



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

SUMMARY MINUTES AND ACTION REPORT

The second meeting of the Nevada Legislature's Committee to Consult with the Director was held on February 15, 2012, at 2:50 p.m. in Room 4401 of the Grant Sawyer State Office Building, 555 East Washington Avenue, 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 CARSON CITY:

Senator Mike McGinness
Assemblywoman Debbie Smith

COMMITTEE MEMBERS PRESENT IN LAS VEGAS:

Senator Mo Denis, Chair
Assemblyman Pete Goicoechea
Assemblyman Lynn D. Stewart

COMMITTEE MEMBERS ABSENT

Assemblyman Marcus Conklin
Assemblywoman Marilyn Kirkpatrick

LEGISLATIVE COUNSEL BUREAU STAFF PRESENT:

Lorne J. Malkiewich, Director
Jeanne Peyton, Secretary

OPENING REMARKS

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

PUBLIC COMMENT

- No one came forward under this item.

APPROVAL OF MINUTES FROM THE DECEMBER 15, 2011, MEETING

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

ASSEMBLYMAN GOICOECHEA MOVED TO APPROVE THE MINUTES FROM THE DECEMBER 15, 2011, MEETING. THE MOTION WAS SECONDED BY ASSEMBLYMAN STEWART AND PASSED.

SELECTION OF CONTRACTOR TO ASSIST IN THE HIRING OF THE DIRECTOR OF THE LEGISLATIVE COUNSEL BUREAU

- Lorne Malkiewich, Director, Legislative Counsel Bureau noted that the primary goal of the Committee for this meeting is to select a contractor to assist with the process of hiring the new director. He explained that the contractor would help in developing a job description and advertising. Mr. Malkiewich added that the contractor would also provide preliminary recommendations to the Committee. The Committee would then conduct interviews with the finalists. He noted that an important part of the process is for the Committee members to provide input to the contractor regarding exactly the type of qualifications the candidates should hold so that this information can be included in the job description.

Mr. Malkiewich provided the Committee with an overview of the two proposals received:

1. Karras Consulting, Inc., based in Olympia, Washington, is a small company, and Dennis Karras is the Chief Executive Officer (CEO) ([Exhibit B](#)). Mr. Malkiewich outlined that Mr. Karras's application indicated that he was the Director of the Washington State House of Representatives non-partisan staff for 13 years, a position comparable to the Director of the Legislative Counsel Bureau, and he worked as the Washington State Human Resources Director for 8 years. Mr. Malkiewich noted that because of Mr. Karras's previous experience he would have a good understanding of the qualifications a new director should have.

Continuing, Mr. Malkiewich also noted that Mr. Karras's daughter, Marissa Karras is Vice President and Associate Consultant of Karras Consulting, Inc. Please see page 5 of [Exhibit B](#) for Ms. Karras's qualifications. He noted that starting on

page 6 of the proposal ([Exhibit B](#)) is an outline of the company's project work plan and timeline, which includes: (1) developing the job announcement; (2) soliciting input from the Committee; (3) the recruitment and screening of candidates; (4) the preliminary interviews and reference checks; (5) recommendations of candidates to be interviewed by the Committee; and (6) development of core interview questions for use by the Committee when conducting interviews. Mr. Malkiewich indicated that Karras Consulting, Inc., would meet with the Committee to review the backgrounds of the selected 8 to 12 prequalified prospects.

Continuing, Mr. Malkiewich indicated that Karras Consulting Inc., has proposed a timeline of 8 weeks and a total cost of \$29,900. (Please see [Exhibit B](#).)

Mr. Malkiewich stated that at the meeting of the Committee on December 15, 2012, the cost of hiring a consultant was estimated in the range of \$20,000 to \$50,000. Both companies who submitted proposals came in at the lower end of that estimate.

2. The second proposal received is from Ralph Andersen & Associates, located in Rocklin, California ([Exhibit C](#)). For the convenience of certain clients, Ralph Andersen & Associates has indicated that this project will be based out of Incline Village.

Mr. Malkiewich outlined that: (1) Heather Renschler, President/CEO, would be the project manager for this proposal; and (2) the other key personnel that would assist in this project are Robert J. Burg, Executive Vice President, Doug Johnson, Vice President, Stan Arterberry, Senior Consultant, William Thomas, Senior Associate, CPA, and John Goss, Senior Consultant and Former City Manager.

Continuing, Mr. Malkiewich noted that the project work plan and timeline for Ralph Andersen & Associates would include: (1) a review of the project management approach with the Committee; (2) developing a position profile; (3) outreach and recruiting; (4) a candidate evaluation; (5) a search report; (6) candidates selected for interview; and (7) assistance in negotiating a compensation package with the candidate selected. Mr. Malkiewich said that the timeline for Ralph Andersen & Associates is approximately 12 weeks for completion with a total cost of \$24,775. (Please see [Exhibit C](#).)

In closing, Mr. Malkiewich explained that both Mr. Karras and Ms. Renschler are available through teleconference if the Committee wishes to speak with them.

In response to Assemblyman Stewart regarding the advantages of both proposals, Mr. Malkiewich said that in his opinion both candidates were qualified bidders.

- Mr. Goicoechea agreed that although both candidates are qualified, the cost for Karras Consulting, Inc. is 20 percent higher; and since the two proposals are similar, he recommended hiring Ralph Andersen & Associates.

- Senator McGinness concurred that both companies are very qualified, but disagreed with Mr. Goicoechea. In his opinion, Mr. Karras has an advantage because of his past government experience.
- Assemblywoman Smith indicated that the price difference is not large enough to let it make the decision. In her opinion, the proposal received from Ralph Andersen & Associates is more in depth; however, she concurred that Karras Consulting, Inc., has more experience in the hiring of this type of position.
- Chair Denis stated that the cost is important, however, the experience that Karras Consulting, Inc., holds is also a benefit. He also noted that with the advanced technology of video conferencing and teleconferencing, the location of the company chosen should not be an issue.

Responding to Chair Denis regarding whether references on each contractor have been called, Mr. Malkiewich said that the references have not been contacted yet.

Following a brief discussion by the Committee, it was decided to make a selection contingent on contacting the references of the contractor chosen.

- Chair Denis noted that he supported Karras Consulting, Inc., because of its direct government experience.

Responding to Chair Denis regarding if a guarantee was provided in each proposal, Mr. Malkiewich explained that both proposals provided a guarantee and if the candidate selected did not work out within a one-year period, the contractor would provide their professional services for recruiting a replacement.

ASSEMBLYMAN STEWART MOVED TO ACCEPT THE PROPOSAL RECEIVED FROM RALPH ANDERSEN & ASSOCIATES. THE MOTION WAS SECONDED BY ASSEMBLYMAN GOICOECHEA AND PASSED. (SENATOR MCGINNESS VOTED NO.)

DIRECTION TO STAFF AND CONTRACTOR

- Lorne Malkiewich, Director, Legislative Counsel Bureau, requested that the Committee provide some general direction to staff regarding the timeline. He indicated that he would speak with Ms. Renschler, President and CEO of Ralph Andersen, to work out the details and the timeline for moving forward on the project.
- Assemblyman Goicoechea suggested that the number of candidates selected for interviews by the Committee should be determined. He recommended limiting it to the top three candidates.

- Mr. Malkiewicz asked if it was the Committee's request for him to work with the contractor to decide on the three top candidates.

Following a brief discussion, the Committee members concurred that Mr. Malkiewicz should work with the contractor to narrow the applicants to the top candidates to be interviewed.

Referring to the Ralph Andersen & Associates proposal, Mr. Malkiewicz informed the Committee that the screening process offered typically reduces the field of applicants to five or six individuals. He suggested increasing the number of top candidates to a minimum of three and a maximum of six. However, Mr. Malkiewicz explained that if only three candidates clearly stood out above all the others, those candidates would be recommended to the Committee.

Responding to Chair Denis regarding the Committee's interview process, Mr. Malkiewicz said the members could meet individually with the finalists or a time could be scheduled to interview all the candidates and the finalist could be selected at that time.

- Chair Denis asked if the Legislature is required to pay for the travel costs of the candidates.

In reply, Mr. Malkiewicz noted that the Legislature should pay the costs, and explained that the cost would increase, depending on the number of interviews scheduled. He also explained that there would be no cost involved with interviewing an internal applicant.

Following a brief Committee discussion, it was decided to limit the number of top candidates selected for interview to no less than three and no more than six.

Responding to Chair Denis concerning whether or not further direction to staff was required, Mr. Malkiewicz reported that a general guideline on the time line of how quickly the Committee wanted the process to move forward. Mr. Malkiewicz suggested approximately: (1) two weeks to prepare and begin to advertise; (2) two to three weeks for responses; and (3) two to three weeks for screening the applicants prior to the final interviews by the Committee. Mr. Malkiewicz asked the Committee if mid-April 2012 would be an acceptable deadline for completion of the process by the contractor.

Assemblywoman Smith felt strongly about completing the process as quickly as possible, but to allow enough time to find a quality candidate. She suggested that the Committee should encourage obtaining a specific deadline date from the contractor.

Responding to Chair Denis, Assemblywoman Smith said that she was comfortable with Mr. Malkiewicz obtaining a suitable deadline date from the contractor.

Assemblyman Goicoechea concurred to try to move forward as quickly as possible, but to also allow enough time to find quality candidates. He recommended extending the deadline to April 15, 2012.

Addressing Chair Denis, Mr. Malkiewich suggested they both discuss the timeline with the contractor that the Committee is comfortable with and outline each step with the contractor. Mr. Malkiewich suggested scheduling the next meeting of the Committee sometime in April 2012, after the candidates to be interviewed for the director position are chosen.

DISCUSSION OF SCHEDULE AND SCHEDULING OF FUTURE MEETINGS

Chair Denis indicated that the next meeting of the Committee would be scheduled when the candidates for the director position are chosen.

PUBLIC COMMENT

- No one came forward under this item.

ADJOURNMENT

- There being no further business to come before the Committee, the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Jeanne Peyton
Secretary

Tammy Grace
Acting Director

APPROVED BY:

Senator Mo Denis, Chair

Date: _____

LIST OF EXHIBITS

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

[Exhibit B](#) is a document titled “Request for Proposals for a Contractor to Assist in the Selection of a New Director of the Legislative Counsel Bureau,” submitted by Karras Consulting, Inc., and dated January 29, 2012.

[Exhibit C](#) is a document titled “Request for Proposals for a Contractor to Assist in the Selection of a New Director of the Legislative Counsel Bureau,” submitted by Ralph Andersen & Associates, dated February 8, 2012.

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.