



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

SUMMARY MINUTES AND ACTION REPORT

The fourth meeting of the Nevada Legislature's Committee to Consult with the Director was held on Thursday, August 30, 2012, at 9 a.m. in Room 4401 of the Grant Sawyer State Office Building, 555 East Washington Avenue, Las Vegas, Nevada. The meeting was videoconferenced to Room 3137 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, Chair
Senator David R. Parks
Assemblyman Marcus L. Conklin
Assemblywoman Marilyn Kirkpatrick
Assemblyman Lynn D. Stewart

COMMITTEE MEMBERS PRESENT IN CARSON CITY:

Senator Mike McGinness
Assemblywoman Debbie Smith

COMMITTEE MEMBER ABSENT:

Assemblyman Pete Goicoechea

OTHER LEGISLATOR PRESENT:

Assemblyman Tom Grady

LEGISLATIVE COUNSEL BUREAU STAFF PRESENT:

Richard S. Combs, Director, Legislative Counsel Bureau (LCB)

Tammy Grace, Deputy Director, LCB

Brenda J. Erdoes, Legislative Counsel, Legal Division

Donald O. Williams, Research Director, Research Division

Darla Zumbro, Information Technology Services Manager, Administrative Division

Kathy Steinle, Manager, Development Services Group, Information Technology Services
Unit, Administrative Division

Sally Trotter, Principal Administrative Assistant, Research Division

OPENING REMARKS

- Chair Denis welcomed members, presenters, and the public to the fourth 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 MAY 15, 2012, MEETING

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

SENATOR PARKS MADE A MOTION TO APPROVE THE MINUTES OF THE MAY 15, 2012, MEETING HELD IN CARSON CITY, NEVADA. THE MOTION WAS SECONDED BY ASSEMBLYMAN CONKLIN AND PASSED UNANIMOUSLY BY MEMBERS PRESENT.

PREPARATION FOR THE 2013 LEGISLATIVE SESSION

- Richard S. Combs, Director, Legislative Counsel Bureau (LCB), discussed preparation for the 2013 Legislative Session that included new legislator training requirements and the approval of training dates pursuant to Assembly Bill 260 (Chapter 303, *Statutes of Nevada 2011*).

Posting of Dates of New Legislator Training Pursuant to A.B. 260

- Mr. Combs announced that the dates for new legislator orientation and training were approved and posted on the Legislature's website. He pointed out the following 2012-2013 training schedule:
 - Ø Phase I Orientation – November 28, 29, and 30;
 - Ø Phase II Issue Briefs – December 6 and December 13; and
 - Ø Phase III Academy – January 14, 15, 16, and 17.

In response to an inquiry from Senator Parks regarding attendance for training at the Carson City location, Donald O. Williams, Director, Research Division, LCB, confirmed that attendance at the November and January training sessions in Carson City is mandatory. He added that the participants could attend in either Carson City, Elko, or Las Vegas for the December 6 and 13 training, which will be videoconferenced between meeting rooms in those locations.

Review of 120-Day Calendar and Items for Consideration in Revising or Adding to the Calendar

- Mr. Combs provided a copy of the draft 2013 Legislative 120-Day Calendar for consideration ([Exhibit B](#)) and included a copy of the 2011 Legislative 120-Day Calendar for reference ([Exhibit B-1](#)). He explained that the bolded italicized items on the Calendar are budget-related deadlines and are not included in the Joint Standing Rules.

Mr. Combs noted that some deadlines on the 2011 Legislative 120-Day Calendar were changed on the draft 2013 Calendar. He pointed out the start date for Joint Subcommittee hearings Day 9 to Day 5 that staff suggested moving and moving the deadline for the Economic Forum Report to May 1. Mr. Combs said that staff was also proposing to move the start date to resolve budget differences to Day 92.

He explained that policy staff had brought up some concerns regarding “Legislators’ Bill Introduction” and “Committees’ Bill Introduction” deadlines and the deadline for Committee first house passage. Mr. Combs discussed difficulties moving dates on the Calendar. He proposed that staff monitor this issue during the 2013 Session, discuss the issue with committee chairs, and study the options to develop solutions next interim.

- Assemblywoman Kirkpatrick suggested moving “Legislators’ BDR Details” to Day 18 and commented that “Committees’ BDR Requests” could easily be moved to an earlier day.
- Assemblyman Conklin pointed out that moving the “Presession BDR Details” to the same day as “Legislators’ BDR Requests” (Day 8 on February 11), could increase the likelihood of retaining legislator bills. He suggested moving “Committees’ BDR Requests” and “Legislator BDR Details” to February 18 and “Committees’ BDR Details” to February 25, which would allow the Legal Division two extra weeks for bill drafting.

Discussion ensued between Chair Denis and Assemblywoman Kirkpatrick regarding time constraints on Research Division staff to provide detail information for bill draft requests (BDRs). They discussed the importance of consideration for LCB staff. Assemblywoman Kirkpatrick said that once BDRs are submitted, legislators would have time to have research completed. She stated that legislators should give as much advance notice as possible to the Research Division.

In response to Mr. Combs, Brenda J. Erdoes, Legislative Counsel, Legal Division, LCB, remarked that the deadline of January 15 for final details for individual legislators’ BDR requests submitted between September and December is set in statute.

- Assemblyman Conklin commented there should be a reminder on the Calendar that “Presession BDR Details” are due on January 15. He reiterated his suggested

changes to deadlines for the “Committees’ BDR Requests,” Legislators’ BDR Details,” and “Committees’ BDR Details.” Assemblyman Conklin stated that these actions would add an additional ten days for bill drafting by the Legal Division.

- Ms. Erdoes noted the importance of detailed BDRs and cautioned against submitting BDRs early with less detail.
- Mr. Combs said that all parties who collected BDR details would need to be alerted to deadlines.

There was discussion among members regarding the time frame for submitting a BDR after the details were made. Assemblyman Conklin stated he was in favor of shortening the timeframe from ten days to five days for the introduction of bills. Chair Denis suggested seven legislative days. Assemblyman Conklin pointed out the merit of a shorter deadline would give legislators more time to consider measures on the floor. Assemblyman Grady voiced his concern with not having sufficient time to set up meetings with constituents to work on bill details. Assemblyman Stewart agreed that preparatory work is important and voiced his support to a seven-day time period for introduction of bills.

- Mr. Combs stated that the time frame for submitting BDRs is included in the Joint Standing Rules, under Rule No. 14, and does not need to be decided or acted upon today.
- Assemblywoman Kirkpatrick discussed the importance of contacting staff of the Research Division and forming a relationship with them early during the interim for assistance in gathering details for BDRs. Assemblywoman Kirkpatrick asked Mr. Williams for his comments.
- Mr. Williams stated that legislators are encouraged to work with the Research Division staff during the interim for bill draft details. He explained that the Division provides background information for BDRs during the “front end” of the bill draft process, during the interim, and the first few weeks of session. Mr. Williams discussed the Division’s role during committee hearings. He said changing deadlines to earlier dates will not pose a problem.
- Assemblywoman Smith suggested incorporating a strong message regarding the deadlines during the new legislator orientation and in the training materials. She asked for a proactive outreach by the Research Division to legislators offering its assistance with BDR details.
- Assemblyman Conklin recommended that during the 2013 Session, Committees on Legislative Operations discuss the request time from the point a BDR is submitted. He noted when deadlines are not met it hinders the ability to start early and provide time to make decisions on the Floor.

- Senator McGinness agreed with Assemblyman Conklin that instruction must originate from the caucuses. He said that he has never encountered a staff member who was not willing to help a legislator.
- Mr. Williams stated that the Research Division would make every effort to increase outreach and make a special effort to emphasize its role in the training program for new legislators.
- Assemblywoman Kirkpatrick commented that sometimes a phone call is helpful to her and added that many times legislators do not check their legislative e-mail during the interim.
- Mr. Williams stated that he encouraged face-to-face contact and had instructed staff to increase phone calls to legislators.

Chair Denis and Mr. Williams discussed the process for follow-up and a database to track the type of response that is best for each legislator.

- Mr. Combs summarized the recommendations for the 2013 Legislative Session Calendar as follows:
 - “Presession BDR Details” on Day 15 could be removed from the Calendar, since the new January 15 date is provided for in statute;
 - A note would be included on the bottom of the Calendar regarding the January 15 deadline for “Presession BDR Details”;
 - “Legislators’ BDR Details” and the “Committees’ BDR Requests” would both be moved up to Day 15 from Day 19 and Day 23, respectively; and
 - “Committee BDR Details” deadline would be moved up to Day 22 from Day 33.

Responding to an inquiry made by Chair Denis regarding the Joint Subcommittee start date, Mr. Combs stated that the Subcommittees could start earlier.

In response to Assemblywoman Smith’s query regarding bill introduction deadlines, Assemblyman Conklin clarified that moving the deadlines for the submittal would add days for the Legal Division to draft bills, which would balance out the stream of bills coming to the Floor.

- Assemblyman Conklin reiterated his recommendation to include a note at the bottom of the Calendar regarding the January 15 date required by NRS for presession BDRs details.
- The Committee **APPROVED THE FOLLOWING ACTION:**

ASSEMBLYWOMAN KIRKPATRICK MADE A MOTION TO APPROVE THE CHANGES DISCUSSED TO THE 120-DAY CALENDAR FOR THE 2013 LEGISLATIVE SESSION, INCLUDING THE NOTE REGARDING

LEGISLATOR PRESESSION BDR DETAILS. THE MOTION WAS SECONDED BY ASSEMBLYMAN CONKLIN AND PASSED UNANIMOUSLY BY MEMBERS PRESENT.

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

- Mr. Combs provided a document that detailed the implementation of Granicus software, which will be used during the 2013 Legislative Session to stream legislative hearings to mobile devices ([Exhibit C](#)). He explained how the search features worked with the Granicus software and how to view archived legislative meetings. Mr. Combs stated that next interim a full solution to minutes transcription would be decided.

In response to an inquiry by Chair Denis regarding bandwidth issues, Tammy Grace, Deputy Director, LCB, reported that all streaming is provided by Granicus and that LCB has already purchased the necessary hardware for encoding and streaming.

- Senator Parks asked if the streaming of legislative hearings would be made available to the public. He inquired if legislators would need to provide their own handheld devices.
- Mr. Combs stated that the video streaming for mobile devices will be available for public use. He added that archiving for the 2013 Session would be available only to legislators and staff. Mr. Combs remarked that it would be a policy decision to make archives available to the public on the web in the future. He noted there is no plan to provide handheld devices to legislators.

Discussion ensued among Chair Denis, Senator Parks, and Mr. Combs regarding other options available to legislators to access streaming. Chair Denis noted any access to the Internet could be used. Discussion ensued between Mr. Combs and Senator Parks regarding assistance by the LCB's Information Technology Services (ITS) Unit to view archived hearings.

- Assemblywoman Kirkpatrick said that this may be an avenue in the future to expand this service to the public and charge for it.
- Assemblywoman Smith thanked the staff for providing streaming service to the public.
- Chair Denis also thanked staff and remarked on how useful the ability to search archived videos will be to him.

Demonstration of Enhancements to the Nevada Electronic Legislative Information System (NELIS) for the 2013 Legislative Session.

- Kathy Steinle, Manager, Development Services Group, ITS, Administrative Division, LCB, provided a brief overview of the new functionality that will be added to NELIS for the 2013 Legislative Session. She discussed new enhancements that include:
 - expanded notes;
 - notes reporting and group sharing;
 - filtering;
 - the ability to access budgets; and
 - expanded floor session functionality.

Ms. Steinle provided a Microsoft PowerPoint presentation that demonstrated specific filters, and new note functions including note sharing and color-coding for note types. She reviewed the notes filtering, reporting, and actions functions. Ms. Steinle pointed out the ability to export notes to other programs. She shared the new budget access functions and search methods and described the new floor session enhancement. In conclusion, she discussed training specific to legislators that would be provided.

- Assemblywoman Kirkpatrick voiced her concern regarding computer etiquette during committee meetings and floor sessions. She pointed out that in her leadership role she relied on paper records during floor sessions.
- Mr. Combs stated that legislators could suggest ideas for training classes according to their needs. He added that “computer etiquette” could be addressed.
- Assemblyman Conklin discussed the differences between committee and floor session uses of electronic systems and ideas for use of electronic tools during floor sessions.
- Assemblywoman Smith noted the importance of providing training. She thanked staff for developing the budget functions for NELIS.

In response to Assemblywoman Smith’s inquiry regarding the budget application, Ms. Steinle explained the process to access links and find exhibits attached to a budget.

Responding to Chair Denis’ inquiry regarding completion of the enhancement project, Ms. Steinle said that work on the project would continue until the start of the 2013 Legislative Session and a limited version would be live on the Legislature’s webpage by the end of 2012. Chair Denis wondered if legislators would be invited to test the program, and Ms. Steinle replied that interested legislators would be invited and welcome to experiment with the enhanced system.

REPORT REGARDING PLANS TO ENHANCE SPACE OCCUPIED BY THE CAUCUS DELI IN THE LEGISLATIVE BUILDING

- Tammy Grace, previously identified, informed the Committee of plans submitted by Business Enterprise of Nevada, Rehabilitation Division, Department of Employment, Training and Rehabilitation (DETR), to upgrade the Caucus Deli with various cosmetic

items, such as paint, borders, and carpet. She reported that costs for carpet replacement would be covered by the LCB and other expenses would be paid for by DETR.

- Assemblyman Stewart commended Senator McGinness for his years of service to the State of Nevada.
- Chair Denis also thanked Senator McGinness for his service.

PUBLIC COMMENT

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

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 10:57 a.m.

Respectfully submitted,

Sally Trotter
Principal Administrative Assistant

Richard S. Combs
Director

APPROVED BY:

Senator Mo Denis, Chair

Date: _____

LIST OF EXHIBITS

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

[Exhibit B](#) is the “State of Nevada, 2013 Legislative Session, 120-Day Calendar” provided by Richard S. Combs, Director, LCB.

[Exhibit B-1](#) is the “State of Nevada, 2011 Legislative Session, 120-Day Calendar” submitted by Richard S. Combs, Director, LCB.

[Exhibit C](#) is a document titled “Streaming of Legislative Hearings to Mobile Devices using Granicus Software” offered by Richard S. Combs, Director, LCB.