

November 2010

Tentative Agenda ORIENTATION AND TRAINING SESSIONS FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday, November 22

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

Monday-Friday, December 6-10

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

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

9:00 a.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*
5:00 p.m.

Monday, December 13 - 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*
10:15 a.m.

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

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 - *John Walstad*

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, digital recorder 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 - Brynhild Haugland Room - Training on use of the bill status system and on use of the
11:00 a.m. legislative branch website - *Mary H. Janusz/Deb Gienger, Information Technology Systems Administrator, Legislative Council*
- 1:00 - Brynhild Haugland Room - Training on use of the committee hearing system - *Mary H.*
4:00 p.m. *Janusz/Deb Gienger*

Wednesday, December 15 - House and Senate committee clerks

- 8:00 a.m. - Brynhild Haugland Room - Training on use of the committee report system - *Kylah E.*
3:00 p.m. *Aull/Mary H. Janusz*
- 3:00 - Brynhild Haugland Room - Training on recording committee meetings - *Mary H. Janusz/*
4:00 p.m. *John A. Dvorak, Information Technology LAN Technician, Legislative Council*
- 4:00 - Brynhild Haugland Room - Training in Vista, word processing, and e-mail - *Mary H.*
5:00 p.m. *Janusz/Deb Gienger*

Thursday, December 16 - House and Senate committee clerks

- 9:00 - **House bill clerk** (calendar clerk [backup]) - House chamber - Training on use of the
10:00 a.m. assignment of bill numbers system - *Kylah E. Aull*
- 10:00 - **Senate bill clerk** (calendar clerk [backup]) - Senate chamber - Training on use of the
11:00 a.m. assignment of bill numbers system - *Kylah E. Aull*
- 1:00 - **Assistant Chief Clerk and assistant Secretary of the Senate** (journal clerks
5:00 p.m. [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. - Brynhild Haugland Room - Training on preparing and storing minutes - *Mary H.*
12:00 noon *Janusz/Deb Gienger*
- 9:00 a.m. - **House and Senate calendar clerks** (assistant Chief Clerk and assistant Secretary of
12:00 noon the Senate [backup]) - House and Senate chambers - Training on use of the calendar
system - *Kylah E. Aull*

Monday, December 20

- 9:00 a.m. - **Information kiosk attendants** - Information kiosk - Training on use of the legislative
12:00 noon branch website - *Mary H. Janusz/Deb Gienger*
- 1:00 - **Secretarial service and information kiosk attendants** - Secretarial service area -
5:00 p.m. Training on use of the telephone message and constituent views system - *Deb*
Gienger/Mary Janusz

Monday, January 3

- 8:00 - **Legislative interns** - Prairie Room - Assignment of committees - *Jim W. Smith*
8:15 a.m.
- 8:15 - **House and Senate committee clerks and legislative interns** - Prairie Room -
8:30 a.m. Meeting with Legislative Council legal and fiscal staff members - *Jim W. Smith*
- 8:30 a.m. - **Legislative interns** - Prairie Room - Amendment drafting - *John Bjornson/Vonette J.*
12:00 noon *Richter, Counsel, Legislative Council*
- 1:00 - **Legislative interns** - Prairie Room - Additional training, including the use of digital
3:00 p.m. signage - *Timothy J. Dawson, Counsel, Legislative Council/information technology staff*
- 8:00 a.m. - **Secretarial service** - Secretarial service area - Training on use of e-mail and word
4:00 p.m. processing procedures for assisting legislators - *Mary H. Janusz*