



JOINT LEGISLATIVE SERVICES DIRECTORY



JOINT LEGISLATIVE SERVICES DIRECTORY

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JOINT LEGISLATIVE SERVICES DIRECTORY

Table of Contents

About This Directory.....	2
Organizational Chart.....	3
Staff Listing.....	4
Joint Departments.....	6-22
Legislative Reference Library and Library Subcommittee.....	6
Office of the Legislative Auditor and Legislative Audit Commission.....	12
Office of the Revisor of Statutes and Revisor Subcommittee.....	16
Legislative Commissions.....	24-58
Legislative Coordinating Commission (LCC).....	24
Compensation Council.....	26
Geographic Information Services.....	28
Joint House-Senate Subcommittee on Claims.....	30
Office on the Economic Status of Women.....	32
Regent Candidate Advisory Council.....	34
Subcommittee on Administrative Rules.....	36
Subcommittee on Employee Relations.....	38
Trustee Candidate Advisory Council.....	40
Legislative Advisory Commission.....	42
Legislative-Citizen Commission on Minnesota Resources (LCCMR).....	44
Lessard-Sams Outdoor Heritage Council.....	48
Legislative Commission on Health Care Access.....	52
Legislative Commission on Metropolitan Government.....	54
Legislative Commission on Pensions and Retirement (LCPR).....	56
Legislative Commission on Planning and Fiscal Policy.....	58
Task Forces and Other Commissions.....	60-70
Great Lakes Commission.....	60
Legislative Energy Commission.....	62
Mississippi River Parkway Commission.....	64
Electric Real Estate Recording Commission.....	66
Preparedness for Terrorism and Disasters Working Group.....	68
Ethnic Heritage and New Americans Work Group.....	70



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.

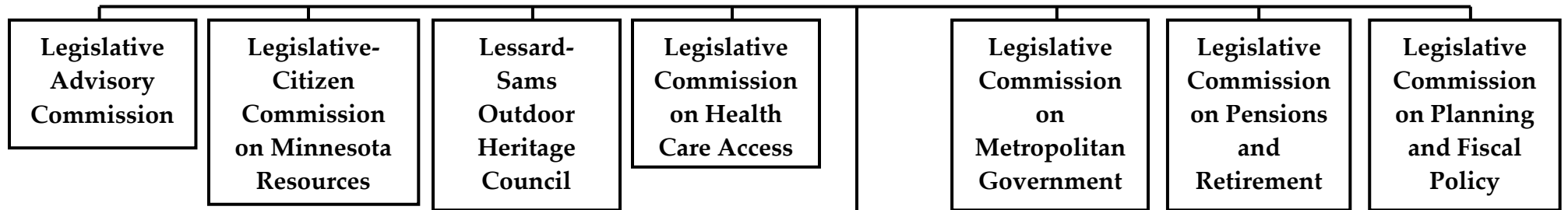
The Legislative Coordinating Commission (LCC) provides support to many of the commissions, as well as the joint offices of the Legislative Reference Library, Office of Revisor of Statutes and the Office of the Legislative Auditor. In addition, several offices and task forces benefit from the resources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



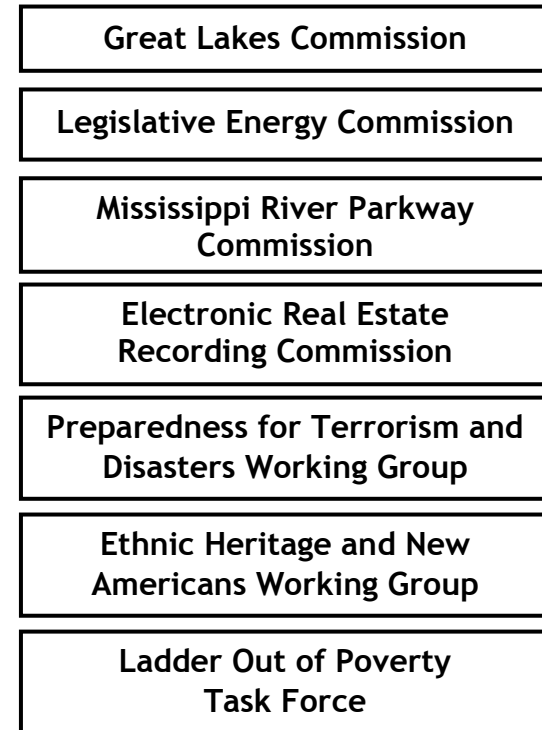
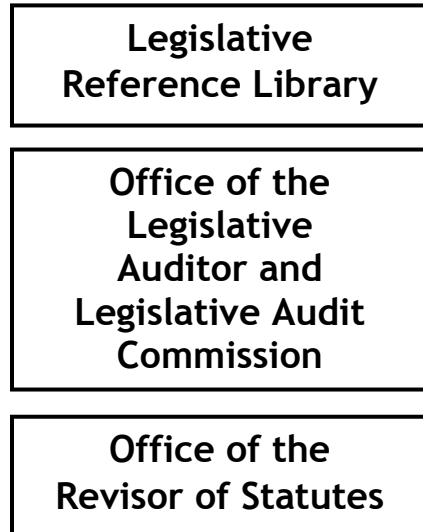
Legislative Coordinating Commission

Provides Oversight and Resources

Provides Oversight and Resources

Other Task Forces/Commissions

Joint Departments



Staff Listing

Joint Legislative Services

Name	Page	Name	Page
Ahrens, Jackie.....	18	Kuenle, Jason.....	19
Anderson, Cheryl.....	18	LaFleur, Robbie.....	8
Ash, Sally.....	18	Lawrence, Troy.....	29
Banker, Mike.....	46	Lenertz, Karen.....	20
Becker, William.....	50	Lincoln, Elizabeth.....	8
Blackburn, Carol.....	9	Lindeke, Craig.....	20
Brenengen, Amy.....	32	Mamak, Lacey.....	9
Brown, Terry.....	18	Marinac, Paul.....	20
Burek, Ed.....	57	Martin, Lawrence.....	57
Campbell, Julie.....	18	Matykiewicz, Ruth.....	9
Chenier, Robert.....	18	Maxson, Kathryne.....	20
Corbett, Maryann.....	18	Maxwell, Cindy.....	20
Diesslin, Lisa.....	57	McCullough, John.....	20
Dinger, Julie.....	9	McDonough, Michael.....	46
Duchscher, Jackie.....	25	Meilleur, Lee.....	29
Duffing, Jason.....	18	Nayate, Nayna.....	29
Dugarm, Delano.....	18	Nobles, James.....	14
Ender, Robyn.....	18	Novak, Mary.....	20
Eischen, Leif.....	9	Noess, Steven.....	20
Ferkul, Cecile.....	14	Olson, Sally.....	25
Glass-Sirany, Sandy.....	19	Oman, Cory.....	20
Griffith, Diana.....	46	Orr, Timothy.....	20
Hara, Toshi.....	9	Orren, Peggy.....	57
Haugen, Betsy.....	9	Pandy, Prabhat.....	21
Henry-Wangenstein, Diane.....	25	Patsch, Melissa.....	21
Holmlund, Isaac.....	19	Peterson, Mary.....	21
Hopeman, Jessica.....	9	Rahm, Janet.....	21
Horman, Sandy.....	25	Ray, Ron.....	21
Hubinger, Greg.....	25	Rhode, Martha.....	21
Israel, Dan.....	19	Schmidtke, David.....	8
Jents, Kathy.....	19	Schatz, Michael.....	9
Jobe, Denise.....	25	Shreffler, Shelley.....	46
Johnson, Kyle.....	19	Smith, Sandy.....	50
Juhnke, Cheryl.....	19	Speer, Sheree.....	21
Kase, Jeff.....	19	Staeheli, Corrine.....	21
Kiel, Jessica.....	19	Strom, Andy.....	21
Knoop, Lisa.....	9	Taubert, Rachel.....	21
Koop, Heather.....	50	Temple, Mary.....	22
Kratzke, Shannon.....	19	Thornton, Susan.....	46

Staff Listing - Continued
Joint Legislative Services

Name	Page
Timmons, Michele.....	17
Tobin, Patrick.....	22
Trantham, Blake.....	22
Vaidich, Jan.....	22
Vail, Barbara.....	22
VanCura, Paul.....	10
Welp, Jolie.....	22



LEGISLATIVE REFERENCE LIBRARY & LIBRARY SUBCOMMITTEE

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Library

Library staff members handle inquiries in person, by phone, email, or instant messaging. Legislators can contact library staff and receive materials while working from their offices, homes, or from the House or Senate Chamber. All requests are confidential, and all staff are nonpartisan.

The Library is on the sixth floor of the State Office Building and is open to citizens and researchers. The Library provides both public computers and wireless access for visitors with laptops.

The Library provides time-saving issue-tracking services for members and staff to provide the newest articles and reports to subscribers. Contact a librarian to choose your topics or sign up online: <http://www.leg.state.mn.us/lrl/services.asp>

The Library has a premier public policy collection focusing on state-level issues and comparative statistics. It includes books, reports, magazines, journals, and materials compiled and published by the Library.

Collection Highlights

Highlights of the print and digital collection include:

- Newspapers – print and electronic. The Library purchases access to the full text of many regional newspapers for legislative users, including the *Star Tribune*, *Pioneer Press*, and *Duluth News Tribune*.
- Mandated reports. Each year the Legislature requires many one-time studies and ongoing reports, both to study issues and provide accountability for state-funded programs. The Library tracks and acquires the reports and ensures availability in electronic format to members and the general public.
- Legislative history materials. The collection, required by the rules of the House and Senate, includes committee minutes and recordings of committee meetings and floor sessions. Staff members are experienced and knowledgeable about the often complicated process of researching legislative history.

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

Established in 1969



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- Media coverage. News resources on legislators and legislative policy issues include extensive print files from 1970-2009, and an in-house electronic news archive.
- Historical statistics. Biographical information and details about legislative service for every member since territorial times is found in the *Legislators Past & Present* database. The Library publishes historical lists of legislative and state government information. The *Time Capsule* database integrates a variety of information by legislative session.
- State agency documents. LRL is Minnesota's depository for reports from state agencies, boards, and task forces. The Library archives electronic copies for long-term retention and ease of use.
- Consultants' reports. LRL is mandated to receive a copy of all reports done as the result of a state contract.

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.



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Hours during 8:00 a.m. to 6:00 p.m. Mon. – Thurs.
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Session hours are extended as needed



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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. Nobles is currently serving his fifth six-year term as Legislative Auditor.

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. For example, 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 (Metropolitan Airports Commission, Metropolitan Sports Facilities Commission, and Metropolitan Mosquito Control District).

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.

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

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

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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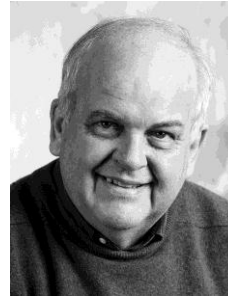


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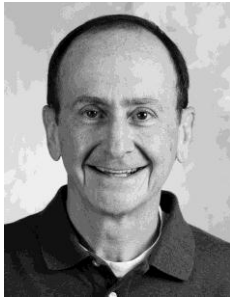
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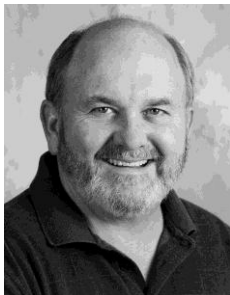
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LEGISLATIVE COORDINATING COMMISSION

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.

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

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



LEGISLATIVE COORDINATING COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

appointed by the minority leader; and the majority leader of the House, the speaker of the House, 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 recommend 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 information regarding land acquisitions for the Legislative-Citizen Commission on Minnesota Resources and the Lessard-Sams Outdoor Heritage Council, 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 Minnesota Geospatial Information Office 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



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.

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 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.

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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. Minnesota Management and Budget represents management and negotiates on behalf of the state with the exclusive representatives.

Subcommittee's Statutory Authority

"The commissioner (of Minnesota Management and Budget) 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, at least one of whom must be a member 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 selection criteria and a description of the responsibilities and duties of a member of the Minnesota State Colleges and Universities 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 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 recommend approval of 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.

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

The commissioner of management and budget acts as secretary of the commission and keeps a permanent record of its proceedings. The commission meets at the call of the governor or upon the call of the secretary at the request of two or more of its members.

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 Legislative-Citizen Commission on Minnesota Resources (LCCMR) makes funding recommendations to the Minnesota Legislature for special environment and natural resource projects, primarily from the Environment and Natural Resources Trust Fund. These recommendations are the product of a competitive, multi-step proposal and selection process open to everyone with innovative ideas for environment and natural resources projects that can provide multiple ecological and other public benefits for Minnesota. The LCCMR has administrative oversight over all projects funded through its process.

The LCCMR developed from a program initiated in 1963. Since 1963, over \$650 million has been appropriated to more than 1,300 projects recommended by the Commission to protect and enhance Minnesota's environment and natural resources.

Formerly known as the Legislative Commission on Minnesota Resources (LCMR), in 2006 the commission was re-organized into the LCCMR, with members of the public added to its membership, in order to include citizen membership and input more directly in the decision-making process.

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
- 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

At present LCCMR's funding recommendations to the Minnesota Legislature are for funding from one of 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

Currently the LCCMR makes funding recommendations on a biennial basis, with recommendations presented to the Minnesota Legislature during the legislative session for each odd-numbered year. The LCCMR process is open to all eligible environment and natural resources projects that will provide a demonstrated public benefit. Past projects have been in the areas of land and habitat protection, parks and trails, environmental education, natural resource information and planning, renewable energy, agriculture and forestry, and water resources. Past recipients include state agencies, private non-profits, academic institutions, local government units, Federal government, tribal governments, and private corporations.

Each funding cycle, a Request for Proposal (RFP) is issued for funding priorities determined by the Commission based on its six-year strategic plan and ongoing information gathering activities, including expert-led issue seminars and visits to natural resource sites around the state.

The LCCMR review, evaluates, and ranks all proposals submitted. A selection of the highest ranked proposals are invited to present before the LCCMR. Finally, based on the total dollars available, a subset of those proposals are chosen to recommend to the legislature for funding. In addition to review by the commission, proposals may also be reviewed by a peer review committee or technical advisory committees.

The LCCMR's funding recommendations go before the Minnesota House and Senate in the form of a bill, and upon passage the bill goes to the Governor to be signed into law. Funding becomes available to projects beginning July 1 of the next fiscal year.

Projects that are approved for funding are overseen by the LCCMR for the duration of their funding period. Projects must submit a work plan to be approved by the Commission, provide ongoing project updates, and deliver a final report upon project completion.

A biennial report with accomplishments of completed projects, recommendations for future funding, and the current strategic plan for the Environment and Natural Resources Trust Fund is submitted to the full Legislature on January 15 of the odd-numbered year.



LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

JOINT LEGISLATIVE SERVICES DIRECTORY

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LESSARD-SAMS OUTDOOR HERITAGE COUNCIL

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Lessard-Sams Outdoor Heritage Council

The Lessard-Sams Outdoor Heritage Council was established by the Legislature with the responsibility for providing annual Outdoor Heritage Fund appropriation recommendations to the legislature. The Outdoor Heritage Fund is one of four funds created when the Clean Water, Land and Legacy Amendment passed by the voters in the 2008 election. The council recommendations must take into consideration the Minnesota Conservation and Preservation Plan findings directly relating to restoration, protection, and enhancement of wetlands, prairies, forests, and habitat for fish, game, and wildlife, and that prevent forest fragmentation, encourage forest consolidation, and expand restored native prairie.

Article XI, Section 15 of the Minnesota Constitution creates the Outdoor Heritage Fund. The Council and Outdoor Heritage Fund statutes are found in MS 2010, Chapter 97A.056. The Council operates under the Minnesota Open Meeting Law, MS 2010, Chapter 13D.

Membership of the Council

There are 12 members of the council appointed as follows:

8 Citizen Members

- 2 appointed by the Senate
- 2 appointed by the House
- 4 appointed by the governor,

2 Senators

- 1 from the majority caucus
- 1 from the minority caucus, and

2 Representatives

- 1 from the majority caucus
- 1 from the minority caucus

LSOHC Projects

The LSOHC annually publically solicits for use of the funds. Based on this process the Council recommends appropriations to the legislature, funding programs consistent with Council visions and priorities. The core of the Council recommendations focuses on funding programs, rather than individual projects. In this manner, the Council seeks to have a measurable long-term impact on the environment and wildlife habitat. The types of programs funded to date include land acquisition additions for WMA, AMA and SNA; prairie, trout stream and forest restorations and conservation easements. Recipients include state agencies, private non-profits, local government units, and the federal government. In many of the programs multiple government units and non-profits work together for the betterment of the environment and wildlife habitat.



LESSARD-SAMS OUTDOOR HERITAGE COUNCIL

JOINT LEGISLATIVE SERVICES DIRECTORY

Overall an estimated \$80 plus million will be available annually for appropriation from this fund. In fiscal year 2009 and 2010, the Council has recommended and the Legislature has funded over 40 requests, totaling approximately \$143 million.

As directed by statute the Council also annually recommends an appropriation for a Conservation Partners Program, open to all conservation organizations working in Minnesota. This appropriation is granted out under an open competitive process operated by the executive branch according to the specifics of appropriations law. Grants from \$5,000 to \$400,000 are awarded to local, regional, state, and national nonprofit organizations, including government entities. The grants are for work to enhance, restore, or protect the forests, wetlands, prairies, and habitat for fish, game, or wildlife in Minnesota. In FY 2010, 35 Conservation Partner Grants were awarded.

Constitutional Amendment

Outdoor heritage, clean water, parks and trails, and arts and cultural heritage; sales tax dedicated funds.

Beginning July 1, 2009, until June 30, 2034, the sales and use tax rate shall be increased by three-eighths of one percent on sales and uses taxable under the general state sales and use tax law. Receipts from the increase, plus penalties and interest and reduced by any refunds, are dedicated, for the benefit of Minnesotans, to the following funds: 33 percent of the receipts shall be deposited in the outdoor heritage fund and may be spent only to restore, protect, and enhance wetlands, prairies, forests, and habitat for fish, game, and wildlife; 33 percent of the receipts shall be deposited in the clean water fund and may be spent only to protect, enhance, and restore water quality in lakes, rivers, and streams and to protect groundwater from degradation, and at least five percent of the clean water fund must be spent only to protect drinking water sources; 14.25 percent of the receipts shall be deposited in the parks and trails fund and may be spent only to support parks and trails of regional or statewide significance; and 19.75 percent shall be deposited in the arts and cultural heritage fund and may be spent only for arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage. An outdoor heritage fund; a parks and trails fund; a clean water fund and a sustainable drinking water account; and an arts and cultural heritage fund are created in the state treasury. The money dedicated under this section shall be appropriated by law. The dedicated money under this section must supplement traditional sources of funding for these purposes and may not be used as a substitute. Land acquired by fee with money deposited in the outdoor heritage fund under this section must be open to the public taking of fish and game during the open season unless otherwise provided by law. If the base of the sales and use tax is changed, the sales and use tax rate in this section may be proportionally adjusted by law to within one-thousandth of one percent in order to provide as close to the same amount of revenue as practicable for each fund as existed before the change to the sales and use tax.

[Adopted, November 4, 2008]

-- Minnesota Constitution, Article XI, Section 15



LESSARD-SAMS OUTDOOR HERITAGE COUNCIL

JOINT LEGISLATIVE SERVICES DIRECTORY

Contacting the Lessard-Sams Outdoor Heritage Council

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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 makes recommendations to the legislature on how to achieve the goal of universal health coverage by 2011. The recommendations include a timetable in which measureable progress must be achieved toward this goal.

Commission's Statutory Authority

"The Legislative Commission on Health Care Access shall make recommendations to the legislature on how to achieve the goal of universal health coverage."

-Minnesota Statutes 62J.07

The commission consists of five members of the House of Representatives and five members of the Senate. At the request of the commission, the commissioners of health, human services, commerce, and other state agencies provide assistance and technical support to the commission.

Contacting the Commission

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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

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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.

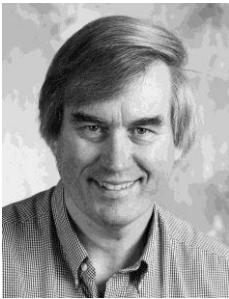


LEGISLATIVE COMMISSION ON PENSIONS AND RETIREMENT

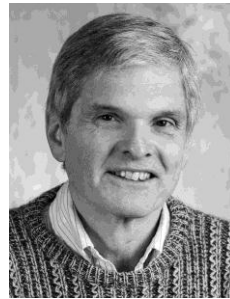
JOINT LEGISLATIVE SERVICES DIRECTORY

Contacting the Legislative Commission on Pensions and Retirement

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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

The commission consists of nine members of the senate appointed by the Subcommittee on Committees of the Committee on Rules and Administration and nine members of the House of Representatives appointed by the Speaker of the House. The chair alternates between a member of the Senate and a member of the House of Representatives in January of each odd-numbered Year

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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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LEGISLATIVE ELECTRIC ENERGY TASK FORCE

JOINT LEGISLATIVE SERVICES DIRECTORY

About the Legislative Energy Commission

The Legislative Energy Commission was created by the Minnesota Legislature in 2008. The commission evaluates the energy policies of the state, assessing the impact on the future of the environment and the economy. The commission also monitors the state's progress in achieving goals to develop renewable sources of electric energy; evaluates progress in reducing greenhouse gas emissions;

reviews and recommends proposed energy legislation and takes public testimony on energy issues.

The membership of the commission consists of ten members of the House of Representatives appointed by the Speaker of the House and ten members of the Senate appointed by the Senate Subcommittee on Committees of the Committee on Rules and Administration.

Statutory Authority

"The commission shall continuously evaluate the energy policies of this state and the degree to which they promote an environmentally and economically sustainable energy future."

- Minnesota Statutes 3.8851

Contacting the Commission

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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

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Waite Park, MN 56387
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Website: <http://www.mnmississippiriver.com/byway-news.cfm>

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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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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
December 2010