



# NATIONAL ASSOCIATION OF LEGISLATIVE INFORMATION TECHNOLOGY

SUMMER 2003

## NALIT NEWSLETTER

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**NALIT at the NCSL Annual Meeting**

**July 20 - 24, 2004  
Salt Lake City, Utah**

**August 14 - 21, 2005  
Seattle, Washington**

**NALIT Professional Development Seminars**



**October 1 - 5, 2003  
Harrisburg, Pennsylvania**

**September 8 - 12, 2004  
Burlington, Vermont**

**October 5 - 9, 2005  
Rapid City, South Dakota**

### CHAIR'S CORNER

**SUBMITTED BY:**

**MICHAEL P. ADAMS, NALIT CHAIR, DENVER**

Golden Gate, Alcatraz, Fisherman's Wharf, Lombard Street... Oops, you caught me daydreaming.

Well, its time again, for another parting communication from an outgoing NALIT Chair. While I would like to think I could come up with some creative parting words, there are just simply some standard things it is incumbent on me to say here.

I want to begin by thanking you for the unique opportunity you've provided me to serve as Chair over the last year. It seems hardly possible that so much time has passed since I sat down to think about all the things I wanted to get accomplished as this fine Association's Chair. At some point in the future, history will tell how



successful we were this year at some of those goals. I started the year with a set of challenges and opportunities for you, the NALIT membership. I know, and am grateful that many of you stepped up to the challenges, and I am hopeful that a few more of you have or are planning to take advantage of the opportunities.

This space isn't large enough for all of the thanks due to those who have supported me over the last year. I want to especially thank the NALIT Executive Committee members, members of the Special Committees, and perhaps most importantly Pam Greenberg of NCSL, for all of their tireless work in the continued evolution of the organization and its

activities. Thanks also to the membership for your contributions, attendance, interest, and support.

The NCSL Annual Meeting in San Francisco will also be the location for NALIT's annual business meeting, and I am excited about some of the reports that will be delivered there. Some important work has been done by Special Committees over the last year, and hopefully much of that work will spawn further evolution of the Association and its activities in the coming years. A Nominating Committee has also been appointed and tasked with a most important job of identifying and highlighting untapped talent in our ranks for future involvement.

I will conclude with the same basic message that I started the year with: **The challenge of continued professional development exists in recognizing opportunities and taking advantage of them.** I would add that it also exists in recognizing your potential contribution and making that available. Even though I may be "on my way out" as Chair, I look forward to many more years of involvement with NCSL, NALIT, and especially with all of you whom I have come to know and rely on as valuable contacts around the country. I wish all of you a happy and successful summer and look forward to seeing many of you again in San Francisco, or Harrisburg in the fall.

Now, where was I? Presidio Park, Chinatown, Cable Cars, NO Earthquakes...

## PENNSYLVANIA

### SENATE UPGRADES MAJOR TOKEN-RING NETWORK

**SUBMITTED BY:**  
**GRETCHEN YORK**

In the fall of 2001 the Pennsylvania Senate Democratic Caucus Computer Services department began a project to remove the existing token ring infrastructure of the largest Local Area Network of the Senate Democratic Caucus Network. We were interested in providing a gigabit Ethernet backbone and 100 Mps speed to our end user workstations. Another objective of this project was to provide redundant connectivity to the end switches in order to add stability to our growing user population.

Through research, staff decided upon a campus network design. Provided at the core of the campus network are two high-end switches that supply gigabit connectivity to end switches and servers, as well as, connectivity for IT staff workstations. These core switches also provide routing on the Local Area Network. By initiating routing at the core switches we have been able to implement a more distinct division of labor between Wide Area Network routing and Local Area Network routing. The end switches of this

new network would provide our end users Ethernet connectivity. This would improve their connection speed from 16Mps to 100Mps.

This project began implementation in the spring of 2002. The existing token ring network remained in place while the new Ethernet infrastructure was installed. The Senate Democratic Caucus Computer Services then began to implement the cutover. A workstation upgrade project had also been researched for implementation with the new infrastructure. We transitioned our end user community from token ring connectivity to Ethernet connectivity when their new workstation was installed. By having both infrastructures available we were able to move the cutover at a regulated pace.

The success of this project has included the dedicated work of Senate Democratic Caucus Computer Services and the user community they serve. With over all staff support and participation the Pennsylvania Senate Democratic Caucus has achieved the goals of this project.

### SDCS PARTNERS WITH NOVELL FOR RELIABLE MISSION CRITICAL ACCESS

**SUBMITTED BY:**  
**LINDA DEBONIS-CRANDALL**

For the past two years, the Pennsylvania Senate Democratic Computer Services (SDCS) Team has been utilizing Novell Clustering Services to store and deliver eleven volumes of SDC's mission critical data.

As the implementation of NetWare 6 and Clustering at the Pennsylvania State Senate was one of the first in the world, SDCS retained Novell Consulting Services to guide them through the design, testing, and installation phases of the project. Thanks to detailed planning and testing, and the hard work put forth by the SDCS Team and Novell Consulting Services, the installation went flawlessly.

Since the project's completion in 2001 Netware Cluster Services have remained on

line, boasting a zero rate of failure. The system has only been taken off-line twice - once for the replacement of a HVAC unit, and again for the rewiring of the computer room.

NetWare Cluster Services allows mission critical data, accessed by Senate users, to move from server to server in the event of a software crash or hardware failure. NetWare Cluster Services enable SDCS to manage cluster resources from Novell's directory service, eDirectory. From the eDirectory management console, clustered file and print services can easily be created, maintained, and moved between servers within the cluster; which has made the implementation and management of cluster services an easy task. New services can be added, deleted or modified at any time without affecting the users cluster access. This allows

the SDCS staff to perform maintenance or recovery operations without disconnecting users from the file and print services.

Recently SDCS began working with their Premium Support Engineer (PSE) to develop interactive monitoring tools and documentation for the overall SDC network. The information gathered during these exercises will enable the SDCS team to develop an aggressive disaster recovery plan that will further utilize Novell Cluster Services through the migration of print services and GroupWise e-mail into the cluster network. While all good disaster recovery plans include all solid offsite facility to house redundant systems and data, Novell's Cluster Services has proven that it can provide a 99.999% guarantee that all Caucus member mission critical data will be available,

even in the event of a server crash.

The SDCS team and Novell look forward to our next article when we will be discussing the success and outcome of the aforementioned projects along with future plans to completely centralize advanced administration of all District Offices through the implementation of Novell's Branch Office Management Administration Technologies.

For more detailed information and documentation on Novell Cluster Services please refer to the following website: <http://www.novell.com/documentation/lg/ncs6p/orionenu/data/ha1qxr7y.html>



# OREGON

## OREGON'S TECHNOLOGY TRANSITION PROGRAM

### SUBMITTED BY:

VICKI BRAMMEIER

The Oregon Legislature has successfully completed two-thirds of a six-year effort to move its core applications from a mainframe to client/server and web-based technology. The "Technology Transition" program is sponsored and directed by a board composed of legislative leadership and staff directors. The program averts impending problems with legacy mainframe applications, and positions the Oregon Legislature to take advantage of future technologies and services.

### APPLICATIONS MOVED FROM MAINFRAME TO NEW TECHNOLOGY

In 1999, at the outset of Technology Transition, the board made a decision to move existing functionality from the mainframe to client/server and web-based technologies. Enhancements would be included, but major work flow changes were delayed until migration of core functionality was completed. This strategic emphasis reduced the risk of problems and the time needed to complete the work, and focused efforts on becoming familiar with the new technologies.

To date, Technology Transition has moved a number of applications to the new environment:

- scheduling of committee agendas
- management of bill referrals, floor schedules, and chamber processes for the Chief Clerk and Secretary of the Senate
- tracking of bill drafting processes, statute amendments and repeals, and indexing of statutes for Legislative Counsel, and
- measure tracking.

These re-written applications have a graphical user interface, are easier to learn and use, and easier to change and enhance. Moreover, they rely on technologies that will continue to serve the Legislature well into the future.

### A STRONG TECHNICAL PLATFORM

The applications are written using Oracle development tools and database. Oracle was selected as a result of a competitive process conducted by the Technology Transition board. The board considered the strength and flexibility of several development environments, and their ability to grow with legislative needs. For the first three years, Oracle's client/server development tools were used for development because of their maturity. Recently, web-based tools were used to develop a measure tracking application. Measure tracking is an ideal application for a web-based environment so that anyone in the Legislature can use it without requiring an installation of Oracle on the PC. In the future, each new application will be evaluated to see if a client/server or web-based environment is the best fit.



### CRITICAL SUCCESS FACTORS

A number of factors have been key to the success of the Oregon Legislature's Technology Transition program.

- *Up-front high-level design.* At the beginning of Technology Transition, a high-level design of the new system was completed. From this design, components were grouped logically and sequenced for transitioning. The board approved this roadmap for gradually moving components of many integrated systems from the mainframe to the new technology. The roadmap identified and planned for the coexistence of the legacy mainframe database and applications with the newly developed modules. It minimized the period of time during which data needed to be maintained simultaneously on the mainframe and the new Oracle database.
- *Standard procedures.* Technology Transition uses standard methods for project management and software development. Standard project management methods require project managers to think through all aspects of a project and present a consistent project plan that establishes a baseline that the board can use to monitor. Departures from the original plan are easily identified and can be addressed.
- *Right-sized projects.* Multi-year software development needs to be planned with the demands of periodic legislative sessions in mind. Project sizing must consider both staff availability and the complexity of programming a particular component. Technology Transition sized and scheduled a series of projects to coordinate staff availability and the magnitude of the effort with the legislative schedule.
- *Staff involvement.* Technology Transition relies heavily on the involvement of those who use the Legislature's computer programs every day to do their work. Legislative staff are involved in the analysis and design of the new programs and subsequent testing. This involvement is critical to assuring that the new programs will work effectively for staff.
- *Board involvement.* Oversight by the Technology Transition board assures that the program's work meets the Legislature's goals. The board makes decisions that balance risks and benefits, and, when trade-offs are involved, keeps the overall goals of the six-year effort in mind. The board's oversight keeps Technology Transition a business program, rather than a technology effort.

### FUTURE PLANS AND CAPABILITIES

In the final two years of its six-year effort, Technology Transition will move bill drafting from the mainframe to the environment that best meets the needs of the bill drafting system. As this effort moves toward completion, the Oregon Legislature will begin work on its next transition: building on its now future-focused technology environment to improve business processes and respond to changing needs. This new transition will include consideration of work flow changes deferred during initial development, additional systems for legislators and staff members, changes needed to keep Oregon's technology responsive to its needs, and use of current technologies in new ways to support the legislative process.

## VERMONT

### DIGITAL AUDIO ON THE CHEAP

**SUBMITTED BY:**

**DUNCAN GOSS**

The Vermont Legislature has been recording committee meetings for more than twenty years. Two years ago, the Department of Public Records informed us that they were running out of space in their vaults for our tapes. They also reported that the older tapes were noticeably deteriorating, and that many of the oldest were in fact unusable. As a result of these two problems, we began to investigate digital recording technologies.

At the time, we used Sony cassette recorders. These machines were durable, simple to operate, and could be fitted with a foot pedal for transcribing. Working with our regular audio contractor (who maintains the antiquated House chamber public address systems), we tested several different digital recording products.

We initially tested a computer-based multi-channel recording system, which could record up to 10 hours of four-channel audio on a single CD. This was a very impressive product,

but unfortunately, it was priced to compete with four-channel tape systems, which put it well beyond our limited budget. We also did not have the space or budget to dedicate a PC to the recording function in each committee room.

What we needed was a recording system that (1) was relatively inexpensive, (2) did not require the use of a computer, (3) would be extremely simple to operate, and (4) recorded in standard audio CD format. In short, we were looking for a CD-based analog of the cassette tape recorder, a simple box with a record function and a playback function.

We assumed that such a thing would be easy to find. However, we found that most available CD recorders were designed to work with a PC. One vendor offered a handheld unit that was almost perfect – but it recorded to a non-standard disk in an even more non-standard format. We finally settled on the Tascam CD-RW4U, an entry-level production-quality recorder which might be used, for

example, by a professional musician in a home studio.

In testing, the Tascam unit worked very well. The raw sound quality was enormously better than the old tape recorders, free of any trace of distortion or hiss. Also, because it recorded in stereo, we could dedicate the left channel to the committee, and the right channel to the witness. Between the improved sound quality and the separate channels, the overall quality of the recording was at least four times better than the tape systems it replaced.

However, the unit required a preamplifier to convert microphone-level input to line-level input. A separate preamplifier would be impractical in our very small committee rooms, so the audio contractor figured out a way to build the preamp into the chassis of the recorder. He also developed an interface to connect a foot pedal to the unit.

Before the start of the 2003 session, we purchased thirty of the Tascam units, at a cost of \$500 each. The contractor's modifications brought the total for each unit to just under

\$800, approximately the cost of the old Sony machines.

Crossing our fingers, we retired every single tape recorder.

Of course, there were a few difficulties along the way. People were used to the tape recorders, and the new machines required a little getting used to. But, by the second week of the session, pretty much everyone agreed that the new system worked extremely well. A week's worth of CDs takes up about the same space as a day's worth of tapes. Producing a perfect copy for archive or other purposes takes about two minutes. Finally, the transcribers report that transcription is both easier and more accurate.

The only real problem we found was that the Tascam recorder does not provide an audible signal when a CD is full. So, to prompt the operator to insert a new CD at the appropriate time, we bought a kitchen timer for each committee room.



**The Tascam CD-RW4U**

## LOUISIANA

### STAY INFORMED - LEGISLATIVE INFORMATION ON THE GO!

**SUBMITTED BY:**

**KIM DODD MANNING**

The Louisiana State Senate launched its mobile web site in late March, prior to the start of the 2003 Legislative Session. This project began as an initiative to provide a more mobile environment for information already available on the Senate Web Site. Developed in-house by Senate Internet Specialist Chris Boyd, this site has been designed to reach those using mobile devices in a wireless environment.

Senate Mobileweb was developed using a combination of technologies: ASP.NET and XML. These technologies allowed for the creation of a website reaching an audience using mobile devices which vary in size, speed, and functionality. When a mobile

device connects to the site, the server\* identifies what kind of device it is and what its capabilities are. Based on these factors, the server will render the site into an acceptable format.

Note: This is not the same technology known as "clipping" where a regular website is stripped of code and only a text format is displayed. The code is written to dynamically render a page based on what device is trying to view it. As of April 1, the site has received over 5,000 hits with 377 unique visitors to the site and is compatible with over 200 mobile devices. Visit the mobile site on your handheld or mobile phone at <http://senate.legis.state.la.us/MobileWeb/>. Keep in mind this site is in its infancy and provides select information from the Senate Internet Site which users may need to use away from the traditional pc environment.

# LOUISIANA

## LOUISIANA SENATE WEBCASTS COMMITTEE MEETINGS

### SUBMITTED BY:

**GARY SCHAEFER**

Following the close of the 2002 Regular Session, the President of the Senate approved committee room renovations, and the purchase of the necessary equipment to allow the Senate to webcast committee meetings. Work began in November, 2002, and was completed for two of the six committee rooms for the start of the 2003 Regular Session on March 31, 2003. A third committee room was completed two weeks later. Due to the size of the remaining three committee rooms, webcasting in these rooms is not practical.

The renovations were designed not only to allow for webcasting, but were implemented to support multi-media presentations, and to provide for ease of operation. The Senate did not want to create a video studio and desired to minimize the requirements for any additional staff.

Renovations began with the installation of the necessary infrastructure (e.g., Cablevision, electrical, network, and audio cabling) and new lighting. Cameras were installed and integrated with the new audio system. Plasma screens, ranging from fifty inches to sixty inches, were installed along with new VCR players, DVD players, and TV tuners. A touch screen panel located at one of the staff positions in each committee room was installed to control all audio/visual equipment.

Laptops and PCs were purchased to produce the streaming video for the webcast. Six PCs were purchased for "encoding" PCs, and each includes an Osprey-210 video/audio-capture card. Two PCs are used for each committee room. One PC encodes the audio and video signal for webcasting to the legislature's Intranet, and one PC encodes the audio and video signal for webcasting to the Internet. The PCs purchased were Dell 2.80 GHz dual Xeon processors, with 1 GB of memory, 120 GB disk drives, and Windows XP. One flat panel monitor is used for all six PCs, which is accessed through a Black Box switch. The encoded streams are sent to two Dell servers, which are shared with the House of Representatives. The Dell server for the Internet stream is a PowerEdge 4600 with 2.8 GHz dual Xeon processors, 2 GB of memory, and 365 GB of disk storage. The Dell server for the Intranet is a Dell 650 Workstation with 2.8 GHz dual Xeon processors, 1 GB of memory, and 120 GB of disk storage. Both servers are running Windows XP.

Helix ProducerPlus software by RealNetworks is used to encode the video and audio. The Intranet webcast is a "multi-cast" broadcast and is transmitted at 150kps over the legislature's internal network. The Internet webcast is a "uni-cast" broadcast and is transmitted at 100kps. Because not all Internet users can connect at 100kps, a separate audio only broadcast is also transmitted at 16kps. The webcasts are viewed using RealPlayer 8 or RealOne Player. The legislature uses a separate dedicated connection for Internet users accessing its Internet webcasts. A 9Mb connection is leased and uses a 10/100Mb, full-duplex port.

All Senate webcasts, including chamber proceedings, are accessed from the legislature's main web page ([www.legis.state.la.us](http://www.legis.state.la.us)). Additional links are also provided from the respective Senate and House web pages. When a scheduled meeting begins, a link next to the listed meeting displays "in progress." Users select the link by clicking the "tv icon" next to the link. See Illustration 1 below. (Note: Illustration 1 is the web page internal users view. The web page for Internet users includes a microphone icon next to the tv icon for the audio only link.)



**Illustration 1**

Once the link for the meeting is selected, a web page is displayed with the streaming video. See Illustration 2 below.



**Illustration 2**

There are two camera shots used in each room. One camera remains fixed on the witness table and is the main picture displayed. The picture in picture (PIP) is controlled by the microphone



# PRELIMINARY AGENDA

National Association of Legislative Information Technology  
NCSL Annual Meeting  
Moscone Convention Center  
San Francisco, California  
July 21-25, 2003



## STATE PUBLIC AFFAIRS TELEVISION TO MEET WITH NCSL IN SAN FRANCISCO

State Public Affairs Television (SPAT) is a group of legislative staff and others involved in providing and producing public access to legislative and state government proceedings via the Internet or television. SPAT, which involves over a dozen states, normally meets every other year in conjunction with a major cable TV convention. This year, the group is meeting as part of the NCSL Annual Meeting, with sessions to be held on Wednesday, July 23 and Thursday, July 24. The agenda is still being developed, but information on sessions that may be of interest to NALIT members will be posted on the NALIT Web site at <http://www.ncsl.org/programs/lis/NALIT/am03.htm>.

*Note: NALIT programs are highlighted in bold.*

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### MONDAY, JULY 21

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12:00 pm - 5:00 pm

Registration

1:00 pm - 2:30 pm

#### **The Virtual Legislative Office**

*Co-sponsored by NALIT and the Leadership Staff Section, Legislative Information and Communications Staff, Legislative Research Librarians, National Legislative Services and Security Association*

What will the legislative office of the future look like? Is a paperless office possible? What are some new tools that can increase legislative efficiency and effectiveness? And what concerns do new technologies create with regard to public records laws and archiving of historical information?

*Moderators: John Mullins, Senior Analyst, West Virginia House of Delegates; Maryann Trauger, Information Technology Coordinator, Legislative Council, North Dakota*

2:45 pm - 5:00 pm

#### **Information Technology Trends and Topics**

So much technology, so little time. Couldn't you just scream when they come out with a new gadget or new technology, one that EVERYONE has to have! Join our panel of experts to get a handle on the current "techie stuff" that might be coming your way.

*Moderator: Todd Jewell, Director, House Democratic Information Technologies, Pennsylvania*

*Speakers: Darryl Hazelwood, District Office Support Supervisor, Pennsylvania; Barry Schaeffer, X.Systems; Janet Sullivan, Project Manager, IS Division, Texas*

6:30 pm - 8:30 pm

#### **NALIT Dutch Treat Dinner**

Join other IT colleagues from around the country for an evening of great food and fun. Spouses and guests are welcome.

*(Location and additional details to be announced.)*

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### TUESDAY, JULY 22

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8:00 am - 5:00 pm

Registration

9:00 am - 12:00 pm

Standing Committee Meetings

11:00 am - 12 noon

Lunch Break (on own)

1:30 pm - 3:00 pm

Opening Plenary

3:15 pm - 5:00 pm

#### **The New Legislative Agency** *(Concurrent session co-sponsored by NALIT)*

Many experienced legislative staff are expected to retire in 2004. A great many members of the legislature are moving on because of term limits. This impending turnover provides challenges and opportunities to bring a new and more diverse workforce into the ranks of legislative staff agencies. This session will explore strategies for meeting these challenges in ways that reflect the changing nature of America's workplace.

5:30 pm - 7:00 pm

Welcome Reception

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**WEDNESDAY, JULY 23**

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7:30 am - 9:00 am	Breakfast
8:00 am - 5:00 pm	Exhibit Hall Open
9:00 am - 4:00 pm	Registration
8:00 am - 11:45 am	Standing Committees
<b>12 noon - 2:00 pm</b>	<b>Legislative Staff Luncheon: New Leaders™: Developing the Next Generation</b> <i>Presiding: Gary Olson, Director, Senate Fiscal Agency, Michigan, Staff Chair, NCSL</i> <i>Speaker: Bruce Tulgan, Founder, Rainmaker Thinking, New Haven, Connecticut</i>
2:15 pm - 4:15 pm	Standing Committees
Evening	State Night

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**THURSDAY, JULY 24**

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7:30 am - 9:00 am	Breakfast
8:00 am - 5:00 pm	Registration
8:00 am - 3:00 pm	Exhibit Hall Open
9:15 am - 10:30 am	Plenary
<b>10:45 am - 12:15 pm</b>	<b>Technology and the Legislative Process</b> <i>Co-sponsored by NALIT and the American Society of Legislative Clerks and Secretaries</i> Many recent technological innovations have affected the legislature itself. Implementing these technologies raises the question of who should be in the driver's seat. Is the legislative process driving technology or is technology driving the legislative process? How can legislatures find a balance between moving forward with technology and keeping the traditions of the legislative process? <i>Moderator: Sharon Crouch Steidel, Systems Director, Virginia House of Delegates</i> <i>Speakers: Jim Greenwalt, Director of Information Systems, Minnesota Senate, Mark Allred, Information Systems Manager, Legislative Research and General Counsel, Utah; Tara Perkinson, Journal Clerk, Virginia Senate; Brian Ebbert, Principal Cleck, California Assembly</i>
<b>12:30 pm - 2:00 pm</b>	<b>NALIT Lunch and Business Meeting</b> Presentation of NALIT Legislative Staff Achievement Awards, consideration of bylaws changes, and business meeting. <i>Presiding: Michael Adams, Director, Legislative Information Services, Colorado</i>
<b>2:15 pm - 3:15 pm</b>	<b>Evaluating IT Expenditures in Tough Budget Times</b> <i>Co-sponsored by NALIT and the National Legislative Program Evaluation Society</i> As state budgets are cut, expenditures for information technology are receiving increased scrutiny. How do we tell the difference between worthy investments and wasteful projects with little return? When is outsourcing the best answer, and what role does statewide IT governance play in controlling costs? Participants will share their expertise in evaluating IT expenditures and identifying ways to ensure that investments in technology have the appropriate controls to ensure results. <i>Moderator: Michael Adams, Director, Legislative Information Services, Colorado</i> <i>Speakers: Mary Winkley, Principal, MGT of America, Sacramento, California</i>
<b>3:30 pm - 5:00 pm</b>	<b>XML Editors and Open Source Solutions</b> XML has matured as a versatile language and is fast becoming an accepted standard in private industry and government. XML is being used more and more in government and the private sector. XML's ability to transcend different platforms, operating systems, and programming languages makes it an attractive option for document based systems.. Some states have already converted to XML based systems and many others have them on the drawing board. This session will give you the opportunity to see a few XML editors and how states are using them in their systems. With shrinking IT budgets, some states are looking into using open source solutions rather than expensive software packages. The main benefit is cost savings but what about compatibility, support, and reliability. Is open source a good option? <i>Moderator: Scott Darnall, Programmer/Analyst, Legislative Research Council, South Dakota</i> <i>Speakers: Rick Johnson, Senior Software Engineer, Legislative Service Center, Washington; Jonathan Palmore, Director of Information Systems, Virginia Senate; Representative of ArborText; Representative of Xcential</i>
6:30 pm - 9:30 pm	California Social Event

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**FRIDAY, JULY 25**

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8:00 am - Noon	Registration
8:00 am – 9:30 am	Utah Promotional Breakfast
9:00 am - Noon	Exhibit Hall Open
9:15 am - 10:45 am	Plenary
11:00 am - 12:30 pm	NCSL Policy / Business Meeting
12:30 pm – 2:00 pm	Closing

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**WELCOME RECEPTION AT THE MOSCONE NORTH**

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**TUESDAY, JULY 22, 2003****5:30PM - 7:00PM**

Join the National Conference of State Legislatures and the California Legislature for the kick off celebration of the 29th Annual Meeting and Exhibition for NCSL. The celebration will take place in Moscone North, San Francisco's premier meeting facility. San Francisco's diverse cultures will be brought together in a festive evening of fine foods and dazzling views of the most photographed city in the United States.



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**CALIFORNIA SOCIAL EVENT**

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**MOSCONE WEST****THURSDAY, JULY 24, 2003****6:30 P.M. - 9:30 P.M.**

Join the California Host Committee for a fun and memorable experience at the new Moscone West facility with its luminescent glass facade and breathtaking views of the City.

Transportation will begin shuttling attendees at 6:00 p.m. from the designated NCSL Hotels to Moscone West. From the moment you arrive, you will experience a fabulous voyage through California and all it has to offer - famous sights, sounds, characters and delicious delicacies that California is known for! The evening will entertain and captivate attendees of all ages! Hold on tight for an unforgettable ride through California's diverse culture and destinations. It promises to be fun for the entire family!



## LOUISIANA SENATE WEBCASTS

button selected, and graphical overlays are added to the video image using a Chyron graphic generator and custom software.

When a senator desires to speak, the senator presses his/her microphone button. The Chair of the committee, or the committee secretary, then activates that microphone. Requests to speak are queued by the audio system, and the Chair can recognize the next speaker in the queue or any other member. When a committee member's microphone is activated, a camera associated and stored with that dais position is also activated, and the name associated with that position is displayed automatically in the PIP. A custom application on the laptop is executed to assign a committee member to each dais position. If members change positions or if a member joins the meeting after it begins, changes and/or additions are made accordingly by staff. If the name of the witness testifying is known, this name is also capable of being displayed.

The name of the committee, the bill number being discussed, and the author of the bill are displayed automatically with the video through an interface with Public Systems Associate's (PSA) Committee Management application. When the committee secretary selects the bill being discussed on the electronic agenda, the bill number and author information are transmitted over the network and integrated with the Chyron equipment. As the secretary

selects the next bill on the agenda, the graphical information overlaid with the video is updated automatically.

The bottom section of the web page in Illustration 2 is static. It displays additional information about the bill being discussed, and provides links to additional documents associated with that bill. This section was made static to reduce network traffic. When the bill number changes automatically in the video image, the user then selects the "Show/Refresh Instrument currently being discussed" link. Selecting this link updates the information displayed in the static section based on the current bill on the electronic agenda.

In addition, once a user displays the web page in Illustration 2, the user can view any other meeting in progress simply by selecting the committee room link on the page.

Response to these new webcasts by executive departments and the general public has been overwhelming. On many occasions, the legislature has exceeded its bandwidth connection, which causes the video portion of the webcast to deteriorate. This is another reason why an audio only stream is also webcast. The low bandwidth of the audio only stream allows users to listen to a meeting when there is a clarity problem with the video portion. The Senate and House are continuing to investigate ways to support the increasing demand for more webcast connections and bandwidth.

## NCSL WEBSITE NEWS:

### STATE LAWS RELATING TO UNSOLICITED COMMERCIAL OR BULK E-MAIL (SPAM)

NCSL recently published information of pending or enacted laws dealing with the control of SPAM. Thirty-three states have enacted laws regulating unsolicited commercial or bulk electronic mail advertising. These laws generally:

- Prohibit misrepresenting or falsifying the origin of or the routing information on messages; using a third parties Internet address without permission, or including misleading information in the subject line of a message. Some states also prohibit the sale or distribution of software that is designed solely to falsify or forge the point of origin of or the routing information on e-mail messages.
- Require certain information, such as a toll-free telephone number or valid e-mail address, be included in the message so that recipients can opt out of receiving any future messages.
- Require labeling in the subject line of a message, to indicate whether the message contains an advertisement (e.g., ADV:) or materials that may only be viewed, purchased or possessed by adults (e.g., ADV:ADLT).

Please refer to the following webpage for more detailed information: <http://www.ncsl.org/programs/lis/legislation/spamlaws02.htm>

## CALL FOR NOMINATIONS

### FROM GARY OLSON, NCSL STAFF CHAIR:

NCSL has appointed its 2003 Legislative Staff Nominating Committee and is seeking nominations for legislative staff to serve on the 2003-2004 Executive Committee. The task of the 2003 Legislative Staff Nominating Committee, which meets at the NCSL Annual Meeting in San Francisco, is to nominate a slate of 16 members and three officers of the NCSL Executive Committee for 2003-2004.

There are four vacancies among legislative staff positions on the Executive Committee this year. The vacancies are created by Executive Committee members reaching their limit of three consecutive one-year terms.

Legislative staff who are interested in serving on the Executive Committee are encouraged to submit a letter of declaration which must be postmarked or electronically transmitted no later than July 1, 2003. Declarations should be addressed to William Russell, Chief Legislative Counsel, Vermont; Chair, NCSL 2003 Legislative Staff Nominating Committee, in care of the NCSL office in Denver. NCSL will acknowledge their receipt.

NCSL's Web site provides complete mailing information <http://www.ncsl.org/legis/lsccl/mailto.htm> and detailed information on nominating procedures for legislative staff on the Executive Committee <http://www.ncsl.org/legis/lsccl/nomproce.htm> or the information can be obtained from Rich Jones in the Denver office (303) 364-7700, ext. 1439.



# Preliminary Agenda

## NALIT-Professional Development Seminar

### Managing Technology – “More Than Just a Box of Chocolates!”

October 1 – October 5, 2003  
Harrisburg, Pennsylvania

Wednesday October 1	Thursday October 2	Friday October 3	Saturday October 4	Sunday October 5
7:30 a.m. Registration	7:30 a.m. Registration	7:30 a.m. Registration	7:30 a.m. Registration	
8:30 a.m. - 11:45 a.m.  <b>Technical &amp; Management Training:</b>  SPAM / Popup Issues  How the HECK do we deal with this?	8:30 a.m. - 10:15 a.m.  Opening Session  Keynote Speaker	8:30 a.m. - 10:15 a.m.  Speaker: <b>Ben Franklin</b>  History of PA Technology	8:30 a.m. - 10:15 a.m.  <b>Management Track &amp; Technical Track:</b> New Hardware Gear and Gadgets:  What's new, and what can we do with them?	8:30 a.m. - 10:15 a.m.  Breakfast  Closing Speaker
	10:30 a.m. - 11:45 a.m. <b>Management Track:</b> IT Staffing – Ingredients for a good Organizational Recipe  <b>Technical Track:</b> Customer Service from a “Techie” point of view	10:30 a.m. - 11:45 a.m. <b>Management Track:</b> IT Expenditures: Investments vs. Cost of Business  <b>Technical Track:</b> Web Casting – Can it be done and done right?	10:30 a.m. - 5:00 p.m.  Sponsored Outings:  Two Tours:  <b>Gettysburg</b>  <b>Hershey Gardens &amp; Hershey Outlets</b>	10:30 a.m. - 11:45 a.m.  Capitol Tours
12 noon - 1:00 p.m. Lunch	12 noon - 2:45 p.m. Lunch and Vendor Exhibits	12 noon - 2:45 p.m. Lunch and Vendor Exhibits		
1:30 p.m. - 4:30 p.m.  <b>Technical &amp; Management Training:</b>  Windows vs. Linux  Insights and Future Potential for your IT Infrastructure	Kickoff Speaker - Vendor  2:45 p.m. - 5:00 p.m.  State Update Panel & Roundtable of Current Issues / Challenges	Kickoff Speaker - <b>Lexmark Corporation</b>  2:45 p.m. - 5:00 p.m. <b>Management Track:</b> Proving Ground – Institutionalizing IT  <b>Technical Track:</b> Web Trends, Tools, & Techniques – What's hot and What's not!?		
Evening: 5:00 p.m. - 7:00 p.m. Dinner and Tour at the <b>National Civil War Museum</b> sponsored by <b>NetComm Solutions, Inc.</b>	Evening: 5:30 p.m. - 8:30 p.m. Sponsored Reception at the <b>Whitaker Center</b> which includes an IMAX movie and the Harsco Science Center	Evening: 6:00 p.m. - 8:30 p.m. Dinner Event: Taste of Pennsylvania, State Capitol Rotunda sponsored by <b>Lexmark Corporation</b>	Evening: 5:30 p.m. - 8:30 p.m. Sponsored Dinner and Tour at the <b>Hershey Chocolate World</b>	

## PENNSYLVANIA

### MEMORIES LAST A LIFETIME

#### NALIT PDS 2003

The theme of this year's seminar—Managing Technology, “*Not just a box of chocolates*”—Budgets are tighter than ever; demands for technology are constant; new gadgets, gizmos and gear overwhelm us; staff become frustrated and overwhelmed; and somehow we need it to all work together. The NALIT Professional Development Seminar will provide guidance and training to help you organize your ingredients, sift through the lumpy flour and bake the best IT confectionary treats.

This year's seminar again offers two tracks: one for technical specialists and one for managers and others interested in policy and management issues related to legislative information technology. Participants are welcome to attend the sessions that interest them in either track. Speakers for the seminar combine the knowledge of industry experts and the experience and expertise of legislative information technology staff. Special attention will be paid this year in the selection of vendors and speakers. We are committed to finding experts that not only has a firm understanding of their product but also an understanding of state government.

Training sessions are back this year and at **NO** additional cost. Instead of the separate pre-conference seminars held in previous years, in-depth training sessions will be offered on the first day of the conference. Both sessions are geared toward the technical and the management level staff.



*Gettysburg*



*Hershey*



*Harrisburg*

## SOCIAL EVENTS AND OPTIONAL TOURS

Four sponsored dinners and events will be held this year. The first, on Friday evening, will be held at the National Civil War Museum in Harrisburg. The Civil War Museum is the only museum in the United States that portrays the entire story of the American Civil War. Equally balanced presentations are humanistic in nature without bias to Union or Confederate causes. You will be treated to a tour of this beautiful facility, followed by dinner. Thursday evening we will take a short walk to the Whitaker Center for a reception and a complimentary IMAX movie. Friday evening features our “Taste of PA” night. Since it will be impossible for you to visit and experience our great state in its entirety, we thought we would bring some of it to you. Taste of PA night will feature culinary and cultural delights from numerous places throughout Pennsylvania. There will be cheese steaks from Philadelphia, sandwiches from Pittsburgh and desserts from Lancaster, to name a few. The event will be held in the Rotunda of our magnificent State Capitol. Our final evening will feature a dinner and tour at Hershey, Chocolate Town USA.

Optional activities on Saturday afternoon include a trip to Gettysburg, which is rich in American Civil War history. The outing is comprised of a tour of the battlefields, a walking tour of the Gettysburg cemetery, a visit to the Eisenhower Home, and a visit to the newest attraction, the Electric Map.

Those non-war buffs can enjoy the day at the Hershey Gardens and Outlets. The Hershey Garden is a botanical gem that features 23 acres filled with spectacular seasonal displays, 7,000+ breathtaking roses, an amazing outdoor Butterfly House, numerous theme gardens, and beautiful rare trees. Once you finish walking through the gardens, spend some time shopping at the Hershey Outlets. The outlets feature more than 60 brand-name stores.



# EDITOR'S CORNER

*All good things must come to an end...*

*Greetings and salutations fellow NALIT Members! Summer has finally arrived here in Pennsylvania and with it comes the Summer Edition of the NALIT newsletter. I received a TON of articles (thank you) so this issue is packed with lots of state news and other great techie tidbits.*

*Plans for the Fall PDS are being finalized and I must admit this is going to be one **great** conference. We have thought provoking agenda topics, fantastic speakers and exciting evening events planned. I hope that everyone will have an opportunity (lobby hard for approval) to attend. Paul, I hope you booked passage on the trolley to PA, and have begun your journey. We miss you and hope to see you on October 1.*

*With the publication of this issue, my duties as secretary are complete. I can not say enough how much I enjoyed serving in this capacity. It has truly been a wonderful experience and I look forward to more challenges within the NALIT ranks in the days ahead. I want to thank everyone who has contributed and helped me during my tenure. NALIT is an organization of true professionals and good people. I am glad to be a part of that.*

*I look forward to seeing some of you at the annual meeting and then seeing ALL of you here in PA. Enjoy the newsletter and your summer!*

*Todd A. Jewell  
Secretary, NALIT Executive Committee*

## CALL FOR NOMINATIONS

### NALIT OFFICERS

The NALIT Nominating Committee is seeking nominations for the NALIT Executive Committee for the 2003/2004 term. Officers will be elected by NALIT members at the 2003 NCSL Annual Meeting in San Francisco on July 24.

If you are interested in running for office, please contact members of the 2003 Nominating Committee. Attendance at this year's Annual Meeting is not required, but you should notify the nominating committee of your interest by July 11, 2003. Officers will be elected for the positions of Chair, Vice Chair and Secretary. Duties of each office are described in the NALIT By-Laws at <http://www.ncsl.org/programs/lis/nalit/guide.htm#bylaws>.

NALIT Directors and committee members are appointed by the Chair, but anyone interested in these positions is encouraged to notify the committee members, who will forward your interest to the new Chair.

### THIS YEAR'S NOMINATING COMMITTEE MEMBERS ARE:

**James Gilles, California (Chair)** — [james.gilles@lc.ca.gov](mailto:james.gilles@lc.ca.gov)

**Mark Allred, Utah** — [mallred@utah.gov](mailto:mallred@utah.gov)

**Sharon Crouch Steidel, Virginia** — [scrouch@house.state.va.us](mailto:scrouch@house.state.va.us)

## SPECIAL THANKS:

**As promised, a special thanks and treat to those who submitted articles, pictures or ideas to this edition of the newsletter. Those listed below can expect to receive a GIANT size Hershey bar in the weeks ahead. Again, thank you and enjoy the chocolate!**



Michael Adams, Colorado  
Maryann Trauger, North Dakota  
Pam Greenberg, Colorado  
Gretchen York, Pennsylvania  
Linda DeBonis-Crandall, Pennsylvania  
Vicki Brammeier, Oregon  
Duncan Goss, Vermont  
Kim Dodd Manning, Louisiana  
Gary Schaefer, Louisiana

## LSMI

### GREETINGS TO LEGISLATIVE STAFF,

Sharpen your management skills and renew your spirit at the Legislative Staff Management Institute (LSMI)! Spend eight days learning with exceptional faculty and stimulating legislative staff colleagues from across the nation. LSMI is co-sponsored by the National Conference of State Legislatures and will be held at the Hubert H. Humphrey Institute of Public Affairs, University of Minnesota.

As an LSMI participant you will gain valuable insight and ideas in four curriculum areas:

- Managing Conflict, Bargaining Effectively and Getting to Yes
- Managing People and Organizations in the Legislative Setting
- Leading, Motivating, and Inspiring Staff
- Thinking and Acting Strategically

As former participants attest, your experience at LSMI will be one of the highlights of your career. The program has been shortened to eight days from two weeks in recognition of the demanding schedules of legislative staff.

For further information, go to <http://www.ncsl.org/public/lsmi/lsmipromo.htm>.

Karl T. Kurtz  
National Conference of State Legislatures