



# Commission on Off - Highway Vehicles

## Executive Secretary Sub Committee Meeting

October 26, 2015

Meeting Minutes **\*\*Approved\*\***

Meeting Locations:

<p>Phone in Number 712-432-1212 Meeting ID-957-738-378</p>
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### **I. MEETING OF THE NEVADA COMMISSION ON OFF-HIGHWAY VEHICLES**

#### **1. CALL TO ORDER**

Chair McKay called the meeting to order at 3:02 pm.

#### **2. PLEDGE OF ALLEGIANCE**

The was not recited

#### **3. ROLL CALL OF THE COMMITTEE MEMBERS**

Commissioner Baker – Present

Commissioner Gerow – Present

Chair McKay – Present

There is a quorum.

#### **4. PUBLIC COMMENT**

There is no public comment

#### **5. REVIEW OF APPLICATONS SUBMITTED TO DATE AND DELIBERTION ON TOP CANDIDATES TO INVITE TO INTERVIEW**

Commissioners may discuss the mandatory qualifications needed for the executive secretary position; discuss the additional preferred qualifications to best serve the commission; and review the applications to select the candidates who will be interviewed in an open meeting to be set in the future. Commissioners may also discuss the format of the interviews. Commissioner Baker, of the nine applications received; there were four key components that had to be met as minimum qualifications to be considered: a bachelor's degree in business or public administration, 3 years of professional experience or equivalent, word processing, spreadsheets, accounting capabilities and some familiarity in working with grants (grant management or monitoring). The nine applicants were Jessica Grundy, Jennie Bear, Norah Shelton, Deborah Nicholas, Lynn Wright, Michelle Villanueva, Shelli Carewicz, Elysa Kleidosty and Tawny Polito. Six of the nine applicants met those qualifications. We could either interview all six or discuss those six and reduce the number to be interviewed. Commissioner Gerow, it would save time if the six were discussed and narrowed the field down to half. Chair McKay, he agrees, there seemed to be three of the applicants that had good experience, especially in the area of grants. Commissioner Baker, Jessica Grundy had clear grant experience and has worked with the Department of Tourism which is one of the agencies that we want to partner with. She also has a lot of marketing experience. Norah Shelton has a really extensive background in grants professionally and as a volunteer. The applicant that worked with the Governor had no grant experience so she was not included. Chair McKay, who was the third applicant that stood out? Or was it Grundy and Shelton who were a little more experienced. Commissioner Baker, she did not know. Chair McKay, do you think it should be limited to those two?

Commissioner Baker, she thinks Jenny Bear should be interviewed. She has worked for the LCB and sat in on the OHV hearings. She has 16 years of experience writing grant applications as well as managing complex federal and state grants and contracts. Chair McKay, plus she can go through some training with Sheila. Commissioner Baker, Deborah Nicholas was okay but her main reason for wanting the job was because it would be an easier commute. Chair McKay, these three do not seem to have a problem with working out of Carson City a few days a week and they also had the four key skills including extensive grant experience. The additional preferred experience would be better grant experience. Do we need to review the applications any more as far as who we would like to interview? He is comfortable with those three. Commissioner Baker, she is comfortable with those three. Commissioner Gerow, he is comfortable with those three. He would like to see them in person. It can be very eye opening when they have something on paper that is really good and then you watch them as you ask questions; all of a sudden the strength on paper was not so strong. Chair McKay, there is another development that is running concurrent with this, at the October 15th meeting there was a visit from the head of Administration and he is researching some other state agencies that might want to have a relationship with the Commission. It would be more of a partnership than a host agency. He has talked with State Parks and Department of Transportation. He would to hold off a little on scheduling the interviews and hiring as he might be able to provide some specific information on some other options available. Commissioner Baker, that was not part of the agenda today and we have been derailed enough already. There are some exciting things moving forward with the deliberations for the grants; it would be nice to have them on board sooner than later. This all needs to be on the next agenda, especially where that person will be housed. That way when the interview is conducted there is more information to share with the applicant. Chair McKay, do you think we can wait a couple more days so we can see what he bring back as an option. If he does not get back very quick then go ahead and make contact with the applicants. Commissioner Baker, during next week the agenda for the interviews can be posted and if you both are available to see them in person and she can sit in through video conferencing. Ralene Palmer, AG, is the plan to bring one candidate back to the Commission. Chair McKay, yes, they gave permission to bring back onecandidate. There is a pay range to be discussed and now that there is better benefits there could be some flexibility and hopefully there can be a long term commitment. November 10th works for Ralene, Michael in the am, and Sue. Let's schedule for November 10th at 9:00 am. Sue can you contact these three applicants? He will set up a meeting with the PUC in Carson City and Las Vegas. Everyone agrees. Commissioner Gerow, he reviewed the questions that Sue had laid out before and he would like to have a few personal questions. He would like to see a person that will give them a few years. It seems as if the Commission has been struggling with this position from day one. Ralene Palmer, AG, you may want to have questions regarding the grant component and you may want to talk with Sheila about those questions to make sure the person is qualified. Commissioner Baker, I will schedule them for 9, 9:30, and 10 and then we can deliberate. Once we have received the format, each person will take a question and rotate around.

#### **6. PUBLIC COMMENT**

No public comment

#### **7. NEXT SCHEDULED MEETING**

Chair McKay, the next scheduled meeting will be November 10th at 9:00 am.

#### **8. ADJOURNMENT**

Commissioner Baker makes a motion to adjourn; seconded by Commissioner Gerow.  
The meeting is adjourned.