Support Staff Committee Meeting Minutes

2017 ASLCS Professional Development Seminar
Phoenix, Ariz.
Thursday, September 28, 2017

Call to Order
The meeting of the Support Staff Committee was called to order at 2:32 p.m. by Ali Sagraves (Ohio), chair.

Attendance
The following members of the committee were present: Ali Sagraves, chair (Ohio), Sarah Burhop, vice chair (Wis.), Sarah Armistead (Va.), Joshua Babel (Ariz.), Sarah Bannister (Wash.), Jeffrey Beighley (Wis.), Julie Bochat (Mo.), Sarah Curry (Ore.), Lisa Davis (Miss.), Nancy Ellison (Utah), Stephanie Hall (Alaska), Lucy Hepburn-Darris (Mo.), John Hollman (Ill.), Cathy Hooe (Va.), Cathy Jackson (Utah), Martha Jarrow (Ark.), Sabrina NeKay Lewellen (Ark.), Nanci Longoria (Texas), Tyler Peavler (Ky.), Donna Schulte (Mo.), Jeanine Wittenberg (Nev.), Patience Worrel (Texas), Felisha Brown (Miss.), Lourdes Litchfield (Texas), Tara Perkinson (Va.), Jackie Scott (Va.), Chad Starzer (Va.), Kathryn Steveline (Ohio), Anabel Urbina (Calif.), Ramona Nelson (Navajo Nation), Idah Burnside (Navajo Nation), and Charmane Yazzie (Navajo Nation).

Other members/guests in attendance included Robert Haney (Texas), ASLCS president, and Holly South (NCSL).

Approval of Minutes
Upon a motion by Sarah Armistead (Va.), and seconded by Jeffrey Beighley (Wis.), the minutes of the last meeting held during the 2017 NCSL Legislative Summit, Boston, Massachusetts, were approved.

Old Business
After explaining the purpose and functions of the Support Staff Committee and a brief discussion from ASLCS President Robert Haney (Texas) thanking the committee for its work in carrying out those functions, the chair asked the committee for feedback on this year’s Legislative Expo. It was agreed upon that holding the Expo consecutively with the morning breakfast, in the same room, was a success. The committee will plan to continue the same format next year. The chair asked members to start thinking about how their clerk’s office teams may be able to participate and sign up for a booth at next year’s PDS.

The staff breakout sessions were also discussed. It was agreed upon that the current groupings work well, along with having them occur earlier in the week.

The chair asked members of the committee who have participated in the Associate Exchange Program to briefly share their experiences with the rest of the committee and explained the application process, selection process, and how the program works. Members were encouraged to also look back at previous Legislative Administrator issues to read reports from participants. The chair asked members to discuss with their principals the possibility of volunteering to host an associate, in addition to potentially applying for the program as a participant. Chair Sagraves
and the previous chair, Sarah Armistead (Va.), explained that emails would be forthcoming requesting responses on both items.

**New Business**
The chair asked the committee to start brainstorming ideas for a concurrent session at next year’s PDS. Members discussed several topics related to 1) the transition of institutional knowledge, cross-training, and the process of making manuals, 2) being innovative in how we serve in our various support staff roles, while still respecting the institution, as culture, technology, and other aspects of our chambers change, 3) reflections on legislative service for associates, 4) voting in a new age, and 5) e-filing aspects. It was mentioned that the Technology Committee may be discussing doing an e-filing topic and will keep our committee posted. The chair stated that this was a productive start, and discussions on this matter will continue. She reminded the committee that she would periodically send email updates to keep members informed throughout the year and would be asking for feedback. The chair also asked members to remember to fill out the PDS survey that Holly South (NCSL) would be sending out after the conclusion of the seminar.

**Adjournment**
There being no further business, upon a motion by Julie Bochat (Mo.), seconded by Jeanine Wittenberg (Nev.), the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Sarah Burhop (Wis.), vice chair
Ali Sagraves (Ohio), chair