2021 PRE-SESSION PREPARATION - OTHER DECISION POINTS
July 2020

1. Caucus
   a. Scenario 1 or 2: Each caucus can have a Zoom/hybrid meeting
   b. Scenario 3 or 4: If most or all legislators come to Helena, each meet in larger rooms so they can social distance (may still require some remote participation, including from other locations in Capitol, Helena, around the state), such as:
      i. House chamber - House Republicans
      ii. Room 317 for House Democrats
      iii. Senate Chamber - Senate Republicans
      iv. Room 152 for Senate Democrats

2. Orientation:
   a. Scenario 1: Live Zoom meetings, posted webinars only (legislators could access from anywhere, anytime). Use web app for most information gathering.
   b. Scenario 2: First-time legislators in person only (maybe some caucus leaders or they could Zoom in with messages), with Live Zoom meetings, posted webinars for all legislators. Use web app for most information gathering, Individual appointments with FHRO to complete paperwork either remotely, or spread in different rooms, one at a time.
   c. Scenario 3/4: All or most legislators, modified, shortened form.
      i. Use House and Senate Chambers for plenaries to social distance, could have hybrid with others in offices or remotely. Could still videotape and post.
      ii. Room 317 for legislators to come in and get info on IT and FHRO Services individually, socially distanced or remote by appointment only (1 legislator per station, rotate).
3. Orientation Program Details:
   a. Scenario will determine whether or not you have a Legislative Dinner, breakfasts, lunches, or receptions.
   b. All materials will be posted on website. Contact information for staff members so legislators can get questions answered can be posted for each program or could use Mentor Team Staffers for each legislator.
   c. Video presentations could be pre-recorded and posted on website, YouTube, etc. or have a live Zoom webinar if interaction is needed.
   d. Agenda items and recommended formats (although each program could be in various formats depending on scenario):
      i. Overview/Gov't 101 - video presentation
      ii. NCSL Speaker - live Zoom/hybrid or video presentation
      iii. Division Presentations - video presentation. Instead of an overall presentation and then have each division have a specific agenda item, could be combined into a 3-part video presentation.
      iv. Employment paperwork, compensation, & benefits - may have some short video presentations available, but will need individual appointments, etc. Staff could

be part of Mentor Team and a web app may be able to be used to upload documents.

    v. Information Services - may have some short video presentations available, but may need individual appointments or help line, etc. Staff is part of Mentor Team.

    vi. Bill Drafting 101- video presentation

    vii. Fiscal Notes 101 - video presentation

    viii. Mock Committee Meeting - live Zoom/hybrid

    ix. Electronic Communications & Public Records - video presentation

    x. Mock Floor Session - Orders of Business - live Zoom/hybrid

    xi. Mentor Teams:
       1. Could be done through Zoom or hybrid if freshman are in building

    xii. In-Person portraits, intro videos, flu shots - TBD

4. December Trainings -- Rules, Chairman Training, Budget Training?
    a. Zoom - would be live, could be hybrid
    b. YouTube or other video presentations - could be pre-recorded and posted
    c. If in person, use 317 or multiple rooms video-linked together.
    d. Spread out over separate days instead of all together?

5. Session - different first two weeks format: budget and policy integrated?
    a. Could convene, organize and then conduct most trainings through Zoom meetings - with modified schedule.
        i. Law School
        ii. Committee Rules/Floor Rules
        iii. Ethics
        iv. Sexual Harassment Training
    b. Need floor session each day (compensation). May want to convene and have limited committees meet for first two weeks.
        i. Option to suspend standing committee meetings temporarily after first organizational meeting and have any legislator be able to join meetings or be assigned to a modified joint subcommittee format: each agency presents overview, budget, legislation, etc.
        ii. After budget/policy presentations, joint subcommittees and standing committees resume operations with the potential need for modified schedules depending on Scenario we are in.
    c. Needs to be coordinated with other 2021 Session Planning on schedule.
    d. Potential rule changes need to be considered.