

**Tentative Agenda
ORIENTATION AND TRAINING SESSIONS
FOR CERTAIN LEGISLATIVE EMPLOYEES**

Monday-Friday, December 10-14

9:00 a.m. - **Leadership staff** - Training on cybersecurity, Windows, Word, Excel, and Outlook -
4:00 p.m. Assistance provided as available - *Information Technology staff, Legislative Council*

Monday, December 10 - House and Senate committee clerks

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

9:00 - Tour of committee rooms (*Lori Ziegler, Legislative Administrative Officer, Legislative*
10:15 a.m. *Council*) and joint supply area (*Andrea Cooper, Lead Legislative Services Specialist, Legislative Council*)

10:30 a.m. - Prairie Room - Orientation by the Legislative Council staff
3:00 p.m.

10:30 a.m. Introduction - Overview of the legislative process -
Employee/staff/intern relationships - *John Bjornson, Director, Legislative Council*

10:35 a.m. Distribute packets

10:40 a.m. Overview of committee clerk activities - *Vonette J. Richter, Legal*
Division Director, Legislative Council

11:00 a.m. Overview of North Dakota Century Code - *Emily L. Thompson, Code*
Revisor, Legislative Council

11:15 a.m. Enrolling and engrossing - Amendment approval requirements -
Jennifer S. N. Clark, Legal Counsel, Legislative Council

11:30 a.m. Fiscal notes - *Sheila M. Sandness, Senior Fiscal Analyst, 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. Committee hearings - Impact of the Americans with Disabilities Act -
Vonette J. Richter, Legal Division Director, Legislative Council

3:00 - Coteau A - Training on use of Legislator's Automated Work Station (LAWS) system and
5:00 p.m. on the legislative branch website - *Information Technology staff*

Tuesday, December 11 - House and Senate committee clerks

8:00 - Coteau A - Training on use of Windows, Word, and Outlook - *Information Technology staff*
9:00 a.m.

9:00 a.m. - Coteau A - Training on the preparing and storing of minutes and using Word templates
12:00 noon and orientation on recording requirements, filing of minutes, depositing minutes with the
Legislative Council, and preparing Appropriations Committees records - *Kylah E. Aull,*
Library and Records Services Manager, and Information Technology staff

1:00 - Coteau A - Cybersecurity training - *Information Technology staff*
2:00 p.m.

2:00 - Coteau A - Training on the use of the committee hearing schedule system - *Information*
3:30 p.m. *Technology staff*

3:30 - Coteau A - Training on recording committee meetings and committee room equipment -
5:00 p.m. *Information Technology staff*

Wednesday, December 12

8:00 a.m. - **House and Senate committee clerks** - Coteau A - Training on use of the committee
4:00 p.m. report system - *Kylah E. Aull and Information Technology staff*

1:00 - **House Chief Clerk and Secretary of the Senate** (Assistant Chief Clerk and Assistant
3:00 p.m. Secretary of the Senate [backup]) - House and Senate chambers - Training on use of the
voting system - *Information Technology staff*

2:00 - **House and Senate recording and bill clerks** - House and Senate chambers -
3:00 p.m. Cybersecurity training - *Information Technology staff*

3:00 - **House Chief and Assistant Chief Clerk and Secretary and Assistant Secretary of the**
4:00 p.m. **Senate** - House and Senate chambers - Cybersecurity training - *Information Technology
staff*

3:00 - **House and Senate recording clerks** (House and Senate bill clerks [backup]) - House
5:00 p.m. and Senate chambers - Training on use of the chamber camera systems - *Information
Technology staff*

Thursday, December 13 - House and Senate bill and calendar clerks

8:00 a.m. - **House and Senate bill clerks** (calendar clerks [backup]) - House Chamber - Training on
12:00 noon use of the assignment of bill numbers system - *Information Technology staff and Kylah E.
Aull*

11:00 a.m. - **House and Senate calendar clerks** - House and Senate chambers - Cybersecurity
12:00 noon training - *Information Technology staff*

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

Friday, December 14

8:00 a.m. - **Assistant Chief Clerk and Assistant Secretary of the Senate** (journal clerks [backup]) -
12:00 noon House and Senate chambers - Training on use of the message system - *Kylah E. Aull and
Information Technology staff*

Monday-Friday, December 17-21

9:00 a.m. - **House and Senate journal reporters** (Assistant Chief Clerk and Assistant Secretary of
5:00 p.m. the Senate [backup]) - House and Senate chambers - Training on journal report system
and cybersecurity - Assistance provided as available - *Kylah E. Aull and Information
Technology staff*

Thursday, December 27

8:30 - **Information kiosk attendants** - Information kiosk - Training on use of the legislative
11:00 a.m. branch website, information available on monitors/digital signage, and cybersecurity -
Information Technology staff

8:30 - **Secretarial service** - Secretarial service area - Secretarial office setup - *Lori Ziegler*
9:00 a.m.

9:00 - **Secretarial service** - Secretarial service area - Training on telephones - *Lori Ziegler and*
10:00 a.m. *Information Technology Department telecommunications staff*

10:00 a.m. - **Secretarial service** - Secretarial service area - Training on use of the telephone message
12:00 noon and constituent views system - *Information Technology staff*

1:00 - **Secretarial service** - Secretarial service area - Training on use of email and word
4:00 p.m. processing procedures for assisting legislators - *Information Technology staff*

4:00 - **Secretarial service** - Secretarial service area - Cybersecurity training - *Information Technology staff*
 5:00 p.m.

Tuesday, January 1, 2019

12:30 p.m. **Legislative interns** - Prairie Room - General information and question and answer session - *Samantha E. Kramer, Counsel, Legislative Council*

12:50 p.m. **Legislative interns** - Prairie Room - Assignment of committees - *John Bjornson*

1:00 p.m. **Legislative interns** - Prairie Room - Amendment training - *Jennifer S. N. Clark*

3:00 p.m. Break

3:05 p.m. **Legislative interns** - Prairie Room - Drafting amendments and workflow - *Andrea Cooper*

5:00 p.m. Adjourn

Wednesday, January 2, 2019

8:00 a.m. **Legislative interns** - Prairie Room - Employment information - *Lori Ziegler*

8:05 a.m. **Legislative interns** - Prairie Room - Cybersecurity training - *Information Technology staff*

9:05 a.m. **Legislative interns** - Prairie Room - Training on the use of digital signage, bill tracking, and LAWS - *Information Technology staff*

10:00 a.m. **Legislative interns** - Prairie Room - Additional training in amendment drafting - *Claire Ness, Counsel, Legislative Council*

12:00 noon Luncheon recess

1:00 p.m. **House and Senate committee clerks and legislative interns** - Prairie Room - Introductions among legislative interns, Legislative Council legal staff, and committee clerks

1:15 p.m. **Legislative interns** - Prairie Room - Tour - *Aleta Johnson, Legislative Tour Guide*

1:45 p.m. **Legislative interns** - Prairie Room - Gather supplies, organize workstation, and self-tour

2:00 p.m. **Legislative interns** - Prairie Room - In-room amendment drafting