specialist.

EDUCATION  
University of Arizona College of Law, Tucson, Arizona (Top Tier Law School)  
Juris Doctor, May 1995  
Activities: Lawyers for Literacy, Minority Law Students’ Association, Environmental Law Association, Dean’s List, Selected as Second Year Writer of Journal of International and
Comparative Law; Externship with the Honorable Harry Gin, Pima County Superior Court (Tucson); Internship with the Pima County Attorney’s Office.

Northern Arizona University, Flagstaff, Arizona
B.A., Summa Cum Laude, Humanities, May, 1992
Activities: Student Advisory Board, Phi Kappa Phi, Community Services Volunteer.

PUBLICATIONS

Authored various articles related to Healthcare law for the Nevada Medical Board and the Nevada Lawyer Magazine.


Employment Application

General Counsel Position – Applicant Information

Full Name: Galicia Mistee A

Date: 4/17/20

Address: 

Street Address: 

City: 

State: 

ZIP Code: 

Phone: 

E-mail Address: 

Date Available: May 19, 2020

Social Security No.: 

Desired Salary: $149,000

Position Applied for: Full-time General Counsel

Are you a citizen of the United States? YES ☑ NO 

If no, are you authorized to work in the U.S.? YES ☑ NO 

Have you ever worked for this company? YES ☑ NO 

If yes, when?

Have you ever been convicted of a felony? YES ☑ NO

If yes, explain:

Education

Undergraduate College/University: Northern Arizona University

Address: Flagstaff, Arizona

From: January 1989 To: May 1993 Did you graduate? YES ☑ NO 

Degree: BA Humanities

Law School/College: University of Arizona

Jim Rogers College of Law

Address: Tucson, AZ 85721

From: August 1993 To: May 1995 Did you graduate? YES ☑ NO

Degree: JD

Other:

Address: 

From: To:

Did you graduate? YES ☑ NO

Degree:

Law License

Please list all states where you have been issued a law license and license information:

State: Nevada

License Number: 9750

Issue Date: May 2000

License Status (Active, Inactive, etc.): 

is the license in good standing: YES or NO

State: Arizona

License Number: 016797

Issue Date: 1995

License Status (Active, Inactive, etc.): 

is the license in good standing: YES or NO

State: N/A

Issue Date: N/A

License Status (Active, Inactive, etc.): 

is the license in good standing: YES or NO

Employment History
Company: Nevada System of Higher Education
Address: [Redacted]
Job Title: Director of Compliance, Deputy General Counsel
Responsibilities: Oversee institutional compliance programs and practices, investigations, prepare annual compliance plan, report to Board of Regents and advise HealthCare Committee of Board, review and draft contracts, policy review and development.
From: October 2017 To: October 2019 Reason for Leaving: Relocating
May we contact your previous supervisor for a reference? YES ☑ NO ☐

Company: University of NV Reno School of Medicine
Address: [Redacted]
Job Title: Assistant General Counsel
Starting Salary: $139,000 Ending Salary: $164,000 (when relocated)
Responsibilities: Advise regarding healthcare law, contracts, HR issues, corporate governance, civil litigation.
From: January 2013 To: October 2017 Reason for Leaving: Promotion to NSHSE
May we contact your previous supervisor for a reference? YES ☑ NO ☐

Company: Rubichaud Law Office
Address: [Redacted]
Job Title: Attorney
Starting Salary: $90,000 Ending Salary: $135,000
Responsibilities: Medical & Dental Malpractice defense
From: January 2000 To: December 2011 Reason for Leaving: Principal retired and closed the firm
May we contact your previous supervisor for a reference? YES ☑ NO ☐

Military Service
Branch: N/A From: To:
Rank at Discharge: Type of Discharge:
If other than honorable, explain:

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
Signature: [Redacted] Date: 4/17/30

* Yuette Rubichaud is retired. A more recent referral is my former supervisor Nicholas Vaskov, Henderson City Attorney. He can be reached at [Redacted]
Application

Kathy McCarthy, Esq.
March 20, 2020

Nevada State Board of Dental Examiners
c/o Dr. David Lee (Employment Committee Chairman)
6010 S. Rainbow Boulevard, Suite A-1
Las Vegas, Nevada 89118

Re: General Counsel

Dear Dr. Lee:

Please find enclosed my application, resume, and professional references for consideration in relation to the above-captioned position. I have a diverse background consisting of both in-house and law firm experience, most recently in the field of insurance defense. In my current position, I focus on research and writing, which includes preparing motions, arbitration briefs, appellate briefs, and insurance coverage opinions. I am familiar with the Nevada Revised Statutes and Rules of Civil Procedure. I previously practiced in the high-tech industry for many years where I focused on negotiating contracts for the sale of hardware products and licensing of software products. I have extensive experience utilizing Westlaw to conduct legal research and Relativity to conduct document review. I am organized, proficient at prioritizing tasks, detailed, and focused. I work well independently or as part of a team.

I would welcome the opportunity to meet and discuss this position and my qualifications. Please feel free to contact me at your earliest convenience. I hope to hear from you soon.

Sincerely,

/s/ Kathy McCarthy

Kathy McCarthy

Enc: As Stated.
Employment Application

General Counsel Position – Applicant Information

Full Name: McCARTHY KATHY A
Last            First

Address:
Street Address
City

Date Available: 2 WEEK NOTICE Social Security No.: Desired Salary: $100,000.00

Phone: E-mail Address:

Date: 8-16-2020

Position Applied for: Full-time General Counsel

Are you a citizen of the United States? YES NO
If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO
If yes, when?

Have you ever been convicted of a felony? YES NO
If yes, explain:

Education

Undergraduate College/University: UNIVERSITY OF NH
Address: DURHAM, NEW HAMPSHIRE

From: 1985 To: 1989 Did you graduate? YES NO Degree: B.A. POLITICAL SCIENCE

Law School/College: SUFFOLK LAW SCHOOL
Address: BOSTON, MA

From: 1995 To: 1999 Did you graduate? YES NO Degree: J.D

Other:

Address:

From: To: Did you graduate? YES NO Degree:

Law License

Please list all states where you have been issued a law license and license information:

State: NEVADA
License Number: 11204
Issue Date: 10/14/2008 License Status (Active, Inactive, etc.): ACTIVE Is the license in good standing: YES

State: MASSACHUSETTS
License Number: 43627
Issue Date: 12/15/1999 License Status (Active, Inactive, etc.): INACTIVE Is the license in good standing: YES

State:
License Number:
Issue Date:
License Status (Active, Inactive, etc.): Is the license in good standing: Yes or No

Employment History
Company: HAL JAFFE CLAYTON, LLC
Address: 
Job Title: ASSOCIATE ATTORNEY
Responsibilities: LEGAL RESEARCH, DRAFTING MOTIONS, PREPARATION OF CASE ANALYSES, PREPARE DISCOVERY RESPONSES
From: FEB. 2015 To: PRESENT Reason for Leaving: N/A
May we contact your previous supervisor for a reference? [ ] YES [ ] NO

Company: LEE, HERNANDEZ LANDI&HUA, GARDENAL BLAKE
Address: 
Job Title: ASSOCIATE ATTORNEY
Starting Salary: $80,000.00 Ending Salary: $85,000.00
Responsibilities: DOCUMENT REVIEW, LEGAL RESEARCH, DEPOSITIONS, SECOND CHAIR APPELLATE EXPERIENCE
From: OCTOBER 2012 To: JANUARY 2015 Reason for Leaving: CASE WAS HIRED TO WORK ON SETTLEMENT
May we contact your previous supervisor for a reference? [ ] YES [ ] NO

Company: KOEHLER NEBERER CARLSON + HANUK LLP
Address: 
Job Title: ASSOCIATE ATTORNEY
Starting Salary: $75,000.00 Ending Salary: $80,000.00
Responsibilities: DRAFT APPELLATE BRIEFS, MOTION, DISCOVERY, DEPOSITIONS
From: SEP. 2009 To: OCTOBER 2012 Reason for Leaving: TOOK POSITION WITH LEE HERNANDEZ
May we contact your previous supervisor for a reference? [ ] YES [ ] NO

Military Service
Branch: 
From: 
To: 
Rank at Discharge: 
Type of Discharge: 
If other than honorable, explain:

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
Signature: 
Date: 3/17/2020
EDUCATION
1995-1999   Suffolk Law School, Boston, MA J.D., cum laude
1985-1989   University of New Hampshire, Durham, NH B.A., Political Science

PROFESSIONAL LEGAL EXPERIENCE
Feb. 2015 to Present   Hall Jaffe Clayton, LLC
Associate
  - Concentration on Insurance Defense
  - Perform a wide range of legal research using Westlaw Next
  - Perform document review using Relativity e-discovery program
  - Draft motions, coverage opinions, case analyses, responses to written discovery
  - Take and defend depositions
  - Present cases at arbitration hearings

Associate
  - Concentration on construction defect litigation
  - Experience in extensive document review utilizing Epiqsystems Relativity e-discovery program
  - Perform a wide range of legal research using Westlaw Next
  - Participate in depositions of percipient and expert witnesses
  - Second chair appellate experience before Nevada Supreme Court (pro bono)

Associate
  - Concentration on construction defect litigation
  - Experience in class action lawsuits, labor law, business law, and appellate practice
  - Develop litigation strategies with senior attorneys for multi-party protracted litigation
  - Draft various motions and discovery in both state and federal court and perform extensive legal research
  - Draft appellate briefs, including Writs of Mandamus/Prohibition to Nevada Supreme Court
  - Conduct and participate in depositions of percipient witnesses and experts
Kathy McCarthy  
Resume  
  - Assist in trial preparation, including overseeing compilation of exhibits and other trial materials  
  - Second chair trial experience at two successful trials  

1999-2001  
Sapient Corporation  
Cambridge, MA  
Contracts/Licensing Attorney  
  - Review and negotiate contracts for software licensing and consulting services to be provided by Company to clients  
  - Review and negotiate contracts for purchase of products and services and licensing of software by Company  
  - Protect Intellectual Property of Company through tailored contractual licensing provisions  
  - Consistently close deals necessary to help company reach projected quarterly revenue  

1992-1999  
Cabletron Systems, Inc.  
Rochester, NH  
Contracts/Intellectual Property Administrator  
  - Review and negotiate contracts for sale of hardware, licensing of software, and provision of services by Company  
  - Manage copyright and trademark protection of Company’s intellectual property  
  - Serve as liaison between outside counsel and in-house marketing and sales departments on all patent issues  

PUBLICATIONS:  

OTHER EXPERIENCE  
2006- 2009  
Quest Diagnostics  
Las Vegas, NV  
Account Sales Representative  

2002-2006  
Yellow Book USA  
Las Vegas, NV  
Account Executive  

ADMISSIONS/AFFILIATIONS  
Admission to Nevada Bar (2008)  
Admission to Massachusetts Bar (1999) (currently inactive)  

Co-counsel in the matter of The Lexus Project v. City of Henderson, et al., Clark County District Court Case A-12-661376-C; Nevada Supreme Court Case 60977
PROFESSIONAL REFERENCES

John Hawley, Esq.
Law Offices of Stacey Upson

Steve Dixon, Esq.
Rise Legal--Steve Dixon Law

Jennifer Braster, Esq.
Naylor & Braster
Application

Alma Orozco, Esq.
April 3, 2020

Nevada State Board of Dental Examiners  
C/O Dr. David Lee (Employment Committee Chairman)  
6010 S Rainbow Blvd. Suite A-1,  
Las Vegas, NV 89118

Dear Dr. Lee:

I am currently a Judicial Law Clerk for the Honorable Joe Hardy, Jr. at the Eighth Judicial District Court, which is set to conclude late September 2020. I am writing to express my interest in the General Counsel position with the State of Nevada Division of Human Resource Management. I am particularly interested in this opportunity because of my longstanding interest in regulatory compliance and administrative law.

My experience exhibits that I am a candidate with strong legal and analytical skills, and a strong work ethic. During my clerkship, I have gained practical knowledge of Nevada rules and case law, and their application. My critical thinking skills have improved tremendously. Judge Hardy has challenged my evaluation of matters before the Court, and invited thorough discussions to ensure my analysis and reasoning is sound. My clerkship has provided opportunities to advocate my recommendations before Judge Hardy, hone my research and writing skills, draft comprehensive orders, and observe experienced attorneys persuade the Court. Notably, I reviewed several petitions for judicial review from administrative agencies, and studied the Nevada Administrative Code and its application to the specific facts. After review of the record, I prepared a memo with my analysis and recommendations, and then finalize a minute order for the Court.

My experience as a Student Attorney in the Rosenblum Family Foundation Tax Clinic incited my interest in tax law. I represented low-income taxpayers before the IRS, and negotiated and settled outstanding tax liabilities. I conducted research, prepared legal memos, prepared Offers in Compromise, placed clients in Currently Not Collectible Status, and advised clients regarding tax laws and compliance.

Further, I gained invaluable knowledge as a Summer Associate with Holland & Hart. There, I reviewed contracts underlying the subject litigation, researched and drafted legal documents, and prepared discovery regarding commercial, securities, and corporate law. This experience provided me with insight of the tax implications underlying commercial business decisions.

As a consumer law clerk with the Legal Aid Center of Southern Nevada I conducted research, reviewed contracts, presented cases before the consumer law department with recommendations, and completed complaints and motions. The fast-paced environment of the Legal Aid Center allowed me to work on a number of cases and complete many pleadings in a short time period.

The nature of my experience has required adherence to strict confidentiality requirements and excellent interpersonal and communication skills. I completed exacting and accurate work, while meeting strict deadlines. I have adapted and amplified my previous skills to different practice areas, and I am eager to learn more. I am confident that my experience serves as a strong foundation for the General Counsel. Enclosed please find my resume for your review. If you require additional information, please contact me at [Contact Information].

Thank you in advance for your time and consideration.

Respectfully,
Alma Orozco, Esq.
Employment Application

General Counsel Position – Applicant Information

Full Name: Orozco               Alma               R               Date: 4/8/2020

Address: 

Street Address

City

Phone: 

E-mail Address:

Date Available: September 2020 Social Security No.: Desired Salary: $ 110,000

Position Applied for: Full-time General Counsel

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

Undergraduate College/University: University of Nevada, Las Vegas Address: 4505 S. Maryland Parkway Las Vegas, NV 89154

From: 8/2010 To: 12/2015 Did you graduate? YES NO Degree: Bachelor of Arts, English

Law School/College: University of Nevada, Las Vegas Address: 4505 S. Maryland Parkway Las Vegas, NV 89154

From: 8/2016 To: 5/2019 Did you graduate? YES NO Degree: Juris Doctor

Other:

Address:

From: To: Did you graduate? YES NO Degree:

Law License

Please list all states where you have been issued a law license and license information:

State: Nevada

License Number: 15300

Issue Date: October, 2019

License Status (Active, Inactive, etc.): Active

Is the license in good standing Yes or No

State:

License Number:

Issue Date:

License Status (Active, Inactive, etc.): 

Is the license in good standing Yes or No

State:

License Number:

Issue Date:

License Status (Active, Inactive, etc.): 

Is the license in good standing Yes or No

Employment History
Company: Eighth Judicial District Court
Address: 
Job Title: Judicial Law Clerk
Phone: ( )
Supervisor: The Honorable Joe Hardy, Jr.

Responsibilities:
- Researched and drafted orders; discussed research, analysis, and recommendations with Judge Hardy, and observed settlement conferences, oral arguments, and court proceedings.

From: 8/2019 To: present
Reason for Leaving: Employment term of 1 year

May we contact your previous supervisor for a reference? ☒ ☐

Company: 
Address: 
Job Title: 
Starting Salary: $ Ending Salary: $
Supervisor:

Responsibilities:

From: To:
Reason for Leaving: 

May we contact your previous supervisor for a reference? ☐ ☒

Company: 
Address: 
Job Title: 
Starting Salary: $ Ending Salary: $
Supervisor:

Responsibilities:

From: To:
Reason for Leaving: 

May we contact your previous supervisor for a reference? ☒ ☐

Military Service

Branch: 
From: To:
Rank at Discharge: 
Type of Discharge:

If other than honorable, explain:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: alma orozco Date: 4/8/2020
BAR ADMISSION
State of Nevada, admitted 2019

EDUCATION
William S. Boyd School of Law, University of Nevada, Las Vegas, Las Vegas, NV
Juris Doctor with Business and Commercial Law concentration, expected May 2019
- Honors: Academic Scholarship, 2016 – 2019
- The State Bar of Nevada Professional Development Fellowship, Recipient, 2018

The Hague Academy of International Law, The Hague, Netherlands, Winter 2018
Intensive instruction on public and private international commercial law

University of Nevada, Las Vegas, Las Vegas, NV
Bachelor of Arts in English, December 2015

PUBLICATION

EXPERIENCE
Eighth Judicial District Court, Las Vegas, NV
Law Clerk to the Honorable Joe Hardy
- Researched and drafted orders; discussed research, analysis, and recommendations with Judge Hardy, and observed settlement conferences, oral arguments, and court proceedings.

The Rosenblum Family Foundation Tax Clinic, Las Vegas, NV
Student Attorney, Spring 2019
- Represent low-income taxpayers before the Internal Revenue Service and Tax Court, evaluated case files to determine the best resolution, negotiated and settled cases, and advised clients regarding tax laws, and compliance.

Holland & Hart LLP, Las Vegas, NV
Summer Associate, Summer 2018
- Conducted research, prepared memoranda, drafted complaints and motions relating to commercial and securities law, drafted corporate governance documents, and prepared for depositions.

Legal Aid Center of Southern Nevada, Las Vegas, NV
Consumer Law Clerk, Spring 2018
- Reviewed contracts, conducted research, prepared memoranda, complaints and motions for summary judgment.

University of Nevada, Las Vegas Parking Appeals Program, Las Vegas, NV
Arbitrator, Spring 2017 – present
- Arbitrate appeals referred from UNLV Parking & Transportation Services.

Eighth Judicial District Court, Las Vegas, NV
Judicial Extern to the Honorable Linda M. Bell, Fall 2017
- Researched and drafted decisions and orders; prepared Judge Bell for calendar and discussed recommendations; and observed settlement conferences, oral arguments, and court proceedings.
De Castroverde Law Group, Las Vegas, NV
*Law Clerk*, May 2017 – December 2017
- Conducted research, prepared legal memorandum, complaints, declarations, discovery requests, responses, decrees, and other pleadings.

*Research Assistant*, Summer 2017
- Researched, analyzed, and organized information relevant to court cases, such as precedents and reasoning.

Big Brothers Big Sisters of Southern Nevada, Las Vegas, NV
*Programs Department Assistant*, January 2011 – March 2016
- Responsible for enrollment, interviews, assessment, and matching of volunteers, youth, and parents.

SKILLS
- Spanish, native speaker
- Lexis Nexis Professional Research Certification, 2017 and 2018
Application

Sami Randolph, Esq.
February 26, 2020

Nevada State Board of Dental Examiners
6010 S Rainbow Blvd., Bldg A. Ste 1
Las Vegas, NV 89118

RE: General Counsel

Please accept this letter as acknowledgment of my interest in serving as General Counsel for the Nevada State Board of Dental Examiners. I have been licensed to practice in Nevada for almost twenty years. My current practice is focused on administrative law representing employers, administrators and insurers in matters related to industrial relations. This includes litigating matters related to worker's compensation, subrogation and OSHA.

I have experience investigating and representing clients in matters before boards and administrative agencies including the EMRB, OSHA, and NDE. I have pursued and defended appeals to state court and the Nevada Supreme Court. My federal court experience includes cases related to both civil rights and allegations of employment discrimination.

Having represented employers and school districts I am familiar with the regulatory process as it relates to the promulgation of regulations and subsequent compliance related thereto. As a practitioner, I have worked at the legislative level to address issues specifically related to the industries of my respective clients. I also have experience working directly with and reporting to both elected and appointed boards.

I welcome the opportunity to further discuss my qualifications and legal experience. Thank you for your time and consideration.

Respectfully,

Sami Randolph, Esq.
Employment Application

General Counsel Position – Applicant Information

Full Name: Randolph Sami

Date: 3/19/20

Address:

Street Address:

City:

NV

Apartment/Unit #

Phone:

E-mail Address:

Date Available: 2 weeks from offer

Social Security No:

Desired Salary: $100K-125K

Position Applied for: Full-time General Counsel

Are you a citizen of the United States? YES NO

If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO

If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

Undergraduate

College/University: Univ. of Memphis

Address: 3270 Alumni Ave., Memphis, TN 38152

From: 8/90 To: 6/94 Did you graduate? YES NO Degree: Bachelor of Science

Law School/College: Univ. of Tennessee

Address: 1505 Cumberland, Knoxville, TN 37996

From: 8/94 To: 6/96 Did you graduate? YES NO Degree: J.D.

Other: Univ. of Memphis

Address: 3270 Alumni Ave., Memphis, TN 38152

From: 8/96 To: 8/98 Did you graduate? YES NO Degree: Master of Science

Law License

Please list all states where you have been issued a law license and license information:

State: Nevada

License Number: 7847

Issue Date: 10/01

License Status (Active, Inactive, etc.): Is the license in good standing: Yes or No

State: Tennessee

License Number: 35453

Issue Date: 11/14

License Status (Active, Inactive, etc.): Is the license in good standing: Yes or No

State:

License Number:

Issue Date:

License Status (Active, Inactive, etc.): Is the license in good standing: Yes or No

Employment History
Company: Hooks Merg Clement
Address: [Redacted]
Job Title: Attorney
Responsibilities: Represent clients in administrative hearings & district court
From: 2/19 To: current Reason for Leaving: N/A
May we contact your previous supervisor for a reference? [ ] YES [ ] NO

Company: Shelby County Schools
Address: [Redacted]
Job Title: Assoc General Counsel
Starting Salary: $139,000 Ending Salary: $119,000
Responsibilities: Litigate cases, policy development, government relations
From: 7/16 To: 12/18 Reason for Leaving: Relocated to Las Vegas
May we contact your previous supervisor for a reference? [ ] YES [ ] NO

Company: Clark County School District
Address: [Redacted]
Job Title: Assoc General Counsel
Starting Salary: $14,000 Ending Salary: $116,500
Responsibilities: Advise departments, schools and the board
From: 10/04 To: 7/16 Reason for Leaving: Relocated to Memphis
May we contact your previous supervisor for a reference? [ ] YES [ ] NO

Military Service
Branch: N/A
Rank at Discharge:
Type of Discharge:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: ___________________________ Date: 3/19/20
PROFESSIONAL EXPERIENCE

Attorney, Hooks Meng & Clement, Las Vegas, NV
- Present
  - Industrial Relations practice representing Employers, Insurers and Third-Party Administrators
  - Manage and litigate cases in Nevada courts and before administrative agencies
  - Develop and execute litigation plans for contested claims
  - Engage in discovery to prepare cases to hearing and trial
  - Represent the interests of insurers in subrogation cases
  - Advise, assist and defend employers on matters involving OSHA
  - Research and draft legal briefs and hearing statements
  - Communicate with clients through case summaries and status updates

Associate General Counsel, Shelby County Schools, Memphis, TN
- 2016-2018
  - Defended the district in employment and civil rights cases filed in federal court
  - Litigated general liability matters in state court
  - Successfully represented the interests of the district in matters related to injunctive relief
  - Represented the district before state boards and agencies
  - Provided guidance to schools on issues involving student rights and student discipline
  - Advised the Department of Exceptional Children on contractual matters
  - Provided advice to refine processes regarding access to all special education records
  - Provided advice to schools and departments to reduce internal barriers related to identification, evaluation and services of traditionally underserved populations including special education
  - Partnered with community organizations as part of outreach to limited English speaking families
  - Investigated and responded to matters pending with the OCR
  - Negotiated VRAs and submitted compliance reports in accordance with negotiated terms
  - Conducted and participated in meetings subject to open meeting law requirements
  - Prepared reports, resolutions and other agenda items for board and committee meetings
  - Advised and investigated matters related to allegations of employee misconduct
  - Provided advice to supervisors and chiefs regarding employee rights and progressive discipline
  - Led the district’s legislative team and communicated district priorities to elected officials
  - Prepared and delivered position statements on proposed legislation
  - Facilitated legislative presentations made by the superintendent, executive cabinet and board
  - Partnered with stakeholders with similar interests to address issues at the state level
  - Directed the work of the policy office and provided legal review of proposed policy revisions
  - Analyzed and evaluated state Title IX data and trends and created Title IX plan
  - Provided legal support to the Office of Charter Schools
  - Developed and implemented centralized method to respond to public records requests
  - Participated in parent and community meetings
  - Negotiated, reviewed and revised contracts, agreements and MOUs
  - Supervised and directed the work of new attorneys, law clerks and clerical staff
  - Retained and supervised the work of outside counsel

Assistant General Counsel, Clark County School District, Las Vegas, NV
- 2004-2016
  - Represented the interested of the district in federal and state court
  - Investigated and responded matters pending with the OCR
  - Negotiated VRAs and submitted compliance reports in accordance with negotiated terms
  - Advised departments regarding the use of federal and state grant funds
  - Collaborated with external partners to identify additional federal resources that could be used to assist homeless students and students in foster care
  - Advised schools re: overlapping issues related to student discipline and special education
Partnered with stakeholders to address education stability concerns for students involved in the juvenile justice system and students in transition
- Appeared in Family Court on cases that involved special education issues
- Provided student privacy and confidentiality advice to schools and departments regarding interactions and the exchange of information with outside agencies
- Advised and participated in matters related to employee discipline
- Represented the district at employment arbitrations
- Prepared responses to subpoenas and public records requests
- Reviewed district data in order to identify and provide legal advice re: systemic issues and needed updates to policies, regulations and practices
- Drafted proposed language for updates to district policies and regulations
- Assisted administrators in applying the legal framework applicable to students’ rights in the areas of freedom of expression, student discipline, religion, immigration, student organizations, enrollment and gender identity
- Directed the work of the administrative law team
- Supervised and coordinated the work of outside counsel
- Selected for the Executive Leadership Academy sponsored by The Public Education Foundation

Associate Attorney, Alverson Taylor Mortensen & Sanders, Las Vegas, NV 2000-2004
- Provided legal representation as part of insurance defense practice
- Represented insureds in general liability and employment cases in federal and state court
- Frequently represented clients in the transportation and hospitality industries
- Investigated cases, evaluated client exposure and advised clients regarding options for resolution
- Managed and engaged in all facets of discovery
- Participated in the pre-trial litigation process

Teacher, Clayton County School District, Jonesboro, GA 1999-2000
- Planned and delivered classroom instruction to third grade students
- Maintained and analyzed student reading data in order to provide individualized instructions
- Provided individualized support to students as part of grant sponsored supplemental instruction

Law Clerk, Clark County District Attorney’s Office- Civil Division, Las Vegas, NV 1997

Assistant Women’s Volleyball Coach, University of Memphis, Memphis, TN 1994-1996

EDUCATION
UNIVERSITY OF TENNESSEE, COLLEGE OF LAW, Knoxville, TN
Doctor of Jurisprudence, J.D., 1999

UNIVERSITY OF MEMPHIS, Memphis, TN
Master of Science in Educational Leadership and Policy Studies, 1995

UNIVERSITY OF MEMPHIS, Memphis, TN
Bachelor of Science in Education, 1994

MEMBERSHIPS
Member, Nevada State Public Charter School Authority
Gubernatorial appointment (Term July 1, 2019- June 30, 2022)

Member, State Bar of Nevada, Admitted October 5, 2001
Activities; High School Mock Trial (judge), We the People (judge) and Law Day (guest speaker)

Member, Tennessee Bar Association, Admitted October 2016
REFERENCE LIST

Dalton Hooks, Jr., Esq
HOOKS MENG & CLEMENT
Partner and current employer

Jon Okazaki, Esq,
Senior Assistant General Counsel
Clark County School District
Chief labor attorney for CCSD

Dr. Greta Peay
Infinity Diversity
CCSD Equity and Diversity, Director (recently retired)
Application

Phil W. Su, Esq.
Dear Dr. Lee,

As a seasoned litigator with substantial broad-based civil litigation experience, I respectfully submit my resume for your consideration for the general counsel position with the Nevada State Board of Dental Examiners.

I possess extensive experience with all aspects of civil litigation in both state and federal venues, and have managed litigation caseloads in fields ranging from general and professional liability to employment law and commercial litigation. I have handled all phases of litigation, from pre-litigation negotiations and discovery, through trial and, when necessary, appeals. I have successfully tried several cases to verdict, both as co- and lead counsel, and have brought numerous cases to resolution through arbitration and mediation. I also possess experience drafting all varieties of motions, including successful motions for summary judgment and dismissal.

I take great pride in providing my clients with timely, strategic advice; zealous representation; and consistently outstanding work product. I believe my broad experience and willingness to tackle difficult challenges with effective solutions will allow me to serve as an immediate asset to the Board and its members. I look forward to discussing this opportunity, and my qualifications, with you in further detail.

Thank you for your consideration.

Sincerely,

Phil W. Su
**Employment Application**

**General Counsel Position – Applicant Information**

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Su Ph W</th>
<th>Date:</th>
<th>4/20/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last:</td>
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<td>First</td>
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</tr>
<tr>
<td>Address:</td>
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<tr>
<td>Street Address:</td>
<td>Las Vegas</td>
<td>Apartment/Unit #:</td>
<td></td>
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<tr>
<td>City:</td>
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<td></td>
<td></td>
<td>Address:</td>
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</tr>
<tr>
<td>Date Available:</td>
<td>Immediately</td>
<td>Social Security No.:</td>
<td></td>
</tr>
<tr>
<td>Position Applied for:</td>
<td>Full-time General Counsel</td>
<td>Desired Salary:</td>
<td>$ As listed in job post ($110k-130k)</td>
</tr>
</tbody>
</table>

Are you a citizen of the United States? | YES [ ] | NO [ ] | If no, are you authorized to work in the U.S.? | YES [ ] | NO [ ] |
Have you ever worked for this company? | YES [ ] | NO [ ] | If yes, when? | N/A |
Have you ever been convicted of a felony? | YES [ ] | NO [ ] | If yes, explain: | N/A |

**Education**

<table>
<thead>
<tr>
<th>Undergraduate College/University:</th>
<th>UC Berkeley</th>
<th>Address:</th>
<th>120 Sproul Hall, Berkeley, CA 94720</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 8/98 To: 5/02</td>
<td>Did you graduate?</td>
<td>YES [ ]</td>
<td>NO [ ]</td>
</tr>
<tr>
<td>Law School/College:</td>
<td>UC Hastings</td>
<td>Address:</td>
<td>200 McAllister St., San Fran., CA 94102</td>
</tr>
<tr>
<td>From: 8/02 To: 5/05</td>
<td>Did you graduate?</td>
<td>YES [ ]</td>
<td>NO [ ]</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>From:</td>
<td>To:</td>
<td>Did you graduate?</td>
<td>YES [ ]</td>
</tr>
</tbody>
</table>

**Law License**

*Please list all states where you have been issued a law license and license information: [Add'1 licenses in attached page]*

<table>
<thead>
<tr>
<th>State:</th>
<th>Nevada</th>
<th>License Number:</th>
<th>10450</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date:</td>
<td>April 2007</td>
<td>License Status (Active, Inactive, etc.):</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State:</th>
<th>California</th>
<th>License Number:</th>
<th>254626</th>
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<tbody>
<tr>
<td>Issue Date:</td>
<td>November 2007</td>
<td>License Status (Active, Inactive, etc.):</td>
<td>Inactive</td>
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<table>
<thead>
<tr>
<th>State:</th>
<th>North Carolina</th>
<th>License Number:</th>
<th>45016</th>
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</thead>
<tbody>
<tr>
<td>Issue Date:</td>
<td>April 2012</td>
<td>License Status (Active, Inactive, etc.):</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

**Employment History**

[Add'1 Employment in attached page]
Company: Corbridge Law Offices
Address: [redacted]
Job Title: Associate Attorney
Responsibilities: See attached resume
From: June 2019 To: Feb 2020 Reason for Leaving: Relocate to Nevada for Spouse's Job
May we contact your previous supervisor for a reference? [X] NO

Company: Lewis Brisbois Bisgaard & Smith
Address: [redacted]
Job Title: Associate Attorney
Starting Salary: $115,000 Ending Salary: $115,000
Responsibilities: See attached resume
From: Oct 2018 To: Mar 2019 Reason for Leaving: Terminated- Unable to meet billable hour requirements
May we contact your previous supervisor for a reference? [□] [X]

Company: GEICO Staff Counsel Office
Address: [redacted]
Job Title: Managing Attorney
Starting Salary: $96,000 Ending Salary: $96,000
Responsibilities: See attached resume
From: April 2018 To: Oct. 2018 Reason for Leaving: Joined Lewis Brisbois
May we contact your previous supervisor for a reference? [□] [X]

Military Service
Branch: N/A
Rank at Discharge: N/A
Type of Discharge: N/A
If other than honorable, explain: N/A

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
Signature: [signature]
Date: 4/20/2020
Supplemental Responses NSBDE Gen. Counsel - Phil Su

Law Licenses (con't)

4) State: Oregon
   • License Number: #180081
   • Issue Date: January 2018
   • License Status: Inactive
   • Is the license in good standing? Yes

Employment History (con't)

4) Gordon Rees Scully Mansukhani
   • Address: 300 S 4th St #1550, Las Vegas, NV 89101
   • Phone: (702) 577-9300
   • Supervisor: Rob Larsen
   • Job Title: Associate Attorney
   • Starting Salary: $105,000  Ending Salary: $110,000
   • Responsibilities: See Attached Resume
   • From/To: April 2016 through October 2017
   • Reason for Leaving: Relocated to Oregon for spouse's employment
   • May we contact your previous employer for a reference: Yes

5) Winner & Sherrod
   • Address: 1117 S Rancho Dr, Las Vegas, NV 89102
   • Phone: (702) 243-7000
   • Supervisor: Tom Winner
   • Job Title: Associate Attorney
   • Starting Salary: $90,000  Ending Salary: $95,000
   • Responsibilities: See Attached Resume
   • From/To: August 2013 through March 2016
   • Reason for Leaving: Joined Gordon Rees
   • May we contact your previous employer for a reference: Yes

6) Barone Law Offices
   • Address: [redacted]
   • Phone: [redacted]
   • Supervisor: Charles Barone
   • Job Title: Attorney (Contract)
   • Starting Salary: $75/hr  Ending Salary: $75/hr
   • Responsibilities: See Attached Resume
   • From/To: June 2012 through July 2013
   • Reason for Leaving: Relocated to Nevada/Joined Atkin Winner & Sherrod full-time
   • May we contact your previous employer for a reference: Yes
7) MegaCare Inc.
   - Address: [Redacted] (Closed)
   - Phone: [Redacted] (Closed)
   - Supervisor: Miau Huang
   - Job Title: Legal Consultant
   - Starting Salary: $30,000  Ending Salary: $30,000
   - Responsibilities: See Attached Resume
   - From/To: November 2011 through July 2013
   - Reason for Leaving: Joined Winner & Sherrod full-time
   - May we contact your previous employer for a reference: No (Closed)

8) Hall Jaffe & Clayton
   - Address: [Redacted]
   - Phone: [Redacted]
   - Supervisor: Steve Jaffe
   - Job Title: Associate Attorney
   - Starting Salary: $70,000  Ending Salary: $90,000
   - Responsibilities: See Attached Resume
   - From/To: October 2007 through November 2011
   - Reason for Leaving: Relocated to North Carolina
   - May we contact your previous employer for a reference: Yes
PHIL W. SU

EDUCATION

UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF THE LAW || San Francisco, CA
J.D., Civil Litigation Concentration, May 2005
- Hastings Business Law Journal, Articles Editor, 2005; Staff Editor, 2004
- Supreme Court of California, Assoc. Justice Joyce Kennard, Judicial Extern, Summer 2004

UNIVERSITY OF CALIFORNIA, BERKELEY || Berkeley, CA
B.A., Rhetoric, May 2002; Minor in Public Policy, Goldman School of Public Policy

BAR LICENSES

- Nevada #10450 (April 2007)
- California #254626 (November 2007)
- North Carolina #45016 (April 2012)
- Oregon #180081 (January 2018)

EMPLOYMENT HISTORY

CORBRIDGE LAW OFFICES || Hillsboro, OR
Attorney; June 2019 through February 2020
- Handled all day-to-day aspects of firm’s personal injury practice, including client intake; pleadings and motions; written discovery and depositions; and trial strategy and preparation.

LEWIS BRISBOIS BISGAARD & SMITH || Portland, OR
Associate Attorney, General Liability; October 2018 through March 2019
- Handled all day-to-day aspects of a variety of general liability matters in active litigation
- Represented independent contractor-drivers on behalf of major rideshare service company
- Investigated and conducted examinations under oath for first-party fire and theft loss claims

GEICO STAFF COUNSEL OFFICE || Portland, OR
Attorney II; April 2018 through October 2018
- As in-house senior staff counsel, managed significant caseload of automobile bodily injury claims
- Defended first-party PIP/UM/UIM claims subject to binding arbitration proceedings
- Resolved over three dozen cases by arbitration/trial
- McCombs v Gallegos (Wash. Co. Cir. Ct.): First-chaired 12-person jury trial involving t-bone automobile accident at multi-lane intersection in an admitted liability case. Plaintiff amended prayer for damages on first day of trial, thereby creating risk of exposure in excess of policy limits. By drawing attention to critical causation evidence, obtained verdict well within policy limits.

GORDON REES SCULLY MANSUKHANI LLP || Las Vegas, NV
Associate Attorney, Commercial Litigation; April 2016 through October 2017
- Commercial litigation practice, encompassing practice areas from construction defect to ERISA benefits claims
- Defended homeowners’ associations in wrongful foreclosure litigation filed under Nevada Rev. Stat. § 116.3116
- Custom Estates, LLC, et. al v. Silverstone Ranch Community Assn. (Eighth Dist., NV): Defended one of Nevada’s largest community associations against multi-million dollar class action lawsuit. Successfully defeated plaintiff’s motion for summary judgment while also posturing matter for future defense summary judgment motion, thereby paving the way for global settlement of entire matter for a small fraction of potential trial exposure.
WINNER & SHERROD || Las Vegas, NV
Associate Attorney; August 2013 through March 2016
- Handled all day-to-day aspects of large caseload of automobile bodily injury and premises liability claims
- Represented clients in insurance coverage matters, from researching and drafting advisory letters regarding coverage and claims handling, to defending clients from “bad faith” and extra-contractual claims
- *Nev. Cap. Ins. Co. v. Farmers Ins. Exch.*: Underlying matter involved an on-the-job automobile accident. Defended personal automobile insurer from seven-figure damage claims raised by commercial general liability insurer. Personally managed extensive and contentious discovery phase, including protective orders, then drafted successful motion for summary judgment asserting that both insurers were co-primary based on mutually-repugnant “other-insurance” clauses, leading to summary dismissal of entire suit.

BARONE LAW OFFICES, P.C. || Mooresville, NC
Attorney; June 2012 through July 2013
- Represented clients in litigation and administrative matters ranging from employment/wrongful termination claims to FINRA arbitration
- *Medlin v. Citizens South Bank* (Iredell Co.): Secured substantial recovery on behalf of client homeowners against bank for wrongfully “trashing-out” client’s misidentified home
- *Pleasants v. Bank of America*: Obtained full recovery in FINRA arbitration on behalf of client against consumer bank, who improperly accepted ex-husband’s signature for unauthorized withdrawals from retirement accounts.

MEGACARE, INC. || Las Vegas, NV
Legal Consultant; November 2011 through July 2013
- Provided legal counsel to supplement manufacturer on matters including trademark and licensing, HR and employment, and FDA regulations compliance
- Developed company’s compliance strategy for the Dietary Supplement Health & Education Act (DSHEA)
- Drafted and negotiated service and vendor agreements; advised leadership in contract renewal negotiations
- Selected and supervised outside counsel to defend company against trademark infringement claims

HALL, JAFFE & CLAYTON, LLP || Las Vegas, NV
Associate Attorney; October 2007 through November 2011
- Represented clients across broad range of personal and commercial litigation matters, including automobile, premises liability and negligent security claims, and employment litigation
- Handled day-to-day aspects of assigned litigation, including discovery, depositions, motions, trial and appeals

CIVIC INVOLVEMENT

- Legal Aid Center of Southern Nevada, Ask-A-Lawyer Self Help Program
- San Bernardino County Guardianship Assistance Program
- The Adoption Exchange, Las Vegas Chapter
Professional References

Ryan Corbridge - Owner, Corbridge Law Offices, Hillsboro, OR

Robert S. Larsen - Co-Managing Partner, Gordon Rees Scully Mansukhani, Las Vegas, NV

Thomas E. Winner - Managing Partner, Winner & Sherrod, Las Vegas, NV
Application

Kyle Waite, Esq.
To whom it may concern,

My name is Kyle Waite; I am applying for the General Counsel vacancy at the Nevada State Board of Dental Examiners. I have vast experience in administrative and contract law, specifically federal and state Medicare and Medicaid overpayment hearings. I had originally planned on attending medical school during my undergraduate work. I have my pre-requisite coursework done, and spent several hours shadowing different physicians. Ultimately, I chose to pursue a law degree. I currently work in an area of law that allows me to use my medical background with my legal education.

I have been an attorney for over six years, and have specific experience that will benefit the Board. For the last five years, I have worked for Health Management Systems, Inc. My company is based in Texas, but I work from the Las Vegas office. I started as one attorney in a department of four attorneys, and now I am the manager of the department, and oversee one attorney and four support staff. I have worked in civil litigation, employment, compliance, healthcare, contracts, and administrative law. In regards to administrative law, I attend federal administrative hearings to explain why providers overbilled claims. I work with nurses and doctors prior to the hearing by reviewing medical records to determine if there was actually an overpayment, and then attend hearings to defend our company’s audit. I have been very successful in these hearings, attending over 3,000, with a win percentage of over eighty percent. I edit, negotiate and draft contracts on a daily basis. I am also involved in negotiating business associate agreements, non-disclosure agreements, and data use agreements. My deep understanding of administrative law, and contracts align perfectly with what the Board is seeking. I would love to come interview for the position when that process begins.

Best Regards,

Kyle Waite

Kyle Waite
Employment Application

General Counsel Position – Applicant Information

Full Name: Waite Kyle

Date: March 18, 2020

Address:

Last First M.I.

Street Address

Apartment/Unit #

City NV 89021

State ZIP Code

Phone: ( ) -

E-mail Address: 

Date Available: May 1, 2020

Social Security No.:

Desired Salary: $ Negotiable

Position Applied for: Full-time General Counsel

Are you a citizen of the United States?  

YES NO

If no, are you authorized to work in the U.S.?  

YES NO

Have you ever worked for this company?  

YES NO

If yes, when?

Have you ever been convicted of a felony?  

YES NO

If yes, explain:

Education

Undergraduate College/University: Please see attachment. Address:

From: To: Did you graduate? Degree:

Law School/College:

From: To: Did you graduate? Degree:

Other:

From: To: Did you graduate? Degree:

Law License

Please list all states where you have been issued a law license and license information:

State: Nevada License Number: 13024

Issue Date: May 2013 License Status (Active, Inactive, etc.): Active is the license in good standing: Yes or No

State: Missouri License Number: 67453

Issue Date: October 2013 License Status (Active, Inactive, etc.): Active is the license in good standing: Yes or No

State: License Number:

Issue Date:

License Status (Active, Inactive, etc.): Is the license in good standing: Yes or No

Employment History
Please see attachment.

Company: Health Management Systems, Inc.  
Phone: (    )  
Address:  
Job Title:  
Responsibilities:  
From:   
To:   
Reason for Leaving:  
Currently employed YES NO  
May we contact your previous supervisor for a reference?  YES NO  

Company:   
Phone: (    )  
Address:  
Job Title:  
Starting Salary: $  
Ending Salary: $  
Responsibilities:  
From:   
To:   
Reason for Leaving:  
May we contact your previous supervisor for a reference?  YES NO  

Company:   
Phone: (    )  
Address:  
Job Title:  
Starting Salary: $  
Ending Salary: $  
Responsibilities:  
From:   
To:   
Reason for Leaving:  
May we contact your previous supervisor for a reference?  YES NO  

Military Service  
Branch: None  
From:   
To:   
Rank at Discharge:  
Type of Discharge:  
If other than honorable, explain:  

Disclaimer and Signature  

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.  

Signature: Kyle Waite  
Date: March 18, 2020
Kyle Waite

Education

Thomas Jefferson School of Law, San Diego, CA
Juris Doctor Cum Laude Awarded December 2012.
Awards: Top 30%, Honor Roll, Merit Scholarship Recipient
Activities: J. Reuben Clark Society, Vice President 2012

Brigham Young University, Provo, UT
Bachelor of Science in Psychology Awarded December 2007.
Activities: Flag Football and Volleyball Intramural Sports.

Dixie State College, St. George, UT
Associate of Science, Pre-Medical Concentration Awarded May 2006.
Activities: Reporter for the “Dixie Sun” School Newspaper; Intramural Sports

Experience

Health Management Systems (HMS), Las Vegas, NV
Senior Administrative Hearing Counsel, Compliance and Contracts Associate May 2016-Present;
Associate General Counsel & Compliance/Contracts Associate, March 2014-May 2016
- Review, edit and negotiate various contracts and documents including NDAs, BAAs, DUAs, procurement contracts, client contracts, and ancillary documents. IACCM professional certified.
- Manage five employees; one attorney, and four support staff.

B.O.S.S. Court Education, Logandale, NV, www.bosscourteducation.com
Owner/CEO, May 2013-Present
- Research and development for a full service online court education business. Manage client satisfaction and implement strategies for increased revenue. Sales and marketing with consumers and courts. Online court education for defendants that are ordered to attend counseling for legal violations. Achieved profitable status in one year. Created a self-sustaining company that requires little oversight to function. Steady growth while competing with several companies that have been in business for several years.

Judge Pro Tem, Clark County, NV
Pro Tem judge for outlying justice courts in Clark County, June 2017-Present
- Judge the merits of cases involving criminal violations, civil complaints, temporary protective orders, and traffic violations.

Mills & Mills Law Group, Las Vegas, NV
Associate Attorney, March 2013-March 2014
• Litigation for family and criminal matters. Research and draft divorce agreements, joint petitions, motions, complaints, answers etc. Pre-trial prep including discovery requests and pre-trial memoranda. Hearings for temporary custody and support. Achieved various reductions in child support and increased visitation for minor children.

Clark County Public Defender, Las Vegas, NV
Law Clerk, May-August 2012; June 2013-August 2013
• Researched and drafted motions. Argued own recognizance motions. Placed negotiations on record, consulted with clients in, and out, of custody. Prepared questions for witnesses at Preliminary Hearings. Attended Misdemeanor, and Felony trials. Successful in arguing several motions to release defendants from custody.

The Honorable Roger L. Hunt, United States District Court, Las Vegas, NV
Judicial Extern, June – August 2011
• Researched and drafted proposed rulings and bench memoranda regarding motions to dismiss in unlawful detainer, foreclosure, and employment cases. Attended all stages of courtroom proceedings in various courtrooms, including Nevada State Supreme Court oral arguments. Written opinions published online (no writing credit as an extern).
Kyle Waite, Esq.

Professional References

Name: Payden Anderson, DDS

Work: Moapa Valley Family Dental

Relationship: Friend

Phone: [redacted]

Email: [redacted]

Name: Mark Truman, DO

Work: OhioHealth Doctors Hospital; Resident

Relationship: Friend and Former College Classmate

Phone: [redacted]

Email: [redacted]

Name: B. Chandler Dove

Work: Shamrock Foods Marketing; Director

Relationship: Friend and Former Client

Phone: [redacted]

Email: [redacted]

Name: Jonathan S. Hawkes

Work: CBRE Commercial Real Estate; Portfolio Manager

Relationship: Friend and Former College Classmate

Phone: [redacted]

Email: [redacted]
Application

Justin J Zarcone, Esq.
Justin J. Zarcone

Nevada State Board of Dental Examiners  
C/O Dr. David Lee (Employment Committee Chairman)  
6010 S. Rainbow Blvd, Ste A-1  
Las Vegas, NV 89118  
Email: nsbde@nsbde.nv.gov

Re: General Counsel Position

Dear Dr. David Lee,

I am writing to express an interest in the General Counsel position with the Nevada State Board of Dental Examiners that was recently posted. Though I have limited experience in defending or prosecuting health care professionals, I have a significant amount of experience with prosecuting medical malpractice lawsuits. While it may not be entirely the same, the practice has provided me a similar background in standards associated with health care professionals in various industries. Likewise, I have practiced before the Internal Revenue Service, held hearings before the Nevada Real Estate Commission as well as all Courts throughout the state of Nevada. I am more than willing to forego private practice and not working for another employer if employed in this position.

The vast majority of my experience comes from litigation of personal injury or insurance defense cases in state and federal court. I am very familiar with all procedure statutes and rules, as well as the rules of evidence. I have been litigating cases for more than 10 years and have tried several multi-million-dollar cases through to jury verdict as first chair trial counsel. While serving as lead counsel, I am also charged with supervising and training associate attorneys in my office. In addition to my litigation background, I am currently a Judge Pro Tempore in Las Vegas Justice Court since 2016. In that capacity, I have learned to handle a variety of cases involving various types of civil and criminal matters.

My diverse background makes me a good candidate for this position. The interpretation of NRS rules and NAC regulations has been part of my legal practice for a number of years and I am well versed in the ability to adapt to new challenges. I am self-motivated to see a job through to its conclusion without any direction. I hope I get the opportunity to discuss this position further in the hopes of being considered for the role of general counsel.

Sincerely,

Justin J. Zarcone
# Employment Application

**General Counsel Position – Applicant Information**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Zarcone Justin</th>
<th>Date: 04/07/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
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<td>City</td>
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<td>State</td>
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<td>Zip Code</td>
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<tr>
<td>Phone</td>
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</tr>
<tr>
<td>Social Security No:</td>
<td></td>
<td>Desired Salary: $ 135,000.00</td>
</tr>
<tr>
<td>Date Available</td>
<td>05/01/2020</td>
<td></td>
</tr>
<tr>
<td>Position Applied for:</td>
<td><strong>Full-time General Counsel</strong></td>
<td></td>
</tr>
<tr>
<td>Are you a citizen of the United States?</td>
<td>[ ] YES [ ] NO</td>
<td>If no, are you authorized to work in the U.S.? [ ] YES [ ] NO</td>
</tr>
<tr>
<td>Have you ever worked for this company?</td>
<td>[ ] YES [ ] NO</td>
<td>If yes, when?</td>
</tr>
<tr>
<td>Have you ever been convicted of a felony?</td>
<td>[ ] YES [ ] NO</td>
<td></td>
</tr>
</tbody>
</table>

**Education**

| Undergraduate College/University: | University of WI - Milwaukee | Address: Milwaukee, WI |
| From: Aug 1993 | To: May 1997 | Did you graduate? [ ] YES [ ] NO |
| Law School/College: | Thomas Cooley Law School | Degree: BS in Criminal Justice |
| From: 1998 | To: 2001 | Did you graduate? [ ] YES [ ] NO |
| Other: | University of San Diego School of Law | Address: 5998 Alcala Park, San Diego, CA 92110 |
| From: 2001 | To: 2002 | Did you graduate? [ ] YES [ ] NO |

**Law License**

| State: California | License Number: 218280 | License Status (Active, Inactive, etc.): Active |
| Issue Date: 2001 | | Is the license in good standing: Yes |

| State: Nevada | License Number: 8735 | License Status (Active, Inactive, etc.): Active |
| Issue Date: 2003 | | Is the license in good standing: Yes |

| State: | License Number: | License Status (Active, Inactive, etc.): Active |
| Issue Date: | | Is the license in good standing: Yes |

**Employment History**
Company:Winner & Sherrod (formerly Atkin Winner & Sherrod)  Phone:  
Address:  
Job Title: Partner attorney  
Responsibilities: All aspects of litigation, commercial and personal injury, including drafting pleadings and briefs, legal research, arguing motions, 1st chair jury trials. Also conduct administrative hearings with Nevada Real Estate Division and IRS  
From: Aug 2008  
To: Present  
Reason for Leaving: 
May we contact your previous supervisor for a reference?  

Company:  
Address:  
Job Title:  
Responsibilities:  
From:  
To:  
Reason for Leaving:  
May we contact your previous supervisor for a reference?  

Company:  
Address:  
Job Title:  
Responsibilities:  
From:  
To:  
Reason for Leaving:  
May we contact your previous supervisor for a reference?  

Starting Salary: $  
Ending Salary: $  

Military Service  
Branch:  
From:  
To:  
Rank at Discharge:  
Type of Discharge:  
If other than honorable, explain:  

Disclaimer and Signature  
I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.  
Signature:  
Date: 4-7-2020
Experience:

ATKIN WINNER & SHERROD – Attorney (2008 to present)
- Lead trial attorney for personal injury matters as defense counsel. Tried several multi million dollars cases as first chair counsel in the defense of clients in personal injury lawsuits in jury trials.
- Commercial litigation experience in disputes over construction contracts.
- Advise clients on general business operations while serving as virtual general counsel.

ZARCONE & ASSOCIATES (2005-2008)
- Trial counsel for insurance defense related matters
- Drafting purchase and sale agreements, employment contracts and corporate compliance records

LAVELLE & JOHNSON (2004-2005)
- Assist partner attorney in disputed construction and commercial litigation matters
- Represent debtors in bankruptcy proceedings in all aspects from petition to closing

Tax policy analyst – reviewing taxpayer inquiries of taxable versus non-taxable transactions and provide official responses to fact based scenarios
Reviewing proposed legislation for tax changes and provide analysis

EDUCATION:

UNIVERSITY OF SAN DIEGO SCHOOL OF LAW (2001-2002)
LL.M. Taxation

THOMAS M. COOLEY LAW SCHOOL (1998-2001)
JD – emphasis on business law

B.S. Criminal Justice

LICENSURE:

California State Bar: 2001 - present
Nevada State Bar: 2003 - present
United States District Court, District of Nevada: 2003
United States Court of Appeals, 9th Circuit: 2004
United States Tax Court: 2002
United State District Court, District of Colorado: 2013

TRIAL AND APPELLATE EXPERIENCE:
AV rating per Martindale Hubbell in litigation
15+ jury trials as lead and co-counsel
Primary areas of practice include insurance defense, commercial litigation and business litigation

PROFESSIONAL ACTIVITIES:
Arbitrator – Eighth Judicial District Court, Clark County, Nevada (2016 to present)

Las Vegas Justice Court – Judge Pro Tem (2016 to present)
List of references:

Honorable Trevor L. Atkin
Eighth Judicial District Court, Dept 8

John P. Shannon, Esq

Roy Leon, Esq.