

Tentative Agenda
ORIENTATION AND TRAINING SESSIONS
FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday-Friday, December 7-11

9:00 a.m. - **Leadership staff** - Training on cybersecurity, Windows, Word, Excel, and Outlook -
 4:00 p.m. Assistance provided as available - *Information Technology staff, Legislative Council*

Monday, December 7 - 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, Legislative Administrative Officer, Legislative*
 10:15 a.m. *Council*) and joint supply area (*Brad Metz and Robert Tallman, Office Services, Legislative*
Council)

10:30 a.m. - Prairie Room - Orientation by the Legislative Council staff
 3:00 p.m.

10:30 a.m. Introduction - Overview of the legislative process -
 Employee/staff/intern relationships - *John Bjornson, Director,*
Legislative Council

10:35 a.m. Distribute packets

10:40 a.m. Overview of committee clerk activities - *Vonette J. Richter, Legal*
Division Director, Legislative Council

11:00 a.m. Overview of the North Dakota Century Code - *Emily L. Thompson,*
Code Revisor, Legislative Council

11:15 a.m. Enrolling and engrossing - Amendment approval requirements -
Jennifer S. N. Clark, Counsel, Legislative Council

11:30 a.m. Fiscal notes - *Sheila M. Sandness, Senior Fiscal Analyst, 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. Committee hearings - Impact of the federal Americans with Disabilities
 Act of 1990 - *Vonette J. Richter, Legal Division Director, Legislative*
Council

3:00 - Coteau A - Training on use of Legislator's Automated Work Station (LAWS) system and
 4:00 p.m. on the legislative branch website - *Information Technology staff*

4:00 - Coteau A - Cybersecurity training - *Information Technology staff*
 5:00 p.m.

Tuesday, December 8 - House and Senate committee clerks

8:00 - Coteau A - Training on use of Windows, Word, and Outlook - *Information Technology staff*
 9:00 a.m.

9:00 a.m. - Coteau A - Training on preparing and storing minutes and using Word templates, and
 12:00 noon orientation on recording requirements, filing minutes, depositing minutes with the
 Legislative Council, and preparing Appropriations Committees records - *Kylah E. Aull,*
Library and Records Services Manager, and Information Technology staff

- 1:00 - Coteau A - Training on use of the committee hearing schedule systems - *Information Technology staff*
3:30 p.m.
- 3:30 - Coteau A - Training on committee room equipment - *Information Technology staff*
5:00 p.m.

Wednesday, December 9

- 8:00 a.m. - **House and Senate committee clerks** - Coteau A - Training on use of the committee report system - *Kylah E. Aull and Information Technology staff*
4:00 p.m.
- 1:00 - **House Chief Clerk and Secretary of the Senate** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate Chambers - Training on use of the voting system - *Information Technology staff*
3:00 p.m.
- 2:00 - **House and Senate recording and bill clerks** - House and Senate Chambers - Cybersecurity training - *Information Technology staff*
3:00 p.m.
- 3:00 - **House Chief and Assistant Chief Clerk and Secretary and Assistant Secretary of the Senate** - House and Senate Chambers - Cybersecurity training - *Information Technology staff*
4:00 p.m.
- 3:00 - **House and Senate recording clerks** (House and Senate bill clerks [backup]) - House and Senate Chambers - Training on use of the chamber camera systems - *Information Technology staff*
5:00 p.m.

Thursday, December 10

- 8:00 a.m. - **House and Senate committee clerks** - Coteau A/Committee rooms - Training on use of the committee room video systems, managing remote meetings, and video indexing - *Information Technology staff*
4:00 p.m.
- 8:00 a.m. - **House and Senate bill clerks** (calendar clerks [backup]) - House Chamber - Training on use of the assignment of bill numbers system - *Information Technology staff and Kylah E. Aull*
12:00 noon
- 11:00 a.m. - **House and Senate calendar clerks** - House and Senate Chambers - Cybersecurity training - *Information Technology staff*
12:00 noon
- 1:00 - **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 - *Information Technology staff and Kylah E. Aull*
5:00 p.m.

Friday, December 11

- 8:00 a.m. - **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 and Information Technology staff*
12:00 noon

Monday-Friday, December 14-18

- 9:00 a.m. - **House and Senate journal reporters** (Assistant Chief Clerk and Assistant Secretary of the Senate [backup]) - House and Senate Chambers - Training on journal report system and cybersecurity - Assistance provided as available - *Kylah E. Aull and Information Technology staff*
5:00 p.m.

Monday, December 28

- 8:30 - **Information kiosk attendants** - Information kiosk - Training on use of the legislative branch website, information available on monitors/digital signage, and cybersecurity - *Information Technology staff*
11:00 a.m.
- 9:00 - **Pages/Legislative assistants** - Secretarial service area - Training on telephones - *Lori Ziegler and Information Technology Department telecommunications staff*
10:00 a.m.

- 10:00 a.m. - **Pages/Legislative assistants** - Secretarial service area - Training on use of the telephone message and constituent views system - *Information Technology staff*
12:00 noon
- 1:00 - **Pages/Legislative assistants** - Secretarial service area - Training on use of email and word processing procedures for assisting legislators - *Information Technology staff*
4:00 p.m.
- 4:00 - **Pages/Legislative assistants** - Secretarial service area - Cybersecurity training -
5:00 p.m. *Information Technology staff*

Wednesday, December 30, 2020

- 8:00 a.m. **Legislative interns** - Coteau A - Employment information - *Lori Ziegler*
- 8:05 a.m. **Legislative interns** - Coteau A - Cybersecurity training - *Information Technology staff*
- 9:05 a.m. **Legislative interns** - Coteau A - Training on the use of digital signage, bill tracking, and LAWS - *Information Technology staff*
- 10:00 a.m. **Legislative interns** - Coteau A - Amendment training - *Jennifer S. N. Clark*
- 12:00 noon Recess
- 1:15 p.m. **Legislative interns** - Coteau A - Drafting amendments and workflow - *Andrea Cooper, Lead Legislative Services Specialist, Legislative Council*
- 3:15 p.m. **Legislative interns** - Coteau A - Additional training in amendment drafting - *Claire Ness, Counsel, Legislative Council*

Thursday, December 31, 2020

- 8:00 a.m. **House and Senate committee clerks and legislative interns** - Coteau A - Assignment of committee rooms; introductions among legislative interns, Legislative Council legal staff, and committee clerks - *John Bjornson*
- 8:15 a.m. - **House and Senate committee clerks and legislative interns** - Coteau A/Committee
4:00 p.m. rooms - Training on use of the testimony management system, committee room video systems, managing remote meetings, and video indexing - *Information Technology staff*

Friday, January 1, 2021

- 9:00 a.m. **Legislative interns** - Coteau A - General information and question and answer session - *Samantha E. Kramer, Counsel, Legislative Council*
- 9:20 a.m. **Legislative interns** - Coteau A - Tour - *Samantha E. Kramer*
- 9:45 a.m. **Legislative interns** - Coteau A - Gather supplies, organize workstation, and self-tour
- 10:00 a.m. **Legislative interns** - Coteau A - In-room amendment drafting