

FLORIDA



The Florida Senate orientation convenes for one and a half days in the Senate office building. The first day of the program covers administrative information, human resources policy, and briefings on key issues within health and human services, criminal justice, ethics, and open government.

The program agenda also includes an overview by the office of the Sergeant-at-Arms and the Secretary of the Senate as well as sessions on transportation, economic development, and education.

The Florida Senate also separately holds a full day orientation for new district staff. This program covers all the details/responsibilities of the Senator and staff. The new staff orientation also includes information on office procedures, protocol, and attire.

SENATE



Southern Legislative Conference



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THE FLORIDA SENATE
SENATOR TOM LEE
President

MEMORANDUM

TO: Newly Elected Senators
FROM: Jay Kassack, Chief of Staff
SUBJECT: New Member Briefings
DATE: November 7, 2006

Congratulations on your election to the Florida Senate! In an effort to prepare you for the upcoming Organization Session, and to familiarize you with your duties as a State Senator and the operations of the Senate, we have scheduled a series of briefings for you on November 14 and 15, 2006. The agenda is enclosed for your review.

You are authorized to travel to Tallahassee for these briefings, and your travel will be paid for from General Senate funds. This authorization covers the period of Monday, November 13 through Wednesday evening, November 15. Please be aware that this authorization is limited to the newly elected Senators and Senators participating in the briefings.

If you have any questions or concerns regarding travel authorization and reimbursement, please contact Senate Administration at 850-487-5636.

We look forward to seeing you on the 14th.

KP/sm
Enclosure
cc: OLS Finance and Accounting

**Briefings for New Senators
November 14 & 15, 2006
Room 229, Senate Office Building**

Tuesday, November 14

9:00 – 9:15

Introduction and Greetings – *Senator Lisa Carlton*

9:15 – 10:15

Overview of Administrative Issues – *JoAnn Poole*

10:30 – 11:00

Senate Protocol and Rules – *Senator Lisa Carlton, Phil Twogood*

11:00 – 11:45

Budget Briefing (overview of demographics, spending, revenues, debt)

11:45 – 1:15

Lunch with Senator Lisa Carlton

1:15 – 2:45

Briefings on Key Issues –

- **Health & Human Services**
 - **Medicaid Overview**
 - **Medicaid Reform**
 - **KidCare**

- **Criminal Justice**
 - **Prison Construction**
 - **Juvenile Detention Beds**
 - **Judicial Certification**

3:00 – 4:15

**Ethics and Open Government (*including workforce harassment issues*) --
*Steve Kahn***

Wednesday, November 15

8:30 -9:00

Overview: Office of the Sergeant-at-Arms – *Sergeant Donald Severance*

9:00 – 9:30

Overview: Office of the Secretary – *Secretary Faye Blanton*

9:45 – noon

Briefings on Key Issues (*continued*)

- **General Government**
 - **Land Acquisition**
 - **Property Insurance**
 - **Statewide Technology Projects**

- **Transportation & Economic Development**
 - **DOT Work Program**
 - **Affordable Housing**
 - **Voluntary Pre-Kindergarten**

- **Education**
 - **Allocation Formula (FEFP, CC, SUS)**
 - **Class Size Reduction**

NEW DISTRICT STAFF TRAINING

FEBRUARY 4, 2008

8:00 A.M. - UNTIL

ROOM 301, SENATE OFFICE BUILDING

- 8:00 A.M. - 8:15 A.M. SOCIAL/COFFEE & BAGELS**
- 8:15 A.M. - 8:30 A.M. SENATE PRESIDENT'S OFFICE - David Coburn,
Chief of Staff**
- 8:30 A.M. - 8:45 A.M. SENATE PRESIDENT'S OFFICE-
ADMINISTRATION, - Tim Watson, Director**
- 8:45 A.M. - 9:00 A.M. HUMAN RESOURCES - Paul Nichols, Director - ADA
and Workplace Harassment**
- 9:00 A.M. - 9:15 A.M. BILL DRAFTING - Jan Blue, Staff Director**
- 9:15 A.M. - 9:30 A.M. APPROPRIATIONS QUESTIONS AND ANSWERS
Cynthia Kelly, Staff Director, Fiscal Policy and
Calendar Committee**
- 9:30 A.M. - 10:00 A.M. SENATE RULES
Phil Twogood, Staff Director, Rules Committee
Special Order Calendar
Resolutions and Proclamations
Bill Withdrawal Process
Local Bills
Senate-House Differences
Weekly Schedule
Room Reservations**
- 10:00 A.M. - 10:45 A.M. ETHICS AND PUBLIC RECORDS
Jason Vail - Senate General Counsel**

**10:45 A.M. – 11:00 A.M. OFFICE OF THE SENATE SERGEANT AT ARMS
OVERVIEW**

Don Severance, Sergeant at Arms
Security, Parking, Inventory
Building Access/Maintenance
Chamber Floor Access

Chris Vowell, Deputy Sergeant at Arms
Phone System and Office Depot

11:00 A.M. 11:15 A.M. MAJORITY/MINORITY OFFICE FUNCTIONS:

Bill Warren, Staff Director
Renai Farmer, Staff Director
Shepherd Pittman – Press Secretary
Michelle DeMarco – Press Secretary

11:15 A.M. – 12:00 P.M. FISCAL ISSUES:

Dawn Freedman, Senior Accountant
Jim Heberle, Program Specialist

12:00 P.M. - 1:00 P.M.

WORKING FOR A MEMBER:

**Benefits (this is not about you... it is about your
Senator)**

Carrie Lira, President Pruitt's Office

**How to prepare your Senator for Committee
Meetings & Session**

Kelly Williams – Senator King's Office
Cheryl Ennis – Senator Bennett's Office

Office Procedures

Gail Schwartz – Senator Geller's Office
Linda Mineer – Senator Carlton's Office

Protocol

Lori Scott – Senator Hairdopolos' Office

Dress/Attitude

April Mucci – Senator Dockery's Office
Betsy Collins – Senator Jones' Office

After-hours activities

Megan Kossove – Senator Atwater's Office
Charlie Anderson – Senator Joyner's Office

Bill Drafting Procedures

Lisa Shumate – Senate Bill Drafting

Sug Neilson – Senate Bill Drafting

Seeking help when you need it

Valarie Chrispin – Senator Hill's Office

**Lobbyists (love you because you give them access to
your Senator)**

Randi Rosete – Senator Saunders' Office

2:00 P.M. – until

OFFICE OF THE SECRETARY OF THE SENATE

Faye W. Blanton, Secretary of the Senate

Services of the Secretary's Office

Reading the Senate Calendar

Types of Bills

The Bill Process – From Beginning to End

Amendments – How and Where to File

**MOCK SESSION, to be held in the Senate
Chamber**

FLORIDA



In Florida, House orientation is divided into an administrative program and a legislative academy. The administrative portion consists of a one-day agenda centered on basic human resources information, i.e. photo identification cards, payroll, benefits, and technology training.

The Florida House Academy is a two-day program with a focus on budget training, media relations, House rules, committee overview, leadership/mentorship, staff and responsibilities, protocol, meeting constituent needs, bill drafting and working with lobbyists.

The orientation is facilitated by the Florida House of Representatives and is held in the capitol rotunda.

HOUSE



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NEW MEMBER ADMINISTRATIVE ORIENTATION

Thursday, November 9, 2006

ROTUNDA (4TH FLOOR CAPITOL)

8:00 Coffee & Refreshments
Member's Official Photographs

HOUSE CHAMBER

9:00 Welcome & Introductions
Speaker Designate Marco Rubio
Representative Ray Sansom
Democrat Leader Dan Gelber

9:30 Overview, Office of the Sergeant at Arms
Security Issues
Earnie Sumner, Sergeant at Arms

Overview, Office of the Clerk
Bo Pittman, Acting Clerk of the House

Overview, Office of the Parliamentarian
Leonard Collins, Acting Parliamentarian

10:00 Administrative Issues / Policies
Kathleen "K.T." Teague
Director of House Administration

11:30 **Room P-3, Capitol** – Members may obtain their FDLE Capitol Photo Identification Card at this location. This card is needed to gain access to the Capitol Building, House Office Building, and parking areas.

12:30 Lunch in the Member's Dining Hall (325 Capitol)
Hosted by Speaker Designate Marco Rubio,
Representative Ray Sansom and
Democrat Leader Dan Gelber

HOUSE CHAMBER

- 1:15 *Beth Switzer, Executive Director, The Florida Channel*
- 1:30 Completion and Explanation of Legislative Payroll and Benefit Documents
Lynda Kelly, OLS Human Resources Office/Personnel
Barbara Gleasman, OLS Human Resources Office/Benefits
- 3:15 Overview, House Office of Information Technology
Lauren Perlman, Interim Information Systems Chief
Michelle Singletary, Information Systems Manager
House Information Technology Office
- Overview of the Legislative Computer Systems / *Leagis Training*
Kelly Wiley, Sr. Information Systems Programmer/Analyst
House Office of Information Technology
- 5:00 Closing Remarks and Questions

HOUSE MEMBER ACADEMY

AGENDA

Tuesday, November 28, 2006

8:00 a.m. – 8:30 a.m.

Coffee & Refreshments / Sign-In
Official Portrait will be taken by House Photographer for Clerk's Manual

OPENING – Speaker Marco Rubio (Expectations for the next two days and the next two years)

WELCOME by Representative Ray Sansom and Representative Dean Cannon

8:30 a.m. – 9:30 a.m.

Introduction to the Academy – Former Member and Chairman, Ken Sorensen will discuss what makes for a successful legislative career. He will handout "Voices from Past Legislators." Additionally, Dr. Sorensen will talk about negotiations and assets needed for being a successful leader.

9:30 a.m. – 10:15 a.m.

Budget Training – This program will focus on the new budget process; how it will work, an explanation of House criteria for budget items/issues, how community budget requests will be handled, and how a decentralized appropriations process will be utilized.

Presenters: Representative Ray Sansom
Representative Stan Mayfield

10:15 a.m. – 10:30 a.m.

Break

10:30 a.m. – 11:30 a.m.

Media Relations – A discussion designed to be thought provoking and to provide Members with an understanding of how to effectively interact with the press.

Presenters: Speaker pro tempore Dennis Baxley
Representative Dean Cannon

11:30 a.m. – 12:15 p.m.

House Rules – A presentation of the House Rules for 2006-2008

Presenters: Representative David Rivera
Representative Jack Seiler

12:15 p.m. – 1:30 p.m.

Lunch – Lunch will be served in the "new" Member's Dining Room

HOUSE MEMBER ACADEMY
Tuesday, November 28, 2006 Continued...

1:30 p.m. – 2:15 p.m.

How A Committee Works – A program designed to give Members an understanding of the new House structure, the roles and responsibilities of a committee member and the role of council and committee chairs.

Presenters: Representative Ray Sansom
Representative Joe Pickens

2:15 p.m. – 2:45 p.m.

Mentoring Program and the Usage of Team Leadership – A presentation designed to explain the Big Brothers and Big Sisters Mentor program. This will include assigning big brothers and big sisters to each new member.

Presenters: Representative Ray Sansom
Minority Leader Dan Gelber

2:45 p.m. – 3:00 p.m.

Break

3:00 p.m. – 3:45 p.m.

Your Staff and Their Responsibilities – This program is designed to provide Members with strategies for utilizing staff effectively, what their roles and responsibilities are and a general description of the use of legislative office accounts and the rules governing them.

Presenters: Majority Leader Marty Bowen
Majority Whip Ellyn Bogdanoff

3:45 p.m. – 4:00 p.m.

Overview of Schedule for Tomorrow / Questions