



# New Legislator Orientation Program

## Legislative Building, Carson City, Nevada

### November 14 to 16, 2018

#### Wednesday, November 14

- 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 and Introductions of Newly Elected Legislators  
*Senate Majority Leader Kelvin D. Atkinson*  
*Senate Minority Leader James A. Settelmeyer*  
*Speaker of the Assembly Jason Frierson*  
*Assembly Minority Leader Jim Wheeler*
- Putting the Nevada Legislature in Context  
*Paul T. Mouritsen, Chief Principal Policy Analyst for Special Projects, Research Division, Legislative Counsel Bureau (LCB)*
- Three branches of state government
  - How Nevada's Legislature compares to other states
- Legislative Perspectives on Serving in the Nevada Legislature  
*Legislative Leadership*  
*Moderator: Carol M. Stonefield, Deputy Research Director, Research Division, LCB*
- 11:00 a.m.—11:10 a.m.  
Room 3100
- Overview of the Nevada Legislature's Staff and Legislative Counsel Bureau  
*Rick Combs, Director, LCB*
- 11:10 a.m.—11:30 a.m.
- Break
- 11:30 a.m.—Noon
- 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



- Noon—1:15 p.m.  
Room 3100
- Working Lunch—“What I Know Now That I Wish I Had Known Then”  
*Senator Nicole J. Cannizzaro*  
*Assemblywoman Daniele Monroe-Moreno*  
*Assemblywoman Jill Tolles*
- Moderator: Patrick Guinan, Senior Principal Policy Analyst, Research Division, LCB*
- Returning members will offer reflections and advice for the new legislators on subjects such as building relationships, managing constituent requests, personal time management, and working with legislative staff
- 1:15 p.m.—1:45 p.m.  
Room 3100
- Small Group Breakout with Sophomore Legislators  
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, Unit Chief, Accounting/Human Resources, Administrative Division, LCB*  
*LuAnn Lehr, Account Technician, Administrative Division, LCB*  
*Pati Stefonowicz, Accountant, Administrative Division, LCB*
- 2:30 p.m.—3:00 p.m.  
Room 4100
- Safety and Security Procedures  
*John Drew, Chief, Legislative Police, Administrative Division, LCB*
- 3:00 p.m.
- Individual Legislator Activities (as scheduled)
- 5:45 p.m.
- Transportation Leaves From Legislative Building for Group Dinner  
(Gather outside east entrance of Legislative Building for transportation)
- 6:15 p.m.
- Group Dinner
- J.T. Basque Bar & Dining Room, Gardnerville



## Thursday, November 15

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*

An explanation of the services provided by the nonpartisan LCB, including audits, fiscal analysis, information technology, legal analysis and bill drafting, and policy analysis and research

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

Break

- Legal Services  
*Brenda J. Erdoes, Legislative Counsel, Legal Division, LCB*  
*Kevin C. Powers, Chief Litigation Counsel, Legal Division, LCB*
- Fiscal Services  
*Mark Krmpotic, Senate Fiscal Analyst, Fiscal Analysis Division, LCB*  
*Cindy Jones, Assembly Fiscal Analyst, Fiscal Analysis Division, LCB*
- Policy Analysis and Research Services  
*Michael J. Stewart, Research Director, Research Division, LCB*

10:30 a.m.—10:45 a.m.

Break

10:45 a.m.—11:15 a.m.  
Room 4100

Developing Ideas for Bills—The Beginning  
*Kevin C. Powers, Chief Litigation Counsel, Legal Division, LCB*  
*Michael J. Stewart, Research Director, Research Division, LCB*

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

11:15 a.m.—11:45 a.m.  
Room 4100

Annual Filings of Contribution, Expense Reports, and Financial Disclosure Forms  
*Kevin C. Powers, Chief Litigation Counsel, Legal Division, LCB*



11:45 a.m.—Noon	Freshman Class Photograph (Second floor sitting area—west side)
Noon—1:15 p.m. Room 3100	Working Lunch—Social Media Success <i>Mick Bullock, Director of Public Affairs, National Conference of State Legislatures (NCSL)</i> <ul style="list-style-type: none"><li>• Review basic social media concepts</li><li>• Share best practices that you can adopt—tools to improve communication and enhance the institution</li></ul>
1:15 p.m.—1:30 p.m.	Break
1:30 p.m.—2:15 p.m. Room 4100	Roundtable Discussion—Working With Lobbyists <i>William Horne, Vice President, Strategies 360, Nevada</i> <i>Rose McKinney-James, Managing Principal, 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>
2:15 p.m.—3:00 p.m. Room 4100	Roundtable Discussion—Working With the Media <i>Mick Bullock, Director of Public Affairs, NCSL</i> <i>Rick Combs, Director, LCB</i> <i>Geoff Dornan, Nevada Appeal</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	Working With Constituents <i>Beverly E. Mobley, Manager, Constituent Services Unit (CSU), Research Division, LCB</i> <i>Julie Newman, Senate Liaison</i> <i>Sylvia Dominguez-Curry, Assembly Liaison</i>
4:00 p.m.	Individual Legislator Activities (as scheduled) Adjourn for the Day



## **Friday, November 16**

8:00 a.m.—8:45 a.m. Room 3100	Breakfast
8:45 a.m.—9:00 a.m.	Break
9:00 a.m.—9:45 a.m. Room 3138	Laptop Training <i>Sten Miles, Unit Chief, Information Technology Services, Administrative 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 email, and other functions</li><li>• Overview of technology and electronic communication—public records and safe computing (adware, spam, spyware, viruses, worms, 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>Kevin C. Powers, Chief Litigation Counsel, Legal Division, LCB</i> <i>Michelle L. Van Geel, Administrator of Publications, Research Division, LCB</i> <i>Teresa Wilt, Legislative Librarian, Research Library, Research Division, LCB</i>
11:30 a.m.—11:45 a.m.	Break
11:45 a.m.—1:00 p.m. Room 3100	Working Lunch—Working with the Executive Branch <i>Michael J. Willden, Chief of Staff, Governor Brian Sandoval</i>
1:00 p.m.—1:30 p.m.	Break



1:30 p.m.—2:00 p.m.  
Room 4100

Nevada Youth Legislature  
*Tina Ashdown, Research Assistant/Program Facilitator, CSU, Research  
Division, LCB*

National Organizations to Which the Nevada Legislature Belongs  
*Rick Combs, Director, LCB*

- A description of additional services and resources relating to public policy that may be useful to new legislators

Preview of December Policy Briefings and January Academy

2:00 p.m.

Adjournment (Senate)

2:00 p.m.—3:00 p.m.  
Assembly Chamber

Overview of the Assembly and Adjournment (Assembly)  
*Susan Furlong, Chief Clerk of the Assembly*