Tentative Agenda

ORIENTATION AND TRAINING SESSIONS
FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday, November 22 (as soon as hired)

9:00 a.m. - Payroll clerk - Legislative Council office - Training on preparing payroll forms and vouchers - Lori Ziegler, Legislative Administrative Officer, Legislative Council
5:00 p.m.

Monday-Friday, December 6-10

9:00 a.m. - Leadership staff - Training on Vista, Word, Excel, Outlook, and Publisher - Assistance provided as available - Mary H. Janusz, Information Technology Education Administrator, Legislative Council
4:00 p.m.

Monday-Friday, December 6-10 and December 13-14

9:00 a.m. - House and Senate journal reporters (assistant Chief Clerk and assistant Secretary of the Senate [backup]) - House and Senate chambers - Assistance provided as available - Kylah E. Aull, Legislative Business Analyst, Legislative Council
5:00 p.m.

Monday, December 13 - House and Senate committee clerks

8:00 - Select desks and prepare area - Chief committee clerks
9:00 a.m.

9:00 - Tour of committee rooms (Lori Ziegler) and joint supply area (Andrea Cooper)
10:15 a.m.

10:30 a.m. - Prairie Room - Orientation by the Legislative Council staff
5:00 p.m.

10:30 a.m. Introduction - Overview of the legislative process - Employee/staff/intern relationships - Jim W. Smith, Director, Legislative Council
10:35 a.m. Distribute packets
10:40 a.m. Overview of committee clerk activities - Jay E. Buringrud, Assistant Director, Legislative Council
11:15 a.m. Overview of North Dakota Century Code - John Walstad, Code Revisor, Legislative Council
11:30 a.m. Fiscal notes - Becky Keller, Senior Fiscal Analyst
1:00 p.m. Enrolling and engrossing - Amendment approval requirements - John Bjornson, Counsel, Legislative Council
2:00 p.m. House and Senate Appropriations Committees clerks - Appropriation bills and budget status reporting - Allen H. Knudson, Legislative Budget Analyst and Auditor, Legislative Council
2:30 p.m. Break
2:45 p.m. House and Senate committee clerks - Orientation on recording requirements, filing of minutes, audiorecording requirements, deposit of minutes with the Legislative Council, and Appropriations Committees records - Audrey Grafsgaard, Assistant Research Librarian, Legislative Council
4:30 p.m. Committee hearings - Impact of the Americans with Disabilities Act
Tuesday, December 14 - House and Senate committee clerks
9:00 - Brynhild Haugland Room - Training on use of the bill status system and on use of the legislative branch website - Mary H. Janusz/Deb Gienger, Information Technology Systems Administrator, Legislative Council
11:00 a.m.
1:00 - Brynhild Haugland Room - Training on use of the committee hearing system - Mary H. Janusz/Deb Gienger
4:00 p.m.

Wednesday, December 15 - House and Senate committee clerks
8:00 a.m. - Brynhild Haugland Room - Training on use of the committee report system - Kylah E. Aull
3:00 p.m.
3:00 - Brynhild Haugland Room - Training on recording committee meetings - Mary H. Janusz/John A. Dvorak, Information Technology LAN Technician, Legislative Council
4:00 p.m.
4:00 - Brynhild Haugland Room - Training in Vista, word processing, and e-mail - Mary H. Janusz/Deb Gienger
5:00 p.m.

Thursday, December 16 - House and Senate committee clerks
9:00 - House bill clerk (calendar clerk [backup]) - House chamber - Training on use of the assignment of bill numbers system - Kylah E. Aull
10:00 a.m.
10:00 - Senate bill clerk (calendar clerk [backup]) - Senate chamber - Training on use of the assignment of bill numbers system - Kylah E. Aull
11:00 a.m.
1:00 - Assistant Chief Clerk and assistant Secretary of the Senate (journal clerks [backup]) - House and Senate chambers - Training on use of the message system - Kylah E. Aull
5:00 p.m.

Friday, December 17 - House and Senate committee clerks
8:00 a.m. - Brynhild Haugland Room - Training on preparing and storing minutes - Mary H. Janusz/Deb Gienger
12:00 noon
9:00 a.m. - House and Senate calendar clerks (assistant Chief Clerk and assistant Secretary of the Senate [backup]) - House and Senate chambers - Training on use of the calendar system - Kylah E. Aull
12:00 noon

Monday, December 20
9:00 a.m. - Information kiosk attendants - Information kiosk - Training on use of the legislative branch website - Mary H. Janusz/Deb Gienger
12:00 noon
1:00 - Secretarial service and information kiosk attendants - Secretarial service area - Training on use of the telephone message and constituent views system - Deb Gienger/Mary Janusz
5:00 p.m.

Monday, January 3
8:00 - Legislative interns - Prairie Room - Assignment of committees - Jim W. Smith
8:15 a.m.
8:15 - House and Senate committee clerks and legislative interns - Prairie Room - Meeting with Legislative Council legal and fiscal staff members - Jim W. Smith
8:30 a.m.
8:30 a.m. - Legislative interns - Prairie Room - Amendment drafting - John Bjornson/Vonette J. Richter, Counsel, Legislative Council
12:00 noon
1:00 - Legislative interns - Prairie Room - Additional training, including the use of digital signage - Timothy J. Dawson, Counsel, Legislative Council/information technology staff
3:00 p.m.
8:00 a.m. - Secretarial service - Secretarial service area - Training on use of e-mail and word processing procedures for assisting legislators - Mary H. Janusz
4:00 p.m.