

National Legislative Program Evaluation Society (NLPES)  
Executive Committee Meeting  
Wednesday, July 26, 2017  
Conference Call

Minutes

**Executive Committee Members and NCSL      Guests Present:**

**Liaison Present:**

Greg Fugate (CO), Chair  
Linda Triplett (MS), Vice-Chair  
Shunti Taylor (GA), Secretary  
Wayne Kidd (UT)  
Patricia Berger (PA)  
Melinda Hamilton (MI)  
Emily Johnson (TX-Sunset)  
Marcia Lindsay (SC)  
Kiernan McGorty (NC)  
Jon Courtney (NM)  
Katrín Osterhaus (KS)  
Brenda Erickson, NCSL Liaison

Joe Chrisman (State Auditor, WI)  
Dean Swenson (WI)  
Anne Sappenfield (WI)  
Greg Hook (MD)

**Members Excused:**

NA

(Note: All times reported in these minutes are in Central Daylight Time.)

**11:30 a.m.**            **Call to Order.** Greg called the meeting to order, greeted members and guests, and made introductory remarks.

**11:35 a.m.**

- **Madison PDS Update – Programming.** Joe Chrisman provided an update on the PDS program. Joe directed the Executive Committee members' attention to the survey summary and preliminary program. Joe indicated that the survey results, suggestions provided by Executive Committee members, and thoughts of the Wisconsin LAB staff all helped structure the content of the preliminary program. The status of some invited speakers was still being determined and some panels were still in need of panelists. Greg commented that the programming seemed to balance soft skills and evaluation skills. Brenda noted that given the number of plenary sessions planned, some consideration would need to be given to space availability/ability to convert a room quickly.
- **Madison PDS Update – Budget.** The Executive Committee reviewed the draft PDS budget. Joe provided an overview of the invited speakers and associated costs (mainly speaking fee+materials costs). In one case, the initially quoted speaker fees and material costs exceeded the amount budgeted for faculty speakers. There was discussion among the host state and Executive Committee members about the ability to negotiate costs, strategies to reduce costs, and the feasibility of increasing the PDS budget to cover costs. The Executive Committee agreed that the host state

would go back to the speaker with a proposal for costs prior to the Executive Committee meeting in August 2017.

Other budget items discussed included:

- Breakfasts/Breaks - Monday or Tuesday breakfast is not covered in the budget currently; \$500 currently budgeted for each break, which consists of coffee and drinks.
- Transportation - transportation is not currently in the budget. The boat dock (for the Sunday night activity) is within walking distance. Also, the hotel shuttle service potentially would be available if needed.
- Video recording sessions – Joe commented that the Professional Development Subcommittee expressed an interest in making more content available to the membership (based on his read of meeting minutes). He indicated that their sister agency has the capability to record sessions if there is interest in doing so. There was discussion that some live streaming of sessions occurred at the PDS in Austin, TX and conferences appear to be headed in that direction. Brenda cautioned about the sound/picture quality necessary to be suitable for viewing. Joe indicated that it is a low cost option. The Executive Committee agreed that it is a good idea.

- **Madison PDS Update – Other.**

- Joe reminded the Executive Committee of the cruise line's cancellation policy. Also, the last day to register is two weeks prior to the date of cruise. Brenda stated that a deposit had been sent on two boats (only 7 signed up so far). Brenda will send out a reminder about cruise registration.
- Joe asked the Executive Committee to forward any questions/concerns about planned activities or meals to host state representatives and copy the Executive Committee. Greg commented that the plans provided a good balance of structured and free time.
- The Audio Visual component still needs to be worked out. More discussion will be held as more registrations come in and actual expenses are determined.

12:36 p.m.

**Bylaws Discussion– Exposure Draft and Planned Timeline for Approval.**

Greg directed the Executive Committee members attention to documents containing proposed amendments and the timeline of events. Greg asked that any edits proposed by Executive Committee members be submitted by July 31<sup>st</sup> so that the exposure draft can be sent to the NLPES listserv on August 1<sup>st</sup> for feedback. The plan is for membership feedback to be obtained in advance of the September Executive Committee meeting. If all goes as planned, changes will be made and adopted by year end.

Brenda will post the exposure draft to the NLPES website. Linda suggested providing a clean copy of the amended bylaws as well as a side by side version so members can know what changed.

12:47 p.m.

**Subcommittee Updates—Communications.** Pat updated the Executive Committee on the work of the subcommittee.

- Newsletter - Pat summarized new content areas for the newsletter. The Fall newsletter is being planned for year end. Ongoing activities include: continuing to explore the feasibility of converting the .html version of the newsletter with a .pdf version; developing a list of reminders for newsletter contributors; and needing to identify a new contributor for Dale Carlson's "Stop the Presses" column. Greg suggested that the new executive committee will be content for the next newsletter.
- Website - Pat provided the status of several items related to the newsletter, including: suggested changes to the website have been made; photo slider and testimonials are still being considered. For the photo slider, pictures do not have to be high quality. Pictures for testimonials have a lot more requirements.
  - The Professional Development Subcommittee asked about the feasibility of posting past PDS materials to the website, but panels typically do not include PowerPoints.

The subcommittee expressed interest in having the slider/testimonials posted to the website in advance of the Madison PDS, possibly as a way to advertise the PDS. Brenda will ask Ed about the timeframe for getting the slider/testimonials posted to the website. Brenda will also send parameters for the testimonials. Greg commented that PDS attendees could be asked to provide testimonials during the PDS.

1:03 p.m.

**Subcommittee Updates—Awards.** Jon updated the Executive Committee on the work of the subcommittee. Jon indicated the awards cycle went smoothly. There were lots of applicants; compared to prior years, we seem to be bouncing back in terms of applications. Jon thanked Marcia, Emily, and Melinda for their part in the Impact Awards.

A couple of points were raised for further consideration:

- Certificate of Impact- The definition of "Office" and whether two applicants from different offices in the same state or separate divisions within the same office can receive the award was discussed. Linda wondered if this is a bylaws issue; Greg commented that the issue lies in whether they are legislative offices. Brenda added that the bylaws limitation is not placed on who can get awards; just limits their ability to vote.
- Outstanding Achievement Award - Only one application was submitted this year. The subcommittee would like to increase interest in the award. In addition, the judging guidelines are more "subjective" versus other awards with more well-established criteria. The subcommittee thought it would be more helpful to have additional guidance on what constitutes outstanding achievement. It is more than attending meetings and more of a consideration of the individual's contribution to the profession. The subcommittee

will take a look at guidelines for the award and potentially go back to some prior judges.

- Wayne reiterated that the award is not a years of service award. Linda suggested that potentially the Executive Committee is not focusing on the advancement of field of auditing and maybe an ad hoc subcommittee should be established to further evaluate the issue.
- Brenda commented that the Outstanding Achievement and Excellence in Evaluation Awards are equivalent to awards given by other staff sections.
- Awards luncheon – Jon informed the committee that the narrated PowerPoint presentation by OPPAGA will not be available this year. Linda mentioned wanting to recognize retirees during the awards luncheon.

Jon indicated the awards subcommittee will continue its discussions and make decisions prior to next awards season. Jon and Linda will work together in Boston to finalize decisions on the luncheon and awards presentations.

1:24 p.m.

**Subcommittee Updates—Professional Development.** Linda updated the Executive Committee on the work of the subcommittee.

- Webinars – The subcommittee has completed two webinars: confidential data access and research methods award winners. Katrin offered her assistance in future webinars; she is doing one on business etiquette for her office now. Greg suggested that PDS topics that do not make the final program could also make good webinars. Brenda mentioned NCSL’s webinar on how to do webinars.
- Professional Development Resources webpage – Kiernan pointed out the deficiency of scoping/planning resources on the website and the subcommittee will focus on that. The subcommittee will review the webpage annually to remove outdated materials and identify additional content.
- PDS – Linda indicated she is seeking international participation. She will contact Canadian evaluators to determine if there is still interest in participating in the New Orleans PDS. Brenda noted that there are associations equivalent to NCSL in Canada and the subcommittee may wish to make contact through the association versus individual members. Linda will continue efforts to make contact.

1:33 p.m.

**Other Business – Ensuring the Public Trust.** Greg briefed the Executive Committee on conversations about *Ensuring the Public Trust* and asked about the Executive Committee’s interest in taking over the document. OPPAGA had previously provided staff support for the publication. Prior to her retirement, Kathy McGuire (OPPAGA) was trying to transition it to someone else. She had identified a staffer in her office to conduct the survey and pull together data, but not to compile the report. Rachel Hibbard (CA

State Auditor's Office) had expressed interest in providing assistance, but needs approval from her management. This could be an opportunity for the Executive Committee to take ownership of the document. Potentially, there may be a need to use a different model to put the document together. Linda wondered if the document could be a living document with more frequent updates. Brenda mentioned that the questions have varied over time. Wayne mentioned the possibility of whether this could be transitioned to an online format.

**1:41 p.m.**      **Other Business – Peer Review.** Washington JLARC was completed this year. West Virginia's Post Audit Division (PAD) is on the schedule for this year. Historically, the two divisions (Post Audit and Performance Evaluation and Research) have had separate peer reviews. This year, PAD decided to go with the NLPES peer review versus NSAA (National State Auditors Association), which is why it's on the NLPES schedule.

Brenda will reach out to determine if any other offices are interested in a peer review.

**1:46 p.m.**      **Other Business – 2017 NCSL Summit.** Brenda commented that room numbers for the meetings may change and reminded Executive Committee members attending the Summit to check for updates. Also, all business meetings will take place at the Westin, not the convention center.

**1:55 p.m.**      **Other Business – Honoring Retirees.** The Executive Committee discussed ways to acknowledge retirees, such as by issuing a certificate and/or acknowledgment in the newsletter. Also, the Executive Committee discussed methods for identifying retirees, such as by contacting offices directly about retirements.

**2:05 p.m.**      **Other Business – Next Executive Committee Meeting.** The next official meeting will be in Boston during the NCSL Legislative Summit.

In closing, Greg thanked the committee, and outgoing members Marcia, Katrin, and Wayne for their service on the Executive Committee. Katrin thanked everyone.

**2:11 p.m.**      **Adjourn.** Having no further business, the meeting of the Executive Committee was adjourned.

**Meeting minutes adopted and approved September 17, 2017**