



JOINT LEGISLATIVE SERVICES DIRECTORY



JOINT LEGISLATIVE SERVICES DIRECTORY

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JOINT LEGISLATIVE SERVICES DIRECTORY

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JOINT LEGISLATIVE SERVICES DIRECTORY

About this Directory

The Joint Departments and Commissions of the Legislature created this directory to illustrate the services provided by the legislative commissions and joint offices. These services are available to members of both the Minnesota House of Representatives and Minnesota Senate, and state and local agencies in Minnesota, in addition to the general public.

This directory is intended to provide detailed information about the purpose of each commission and office, the main work each does, and how to access those services. Contact information for each office and commission is included, as are photographs of the key staff employed by each office.

The Legislature has created a number of commissions to focus attention on specific areas of policy, such as Minnesota resources, health care access, pensions, and poverty. These commissions carefully examine these issues and recommend changes to existing law governing these areas. They also provide regulatory oversight to a number of state agencies and programs.

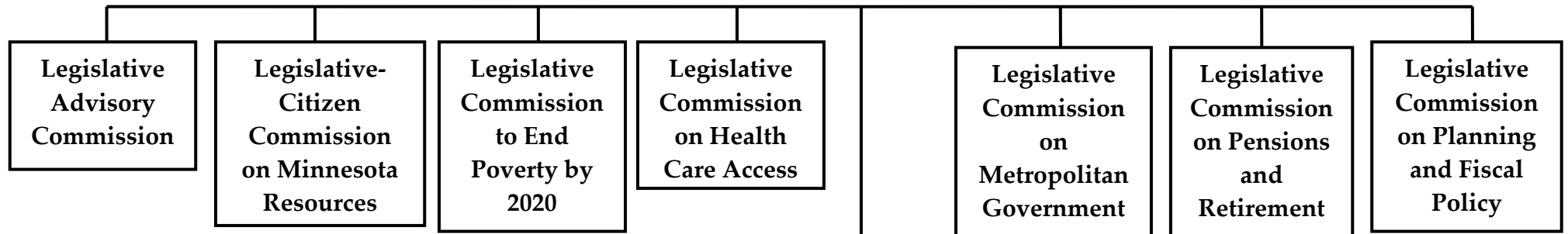
The Legislative Coordinating Commission (LCC) provides support to many of the commissions, as well as the joint offices of the Legislative Reference Library, Office of Revisor of Statutes and the Office of the Legislative Auditor. In addition, several offices and task forces benefit from the resources of the LCC.

These offices operate autonomously, though they work together toward the same goals – to provide coordinated services to both houses of the Legislature. The diagram on the following page illustrates generally how the offices relate to one another.

If you have any questions or suggestions about this directory, contact the Legislative Coordinating Commission at 651-296-9002 or lcc@lcc.leg.mn.

Joint Departments and Commissions

Legislative Commissions

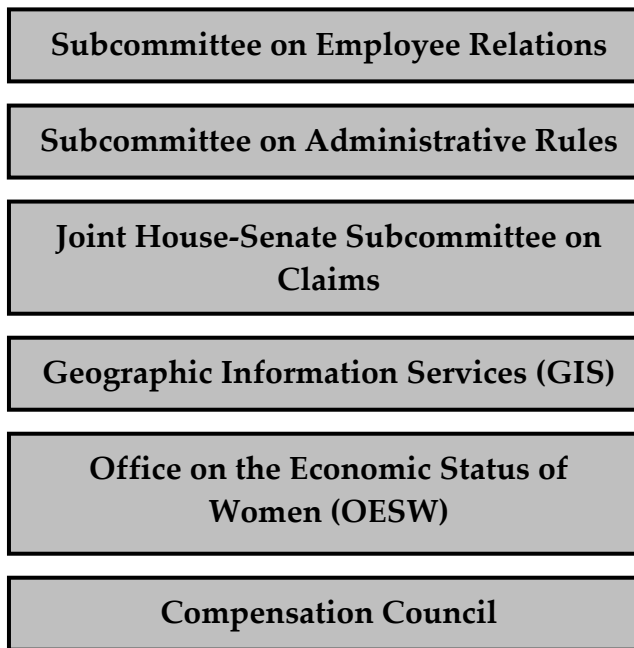
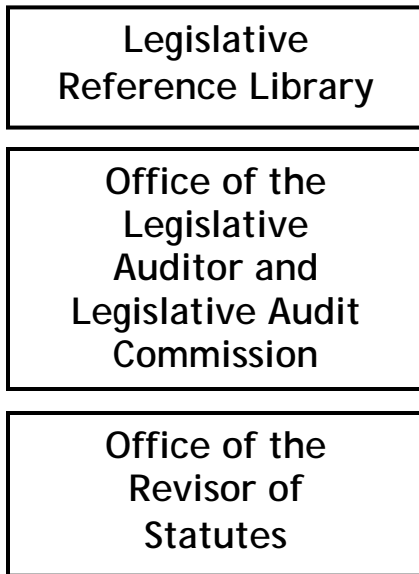


Legislative Coordinating Commission

Provides Oversight and Resources

Provides Oversight and Resources

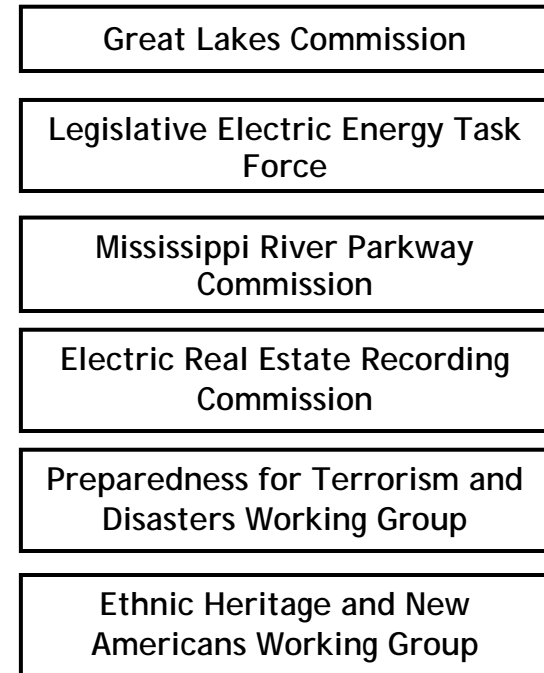
Joint Departments



Regent Candidate Advisory Council

Trustee Candidate Advisory Council

Other Task Forces/Commissions



Staff Listing

Joint Legislative Services

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LEGISLATIVE REFERENCE LIBRARY & LIBRARY SUBCOMMITTEE

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Library

Established in 1969, the Legislative Reference Library collects, indexes, and makes public policy information available to members and staff of the Legislature. The library's main clientele are legislators and legislative staff, though it also serves executive agencies and the public. The library also serves as the depository for all publications of state agencies, boards, commissions and state-funded consultants' reports, as required by state law. Rules of the House and Senate assign the library director a custodial role for the floor and committee tape recordings and accompanying minutes and logs. Public access to these materials is required by rule.

Office's Statutory Authority

"The library shall collect, index, and make available in suitable form information relative to governmental and legislative subjects which will aid members of the Legislature to perform their duties in an efficient and economical manner."

-Minnesota Statutes 3.302

Services for the Legislature

The Minnesota Legislative Reference Library provides comprehensive library services, including custom current issue services for legislators and legislative staff. To sign up for these services, or for further information on any library service, email a librarian or call

(651) 296-8338.

Library's Mission

The Legislative Reference Library will:

- Provide nonpartisan and confidential information services;
- Respond to client requests in an accurate, objective, and timely manner;
- Anticipate the information needs of members and legislative staff;
- Ensure compliance with legal mandates requiring the deposit and inventory of state information resources;
- Organize information resources for efficient use;
- Identify, select, and acquire information resources for the library;
- Preserve and house the library's collection;
- Participate in resource sharing through membership in cooperative networks;
- Actively promote awareness and use of the library's resources; and
- Operate in a fiscally responsible manner.

Reference Services: Using a variety of print and electronic sources, experienced library staff help legislators and staff obtain information. The library has access to databases such as LexisNexis, DIALOG, and Factiva. The library can get books and articles from other libraries for legislators and staff. All requests are confidential, and all library staff are nonpartisan.

Electronic Services: Users within the Capitol Complex can access the library's electronic services via the library Web site. From their desks, legislators and staff will find the full text of newspapers such as the *Star Tribune* or *Pioneer Press*, as well as online magazine indexes with many full text articles.



LEGISLATIVE REFERENCE LIBRARY & LIBRARY SUBCOMMITTEE

JOINT LEGISLATIVE SERVICES DIRECTORY

Inside Issues: This popular service alerts legislators and full-time staff to the latest magazine articles and books on topics they choose from an extensive list of issues. Library staff scans magazines and new books daily and notify subscribers of articles matching their interests. Subscribers receive a weekly customized list of citations from which they can request books or copies of articles.

Contents Page Service:

Subscribers receive the tables of contents for journals that they select and can order copies of articles of interest. Periodicals of interest can be found by subject.

Just In: New and Notable Books & Reports is a monthly selected list divided by subject categories. Minnesota agency publications and legislatively mandated reports are clearly marked on the list. To receive a copy of the Just In list, contact the reference desk at (651) 296-8338 or via email. (Note: *While this publication highlighting new library materials is designed for legislators and legislative staff, many of the items noted are available via the Web and accessible to all users of the Web site.*)

The Library Subcommittee

The Legislative Reference Library is a joint legislative agency under the Legislative Coordinating Commission. Each biennium, a Library Subcommittee made of up four legislators, two from the House and two from the Senate, is appointed.

Highlights of the Library's Collections

- A public policy collection of more than 40,000 books and reports, including a comprehensive collection of Minnesota state documents (many of which are mandated by the Legislature) and consultants' reports – links to electronic documents are included in the library's online catalog
- Extensive reference collection, with a focus on state-level statistics and state-by-state comparisons
- Legislative history collection that includes *Minnesota Statutes; Laws of Minnesota*; House and Senate journals; recordings and minutes of the House and Senate committee, division, and subcommittee hearings; and recordings of the House and Senate floor sessions
- Nearly 700 magazine and newsletter subscriptions
- 31 newspapers from Minnesota, surrounding states, and the nation (with access to hundreds more electronically)
- Links to the World: Library staff maintain subject-based links to relevant public policy Internet sites
- Resources on Minnesota Issues: Electronic guides to information in the library and the Internet on pertinent legislative issues
- News clipping files by subject, 1970s to the present
- News clipping files on current legislators, former legislators, and prominent Minnesotans
- Legislative statistics
- Interest group ratings of legislators
- Minnesota session laws from the late 1800s
- Statutes since 1905
- House and Senate journals from the late 1800s



LEGISLATIVE REFERENCE LIBRARY & LIBRARY SUBCOMMITTEE

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Hours 8:00 a.m. to 4:30 p.m. Mon. - Fri.

Hours during 8:00 a.m. to 6:00 p.m. Mon. – Thurs.
the Legislative Session: 8:00 a.m. to 4:30 p.m. Fri.
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OFFICE OF THE LEGISLATIVE AUDITOR & LEGISLATIVE AUDIT COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Auditor

The Office of the Legislative Auditor (OLA) is a professional, nonpartisan audit and evaluation office within the Legislative Branch of Minnesota state government. The office is under the direction of the legislative auditor, who is appointed by the Legislative Audit Commission. The office's principal goal is to provide the Legislature, agencies, and the public with audit and evaluation reports that are accurate, objective, timely, and useful. Through its reports, the office seeks to strengthen accountability and promote good management in government.

The office focuses primarily on state agencies and programs, but also audits three metropolitan agencies and selectively reviews programs that are administered locally. Financial audits of local units of government are the responsibility of the state auditor, an elected office established in the Minnesota Constitution.

History

The Office of the Legislative Auditor was created in 1973 following the recommendation of a private-sector study group called the Loaned Executive Action Program (LEAP). Between 1878 and 1973, state agencies and local governments were audited by the public examiner, an appointee of the governor. LEAP argued that this arrangement did not provide for a true independent, or “arms-length,” examination of the Executive Branch. LEAP recommended creation of an office in the legislative branch comparable to the Government Accountability Office (GAO), a nonpartisan congressional “watchdog” at the national level.

Mission of the Legislative Auditor

- Promote accountability
- Strengthen legislative oversight
- Support good management
- Enhance program effectiveness

Initially, Minnesota’s Office of the Legislative Auditor conducted only financial audits of state agencies. In 1975, its duties were expanded when a Program Evaluation Division was created within the office to examine the management and impact of state-funded programs. In 1994, the Program Evaluation Division was directed by law to also conduct “best practice reviews” of local government functions. This responsibility was shifted to the Office of the State Auditor, the same office that is responsible for auditing local governments.

The Legislative Audit Commission

The Legislative Audit Commission (LAC) is a bipartisan commission with six members from the House of Representatives and six from the Senate, equally divided between the majority and minority parties. Membership is governed by *Minnesota Statutes*, Section 3.97, subd. 2.

The commission appoints the legislative auditor and selects topics for the Program Evaluation Division to review. It also periodically holds hearings to review audit and evaluation reports. The commission chair rotates every two years between the House and the Senate.



OFFICE OF THE LEGISLATIVE AUDITOR & LEGISLATIVE AUDIT COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

Organization

Legislative Auditor Jim Nobles oversees the office's two divisions: the Financial Audit Division and the Program Evaluation Division.

Deputy Legislative Auditor Cecile Ferkul, CPA, CISA, directs the Financial Audit Division. The division has a staff of approximately 40 auditors; most are certified public accountants (CPAs) and several are also certified to audit computerized information systems. The division conducts an annual financial audit of the largest state agencies and funds, and issues an opinion on the state's financial statements. The division also audits the state's expenditure of federal money, under the Single Audit Act, and conducts approximately 40 financial and compliance audits of individual state agencies each year. Finally, the division conducts special studies and investigations of alleged irregularities.

The Program Evaluation Division has a staff of 13 full-time professionals with advanced degrees in fields such as economics, law, public affairs, and sociology. The division performs several evaluations each year on topics selected by the Legislative Audit Commission.

Jurisdiction

In 1973 the Minnesota Legislature divided audit jurisdiction using a simple principle: the legislative auditor would audit state government and the state auditor would audit local government. Over the years, the legislative auditor's jurisdiction has expanded and become more complex. In 1975, the Legislature created the Program Evaluation Division within the office with authority to evaluate virtually any state-funded program or study any topic that affects state government. In 1984, the Legislature clarified audit jurisdiction over metropolitan agencies assigning three agencies to the legislative auditor. In 1994, the Legislature directed the Program Evaluation Division to conduct "best practices reviews" of local government functions. However, those reviews were transferred to the Office of the State Auditor in 2003.

Categorized by type of examination or review, the following is an outline of the legislative auditor's current jurisdiction:

Financial Audits

- State agencies, boards, commissions, and other organizations in the Executive Branch
- Courts and other organizations in the Judicial Branch
- Minnesota State Colleges and Universities
- University of Minnesota
- Semi-state agencies, including: Minnesota Historical Society, Minnesota Agricultural Society (The State Fair), Agricultural Utilization and Research Institute, Enterprise Minnesota, Inc., ClearWay Minnesota
- Metropolitan Airports Commission, Metropolitan Sports Facilities Commission, Metropolitan Mosquito Control District (other metropolitan agencies are audited by the state auditor)



OFFICE OF THE LEGISLATIVE AUDITOR & LEGISLATIVE AUDIT COMMISSION

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Investigations ("Special Reviews")

- Alleged misuse of state money or resources
- Alleged violations of the state code of conduct for employees in the Executive Branch of state government

Program Evaluations

- Agencies, boards, commissions, and other organizations in the Executive Branch
- Programs or activities created and/or funded by state government
- Any topic selected by the Legislative Audit Commission

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OFFICE OF THE REVISOR OF STATUTES & REVISOR SUBCOMMITTEE

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Office of the Revisor of Statutes

The Office of the Revisor of Statutes is a legislative office that provides services to members of both houses of the Legislature, as well as all constitutional offices, and all state agencies and departments. The services of the office are nonpartisan and confidential. The office consists of attorneys, editors, computer specialists, and support personnel. Services are provided in the following four areas:

Legislative: The office assists members of both the House and Senate and legislative staff at most stages of the legislative process from the preparation of a draft of a bill through to its presentation to the governor. The office drafts bills, amendments, resolutions, and other legislative documents. As required by statute, the office drafts bills upon request for any member of the House or the Senate, for the governor and other constitutional officers, and for state agencies. Bill drafting services are nonpartisan and confidential. In addition, the revisor's office prepares three types of bills to maintain quality: the "Revisor's bill" to correct technical errors in the statutes, the "correction bill" to correct errors in a given session's bills, and bills to improve the style and form of statutory chapters. The session correction bill is customarily one of the final bills passed during a session. Office staff members prepare and issue a bill drafting manual containing styles and forms for drafting bills, resolutions, and amendments known as the *Minnesota Revisor's Manual with Styles and Forms*. The office maintains a bill tracking system for the Legislature, prepares all House committee reports, and prepares conference committee and comparison reports. The revisor's office formally engrosses bills – which involves incorporating all changes – and enrolls them – which means they are signed by the presiding officers of both houses and formally presented to the governor on behalf of the Legislature.

Office's Statutory Authority

"The Legislative Coordinating Commission shall appoint a qualified person to the position of revisor of statutes. The revisor shall serve at the pleasure of the commission. The commission shall fix the revisor's salary. "

- Minnesota Statutes 3C.01

Administrative Rules: The office helps state agencies draft and adopt administrative rules. In addition, staff members are available to answer questions about *Minnesota Rules*, the rulemaking

The Revisor Subcommittee

The Office of the Revisor of Statutes is a joint legislative agency under the Legislative Coordinating Commission. Each biennium a Revisor Subcommittee made of up four legislators, two from the House and two from the Senate, is appointed.

process for state agencies, and can help with a text search of *Minnesota Rules* for specific rules information. Office staff also prepare and issue *Minnesota Rules Drafting Manual with Styles and Forms* and *Rulemaking in Minnesota: A Guide*.

Publications: The office compiles, edits, and prints *Laws of Minnesota*, *Minnesota Statutes*, and *Minnesota Rules*. *Laws of*



OFFICE OF THE REVISOR OF STATUTES & REVISOR SUBCOMMITTEE

JOINT LEGISLATIVE SERVICES DIRECTORY

Minnesota contains the laws and resolutions passed each legislative session. *Minnesota Statutes* contains the codified general and permanent laws. *Minnesota Rules* contains the compiled administrative rules adopted by state agencies. A compilation of Minnesota court rules is included as a supplement to Minnesota Statutes. All of the publications contain user aids and indexes, and are the official text of the law. All publications are also available online.

Legal Assistance and Liaison Duties: The revisor's office provides counsel to the Legislative Coordinating Commission Subcommittee on Claims. The revisor or designee serves as a commissioner to the Uniform Laws Conference, a national group working toward consistency in state statutes. In addition, the office prepares a biennial report on Minnesota court opinions related to declaring a statute unconstitutional or otherwise noting statutory deficiencies.

Computer: The revisor's office maintains hardware and develops software to support the work of the Legislature. In 2006, the office implemented XTEND, a new XML-based bill drafting and publishing system. This system is used by House, Senate and revisor's office staff. Staff members of the revisor's office provide support to legislative users through training and through its helpdesk. Staff also provide network and server support for the Legislature's Internet services and provide Internet information on bills, rules, and laws.

Contacting the Revisor's Office

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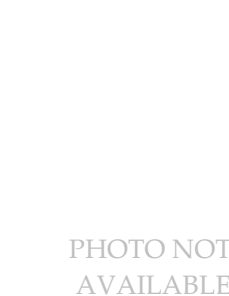
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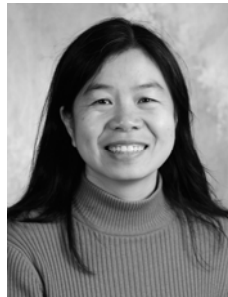
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LEGISLATIVE COORDINATING COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Coordinating Commission

The commission serves as the umbrella organization for legislative commissions, joint agencies, and other boards. The president of the Senate and the speaker of the House alternate annually as chair. The Legislative Coordinating Commission (LCC) establishes the complement and the compensation of employees for joint agencies and commissions. All joint agency budgets are reviewed and approved by the commission. The commission coordinates certain activities of the House and Senate including the setting of insurance benefits.

The foreign delegations liaison serves as the main point of contact for itinerary arrangements for visiting international and state delegations to the Legislature.

Other offices under the administration of the LCC are:

The Geographic Information Services Office is the repository for statewide boundary information for legislative use. The office focuses on mapping and data services for legislators and staff. Maps and data are available through hard copy maps and reports, or via the Web.

The Office on the Economic Status of Women (OESW) provides information and statistics regarding women, children, and families in Minnesota, and studies legislative and agency proposals that have impact on these areas.

The Joint House/Senate Subcommittee on Claims hears claims against the state by people who cannot proceed against the state under the State Tort Claims Act (*Minnesota Statutes, section 3.732*).

The Regent Candidate Advisory Council recommends candidates for the University of Minnesota Board of Regents. **The Trustee Candidate Advisory Council** recommends candidates for the Minnesota State Colleges and Universities Board of Trustees.

The **Subcommittee on Employee Relations** reviews and provides interim approval of collective bargaining agreements between the state and its employees.

The LCC Fiscal Service office provides accounting and budget services for the commissions and joint agencies. The LCC also arranges for sign language interpretive services and other disability access needs services for legislative hearings and meetings with members. The office also provides staff support to the Compensation Council, which recommends salaries for judges, legislators, and constitutional officers.

LCC Members

The membership consists of the majority leader of the Senate, the president of the Senate, two senators appointed by the majority leader, the minority leader of the Senate, and one senator appointed by the minority leader; and the majority leader of the House, the speaker of the House,

Commission's Statutory Authority

"The Legislative Coordinating Commission is created to coordinate the legislative activities of the Senate and House of Representatives."

- Minnesota Statutes 3.303



LEGISLATIVE COORDINATING COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

two representatives appointed by the speaker, the minority leader of the House and one representative appointed by the minority leader.

Contacting the Legislative Coordinating Commission

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LEGISLATIVE COORDINATING COMMISSION – COMPENSATION COUNCIL

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Compensation Council

State law has established a Compensation Council to meet in the even-numbered years to determine the salaries of judges, constitutional officers, and legislators. The council must report its recommendations to the speaker of the House of Representatives and the president of the Senate by May 1 in each odd-numbered year.

Members

Per *Minnesota Statutes* 15A.082, the Compensation Council consists of 16 members: two members of the House of Representatives appointed by the speaker of the House; two members of the Senate appointed by the majority leader of the Senate; one member of the House of Representatives appointed by the minority leader of the House; one member of the Senate appointed by the minority leader of the Senate; two non-judges appointed by the chief justice of the Supreme Court; and one member from each congressional district appointed by the governor, of whom no more than four may belong to the same political party.

Compensation Council Statutory Authority

"A compensation council is created each even-numbered year to assist the Legislature in establishing the compensation of constitutional officers, members of the Legislature, justices of the supreme court, judges of the court of appeals and district court, and the heads of state and metropolitan agencies ..."

- Minnesota Statutes 15A.082

Contacting the Compensation Council Staff

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LEGISLATIVE COORDINATING COMMISSION – GEOGRAPHIC INFORMATION SERVICES (GIS)

JOINT LEGISLATIVE SERVICES DIRECTORY

About Geographic Information Services

The Legislative Coordinating Commission Geographic Information Services Office (LCC-GIS) is responsible for the enhancement and ongoing maintenance of legislative map data and is the repository for statewide boundary information for legislative use. This data can be provided to legislators and legislative staff as hard copy maps, reports or database files, including spreadsheets. The office also provides information through the LCC-GIS Web page. This Internet site can provide address matching for finding legislative districts, maps and reports of political and election data, demographic profiles for House, Senate and Congressional Districts, and customized analysis for bill research.

Mission

- Coordinate activities with the U.S. Census Bureau to ensure accurate data for redistricting and other map applications.
- Develop and maintain map information for the Internet so legislators, legislative staff, and the public can access spatial information via the Internet.
- Work with Minnesota state and local government agencies in the collection of necessary data to assist in mapping functions. This includes providing natural resource data to the Legislative-Citizen Commission on Minnesota Resources and working with the Office of the Secretary of State with the maintenance of precinct and minor civil division boundaries.
- Participate in statewide GIS activities, including activities with the Governor's Council on Geographic Information and the GIS/LIS Consortium.
- Provide educational and outreach support for the legislative community.

Maps

- Legislative Districts
- Congressional Districts
- Election Results
- School Districts
- Population and Demographics

Custom Reports

- Population and Demographic Summaries
- Districts by Cities and Towns
- Districts by Zip codes and School Districts
- Districts by other geography

Analysis

- Rural/Urban Land Use Classification by Legislative Districts
- Local Government Aid
- Primary Home Language
- Voting Strength
- Address Matching



LEGISLATIVE COORDINATING COMMISSION – GEOGRAPHIC INFORMATION SERVICES (GIS)

JOINT LEGISLATIVE SERVICES DIRECTORY

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LEGISLATIVE COORDINATING COMMISSION – JOINT SUBCOMMITTEE ON CLAIMS

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Joint House-Senate Subcommittee on Claims

The Joint House-Senate Subcommittee on Claims was established in 1976 to hear and decide whether to pay claims against the state by various persons who cannot proceed against the state under the State Tort Claims Act (Minn. Stat. 3.732). The joint subcommittee also handles other claims that cannot be litigated.

The subcommittee consists of three senators and three representatives. The chair rotates between the House and Senate each meeting. The chair from each body is generally responsible to present the bill resulting from the subcommittee deliberations to the appropriations committees in the House and Senate and subsequently to the full House and Senate for final passage.

Contacting the Joint Subcommittee on Claims

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LEGISLATIVE COORDINATING COMMISSION – OFFICE ON THE ECONOMIC STATUS OF WOMEN

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Office on the Economic Status of Women

The Office on the Economic Status of Women (OESW) advises the Legislature and provides information and statistics on women in Minnesota. The office gathers information on population characteristics, educational attainment and enrollments, marital and parental status, household characteristics, labor force status and employment characteristics, and basic information on women's legal and economic rights.

The office also provides policy assistance and research for the Legislature in subject areas related to women, children and families.

Office's Statutory Authority

"The commission shall study and report to the Legislature on all matters relating to the economic status of women in Minnesota ..."

-Minnesota Statutes 3.303

Information Available from OESW

- Profiles of the status of women, by county and legislative district
- Women in public office
- Minnesota data from the U.S. Census Bureau
- Women in elected office
- Historical data
- Legal rights information
- Cost-of-living adjustments for child support and spousal maintenance

Contacting the Office on the Economic Status of Women

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LEGISLATIVE COORDINATING COMMISSION – REGENT CANDIDATE ADVISORY COUNCIL

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Regent Candidate Advisory Council

The Regent Candidate Advisory Council was established by the Legislature in 1988 to advise the Legislature in the election of regents of the University of Minnesota. Its duties are to develop a description of the duties of regents, outline criteria to be applied in recommending candidates, and recruit, screen and recommend at least two, and not more than four, qualified candidates to the joint legislative committee for each opening on the University of Minnesota Board of Regents. The council consists of 24 members appointed to staggered six-year terms.

Statutory Authority

“A Regent Candidate Advisory Council is established to assist in determining criteria for, and identifying and recruiting qualified candidates, for membership on the Board of Regents and making recommendations to the joint legislative committee.”

-Minnesota Statutes 137.0245

The 12-member Board of Regents is the governing body of the University of Minnesota. The governor, in conjunction with the Legislature, elects one regent from each of Minnesota's eight congressional districts and four from the state at-large. One of the four at-large regents must be a university student at the time of election. Regents serve without pay for six-year terms. Terms are staggered, with one-third of the board up for election every two years.

The Regent Candidate Advisory Council is composed of 24 public members appointed to six-year, staggered terms. One-half of the members are appointed by the speaker of the House, and one-half are appointed by the Senate Committee on Rules and Administration.

Contacting the Regent Candidate Advisory Council

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LEGISLATIVE COORDINATING COMMISSION – SUBCOMMITTEE ON ADMINISTRATIVE RULES

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Subcommittee on Administrative Rules

The Subcommittee on Administrative Rules Committee is established to assist the Legislative Coordinating Commission (LCC) in its statutory mandate to review administrative rules. According to state law, the LCC shall review state agency rules as defined in section 14.02, subdivision 4, when at least two members of the LCC or at least five members of the Legislature submit a written request to review the rule. The commission may perform this review by holding one or more commission meetings or by deferring this action to the LCC Rules Subcommittee.

Subcommittee's Statutory Authority

Upon written request of two or more of its members or five or more members of the Legislature, the Legislative Coordinating Commission shall review a state agency rule.

-Minnesota Statutes 3.305

The commission also has jurisdiction of rules as described in *Minnesota Statutes* 3.842 and 3.843.

Contacting the Subcommittee on Administrative Rules

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LEGISLATIVE COORDINATING COMMISSION – SUBCOMMITTEE ON EMPLOYEE RELATIONS

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Subcommittee on Employee Relations

The Subcommittee on Employee Relations assists the Legislature by providing interim approval of negotiated agreements, arbitration awards, and compensation plans for employees in the Executive Branch. It also monitors the state civil service system and makes recommendations regarding certain state and local government salaries.

State Employee Negotiations

The Executive Branch of the state of Minnesota employs approximately 50,000 people. About 90 percent of these employees are placed in one of 17 occupationally based bargaining units, which are represented by one of 11 unions. The unions negotiate collective bargaining agreements that establish the terms and conditions of employment. Traditionally, these agreements are valid for two years and coincide with the state biennium. The Department of Employee Relations represents management and negotiates on behalf of the state with the exclusive representatives.

Subcommittee's Statutory Authority

"The commissioner (of employee relations) shall submit to the chair of the commission any negotiated collective bargaining agreements, arbitration awards, compensation plans, or salaries for legislative approval or disapproval."

-Minnesota Statutes 3.855

Other Salaries

The subcommittee also reviews and approves, rejects, or modifies recommendations for salaries submitted by the governor or other appointing authority under section 43A.18, subdivision 5, covering agency head positions listed in section 15A.0815.

Salaries of individuals employed by political subdivisions (excluding school district employees, medical doctors and doctors of osteopathy) are limited to 110 percent of the salary of the governor. The commissioner of employee relations may increase the salary for a position that the commissioner determines requires special expertise. Before granting such a waiver to the salary cap, the commissioner must seek advice from the subcommittee (Minn. Stat. § 43A.17, subd. 3).

Members

The subcommittee has 10 members: five members of the Senate, appointed by the Subcommittee on Committees of the Committee on Rules and Administration, two of whom must be members of the minority; and five members of the House, three appointed by the speaker, and two appointed by the minority leader.



LEGISLATIVE COORDINATING COMMISSION – SUBCOMMITTEE ON EMPLOYEE RELATIONS

JOINT LEGISLATIVE SERVICES DIRECTORY

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LEGISLATIVE COORDINATING COMMISSION – TRUSTEE CANDIDATE ADVISORY COUNCIL

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Trustee Candidate Advisory Council

Established by the Legislature, the Trustee Candidate Advisory Council (TCAC) is charged with developing a statement of the selection criteria to be applied and a description of the responsibilities and duties of a member of the Minnesota State Colleges and Universities (MnSCU) Board of Trustees. The 24-member council must also identify and recruit qualified candidates for the board, and recommend to the governor at least two and not more than four candidates for each open seat on the board. The governor is not bound by these recommendations.

Statutory Authority

“A candidate advisory council for the Board of Trustees of the Minnesota State Colleges and Universities shall assist the governor in determining criteria for, and identifying and recruiting qualified candidates for, non-student membership on the board.”

-Minnesota Statutes 136F.03

The MnSCU Board of Trustees consists of 15 members, including three students. The 12 non-student positions have six-year staggered terms. The council recruits candidates for those 12 non-student positions. One-third of those 12 members are up for appointment every two years.

Contacting the Trustee Candidate Advisory Council

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LEGISLATIVE ADVISORY COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Advisory Commission

The commission has authority to review and grant requests by state departments and state agencies for funding from contingent appropriations or spending of federal funds. The commission has four permanent members: the majority leader of the Senate or a designee; the chair of the Senate Finance Committee; the speaker of the House or a designee; and the chair of the House Ways and Means Committee. Additional members sit on the commission and are determined by the funding requests being considered, i.e., the chair of the House finance committee to which the request pertains, and the respective chair of the Senate budget division. The commission meets at the call of the governor, who serves as chair by statute, or two or more members of the commission. The commissioner of finance acts as secretary and presides at meetings in place of the governor.

Commission's Statutory Authority

"Transfers exceeding \$10,000 may be authorized by the governor but no transfer exceeding \$10,000 may be made until the governor has consulted the Legislative Advisory Commission and it has made its recommendation on the transfer."

-Minnesota Statutes 3.30

Contacting the Legislative Advisory Commission

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LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative-Citizen Commission on Minnesota Resources

The function of the Legislative-Citizen Commission on Minnesota Resources (LCCMR), formerly the LCMR, is to make funding recommendations to the Legislature for special natural resource projects, primarily funded from the Environment and Natural Resources Trust Fund (Trust Fund). These projects help maintain and enhance Minnesota's natural resources.

The commission developed from a program initiated in 1963. Prior to June 1, 2006, more than \$525 million has been appropriated to approximately 1,214 projects to protect and enhance Minnesota's natural resources.

Legislation was adopted by the 2006 Legislature to reorganize the Legislative Commission on Minnesota Resources (LCMR) into the Legislative-Citizen Commission on Minnesota Resources. Since 2007, the LCCMR has recommended funding of over \$46 million from the Trust Fund.

Membership of the Commission

There are 17 members of the commission – five from the Senate, five from the House of Representatives and seven citizen members. They are appointed as follows:

7 Citizen Members

- 5 appointed by the governor, based on recommendation of a five-member committee
- 1 appointed by the Senate
- 1 appointed by the House

5 Senators

- The chair of the environment finance committee
- 2 from the majority caucus
- 2 from the minority caucus

5 Representatives

- The chair of the environment finance committee
- 2 from the majority caucus
- 2 from the minority caucus

Constitutional and Statutory Authority for Expenditures

A permanent Environment and Natural Resources Trust Fund is established in the state treasury. Loans may be made of up to 5 percent of the principal of the fund for water system improvements as provided by law. The assets of the fund shall be appropriated by law for the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources. The amount appropriated each year of a biennium, commencing on July 1 in each odd-numbered year and ending on and including June 30 in the next odd-numbered year, maybe up to 5½ percent of the market value of the fund on June 30 one year before the start of the biennium. Not less than 40 percent of the net proceeds from any state-operated lottery must be credited to the fund until the year 2025.

-- Minnesota Constitution, Article XI, Section 14

(Adopted, Nov. 8, 1988; Amended, Nov. 6, 1990 and Nov. 3, 1998)

Expenditures from the fund also governed by Minnesota Statutes 116P



LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

JOINT LEGISLATIVE SERVICES DIRECTORY

Funding Sources

Recommendations for funding by the Legislature are made each odd-numbered year from four sources:

- The Minnesota Environment and Natural Resources Trust Fund
- Great Lakes Protection Account
- Oil overcharge funds
- The federal Land and Water Conservation Fund (LAWCON)

Prior to 2003, the Minnesota Future Resources Fund also provided \$15 million in funding per biennium. This funding was repealed in 2003.

General Information about LCCMR Projects

The LCCMR process is open to all projects where there is a demonstrated public benefit. Past recipients include: state agencies, private non-profits, academic institutions, local government units, federal government, tribal governments and private corporations.

In addition to review by the commission, proposals may be reviewed by a peer review committee and/or technical advisory committees.

Funding recommendations must be measured against a six-year strategic plan. The funding recommendations are compiled into a single piece of legislation for consideration by the Legislature.

Projects may extend beyond a single biennium, as long as it meets identified goals for the Environment and Natural Resources Trust Fund. Interim funding to address emerging issues and regional block grants may also be available.

A biennial report with accomplishments of completed projects, recommendations for future funding, and the current strategic plan for the trust fund is submitted to the full Legislature each biennium on Jan. 15 of the odd-numbered year.



LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

JOINT LEGISLATIVE SERVICES DIRECTORY

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LEGISLATIVE COMMISSION TO END POVERTY IN MINNESOTA BY 2020

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Commission to End Poverty in Minnesota by 2020

The Legislative Commission to End Poverty in Minnesota by 2020 was created by the Legislature in the 2006 session. The commission, consisting of nine members of the House and nine members of the Senate, studies and recommends methods for ending poverty in the state by 2020.

The commission has been directed to make its recommendations by Dec. 15, 2008.

Commission's Statutory Authority

"Government is neither solely responsible for alleviating poverty nor removed from that responsibility. Government is the vehicle by which people order their lives based on their shared vision. Society is well served when people bring their values into the public arena. This convergence around issues of poverty and the common good leads people of varying traditions to call on government to make a critical commitment to overcoming poverty. "

-2006 *Laws of Minnesota*, Chapter 282, Art. 2, Sec. 27

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LEGISLATIVE COMMISSION ON HEALTH CARE ACCESS

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Commission on Health Care Access

This 10-member oversight commission was created by the 1992 Legislature to review the progress of the Department of Health, the Minnesota Health Care Commission, and all other agencies involved in implementing the MinnesotaCare law.

Commission's Statutory Authority

"The Legislative Commission on Health Care Access reviews the activities of the commissioner of health, the Health Technology Advisory Committee, and all other state agencies involved in the implementation and administration of (the Health Care Cost Containment Act), including efforts to obtain federal approval through waivers and other means.

-Minnesota Statutes 62J.07

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LEGISLATIVE COMMISSION ON METROPOLITAN GOVERNMENT

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Commission on Metropolitan Government

The Legislative Commission on Metropolitan Government was established to oversee the Metropolitan Council's operating and capital budgets, work program, and capital improvement program.

The membership consists of four senators appointed by the Senate majority leader, three senators appointed by the Senate minority leader, four representatives appointed by the speaker of the House, and three representatives appointed by the House minority leader. All members must reside in or represent a portion of the seven-county metropolitan area. The appointing authorities must ensure balanced geographic representation. Each appointing authority must make appointments as soon as possible after the opening of the next regular session of the Legislature in each odd-numbered year.

Commission's Statutory Authority

"The Legislative Commission on Metropolitan Government is established to oversee the Metropolitan Council's operating and capital budgets, work program, and capital improvement program."

-Minnesota Statutes 3.8841

Contacting the Commission

Location 72 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd
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FAX (651) 297-3697

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Web site <http://www.commissions.leg.state.mn.us/lcmg/lcmg.htm>

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LEGISLATIVE COMMISSION ON PENSIONS AND RETIREMENT

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Commission on Pensions and Retirement

The commission makes a continuing study and investigation of state public pension plans. The commission makes recommendations to the Legislature including financing of the various pension funds and financing of accrued liabilities.

The commission considers and oversees all aspects of pension planning to establish and maintain sound pension policy for all funds. All public pension legislation is reviewed by the commission before action in policy making committees.

Commission's Statutory Authority

"The Legislative Commission on Pensions and Retirement is created to study and investigate public retirement systems."

-Minnesota Statutes, Section 3.85

The commission consists of five members of the Senate and five members of the House of Representatives. Members are appointed at the commencement of each biennium.

The commission is one of almost two dozen state pension commissions nationwide. Initially established in the 1943 legislative session as an interim commission, the commission was made a permanent entity in 1967.

Function of the Commission

The commission performs five major functions:

- Reviews and makes recommendations on pending proposed public pension legislation;
- Conducts ongoing research on pension policy issues;
- Provides legislative oversight for Minnesota's system of over 700 public employee pension plans;
- Reviews the regular actuarial valuations and periodic experience studies of the statewide and major local public pension plans; and
- Assesses the sufficiency of current public pension plan funding and recommends required modifications.

The general direction of the commission is established by the chair, who serves a two-year term and is elected by the commission membership. The chair position alternates between the House and Senate members. The commission typically meets weekly during the legislative session through the second bill hearing deadline. During the interim months between sessions, the commission meets monthly.

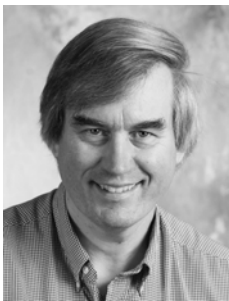


LEGISLATIVE COMMISSION ON PENSIONS AND RETIREMENT

JOINT LEGISLATIVE SERVICES DIRECTORY

Contacting the Legislative Commission on Pensions and Retirement

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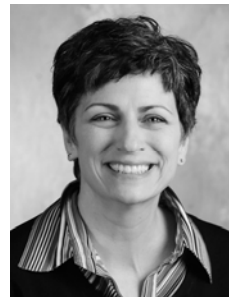
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LEGISLATIVE COMMISSION ON PLANNING AND FISCAL POLICY

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Commission on Planning and Fiscal Policy

The commission was created to provide the Legislature with in-depth analysis of projected state revenues, expenditures, and tax expenditures. In considering these matters, the commission must gauge the Legislature's role in state expenditures and consider the long-term needs of the state, while not duplicating work done by standing committees of the House and the Senate.

Commission's Statutory Authority

"The commission shall provide the Legislature with research and analysis of current and projected state revenue, state expenditures, and state tax expenditures. ..."

-Minnesota Statutes 3.885

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GREAT LAKES COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Great Lakes Commission

The commission promotes development of the Great Lakes basin, plans water resource development, makes maximum possible use of navigational aids and other public works, and secures balanced use of the basin. The compact governing the commission was signed by Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania, Wisconsin and Ontario.

Contacting the Great Lakes Commission

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Web site <http://www.glc.org/about/states/minnesota.html>

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LEGISLATIVE ELECTRIC ENERGY TASK FORCE

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Electric Energy Task Force

The Legislative Electric Energy Task Force was created by the Minnesota Legislature in 1994 to study future electric energy sources and costs and to make recommendations for legislation for an environmentally and economically sustainable energy supply. The Legislature expanded the role of the task force in the 1997 Legislative Session, directing it to review issues relating to electric industry restructuring and deregulation. In 1998, the Legislature

required the task force to conduct a detailed analysis, with the assistance of technical work groups, of several critical issues relating to electric restructuring.

In 2003, the Legislature instructed the task force to gather information and make recommendations regarding potential electric energy resources. The task force may contract with one or more energy policy experts and energy economists to assist it in its analysis. The final report and recommendations regarding adequate, renewable, and economic electric power for the long term shall be submitted to the Legislature every two years. The task force has appointed a steering committee to conduct research, provide analysis, develop recommendations, and produce reports on wind, transmission, renewables, supply side adequacy, and resource utilization.

Task Force's Statutory Authority

"There is established a Legislative Electric Energy Task Force to study future electric energy sources and costs and to make recommendations for legislation for an environmentally and economically sustainable and advantageous electric energy supply."

-Minnesota Statutes, 216C.051

Contacting the Legislative Electric Energy Task Force

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MISSISSIPPI RIVER PARKWAY COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Mississippi River Parkway Commission

The commission aids in the development of a scenic parkway and highway along the Mississippi River in Minnesota, and in the promotion of economic development opportunities along the Great River Road. It works with the state and local agencies of the National Mississippi River Parkway Commission in the promotion of tourism and the enhancement of economic development in the Mississippi River Valley.

Contacting the Mississippi River Parkway Commission

300 33rd Avenue South, Suite 101

Waite Park, MN 56387

(320) 259- 8184

On the Web:

<http://www.mnmississippiriver.com/byway-news.cfm>

Chris Miller

MN-MRPC Project Lead,

The Odyssey Group

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ELECTRONIC REAL ESTATE RECORDING COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTOR

About the Electric Real Estate Recording Commission

The Electric Real Estate Recording Commission was established by the Legislature in 2008 to develop and maintain uniform statewide standards for the filling of residential real estate documents in electronic formats in the State of Minnesota. The commission consists of seven voting members and one non-voting member that are appointed for either two or four year terms. Commission members serve without pay or reimbursement of expenses.

Statutory Authority

An Electronic Real Estate Recording Commission administered by the Legislative Coordinating Commission is created to and adopt standards to implement sections 507.0941 (definitions) to 507.0948 (donations).
-2008 Minnesota Session Law, Chapter 238,

Various real estate recording sector organizations specified in the session law appoint six of the members of the commission. The remaining voting member is the state archivist. The non-voting member is a technical-expert, is appointed by the voting members of the commission and serves for a time period determined by the commission.

The predecessor organization of the commission was the Electronic Real Estate Recording Task Force that served from 1999 to 2008, during which time the organization was primarily administered by the Office of the Secretary of State.

Contact the Electric Real Estate Recording Commission

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Web site	http://www.commissions.leg.state.mn.us/erer/erer.htm

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PREPAREDNESS FOR TERRORISM AND DISASTERS WORKING GROUP

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Preparedness for Terrorism and Disasters Working Group

The Preparedness for Terrorism and Disasters Working Group was established by the Legislature in 2007 to undertake activities it determines are necessary to advise the Legislature and oversee executive activities on issues related to homeland security, emergency management, man-made and natural disasters, terrorism, bioterrorism, public health emergencies, and vulnerabilities in public and private infrastructures.

Statutory Authority

“The commission shall undertake activities it determines are necessary to advise the legislature and oversee executive activities on issues related to homeland security, emergency management, man-made and natural disasters, terrorism, bioterrorism, public health emergencies, and vulnerabilities in public and private infrastructures. ”

-Minnesota Statutes 3.303

The Working Group consists of three members of the House of Representatives, including one member of the minority party, appointed by the Speaker of the House; three members of the Senate, including one member of the minority party, appointed by the Senate Subcommittee on Committees of the Committee on Rules and Administration; two public members with relevant expertise appointed by the Speaker of the House; and two public members with relevant expertise appointed by the Senate Subcommittee on Committees of the Committee on Rules and Administration.

Contacting the Preparedness for Terrorism and Disasters Working Group

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ETHNIC HERITAGE AND NEW AMERICANS WORKING GROUP

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Ethnic Heritage and New Americans Working Group

The Ethnic Heritage and New Americans Working Group was established by the Legislature in 2007 to undertake activities it determines are necessary to assist state government to foster an understanding and appreciation of ethnic and cultural diversity in Minnesota, to identify underutilized resources within the immigrant community, and to facilitate the full participation of immigrants in social, cultural, and political life in this state.

Statutory Authority

“The commission shall undertake activities it determines are necessary to assist state government to foster an understanding and appreciation of ethnic and cultural diversity in Minnesota, to identify underutilized resources within the immigrant community, and to facilitate the full participation of immigrants in social, cultural, and political life in this state. ”

-Minnesota Statutes 3.303

The Working Group consists of two members of the House of Representatives, including one member of the minority party, appointed by the Speaker of the House; two members of the Senate, including one member of the minority party, appointed by the Senate Subcommittee on Committees of the Committee on Rules and Administration; two public members appointed by the Speaker of the House; two public members appointed by the Senate Subcommittee on Committees of the Committee on Rules and Administration; and two public members nominated by the governor, and appointed jointly by the Speaker of the House of Representatives and the Senate Subcommittee on Committees of the Committee on Rules and Administration.

Contacting the Ethnic Heritage and New Americans Working Group

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JOINT LEGISLATIVE SERVICES DIRECTORY

Joint Departments and Commissions
Minnesota Legislature
November 2008