Tentative Agenda
ORIENTATION AND TRAINING SESSIONS FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday, November 22 (as soon as hired)

9:00 a.m. - 5:00 p.m. **Payroll clerk** - Legislative Council office - Training on preparing payroll forms and vouchers - *Lori Ziegler, Legislative Administrative Officer, Legislative Council*

Monday-Friday, December 6-10

9:00 a.m. - 4:00 p.m. **Leadership staff** - Training on Vista, Word, Excel, Outlook, and Publisher - Assistance provided as available - *Mary H. Janusz, Information Technology Education Administrator, Legislative Council*

Monday-Friday, December 6-10 and December 13-14

9:00 a.m. - 5:00 p.m. **House and Senate journal reporters** (assistant Chief Clerk and assistant Secretary of the Senate [backup]) - House and Senate chambers - Assistance provided as available - *Kylah E. Aull, Legislative Business Analyst, Legislative Council*

Monday, December 13 - House and Senate committee clerks

8:00 - 9:00 a.m. Select desks and prepare area - Chief committee clerks

9:00 - 10:15 a.m. Tour of committee rooms (*Lori Ziegler)* and joint supply area (*Andrea Cooper*)

10:30 a.m. - 5:00 p.m. Prairie Room - Orientation by the Legislative Council staff

- 10:30 a.m. Introduction - Overview of the legislative process - Employee/staff/intern relationships - *Jim W. Smith, Director, Legislative Council*
- 10:35 a.m. Distribute packets
- 10:40 a.m. Overview of committee clerk activities - *Jay E. Buringrud, Assistant Director, Legislative Council*
- 11:15 a.m. Overview of North Dakota Century Code - *John Walstad, Code Revisor, Legislative Council*
- 11:30 a.m. Fiscal notes - *Becky Keller, Senior Fiscal Analyst*
- 1:00 p.m. Enrolling and engrossing - Amendment approval requirements - *John Bjornson, Counsel, Legislative Council*
- 2:00 p.m. **House and Senate Appropriations Committees clerks** - Appropriation bills and budget status reporting - *Allen H. Knudson, Legislative Budget Analyst and Auditor, Legislative Council*
- 2:30 p.m. Break
- 2:45 p.m. **House and Senate committee clerks** - Orientation on recording requirements, filing of minutes, audiorecording requirements, deposit of minutes with the Legislative Council, and Appropriations Committees records - *Audrey Grafsgaard, Assistant Research Librarian, Legislative Council*
- 4:30 p.m. Committee hearings - Impact of the Americans with Disabilities Act

Tuesday, December 14 - House and Senate committee clerks

9:00 - 11:00 a.m. Brynhild Haugland Room - Training on use of the bill status system and on use of the legislative branch website - *Mary H. Janusz/Deb Gienger, Information Technology Systems Administrator, Legislative Council*

1:00 - 4:00 p.m. Brynhild Haugland Room - Training on use of the committee hearing system - *Mary H. Janusz/Deb Gienger*

Wednesday, December 15 - House and Senate committee clerks

8:00 a.m. - 3:00 p.m. Brynhild Haugland Room - Training on use of the committee report system - *Kylah E. Aull/Mary H. Janusz*

3:00 - 4:00 p.m. Brynhild Haugland Room - Training on recording committee meetings - *Mary H. Janusz/ John A. Dvorak, Information Technology LAN Technician, Legislative Council*

4:00 - 5:00 p.m. Brynhild Haugland Room - Training in Vista, word processing, and e-mail - *Mary H. Janusz/Deb Gienger*

Thursday, December 16 - House and Senate committee clerks

9:00 - 10:00 a.m. **House bill clerk** (calendar clerk [backup]) - House chamber - Training on use of the assignment of bill numbers system - *Kylah E. Aull*

10:00 - 11:00 a.m. **Senate bill clerk** (calendar clerk [backup]) - Senate chamber - Training on use of the assignment of bill numbers system - *Kylah E. Aull*

1:00 - 5:00 p.m. **Assistant Chief Clerk and assistant Secretary of the Senate** (journal clerks [backup]) - House and Senate chambers - Training on use of the message system - *Kylah E. Aull*

Friday, December 17 - House and Senate committee clerks

8:00 a.m. - 12:00 noon Brynhild Haugland Room - Training on preparing and storing minutes - *Mary H. Janusz/Deb Gienger*

9:00 a.m. - 12:00 noon **House and Senate calendar clerks** (assistant Chief Clerk and assistant Secretary of the Senate [backup]) - House and Senate chambers - Training on use of the calendar system - *Kylah E. Aull*

Monday, December 20

9:00 a.m. - 12:00 noon **Information kiosk attendants** - Information kiosk - Training on use of the legislative branch website - *Mary H. Janusz/Deb Gienger*

1:00 - 5:00 p.m. **Secretarial service and information kiosk attendants** - Secretarial service area - Training on use of the telephone message and constituent views system - *Deb Gienger/Mary Janusz*

Monday, January 3

8:00 - 8:15 a.m. **Legislative interns** - Prairie Room - Assignment of committees - *Jim W. Smith*

8:15 - 8:30 a.m. **House and Senate committee clerks and legislative interns** - Prairie Room - Meeting with Legislative Council legal and fiscal staff members - *Jim W. Smith*

8:30 a.m. - 12:00 noon **Legislative interns** - Prairie Room - Amendment drafting - *John Bjornson/Vonette J. Richter, Counsel, Legislative Council*

1:00 - 3:00 p.m. **Legislative interns** - Prairie Room - Additional training, including the use of digital signage - *Timothy J. Dawson, Counsel, Legislative Council/information technology staff*

8:00 a.m. - 4:00 p.m. **Secretarial service** - Secretarial service area - Training on use of e-mail and word processing procedures for assisting legislators - *Mary H. Janusz*