### **AGENDA**

# SENATE LEGISLATIVE ASSISTANT TRAINING & PROFESSIONAL DEVELOPMENT

#### **TUESDAY, 5 DECEMBER 2023**

9 AM Continental Breakfast

Commonwealth Room, GAB

Welcome to the Senate of Virginia!

The Honorable Susan Clarke Schaar, Clerk of the Senate

9:15 AM Tour the New GAB

Senate Clerk's Office Staff

10:15 AM Freedom of Information Act

Alan Gernhardt, Executive Director, Virginia FOIA Council

11:30 AM Virginia's Budget Process

April Kees, Director, Senate Finance and Appropriations Committee

Staff

12 PM Lunch & Panel Discussion

"What I Wish I Knew" - Tips & Takeaways from fellow

legislative colleagues

June Laffey | Senator Hashmi's Office Tyler Lester | Senator Pillion's Office

\*\*\*Move to Senate Subcommittee Room 500, 5th Floor\*\*\*

2 PM Legislative Operations Review

- Drafting and E-Filing Amigo Wade & Stephanie Kerns, DLS
- Co-Patrons Tara Perkinson & Corinne Sloan, SCO
- Committee Operations Hobie Lehman, SCO
- Senate Calendar Nathan Hatfield, SCO
- Floor Procedure & Important Dates Tara/Nathan

3 PM Making the Best First Impression

Liz Bryant, President, Liz Bryant Business Etiquette

### **AGENDA**

# SENATE LEGISLATIVE ASSISTANT TRAINING & PROFESSIONAL DEVELOPMENT

#### WEDNESDAY, 6 DECEMBER 2023

9 AM Continental Breakfast

Commonwealth Room, GAB

Serving at the Highest Level: Pride, Responsibility &

**Ownership** 

Michelle Stidwell, Knowledge Works Group

12:15 PM Networking Lunch

\*\*\*Move to Senate Room A, 3rd Floor, 305\*\*\*

1:15 PM Notes from the Senate Clerk's Office

Central Clerk's Office

o Rose Ramsey, Assistant Clerk

Support Services

Jennifer Welch, Deputy Clerk

• Senate Technology

Jonathan Palmore, Senior Assistant Clerk

Fiscal/Human Resources

o Michael Adams, Director of Human Resources

Jan Waldrop, Fiscal Officer

2 PM Security in and around Capitol Square

Captain Chanda Cross
Division of Capitol Police

2:45 PM Break

3 PM Ethics and Conflict of Interest

G. Stewart Petoe, Executive Director, Virginia Conflict of Interest

and Ethics Advisory Council

3:45 PM Wrap-Up & Closing Remarks