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| • Professional Staff Association Officers – June 1  
  (12:30 pm ET/11:30 am CT/10:30 am MT/9:30 am PT/8:30 am AKT/6:30 am HT) |
| • Standing Committees – June 1  
  (3 pm ET/2 pm CT/1 pm MT/12 noon PT/11 am AKT/9 am HT) |
| • Strategic Planning – June 4  
  (4 pm ET/3 pm CT/2 pm MT/1 pm PT/12 noon AKT/10 am HT) |
| • Certificate and Career Development -- June 4  
  (3:30 pm ET/2:30 pm CT/1:30 pm MT/12:30 pm PT/11:30 am AKT/9:30 am HT) |
| **LSCC SUBCOMMITTEES** |
| • Legislative Institution – June 3  
  (12 noon ET/11 am CT/10 am MT/9 am PT/8 am AKT/6 am HT) |
| • Information Technology, Social Media, E-Learning and Outreach – June 3  
  (3 pm ET/2 pm CT/1 pm MT/12 noon PT/11 am AKT/9 am HT) |
| • Programs and Professional Development – June 2  
  (4:30 pm ET/3:30 pm CT/2:30 pm MT/1:30 pm PT/12:30 pm AKT/10:30 am HT) |

<table>
<thead>
<tr>
<th>June 5</th>
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<tr>
<td><strong>FULL LEGISLATIVE STAFF COORDINATING COMMITTEE</strong></td>
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| 3-4:30 pm ET  
  2-3:30 pm CT  
  1-2:30 pm MT  
  12-1:30 pm PT  
  11 a.m.-12:30 pm AKT  
  9 a.m.-10:30 am HT |
| **LSCC VIRTUAL NETWORKING - optional** |
| Immediately following the full LSCC meeting |
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WELCOME AND INTRODUCTIONS

NCSL Staff Chair Martha Wigton of Georgia called the meeting to order. The following LSCC members were present:

J.J. Gentry, NCSL staff vice chair, South Carolina
Jon Heining, NCSL immediate past staff chair, Texas

Monique Appeaning, Louisiana
Martin Brock, North Carolina
Tim Bommel, Missouri
John Bjornson, North Dakota
Jen Carlton, Indiana
Lonnie Edgar, Mississippi
Jeff Ford, Indiana
Miriam Fordham, Kentucky
Matt Gehring, Minnesota
Aurora Hauke, Alaska
Tim Hay, Florida
Maryann Horch, Virginia
Jennifer Jackson, Texas
Wendy Jackson, Wisconsin
Soren Jacobsen, Idaho
Jennifer Jones, Texas
Scott Kaiser, Illinois

Susan Kannarr, Kansas
Wayne Kidd, Utah
Othni Lathram, Alabama
Sabrina Lewellen, Arkansas
Jackie Little, Maine
William “Bill” MaGill, Vermont
Kiernan McGorty, North Carolina
Eric Nauman, Minnesota
K.C. Norwalk, Indiana
Connie Ridley, Tennessee
Anne Sappenfield, Wisconsin
Will Tracy, Arkansas
Linda Triplett, Mississippi
John Snyder, Kentucky
Brad Young, Ohio

After member introductions, Wigton announced two changes to the LSCC membership. Jessica Karls-Ruplinger (Wisconsin) left the legislature and resigned from her positions on NCSL’s Executive Committee and the LSCC. Wigton announced that she appointed Anne Sappenfield (Wisconsin) to the fill the vacancy on the Executive Committee and LSCC, which left a vacancy in a standing committee vice-chair position. Wigton appointed John Bjornson (North Dakota) to fill that vacancy.
LSCC WORK GROUP REPORTS

Professional Staff Association Officers

Chair Eric Nauman (Minnesota) reported that the 2019 Professional Development Seminars were very successful. Some staff associations reported their highest attendance rates ever at a seminar and many reported to either being on budget or making a profit. Nauman shared that the work group discussed three big topics: conference safety, creating an award for webinars and reviewing the professional staff association overhead allocation formula. For conference safety, a subgroup, led by Chief Martin Brock (North Carolina), will put together a safety pamphlet to distribute to attendees at staff association meetings. For webinar awards, a subgroup has engaged in a discussion about establishing an award in 2021. This group is discussing award criteria, nominations and selection committees.

Nauman then shared that the rest of the meeting was set aside to discuss the staff association overhead allocation formula, as the work group has been tasked with reviewing the formula created by the LSCC in 2008. The formula is a method for staff associations to pay for some of the costs that NCSL’s bears when a group holds its annual professional development seminar. The goal is to evaluate the formula in the next five months and then provide a recommendation for review by the work group, staff associations and NCSL.

Standing Committees Work Group

Co-Chair Jennifer Jones (Texas) shared the highlights from the work group meeting. The work group reviewed the results from the standing committee staff officer survey. The response rate wasn’t high, but, overall, the results were positive, and a majority of the officers indicated they would serve again and were satisfied with the experience. The respondents did share two areas for improvement: ways to interact with other staff officers and more explanation of the roles, responsibilities and tasks of standing committee staff officers. Jones reported that the work group is developing a standing committee staff officer job description as well as a one-page guide about the standing committee policy process.

Jones then shared that the work group is focused on improving the staff appointment process to the standing committees. NCSL sent an email to staff directors showing current appointments and asked for updates. NCSL only heard from 12 states, so the work group is discussing ways to improve this process and obtain feedback.
**Strategic Planning Work Group**

Staff Vice Chair J.J. Gentry (South Carolina) reported that the work group continued to discuss his goals during his tenure as staff chair. The objective moving forward is to review all goals, place them into the appropriate work group or subcommittee category/jurisdiction and then prioritize them. The work group will seek to have conferences calls every month or so to continue the discussion and get input.

**Certificate and Career Development**

Co-Chair Wendy Jackson (Wisconsin) provided an update in planning the pilot Legislative Staff Certificate Program. This one-day program will be held Oct. 6, prior to the start of the Super PDS meeting (now called Staff Hub ATL 2020). The work group discussed a few items—the proposed budget, agenda and proposed faculty, selection criteria and application process and marketing plan. Jackson reported that the bulk of the conversation focused on the selection criteria. Legislative staff with two to five years of experience are the target group and applicants will be asked to share what they hope to achieve by participating in this program, provide a description of a challenge they overcame and their participation with NCSL. Jackson shared that the work group will be working with NCSL’s marketing team and the program will be marketed in the spring.

**LSCC SUBCOMMITTEE REPORTS**

**Legislative Institution Subcommittee**

Chair Jennifer Jackson (Texas) reported that the subcommittee is focused on finalizing the “Guide to Writing a Personnel Manual” that was started during Jon Heining’s term as staff chair. The goal is to finalize it after another round of reviews by legislative staff. She also shared that the committee is examining creating a legislative staff exchange program, modeled after the ASLSC Associate Exchange Program. It has been determined that each professional staff association could sponsor an exchange program and shape it to fit the needs of the profession represented by each association.

Jackson then stated that the subcommittee continues to discuss the “Legislative Staff Success Stories” video that will be shown at the 2020 Legislative Summit in Indianapolis. Early discussions to feature the work of the Texas Sunset Commission fell through, so the subcommittee is discussing producing a video that contains the oral history of past staff chairs and will have a broad focus on how staff help legislatures succeed.
Programs and Professional Development Subcommittee

Chair Sabrina Lewellen (Arkansas) summarized the topics of discussion, starting with a review of the Senior Staff Leadership Development Program. Lewellen shared that, by all accounts, the inaugural program was successful and 16 individuals from 15 states were selected to participate. She then provided reports of three subgroups that were created to explore Wigton’s goals: young and new professionals, staff directors and fitness expansion. Each subgroup is currently in the process of discussing expanding programs or services related to each of these topics and there will be additional updates in Quebec City. The subcommittee also reviewed speaker ideas and programming suggestions for two of the legislative staff plenary sessions (Legislative Staff University and the Legislative Staff Breakfast keynote) in Indianapolis.

Lewellen invited Paul Danczyk, director of the Executive Education, Sol Price School of Public Policy at the University of Southern California (USC), to provide a report of the 2019 and 2020 Legislative Staff Management Institute (LSMI) programs. Danczyk introduced his colleagues, Leonor Ehling with California State University, Sacramento (CSUS), and Daniel Williams with USC. Danczyk then shared that the 2019 program accepted 44 participants and that 2019 marks the 16th year of NCSL’s partnership with USC and CSUS. He updated the committee on plans for the 2020 program and the recommendation for a tuition increase for the program, from $2,975 to $3,400.

Lewellen thanked Danczyk for his report and shared that the LSMI program has had three tuition increases since NCSL first contracted with USC more than 16 years ago. Each increase has typically been in place for about four years. Lewellen reported that the subcommittee discussed the recommended tuition increase and how it could contribute to the overall financial health of LSMI. The PPD subcommittee voted and approved to increase the tuition for 2020. Lewellen presented the subcommittee recommendation and Wigton formally stated the subcommittee’s motion to approve the tuition increase to $3,400 for the 2020 program. The motion was approved unanimously.

Information Technology, Social Media, E-Learning and Outreach Subcommittee

Chair John Snyder (Kentucky) reported that the subcommittee discussed several items during its meeting, including the legislative staff outreach calendar for 2019 and 2020. The 2020 calendar will include the Staff Hub ATL 2020 meeting and the new Legislative Staff Certificate program. Then, each member of the subcommittee was provided with an update on Fonteva, NCSL’s association management system, and presented with the updated state report, which expands on staff involvement with NCSL.

Snyder then shared that the subcommittee will assist in the creation of an annual LSCC report. The group reviewed previous reports and will create a template submission form for each work group and
subcommittee to submit information for inclusion in the report. The subcommittee also discussed the
goal of creating job descriptions for each role on the LSCC. Finally, the subcommittee received an update
about NCSL’s new podcast, “Building Democracy.” The first few minutes of the podcast was shared with
the full membership.

**EXECUTIVE DIRECTOR’S REPORT**

Tim Storey, NCSL’s executive director, thanked everyone for coming to Austin. Storey shared that NCSL’s
fiscal year 2020 budget is on target and that the organization is expected to end the year with a surplus,
thanks to the revenue from the 2019 Legislative Summit in Nashville. Storey updated the committee on
the strategic planning process and invited staff to attend the focus group conversation with Mind Your
Business (MYB) at the conclusion of the LSCC meeting. He also shared that MYB will discuss its approach
at the Executive Committee meeting on Saturday. Storey praised the success of NCSL’s Washington,
D.C., office for urging Congress to put $.76 billion back into federal transportation funding.

**Adjournment**

Wigton adjourned the meeting.
1. Welcome and introductions

2. NCSL Executive Director’s report

3. Reports from LSCC work groups
   a. Professional Staff Association Officers
   b. Standing Committees
   c. Strategic Planning
   d. Certificate and Career Development

4. Reports from LSCC subcommittees
   a. Legislative Institution
   b. Programs and Professional Development
   c. Information Technology, Social Media, E-Learning and Outreach

5. Report of May 2020 Legislative Staff Week

6. Other business

Immediately following the full LSCC meeting, members are invited to stay for virtual networking.
AGENDA

LSCC PROFESSIONAL STAFF ASSOCIATION
OFFICERS WORK GROUP

June 1, 2020 | 12:30 pm ET

1. Welcome and introductions

2. Plans for fall 2020 PDS meetings and/or virtual meetings

3. Reports from various subgroups (webinar awards, conference safety guideline)

4. Review of staff association designee policies

5. Discussion about reviewing NCSL professional staff association overhead allocation

6. Other business

MEMBERS
Chair: Eric Nauman, Minnesota, NALFO
Vice Chair: Martin Brock, North Carolina, NLSSA
Vice Chair: Betsy Theroux, Georgia, LINCS
Jon Courtney, New Mexico, NLPES
Melody DeBussey, Georgia, NALFO
Jeff Ford, Indiana, NALIT
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Will Tracy, Arkansas, LINCS
Sheron Violini, California, LSPA
Teresa Wilt, Nevada, LRL
Brad Young, Ohio, ASLCS

NCSL STAFF
Arturo Pérez and Mary Wild
1. Welcome and introductions
2. Report on committee activities planned
3. Discussion of engagement of committee officers
4. Committee officer roster with pictures update
5. NCSL Capitol Forum 2020
6. Other business

MEMBERS
Co-Chair: Lonnie Edgar, Mississippi
Co-Chair: Jennifer Jones, Texas
Vice Chair: Monique Appeaning, Louisiana
Vice Chair: John Bjornson, North Dakota
Vice Chair: K.C. Norwalk, Indiana
Vice Chair: Esther van Mourik, Colorado

NCSL STAFF
Molly Ramsdell, Laura Tobler and Gene Rose
1. Welcome and introductions

2. Determine priority goals
   - Given the changing world, are these still the goals to focus on?
   - Should we change them?

3. Discussion of next steps on priority goals

4. Other business

MEMBERS
Chair: J.J. Gentry, South Carolina  Jennifer Jackson, Texas
Joe Ayala, California                  Scott Kaiser, Illinois
Tim Bommel, Missouri                  Susan Kannarr, Kansas
Jen Carlton, Indiana                  Steve Pike, Virginia
Rachel Gudgel, New Mexico

NCSL STAFF
Stacy Householder, Victor Vialpando-Nuñez and Natalie Wood
1. Welcome and introductions

2. Review of online agenda and budget

3. Review of application and selection rubric

4. Review of evaluation rubric

5. Review of marketing plan

6. Other business

MEMBERS
Co-Chair: Wendy Jackson, Wisconsin
Co-Chair: Linda Triplett, Mississippi
Charlotte Carter-Yamauchi, Hawaii
Miriam Fordham, Kentucky
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NCSL STAFF
Angela Andrews
1. Welcome and introductions

2. Legislative Staff Exchange Program Workgroup

3. Legislative Staff Retention Workgroup

4. NCSL State Liaison Program Workgroup

5. Past Staff Chair Oral History Workgroup


7. Other business

MEMBERS

Chair: Jennifer Jackson, Texas
Vice Chair: Charlotte Carter-Yamauchi, Hawaii
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Scott Kaiser, Illinois
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Connie Ridley, Tennessee
Jamie Shanks, Tennessee
Paul Smith, New Hampshire
Will Tracy, Arkansas
Esther van Mourik, Colorado
Sheron Violini, California
Teresa Wilt, Nevada

NCSL STAFF
Laura Tobler, Mary Wild and Natalie Wood
1. Welcome and introductions

2. Update on 2020 LSMI program

3. Report from Young and New Professionals subgroup

4. Report from Staff Directors subgroup

5. 2020 online staff programming

6. Other business

**MEMBERS**

**Chair:** Sabrina Lewellen, Arkansas  
**Vice Chair:** Othni Lathram, Alabama  
Jon Courtney, New Mexico  
Melody DeBussey, Georgia  
Lonnie Edgar, Mississippi  
Miriam Fordham, Kentucky  
Matt Gehring, Minnesota  
Rachel Gudgel, New Mexico  
Aurora Hauke, Alaska  
Maryann Horch, Virginia  
Wendy Jackson, Wisconsin  
Jackie Little, Maine  
Kiernan McGorty, North Carolina  
Fred Messerer, California  
K. C. Norwalk, Indiana  
Anne Sappenfield, Wisconsin

**NCSL STAFF**

Angela Andrews and Stacy Householder
1. Welcome and introductions
2. Fonteva preference center update
3. Review job description for Executive Committee member
4. Update on state reports
5. Legislative Staff Week report
6. Building Democracy podcast update
7. LSCC Annual Report template update
8. Other business

MEMBERS
Chair: John Snyder, Kentucky
Vice Chair: Linda Triplett, Mississippi
Joe Ayala, California
Tim Bommel, Missouri
Jen Carlton, Indiana
Jeff Ford, Indiana
Eric Glover, Idaho

Tim Hay, Florida
Jennifer Jones, Texas
Susan Kannarr, Kansas
Joshua Nacey, Kentucky
Steve Pike, Virginia
Betsy Theroux, Georgia
Brad Young, Ohio

NCSL STAFF
Arturo Pérez, Molly Ramsdell, Gene Rose and Víctor H. Vialpando-Nuñez
Legislative Staff Week
May 4-6, 2020

Staff Week is when NCSL celebrates the staff who keep legislatures running smoothly. We shine the spotlight on staff contributions during these unprecedented times and encourage participation with NCSL programs and activities.

387 Standing Ovations

1,182 Views of the five Staff Week blog posts
624 Downloads of the podcast, Readiness and Resilience in a Pandemic
433 Viewers of the webinar, Managing, Leading and Growing in Uncertain Times
287 Engagements with the Livingroom Townhall featuring NCSL Staff Chair Martha Wigton
193K Potential reach of top posts on Twitter
Martha Wigton @mwigton9 · May 6
👏Because of Betsy Theroux and the Georgia House Media staff (Justin, Camille, and DeAndre), the General Assembly is going to have our first virtual meeting tomorrow! 👏@NCSLorg @GaHouseHub #GAPOL #LegislativeStaff

NCSL @NCSLorg · May 6
This week we pause to celebrate the good work of #LegislativeStaff who work behind the scenes to support state legislatures. Here are ways to participate: bit.ly/35jYI7 | #NCSL

Brian Ebbert @SacGreenbelt · May 4
It's #LegislativeStaff Week per the @NCSLorg

Kudos to Capitol staffs throughout the nation, working in person and remotely, helping Legislatures function as a coequal branch.

Checks, balances, & problem solving are needed most during crises. #CALeg
# Standing Ovations

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<thead>
<tr>
<th>Recipient</th>
<th>State</th>
<th>Because...</th>
<th>From</th>
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<tbody>
<tr>
<td>Capitol Police</td>
<td>Virginia</td>
<td>A standing ovation goes out to every employee with Capitol Police. I greatly appreciate your dedication and commitment to providing the best public safety services during these challenging times.</td>
<td>Col. Anthony S. Pike</td>
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<td>Legislative Editors</td>
<td>Wisconsin</td>
<td>Almost overnight, the editors learned to perform their jobs from home, without paper, and without losing speed or quality. During long hours, the editors helped to prepare emergency legislation in response to the COVID-19 pandemic.</td>
<td>Wendy Jackson</td>
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<td>Mary Andrus</td>
<td>Utah</td>
<td>Mary has been Utah’s Senate Journal Clerk for 20 years. As a new Secretary of the Senate she helped guide me into a very successful legislative session and was instrumental in making sure we stayed on task.</td>
<td>Jennifer Storie</td>
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<td>Legislative Council Staff</td>
<td>North Dakota</td>
<td>The ND Legislative Council has identified critical issues relating to COVID-19. Staff’s excellent analysis of legal issues regarding executive, legislative and judicial powers and how they intersect with the governor’s executive orders are invaluable to legislators, because we are not in session.</td>
<td>North Dakota Senators Judy Lee (R) and Kathy Hogan (D)</td>
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<td>Maintenance Team, Legislative Affairs Agency</td>
<td>Alaska</td>
<td>The maintenance team, particularly the custodians, have worked tirelessly to ensure every surface in the Capitol Complex is sanitized and safe. They are our front line and we are all sincerely grateful. Thank you!</td>
<td>Jessica Geary</td>
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<td>Research Library staff</td>
<td>Nevada</td>
<td>Good legislative staff have always been flexible and able to handle unexpected changes in their work. My staff is very good. The current situation put a new twist on things, though. If you take librarians out of the library, can they still work? Oh boy, can they ever. I am so impressed with how well my staff has handled the transition to working remotely. We all miss our colleagues and our books, but with my dream team of Ali Jobe, Englisa Parker and Stephanie Heyroth Wilcox, we can (still) move mountains!</td>
<td>Teresa Wilt</td>
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<td>Holly Vaughn Wagner</td>
<td>Delaware</td>
<td>Managing isn’t easy in “normal” times, but it’s even harder in a pandemic. Holly’s care for division staff and their well-being, focus on communication, and willingness to pitch in where needed have helped keep things running smoothly while working remotely.</td>
<td>Mark Cutrona</td>
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<td>Senate Technology and Support</td>
<td>Virginia</td>
<td>With two weeks’ notice, they moved the Senate chamber to the Science Museum of Virginia to have social distancing. This included the voting system, voting consoles, microphones, a copier, meals, hand sanitizer, masks and gloves—even a plexiglass cubicle to provide more protection for a member with health issues. They were absolutely amazing and saw the glass as half-full the whole time. All went smoothly and members were amazed. These are absolutely amazing public servants! Our nickname is “Wing It Productions. If it’s legal we can do it. No job too small.”</td>
<td>Susan Clarke Schaar</td>
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<td>Services teams</td>
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<td><strong>Katie Whitehouse and Angela Fowl-</strong></td>
<td><strong>District of Columbia</strong></td>
<td>At the behest of Councilmember Robert White, these two individuals have worked tirelessly on behalf of District residents during this pandemic. They've worked on legislation to prevent families from being evicted, having their utilities shut off, and extending unemployment. Their work doesn't go unrecognized throughout the year, but I especially wanted to honor their commitment as Legislative Staff during this unprecedented time in our country's history.</td>
<td>Andre Strickland</td>
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<td><strong>Marc-Yves Regis</strong></td>
<td><strong>Connecticut</strong></td>
<td>Marc-Yves is a press aide for 10 state representatives, including me. At a time when communication with our constituents is more critical than ever, Marc-Yves’ ability to produce quality and timely written material, and to retain his calm and sense of humor under pressure is an extraordinary skill.</td>
<td>Rep. Maria Horn (D)</td>
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