

# North Dakota Industrial Commission



Doug Burgum  
Governor

Drew H. Wrigley  
Attorney General

Doug Goehring  
Agriculture Commissioner

**Department of Mineral Resources Director Search Committee Meeting**  
**Wednesday, February 7<sup>th</sup>, 2024, 1:00 pm**  
**Fort Union Room, Ground Floor State Capitol Building**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

**Call-in number**

[+1 701-328-0950,,744853530#](#)

- I. Introductions
- II. Committee Reports:
  - a. Search Committee Membership and Process ([Attachment 1](#))
  - b. Current DMR Director Job Tasks ([Attachment 2](#))
  - c. Search Process Timeline ([Attachment 3](#))
- III. Executive Search Firm:
  - a. Search Firms Under State Enterprise Contract ([Attachment 4](#))
  - b. Procurement Process if New Executive Search Firm is used – *Abigail Dschaak, State Procurement Officer*
- IV. Committee Action on Executive Search Firm**
- V. Future Meeting Dates
- VI. Other Business
- VII. Adjourn

**\*Bold actions indicate committee action**

**Search Committee Membership and Process**  
**Director of the Department of Mineral Resources Search**  
**January – August 2024**

**Search Committee Voting Members**

- Industrial Commission representatives
  - Jace Beehler representing the Governor
  - Claire Ness representing the Attorney General
  - Tom Bodine representing the Agriculture Commissioner
- Oil and Gas Research Council representatives
  - Zac Weis
  - Preston Page
- Justin Kringstad, Pipeline Authority
- Reice Haase, Office of the Industrial Commission

**Department Advisor and Administrative Services**

Robyn Loumer, DMR

**Search Committee Role Includes:**

- Understand the position and uniqueness of DMR
- Review internal and external candidates
- Affirm slate of candidates to interview based on recommendation of search firm
- Conduct interviews
- Develop consensus of recommended 2-4 candidates to forward to the IC for final interviews

**Initial tasks to be completed by search committee:**

- Review process memo, search firms under state enterprise contract
  - Take action to move forward with either the enterprise contract or procure a new search firm
- Draft position posting, to include minimum and preferred qualifications
- Develop draft selection and scoring criteria to be used in the candidate screening process

**Search Firm Role Includes:**

- Understand the position and uniqueness of DMR
- Source candidates with preference given to those with current or past ties to ND
- Provide vetted and qualified candidates to the search committee for initial interviews
- Responsible for communication with candidates not selected for interviews

**Responsibilities of DMR Advisor**

- Serve as main contact of search firm
- Responsible for communication with candidates selected for interviews
  - Interviews
  - Selection
  - Post interview communication to those not selected
- Provide the Committee with Department-specific feedback



## Industrial Commission – Department of Mineral Resources

Position – Director

Unclassified

Date Revised – January 4, 2024

### 1. Daily

- a. Supervise Oil & Gas Division Director, State Geologist, and DMR Support Staff Officer to implement agency goals and ensure compliance with statutes, regulations, and policies.
- b. Sign orders for cases with signature authority delegated per NDIC memo.
- c. Work with Attorney General's office and other agency staff to prepare formal enforcement actions as necessary. Follow through to see the violations are corrected.

### 2. Weekly

- a. Monday afternoon activity review / planning meeting with Oil & Gas Division Director, State Geologist, and DMR Support Staff Officer
- b. Prepare and delegate preparation of orders for signature of the Director and Commission. (Back-up is UIC/Meter/Statistical Manager)

### 3. Monthly

- a. Industrial Commission meeting
  - i. Submit agenda items 2 weeks prior to meeting
  - ii. Orders for nondelegated case decisions
  - iii. Quarterly Reports (OGD, GSD, PA rotation)
  - iv. Legislature update
  - v. Litigation status update
  - vi. Federal regulatory update
  - vii. Complaint settlement review in confidential session
- b. Oil & Gas Hearings
- c. Cases review meeting – agenda prepared by Oil & Gas Division Director
- d. Complaints review meeting – agenda prepared by Field Supervisor
- e. Director's Cut webinar
- f. Geology Staff meeting – agenda prepared by State Geologist
- g. Natural Resources Agency Directors meeting

### 4. Quarterly

- a. USFS DPGL meeting
- b. BLM State Office meeting

### 5. Semiannual

- a. IOGCC Annual Business meeting (ND Official Rep)
- b. IOGCC Annual Conference (ND Official Rep)
- c. OGRC meetings
- d. CSEA Technical Committee and Authority meetings
- e. NDPC Board of Directors meetings
- f. PCORP Technical Advisory Board meetings
- g. BSC Petroleum Production Advisory Board meetings
- h. BSC Business and Industry Leadership Team meetings
- i. Gas Capture meetings with Midstream & Operators not achieving GC goals

## 6. Annual

- a. Annual certification of on-reservation trust/non-trust lands acreage ratio by April 30 to tax commissioner
- b. Summer Field Staff meeting
- c. December All Staff meeting
- d. Operator Asset Management meetings
- e. Midstream & Operator Gas Capture meetings
- f. NDPC Annual meeting presentation
- g. WDEA Annual meeting presentation
- h. Production and Transportation Roundtable - Pipeline Authority & Enbridge
- i. PCORP Annual meeting presentation
- j. Bakken Rocks Cookfest presentations
- k. EERC Energize North Dakota meeting
- l. NDPC Teachers Education presentation
- m. NARO Annual meeting presentation
- n. LEC Annual meeting presentation
- o. Bakken Production Optimization meeting
- p. EDND Annual meeting presentation
- q. LAND Annual meeting presentation
- r. EDTC meeting presentation

## 7. Biennial

- a. Legislative Session – Agency Budget & Other testimony – odd years
- b. Strategy Reviews and Agency Budget preparation – even years
- c. Supervise Audit – Finance Department – even years
- d. Supervise Oil & Gas Division Director Rules Revision process – odd years
- e. Advisory Council on Revenue Forecast – even years
- f. NAPE week meetings with ND oil and gas operators – even years

## 8. Back-up responsibilities

- a. Provide back-up for Oil & Gas Division Director.
- b. Provide back-up for State Geologist
- c. Provide back-up for DMR Support Staff Officer

## 9. Miscellaneous Responsibilities

- a. Report to director of legislative council on balance and fees paid into the carbon dioxide storage trust fund every 4 years (next report due in December 2026)
- b. CCUS Hearings
- c. BLM meetings and rule revision comments
- d. EPA meetings and rule revision comments
- e. Other federal agency rule revision comments
- f. Litigation declarations and expert testimony
- g. Visiting Delegation presentations
- h. Orphan Well Program oversight

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## Department of Mineral Resources Director Search Committee Schedule

<b>January 24<sup>th</sup>, 2024:</b>	Industrial Commission authorizes search committee and directive
<b>February 7<sup>th</sup>, 2024:</b>	Initial meeting of the Search Committee, begin process for search firm selection
<b>February-March 2024:</b>	RFP process, Committee drafts proposed selection and scoring criteria, first draft of job posting
<b>April 2024:</b>	Select search firm, finalize job posting
<b>May - June 2024:</b>	Position open, recruiting candidates
<b>July 2024:</b>	Schedule interviews with search committee
<b>Late July – Early August 2024:</b>	Schedule interviews with Commission, selection of candidate

**Executive Search Firms Under State Enterprise Contract**

<b>Contractor</b>	<b>Summary of Experience</b>	<b>Address</b>	<b>City</b>	<b>Contact</b>	<b>Title</b>	<b>Telephone</b>	<b>Email</b>
MGT of America Consulting, LLC (GovHR USA, LLC)	General Government, Municipal and Local Government	630 Dundee Road  Suite 130	Northbrook, IL 60062	Laurie Pederson	Contract Rep	847-380-3198	lpederson@govhrusa.com
AGB Search	Higher Education	1133 20th Street Suite 300	Washington, DC 20036	Rod McDavis	Contract Rep	202-776-0856	rod.mcdavis@agbsearch.com
Academic Search	Higher Education	1015 18th Street NW Suite 510	Washington, DC 20036	Shawn Hartman	Contract Rep	202-332-4049	shawn.hartman@academicsearch.org
Greenwood Asher & Associates	Higher Education	42 Business Center Drive  Suite 206	Miramar Beach, FL 32550	Courtney Kerrigan  Team Greenwood	Business Development Manager Contract Rep	850-337-1494  850-650-2277	courtneykerrigan@greenwoodsearch.com  team@greenwoodsearch.com
Effertz Executive Search (Olson Effertz Lobbying & Consulting)	Education, Information Technology	1601 N 12th Street  Suite 609	Bismarck, ND 58501	Kayle Effertz Kleven	Contract Rep	701-595-1844	kayla@olsoneffertz.com
Spherion Staffing (Elite Personnel)	General Government, Engineering, Finance, Light Industrial	1830 East Century Ave	Bismarck, ND 58503	Karen Witzel	VP Sales and Marketing	701-298-8300	karenwitzel@spherion.com