Tab 3

New Legislator Orientation Program

Information will be in hard copy format at the November 9th meeting.

(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.)

IDAHO STATE LEGISLATURE

2018 New Legislator Orientation Program

(Open to New and Returning Legislators)

Monday, December 3:	**Overview of Organization, Staff, Facilities**
Tuesday, December 4:	**Procedures and Protocols**
Wednesday, December 5:	**Law School for Legislators**

New Legislator Orientation Program

Monday, December 3, 2018

General Overview of Organization, Staff and Facilities

Capitol Dining Room, West Wing 14

12:00 - 1:00 p.m. **Opening Luncheon: Public Service and the Idaho Legislature**
Welcoming remarks, program outline, and an opportunity to meet and greet fellow freshmen legislators; with co-hosts Senate President Pro Tem Brent Hill, House Speaker Scott Bedke, and Legislative Services Office Director Eric Milstead.

Lincoln Auditorium, West Wing 02

1:00 - 1:30 p.m. **The Idaho Legislature's Staff Resources**
Eric Milstead, Director, Legislative Services Office (LSO)
Tab 1 *Mary Sue Jones*, *Chief of Staff to President Pro Tem of the Senate*
MaryLou Molitor, Assistant to the Speaker of the House
Rakesh Mohan, Director, Office of Performance Evaluations (OPE)
An introduction to the people who support legislative operations: the nonpartisan Legislative Services Office, the Senate and House legislative staff, and the Office of Performance Evaluations.

1:30 – 2:00 p.m. **Insights from Second-Term Members**
Senator Carl Crabtree
Representative Gayann DeMordaunt
Representative Sally Toone
These second-term Legislators will give their perspectives as sophomores in discussing what they learned in their first terms and will provide practical advice to new members**.**

2:00 – 2:45 p.m. **Legislative Standing Committees**
Break-out into Committee Rooms WW54 and WW55
Senator Steve Bair, Chairman, Senate Resources and Environment Committee
Representative Fred Wood, Chairman, House Health and Welfare Committee
Senator Michelle Stennett, Senate Minority Leader
This session will focus on the role of standing committees, the work engines of the legislative process, where bills originate and where legislative expertise, staff support, and public testimony all come together in creating public policy.

2:45 – 3:00 p.m. **Break**

3:00 - 4:00 p.m. **Discussion of IPTV Filming of Floor Action (Chamber Floors)**
Ron Pisaneschi, General Manager, Idaho Public Television (IPTV)
Jeff Tucker, Director of Content Services, IPTV
This session will cover filming of Legislative activity on the chamber floors and provide insight to new members as to how live coverage in the chambers works.

Senate Majority Caucus Room, W433
House Majority Caucus Room, E403

4:00- 5:00 p.m. **Administrative Details Concerning Life in the Legislature**
Mary Sue Jones, *Chief of Staff to President Pro Tem of the Senate*
Terri Franks-Smith, House Chief Fiscal Officer
Details about legislative compensation including salary, per diem and other allowances, medical and life insurance, state travel policy and how to submit travel claims, ordering stationery, making travel arrangements and other administrative details pertinent to your legislative service.

5:00 – 5:20 p.m. **New Senate Members Will Meet Senate Staff, including: Secretary of the Senate; Chief of Staff to the President Pro Tem; and Senate Sergeant at Arms**

New House Members Will Meet House Staff, including: Chief Clerk of the House; Assistant to the Speaker; and House Sergeant at Arms

5:20 p.m. **Adjourn for the Day**

New Legislator Orientation Program

Tuesday, December 4

Procedures and Protocols

Lincoln Auditorium, West Wing 02

8:00 - 8:15 a.m. **Opening Remarks**
Eric Milstead, Director, LSO
Divide into 4 groups – 30 minutes at each Module

8:15 – 10:45 a.m.

	Group A	Group B	Group C	Group D
8:15 - 8:45 a.m.	Module 1	Module 2	Module 3	Module 4
8:55 - 9:25 a.m.	Module 2	Module 3	Module 4	Module 1
9:35 - 10:05 a.m.	Module 3	Module 4	Module 1	Module 2
10:15 - 10:45 a.m.	Module 4	Module 1	Module 2	Module 3

Module 1 **How Bills are Drafted and the Flow of Legislation – Research Office**
Legislative Drafting Attorneys, Research Division, LSO
Tab 2 Includes a discussion of how legislation originates and the flow of legislation through the process, as well as a discussion of formats, statements of purpose, and fiscal notes.

Module 2 **The Idaho Code, Session Laws, Constitution and Research Library – Legislative Library**
Eric Glover, Legislative Librarian, LSO
Tab 3 *Amanda Rickard, Legislative Library Assistant, LSO*
This session will explain how to navigate the Idaho Code, the Idaho Session Laws, and the Idaho Constitution. Other research options available through the LSO Legislative Research Library will also be covered.

The Idaho Budget and Appropriations Process – JFAC Room

Module 3 *Paul Headlee, Manager, Budget & Policy Analysis Division, LSO*

Tab 4 This session will provide an overview of the state budgeting and appropriations process, how the Joint Finance-Appropriations Committee operates, and a look at the budget picture for the 2019 Legislature.

Legislative Review of Administrative Rules – C110

Module 4 *Eric Milstead, Director, LSO*
Jennifer Kish, Information Liaison, LSO

Tab 5 How and why the Legislature reviews (and sometimes rejects) state agency rules and the technical issues involved in its review.

10:45 – 11:00 a.m. **Break**

Lincoln Auditorium, West Wing 02

11:00 – 12:00 p.m. **Legislative Computers and Hands-on Training**
Glenn Harris, Manager, Information Technology Division, LSO

Tab 6 The Legislature's Information Technology staff will distribute your legislative laptop computers and provide hands-on tips to log into the network, set passwords, and walk you through important applications.

Capitol Dining Room, West Wing 14

12:00 - 1:00 p.m. **Luncheon Panel: Working with the Media**
Panelists: Betsy Russell, The Idaho Press
Melissa Davlin, Idaho Public Television
Rebecca Boone, Associated Press

This lunch session will focus on how the print and broadcast media cover the Idaho Legislature and how legislators can effectively communicate with the media and maintain a good working relationship.

Lincoln Auditorium, West Wing 02

1:00 - 1:45 p.m. **Organizational Session Preview**
Break-out into Committee Rooms WW54 and WW55
Senator Brent Hill, President Pro Tem of the Senate
Representative Scott Bedke, Speaker of the House

Learn about Idaho's unique method for selecting its leadership and organizing into committees prior to the 2019 legislative session.

1:45 - 2:15 p.m. **Lobbying and the Idaho Legislature**
Senator Dan Johnson, Chairman, Senate Local Government and Tax Committee
Representative Robert Anderst, Chairman, House Ways and Means Committee
Elizabeth Criner, Lobbyist
Jason Kreizenbeck, Lobbyist

This session includes a panel discussion with two veteran lobbyists and two veteran legislators about what they consider "best practices" in their professions. The focus will be on the role of the lobbyist, expectations lobbyists have of the legislators, and the ethical responsibilities lobbyists and legislators have in their working relationships.

2:15 – 2:45 p.m.	**Overview of the Bureau of Occupational Licensing** *Tana Cory, Bureau Chief, Idaho Bureau of Occupational Licenses* This session provides an explanation of the Bureau of Occupational Licenses and the working relationship between the Bureau and the various boards and commissions the Bureau works with.
2:45 - 3:00 p.m.	**Break**
3:00 – 3:30 p.m.	**The Tax Structure of the State of Idaho** *Ken Roberts, Idaho State Tax Commissioner* Commissioner Roberts will go over the state's tax and revenue structure, including reviewing the history of our tax rate structure and how we got to where we are today.
3:30 – 4:00 p.m. **Tab 7**	**Transportation 101** *Matt Drake, Legislative Drafting attorney, LSO* *Christine Otto, Budget and Policy Analyst, LSO* Matt and Christine will discuss ITD's roles and responsibilities and how ITD is funded. They will also compare and contrast the roles of ITD with county highway districts.
4:00 – 4:30 p.m. **Tab 8**	**Public Education 101** *Robyn Lockett, Principal Budget and Policy Analyst, LSO* *Elizabeth Bowen, Principal Legislative Drafting Attorney, LSO* This session will provide an explanation of the structure, funding, roles, and current issues of education in Idaho, across the entire education pipeline (K – 12 and Higher Education).
4:30 – 5:00 p.m. **Tab 9**	**Statehouse Security** *Joe Lewis, Idaho State Police* This session will provide you with an overview of Statehouse Security, what you should be aware of in the event of an emergency, and who to contact.
5:00 p.m.	**Adjourn for the Day**

New Legislator Orientation Program

Wednesday, December 5

Law School for Legislators

Lincoln Auditorium, West Wing 02

8:00 - 9:30 a.m. **Tab 10**	**Civility in the Legislative Environment (presented by NCSL)** *Mark Quiner, National Conference of State Legislators* NCSL will present a broad overview of civility and what it means in the legislative environment. Focusing on moving from a campaign mentality to a governing mentality and determining how civility plays into that mind shift. NCSL will work with participants to define civility in their terms (as well as what incivility looks like), discuss principles of political civility and how to avoid incivility traps.

9:30 – 10:30 a.m. **Respectful Workplace Training (presented by NCSL)**

Stacy Householder, National Conference of State Legislatures

Tab 11 Respectful Workplace education teaches lawmakers how to identify, respond to, and better the culture of state capitols. Critical components of this educational training include ways to foster a healthy workplace culture, how to identify what constitutes harassment and the different forms harassment can take, and how to effectively change behavior.

10:30 – 10:45 a.m. **Break**

10:45 - 11:15 a.m. **Decorum, Civility and Rules in the Idaho Legislature**

Senator Brent Hill, President Pro Tem of the Senate
Representative Scott Bedke, Speaker of the House

Learn about addressing colleagues "through the chair," who "the gentleman on the second floor" is, and the importance of maintaining civility and decorum in the legislative process.

11:15 - 1:15 p.m. **Lunch at Associated Taxpayers of Idaho Conference.**

Lincoln Auditorium, West Wing 02

1:30 - 2:30 p.m. **The Office of the Attorney General and the Legislature; Conflicts of Interest and the Public Trust; Review of Statutes and Rules; Campaign Finance, Sunshine Laws & Working with Lobbyists**

Tab 12 *Brian Kane, Assistant Chief Deputy Attorney General*

This session will provide an overview of the working relationship between the Office of the Attorney General and the Idaho Legislature. It will also focus on the inherent conflicts of interest that exist in a citizen legislature. The laws and rules that govern conflict of interest situations, House Rule 38 and Senate Rule 39, will be reviewed. Appropriate responses from legislators in certain situations will be discussed. This session will also review the Title 18 statutes governing bribery and corruption, clarify what constitutes using a public position for personal gain, discuss gifts to public servants, and misuse of influence in public matters, among other topics. This session will also review the statutes governing campaign finance and sunshine laws, the appropriate use of campaign funds, and the laws and procedures related to legislators' work with lobbyists.

2:30 – 3:00 p.m. **Public Records Laws, New Technology and Public Records Requests**

Terri Kondeff, Chief Operations Officer, LSO

Tab 13 This discussion will examine the statutes and policies regarding public records, not only in the traditional sense, but also in offering some practical advice to legislators about just what constitutes a public record in this world of constantly changing technology.

House and Senate Chambers

3:00 - 4:00 p.m. **Parliamentary Procedure, Orders of Business, and Wrap-up Advice**

Senator Brent Hill, President Pro Tem of the Senate, presiding
Senator Chuck Winder, Senate Majority Leader
Senator Michelle Stennett, Senate Minority Leader
Jennifer Novak, Secretary of the Senate
Representative Scott Bedke, Speaker of the House, presiding
Representative Mike Moyle, House Majority Leader
Representative Mat Erpelding, House Minority Leader
Carrie Maulin, Chief Clerk of the House

This session will give new legislators a feel for how the Senate and House operate when on the floor of the chambers, including the orders of business, basic protocols, and parliamentary procedure. Final words of advice will be offered from legislative leaders.

4th Floor Rotunda

4:00 - 5:30 p.m. **Reception for New Legislators**

The reception is an opportunity for government officials, Supreme Court Justices, returning legislators, lobbyists, orientation presenters, legislative staff, and others to extend a welcome to newly elected legislators.