

**CITY OF RENO
BOARD OR COMMISSION
MEMBERSHIP APPLICATION**

Please be advised that all information contained in this application is part of the City of Reno's public record and is, upon request, available for public review. These positions are limited, in most cases, to residents of the City of Reno. The City Council makes a conscientious effort to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions require filing of financial statements with the Secretary of State or have special requirements. Contact the City Clerk's office at 334-2030 with any questions.

Name: Charlene Hart

Name of Board or Commission for which you would like to apply:

Financial Advisory Board

Home Address:

Address: 4036 Royal Sage Dr

City: Reno

State: Nevada

Zip: 89503

Home Phone: 775-762-1304

E-mail: crhart3@charter.net

Occupation and Business Address:

Job Title: Retired 7/1/2023 as Associate Vice President, Research Administration

Business Name: University of Nevada, Reno

Address: 1664 North Virginia Street

City: Reno

State: Nevada

Zip: 89557

Business Phone: n/a

E-mail: crhart@unr.edu

Preferred Contact: *If appointed, the address, phone number and e-mail address you wish to use for your contact information.*

Address: 4036 Royal Sage Dr.

City: Reno

State: Nevada

Zip: 89503

Phone: 775-762-1304

E-mail: crhart3@charter.net

How long have you been a resident of the City of Reno? 10 years

Are you currently registered to vote in the City of Reno? Yes: X No:

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

Yes: _____ No: X

If yes, please list conviction dates and nature: N/A

Education or Training Relevant to the board or commission to which you are applying:
Masters in Business Administration - with emphasis in finance

Certified Public Accountant

Certified Fraud Examiner

Certified Research Administrator

Explain briefly why you would like to be appointed to this board or commission. Please attach any additional information you wish:

I am very interested in the City of Reno's finances and believe that my skillset is perfect for the Financial Advisory Board as I am a certified public accountant and I have served on a few nonprofit and governmental boards and committees over the years. I have recently retired and now have the time to devote to such an important committee and I am eager to serve on a committee that can influence policy and practices in the right direction and make our city finances the best that they can be.

Please find attached my resume with additional information.

I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the board or commission.

Signature: Charlene Hart Date: 11/12/23

Please Return the Application To:
City Clerks' Office, P.O. Box 7, Reno, NV 89504
Fax: 775-334-2432 e-mail: CityClerk@reno.gov

**This document is part of the public record of the City of Reno
and is available for public review.**

Charlene Hart, MBA, CPA, CFE, CRA
4036 Royal Sage Dr.
Reno, Nevada 89503
(775) 762-1304
crhart3@charter.net

Experience:

University of Nevada, Reno

Position Held:

Associate Vice President, Research
Administration
(June 2018 to July 2023)

Assistant Vice President, Research
Administration
(July 2014 to May 2018)

Director, Office of Sponsored Projects
(February 2012 to July 2014)

February 2012 to July 2023

Responsibilities: (are representative of last position held)

- Assisted and supported the Vice President for Research & Innovation in streamlining operations, and enhancing the output of the Research Office initiated/supported activities.
- Oversee the Office of Sponsored Projects and the overall research compliance and regulatory affairs. Approximately \$150M flows through this office a year.
- Manage pre award, post award, sponsored program audits and costing activities including the indirect cost proposal development and negotiations.
- Served as the Subject Matter Expert for the Research & Innovation division on the implementation of a new human resource and financial accounting system, Workday.
- Project Manager on the selection and implementation of Key Solutions, a protocol management system.
- Collaborated and managed the development of a data management system for reporting on research activities on campus.
- Serve on the Vice President of Research & Innovation Senior Leadership Team.
- Represent the University of Nevada, Reno in relations with state, federal and private funding agencies.
- Represent the University of Nevada, Reno at various local, state and national conferences/roundtables/meetings. For example, the Federal Demonstration Partnership and the Council on Governmental Relations.
- Oversee the department of Animal Resources, Environmental Health & Safety and Research Integrity for the campus.
- Oversee effort reporting, conflict of interest and export controls.

University of Nevada, Reno

**College of Agriculture, Biotechnology and Natural Resources (CABNR)
And the Nevada Agricultural Experiment Station (NAES)**

Position Held:

Fiscal Officer

August 2003 to February 2012

Responsibilities:

- Develop and manage the budgets for NAES in the amount of \$6 million and CABNR in the amount of \$3 million.
- Develop and manage the budgets for the NAES experiment field stations in the amount of approximately \$1 million.
- Manage start-up budgets of approximately half a million dollars.
- Monitor and manage the cost share and salary offloads to grants for CABNR/NAES.
- Review and approve grant and contract proposals for CABNR/NAES.
- Responsible for monitoring compliance of the budget for over 800 CABNR/NAES accounts.
- Responsible for providing direction, management and oversight for the five NAES experiment field stations and staff.
- Primary contact for three departments and program secretaries, department chairs, faculty and principal investigators of research projects and individual grants and contracts.
- Assist the Director with the writing of the annual Plan of Work and the Annual Report for the National Institute of Food and Agriculture.
- Assist the Director with grant proposals for Hatch, Hatch Multi-State, McIntire Stennis, Animal Health and the Nevada Arid Rangeland grants.
- Responsible for NAES Title VI civil rights program.
- Liaison with administrators and staff of Nevada Cooperative Extension, the School of Medicine, Graduate School, UNR Controller, Budget and Analysis, Personnel, Purchasing, Office of Sponsored Projects, Internal Audit and the UNR Foundation.

Charlene Hart, MBA, CPA, CFE, CRA

Kafoury, Armstrong and Company

January 1996 to July 2003

Positions Held:

Senior Manager

January 2002 to July 2003

Manager

September 1999 to December 2001

Senior Accountant

November 1997 to August 1999

Staff Accountant

January 1997 to October 1997

Assistant Staff Accountant

January 1996 to December 1996

Responsibilities: (are representative of the last position held)

- Supervised multiple audits and consulting engagements with anywhere from one to four staff accountants on each job (financial and grant compliance).
- Audit and financial statement preparation. Performed audit work on the more complex areas of the audit engagement (such as debt, bonds, indirect cost proposals and compliance with the NRS) and reviewed the staff accountants' work (financial and grant compliance).
- Financial statement presentations to the client's Board members.
- Prepared engagement proposals.
- Performed staff evaluations and schedule staff for engagements.
- Consulted clients regarding tax and accounting issues, internal control analysis and cash flow projections.
- Consulted clients concerning budgeting needs and five-year budget projections.
- Prepared and presented monthly financial statements to the respective Boards for consulting clients.
- Complex level tax preparation (individual, nonprofit, partnership and corporate returns).
- Prepared client invoices.
- Mentored new staff.
- Promoted the firm and obtained new clients through referrals.

Education:

Bachelor of Science in Business Administration/Accounting Major
University of Nevada, Reno. December 1995 with distinction

Masters in Business Administration
University of Nevada, Reno. December 2005

Professional Affiliations:

American Institute of Certified Public Accountants
Nevada Government Finance Officers Association
National Council of University Research Administrators

Nevada Society of Certified Public Accountants
Association of Certified Fraud Examiners
Society of Research Administrators

Awards:

Received the Nevada Women's Fund – Women of Achievement Award from the University of Nevada, Reno in 2023
Received the Nevada Women's Fund – Women of Achievement Award from the University of Nevada, Reno in 2018
Received the Nevada Women's Fund - Women of Achievement Award from Kafoury, Armstrong and Company in 2001

Community Involvement:

FBI Reno Citizens Alumni Association – Treasurer (2019-Present)
FBI Citizens Academy (2017)
Domestic Violence Resource Center (formerly CAAW) – Chair (2012-2020)
National Counsel of Juvenile and Family Court Judges – Finance Committee Advisory Member (2014 to 2017)
Washoe County School District Other Post-Employment Benefits (OPEB) Board - Trustee (2008 to 2012)
Washoe County School District – Audit Committee – Member (2004 to 2014)
Washoe County DUI Task Force – Treasurer (1999 to 2003)
Reno South Rotary - Prepared annual financial statements and tax return (990) pro-bono (1997 to 2004)

University Committee Service:

Conflict of Interest Committee
Strategic Planning/Accreditation Core Theme #2 Discovery Committee
Faculty Senate Research & Grants Committee
Early Head Start Governing Body

Other Activities:

University of Nevada, Reno - Continuing Education (2002 and 2003)

Taught the following classes:

- Nonprofit Budgeting and Financial Management
- Governmental Budgeting and Financial Management
- CPA Review Courses

Truckee Meadows Community College - Part-Time Instructor (August 1997 to May 1998)

- Individual Taxation
- Accounting

**WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1)
TO ALLOW CITY COUNCIL TO
CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE
OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER
PUBLIC BODY FOR THE CITY OF RENO**

The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions.

By signing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting.

Further, the undersigned acknowledges that he may at any time withdraw both this waiver and related application for appointment.

Dated this 13 day of November, 2023.

Name of Board, Commission or Other Public Body to which the undersigned is seeking

City Council's consideration: Financial Advisory Board
(Board/Commission/Public Body)

Signature of Applicant: Charlene Hart

By: Charlene Hart
(Printed Name of Applicant)