Support Staff Committee Meeting Minutes

2018 ASLCS Spring Meeting
Charleston, S.C.
Saturday, April 21, 2018

Call to Order
The meeting of the Support Staff Committee was called to order at 10:09 a.m. by Ali Sagraves, chair.

Attendance
The following members of the committee were present: Ali Sagraves (Ohio), Sarah Burhop (Wis.), Jay Braxton (Va.), Kay Inabnet (Wis.), Tara Perkinson (Va.), Sabrina Lewellen (Ark.), Sarah Bannister (Wash.), and Lisa Davis (Miss.).

Approval of Minutes
Upon a motion by Lisa Davis (Miss.), and seconded by Jay Braxton (Va.), the minutes of the last meeting held during the 2018 PDS in Phoenix, Arizona, were approved.

Old Business
Chair Ali Sagraves (Ohio) updated the committee on this year’s Associate Exchange Program, announcing that Barrett Dudley (Arkansas House) and Brittany Yunker Carlson (Washington Senate) were selected by the Support Staff Committee and approved by the Executive Committee to participate. Both selected the California Senate as their first choice, and the California Senate is graciously hosting both participants. Barrett’s exchange will be the week of May 7, and Brittany will be participating the week of May 14. Kay Inabnet (Wis.) mentioned that odd years would work best for the Wisconsin Assembly to host an Exchange Program participant. They are very interested in hosting in the future.

Ali Sagraves (Ohio) was pleased with the great suggestions everyone submitted for concurrent session ideas. The committee will likely be responsible for 2-3 sessions. Building on the discussion from the 2017 PDS committee meeting, the committee discussed the working list and narrowed potential concurrent session topics to:
1) Civic education – Sarah Burhop (Wis.) shared with the committee about the Civic Education Program that is run by Dr. Tammy Wehrle that focuses on what the students take away, giving them inspiration to someday get involved in some aspect of the legislative process (the committee also decided this would be a good booth for the Expo);
2) Innovation – this would entail a panel discussion on changing technology, its impact on methods of voting in session and committee and how to control it, live streaming or not live streaming legislative proceedings, and how to balance legislators’ demand to be able to use updated technology while still maintaining a respect for the institution;
3) Transfer of institutional knowledge, the importance of cross-training, and the process of making manuals; and
4) Business etiquette and effectively dealing with differing types of personalities and stresses.
Lisa Davis (Miss.) suggested that skits could be incorporated as an interesting way to discuss this
topic. Sabrina Lewellen (Ark.) also has experience with a specific type of personality test that members could take at this session.

The committee decided that many other topics discussed, such as sexual harassment training, e-filing, and reflections on legislative service would not be covered by the committee this year.

**New Business**
The committee discussed the fact that we should keep the same Expo layout from last year by merging the Expo with a breakfast. The chair mentioned that members of the Society will soon receive a flyer asking states to volunteer to have a booth at the Expo to share any new, innovative practices they have implemented. Tara Perkinson (Va.) and Jay Braxton (Va.) suggested doing a themed “How To” Expo this year.

The chair suggested an idea to the committee to incorporate the Expo and Staff Breakout Sessions by possibly adding booths at the Expo for the various breakout groups. The Expo is scheduled to happen after the breakouts, and there seems to be a desire each year for the ability to have more time in staff breakout sessions or the option of attending multiple staff breakout sessions for those whose duties fall into more than one of the established breakout groups. Tara Perkinson (Va.) and Sarah Bannister (Wash.) mentioned that having dedicated tables at a breakfast for a second staff breakout session time has been used before and could be an option this year.

The chair discussed the several staff breakout groups for which the committee will be responsible for identifying moderators and helping to provide questions or topics to discuss at the sessions. She mentioned that much of the committee’s work will need to take place via email and phone calls from now until the Summit this summer.

The committee also discussed the possibility of sharing past and present photos of PDS meetings, along with videos created of Principal and Associate interviews in the hospitality room.

**Adjournment**
There being no further business, upon a motion by Tara Perkinson (Va.), and seconded by Sarah Bannister (Wash.), the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

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