

**Tentative Agenda
ORIENTATION AND TRAINING SESSIONS
FOR CERTAIN LEGISLATIVE EMPLOYEES**

Monday-Friday, December 12-16, 2022

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

Monday, December 12, 2022 - House and Senate Committee Clerks

8:00 - Receive desk assignments and prepare area - Chief Committee Clerks

9:00 a.m.

9:00 - Tour of committee rooms (*Lori Ziegler, Legislative Administrative Officer, Legislative Council*) and joint supply area (*Brad Metz, Lead Legislative Administrative Specialist, and Robert Tallman, Legislative Administrative Specialist II, 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 - *Emily Thompson, Legal Division Director, Legislative Council*

11:00 a.m. Overview of the North Dakota Century Code - *Jennifer S. N. Clark, Senior Counsel and Code Revisor, Legislative Council*

11:15 a.m. Enrolling and engrossing - Amendment approval requirements - *Samantha E. Kramer, Senior Counsel and Assistant Code Revisor, 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 - *Christopher S. Joseph, Senior Counsel, Legislative Council*

3:00 - Room 327 B, C, E - Training on use of Legislator's Automated Work Station (LAWS) system and on the legislative branch website - *Information Technology staff*

4:00 p.m.

4:00 - Room 327 B, C, E - Cybersecurity training - *Information Technology staff*

5:00 p.m.

Tuesday, December 13, 2022

8:00 - **House and Senate Committee Clerks** - Room 327 B, C, E - Training on use of Windows, Word, and Outlook - *Information Technology staff*

9:00 a.m.

9:00 a.m. - **House and Senate Committee Clerks** - Room 327 B, C, E - Training on the Legislative Session Employee Manual and committee procedures - *Kylah E. Aull, Library and Records Services Manager*

12:00 noon

1:00 - Room 327 B, C, E - Training on committee room equipment and Microsoft Teams -
4:00 p.m. *Information Technology staff*

1:00 - **Quality Assurance Clerks** – Prairie Room - Training on reviewing minutes and testimony
4:00 p.m. and video index entries – *Kylah E. Aull*

4:00 - **Chief Committee Clerks** – Prairie Room - Training on managing workflow and tracking
5:00 p.m. minutes packets and indexed video – *Kylah E. Aull*

Wednesday, December 14, 2022

8:00 a.m. - **House and Senate Procedural, Quality Assurance, and Chief Committee Clerks** -
4:00 p.m. Room 327 B, C, E - Training on creating committee minutes and the use of the committee
report system - *Library and Records Services staff and Information Technology staff*

1:00 - **House Chief Clerk and Secretary of the Senate** (Assistant Chief Clerk and Assistant
3:00 p.m. Secretary of the Senate [backup]) - House and Senate Chambers - Training on use of the
voting system - *Information Technology staff*

3:00 - **House Chief Clerk and Secretary of the Senate** - House and Senate Chambers -
4:00 p.m. Cybersecurity training - *Information Technology staff*

Thursday, December 15, 2022

8:00 a.m. - **House and Senate Technological, Quality Assurance, and Chief Committee Clerks** -
4:00 p.m. Room 327 B, C, E/committee rooms - Training on the committee hearing schedule, use of
committee room video systems, managing remote meetings, video indexing, digital
signage, and scanning and uploading testimony - *Information Technology staff*

8:00 - **House and Senate Bill and Recording Clerks** (Assistant Chief Clerk and Assistant
11:00 a.m. Secretary of the Senate [backup]) - House Chamber - Training on use of the assignment
of bill numbers system and the chamber camera systems - *Information Technology staff
and Kylah E. Aull*

11:00 a.m. - **House Assistant Chief Clerk, Assistant Secretary of the Senate, House and Senate**
12:00 noon **Calendar Clerks, and House and Senate Bill and Recording Clerks** - House and
Senate Chambers - Cybersecurity training - *Information Technology staff*

1:00 - **House and Senate Calendar Clerks** (Assistant Chief Clerk and Assistant Secretary of
5:00 p.m. the Senate [backup]) - House and Senate Chambers - Training on use of the calendar
system - *Information Technology staff and Kylah E. Aull*

Friday, December 16, 2022

8:00 a.m. - **Assistant Chief Clerk and Assistant Secretary of the Senate** (Journal Clerks
12:00 noon [backup]) - House and Senate Chambers - Training on use of the message system -
Kylah E. Aull and Information Technology staff

Monday-Thursday, December 19-22, 2022

9:00 a.m. - **House and Senate Journal Reporters** (Assistant Chief Clerk and Assistant Secretary of
5:00 p.m. 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*

Thursday, December 29, 2022

8:00 a.m. - **Pages/Legislative Assistants** - Bill and Journal Room
12:00 noon

8:00 a.m. Training on use of the legislative branch website, and information
available on monitors and digital signage - *Information Technology staff*

9:00 a.m. Training on telephones - *Lori Ziegler and Information Technology
Department telecommunications staff*

- 10:00 a.m. Training on use of the telephone message and constituent views system - *Information Technology staff*
- 11:00 a.m. Cybersecurity training - *Information Technology staff*

Friday, December 30, 2022

- 8:00 a.m. **House and Senate Committee Clerks and Legislative Interns** - Prairie Room - Assignment of committee rooms; introductions among Legislative Interns, Legislative Council legal staff, and Committee Clerks - *John Bjornson*
- 8:15 a.m. **Legislative Interns** - Prairie Room - Employment information - *Lori Ziegler*
- 8:30 a.m. **Legislative Interns** - Prairie Room - Cybersecurity training - *Information Technology staff*
- 8:20 a.m.-
4:00 p.m. **House and Senate Committee Clerks** - Room 327 B, C, E/committee rooms - Meeting simulations to practice applying the training and instruction received at previous training sessions - *Information Technology staff and Library and Records Services staff*
- 9:15 a.m. **Legislative Interns** - Prairie Room - Training on bill tracking and LAWS - *Information Technology staff*
- 10:35 a.m. **Legislative Interns** - Prairie Room - Amendment training - *Christopher S. Joseph*
- 12:00 noon Recess
- 1:00 p.m. **Legislative interns** - Prairie Room - Amendment training - *Christopher S. Joseph*
- 1:45 p.m. **Legislative Interns** - Prairie Room - Drafting amendments and workflow - *Andrea Cooper, Legislative Analyst, Legislative Council, and Brad Metz*
- 3:45 p.m. **Legislative Interns** - Prairie Room – Presentation on workplace harassment policy - *Samantha E. Kramer*

Monday, January 2, 2023

- 9:00 a.m. **Legislative Interns** - Prairie Room - General information and question and answer session - *Megan J. Gordon, Counsel, Legislative Council, and Samantha E. Kramer*
- 9:30 a.m. **Legislative Interns** - Prairie Room - Additional training in amendment drafting - *Christopher S. Joseph*
- 10:45 a.m. **Legislative Interns** - Prairie Room - Tour - *Megan J. Gordon and Samantha E. Kramer*
- 11:15 a.m. **Legislative Interns** - Prairie Room - Gather supplies, organize workstation, and self-tour
- 12:00 noon Recess
- 1:00 p.m. **Legislative Interns** - Prairie Room - In-room amendment drafting