



NEVADA LEGISLATURE COMMITTEE TO CONSULT WITH THE DIRECTOR (*Nevada Revised Statutes 218E.225*)

SUMMARY MINUTES AND ACTION REPORT

The fifth meeting of the Nevada Legislature's Committee to Consult with the Director was held on Thursday, December 20, 2012, at 11 a.m. in Room 4401 of the Grant Sawyer State Office Building, 555 East Washington Street, Las Vegas, Nevada. The meeting was videoconferenced to Room 4100 of the Legislative Building, 401 South Carson Street, Carson City, Nevada. A copy of this set of "Summary Minutes and Action Report," including the "Meeting Notice and Agenda" ([Exhibit A](#)) and other substantive exhibits, is available on the Nevada Legislature's website at <http://www.leg.state.nv.us/interim/76th2011/committee/>. In addition, copies of the audio record may be purchased through the Legislative Counsel Bureau's Publications Office (e-mail: publications@lcb.state.nv.us; telephone: 775/684-6835).

COMMITTEE MEMBERS PRESENT IN LAS VEGAS:

Senator Moises (Mo) Denis
Senator David R. Parks
Senator Michael Roberson
Assemblyman William C. Horne
Assemblywoman Marilyn Kirkpatrick
Assemblyman Lynn D. Stewart

COMMITTEE MEMBERS PRESENT IN CARSON CITY:

Assemblyman David P. Bobzien
Assemblyman Pat Hickey

LEGISLATIVE COUNSEL BUREAU STAFF PRESENT:

Rick Combs, Director, Legislative Counsel Bureau
Donald O. Williams, Research Director, Research Division
Michael J. Stewart, Chief Principal Research Analyst, Research Division

Kathy Steinle, Development Services Manager, Information Technology Services Unit
Sally Trotter, Principal Administrative Assistant, Research Division

OPENING REMARKS

- Chair Denis welcomed members, presenters, and the public to the fifth meeting of the Committee to Consult with the Director.

PUBLIC COMMENT

- Chair Denis called for public comment; however, no testimony was presented.

APPROVAL OF MINUTES FROM THE AUGUST 30, 2012, MEETING

- The Committee **APPROVED THE FOLLOWING ACTION:**

ASSEMBLYWOMAN KIRKPATRICK MADE A MOTION TO APPROVE THE MINUTES OF THE AUGUST 30, 2012, MEETING. THE MOTION WAS SECONDED BY SENATOR PARKS AND PASSED UNANIMOUSLY.

PREPARATION FOR THE 2013 LEGISLATIVE SESSION

Demonstration of Enhancements to the Legislator Information Included on the Nevada Legislative Website

- Rick Combs, Director, Legislative Counsel Bureau (LCB), provided background information and discussed the new enhancements that have been made to the legislators' biography pages on the legislative website.
- Kathy Steinle, Development Services Manager, Information Technology Services Unit, LCB, provided an overview of the legislators' informational material available on the Nevada Legislature webpage. She discussed sorting options, search capabilities, and links to more detailed information. Ms. Steinle pointed out tabs that indicate committee information, bills and links, in addition to a new "personal career" tab controlled by an administrator interface, which can be updated by legislators or session staff. She discussed the different categories of information available. (See [Exhibit B.](#))

There was discussion regarding who would have access and who could designate access to update information on the personal career tab.

- Continuing, Ms. Steinle pointed out enhancements including the addition of district links and a media tab controlled by the administrator interface that includes the ability to add press releases, speeches, videos, and photographs.

- Assemblywoman Kirkpatrick expressed concern with security policies. She noted the importance of legislators and staff understanding their liability.
- Mr. Combs commented that legislators are given a choice to use the social media tab; if they choose not to use it, it would not be displayed. He emphasized that care should be given when designating staff who would have access to add information. Mr. Combs noted that Patrick Guinan, Principal Research Analyst, Research Division, had researched social media policy information and, he would request Mr. Guinan move forward on the issue, if the caucuses desired. He added that legislators should “police” their social media pages.
- Assemblywoman Kirkpatrick questioned if it would be possible to have a social media policy in place before the addition of the social media tab.
- Assemblyman Hickey voiced his approval of having a policy in place and having each caucus designate staff who could add information.
- Chair Denis commented on the importance of an enforceable social media policy and adherence to the policy.

Discussion ensued among Mr. Combs, Ms. Steinle, and members regarding a social media policy. Assemblyman Bobzien pointed out that Washington had a good model of a social media liability policy. Mr. Combs recommended that if the LCB staff was required to develop an overall policy, notice would be given so that staff members could be designated to work with legislators on the new functionality. Assemblywoman Kirkpatrick said that each legislator should have the same basic page. Assemblyman Bobzien spoke about a limited liability policy and a disclaimer that could be included on the webpage. Ms. Steinle pointed out that the social media tab is controlled by the administrator interface and that outside links to Facebook would be optional.

- Assemblyman Bobzien stated that it is important for legislators to be accessible to the public. He voiced his support of the developments that had been made to the Nevada Electronic Legislative Information System (NELIS) and commented on the potential for constituents to become confused between the two systems.
- Ms. Steinle stated there had been discussion on this issue and the problem of added applications. She said alternatives for icons that would provide clarification between the systems would be investigated.

There was discussion between Assemblyman Bobzien and Ms. Steinle regarding the importance of mobile accessibility.

- David Byerman, Secretary of the Senate, suggested adding an icon that would indicate “mobile friendly.” He stated he was confident controls were in place that would allow staff to be configurable to legislators’ needs. He commented that Senators could designate any member of their staff or retain the rights for themselves for administrative rights. Mr. Byerman said the designation between the different kinds of social media content is important. He pointed out that the Facebook and Twitter tabs are external sites and are not reflective of the LCB. Mr. Byerman requested that connectivity not be taken away because many Senators use those sites and want to have those opportunities. He opined that a social media policy would be appropriate to control content that would be viewed by the public on the LCB website, which would be reflective of the LCB. Mr. Byerman stated that the issues of the two contents should be separated in the Committee’s consideration.

Overview of Nevada Legislative Demographic and Statistical Profile Project

- Donald O. Williams, Research Director, LCB, provided background information on the legislative demographic and statistical profile project.
- Michael J. Stewart, Chief Principal Research Analyst, Research Division, LCB, presented a handout ([Exhibit C](#)) that exemplified the demographic profile model, which included district highlights, district maps, household income using tables, and graphs of statewide averages. He commented that this information has been requested by legislators over the years. Mr. Stewart noted that legislator’s photos, contact information, district maps, and district location would be included. He mentioned that information would be displayed using tables and graphs.

Mr. Stewart remarked that most of the demographic information is available through the U.S. Census Bureau’s American Community Survey, which is updated annually and would provide the most current data. He commented on research provided by the LCB, Research Library into other states’ demographic profiles and how the data was provided and used. Mr. Stewart said after the uniform set of data was collected and uploaded, individual information could be then added as needed. He discussed the merits of the program and urged the Committee’s approval.

- Kathy Steinle, previously identified, commented that the mock-up provided ([Exhibit C](#)) is a random example. She discussed links that could be added and suggestions for the location of the profile on the LCB webpage.
- Mr. Combs stated that he had requested this presentation to see if legislators would be interested in having the statistical data information available.
- Chair Denis voiced his approval of the project.

There was discussion regarding the addition of voter registration data. Mr. Stewart stated that he would check into the possibility of adding the data. He pointed out that the Office of the Secretary of State provides voter registration information.

UPDATE REGARDING ITEMS DISCUSSED AT THE AUGUST 30, 2012, MEETING OF THE COMMITTEE

Proposed 120-Day Calendar

- Rick Combs, previously identified, stated that many changes in details were made to the proposed 120-Day Calendar. He expressed concern with delays in the submission of BDR details and encouraged legislators to submit details and not wait until deadlines.

Implementation of New Software Solution to Provide for Streaming of Legislative Hearings to Mobile Devices

- Rick Combs, previously identified, discussed the development of mobile streaming by the LCB Broadcast and Productions and Information Technology Service Units. He pointed out the potential for slight delays between the end of a meeting and the availability of DVD recordings due to the time it takes to download the different format. He remarked that the Broadcast and Productions Unit would attempt to make the DVD available as soon as possible after meetings occur.

Enhancements to Space Occupied by the Caucus Deli in the Legislative Building

- Rick Combs, previously identified, commented on the enhancements to the Caucus Deli. He shared that concerns were expressed regarding funding for the enhancements and stated that revenue from the Department of Employment, Training and Rehabilitation had paid for all of the upgrades, with the exception of the carpet.

PUBLIC COMMENT

- Michael J. Stewart, previously identified, confirmed that it is possible to provide voter registration by legislative district and add it to the legislators' profiles, with credit to the Office of the Secretary of State as the provider of the information.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:18 p.m.

Respectfully submitted,

Sally Trotter
Secretary

Rick Combs
Director

APPROVED BY:

Senator Moises Denis, Chair

Date: _____

LIST OF EXHIBITS

[Exhibit A](#) is the “Meeting Notice and Agenda” provided by Rick Combs, Director, Legislative Counsel Bureau (LCB).

[Exhibit B](#) is a document titled “Legislator Information,” provided by Kathy Steinle, Development Services Manager, Information Technology Services Unit, LCB.

[Exhibit C](#) is a document titled “Demographic Profile of Nevada Senate District 99,” submitted by Kathy Steinle, Development Services Manager, Information Technology Services Unit, LCB.

This set of “Summary Minutes and Action Report” is supplied as an informational service. Exhibits in electronic format may not be complete. Copies of the complete exhibits, other materials distributed at the meeting, and the audio record are on file in the Research Library of the Legislative Counsel Bureau, Carson City, Nevada. You may contact the Library online at www.leg.state.nv.us/lcb/research/library/feedbackmail.cfm or telephone: 775/684-6827.