



# The Legislative Administrator

## New Orleans 2024



An Official Publication of the American Society of Legislative Clerks and Secretaries

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## President's Message

Greetings!



Having recently concluded over six months of session, including an organizational session, two special sessions and a regular session, I hope that you, as I am, are enjoying a much needed break from the rigors of session. I hope this time reenergizes us all in our personal lives and in the work of ASLCS!

Our Spring Meeting held in New Orleans continues the trend of a record number of attendees for an ASLCS Spring Meeting. The committee meetings all proved to be very productive, and I hope that all who attended had a good time and enjoyed the sights, sounds, and food of New Orleans.

Our committees continue to incorporate the recently adopted Civic Education Committee into our standing orders, develop recommendations for an ASLCS meetings policy, and renew the surveys of the Inside the Legislative Process committee. These are just a few of the projects underway in our committees, and are indicators of the excellent work that our members continue to do for our beloved organization.

Looking ahead to the Legislative Summit and the PDS, we are poised at the threshold of exciting possibilities. The landscape of the legislature as an institution is evolving rapidly, driven by technological advancements, global change and evolving societal needs, all during a time of disruption. It is incumbent upon us to harness these changes while bolstering and maintaining the dignity and effectiveness of our legislative bodies.

I encourage each of you to actively engage in our organization's initiatives, share your expertise, and seize opportunities for personal and professional growth. Your contributions are invaluable in shaping the future of both our legislative institutions and ASLCS and ensuring our collective success.

Warm regards,

Yolanda J. Dixon  
Secretary of the Louisiana Senate  
ASLCS President









# 2023-2024 Executive Committee



**PRESIDENT**  
**YOLANDA DIXON**  
Secretary,  
Louisiana Senate



**PRESIDENT-ELECT:**  
**ROB HUNT**  
Clerk,  
Maine House of  
Representatives



**SECRETARY-TREASURER:**  
**DONNA ROBINSON**  
**HOLIDAY**  
Chief Clerk  
of the Kentucky Senate



**ASSOCIATE  
VICE PRESIDENT:**  
**JOSHUA BABEL**  
Deputy Chief Clerk,  
Arizona House of  
Representatives



**ASSOCIATE  
VICE PRESIDENT-ELECT:**  
**MEGGAN FOESCH**  
Business Operations  
Manager, Office of the  
Senate Chief Clerk



**ELECTED PRINCIPAL  
MEMBER:**  
**JOHN HOLLMAN**  
Clerk,  
Illinois  
House of Representatives



**ELECTED ASSOCIATE  
MEMBER:**  
**JAMIE OSWALT**  
Journal Supervisor,  
Alabama Senate



**APPOINTED  
PRINCIPAL MEMBER:**  
**LEE CASSIS**  
Clerk of the Senate, West  
Virginia Senate



**APPOINTED PRINCIPAL  
MEMBER:**  
**LIZ CLARK**  
Secretary of the Senate,  
Alaska Senate



**APPOINTED ASSOCIATE  
MEMBER:**  
**SHERRY RODRIGUEZ**  
Assistant Secretary,  
Nevada Senate



**APPOINTED ASSOCIATE  
MEMBER:**  
**HESHANI WIJEMANNE**  
Assistant Secretary,  
California State Senate



**IMMEDIATE PAST  
PRESIDENT:**  
**TIM SEKERAK**  
Chief Clerk, Oregon  
House of Representatives



**IMMEDIATE PAST ASSO-  
CIATE VICE PRESIDENT:**  
**RON SMITH**  
Assistant Clerk, Louisiana  
House of Representatives





# Bylaws and Standing Orders Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
April 6, 2024

### Call to Order

The meeting of the Bylaws Committee was called to order at 9:05 a.m. (CDT) by Patience Worrel (TX), Chair.

### Attendance

The following members of the committee were present: Patience Worrel (TX), Chair; Josh Babel (AZ); Brendan Bucy (NV); Lee Cassis (WV); Ann Cornwell (AR); Margaret O'Brien (MI); Tara Perkinson (VA); Sherry Rodriguez (NV); Obie Rutledge (OR); Ali Sagraves (OH); Paul Smith (NH); Ron Smith (LA); Patsy Spaw (TX); and Brad Young (OH).

The following other attendees were present: Yolanda Dixon (LA), ASLCS President; Jeff Takacs (FL); and Shawn Paine (OK).

### Approval of Minutes

Upon motion by Paul Smith (NH), seconded by Sherry Rodriguez (NV), the minutes from the Bylaws Committee meeting on September 27, 2023, in Eugene, Oregon were approved as amended.

### Old Business

A. Development of civic education committee proposal – Chair Worrel distributed a draft of the proposal for a civic education committee to be created in the ASLCS Standing Orders. Jeff Takacs (FL) explained the 2023 Strategic Planning Committee report on this topic. Chair Worrel will send out the Strategic Planning report to the members of the Bylaws Committee for review. The committee discussed the impact of the new committee on other NCSL staff sections. Mr. Takacs stated that the Strategic Planning Committee hoped the new committee would be an opportunity for ASLCS to work with other staff sections and would support and add to current civics programs. President Dixon

stated that her Strategic Planning Committee is tasked to develop specific guidelines for the new committee. Paul Smith (NH) suggested that the new committee be a "C" committee. Mr. Smith moved to change the name of the committee in the proposal to "Civics Education" instead of "Legislative Civics Education Support." Mr. Smith then moved to table the motion until the next meeting.

B. Inside the Legislative Process Committee proposed changes – President Dixon explained the discussion that been ongoing regarding the Inside the Legislative Process Committee. The current committee is evaluating processes and looking for ways to modernize and update using newer technology. Any suggested changes will be forwarded to the Bylaws Committee later.

### New Business

A. Legislative Civics Education Support Committee draft language for review – The proposed language was distributed for review and will be discussed further at the next meeting after committee members have a chance to review.

B. Other New Business – None.

### Announcements

Chair Worrel asked that committee members notify her and Susan Kannarr (KS), Vice Chair, if they were aware of any issues from any other committees or the Executive Committee that would affect the Bylaws Committee.

### Adjournment

Upon a motion by Ann Cornwell (AR), seconded by Paul Smith (NH), the meeting was adjourned at 9:29 a.m. (CDT).

Respectfully submitted,  
Tara Perkinson (VA), Committee Member



# Professional Journal Committee

## Meeting Minutes

The *Journal of the American Society of Legislative Clerks and Secretaries*, known as the *Journal* or the *Professional Journal*, publishes articles on parliamentary procedure, management, technology, and other topics of interest to legislative staff.

2024 ASLCS Spring Meeting  
New Orleans, LA  
April 6, 2024

### Call to Order

The meeting of the Professional Journal Committee was called to order by Vice Chair Sarah Curry (OR) at 11:00 a.m. CST.

### Attendance

The following members of the committee were present: Sarah Curry (OR), Vice Chair; J. W. Wiley (LA), Vice Chair; ASLCS President Yolanda J. Dixon (LA), Megan Allen (UT), Joshua Babel (AZ), Jeff Hedges (TX), Rob Hunt (ME), and Jen Novak (ID).

### Approval of Minutes

Upon a motion by J. W. Wiley (LA), seconded by Jeff Hedges (TX), the minutes from the September 28, 2023, 2023 ASLCS PDS Meeting were adopted.

### 2023 Professional Journal Publication

Sarah Curry (OR), Vice Chair, shared that the issue has been posted to the NCSL-ASLCS website. President Yolanda J. Dixon (LA) commented on the republished article by Edward Burdick and how ASLCS helped in the creation of NCSL.

### 2024 Professional Journal Publication

Sarah Curry (OR), Vice Chair, shared that the article submitted by Krystle Isvoranu (AZ) and Joshua Babel (AZ) on expulsion matters will be distributed to committee members possibly in the summer.

Jeff Hedges (TX) provided an update on an article he is working on dealing with the impeachment trial in Texas. He shared that he is still interested in writing this article, especially since they had another impeachment session and everything is still fresh in his mind. He asked about deadlines. Sarah Curry (OR), Vice Chair suggested to write during the summer and have a first draft ready by the August NCSL Annual Summit meeting.

Sarah Curry (OR) stated that there would be a follow up with Morgan Tripamer (MO) on the possibility of her writing an article on the history and development of legislative journals.

Sarah Curry (OR) mentioned the possibility of her and Obie Rutledge (OR) writing an article on the plain language statute in Oregon. The article would be about a case that is still pending before the courts in Oregon. Sarah stated that she and Obie are waiting on the court's interpretation before writing. She plans to connect with Obie over the summer to begin writing the piece.

In a previous meeting Obie Rutledge (OR) discussed writing a piece on the expulsion matter he presented on at the PDS in Oregon. Sarah Curry (OR) said that Obie has decided to leave the writing of this piece with the Oregon House of Representatives (Sarah or Tim Sekerak) following his election as Secretary of the Senate. Sarah mentioned that the article would depend upon the House's workload. There was some encouragement from the committee to convince Obie to write it anyway.

Sarah Curry (OR) shared that Erick Vazquez Gonzalez (Puerto Rico) has offered to write a piece on the Minority Clause in their legislature. Sarah provided Erick's update to the committee. It is in the review and editing process and will need to be sent to the Senate of Puerto Rico's translation department.

J.W. Wiley (LA) shared an update on the progress of the COVID-19 issue. He shared that a survey letter has been reviewed and will be sent to all clerks and secretaries likely within the next few weeks. There are roughly twenty questions included in the letter. President Yolanda J. Dixon (LA) inquired as to which avenue the survey letter will be distributed and suggested adding it to Breezio as well.

Sarah Curry, Vice Chair (OR), shared about the Technology Committee considering Artificial Intelligence (AI) software uses. Jen Novak (ID) said Idaho uses AI Trade Services which creates a document for transcription. Rob Hunt (ME) said Maine uses AI for their closed captioning services. Multiple committee members echoed concerns and “deepfake” AI issues with elections happening. President Yolanda J. Dixon (LA) suggested an article about closed captioning solutions.

## Other Business

There was a discussion about how in the past the Professional Journal Committee was organized into three subcommittees: Case Law, Technology, and Parliamentary Procedure. Based on the number of articles that are being drafted, the committee determined there was no need at the present time for subcommittees.

Bernadette McNulty (CA) has offered to lead a COVID-19 themed issue for the 2025 Professional Journal. She is working on a survey to be provided to certain states that will request information on what the state legislatures did during COVID-19 in their chamber and committee operations, and what processes or procedures are still being used by the states. She suggested that she may use the survey conducted by NCSL and contact those states that responded to the NCSL survey. A subcommittee consisting of Kelly Fogelman (LA), Elizabeth Eilers (AK), Nigel Hicks-Tibbles (VT), Morgan Barton (MO), and J. W. Wiley (LA) was created to assist with this effort.

## Adjournment

Upon a motion by Bernadette McNulty (CA), seconded by Jen Novak (ID), the meeting was adjourned.

Respectfully submitted,  
J. W. Wiley (LA)





# Technology Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
Saturday, April 6, 2024

### Call to Order

The meeting of the Technology Committee was called to order by Chair Lacy Ramirez (OR) at 9:06 a.m.

### Attendance

The following members of the committee were present: Sarah Curry (OR), Bernard Dean (WA), Meggan Foesch (WI), Jeff Hedges (TX), Cheri Lujan (NM), and Lacy Ramirez (OR).

### Approval of Minutes

Upon a motion by Meggan Foesch (WI), seconded by Bernard Dean (WA), the minutes of the last meeting held Wednesday, September 27, 2023, at the ASLCS PDS Meeting in Eugene, Oregon, were approved.

### Old Business

The Chair communicated that folks seem to appreciate the Facebook posts that have been made by the committee regarding new members of ASLCS.

Additionally, she shared about a proposal that she'll be submitting to the Executive Committee today regarding the trial launch of an ASLCS LinkedIn Page. The launch would take place between May and August after which she would be able to provide feedback to the Executive Committee at the NCSL Summit. Lacy provided visuals to the committee of what NCSL's LinkedIn Page looks like as well as an example of how ASLCS's Page could appear. One idea is to share job openings and articles could on the page., Jeff Hedges (TX) suggested that promoting the ASLCS page via our connections at NCSL could help the page to become more visible.

The committee discussed ideas for the 2024 program concurrent sessions. In regard to the topic of Artificial Intelligence (AI), Bernard Dean (WA) shared some cautionary tales about AI,

including fictitious references and the need for review of AI-written pieces. He also said that legislative staffers in Washington have used the AI platform ChatGPT in order to compose member speeches. Cheri Lujan (NM) communicated that Canada uses AI for their transcription service as well as translation. Sarah Curry (OR) suggested it could be good to explore the Clerk's and Secretary's roles in advising staffers on the appropriate uses for AI in the legislature. Bernard Dean shared that in Washington they distributed guidance through their IT department regarding this (they called it "AI 1.0"). The Chair shared that some companies are trying to develop more secure AI options in terms of storage, etc., that would be more usable for government and other such entities.

### New Business

The Chair shared that there have been some issues with Breezio notifications, either folks are receiving too much or too little/disconnected discussion. Overall, however, the feedback has been positive.

The Chair encouraged members of the committee to share information about the David A. Ward scholarship.

The Chair shared that there is a table reserved for the Technology Committee at the New Hampshire PDS where we may feature technology-related things and inquired if the committee members would like to pursue this. The committee will discuss further via email.

The Chair requested that members of the committee sign up to the subcommittees distributed via email.

Chair is also considering allotting time for roundtable discussions at the Technology Committee meetings of the PDS.

## Adjournment

A motion to adjourn was made by Bernard Dean (WA) and seconded by Sarah Curry (OR). Without objection, the meeting of the Technology Committee adjourned at 9:49 a.m.

Respectfully submitted,  
Sarah Curry (OR)





# Budget and Financial Review Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
April 6, 2024

### Call to Order

The meeting of the Budget and Financial Review Committee was called to order by Brad Young (Ohio), Chair, at 3:07pm (CDT).

### Attendance

The following members of the committee were present: Brad Young (Ohio), Donna Robinson Holiday (Kentucky), Ann Cornwell (Arkansas), Michelle Fontenot (Louisiana), Ron Smith (Louisiana), and Ali Sagraves (Ohio). Yolanda Dixon (Louisiana), ASLCS President, and Sabrina Lewellen (Arkansas) were also present.

### Approval of Minutes

Upon a motion by Michelle Fontenot (Louisiana), seconded by Ron Smith (Louisiana), the minutes of the last meeting held Thursday, September 28, 2023, at the Fall Professional Development Seminar in Eugene, Oregon, were approved.

### Old Business

Chair Young distributed copies of the "ASLCS Finances 101" guide to members of the committee who did not previously have one. This guide was provided to him by Patsy Spaw who worked on developing the guide during her time as Chair of this committee as a resource to new Executive Committee members.

He also reminded members of the committee's responsibility to review the Treasurer's reports and all account information provided by Holly South (NCSL Liaison), including the previous year's Professional Development Seminar (PDS) budget to ensure compliance with the Society's standing orders and make any needed recommendations to the Executive Committee.

However, as discussed at the previous meeting, since the 2023 PDS budget is still being finalized, the full review is on hold until the committee

receives the final document. It was discussed that the hotel in Eugene was challenging to work with at times, and NCSL and Conference Direct are still trying to work out some of the expense issues; the host state is also in the process of locating some contributions sent to NCSL. However, the committee already knows it was a profitable PDS, and recommendations from last year's seminar have been taken into consideration for the upcoming PDS in New Hampshire.

### New Business

As such, Chair Young directed members to review the working budget document for the 2023 PDS as well as the final 2023 ASLCS Special Meeting Fund (L190) and Professional Development Revolving Account (LLCS) documents, which he previously distributed to members.

He discussed that the Executive Committee just approved a \$10,000 transfer from the Dues Account into the Revolving Account to keep the balance above \$15,000, per the Society's standing orders. The committee also discussed the year-to-year Memorandum of Understanding with NCSL on interest earned on the Special Meeting Fund and that it was fair to tie it to an indicator with NCSL, linking our earnings to how well NCSL fares on their returns on investment. Overall, the committee determined that nothing appears to be a source of concern at this time.

Chair Young explained that, with the blessing of President Yolanda Dixon (Louisiana), the committee would soon be looking into potentially recommending that the Executive Committee raise the amount set for annual dues for both principal and associate members of the Society, currently set at \$130 for principals and \$65 for associates. The Chair explained that the dues rates have not been increased since 2003, but inflation has greatly increased. The committee

will need to look at the CPI, comparing 2003 to present day and determine whether a single raise in the dues rate is needed or if step-increases to the rate might be needed. Chair Young plans to look at the rate of inflation, look at former Executive Committee minutes from when the previous rate increase was approved, and discuss with a sampling of Society members to gather their thoughts on the matter.

The second prong to this is that reimbursement amounts for exchanges and scholarships could be raised if the Society has increased revenues from higher dues payments. The Society is not necessarily accomplishing what it has set out to do at the current dues rates. Raising the rates would allow the Society to do more for the professional development of its members and fulfill its purpose if scholarship and reimbursement amounts could also be increased. Therefore, the committee will need to examine scholarship amounts and exchange program reimbursement amounts and compare how far those amounts go now as opposed to the last time they were created or changed, then determine the revenue amounts needed to effectively increase their value.

The committee further discussed that members or their chambers will still likely be able to pay dues with a modest increase. PDS registration fee rates were also discussed, as the Executive Committee determines this rate year-to-year, but this tends to be determined by the costs associated with the location of the meeting. However, this rate would be a consideration when discussing the amount to which dues may be raised.

Chair Young explained he will communicate findings to the committee and hopes to have a start to this project by the time the committee meets at the NCSL Summit in August.

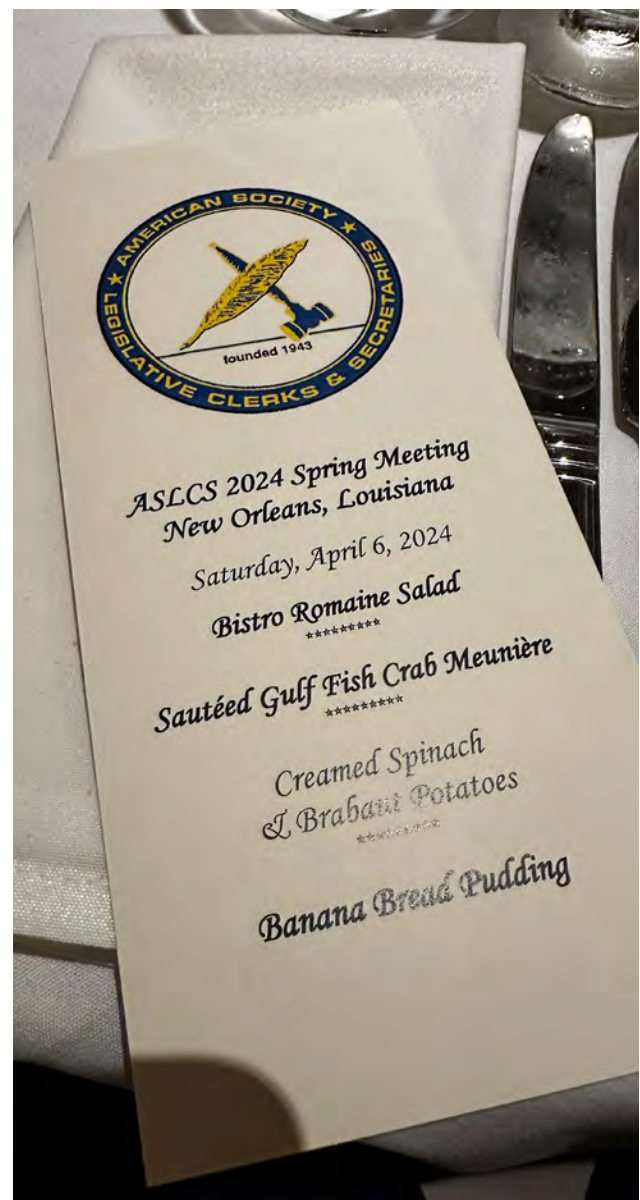
As the final order of business, the committee discussed monitoring the fundraising progress for this year's host state. The Chair mentioned that Paul Smith's leadership in New Hampshire was supportive of hosting our meeting, and they just recently successfully hosted a conference at the same hotel in Manchester that ASLCS will be using. However, due to some unique

factors regarding the state, it may be prudent for the committee to be prepared to make recommendations to the Executive Committee should any issues arise.

## Adjournment

With no further business, upon a motion by Donna Robinson Holiday (Kentucky), seconded by Ann Cornwell (Arkansas), the meeting was adjourned at 3:28pm (CDT).

Respectfully submitted,  
Ali Sagraves (Ohio)  
Brad Young (Ohio)





# Inside the Legislative Process Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
April 6, 2024

### Call to Order

The meeting was called to order at 9:04 am by Michelle Fontenot (LA), Chair.

### Attendance

The following members of the committee were present: Michelle Fontenot (LA), Chair; Kristin Jones (WV), Vice-chair; Erin Gillitzer (WI), Vice-chair; Donna Holiday (KY); Megan Allen (UT); John Treadwell (AL); Daniel Loyd (AR); Sabrina Lewellen (AR); Ryan Dunphy (DE); Tim Sekerak (OR); Linsay Hale (WI); Lourdes Litchfield (TX); Becky Calegan (LA); Gretchen Overbey (LA); Jamie Oswalt (AL); José Rodríguez-Amorós (PR); Krystle Isvoranu (AZ); and Jen Novak (ID). ASLCS President Yolanda Dixon was also present.

### Approval of Minutes

Donna Holiday (KY) moved the approval of the minutes from the September 27, 2023, committee meeting at the ASLCS PDS in Eugene, OR, and John Treadwell (AL) seconded. There being no objection, the minutes were approved.

### Old Business

Michelle Fontenot, Chair (LA), gave an update on Breezio. Three members of the committee tested the site. They agreed that it is not conducive to sending out a full-scale survey on the site. Chair Fontenot spoke with ASLCS President Yolanda Dixon (LA) and NCSL Liaison Holly South to obtain a license for Survey Monkey for the Chair/Vice-chairs. Chair Fontenot said she had her IT department do test questions so she could see the back end of a survey created through Survey Monkey. The Chair also gave a brief update on the schedule and history of the ILP surveys and their purpose.

### New Business

Michelle Fontenot, Chair (LA), said she would like

to start updating the current information obtained by the previous surveys and begin at the top with Legislative Organization. This topic has not been updated since 1996 and only has three questions. The committee then discussed expanding the list of questions to include other points of interest. Donna Holiday (KY) noted that some states have short and long sessions. She asked if questions should be broken up to be specific for each session of the states. Committee members also stated that some organization sessions may last more than one day. Chair Fontenot asked the committee what other information we could provide to our colleagues. Donna Holiday (KY) would like to hear how different states handle organizational sessions. Kristin Jones (WV) said she would like more in-depth answers instead of yes/no answers. It would provide more information to people looking to change their rules or processes. Sabrina Lewellen (AR) would like to see what states do regarding swearing-ins. She would also like to see an open-ended question on what is special or unique that states may do during their first week. Ryan Dunphy (DE) said he gets questions on terms of office and when they start, as Delaware doesn't have Senator-elects. Megan Allen (UT) said she has had disagreements about when members get access to state resources, such as access to email, ID cards, etc.

Chair Fontenot asked the committee how we can reach the states that do not participate in the Society. One idea brought up was having a table at the PDS expo. It would be an excellent way to inform people about the survey and the history of it. The committee also talked about putting a QR code in the Administrator. Chair Fontenot asked if the committee should cold call the states that do not submit answers to the survey. Donna Holiday (KY) said that in the past, emails were sent, and the response rate was really low. Chair Fontenot talked about how the calls could be

used to get more engagement in the Society overall. Gretchen Overbey (LA) asked how many states don't participate. Tim Sekerak (OR) said 39 states attended the last PDS. Daniel Loyd (AR) asked who the newer states were and what drew them into the Society. Ryan Dunphy (DE) spoke up as a newer member, saying it was the emails and engagement he had witnessed over a few years.

Sabrina Lewellen (AR) asked if there would be a physical copy of the publication when it is finished or if it would be online only. Michelle Fontenot, Chair (LA), said she would like to see it in both forms, but it may not be sent to everyone. It could be on demand for those who want a hard copy. Tim Sekerak (OR) mentioned that the standing orders require a hard copy and that we should look to change the standing orders with the Executive Committee. Sabrina Lewellen (AR) would like to see the publication branded with ASLCS. Tim Sekerak (OR) brought up the Professional Journal going electronic. It gave Society a lot more control over how it looked. The cost of printing was also brought into question. Sabrina Lewellen (AR) brought up the idea of a commemorative version every 5-10 years. Chair Fontenot talked about how the online version will need to be searchable. Jamie Oswald (AL) mentioned searching allows for more results than reading a table of contents. The timeline of the survey was talked about. The committee set a June 1 deadline for sending out the first survey with a three-week deadline to complete it. The survey will also only be sent to Principals to prevent more than one person from each chamber from submitting answers to the survey. The draft survey will be sent to committee members for input before it is finalized.

## Adjournment

Upon motion by Jen Novak (ID) and seconded by José Rodríguez-Amorós (PR), without objection, the committee meeting was adjourned at 10:00 am.

Respectfully submitted,  
Erin Gillitzer (WI)  
Vice-chair





# Canadian-American Relations Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
Saturday, April 6, 2024

### Call to Order

The meeting was called to order at 11:00 a.m. by Nanette Mitchell (TN), Chair.

### Attendance

The following members of the committee were present: Nanette Mitchell (TN), Chair; Obie Rutledge (OR), Vice Chair; Joyce Wright (AL), Vice Chair; Brendan Busy (NV); Lee Cassis (WV); Liz Clark (AK); Ann Cornwell (AR); Bernard Dean (WA); Ryan Dunphy (DE); Natalyn Gourdine (AL); John Hollman (IL); Bill Horn (AL); Martha Jarrow (AR); Kristin Jones (WV); Susan Kannarr (KS); Sabrina Lewellen (AR); Cheri Lujan (NM); Lacy Ramirez (OR); José Rodriguez-Amoros (PR); Ali Sagraves (OH); Patsy Spaw (TX); John Treadwell (AL); Brad Young (OH).

### Approval of Minutes

Bill Horn moved to adopt the committee minutes from the 2023 PDS in Eugene Oregon, seconded by Ali Sagraves. The motion carried.

### Old Business

Obie Rutledge gave a brief update about the Joint Canadian-American Meeting in Ottawa, Canada. He told about the impressive and highly challenging renovation project that is currently happening to restore Canada's Federal Parliamentary building and complex. All of the wonderful seminars and discussions took place in the temporary Senate and House Chambers; both of which are as ornate and state-of-the-art as most state/territorial/provincial permanent legislative chambers. Aside from the traditional volleyball game, won by Canada, a good time was had by all. There is a wonderful article about the meeting in the Eugene, Oregon PDS 2023 issue of the Legislative Administrator.

### New Business

#### Canadian -American Exchange Program

The Canadian-American Relations Committee plans to focus on reinvigorating the Canadian-American Exchange Program. This exchange program was created in 1997 due to a strong friendship between members of ASLCS and CATS (Canadian Clerks at the Table). It was an annual exchange of clerks rotating between Canada and the U.S. A Joint Memorandum of Understanding was created to form the agreement regarding the exchange, however, it was never added to the ASLCS Standing Orders. Members took part in the program in 1998, 1999, 2000 and 2001. The program fell off after that until the Jane Richards Scholarship was established in 2013 and made available to principals and associates in much the same way as the ASLCS Associate Exchange Program is. In 2015, Joyce Wright was awarded the scholarship and traveled to Toronto, Canada. No other exchanges have taken place since then.

At this time, all of the Canadian clerks who were familiar with the exchange program have retired. Chair Nanette Mitchell, upon the advice and consent of President Yolanda Dixon contacted the President of CATS, Mr. Phillip Massolin, to discuss the program with him. He will reach out to the Canadian clerks to determine their level of interest in the continuation of the program. If the program moves forward, there will be a discussion regarding adding the exchange and the parameters to the Standing Orders. Lastly, Alabama, Alaska and Oregon have all indicated that they would be interested in hosting one of our Canadian colleagues in their chambers. Stay tuned...

## Joint Canadian-American Meeting 2025

The 2025 Joint Canadian-American Meeting will be taking place in Nashville, TN. The dates are still to be determined because the 2025 ASLCS PDS location and date haven't been determined yet. Once that information is available, the dates will be finalized and announced.

## Adjournment

A motion to adjourn was made by Liz Clark (AK) and seconded by Brad Young (OH). The meeting was adjourned at 11:48 a.m.

Respectfully submitted,

Joyce Wright (AL)  
Vice Chair





# International Communication & Development Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
Saturday, April 6, 2024

### Call to Order

The meeting was called to order at 10:00 am by José Rodriguez-Amorós (PR), Chair.

### Attendance

The following members of the committee were present: José Rodriguez-Amorós (PR), Chair; Brad Young (OH), Vice Chair; Lindsay Hale (WI); Jeff Hedges (TX); Ann Cornwell (AR); Liz Clark (AK); Lee Cassis (WV); Brendan Bucy (NV); Kristin Jones (WV); Nanette Mitchell (TN); Joyce Wright (AL); Bill Horn (AL); Bernard Dean (WA); Obie Rutledge (OR); Patsy Spaw (TX); Sabrina Lewellen (AR).

### Approval of Minutes

On motion by Ann Cornwell (AR), seconded by Lee Cassis (WV), the minutes from the meeting held September 27, 2023, during the ASLCS PDS in Eugene, OR, were approved.

### Old Business

- José Rodriguez-Amorós (PR), Chair, informed the committee that he has been working on getting information from the various international organizations. Mexico (ANOMAC) is still missing in action, although he anticipates eventually getting the information the committee needs. He advised that it simply take some time to reestablish the connection with Mexico.
- The Chair is hoping to have a mock-up of the directory in time for the NCSL Summit in Louisville in August.

- Joint Canadian-American Meeting 2023 – There was discussion surrounding the massive multi-year Parliament modernization project taking place. Those who attended the meeting were able to see the progress so far, including the temporary spaces created for Parliament’s use while restoration is underway. The project has a targeted completion date between 2030 and 2031.
- Nanette Mitchell (TN) informed the committee that the next Joint Canadian-American meeting will be held in Nashville, TN, in 2025. There was discussion about bolstering Canadian participation by choosing a time in either early summer or fall when Parliament is on break.
- The Canadians won the biannual volleyball game, prompting the Chair to (jokingly) suggest that the Society allocate resources to provide practice and training for the next game.

### New Business

PDS 2024 in Manchester, NH

This is a shorter PDS by one day and the proposed time for the committee’s concurrent session is only one hour. The four possible topics are:

- Comparison of how technology is leveraged in our work
- Differences in civics education
- Handling varying temperaments
- Cultural and regional differences

Liz Clark (AK) suggested removing technology from consideration since it has been covered quite a bit since COVID. After discussion, it was determined that cultural and regional differences was the topic most people found interesting, although it will have to be narrowed down in order to have enough time for all panel participants to speak. The Chair also mentioned that we may have to limit speakers to one international guest per country to help alleviate the time issue. It was also discussed to move the session to a different time slot during the PDS so that it could run longer.

- The Chair would like to extend an invitation to Great Britain to participate in our meetings. Obie Rutledge (OR) stated that when they attended last, the registration for the conference was comped by the Society as a goodwill gesture to foster attendance. The chair will ask the Executive Committee to approve 3-4 fee waivers for PDS to secure their participation

## Adjournment

Upon motion by Ann Cornwell (AR) and seconded by Kristin Jones (WV), without objection the committee meeting was adjourned.

Respectfully submitted,  
Kristin Jones (WV)  
Committee Member





# Legislative Administrator Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
April 6, 2024

### Call to Order

The meeting was called to order at 10:02 am by John Treadwell (AL), Chair.

### Attendance

The following members of the committee were present: John Treadwell (AL), Chair; Malisha Straw (AR), Vice-chair; Daniel Loyd (AR), Vice-chair; Gretchen Overbey (LA); Donna Holiday (KY); Cheri Lujan (NM); John Hollman (IL); Sarah Bannister (WA); Megan S. Allen (UT); Becky Calegan (LA); Natalyn Gourdine (AL); Krystle Isvoranu (AZ); Scott Kaiser (IL); and Jennifer Novak (ID).

### Approval of Minutes

Scott Kaiser (IL) moved the approval of the minutes from the September 27, 2023, committee meeting at the ALS CS PDS in Eugene, Oregon, and they were seconded. There being no objection, the minutes were approved.

### Old Business

John Treadwell (AL) advised that the Executive Committee approved the distribution of the Legislative Administrator in electronic format following the NCSL Summit in Louisville. John will work with the Washington Print Shop regarding the electronic formatting. In addition, the edition will be distributed through the new Breezio system. Holly South is working to update the ASLCS membership roll for distribution of the magazine.

### New Business

The committee discussed the upcoming NCSL anniversary and the possibility of an article recognizing the anniversary, including a chronicle of the ASLCS history, for one of the upcoming editions. Krystle Isvoranu (AZ) volunteered to coordinate with NCSL regarding this article.

Additional discussion ensued regarding potential future articles for the Legislative Administrator. Potential articles to consider include the following:

- Recognition of retiring clerks and secretaries and other staff;
- Recognition of new principals;
- Continuation of photo gallery. Discussion of methods to increase input of photos from members of ASLCS. Discussion included providing disposable cameras at events, providing a link for the upload of photos at the seminars/events, and coordination of emails to request photos from members for inclusion in the editions of the Legislative Administrator.
- Inclusion of articles highlighting what is happening in your state; Examples include some of the remodeling and construction projects that have commenced in various legislatures. There is a large remodel in Illinois for the Senate side, as well as a tunnel being built in Arkansas;
- Bernie McNulty (CA) mentioned in the last meeting revisiting the inclusion of the "Ask Masons Section. Jennifer Novak (ID) said the Masons Commission is discussing the "Ask Masons Section" in their meeting;
- Inclusion of a "Staff Shout-Out" section similar to the NCSL campaign and as it has been included in the past; good idea to keep people engaged.
- Inclusion of a write-up by individuals who participated in the Legislative Staff Exchange Program.

The committee discussed working with Inside the Legislative Process for a QR code to facilitate some of the surveys administered by the Inside the Legislative Process Committee.

John Treadwell (AL) thanked those members currently involved in the editing process of the Administrator including Sarah Bannister (WA), Malisha Straw (AR) and Daniel Loyd (AR). The committee also discussed formation of an editing and review team before the final publication of each edition. Jennifer Novak (ID) volunteered to assist with editing.

## Adjournment

Motion to adjourn by John Treadwell (AL) and seconded by Donna Holiday (KY). Without objection, the committee meeting was adjourned at 10:20 am.

Respectfully submitted,  
Malisha Straw (AR)  
Vice-chair





# Site Selection Committee

## ASLCS - COMMITTEE REPORT FORM

2024 ASLCS Spring Meeting  
New Orleans, LA  
April 06, 2024

### Attendance

The following members of the committee were present: John Treadwell (AL), Chair; Malisha Straw (AR), Vice-chair; Heshani Wijemanne (CA); Patricia Hanson (CA); Bernadette McNulty (CA); Ross Andrews (AZ); Gretchen Overbey (LA); Donna Holiday (KY); Cheri Lujan (NM); John Hollman (IL); Sarah Schaben (MO).

### TOPIC/AGENDA ITEM Meeting Location Needed for 2025 Annual PDS

#### SUMMARY

The main focus of the meeting was to discuss possible location options for the 2025 Annual PDS.

A couple of states have been mentioned as possible sites, however, until their interest is confirmed, only one of those states was brought up for discussion. Liz Clark was present at the meeting and when asked about Alaska hosting, she answered questions and gave the pros and cons of going to Juneau. However, this information was purely for discussion purposes as Liz was not in position to make a proposal or commit without discussing the possibility of hosting with the legislative staff in Juneau. Liz will follow up with Chair Pat Harris once a decision has been made about their intent to host the 2025 PDS.

The Committee will work between the New Orleans meeting and the Summit in Louisville to have a site in place for proposal to and for approval by the Site Selection Committee and then to be approved by the Executive Committee.

A motion to adjourn was made and seconded. The meeting was adjourned.

Respectfully Submitted,  
Joyce Wright



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# Membership & Communications Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
April 4, 2024

### Call to Order

Chair Martha Jarrow (AR) called the Membership and Communication Committee meeting to order at 10:00 a.m.

### Introduction

Introduction of attendees' job roles and state.

### Attendance

The following members of the committee were present: Chair Martha Jarrow (AR), Vice Chair Ali Sagraves (OH), Vice Chair Jamie Oswald (AL); Sherry Rodrigues (NV), Josh Babel (AZ), Yolanda Dixon (LA), Rob Hunt (ME), Angela Smith (LA), Paul Smith (NH), Michelle Fontenot (LA), Ryan Dunphy (DE), Patience Worrel (TX), Sarah Curry (OR), Sarai Stansberry (LA), Lacy Ramirez (OR), Erin Gillitzer (WI), and Meggan Foesch (WI).

### Approval of Minutes

The minutes from the September 28, 2023, Membership and Communication Committee meeting at the Professional Development Seminar in Eugene, Oregon, were approved upon motion by Paul Smith (NH), seconded by Angela Smith (LA).

### Old Business

Chair Martha Jarrow (AR) began the meeting by summarizing the key points from the previous meeting. These included the suggestion to pair new attendees with others from the same state for a more comfortable experience and the positive feedback received for the notecard project. Lacy Ramirez shared updates on the ASLCS Facebook page's new member feature, and Paul Smith (NH) explained the Lasting Impression pins and the no-soliciting policy.

### New Business

The committee discussed ways to better prepare for the PDS. Paul Smith (NH) suggested asking for sponsors to have a running list before Holly sends out her usual volunteer email after the Summit. Angela Smith (LA) reviewed the prizes and prices to prepare for the three-pin contest winners and the raffle winners at the mixer. Meggan Foesch (WI) said that she and Erin Gillitzer (WI) created a website with the member handbook and other helpful Society information to share with new attendees. Essentially, it is a link with the Society's resources (roster, committee descriptions, etc.) that would be compiled into one link for new attendees and members to access quickly. The possibility of bringing this before the Executive Committee for discussion and approval for use was mentioned, pending the link's review upon completion. Chair Jarrow suggested we update and edit the new member handbook. She also lead the committee to discuss

ways to survey the new attendees in a separate survey just for the new attendees. Patience Worrel (TX) suggested adding a freeform box to ask questions, request a member or sponsor to reply with an answer, or contact them afterward for follow-up discussions. After the PDS, the committee should also send out a reminder to all the sponsors to follow up with their attendees. President Dixon (LA) said that the Support Staff Committee has a charge to mentor the new attendees after the PDS but suggests discussing giving that charge to the Membership and Communication Committee since the first contact with new attendees starts in this committee. Further discussion of this meant having the sponsors continue their sponsorship and support after the PDS, keeping the person in contact with someone familiar to the new attendees.



## Adjournment

Upon motion by Patience Worrel (TX), seconded by Angela Smith (LA), the meeting was adjourned at 10:45 a.m.

Respectfully submitted,  
Jamie Oswalt (AL), Vice Chair



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# Program Development Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
April 6, 2024

### Call to Order

The meeting of the Program Development Committee was called to order by Angela Smith, Chair (LA) at 11:00 AM.

### Attendance

The following members of the committee were present: Angela Smith, Chair (LA), Sarah Bannister, Vice Chair (WA), Colleen Pehar, Vice Chair (WA), Lourdes Litchfield (TX), Patience Worrel (TX), Tracy Ortiz (TX), Michelle Hill (TX), Daniel Loyd (AR), Malisha Straw (AR), Jamie Oswalt (AL), José Rodríguez-Amorós (PR), Donna Holiday (KY), Michelle Fontenot (LA), Becky Calegan (LA), Gretchen Overby (LA), Scott Kaiser (IL), Sherry Rodriguez (NV), Ron Smith (LA), Jennifer Welch (VA), Tara Perkinson (VA), John Hollman (IL). Also present: Holly South (NCSL).

### Approval of Minutes

Upon motion by Paul Smith (NH), seconded by Michelle Fontenot (LA), the minutes from the September 28, 2023 meeting at the ASLCS Professional Development Seminar in Eugene, Oregon were approved.

### Draft Program Schedule

Angela Smith, chair (LA) shared a draft calendar for the 2024 PDS in New Hampshire, sharing that President Yolanda Dixon's theme for the week is Maintaining Legislative Decorum During an Era of Disruption. In the previous meeting, the committee discussed sessions and topics that would speak to the theme of the week. Angela Smith, Chair (LA) announced that we have one plenary speaker secured, Charles Clark. He will focus on staying alive and being mentally healthy in the legislative environment. In preparation for Mr. Clark joining the PDS, there will be a meeting for him to determine Society needs and tailor his presentation. Mr. Clark was initially going to speak

on Monday but, due to chamber logistics, he is on the agenda for later in the week. The committee is considering different speakers for Monday and is open to suggestions.

Angela Smith, Chair (LA) shared that President Dixon decided the Mason's Manual Committee will do a concurrent session instead of a plenary session as we have a shortened program. The PDS will have two plenary sessions and four concurrent sessions. José Rodríguez-Amorós (PR) shared that the International Clerks concurrent session has traditionally been one hour, but they have often run out of time. The International Committee discussed proposing to the Program Development Committee that their session swap places with the expo. Jennifer Welch (VA) shared it would be challenging for folks to set up for the expo with the plenary session right before. The preference is for the expo to be in the afternoon. Tara Perkinson (VA) proposed swapping International Clerks and Technology/Mason's concurrent sessions. Paul Smith (NH) recommended talking with planners for the concurrent sessions to be sure the one-hour time frame works well. Jamie Oswalt (AL) suggested shifting the plenary to 9AM and allowing for 15 more minutes for the International Clerks session in their original time slot. Discussion ensued about the best path to allow more time for the International Clerks concurrent session. The committee appreciated the various suggestions and opted for the plenary to begin at 9AM with the International Clerks presentation moving from the morning slot to the afternoon to allow for attendees to stay and continue the discussion during the expo if the session runs long. Angela Smith, Chair (LA) continued the schedule review for the week.



## New Hampshire Hospitality

Paul Smith (NH) shared the hospitality events in New Hampshire. The opening reception will be at the Currier Museum of Art, which is about one mile from the hotel. Buses will be available. The museum does own two Frank Lloyd Wright homes that will be available to tour after the PDS. Paul Smith (NH) shared that there will be a hospitality suite each night aside from the evening of the State Dinner, which will allow attendees to thoroughly enjoy the entertainment provided by New Hampshire. On Monday attendees will take buses to Concord with a to-go breakfast, where they will be welcomed by the Governor and the Speaker of the House. The Speaker of the House is providing lunch to all attendees in the member dining room. Breakout sessions will be on campus, Paul Smith (NH) is working with Holly South (NCSL) on room reservations to meet the size of the breakout groups. An optional tour of the New Hampshire State House will be available after lunch. Buses will then bring attendees to Meredith, New Hampshire for a foliage viewing train ride around Lake Winnepesaukee, a local turkey dinner will be served. Paul Smith (NH) has raised about \$6,200 and is continuing to raise funds.

## Program Development Concurrent Session

Angela Smith, Chair (LA) led a discussion around the concurrent session Program Development is responsible for planning. The Committee discussed a session entitled Law & Order, which would include parliamentarians from different states and chambers. Angela Smith (LA) is working with Holly South (NCSL) to identify states and is considering Georgia. The focus of the session would be on how chambers prevent and address disruption and improve their approach in the future. Sarah Bannister, Vice Chair (WA), shared that Washington has a strategy component to the role of the parliamentarian that helps move the caucus along and ensure their work is productive. Ron Smith (LA) asked if it was incorporated into Washington's orientation program; it is not. Paul Smith (NH) shared that this is similar to a session from Eugene and suggested we should be cautious about repetition. José Rodríguez-Amorós (PR) shared

that Puerto Rico strategizes but they do find challenges with disruptions in their galleries from members of the public. The Committee engaged in discussion on expanding the conversation to include how to manage disruptions from the public. Michelle Fontenot (LA), shared interest in incorporating Sergeants at Arms. Jennifer Welch (VA) shared an update from the Staff Support Committee meeting, the intent of the committee is to have a session with Sergeants at Arms about managing and preventing disruptions in chambers. Angela Smith, Chair (LA) shared that there has been discussion and interest about the strategy perspective and the management perspective. Discussion ensued about the ideal arrangement in the schedule for members to attend complimentary sessions. Sarah Bannister, Vice Chair (WA) shared concern that two sessions like this may be too similar. There was agreement from the Committee that the Committee may want to choose to go in a different direction with the Program Development concurrent. Support staff will incorporate Parliamentarians to weave the two sessions into one.

Paul Smith (NH) shared that Pat O'Donnell will be on site and could participate in an Inside the Actor's Studio style interview. He also shared that there is an opportunity to add a potential for a new member breakout during the optional tour for a deeper dive into the society. The Committee appreciated and supported both ideas. Jamie Oswalt (AL), vice chair of Membership & Communications, supported the idea as well. Ron Smith (LA) shared it could be a good option for those who cannot attend the mixer. It is also a time to share scholarship opportunities. The Committee concurred.

## Adjournment

Upon a motion by Sherry Rodriguez (NV), seconded by Paul Smith (NH), the meeting was adjourned at 11:48 AM.

Respectfully submitted,  
Angela Smith, Chair (LA)  
Colleen Pehar, Vice Chair (WA)

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# Support Staff Committee

## Meeting Minutes

2024 ASLCS Spring Meeting  
New Orleans, LA  
April 6, 2024

### Call to Order

The meeting of the Support Staff Committee was called to order by Jennifer Welch, Chair (VA) at 10:00 AM.

### Attendance

The following committee members were present: Jennifer Welch, Chair (VA), Yolanda Dixon, President (LA), Colleen Pehar (WA), Tara Perkinson (VA), Lourdes Litchfield (TX), Tracy Ortiz (TX), Michelle Hill (TX), Ron Smith (LA), and J.W. Wiley (LA).

### Approval of Minutes

Upon motion by Tara Perkinson (VA), seconded by Ron Smith (LA), the minutes from the September 28, 2023 meeting at the ASLCS Professional Development Seminar in Eugene, Oregon were approved.

### Old Business

#### Associate Exchange Program

Jennifer Welch, Chair (VA), shared an update on the Associate Exchange Program. There were five applicants, and four were approved; each receiving a \$500 scholarship. Two associates have completed their exchange, and one is scheduled. The fourth associate was unable to attend their exchange as their legislature was in special session; Jennifer intends to speak with President Yolanda Dixon to confirm that they do not need to reapply and will be able to carry forward their acceptance and scholarship to next year.

#### Staff Breakouts

Jennifer Welch, Chair (VA) shared that the Eugene PDS had nine breakouts instead of seven, and the Committee intends to retain the expansion as it was generally well received. Survey feedback indicated that it allowed for

a more focused conversation in the expanded groups. Tara Perkinson (VA) shared that she appreciated the intent to retain the expansion and suggested the moderators break the breakout groups into smaller groups if necessary to ensure a focused and relevant discussion. Jennifer Welch, Chair (VA) agreed and said some of the conversations were not relevant to all participants in the breakout. She also shared that with the abbreviated schedule we have for the New Hampshire PDS, we will only have time to meet once as opposed to the two breakouts during the Eugene PDS. There was mixed feedback on having two breakout sessions. Jennifer Welch, Chair (VA) reminded the committee that we need to secure moderators for the breakout sessions.

#### Legislative Expo

The Committee discussed the Legislative Expo. Ron Smith (LA) shared that the evening timeslot has worked very well for attendance as opposed to the morning timeslot. This led to greater participation and engagement with no conflicting events. Jennifer Welch, Chair (VA) asked the Committee to consider participating in the Expo. Colleen Pehar (WA) shared that Washington will showcase their new building as Virginia did but may have to wait until 2025, depending on building completion.

#### Concurrent Session

Jennifer Welch, Chair (VA), shared that the PDS theme is Maintaining Decorum in a Time of Disruption. The Committee had an idea of hosting a session with Sergeants at Arms to discuss how to prevent and manage disruptions in the chambers. Yolanda Dixon, President (LA), shared that she would like the session to be forward-thinking and focused on what we do to prevent disruptions. Jennifer Welch, Chair (LA) asked the Committee if they had recommendations for Sergeants at Arms who may be interested in



participating in a session. Yolanda Dixon, President (LA) suggested the Committee reach out to the NCSL Security professional group, the National Legislative Services and Security Association (NLSSA).

## **NEW BUSINESS**

### **Mentoring Program**

Jennifer Welch, Chair (VA) shared that the Committee is responsible for the Mentoring Program but it has not taken off. The goal of the program is to ensure new members have a long-term mentor that goes beyond the PDS. She asked the Committee what they thought about shifting the responsibility of the Mentoring Program to the Membership and Communications Committee as they already complete matching in the new attendee sponsor program. The Membership and Communications Committee could continue that work and extend the sponsor beyond the PDS. Yolanda Dixon, President (LA) shared that she was supportive of the idea and noted the Membership and Communications Committee had been discussing the idea.

## **ADJOURNMENT**

Upon a motion by Ron Smith (LA), seconded by Lourdes Litchfield (TX), the meeting was adjourned at 10:19 AM.

Respectfully submitted,  
Colleen Pehar (WA)



# Executive Committee

## Meeting Minutes

Monday, December 18, 2023  
Video Conference

### Call to Order

The meeting of the ASLCS Executive Committee was called to order by President Yolanda Dixon at 3:00 PM EST.

### Attendance/Quorum

A quorum of the Executive Committee was present with the following members in attendance:

President Yolanda Dixon (La.), President-elect Rob Hunt (Maine), Secretary-Treasurer Donna Holiday (Ky.), Associate Vice President Josh Babel (Ariz.), Associate Vice President-elect Meggan Foesch (Wis.), Immediate Past Associate Vice President Ron Smith (La.), John Hollman (Ill.), Lee Cassis (W.Va.), Jamie Oswald (Ala.), Liz Clark (Alaska), Obie Rutledge (Ore.), Sherry Rodriguez (Nev.). Also present were Holly South (NCSL), Brad Young (Ohio), Paul Smith (N.H.), Susan Furlong (Nev.) and Ali Sagraves (Ohio).

### Approval of Minutes

President Dixon entertained a motion to approve the minutes from the September 29, 2023 meeting. Rob Hunt moved approval and Lee Cassis seconded. A voice vote was taken and it was unanimous.

### Review of Treasurer's Report

Donna Holiday presented the Treasurer's report with assistance from Meggan Foesch (Wis) regarding dues.

Starting balance on 9/19/2023 was \$86,108.51. Total disbursements were \$16,760.83. Total deposits were \$1300.00. Balance as of 12/11/2023 was \$70,647.68

### Old Business

#### ***ASLCS Professional Development Revolving Account (LLCS)***

2023 beginning balance was \$8,136.76. Total 2023 revenue was \$22,704.02. Total 2023 expenditures were \$21,947.40 and the balance as of 11/30/2023 was \$8,893.38.

Holly South suggested we transfer into LLCS account from dues account to bring money in account to at least \$15,000.00. Motion made by John Hollman and seconded by Sherry Rodriguez. Approved.

#### ***ASLCS Special Meetings Fund (L190)***

The beginning balance in 2023 was \$188,386.40. Total revenues in 2023 was \$115,554.65. Total expenditures in 2023 was \$110,593.52. Current balance as of 11/30/2023 is \$193,347.53.

#### ***NCSL-ASLCS Memorandum of Understanding on L190 Interest Rate***

President Dixon stated that the rate last year seemed to do well for us. Brad Young stated the current rate is 5.5%. All agreed to enter into this agreement.

#### ***2023 PDS Budget update (P023)***

Holly South stated this is still not final due to current negotiations, and total expenses are expected to go up a bit, but not significantly. The meeting has a substantial gain of around \$11,000.00 that may go down a bit, but still a substantial gain. Discussions about AV equipment are still ongoing.



## New Business

### **2023 PDS Evaluation Report**

Holly South gave a brief summary of the evaluation report. Rob Hunt noted that the number one priority for most is just to be together. New member orientation should probably be a separate event from the welcome event due to noise levels.

### **Legislative Administrator Publishing Proposal**

The Legislative Administrator Committee made suggestions for the future publishing of the Administrator. Proposals: 1) Electronic publication of the one that follows the Summit and the other two in paper format; 2) Continue to mail out all three in paper this year and thereafter, email all three. Motion to select proposal #1, Sherry Rodriguez and Jamie Oswald seconded. Agreed.

### **Discussion of pilot Canadian Exchange Program**

There is discussion about starting the exchange program once again. Oregon and Alabama are willing to host if the exchange program starts. The Jane Richards scholarship is available to help fund our selection. President Dixon agreed to let Canada know we are interested in getting the program started again.

### **2024 Spring Meeting Update**

President Dixon stated that the dates for the Spring Meeting will be April 5-6, 2024. The host hotel will be The Monteleone in New Orleans, Louisiana.

### **Memorial contribution in honor of Faye Blanton, former Secretary of the Florida Senate (1996-2008)**

Rob Hunt made the motion to contribute \$100.00 for the memorial fund for Faye Blanton and Liz Clark seconded. Approved.

### **Approval of travel for Yolanda Dixon and President-elect Rob Hunt (or their designees) to attend the Winter LSCC meeting, Jan. 12-13 in Las Vegas.**

John Hollman made the motion to approve and Joshua Babel seconded. Approved.

### **Approval of travel for President Yolanda Dixon (or her designee) to attend the 2024 ANZACATT meeting in Darwin, Australia, January 22-24.**

Brad Young is President Dixon's designee. Motion to approve was made by Rob Hunt and Josh Babel seconded. Approved.

### **2024 Associate Exchange Program Applicant Selection**

Four members applied. Jamie Oswald and Ron Smith recused themselves due to personal interests. All approved.

## Announcements

Pat O'Donnell was notified of his lifetime status. We need to make sure he is on all lists to be invited to every event in the future.

## Adjournment

There being no further business, John Hollman moved to adjourn the meeting, seconded by Rob Hunt. The motion was adopted by voice vote. The meeting was adjourned.

Respectfully Submitted,  
Donna Holiday  
ASLCS Secretary-Treasurer



## Legislative Announcements

Published with Permission from the ASLCS Facebook Group, New Principals

### Linsay Hale- Senate Chief Clerk, Wisconsin



Please extend a warm welcome to the newest member of our Society - Linsay Hale, Chief Clerk of the Wisconsin State Senate!

Born and raised in Wadsworth, Illinois, Linsay traveled to Oregon after high school, ultimately earning a Bachelor's degree in Criminology and Criminal Justice, Advanced Certifications in Crime Analysis and the American Justice System, and an Executive Masters of Public Administration from Portland State University.

Linsay began her government service in 2005 by holding various administrative positions with the Oregon Department of Corrections. She later served as a trainer with the Oregon Government Ethics Commission, maintaining responsibility for providing training on ethics laws statewide.

In 2010, Linsay accepted employment with the Oregon Department of Public Safety Standards and Training, ultimately serving as the Director of Professional Standards. In this position Linsay worked in consultation with the 24-member Board, and State- and Federally-elected officials to strategize, develop, and implement policy initiatives impacting Oregon's 42,000 public safety providers and the citizens they serve. In this role Linsay served as the legislative and media liaison, as well as the public records custodian, allowing her to spearhead many changes directed at increasing government legitimacy and transparency.

During her 19 years of public service, Linsay has participated in all aspects of government, including taking part in multiple presidential task force discussions, presenting concepts to national audiences, and working closely with international partners on better practices. Linsay has received numerous accolades throughout her career, including being nominated for International Association of Chiefs of Police "40 under 40" award and being recognized as an instructor for the International Public Safety Leadership Ethics Institute.

Linsay is also the first woman to ever hold the position of Senate Chief Clerk in Wisconsin, marking yet another milestone in her remarkable journey of public service and leadership.



## Obie Rutledge- Secretary of the Senate, Oregon



Obadiah “Obie” Rutledge has been named Secretary of the Oregon Senate. Raised in the Willamette Valley in Oregon, Obie earned his Bachelor’s degree in Political Science with a minor in History from Portland State University.

On January 2, 2001, Obie walked into the Oregon State Capitol for the first time and never looked back. He began his career in public service as a session-only reading clerk in the Chief Clerk’s Office for the Oregon House of Representatives. Over time, the position was enhanced and became a full-time permanent position.

In 2012 and 2013 while simultaneously working in the Clerk’s Office, Obie was tapped to staff the Oregon State Capitol Master Plan Committee. When the committee concluded their work, they submitted a formal proposal to the Assembly that laid out a roadmap to renovate the Capitol building, these improvements included major seismic retrofitting. This work is just now coming to fruition and will conclude in 2025.

During the 2017 Regular Session, House Chief Clerk Timothy G. Sekerak appointed Obie to the position of Deputy Chief Clerk of the Oregon House, a position he held for seven years.

After 23 years of service to the House, serving under 10 Speakers from both political parties, he was unanimously elected to the position of Secretary of the Oregon State Senate on February 5, 2024. Obie has the pleasure of serving with an outstanding staff of professionals in the Secretary’s Office with decades of experience.

Obie’s first ASLCS meeting was in Bloomington Minnesota in September of 2001. He has been an active member of the Society ever since – serving on various committees as well as the Executive Committee. He was appointed to the 2030 Mason’s Manual Commission in 2022.

Obie lives in Portland Oregon with his partner Bryce. They spend time in Central Oregon, Southern California and find joy in traveling abroad.

## Joaquin ‘Quin’ P. Taitague, the Clerk of the Guam Legislature



Joaquin started working at the Guam Legislature in 2017 in a senatorial office, but quickly transitioned to the Central Operations department under the Clerk’s Office. He remained there until February 2021 when he left to focus on his education. During that time, he also ventured into the private sector, briefly working in the F&B Department at one of the island’s hotels. In September 2021, Joaquin became the Executive Administrative Officer for a small construction company, but the call of public service became too strong to resist, leading him back to the Guam Legislature in January 2023. He now serves as the Clerk.

The Legislature of Guam is unicameral, consisting of 15 senators who each serve two-year terms. All members are elected at-large since the island is a single district. The first Guam Legislature was founded on May 23, 1950, and is currently in its 37th session.

“One of the significant challenges is navigating the political nature of the work environment,” Joaquin says. “I make it a point to remind members and staff that my role is to serve the entire branch of the legislature, not just one senator.”

This approach, says Joaquin, helps keep him grounded and focused on ensuring the Legislature remains functional and impartial. The most rewarding part of his role is witnessing the growth and dedication of individual staff members.

Joaquin is excited to be part of ASLCS. While work and school will prevent him from attending this year’s Professional Development Seminar, Joaquin hopes to attend a future event and is eager to make connections within the Society.

“I am honored to be a part of this organization and look forward to any assistance or guidance other members are willing to share. I know I have a lot to learn, and I am excited about that opportunity.”

Joaquin resides in the beautiful village of Inalåhan, where he was born and raised, located along the southeastern coast of Guam.

## **Amanda White- Secretary of the Senate, Mississippi**



Amanda White was elected as the Mississippi Secretary of the Senate in January 2024 following a four-year term as the appointed Assistant Secretary of the Senate. A native of Lumberton, Texas, she earned her Bachelor of Science in Business Administration degree in Marketing from Mississippi College.

Prior to working for the Senate, she served as Assistant Secretary of State for Education and Publications at the Secretary of State’s Office. Amanda has worked in public service alongside Governor Delbert Hosemann in various capacities for 15 years of her career. In 2015, she served as Strategic Marketing and Communications Project Manager for the Center of Telehealth at UMMC for a brief stint before

returning to work at the Secretary of State’s Office. She was appointed by the Lieutenant Governor to serve on the Mississippi Commission on the Status of Women in 2021.

Outside of work, Amanda enjoys volunteering with the Junior League of Jackson. She and her husband, Kevin White, reside in Jackson, Mississippi, with their goldendoodle, Tucker.



## Legislative Announcements

### Family & Colleagues

#### Isabella Wijemanne

Congratulations to **Heshani Wijemanne** on the birth of her daughter, **Isabella**, on December 27th!

As you can see, Isabella is ready to contribute to ASLCS.



#### Susan Furlong Retires as Chief Clerk of the Nevada Assembly



Susan Furlong was first elected Chief Clerk of the Nevada Assembly in 2007, and the Assembly of the 82nd Session of the Nevada Legislature elected her to serve as Chief Clerk for the ninth time. Acting as parliamentarian and chief administrative officer of the assembly, she has served as an invaluable resource to the body and legislative staff.

Her service and dedication to ASLCS mirrors her service and dedication to the Nevada Assembly. She served as ASLCS President in 2015-2016, received the NCSL Legislative Staff Achievement Award in 2018, and was a trusted member of and contributor to the 2020 and 2030 Mason's Manual Commission.

Thank you, Susan, for your service to the people of Nevada and for your many contributions to ASLCS. We wish you the best in all of your future endeavors.

# Illinois State Capitol Building Gets a Facelift

by Scott Kaiser



The historic Illinois State Capitol in Springfield is undergoing a major transformation as construction crews work tirelessly to renovate its north wing. This ambitious project, part of the state's Rebuild Illinois capital infrastructure plan, aims to modernize the building while preserving its architectural heritage.

The renovation, which began in July 2022, is expected to cost approximately \$300 million and will be completed in stages through January 2025. Capitol Architect Andrea Aggertt, who is overseeing the project, explains that the primary goals are to improve safety, enhance security, and restore the building's original grandeur.

One of the most significant changes will be the creation of a new main entrance on the north side of the Capitol. The concrete stairs that previously led to the north entrance have been replaced, making way for a more accessible and secure entryway. This new entrance will feature a beautiful outdoor gathering space and a larger entry area, allowing for better accommodation of large groups and improved safety measures.

The renovation also addresses critical infrastructure needs. Workers are updating fire suppression systems, installing new fire alarms, and modernizing mechanical, electrical, and HVAC systems.

Accessibility is another key focus of the project. The renovations will ensure that the Capitol complies with Americans with Disabilities Act standards, an ongoing commitment to improve access to the seat of State government.

While modernizing the building, the project also aims to restore some of its historic features. Mezzanines added during previous renovations in the 1960s will be removed to recapture the original architectural integrity of certain rooms.

The renovation has necessitated some temporary changes to the Capitol's operations. The state Senate has been relocated to the Howlett Building and will return to their historic chamber in time for the inauguration of the 104th General Assembly in January 2025.





An interesting addition to the project is the construction of an underground parking garage, which will improve security by moving vehicles further from the building. The renovation will also include an underground conference and meeting room area.

Despite the project's scope and complexity, Aggertt reports that it is progressing well and remains within budget. "We worked off of what we had. But a lot of it was, once we got into the construction project, being able to demolish some areas and figure out what was hidden behind the walls or what we'd have to deal with," she said. "We have found horse hair and grass stuffed in walls. They grabbed whatever they could to insulate or to pack in a void," said Aggertt.

The project discoveries also included some original doorways that had been bricked shut, and some hidden fireplaces on the second floor. "We had no idea there was a fireplace and when we went to demo a wall there was actually a fire box that still remained," Aggertt said. "We won't restore that fireplace but we will most likely manipulate the wood around it to make sure that people realize there used to be a fireplace there."

As the renovation continues, Illinois residents can look forward to a safer, more accessible, and beautifully restored State Capitol that honors its past while embracing the future.



# Working In The Maine State Senate

**Derek Page, IL Senate Enrolling and Engrossing Supervisor**

When I was encouraged to apply for the ASLCS Work Exchange Program and saw that Maine was a possibility I knew I had to apply. Working for the Illinois State Senate Secretary of the Senate's office for 20 years and sharing my experiences was a great honor. Maine being a great state and the true definition of New England I knew I had to make them my number one choice. Once I got accepted the Maine Secretary of the Senate Darek Grant reached out to me immediately to make sure my visit would be a successful one. Secretary Grant had packed a full schedule to make sure that I got to experience everything that the Maine Legislature does and even see a lot of what Maine has to offer.



## Day One

My first day working in the Maine State Senate started great as Secretary Grant picked me up from my hotel and filled me in on what we were going to be doing that session day. Once I got to the Capitol I was met with a warm greeting from the Secretary of Senate staff plus the Secretary brought in bagels so that was a great addition to the morning. First thing started I was invited to sit in on a Senior staff meeting and Senate Leadership with Maine Senate President Troy Jackson. President Jackson was a true leader and had the people of Maine along with his caucus on his mind to make sure that whatever decision he made he made the right one. After the Senior staff and Senate Leadership meeting, it was then

over to the Senate Democrat Caucus meeting. There the caucus discussed issues that were going to be voted on for that day and discussed issues that were on the horizon for the upcoming Maine Legislature session. Once the caucus was over, I then got to see how the Maine Secretary of Senate Staff got prepared for the upcoming session day. I got to learn the daily calendar layout from Benjamin Daggett (Chief Calendar Clerk). Benjamin is a great resource of legislative information and I liked talking to him and sharing my experience from when I worked in the Illinois Senate Journal room. Benjamin discussing the large number of supplemental calendars that are done each day was very interesting and also stressful in my mind. The Illinois Senate does maybe on a heavy day 5 supplemental calendars but Maine can do as many as 40, which was crazy. I found it extremely interesting that even the colors that the Supplemental Calendars are printed on depend on what legislative measure is placed.

On then to session which started out being called to order by Maine Senate President Troy Jackson. A school choir is chosen each day with the honor of singing our National Anthem. The school choir did a great job!! Floor action compared to Maine honestly was a lot different than in Illinois. Legislative Measures for the day began to be voted on and taken up starting on the first page of the Senate Calendar and then went page by page until completed. Each measure was put up for a vote and seeing in amazement the floor decorum as each Senator sat in their seat quietly and voted for each item. Assistant Secretary of the Maine Senate Jared Roy was a great ambassador for the Senate and filled me in on the Chamber history, the Senate body, and the procedures of each action.

The Senate was only in for a short period that day but got a lot accomplished by moving through the daily calendar pretty quickly. After lunch, Benjamin, Eva Reed, Executive Assistant to the Secretary and Assistant Secretary Jenn Clark and I went to the Blaine House (Maine



Governor's Mansion) for a private tour. Seeing the Blaine House was extortionary and the history that it has. I was very appreciative of the gift of 2 jars of honey from the Governors Bee Hive collection and took it back to the Illinois Senate for my office to enjoy. I then went over and sat in an Appropriations Committee hearing. One thing that I have learned is that Maine has joint committees with the House. So, members of the House of Representatives sit on Committees that encompass Maine Senators as well. That was a very unique experience as Illinois will only do this with our House of Representatives for "Subject Matter Hearings". There are no votes taken in Illinois during these hearings. Later that evening I, along with some of the secretary of the Senate staff got to have dinner in a cool hip pub in Hallowell Maine.



## Day Two

The Maine Session was originally supposed to be in that day but it was canceled so that allowed me to visit and job shadow more with the Secretary of Senate Staff. I started the day with a grand tour of the Maine State Capitol with Secretary Grant. Secretary Grant showed me around the State Capitol and explained all the history and portraits that encompass the building.

Then I got to shadow Carolyn Naiman who is the Stamping Clerk for the Maine State Senate. This job is very relative to what I used to do when I was the Bill Status Clerk in the Illinois Senate. What I found interesting in what Carolyn would do is that she prints off the status of the bill and all the day's procedures for that day

about that bill. I enjoyed listening to Carolyn and all that she did and the record keeping she does for Maine. What I found intriguing was in Maine the Governor has only 10 days to sign legislation. Carolyn took me to the Governor's office while I watched her drop off a bill for the Governor to sign and spoke with the Governor's Director of Legislative Affairs and how he plays an integral part in the process of getting the bill to the Governor and the necessary action for the Governor to take. I also got to shadow Eva Reed and the work she does for the Maine State Senate. Eva showed me the tracking of "Senate Papers" and how that falls into the tracking of legislative measures for the calendar. Learning about Senate Papers in Maine is a new thing for me. The process that basically every Senate Paper as a legislative measure can be voted on is amazing.

Alex Ferguson who serves as office manager for the Maine Secretary of Senate has a great sense of humor and charm and I enjoyed learning from her on how she does the Maine Senate Certificates. I found it very interesting the number of certificates that are done and how each one is voted on by the members of the Senate. Here in the Illinois Senate along with the Secretary and Assistant Secretary allow for certificates to be done so long as they are good and meaningful. Alex made me a great piece of Maine memorabilia to remember this work exchange by as well.

The afternoon was a great experience for me! Myself, Secretary Grant, Assistant Secretary Roy, and Eva went to visit L.L Bean and a visit to Portland Headlight in Cape Elizabeth. That day while rather cold was worth it. L.L Bean is a major employer for Maine and also a major shopping destination as well. It was great seeing all the different items for sale there. Port Head Light is a major tourist destination outside of Portland in Cape Elizabeth and is one of the most recognizable lighthouses off the New England Coast. It was great seeing it in person as I have seen it in photos and even paintings as well. Even though it was about 15 degrees with a windchill around zero the trip was very memorable and very appreciated. It was on this trip that I learned that the official Maine Desert

is the "Whoopie Pie" as you can buy this cream desert anywhere in Maine. It was then on to partake in seeing an NBA G League the Portland Celtics take on the Windy City Bulls. It was great seeing an Illinois basketball team in action in Maine. The Windy City Bulls started very strong and looked like early on they could take home a win. The Portland Celtics held their ground and ultimately took home a win that evening. The game was very close with the Portland Celtics winning 111-102.



### Day Three

Day three of my work exchange in the Maine Senate took me to visit the lower chamber, the Maine House of Representatives. The Maine House of Representatives has 151 members which is a lot compared to Illinois which has 118. Their procedures were very interesting as well to see in action as compared to the Senate and the Illinois House of Representatives. The calendar outline was much the same as what the Maine State Senate does. The House voted on a steady number of legislative measures for that day and then adjourned for the week. The comradery that goes on between the Maine Senate and Maine House of Representatives staff I feel is very admirable, professional, and steady which I feel is

a great way to show the people of Maine the work of the legislature is getting done.

After watching the Maine House of Representatives in action I got to see "Non-Profit" lobby day in action. Illinois has "Lobby Days" and that is where different groups will set up in their respective state capitol rotundas and show off to the legislators what their groups have to offer.

I then got to job shadow the group behind the Maine Senate Transcribing. While a small office of only 2 it was great to talk to them and see that they use a program called FTR. The Illinois State Senate used that program for many years and has moved on to a new program called Sonix. It was great showing them that program while also discussing the FTR program that I have worked in. I also was happy to hear that in Maine the transcribing department also uses the minutes of the daily actions that happened on the Maine Senate floor. In Illinois, our Senate transcribing department has started working off the daily minutes instead of doing a daily log.

Later on in the day, I met with Edward Charbonneau, the Revisor of Statutes, a nonpartisan office within the Maine Legislature that does Enrolling and Engrossing, drafting of legislation, and creating the statutes once a bill has been signed into law by the Maine Governor. I also met with Sarah McSorley an Engrosser. She explained to me the way that Maine Engrosses its bills and how she does it for both the Maine Senate and House of Representatives. Once again it is great to hear and see this bi-partisan joint legislative office working to get things done for Maine.

The end of the day was a great close to the hectic week that encompassed the Maine State Senate. Secretary Grant and Assistant Secretary Roy treated me along with his staff to a great dinner. It was great talking to everyone and learning more about each one's daily life and why they chose to work in this profession.

In closing, I can't express how great the hospitality given to me by Secretary Grant and Assistant Secretary Roy. These men are great stewards of the legislature and Maine is so lucky to have them. They employ a very professional





and hard-working staff. Seeing how the staff responds to them when asked to do something is truly remarkable because they are respected and they RESPECT their Senate.

I also want to thank the Illinois State Senate for this wonderful chance to participate in the ASLCS Work Exchange Program. This program is a great asset and I want to thank ASLCS for this opportunity for picking me and for providing a stipend as well.

In conclusion, I would like to thank as well Assistant Secretary Scott Kaiser who encouraged me to do it. It was a memorable experience.

Legislative Announcements, Working In The Maine State Senate - *continued*

## Photo Gallery











































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