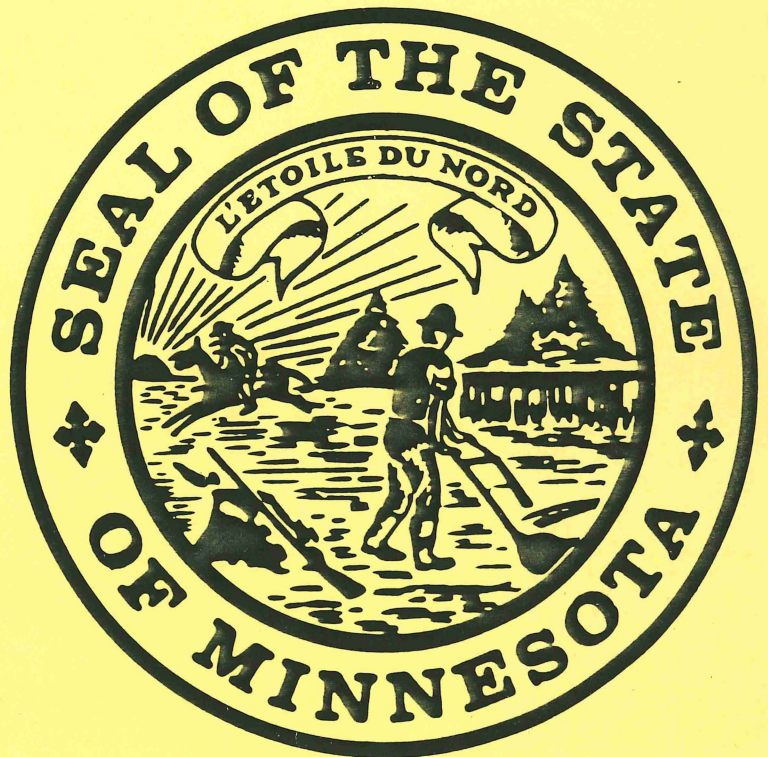


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GUIDE TO LEGISLATIVE SERVICE AGENCIES

Compiled by the Legislative Reference Library
Revised 1982-83

State Capitol - St. Paul, Minnesota 55155

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COUNCIL ON THE ECONOMIC STATUS OF WOMEN

Room 400 SW, State Office Building
St. Paul, Minnesota 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 eight public members appointed by the Governor.

SUBORDINATE UNITS: None, (except Task Forces as needed).

STAFF: Cheryl Hoium and Bonnie Watkins, Researchers.

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

MONTHLY NEWSLETTER

INFORMATIONAL BROCHURES: "Employment Rights for Women," "Legal Rights in Marriage," "Marriage Dissolution and the Law," and "Financial Planning for Women."

FACT SHEETS showing basic demographics, specialized data on women.

WOMEN IN MINNESOTA (40 pp), statistical reference book.

PAY EQUITY & PUBLIC EMPLOYMENT (36 pp), report of a task force.

SEXUAL HARASSMENT TASK FORCE REPORT (20 pp), with sample policies.

A WOMAN'S PLACE (32 pp), questions and answers about legal and economic rights for women.

WOMEN IN MINNESOTA (40 pp), statistical reference book.

VOCATIONAL EDUCATION, a series of five reports.

MINNESOTA WOMEN & EDUCATION (28 pp), covering elementary through post-secondary.

LEGISLATIVE PROGRAM 1981 (33 pp), background information on legislative proposals, and **LEGISLATIVE PROGRAM 1982 SUPPLEMENT** (8 pp).

INCOME & POVERTY (36 pp), older women and single-parent families.

COUNCIL ON THE ECONOMIC STATUS OF WOMEN CONT.

PUBLICATIONS CONT.:

MINNESOTA WOMEN & MONEY (44 pp), retirement income, insurance, credit, taxes.

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

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.

MEETINGS: As scheduled.

IRON RANGE RESOURCES AND REHABILITATION BOARD

Highway 53 South - P.O. Box 678
Eveleth, Minnesota, 55734

218-744-2993
North Star Network-116-42

DIRECTOR: Appointed by the Governor.

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: No local staff. Staff located in Eveleth, Zim, Chisholm and Calumet.

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 West 12th Street
St. Paul, Minnesota 55155

612-296-4708

LEGISLATIVE AUDITOR AND EXECUTIVE SECRETARY:

Gerald W. Christenson

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, studies of state government programs, and investigations of fraud and misconduct on the part of state officials and employees. A substantial amount of financial information about state agencies is available in the files of the Legislative Auditor.

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 leadership and the chairmen of major committees of both bodies are represented on the Commission. The chairman of the LAC is elected by the LAC membership.

SUBORDINATE UNITS: Various subcommittees of the LAC are formed from time to time to carry out specific functions. Current 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 14
- 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

LAC CONT.

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

PUBLICATIONS: The Office of the Legislative Auditor issues financial 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 B-46, State Capitol
St. Paul, Minnesota 55155

612-296-5059

STAFF CONTACT: Jermaine Foslien

AUTHORITY & PURPOSE: The Legislative Commission on Employee Relations was created in 1979 by M.S. 3.855 (1980). In general, the Commission monitors the State's Civil Service System and collective bargaining negotiations between state employees and the State. All labor agreements and pay plans for unrepresented employees of both the State and University of Minnesota are reviewed by the LCER prior to their submission to the legislature for approval. Also any issue concerning public employees can be directed by the legislators to the Commission for future study.

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: Jermaine Foslien, Administrative Assistant
Barbara Patterson, Commission Secretary

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 nine subcommittees; Executive, Land and Recreation, Minerals, Goals and Objectives, Special Issues, Fisheries and Tourism, Natural Resource Information Systems, Soil and Water, and Energy and Forestry.

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.

LEGISLATIVE COMMISSION ON PENSIONS AND RETIREMENT

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

612-296-2750
-6806

EXECUTIVE SECRETARY: Karen A. Dudley

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 State-wide retirement funds to over 500 small municipal volunteer fire-fighters 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.

STAFF: James E. Heidelberg, Assistant; Eleanor Diebel, Secretary; James Bordewick, Consulting Actuary.

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

LCPR CONT.

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.

LEGISLATIVE COMMISSION ON WASTE MANAGEMENT

Room B-46, State Capitol
St. Paul, Minnesota 55155

612-297-3604

DIRECTOR: Susan P. Robertson

AUTHORITY & PURPOSE: The Legislative Commission on Waste Management was established in the Waste Management Act (Laws, 1980, Chapter 564). The Waste Management Act sets forth a comprehensive system for managing solid and hazardous waste both in the metro and outstate areas. The Commission is charged with overseeing the implementation of the Act by the Waste Management Board, the Pollution Control Agency and the Metropolitan Council. The Commission reviews work plans of these bodies and may direct such changes or additions as 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 also conducts reconciliation and intervention proceedings in the selection of a hazardous waste disposal site. Finally, the Commission makes recommendations to the Legislature on legislation which may be necessary to more effectively manage solid and hazardous waste.

SERVICES: Any member who has questions, comments or recommendations 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; Rep. Dee Long is Vice Chairperson.

SUBORDINATE UNITS: Executive Committee

STAFF: Susan W. Fries, Research Assistant/Secy.

PUBLICATIONS: A comprehensive summary and legislative history of the Waste Management Act is available to members as well as an up-to-date copy of the Act itself. A copy of the flow control report which was submitted to the Legislature last January is also available. Please call the Commission staff if you would like a copy of any of these items.

MEETINGS: At the call of the Chair.

REMARKS: This Commission is also referred to as LCWM.

LEGISLATIVE COMMISSION TO REVIEW ADMINISTRATIVE RULES

Room 430, State Office Building
St. Paul, Minnesota 55155

612-296-1143

EXECUTIVE DIRECTOR: Kathleen P. Burek

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 houses 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: APC 1: One-Hour 0.5 Primary Sulfur Dioxide Standard (October, 1982); Environmental Quality Board Rules Governing the Environmental Review Program (August, 1982); DOT Special Transportation Standards (October, 1981); WPC 34: Wastewater Treatment Facility Construction Grants Program (August, 1981).

MEETINGS: At the call of the Chair; usually monthly.

REMARKS: The LCRAR was given additional authority and responsibility in 1980. An amendment to the APA involves the LCRAR directly in the rulemaking process by allowing agencies to appeal a decision of the Chief Hearing Examiner regarding the need and reasonableness

LCRAR CONT.

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 COORDINATING COMMISSION

Room B-46, State Capitol
St. Paul, Minnesota 55155

612-297-3697

STAFF ASSISTANT: Janet Lund

AUTHORITY AND PURPOSE: The Legislative Coordinating Commission was created in 1973 under M.S. 3.303 to coordinate the legislative activities of the Senate and the House of Representatives. The administrative budget requests of any statutory commission, the majority of whose members are members of the legislature, are submitted to the Legislative Coordinating Commission (LCC) for review and comment prior to submission to the Finance Committee of the Senate and the Appropriations Committee of the House of Representatives. No such commission shall employ additional personnel or increase the compensation of any employee without first having received the recommendation of the LCC. The LCC shall oversee and coordinate all joint legislative studies mandated by the legislature. The LCC shall adopt plans pertaining to sick leave and annual leave which shall apply to all permanent employees of the legislature and of legislative committee and commissions.

MEMBERSHIP: 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 of Representatives, 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.

The President of the Senate and the Speaker of the House shall alternate annually as Chairman of the Commission.

STAFF: Accountant, Sandra Gulbranson; Assistant Accountant, Delores Stendahl.

MEETINGS: As scheduled.

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.

Conducts interactive bibliographic searches on newspaper and periodical databases.

Provides 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.

LRL CONT.

SUBORDINATE UNITS: Not applicable.

STAFF:

Reference and Users Service

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

Technical Services

Constance Hill and Helen Whipple, Librarians; Barbara Nieman Dolmon and Jenifer Wagner, Technicians.

PUBLICATIONS:

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

TRACKING LEGISLATION IN MINNESOTA.

A REFERENCE GUIDE TO MAGAZINES IN THE LEGISLATIVE REFERENCE LIBRARY

A biennial list.
Biennial Report.
Occasional bibliographies and newsletters.

MEETING: Not applicable.

Service Phone Numbers

Director.....	296-7661	Reference.....	296-8338
Information.....	296-3398	Overdues & Reserves...	296-4774
Legislative Tapes.....	296-7857	Minnesota Checklist.....	296-7897
Technical Services....	296-7897		

MINNESOTA COMMISSION ON INTERSTATE COOPERATION

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.

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

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.

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
and
Room 670, State Office Building

612-296-2868

612-296-7145

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, chapters 14, 482, and 648. Other functions originate from legislative rules or custom. The office of the Revisor of Statutes is a joint legislative service agency providing nonpartisan professional drafting and publication services to the members and staff of the legislature, to the executive departments, and to the governor.

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 resolution; 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; preparing a Revisor's analysis of bills; totally recompiling the state's administrative rules and publishing them with an index and other finding aids; and providing rules drafting service for governmental agencies. The Revisor is also a member of the Uniform Laws Commission.

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 56 persons. Included are: 14 attorneys, 1 specialist in writing, 5 supervisors, 5 assistant supervisors, 17 bill drafting and editorial assistants, 7 administrative staff members, 3 messengers, and 4 computer analysts/programmers.

REVISOR'S OFFICE CONT.

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 1983.)

MEETINGS: Not applicable.

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

SERVICE PHONE NUMBERS

General Information:

State Capitol296-2868
State Office Building296-7145

Revisor's Office

Steven C. Cross, Revisor of Statutes296-0949
Maryann Corbett, Assistant for Writing Standards297-2952
Leona Lewis, Administrative Assistant296-0947

Drafting Division

Harry Walsh, Deputy Revisor296-4752
John Fuller, Assistant Deputy (Bills)296-0955
Terri Lauterbach, Assistant Deputy (Rules)296-0956

Publications Division

Marcia Waldron, Deputy Revisor296-7147
Lorna Breiter, Assistant Deputy (Indexing)296-2778
Linda Jessen, Assistant Deputy (Text)297-2953

Data Systems Division

Bob McClung, Manager297-0950

Supervisors:

Eleonore Anderson (Engrossing & Enrolling)296-2950
Barbara Moehrle (Administrative Rule Editing)297-2958
Martha Rhode (Bill Drafting) 296-0944
Corrine Staeheli (Administrative Rule Drafting)297-2955
Gail Trowbridge (Statutory Editing)297-2957

REVISOR'S OFFICE CONT.

- Steve Cross
Rm. 3 CAP (6-0949) - The Legislature; Legislative Rules; Legislative Commissions and Committees; Study Committees; National Guard and Military; Military Justice; Veterans; all Resolutions.
- John Fuller
Rm. 3 CAP (6-0955) - Labor Relations (private and public sectors); Employment; Unemployment Compensation; Collective Bargaining; Workers' Compensation.
- Maryanne Hruby
Rm. 604 SOB (7-2948) - Energy; Statewide Planning; Economic Development Water; Environment; Pollution; Housing; Landlord/Tenant.
- Linda Jessen
694 SOB (7-2953) - Executive Branch; Agency and Department Rm. Reorganization; Licensing (Business Occupations and Professions, Health Occupations and Professions, Police and Peace Officers).
- Robert Kittel
CAP (6-0218) - Criminal Laws; Judicial Branch; Court Rm. 3 Organization and Procedures; Corrections; Juvenile Justice; Data Privacy.
- Terri Lauterbach
Rm. 652 SOB (6-0956) - Social and Human Services; Health (except professional/occupational licensing); Welfare; Human Rights; Civil Rights; Family Law; Marriage and Divorce; Children; Administrative Law.
- Craig Lindeke
Rm. 3 CAP (6-0946) - Aid to Local Government; Elections; Building Code; Probate and Wills; Trusts; Drainage; Agriculture; Farming.
- Paul Marinac
CAP (6-0948) - Business Regulation (except occupational Rm. 3 licensing); Commerce; Insurance; Banks and Banking; Credit Unions; Corporation Law; Contracts; Consumer Protection.
- Janet Rahm
Rm. 3 CAP (6-0952) - Taxes.
- Ron Ray
644 SOB (6-4086) - Transportation; Motor Vehicles; Aircraft; Rm. Railroads; River Traffic; Traffic Regulations; Public Safety; Real Property; Eminent Domain; Regulated Industries (Utilities, Communications).
- Betsy Rice
Rm. 3 CAP (6-2798) - Education; Schools; Teachers; School Aids.
- Paul Rohde
Rm. 3 CAP (6-0953) - Natural Resources; Parks; Game and Fish; Boat Safety; Pensions and Retirement; Liquor.
- Harry Walsh
3 CAP (6-4752) - Local Government; Counties; Cities; Towns; Rm. Zoning; Metro Government; Bonding; Uniform Acts.

REVISOR'S OFFICE CONT.

Constitutional amendments and appropriations are not handled by a single attorney but are referred, based on the subject of each amendment or appropriation, to the appropriate attorney in the above list who deals with the subject of the particular amendment or particular appropriation.