# Joint Legislative Management Committee

Operations Division of Legislative Council
Operational Responsibilities

#### Office of Legislative Council Martland, Luke **Director and Chief Counsel Operations** Ferrant, Mike Deputy Director, Ops **Drafting Operations** Administration **Committee Services** Martin, Nedene Curtis, Deb Delaney, Peggy Supervisor, Drafting Ops. Administrative Assistant pervisor, Comm. Svcs. Dindo, Charlene Brown Faith Committee Svcs. Support Tucker, Julie Committee Svcs. Support Operations Coordinator/ Usticke, Caitlyn Adams, Alec Committee Assistant Team Senior Editor Drafting Tech Wild, Ron Bailey, Mike Committee Assistant Committee Svcs. Support Smith, Tam Legislative Editor Rich, Kim Drafting Tech Lowell, Jeannie Bean, Danielle Van Buskirk, Becca Legislative Editor Committee Assistant Committee Assistant Martin, Demis Committee Assistant Committee Assistant Newman, Judith Committee Assistant Committee Assistant Carrigan, Gail Committee Assistant Committee Assistant Committee Assistant Committee Assistant Legis Diehl, Denise Committee Assistant Committee Assistant Year Rou Committee Assistant Committee Assistant Session Only/F Total Leehman, Linda Committee Assistant Committee Assistant



## **ADMINISTRATIVE**

Serve all 180 Legislators, 58 staff of Leg Council, Speaker and Pro Tem office Chiefs of Staff

- New Employee processing, timesheet entry, payroll processing
- 2. Accounts payable/receivable
- Expense Reimbursement approval and processing, training on system
- Staff and Member biography photobooks
- General information for the public, staff, members, lobbyists, etc
- 6. Staff as committee assistants for all interim committees, task forces, working groups, studies, etc

#### Office of Legislative Council Martland, Luke **Director and Chief Counsel Operations** Ferrant, Mike Deputy Director, Ops **Drafting Operations** Administration Committee Services Martin, Nedene Delaney, Peggy Curtis, Deb Supervisor, Drafting Ops. Administrative Assistant Supervisor, Comm. Svcs. Dindo, Charlene Tucker, Julie Committee Svcs. Support Brown, Faith Committee Svcs. Support Operations Coordinator/ Usticke, Caitlyn Adams, Alec Committee Assistant Team Team Senior Editor Drafting Tech Wild, Ron Bailey, Mike Committee Assistant Committee Svcs. Support Smith, Tam Legislative Editor Rich, Kim Drafting Tech Lowell, Jeannie Bean, Danielle an Buskirk, Becca Legislative Editor Committee Assistant Committee Assistant Martin, Demis Committee Assistant Committee Assistant Newman, Judith Committee Assistant Committee Assistant Carrigan, Gail Committee Assistant Committee Assistant Committee Assistant Committee Assistant Legis Diehl, Denise Committee Assistant Committee Assistant Year Rou mmittee Assistant Committee Assis Session Only/ Total gan, Linda Assistant ee Assistant



## **COMMITTEE SERVICES**

Serve all 180 Legislators, through the 1:1 staffing of standing committees

- Administratively supports the agenda and logistics of the standing committees
- Takes direction from the Chair.
- Schedules witnesses, public, agency experts, etc.
- Updates the agenda and the committee information webpage regularly
- While staff are dedicated to one committee, often help cover for peer's absences or assistance
- Staff public hearings and coordinate resources for larger committee services projects and events

#### Office of Legislative Council Martland, Luke **Director and Chief Counsel Operations** Ferrant, Mike Deputy Director, Ops **Drafting Operations** Administration Committee Services Martin, Nedene Curtis, Deb Delaney, Peggy Supervisor, Drafting Ops. Administrative Assistant Supervisor, Comm. Svcs. Dindo, Charlene Brown, Faith Committee Svcs. Support Tucker, Julie Operations Coordinator/ Committee Svcs. Suppo Usticke, Caitlyn Adams, Alec Committee Assistant Team Team Senior Editor Drafting Tech Wild, Ron Bailey, Mike Committee Assistant Committee Svcs. Suppor Smith, Tam Legislative Editor Rich, Kim Drafting Tech Lowell, Jeannie Bean, Danielle Van Buskirk, Becca Legislative Editor Resolutions Committee Assistant Committee Assistant Editor Martin, Demis Committee Assistant Committee Assistant Newman, Judith Committee Assistant Committee Assistant Carrigan, Gail Committee Assistant Committee Assistant Committee Assistant Committee Assistant Legis Diehl, Denise Committee Assistant Committee Assistant Year Rou Committee Assistant Committee Assistant Session Only/F Total Leehman, Linda Committee Assistant Committee Assistant



### DRAFTING OPERATIONS

Serve in a supportive role, usually assisting Leg Council attorneys, JFO staff, and various other staff at times.

- 1. Edit all legislative bills, drafts, amendments, resolutions, reports, memos, etc.
- 2. Track the status of all legislation throughout its processes and update the website via the database
- 3. Provide legislation with consistent formatting conventions
- 4. Provide leadership with statistics of legislation, trends, heavy volume times, etc. to enable adequate staffing/planning
- Edit the V.S.A. supplements and replacement volumes (green books) annually to incorporate enacted Legislation.