Legislative Service Commission Members

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*Director*

Jim Kelly  
*Deputy Director, Research and Drafting Services*
Wendy Zhan  
*Deputy Director, Budget and Fiscal Analysis*

Megan Cummiskey  
*Assistant Deputy Director, Research and Drafting Services*
Melaney Carter  
*Assistant Deputy Director, Budget and Fiscal Analysis*

Overview
The Ohio Legislative Service Commission (LSC) was created by law in 1953. The members of the Commission, who are legislators, appoint LSC’s Director. The Director is responsible for hiring the LSC staff and ensuring that it provides nonpartisan drafting, fiscal, research, training, and other services to all members of the General Assembly.

The LSC staff consists of attorneys, research associates, budget analysts, economists, librarians, and others and is organized into research, fiscal, support, and administrative divisions. The research staff is divided into groups according to subject matter, while fiscal staff groups generally are organized by agency. A division chief oversees each group and reviews the work of all group members.
Key Services

Drafting Legislation
LSC’s staff drafts bills, resolutions, and amendments upon the request of any member of the General Assembly, the member’s staff, or the staff of a legislative caucus. All bill, resolution, and amendment requests are confidential.

Staffing Committees
Research and fiscal staff members assist each standing committee of the General Assembly. LSC’s staff provides assistance to any member of the committee, such as explaining legislation, drafting amendments, writing substitute bills, providing fiscal analysis, and researching questions related to pending legislation.

Budget & Fiscal Analysis
The LSC fiscal staff monitors, forecasts, and reports on state revenues and expenditures and provides members with independent information about the state budget and other important fiscal issues in state and local government. Additionally, the fiscal staff reviews requests coming before the Controlling Board, which oversees the release or transfer of appropriated funds and authorizes certain state agency purchases.

Legal, Fiscal, and Technical Research
Upon request, the LSC staff provides confidential research on matters of legislative concern to any member of the General Assembly, the member’s staff, or the staff of a legislative caucus. Research responses range from brief telephone calls to in-depth research papers on legal, fiscal, and technical issues.

Drafting Honorary Resolutions and Letters
The LSC resolution drafting staff produces honorary resolutions, letters of commendation, and condolence letters for members of the General Assembly to honor their constituents.

Bill Analyses
An analysis explains the contents of a bill. The LSC research staff prepares an analysis in time for each bill’s first committee hearing and updates the analysis as the bill advances through the legislative process. Analyses do not present arguments for or against a bill, nor do they describe the political implications surrounding the bill.

Fiscal Note and Local Impact Statements
This document provides estimates of the fiscal impact of proposed legislation on Ohio’s state and local governments. The LSC fiscal staff prepares a Fiscal Note and Local Impact Statement in time for each bill’s second committee hearing and updates it at each stage of the legislative process.

Budget Documents
The LSC staff assists the legislature in preparing and analyzing the state’s operating and capital budget bills. As a budget bill progresses, the staff drafts and tracks amendments and prepares support documents, such as analyses, revenue forecasts, the Catalog of Budget Line Items (COBLI), redbooks and greenbooks on individual agency budgets, as well as comparison documents and budgets in detail that compare different versions of the budget.

Additional Services

Training Services
• New Member Orientation
• Legislative Fellowship Program
• New Legislative Staff Training
• Continuing Legal Education Programs

Other Services
• Library Services
• Legislative Information Office (LIO)
• Administrative Rules Codification
• State Law Codification

Additional Publications
• A Guidebook for Ohio Legislators
• Ohio General Assembly Glossary of Terms
• Budget Footnotes
• Ohio Facts
• State Spending by County

Our publications are available on LSC’s website.

Legislative Service Commission
Riffe Center
77 South High Street, 9th Floor
Columbus, Ohio 43215
(614) 466-3615
Visit LSC’s website at www.lsc.ohio.gov
Follow LSC on Twitter: @lscohio