



AGENDA 2015 NEW MEMBER INSTITUTE

*Sponsored by the Wisconsin Joint Legislative Council
December 9-10, 2014*

TUESDAY, DECEMBER 9, 2014
STATE CAPITOL

- 9:00 a.m. **REGISTRATION, BREAKFAST SNACKS (413 NORTH, GAR)**
- 9:15 a.m. **WELCOME AND INTRODUCTIONS - REPRESENTATIVE JOAN BALLWEG, JOINT LEGISLATIVE COUNCIL CO-CHAIR, AND TERRY C. ANDERSON, LEGISLATIVE COUNCIL DIRECTOR (413 NORTH, GAR)**
- 9:30 a.m. **EFFECTIVE PERFORMANCE TIPS FROM VETERAN LEGISLATORS (413 NORTH, GAR)**
SENATOR NIKIYA HARRIS DODD
REPRESENTATIVE JOE SANFELIPPO
REPRESENTATIVE DEB KOLSTE
REPRESENTATIVE JOHN JAGLER
Advice from veteran legislators on how a first-term legislator can most effectively legislate, manage an office, serve constituents, communicate with the public, and interact with colleagues.
- 10:00 a.m. **LEGISLATIVE SERVICE AGENCIES (413 NORTH, GAR)**
JOE CHRISMAN, LEGISLATIVE AUDIT BUREAU
ROBERT WM. LANG, LEGISLATIVE FISCAL BUREAU
STEPHEN R. MILLER, LEGISLATIVE REFERENCE BUREAU
JEFF YLVISAKER, LEGISLATIVE TECHNOLOGY SERVICES BUREAU
TERRY C. ANDERSON, LEGISLATIVE COUNCIL STAFF
An explanation of the services provided by the nonpartisan legislative service agencies, including information technology, policy research, legal analysis, audits, fiscal analysis, and bill drafting.
- 10:30 a.m. **INTERSTATE LEGISLATIVE ORGANIZATIONS (413 NORTH, GAR)**
COUNCIL OF STATE GOVERNMENTS – MIKE MCCABE
NATIONAL CONFERENCE OF STATE LEGISLATURES – WENDY UNDERHILL
A description of additional services and resources relating to public policy that might be useful to new legislators.
- 11:00 a.m. **THE EXECUTIVE BRANCH (GOVERNOR’S CONFERENCE ROOM)**
An opportunity to meet with the Governor’s staff. This session will include a discussion of the Executive Branch’s role in the lawmaking process.
- 11:30 a.m. **LUNCH (411 SOUTH)**
“THE ART OF PUBLIC SPEAKING AND HISTORY’S GREATEST SPEECHES” – STEPHEN LUCAS, PROFESSOR, UNIVERSITY OF WISCONSIN-MADISON

1:00 p.m. **"THE RESPECTFUL WORKPLACE," BOB GREGG, BOARDMAN-CLARK LAW FIRM (413 NORTH, GAR)***

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, create positive work environments, and solve employment problems before they generate lawsuits.

2:40 p.m. **Break**

2:50 p.m. **PUBLIC RECORDS LAW REQUIREMENTS (413 NORTH, GAR)***

MONICA BURKERT-BRIST, ASSISTANT ATTORNEY GENERAL, DEPARTMENT OF JUSTICE

DAN SCHMIDT, PRINCIPAL ANALYST AND OPERATIONS MANAGER, LEGISLATIVE COUNCIL STAFF.

Under Wisconsin law, every legislator is a custodian of his or her records and must comply with the public records law. This session will explain how the public records law applies to legislators.

3:20 p.m. **Break**

3:30 p.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.

5:00 p.m. **Recess**

5:30 p.m. **SOCIAL HOUR - CASH BAR (INN ON THE PARK "TOP OF THE PARK")**

6:30 p.m. **DINNER: Remarks from Senate and Assembly Leaders (Inn on the Park "Top of the Park")**

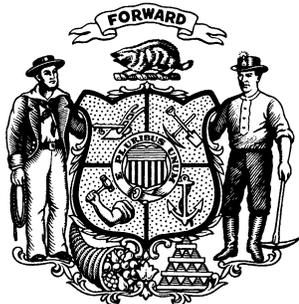
SENATE PRESIDENT PRO TEMPORE RICK GUDEX AND MINORITY LEADER JENNIFER SHILLING
ASSEMBLY SPEAKER ROBIN VOS, MAJORITY LEADER JIM STEINEKE, AND MINORITY LEADER
PETER BARCA

8:00 p.m. **Recess**

WEDNESDAY, DECEMBER 10, 2014
STATE CAPITOL

- 9:00 a.m. **THE JUDICIAL BRANCH (SUPREME COURT COURTROOM)***
INTRODUCTION OF THE CHIEF JUSTICE – REPRESENTATIVE JOAN BALLWEG, JOINT LEGISLATIVE COUNCIL CO-CHAIR
CHIEF JUSTICE SHIRLEY ABRAHAMSON
A tour of the Supreme Court and an opportunity to meet with Supreme Court justices. This session will include a discussion of the Judicial Branch and its impact on the lawmaking process.
- 10:00 a.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.
- 11:50 a.m. **WELCOMING REMARKS (413 NORTH, GAR)**
SENATE MAJORITY LEADER SCOTT FITZGERALD
- 12:00 p.m. **LUNCH: The Legislative Branch (328 Northwest/300 Northeast/330 Southwest/300 Southeast)***
LEGISLATIVE COUNCIL STAFF: *“THE NEW LEGISLATOR’S ROLE IN LAWMAKING”*
A detailed explanation of the legislative process and what a first-term legislator needs to know to write bills, participate in standing committees, and analyze and vote on legislation.
- 2:00 p.m. **A PRIMER ON FLOOR PROCEDURE (ASSEMBLY CHAMBER/SENATE CHAMBER)**
PATRICK FULLER, ASSEMBLY CHIEF CLERK
JEFFREY RENK, SENATE CHIEF CLERK
An overview of floor procedures and customs.
- 2:30 p.m. **BUDGET PROCESS (413 NORTH, GAR)**
ROBERT WM. LANG, DIRECTOR, LEGISLATIVE FISCAL BUREAU
An explanation of the state’s biennial budget process and services provided to legislators by the Legislative Fiscal Bureau.
- 4:00 p.m. **ADJOURNMENT**

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



WISCONSIN LEGISLATIVE COUNCIL STAFF
One East Main Street, Suite 401
P.O. Box 2536
Madison, WI 53701-2536
(608) 266-1304
FAX: (608) 266-3830
Email: leg.council@legis.wisconsin.gov
URL: <http://www.legis.wisconsin.gov/lc>