

National Legislative Program Evaluation Society (NLPES)  
Executive Committee Meeting  
Sunday, Sept. 25, 2016  
Hilton Garden Inn Downtown – Jackson, Miss.

Minutes

**EC Members and NCSL Liaison Present:**

Greg Fugate (Colo.), Chair  
Linda Triplett (Miss.), Vice-Chair  
Shunti Taylor (Georgia), Secretary  
Patricia Berger (Penn.)  
Melinda Hamilton (Mich.)  
Emily Johnson (Texas-Sunset)  
Wayne Kidd (Utah)  
Marcia Lindsay (S.C.)  
Kiernan McGorty (N.C.)  
Nathalie Molliet- Ribet (Va.)  
Katrin Osterhaus (KS)  
Brenda Erickson, NCSL Liaison

**Guests Present:**

Danielle Nasser (Texas-Sunset)

**Members Absent/Excused:**

None

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

**8:39 a.m.**            **Call to Order.** Greg called the meeting to order and welcomed new members. Greg made introductory remarks and allowed time for introductions.

**8:50 a.m.**            **Nominations.** Greg opened nominations for NLPES Vice-Chair. Wayne nominated Linda, which was seconded by Katrin. Without objection, Linda was elected as the NLPES Vice-Chair.

Greg opened nominations for NLPES Secretary. Nathalie nominated Shunti, which was seconded by Pat. Without objection, Shunti was elected as NLPES Secretary.

**9:00 a.m.**            **Approval of Minutes from July 18, 2016, Executive Committee Conference Call Meeting.** Katrin made a motion to approve the minutes from the July 18, 2016 meeting conducted via conference call as presented. Nathalie seconded the motion and the Executive Committee unanimously adopted the minutes without objection.

**Approval of Minutes from Aug. 9, 2016, Executive Committee Meeting in Chicago, Ill.** Pat made a motion to approve the minutes from the Aug. 9, 2016 meeting held during the NCSL Legislative Summit in Chicago. Wayne seconded the motion and the Executive Committee unanimously adopted the minutes without objection.

**9:10 a.m.**

**Review of Election Cycle.** Greg commented that 2016-2017 is the current cycle. As will be discussed in more detail later, Greg noted that for the past

several years, the Executive Committee membership has consisted of 11 members because the Immediate Past Chair (who would typically be a twelfth non-voting member) has the remainder of his or her term on the Executive Committee to complete. According to the bylaws, there should be 11 elected members and one immediate past chair. Greg wants to discuss the bylaws in more detail and, ultimately find a way were we can have a full 12 elected members on the Executive Committee regardless of the Immediate Past Chair position. Greg thinks 11 members is limiting. This is an item for discussion.

9:20 a.m.

**Subcommittee Assignments.** Greg discussed factors considered when making subcommittee assignments (e.g., interest, continuity). He said that the Peer Review subcommittee is sunsetting. The elections subcommittee is required by the bylaws. Greg stated that he is creating an ad hoc subcommittee on bylaws this year. While he has identified subcommittee members, Greg noted that any Executive Committee member is welcome to participate in the Bylaws subcommittee's discussion at any time. Subcommittee assignments are as follows:

Awards – Marcia (chair), Melinda, Emily (helping out; wearing two hats)  
Communications - Pat (chair), Shunti, Emily  
Professional Development - Linda (chair), Katrin, Kiernan  
Elections – Nathalie (chair)  
Bylaws – Greg (chair), Nathalie, Wayne, Kiernan, Pat  
Peer review (remaining work) - Wayne

Greg remarked that there is always a lot of subcommittee work to be done in a limited amount of time. He indicated a desire for subcommittees to identify areas of focus and expressed his support for ideas generated. Greg also commented on the need to distribute the workload so no one person is overburdened. As an example, Greg indicated subcommittees could contribute newsletter content. Several ideas for possible newsletter content were discussed among the committee members.

Nathalie indicated that OPPAGA had provided the podcast/video announcing the award winners the week prior. The committee discussed ways to recognize OPPAGA for their contribution.

9:35 a.m.

**Subcommittee Work.** The Executive Committee members broke out to meet in their assigned subcommittees.

11:30 a.m.

**Lunch Break.** The Executive Committee recessed for lunch.

1:30 p.m.

**Discussion and Adoption of Data Access Principles Document.** The Executive Committee reconvened and Greg began with a few comments about the purpose of the Data Access Principles. Greg stated that the principles are a way NLPES can support the membership's access to (confidential/sensitive) data. Not all member offices have access to this kind of data, and the principles provide talking points that people could react to as well as communicate the importance of data access to the ability to do

our jobs. The discussion moved into Executive Committee comments on the draft document. Some of the suggestions made by the Executive Committee were: to clarify we are referring to access to confidential and sensitive information; broadening the language to include the various oversight activities the membership engages in (e.g., performance audit, program evaluation, policy analysis); and adding a clause about needing information not publicly available. After some discussion, Greg reminded the Executive Committee that the principles have no legal standing. Also, the intent is to cover foundational principles, so it will not be a solution for everyone. Greg indicated the principles could be a starting point and expressed support for providing resources on NLPES' website that would be helpful as states navigate this issue. Greg indicated he would make suggested revisions and circulate the revised document via email for voting.

Wayne informed the Executive Committee that this effort was precipitated by discussions coming out of NCSL's Education Committee on auditor access to education data, which received mixed reviews from legislators—some want auditors to have access and some do not.

2:00 p.m.

**Subcommittee Updates—Awards (Marcia).**

Marcia welcomed new members to the subcommittee and provided the update for the Awards Subcommittee. She discussed the timeline as it relates to the awards process and indicated it will be reviewed and tweaked as needed. In an effort to acclimate members to the judging process and to address issues that came up during judging, she discussed the need to formalize guidelines for impact awards (these are not written currently). Marcia indicated that the guidelines need to be made clear.

Marcia reported on ways to address the issue of bounce backs (of award submissions) due to large files. One possible solution would be to require the head judge to send notification of receipt to applicants. Another way to address the issue would be to include links to file share services (e.g., Google Docs, Dropbox) instead of attached documents to reduce file size if offices use these services.

The subcommittee discussed adding write-ups on winners to the newsletter. The subcommittee also suggested referencing the awards podcast/video in the next issue of the newsletter. Marcia asked Brenda if the Award Overview section on NLPES' main page could be updated to include past winners. Brenda suggested a way to make it cleaner would be to add a dedicated page for award winners.

Marcia discussed the need to conduct more outreach to increase nominations for the Lifetime Achievement Award. Also, the subcommittee expressed the need for judges from previous award winning state(s) who were involved in writing winning applications.

2:15 p.m.

**Subcommittee Updates—Communications (Pat).** Pat welcomed new member Emily to the subcommittee and provided the update for the Communications Subcommittee. Pat indicated she will continue as the lead

on website enhancements and Shunti will continue to be responsible for the newsletter.

#### NLPES Newsletter

Pat provided an update on the subcommittee's plans to conduct a survey of NLPES membership (which Emily will oversee) to determine interest in the newsletter. Pat discussed plans to include a link to the survey in the next newsletter release (November 2016) and under separate email to the list serv. Pat described the proposed timeline for survey cutoff (January 2017) and response review, with a goal to incorporate feedback into the April 2017 (Spring/Summer) newsletter. Kiernan suggested shortening the proposed timeframes. Greg suggested the subcommittee send a reminder right after Thanksgiving and closing the survey in December (2016) and the subcommittee agreed.

Pat discussed the subcommittee's suggestions for additional newsletter content areas, including ideas suggested earlier by the Executive Committee. She also discussed the subcommittee's interest in a PDF version of the newsletter versus the current .html format to improve format and make the newsletter more visually appealing.

Pat shared the subcommittee's proposal to publish 2.5 newsletter issues annually (versus 3 full issues). The half issue would allow the committee to report on newsworthy items occurring in between full issues. Kiernan questioned the need for 2.5 issues and commented that it would require 2 different formats. Katrin commented that certain key events could be announced via news release, as an alternative. After discussion, the Executive Committee decided to put the issue of newsletter frequency up for vote. Kiernan made a motion to move newsletter frequency to 2 issues per year and Pat seconded. The Executive Committee unanimously voted to publish the newsletter twice per year.

#### NLPES Website

Pat described the subcommittee's proposed improvements to the website.

- Center Box – The subcommittee proposes replacing current content in the center box (Your NCSL video) with a photo scroll, similar to NCSL's main page. Brenda will confirm with NCSL that this is possible. Pat communicated rules about use of photos (individual vs group). Brenda suggested asking member offices to send in staff photos.
- Word Cloud – According to Brenda, other staff sections have expressed interest in photo collages over the word cloud. This appears to be something all staff sections would need to agree to. Greg and Linda indicated that they would support a move toward collages at LSCC.

#### Other - ListServ

- Consistent with past practice, the listserv will continue to be used to announce awards, the PDS, elections, legislative summit, and webinars.

2:35 p.m.

**Subcommittee Updates—Professional Development (Linda).** Linda welcomed new member Kiernan to the subcommittee and provided the update for the Professional Development Subcommittee.

Professional Development Seminar (PDS)

Linda indicated that, traditionally, the PDS is not a big role of the subcommittee. However, the subcommittee will check with Wisconsin to see if they want assistance for the 2017 PDS. Linda also indicated plans to review (along with James Barber, MS) host state guidelines for needed updates.

Linda discussed the subcommittee's interest in uploading materials from the PDS to NLPES' website and asked Brenda about the feasibility of doing so. Brenda discussed the various limitations and needed formats. Greg informed the Executive Committee that fewer presenters use PowerPoints in their presentations.

Brenda reminded the Executive Committee that there is a link to past PDS's and materials can be accessed. Brenda asked the Executive Committee to consider how long the materials should remain accessible.

Webinars

The Subcommittee is planning two webinars in the near future. Katrin will lead an upcoming webinar in December (2016) on data access. A webinar on methodology award winners is planned for Spring 2017. Greg expressed his support for e-learning and has an interest in pushing that aspect of professional development.

Professional Development Resources

Linda stated that the subcommittee will review professional development resources posted to the website for outdated materials. The subcommittee is interested in creating "NLPES 101" to orient members to all available resources. Brenda suggested adding information about CPE training for states, especially offices with tight budgets. Katrin indicated this has been discussed in the past but was not pursued due to concerns about updating the information and availability of resources to do that. Another concern was that different offices have different (CPE) requirements.

Linda discussed the subcommittee's ideas to generate newsletter content related to professional development. One idea is to conduct a survey to generate ideas for newsletter topics (e.g., what technology/software products are used by member offices). Kiernan commented that the survey could also generate future PDS topics. It was also mentioned that the evaluations of the PDS could potentially be used to generate newsletter topics. Greg expressed support for this idea and suggested possibly going back several years to identify themes.

2:50 p.m.

**Subcommittee Updates—Nominations/Elections (Nathalie).** Nathalie provided the update on Nominations/Elections Subcommittee. Nathalie reported that there are four potential vacancies on the Executive Committee. Wayne and Katrin are not running for re-election. Nathalie

stated that if there are in fact four open slots, the Executive Committee may want to drum up interest starting with this year's PDS. She indicated that members may not understand the nomination process and perhaps the Executive Committee should take steps to demystify the process. Wayne suggested explaining the requirements (e.g., travel, time) when elections are announced. Brenda added that interested members have to get approval from their directors.

There was a brief discussion of the process, limitations faced by small states, and past efforts to clarify who could participate in the voting process.

3:00 p.m.

**Subcommittee Updates—Peer Review (Wayne).** Wayne provided the update on the Peer Review Subcommittee. Wayne reported that the peer review marketing brochure was ready to go and would be distributed during the PDS awards luncheon. It was also noted that the brochure could be attached to the Chair's letter to directors.

Wayne and Brenda are working on a format for the peer review guidelines. The intent is to contact past reviewers to find out what sort of information would have been helpful at the time they conducted peer reviews. Marcia asked how the guidelines would fit with member offices being able to define peer review for their individual states. Nathalie indicated that the guidance would be broad, outlining key steps in the process and general goals of the review. Greg noted that, to some extent, Brenda covers guidelines during the conference call with the peer review team. Brenda added that scope and design are determined based on her interview with the state to be peer reviewed. Brenda's interview also determines the type of deliverable the state would receive at the end: compliance letter, management letter, or report.

Wayne reported that South Carolina has a peer review scheduled for October 2016. No others are schedule for this year (2016).

3:10 p.m.

**Subcommittee Updates—Bylaws (Greg).** Greg indicated he will send out proposed amendments to the bylaws and a timeline for the revisions. Greg's goals include amendments to:

- Modernize the bylaws;
- Clarify certain provisions; and
- Ensure the bylaws are reflective of current practice.

Greg asked the Executive Committee to forward suggested changes to him. Proposed changes will be provided to the members. Members will need 30 days' notice prior to the changes being considered by the Executive Committee. Greg noted that the proposed timeframe for changes is most likely Spring 2017. However, if changes would impact the elections cycle, perhaps they need to occur sooner.

3:20 p.m.

**2016 Professional Development Seminar Update.** Linda briefed the Executive Committee on a few last details concerning the PDS. The Executive Committee was provided copies of the preliminary budget for the PDS. Expenses currently exceed revenues, but credits are not yet reflected

in the totals. The host state was able to avoid costs by using their own computers, saving \$100/day. Also, it is not yet clear if NCSL qualifies for tax exempt status in MS. In addition, PEW donated \$6,000, the majority of which would cover the Monday night event.

The budget still reflects estimates. As such, Greg suggested the Executive Committee delay voting to add additional funds to the budget until it has a clearer idea of the actuals.

3:40 p.m.

**Other Business—Revolving Account.** The Executive Committee discussed the revolving account. Reserves probably will be depleted within the next two PDS's. Depending on where the cost of the 2016 PDS (Jackson, MS) ends up, there may be about \$34,000 remaining in the revolving account. Wisconsin will need to know what the reserve amount is in order to factor it into planning for the 2017 PDS in Madison. There was discussion concerning the revolving account minimum balance. In 2016, the Executive Committee voted for a \$18-20K minimum. According to Wayne, the justification for that was to cover cancellation costs.

Marcia motioned to keep the \$20k minimum balance in the revolving account and Katrin seconded the motion. The Executive Committee unanimously approved a \$20k minimum. Greg acknowledged that these are ultimately taxpayer funds because offices pay conference registration fees from their operating budgets. The Executive Committee has had a goal over the last several years to maximize use of these funds to provide quality programming for the general benefit of the membership.

4:00 p.m.

**Other Business—Other Items.** Linda solicited the Executive Committee's interest in continuing host state gifts. These are currently budgeted at \$900 for the 2016 PDS. Greg commented that host state gifts were authorized at \$900 for the 2015 PDS in Denver, but the actuals came in at half.

Regarding the 2017 PDS, Brenda reported that the contract with the hotel had been signed. Dates are Sept. 16-20, 2017 at the Madison Concourse Hotel and the room rate is \$165/nt. The PDS is being planned for a full 3 days. The Food and Beverage (F&B) minimum is \$15k. Brenda said that, in general, hotels are increasing F&B minimums. Greg indicated that at some point the Executive Committee may need to consider the cost/benefit of paying the room rental fee outright versus paying the F&B (which includes the room rental).

The Executive Committee spent some time discussing the spring meeting and alternatives to meeting in the host state (WI). Greg indicated he would discuss this further with Joe Chrisman.

A discussion of future PDS's followed. The Executive Committee discussed Louisiana's interest in hosting the 2018 PDS in New Orleans versus Baton Rouge. Linda motioned to move forward with a discussion of New Orleans as the site of the 2018 PDS and Pat seconded. The Executive Committee unanimously voted to proceed with New Orleans. Brenda will initiate the process to solicit hotels. Salt Lake City would be pushed to 2019.

Greg indicated he will inform attendees at the next LSCC of the plan to have the PDS in New Orleans. The Executive Committee briefly discussed the identification of future PDS locations, including the need to be a year or two ahead and ensure the locations are geographically dispersed.

4:20 p.m.

**Adjourn.** Having no further business, the meeting of the Executive Committee was adjourned.