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Friday June 23, 2023

11:00 A.M.

MINUTES

Commissioners	Staff	Public
Josh Nordquist via Zoom	Mike Visher	
Mary Korpi via Zoom	Rob Ghiglieri	
Art Henderson via Zoom	Rebecca Tims	
Bob Felder N/A		
Nigel Bain N/A		
Randy Griffin via Zoom		
Stephanie Hallinan via Zoom		

CALL TO ORDER

11:14 AM

ROLL CALL

All Commissioners were present, with the exception of Nigel Bain and Bob Felder, quorum confirmed.

PLEDGE OF ALLEGIANCE

COMMENTS BY THE GENERAL PUBLIC

There were no public comments.

I. AGENDA

A. Approval of the Agenda –

Motion to approve with no changes made by: Randy Griffin

Seconded by: Mary Korpi

Unanimously approved.

II. MINUTES

A. Approval of the May 4, 2023, meeting minutes

Motion to approve the May 4, 2023, minutes made by: Stephanie Hallinan

Seconded by: Mary Korpi

Unanimously approved.

III. COMMISSION BUSINESS

A. Discussion of the process for the recruitment and appointment of a new Administrator

Administrator Mike Visher announced his retirement. Mike Visher went over changes that he made to the job announcement, which are highlighted in yellow. Rebecca Tims will be the point of contact for application submissions. Administrator Visher went over the minutes from the 2/6/2020 commission meeting that discussed the prior job announcement which highlights the requirements for the new administrator. Administrator Visher would like to know what changes the commissioners want to make to the job announcement.

Stephanie Hallinan: Are there any additional duties that have shown up on your plate?

Mike Visher: I don't think so, but I would like to add that in addition to serving on the State Environmental Commission, it is expected that the administrator will serve on the Mackay Executive Advisory Board, the Nevada Bureau of Mines and Geology Advisory Board, will chair the State Mapping Advisory Committee, and then also have a seat on the University Center for Economic Development Advisory Board. These are not requirements but are expectations of what is common practice. We can add these so there is an understanding to serve on these boards. Is that something you think would be appropriate?

Stephanie Hallinan: I would think so. If it's having a seat at the table.

Arthur Henderson: Did you show us the job description?

Mike Visher: No, I couldn't find that.

Arthur Henderson: I think that would answer the last question I had. But that's something that you and Josh can work together to prepare the job description.

Mike Visher: We would like the commission to approve the announcement.

Josh Nordquist: With the approval of the announcement, we can review the job description for any adjustments.

Arthur Henderson: I don't need to see the job description if you and Josh agree to what it says.

Mike Visher: What about the process for the deadline and applications?

Arthur Henderson: Josh, I think in your own words, you say here what Rich (former Chair DeLong) said. It worked well and it was a good process, don't you agree Mary?

Mary Korpi: It will give us something else to consider. I like the "Expectations" addition to that.

Josh Nordquist: Give a month's worth of time for applicants to submit their application.

Arthur Henderson: When do you want to have this position filled?

Mike Visher: This was also for discussion on what the start date should be. Should it be the first working day after September 1, September 5th? Or should the new administrator start the next day after I retire, September 2nd?

Arthur Henderson: We are going to ask for applications, rate the applicants, are we going to have another meeting before we do interviews to select the finalist?

Josh Nordquist: I don't recall having a separate meeting before the interviews to discuss the candidates.

Mike Visher: Once all rankings were received by the HR coordinator, she communicated the results to (Chairman) Rich DeLong and then worked with the chair to set up a date for the next meeting and then we worked on a date for that meeting so that all the applicants can be interviewed.

Arthur Henderson: How do we go to the short list?

Mike Visher: The top three highest scores were invited for an interview.

Arthur Henderson: Minimum of top three?

Josh Nordquist: I believe so, the process was we select the top three based on scores and then we work to arrange an interview for the top three candidates.

Arthur Henderson: Did we say a minimum of top three? Because there might be more than three that are qualified.

Mary Korpi: I know we interviewed only three. It should be a target. If you wind up with four candidates, we don't want to eliminate them. Maybe say a max of four.

Mike Visher: If we say not more than five candidates. Establish a date for interviews, ideally all the interviews would occur on the same date and the commission can make a decision on that date

Arthur Henderson: We want to interview everyone the same day.

Mike Visher: The position duties will be added to the job announcement. Me and Josh will review this before we send out the full announcement.

Arthur Henderson: This says a 4-year degree at the bottom, and I think we have 5 years.

Mike Visher: (Clarified), It says 5 years of experience.

Arthur Henderson: 5 years of experience and a 4-year degree.

Mike Visher: Last time we had a motion for the job announcement and then we had a motion for the process for distribution of the resumes and the rankings. As I recall, there was a week for the commissioners to evaluate the resumes and return their rankings to the HR coordinator. Does that seem right?

Arthur Henderson: Yes, I think that is enough time for us. What is the deadline for the application?

Mike Visher: What would you like the deadline for the application to be?

Josh Nordquist: I would suggest the 28th of July. That gives us 4 weeks.

Arthur Henderson: Sounds good to me.

Josh Nordquist: We can distribute the applications to the commissioners on the 31st of July. With the results due from the Commission on August 4th.

Arthur Henderson: We have our CMR meeting on the 10th. How much time do we need to give the people for interviews? Can we do our CMR meeting and the interviews at the same time?

Josh Nordquist: We will have to see who is coming in and where they are coming from,

Robert Ghiglieri: We could put on the announcement that interviews will be on the 10th, so they know in advance.

Mary Korpi: How long will it take HR?

Arthur Henderson: They have to take 3, 2, 1 and add it together.

Mary Korpi: We need a quick turnaround. Does it end up sitting on someone's desk?

Rob Ghiglieri: We need to take a brief recess to reset the Zoom account.

(Recessed at 11:35am.)

(Meeting resumed at 11:39am.)

Arthur Henderson: Josh, the 21st is 4 weeks, right?

Josh Nordquist: You're right Art, 4 weeks is the 21st.

Arthur Henderson: We can have a special meeting, but I don't know if August will be easy to get everyone together.

Mike Visher: So, the deadline of July 21st, with the results from the commissioners to Rebecca by the 28th is that correct?

Josh Nordquist: That's correct.

Mike Visher: And we allow for interviews on the August 10th meeting?

Josh Nordquist: That's the more reasonable approach.

Mike Visher: Where would you like the commission meeting to be to make it easy for everybody?

Arthur Henderson: We didn't pick a place; we just picked a date.

Josh Nordquist: My suggestion would be Carson, unless anyone disagrees.

Stephanie Hallinan: If we combine the interviews with the meeting, Carson would be the choice.

Josh Nordquist: Does it cost to use legislative rooms?

Mike Visher: I will see if there is a cost, and I will work that out

Randy Griffin: What time on the 10th?

Mike Visher: Normally 1:00 if that's ok with you guys?

Arthur Henderson: It will be all day if we do these interviews.

Mike Visher: Would you like to do the regular quarterly meeting before or after the interviews?

Josh Nordquist: I think we should do the interviews first.

Randy Griffin: 8 or 9?

Mike Visher: Do you want to do the interviews at 9 on the 10th here in Carson City? And the regular CMR meeting to start after lunch at 1?

Josh Nordquist: That seems reasonable to me.

Stephanie Hallinan: That sounds like a good start.

Mike Visher: Back to the starting date, do we make the starting day following Labor Day, so September 5th?

Josh Nordquist: Yes, there should be a two-week period from when the offer is given and when they start

Mike Visher: This is where the mutually agreeable date works out so if they need 4 weeks' notice, they start later. The interim timeframe will give the chosen applicant time to plan out things with Josh and HR for their starting date and compensation.

Josh Nordquist: It gives us three weeks from the 10th, but we should be able to work it out.

Mike Visher: We will add language that finalists will be interviewed on August 10th rather than at a date to be determined. So that they know in advance to save the date.

Randy Griffin: Do they have to put in an application for a background check?

Josh Nordquist: No, that's done in the background. That's performed via the State process. It just says pre-employment drug test, which is typical, whatever is appropriate for the State positions. It doesn't say here about a background check.

Mike Visher: No, we usually do our own social media stalking on essential new hires, but that's about it so I'll leave that to Josh.

Arthur Henderson: Do you want to say pre-employment drug test is a requirement?

Mike Visher: This is an unclassified position. It's not subject to standard recruiting procedures. It is up to the Commission to set the terms.

Randy Griffin: When I applied, I had to swear I won't embarrass the Governor and had to pass a background check. Me personally, I think we ought to have a criminal background check. You wouldn't want your administrator to have less of a bar than your commissioners.

Mike Visher: This would be new territory for us.

Josh Nordquist: My concern is changing much in this light without a good review on our HR side to make sure we're compliant.

Mike Visher: The commissioners are appointed by the Governor. I don't see that process, so I can't speak to what vetting is done by the Governor's office.

Arthur Henderson: There has to be some due diligence there. I think social media is a good place to start.

Mike Visher: I also think that the applicant selected for an interview will more than likely be known by the commissioners or somebody who knows somebody. Maybe that's something that Josh and Rebecca can review and entertain additional measures for reviewing those applicants.

Arthur Henderson: Another thing that we had to do last time, we had to submit our list of questions for the interview to be reviewed by our attorney?

Mike Visher: I wasn't privy to any of that.

Arthur Henderson: We did things a little different. I think we submitted a list of questions, and they were reviewed in advance. Josh, do you want us to submit a list of questions?

Josh Nordquist: We did have a list of questions for our interviews.

Arthur Henderson: Josh can tell us to do that, and we can submit a list of questions.

Arthur Henderson: Mike, do you want to take us through it one more time?

Mike Visher: So, we updated the date. Are there any changes for the first paragraph? Then the position which will be expanded on in the subsequent pages in regard to the job description and the required education and experience. 5 years of experience, the compensation and benefits have been updated to reflect the 12% pay raise effective July 1st.

Arthur Henderson: Back on Education and Experience, you've got the 4 years of college on the other one.

Josh Nordquist: This just says accredited.

Stephanie Hallinan: It says, "...must be a graduate of and accredited college or university and have substantial experience as an administrator or at least 5 years' experience in the exploration for or the production and conservation of minerals". Is that an option for the college?

Randy Griffin: I would say it's an option.

Stephanie Hallinan: Does it read that way?

Randy Griffin: It reads that way to me.

Stephanie Hallinan: Is that what was intended?

Arthur Henderson: What does the job description say, Mike? Does it say either or, or does it say and?

Mike Visher: We don't call it out specifically, do you want that to be and/or?

Arthur Henderson: Let's see what it says here, minimum of 4 years.

Stephanie Hallinan: Yeah, so there we said it's required and yet on the other description in the announcement, it gives the implication "or" and that next sentence says the ideal candidate will have the university background.

Arthur Henderson: Yeah, I think it's a minimum of a 4-year degree. I think instead of, "or" it should say "and"

Randy Griffin: That's correct Art, I would say "and".

Mike Visher: So, strike "or" and put in "and" correct?

Arthur Henderson: That's more consistent with the job description.

Mike Visher: Any other changes to education and experience?

Arthur Henderson: I have no preconceived ideas but if we think about what we said last time, the consistency of a very well-run Division means that there may be candidates from within, do all of our potential candidates inside the Division meet this specific requirement? I think last time we put "or" there Mike, correct?

Mike Visher: Correct. With the word "and" it would not allow anyone internally to meet that requirement.

Arthur Henderson: Yeah, that's the problem because I think that was the problem last time. Is that correct, Mike?

Mike Visher: That's correct.

Arthur Henderson: So, if we put “and” there, we might not have our current administrator, is that correct? So, the guys that are in our stead now would not qualify if we put “and” here. I think the wording is correct, but it may not be where we want to go at the end of the day.

Stephanie Hallinan: Would it not be captured? Does the 5 years of experience in the conservation of minerals help qualify the individual?

Mike Visher: No, it’s the “must have substantial experience as an administrator” that’s the hurdle. But it might be satisfied with must have substantial experience as a supervisor or an administrator “and”

Josh Nordquist: The announcement, these languages what helps filter people that are interested, we should always be careful not to eliminate.

Arthur Henderson: But I don’t want to eliminate the only people in the Division that may be candidates. We don’t want to eliminate potential people who are qualified.

Stephanie Hallinan: This is a high-level position so you would want to include supervisor experience.

Arthur Henderson: Are we allowing any type of degree?

Mike Visher: I think that is where we address the ideal candidate and what their degree is in in the next sentence.

Stephanie Hallinan: That makes a lot of sense.

Arthur Henderson: They don’t have to have that, but it is good if they do.

Mike Visher: Each commissioner will place that value on their degree and the commissioner’s ranks can be decreased or elevated based on their degree.

Arthur Henderson: So, do want “and” or do we want to keep, “or” we need, “and” I think.

Mike Visher: I think it would be most appropriate to say must be a graduate of an accredited 4-year college or university and have substantial experience as a supervisor or administrator and at least 5-year experience...

Arthur Henderson: Five years of experience in exploration though?

Mike Visher: Exploration or the production and conservation of minerals.

Mike Visher: Any additional changes to the compensation and benefits portion?

Josh Nordquist: Are we confident that adding the 12%, there’s not some state issue applying the 12%?

Mike Visher: No, it was part of the pay bill. That is the statutory cap. We can’t allow the administrator to make any more than that, but you can determine if it should be less than that, but you can determine that.

Mike Visher: All submittals by July 21st. Finalist will be interviewed by the commission on August 10th.

Mary Korpi: Only in-person interviews?

Mike Visher: How do you feel about that?

Arthur Henderson: In-person.

Randy Griffin: I’m with Art on that, in-person.

Mary Korpi: That would apply to the commissioners too, do we not want to have that as an option?

Josh Nordquist: Because of the change in times, its probably worth adding in parentheses that it is an in-person interview.

Arthur Henderson: I think the commissioners should be in person, but I don’t think that we should require it in case there is some circumstance they can’t be there.

Stephanie Hallinan: Can we put in-person preferred?

Josh Nordquist: I believe as is, is reasonable enough.

Arthur Henderson: Do you want to add in Carson City?

Josh Nordquist: I don’t think so. That will all be determined in the process.

Mary Korpi: If we get somebody from out of state and they're an outstanding option, we shouldn't eliminate them.

Mike Visher: We will leave it as is but add the date of August 10. The person selected will assume the responsibility September 5th or a mutually agreeable date. A pre-employment drug test is a condition on employment. Is the last sentence appropriate for this section?

Josh Nordquist: It does stand out as not applying to the application process

Mike Visher: Are there any other discussion points for this on-the-job announcement itself?

Josh Nordquist: If there are no more discussion points, we can take a motion to approve this announcement as modified and release upon approval.

Motion by: Randy Griffin

Seconded by: Mary Korpi

Unanimously approved.

Josh Nordquist: I want to take a moment to confirm the process going forward. After the job announcement goes out, it will require resumes and cover letters to be submitted by July 21st, the resumes received will be distributed to the commissioners on July 24th, the commissioners will review the resumes and provide a rating of each candidate on a 1-3 range by July 28th, upon receiving the ratings from resumes, the Division's HR and Commission chairman will review and select the top candidates based on ratings with a maximum of five candidates to be chosen. Those short list of candidates will be invited to attend the interviews which will be scheduled for August 10th. The interviews will be held in Carson City to start at 9 a.m. The commissioners will submit a list of questions prior to August 10th to allow the review by HR and DAG to ensure that they're appropriate. I would say commission questions need to be submitted by August 1st.

Art Henderson: I would agree.

Josh Nordquist: All approved questions will be shared back to the commissioners before the August 10th meeting.

Stephanie Hallinan: I'm sorry, but I have to leave for another meeting.

(Commissioner Hallinan left meeting at 12:24 pm, quorum maintained with four commissioners present.)

Josh Nordquist: So that gets us to the interviews on August 10th, where the intent of the meeting is selection of, and offer made for the administrator. Following the offer, any negotiations will be between the Chairman and the candidate, with the intended start date of September 5th. Did I miss anything?

Mike Visher: Nope, I think you got it all.

Mary Korpi: Is there a list of groups for the distribution of the announcement?

Mike Visher: In addition to the state sites, we have the usual distribution groups, GSN, NPGS, NvMA, NMEC, and word of mouth from the Commissioners.

Josh Nordquist: Any other thoughts? If not, I'll take a motion to approve the process just outlined.

Motion by: Art Henderson

Seconded by: Randy Griffin

Unanimously approved.

Randy Griffin: Is there any thing that states the person must live in Carson City or nearby?

Mike Visher: No, but it would make things difficult if they didn't. I think it's implied.

Rob Ghiglieri: The announcement says, Location: Carson City, so they'd be expected to work in Carson City.

Mike Visher: We can't pay for any relocation costs.

Randy Griffin: Okay, thanks.

Commissioners Nordquist, Henderson, Griffin, and Korpi thanked Mike for his work and contributions to the State.

COMMENTS BY THE GENERAL PUBLIC

There were no comments by the public.

ADJOURNMENT

12:38 pm