

## Executive Director Transition and Exit Plan

The following is the Transition and Exit Plan for the current Nevada Indian Commission Executive Director, Sherry L. Rupert upon her retirement of May 10, 2019:

### Executive Director Recruitment:

- The Nevada Indian Commission Board will need to meet to approve the job description and recruitment details for the soon to be vacated Executive Director position:
  - Executive Director job description
  - Recommended Timeline for recruitment:
    - Special Board Meeting (teleconference) to discuss job description and timeline – April 22, 2019
    - Open recruitment for Executive Director position for at least 30 days, beginning May 1, 2019
    - The redacted applications, furnished by Human Resources (HR) are to be scored (using a rubric) and ranked by the Board.
    - After ranking the applicants, the NIC Board Members will need to decide how many candidates they will interview, and whether to first conduct phone interviews as part of the process to determine who will be invited to an in-person interview. All interviews, deliberations, and selection of the top three candidates for Executive Director will take place in an open meeting. Once the candidates have accepted the interview, their applications (in its entirety) become accessible to the public.
    - Special Board Meeting (in person) to interview the candidates and select the top 3 candidates to move forward for the Governor's appointment, and the board may choose to conduct a special board meeting (by teleconference) to conduct preliminary phone interviews to help narrow the pool of candidates invited to an in-person interview
    - The board will select the top 3 candidates during the Special Board Meeting immediately following the in-person interviews
    - Top 3 candidate names to be forwarded to Keith Hightower at the Governor's Office by Chairman of the Nevada Indian Commission for Governor Sisolak's consideration and appointment
    - New Executive Director to start no earlier than July 1, 2019

### Hiring:

- Once the Governor has selected the new Executive Director, the NIC Board will be notified and the Stewart Museum Director will work with the agency's HR representative, Rachael Harris and Brenda Nebesky, Acting Director (Appointing Authority), to complete required new hire documents for the new Executive Director.

### Operations and Supervision in the Interim:

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- During the interim, the Stewart Museum Director, Bobbi Rahder, will supervise the agency staff and sign off on timesheets, invoices and purchase orders as needed for BA 2600 and BA 2601.
- The Stewart Museum Director will forward any Indian Affairs issues/questions or media inquiries to the Chairman of the Nevada Indian Commission to address or to delegate to another Board Member.
- No hiring (other than the Executive Director position as noted above) shall be initiated or completed during this interim period; any new hires are to be completed by the new Executive Director.

**Legislative Presentations/Responses:**

- The Stewart Museum Director will work with Brenda Nebesky, Acting Director, Department of Tourism and Cultural Affairs on required responses and bill presentations for the current Legislative Session. Director Nebesky will make any needed legislative presentations on behalf of the agency. The 80<sup>th</sup> Legislative Session will conclude on June 3, 2019.