

**National Legislative Program Evaluation Society (NLPES)**  
**Executive Committee Meeting**  
**Tuesday, August 4, 2015**  
**Seattle, Washington**

**MINUTES**

**Attendees – EC members and NCSL liaison:**

Wayne Kidd (UT), Chair

Nathalie Molliet-Ribet (VA), Vice Chair

Marcia Lindsay (SC), Secretary

Greg Fugate (CO)

Rachel Hibbard (HI)

Angus Maciver (MT)

Charles Sallee (NM)

Linda Triplett (MS)

Brenda Erickson, NCSL liaison

**Guests:** Anthony Circo (NE)

Jim Behunin (UT)

Jan Yamane (HI)

**Absent:**

Dale Carlson (CA)

Katrin Osterhaus (KS)

1. **Call to Order** – Wayne called the meeting to order at 7:30 a.m. and welcomed everyone.
2. **Approve minutes from Denver meeting** - Charles moved to accept the minutes as written from the April 13, 2015 meeting in Denver, CO. Greg seconded the motion and the committee unanimously approved the minutes.
3. **Subcommittee updates:**

**A. Awards**

Nathalie stated that awards went well this year. Max Arinder was awarded the Outstanding Achievement Award. He is retiring and was honored by the recognition. New Mexico won the Excellence Award and Florida won the Research Methods Award. There were 23 Impact award winners. There may be a need to discuss maybe clarifying criteria or something since the judges had to do a good bit of extra work this year to make sure the states met the criteria to win. Nathalie also mentioned that OPPAGA has volunteered for several years to do the awards presentation and we are very appreciative. A “thank you” card will be mailed to OPPAGA staff to further express the committee’s appreciation.

## **B. Communications**

Rachel reported that the newsletters have been going on as scheduled. She received an email from Dale yesterday and Dale said that he and Charles have not discussed ways to keep the website more up-to-date. Brenda mentioned that she is moving one blurb around on the webpage. Rachel said that she is always looking for writers of articles for the newsletter. Dale had wondered if the ListServ has dropped off in hits. Brenda said that there has been normal traffic and, in fact, she has added one or two new people per week. She stated that New Mexico had some issues with some offices not getting ListServ emails. Washington's office had similar problems. She believes all of those issues have been fixed. The next newsletter is scheduled to go out on September 11. Greg asked if he can send her the Denver conference agenda, etc. to put in the newsletter, perhaps with a link to registration.

## **C. Professional Development**

Linda reported that she got an email from Katrin discussing the two webinars NLPES presented. The one on pivot tables had 100 or more registrations and the ethics webinar had 63 participants logged on but there may have been more if some groups were watching. There is an opportunity for a third webinar with Mark West, Florida's methodologist, since Florida won the Research Methods Award. That webinar will probably be in March. Marcia commented to please not schedule webinars on Friday afternoons because many people work short hours and no one was at her office to participate in the last webinar. Katrin and Linda were commended for doing a great job with the webinars. The pivot table webinar was one of the top five webinars watched this year. Jan commented that there is a lot of money from the foundation available for webinars. Wayne said that the NCSL staff told him that no webinar application has ever been turned down.

## **D. Peer Review**

There are two peer reviews upcoming: Texas Sunset on September 7-11 with John Turcotte and Kathy McGuire as reviewers and Nebraska on October 26-30 with James Barber and Wendy Cherubini (ME) as reviewers. Next year, Hawaii, Maine, and possibly South Carolina will have reviews. Wayne added that Lisa is working on a cheat sheet for peer reviews.

## **4. 2015 Professional Development Seminar:**

**a. Programming** – Greg stated that the structure of the conference is set. Greg started calling states about 1 ½ weeks ago discussing their participation. He is trying to fill the concurrent sessions with speakers now. By early September, Greg said he hopes to know who the panelists will be then he can establish the moderators. Each Executive Committee member

will likely be asked to be a moderator; however, there are more spots than Executive Committee members. Greg said that right now Colorado is working out the final details of the conference. Greg said he wants to talk to each Executive Committee member this week.

The PDS is October 11-14, with the Executive Committee meeting being held on Sunday, October 11. There will be an opening reception on Sunday night and the PDS will end on Wednesday around 2:30 p.m. with an optional capitol tour that afternoon. Participants can expect to earn approximately 20 CPE hours. There will be 6 90-minute sessions and 8 75-minute sessions, with a general session each day. Speakers include Chariti Gent (Behaviors of Highly Effective Teams), Mike Collins (Changes in the Workplace), and Larry Morandi has promised to get a speaker from NCSL to address policy trends and hot topics.

Greg thanked those who completed the topic survey and said he received 32 completed surveys. There is a lot of interest in the human resources topics of supervising and hiring with focus on retention; however, no one has volunteered to lead those sessions. There will also be sessions on office technologies, vulnerable populations, roads (transportation), ACA health exchanges, natural gas, IT considerations for evaluators, formatting, public vs. private confidentiality concerns, green book (standards for internal controls, best practices), and a roundtable discussion on managing audits and evaluations in the legislative environment. This discussion will address how we interact with our legislative bodies, how we get topics, and putting reports out. Greg would like folks in director or deputy director positions as panelists for that discussion.

There has been really good feedback on the poster session. It will be 90 minutes on Monday and will be a time for networking and time for those representing their reports to give a “30-second elevator report”. There was discussion about how we could do an actual poster for each presenter in the poster session. In the academic environment, there are actual posters. Greg said that we do not want to make it burdensome to the presenters so there may be just standard signage with the state’s name and the report title. He would like for states to provide report summaries or highlight sheets to hand out. Rachel suggested letting states know upfront the basics of what to present and bring. Brenda said she could find out if the hotel will have sign posts or what is available. Greg said that we want to celebrate the award winners and that a few states who won Impact awards do not normally come to the PDS. Brenda said that Oregon has expressed more interest. Greg said there is a possibility that there could be 23 tables set up for this session.

So far, Greg said that there have been 32 registrations plus 30 or so staff from Colorado.

**b. Budget** – Greg handed out copies of the budget, to which some adjustments have been made since our last meeting. Since the April meeting, a second speaker has been added and the person count has been increased by 10-12 to 132. The afternoon snacks have been

eliminated to provide for better breakfasts. There will be a plated luncheon for awards then box lunches for the other days. There will be three social events. The budget is pretty tight and is still being finalized. Part of the balance in the revolving fund would go towards conference expenses, as this would benefit the membership.

Wayne commented that Mike Collins was added as a speaker at a cost of \$3,000. Rachel moved to accept the newest budget with an additional \$5,000 added. Nathalie seconded the motion and it was passed.

## **5. Other Business**

Jan mentioned that the standing committees are meeting this week to discuss policies and resolutions. She said that she was made aware of a NCSL resolution regarding student data privacy that could add more restrictions on getting access to student data. She talked with the Education Standing Committee about this. A bullet to preserve our offices' ability to obtain student data was crafted to read: "Allows state legislative auditors and program evaluators access to student data in order to carry out their states' constitutional and statutory duties to audit and evaluate educational programs; and..." Jan stated that we need to make sure to let the proper folks know what NLPES' position on this is and we do not want to miss our opportunity to put it on the radar. Most states have the "what you hold confidential, we hold confidential" requirements and health records allows for audit/evaluation, so why doesn't education?

When Jan brought this issue up, she was told that no staff session had expressed concerns about a resolution before now. It is on the agenda for today at 9:45 – 12:15 before the Education Standing Committee in Room WC2AB. Jan encouraged Executive Committee members to attend the meeting if possible.

Wayne said that Kathy McGuire has feedback from *Ensuring the Public Trust* including topics for webinars and the newsletter. Wayne will forward that sheet to appropriate members.

Wayne announced that Nathalie will become chair at the October meeting. It was also announced that Jan Yamane and Wayne Kidd have been appointed to the NCSL Executive Committee. Jan commented that it is always good to have NLPES people on the NCSL Executive Committee. It is a great opportunity to see what other staff sections are doing.

**6. Adjournment** - There being no objection, the meeting was adjourned at 8:34 a.m.

Respectfully submitted,  
Marcia A. Lindsay  
Secretary