

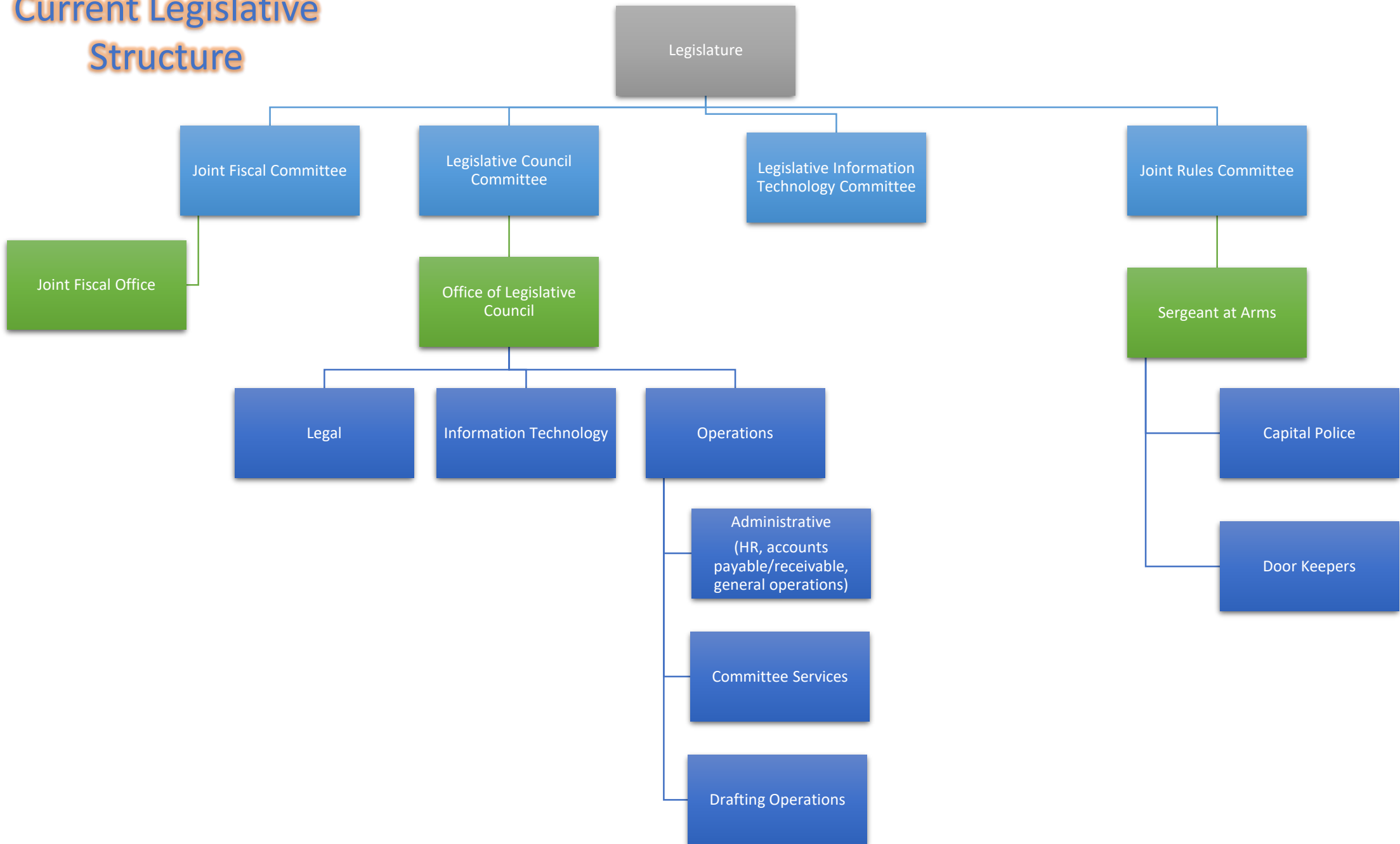
Joint Legislative Management Committee Testimony

Mike Ferrant

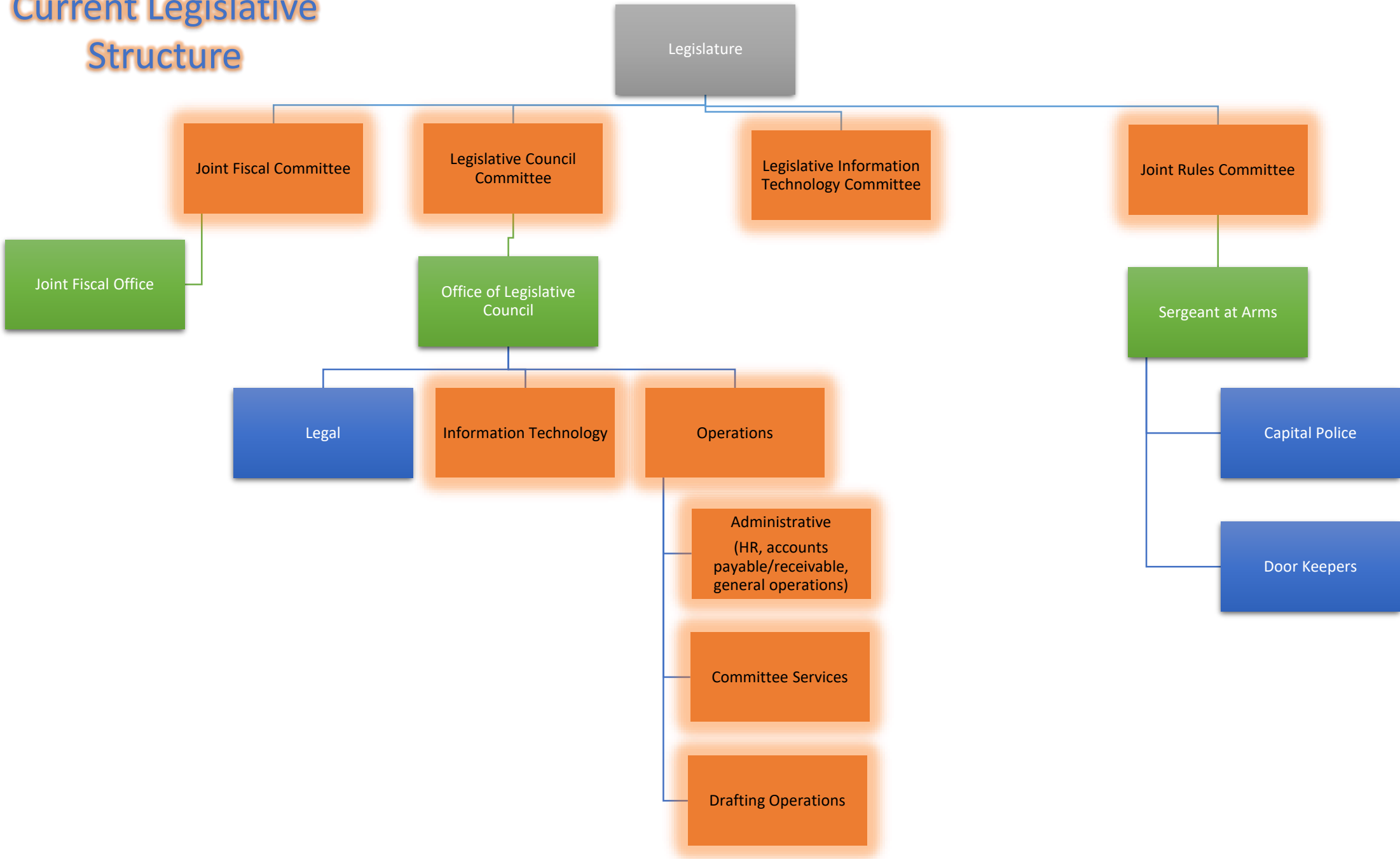
Deputy Director of Operations

September 17, 2019

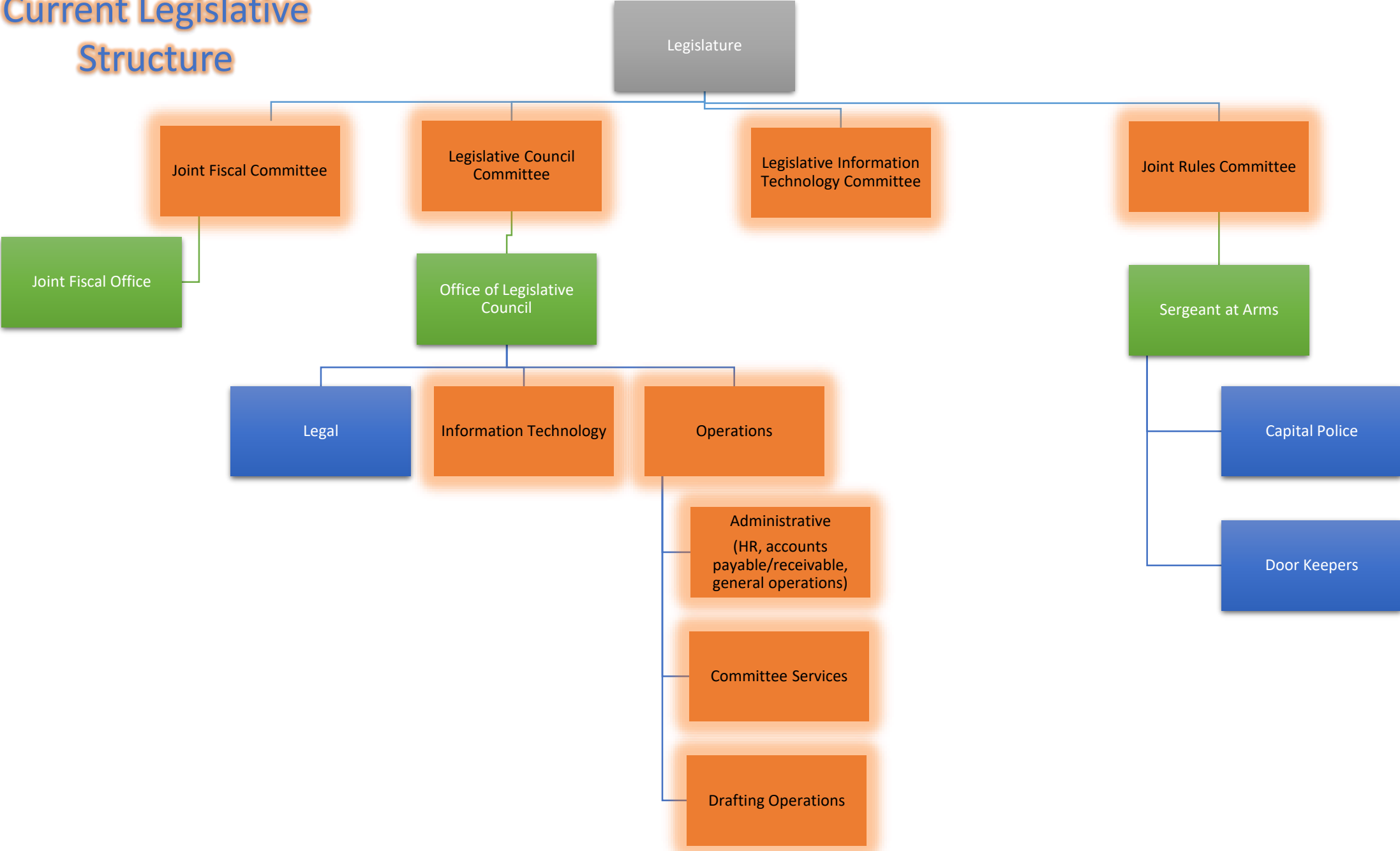
Current Legislative Structure



Current Legislative Structure



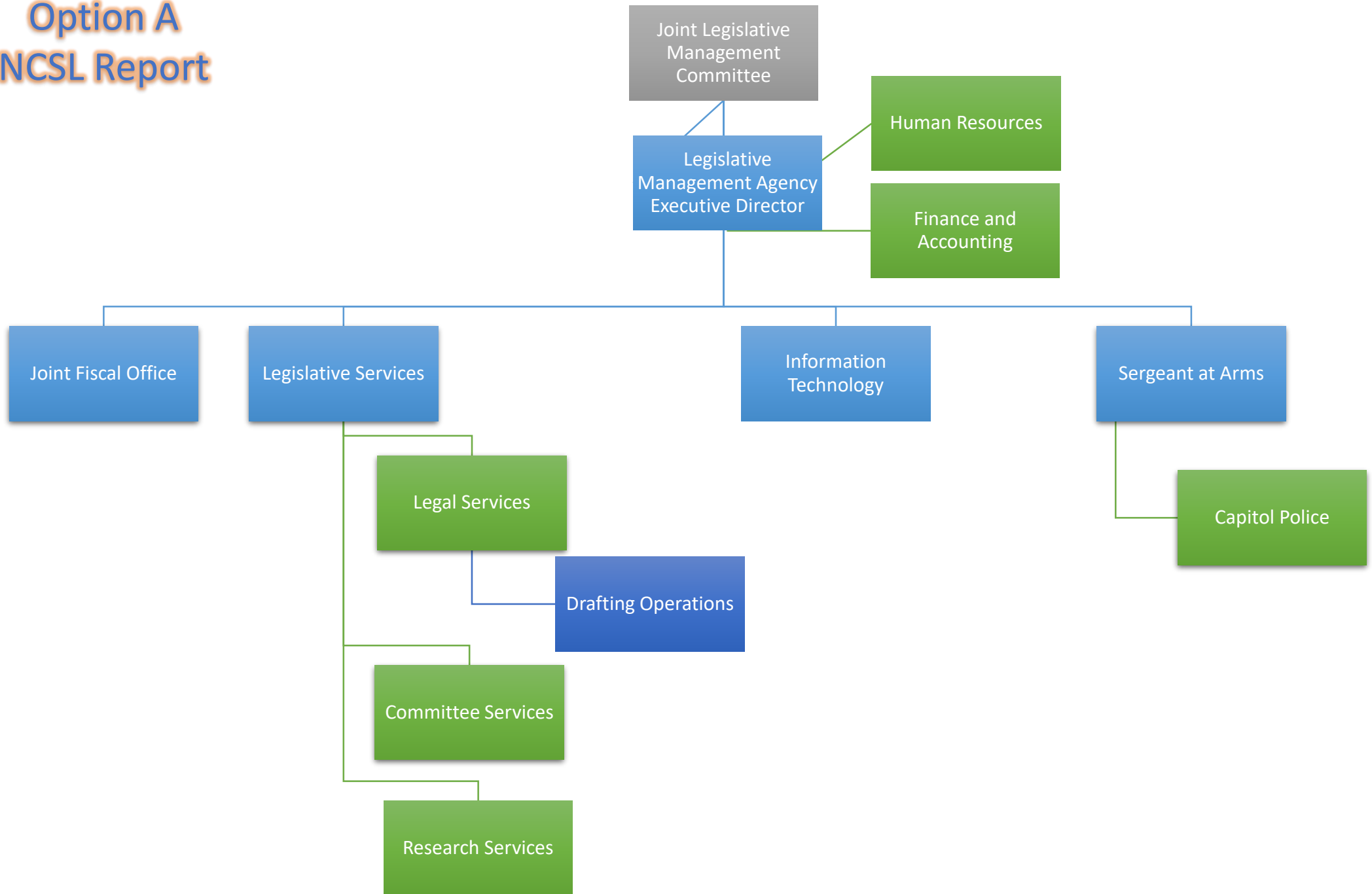
Current Legislative Structure



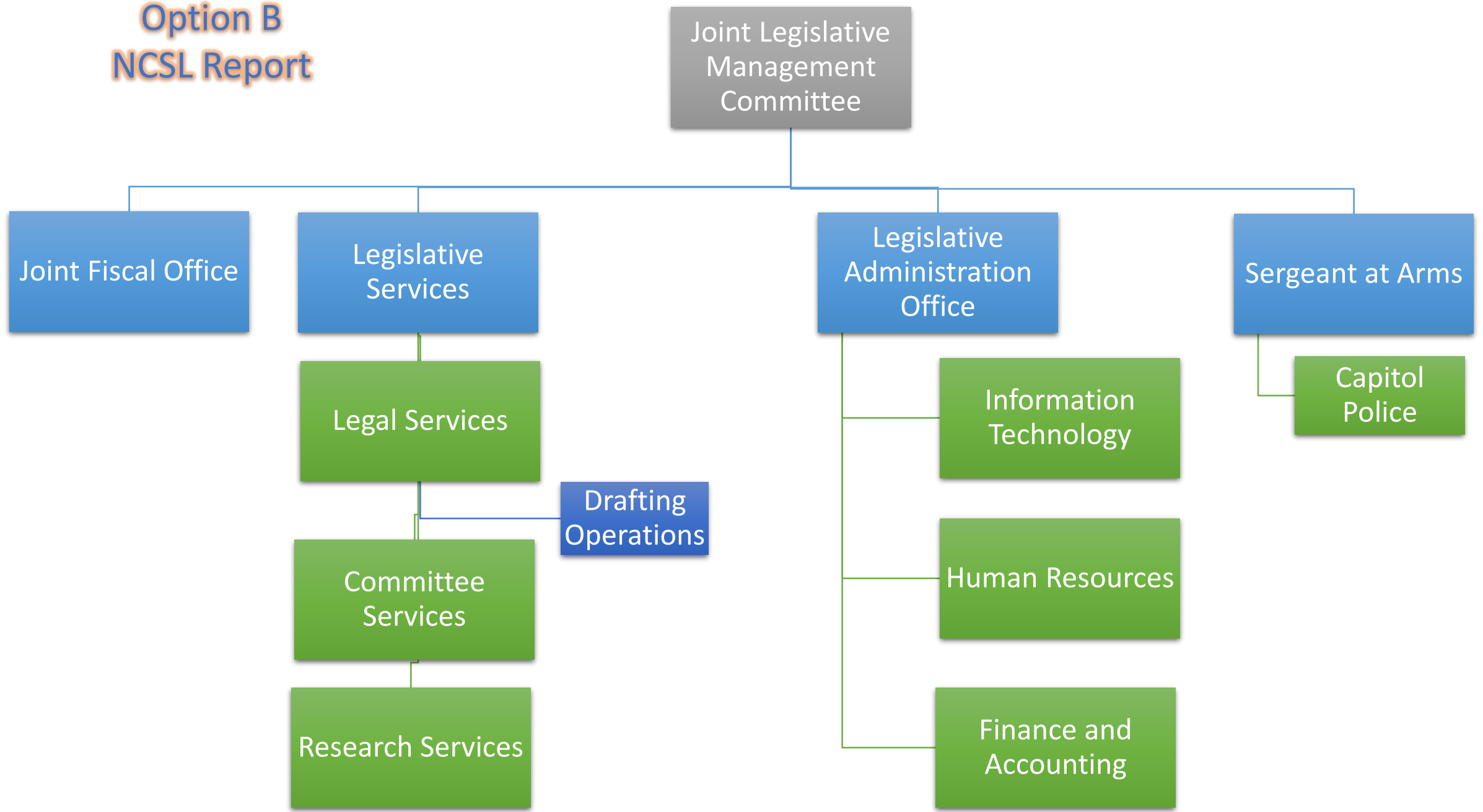
Some of the various tasks that the Office of Legislative Council Operations Unit currently assists with accomplishing

- General Assembly biography book creation, printing, and distribution
- The Legislative Council Employee Handbook that covers most HR policies and standards of behavior for all employees
- The Pay Plan that dictates salary increases for Committee Assistants and plots a fair and predictable map for how those increases are earned by staff (value is determined by retention and performance standards)
- New Member Orientation
 - The big event after elections (45 new members in 2018)
 - Also when new Legislators are appointed by the Governor and sworn in, Leg Council Operations “on-boards” the new Member in the VTHR system, as well as orientation materials to ensure they have all supporting materials they need to begin work
- Joint, Study, Task Force and other interim committee’s staffing. Operations personnel staff these committees during the off-session and during the session when appropriate. Some examples of these committees are:
 - LCAR
 - Advisory Council on Child Poverty and Strengthening Families
 - Joint Information Technology Oversight Committee
 - Government Accountability Committee
 - Various study committees enacted during the session that require off-session coordination and meetings
- Continuity of Operations planning and execution (in support of the Sergeant at Arms and Capitol Police)
- Joint Public Hearings and large gatherings of groups at the State House that require a **centralized coordination**
- The “one-stop-shop” for Legislators, Public, Staff, and other entities that “don’t know where to start” or need a joint coordination of staff for an event.
- All Legislator (180) and Leg Council staff (58) pay entry, timesheet approval, expense reimbursement, accounts payable & receivable, purchase card management, personnel record maintenance/storage, and other “all staff” duties that have an administrative function.

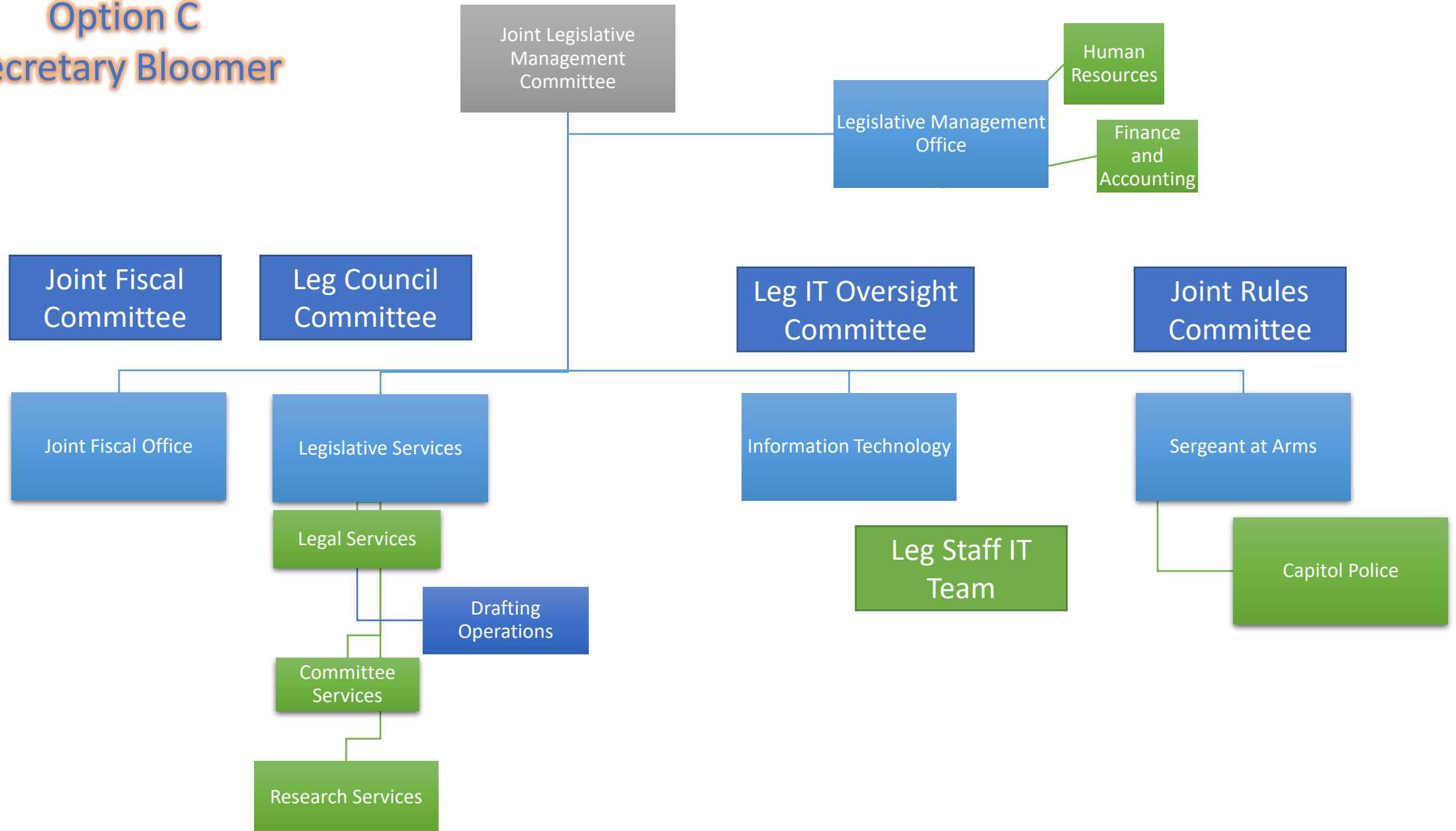
Option A NCSL Report



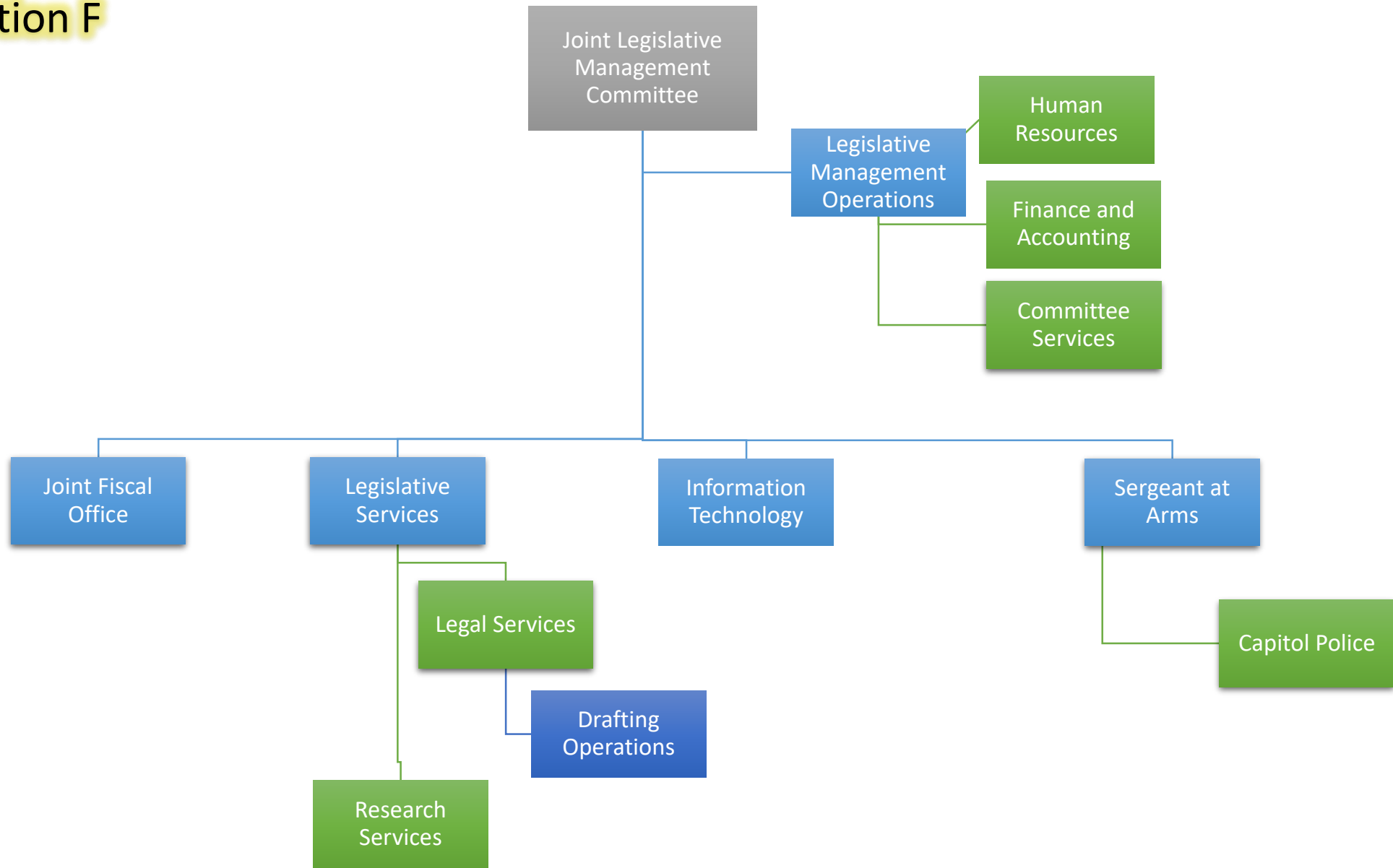
Option B
NCSL Report



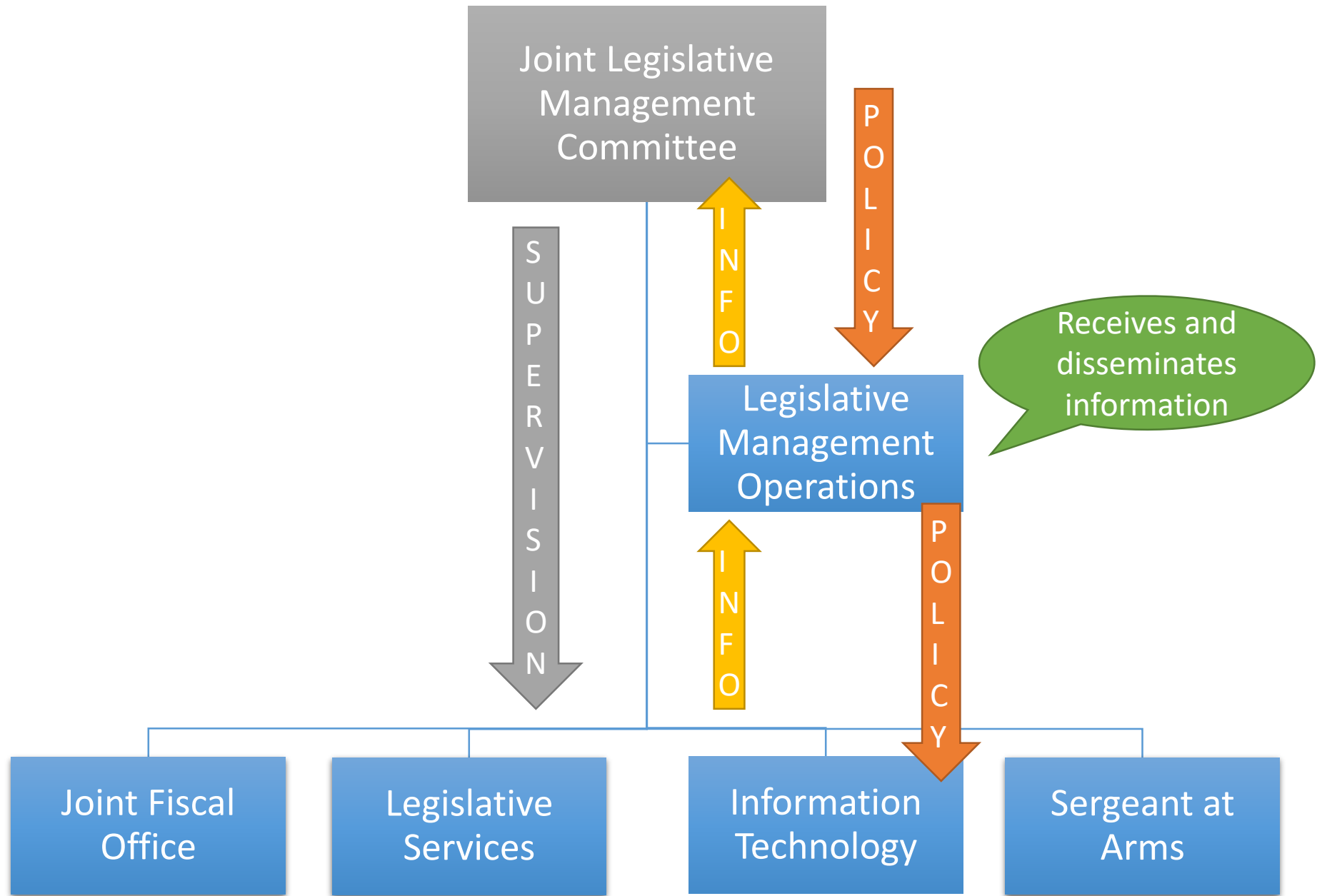
Option C Secretary Bloomer



Option F



- Information will flow from JLMC to Dept Heads through the Central Operations Dept and vice versa
- Policy developed with Dept Heads, then consolidated through Operations, presented to JLMC, approved, then disseminated down as Legislative Staff Policy.
- Budgets created by Dept Heads, consolidated in Operations, presented to JLMC, approved, rolled into one budget
- HR timesheet approvals done by Dept, electronically processed by Operations staff to VTHR, checked for compliance with overall Legislative HR Policy for all Depts
- All accounts payable/receivable for all Dept done through Operations with communications to Dept responsible
- Special Events (large public hearings, new member orientation, bio books, etc) led by Operations Dept with support from relevant Depts.



Questions?