

SF2431 - 0 - Council on LGBTQIA Minnesotans

Chief Author: **Erin Maye Quade**
 Committee: **State and Local Government and Veterans**
 Date Completed: **3/15/2023 9:53:17 PM**
 Lead Agency: **Legislature**
 Other Agencies:
 Administration Dept Attorney General
 Council on LGBTQIA Governors Office
 Minnesotans

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings)	Biennium			Biennium		
	Dollars in Thousands	FY2023	FY2024	FY2025	FY2026	FY2027
Administration Dept						
General Fund	-	158	28	28	28	28
Other Misc. Special Revenue	-	-	-	-	-	-
Council on LGBTQIA Minnesotans						
General Fund	-	572	586	586	586	586
Governors Office						
General Fund	-	-	-	-	-	-
Legislature						
General Fund	-	4	3	3	3	3
State Total						
General Fund	-	734	617	617	617	617
Other Misc. Special Revenue	-	-	-	-	-	-
Total	-	734	617	617	617	617
Biennial Total			1,351			1,234

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
Administration Dept					
General Fund	-	.21	.21	.21	.21
Other Misc. Special Revenue	-	.5	.5	.5	.5
Council on LGBTQIA Minnesotans					
General Fund	-	3.41	4	4	4
Governors Office					
General Fund	-	-	-	-	-
Legislature					
General Fund	-	-	-	-	-

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
Total	-	4.12	4.71	4.71	4.71

Lead LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Chloe Burns **Date:** 3/15/2023 9:53:17 PM
Phone: 651-297-1423 **Email:** chloe.burns@lbo.mn.gov

State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
Administration Dept						
General Fund	-	158	28	28	28	28
Other Misc. Special Revenue	-	-	-	-	-	-
Council on LGBTQIA Minnesotans						
General Fund	-	572	586	586	586	586
Governors Office						
General Fund	-	-	-	-	-	-
Legislature						
General Fund	-	4	3	3	3	3
Total		-	734	617	617	617
Biennial Total				1,351		1,234
1 - Expenditures, Absorbed Costs*, Transfers Out*						
Administration Dept						
General Fund	-	158	28	28	28	28
Other Misc. Special Revenue	-	50	50	50	50	50
Council on LGBTQIA Minnesotans						
General Fund	-	572	586	586	586	586
Governors Office						
General Fund	-	-	-	-	-	-
Expenditures	-	1	-	-	-	-
Absorbed Costs	-	(1)	-	-	-	-
Legislature						
General Fund	-	11	3	3	3	3
Expenditures	-	11	3	3	3	3
Absorbed Costs	-	(7)	-	-	-	-
Total		-	784	667	667	667
Biennial Total				1,451		1,334
2 - Revenues, Transfers In*						
Administration Dept						
General Fund	-	-	-	-	-	-
Other Misc. Special Revenue	-	50	50	50	50	50
Council on LGBTQIA Minnesotans						
General Fund	-	-	-	-	-	-
Governors Office						
General Fund	-	-	-	-	-	-
Legislature						
General Fund	-	-	-	-	-	-
Total		-	50	50	50	50
Biennial Total				100		100

SF2431 - 0 - Council on LGBTQIA Minnesotans

Chief Author: **Erin Maye Quade**
 Committee: **State and Local Government and Veterans**
 Date Completed: **3/15/2023 9:53:17 PM**
 Agency: **Legislature**

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings)	Biennium			Biennium		
	Dollars in Thousands	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	4	3	3	3	3
Total	-	4	3	3	3	3
Biennial Total			7			6

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	-	-	-
Total	-	-	-	-	-

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Chloe Burns **Date:** 3/15/2023 10:00:39 AM
Phone: 651-297-1423 **Email:** chloe.burns@lbo.mn.gov

State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	4	3	3	3	3
Total	-	4	3	3	3	3
	Biennial Total		7	6		
1 - Expenditures, Absorbed Costs*, Transfers Out*						
General Fund						
Expenditures	-	11	3	3	3	3
Absorbed Costs	-	(7)	-	-	-	-
Total	-	4	3	3	3	3
	Biennial Total		7	6		
2 - Revenues, Transfers In*						
General Fund						
Total	-	-	-	-	-	-
	Biennial Total		-	-		

Bill Description

The bill, in part, establishes a Council on LGBTQIA Minnesotans under MS 15.0146 that consists of 16 members (12 public members, two representatives, and two senators). The public members receive compensation and reimbursement under MS 15.059. As one of its duties, the council must submit a report to the legislature by January 15 each year.

Minnesota Department of Administration must provide support to the council under MS 16B.371. The Office of the Attorney General must provide legal services to the Council.

Legislative Coordinating Commission (LCC) must establish a process for recruitment and selection process for an executive director in collaboration with the council. The executive director will be in an unclassified service and will serve at the pleasure of the LCC. The executive director may appoint other staff to the council. Both the executive director and council staff are executive branch employees. A biennial budget must be submitted to the LCC by February 1 in each odd-numbered year.

Assumptions

1. The projected cost of establishing the council and ongoing operational costs for the council, including staff costs, will be addressed in the fiscal note submitted by the Legislative Budget Office (LBO). The LBO fiscal note will also include council meeting cost including public member participation.
2. Initial work to establish the council will occur in coordination with the Department of Administration (Admin), Minnesota Management and Budget (MMB) and the LCC.
3. Staff of the LCC, with collaboration of the council, Admin and MMB, will create a position description for the executive director of the council and will recruit and select executive director candidates to be considered for appointment by the LCC. Position announcement posting cost are estimated to be \$1,000.
4. The executive director of the LCC will spend five hours per week between July 1 and September 30, 2023 (FY24, .03 FTE, approx. 65 hours total) on the work associated with recruiting and hiring an executive director. These costs will be absorbed. For this fiscal note we assume existing LCC staff will be utilized, and cost may be absorbed, although that will depend on the priorities of the legislature, staff time required for competing projects, and the number of task forces, etc. assigned to the LCC.
5. The LCC, or a designated subcommittee of four members, will meet during the interim of FY24 to appoint the executive director and conduct any other LCC business needed. There will be one meeting to approve the

recruitment process and one meeting to interview candidates and appoint an executive director. Nominal member meeting costs will be absorbed by the LCC.

6. This note does not include any additional cost that non-legislative agencies may incur for supportive services provided to the council nor any interaction with staff and/or participation in meetings as requested by the council.
7. The bill does not provide for payment of per diems or for the reimbursement of expenses of legislators serving on the council. However, legislative members could request reimbursement from the House and Senate for expenses of engaging in legislative activity. This fiscal note is based on the assumption that the legislative members will be paid per diems and reimbursement for their expenses from the House and Senate.
8. The council will meet within the Capitol complex six times a fiscal year beginning in FY24 with three of the meetings occurring during interims.
9. Legislative member meeting participation cost include the following per member per interim meeting: per diem (\$86 senators, \$66 representatives), \$100 round trip mileage (152 round trip mile average) and lodging for half of the legislative members (\$150/night senators, \$175/night representatives).
10. The LCC will review the council's biennial budget along with the other biennial budgets of the joint offices and commissions during odd-year legislative sessions.
11. The LCC executive director will attend council meetings and consult with the council executive director on an ongoing basis. Associated LCC staff costs are anticipated to be nominal (less than 3 hours per month) and will be absorbed.
12. The council, executive director of the council, and other council staff will be a part of the executive branch.

Expenditure and/or Revenue Formula

<u>Member Meeting Participation Cost</u>				
Cost Category	FY24	FY25	FY26	FY27
Senate Member Mtg Participation Cost	1,563	1,563	1,563	1,563
House Member Mtg Participation Cost	1,518	1,518	1,518	1,518
Total Member Mtg Participation Cost (rounded)	3,000	3,000	3,000	3,000
<u>LCC Cost</u>				
Cost Category	FY24	FY25	FY26	FY27
Position Announcement Posting Cost	1,000	0	0	0
LCC Executive Director (.03 FTE, approx.. 60 hours total during FY24)	6,750	0	0	0
Total LCC Cost (rounded)	8,000	0	0	0
Total LCC Cost Absorbed (Existing Staff, rounded)	(7,000)	0	0	0
Net Total LCC Cost (rounded)	1,000	0	0	0
<u>Total Cost</u>				
Cost Category	FY24	FY25	FY26	FY27

Total Member Mtg Participation Cost (rounded)	3,000	3,000	3,000	3,000
Total LCC Cost (rounded)	8,000	0	0	0
Total Cost	11,000	3,000	3,000	3,000
Total Cost Absorbed (LCC Cost)	(7,000)	0	0	0
Net Total Cost	4,000	3,000	3,000	3,000

Long-Term Fiscal Considerations

The engagement of the LCC and LCC staff with the council will be ongoing and cost will be absorbed. Legislator meeting participation cost will be ongoing.

Local Fiscal Impact

N/A

References/Sources

Michelle Weber, Legislative Coordinating Commission

Agency Contact: Diane Henry-Wangenstein

Agency Fiscal Note Coordinator Signature: Diane Henry

Phone: 651-296-1121

Date: 3/14/2023 1:32:41 PM

Email: diane.henry@lcc.mn.gov

SF2431 - 0 - Council on LGBTQIA Minnesotans

Chief Author: **Erin Maye Quade**
 Committee: **State and Local Government and Veterans**
 Date Completed: **3/15/2023 9:53:17 PM**
 Agency: **Administration Dept**

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings) Dollars in Thousands	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	158	28	28	28
Other Misc. Special Revenue	-	-	-	-	-
Total	-	158	28	28	28
Biennial Total			186		56

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	.21	.21	.21	.21
Other Misc. Special Revenue	-	.5	.5	.5	.5
Total	-	.71	.71	.71	.71

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Susan Nelson **Date:** 3/8/2023 10:16:12 AM
Phone: 651-296-6054 **Email:** susan.nelson@lbo.mn.gov

State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	158	28	28	28	28
Other Misc. Special Revenue	-	-	-	-	-	-
Total	-	158	28	28	28	28
Biennial Total			186			56
1 - Expenditures, Absorbed Costs*, Transfers Out*						
General Fund	-	158	28	28	28	28
Other Misc. Special Revenue	-	50	50	50	50	50
Total	-	208	78	78	78	78
Biennial Total			286			156
2 - Revenues, Transfers In*						
General Fund	-	-	-	-	-	-
Other Misc. Special Revenue	-	50	50	50	50	50
Total	-	50	50	50	50	50
Biennial Total			100			100

Bill Description

This bill establishes the Council of LGBTQIA Minnesotans.

Subd 3 directs the commissioner of administration to arrange training for executive committee members and specifies that the council shall receive administrative support under 16B.371.

Assumptions

Department of Admin SmART Division will be utilized by the new Council for both financial and human resource services. SmART estimates costs based on the new Council having 4 FTE. If the agency is larger, these costs could increase. The cost of SmART services is estimated to be \$50,000 based on agencies of a similar size served by SmART. This amount would be paid by the Council to SmART.

SmART will need to provide board members training. SmART will need to create this training through new modules in the ELM system. The State utilizes ELM for other mandatory training for employees. Virtual trainings will be the most efficient and effective way to provide this service so it is guaranteed board members meet training deadlines as the system would track completion. Board members, who are public section volunteers would also have more flexibility on when they have time to complete the trainings. Board members would need to have state emails for this training method to be launched.

Per MMB ELM Division, new modules cost is between \$5,000-\$50,000 depending on content and complexity. This work would have to be contracted out. There will also be internal staff time to coordinate with the contractor and ELM staff. Also, ongoing staff time will be needed to keep modules current and updated, and to support ongoing program management/registration/reporting needs.

Expenditure and/or Revenue Formula

SmART services are provided by multiple employees at varying levels. Our estimate is based on a mid-level accounting position. .50 FTE with benefits - \$50,000

ELM Training estimate for development and creation of a module on Legislative Process - \$5,000. Much of this content already exists.

ELM Training estimate for development and creation of a module on Government Data Practices - \$5,000. Much of this content already exists.

ELM Training estimate for development and creation of a module on Ethics and Conflicts of Interest - \$25,000. Some of this content already exists.

ELM Training estimate for development and creation of a module on Open Meeting Law - \$5,000. Much of this content already exists.

ELM Training estimate for development and creation of a module on Roberts Rules of Order - \$45,000. This content does not currently exist.

ELM Training estimate for development, and creation of a module on Fiscal Management and Human Resources - \$45,000. This content does not currently exist.

SmART staff time to work with contractor and ELM content development for modules. Estimated at 50 hours per module at salary and fringe rate of State Program Admin Manager classification - \$72/hour.

\$72 X 50 hours - \$3,600 per module. \$3,600 X 6 modules - \$21,600 for staff time.

SmART staff time to manage program management, registration, reporting, etc. Estimated at 12 board members at 2 hours per module (6) per board member at salary and fringe rate of a mid-level Management Analyst - \$47/hour.

\$47/hour X 144 hours - \$6,768 for staff time.

Long-Term Fiscal Considerations

Local Fiscal Impact

References/Sources

Agency Contact: Tracey Sigstad (651) 201-2527

Agency Fiscal Note Coordinator Signature: Ify Onyiah

Phone: 651-201-2387

Date: 3/7/2023 11:23:44 AM

Email: ify.onyiah@state.mn.us

SF2431 - 0 - Council on LGBTQIA Minnesotans

Chief Author: **Erin Maye Quade**
 Committee: **State and Local Government and Veterans**
 Date Completed: **3/15/2023 9:53:17 PM**
 Agency: **Attorney General**

State Fiscal Impact	Yes	No
Expenditures		X
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
Dollars in Thousands					
Total	-	-	-	-	-
Biennial Total			-		-

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
Total	-	-	-	-	-

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Susan Nelson **Date:** 3/9/2023 10:42:56 AM
Phone: 651-296-6054 **Email:** susan.nelson@lbo.mn.gov

State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands	FY2023	FY2024	FY2025	FY2026	FY2027	
Total	-	-	-	-	-	-
Biennial Total			-			-
1 - Expenditures, Absorbed Costs*, Transfers Out*						
Total	-	-	-	-	-	-
Biennial Total			-			-
2 - Revenues, Transfers In*						
Total	-	-	-	-	-	-
Biennial Total			-			-

Bill Description

Section 1 of the bill establishes a Council on LGBTQIA Minnesotans, and provides that the Commissioner of Administration will provide training to council members on topics including the legislative process, data practices, ethics, conflicts of interest, open meetings, Robert’s Rules, fiscal management, and human resources. The section further provides that the Attorney General’s Office will provide legal services, including on matters related to the state as the employer of the executive director.

Assumptions

Given the requirement for the Department of Administration to provide various training, and the council’s role as an advisory body, the Attorney General’s Office assumes that the council will not be involved in legal proceedings and that the office will be called upon only to provide limited and occasional advice on miscellaneous legal questions that may arise.

Expenditure and/or Revenue Formula

n/a

Long-Term Fiscal Considerations

n/a

Local Fiscal Impact

n/a

References/Sources

n/a

Agency Contact: Laura Sayles

Agency Fiscal Note Coordinator Signature: Laura Capuana

Date: 3/8/2023 2:58:58 PM

Phone: 651-402-2213

Email: laura.capuana@ag.state.mn.us

SF2431 - 0 - Council on LGBTQIA Minnesotans

Chief Author: **Erin Maye Quade**
 Committee: **State and Local Government and Veterans**
 Date Completed: **3/15/2023 9:53:17 PM**
 Agency: **Council on LGBTQIA Minnesotans**

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings)	Biennium			Biennium		
	Dollars in Thousands	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	572	586	586	586	586
Total	-	572	586	586	586	586
Biennial Total			1,158			1,172

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	3.41	4	4	4
Total	-	3.41	4	4	4

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Chloe Burns **Date:** 3/15/2023 9:46:19 PM
Phone: 651-297-1423 **Email:** chloe.burns@lbo.mn.gov

State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	572	586	586	586	586
Total		-	572	586	586	586
Biennial Total				1,158		1,172
1 - Expenditures, Absorbed Costs*, Transfers Out*						
General Fund	-	572	586	586	586	586
Total		-	572	586	586	586
Biennial Total				1,158		1,172
2 - Revenues, Transfers In*						
General Fund	-	-	-	-	-	-
Total		-	-	-	-	-
Biennial Total				-		-

Bill Description

Section 1 establishes the Council on LGBTQIA Minnesotans (referred to as Council in this fiscal note) and defines membership, appointment terms, training requirements, Council structure, duties, and reporting requirements.

- Subdivision 1 creates a 16-member Council that includes 12 public members and four legislative members.
- Subdivision 2 stipulates that public members may receive compensation and reimbursement of expenses as provided by MS 15.059.
- Subdivision 3 requires public members to attend orientation training within six months of appointment to initial term. The Department of Administration is directed to provide training and small agency support services to the Council. The Attorney General is directed to provide legal services to the Council. Paragraph d specifies that the Council may contract for services but may not incur debt except as otherwise provided by law. The Council may apply for, receive, and expend grant and gift proceeds.
- Subdivision 4 requires the Legislative Coordinating Commission (LCC) to appoint an executive director who performs administrative and management functions under Council supervision. The executive director serves at the pleasure of the LCC. The executive director is authorized to hire staff necessary to carry out the duties of the Council. The executive director and Council staff are considered executive branch employees.
- Subdivision 5 defines Council duties and responsibilities. Paragraphs b d outline Council advisory duties. Paragraph e directs the Council to serve as a liaison between the State and organizations that serve Minnesota’s LGBTQIA community, including working with said organizations to develop informational programs and publications. Paragraph f directs the Council to perform or contract for studies that recommend solutions to issues or areas of concern that are negatively affecting the Minnesota LGBTQIA community.
- Subdivision 7 requires the Council to submit a report by January 15 of each year to the chairs and ranking minority members of the legislative committees with primary jurisdiction over state government operations. The report must include measurable outcomes achieved in the Council’s current strategic plan as well as objectives and performance measurements proposed for the following year.

Section 2 appropriates unspecified amounts from the General Fund in fiscal years 2024 and 2025 to implement section 1. Section 2 is effective the day following final enactment.

Assumptions

1. It is assumed that since the Council does not yet exist, the Legislative Budget Office (LBO) will be responsible for estimating costs related to the establishment and ongoing administrative operations of the Council.

2. It is assumed that the Council will meet within the Capitol Complex six times each fiscal year beginning in FY24. Three of these meetings are assumed to occur during legislative interims.
3. It is assumed that public member meeting expenses will include the following items per member, per meeting. Costs are based on advisory council compensation terms specified in MS 15.059 Subd. 3.
 - \$55 per diem
 - \$99.56/152 miles round trip mileage reimbursement
 - \$42 meal reimbursement
 - \$150 lodging reimbursement for half of the members
4. It is assumed that an executive director will be hired beginning August 2023 (.92 FTE / 1,921 hours in FY24, 1.0 FTE / 2088 hours in FY25 and beyond). The executive director will be responsible for hiring additional support staff.
5. It is assumed that three additional support staff will be hired beginning September 2023. Total compensation estimate includes salary, FICA, and employer contribution for health insurance and unclassified retirement plan. This estimate is based on existing staff levels at the Council for Minnesotans of African Heritage, Minnesota Council on Latino Affairs, Council on Asian Pacific Minnesotans, and the Minnesota Indian Affairs Council.
 - Analyst/Communication Specialist (.83 FTE / 1733 hours in FY24; 1.0 FTE / 2088 hours in FY25 and beyond)
 - Office Manager (.83 FTE / 1733 hours in FY24; 1.0 FTE / 2088 hours in FY25 and beyond)
 - Community Liaison (.83 FTE / 1733 hours in FY24; 1.0 FTE / 2088 hours in FY25 and beyond)
6. It is assumed that the build-out of rented State office space will need to be arranged and office equipment will need to be procured in FY24. Rented space will include meeting space for the Council.
7. It is assumed that fiscal and human resource assistance from the Department of Administration SMART program will be retained at an annual cost of \$50,000.
8. It is assumed that ancillary operating costs will include:
 - Office supplies
 - Computer hardware and software
 - General office equipment and maintenance (phones, copier, etc.)
 - Professional development training and travel cost for staff and members
9. It is assumed for the purposes of this note that consultant costs of \$50,000 will be incurred annually for assistance with or the creation of studies as directed by Sec. 1 Subd. 5(f). This amount may need to be reassessed periodically as the Council develops a strategic plan and refines the types and scope of studies needed to meet the statutory purposes of the Council.
10. It is assumed that this fiscal note does not include any additional costs that other State agencies may incur for support and/or interaction with the Council.

Expenditure and/or Revenue Formula

Public Member Meeting Participation Cost Summary

Public Members	FY24	FY25	FY26	FY27
Public Member Per Diem	3,960	3,960	3,960	3,960
Mileage Reimbursement	7,168	7,168	7,168	7,168
Lodging Reimbursement	5,400	5,400	5,400	5,400
Meal Reimbursement	3,024	3,024	3,024	3,024
Total	19,552	19,552	19,552	19,552

Per diem formula: \$55 per member x 12 members x 6 meetings/year = \$3,960

Mileage reimbursement formula: 0.655 mileage rate x 152 miles round trip x 12 members x 6 meetings/year = \$7,168

Lodging reimbursement formula: \$150 room cost x 6 members x 6 meetings/year = \$5,400

Meal reimbursement formula: \$42/day meal cost x 12 members x 6 meetings/year = \$3,024

Staff Support (Salary + Fringe) and Consultant Cost Summary

Staff Position	FY24	FY25	FY26	FY27
Executive Director	120,538	131,020	131,020	131,020
Analyst/Communication Specialist	82,049	98,854	98,854	98,854
Office Manager	96,843	116,678	116,678	116,678
Community Liaison	72,337	87,153	87,153	87,153
Total Staff Support Costs	371,767	433,705	433,705	433,705
Est. Consultant Costs	50,000	50,000	50,000	50,000
Total Staff and Consultant Costs	421,767	483,705	483,705	483,705

Staff Compensation Reference Table

1.0 FTE/2088 Hours	Salary Midpoint	Fringe (FICA, retirement, insurance, deferred comp.)	Total Compensation
Executive Director (Managerial Plan 20A 15M)	93,250	37,770	131,020
Analyst/Communication Specialist (MAPE 14G 10L)	65,010	33,844	98,854
Officer Manager (Managerial Plan 20A 11M)	80,659	36,019	116,678
Community Liaison (MAPE 14G 05L)	54,737	32,416	87,153
Total	293,656	140,049	433,705

Office Build-Out, Operation, and Support Costs Summary

Cost Type	FY24	FY25	FY26	FY27
Office Space Rental (936 SF at \$22 per)	20,592	20,592	20,592	20,592
Office Space Build-Out (cubicles, conference room, office furniture, wiring)	29,000			
Equipment (computers, phones, copiers)	19,000			
Operations (software, general supplies, water, VoIP, copier maintenance, equipment repairs, staff travel)	12,142	12,142	12,142	12,142
SMART Fiscal and HR Support Services	50,000	50,000	50,000	50,000
Total Build-Out, Operation, and Support Costs	130,734	82,734	82,734	82,734

Total Cost Summary

Cost Category	FY24	FY25	FY26	FY27
Public Member Meeting Participation	19,552	19,552	19,552	19,552
Support Staff and Consultant Costs	421,767	483,706	483,706	483,706
Office Build-Out and Operation	130,734	82,734	82,734	82,734

Total Cost	572,054	585,992	585,992	585,992
-------------------	----------------	----------------	----------------	----------------

Year	FY24	FY25	FY26	FY27
New Total FTEs	3.41	4	4	4

Long-Term Fiscal Considerations

Costs will be ongoing. Staffing levels and consulting expenses may need to be reassessed in the future as the Council establishes priorities and identifies the resources needed to meet statutory purposes.

Local Fiscal Impact

Not applicable.

References/Sources

2021-2023 MAPE Contract, https://mn.gov/mmb-stat/000/az/labor-relations/mape/2021-2023/2021-2023_MAPE_Contract.pdf

2021-2023 Managerial Plan <https://mn.gov/mmb/employee-relations/labor-relations/labor/managerial-plan.jsp>

Real Estate Management Office, Department of Administration

Minnesota Statutes 15.059, Advisory Councils and Committees, <https://www.revisor.mn.gov/statutes/cite/15.059>

2021-2023 Commissioner’s Plan (Chapter 15 Expense Reimbursement), <https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/2021-2023/Commissioners-Plan-21-23.pdf>

IRS standard mileage rates for 2023, <https://www.irs.gov/pub/irs-drop/n-23-03.pdf>

Small Agency Resource Team (SMART) staff

Legislative Coordinating Commission (LCC) costing data on office equipment, office build out, software, supplies, and ancillary items.

Agency Contact:

Agency Fiscal Note Coordinator Signature: Kristi Schroedl

Date: 3/15/2023 6:06:15 PM

Phone: 651-284-6544

Email: kristi.schroedl@lbo.mn.gov

SF2431 - 0 - Council on LGBTQIA Minnesotans

Chief Author: **Erin Maye Quade**
 Committee: **State and Local Government and Veterans**
 Date Completed: **3/15/2023 9:53:17 PM**
 Agency: **Governors Office**

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings)	Biennium			Biennium		
	Dollars in Thousands	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	-	-	-	-
Total	-	-	-	-	-	-
Biennial Total			-			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	-	-	-
Total	-	-	-	-	-

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Susan Nelson **Date:** 3/8/2023 9:32:03 AM
Phone: 651-296-6054 **Email:** susan.nelson@lbo.mn.gov

State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
General Fund		-	-	-	-	-
Total		-	-	-	-	-
Biennial Total				-		-
1 - Expenditures, Absorbed Costs*, Transfers Out*						
General Fund						
Expenditures		-	1	-	-	-
Absorbed Costs		-	(1)	-	-	-
Total		-	-	-	-	-
Biennial Total				-		-
2 - Revenues, Transfers In*						
General Fund						
Total		-	-	-	-	-
Biennial Total				-		-

Bill Description

This bill provides for the creation of the Council on LGBTQIA Minnesotans, including various appointments and responsibilities of the committee.

Assumptions

The Legal and Appointments team would process the appointments outlined in this bill as part of its regular, ongoing work. It is anticipated that this will take 20 hours for the Appointments Director, 10 hours for the Appointments Assistant and 10 hours from the relevant policy advisors.

Expenditure and/or Revenue Formula

The Governor's Office will absorb these costs.

Long-Term Fiscal Considerations

Local Fiscal Impact

References/Sources

Agency Contact: Alyssa Haugen (651-201-3416)

Agency Fiscal Note Coordinator Signature: Alyssa Haugen

Phone: 651-201-3416

Date: 3/7/2023 11:51:21 AM

Email: alyssa.haugen01@state.mn.us