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# JOINT LEGISLATIVE SERVICES DIRECTORY

Published by the Joint Departments and Commissions of the Minnesota Legislature

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# JOINT LEGISLATIVE SERVICES DIRECTORY

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# JOINT LEGISLATIVE SERVICES DIRECTORY

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## **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.

The legislature has created a number of commissions to focus attention on specific areas of policy, such as Minnesota's environmental resources, pensions, and review of state agencies and their programs and functions. 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 independently, 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 651-296-0099 or [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn).

# Joint Legislative Offices and Commissions

## Joint Offices

Legislative Reference Library

Office of the Legislative Auditor

Office of the Revisor of Statutes

## Joint Legislative Commissions with Dedicated Staff

Legislative-Citizen Commission on  
Minnesota Resources

Legislative Commission on Pensions  
and Retirement

Legislative Energy Commission

Lessard-Sams Outdoor Heritage  
Council

Legislative Water Commission

## Joint Legislative Commissions Staffed by the LCC

Legislative Coordinating Commission

Compensation Council

Geospatial Information

Great Lakes Commission

Joint House-Senate Subcommittee on  
Claims

Legislative Advisory Commission

Legislative Commission on Data Practices

Legislative Commission on Metropolitan  
Government

Legislative Commission on Minnesota  
Sports Facilities

Legislative Commission on Planning and  
Fiscal Policy

Legislative Permanent School Fund  
Commission

Legislative Salary Council

Mississippi River Parkway Commission

MNsure Legislative Oversight Committee

Office of the Economic Status of Women

Regent Candidate Advisory Council

Subcommittee on Administrative Rules

Subcommittee on Employee Relations

Trustee Candidate Advisory Council

# Staff Listing

Joint Legislative Services

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# 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 is nonpartisan.

## 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*, and many other newspapers.
- Media coverage. News resources on legislators and legislative policy issues include extensive print files from 1970-2009, and an in-house electronic news archive from 2009 - present.
- 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.
- Historical statistics. Biographical information and details about legislative service for every member since territorial times is found in the *Legislators Past and 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.

## Service Highlights

- Reference librarians. Experienced reference librarians to assist with research.
- Customized alerting services. *Inside Issues* and *Contents Pages*.

## 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.

## 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



# LEGISLATIVE REFERENCE LIBRARY & LIBRARY SUBCOMMITTEE

JOINT LEGISLATIVE SERVICES DIRECTORY

## Contacting Library Staff and Services

**Main Location** 645 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

**Main Phone** (651) 296-8338

**Hours** 8:00 a.m. to 4:30 p.m. Monday - Friday

**Hours during  
the Legislative Session:** 8:00 a.m. to 6:00 p.m. Monday – Thursday  
8:00 a.m. to 5:00 p.m. Friday  
Session hours are extended, as needed

**MSB Location** 3238 Minnesota Senate Building  
95 University Avenue West  
St. Paul, MN 55155

**MSB Phone** (651) 296-8339

**Hours** 9:00 a.m. to 3:00 p.m. Monday - Friday

**Email** [refdesk@lrl.leg.mn](mailto:refdesk@lrl.leg.mn)

**Web site** <http://www.leg.mn/lrl>



**Elizabeth Lincoln**  
Director  
(651) 296-0594  
[elincoln@lrl.leg.mn](mailto:elincoln@lrl.leg.mn)



**David Schmidtke**  
Deputy Director/  
Collections Services  
Manager  
(651) 215-9058  
[davids@lrl.leg.mn](mailto:davids@lrl.leg.mn)



**Carol Blackburn**  
Reference Librarian  
(651) 296-9267  
[cblackburn@lrl.leg.mn](mailto:cblackburn@lrl.leg.mn)



# LEGISLATIVE REFERENCE LIBRARY & LIBRARY SUBCOMMITTEE

## JOINT LEGISLATIVE SERVICES DIRECTORY



**Katie Elmore**  
**Acquisition Specialist**  
(651) 296-0586  
katiee@lrl.leg.mn



**Toshi Hara**  
**Library Assistant**  
(651) 296-0767  
toshih@lrl.leg.mn



**Betsy Haugen**  
**Reference Services  
Manager**  
(651) 296-7857  
betsyh@lrl.leg.mn



**Adrienne Irmiter**  
**Library Aide**  
(651) 296-8338  
adriennei@lrl.leg.mn



**Lisa Knoop**  
**Business Manager/  
Computer Services**  
(651) 296-8262  
lisak@lrl.leg.mn



**Ruth Matykiewicz**  
**Library Assistant**  
(651) 296-0650  
ruthm@lrl.leg.mn



**Dexter Nelson**  
**Library Aide**  
(651) 296-8338  
dextern@lrl.leg.mn



**Maggie Parra**  
**Senior Library Assis-  
tant**  
(651) 296-4774  
maggiep@lrl.leg.mn



# LEGISLATIVE REFERENCE LIBRARY & LIBRARY SUBCOMMITTEE

## JOINT LEGISLATIVE SERVICES DIRECTORY



**Molly Riley**  
**Reference Librarian**  
(651) 296-7661  
mollyr@lrl.leg.mn



**Michael Schatz**  
**Computer Services**  
(651) 284-6406  
mikes@lrl.leg.mn



**Elaine Settergren**  
**Reference Librarian**  
(651) 296-8310  
elaines@lrl.leg.mn



# OFFICE OF THE LEGISLATIVE AUDITOR & LEGISLATIVE AUDIT COMMISSION

## JOINT LEGISLATIVE SERVICES DIRECTORY

### About the Office of the Legislative Auditor

The Office of the Legislative Auditor (OLA) is a nonpartisan audit and evaluation office within the Legislative Branch of Minnesota state government. OLA performs the same function for the Minnesota Legislature that the Government Accountability Office (GAO) performs for the United States Congress.

The principal goal of OLA 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, legislative oversight, and compliance with state laws. OLA focuses primarily on state agencies and programs but also selectively evaluates programs administered at all levels of government in Minnesota.

### History

The Legislature created the Office of the Legislative Auditor in 1973, following the recommendation of a private-sector study group called the Loan Executive Action Program (LEAP). Prior to OLA, all state agencies and local governments were audited by the Public Examiner, an appointee of the Governor. In the 1973 legislation, the Legislative Auditor was assigned responsibility to audit state governments, and the State Auditor was assigned responsibility to audit local governments.

### Independence

Independence from inappropriate influences is key to the credibility of any audit office. OLA's independence is enhanced by the fact that the Legislative Auditor serves a six-year term. All reports issued by OLA are based solely on the work of its professional, nonpartisan staff. Reports are released publicly without prior review by any legislator, including members of the Legislative Audit Commission.

### The Legislative Audit Commission

The Legislative Audit Commission is a bipartisan commission with six members from the House of Representatives and six members 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 Senate.

### OLA's Mission

- Strengthen accountability, legislative oversight, and compliance with state laws.
- Support good financial management and enhance program effectiveness.



# OFFICE OF THE LEGISLATIVE AUDITOR & LEGISLATIVE AUDIT COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

## Organization

Legislative Auditor Jim Nobles is the head of OLA. First appointed in 1983, Mr. Nobles is currently serving his sixth six-year term as Legislative Auditor; he previously served as Deputy Legislative Auditor for OLA's Program Evaluation Division.

Financial Audit Division. The division has a staff of approximately 36 auditors, many of whom are certified public accountants (CPAs), certified fraud examiners (CFEs), or certified information systems auditors (CISAs). The division annually audits the state's financial statements to determine whether they are presented consistent with generally accepted accounting principles. To fulfill federal law, the division also annually audits whether the state has used federal grant money in compliance with federal requirements. In addition, the division selects 10 to 15 state-funded organizations and financial functions to audit in depth, with a focus on internal controls and compliance with applicable legal requirements. Finally, the division accepts and assesses all allegations involving the possible misuse of state money and resources and conducts investigations (also referred to as "special reviews") on an as-needed basis. Cecile Ferkul, CPA, CISA, is Deputy Legislative Auditor for the Financial Audit Division.

Program Evaluation Division. The division has a staff of 16 evaluators with advanced degrees in fields such as economics, law, policy analysis, public administration, and statistics. The division conducts several evaluations each year on topics selected by the Legislative Audit Commission. The commission annually solicits evaluation requests from all legislators and typically receives more than 100 suggestions. The commission selects evaluation topics using several criteria, including the amount of state resources involved, level of state control, timeliness, and potential impact of an evaluation. Teams of two to three evaluators typically work six to eight months to complete an evaluation report. While evaluation reports contain a substantial amount of background information about topics, their primary focus is on findings and recommendations. Judy Randall is Deputy Legislative Auditor for the Program Evaluation Division.

## Jurisdiction

The Office of the Legislative Auditor has broad jurisdiction to conduct its work. Categorized by type of examination or review, the following is an outline of OLA's current jurisdiction:

Financial Audits and Investigations. OLA's jurisdiction to conduct financial audits is extensive. It includes (1) all agencies, boards, commissions, and other organizations in the Executive Branch; (2) courts and other organizations in the Judicial Branch; (3) Minnesota State Colleges and Universities; (4) University of Minnesota; (5) "semi-state" agencies, such as the Minnesota Historical Society and State Fair; (6) Metropolitan Airports Commission; (7) Minnesota Sports Facilities Authority; and (8) Metropolitan Mosquito Control District. In addition, OLA may audit the use of state money provided under a grant or contract to any organization or individual.



# OFFICE OF THE LEGISLATIVE AUDITOR & LEGISLATIVE AUDIT COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

Program Evaluations. OLA's jurisdiction to conduct program evaluations is equally extensive and includes any programs or activities created or funded by state government. OLA's evaluation jurisdiction extends to state-funded programs or activities administered by local governments or private organizations.

## **Authority**

State law grants the Office of the Legislative Auditor strong authority. For example, OLA may access and review government data and documents of any classification and, when necessary, may issue subpoenas. In addition, *Minnesota Statutes*, 3.978, subd. 2, requires all individuals and organizations, both public and private, that receive money from the state to cooperate with the Office of the Legislative Auditor.

## **Contacting the Office of the Legislative Auditor**

140 Centennial Office Building  
Location 658 Cedar St.  
St. Paul, MN 55155  
Phone (651) 296-4708  
FAX (651) 296-4712  
E-mail [legislative.auditor@state.mn.us](mailto:legislative.auditor@state.mn.us)  
Web site <http://www.auditor.leg.state.mn.us>



# OFFICE OF THE LEGISLATIVE AUDITOR & LEGISLATIVE AUDIT COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY



**James Nobles**  
**Legislative Auditor**  
(651) 296-4708  
james.nobles@state.mn.us



**Cecile Ferkul**  
**Deputy Legislative Auditor**  
**Financial Audit Division**  
(651) 297-2507  
cecile.ferkul@state.mn.us



**Judy Randall**  
**Deputy Legislative Auditor**  
**Program Evaluation Division**  
(651) 296-1227  
judy.randall@state.mn.us



# OFFICE OF THE REVISOR OF STATUTES

## 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, 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 virtually all 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, upon request, the office drafts bills 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 publish 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 proper 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 process for state agencies, and can help with a text search of *Minnesota Rules* for specific rule information. Office staff also prepare and publish *Minnesota Rules Drafting Manual with Styles and Forms* and *Rulemaking in Minnesota: A Guide*.

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



# OFFICE OF THE REVISOR OF STATUTES

## JOINT LEGISLATIVE SERVICES DIRECTORY

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 that declare a statute unconstitutional or otherwise identify 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 Office of the Revisor of Statutes

**Location** 700 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

**Phone** (651) 296-2868

**Computer  
Help Desk** (651) 297-7500

**FAX** (651) 296-0569

**E-mail** [revisor@revisor.mn.gov](mailto:revisor@revisor.mn.gov)

**Web site** <http://www.revisor.mn.gov>



**Paul Marinac**  
**Revisor of Statutes**  
(651) 296-0948  
[paul.marinac@revisor.mn.gov](mailto:paul.marinac@revisor.mn.gov)



# OFFICE OF THE REVISOR OF STATUTES

## JOINT LEGISLATIVE SERVICES DIRECTORY



**Jackie Ahrens**  
**Drafting and Editing  
Manager**  
(651) 296-0950  
jackie.ahrens@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Amber Anderson**  
**Legal Editor**  
(651) 284-6419  
amber.anderson  
@revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Sally Ash**  
**Drafting and Editing  
Assistant**  
(651) 284-6410  
sally.ash@  
revisor.mn.gov



**Kevin Behr**  
**Assistant Revisor**  
(651) 297-2952  
kevin.behr@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Nathan Bergin**  
**Drafting and Editing  
Assistant**  
(651) 284-6408  
nathan.bergin@  
revisor.mn.gov



**Lauren Bethke**  
**Assistant Revisor**  
(651) 296-0952  
lauren.bethke@  
revisor.mn.gov



**Terry Brown**  
**Systems Analyst/  
Programmer**  
(651) 296-7262  
terry.brown@  
revisor.mn.gov



**Julie Campbell**  
**Drafting and Editing  
Assistant**  
(651) 284-6412  
julie.campbell@  
revisor.mn.gov



**Robert Chenier**  
**Drafting and Editing  
Assistant**  
(651) 284-6418  
robert.chenier@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Jason Duffing**  
**System Analyst /  
Programmer**  
(651) 296-8874  
jason.duffing@  
revisor.mn.gov



# OFFICE OF THE REVISOR OF STATUTES

## JOINT LEGISLATIVE SERVICES DIRECTORY



**Delano DuGarm**  
**Senior Legal Editor**  
(651) 297-2957  
delano.dugarm@  
revisor.mn.gov



**Robyn Ender**  
**Trainer/Help  
Desk Specialist**  
(651) 296-0954  
robyn.ender@  
revisor.mn.gov



**Anne Fuchs**  
**Assistant Revisor**  
(651) 296-2798  
anne.fuchs@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Sandy Glass-  
Sirany**  
**Senior Assistant  
Revisor**  
(651) 296-0956  
sandra.sirany@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Ian Harrison**  
**Web Programmer**  
(651) 284-6434  
ian.harrison@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Isaac Holmlund**  
**Web Programmer**  
(651) 296-0951  
isaac.holmlund@  
revisor.mn.gov



**Ryan Inman**  
**Chief Deputy Revisor**  
(651) 296-3908  
ryan.inman@  
revisor.mn.gov



**Dan Israel**  
**Drafting and Editing  
Assistant**  
(651) 284-6422  
dan.israel@  
revisor.mn.gov



**Kathy Jents**  
**Legal Editor**  
(651) 297-2958  
kathy.jents@  
revisor.mn.gov



**Kyle Johnson**  
**Linux Administra-  
tor/Programmer**  
(651) 297-2950  
kyle.johnson@  
revisor.mn.gov



# OFFICE OF THE REVISOR OF STATUTES

## JOINT LEGISLATIVE SERVICES DIRECTORY



**Jason Judt**  
**Data Systems Project  
Manager**  
(651) 284-6404  
jason.judt@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Jeff Kase**  
**Assistant Deputy Revisor  
for Bill Drafting**  
(651) 296-4752  
jeff.kase@  
revisor.mn.gov



**Jessica Kidd**  
**Legal Editor**  
(651) 284-6415  
jessica.kidd@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Shannon Kratzke**  
**Administrative  
Assistant**  
(651) 296-2868  
shannon.kratzke@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Daniel Kruse**  
**Systems Analyst/  
Programmer**  
(651) 284-6433  
daniel.kruse@  
revisor.mn.gov



**Jason Kuenle**  
**Senior Assistant  
Revisor**  
(651) 296-0218  
jason.kuenle@  
revisor.mn.gov



**Trevor Lawrence**  
**Systems Analyst/  
Programmer**  
(651) 296-6651  
trevor.lawrence@  
revisor.mn.gov



**Karen Lenertz**  
**Deputy Revisor for  
Editing**  
(651) 297-2838  
karen.lenertz@  
revisor.mn.gov



# OFFICE OF THE REVISOR OF STATUTES

## JOINT LEGISLATIVE SERVICES DIRECTORY

PHOTO NOT  
AVAILABLE

**Ian Lewenstein**  
**Drafting and Editing  
Assistant**  
(651) 284-6423  
ian.lewenstein@  
revisor.mn.gov



**Cindy Maxwell**  
**Senior Assistant Revi-  
sor**  
(651) 296-0955



**John McCullough**  
**Senior Assistant  
Revisor**  
(651) 296-7147  
john.mccullough@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Jess Mingo**  
**Systems Analyst/  
Programmer**  
(651) 296-4015  
jess.mingo@  
revisor.mn.gov



**Mary Novack**  
**Legal Editor**  
(651) 297-7974  
mary.novack@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Kay O'Connor**  
**Trainer/Help Desk  
Specialist**  
(651) 284-6403  
kay.oconnor@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Traci Olinger**  
**Drafting and Editing  
Assistant**  
(651) 284-6414  
traci.olinger@  
revisor.mn.gov



**Cory Oman**  
**Network Adminis-  
trator/ Security Coor-  
dinator**  
(651) 297-3988  
cory.oman@  
revisor.mn.gov



**Timothy Orr**  
**Deputy Revisor for  
Information Services**  
(651) 297-7165  
timothy.orr@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Melissa Patsch**  
**Software Developer-  
XTEND**  
(651) 297-1263  
melissa.patsch@  
revisor.mn.gov



# OFFICE OF THE REVISOR OF STATUTES

## JOINT LEGISLATIVE SERVICES DIRECTORY

PHOTO NOT  
AVAILABLE

**Lydia Pfluger**  
**Administrative  
Assistant**  
(651) 296-2868  
lydia.pfluger@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Evan Powell**  
**Assistant Revisor**  
(651) 296-0945  
evan.powell@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Ellen Purtle**  
**Drafting and Editing  
Assistant**  
(651) 294-7707  
ellen.purtle@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Brianne Reeves**  
**Drafting and Editing  
Assistant**  
(651) 294-6413  
brianne.reeves@  
revisor.mn.gov



**Sheree Speer**  
**Senior Assistant  
Revisor**  
(651) 297-2948  
sheree.speer@  
revisor.mn.gov



**Corinne Staeheli**  
**Senior Legal Editor**  
(651) 297-2955  
corinne.staeheli@  
revisor.mn.gov



**Mary Temple**  
**Administrative Services-  
Accounts Payable**  
(651) 297-2808  
mary.temple@  
revisor.mn.gov



**Jan Vaidich**  
**Senior Legal Editor**  
(651) 297-8736  
jan.vaidich@  
revisor.mn.gov

PHOTO NOT  
AVAILABLE

**Barbara Vail**  
**Administrative  
Services -Personnel**  
(651) 297-4996  
barbara.vail@  
revisor.mn.gov



**Jolie Welp**  
**Systems Analyst/  
Programmer**  
(651) 296-2241  
jolie.johnson@  
revisor.mn.gov



# 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 biennially 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 LCC provides administrative support for the Compensation Council, the Joint House/Senate Subcommittee on Claims, the Office of the Economic Status of Women, the Regent Candidate Advisory Council, the Trustee Candidate Advisory Council, and the Subcommittee on Employee Relations. All joint legislative offices and commissions are nonpartisan.

The LCC Fiscal Services staff provides accounting and budget services for the commissions and joint agencies. LCC Information Technology staff provide geospatial information that includes mapping and related analysis for public policy issues and proposed legislation. After each census, staff provide GIS services related to redistricting. These staff also provide network and web support services to the legislative commissions.

The LCC arranges for sign language interpreting services and other disability access services for legislative hearings and meetings with members. Additionally, the LCC facilitates arrangements for visiting international and state delegations to the legislature.

Finally, the LCC maintains Minnesota's Legacy website which displays how funds from the Legacy Amendment and the Environment and Natural Resources Trust Fund are being utilized throughout the state.

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

#### 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

## Contacting the Legislative Coordinating Commission

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-0099

**FAX** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.lcc.leg.mn/>



**Greg Hubinger**  
**Director**  
(651) 296-2963  
[greg.hubinger@lcc.leg.mn](mailto:greg.hubinger@lcc.leg.mn)



**Diane Henry-  
Wangenstein**  
**Deputy Director**  
(651) 296-1121  
[diane.henry@lcc.leg.mn](mailto:diane.henry@lcc.leg.mn)



**Chris Cantey**  
**Senior IT Specialist**  
(651) 296-0547  
[chris.cantey@gis.leg.mn](mailto:chris.cantey@gis.leg.mn)



**Kasey Gerkovich**  
**Administrative  
Assistant/Claims  
Clerk**  
(651) 296-0099  
[kasey.gerkovich@lcc.leg.mn](mailto:kasey.gerkovich@lcc.leg.mn)



**Denise Jobe**  
**Fiscal Services Assistant**  
(651) 296-8890  
[denise.jobe@lcc.leg.mn](mailto:denise.jobe@lcc.leg.mn)



**Lee Meilleur**  
**Technology Services  
Manager**  
(651) 296-0098  
[lee.meilleur@gis.leg.mn](mailto:lee.meilleur@gis.leg.mn)



# LEGISLATIVE COORDINATING COMMISSION

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## JOINT LEGISLATIVE SERVICES DIRECTORY



**Sally Olson**  
**Commission**  
**Administrator**  
(651) 296-9002  
sally.olson@lcc.leg.mn



**Annë Shaw**  
**Fiscal Services**  
**Assistant**  
(651) 296-5370  
anne.shaw@lcc.leg.mn



# LEGISLATIVE 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 April 15<sup>th</sup> 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. Note: If a constitutional amendment is passed on November 8, 2016, the dates of the Council will change.

### Council's 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

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-9002

**Fax** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.lcc.leg.mn/compouncil/>

**Greg Hubinger**  
Director, LCC  
(651) 296-2963  
[greg.hubinger@lcc.leg.mn](mailto:greg.hubinger@lcc.leg.mn)

**Sally Olson**  
Commission Administrator, LCC  
(651) 296-9002  
[sally.olson@lcc.leg.mn](mailto:sally.olson@lcc.leg.mn)



# LEGISLATIVE SALARY COUNCIL

JOINT LEGISLATIVE SERVICES DIRECTORY

## About the Legislative Salary Council

State law has established a Legislative Salary Council to prescribe salaries of Minnesota legislators. The council must report its determinations to the governor, the majority and minority leaders of the senate and the house of representatives, the chairs of the committees in the senate and house of representatives with jurisdiction over the legislature's budget, and the chairs of the committees in the senate and house of representatives with jurisdiction over finance. The Council's report must be submitted by March 31st in each odd-numbered year.

### Council's Statutory Authority

"By March 31 of each odd-numbered year, the council must prescribe salaries for legislators to take effect July 1 of that year. ...the council must take into account any other legislative compensation provided to the legislators by the state and most recent budget forecasts.

- Minnesota Statutes 15A.085

## Members

Per *Minnesota Statutes* 15A.085, the Legislative Salary Council consists of 16 members: one person, who is not a judge, from each congressional district, appointed by the chief justice of the Supreme Court; and one person from each congressional district, appointed by the governor. One-half of the members appointed by the governor and one-half of the members appointed by the chief justice must belong to the political party that has the most members in the legislature. The remaining half must belong to a political party that has the second most members in the legislature.

## Contacting the Legislative Salary Council

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-9002

**Fax** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.lcc.leg.mn/legsalarycouncil/>

**Greg Hubinger**  
Director, LCC  
(651) 296-2963  
[greg.hubinger@lcc.leg.mn](mailto:greg.hubinger@lcc.leg.mn)

**Sally Olson**  
Commission Administrator, LCC  
(651) 296-9002  
[sally.olson@lcc.leg.mn](mailto:sally.olson@lcc.leg.mn)



# 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 make recommendations to the Legislature 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, including exonerated claims, which cannot be litigated.

The subcommittee consists of members from the House of Representatives and the Minnesota Senate. 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 appropriate committees in the

## Contacting the Joint House-Senate Subcommittee on Claims

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-0099

**Fax** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

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

**Diane Henry-Wangenstein**  
Deputy Director, LCC  
(651) 296-1121  
[diane.henry@lcc.leg.mn](mailto:diane.henry@lcc.leg.mn)

**Ryan Inman**  
Assistant Deputy Revisor/  
Subcommittee Counsel  
(651) 296-3908  
[ryan.inman@mn.revisor.gov](mailto:ryan.inman@mn.revisor.gov)

**Kasey Gerkovich**  
Administrative Assistant/Claims Clerk, LCC  
(651) 296-0099  
[kasey.gerkovich@lcc.leg.mn](mailto:kasey.gerkovich@lcc.leg.mn)



# 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) provides information and advises the Legislature on issues related to the economic status of Minnesota's women and girls and their families, with the goal of furthering public policy that will give every woman and girl in Minnesota the ability and opportunity to achieve economic security.

OESW also serves as an informal liaison on women's economic issues between the Legislature and the community, informing the community of legislative actions and bringing the voices of the community to the attention of legislators.

### 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 Minnesota women and girls
- Women in elected office
- Minnesota data from the U.S. Census Bureau
- Summaries of legislative actions
- Historical data
- Cost-of-living adjustments for child support and spousal maintenance

## Contacting the Office on the Economic Status of Women

**Location** 95 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-0711

**Fax** (651) 297-3697

**E-mail** oesw@oesw.leg.mn

**Web site** <http://www.oesw.leg.state.mn>

PHOTO NOT  
AVAILABLE

**Barbara Battiste**  
**Director**  
(651) 296-0711  
[barbara.battiste@oesw.leg.mn](mailto:barbara.battiste@oesw.leg.mn)



# 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 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 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

72 State Office Building  
**Location** 100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155  
**Phone** (651) 296-9002  
**Fax** (651) 297-3697  
**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)  
**Web site** <http://www.rcac.leg.mn/>

**Sally Olson**  
Commission Administrator, LCC  
(651) 296-9002  
[sally.olson@lcc.leg.mn](mailto:sally.olson@lcc.leg.mn)

**Diane Henry-  
Wangenstein**  
Deputy Director, LCC  
(651) 296-1121  
[diane.henry@lcc.leg.mn](mailto:diane.henry@lcc.leg.mn)

#### Council's 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



# 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 Administrative 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

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther  
King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-9002

**Fax** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.rcac.leg.mn/>

**Diane Henry-Wangenstein**  
Deputy Director, LCC  
(651) 296-1121  
[diane.henry@lcc.leg.mn](mailto:diane.henry@lcc.leg.mn)



# 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 through its review 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

## Contacting the Subcommittee on Employee Relations

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-2963

**Fax** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.ser.leg.mn/>

**Greg Hubinger**

**Director, LCC**

(651) 296-2963

[greg.hubinger@lcc.leg.mn](mailto:greg.hubinger@lcc.leg.mn)

**Sally Olson**

**Commission Administrator, LCC**

(651) 296-9002

[sally.olson@lcc.leg.mn](mailto:sally.olson@lcc.leg.mn)



# 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.

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

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-9002

**Fax** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.tcac.leg.mn/>

**Sally Olson**  
**Commission**  
**Administrator, LCC**  
(651) 296-9002  
[sally.olson@lcc.leg.mn](mailto:sally.olson@lcc.leg.mn)

**Diane Henry-**  
**Wangensteen**  
**Deputy Director, LCC**  
(651) 296-1121  
[diane.henry@lcc.leg.mn](mailto:diane.henry@lcc.leg.mn)

### Council's 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



# 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

Commissioner, Minnesota Management and Budget  
400 Centennial Office Building  
**Location** 658 Cedar St.,  
St. Paul, MN 55155  
**Phone** (651) 201-8010  
**E-mail** info.mmb@state.mn.us  
**Web site** <http://www.lcc.leg.mn/lac/>



# 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, approximately \$900 million has been appropriated to more than 2,000 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:

- 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

### 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

## 5 Representatives:

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

## Funding Sources

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

- The Minnesota Environment and Natural Resources Trust Fund
- Great Lakes Protection Account
- Oil overcharge funds

## General Information about LCCMR Projects

Currently the LCCMR makes funding recommendations on an annual or biennial basis, with recommendations presented to the Minnesota Legislature during the legislative session. 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 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 reviews, 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 peer review committees 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 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.



# LEGISLATIVE—CITIZEN COMMISSION ON MINNESOTA RESOURCES

## JOINT LEGISLATIVE SERVICES DIRECTORY

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.

### Contacting the Legislative-Citizen Commission on Minnesota Resources

**Location** 65 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

**Phone** (651) 296-2406

**FAX** (651) 296-1321

**E-mail** [lccmr@lccmr.leg.mn](mailto:lccmr@lccmr.leg.mn)

**Web site** <http://www.lccmr.leg.mn>



**Susan Thornton**  
**Director**

(651) 296-6264  
[suan.thornton@lccmr.leg.mn](mailto:suan.thornton@lccmr.leg.mn)



**Michael McDonough**  
**Manager of Research and Planning**

(651) 296-2443  
[michael.mcdonough@lccmr.leg.mn](mailto:michael.mcdonough@lccmr.leg.mn)



**Diana Griffith**  
**Commission Assistant**

(651) 296-2406  
[diana.griffith@lccmr.leg.mn](mailto:diana.griffith@lccmr.leg.mn)



**Michael Varien**  
**Project Analyst**

(651) 296-2668  
[michael.varien@lccmr.leg.mn](mailto:michael.varien@lccmr.leg.mn)



# LESSARD-SAMS OUTDOOR HERITAGE COUNCIL

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## JOINT LEGISLATIVE SERVICES DIRECTORY

### **About the Lessard-Sams Outdoor Heritage Council**

The Lessard-Sams Outdoor Heritage Council (LSOHC) 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

#### **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 and state forests; 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 \$100 million will be available annually for appropriation from this fund. In fiscal year 2010 through 2017, the Council has recommended and the Legislature has funded over 240 requests, totaling approximately \$750 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. To date, over 400 Conservation Partner Grants were awarded.

### **Constitutional Amendment**

“Beginning July 1, 2009, until June 30, 2034, the sales and use tax rate 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

95 State Office Building  
**Location** 100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155  
**Phone** (651) 284-6430  
**FAX** (651) 297-3697  
**E-mail** [lsohc@lsohc.leg.mn](mailto:lsohc@lsohc.leg.mn)  
**Web site** <http://www.lsohc.leg.mn>



**Mark Johnson**  
**Executive Director**  
(651) 296-6397  
[mark.johnson@lsohc.leg.mn](mailto:mark.johnson@lsohc.leg.mn)



**Joe Pavelko**  
**Assistant Director**  
(651) 297-7142  
[joe.pavelko@lsohc.leg.mn](mailto:joe.pavelko@lsohc.leg.mn)



**Sandy Smith**  
**Project Analyst Manager**  
(651) 297-7141  
[sandy.smith@lsohc.leg.mn](mailto:sandy.smith@lsohc.leg.mn)

PHOTO NOT  
AVAILABLE

**Amanda Brazee**  
**Commission Assistant**  
(651) 284-6430  
[amanda.brazee@lsohc.leg.mn](mailto:amanda.brazee@lsohc.leg.mn)



# LEGISLATIVE COMMISSION ON PENSIONS AND RETIREMENT

JOINT LEGISLATIVE SERVICES DIRECTORY

## About the Legislative Commission on Pensions and Retirement

The Pension Commission considers and recommends legislation relating to retirement benefits for public employees across the state. Since the terms and conditions for benefits under the state's pension plans are set forth in statute, legislation is required to make any changes to these benefits or adopt contribution increases or other measures to maintain the financial soundness of the plans. The commission, in its discretion, may consider other topics related to retirement benefits.

### 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

Generally, the standing committees in the House and Senate do not deal with retirement-related topics until after they have been considered by the Pension Commission. These committees refer proposed retirement-related legislation to the commission, which considers the legislation, takes testimony, and sends back its recommendations for actions by the committees.

The commission, which was established as a permanent commission in 1967, consists of seven members of the Senate and seven members of the House. Members are appointed at the commencement of each biennium. Meeting agendas are established by the chair, who serves a two-year term and is elected by the members of the commission. The chair position alternates between the House and Senate members. The commission typically meets weekly during the legislative session and may meet during the interim (between sessions), as needed.

## Functions of the Commission

The Pension Commission performs five major functions:

- Consider and make recommendations on legislations;
- Study and take testimony on proposed retirement benefit changes and other topics, current events, and changes in federal law related to pensions and retirement;
- Provide legislative oversight for the approximately 700 public employee pension and defined contribution plans in the state;
- Review the annual actuarial valuations and periodic experience studies of the statewide and major local public pension plans; and
- Assess the sufficiency of current public pension plan funding and recommend appropriate adjustments to contributions, funding, or benefits.

## Commission Staff

Commission staff performs research and analysis on pension and retirement issues and drafts legislation for members of the House of Representatives and of the Senate. Commission staff



# LEGISLATIVE COMMISSION ON PENSIONS AND RETIREMENT

JOINT LEGISLATIVE SERVICES DIRECTORY

maintains a repository of information and documents related to public pension plans and select retirement topics.

## Contacting the Legislative Commission on Pensions and Retirement

**Location** 55 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-2750

**FAX** (651) 297-3697

**E-mail** [lcpr@lcpr.leg.mn](mailto:lcpr@lcpr.leg.mn)

**Web site** <http://www.lcpr.leg.mn/lcprmain.htm>



**Susan Lenczewski**  
**Executive Director**  
(651) 296-1309  
[susan.lenczewski@lcpr.leg.mn](mailto:susan.lenczewski@lcpr.leg.mn)



**Rachel Barth**  
**Deputy Director**  
(651) 296-7820  
[rachel.barth@lcpr.leg.mn](mailto:rachel.barth@lcpr.leg.mn)



**Lisa Diesslin**  
**Commission Assistant**  
(651) 296-6806  
[lisa.diesslin@lcpr.leg.mn](mailto:lisa.diesslin@lcpr.leg.mn)



# 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.

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

### 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

## Contacting the Legislative Commission on Planning and Fiscal Policy

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-9002

**Fax** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

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

**Sally Olson**  
**Commission Administrator, LCC**  
(651) 296-9002  
[sally.olson@lcc.leg.mn](mailto:sally.olson@lcc.leg.mn)



# 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.

Minnesota is represented on this Commission by four legislators, two from the Senate and two from the House of Representatives.

### Contacting the Great Lakes Commission

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-1121

**Fax** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.commissions.leg.state.mn.us/commis/greatlakes.html>

**Diane Henry-Wangenstein**  
**Deputy Director, LCC**  
(651) 296-1121  
[diane.henry@lcc.leg.mn](mailto:diane.henry@lcc.leg.mn)



# LEGISLATIVE ENERGY COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

## About the Legislative Energy Commission

The Legislative Energy Commission was created by the Minnesota Legislature in 2008, which was formerly constituted as the Electric Energy Task Force. 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

## Commission's 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 Legislative Energy Commission

**Location** State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 297-7137

**FAX** (651) 297-3697

**E-mail** [lec@lec.leg.mn](mailto:lec@lec.leg.mn)

**Web site** <http://www.lcc.leg.mn/lec/>

**Vacant**  
**Executive Director**  
(651) 297-7137



# MISSISSIPPI RIVER PARKWAY COMMISSION

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JOINT LEGISLATIVE SERVICES DIRECTORY

## About the Mississippi River Parkway Commission

The Mississippi River Parkway Commission (MRPC) 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

**Location** 300 33<sup>rd</sup> Avenue South, Suite 101  
Waite Park, MN 56387

**Phone** (651)341-4196

**Website** <http://www.commissions.leg.state.mn.us/mrpc/mrpc.html>

PHOTO NOT  
AVAILABLE

**Chris Miller**  
**Director /Project Lead,**  
**The Odyssey Group**  
(651) 341-4196  
[info@mnmississippiriver.com](mailto:info@mnmississippiriver.com)



# LEGISLATIVE PERMANENT SCHOOL FUND COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

## About the Legislative Permanent School Fund Commission

The Legislative Permanent School Fund Commission was established to advise the Department of Natural Resources and the school trust lands director on the management of permanent school fund land, which is held in trust for the school districts of the state and to review legislation affecting permanent school fund land.

The commission consists of three senators appointed by the senate majority leader, three senators appointed by the senate minority leader, three state representatives appointed by the speaker of the house, and three state representatives appointed by the house minority leader.

### Commission's Statutory Authority

"The commission shall review current statutes on management of school trust fund lands at least annually and shall recommend necessary changes in statutes, policy, and implementation in order to ensure provident utilization of the permanent school fund lands."

- Minnesota Statutes 127A.30

## Contacting the Legislative Permanent School Fund Commission

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-0099

**Fax** (651) 297-3697

**Email** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.lcc.leg.mn/lpsfc/>

**Kasey Gerkovich**  
**Administrative**  
**Assistant, LCC**  
(651) 296-0099  
[kasey.gerkovich@lcc.leg.mn](mailto:kasey.gerkovich@lcc.leg.mn)



# LEGISLATIVE WATER COMMISSION

## JOINT LEGISLATIVE SERVICES DIRECTORY

### Legislative Water Commission

The Legislative Water Commission (LWC) was established to review water policy reports and recommendations, gather data and make recommendations to assist the legislature in formulating recommendations. Additionally, it will share information with the Legislative Citizens Commission on Minnesota Resources (LCCMR), pertinent legislative committees, and will share information and coordinate with the Clean Water Council.

The LWC consists of six members of the Senate, including three majority party members appointed by the majority leader and three minority party members appointed by the minority leader; and six members of the House of Representatives, including three majority party members appointed by the speaker of the house and three minority party

#### Commission's Statutory Authority

"The commission shall review water policy reports and recommendations of the Environment Quality Board, the Board of Water and Soil Resources, the Pollution Control Agency, the Department of Natural Resources, the Metropolitan Council, and other water-related reports as may be required by law or the legislature."

Minnesota Statutes 3.886

### Contacting the Legislative Water Commission

**Location** 65 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 284-6431

**Email** [barb.huberty@lcc.leg.mn](mailto:barb.huberty@lcc.leg.mn)

**Fax** (651) 297-3697

**Web site** <http://www.lcc.leg.mn/lwc/>



**Barb Huberty**  
**LWC Director**  
(651) 284-6431  
[barb.huberty@lcc.leg.mn](mailto:barb.huberty@lcc.leg.mn)



# 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 on Metropolitan Government

72 State Office Building  
**Location** 100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155  
**Phone** (651) 296-0099  
**FAX** (651) 297-3697  
**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)  
**Web site** <http://www.lcc.leg.mn/lcmg/>

**Kasey Gerkovich**  
**Administrative Assistant, LCC**  
(651) 296-0099  
[kasey.gerkovich@lcc.leg.mn](mailto:kasey.gerkovich@lcc.leg.mn)



# LEGISLATIVE COMMISSION ON DATA PRACTICES

JOINT LEGISLATIVE SERVICES DIRECTORY

## About the Legislative Commission on Data Practices

The Legislative Commission on Data Practices and Personal Data Privacy was established in 2014 to study issues relating to government data practices and individuals' personal data privacy rights and to review legislation on these issues.

The commission consists of four members from the House of Representative and four members from the Senate. The commission may also elect up to four former legislators who have demonstrated an interest in, or have a history of working in, the areas of government data practices and personal data privacy to serve as nonvoting members of the commission.

### Commission's Statutory Authority

"The Legislative Commission on Data Practices and Personal Data Privacy is created to study issues relating to government data practices and individuals' personal data privacy rights and to review legislation impacting data practices, data security, and personal data privacy."

- Minnesota Session Laws 2014, Chapter 193

## Contacting the Legislative Commission on Data Practices

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-9002

**FAX** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.lcc.leg.mn/lcdp/>

**Sally Olson**  
**Commission Administrator, LCC**  
(651) 296-9002  
[sally.olson@lcc.leg.mn](mailto:sally.olson@lcc.leg.mn)



# LEGISLATIVE COMMISSION ON MINNESOTA SPORTS FACILITIES

## JOINT LEGISLATIVE SERVICES DIRECTORY

### About the Legislative Commission on Minnesota Sports Facilities

The Legislative Commission on Minnesota Sports Facilities was created to oversee the Minnesota Sports Facilities Authority's operating and capital budgets. The commission is charged with: providing financial oversight of the authority; adoption of a statewide authority structure for the operation and management of sports facilities and entertainment venues under the jurisdiction of the authority; and creating a comprehensive management plan that alleviates booking and scheduling concerns regarding the sports facilities and entertainment venues under the jurisdiction of the authority.

#### Commission's Statutory Authority

"The legislature finds that continuous legislative review of the financial management of the authority is necessary to promote fiscal responsibility and good management, and strengthen the accountability of the authority."

- Minnesota Statutes 3.8842

The Commission consists of three senators appointed by the senate majority leader, three senators appointed by the senate minority leader, three state representatives appointed by the speaker of the house, and three state representatives appointed by the house minority leader.

### Contacting the Legislative Commission on Minnesota Sports Facilities

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-9002

**FAX** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.lcc.leg.mn/lcmsf>

**Sally Olson**  
**Commission Administrator,**  
**LCC**  
(651) 296-9002  
[sally.olson@lcc.leg.mn](mailto:sally.olson@lcc.leg.mn)



# MNSURE LEGISLATIVE OVERSIGHT COMMISSION

JOINT LEGISLATIVE SERVICES DIRECTORY

## About the MNSure Legislative Oversight Committee

The MNSure Legislative Oversight Committee was established in 2013 to oversee the operations of MNSure and to recommend necessary changes in policy, implementation, and statutes to the MNSure board of directors and to the legislature.

The membership of the committee consists of five members of the senate, three members appointed by the majority leader of the senate, and two members appointed by the minority leader of the senate; and five members of the house of representatives, three members appointed by the speaker of the house, and two members appointed by the minority leader of the house of representatives.

### Commission's Statutory Authority

The MNSure Legislative Oversight Committee was established in 2013 to oversee the implementation of Chapter 62V of Minnesota Statutes and the operation of MNSure.

- Minnesota Statutes, 62V.11

## Contacting the MNSure Legislative Oversight Committee

**Location** 72 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155

**Phone** (651) 296-9002

**FAX** (651) 297-3697

**E-mail** [lcc@lcc.leg.mn](mailto:lcc@lcc.leg.mn)

**Web site** <http://www.lcc.leg.mn/mnsure>

**Sally Olson**

**Commission Administrator, LCC**

(651) 296-9002

[sally.olson@lcc.leg.mn](mailto:sally.olson@lcc.leg.mn)



# **JOINT LEGISLATIVE SERVICES DIRECTORY**

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