

Lessard-Sams Outdoor Heritage Council (LSOHC)

Executive Director Recruitment, Screening and Hiring Process

Presented to the LSOHC on November 12, 2025

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 recruitment and screening process and timeline 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 volunteers, LCC HR director, House and Senate nonpartisan staff	August 8 -August 22
6	Post and advertise position	LCC HR director	LSOHC members	August 25-September 25

7	Develop interview questions based on skills, experience, and characteristics needed for the position	LCC executive director	LSOHC volunteers, LCC HR director, House and Senate nonpartisan staff	September 12- 26
8	Review applications and identify candidates meeting the minimum requirements of the position	LCC HR director		September 26
9	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	September 27-30
10	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 7-8
11	Conduct partisan background review for candidates recommended to advance	LCC HR director		October 17
12	Conduct professional references	LCC executive director		October 16-24
13	Conduct second round interviews and identify to advance to legislative panel	LSOHC volunteers	LCC executive director and House and Senate nonpartisan staff	October 22
14	Interview with legislative panel	LCC executive director	LSOHC chair, LCC HR director, House and Senate nonpartisan staff	October 30
15	Determine candidate to advance to LSOHC	LSOHC volunteers	LCC executive director, LCC HR director, House and Senate nonpartisan staff	November 3
16	Conduct criminal background check on finalist	LCC executive director	LCC HR director	November 3-4
17	Conduct experience and equity analysis, determine salary, and discuss salary parameters with finalist	LCC executive director	LCC HR director and LSOHC chair	November 3-5

18	Interview finalist and adopt motion to advance individual for appointment by the LCC	LSOHC	LCC executive director	Nov 12
19	Interview finalist and make appointment	LCC chair and vice chair	LCC executive director and LSOHC chair	TBD
20	New executive director begins knowledge transfer with existing executive director	LSOHC existing executive director	LSOHC new executive director	December 15