

# Program Development Committee Meeting Minutes

2018 NCSL Legislative Summit  
Los Angeles, Calif.  
July 30, 2018

## Call to Order

The Program Development meeting was called to order at 4:40 P.M. by Chair Jennifer Novak (Idaho).

## Attendance

The following members of the committee were present: Jennifer Novak (Idaho), chair; Angela Smith (La.), vice chair; Sarah Armistead (Va.); Sarah Bannister (Wash.); Jay Braxton (Va.); Lisa Davis (Miss.); John Hollman (Ill.); Cathy Hooe (Va.); Maryann Horch (Va.); Martha Jarrow (Ark.); Jeannine Layell (Va.); Sabrina NeKay Lewellen (Ark.); Carrie Maulin (Idaho); Lisa Ortiz McCutcheon (N.M.); Jeff Renk (Wis.); Jackie Scott (Va.); Patience Worrel (Texas); Ron Smith (La.); Erin Gillitzer (Wis.); Tammy Wehrle (Wis.); Laura Bell (Wash.); Yolanda Dixon (La.); Mandi McGowan (Ore.); Jeryn Verserat (Wis.); Sarah Schaben (Mo.); and Ali Sagraves (Ohio).

## Approval of Minutes

Upon the motion of John Hollman (Ill.), seconded by Carrie Maulin (Idaho), the minutes of the 2018 ASLCS Spring Meeting held in Charleston, South Carolina were approved.

## Plenary Discussion

Chairman Jennifer Novak (Idaho) shared that we were able to secure “Leading Edge” for one of our plenary meetings. Holly South explained these women are full of relevant information to promote a stronger working environment through communication. Jennifer noted that if anyone was interested in obtaining more information on them, they could visit their website, [leadingedgecoaches.com](http://leadingedgecoaches.com). Jennifer also discussed that the second plenary session was cancelled and replaced with discussion of parliamentary procedure. The membership of ASLCS would like more parliamentary procedure, and this segment will fill the request. Members of Mason’s Manual have graciously agreed to spearhead this discussion.

## Concurrent Session Discussion

Ali Sagraves (Ohio) elaborated on what the Support Staff committee has put together for the panel discussions. Harassment will be a discussion topic. Jim Drake, Buddy Johnson and Sarah Bannister will be the main speakers, but the state of Wisconsin will participate as well. Ali also mentioned a possible panel discussion regarding technology, but John Hollman (Ill.) said the Technology Committee was doing something very similar and there could be some overlap, so they will discuss the best way to support the idea and get the goal accomplished. Maryann Horch (Va.) talked about an activity very similar to “The Amazing Race” that the Membership and Communication committee is working on for the PDS. Chair Jennifer Novak (Idaho) requested that members of the Program Development Committee submit questions or comments to her for the upcoming PDS, such as “Things I Wished I’d Known” or things you’ve done to fix problems in the legislature, your staff section, etc. The president of ASLCS, Robert Haney (Texas), would like to discuss “Work-life Balance.” A panel is needed for this topic. Supt. Muniz from Puerto

Rico was considered to speak on “How Legislatures Get Through a Natural Disaster.” Unfortunately, the budget in Puerto Rico has been cut, so he will be unable to attend. Chair Novak suggested possibly speaking to the Executive Committee and asking if they will pay for him to come. Jeryn Vesperat (Wis.) suggested that we select someone from the state of Wisconsin. They have many connections with FEMA and have recently undergone a natural disaster drill. Jennifer Novak said she would consider this option as plan “B,” and thanked the committee for everyone’s hard work.

### **2018 PDS**

Jeryn Vesperat (Wis.) discussed what they have planned in Wisconsin without going into a lot of detail. Her hope is that we will thoroughly enjoy the host state events they have diligently worked to prepare for us. The staff breakout sessions will occur at the Wisconsin State Capitol. Maryann Horch (Va.) suggested we move “Breakfast on your Own” from Tuesday to Thursday, to which the committee agreed.

### **Adjournment**

Upon a motion by Maryann Horch (Va.), seconded by Jackie Scott (Va.), the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Angela Smith (La.), vice chair