

From: [Sandy Smith](#)
To: "Jim Cox"
Cc: [Scott Rall](#); [Jane Kingston](#); Sen.Bill.ingebrigtsen@senate.mn; [Elizabeth Wilkens](#); [Ron Schara](#); [Denny McNamara](#); [Bob Anderson](#); smolson@hormel.com; rep.rick.hansen@house.mn; sen.tom.saxhaug@senate.mn; "David Hartwell"; [Greg Hubinger](#); [Bill Becker](#); [Heather Koop](#)
Subject: RE: LSOHC Update
Date: Monday, May 19, 2014 1:58:05 PM
Attachments: [20140519132012363.pdf](#)

Jim

The Council was given a description of the hiring process at the March 14, 2014 Council Meeting. Attached is the handout from that meeting outlining the process.

You can listen to the audio discussion about this on the web recording, it starts at 06:13 – 34:36, the discussion takes about 30 minutes. Link to audio recording of the meeting:
http://www.lsohc.leg.mn/media/2014/03_14_2014.MP3

During that discussion, Chair Hartwell explained who each member of the panel would represent and they are also outlined on the handout. LCC is leading the hiring. I contacted Mr. Hubinger and he said the council members on the advisory panel are Sue Olson, Bob Anderson, David Hartwell, Rep. Denny McNamara, and Sen. Tom Saxhaug.

Regarding your other questions those are addressed in the handout.

Starting at about 26:00 Chair Hartwell reminds members that the top candidates will be brought before the entire Council for a vote prior to a hiring decision.

At the March meeting, Chair Hartwell indicated that an offer would be made so the new Executive Director could be on board in early September.

This reply, going to all members, will be posted on the Council website bulletin board to adhere with the open meeting law.

From: Jim Cox [<mailto:jimcox@mwthermo.com>]
Sent: Friday, May 16, 2014 11:10 AM
To: Sandy Smith
Cc: [Scott Rall](#); [Jane Kingston](#); Sen.Bill.ingebrigtsen@senate.mn; [Elizabeth Wilkens](#); [Ron Schara](#); [Denny McNamara](#); [Bob Anderson](#); smolson@hormel.com; rep.rick.hansen@house.mn; sen.tom.saxhaug@senate.mn
Subject: Re: LSOHC Update

Sandy:

Are we going to receive a update on where we are with our search for a new Executive director. I have not heard who was put on our committee, what the process is going to be, or what the timing is going to be. I think these are things the council would like to know.

Regards

Jim Cox

Lessard-Sams Outdoor Heritage Council Executive Director Search Process

1. 2009 Process

- a. LCC coordinated the process.
- b. The initial LCC screening was done with the advice of a panel of non-partisan and non-partisan joint services employees. They screened candidates for the qualities required for the non-partisan joint services (LCC).
- c. The LCC next convened a panel of members to assist. That panel forwarded names to the Personnel Committee (not the full Council).
- d. That Personnel Committee interviewed Bill in a public meeting and recommended him to the full Council.
- e. After the Council's action, Greg Hubinger met with the LCC Chair's (Speaker Kelliher-Anderson) and staff (Charboneau) and there was an intentional review and agreement/acceptance of appointing Becker as the director.

2. Statute

- a. The statute regarding LSOHC staffing is provided in 97A.056, Subd. 2 (h): "Upon coordination with the Legislative Coordinating Commission, the council may appoint nonpartisan staff and contract with consultants as necessary to carry out the functions of the council."
- b. The Council's administrative budget is actually appropriated to the LCC and therefore they have the authority and responsibility to oversee it and the LSOHC staff. This arrangement indicates the legislature intends a strong role for the LCC in LSOHC business matters.

3. Operating Procedures

- a. Page 7, Section IV A 1 of LSOHC Operating Procedures: "The Council selects and recommends the individual who will serve as the Council's Executive Director to the Legislative Coordinating Commission. "
- b. This acknowledges the significant role of the LCC in the hiring process.

4. 2013 Process

- a. LCC, working with the Chair, developed a process plan for the hiring of the new director that allows council to participate but avoids any violation of the open meeting law.
- b. .
- c. The LCC will convene an advisory panel from the LSOHC to assist it in this search process. The criteria includes:
 - i. No quorum of any existing committee of the Council
 - ii. Legislative members
 1. One Democrat and one Republican
 2. One Senator and one House member
 - iii. Citizen members
 1. One member from each appointing authority
 2. Members whose appointment term runs long enough that they will be on the council for the first two years of that persons being in that position.
- d. The LCC will provide an updated job description to the full council for suggestions.

- e. The advisory panel will work with the LCC to finalize the job description .
- f. The LCC will publicize the opening..
- g. An LCC non-partisan staff group will work with the LSOHC advisory panel to narrow the field of candidates to a manageable number that will be interviewed by the LCC staff group.
- h. The LSOHC advisory panel will conduct the second round of interviews and present candidates to the Council for consideration.
- i. The full council will in an open meeting, have the opportunity to interview and make its recommendation for a new director to the LCC. One option after the interviews would be to recommend none of the finalist candidates and ask the LCC and its advisory panel to go back and find additional candidates.