

Lessard-Sams Outdoor Heritage Council (LSOHC)

Executive Director Hiring Process and Timeline

Background

On May 30, 2025, Executive Director Mark Johnson provided notification to the Lessard-Sams Outdoor Heritage Council (LSOHC) and the Legislative Coordinating Commission (LCC) of his plans to retire in January 2026.

Minn. Statutes [97A.56](#), subd. 2 establishes the LSOHC in the legislative branch and provides authority to the LCC to appoint nonpartisan staff to support the work of the council. The council has final approval authority for the hiring of a candidate for executive director with the LCC under Minn. Statute [3.303](#) being the official appointing authority. The LCC, in consultation with the LSOHC, coordinates and manages the application and screening process.

The LSOHC executive director position was last vacant in 2009 and 2013. The executive director of the LCC facilitated and worked in consultation with nonpartisan staff in the House and Senate and members of the LSOHC on the recruitment, screening, and appointment process. The proposed process and timeline outlined below is similar to the processes followed in 2009 and 2013 and is intended to provide a period of overlap for knowledge transfer to occur between the current executive director and the newly appointed executive director.

Process and Timeline

#	Description	Lead	Involved	Timeline
1	Develop proposed hiring process and timeline	LCC executive director	LSOHC Chair, LCC HR Director, and Mark Johnson	June 11-July 17
2	Update position description and develop draft posting	LCC executive director	LCC HR director and LSOHC volunteers	July 30-August 22
3	Present hiring process to LSOHC	LCC executive director and HR director		July 30
4	Identify council member volunteers to work in consultation with the LCC	LSOHC chair	LCC executive director	July 30-August 8
5	Finalize PD and posting	LCC executive director	LSOHC members, LCC HR director, House and Senate nonpartisan staff	By August 22

6	Post and advertise position	LCC HR director	LSOHC members	August 25-September 25
7	Review applications to determine if they meet the minimum requirements of the position	LCC HR director		By October 1
8	Review applications meeting minimum qualifications to identify candidates to invite to a first-round interview	LCC executive director	LSOHC volunteers and nonpartisan House and Senate staff	October 1-8
9	Conduct first round interviews and identify candidates recommended to advance to through the process	LCC executive director	LSOHC volunteers, LCC HR director and nonpartisan House and Senate staff	October 13-17
10	Conduct partisan background review for candidates recommended to advance	LCC HR director		October 20-22
11	Conduct second round interviews (if needed) and identify finalist or finalists to advance to the full LSOHC and LCC	LSOHC volunteers	LCC executive director, LCC HR director, and House and Senate nonpartisan staff	October 27-30
12	Conduct criminal background check on finalist	LCC HR director		November 3-5
13	Conduct experience and equity analysis, determine salary, and discuss salary parameters with finalist	LCC executive director	LCC HR director, LSOHC chair and LCC chair	November 6-10
14	Interview finalist and adopt motion to advance individual for appointment by the LCC	LSOHC	LCC executive director	Nov 17-18
15	Interview finalist and make appointment	LCC members	LCC executive director	Nov 19-21
16	New executive director begins knowledge transfer with existing executive director	LSOHC existing executive director	LSOHC new executive director	December 15