

National Legislative Program Evaluation Society (NLPES)
Executive Committee Meeting
Tuesday, August 19, 2014
Minneapolis, MN

MINUTES

Attendees:

Lisa Kieffer (GA), chair
Wayne Kidd (UT), vice chair
Rachel Hibbard (HI), secretary
Greg Fugate (CO)
Marcia Lindsay (SC)
Nathalie Molliet-Ribet (VA)

Excused:

Karl Spock (TX), immediate past chair
Dale Carlson (CA)
Angus Maciver (MT)
Katrín Osterhaus (KS)
Charles Sallee (NM)

Brenda Erickson, NCSL liaison
Carol Shaw, North Carolina Program Evaluation
Division (host state) representative/contact
Emily Johnson (Texas Sunset Commission)
Jan Yamane (HI)

1. **Call to order.** Lisa called the meeting to order at 4:00pm.
2. **Minutes from last meeting approved.** Greg moved that meeting minutes from the 4/5/14 meeting in Raleigh, NC be approved; Wayne seconded the motion. The committee unanimously approved the minutes.
3. **2014 Professional Development Seminar (PDS) update.** Carol discussed details of how the meeting is fleshing out. She noted that sending out surveys to key contacts ahead of time was very effective—some contacts even offered speakers at the time. Preponderance of respondees were interested in ‘how-to’ sessions, not results of work (i.e., process rather than results are more widely interesting).

Carol noted that SAS is sponsoring the first day lunch at the PDS.

Greg noted that Carol needs to remind moderators to collect PowerPoint presentations (if any) and pass them on to NC ahead of time. There was discussion that moderators should let presenters know that PPT is not mandatory (nor are handouts). Greg suggested to Carol that she make the deadline only a few days ahead of the PDS; if too far out, not many will be submitted. He also suggested that presenters let moderators/NC know if they will not be providing a presentation or handouts. Moderators should be on top of that.

Moderators will also need to help out with timekeeping during the panel sessions.

Carol informed the EC that Charles Sallee will not be able to attend the PDS, so will not be able to moderate or present. She is finding replacements for Charles.

As an aside, Carol suggested that Rachel may want to run the Report Messaging panel in particular as a roundtable event.

Greg noted that he and Angus Maciver discussed the proposed PDS schedule/lineup the previous week and that Angus said he had no problems with it. Greg said, "We all think NC looks ahead of schedule."

Lisa reported on the budget status for the PDS: There are 33 registrations so far, but she expects that to go up considerably in the next few weeks. Brenda will send a reminder to the NLPES listserv after this Summit concludes. September is the deadline for registration. Brenda will then send out a revised budget to the executive committee (EC).

Brenda said she has been receiving questions about a networking event on Sunday evening preceding the PDS and asked whether this is a possibility. Lisa said she does not think our dinner on Sunday evening is or should be exclusive to EC members. There was discussion about the number of venues required and how to publicize the dinner. Brenda will send an email to attendees about a week before the PDS, then make reservations as appropriate; she may also send a notice to the listserv ahead of time.

4. Subcommittee updates.

- a. **Awards.** Marcia reported that all award winners have been notified. She thanked Wayne and Nathalie for their assistance on the committee, and Kathy McGuire (FL – OPPAGA) for creating a podcast of the winners, which Brenda posted to the NLPES listserv. There was discussion of the merits of the 'personal touch' of calling not only the winners but the non-winners, too: consensus was that everyone thinks people appreciate being called even if they don't win. Wayne noted that the awards process has been fine-tuned over the past few years and has now reached a 'sweet spot.'
- b. **Communications.** Rachel brought three items to the EC's attention for its consideration and approval:
 - i. Newsletter – "Stop the Presses – Audit shops in the news" article: The Comms Subcommittee would like to include this as a feature in our newsletter. The article will be somewhat different from the regular "Report Radar" feature as it will look more like the blurbs featured in NASACT's weekly newsletter and will focus on media reports of audit shop releases (as Greg noted, this is similar to one of the criteria for an impact award). Members present had no problem with including such a feature, but Brenda noted that the hyperlinks may get broken after a while and this could be a problem. There was discussion, and it was decided the newsletter should include the name of the story and the date it ran as well as the publication it ran in; Brenda will then delete the hyperlinks when the following newsletter is published. Without objection from the committee, Rachel was given approval to go forward with this approach.

- ii. NLPES website – “In the News” bubble/box: There is room on our NLPES website for a box in which we will rotate featured items throughout the year. Dale has developed a rough schedule of topics to be covered at various times of the year. Rachel will distribute Dale’s proposal to EC members following the Summit; pending no objections, Brenda will go forward with implementing the proposed schedule.
- iii. NLPES advertising in *Governing* magazine: The Comms Subcommittee is still working on this idea. Dale and Charles have done some research, but their preliminary investigations have raised a lot of questions. It was agreed to discuss the issue at our next EC meeting and that we will not advertise in *Governing* for this year’s PDS, but may consider it for next year.

c. Professional Development. Greg reported that Angus and Carol Shaw have been working hard on the PDS and that Angus feels we’re in good shape. The PD Subcommittee has several ideas for webinars in the works; Angus will talk to Jim Pellegrini about these. Kathy McGuire (FL) has also volunteered ideas for webinars, which are being pursued. There have been no official proposals for grants regarding webinars. Greg said he is not sure about the timeline on those at the moment; Angus is taking the lead there. It was agreed that the EC would like to see a list of webinar ideas in advance of our October 2014 meeting, on the assumption that at that meeting we could proceed with grant applications for one or more of them. Lisa asked Brenda what we need to do for applications for funding; Brenda said we need to provide a potential title, date of webinar, and potential number of connections. Lisa noted we can get all the paperwork together first and add the date in later. In relation to webinars, Nathalie noted as an FYI to Brenda that the “Writing for the Legislative Audience” has received rave reviews in her office.

5. Other business / announcements.

a. **Recent NM document review** – Brenda was asked to explain how the document review that was recently performed for New Mexico came about. She said that she and Todd Haggerty (formerly of NCSL) were approached by NM, who asked NCSL to review their documents. Brenda and Todd decided to approach the request like a peer review – i.e., assemble a team of practitioners to do the evaluation. NM agreed, so NCSL facilitated creation of a team (consisting of HI, FL, UT and TX), which looked at samples selected by NM and then provided NM with feedback. NCSL suggested the reviewers and NM approved. Feedback was given to NM via two conference calls and a final written document that strongly resembles a peer review report.

Lisa asked about the timeframe. Brenda said the initial call to NCSL was in April; the team was assembled in June; the final report was issued in late July. Brenda noted that HI and FL also took soft copies of the NM docs and mocked them up into their own styles, for comparison.

There was general discussion that this sort of document review is something NLPES could offer regularly in future. Marcia asked whether there was any charge for the service; Brenda said no, because everything was done electronically or off-site (i.e., no

travel costs). Marcia observed that there may be lots of interest in such a service. Jan Yamane agreed, and noted that performance evaluation offices that don't do a full NLPES peer review might be particularly interested in this service.

Greg asked how structured the offer (of this service) would be – i.e., would it be up to the requesting office to refine the questions they want answered? Brenda responded that she and Todd worked with NM to develop the questions to be answered. She noted that offices could refine questions to suit themselves. Brenda offered to distribute the questions asked by NM and to ask NM for permission to share the final report with the EC.

6. **Adjourn.** In closing, Lisa thanked all the EC members for their work over the past year and especially to Brenda for her excellent NCSL liaison work. There being no objection, the meeting was adjourned at 5:30pm.