Support Staff Committee Meeting Minutes

2019 ASLCS Spring Business Meeting
Jackson, Wyoming
Saturday, April 27, 2019

Call to Order
The meeting of the Support Staff Committee was called to order at 10:09 a.m. by Neva Parker (Calif.), Chair.

Attendance
The following members of the committee were present: Neva Parker (Calif.), Chairperson; Martha Jarrow (Ark.), 1st Vice Chair; Ann-Marie Sweeney (Pa.), 2nd Vice Chair (via conference call), Joy Engelby (Mo.), and Lisa Davis (Miss.). Others in attendance (who have subsequently joined the committee) were Bo Hoover (W.Va.) and Adam Reames (Mich.).

Other members/guests in attendance included: ASLCS President Pat Harris (Ala.).

Approval of Minutes
Upon a motion by Bo Hoover (W.Va.), and seconded by Joy Engelby (Mo.), the minutes of the last meeting held September 27, 2018, at the ASLCS Professional Development Seminar in Madison, Wisconsin, were approved.

Old Business
Chair Neva Parker (Calif.) updated the committee on this year’s Associate Exchange Program participants who were selected by the Support Staff Committee and approved by the Executive Committee to participate. Chair Neva Parker (Calif.) announced the names of the participants and their hosts as follows: Jeff Beighley (Wisconsin Senate), hosted jointly by both houses of the Alaska Legislature; Michael Coe (New Hampshire House), hosted by the Virginia Senate; Mary Gibson (Massachusetts House), hosted by the Alabama Senate; and Jay Jacobs (Kentucky House), hosted by the New Hampshire Senate.

Chair Neva Parker (Calif.) was pleased with the responses to the Staff Breakouts found in the surveys, and the committee members all agreed that working at making sure the members get professional development of interest to them while attending the Professional Development Seminar (PDS) is certainly the goal of the Support Staff Committee. Neva Parker (Calif.) discussed that she will be connecting with moderators and will still need to fill slots before the PDS. Joy Engelby (Mo.) agreed to be moderator for the Legislative Operations: Technology Staff Breakout Session, and 1st Vice Chair Martha Jarrow (Ark.) and Jacquelyn Delight (Calif.) will be the moderators for the Legislative Operations: Calendar Staff, Bill Status/History and Committee Staff Session. Bo Hoover (W.Va.) and Lisa Davis (Miss.) agreed to be moderators for the Assistant/Deputy Clerks and Secretaries. 1st Vice Chair Martha Jarrow (Ark.) suggested Tamitha Jackson (Ark.) as a moderator for Legislative Operations: Journal Staff Session.
Chair Neva Parker (Calif.) discussed possible approaches to getting the international members involved, and the Support Staff Committee will be working at getting the international members involved in panel discussions and reaching out to include them as participants more.

ASLCS President Pat Harris commented when asked for guidance by Chair Neva Parker (Calif.) that good areas of focus would be facilities/legislative privileges where communication is about what is done and not done. Chair Neva Parker (Calif.) respectfully asked President Harris if he would be the moderator, and he agreed to the request. President Harris also advised the Support Staff Committee to communicate with Obie Rutledge (Ore.), Chair of International Communication and Development.

1st Vice Chair Martha Jarrow (Ark.) identified two participants for the Legislative Expo, which are Arkansas and California. 1st Vice Chair Martha Jarrow (Ark.) also shared with the members the draft flyer for review. Upon review, the committee was pleased and agreed with the draft’s wording. Lisa Davis (Miss.) expressed that the Committee consider using pictures from past Legislative Expos on the flyer as well. Lisa commented that this may allow the participant’s chambers to view the work their staff members do while attending and may get more participants approved to attend. Committee members agreed to consider using past photos from Legislative Expos. 1st Vice Chair Martha Jarrow (Ark.) noted that she and 2nd Vice Chair Ann-Marie Sweeney (Pa.) will be reaching out to various chambers prior to the Professional Development Seminar regarding hosting a booth. Chair Neva Parker (Calif.) stated that the goal is to have the flyer ready to send out via email by the end of May.

1st Vice Chair Martha Jarrow (Ark.) discussed the concurrent session topic that she and 2nd Vice Chair Ann-Marie Sweeney (Pa.) have talked over with Chair Neva Parker (Calif.): “Coaching the legislative team of the future. You can’t train effectively in Silos,” listing the areas covered in the survey by members that were of interest. 1st Vice Chair Martha Jarrow (Ark.) shared the following areas: mentoring, health and wellness, work/life balance and conflict resolution, and asked the committee to work toward tapering down the topic areas that will motivate the members. Conversation continued about cross-training, the relationships between staff, strengths and weaknesses when discussing encompassing topics connected to mentoring. Adam Reames (Mich.) shared a point about being promoted in a legislative staff role but never being trained to be managers. The committee decided to have a panel discussion on Conflict Resolution and Interpersonal Communication with several participants for the first session, along with a second session on Respect for the Institution.

New Business
No new business.

Adjournment
There being no further business before the Committee, upon a motion by Lisa Davis (Miss.), and seconded by Bo Hoover (W.Va.), the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Martha Jarrow (Ark.), 1st Vice Chair