

Legislative Services Office

Director's Monthly Guide

MAY

- Remind staff about LSO's policy regarding closed primary participation
- Oversee drafting of any constitutional ballot statements with Res & Leg Division
- Develop year-end spending plan, including one-time merits, IT equip., etc
- Conduct agency wide staff meeting (session debriefing, CEC, Div Mgr interim plans)
- Work with IT Division on Technology Committee spring meeting
- Prepare digital binder for Spring Leg Council meeting
- Touch base with all LSO presenters for the Spring Leg Council meeting
- Conduct spring Legislative Council mtg. (or in early June)
- Review monthly expenditure report for benchmarks/issues with HR/Fiscal Officer

JUNE

- Assign staffing to interim committees and follow-up tasks from Council meeting
- Transmit constitutional amendment ballot statements to Secretary of State
- Brief the Pro Tem and Speaker concerning Tech Committee recommendations
- Attend spring Joint Finance Appropriations Committee (optional)
- Coordinate Interim Committee meeting venues and schedules with staff
- Develop LSO training & travel plans using one-time carryover (NCSL, CSG, etc)
- Review monthly expenditure report with HR/Fiscal Officer

JULY

- Solicit input from Division Managers on the next Strategic Plan
- Plan on participating (networking) in NCSL and/or CSG national meetings
- Volunteer to participate in CSG-West fall Directors Conference panels
- Every other year, start to plan orientation program for new legislators
- Finalize draft strategic plan with input from Division Managers
- Review monthly expenditure report with HR/Fiscal Officer

AUGUST

- Double check minutes from spring Council meeting, develop draft agenda for Fall
- Communicate with Council members / leadership as needed
- Meet with Budget Division Manager and Governor's Office on state budget process
- Finalize draft of New Legislator Orientation Program (every 2 years)
- Outline materials/resources needed for the Orientation Program
- Review monthly expenditure report with HR/Fiscal Officer

SEPTEMBER

- Develop draft agenda for fall Legislative Council mtg & send to Pro/Spk for comment
- Outline materials/resources needed for Council meeting
- Advise staff of their presentations for the Council meeting
- Advise program presenters of the draft Legislative Orientation Program
- Review monthly expenditure report with HR/Fiscal Officer

OCTOBER

- Send out Legislative Council meeting reminder and final agenda
- Post digital binder of the Council meeting on the web one week prior to meeting
- Meet with Budget Div Mgr about the fall JFAC tour agenda, get Audit Div on agenda
- Prepare for invitations to conduct Legislative Session previews (chamber groups)
- Finalize LSO Budget Request working with Division Managers (due Nov.1)
- Develop Staff Directory for distribution at either Organizational or Regular Session
- Review monthly expenditure report with HR/Fiscal Officer

NOVEMBER

- Conduct fall Legislative Council meeting, & post draft minutes asap
- Assign follow-up tasks from Council meeting
- Election years: welcome and LSO introduction letters to new legislators
- Election years: conduct New Legislator Orientation Program (Org. Session)
- Distribute Staff Directory at Org. Session (sometimes is early December)
- Meet with Division Managers, assess preparation for session
- Review monthly expenditure report with HR/Fiscal Officer

DECEMBER

- Remind new standing committee chairs and vice chairs about rules review
- Develop LSO Budget Request presentation for JFAC (go first if possible)
- Send out Legislative Council policy on legislation to lobbyists/agencies/legislators
- Ensure directories and publications are being produced on schedule
- Review preparations for session with Division Managers
- Communicate with Pro Tem and Speaker concerning upcoming session
- Have IT staff check all hearing rooms for sound, projectors, etc.
- Review monthly expenditure report with HR/Fiscal Officer

JANUARY

- Meet with Pro Tem, Speaker and Minority Leaders (drop-in informal Fri mtgs)
- Distribute Temporary Directory, Directory with memo to legislators
- Make rounds, be visible and accessible with leadership & other legislators
- Follow legislative actions, key bills, budget process
- Start draft of key actions list for Sine Die Report; ongoing through session
- Check with Division Managers often on their needs or concerns
- Present LSO Budget Request to JFAC
- Review monthly expenditure report with HR/Fiscal Officer

FEBRUARY

- Make rounds, be visible and accessible with leadership & other legislators
- Follow legislative actions, key bills, budget process
- Check with Division Managers often on needs or concerns
- Review bill drafting statistics; target deadlines & timetables & inform leadership
- Review monthly expenditure report with HR/Fiscal Officer

MARCH

- Send out summary report on Rules Review process (rules target is 2-28)
- Make rounds, be visible and accessible with leadership & other legislators
- Meet with Budget Division Manager weekly on issues & schedule
- Meet with Speaker & Pro Tem about prioritizing interim committee CR's
- Send first memo to Legislators re constitutional amendments
- Prepare and distribute Key Actions Report on day of adjournment
- Review monthly expenditure report with HR/Fiscal Officer

APRIL

- Prepare and distribute Sine Die Report (after veto timetable)
- Ask Division Managers for debriefing report on the Legislative Session
- Update and revise current fiscal year budget
- Allocate upcoming fiscal year budget; assign Fiscal Officer to work with Managers
- Advise employees of compensation package and effective date
- Schedule Advisory Committee on Technology meeting
- Draft agenda for spring Council meeting and orientation for new Council members
- Review monthly expenditure report with HR/Fiscal Officer