



**CHURCHILL COUNTY COMMISSIONERS
CC COMMUNICATIONS MANAGEMENT
CHURCHILL COUNTY, NEVADA**

**899 South Maine Street
Mailing Address PO Box 1390
Fallon, Nevada 89407
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**Contact Person: Shelly Bunyard, Administrative Assistant
E-mail: shelly.bunyard@cccomm.co**

******NOTICE OF PUBLIC MEETING******

AGENDA
PLEASE POST

PLACE OF MEETING: Churchill County Administrative Building, Commission Chambers,
155 North Taylor Street Suite 145, Fallon, Nevada

DATE & TIME: October 1, 2026 at 11:00 AM

TYPE OF MEETING: Regularly Scheduled CC Communications Management Meeting

**If you wish to make public comment, you may provide them at the meeting or
via email, no later than 4:30 PM the day before the meeting, to
shelly.bunyard@cccomm.co.**

Notes:

- I. These meetings are subject to the provisions of Nevada Open Meeting Law (NRS Chapter 241). Except as otherwise provided for by law, these meetings are open and public.***
- II. Action will be taken on all Agenda items, unless otherwise noted.***
- III. The Agenda is a tentative schedule. The CC Communications Management Board may act upon Agenda items in a different order than is stated in this notice – so as to affect the people’s business in the most efficient manner possible.***
- IV. In the interest of time, the CC Communications Management Board reserves the right to impose uniform time limits upon matters devoted to public comment.***
- V. Any statement made by a member of the CC Communications Management Board during the public meeting is absolutely privileged.***
- VI. All persons participating in the meetings are put on notice that an audio and video***

recording is made of these meetings.

AGENDA:

1. **Call to Order**
2. **Public Comment**
3. **Verification of Posting of Agenda**
4. **Consideration and possible action re: Approval of Minutes of the meeting held on**
A August 19, 2026
5. **New Business**
A Consideration and possible action re: motion to approve Personnel Policy
3.15.A Generative AI Platform Usage and Data Security.
6. **Reports: General Manager Report**
7. **Affidavit of Posting**
8. **Public Comment**
9. **Adjournment**

STATE OF NEVADA)
 : ss.
County of Churchill)

*I, **Shelly Bunyard, Administrative Assistant**, do hereby affirm that I posted, or caused to be posted, a copy of this notice of public meeting, on or before the **25th day of September, 2026** between the hours of **1 pm and 5 pm**, at the following locations in Churchill County, Nevada:*

1. *Churchill County Administration Building, 155 N. Taylor St., Fallon, NV;*
2. *The CC Communications Website @ www.cccomm.info;*
3. *The State of Nevada Website @ <https://notice.nv.gov/>.*



Shelly Bunyard, Administrative Assistant

Endnotes:

Disclosures:

**CC Communications is an equal opportunity provider and employer.*

Accommodations/Nondiscrimination:

**Notice to Persons with Disabilities: Members of the public who are disabled and require*

special assistance or accommodations at the meeting are requested to notify the CC Communications Executive Office in writing at P.O. Box 1390, Fallon, NV 89407 (Attn: Shelly Bunyard), or by calling 775-423-7171 ext. 1215 at least two days in advance.

**In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies or complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency [(775)423-4092] or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the Complaint Form, call (866)632-9992. Submit your completed form or letter to USDA by:*

- 1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- 2. Fax: (202)690-7442; or*
- 3. Email: program.intake@usda.gov.*

Procedures:

**The public meetings may be conducted according to rules of parliamentary procedure.*

**Persons providing public comment will be asked to state their name for the record.*

**The CC Communications Management Board reserves the right to restrict participation by persons in the public meeting where the conduct of such persons is willfully disruptive to the people's business.*

**All supporting materials for this Agenda, previous Agendas, or Minutes are available by requesting a copy from the CC Communications Office, 775-423-7171 ext. 1215. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the CC Communications Office. You are entitled to one copy of the supporting materials free of charge.*

MINUTES OF THE CC COMMUNICATIONS MANAGEMENT

155 N. Taylor St., Fallon, NV 89406

August 19, 2026

Call to Order:

The regular meeting of the CC Communications was called to order at 10:00 AM on August 19, 2026.

PRESENT: Commissioner Matt Hyde
Commissioner Eric Blakey
Commissioner Myles Getto
General Manager Mark Feest
Chief Financial Officer Jamie Hyde
Administrative Assistant Shelly Bunyard

ABSENT:

Public Comment:

Chair Matt Hyde asked if there was any public comment, but there was none.

Verification of Posting of Agenda:

It was verified by Shelly Bunyard, Administrative Assistant, that the Agenda for this meeting was posted on the 13th day of August, 2026 between the hours of 1 pm and 5 pm at all of the locations listed on the Agenda, in accordance with NRS 241.

Consideration and possible action re: Approval of Minutes of the meeting held on:

A- May 7, 2026

Commissioner Myles Getto made a motion to approve the Minutes of the meeting held on May 7, 2026 as submitted Commissioner Eric Blakey seconded the motion, which carried by unanimous vote.

B- May 20, 2026

Commissioner Myles Getto made a motion to approve the Minutes of the meeting held on May 20, 2026 as submitted. Commissioner Eric Blakey seconded the motion, which carried by unanimous vote.

New Business:

A- Consideration and possible action re: entering a professional services agreement for executive recruitment services.

Mark Feest, CC Communications. We solicited from several entities, some were unresponsive, and one stated they weren't interested in this type of recruiting process. We have two full responses to the RFP for professional services. I believe we will have both of them on a Teams meeting, one at a time to give their presentation. They were told they have up to fifteen minutes to give their presentation. Afterwards, we will ask the board to direct staff or to approve entering into a professional agreement with one of the two services or otherwise take steps to our approach to the replacement.

Staff is withholding any recommendations unless the Board specifically asks for it. I do want to highlight a few things; both are looking at between 90-140 days depending on whether they're

getting the person onsite or some amount of transition. I have a PERS appointment on September 1, 2026, and the date they have been giving me is March 1, 2027. I'm not married to that date, but that is the soonest I could go. If we work backward from the March 1 date, once a consultant is selected, I believe they will need time to design their process and have it vetted by the DA's Office to ensure we do not run into any notice or public meeting issues. We can then rely on their expertise to determine exactly when they recommend beginning the posting process.

When we originally advertised the position, we were only recruiting for an Assistant General Manager/CEO-in-Waiting. At that time, I stated that if we did not receive a quality pool of applicants, we would come back before the Board to discuss our options.

I had assumed the Board wanted to move directly toward hiring a CEO. That is still something the Board can direct, but I am not sure it would significantly change my proposed timeline. If there are no questions at this time, I believe we are ready to begin the proposal presentations.

Commissioner Matt Hyde. Are there any questions for Mark before we get started.

Commissioner Matt Hyde. Ok.

Due to audio issues in the Chambers, the RFP presenters were unable to hear us. The meeting was tabled until the next scheduled meeting, when the RFP proposal presentations will resume.

Commissioner Matt Hyde made a motion to table approval of entering into a professional services agreement for executive recruitment services to September 3, 2026.

Commissioner Eric Blakey seconded the motion, which carried by unanimous vote.

Reports: General Manager Report:

Affidavit of Posting:

Public Comment:

Chair Matt Hyde asked if there was any public comment, but there was none.

Adjournment:

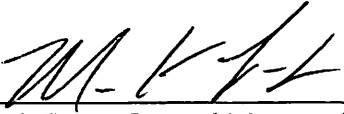
The meeting was adjourned at 10:26 a.m.

APPROVED: _____
Matt Hyde, Chairman

APPROVED: _____
Eric Blakey, Vice Chairman

APPROVED: _____
Myles Getto, Commissioner


Shelly Bunyard, Administrative Assistant


Mark Feest, General Manager/CEO



CC Communications Agenda Report

Date Submitted: September 24, 2026

Agenda Item #: New Business - A

Meeting Date Requested: October 1, 2026

To: Board of Churchill County Commissioners

From: Mark Feest, General Manager

Subject Title: Consideration and possible action re: motion to approve Personnel Policy 3.15.A Generative AI Platform Usage and Data Security.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve Personnel Policy - 3.15.A Generative AI Platform Usage and Data Security.

Discussion: Management discussed the need for a proposed Artificial Intelligence (AI) Policy and the Company's use of AI-based technologies. This policy addresses the importance of establishing appropriate guidelines for the responsible and secure use of AI while protecting Company, employee, and customer information.

Management created a policy that included provisions regarding acceptable use, confidentiality and data security, employee accountability, verification of AI-generated information, and the use of approved AI tools. Management concluded that a formal policy is appropriate to provide employees with clear expectations while allowing the Company to benefit from AI technologies in a responsible manner.

Alternatives: Direct management to revise the proposed policy

Fiscal Impact:

Explanation of Impact:

Funding Source:

Prepared By: Shelly Bunyard, Administrative Assistant

Reviewed By:



Mark Feest, General Manager

Date: September 24, 2026

Jamie L. Hyde

Jamie Hyde, Chief Financial Officer

Date: September 24, 2026

Board Action Taken:

Motion: _____

1) None

Aye:

2) None

Nay:

Sully Bamyard

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

3.15.A Generative AI Platform Usage and Data Security

3.15.1. Purpose

This document outlines required practices and prohibitions that apply to the use of generative AI platforms such as ChatGPT, Google Copilot, or other similar AI platforms using “large language models” (LLMs) for work tasks of any kind.

The purpose of the document and the practices and prohibitions outlined herein is to ensure that company private, personal, proprietary, customer, or other sensitive data is not intentionally or inadvertently transmitted to such platforms or related third parties in violation of data and compliance controls to which CC Communications and its employees must adhere.

3.15.2. Scope

All employees of CC Communications share responsibility to ensure the continued health, safety, profitability, and growth of CC Communications. Company data of all kinds is a key asset and enabler of these goals. Therefore, all employees are expected to adhere to CC Communications Generative AI Platform Usage and Data Security Policy, to encourage and support other employees in doing so, and to promptly report violations of the policy to leadership.

3.15.3. Authorization

1. Employees must obtain explicit, documented authorization from their respective managers and/or authorized IT managers in the office of information technology before using any generative AI platforms for work-related tasks or for tasks of any kind, whether work-related or not work-related, while using or connected to work-related assets or systems.
2. This requirement expressly applies even in cases in which the employee in question does not believe that they have access to sensitive data or does not believe that the AI use in question presents a risk to CC Communications.
3. Authorization must and will be granted on a narrowest-possible-purpose basis and with appropriate limitations and stipulations that follow from the nature of the task, the role of the requesting employee, and the sensitivity of the data to which the employee has regular access.
4. The employee is required to complete training on company data classification standards, standards of data use and disclosure, and/or appropriate use of generative AI platforms before authorization is given.
5. Authorization may be withdrawn at any time by an employee’s manager or by IT managers in the office of information technology.
6. Employees may not enter client-related information into an AI platform when a nondisclosure agreement applies.

3.15.4. Data Classification

1. Employees using generative AI systems must clearly understand company data classification standards related to data type and sensitivity level (e.g., public, internal, confidential, customer, proprietary) before using generative AI platforms on work time or while using or connected to company devices and systems.
2. During AI platform use or prompting, the employee in question must adhere to guidance for appropriate applications and uses of data in relation to these standards.
3. Unless otherwise documented in writing by the employee's manager, the use of generative AI platforms is regarded by CC Communications to be the equivalent of public disclosure of any prompt data, i.e. any data used, included, or implied in AI prompting will be regarded as having been disclosed to the public by the employee in question. Any outcomes, additional processes, or consequences related to public disclosure of data therefore apply in the case of generative AI use.

3.15.5. Prompt Selection

1. Employees must exercise due caution when creating prompts for generative AI platforms and ensure that prompts do not violate data classification and disclosure standards and practices.
2. Controlled or sensitive data may be replaced with anonymized data to enable an otherwise prohibited prompt only in cases in which the resulting prompt does not in any way suggest, imply, or implicitly convey either contents of the data in question or other company proprietary data, trade secrets, confidential information, customer information, etc.

3.15.6 Ethical Use

1. Employees must use generative AI tools in accordance with all *CC Communications'* conduct and anti-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the company. Such use will result in disciplinary action, up to and including termination.
2. All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by AI, that information cannot be used for work purposes.
3. Only authorized AI platforms are to be used in the workplace and/or on company issued devices.
4. Any violation of this policy will result in disciplinary action, up to and including termination.

3.15.7 Monitoring

1. CC Communicaitons' Computer Use Policy and relevant monitoring policies still apply when using generative AI tools with company equipment.

Personnel Policies	3-2	April 2004
Fair Employment Practices		Revised June 2008
		August 2011
Ethical Standards		Revised June 2009
Service Animals		April 2010
Use of Tobacco		October 2013
Information Technology		Revised January 2015
AI Platform Usage and Data Security		(Tentatively)October 2026
Social Media		January 2015
Drug and Alcohol Free Workplace		February 2015
Anti-Harassment		Revised September 2015

3.15.8. Data Leakage Prevention

1. Employees must take ongoing affirmative steps to prevent the inadvertent release of proprietary or private information through generative AI platforms. These steps may include, but are not limited to, requesting regular peer or manager review of prospective prompts or of recent prompt history to ensure sound prompting practices.
2. Employees whose primary roles involve regular interaction with sensitive data may be required to complete additional steps or adhere to additional requirements in order to receive authorization to use generative AI.
3. Neither AI prompts nor AI-generated results may be shared beyond the employee's department without prior documented manager review and approval.
4. Employees authorized to use generative AI agree to periodic review of their complete AI prompt and result history, which may occur at any time, with or without the employee's knowledge.

Personnel Policies
Fair Employment Practices

3-3

April 2004
Revised June 2008
August 2011
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