



## Legislative Coordinating Commission

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### House

Representative Kurt Daudt, Chair  
Representative Lyndon Carlson  
Representative Joe Hoppe  
Representative Jenifer Loon  
Representative Joyce Peppin  
Representative Paul Thissen

### Senate

Senator Sandy Pappas, Vice Chair  
Senator Tom Bakk  
Senator Gary Dahms  
Senator Chris Eaton  
Senator David Hann  
Senator James Metzen

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**DATE:** November 16, 2015  
**TO:** Members of the Legislative Coordinating Commission  
**FROM:** Greg Hubinger  
**RE:** Ethnic Council director appointments

**Background.** The LCC is scheduled to meet November 19<sup>th</sup> to consider the appointment of directors for three state ethnic councils. The LCC's role in making these appointments was one component in legislation included in the State Government Finance Appropriations bill that re-structured these councils. The three councils are:

Council on Asian-Pacific Minnesotans  
Council for Minnesotans of African Heritage  
Minnesota Council on Latino Affairs

The legislation is attached.

**Process.** As provided in the legislation, non-partisan staff from the House Research Department, Senate Counsel, Research and Fiscal Analysis, and the LCC worked with members from each of the three ethnic councils throughout the search process. Staff from Minnesota Management and Budget (MMB) and the Department of Administration's SMART (Small Agency Resource Team) were also heavily involved.

Key steps in the search process included:

- Consult with leadership staff from House and Senate majority and minority caucuses to establish the search process.
- Consult with the three ethnic councils regarding:
  - Skills and abilities director candidates should possess
  - Proposed position description
  - Search process

- Work with MMB and the SMART team to post the vacancy on the state employee application web site
- Post the vacancies widely:
  - Monster.com
  - Minnesota Council on Non-Profits jobs web site
  - Minnesota Department of Employment and Economic Development jobs site
  - Minority community newspapers
  - Numerous community organizations
- Establish three search committees, one for each council, which consisted of three council members, and three non-partisan legislative staff. These three search committees each:
  - Reviewed all applications.
  - Identified candidates for initial interviews
  - Conducted initial interviews
  - Forwarded candidates to the LCC Subgroup.
- An LCC Subgroup (consisting of one legislator or chief of staff from each of the four caucuses) conducted second interviews, and forwarded finalists to the Legislative Coordinating Commission. Reference checks were conducted on each of the candidates selected for second interviews.

Resumes for the three candidates forwarded by the LCC Subgroup are attached. The candidates will be present at the LCC meeting.

Attach: Chapter 77 excerpt  
Candidate resumes

**Staff Groups.** The following legislative staff participated in various aspects of the search process:

Patrick McCormack, House Research  
 Greg Knopf, Senate Counsel, Research and Fiscal Analysis  
 Tom Bottern, Senate Counsel, Research and Fiscal Analysis  
 Mark Shepard, House Research  
 Ben Weeks, House Research  
 Matt Gehring, House Research  
 Pat Dalton, House Research  
 Stephanie James, Senate Counsel, Research and Fiscal Analysis  
 Carlon Doyle-Fontaine, Senate Counsel, Research and Fiscal Analysis  
 Sally Olson, Legislative Coordinating Commission  
 Diane Henry-Wangensteen, Legislative Coordinating Commission  
 Kasey Gerkovich, Legislative Coordinating Commission

These Executive Branch staff participated in various aspects of the search process:

Laura Sengil, Small Agency Resource Team, Department of Administration  
 Christie Eller, Office of the Attorney General  
 Katie Troyer, Office of the Governor  
 Eric Hallstrom, Minnesota Management and Budget  
 Kevin Lindsey, Department of Human Rights  
 Anika Ward, Minnesota Management and Budget  
 Lenora Madigan, Department of Administration