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Guide to Joint Legislative Services



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GUIDE TO LEGISLATIVE SERVICE AGENCIES

Compiled by the Legislative Reference Library
1981

State Capitol - St. Paul, Minnesota - (612-296-3398)

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COUNCIL ON THE ECONOMIC STATUS OF WOMEN

400 SW, State Office Building
St. Paul, MN. 55155

612-296-8590 (metro area)
800-652-9744 (toll-free)

EXECUTIVE DIRECTOR: Nina Rothchild

AUTHORITY & PURPOSE: The Council was established by the Legislature in 1976 (Chapter 337) to "study all matters relating to the economic status of women in Minnesota," including employment, education, security of the homemaker, laws and business practices which constitute barriers to the full participation of women in the economy. The Council is to report and make recommendations to the Legislature and the Governor.

SERVICES: Can provide basic information and statistics on women in Minnesota including population characteristics, educational attainment and enrollments, marital and parental status, household characteristics, labor force status and employment characteristics, wages, income and poverty status. Can provide information and referral to women's programs and services, and basic information on women's legal and economic rights.

MEMBERSHIP: Five Senators appointed by the Committee on Committees, five House members appointed by the Speaker, and twelve public members appointed by the Governor.

SUBORDINATE UNITS: None.

STAFF: Cheryl Hoiium and Bonnie Watkins, Researchers.

PUBLICATIONS: (All are available to Legislators and the public at no charge.)

MONTHLY NEWSLETTER

A WOMAN'S PLACE, questions and answers about legal and economic rights

WOMEN IN MINNESOTA, statistical reference book on Minnesota women

INCOME & POVERTY, older women and single-parent families

MINNESOTA WOMEN & MONEY, retirement income, insurance, credit, taxes

MINNESOTA WOMEN & EDUCATION, elementary through post-secondary

VOCATION EDUCATION, a series of four reports

OTHER REPORTS on more specialized topics

MEETINGS: Once a month, on the average, at the call of the Chair. A number of public hearings are conducted on study topics.

REMARKS: The Council endorses a legislative program each biennium, with proposals to improve the economic status of Minnesota women.

THE GREAT LAKES COMMISSION

Box 999,
Ann Arbor, Michigan 48106

MINNESOTA MEMBERS: Senator Neil Dieterich, Senator James Ulland,
Representative David Battaglia and Representative Gerald Knickerbocker.

AUTHORITY & PURPOSE: The Great Lakes Commission was established in 1955 by the approval of the Great Lakes Basin Compact found in M.S. 1.21 (1980) and implemented by section 1.22. Its purpose is to promote development of the basin, plan water resources development, make possible maximum usage of navigational aids, and other public works, and to secure balanced usage of the basin.

SERVICES: Performs functions established by compact.

MEMBERSHIP: Minnesota has five commissioners, two are House members appointed by the Speaker; two are Senators appointed by the Senate committee on committees; and one appointed by the Governor.

STAFF: No local staff.

PUBLICATIONS:

MEETINGS:

IRON RANGE RESOURCES AND REHABILITATION BOARD

Highway 53 South - P.O. Box 678
Eveleth, Minnesota

218-749-8260

DIRECTOR: Patrick J. McGauley

AUTHORITY & PURPOSE: The Iron Range Resources and Rehabilitation Board was created in 1941 by M.S. 298.22 (1980) to seek development of the natural resources of the Iron Range and to provide vocational training and rehabilitation for residents of counties where resources have been depleted. The board operates a variety of programs to assist economic expansion in northeastern Minnesota. Funds have been allocated for projects such as wood processing, food processing, peat development, water surveys, mineral surveys, copper-nickel and topographic mapping, research projects such as charcoal production, tourist surveys, Indian surveys and industrial development surveys.

SERVICES: Performs functions directed by law.

MEMBERSHIP: The Office of Iron Range Resources and Rehabilitation is supervised by the I.R.R.R. Board consisting of eleven persons. Five are Senators appointed by the Senate Committee on Committees; five are Representatives appointed by the Speaker; and the remaining member is the Commissioner of Natural Resources.

STAFF:

PUBLICATIONS: The section produces news releases for general media distribution, conducts a speakers bureau for public use, administers an extensive program of advertising and promotion for the Iron Range Interpretive Center and the board and is responsible for the production of all publications issued by the agency.

The RESOURCER is the agency's quarterly newsletter.

The UNDERGROUND GAZETTE is a public relations tool for the Iron Range Interpretive Center.

The BIENNIAL REPORT is published and submitted to the legislature by November 15th of every even calendar year.

MEETINGS: As scheduled.

LEGISLATIVE AUDITOR'S OFFICE
LEGISLATIVE AUDIT COMMISSION

First Floor, West Wing
Veterans Service Building
20 W. 12th Street
St. Paul, MN. 55155

612-296-4708

LEGISLATIVE AUDITOR AND EXECUTIVE SECRETARY: Eldon Stoehr

AUTHORITY & PURPOSE: The Legislative Audit Commission (LAC) and the Office of the Legislative Auditor are created by M.S. 3.97. The Legislative Auditor is appointed by and reports to the Commission. The Legislative Auditor serves a six year term and is removable only for cause. A Deputy Legislative Auditor for Financial Audits and a Deputy Legislative Auditor for Program Evaluation are appointed by the Legislative Auditor. The function of the Legislative Auditor is to provide objective, independent reports to the Legislature and the public concerning the integrity, financial management and effectiveness of state officials and programs.

SERVICES: The Legislative Auditor conducts financial and compliance audits of state agencies, program evaluations of departments and/or topics of interest to the Legislature, and investigations of fraud and misconduct on the part of state officials and employees. There is a substantial amount of financial information about state agencies in the files of the Legislative Auditor which may frequently be of interest to Legislators. It is the policy of the Legislative Auditor's Office that requests for audits, evaluations or investigations by individual Legislators must be first approved by the Legislative Audit Commission.

MEMBERSHIP: The membership of the Legislative Audit Commission consists of eight members from the House and eight members from the Senate. The chairmen of the major committees of both bodies are represented on the Commission. The chairman of the LAC is elected by the membership.

SUBORDINATE UNITS: Various subcommittees of the LAC are formed from time to time to carry out specific functions. Standing committees are the Personnel Subcommittee, the Topic Selection Subcommittee and the Executive Committee.

STAFF: The staff of the Legislative Auditor consists of:

- a Deputy Legislative Auditor for Financial Audits with a divisional staff of 41
- a Deputy Legislative Auditor for Program Evaluation with a divisional staff of 18
- a Manager for Investigations and one investigator
- a Manager for electronic data processing (EDP), one supervisor and two programmers.
- an administrative support staff of 5

With the exception of the Legislative Auditor and Confidential Secretary and Deputies and their Confidential Secretaries who are unclassified, all other employees are classified civil service employees.

LAC CONT.

PUBLICATIONS: The Office of the Legislator Auditor issues various audit, investigation and evaluation reports to the Minnesota Legislature.

MEETINGS: The Legislative Audit Commission meets as necessary, at the call of the chairman or the executive secretary.

REMARKS: As referenced above, the Legislative Audit Commission is referred to as the "LAC." The Office of the Legislative Auditor is occasionally referred to as the "OLA."

LEGISLATIVE COMMISSION ON EMPLOYEE RELATIONS

Room 17, State Capitol
St. Paul, Minnesota 55155

612-296-5059

STAFF CONTACT: Doug Seaton

AUTHORITY & PURPOSE: The Legislative Commission on Employee Relations was created in 1979 by M.S. 3.855 (1980). In general, the Commission monitors collective bargaining negotiations between state employees and the state. It reviews agreements prior to their submission to the legislature for approval.

SERVICES: Performs functions directed by law.

MEMBERSHIP: The Commission consists of twelve members. Six are Senators including four designated majority members and two members designated by minority party. Six are Representatives including four designated majority members and two minority members.

STAFF: The Commission uses existing legislative staff and resources.

PUBLICATIONS: None.

MEETINGS: As scheduled.

LEGISLATIVE COMMISSION ON ENERGY

Room 301, State Capitol
St. Paul, MN. 55155

612-296-4158

CHAIRMAN: Senator Hubert H. Humphrey, III

AUTHORITY & PURPOSE: The Legislative Commission on Energy was created in 1980 by M.S. 3.351 (1980). It is charged with making a continuing study of matters relating to energy supply and use in the state; identify potential for economic growth and job creation from energy efficiency and renewable energy resources; identify ways of assuring an adequate energy supply for Minnesota; coordinate programs of energy conservation; and review legislative energy policy.

SERVICES: Performs functions directed by law.

MEMBERSHIP: The Commission consists of sixteen members. Eight are Senators appointed by the Senate Committee on Committees; eight are Representatives appointed by the Speaker. The members from each body are divided five from its majority party and three from the minority party.

STAFF: By law, the Commission must use existing staff and facilities.

PUBLICATIONS: By February 15th of each year, the Commission must report to its Legislature on the energy plans established and long term energy goals for the state.

MEETINGS: As scheduled.

LEGISLATIVE COMMISSION ON MINNESOTA RESOURCES

B 46, State Capitol
St. Paul, Minnesota 55155

612-296-2406

EXECUTIVE DIRECTOR: Robert E. Hansen

AUTHORITY & PURPOSE: As written in M.S. 86, the purpose of the LCMR is to "...provide the legislature with the background necessary to evaluate programs proposed to preserve, develop and maintain the natural resources of the state." Biennial appropriations laws periodically refine and more closely define the natural resource areas of LCMR involvement.

SERVICES: The Commission is an advisory, oversight and monitoring body for the legislature. The Commission acts as an information base for the legislature regarding various resource programs. The Commission also has a role, implicit from the types of programs with which it is involved, to make inquiries and instigate action designed to examine potential innovative and/or accelerative approaches to state policy.

MEMBERSHIP: As written in M.S. 86.07, "The Commission hereby created shall consist of 14 members appointed as follows: (1) Seven members of the Senate to be appointed by the Committee on Committees to be chosen before the close of each regular session of the Legislature and to serve until their successors are appointed; (2) Seven members of the House to be appointed by the Speaker to be chosen before the close of each regular session of the Legislature and to serve until their successors are appointed; (3) Vacancies occurring on the Commission shall not affect the authority of the remaining members of the Commission to carry out the functions thereof, and such vacancies shall be filled in the same manner as the original positions."

SUBORDINATE UNITS: The Commission currently operates with eight subcommittees: Executive, Water, Forestry, Land and Recreation, Minerals, Legislative Review, Special Studies, and Goals and Objectives.

STAFF: John R. Velin, Administrative Assistant; David G. Flipp, Program Analyst; Linda Clauson-Pederson, Executive Secretary.

PUBLICATIONS: The LCMR regularly produces a biennial report, on file in the Legislative Reference Library. Each odd numbered year, the Commission recommends appropriations from the Natural Resources Acceleration Account in the form of a Section of the State Departments Appropriation Bill. There are no other regular publications. Reports as produced are delivered to the Library.

MEETINGS: Full LCMR and subcommittee meetings are called by the respective chair. There are no regularly scheduled meeting times.

REMARKS: None.

LEGISLATIVE COMMISSION ON PENSIONS AND RETIRMENT

Room 147, State Office Building
St. Paul, Minnesota 55155

612-296-2750

EXECUTIVE SECRETARY: Lawrence A. Martin

AUTHORITY & PURPOSE: The Legislative Commission on Pensions and Retirement was established initially as an interim commission in 1955 and later as a permanent commission in 1967. The Commission is established pursuant to M.S. 3.85. The Commission is directed to make a continuing study and investigation of public employee retirement plans in Minnesota to make recommendations to establish and maintain sound public employee pension legislation. There are at least 640 public employee pension funds and plans in Minnesota, with more than 224,000 active members. The public employee pension funds and plans in the state range from three large Statewide retirement funds to over 500 small municipal volunteer firefighters relief associations. While the Commission plays no formal role in the legislative process under the rules of either the House or the Senate or the joint rules, it traditionally has functioned as the first legislative entity to consider and make recommendations concerning proposed pension legislation. There is a considerable amount of public employee pension legislation each legislative session because the benefit plans of many of the pension funds are entirely contained in statute.

SERVICES: The Commission staff can:

- (1) provide background information on any public employee pension topic, any legislative bill or enactment relating to public employee pension funds or any constituent problem concerning public employee pensions; and
- (2) assist Legislators in preparing legislation or amendments relating to public employee pensions.

MEMBERSHIP: The Legislative Commission on Pensions and Retirement is composed of five members of the Senate, appointed by the Subcommittee on Committees of the Senate Committee of Rules and Administration, and five members of the House, appointed by the Speaker of the House of Representatives. The chair of the Commission rotates between the House members and the Senate members periodically. The term of membership on the Commission is two years, and commences on January 16 of the first year of each regular legislative session.

SUBORDINATE UNITS: Subcommittees of the Legislative Commission on Pensions and Retirement are established periodically as the need for special studies arises. Currently, there is one subcommittee of the Commission, the Subcommittee on Purchases of Prior Service Credit.

STAFF: Karen A. Dudley, Assistant; Eleanor Diebel, Secretary; Franklin C. Smith, Ph.D., Consulting Actuary.

PUBLICATIONS: The Legislative Commission on Pensions and Retirement issues a report to the Legislature biennially and topical reports periodically.

MEETINGS: The Legislative Commission on Pensions and Retirement meets once each month during the interim and once each week during the legislative session. All meetings are at the call of the chair.

REMARKS: None.

LEGISLATIVE COMMISSION ON WASTE MANAGEMENT

Room B 46, State Capitol
St. Paul, MN. 55155

612-297-3604

DIRECTOR: Michael A. Robertson

AUTHORITY & PURPOSE: The Legislative Commission on Waste Management was established in the Waste Management Act (Laws, 1980, Chapter 564). The Commission is charged with overseeing the implementation of the Act by the Waste Management Board and the Pollution Control Agency. The Commission reviews work plans of the Agency and Board and may direct such changes or additions it deems fit. The Act directs the Commission to study alternative methods of insuring that an adequate supply of solid waste will be available to resource recovery facilities. The Commission report on this study will be submitted to the Legislature by January 1, 1982.

SERVICES: The Commission will make recommendations to the Legislature on solid and hazardous waste management. Any member who has questions or comments on solid and hazardous waste management issues may contact the Commission staff for assistance.

MEMBERSHIP: The Commission consists of five members of the Senate to be appointed by the Subcommittee on Committees and five members of the House to be appointed by the Speaker of the House. Senator Gene Merriam is Chairman of the Commission.

SUBORDINATE UNITS: Executive Committee, Flow Control Subcommittee

STAFF: Susan W. Fries, Secretary

PUBLICATIONS: A comprehensive summary and legislative history of the Waste Management Act is available to members. Call the Commission staff if you would like a copy.

MEETINGS: At the call of the Chair.

REMARKS: This Commission is also referred to as LCWM.

LEGISLATIVE COMMISSION TO REVIEW ADMINISTRATIVE RULES

430 State Office Building
St. Paul, Minnesota 55155

612-296-1143

EXECUTIVE DIRECTOR: Susan Robertson

AUTHORITY & PURPOSE: The Legislative Commission to Review Administrative Rules (LCRAR) was created by the Minnesota Legislature in 1974 (M.S. 3.965) as a bipartisan, joint commission to "promote adequate and proper rules by state agencies and an understanding upon the part of the public respecting them."

The Legislature has delegated to state agencies the authority to adopt rules in order to carry out specific legislation and these rules have the force and effect of law. The body of law included in the Minnesota Code of Agency Rules now greatly exceeds the amount of law contained in Minnesota Statutes. The LCRAR is given oversight over the agencies to ensure that they are not exceeding their delegated authority in the rulemaking process. To carry out this function the LCRAR can investigate complaints, hold public hearings, request agencies to go to rules hearings, and, if the circumstances warrant, suspend a rule. The suspension of a rule must be ratified by the Legislature and signed by the Governor.

SERVICES: The LCRAR can directly serve Legislators by assisting them when they have concerns or complaints regarding an agency's rules (or lack of rules). Legislators may also want to forward constituents' rule complaints to the LCRAR. In addition to bringing formal complaints, Legislators can request LCRAR staff to monitor rulemaking proceedings which are of particular interest to them.

MEMBERSHIP: Five members appointed by the Committee on Committees in the Senate and five appointed by the Speaker of the House of Representatives. The chairmanship of the commission alternates between the two house of the Legislature every two years.

SUBORDINATE UNITS: Not applicable.

STAFF: Terri Lauterbach, Counsel; Lorraine Hartman, Secretary

PUBLICATIONS: Biennial Report; Reports on issues reviewed by the LCRAR, such as: Review of PCA Hazardous Waste Rules (November, 1980); Regulation of Nursing Homes and Boarding Care Homes, (January, 1980); Review of Rules Pertaining to Services for the Mentally Retarded, (March, 1980).

MEETINGS: At the call of the Chair; at least monthly.

REMARKS: The LCRAR was given additional authority and responsibility this year. An amendment to the APA involves the LCRAR directly in the rule-making process by allowing agencies to appeal a decision of the Chief Hearing Examiner regarding the need and reasonableness of a rule to the LCRAR. If the Chief Hearing Examiner finds that an agency has not sufficiently demonstrated the need and reasonableness of a rule, the agency must either correct the defects or submit the rule to the LCRAR for an advisory opinion, which must be rendered within 30 days.

LEGISLATIVE REFERENCE LIBRARY

Room 111, State Capitol
St. Paul, Minnesota 55155

612-296-3398

DIRECTOR: Linda F. Montgomery

AUTHORITY & PURPOSE: The Library was established in 1969 by law (M.S. 3.302-3.3025) under the jurisdiction of the Legislative Coordinating Commission. The Library is directed to collect, index and disseminate information of "interest" to the Legislature and legislative staff, so that the Legislature can "efficiently and economically" execute its duties. In 1974 M.S. 3.195 added to the Library's charge by requiring that state agencies deposit copies of all reports, publications, etc. in the Legislative Library and that the Library publish and distribute monthly a checklist of state documents. In addition to those statutory obligations the director of the Library acts as the custodian for the legislative floor and committee tape recordings and minutes. Library obligations and requirements with respect to these materials are put forth in the rules of each house.

SERVICES: Answers questions by providing data, biographies, addresses, statistics, pro & cons, quotations, etc.

Makes available reports, books, pamphlets, magazine articles and newspaper stories.

Provides personalized update and current contents services through which patrons are notified of new or recent magazine articles on topics of interest to them.

Conduct interactive bibliographic searches on newspaper and periodical databases.

Provide access for Legislators, staff and the public to legislative tape recordings, journals and committee minutes.

Unique Collections

For the last 10 years all engrossments of House and Senate bills.

Since 1870's most legislative manuals.

Since 1920 most session laws, journals.

Materials on history of Minnesota Legislature.

1973 to date newspaper articles, local and national, clipped and arranged by subject, personality and legislative district.

Minnesota and federal laws and legislative history.

1973 to date quite complete file of Minnesota government publications.

Numerous quotation books.

Statutory compliance file for required reports.

Minutes of agencies and boards.

Records of appointments made in the last ten years.

MEMBERSHIP: Not applicable.

SUBORDINATE UNITS: Not applicable.

LRL CONT.

STAFF: Reference and Users Service

Patricia Conley and Daniel Gjelten, Librarians; Zona De Witt, Films and Minnesota Documents; Janie Peterson, Legislative Tapes and Administration; Nancy Eklund, Circulation and Periodicals.

Technical Services

Bruce Willms, Supervising Librarian; Helen Whipple, Nancy Kimball, and Constance Rymer, Technicians.

PUBLICATIONS:

LRL CHECKLIST - a monthly listing of State government publications received under M.S. 3.195.

LRL RESOURCES - a quarterly publication listing recent additions to the library collection.

A REFERENCE GUIDE TO MAGAZINES IN THE LEGISLATIVE REFERENCE LIBRARY - a biennial list.

Biennial Report.

Occasional bibliographies and newsletters.

MEETING: Not applicable

REMARKS: Library has popular films available to Legislators or through them to interested constituents.

Service Phone Numbers

Director.....	296-7661	Reference.....	296-8338
Information.....	296-3398	Overdues & Reserves...	296-3398
Legislative Tapes.....	296-7857	Minnesota Checklist...	296-7655
Films.....	296-3398	Technical Services....	296-7897

MINNESOTA COMMISSION ON INTERSTATE COOPERATION

CHAIRMEN: Senator Hubert H. Humphrey, III; Room 301, State Capitol, St. Paul, MN. 55155, 612-296-4180 and Representative Irvin N. Anderson, Room 222, State Office Building, St. Paul, MN. 55155, 612-296-6251.

AUTHORITY & PURPOSE: The Minnesota Commission on Interstate Cooperation was created in 1937 by M.S. 3.29 (1980). It actually consists of three separate committees: A Senate committee, a House committee and a Governor's committee. Its purpose is to maintain cooperation between the states, to advance cooperation by multistate compacts, reciprocal agreements, the interchange of personnel, and other means.

MEMBERSHIP: The Senate committee consists of five Senators appointed by the Committee on committees; the House committee also consists of five members appointed by the same method as standing committees are appointed; and the Governor's committee, also five members, including the Budget Director, Attorney General, Chief of State Planning Board and two others appointed by him.

STAFF: The Commission is authorized a secretary and a stenographer.

PUBLICATIONS: A report to the Governor and Legislators is required on November 15th of each even-numbered year.

MEETINGS: As scheduled.

MISSISSIPPI RIVER PARKWAY COMMISSION

c/o Commissioner of Transportation
Transportation Building
John Ireland Boulevard
St. Paul, Minnesota 55155

612-296-1609

STAFF CONTACT: Bill Newstrand

AUTHORITY & PURPOSE: The Mississippi River Parkway Commission was established by law in 1963 by M.S. 161.1419 (1980). Its purpose is to promote public safety, recreation, travel, trade, and general welfare of the people to cooperate with the Interstate Mississippi River Parkway Commission. It aids in securing scenic parkway for the Great River Road and the Mississippi River Parkway.

SERVICES: Performs functions directed by law.

MEMBERSHIP: The Commission is composed of ten members. Three are Representatives appointed by the Speaker; three are Senators appointed by the Committee on Committees; and three appointed by the Governor. The tenth member is the secretary appointed to the Commission by the Commission.

STAFF: The Commission is authorized to hire full time and part time employees, the Commissioner of Transportation, an engineer and an administrative staff person to assist the Commission.

PUBLICATIONS: The Commission is required to report biennially to the Legislature on any duplication of programs, funding needed and recommended new legislation.

MEETINGS: As scheduled.

OFFICE OF THE REVISOR OF STATUTES

Room 3 State Capitol (Also auxiliary Offices in Capitol,
Room 25 and State Office Building, Room 431)
St. Paul, MN. 55155

612-296-2868

REVISOR OF STATUTES: Steven C. Cross

AUTHORITY & PURPOSE: The Revisor's Office was established by law in 1939. The primary statutory authority is found in Minnesota Statutes 1980, Chapters 482 and 648. Other functions originate from legislative rules or custom. The Office of Revisor of Statutes is a joint legislative service agency providing a broad range of nonpartisan professional staff services to the legislature, its members, and other legislative staff.

SERVICES: The services provided by the Revisor are: drafting bills, resolutions, and amendments; compiling, indexing, and publishing Laws of Minnesota and Minnesota Statutes; accumulating data on the Operation of laws in other states; indexing bills and resolutions; maintaining files of all documents prepared; preparing special bills to revise the laws; publishing a bill drafting manual called the Revisor's Manual; engrossing and enrolling bills; publishing the biennial Report on Supreme Court Decisions of statutes criticized by the Court; keeping records on legislation passed by the Legislature; preparing bills to clarify existing statutes; preparing bill comparisons; developing and maintaining a computer system for legislative use; providing advice on the legal, economic, or social effect of bills; publishing Actions, a scholarly summary of new laws; providing legal assistance to the Legislative Commission to Review Administrative Rules; and preparing a Revisor's Analysis of bills. The Revisor is also a member of the Uniform Laws Commission.

One major new function was imposed during the last session. It is to totally recompile the state's administrative rules and publish it with an index and other finding aids; and provide a rules drafting service for governmental agencies.

MEMBERSHIP: No separate commission has responsibility for the Revisor's Office. Rather, the Revisor is directly subject to the Legislative Coordinating Commission. A Revisor Subcommittee is usually appointed to provide direct contact with the office.

SUBORDINATE UNITS: Not applicable.

STAFF: A total staff consists of 52 persons. Included are: 13 attorneys, 1 law clerk, 5 supervisors, 3 assistant supervisors, 17 bill drafting/editorial assistants, 5 administrative staff members, 4 messengers, and 4 computer analysts/programmers. For names and phone numbers, see the service phone numbers.

PUBLICATIONS:

Minnesota Statutes - the official compilation of Minnesota's permanent and general laws and certain other laws.

Laws of Minnesota - the official "session laws" of the state consisting of a literal print of all bills passed by the Legislature in the order they are passed.

Revisor's Manual - with narrative and forms, the manual comprehensively states the method of drafting all types of legislative documents.

Actions - a scholarly summary of all new laws.

Report on Supreme Court Decisions - discusses all recent Minnesota Supreme Court decisions which have either criticized a statute or found it unconstitutional.

Minnesota Rules - the official compilation of all of Minnesota's administrative rules. (Publication due in late 1982.)

MEETINGS: Not applicable.

REMARKS: Work on drafting and editing is done by specialists in each subject. See the service phone numbers.

SERVICE PHONE NUMBERS

Information:	296-2868
Jeanne Cramsie	
Barbara Vail	
Bill Drafting Supervisor:	296-0944
Marge Jorgensen	
Engrossing and Enrolling Supervisors	296-0950
Eleonore Anderson	
Myrtle Kaufenberg	
Editorial Supervisor:	296-7147
Marcia Waldron	
Statutory Searches:	296-0954
Sue Shockley	
Computer Systems Coordinator:	296-0951
Clayton Larson	
Office Business:	296-0947
Leona Lewis	
Administrative Rules Publication & Drafting:	296-1536
Ann Bateson	
Indexing for Statutes & Rules:	296-2798
Lorna Brieter	

ATTORNEY'S BILL AND AMENDMENT DRAFTING SPECIALITIES

Steve Cross (6-0949)	- The Legislature; Legislative Rules; All Resolutions; Legislative Commissions and Committees; Study Committees; Appropriations and Budget; National Guard and Military; Military Justice; Veterans. (Also Editor of Revisor's Manual.)
John Fuller (6-0955)	- Labor Relations; Employment; Unemployment Compensation; Collective Bargaining; Workers' Compensation; Economic Development; Consumer Protection. (Also Editor of <u>Actions</u> .)

REVISOR'S OFFICE CONT.

- Ward Gronfield - Transportation; Motor Vehicles; Aircraft; Railroads;
(6-0945) River Traffic; Traffic Regulations; Public Safety;
Real Property; Eminent Domain; Revisor's statutory
corrections bill. (Also coding of Minnesota Statutes.)
- Robert Kittle - Criminal Laws; Judicial Branch; Court Organization and
(6-0218) Procedures; Corrections; Police and Peace Officers;
Juvenile Justice; Privacy. (Also editing of court
rules for Minnesota Statutes.)
- Terri Lauterbach - Social and Human Services; Welfare; Health Providers;
(6-0956) Health Occupational and Professional licensing; Housing;
Landlord/Tenant; Water; Environment; Pollution; Executive
Branch, Agency and Department Reorganization; Admini-
strative Rules. (Also LCRAR Counsel.)
- Craig Lindeke - Probate and Wills; Trusts; Family Law; Marriage and
(6-0946) Divorce; Children; Agriculture; Building Code; Com-
munications; Drainage; Elections.
- Paul Marinac - Business Regulation; Business Occupational and
(6-0948) Professional Licensing; Commerce; Insurance; Banks
and Banking; Credit Unions; Corporation Law; Contracts.
- Janet Rahm - Taxes.
(6-0952)
- Betsy Rice - Education; Schools; Teachers; School Aids.
(6-2778)
- Paul Rohde - Natural Resources; Parks; Game and Fish; Energy;
(6-0953) Utilities; Pensions and Retirement; Liquor. (Also
Editor of Report on Supreme Court Opinions.)
- Harry Walsh - Local Government; Counties; Cities; Towns; Zoning;
(6-4752) Aid to Local Government; Metro Government; Bonding;
Uniform Acts. (Also Editor of Minnesota Statutes
and Laws of Minnesota and Uniform Laws Commissioner.)

Constitutional amendments are not handled by a single attorney but are referred, based on the subject of each amendment, to the appropriate attorney in the above list who deals with that bill drafting subject.

SCIENCE AND TECHNOLOGY RESEARCH OFFICE

Room 49, State Office Building
St. Paul, Minnesota 55155

612-296-8041

DIRECTOR: John Malinka

AUTHORITY & PURPOSE: In June 1976 the Minnesota Legislature was awarded funds from the National Science Foundation (NSF) to develop an experimental non-partisan research office. The Science and Technology (S & T) Research Office provides legislators with information on scientific and technical issues and promotes communication between legislators and members of Minnesota's scientific and technical community. During its first three years, the office was funded by the NSF (50%) and the Minnesota Legislature (50%). In 1979 full state funding was provided by the Legislature, and the office requires biennial funding to continue its services. The S & T Office serves both the Senate and the House of Representatives.

SERVICES: The S & T staff is available to answer technical questions from legislators by phone or in person, and to research and prepare written documents. In addition, staff is available to summarize and deliver published documents and to identify technical experts who can answer questions or provide testimony. Other services of the S & T Research Office are testimony, workshops, seminars, tours and bill drafting. Workshops and seminars are particularly valuable in providing legislators with an opportunity to discuss issues with technical experts.

MEMBERSHIP: The S & T Research Office operates under the jurisdiction of the joint Legislative Coordinating Commission and receives direction from the Joint Legislative Committee on Science and Technology, composed of five representatives and five senators. Chairmanship has alternated between the House and the Senate.

SUBORDINATE UNITS: A fifteen-member Resource Council, composed of industry and university professionals with expertise in various technical disciplines, serves as an advisory body to the Joint Legislative Committee on Science and Technology and the S & T Office.

STAFF: Permanent Staff: John Malinka, Director/Staff Scientist; Fred Pearson, Staff Scientist; Judy Bailey, Secretary/Administrative Assistant. Other Staff: Paul Bartoo, Research Assistant; Diane Willis, Secretary. Consultants, research assistants, and interns are also employed as needed.

PUBLICATIONS: Inquiry Responses: Concise, accurate, and up-to-date answers to specific technical questions.

Technical Memos: Short and, when necessary, can be prepared in less than a week.

Research Reports: In-depth studies on broad technical topics of interest to standing committees and legislators.

S & T Newsletters: Issued periodically to inform legislators of current S & T Research Office's publications and activities and of office services that are available.

MEETINGS: Committee meetings are at the call of the Chair.

REMARKS: The Science and Technology Research Office is often referred to as the S & T Office. Legislators are encouraged to stop by and find out about the office and its services.

TAX STUDY COMMISSION

Room B 46, State Capitol
St. Paul, MN. 55155

612-296-6717

EXECUTIVE DIRECTOR: John Ellefson

AUTHORITY & PURPOSE: The Tax Study Commission was established as a permanent commission in 1977 by M.S. 3.86 as a successor to previous tax study commissions. Its purpose is to provide the legislature with research capabilities in the area of tax.

SERVICES: The Commission provides information on the effects of certain proposed changes in the tax law.

MEMBERSHIP: The Committee on Committees appoints seven Senators including the chairman of the Tax Committee and the Speaker of the House of Representatives appoints seven Representatives including the chairman of the Tax Committee.

SUBORDINATE UNITS: Subcommittees are appointed to consider various areas of special interest.

STAFF: Mohamed Eldeeb, Candy Ganje, Kathy Gaylord, Johanna Hsu, Patrick Meagher, Michael Scully and Pornsak Chitphakdithai.

PUBLICATIONS: The staff periodically prepares reports on areas that it has studied.

MEETINGS: At the call of the Chairman.

REMARKS: None.