

AGENDA

2019 New Member Institute

Sponsored by the Wisconsin Legislative Council
December 4 and 5, 2018



Tuesday, December 4, 2018 (300 Northeast, State Capitol)

- 9:00 a.m. **REGISTRATION AND LIGHT BREAKFAST**
- 9:15 a.m. **WELCOME AND INTRODUCTIONS**
Senator Roger Roth, Co-Chair, Joint Legislative Council
Jessica Karls-Ruplinger, Acting Director, Legislative Council
- 9:30 a.m. **EFFECTIVE PERFORMANCE TIPS FROM VETERAN LEGISLATORS**
Representative David Crowley
Senators Janet Bewley and Luther Olsen
Veteran legislators will provide advice on how a first-term legislator can most effectively legislate, manage an office, serve constituents, communicate with the public, and interact with colleagues.
- 10:15 a.m. **LEGISLATIVE FISCAL BUREAU AND AN INTRODUCTION TO THE BUDGET PROCESS**
Bob Lang, Director, Legislative Fiscal Bureau
Dave Loppnow, Assistant Director, Legislative Fiscal Bureau
This session will include a primer on the state's biennial budget process and services provided to legislators by the Legislative Fiscal Bureau. The Fiscal Bureau is a nonpartisan service agency of the Wisconsin Legislature and provides fiscal and program information analyses to the Legislature, its committees, and individual legislators. The Fiscal Bureau also serves as staff to the Joint Committee on Finance.
- 11:30 a.m. **LUNCH: "SPEECHES THAT CHANGED AMERICAN HISTORY: THE ART OF POLITICAL ORATORY" (300 NORTHEAST, STATE CAPITOL)**
Dr. Stephen Lucas, Professor of Communication and Evjue-Bascom Professor in the Humanities, University of Wisconsin-Madison
Professor Lucas will provide an in-depth look at the art of public speaking and highlight speeches that changed American history.
- 1:00 p.m. **THE LEGISLATOR AS EMPLOYER: LEGAL REQUIREMENTS AND BEST PRACTICES***
Elizabeth A. Erickson, Office Managing Principal, Jackson Lewis P.C.
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 information about discrimination and harassment laws related to employing and supervising legislative staff.
- 2:30 p.m. **BREAK**

2:45 p.m. **LEGISLATIVE SERVICE AGENCIES**

Five nonpartisan legislative service agencies—the 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 newly elected legislators to the services and support that the following three agencies provide to the Legislature and legislators:

- Joe Kreye, Legislative Services Manager, Legislative Reference Bureau
- Staci Duros, Legislative Analyst, Legislative Reference Bureau

The Legislative Reference Bureau drafts all legislation for introduction in the Legislature, prepares the executive budget bill, writes analyses of legislation, conducts public policy research, and provides information about the Legislature and its proceedings.

- Joe Chrisman, State Auditor, Legislative Audit Bureau

The Legislative Audit Bureau conducts objective audits and evaluations of state agency operations to ensure that financial transactions have been made in a legal and proper manner and to determine whether programs are administered effectively, efficiently, and in accordance with the policies of the Legislature and the Governor.

- Jeff Ylvisaker, Director, Legislative Technology Services Bureau

The Legislative Technology Services Bureau is the single point of responsibility for providing technological services and support to the Legislature and its service agencies.

3:30 p.m. **PUBLIC RECORDS LAW REQUIREMENTS***

Anne M. Bensky, Assistant Attorney General, Department of Justice
Dan Schmidt, Principal Analyst and Operations Manager, Legislative Council

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.

4:30 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 Roger Roth, Senate Assistant Minority Leader Janet Bewley, Assembly Speaker Robin Vos, and Assembly Minority Leader Gordon Hintz

8:00 p.m. **RECESS**

Wednesday, December 5, 2018 (300 Northeast, State Capitol)

- 9:00 a.m. **WELCOME AND INTRODUCTION**
Representative Robert Brooks, Co-Chair, Joint Legislative Council
- 9:15 a.m. **“HOW TO HAVE THE TIME OF YOUR LIFE AND GET YOUR LEGISLATIVE WORK DONE TOO”**
Pam Vaccaro, CEO, Designs on Time
A new perspective on productivity, time, and focus management, including advice on life enrichment and balance, memory improvement, and organization.
- 10:45 a.m. **THE JUDICIAL BRANCH (Supreme Court, State Capitol)**
Chief Justice Patience Drake Roggensack, Wisconsin Supreme Court
Chief Justice Roggensack will provide an overview of the Wisconsin Court System and explain how the court system may be of assistance to legislative offices. This session will also include a tour of the Supreme Court and an opportunity to meet with Supreme Court justices.
- 12:15 p.m. **LUNCH: THE NEW LEGISLATOR’S ROLE IN LAWMAKING (Rooms 400 Southeast, 400 Northeast, and 415 Northwest, State Capitol)**
Legislative Council Staff
Legislative Council staff attorneys will lead small-group discussions on what a first-term legislator needs to know to write bills, participate in standing committees, and analyze and vote on legislation.
- 1:45 p.m. **THE COUNCIL OF STATE GOVERNMENTS AND THE NATIONAL CONFERENCE OF STATE LEGISLATURES**
Mike McCabe, Director, Council of State Governments-Midwestern Office
Holly South, Policy Specialist, National Conference of State Legislatures
The Council of State Governments and the National Conference of State Legislatures assist state legislators and Legislatures in a variety of ways, such as by compiling issue-based summaries of state legislation, providing briefings and background on various policy areas, and hosting conferences or meetings for legislators and legislative staff. This session will provide an overview of the services available from these organizations.
- 2:15 p.m. **THE EXECUTIVE BRANCH**
Lieutenant Governor-Elect Mandela Barnes
This session will include an opportunity for newly-elected legislators to meet with Lieutenant Governor-Elect Mandela Barnes.
- 3:00 p.m. **ETHICS CODE AND LOBBYING LAW REQUIREMENTS***
Daniel Carlton, Jr., Administrator, Ethics Commission
David Buerger, Staff Counsel, Ethics Commission
As state public officials, all legislators 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 legislators.

4:00 p.m. **ADJOURNMENT**

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

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