



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 Tuesday, August 26, 2014, at 3 p.m. in Room 4412 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/77th2013/committee/>. In addition, copies of the audio or video record are available 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:

Assemblywoman Irene Bustamante Adams, Chair
Senator Michael Roberson
Senator Tick Segerblom
Assemblyman Paul Anderson

COMMITTEE MEMBERS PRESENT IN CARSON CITY:

Senator Moises (Mo) Denis
Senator Ben Kieckhefer
Senator David R. Parks
Senator James A. Settelmeyer
Senator Debbie Smith
Assemblyman Richard (Skip) Daly
Assemblywoman Lucy Flores
Assemblyman Pat Hickey
Assemblyman Randy Kirner

COMMITTEE MEMBER ABSENT:

Assemblyman Tyrone Thompson

LEGISLATIVE COUNSEL BUREAU STAFF PRESENT:

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

Brenda J. Erdoes, Legislative Counsel, Legal Division

Donald O. Williams, Director, Research Division

Kathy Steinle, Development Services Manager, Information Technology Services Unit

Marjorie Paslov Thomas, Principal Research Analyst, Research Division

Sylvia Wiese, Secretary, Director's Office, Administrative Division

Gayle Nadeau, Senior Research Secretary, Research Division

OPENING REMARKS

- Assemblywoman Irene Bustamante Adams, Chair, offered welcoming remarks for the second meeting of the Committee to Consult with the Director for the 2013-2014 Interim.

PUBLIC COMMENT

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

APPROVAL OF MINUTES OF THE JULY 1, 2014, MEETING

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

SENATOR SEGERBLOM MOVED TO APPROVE THE MINUTES OF THE JULY 1, 2014, MEETING HELD IN LAS VEGAS, NEVADA. THE MOTION WAS SECONDED BY ASSEMBLYMAN ANDERSON AND PASSED UNANIMOUSLY.

Senator Roberson and Senator Smith were absent for the vote.

NOTIFICATION OF DATES FOR NEW LEGISLATOR TRAINING PURSUANT TO *NEVADA REVISED STATUTES (NRS) 218A.285*

- Richard S. Combs, Director, LCB, said this item is historically placed on the agenda to inform the Committee to Consult with the Director of the new legislator training dates selected by the Majority Leader of the Senate and the Speaker of the Assembly. He explained that by statute leadership has 90 days before the first day of training to select the dates and allow LCB staff sufficient time to notify the new legislators of the training schedule.

Director Combs delineated the new legislator training schedule ([Exhibit B](#)). He also notified the Committee that the agenda for the “academy” phase would be adjusted, in consultation with leadership, if the dates conflict with the date set for the State of the State address.

- Phase I – Orientation — November 12, 2014, through November 14, 2014.
- Phase II – Policy Briefings — December 3, 2014, and December 10, 2014.
- Phase III – Academy — January 14, 2015, through January 16, 2015.

APPROVAL TO TRANSMIT RECOMMENDED AGENDA FOR NEW LEGISLATOR TRAINING TO LEGISLATIVE LEADERSHIP FOR FINAL APPROVAL

- Richard S. Combs, Director, LCB, called attention to the new legislator recommended training agenda ([Exhibit C](#)) that was revised from the proposed version presented at the Committee's July 1, 2014, meeting. Director Combs pointed out the modifications to the previous version were highlighted and that they resulted from polling calls to legislators who attended the 2013 training.

Polling questions asked of the sophomore legislators:

1. If a Saturday training day had been offered, would that have been preferable to the Wednesday, Thursday, and Friday schedule?

Polling feedback: Conducting a Saturday training day received about equal responses for and against. Therefore, the training days on the recommended agenda remain Wednesday, Thursday, and Friday.

2. Was there information not offered during the training that after having gone through a session would have been helpful to you during your first session, and was there anything in the training that could have been improved to better prepare new legislators for their first legislative session?

Polling feedback that resulted in the modified agenda from the version submitted to the Committee at its July 1, 2014, meeting:

- a. Time management—some legislators responded that insight on what to expect during the “ebb and flow” of session would have been helpful, because some new legislators found it challenging to manage the various demands on their time.

Added to Day 1 of the Orientation Phase—November 12, 2014: Organizing Your Office and Managing Your Staff.

- b. Common feedback from the legislators polled who needed to move to Carson City during session indicated it would be helpful to have sophomore legislators offer input from their experiences on the pros and cons of having a roommate and also share advice on locating and choosing a place to live during session.

Added to Day 2 of the Orientation Phase—November 13, 2014: What I Know Now That I Wish I Had Known Then.

- c. As requested by the Committee in July, LCB staff asked sophomore legislators during the polling calls if a two-day orientation phase would be preferable to

three days. The majority of feedback indicated there was not enough time on a number of orientation items, so the 2014 orientation phase will remain at three days.

Director Combs said additional feedback from the polling calls resulted in moving some topics from January's academy phase to the November orientation phase in order to provide more tangible information sooner about what to expect as a legislator. Also added to the first phase of training, as discussed during the July meeting, is a more in-depth overview of the *Executive Budget* that will address where the funds are acquired and dispersed, as well as what the related percentages are that go to the various components of the total *Budget*.

Added to Day 3 of the Orientation Phase—November 14, 2014: (1) Introduction to the Legislative Process — How a Bill Becomes a Law; and (2) Overview of the *Executive Budget* – High-Level — Where the Money Comes From and Where It Goes.

After addressing the proposed changes to the orientation phase on the recommended agenda for the 2015 Presession new legislator training, Director Combs shared a suggestion from Carol M. Stonefield, Managing Principal Policy Analyst, Research Division, LCB, regarding moving the January 2015 academy phase items of dealing with constituents, the media, and lobbyists to the November orientation phase because new legislators begin interacting with these groups soon after the November elections.

Further discussing the second day of the academy phase on the recommended agenda, Director Combs said the pace of session would be addressed during the discussion of the 120-day calendar ([Exhibit D](#)), and the discussion about fiscal notes would inform the new legislators of what it means when a bill is referred to a money committee. Director Combs pointed out that during the fiscal notes presentation, it needs to be stressed that if a fiscal note is listed on a bill, it does not necessarily mean the contents of the fiscal note will result in the bill receiving no further action.

Director Combs also pointed out that a more practical experience of the legislative process than participating in a mock committee hearing is proposed for the morning of the academy's second day. The proposal is to review video footage from past committee hearings and floor sessions that would follow a bill from the first committee in the first house, onto the floor in the first house, over to the committee in the second house, and onto the floor in the second house, tracking the legislation as it moves through the legislative process.

Concluding his remarks on this topic, Director Combs asked the Committee for its approval of the recommended agenda with its changes that resulted from polling the sophomore legislators since the Committee's July 1, 2014, meeting. He also requested direction on whether to introduce the legislative process and in-depth *Executive Budget* overview during November's orientation phase or include working with constituents,

the media, and lobbyists instead. If the latter is preferred, he said the introduction to the legislative process and comprehensive overview of the *Budget* would be scheduled during the January 2015 academy phase.

- Chair Bustamante Adams queried the Committee about any objections to including “How a Bill Becomes a Law” in the orientation phase or whether the Committee would rather include working with constituents, the media, and lobbyists during the October orientation phase.
- Assemblyman Daly opined that providing information on the bill process sooner rather than later to new legislators would be beneficial to LCB bill drafters since the first bill draft request (BDR) deadline is scheduled for December 10, 2014.
- Director Combs remarked that the schedule for the three-day orientation phase includes time in the afternoons for new legislator activities such as meeting with bill drafters in LCB’s Legal Division to assist with getting BDR details from the new legislators.
- Chair Bustamante Adams offered it is important to clarify for the new legislators’ understanding that when a bill has a fiscal note they should inquire of the agency how it calculated the amount of the note because sometimes it can be unnecessarily high. She also requested that a legislator who is involved with such organizations as the National Conference of State Legislatures, the Council of State Governments, and the Education Commission of the States address the group during the briefing of these entities to offer a first-hand perspective on their benefits to all legislators.
- Chair Bustamante Adams called for a motion on this agenda item.
- The Committee **APPROVED THE FOLLOWING ACTION:**

SENATOR SEGERBLOM MOVED TO TRANSMIT THE RECOMMENDED AGENDA FOR NEW LEGISLATOR TRAINING TO LEGISLATIVE LEADERSHIP FOR FINAL APPROVAL. THE MOTION WAS SECONDED BY SENATOR KIECKHEFER AND PASSED UNANIMOUSLY.

Senator Smith was absent for the vote.

APPROVAL OF 120-DAY CALENDAR FOR POSTING ON THE LEGISLATIVE WEBSITE

- Richard S. Combs, Director, LCB, asked for the Committee’s approval to post the preliminary 120-day calendar ([Exhibit D](#)) on the Nevada Legislature’s website for the public to have available for initial planning purposes regarding the 2015 Legislative Session. Director Combs clarified the preliminary calendar could change based on the *Joint Standing Rules* that will be approved by both houses at the beginning of

the upcoming session. He noted if any variations result from the approved *Rules*, the calendar would be adjusted accordingly and reposted.

- Chair Bustamante Adams called for a motion on this agenda item.
- The Committee **APPROVED THE FOLLOWING ACTION:**

ASSEMBLYMAN ANDERSON MOVED TO APPROVE THE PRELIMINARY 120-DAY CALENDAR FOR POSTING ON THE LEGISLATIVE WEBSITE. THE MOTION WAS SECONDED BY SENATOR SEGERBLOM AND PASSED UNANIMOUSLY.

DEMONSTRATION OF ENHANCEMENTS TO THE NEVADA ELECTRONIC LEGISLATIVE INFORMATION SYSTEM FOR THE 2015 LEGISLATIVE SESSION

- Kathy Steinle, Development Services Manager, Information Technology Services (ITS) Unit, LCB, presented a brief demonstration of the enhancements to the Nevada Electronic Legislative Information System (NELIS). Ms. Steinle noted the enhancements were a result of feedback gathered following the 2013 Session from a full range of users—legislators, session and LCB staff, lobbyists, State agencies, and the LCB HELPDESK calls.

Ms. Steinle noted the primary issue with users of NELIS was its slowness. She said knowing that and based on other feedback received after the 2013 Session, the enhancements list to improve the program was created and prioritized by the ITS Unit. Ms. Steinle said the 2013–2014 Interim work on NELIS has focused on response time for the functionality of the program.

Beginning her presentation, Ms. Steinle explained the demonstration is separated into four areas: (1) the Home page; (2) the Bill Detail page, (3) the Meeting Detail page; and (4) new to NELIS—the Internal Home pages for bills, budgets, and committees. (Please see [Exhibit E](#).)

Responding to Assemblyman Hickey’s inquiry regarding access to bills from prior sessions through the enhanced version of NELIS, Ms. Steinle said the current version of NELIS will only apply to the 2015 Session. However, she clarified, the version from the 2011 and 2013 Sessions is still online for access to information from those sessions, and further enhancements to NELIS will include the data from those earlier sessions.

- Summarizing her presentation, Ms. Steinle emphasized NELIS was upgraded to include enhanced functionality based on feedback from users after the 2013 Legislative Session, such as increasing response time and developing a more user-friendly interface.

Discussion ensued among Senator Denis, Senator Kieckhefer, Assemblyman Anderson, and Ms. Steinle regarding the note-taking function that was available in NELIS and the ability

to take notes on a PDF document during the 2013 Session, as well as load testing of the recent enhancements to NELIS.

The following entries summarize Ms. Steinle's responses to the questions posed by Senator Denis, Senator Kieckhefer, and Assemblyman Anderson as noted in the above paragraph:

- ▶▶ The notes feature in NELIS was complicated and seldom used during the 2013 Session. However, a scaled back notes functionality will be available through NELIS during the 2015 Session that will allow personal notes on bills, the budgets, and BDRs.
- ▶▶ Legislators will have the Adobe Professional Acrobat XI Pro software set up for the 2015 Session to take annotations on a PDF document.
- ▶▶ If annotations are created through the Adobe Professional PDF software, the annotated PDF documents can be saved on a laptop and on a network drive, but those annotated PDFs would not be available within the NELIS system. However, notes attached to a bill in NELIS would be available. Annotations are notes that may be written anywhere on a PDF document; notes are similar to a rich text box that may be attached to a bill in NELIS.
- ▶▶ Since the personal notes sharing feature was rarely used in NELIS, it was removed; however, private note-taking is available in NELIS. If there are numerous requests for notes sharing, that feature can be built into the program as the 2015 Session progresses.
- ▶▶ Load testing of the enhanced speed in NELIS is a priority and is scheduled to occur after some of the other functionality enhancements are completed.
- Assemblyman Anderson opined the minimal use of the notes sharing feature available in NELIS during the 2013 Session was perhaps because legislators used a different product due to the need for timely sharing of notes between the two houses.
- Director Combs clarified some of the notes functionality was removed from NELIS at his direction based on usage records and some other issues of the program's previous version so the response time for users could be greatly improved. However, the notes system used last session will still be available for independent use within the caucuses since the notes sharing feature was designed for caucus-only communications and not for use outside the caucus. He pointed out that because the extensive notes function in NELIS was modified, the other system used extensively last session as noted by Assemblyman Anderson will continue to be available to legislators during the upcoming session.

- Assemblyman Anderson remarked he appreciated Director Combs' explanation. He suggested, if possible, using rich text with a permission base "wrapped" around the notes field that might allow NELIS to be used exclusively for personal notes.
- Director Combs offered concluding remarks under this agenda item by thanking Ms. Steinle and the ITS Unit of LCB for their caring dedication to serving their customers and immense talent, which was displayed in their hard work during the 2013–2014 Interim on the enhancements to NELIS, especially improving the response time for users.

DISCUSSION OF PLAN TO IMPROVE THE VISIBILITY OF SIGNAGE IN THE PARKING GARAGE FOR THE LEGISLATIVE BUILDING

- Richard S. Combs, Director, LCB, in following up on a request from legislators to address the lack of visibility of signage in the legislators' parking garage, said he asked the LCB Facilities Unit staff to investigate solutions. The challenge to overcome, he shared, was that not all the parking spaces have a wall behind them. Staff are certain they found an affordable solution that will enable signage to always be on the walls or erected otherwise and avoid the need for the Facilities Unit staff to make stencils every session and spray-paint legislators' names on the floor of the parking garage. Additionally, the signage will be reflective to headlights.
- Senator Smith asked whether assigned numbers could be used instead of names to avoid the expense of changing names each session.
- Director Combs responded the drawback to numbers would be that staff, many of them temporary session hires, would need to commit to memory the numbers with their associated names, or "cheat sheets" would need to be easily accessible. Therefore, the plan is to have names on the signs, unless directed otherwise by leadership. Director Combs further explained the signage is expected to cost about \$4,000 originally, but then each successive session signs would only need to be purchased for first-time legislators. Also, as legislators change parking spaces, their signs would be moved accordingly.

PRESENTATION REGARDING PROPOSAL TO DESIGNATE A ROOM IN THE LEGISLATIVE BUILDING FOR MEDIA INTERVIEWS

- Senator Tick Segerblom, Senate District No. 3 (Part), explained his desire to have a specified room in the Legislative Building set up with cameras and other necessary equipment where legislators could have televised interviews by any of Nevada's television (TV) stations. Some of which, he noted, do not have the means to interface with legislators during sessions.
- Senator Kieckhefer said that the Guinn Media Room in Nevada's Capitol Building has a media center with satellite capabilities that has been used for similar needs in the past,

and costs would be incurred for each use of the center. Commenting on whether funding for a media room in the Legislative Building is available, Senator Kieckhefer shared that he has found Skype™ works quite well for interviews with reporters.

- Senator Segerblom opined that incorporating a satellite media center in the Legislative Building should not cost more than \$1 million, and he said it is important to enable constituents to have access to legislators on a regular basis. He also averred having such a center would be one of the elements necessary for Nevada to have a professional Legislature.
- Senator Kieckhefer commented his preference is to remain a citizen Legislature rather than become a professional one.
- Assemblyman Hickey inquired of Senator Segerblom whether it would be feasible to invite the media into his private legislative office where he could be seated at his desk in a professional setting.
- Senator Segerblom responded not all of the TV stations covering the legislative sessions have cameras, and most of the Las Vegas stations cannot afford to have crews in Carson City, which is why he is suggesting the Legislature needs to provide televised access to such media outlets. He also mentioned there are national TV stations that would come to the Legislature in Carson City, but the Legislative Building does not have the necessary system for their equipment.
- Assemblywoman Flores said there is merit to Senator Segerblom's suggestion to incorporate a media center in the Legislative Building, if funding is available, for better communication during sessions with constituents and the people of Nevada. Assemblywoman Flores opined the concern for legislators is keeping the public abreast of issues the Legislature is working on, not the debate over having a professional Legislature versus a citizen Legislature.
- Senator Denis suggested utilizing one of the older cameras in the Legislative Building for a designated media room since new cameras and monitors are proposed for some of the building's meeting rooms.
- Director Combs responded that he can have the Broadcast and Productions Services (BPS) Unit evaluate potential options and the feasibility, including costs, of setting up a media room in the Legislative Building to enable off-site media access for broadcasting interviews with legislators. The Director pointed out that currently there is not a room that could be used for a media outlet, and he would need to work with the Secretary of the Senate and Chief Clerk of the Assembly to identify possible locations.
- Senator Denis supported Director Combs' offer to have BPS investigate the feasibility of creating a media outlet in the Legislative Building, though without having staff spend a lot of time on the issue. He conveyed his concern about a possible untenable financial

impact relative to the scope of what may be involved in creating such an outlet. However, Senator Denis opined, if an affordable solution is possible, creating a media center in the Legislative Building would be a worthy consideration by the Legislature.

- Senator Segerblom suggested conducting a poll of a few states to inquire how they handle communicating with constituents and also to check with several TV stations in other states about their interface requirements.
- Senator Kieckhefer reiterated the Legislature already has a media source with satellite functionality available to it in the Guinn Media Room at the State's Capitol Building that may offer an alternative solution to expending the costs to create a media center in the Legislative Building.
- Chair Bustamante Adams instructed Director Combs to have staff investigate the various options for, or alternatives to, designating a room in the Legislative Building for media interviews, such as offered during the discussion on this agenda item, for example: (1) using the existing Guinn Media Room in the State Capitol Building and its available resources; (2) inquiring of what interface capabilities would be needed by TV stations in southern Nevada in order to broadcast from Carson City; (3) polling other states that are known for transparency and frequent communications to their constituents on how they enable those communications; and (4) having the BPS staff investigate the feasibility of creating a media outlet in the Legislative Building.

REPORT REGARDING PLANS TO UPGRADE MONITORS AND CAMERAS IN ROOM 4401 AND ROOM 4412 OF THE GRANT SAWYER STATE OFFICE BUILDING

- Richard S. Combs, Director, LCB, reported that, because of funding provided by the Legislature for upgrades to some of the monitors and cameras last session, plans are underway for replacing the monitors and cameras during the 2013–2014 Interim in Rooms 4401 and 4412 of the Grant Sawyer State Office Building in Las Vegas and in Rooms 2134, 2135, 3137, and 3138 of the Legislative Building in Carson City.

Director Combs shared that the goal for future replacements of cameras and monitors in the remaining rooms of the Legislative Building and in the Grant Sawyer State Office Building is to establish a BPS “life cycle” equipment replacement schedule to avoid requesting of the Legislature from one session to the next for large expenditure approvals.

PUBLIC COMMENT

- Prior to calling for public comment, Chair Bustamante Adams asked Director Combs for his recommendation on when the final meeting of the 2013–2014 Interim for the Nevada Legislature's Committee to Consult with the Director could be held.

- Responding, Director Combs said according to NRS 218E.225, the Committee must meet prior to January 1, 2015. He asked the Chair to provide possible dates for the next meeting, and he would then poll the members to confirm a quorum for one of those dates. Director Combs said he would anticipate the next meeting would take place before the 2014 end-of-year holidays.
- Chair Bustamante Adams 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 4:23 p.m.

Respectfully submitted,

Gayle Nadeau
Senior Research Secretary

Richard S. Combs
Director

APPROVED BY:

Assemblywoman Irene Bustamante Adams, 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 a document titled “New Legislator Orientation and Training: 2014–2015,” provided by Richard S. Combs, Director, LCB.

[Exhibit C](#) is the recommended new legislator training agenda for final approval by LCB’s legislative leadership titled “Presession Training Program for New Legislators: 2015,” provided by Richard S. Combs, Director, LCB.

[Exhibit D](#) is a draft copy of the 120-day calendar titled “State of Nevada 2015 Legislative Session 120-Day Calendar,” provided by Richard S. Combs, Director, LCB.

[Exhibit E](#) is a document titled “NELIS Demo – Committee to Consult with the Director,” and dated 26 August 2014, provided 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 and other materials distributed at the meeting 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 by telephone: 775/684-6827.