



# New Legislator Orientation Program

Legislative Building, Carson City, Nevada

November 16 to 18, 2016

Wednesday, November 16

9:30 a.m. Room 3100	Meet and Greet Fellow Legislators/Registration Enjoy a continental breakfast networking with newly elected members of both Chambers.
10:00 a.m.—11:00 a.m. Room 3100	Welcome to the Legislature <i>Members of the Senate and Assembly</i>  <i>Moderator: Michael J. Stewart, Deputy Research Director, Research Division, Legislative Counsel Bureau (LCB)</i> <ul style="list-style-type: none"><li>• Transition from campaigning to governing.</li><li>• Legislative leadership positions and roles.</li><li>• Organization of the Senate and Assembly.</li><li>• Standing committees.</li></ul> Putting the Nevada Legislature in Context <i>Paul T. Mouritsen, Chief Principal Research Analyst for Special Projects, Research Division, LCB</i> <ul style="list-style-type: none"><li>• Three branches of State government.</li><li>• How Nevada's Legislature compares to other states.</li></ul>
11:00 a.m.—11:10 a.m. Room 3100	Overview of the Nevada Legislature's Staff and Legislative Counsel Bureau <i>Rick Combs, Director, LCB</i>
11:10 a.m.—11:30 a.m.	Break
11:30 a.m.—Noon Room 4100	Nevada Youth Legislature <i>Beverly E. Mobley, Manager, Constituent Services Unit (CSU), Research Division, LCB</i> <i>Tina Ashdown, Research Assistant/Program Facilitator, CSU, Research Division, LCB</i>  National Organizations to Which the Nevada Legislature Belongs <i>Rick Combs, Director, LCB</i>



Noon—1:15 p.m.  
Room 3100

Working Lunch—"What I Know Now That I Wish I Had Known Then"  
*Senator Patricia Farley*  
*Assemblyman Tyrone Thompson*  
*Assemblywoman Robin L. Titus, M.D.*

*Moderator: Jennifer Ruedy, Principal Research Analyst,*  
*Research Division, LCB*

- Returning members will offer reflections and advice for the new members on subjects such as building relationships, working with legislative staff, managing constituent requests, and personal time management.

1:15 p.m.—1:45 p.m.  
Room 3100

Small Group Breakout with Sophomores  
Sophomores meet with freshmen in small groups to answer questions about being a new legislator.

1:45 p.m.—2:00 p.m.

Break

2:00 p.m.—2:30 p.m.  
Room 4100

Legislator Compensation, Benefits, and Travel  
*Jolanta Astronomo, Chief Accountant, Administrative Division, LCB*  
*LuAnn Lehr, Account Technician, Administrative Division, LCB*  
*Pati Stefonowicz, Accountant, Administrative Division, LCB*

2:45 p.m.

Tour of Legislative Building and Capitol Complex  
*Ken Kruse, Safety Coordinator, Administrative Division, LCB*

- Tour of Legislative Building.
- Location of agencies in the Capitol Complex.

Individual Legislator Activities (as scheduled)

5:45 p.m.

Group Dinner (gather outside Legislative Building for transportation)  

- J.T. Basque Bar and Dining Room, Gardnerville.



### **Thursday, November 17**

7:45 a.m.—8:30 a.m.  
Room 3100

Breakfast Buffet with Legislative Staff Liaisons

8:30 a.m.—8:45 a.m.

Break

8:45 a.m.—10:30 a.m.  
Room 4100

Staff Services Provided by the Legislative Counsel Bureau  
*Moderated by Rick Combs, Director, LCB*

- Administrative Services  
*Roger Wilkerson, Chief, Administrative Division, LCB*
- Audit Services  
*Rocky Cooper, Legislative Auditor, Audit Division, LCB*  
*Daniel L. Crossman, Audit Supervisor, Audit Division, LCB*

Break

- Legal Services  
*Brenda J. Erdoes, Legislative Counsel, Legal Division, LCB*
- Fiscal Services  
*Mark Krmpotic, Senate Fiscal Analyst, Fiscal Analysis Division, LCB*  
*Cindy Jones, Assembly Fiscal Analyst, Fiscal Analysis Division, LCB*
- Research Services  
*Susan Scholley, Research Director, Research Division, LCB*

10:30 a.m.—10:45 a.m.

Break

10:45 a.m.—11:15 a.m.  
Room 4100

Annual Filings of Contribution and Expense Reports and Financial Disclosure Forms  
*Brenda J. Erdoes, Legislative Counsel, Legal Division, LCB*  
*Eileen G. O'Grady, Chief Deputy Legislative Counsel, Legal Division, LCB*  
*Kevin C. Powers, Chief Litigation Counsel, Legal Division, LCB*

11:15 a.m.—11:45 a.m.  
Room 4100

Safety and Security Procedures  
*John Drew, Chief, Legislative Police, Administrative Division, LCB*



11:45 p.m.—Noon	Freshman Class Photograph (west entrance of Legislative Building)
Noon—1:15 p.m.	Luncheon Senate Lunch—Senate Caucus Room Hosted by the Secretary of the Senate and Senate Staff  Assembly Lunch—Assembly Caucus Room Hosted by the Chief Clerk of the Assembly and Assembly Staff
1:15 p.m.—1:30 p.m.	Break
1:30 p.m.—2:15 p.m. Room 4100	Working with Constituents <i>Beverly E. Mobley, Manager, CSU, Research Division, LCB</i> <i>Craig Hoffecker, Senior Research Analyst, CSU, Research Division, LCB</i> <i>Julie Newman, Senate Liaison</i> <i>Marge Griffin, Assembly Liaison (tentative)</i>
2:15 p.m.—3:00 p.m. Room 4100	Roundtable: Working with the Media <i>Scott Magruder, Assignment Editor, KRNV News 4</i> <ul style="list-style-type: none"><li>• Focus on how the print and broadcast media cover the Legislature and how legislators can effectively communicate with the media and maintain a good working relationship.</li></ul>
3:00 p.m.—3:15 p.m.	Break
3:15 p.m.—4:00 p.m. Room 4100	Roundtable: Working with Lobbyists <i>Jeanette Belz, J.K. Belz and Associates</i> <i>William Horne, Horne-Duarte Government and Public Affairs</i> <i>Rose McKinney-James, Energy Works LLC and McKinney-James &amp; Associates</i> <ul style="list-style-type: none"><li>• Focus on the role of the lobbyists, expectations lobbyists have of legislators, and the responsibilities of both lobbyists and legislators in their working relationship.</li></ul>
4:00 p.m.	Individual Legislator Activities (as scheduled)
5:00 p.m.	Group Dinner (gather outside east entrance of Legislative Building for transportation) <ul style="list-style-type: none"><li>• Sponsored by the Senate and Assembly Caucuses.</li><li>• Location to be announced.</li></ul>



## **Friday, November 18**

8:00 a.m.—8:45 a.m. Room 3100	Breakfast with Governor Sandoval's Staff Enjoy breakfast while meeting the staff of the Governor's Office.
8:45 a.m.—9:00 a.m.	Break
9:00 a.m.—9:45 a.m. Room 3138	Laptop Training <i>Eric Dugger, Network Services Manager, Information Technology Services, Administrative Division, LCB</i> <i>Brenda J. Erdoes, Legislative Counsel, Legal Division, LCB</i> <i>Kevin C. Powers, Chief Litigation Counsel, Legal Division, LCB</i> <ul style="list-style-type: none"><li>• Learn "hands-on" how to log on to the legislative network, use e-mail, and other functions.</li><li>• Overview of technology and electronic communication: public records and safe computing (spam, viruses, worms, adware, spyware, et cetera).</li></ul>
9:45 a.m.—10:00 a.m.	Break
10:00 a.m.—11:30 a.m. Room 3138	Introduction to the Official Nevada Law Library, Legislature's Website, Electronic Legislative Tools, and Publications <i>Brenda J. Erdoes, Legislative Counsel, Legal Division, LCB</i> <i>Michelle L. Van Geel, Administrator of Publications and Technical Services, Research Division, LCB</i> <i>Teresa Wilt, Legislative Librarian, Research Library, Research Division, LCB</i>
11:30 a.m.—Noon	Break
Noon—1:30 p.m. Room 3100	Working Lunch—Social Media Success <i>Mick Bullock, Director of Public Affairs, National Conference of State Legislatures</i> <ul style="list-style-type: none"><li>• Review basic social media concepts.</li><li>• Share best practices that you can adopt—tools that improve communication and enhance the institution.</li></ul>
1:30 p.m.—1:45 p.m.	Break



1:45 p.m.—2:30 p.m.  
Room 4100

#### Ethics

*Brenda J. Erdoes, Legislative Counsel, Legal Division, LCB*

*Eileen G. O'Grady, Chief Deputy Legislative Counsel, Legal Division, LCB*

*Kevin C. Powers, Chief Litigation Counsel, Legal Division, LCB*

2:30 p.m.—3:00 p.m.  
Room 4100

#### Developing Ideas for Bills—The Beginning

*Brenda J. Erdoes, Legislative Counsel, Legal Division, LCB*

*Susan Scholley, Research Director, Research Division, LCB*

- I have an idea! What should I do about it?

3:00 p.m.

Preview of December Issue Briefings and January Academy

Questions and Adjournment