

State of Wisconsin
JOINT LEGISLATIVE COUNCIL

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Senator

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Representative



LEGISLATIVE COUNCIL STAFF
Terry C. Anderson
Director
Laura D. Rose
Deputy Director

AGENDA

2015 TRAINING FOR LEGISLATIVE STAFF

DAY 1 (Friday, January 16)

- 9:00-9:30 a.m.: **Welcome and Introductions**
Terry Anderson, Director, Legislative Council
- 9:30-10:15 a.m.: **Your Extended Staff: What the Legislative Service Agencies Can Do For You**
Jessica Karls-Ruplinger and David Moore, Legislative Council
Tamara Dodge and Kristina Martinez, Legislative Reference Bureau
Kendra Bonderud and Jon Dyck, Legislative Fiscal Bureau
- 10:15-11:05 a.m.: **The Ethics Code and the Legislative Staffer**
Jonathan Becker, Administrator, Ethics and Accountability Division, Government Accountability Board
- Applicability of the ethics code and lobbying laws to legislators and legislative staff
- 11:05-12:00 p.m.: **The Legislative Staffer's Role in Lawmaking and Constituent Services**
Small Groups With Legislative Council Staff
- Typical session activities (committee work, caucus, floor sessions, and constituent work)
 - How a bill becomes a law
 - The budget process
 - Interim committees

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DAY 2 (Friday, January 23)

9:00-9:05 a.m.: **Welcome**

Terry Anderson, Director, Legislative Council

9:05-10:00 a.m.: **Dealing With the Press: Tricks of the Trade**

*Kit Beyer, Director of Communications, Office of Speaker Robin Vos
Laura Smith, Communications Director, Office of Representative Peter Barca*

10:00-11:00 a.m.: **A Primer on Wisconsin Law and Government**

Larry Konopacki, Principal Attorney, Legislative Council

- Introduction to the statutes
- Case law and common law
- Constraints on lawmaking - constitutions and federal preemption
- State and local government
- Relationship of the judicial and legislative branches
- Administrative Rules

11:00 a.m.-11:30 a.m.: **Working With the Executive Branch: Advice From Experienced Executive Agency Staff**

Keely Moll, Legislative Liaison, Department of Agriculture, Trade, and Consumer Protection

Dee Pettack, Legislative Liaison, Department of Public Instruction

Nick Probst, Special Assistant for State Relations, University of Wisconsin System

Melissa Roberts, Legislative Liaison, Department of Corrections

- Role of state agencies and governing statutes for agencies
- Legislative liaisons and other sources of information
- Relationship of the executive and legislative branches

11:30 a.m.-12:00 p.m.: **Tips From Experienced Staff: “What I Wish I’d Known Then”**

Sarah Barry, formerly of Office of Senator Chris Larson

Mary Beth George, Office of Representative Christine Sinicki

Kathy Divine, Office of Representative Jill Billings

Scott Rausch, Office of Senator Paul Farrow

Erin Ruby, Office of Representative Alvin Ott

Tricia Sieg, Office of Senator Mary Lazich

DAY 3 (Friday, January 30)

9:00-9:05 a.m.: **Welcome**

Terry Anderson, Director, Legislative Council

9:05-9:35 a.m.: **The Value of an Effective Staffer**

Former State Representative Kitty Rhoades, Secretary, Department of Health Services

9:35-10:25 a.m.: **Responsible Social Media Use for the Legislative Staffer**

Natalie O'Donnell Wood, Program Principal, Center for Ethics in Government Staff, National Conference of State Legislatures

10:25-10:35 a.m. **Break**

10:35-12:00 p.m.: **Public Records Law Requirements**

*Monica Burkert-Brist, Assistant Attorney General, Department of Justice
Dan Schmidt, Principal Analyst and Operations Manager, Legislative Council*

- Applicability of the Public Records Law to legislators and legislative staff
- Role of the Department of Justice and Legislative Council in responding to open records requests