

**National Legislative Program Evaluation Society (NLPES)
Executive Committee Meeting Minutes
8/14/2013**

Atlanta, GA

Meeting Participants:

Executive Committee Members

Greg Fugate, Colorado
Rachel Hibbard, Hawai'i
Wayne Kidd, Utah
Lisa Kieffer, Georgia
Nathalie Molliet-Ribet, Virginia
Charles Sallee, New Mexico
Karl Spock, Texas

Brenda Erickson, NCSL liaison

Participants:

Max Arinder, Mississippi
Representative David Danielson, New Hampshire
Leslie McGuire, Georgia
John Turcotte, North Carolina
Jan Yamane, Hawai'i
Faye Rencher, Texas

Patsy Spaw, NCSL Staff Chair
Tom Wright, NCSL Staff Vice Chair
Peggy Piety, NCSL Staff Vice Chair-Elect
Larry Morandi, NCSL staff

Agenda

I. Karl Called the Meeting to Order.

Karl introduced Representative David Danielson from New Hampshire, who wanted to attend the executive committee meeting to learn more about program evaluation. The members of the executive committee and other participants introduced themselves.

II. Approve Meeting Minutes.

The executive committee approved the meeting minutes from the 4/6/2013 meeting in Austin, TX.

III. Announcements (related to the Atlanta NCSL program and NLPES involvement).

Karl said that some of the program events involving NLPES had already occurred. He reminded the executive committee of the datasets and legislative staff concurrent session on Thursday, August 15th from 1:45 – 3:15 pm. This session is being sponsored by NALFO, NLPES, and the Legislative Education Staff Network. Following this session, in the same room, we will have a NALFO/NLPES networking opportunity from 3:15 to 5:00 pm. There is no firm programming for the networking session.

Also, the NCSL officers and staff, Patsy Spaw – Staff Chair, Tom Wright – Staff Vice Chair, Peggy Piety – Staff Vice Chair-Elect and Larry Morandi – NCSL staff, introduced themselves to the executive committee. Patsy thanked the committee for a great year, and for attending the Legislative Summit. She hopes to see us in Austin. Tom encouraged us to participate in LSCC, and said he would like to attend our PDS in Austin, but he may not be able to make it due to a scheduling conflict.

IV. Subcommittee Reports.

A. Awards. Wayne reviewed the 2013 award winners with the committee. The Excellence in Evaluation Award goes to Colorado Office of the State Auditor. The Excellence in Research Methods goes to Minnesota Office of the Legislative Auditor and the Washington Joint legislative Audit and Review Committee. The Outstanding Achievement Award goes to Marion Higa, State Auditor, Hawai'i Office of the Auditor. Also, he reviewed the 24 offices receiving Certificates of Impact. Natalie asked how many offices received an impact award in 2012, Wayne said 25 offices.

Wayne thanked the judges who participated this past year (Nebraska, South Carolina, Tennessee, Utah, Virginia, Wyoming, Georgia, Minnesota, and Montana). Wayne also thanked Brenda for her help with the awards processing and mailing the congratulations letters.

Lisa asked Greg about publishing their narrative since his office won the Excellence in Evaluation Award. Greg said he sent the narrative to Brenda to put on the website.

B. Communications. Brenda gave an update on the NLPES website. She said that website should be completed by September. There will be NCSL staff training and external BETA testing. The new website will go live in October. The new design will be more user friendly. Brenda said if some of the links on the website do not work to please let her know.

Karl asked about the status of the next edition of the newsletter. Rachel said the newsletter will be published shortly, pending an article about the Legislative Summit.

C. Professional Development. Three topics were discussed relating to professional development: (1) webinar, (2) 2014 PDS location, and (3) 2013 PDS in Austin.

1. Webinar. The professional development subcommittee discussion in the last meeting in Austin focused on putting together a webinar. Nathalie said that she received an email from Angus, and said that the subcommittee would like to do a webinar this year. Angus has talked with Arizona and Washington, but also wants to talk with another state to help identify and select issues that would be good to cover in the webinar. Karl mentioned that a PDS session in Austin will address scoping audit/evaluation assignments, and that topic could be part of the webinar.

2. 2014 PDS. Karl discussed the location for the 2014 PDS. Karl said that we are looking to partner with NLSSA or NALFO. We have partnered with NLSSA a few times, but we also share common ground with NALFO for sessions. We are looking at Raleigh, NC; Nashville, TN; and Denver, CO—which also are areas NLSSA and NALFO are considering for 2014. Brenda said that NLSSA is thinking of going to Raleigh in 2014, and NALFO is looking at Nashville and Denver.

Greg reminded the committee that Colorado would be willing to host again in 2014 if needed. John Turcotte said that he would consider hosting in Raleigh, North Carolina as well. John will look into the possibility, and talk with the NLSSA staff in Raleigh. Brenda also stated that it is more common for staff sections to have joint meetings, rather than meeting individually for the PDSs. Greg asked that since we are considering partnering with other staff sections, do we want to lead out? Is it a delicate situation? Karl said that we need to move ahead and get a willing state.

3. 2013 PDS in Austin. Brenda passed out three documents: (1) the programming for the PDS in Austin, (2) the moderator guidelines, and (3) topic ideas for the PDS. Karl said that most of the programming is set. The first day of the PDS has a tight schedule, so the moderators need to stay on time. Karl said the Budget Board and the State Auditors will be involved in the PDS, not just Sunset Commission.

Karl said the moderators for the different sessions need to make sure the panel discussions work together cohesively. Also, if needed, help the panelists pull out the lessons learned, and how obstacles were overcome. That is what audiences like to hear. Nathalie asked if panelists should turn in their presentations early. Wayne commented it is a good idea, because the moderators can review them, and better determine the order of the presentations based on the subject matter covered. There was also a question about having four people on a panel. Greg said that it can work, and it allows more people to participate.

Karl gave an overview of the agenda for the PDS, and introduced Faye Rencher. She works with Karl at the Sunset Commission. Faye has been working on space management for the conference. The panels will be at three different locations.

The first day, Monday September 23, the sessions will be held at the state capitol. The lunch will be held at the Legislative Conference Center in the capitol. People can also take their lunch outside. Karl also said that we have access to the house media to record one session.

The second day, Tuesday September 24, the sessions begin at the hotel. Then one of the break-out sessions moves one block east to the Reagan hearing room. The awards luncheon will be at the hotel. Then for the afternoon sessions, one of the break-out sessions will again be held in the Reagan hearing room. The plenary session will be held in the REJ Conference Center, two blocks east of the hotel.

For the third day, Wednesday September 25, all the sessions will be in the hotel. The PDS sessions will conclude at 11:45 AM. Most participants usually leave that afternoon, but Karl said we will have optional tours for those staying later or until the next day.

Karl said that Senator Leticia Van de Putte had donated \$2,500 to NLPES and will be participating on a plenary session on Tuesday. Jan Yamane offered to bring a lei from Hawaii as a thank-you gift for her donation and time to participate with the PDS. Lisa asked Jan Yamane to introduce Marion Higa at the awards luncheon, and Jan agreed.

For the events on Monday evening, we will join NLSSA and go to the location by bus. There is a nature preserve at that location. Tuesday will be the reception. It will be held at the hotel. Afterward, we can gather at the Scholz Beer Garden. It is a 10-minute walk from the hotel. The space costs \$450, and that includes a bar and bartender. Karl asked the committee if they thought people would go to the Scholz Beer Garden, having this social back-to-back with the reception. The committee's response was that is a good idea because it gives people some place to go and network after the reception. Brenda reminded the committee that the food and beverage minimum for the hotel is \$7,000 for both groups.

D. Peer Review. Brenda said that the South Carolina peer review has been completed. The final report has been sent to the Legislative Audit Committee. For the Hawai'i peer review, the site visit has been completed, and the peer review team is working on the final report. Washington's JLARC would like a peer review in 2014.

Jan Yamane thanked Brenda for putting together a great peer review team and their work. Jan said that the Hawai'i staff felt lucky to be able to talk with the peer review team. Since a peer review site visit takes about three days to complete, Jan asked if the peer review team could build in some staff training, since the peer review team

are seasoned evaluators/auditors. Given the resources invested in a peer review site visit, it would be economical to do a training session since they are already at the office site. Karl said that this would be good to look into next year, and agreed there is a lot of talent on a peer review team. Brenda said that a training session could be offered to an office as an option.

V. Other Business

A. Budget Surplus. Lisa is chair of the subcommittee on the budget surplus. She said the subcommittee has discussed the budget surplus. The subcommittee feels that a \$15,000 reserve should be maintained, for when expenses exceed revenue at PDSs. An additional reserve amount should also be held for training-related activities. The additional surplus could be used for webinars, training, or a speaker at a PDS. This gets the money back to the states that provided it. The committee needs to have more discussions of how to use the additional surplus. Brenda said that we have over \$30,000 in reserves.

B. Next Executive Committee Meeting. Karl said that the next executive committee meeting will be in Austin, TX on Sept 22. The new officers will oversee that meeting. Lisa will be the chair.

C. Karl's Closing Remarks. Karl thanked the executive committee for their hard work the past year. Karl thanked Lisa and Wayne for their service as officers, and the subcommittee chairs. Karl also thanked Brenda for her work and support of the committee.

VI. Meeting was adjourned.