Tab 1

Director's Report

Introduction of new LSO staff

Staff Promotions

LSO Performance Survey

Discussion of Potential Orientation for Second-Year Legislators

LSO Bill Drafting Services for Executive Branch and Statewide Elected Officials

(Please double click to enlarge the document. You can then maneuver through the pages with the arrows located at the bottom of the document, click "open file" in the top right corner or download the file to your computer using the "extract file" icon located at the bottom of the document in the pdf tool bar.)

LSO New Staff and Promotions

Information Technology Division

Ian Hill, IT Programmer. Ian joined the LSO IT division just a few weeks ago. He has a BS in Computer Engineering from the University of Idaho.

Audit Division

Kyle Tucker, Staff Auditor. Kyle joined the LSO Audits team in February. He has a bachelor's degree in accountancy from the University of Idaho.

Research and Legislation

Kristin Ford –Promotion to Manager of Research & Legislation Division. Kristin replaces Mike Nugent who retired on May 31. Kristin has been with the Division for 19 years, many of those as the Legislative Librarian and the past handful of years as a bill drafter. Kristin has a bachelor's degree in English from the University of Alaska, a law degree from the University of Idaho and a master's degree in library science from the University of Washington.

Matt Drake, Research Analyst. Matthew joined the Research team just this week. He comes to us from Michigan where he was the COO and in-house legal counsel for a brewing company. He is a graduate of the University of Illinois College of Law and has a Masters of Human Resources and Industrial Relations. Matt's bill drafting assignments will include Business and Employment Law, Occupational Licensing, PERSI and ITD.

Central Administration

Saychelle Roberts, Administrative Assistant. Saychelle joined the Central Administration Division this week. She most recently worked at the Idaho Real Estate Commission. She has Bachelor of Arts degree in American History with a minor in Political Science from Boise State University.

Legislative Services Office
2018 Legislator Survey

This survey is anonymous and plays a critical role in identifying areas in which Legislative Services is meeting or exceeding your expectations, areas in which Legislative Services can improve, or services that you may require but are not being offered.

		Excellent	Good	Satisfactory	Poor	No opinion / don't know	Total Respondents	Total possible	Score	Grade
RESEARCH AND LEGISLATION DIVISION		Please check the appropriate box below								
1.	How helpful is the Research and Legislation staff in drafting bills that accurately reflect what you have requested?	49	10	1		2	62	240	228	95%
2.	Rate the quality of work on bills, resolutions, amendments and research.	48	11	1		2	62	240	227	95%
3.	Are bills, resolutions and amendments drafted and delivered in a timely manner?	40	18	2		2	62	240	218	91%
4.	Rate the staff's success in maintaining confidentiality.	48	7	3	1	3	62	236	220	93%
5.	Rate the staff in maintaining objectivity and nonpartisanship.	49	10	2		1	62	244	230	94%
6.	Do staff members conduct themselves in a courteous and professional manner?	61	1				62	248	247	100%
7.	Rate the services provided by the Legislative Reference Library.	37	10			15	62	188	178	95%
8.	Rate the quality of work in support of interim committees.	42	10			10	62	208	198	95%
9.	How satisfied are you with the administrative rules process during the interim, including distribution of proposed rules and staff analysis memos?	33	12	9	4	4	62	232	190	82%
10.	How satisfied are you overall with Research and Legislation Division services?	50	9	2		1	62	244	231	95%

11. Do you have specific suggestions to improve the services provided by the Research and Legislation Division?

Current staff great. More staff would help.
Very Professional!!
Hire more people to spread out the workload
I appreciate the knowledge of the staff
JFAC bills could go a bit quicker
You all do a very good job & makes us part-time citizen legislators look good. THANK YOU!
Know how overwhelming it was this year. Thanks so much for the extra effort! Problems w/rules are more to do with agencies.
Have not seen rules in the interim unless I go to Admin web page
Responsive, timely and eager to help.
We don't need to change "which" to "that" and other similar inclusions in bills, they distract from the substance an do not actually improve anything.
We rely on drafters to put our leg bill into the best spot in code & how to use the right words only to find in committee that they see better words, sometimes a better location in code. Perhaps I should have talked to the drafter more but they also should have made it clearer to us non lawyer types.
The rules review process is confusing - it needs work. Feels like a rubber stamp process - not enough info.

Legislative Services Office
2018 Legislator Survey

This survey is anonymous and plays a critical role in identifying areas in which Legislative Services is meeting or exceeding your expectations, areas in which Legislative Services can improve, or services that you may require but are not being offered.

		Excellent	Good	Satisfactory	Poor	No opinion / don't know	Total Respondents	Total possible	Score	Grade
INFORMATION TECHNOLOGY DIVISION										
12.	How helpful is the Information Technology staff in helping with IT questions or issues?	53	9				62	248	239	96%
13.	Rate the technical proficiency of the Information Technology staff.	52	7	1		2	62	240	231	96%
14.	Have responses to your technology questions been accurate and timely?	50	9	2		1	62	244	231	95%
15.	Rate the support you've received from the Help Desk in addressing computer problems.	41	9	2		10	62	208	195	94%
16.	Rate the staff in maintaining objectivity and nonpartisanship.	55	6			1	62	244	238	98%
17.	Do staff members conduct themselves in a courteous and professional manner?	60	1	1			62	248	245	99%
18.	How satisfied are you with the amount/type of IT training that was made available to you?	39	15	1	1	6	62	224	204	91%
19.	How satisfied are you overall with Information Technology Division services?	51	10	1			62	248	236	95%

20. Do you have specific suggestions to improve the services provided by the Information Technology Division?

Very Professional!!
Training maybe should be in beginner and intermediate classes
I could not function technologically without the Tech staff! Thank you!
More staff. Apple expertise
Always quick to help. Thanks
Need IT update to new computers
Knowledgeable, always available and willing to help.
To many changes from year to year.

Legislative Services Office
2018 Legislator Survey

This survey is anonymous and plays a critical role in identifying areas in which Legislative Services is meeting or exceeding your expectations, areas in which Legislative Services can improve, or services that you may require but are not being offered.

		Excellent	Good	Satisfactory	Poor	No opinion / don't know	Total Respondents	Total possible	Score	Grade
	BUDGET AND POLICY ANALYSIS DIVISION	Please check the appropriate box below								
21.	How helpful is the Budget and Policy Analysis staff in addressing your interests and concerns?	43	9	1		9	62	212	201	95%
22.	Rate the quality of work on appropriation bills, sponsor sheets and fiscal notes.	40	10	2	1	9	62	212	195	92%
23.	Have staff responses to your budget questions been accurate and timely?	42	6	2		12	62	200	190	95%
24.	Rate the staff's success in maintaining confidentiality.	43	4	2	1	12	62	200	189	95%
25.	Rate the staff in maintaining objectivity and nonpartisanship.	43	6	2		11	62	204	194	95%
26.	Do staff members conduct themselves in a courteous and professional manner?	50	2	1		9	62	212	208	98%
27.	Rate the budget reports provided by staff, such as Fiscal Facts and the Legislative Budget Book.	52	6			4	62	232	226	97%
28.	Rate the quality of work in support of interim committees.	37	10			15	62	188	178	95%
29.	How satisfied are you overall with Budget and Policy Analysis Division services?	46	10	1		5	62	228	216	95%

30. Do you have specific suggestions to improve the services provided by the Budget and Policy Division?

Very professional!!

The Budget and Policy Analysis staff are top notch! They are to be commended for their good work under immense pressure. Could not be better!

Hire more people to help legislators who are <u>not</u> on JFAC

<u>Keep them all</u>! Paul has done an <u>excellent</u> job transitioning from Cathy.

Legislative Services Office
2018 Legislator Survey

This survey is anonymous and plays a critical role in identifying areas in which Legislative Services is meeting or exceeding your expectations, areas in which Legislative Services can improve, or services that you may require but are not being offered.

		Excellent	Good	Satisfactory	Poor	No opinion / don't know	Total Respondents	Total possible	Score	Grade
LEGISLATIVE AUDIT DIVISION										
31.	How helpful is the Audit Division staff in answering your questions or responding to your requests for information?	22	5	2		33	62	116	107	92%
32.	Rate the technical proficiency and accuracy of the Legislative Audit reports.	28	8	4		22	62	160	144	90%
33.	Do staff members conduct themselves in a courteous and professional manner?	33	4			25	62	148	144	97%
34.	Rate the staff's success in maintaining confidentiality.	28	2	2		30	62	128	122	95%
35.	Rate the staff in maintaining objectivity and nonpartisanship.	30	3	2		27	62	140	133	95%
36.	How satisfied are you overall with Legislative Audit Division services?	31	7	5		19	62	172	155	90%

37. Are there any additional reports or information that the Legislative Audits Division could provide? Would an annual summary report be useful with information such as number of agencies visited, number of findings reported, etc.?

Excellent idea!
We really don't interact with audit staff much
Please work to raise awareness of what this division & its professional staff do for the legislature!
Great to work with

Legislative Services Office
2018 Legislator Survey

This survey is anonymous and plays a critical role in identifying areas in which Legislative Services is meeting or exceeding your expectations, areas in which Legislative Services can improve, or services that you may require but are not being offered.

		Excellent	Good	Satisfactory	Poor	No opinion / don't know	Total Respondents	Total possible	Score	Grade
ADMINISTRATIVE DIVISION (OFFICE OF THE DIRECTOR)		Please check the appropriate box below								
38.	How helpful is the Administration Division staff in answering your requests and addressing your needs?	49	8	1		4	62	232	222	96%
39.	Rate the Director and his staff in maintaining objectivity and nonpartisanship.	52	3	2		5	62	228	221	97%
40.	Rate the Administrative Division staff in providing help in a timely manner.	50	7			5	62	228	221	97%
41.	Rate the overall performance of the Director of Legislative Services.	56	3			3	62	236	233	99%
42.	Rate the overall effectiveness of the New Member Orientation training.	32	11	5		14	62	192	171	89%
43	Rate the operations of the Capitol Tours program managed by LSO but largely conducted by volunteers.	32	13	3		14	62	192	173	90%
44.	Rate the services and operations of the Capitol Gift Shop.	34	11	6		11	62	204	181	89%
45.	How satisfied are you overall with the Administrative Division's services?	47	11	2		2	62	240	225	94%

46. Do you have specific suggestions to improve the ervices provided by the Administrative Division?

Consider a follow-up New Member training to reinforce ideas or to answer questions that new members don't know to ask at the outset. Specifically the budgeting process.
Great job! Thank you!
New member orientation - Excellent!
Less selection in the gift shop than there used to be

LEGISLATIVE SERVICES OFFICE (AGENCYWIDE)

47. What can the Legislative Services Office do to improve its service to Legislators?

Continue to do the excellent work everyone is doing. Thank you
Great service - can't recommend any changes.
Keep doing your excellent services!
ID is superb!
Keep up the Great job!
Thank you for all you do.
Need equipment upgrade to new computers
Please put in front of Legislative Council a request for more secretarial help during session and a possible year round constituent assistant that all legislators could work with to assist in the interim with increasing constituent requests. Thank you!

48. Are there services that you would like to see the Legislative Services Office provide that are currently not available to

It would be helpful if we could have draft engrossments of ammendments
More tech support

Options for Additional Legislator Orientation

LSO has fielded requests from members of Leadership and other legislators to provide additional orientation or topic forums to members. These forums would be in addition to the traditional New Member Orientation provided every two years in December prior to the Legislature's organizational session. The proposals below are in addition to the traditional New Member Orientation held every two years immediately prior to the Legislature's organizational session in early December.

1. **Specific subjects.**. This forum, scheduled during the first three weeks of session, would include a small handful of topics, e.g., transportation funding, public school issues (funding formula interim committee work), health & welfare issues, tax matters, discussion on administrative rules process, updates on other interim committee work, etc. We are considering polling members during the first week of session to help determine which subjects they want to hear about.

2. **Open forum.** In this format, select staff would be assembled to facilitate an ad hoc Q&A with members. We could select one or two dates during the first three weeks of the session and provide a forum for Q&A on various topics or for more in-depth discussion on topics. LSO would select topics and then notify members of topics/dates (perhaps through announcement in caucus) of the events.

3. **Freshmen and second term members.** We could poll these members and ask what they would like us to cover. This would be a follow-up/refresher to the topics covered during the New Member Orientation. There may be merit if this forum is held a little later in the session—perhaps during the fourth or fifth weeks so that the new members would have some sense of what they're facing and what they might need some additional insight on.

---

4. **Enhanced help to members for administrative rules review**
    a. LSO to offer overview of rules review process to each committee. Highlight the Legislature's constitutional role of rules oversight.
    b. LSO to specifically notify Secretary of the Senate and Chief Clerk of the House each time a rules resolution has been drafted.
    c. One-on-one discussion with committee chairs during the session regarding rules review. This revises LSO's approach during the rules review process itself, to provide in-person discussion to committee chairs when a rules-related memo or resolution is delivered to a committee chair. The idea here is to discuss options a committee chair has regarding the administrative rule at issue.

To: Senator Steve Vick
From: Eric Milstead
Date: May 9, 2018
Re: LSO bill drafting services for executive branch/statewide elected officials

Issue
This memorandum reflects the current process in which the Legislative Services Office provides bill drafting services to the Governor's office, executive branch agencies and statewide elected officials.

Overview
I have found no law or governing document relating to this bill drafting courtesy extended by LSO to the executive branch and statewide elected officials. The current process is based on long-standing practice.

Process
The Governor's Division of Financial Management (DFM) requires executive agencies to submit legislative ideas to DFM during each Interim. Once DFM approves those legislative ideas, DFM (or the agency) drafts those ideas into bill format and they are delivered to LSO during the fall, typically in October. LSO bill drafters then review the bills and, working with the relevant agency staff, revise them if necessary to comply with legislative form. LSO bill drafters then put those bills into "RS" form and they are returned to DFM.

Timing
LSO receives these agency bills from DFM during mid-fall (October/November). There are usually between 80 to 120 bills. Because these agency bills are generally in very good shape—that is, they are written in close approximation to legislative form and often have been reviewed by agency legal counsel—the time spent by LSO bill drafters on this task is not generally burdensome to LSO. This is also true because of timing--mid-fall is typically a time of normal workload (interim committee work, administrative rules review memos, and other assigned research) while the crush of legislator bills and session-related work has not yet begun.

Summary
The Governor's Office and DFM staff feel the current process works well for them. They note that they are sensitive to timing issues for LSO staff and that agency bills are submitted to LSO purposely at a time when workload is reasonable. Revising the current process by requiring that a legislator be a formal sponsor of an agency bill as a precondition to the RS being printed as a bill may not necessarily impact the timing of the current process as it relates to LSO. However,

it would likely impact agencies and legislators. Agencies (and statewide elected officials) would, in all likelihood, need to collaborate with legislators during interim periods, which could require an additional step in the work process, particularly in regard to the many members who reside beyond close proximity to Boise. Conversely, such a change could arguably provide opportunities for a more thorough understanding of the agency's proposed legislation by the sponsor.