

National Legislative Program Evaluation Society (NLPES)  
Executive Committee Meeting  
Saturday, April 22, 2017  
Madison Concourse Hotel – Madison, Wisc.

Minutes

Executive Committee Members and NCSL      Guests Present:

**Liaison Present:**

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

Joe Chrisman (State Auditor, WI)  
Dean Swenson (WI)

**Members Excused:**

Wayne Kidd

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

**8:35 a.m.**            **Call to Order.** Greg called the meeting to order and made introductory remarks, which included thanking committee members for their hard work and time.

**8:44 a.m.**            **Certify Election Results and Review Election Cycle.** In the most recent elections cycle, there were four open spots and three people were nominated to run. Greg explained that, per the bylaws, the Executive Committee must certify election results when there is less than a full ballot. The results are as follows:

- Linda Triplett, MS (re-elected)
- Karen LeBlanc, LA (elected)
- Kevin Ryan, SC (elected)

Marcia made a motion to certify the results, which was seconded by Pat. The Executive Committee unanimously certified the results without objection.

There is still one vacancy and, per the bylaws, the Executive Committee can make a nomination to fill vacancies at any time.

Greg noted that three Executive Committee positions will open next year. The Executive Committee discussed ways to keep member offices involved and help them overcome barriers to participation on the Executive Committee. According to Greg, many offices are interested, but face budget limitations. Greg encouraged Executive Committee members to talk with member states about the value of NLPES leadership at the upcoming PDS. Though Executive Committee membership is not geographically limited, Greg and the Executive Committee expressed interest in cataloguing states'

participation on the Executive Committee over time. In addition, the Executive Committee discussed communicating costs of Executive Committee participation and benefits to offices through the newsletter (e.g., Chair's letter or separate article). Points to emphasize include being willing to do what it takes to keep member offices involved (e.g., remotely attending meetings). Also, make clear that it is not necessary that Executive Committee members be the most experienced employees. Other outreach strategies will be discussed in the fall when the new Executive Committee takes hold.

**9:05 a.m.**      **Bylaws Discussion.** Greg directed Executive Committee members' attention to handouts provided on bylaws, which included his proposed changes and suggested changes by Brenda. He expressed interest in getting broad perspective on what direction to go in. In some cases, current practice is not reflected in the bylaws. In addition, there are many opportunities to tweak the language.

Discussion was held by the Executive Committee on possible changes, including consideration of the need to redefine membership for voting purposes, change the designation of the annual meeting, and change the election cycle. Other discussion points included: Executive Committee membership (number and voting/non-voting) and the need to establish other subcommittees in the bylaws (elections and nominations is the only one mentioned currently). Brenda provided insight on what other staff sections do in some of these areas.

Greg will consolidate Executive Committee comments and send out for review. Given the 60-day notice requirement before the Executive Committee can vote on changes to the bylaws, changes are not likely to be put to a vote by the Executive Committee prior to the fall.

**10:03 a.m.**      **Review NLPES Revolving Account Balance.** Greg directed the Executive Committee's attention to the handout reflecting the revolving account balance. He reminded the Executive Committee of the vote to keep the minimum balance at \$25k. This information is made available so that Executive Committee members can keep it in mind as we discuss the budget for 2017 PDS in Madison. Currently, however, we are looking at a breakeven of budgeted versus planned expenses.

**10:05 a.m.**      **Madison PDS - Programming.** Following introductions, Joe Chrisman, WI State Auditor, solicited feedback from Executive Committee members on what it would take to make the PDS a success. Discussion points included ways to limit barriers to attendance (including maximizing number of CPE hours offered) and conference approach (number and organization of tracks). Joe and his staff are taking steps to develop content, including surveying state office directors. Joe also asked for input on planned social activities to occur in the evenings.

Joe indicated that these would be ongoing discussions as they continue putting together the pieces.

11:05 a.m. **Madison PDS - Budget.** Greg directed the Executive Committee's attention to the handouts summarizing PDS expenses over the last several years and a preliminary budget for the Madison PDS. Points of discussion included:

- Audio Visual – these line items are budgeted for more than what may be needed
- Faculty – Current budget assumes a faculty speaker will be used
- Staff Travel – NCSL staff travel costs are covered under the budget
- Food Service – Current concern is covering F&B minimum at \$15k.
- Taxes/Gratuity – Brenda will check on NCSL's tax-exempt status to possibly reduce estimated tax
- Printing – These costs will be covered by the host state

A motion was made to approve the preliminary budget and the motion was seconded. The Executive Committee unanimously approved the 2017 PDS Budget.

11:21 a.m. **Tour.** The Executive Committee members and Joe Chrisman toured the meeting room space for the PDS.

11:45 a.m. **Lunch Break.** The Executive Committee recessed for lunch.

1:35 p.m. **Subcommittee Updates—Awards (Jon).**

Jon informed the Executive Committee of the subcommittee's work to update scoring worksheets and judging guidelines for the Research Methods and Excellence awards. The subcommittee is compiling all historical information and sorting through to consolidate and discard outdated materials.

Deadline for awards is set for May 12, 2017. Judges for awards have been selected :

- Impact: Representatives from SC, TX, MI offices
- Research Methods – Representatives from CO, LA, CA offices
- Excellence – Representatives from NM, MS, MI offices
- Outstanding Achievement – Representatives from CO, MS, GA, ID, CA offices

Judging is to be completed by May 26, 2017. Results should be available prior to next newsletter release.

Greg will reach out to Florida's OPPAGA on the announcement of award winners.

1:43 p.m. **Subcommittee Updates—Communications (Pat).**

Pat made introductory remarks and Emily provided the Executive Committee an overview of newsletter survey results. The subcommittee

used the results to identify needed changes to the newsletter. Shunti discussed the upcoming changes to the newsletter, including moving to a PDF format and the addition of new columns – “Ask the Expert”, “Fun Field Work”, and “New Technologies”. Prior to the meeting, Brenda had solicited input on the format from NCSL’s graphic designer, Steve Miller, and briefly discussed the feedback received. The subcommittee is also working to develop guidelines to help with drafting articles for the new format (e.g., article length). The subcommittee expressed an interest in moving some of the lengthier feature articles to the webpage in an effort to shorten articles and provide content that is more recent. This will be an ongoing discussion.

After brief discussion of newsletter changes, Pat summarized efforts to update the website and asked the other subcommittees for help in updating content in their areas. There is ongoing interest by the subcommittee in adding a photo slider to the main NLPES webpage and Brenda explained that the photos have to be high quality to be included. There was a brief discussion of options for obtaining photos of adequate quality.

Pat also informed the Executive Committee of the opportunity to advertise the upcoming PDS in NCSL’s publication, *State Legislatures*, free of charge, per Brenda. After brief discussion, the Executive Committee agreed to pursue the opportunity.

2:47 p.m.

#### Subcommittee Updates—Professional Development (Linda).

Linda provided the following subcommittee updates:

- Webinars – A webinar on last year’s research methods award winners is occurring on May 11, 2017. Research methods awards winners can provide ongoing webinar content; can serve as PDS presenters; or both. Webinar funding is ongoing and is an economical tool for NLPES to provide learning opportunities. The subcommittee intends to pursue roughly two webinars per year. Podcast funding is also available and will be explored.
- Website – There is a content gap on the Professional Development Resources webpage. Topics such as how to conduct scoping/preliminary survey/project planning were possible content areas discussed.
- Professional Development Seminar – A Canadian evaluator expressed interest in participating in the 2018 PDS in New Orleans. Points to consider when extending invitations to the international community include willingness to cover a portion of costs and hotel space. It was noted that NCSL’s Clerks and Secretaries staff section (ASLCS) has a very strong relationship with the Canadians. The Executive Committee discussed options if NLPES is interested in starting a relationship with the Canadian evaluation community.
- Host State Guidelines – These are out-of-date and potentially should be taken off the website. The subcommittee expressed interest in capturing the collective knowledge of states that have hosted in the past to update the guidelines.

- 3:20 p.m. **Other Business – 2017 Legislative Summit Agenda.** The Executive Committee reviewed the handout outlining the preliminary agenda for the NCSL Legislative Summit. Greg asked for a show of hands of Executive Committee members planning to attend. Based on the response, Greg indicated the potential to have a conference call ahead of the Summit.
- Linda, Kiernan, and Jon expressed interest in serving on the panel,  *Holding State Government Accountable*. Brenda also asked for volunteers to participate on the panel,  *Research Methods – Which One Do I Choose?* Greg tentatively committed.
- 3:28 p.m. **Other Business – Peer Review Update.** Greg directed the Executive Committee’s attention to the handout on NCSL Peer Reviews. Washington JLARC is scheduled for May 1-5, 2017 and the team has been assigned. No others are scheduled for this calendar year. There was general discussion about how peer review teams are selected and how costs are covered.
- 3:34 p.m. **Other Business – 2017 Yellow Book Exposure Draft Comments.** Greg introduced the discussion on the exposure draft and he and others indicated that the requirements do not appear to have changed significantly for performance audits. Greg mentioned to Brenda that NLPES will want to review the peer review requirements to make any necessary modifications to the NLPES peer review program for those states wanting Yellow Book-related reviews. One state inquired with Greg about whether NLPES is interested in compiling comments for Yellow Book states, similar to what NASACT/NSAA does. After discussion among the Executive Committee, the consensus was that the individual states should submit their own comments. There was concern that even if NLPES were just compiling comments without taking an official position, it would seem to be duplicative for GAO. There was still also some concern about the perception that the comments would be seen as an official position of NLPES without a full deliberative process having been in place.
- 3:44 p.m. **Other Business – 2018 New Orleans PDS Update.** Brenda indicated that there is now a signed contract with the Hotel Monteleone. The official meeting dates are September 9-12, 2018. Saturday, September 8th is the date for Executive Committee members to come in and Sunday, September 9<sup>th</sup> is the Executive Committee meeting date. The host state is planning a 2.5 day conference. Room rates are \$165/night single or double occupancy. Room rates for two days pre- and post-conference is \$199/night.
- Other Business – International Panel at NOLA PDS.** Linda covered this item during the Professional Development Subcommittee update.
- 3:48 p.m. **Other Business – Future PDS Locations.** Greg reminded the Executive Committee that the 2019 NLPES PDS is to take place in Salt Lake City, Utah. No plans yet for 2020, but there is talk of a Super PDS. LSCC officers are committed to exploring the idea. The last big one was in Madison. The Executive Committee discussed the idea that a staff section may be interested in co-locating for the 2019 PDS.

3:50 p.m. **Other Business – Next Executive Committee Meeting.** Greg indicated that the next official meeting would be in Boston during the NCSL Legislative Summit. There potentially may be a conference call beforehand. The focus of the discussion in Boston will be on the upcoming PDS.

3:52 p.m. In closing, Greg thanked Marcia, Katrin, and Wayne for their service on the Executive Committee. Marcia expressed her enjoyment in serving on the Committee.

The Executive Committee brainstormed ideas for a staff liaison article  
Brenda is to write for an upcoming issue of State Legislatures magazine.

4:05 p.m. **Adjourn.** Having no further business, the meeting of the Executive Committee was adjourned.