



REVISED AGENDA 2013 NEW MEMBER INSTITUTE

*Sponsored by the Wisconsin Joint Legislative Council
January 8-10, and 15, 2013*

**TUESDAY, JANUARY 8, 2013
STATE CAPITOL**

- 9:00 a.m. **REGISTRATION; BREAKFAST SNACKS (413 NORTH, GAR)**
- 9:15 a.m. **WELCOME AND INTRODUCTIONS - SENATOR LUTHER OLSEN AND REPRESENTATIVE JOAN BALLWEG, JOINT LEGISLATIVE COUNCIL CO-CHAIRS, AND TERRY C. ANDERSON, LEGISLATIVE COUNCIL DIRECTOR (413 NORTH, GAR)**
- 9:30 a.m. **EFFECTIVE PERFORMANCE TIPS FROM VETERAN LEGISLATORS (413 NORTH, GAR)**
SENATOR ROBERT WIRCH AND SENATOR SHEILA HARSDORF
REPRESENTATIVE JOAN BALLWEG AND REPRESENTATIVE JON RICHARDS
Advice from veteran legislators on how first-term legislators can be most effective in areas such as dealing with legislation, managing an office, responding to constituents, communicating with the public, and dealing with colleagues.
- 10:00 a.m. **ETHICS CODE AND LOBBYING LAW REQUIREMENTS (413 NORTH, GAR)***
KEVIN KENNEDY, DIRECTOR AND GENERAL COUNSEL, GOVERNMENT ACCOUNTABILITY BOARD
JONATHAN BECKER, ADMINISTRATOR, ETHICS AND ACCOUNTABILITY DIVISION, GOVERNMENT ACCOUNTABILITY BOARD
An explanation of the applicability of the ethics code and lobbying laws to legislators.
- 11:30 a.m. **THE JUDICIAL BRANCH (SUPREME COURT COURTROOM)***
INTRODUCTION OF THE CHIEF JUSTICE - SENATOR LUTHER OLSEN, JOINT LEGISLATIVE COUNCIL CO-CHAIR
CHIEF JUSTICE SHIRLEY ABRAHAMSON
A tour of the Supreme Court and opportunity to meet with the Supreme Court justices. Session will include a discussion of the Judicial Branch's role in the lawmaking process.
- 12:30 p.m. **LUNCH: LEGISLATIVE COUNCIL STAFF (411 SOUTH)**
- 1:30 p.m. **"HOW TO HAVE THE TIME OF YOUR LIFE AND GET YOUR LEGISLATIVE WORK DONE" - PAM VACCARO, CEO, DESIGNS ON TIME (413 NORTH, GAR)**
WELCOMING REMARKS AND SPEAKER INTRODUCTION - REPRESENTATIVE JOAN BALLWEG, JOINT LEGISLATIVE COUNCIL CO-CHAIR
A new perspective on productivity, time, and focus management, including advice on life enrichment and balance, memory improvement, and organization.
- 4:30 p.m. Recess

*Continuing Legal Education Credit to be submitted for this session.

WEDNESDAY, JANUARY 9, 2013
STATE CAPITOL

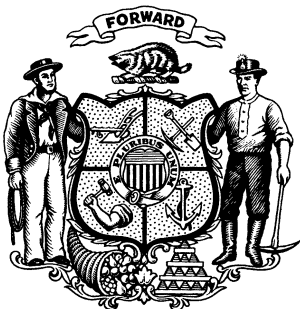
- 8:30 a.m. **BREAKFAST SNACKS; WELCOMING REMARKS – SENATE MAJORITY LEADER SCOTT FITZGERALD AND MINORITY LEADER CHRIS LARSON (413 NORTH, GAR)**
- 9:00 a.m. **THE EXECUTIVE BRANCH (GOVERNOR’S CONFERENCE ROOM)**
WELCOMING REMARKS AND INTRODUCTION OF GOVERNOR – REPRESENTATIVE JOAN BALLWEG, JOINT LEGISLATIVE COUNCIL CO-CHAIR
GOVERNOR SCOTT WALKER
An opportunity to meet with the Governor and the Governor’s staff. Session will include a discussion of the Executive Branch’s role in the lawmaking process.
- 9:30 a.m. **THE LEGISLATIVE BRANCH (413 NORTH/400 NORTHEAST/415 NORTHWEST)***
LEGISLATIVE COUNCIL STAFF: “THE NEW LEGISLATOR’S ROLE IN LAWMAKING”
A general review of legislative structure and the various steps in the legislative process. Committee procedures and floor action will be discussed to help prepare legislators for lawmaking responsibilities.
- 12:00 P.M. **LUNCH: (411 SOUTH)**
STEPHEN R. MILLER, CHIEF, LEGISLATIVE REFERENCE BUREAU
An explanation of the role of the legislative bill drafting process and the services provided by the nonpartisan Legislative Reference Bureau.
JOE CHRISMAN, STATE AUDITOR
An explanation of the audit process and services provided by the nonpartisan Legislative Audit Bureau.
COUNCIL OF STATE GOVERNMENTS – MIKE MCCABE
NATIONAL CONFERENCE OF STATE LEGISLATURES – BRUCE FEUSTEL AND WENDY UNDERHILL
A description of additional services and resources relating to public policy that might be useful to new legislators.
- 1:00 p.m. **“THE RESPECTFUL WORKPLACE,” BOB GREGG, BOARDMAN-CLARK LAW FIRM (413 NORTH, GAR)***
WELCOMING REMARKS AND SPEAKER INTRODUCTION – SENATOR LUTHER OLSEN, JOINT LEGISLATIVE COUNCIL CO-CHAIR
Individuals campaign for the legislature for many reasons. To become an employer and supervisor is probably not one of those reasons. This session will provide valuable information to ensure that each legislator’s office is a respectful workplace and that hiring decisions are made according to law. Bob Gregg has more than 30 years of experience in employment relations. His main emphasis is helping employers achieve enhanced productivity, creating positive work environments, and solving employment problems before they generate law suits.
- 3:00 p.m. **RECESS**

THURSDAY, JANUARY 10, 2013
STATE CAPITOL

- 8:00 a.m. **BREAKFAST SNACKS; WELCOMING REMARKS –ASSEMBLY SPEAKER ROBIN VOS, MAJORITY LEADER SCOTT SUDER, AND MINORITY LEADER PETER BARCA (413 NORTH, GAR)**
- 8:30 a.m. **LEGISLATIVE FISCAL BUREAU AND THE BUDGET PROCESS (413 NORTH, GAR)**
ROBERT WM. LANG, DIRECTOR, LEGISLATIVE FISCAL BUREAU
An explanation of the budget process and services provided by the Legislative Fiscal Bureau.
- 10:00 a.m. **ADJOURNMENT**

TUESDAY, JANUARY 15, 2013
STATE CAPITOL

- 10:00 a.m. **LEGISLATIVE TECHNOLOGY SERVICES BUREAU: TECHNOLOGY FAIR (411 SOUTH)**
WELCOMING REMARKS BY JEFF YLVISAKER, DIRECTOR, LEGISLATIVE TECHNOLOGY SERVICES BUREAU
An explanation of the information technology services provided by the nonpartisan Legislative Technology Services Bureau available to legislators and staff and “hands-on” demonstrations of computer services. Topics of discussion include legislator websites and a variety of specialized software programs available to legislative offices.
- 12:00 p.m. **ADJOURNMENT**



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