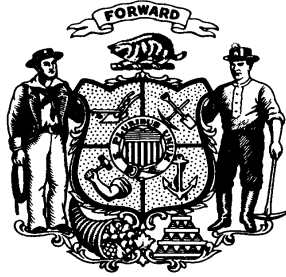


State of Wisconsin
JOINT LEGISLATIVE COUNCIL

Co-Chairs

ROGER ROTH
Senate President

ROBERT BROOKS
Representative



LEGISLATIVE COUNCIL STAFF
Jessica Karls-Ruplinger
Acting Director

AGENDA

2019 TRAINING FOR LEGISLATIVE STAFF

DAY 1 (Friday, January 11th)

- 9:00-9:05 a.m.: **Welcome and Introductions**
Jessica Karls-Ruplinger, Acting Director, Legislative Council
- 9:05-10:00 a.m.: **Tips From Experienced Staff**
Kathy Divine, Office of Representative Jill Billings
Diane Handrick, Office of Representative Dave Murphy
Scott Kelly, Office of Senator Van Wanggaard
Beau Stafford, Office of Senator Jeff Smith
Veteran legislative staff will provide tips and insights about how to be effective as a legislative staffer.
- 10:00-11:15 a.m.: **Legislative Staffer's Role in Committee Work and Constituent Services**
Legislative Council staff attorneys will lead small-group discussions on the legislative process and constituent services. This session will include information about how legislative staff can help legislators develop legislation and engage in committee work.

Supporting Effective Lawmaking Since 1947

DAY 2 (Friday, January 18)

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

Welcome

9:05-10:00 a.m.:

Working With the Press

*Kit Beyer, Communications Director, Office of Speaker Robin Vos
Aaron Collins, Communications Director, Office of Representative
Gordon Hintz*

Ms. Beyer and Mr. Collins will provide legislative staff with tips on how to work with the press.

10:00-10:30 a.m.:

Introduction to Legislative Service Agencies

Five nonpartisan legislative service agencies—Legislative Audit Bureau, Legislative Council, Legislative Fiscal Bureau, Legislative Reference Bureau, and Legislative Technology Services Bureau—support the Legislature’s work in various capacities. This session will introduce legislative staff to the services and support these agencies provide.

10:30-11:15 a.m.:

Working With Executive Agencies: Tips From Former Legislative Staff

Tom Kelly, Budget and Policy Analyst, Department of Health Services

Dee Pettack, Legislative Liaison, Department of Public Instruction

Erin Ruby, Assistant Legislative Liaison, Department of Natural Resources

David Specht-Boardman, Government Relations Specialist, University of Wisconsin System

A panel of executive agency staff who formerly served as legislative staff will provide information about how executive agencies can assist legislative staff with constituent services, program research, and legislation development.

DAY 3 (Friday, January 25)

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

9:05-10:30 a.m.: **The Ethics Code and the Legislative Staffer***

Daniel Carlton, Jr., Administrator, Ethics Commission
David Buerger, Staff Counsel, Ethics Commission

Legislative staff are required to comply with the Code of Ethics for Public Officials and must also be familiar with requirements of the state lobbying laws. This session will provide an overview of the Ethics Code and lobbying law requirements that apply to legislative staff.

10:30-11:30 a.m.: **Public Records Law Requirements***

Paul Ferguson, Office of Open Government, Department of Justice
Dan Schmidt, Principal Analyst and Operations Manager,
Legislative Council

This session will provide legislative staff with an overview of how the public records law applies to legislators and legislative staff and the role of the Department of Justice and the Legislative Council in assisting legislative offices with public records requests.

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