



Commission on Off - Highway Vehicles

Executive Secretary Sub Committee Meeting

November 10, 2015

Meeting Minutes**APPROVED**

Meeting Locations:

<i>Nevada Public Utilities Commission 1150 East Williams Street Hearing Room B Carson City, Nevada 89701</i>	<i>Nevada Public Utilities Commission 9075 West Diablo Drive Suite 250 Hearing Room B Las Vegas, Nevada 89148</i>	<i>Phone in Number 712-432-1212 Meeting ID-957-738-378</i>
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I. MEETING OF THE NEVADA COMMISSION ON OFF-HIGHWAY VEHICLES – EXECUTIVE SECRETARY SUB COMMITTEE

1. CALL TO ORDER

Chair McKay called the meeting to order at 9:04 am.

2. PLEDGE OF ALLEGIANCE

The pledge was recited.

3. ROLL CALL OF THE COMMITTEE MEMBERS

Commissioner Baker – Present, Las Vegas
Commissioner Gerow – Present, Carson City
Chair McKay – Present, Carson City
There is a quorum.

4. PUBLIC COMMENT

No public comment.

5. MEETING MINUTES

Committee member will vote to approve the minutes from the Executive Secretary Sub-Committee meeting held on October 26, 2015.

MOTION: Commissioner Baker makes a motion to approve the minutes from October 26, 2015, seconded by Commissioner Gerow.

The motion passes unanimously.

6. INTERVIEW CANDIDATES FOR THE EXECUTIVE SECRETARY POSITION

The Executive Secretary sub-committee will interview selected candidates who were chosen following a review of the applications during the open meeting of the sub-committee on October 26, 2015, as follows: Jessica Grundy (9a.m.), Jennie Bear (9:30 a.m.), Nora Shelton (10a.m.) The sub-committee will then vote to select the top candidate for a hiring recommendation to the full commission.

Chair McKay, Nora Shelton has withdrawn her application due to the fact that she does not live within close proximity and it was a bigger issue than first thought. The interviews today will consist of Jennie Bear and Jessica Grundy. Jessica Grundy has joined the meeting.

Chair McKay, historically this Commission has had minimal help from the State but that has changed over the last year. The Commission has been able to formulate a proper set of regulations which went through the legislative process and was passed. In working with the grants office, the Commission has been able to put together a grant guide book which complied with state and federal requirements. Now the Commission is going through the first round of grant applications. The current executive secretary took care of board meetings, minutes, posting notices, the website and things associated with the meetings. The Commission now needs some grant administration. We are looking for a person who can do a little more outreach, marketing and partnership opportunities as well.

Commissioner Baker, the location of the position has not been finalized. The Commission is trying to find a division of the State to adopt them. The person who takes this position will have to be flexible in the beginning, knowing that the position will have a permanent location sooner than later.

Commissioner Baker will start the questions.

Commissioner Baker, Jessica what if anything you know about the Nevada Off Highway Commission.

Jessica Grundy, she has visited the website and knows there was an application deadline. The Commission was formulated a few years ago and is not very old. They are here to promote riding safely and also to help better trails, public awareness, encourage tourism, keep money within the state, and protect the land. A certain percentage of the money gets divided up and goes to different areas to help fund those things and keep things going.

Chair McKay, can you share with us your understanding of the Nevada Open Meeting Law?

Jessica Grundy, she worked for the Nevada Commission on Tourism and also the Nevada Division of State Lands. Even though she was not the executive assistant for Tourism she was involved in the meetings. There is a definite procedure for meetings; timelines, deadlines commissioners have to receive information by, the information has to be publicly posted because it is a public meeting. She does know a little about how that works. She has not done it herself but she has been involved in the process. The meetings are open to anyone and anyone can come in for public comment, the meetings are recorded and minutes taken.

Commissioner Gerow, do you have experience preparing agenda's and taking and documenting meeting minutes? Tell us what organizations or groups you have done this for and any challenges you have faced.

Jessica Grundy, she is not sure if she has faced any challenges in doing so but she has always worked in an administrative capacity. She has always worked with a component of creating agenda's and taking minutes at meetings. She is aware of the process and how to go about doing it and has done a lot in the past. She has created agenda's for most of the places she has worked.

Commissioner Baker, please describe your experience with social media and websites. Additionally describe your experience with public outreach, education, and or working with a marketing firm to get a certain message out the public.

Jessica Grundy, she graduated from the University of Nevada, Reno with a degree in speech communications and a minor in journalism. She was actually more journalism focused. Along with having an assistant background, she has been in the marketing communications field. She has worked for the Reno Sparks Convention and Visitor's Authority in the marketing department. In the past she has posted events and kind of was in charge of getting all the events posted to the calendar. A long time ago she was doing mobile updates that people could receive on their cell phones. She definitely has a marketing background and she continued that with the division of Tourism. With the Division of Tourism, she worked for them on a six month contract and she solely helped with the Nevada State Visitor's guide, the Golf Guide, all the different guides that they had. She has a really strong writing background. Currently in her own personal life she uses social media but she has not used Twitter. She feels that she is very internet savvy.

Chair McKay, the position is slated for 20 hours a week, which will include some office work as well as attendance of the regularly scheduled meetings. The meeting occur on dates and time to accommodate the majority of the Commission. Will your life situation support that flexible schedule?

Jessica Grundy, yes it will, as she is currently a stay at home mom. She did leave her job with Land's a few months ago. It has been disappointing to her that there is not more flexibility, so when this position popped up she was really excited. It could give her the best of both worlds. It would allow her to work and use her skills but it would also allow her to be a mom.

Commissioner Baker, describe a situation where you had to take adverse action against an individual or an organization because of their lack of compliance with established guidelines for regulations. What difficulties did you face and looking back on situation what guidelines would you develop to communicate expectations and ensure compliance?

Jessica Grundy, unfortunately she has not had a situation where she has worked with someone that wasn't being compliant. She has worked in an office where people were not getting along or things like that but not a compliance issue as far as it pertains to work.

Commissioner Baker, it is more along the lines with the grant over site and the rules that they must follow. And how you would deal with that situation.

Jessica Grundy, when she worked for the Nevada Department of Tourism she was part of the Sales and Industry department and that department also handled the rural programs. They allocated a certain amount of money to rural programs twice a year. There were two different types that they would do. While she was not directly involved in deciding the allocation of money she did sit along and watch the process. It included how they went about looking at past allocation of grant money and needs. So she does have experience in how it all works. As far as not being in compliance, they would send them back and ask

them to redo whatever was not compliant, then those people had a chance to resubmit. She has not personally be involved in that process.

Commissioner Baker, if we did fund an organization and they said they were going to spend the money specifically with doing A, B, and C. In your over-site of that grant realized that they didn't, would you feel comfortable correcting them and making sure that do it right or the Commission will not fund them.

Jessica Grundy, absolutely. She would want to know the procedure for that and she would follow that to a "T"; whatever it is the Commission has decided is the appropriate course of action.

Commissioner Gerow, state statute requires us to account for specific spending categories for grant management. Please describe your experience with managing multiple financial accounts. Have you ever participated in a financial audit?

Jessica Grundy, she has been through an audit with a company in Reno but she has not participated in one. She came in at the tail end of an audit at the Department of Tourism. As far as financial responsibility, yes. With State Land's a big majority of her job was budget work and tracking and balancing the entire budget. She was solely responsible for paying all of the bills. As well as tracking the money brought in from people payment for their docks and such. She had a really big responsibility there. She also worked on the Tahoe Resource Team the grant program, the license plate program. Once the request for reimbursement came in, it was her job to look at the outlay reports that described everything and how the money was spent. She ran the tape on it to ensure their math was correct and that the correct back up documentation was included.

Chair McKay, all the institutions and organizations are governed by a policies, procedures and regulations to maintain standards and ensure compliance with the mandated requirements. Can you describe a time in which you had to understand, analyze and maintain standards in order to comply with the policy guideline or regulation.

Jessica Grundy, at the Division of Tourism 's grant program, as well as the grant program at State Land's, there were specific guidelines and rules that had to be followed in the way things were processed such as timelines, deadlines and things like that. She has been a part of those processes where there are rules and regulations and things that have to be compliant and she has had to review those as well to ensure compliance.

Commissioner Baker, the last question that we have, after hearing a little of an over view of what we do and what we are looking for, a 20 hour a week position and some specific tasks and some goals in your down time that you could be working on of the things we want to achieve. Are you still interested in this position and if so why.

Jessica Grundy, yes she is interested in the position. She really feels that her background with Tourism and Land's will tie in nicely with off highway vehicles because she has had a lay of the land in Nevada. It ties in nicely knowing the area and knowing where these vehicles are going and that type of thing. Also being involved in grant programs and she is really interested in delving a little bit deeper. She really was responsible for the financial side of those grants. She would like to be more a part of that from the beginning rather than more on the tail end. It would be nice to be part of the process from start to finish. The other reason is that this is exactly what she has been looking for. She has been looking for something part time. The job would work out perfectly with her lifestyle.

Chair McKay, there was a salary range when the Commission originally thought that the executive secretary was an independent contractor. Then the Commission found out that they are a state employee. Now there is a better benefit package with PERS, health insurance, and access to state training. He was hoping there could be some flexibility in the salary range, which will allow you to learn and do more which will allow us to increase that. He was hoping for some flexibility in the hourly wage to start and then have a review in six months.

Jessica Grundy, because it is part time she would have to fall into a certain range in order to make up for that not being full time. She still would have daycare but she thinks she is pretty flexible. It will just be a matter of talking it out. Is the range still what was originally listed?

Chair McKay, yes it is. He is thinking middle of the range.

Commissioner Gerow, what kind of longevity are you looking at for this position?

Jessica Grundy, she is hoping that as time goes on, they could figure out how things are going and if more duties are needed. She is looking for something long term that is part time. She is a little concerned in regards to what Commissioner Baker mentioned about not knowing where the position will be. She will wait to see what is come up with. When are you looking for the person to start?

Chair McKay, he had a meeting with State Parks yesterday and they have offered some office space at a nominal fee, it could also allow you to interface with their employees. This will not be a formal host agency but it will be an opportunity for the Commission to coordinate with another state agency and see down the road the relationship becomes more formal.

Commissioner Baker, the plan is at the next full Commission meeting to make their recommendation to the full Commission and have the person start right after that. The position would start very soon. The plan is for the person selected to start immediately and then transition into the office when that becomes available.

Jessica Grundy, how are the 20 hours a week to be allocated? It sounds pretty flexible.

Chair McKay, as long as you average your 20 hours a week you are in good shape. There is plenty of flexibility.

Commissioner Baker, when it was under the Grants division they were totally flexible with when the person worked but they wanted the person to work the same times so they knew when the person would be there. Depending on who agrees to house us, they may have similar parameters. There is still flexibility, knowing that the days of the Commission meeting you would have to adjust.

Jessica Grundy, are the meetings quarterly?

Chair McKay, they have been monthly this year but hopefully next year they will slow down.

Jessica Grundy has left the meeting.

Jennie Bear has joined the meeting.

Chair McKay, historically up to this date the executive secretary has been primarily responsible for the Commission meetings, the postings, emails, monitoring the website, fielding questions and inquiries from the public, and posting information to the website. The Commission has been able to formulate a proper set of regulations which went through the legislative process was passed. In working with the Grants office they have been able to put together a grant guide book which complied with state and federal requirements. Now the Commission is going through the first round of grant applications. There has been a component of grant administration added to this job because of the grants and contracts. They will monitor how they go through the process, expenses, performance and so on. This is an expanded role from the executive secretary's in the past. The Commission itself is a wide range of people due to the statute; a local government representative, OHV dealer representative, snowmobile representative, Cattleman's Association representative, law enforcement representative, and ATV, motorcycles, and racing all have a representative. With this grant program they are looking for opportunities to increase the OHV registration rate, have a better education and outreach for the public as far as what the commission does, more marketing and collaboration with other OHV interest groups.

Chair McKay, please share with us what you know about the Nevada Off Highway Commission.

Jennie Bear, she has read the statute and knows it has 11 members appointed by the Governor from the different groups laid out in the law. They have three year terms and there are term limits. If they cannot find a replacement after the two years they could go into a third year term. The Commission is there to promote off highway vehicle use, education, to administer grants, and keep it so there is conservation of off highway roads and trails. Also to improve the trails and keep them for the future and improve them as needed. The Commission is there and there is more in the law about who can rent, who can lease and what you have to do to register. She was very impressed with the level of detail in the NRS. She was on the staff of the Senate Transportation committee two years ago with the legislature. She knows Mr. Gerow spoke there and she reviewed those minutes about what happened at that time.

Commissioner Gerow, share with us your knowledge of the Open Meeting Law.

Jennie Bear, she has studied the Open Meeting Law and has the compliance check list from the Attorney General's office. The Open Meeting Law is common in many states, it basically allows the public to see what state organizations are doing because it affects them. The fee's they pay and how those are spent. It affects things that they care about such as the off road vehicle use. It is meant to be transparent so they know our state officials whether elected or appointed are not doing any shenanigans behind the scenes. That they are there, as it is laid out, to do what is in the benefit of the people of Nevada. That is a short summary, there is lots of details. If someone is hearing impaired it talks about how that can be handled, how many days before the meeting you have to post items. The check list is very helpful.

Commissioner Baker, do you have experience preparing agenda's and taking and documenting meeting minutes? Tell us what organizations or groups you have done this for and any challenges you have faced.

Jennie Bear, she has worked as a secretary of several different organizations and she has been a volunteer. Secretary is the position that she usually goes for when she is on a board or with a group. One reason is that she likes to write and the other reason is that she learns more about everything that is going on. She worked for ten years with the Indiana Literacy Collation which is a Governor appointed organization. She did most of the agenda preparation and kept track of tabled items. She has also worked with the state legislature and recorded and written minutes for them. They have a very specific way of taking minutes. Everything has to be documented, what items came up for a vote, who put the item up and who seconded it and what the votes were. That way everyone knows this is where we are going, this is why we met and this is what we are going to do next. She has been the secretary for a homeowner's association. There are lots of rules and regulations for how those minutes are kept. Agendas are things that are cut and dry and she is very comfortable with that and feels she could do well with the following of all the detailed rules for the open meetings.

Chair McKay, please describe your experience with social media and websites. Additionally describe your experience with public outreach, education, and or working with a marketing firm to get a certain message out the public.

Jennie Bear, she has learned social media as it has evolved. She does some in her private life. In her last job with the American Med flight Ambulance Company she did help post some things to their intra net, things the employees needed to know. There are different ways to post and different programs. Whatever it is the Commission uses she would just need a little training. As far as public outreach and working with a marketing company, she has not done that. One of the federal grants that she was in charge of when she worked at the Indiana Department of Education was called outreach grants. The idea of those was to get services to underserved populations. Working on getting those services to people that they would not have otherwise.

Commissioner Gerow, the position is slated for 20 hours a week which will include some office work as well as attendance of the regularly scheduled meetings. The meeting occur on dates and time to accommodate the majority of the Commission. Will your life situation support that flexible schedule?

Jennie Bear, she understands coming into this interview that it is part time. It also mentioned in the job announcement that while there might be some flexibility in scheduling that there should be a common schedule. Yes she can do that, she can come into this and be flexible enough and work around the schedule for the Commissioners.

Commissioner Baker, when this job announcement was opened it was the understanding the person would work in the office of Grant Administration. Since the posting that opportunity is no longer available so they are looking for another division of the state to adopt the commission. They have one potential that needs to be discussed at the next meeting. In previous conversations you felt it was important to be in the working environment with other people. The Commission wants to start this position as soon as possible and are hopeful that shortly there will be a permanent position. There might be an interim period where it would have to be on your own until that happens.

Jennie Bear, since she last spoke with Commissioner Baker she has thought about it some more. She does have all the necessary equipment but she was thinking that sounded more like a contract position where she would have to write portions of it off on her taxes. She knows it is a salary position and she could make it work in the interim.

Chair McKay, a situation where you had to take adverse action against an individual or an organization because of their lack of compliance with established guidelines for regulations. What difficulties did you face and looking back on situation what guidelines would you develop to communicate expectations and ensure compliance?

Jennie Bear, she loves grants and compliance, it is the way she thinks. She has a social work background but it is not the counseling type of social work. It is more of the program development, program evaluation, federal, state and local funding. The one that comes to mind first, when you are granting money to people who had it before, even though you tell them this is competitive, just because you are funded for the first two years the next cycle is competitive. There was one program with the division of adult education that did not do well in the first two years, it was a contracted grantee. They did not meet their grant requirements, their own objectives and target population changed during the time they were funded. When she did the program evaluation she saw that loud and clear. There was some situations which needed to be rectified and they had an action plan but they came back to apply again. Not only did they not have a good track record with them but their grant application had parts missing. She informed them that they did not get funded in a letter. Being a state agency they also had a chance file an appeal. They were the first to file an appeal. She had to testify and it all came down to the fact that the application was not complete, they did not have a good track record so it was not scored as high as others. They could only fund a specific number. She learned a lot through that process. She feels everyone needs to be treated the same.

Commissioner Gerow, state statute requires us to account for specific spending categories for grant management. Please describe your experience with managing multiple financial accounts. Have you ever participated in a financial audit?

Jennie Bear, when she was the federal grants and contract specialist in Indiana she did have to review all of the grantees quarterly and annual fiscal statements. They came to her first before going to the financial person to cut them a check. She reviewed all line items to see if they were over spending. They could over spend by 10% without seeking an advance but a number of them did not get the approval in advance and she would have them review it and show them the rules again and make sure the rules were followed. At one time she had 18 grants and contracts and she had a second grant program on top of that with another 18 contracts. The contractors had to spend the money upfront then submit their statement of expenses for reimbursement and she would review that to make sure there was no over spending or purchasing items that was not on their grant budget.

Commissioner Baker, all the institutions and organizations are governed by a policies, procedures and regulations to maintain standards and ensure compliance with the mandated requirements. Can you describe a time in which you had to understand, analyze and maintain standards in order to comply with the policy guideline or regulation.

Jennie Bear, she has done that many times. One of things of her strengths is that she can do that in lots of different arenas such as the mental health field, senior services, air ambulance and now off highway vehicles. Many of the standards are overall overarching. As you get into each specified part of programming then there are certain things that are very unique. She would like to give the example with American Med Flight Air Ambulance where she worked for a little over a year and a half. She was hired to come in and put together whatever policies already existed in various formats and develop additional policies that would coincide with an accrediting manual. Once all the policies were in place they would train everyone and then applied for accreditation. She was new and did not know a lot about aviation. She learned by asking a lot of questions and talking to a lot of different people. Everyone in the organization contributed but she was the one leading it. That was one of the most comprehensive times when she had to look at standards, performance measures and policies and get it so that it was all cohesive.

Chair McKay, after hearing about the role of executive secretary are you still interested and why?

Jennie Bear, she is still interested in the position. She likes to use her skills, talents, gifts and knowledge to help people in the community and state. She likes working for a cause. This is a cause because, left unchecked these trails and country side could really go downhill and be abused. There needs to be good standards, fun for people yet protected so there is a balance of use and not abuse. She thinks this state saw the light to say let's get this caudified so that there is some overarching monitoring. She would like to help the Commission meet their goals and objectives as the staff person.

Commissioner Gerow, do you have any questions of us?

Jennie Bear, she was wondering at what point the grant application is, as it sounds as if it is already into development. It sounds like the person hired for this position, I hope it will be me, it will be one of the first things to do once the job begins.

How many applications are there right now?

Chair McKay, there are ten applications.

Jennie Bear, that is manageable especially with a part time position.

Commissioner Baker, there are several different things, the Commission already awarded money to law enforcement and I don't think that has been expended. That would need to be reimbursed. This position will be with the Commission as they review, in the public meeting, the scores and make the final award. They hope this position will be the lead person in preparing the contracts, getting them out, and then reviewing them as they come in. They also have some very near opportunities for hiring a marketing firm to help and they want this person to oversee the connection with that award. There is a lot of work to do at the front end regardless of the grants.

Jennie Bear, it sounds like time management is a big part. Do you have a preference the 20 hours a week? She is flexible and would like to do what would benefit the group.

Chair McKay, in the past it has been very flexible as long as the stuff gets done in a timely manner. There has been discussion of getting some office space with a state agency and maybe they could count on a person being there certain times and certain days.

Jennie Bear, she likes that because then the public would know when they could reach a live person.

Commissioner Baker, the past position has been hourly with the main tasks of updating the website and creating agenda's and doing meeting minutes. They are expanding the position and it will be a brand new opportunity.

Jennie Bear, this job announcement was very detailed and worded. It does clearly show the different types of work that will need to be done.

Chair McKay, they still have to get direction from the state in regards to salary range. Originally the secretaries were considered independent contractors but then found out that they are State employees. Now they will be offered PERS and health benefits which increases the cost to the Commission. We are hoping you have some flexibility in that range and then have a six month review. Being a state employee you would have access to all the training that the state offers which could benefit you.

Jennie Bear, she feels that would be beneficial to see how Nevada does their contracting since every state does it differently.

Chair McKay, within 30 days there should be a decision as far as the job is concerned. Usually the meeting are on Thursdays starting around 9:00 am going to about lunch.

Jennie Bear, she had a question about past documents. She feels very strongly that if she is to have some of that at her home there should be backup somewhere else.

Chair McKay, the present executive secretary who has agreed to stay on until a replacement is found has those files and she would be available with all of the stuff that she had done written down. She lives locally. You can call her when you need help.

Jennie Bear, it will be nice to have her to ask questions to and her expertise.

Chair McKay, one benefit with having an office space is you could have a file cabinet and have back up somewhere else.

Jennie Bear, she has been a state employee before and she knows that there is always a specific way documenting things. I am guessing that Chair McKay would meet with her once and awhile.

Chair McKay, yes, there would be plenty of communication as well as with Ralene Palmer.

Jennie Bear, she looks forward to meeting everyone involved. She knows she can do this kind of work and she done these things before and it is very transferable. This is an area that is new to her but she knows that she can do it. One of the things that she is good at is reading and she loves to learn new things. She is a quick study and she can hit the ground running.

Commissioner Baker, one question we forgot to ask, some of the challenges we had with the part time position is it appeals to a person at a certain point of their life but then things change and then they are looking for something a little more long term. Could you share with us from this position and how it was described how that might align with your short and long term goals for longevity purposes.

Jennie Bear, she has applied for several different positions that are part time. Right now she is unemployed and she wants to get back into grant management and state / government organizations. She is good at it and enjoys it. She feels that she can do this well and it does pay well. The other 20 hours a week she would look for something to weave together with it. Leaving does not help the organization, she would like to try and make it work.

Jennie Bear has left the meeting.

Chair McKay, he would like to listen to Commissioner Baker and Gerow and their opinions.

Commissioner Baker, she thinks Jennie has more detailed experience with the grant over-site, accountability and auditing. The concern she would have is that she would be looking for a second position and she feels that the OHV will grow and if her other position takes off she thinks they would get abandoned. That is her concern. She thinks Jessica clearly has all the skill sets needed and the enthusiasm and maybe has the lifestyle that would better accommodate the Commission.

Commissioner Gerow, you hit it square between the up rights and he got the same impression. Where he really leaned toward Jessica is he thinks she would be a much more seamless fit. She went to be the mom at home and he does not think it fulfilled what she thought it would and there is a void and she is looking for something. The part he really like about her is he can see this sticking with her. Not only is it something that she really wants but he thinks she would make it work because it would

work around her schedule. Whereas Jennie would be looking for a second job. He has been an employer for the last 40 years, part time people, if they are good, don't stay part time. If you don't have the full time position you lose them. He got the feeling with Jessica that as the Commission progresses a couple of years down the road, he thinks as her kid's age she has the possibility of expanding with the Commission. There were a lot of things that he really leaned toward her. Jennie probably has the more hardened side of the grants and overseeing but he does not know if that outweighs the other positives. The other thing he really likes about Jessica is her time with tourism and promotion and he sees that experience going forward with the Commission. With everything he leans heavily toward Jessica.

Chair McKay, Jennie interviewed better than he expected, she was detailed oriented and had good background and good answers. Jessica has a good skill set with her previous state experience with Tourism and State Land's. With her lifestyle the part time job will work well and she could balance being a mom and some income. He thinks she might be a better long term fit. Jennie might have another opportunity and might not stay with the Commission.

Commissioner Baker, she also agrees. When discussing the potential for the Parks and her knowing those people could be huge and they will need someone who can walk those halls and meet different people. She does agree with them in regards to her history with the state and knowing those people is a big thing. Especially since we want to expand the outreach with tourism and the economic development component.

Commissioner Gerow, he feels the same way and she still probably has current contacts on both sides. She seemed to be a better fit. Instead of a learning curve he thinks they would farther along with her and her contacts. It did not sound like she was that far removed from the state. He did not see anything that he did not like.

Chair McKay, so we are all in agreement.

Commissioner Baker, she would like to call her references. They are all in agreement pending her references.

Chair McKay, if things don't work out with Jessica then we could rely on Jennie as a backup.

Commissioner Baker, to the full commission will you recommend Jessica then with Jennie still as a good choice in the event that Jessica does not want the job.

Chair McKay, I think it would be smart to give two choices. Kim was the second recommendation when the other one pulled out.

7. PUBLIC COMMENT

No public comment.

8. NEXT SCHEDULED MEETING

Chair McKay, he will try and get a date soon.

9. ADJOURNMENT

MOTION: Commissioner Gerow makes a motion to adjourn; seconded by Commissioner Baker.

The motion passes unanimously.

The meeting was adjourned at 10:42 am.