

GUIDE TO

MINNESOTA

*Governor's
Washington
Office*

1999

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Saint Paul, Minnesota 55155

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November 1998

Governor's Washington Office

WELCOME

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STATE OF MINNESOTA

OFFICE OF THE GOVERNOR
130 STATE CAPITOL
SAINT PAUL 55155

ARNE H. CARLSON
GOVERNOR

Dear Director:

Welcome to state government and to the Governor's Washington Office. This briefing book has been assembled to assist the incoming administration during this period of executive branch transition. We hope you will find it valuable.

You will see by the material contained in the attached briefing that the Governor's Washington Office has accomplished much during this important last decade of the century and also that there are many ideas for future service refinements.

Please feel free to call upon the resources of this administration as you begin to familiarize yourself with your new responsibilities.

I wish you much success.

Warmest regards,

A handwritten signature in black ink that reads "Arne H. Carlson".

ARNE H. CARLSON
Governor



STATE OF MINNESOTA

Washington Office
400 North Capitol Street, Suite 365
Washington, D.C. 20001
(202) 624-5308

ARNE H. CARLSON
GOVERNOR

Dear Director:

Congratulations on your recent appointment as Director and welcome to the Governor's Washington Office. You will have the opportunity to enjoy one of the most interesting and challenging positions in state government.

Let me assure you that I have enjoyed my years in this office and my time as director and I trust that your experiences will be equally rewarding. You have a challenging job ahead of you and I hope the information contained in this document about the Governor's Washington Office will be helpful as you begin to go about your work.

You will find working with the Minnesota Congressional Delegation, the White House, Federal executive branch agencies, and groups such as the National Governors' Association rewarding and exciting. You have my best wishes for a productive administration.

If I can be of assistance in any way, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink that reads "Dave McClung". The signature is written in a cursive style and is positioned above the printed name and title.

Dave McClung
Director

Summary description of agency

Short history

The State of Minnesota, Washington Office was first established in 1979 under Governor Al Quie to provide an important link between the State of Minnesota and the federal government. During the first few years the Washington Office was a division of the Governor's Office.

The Washington Office was closed in 1981 when Governor Rudy Perpich was reelected only to be reopened in 1983 under the authority of the Office of Strategic and Long Range Planning (known as Minnesota Planning).

Upon his election in 1990, Governor Arne H. Carlson transferred the functions and staff of the Washington Office back to the Governor's staff where it has remained since.

Currently there are 35 states, commonwealths, and territories that maintain offices in Washington, D.C.. These offices perform a variety of services for the Governor and state executive branch. Often the focal point of the Governor's state-federal relations strategy, the Washington office has become an increasingly popular mechanism used by Governors to achieve policy and management goals. Washington offices are generally small and closely tied to the Governor's office. The direction and scope of Washington office activities are decided by each Governor.

The State of Minnesota, Washington Office of the Governor

The Washington Office serves as the "voice" of the Governor in advocating and lobbying state interests and as the "eyes and ears" of the Governor in monitoring actions that may help or hinder Minnesota's interests.

The State of Minnesota, Washington Office is established by Minn. Stat. Sec. 4.46.

Minn. Stat. Sec. 4.46 reads:

Washington Office.

The governor may appoint employees of the Washington, D.C., office of the state of Minnesota and may prescribe their duties. In the operation of the office, the governor may expend money appropriated by the legislature for promotional purposes in the same manner as private persons, firms, corporations, and associations expend money for promotional purposes. Promotional expenditures for food, lodging, or travel are not governed by the travel rules of the commissioner of employee relations.

History: 1991 c345 art2 s7

Roles and Services

The major roles and services of the Washington Office are:

- The Governor, chief of staff, state agencies and departments, and the state's congressional delegations are the primary clients for the Washington Office.

- The principal functions of the office include monitoring federal legislation, assisting state agencies, representing state interests with federal agencies, lobbying Congress generally, and specifically lobbying the Minnesota Congressional Delegation and congressional leadership.
- The major advantages of having a Washington office are improved capability to access and disseminate federal legislative information and improved communication and liaison with the Minnesota Congressional Delegation.
- Serving as a point of contact for state citizens and businesses in their contacts with the Washington community.
- Staffing the Governor and other senior state officials for Washington events, such as testifying on behalf of Minnesota before Congress, Minnesota Congressional Delegation briefings, meetings with federal executive branch agencies, and other national groups, through preparation of background materials, testimony, and scheduling assistance.

The Washington Office accomplishes these tasks by:

- Conveying and clarifying the Governor's positions to members of Congress, their staffs, other state offices, the White House, federal executive branch agencies, the National Governors' Association (NGA) and other national organizations.
- Offering insight and interpretation of Minnesota policy for the state's Congressional delegation and the federal executive branch.
- Providing status reports on ongoing federal initiatives and representing state priorities in Washington. This is done by reviewing and tracking federal legislation which will impact state programs and services.
- Serving as a primary focal point in Washington for the Governor, the Governor's staff, and senior state officials.

Coordinating Federal Issues

It is important that the Washington office be involved in all discussions of federal issues. Early in the administration, the Governor may want to direct his staff and appointees to coordinate all federal activity through the director of the Washington office.

Setting Federal Priorities

Prior to the beginning of each new session of Congress it is important to take stock of the state's success in the most recent Congressional session and look ahead to the new session by revising the state's federal priorities. This can be a formal or informal process, yet in whatever form, it is vitally important for allocating the Washington Office's time and the time the Governor will devote to federal issues important to Minnesota.

Working with National and Regional groups of Governors

Minnesota's Governor belongs to one national governors' organization and two regional governors' organizations.

On the national level it is often important for Governors to group together to be heard on an issue. It is generally accepted that critical mass to gain attention on an issue is seven to eight Governors. For this reason a large part of the time of the Washington Office is spent working with other Governors' staffs and with groups such as those listed below.

National Governors' Association (NGA)

Within the NGA the Office of State-Federal Affairs maintains regular contact and provides assistance to Governors' Washington offices and state-federal coordinators in Governors' offices in their state capitals. The office also maintains contact with congressional leaders and key administration officials to ensure that Governors' concerns are heard in shaping national policy.

The Washington Office maintains liaison with NGA staff and committees. It also staffs the Governor on the NGA committee that he serves on. Governor Carlson served on the Human Resources Committee which has jurisdiction over social services, education, national guard, and workforce issues.

The NGA is also comprised of five policy studies divisions that constitute the Center for Best Practices, whose primary mission is to track, elevate, and disseminate "best practices" of the states and help improve the implementation of joint state-federal programs.

Midwest Governors' Conference (MGC)

The MGC is made up of Governors from the states of North Dakota, South Dakota,

Nebraska, Missouri, Iowa, Minnesota, Kansas, Wisconsin, Illinois, Michigan, Indiana, and Ohio. The MGC allows Governors from the Midwest to come together to focus on issues (such as trade, agriculture, and the environment) of concern to the region.

Great Lakes Governors Conference (GLGC)

The GLGC consists of Governors from the states of Minnesota, Wisconsin, Illinois, Michigan, Indiana, Ohio, Pennsylvania, and New York. GLGC mainly focuses on environmental issues and other issues that affect the Great Lakes.

Federal Issues

Priority Issues:

Medicaid Disproportionate Share Hospital (DSH) Funding

Background: In reducing federal DSH (federal medicaid funding for hospitals that serve a disproportionate share of low-income people) expenditures, Congress established new DSH allotments for each state, based on DSH figures submitted as of January 1, 1995 in the Balanced Budget Act (BBA) of 1997. Minnesota's 1995 expenditures report to the Health Care Financing Administration (HCFA) was correct, but due to a difference in federal and state reporting systems, there was an error in how DSH was categorized on an addendum to the report. For this reason the HCFA gives states two years to adjust or correct their report. The missing detailed information was due, in part, to the states' recently implemented computer system. The first priority for the new system was correct

payment of providers, so because the state had two years to supply the details to HCFA, that portion of the system was the last added.

When Congress established each state's new DSH allotment, it hard coded the DSH numbers for each state as of January 1, 1995 into the BBA thereby locking Minnesota into a number half of what it should have been. HCFA knew prior to action by the conference committee that the Congressional Budget Office was using numbers for Minnesota that were incomplete. Despite attempts on the part of the state and HCFA to point out the error, Congress did not change Minnesota's number and as a result, Minnesota's future annual DSH funding was reduced by half, from approximately \$33 million to \$16 million.

Current Status: Last year Congressman Sabo, who serves on the House Appropriations Committee, went to Chairman Porter (Illinois) who chairs the Labor/HHS/Education Subcommittee, and asked that Minnesota's DSH payment be increased to the correct \$33 million for that year. This year the Washington Office and the Department of Human Services (DHS) have worked with our Congressional Delegation, specifically Senator Grams and Congressman Ramstad, to address the DSH problem. No opportunity for a Medicaid technical correction bill presented itself this session so we were forced to return to the appropriators to ask for another one year fix. The Omnibus Consolidated Emergency Supplemental Appropriations Act of 1999 contains language adding \$17 million to correct Minnesota's DSH payment for FY1999.

Action: In the 106th Congress the Washington Office and DHS will work with the Congressional Delegation to ensure a multi-year fix is enacted to protect Minnesota's DSH funding in the remaining 3 years of the BBA authority (FY 2000, 2001, and 2002). The conference report language on Medicaid DSH payments in the Omnibus Appropriations Bill contains language stating that the appropriators expect that the authorizing committees will enact a correction to this problem on a permanent basis in the first session of the 106th Congress. They further state they have no intention of including this correction in future appropriations bills.

It is expected that there will be numerous opportunities next year to address Medicaid technical corrections such as needed to permanently solve this DSH problem.

Title XXI, State Children's Health Insurance Program

Background: In 1997, the Congress in the Balanced Budget Act (BBA) of 1997 amended the Social Security Act by adding a Title XXI, creating a State Children's Health Insurance Program (SCHIP). The purpose of Title XXI and the SCHIP is to support state efforts to expand health care coverage to uninsured children. Title XXI sets aside approximately \$28.4 million per year for Minnesota. This funding is for coverage of targeted low income children which are defined as children in families who are currently uninsured with income no more than 50 percentage points above the current Medicaid standard.

Minnesota has been a leader in providing health care access for children. In 1992,

Minnesota implemented the MinnesotaCare program to provide health insurance coverage to uninsured families with incomes up to 185% of federal poverty, and in 1995, Minnesota expanded the program to cover families up to 275% of federal poverty. Since MinnesotaCare's implementation, the number of children who are uninsured in Minnesota has fallen more than 40%, and Minnesota currently has the lowest number of uninsured children of any state in the country. Although we have insured over 56,000 children, 77,000 remain uninsured. These children are much more difficult to find and it is the state's intention to use SCHIP funds to develop methods for reaching and insuring these children.

MinnesotaCare expenditures for children are currently matched at a rate of approximately 52%. The matching rate for Minnesota under Title XXI is approximately 66%. Because the new funding is available only for children not currently eligible under Medicaid, including MinnesotaCare, Minnesota is not able to access most of the \$28.4 million per year. In essence, Minnesota is being penalized at a rate of roughly 14% because it acted too early in obtaining Medicaid funding for the MinnesotaCare Program.

To capture a state's SCHIP allotment for three years a state needed to submit a state plan to the Health Care Financing Administration (HCFA) and have that plan approved. The State Plan submitted provided for a slight expansion of our Medicaid program by increasing the income standard in the Medical Assistance Program from 275% of poverty to 280%. Under Title XXI Minnesota could have raised the income standard to 325% of federal poverty

but this has serious crowd out ramifications in the private insurance market and captures very few children that aren't already covered.

The legislature also directed the Department of Human Services to develop a proposal to subsidize coverage available to children through their parents' employers. This proposal is in development and when completed will be submitted as an amendment to our State Plan. While this proposal will allow Minnesota to access a somewhat larger portion of the allotment than under the current State Plan, it will not allow us to access a substantial portion of the allotment.

Minnesota, in our analysis, would be able to enroll only 12 new children under the state plan we proposed. To access the remainder of our allotment a section 1115 waiver would be needed.

Current Status: The State of Minnesota has submitted the following SCHIP documents to HCFA:

- On April 24, 1998 the Governor and the Department of Human Services submitted Minnesota's State Plan for coverage of uninsured children under Title XXI. This allows Minnesota to capture its allotment under Title XXI for three years.
- On May 22, 1998, the Governor and the Department of Human Services submitted a proposed section 1115 demonstration project waiver of certain provisions of Title XXI. This waiver if approved would allow Minnesota to fully capture its SCHIP allotment.

Minnesota's section 1115 waiver requested waivers of the following Title XXI requirements: maintenance of effort requirements, the definition of a Title XXI eligible child, and the 10% cap on special expenditures and administrative costs.

This waiver would have allowed Minnesota to draw the enhanced matching funds on expenditures for certain children currently eligible for the MinnesotaCare Program. (52.14% under Medicaid match and 66.5% under Minnesota's SCHIP match rate.) We estimate that this would have accessed \$12.6 million of the \$28.4 million allotment. In addition to the above, the waiver would have allowed Minnesota to spend the remainder of its \$28.4 million allotment on special health initiatives, direct payments to providers, and administrative costs.

On Friday, July 17th, HCFA announced that it was approving Minnesota's Title XXI State Plan and disapproving our section 1115 waiver request. The HCFA letter approving our plan mentions that the plan approved has the potential to cover 1500 children across the state. This statement is inaccurate. The Minnesota Department of Human Services has determined that there are roughly 1500 children under the age of two in Minnesota with a family income between 275% and 280% of federal poverty. It is our estimation that only 12 children will actually be eligible under the Medicaid expansion approved in our state plan, spending only \$50,000 of the state's \$28.4 million SCHIP allotment.

Minnesota's position supporting the waiver is the following:

- Minnesota in essence has been running an SCHIP program since 1992.

- Minnesota has insured 54,000 children since 1992 and still has an additional 70,000 without access to health care. In approving this waiver Minnesota can make significant inroads toward covering a substantial portion of these 70,000 children, the stated goal of Title XXI.
- Granting an 1115 waiver will not allow Minnesota to supplant current state funding or retrench from commitments already made. Minnesota stands committed to work with HCFA to assure that our mutual interests are served.
- Minnesota, through an 1115 waiver, can demonstrate how most of the other states that are currently creating SCHIP programs can reach the "hard to reach" children. States beginning their Title XXI programs will experience what Minnesota has already experienced, and find that initially it is relatively easy to find eligible uninsured children but at a point in time, all the "easily" identifiable children have been found. New and innovative techniques need to be utilized to identify and insure the "hard to reach" children.

Action: In disapproving Minnesota's waiver HCFA said that while they understand Minnesota's position they are not inclined to administratively waive the provisions of Title XXI until states have more experience with SCHIP and they have an opportunity to analyze states' experience under the new law. Given this position, it is unlikely that

HCFA will approve any Title XXI waivers in the near future. This leaves amending Title XXI through federal legislation the only alternative.

In the first session of the 106th Congress one of the Washington Office's highest federal priorities, in conjunction with the Minnesota Department of Human Service, will be to work with the Minnesota Congressional Delegation to draft and introduce legislation that will allow Minnesota to capture the state's full SCHIP allotment.

Other Issues for the 106th Congress

While this list is not inclusive, the following issues will remain a focus of the Washington Offices's time in the 106th Congress:

- Continued opposition to the Garrison Water Project and construction of a outlet into the Red River from Devil's Lake
- Reauthorization of the Elementary and Secondary Education Act
- Protecting against cuts in Medicaid Administrative costs and other cuts in Medicaid
- Protecting funding for existing programs in today's contentious federal budget environment
- Protecting against further cuts to Title XX (Social Services Block Grant) and Food Stamp Administrative costs
- Child Support financing
- Tracking developments in the U.S.- Canada agricultural talks
- Responding to the ongoing farm crisis

- Environmental issues such as Clean Water, Superfund, OCS Revenues Reinvestment
- Electricity Restructuring Legislation

Upcoming events/important dates:

November 1998

National Governors' Association
Seminar for New Governors, Nov 12th-14th

January 1999

Congress begins First Session of the 106th Congress, January 7, 1999

February 1999

National Governors' Association
Winter Meeting, Washington, D.C.
February 20th - 23rd

August 1999

National Governors' Association
Annual Meeting, St. Louis, MO
August 7th - 10th

Budget and personnel overview

Comparative expenditure report (dollars in thousands)

| | FY92 Actual | FY 93 Actual | FY 94 Actual | FY95 Actual | FY 96 Actual | FY 97 Actual | FY 98 Actual | FY 99 Antic |
|-----------------------------------|----------------|-----------------|-----------------|----------------|-----------------|-----------------|-----------------|----------------|
| Personal services | 151 | 151 | 150 | 174 | 168 | 144 | 114 | 126 |
| Expenses and contractual services | 31 | 35 | 36 | 37 | 36 | 38 | 39 | 42 |
| Misc. operating expenses | 11 | 8 | 10 | 16 | 16 | 10 | 8 | 12 |
| Supplies | 4 | 12 | 5 | 7 | 6 | 16 | 10 | 10 |
| Equipment | 3 | 11 | 0 | 0 | 0 | 14 | 0 | 0 |
| Total | 200 | 217 | 201 | 234 | 226 | 222 | 171 | 190 |
| FTE | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 |

The Washington Office is currently staffed by 2 full time equivalents (FTEs), a director, and one administrative assistant/office manager, with a budget of \$190,000.

The historical staffing for the Washington Office has been 3 FTEs (director, deputy director, and legislative assistant/office manager) with a budget in the \$222,000 - \$234,000 range (this range is for the last 3 years the office was at full staff).

Positions:

Director: The director's position exists to provide direct assistance to the Governor and heads of Minnesota agencies in developing comprehensive lobbying strategies relating to the development and implementation of the State's Federal Legislative Program.

Deputy director: The deputy director's position exists to provide assistance to the director of the Washington Office in the development and implementation of the State's Federal Legislative Program.

Legislative assistant/office manager: The legislative assistant/office manager's position exists to provide administrative and legislative support for the Washington Office in the development and implementation of the State's Federal Legislative Program.

The legislative assistant/office manager's position is currently staffed at only a administrative assistant/office manager level. It has been staffed in this fashion since January 1998.

The current administrative assistant/office manager is Matt Weeden.

Other Information

Attachments

In addition to the information presented here and materials found in other documents such as the Biennial Report and Biennial Budget, several items are attached to this document that will be of assistance to you.

They include:

- Materials related to the National Governors' Association 1998 Seminar for New Governors. Included is a letter from NGA Chairman, Governor Thomas Carper, to each candidate, a schedule of Seminar meetings, and registration information.
- A copy of Minnesota Congressional Delegation, Washington Offices, phone/fax numbers and addresses as well as a list of staff contacts in each Congressional office by issue area.
- An example of a Congressional Delegation Letter of the type often initiated/spearheaded by the Washington Office.

Minnesota Congressional Delegation, Washington Offices

First District

Gil Gutknecht
425 Cannon HOB
WDC 20515
202/225-2472

Second District

David Minge
1415 Longworth HOB
WDC 20515
202/225-2331

Third District

Jim Ramstad
103 Cannon HOB
WDC 20515
202/225-2871

Fourth District

Bruce F. Vento
2304 Rayburn HOB
WDC 20515
202/225-6631

Fifth District

Martin Olav Sabo
2336 Rayburn HOB
WDC 20515
202/225-4755

Sixth District

Bill Luther
117 Cannon HOB
WDC 20515
202/225-2271

Seventh District

Collin C. Peterson
2159 Rayburn HOB
WDC 20515
202/225-2165

Eighth District

James L. Oberstar
2366 Rayburn HOB
WDC 20515
202/225-6211

Senator Rod Grams

261 Dirksen SOB
WDC 20510
202/224-3244

Senator Paul Wellstone

136 Hart SOB
WDC 20510
202/224-5641



The Minnesota Congressional Delegation

2366 Rayburn House Office Building
Washington, D.C. 20515
(202) 225-6211
September 9, 1996



The Honorable Robert Reich
Secretary
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D. C. 20210

James L. Oberstar, Chairman
Paul D. Wellstone
Rod Grams
Martin Olav Sabo
Bruce F. Vento
Collin Peterson
Jim Ramstad
David Minge
Gil Gutknecht
William P. Luther

Dear Mr. Secretary:

We are writing in regard to the application recently submitted by the State of Minnesota for a School-to-Work Opportunities State Implementation grant. As you know, Minnesota's state plan for school-to-work has been approved, and the state is moving forward.

Minnesota has established the leadership and governance structures needed to guide a statewide School-to-Work system. The state has instituted a local/regional roll-out strategy to ensure that all schools and communities become active partners in system implementation; focused efforts on the integration of school-based and work-based learning; implemented graduation standards for all students; and, established strategies that support the broader involvement and participation of employers statewide. This has been made possible by the commitment and support many groups, including the Governor, state legislature, state agencies, state college and university system (MnSCU), business and industry, organized labor, trade associations, local education agencies and school boards, and others.

Together with the state and local money which is already committed to a statewide school-to-work infrastructure, the federal investment will help the state achieve real systemic change that will better equip Minnesota's learners with the tools they need to compete in a global economy.

We strongly encourage you to select Minnesota for a School-to-Work implementation grant.

Sincerely,

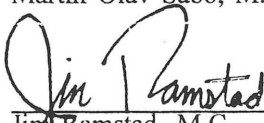

Paul Wellstone, U.S.S.


Rod Grams, U.S.S.


James L. Oberstar, M.C.


Martin Olav Sabo, M.C.


Bruce F. Vento, M.C.


Jim Ramstad, M.C.


Collin C. Peterson, M.C.


David Minge, M.C.


Gil Gutknecht, M.C.


Bill Luther, M.C.

Minnesota Congressional Delegation Staff Listed By Issue Areas:
As of October 1998

Agriculture

Grams: Linda Pope
Wellstone: Brian Ahlberg
Gutknecht: Jeff Harrison
Minge: Christina Muedeking
Ramstad: Megan Ivory
Vento: Toyia Younger
Sabo: Seth Richards
Luther: Steve Heuer
Peterson: Rob Larew
Oberstar: DeAnn Stish

Banking

Grams: Alan Brubaker
Wellstone: Amy Johnson
Gutknecht: Andy Halataei
Minge: Curt Yoakum
Ramstad: Karin Hope
Vento: Kristen Johnson-Obey
Sabo: Seth Richards
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Chip Gardiner

Budget

Grams: Lianchao Han
Wellstone: Kelly Ross
Gutknecht: Andrew Nichols
Minge: Kimberly Overbeek
Ramstad: David Fisher
Vento: Marc Smith
Sabo: Marjorie Duske
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Chip Gardiner

Commerce

Grams: Alan Brubaker
Wellstone: Sarah Neimeyer
Gutknecht: John Boling
Minge: Curt Yoakum
Ramstad: Karin Hope
Vento: Anne Olson
Sabo: Marjorie Duske
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Chip Gardiner

Crime/Judiciary

Grams: Linda Pope
Wellstone: Roger Wolfson
Gutknecht: Andy Halataei
Minge: Ross Bennett
Ramstad: Karin Hope
Vento: Toyia Younger
Sabo: Seth Richards
Luther: Steve Heuer
Peterson: JoAnna Barrett
Oberstar: Mary Kerr

Defense Conversion

Grams: Pam Weimann
Wellstone: Charlotte Oldham-Moore
Gutknecht: John Boling
Minge: Curt Yoakum
Ramstad: David Fisher
Vento: Marc Smith
Sabo: Alan Dillingham
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Caroline Gabel

Education

Grams: Linda Pope
Wellstone: Roger Wolfson
Gutknecht: Andy Halataei
Minge: Rob Vanasek
Ramstad: Peter Campbell
Vento: Anne Olson
Sabo: Michael Erlandson
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Mary Kerr

Environment

Grams: John Revier
Wellstone: Kelly Ross
Gutknecht: Jeff Harrison
Minge: Ross Bennett
Ramstad: David Fisher
Vento: Larry Romans
Sabo: Marjorie Duske
Luther: Steve Heuer
Peterson: Rob Larew
Oberstar: Caroline Gabel

Health Care

Grams: Joe Trauger
Wellstone: John Gilman
Gutknecht: Andrew Nichols
Minge: Robin Gorake
Ramstad: Megan Ivory
Vento: Jennifer Haugh
Sabo: Micheal Erlandson
Luther: Steve Heuer
Peterson: JoAnna Barrett
Oberstar: Chip Gardiner

Energy

Grams: John Revier
Wellstone: Kelly Ross
Gutknecht: John Boling
Minge: Ross Bennett
Ramstad: David Fisher
Vento: Larry Romans
Sabo: Marjorie Duske
Luther: Steve Heuer
Peterson: Rob Larew
Oberstar: DeAnn Stish

Immigration

Grams: Anne Crowther
Wellstone: Roger Wolfson
Gutknecht: Andy Halataei
Minge: Rob Vanasek
Ramstad: Karin Hope
Vento: Toyia Younger
Sabo: Alan Dillingham
Luther: Steve Heuer
Peterson: JoAnna Barrett
Oberstar: Mary Kerr

Native American Affairs/Gaming

Grams: John Revier
Wellstone: Perry Lange
Gutknecht: Jeff Harrison
Minge: Robin Gorake
Ramstad: Peter Campbell
Vento: Larry Romans
Sabo: Andrea Moskalik
Luther: Steve Heuer
Peterson: Rob Larew
Oberstar: DeAnn Stish

Insurance

Grams: Lianchao Han
Wellstone: Kelly Ross
Gutknecht: Andrew Nichols
Minge: Curt Yoakum
Ramstad: Karin Hope
Vento: Kirsten Johnson
Sabo: Michael Erlandson
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Chip Gardiner

Science and Technology

Grams: Lianchao Han
Wellstone: Sarah Neimeyer
Gutknecht: Andrew Nichols
Minge: Curt Yoakum
Ramstad: Darren Bearson
Vento: Toyia Younger
Sabo: Marjorie Duske
Luther: Steve Heuer
Peterson: Bill Black
Oberstar: Chip Gardiner

Telecommunications

Grams: Donald Erickson
Wellstone: Sarah Neimeyer
Gutknecht: John Boling
Minge: Ross Bennett
Ramstad: Karin Hope
Vento: Anne Olson
Sabo: Andrea Moskalik
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Mary Kerr

Military Affairs

Grams: Pam Weimann
Wellstone: Charlotte Oldham-Moore
Gutknecht: John Boling
Minge: Curt Yoakum
Ramstad: David Fisher
Vento: Marc Smith
Sabo: Alan Dillingham
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Caroline Gabel

Tax Issues

Grams: Lianchao Han
Wellstone: Perry Lange
Gutknecht: John Boling
Minge: Curt Yoakum
Ramstad: Karin Hope
Vento: Larry Romans
Sabo: Marjorie Duske
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Caroline Gabel

Transportation

Grams: Donald Erickson
Wellstone: Sarah Neimeyer
Gutknecht: John Boling
Minge: Curt Yoakum
Ramstad: David Fisher
Vento: Toyia Younger
Sabo: Marjorie Duske
Luther: Steve Heuer
Peterson: JoAnna Barrett
Oberstar: Caroline Gabel

Trade

Grams: Patricia Eveland
Wellstone: Brian Ahlberg
Gutknecht: John Boling
Minge: Curt Yoakum
Ramstad: Megan Ivory
Vento: Anne Olson
Sabo: Alan Dillingham
Luther: Steve Heuer
Peterson: Rob Larew
Oberstar: Chip Gardiner

Veterans Issues

Grams: Anne Crowther
Wellstone: Kelly Ross
Gutknecht: John Boling
Minge: Curt Yoakum
Ramstad: David Fisher
Vento: Marc Smith
Sabo: Alan Dillingham
Luther: Steve Heuer
Peterson: JoAnna Barrett
Oberstar: Chip Gardiner

Chief of Staff

Grams: Chris Gunhus
Wellstone: Colin McGinnis
Gutknecht: Brent Orrell
Minge: Ross Peterson
Ramstad: Dean Peterson
Vento: Larry Romans
Sabo: Mike Erlandson
Luther: Ted Thompson
Peterson: Mark Brownell
Oberstar: Bill Richard

Welfare

Grams: Joe Trauger
Wellstone: Kelly Ross
Gutknecht: Andy Halataei
Minge: Robin Gorake
Ramstad: Megan Ivory
Vento: Jennifer Haugh
Sabo: Marjorie Duske
Luther: Steve Heuer
Peterson: Bill Black
Oberstar: Chip Gardiner

Workforce Issues

Grams: Donald Erickson
Wellstone: Brian Ahlberg
Gutknecht: Andy Halataei
Minge: Curt Yoakum
Ramstad: David Fisher
Vento: Anne Olson
Sabo: Mike Erlandson
Luther: Steve Heuer
Peterson: Mark Brownell
Oberstar: Chip Gardiner

Scheduler

Grams: Elizabeth Heir
Wellstone: Jennifer O'Keefe
Gutknecht: Sarah Derrick
Minge: Shelly Zagaros
Ramstad: Valerie Nelson
Vento: Mary Ann Daly
Sabo: Bonnie Gottwald
Luther: Romaine Houle
Peterson: Cherie Slayton
Oberstar: Jill Beatty

Press

Grams: Steve Behm

Wellstone: Jim Farrell

Gutknecht: Sarah Derrick

Minge: Jason Kelly

Ramstad: Dean Peterson

Vento: Erin Sermeus

Sabo: Bethany Young

Luther: Bob Decheine

Peterson: Mark Brownell

Oberstar: Mary Kerr



September 23, 1998

[REDACTED]

Sent to gov. Candidates

St. Paul, Minnesota [REDACTED]

Dear [REDACTED]

As Chairman of the National Governors' Association, I am writing to give you and your scheduling staff advance notice of the 1998 Seminar for New Governors. In the event that you are elected Governor of Minnesota, the nation's Governors invite you to join them for this seminar, which will be held at the Hotel duPont in Wilmington, Delaware, from Thursday evening, November 12, through Saturday afternoon, November 14.

First held in 1968, the Seminar for New Governors provides a unique opportunity for the newly elected Governors to shift gears from campaigning to governing, meet new colleagues in an informal setting, and benefit from the experience of current Governors. Seminar work sessions led by veteran Governors will cover many issues you may be confronting, such as organizing your team, setting your agenda, preparing your budget, and developing legislative strategies. A full program for new Governors' spouses will run concurrently, as well as special sessions for transition staff.

An NGA transition guide will be sent directly to your campaign staff director for referral to and review by whoever you may have designated to do some advance transition planning. If you are elected, you will be sent the day after election full details on the seminar program and logistics, and some additional NGA guides on organizing the transition. You also will be informed about the association's "mentoring" project that will assign a veteran Governor and staff to you as consultants during your transition and first months in office. Please contact Kelly Donley French, Deputy Director of NGA's Office of Management Services (202/624-7818), with any questions you may have about the seminar or transition.

Sincerely,

Governor Thomas R. Carper

(10/16/98)

1998 SEMINAR FOR NEW GOVERNORS
November 12-14, 1998
Hotel duPont
Wilmington, Delaware

TOPICAL PROGRAM FOR GOVERNORS

THURSDAY, NOVEMBER 12

- 2:15– 4:15 Meeting of NGA's Executive Committee
- 4:15– 5:00 Briefing for Seminar Faculty and Mentors (with spouses)
- 6:30– 9:30 Reception and Dinner for All Participants
- 9:30 Informal Gathering for Participants (Deep Blue Bar and Grill)

FRIDAY, NOVEMBER 13

- 8:00– 9:30 **1. THE PARTNERSHIP OF GOVERNOR AND SPOUSE: MAKING THE TRANSITION TO THE GOVERNORSHIP (joint breakfast with spouses)**
- What makes the governorship a unique experience
 - Changing roles from campaigning to governing
 - Preparing the first family
- 9:45–10:45 **2. INTRODUCTIONS/STORIES OF NEW GOVERNORS (with staff)**
- What brought us to the governorship
 - The unique challenges we now confront
 - The major questions we hope to get answered here
- 11:00–11:45 **3. ORGANIZING THE TRANSITION (with staff)**
- Structuring and coordinating the transition team
 - Priority activities for the Governor-elect
 - Dealing with the departing administration
- 11:45–12:30 **4. ORGANIZING YOUR OFFICE AND BUILDING YOUR TEAM (with staff)**
- Clarifying your own management style and expectations
 - Structuring your office and selecting key staff
 - Appointing the cabinet and other key officials

- 12:45– 2:00 **5. WORKING WITH GOVERNORS, NGA, AND THE CONGRESS (Governors-only luncheon)**
- How NGA Works
 - Influencing Congress and the Administration
 - Getting help back home with management and best practices
- 2:15– 3:00 **6. BUILDING COALITIONS (with staff)**
- Mobilizing community and political support
 - Teaming with special interest groups
 - Forging partnerships (e.g., business, education, labor)
- 3:00– 4:00 **7. MANAGING YOUR SCHEDULE (with staff)**
- Setting the groundrules for managing yourself and your time
 - Using your schedule to promote and support your agenda
 - Ways to control and evaluate your schedule
- 5:30– 7:30 Reception and Tour for All Participants (Riverfront Arts Center)
- 8:00–10:00 Private Dinner for Governors and Spouses (Brantwyn)

SATURDAY, NOVEMBER 14

- 8:00– 9:30 **8. THINGS I WISH SOMEONE HAD TOLD ME (Governors-only breakfast)**
- Views from veterans
 - Questions from newcomers
- 9:45–10:45 **9. DEVELOPING YOUR AGENDA, BUDGET, AND MESSAGES (with staff)**
- Developing Your Agenda and Messages
 - articulating basic values and a vision for your administration
 - setting a clear agenda and first-year priorities/strategies
 - crafting your major messages (inaugural, state-of-the-state, budget)
 - Developing Your Budget
 - getting a handle on the fiscal condition of the state
 - opportunities for short-term fixes and long-term reforms
 - developing and managing the initial budget

- 11:00–11:45 **10. WORKING WITH THE MEDIA (with staff)**
- Promoting your message and the positives
 - Dealing with negatives
 - Ways to build and strengthen effective media relations
- 11:45–12:30 **11. WORKING WITH THE LEGISLATURE (with staff)**
- Developing legislative strategies
 - Coordinating your own legislative team
 - Ways to build and strengthen effective legislative relations
- 12:45– 2:30 **12. THE PARTNERSHIP OF GOVERNOR AND SPOUSE:
MAINTAINING THE BALANCE WHILE IN OFFICE (joint
luncheon with spouses)**
- Protecting privacy and private time
 - Complementing and supporting each other
 - Being yourself
- 2:30 Seminar Concludes



October 6, 1998

MEMORANDUM

To: Governors' Scheduling Contacts

From: Susan Dochir and Kelly Donley-French

Re: NGA Seminar For New Governors

Governor Thomas R. Carper, NGA's Chairman, and First Lady Martha Carper look forward to welcoming everyone to the Seminar For New Governors, which will be held in The Hotel du Pont in Wilmington, Delaware, on November 12-14. Additional information related to the seminar program agenda will be mailed to seminar faculty governors and spouses this week.

Enclosed is a logistical memo, which contains important information related to housing, transportation, and registration for the seminar. Also enclosed are six (6) seminar registration forms, a brochure on The Hotel du Pont, and a brochure on a special exhibition called *Nicholas and Alexandra: The Last Imperial Family of Tsarist Russia*. A tour of the exhibition will be available during our Friday evening reception.

The NGA Executive Committee will meet on Thursday, November 12, from 2:15 p.m. – 4:15 p.m., prior to the start of the seminar. All Governors who are in Wilmington during the afternoon are invited to attend the Executive Committee meeting. The seminar will end by 2:30 p.m. on Saturday.

Unfortunately, there is a very little time between now and the start of the seminar, so thanks in advance for arranging your Governor's housing and registration needs as quickly as possible. The seminar registration form is on the Governors' NGA web site (user ID and password required) at www.members.nga.org. If you need information on your user ID and password, please e-mail webmaster@nga.org or call Kevin Reid at 202/624-5302. You may also fax or mail your completed registration forms to the NGA Registration Center at the fax number or address printed on the form.

Please call either Susan at (202) 624-52327 or Kelly at (202) 624-7818 if you have questions or need additional information after you have reviewed the enclosed materials.

Enclosures:

- One (1) Logistical Memo
- Six (6) Seminar Registration Forms
- Hotel du Pont Brochure
- Brochure on the Nicholas and Alexandra Exhibit

C: Washington Office Directors
One (1) Logistical Memo

NATIONAL GOVERNORS ASSOCIATION
1998 SEMINAR FOR NEW GOVERNORS
NOVEMBER 12-14, 1998
WILMINGTON, DELAWARE

LOGISTICAL ARRANGEMENTS FOR GOVERNORS AND GOVERNORS-ELECT,
THEIR SPOUSES, AND ACCOMPANYING PARTIES

The Seminar for New Governors will be held at The Hotel du Pont, in Wilmington, Delaware, from Thursday evening, November 12, through Saturday afternoon, November 14. The seminar programs will be hosted and chaired by Delaware Governor Thomas R. Carper and First Lady Martha Carper.

The purpose of the seminar is to assist Governors-elect as they prepare to assume office. The sessions enable incumbent Governors to share their experiences and insights on governing with newly elected Governors. The seminar includes a full business program for Governors' spouses, joint sessions for Governors and spouses, and sessions for key aides expected to play roles in the administrations of the newly elected Governors. Each faculty Governor and Governor-elect may bring up to three aides. The seminar will follow an executive-style retreat format, with Governors and spouse-only business sessions and social events; scheduled photo and interview opportunities with the media may be scheduled.

This memorandum contains logistical information for the Seminar for New Governors and associated National Governors' Association (NGA) activities. Unless otherwise noted in the program, all seminar sessions will be held at The Hotel du Pont. For further details, contact the following individuals:

- *Program for Governors and Governors' staff*—Doug Champion, 202/624-7872, or Kelly Donley-French, 202/624-7818
- *Program for Governors' Spouses*—Marcia Lim, NGA, 202/624-7810, or Sandy Price, Delaware, 302/739-5656
- *Housing*—Laura Bailey, NGA Registration Center, 703/631-6298
- *Registration*—Susan Dotchin, 202/624-5327, or Tess Moore, 202/624-5320
- *Logistics*—Janice Webb-Blanc, 202/624-5377
- *Press*—Noel Milan, NGA, 202/624-5352, or Sheri Woodruff, Delaware, 302/739-4101
- *Security and Governors' Transportation*—Sergeant Steve Montague, Delaware State Police, 302/477-8510

Please note the following hotel information:

**The Hotel du Pont
11th and Market Streets
Wilmington, Delaware 19891
302/594-3100 (phone)
302/594-3108 (guest fax)**

PRE-SEMINAR SESSIONS

The NGA Executive Committee will meet on Thursday, November 12, from 2:15 p.m. to 4:15 p.m., in the du Barry Room, located on the mezzanine level of the hotel. All Governors who will be in Wilmington are invited to attend the Executive Committee meeting.

REGISTRATION, CREDENTIALS, AND IDENTIFICATION

Enclosed are six registration and housing forms. **A separate form must be completed for each seminar attendee, including security accompanying the Governor or Governor-elect.** This form will be used to reserve housing accommodations and to create credentials, which are required for admittance to all seminar and other NGA-related activities.

Attendees can obtain seminar registration materials and credentials at the **NGA Seminar Registration/Information Desk**, located in the hotel lobby. The desk will open on Thursday, November 12, at 12:00 noon, and remain open during all NGA activities.

As part of the overall security, all attendees will be required to show two forms of identification (*photo ID and business affiliation*) to register and obtain their credentials. Credentials are required for admittance to all sessions and social events, so attendees should register as soon as possible after arrival.

HOTEL ACCOMMODATIONS

A special block of sleeping rooms for seminar attendees has been reserved by NGA at The Hotel du Pont. **To accommodate all Governors and their parties in the hotel, Governors and Governors-elect and their parties may reserve a maximum of five rooms each.** Room rates will be \$159 for single or double occupancy.

When requesting accommodations, please note that the hotel has a limited number of connecting rooms and rooms with two beds. The hotel is sold out on Saturday evening, November 14, so not all requests for late check-out can be honored.

The Hotel du Pont requires one-night's room deposit for each room reserved. The hotel also requires cancellation notification of at least forty-eight (48) hours prior to the scheduled arrival date; otherwise, the one-night's room deposit will not be refunded. Housing accommodations will be confirmed directly by the hotel. Please review the hotel confirmation carefully and note any special policies that may apply to cancellations.

Please fax the completed registration forms as soon as possible to the NGA Registration Center using the number indicated on the form or register on line on the Governors' NGA web site (*user ID and password required*) at www.members.nga.org. If you need information on user IDs and passwords, please e-mail webmaster@nga.org or call Kevin Reid, 202/624-5302. Normal check-in time at the hotel is 3:00 p.m.; check-out time is 12:00 noon. Attendees are responsible for their hotel charges. The hotel accepts major credit cards (*American Express, Carte Blanche, Diners Club, Discover, MasterCard, and VISA*). **The hotel will not accept purchase orders and vouchers for payment of hotel accounts, nor will it establish individual direct-bill accounts.**

Please contact Laura Bailey, NGA Registration Center, 703/631-6298; or Susan Dotchin, NGA, 202/624-5327, for additional information on housing arrangements.

TRANSPORTATION

All seminar attendees are responsible for making their own travel arrangements to and from the seminar. Philadelphia International Airport, which is a twenty-five-minute drive from Wilmington, should be used for commercial flights to the seminar. For private aircraft arrivals, the New Castle County Airport in New Castle City is conveniently located approximately ten minutes from Wilmington. For information on private aircraft arrivals and departures at the New Castle Airport, please call Pam Brynes, Atlantic Aviation, 302/322-7359.

The host state will provide ground transportation for Governors and Governors-elect during their stay. Governors and their accompanying parties will be met upon arrival by a state police officer and driven to the hotel. Sergeant Steve Montague of the Delaware State Police is coordinating Governors' transportation arrangements. He can be reached at 302/477-8510 (phone) or 302/247-0013 (pager):

Seminar staff who do not accompany their Governor or Governor-elect should make their own ground transportation arrangements from their point of arrival to the Hotel du Pont. Several transportation companies are located in the baggage claim area of the Philadelphia International Airport. One-way fares average between \$25 and \$65. If you would like additional transportation information in advance of your arrival, you may want to check with the following transportation companies:

Boston Coach
1-800/672-7676

Delaware Express Shuttle
1-800/648-5466

Eagle Limousine
1-800/669-5460

Please note that some transportation companies may make one or more stops enroute to The Hotel du Pont. Regular taxi service from Philadelphia International Airport is approximately \$75. Please check with the transportation company or the hotel concierge for information on departure transportation, if you will not accompany your Governor.

HOSPITALITY

During times not taken up by seminar sessions or events, arrangements can be made for Governors and their spouses for recreational activities, such as golf, tennis, shopping, or sightseeing. **For many recreational activities, advance reservations and arrangements are required.** To make reservations, contact the concierge at The Hotel du Pont at 302/594-3165.

MISCELLANEOUS

Special Accommodations, Including Dietary Restrictions. To ensure full participation and accessibility for all attendees in accordance with the Americans with Disabilities Act, please notify Susan Dotchin at NGA of all special requirements by calling 202/624-5327. Written requests may be faxed to 202/624-5825. Anyone with special dietary needs, including food allergies or restrictions, should notify Susan Dotchin as soon as possible, so appropriate food and beverage arrangements can be made.

Message Center. An NGA Message Center will be established at the hotel beginning on Thursday, November 12. The NGA Message Center will be open during the seminar session hours and should be used only for urgent messages. Nonurgent messages should be communicated through the hotel operators. The main switchboard number at the hotel is 302/594-3100. NGA will attempt to hand-deliver urgent messages; however, seminar attendees are encouraged to frequently check the message board, which will be located at the NGA Seminar Registration/Information Desk. **The NGA Message Center number will be sent to you prior to the seminar.**

Dress. Weather in Delaware in mid-November is variable and can range from 45 to 65 degrees (*daytime*) and 30 to 50 degrees (*evening*). Dress for the seminar's work sessions is business casual. Business attire is suggested for the Thursday evening all-attendee reception and dinner. Dress for all Friday evening events is business attire for Governors and spouses and business casual attire for staff (sports jackets for men).

Shipping Materials Home After the Seminar. United Parcel Service (UPS) representatives will be onsite at The Hotel du Pont on Saturday, November 14, to assist seminar attendees who want to ship materials or other items home. The host state will pay the shipping costs for Governors and spouses only. Attendees will be responsible for their own shipping charges. If your office has an account already established with UPS, you may want to bring that account number with you.

Children/Youth Program. Because of the nature and intent of the seminar, there are no programs or activities for children of Governors and Governors-elect.

Please type or print all information requested. An asterisk (*) indicates the information that will appear on the attendee's meeting credentials. Submit any changes information provided on this form in writing. Please refer to accompanying materials for additional information about registration and housing. Identification will be required to obtain seminar credentials. Please be sure to bring two forms of identification with you (photo ID and business affiliation) when you register.

1. _____
 First Name* Middle Initial* Last Name*

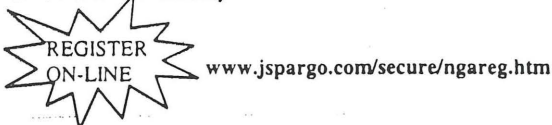
 Title*

 Representing*

 City State* Zip Code

 Telephone E-mail Address Fax

Information Provided By Telephone



2. **SEMINAR REGISTRATION**
Check one box only to identify your affiliation
- 10 Governor
 - 11 Governor-elect
 - 12 Spouse of Governor
 - 13 Spouse of Governor-elect
 - 14 Security
 - 15 Staff Accompanying Governor/spouse
 - 16 Staff Accompanying Governor-elect/spouse
 - 17 NGA Staff
 - 18 Host Staff
 - 19 Guest
 - 20 NGA Technician
 - 21 Ancillary Attendee (housing only)

3. **HOTEL ACCOMMODATIONS**
Please check one
- I do not require hotel accommodations at The Hotel du Pont
 - I would like to request the following hotel accommodations at The Hotel du Pont
- CHECK-IN TIME IS 3:00 P.M. CHECKOUT TIME IS 12:00 NOON**
- The Hotel DuPont requires a first-night's room deposit. Please supply a credit card number to guarantee your reservation. (see section 4)**
- _____
 CHECK-IN DATE CHECK-IN TIME
- _____
 DEPARTURE DATE DEPARTURE TIME
- _____
 ROOM TO BE SHARED WITH
- _____
 SPECIAL HOUSING NEEDS
- ACCOMMODATIONS PREFERENCE**
- Smoking Nonsmoking
- Please note that "single occupancy" means one person/one bed; "double occupancy" means two people/one bed, and "double double occupancy" means two people/two beds.
- Single Occupancy.....\$159.00
 - Double Occupancy.....\$159.00
 - Double Double Occupancy.....\$159.00

4. **CREDIT CARD AUTHORIZATION**
Complete the following credit card authorization to pay your hotel room deposit by credit card
- VISA MasterCard American Express

The NGA Registration Center is authorized to use the indicated credit card account to provide the hotel with a first-night's room deposit. I understand that one-night's room charge will be billed by the hotel if I fail to arrive on the confirmed date, unless I have cancelled my reservation according to the hotel's cancellation policy.

 CARD NUMBER EXPIRATION DATE

 CARDHOLDER'S SIGNATURE DATE

RETURN COMPLETED FORM TO:
 NGA Registration Center
 4400 Fair Lakes Court, Fairfax, VA 22033
 Phone: 703/631-6298 or 703/631-6209 – Fax: 703/631-6288

