Support Staff Committee Minutes

2017 ASLCS Spring Business Meeting
Kansas City, Missouri
Saturday, April 20, 2017

Call to Order
The meeting was called to order by Chair Sarah Armistead (Va.).

Attendance
The following members of the committee were present: Sarah Armistead (Va.), Chair, Michael Adams (Va.), Jenny Alpers (Mo.), Jay Braxton (Va.), Nancy Ellison (Utah), Joy Engelby (Mo.), John Hollman (Ill.), Maryann Horch (Va.), Tara Perkinson (Va.), Rose Ramsey (Va.), Marilyn Seaton (Mo.), Betsy Dearixon (Mo.).

Approval of Minutes
Upon a motion by Rose Ramsey (Va.), seconded by Nancy Ellison (Utah), the minutes from the last meeting held on Thursday, September 22, 2016, in Boise, Idaho, were approved.

Old Business
Chair Armistead informed the committee that the survey results (shared from Program Chair Tim Sekerak) showed attendees liked having the Staff Breakouts at the beginning of the week, so the program committee will keep that near the beginning of the week. This allows new attendees to find out who does a similar job and they can network for the remainder of the week.

This year the Associate Exchange Program had two participants – Erin Gillitzer (Wisconsin Senate) visited the Louisiana House and Dianne Russell (North Carolina House) visited the Washington Senate. Chair Armistead let the group know that their articles for the Legislative Administrator have not yet been received but are in the works.

New Business
Chair Armistead passed out a flyer advertising the upcoming Legislative Expo and reminded the committee that they are looking for participants. In the last few years it seems attendance has dwindled some and Chair Armistead asked the committee for their thoughts. Tara Perkinson (Va.) recommended calling and asking states to participate, that oftentimes with a personal invitation, people are more willing to participate. Maryann Horch (Va.) recommended having a list of ideas/topics that people could have on display at their table. She noted that sometimes when you do your job day in and day out, it may not seem innovative, but to another state it just may be what they are looking for. Michael Adams (Va.) added that he leans towards encouraging participation. Maryann Horch (Va.) also suggested when Chair Armistead sends out her update to the Support Staff committee she could ask what process, etc., people are looking to update in their chambers, what would they like to see or learn about at the Expo. This information will assist co-chairs when they ask states to participate, they can have a list of topic ideas to
share with potential participants to help prompt them to think of their process from a
different perspective. Tara Perkinson (Va.) also mentioned the Legislative Expo is a great
opportunity for our Sponsors to show their latest and greatest.

Tim Sekerak (Ore.), Program Chair, asked the committee for ideas for a concurrent
session, which run about 1 ½ hours. Other committees that usually sponsor a concurrent
include: Mason’s, International, Technology. Additional ideas that have come up include
Wellness or Packing: 1 bag for 2 weeks.

Nancy Ellison (Utah) liked the idea for Wellness- we are all overworked and stressed, it
would be nice to have a wellness topic on how to achieve balance at work.

Susan Kannarr (Kan.) agreed and encouraged the committee to think outside of the box.

Michael Adams (Va.) suggested the committee members review past programs they have
seen to recommend ideas on topics they would like to pursue. When Chair Armistead
sends out information to the committee she could include those topic ideas.

Tara Perkinson (Va.) pointed out that a large portion of attendees are not at the
management level, and a focus on them and their professional development would be
helpful. John Hollman (Ill.) asked if the new attendees had any suggestions from the
survey. Tim Sekerak (Ore.) replied that the survey was not broken out that specifically.
Tim listed some of the topic ideas that were suggested- career track, hiring and firing,
performance reviews, benefits – why do you stay?

Michael Adams (Va.) spoke on the idea of succession planning to include how training
staff to succeed and how staff can relay the benefits to management.

Maryann Horch (Va.) expanded on the idea of benefits and why you stay. The hours are
long and it is stressful, yet many of our coworkers have been there for years, while hiring
and keeping new talent is challenging. A concurrent highlighting some of the benefits and
nontraditional benefits of people’s jobs would be interesting.

Jay Braxton (Va.) mentioned there was a session “Reflections on Legislative Service
from an Associate’s Perspective” and Associates discussed how they got started in the
legislature, etc. It was a more casual, story-telling kind of session. Panelists discussed
topics that covered “What you do and what you love about what you do, etc.” Tara
Perkinson (Va.) added she thinks it was presented in Sacramento and it was a well-
attended session, a packed room.

Joy Engelby (Mo.) was in agreement and added that she is amazed with the longevity
service.

Nancy Ellison (Utah) mentioned expanding on cross training and succession planning to
address the challenges of it.
Obie Rutledge (Ore.) suggested a concurrent on compensation, position descriptions, and salary. How do other states do it? How do you retain talent?

Tara Perkinson (Va.) mentioned the project by the Inside the Legislative Process Committee that has a database with job titles and position descriptions that could be a resource for some of that information.

**Adjournment**
Upon a motion by Tara Perkinson (Va.), seconded by John Hollman (Ill.), the meeting was adjourned.

Respectfully submitted,
Maryann Horch (Va.)