Support Staff Committee Meeting Minutes

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

Call to Order
The meeting of the Support Staff Committee was called to order by Ali Sagraves, chair.

Attendance
The following members of the committee were present: Ali Sagraves (Ohio), Sarah Burhop (Wis.), Ann-Marie Sweeney (Pa.), Kay Inabnet (Wis.), Tara Perkinson (Va.), Neva Parker (Calif.), Mollie Melton (N.C.), Sarah Curry (Ore.), Erica Manson (Va.), Sarah Bannister (Wash.), Laura Bell (Wash.), Jeanine Wittenberg (Nev.), Ron Smith (La.), Josh Babel (Ariz.), Tyler Peavler (Ky.), Sabrina Lewellen (Ark.), Erin Gillitzer (Wis.), Martha Lynn Jarrow (Ark.), Malisha Straw (Ark.), Jay Braxton (Va.), Sarah Armistead (Va.), Cathy Hooe (Va.), Jackie Scott (Va.), Tammy Wehrle (Wis.), Lisa Davis (Miss.), Patience Worrel (Texas). Also present was Holly South (NCSL).

Approval of Minutes
Sarah Burhop (Wis.) moved to correct the minutes of the last meeting held during the 2018 Spring Business Meeting in Charleston, South Carolina, to read “Dr. Tammy Wehrle” instead of “Professor.” Without objection, the motion was approved. Upon a motion by Sarah Bannister (Wash.), and seconded by Tara Perkinson (Va.), the minutes, as corrected, were approved.

Old Business
Ali Sagraves (Ohio), chair, announced that neither Barrett Dudley nor Brittany Yunker Carlson were able to attend the NCSL Summit to give a report on the Associate Exchange Program to the committee; however, Brittany submitted a very thorough written report outlining how informative the experience was and how much she was able to bring back to her state. Barrett’s report will be forthcoming. Neva Parker (Calif.) agreed that it was a great experience also for the host state. The California Senate hosted Brittany the week of May 7–11, and Barrett the week of May 14–18. There was consideration as to whether it would be more beneficial to both the participant as well as the host state to host them together, if the same state hosts both exchange participants in the future. Also discussed was the idea of having participants ramp up what they bring or present as a part of the exchange. Sarah Bannister (Wash.) encouraged principals to let their staff apply because the experience is very beneficial to the participant as well as their chamber.

The chair asked the committee to work toward narrowing down two concurrent session topics (with a third session as a back-up), decide on the appropriate format, and identify participants. The committee decided to have a panel discussion on Civic Education with several participants for the first session, along with a second session on cross-training. This session would be a roundtable discussion with a number of committee members prepared to discuss their team’s cross-training tactics and materials. The third (back-up) session would involve a discussion on live-streaming legislative proceedings.
The committee was able to identify moderators or volunteered themselves to lead most of the staff breakout sessions but will still need to fill a few slots before the PDS. The chair discussed that she would connect the moderators for each of the breakout groups for which this committee is responsible (Legislative Operations groups: Journal Staff, Technology, Enrolling/Engrossing, Calendar Staff/Bill Status & History/Committee Staff, and Administrative & Support Services group: Administration/PR Facilities/Safety & Security) before the PDS and assist with discussion starters if needed.

It was discussed that since the Expo flyer was emailed out earlier this summer, several chambers and a vendor have contacted the chair about having a booth at the “How To” themed Expo. Committee members were encouraged to think about how they do their jobs each day and what their office might be able to display and share at the Expo. What is normal for one chamber may still be “innovative” for another since we perform our duties in different ways. The chair explained that she and the vice chairs would be reaching out to various chambers prior to the PDS regarding hosting a booth.

**New Business**
There was no new business.

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

Respectfully submitted,

Ali Sagraves (Ohio), chair  
Sarah Burhop (Wis.), vice chair  
Ann-Marie Sweeney (Pa.), vice chair