

~~File 104~~

I-231

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REPORT TO MEMBERS
OF HOUSE RULES SUBCOMMITTEE
ON PERSONNEL POLICIES

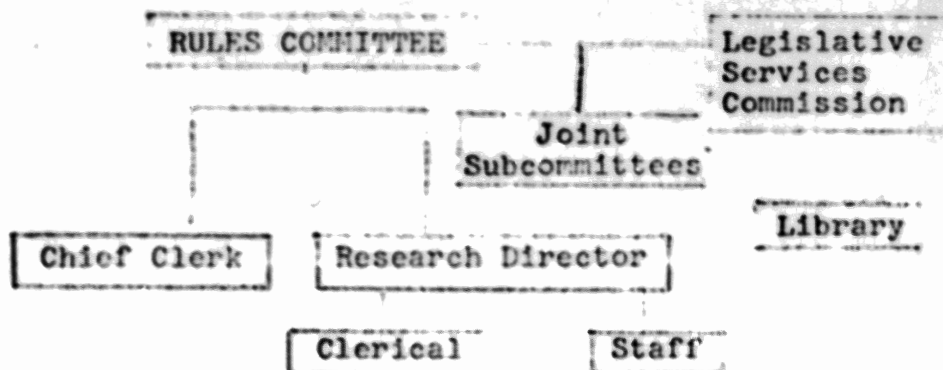
Subject:

Interim Operation of House Research Department

Prepared by:
House Research Department
October 30, 1969

Structure and Operation of the House Research Department

The method of operation, which is also shown in the form of a diagram, was developed after consideration was given to the extent of activities of the past 1967-1968 interim period as well as the 1969 session.



Duties of Research Department

The principle responsibilities of the Department are to:

1. Provide assistance to the Rules Committee and any Rules Subcommittees created.
2. Provide research assistance to standing committees and subcommittees.* At the outset of the interim and, working from the Rules Committee resolution, the Department developed work programs* which, after approval by the Chairman concerned, serve as a guide to the efforts of the committee or subcommittee during the interim. A strong effort will be made to coordinate with the Senate committees and staff.

*Copies attached.

3. Participate in or audit research efforts and studies undertaken by the Senate and other governmental and citizen groups, i.e., State Planning Agency, Citizens League, Metropolitan Council, Citizens Conference on Delinquency and Crime, State Crime Commission, League of Minnesota Municipalities, Association of Minnesota Counties, etc.
4. Aid the Rules Committee in hiring qualified personnel to assist the House in a research capacity on a permanent or part-time basis as needs develop.
5. Oversee the clerical operation, including the mailing of notices, compiling of minutes, etc. Nearly all notices are now mailed from the Research office on a uniform form. The mailing list for all meetings includes 24 members of the news media, 22 interested individuals and organizations and 23 legislative and executive departments, in addition to those who have requested to be notified only of specific meetings. This procedure has saved a great deal of duplication of staff time and hopefully has made it more convenient for the public.

The procedure now being used by a number of committees is to record the meeting on tape. At the option of the chairman the tape is either indexed itself or a rough copy is typed and indexed and a summary is prepared for distribution to the members. This procedure saves some clerical time and makes the minutes more useful to members.

6. Assist in the scheduling of meetings, including scheduling meeting room, preparing agendas, scheduling appearances of interested individuals and groups, preparing news releases on scheduled meetings and preparing lists of all scheduled meetings weekly for use by legislative leaders and staff, news media, etc.* It should be noted that a majority of the meetings fall on Fridays, which does create some problems with schedule conflicts for members as well as problems in scheduling rooms and staff assistance.

Research Staff

The present staff members are:

Thomas G. Clifford - Attorney, Director
Vernelle Clayton - Assistant Director

*Senate has
4 lawyers*

Donald Cleveland - Masters Political Science
Ronald Ruud - Attorney
John Helland - B.A. History
John Williams* - B.A. Political Science, M.A. Speech
Theatre
Steven Harrington** - B.A. Political Science
— Dale Swanson** - B.A. Candidate, Political Science
Carolyn Barrette - B.A. Political Science
Steven B. Szarke* - Senior Law Student

In addition stenographic help has been hired from time to time on a part-time basis.

Committee Clerical Staff

The committee clerical staff is continuing to operate on a part-time basis and is responsible for recording meetings and typing minutes as well as such other duplicating and secretarial assistance as is necessary.

Other House and Legislative Employees

It should be noted that the duties of the Chief Clerk's staff are not discussed in this report. The House is providing stenographic help to individual members through the House steno pool, which is staffed 4 days a week by Phyllis Hansen and by various other stenographers on a part-time basis.

*Shared with Senate

**Part Time

APPENDIX A

The areas of inquiry noted below are those contained in House Resolution #32, recorded in the Journal of the House for May 26, 1969.

Agriculture

1. Pesticides.
2. Corporate farming.

Appropriations

1. The costs and benefits of state expenditures for medical education.
2. State corrections and penal institutions.

Commerce and Economic Development

1. The state securities law and its administration.
2. Trading stamps and their effect on consumer prices.

Conservation

1. Preservation of wetlands.
2. Review of the accelerated game and fish programs established under the 1969 Act.

County and Township Government

1. Organization, function and structure of county government.
2. Additional revenue sources for local governmental units.
3. Debt and tax limitations.
4. Manpower and training needs of local government.

Crime Prevention

1. Adult crime and juvenile delinquency.
2. Minnesota Peace Officers Training Board.
3. Federal Safe Streets Act.

Education

1. Financial status of public and private school education.
2. Expanded use of school facilities.
3. Review of costs, methods of purchasing, and study of innovative educational concepts.
4. Teacher-school board negotiation.
5. Minnesota High School League.
6. School reorganization.

Elections and Reapportionment

1. Election contest procedures and standards.
2. Consider the recodification of the Fair Campaign Practices Act.

Financial Institutions and Securities

Uniform Consumer Credit Code

Governmental Operations

1. Review of the efforts to reorganize the executive branch of state government.
2. Study discriminatory practices in the licensing of trade.
3. Regional planning.
4. Federal-State relations (if no commission is created).
5. State and Federal agencies concerned with water resources.
6. Housing.

Health and Welfare

1. Content and administration of welfare laws.
2. Problems of the aging and the aged.
3. Treatment facilities for drug addicts and alcoholics.

Higher Education

Federal Aids.

Highways

1. Highway finances and driver licensing.
2. Bridge safety and replacement.
3. Federal-State highway relationships, particularly the post-1975 federal highway program.
4. Highway beautification.
5. Highway safety.

Insurance

1. Insurance adjuster licensing, licensing of claims adjusters.
2. No-fault automobile insurance, the Keeton-O'Connell proposal, and comparative negligence.
3. Enforcement of regulation against unethical practices in insurance sales.
4. Licensing fraternal insurance companies.

Judiciary

1. Business Corporation Act.
2. Lower court reform.
3. Privileged communications.
4. Domestic relations, courts and court services.
5. Judicial selection, discipline and removal.
6. Landlord-tenant relations.
7. Probate Code.

Labor Relations

1. Public employees labor relations.
2. Minority employment problems.

Land and Water Resources

1. Water pollution problems.
2. Drainage laws and water resources.
3. Minnesota River flood control.

Metropolitan and Urban Affairs

1. Problems of urban rural balance.
2. Open space.
3. Metropolitan and statewide transit problems.
4. Fiscal disparities in the metropolitan area.
5. Coordination of services in the metro area.
6. Metro Council reorganization and power. Elective Metro Council and its responsibilities.
7. Role of the state in urban affairs.
8. Air transportation.

Municipal Affairs

Municipal financing and statutory debt limits for municipalities.

Regulated Industries and Utilities

The regulation of public utility rates and services and the control and placement of powerlines.

Taxes

1. Tax loss farming.
2. Delayed assessment or tax incentive to retard growth of slums.
3. Tax exempt property including the income exempt property, and land in public ownership.
4. Tax Reform and Relief Act of 1967.
5. State and local tax problems.

10/30/69

EXHIBIT B

Activated Committees and Subcommittees of House Standing
Committees.

HOUSE SUBCOMMITTEES

AGRICULTURE

None

APPROPRIATIONS

Medical School

Long, Chairman
Barr
Fitzsimons
Gimpl
Plaisance
Searle
Sillers
Skeate
Smith
Sommerdorf
Swanstrom

Education

Searle, Chairman
Fischer, W. C.
Gearty
Long
McMillan
Nelson
Norton
O'Neill
Skaar
Smith
Weaver

Welfare - Corrections

Flakne, Chairman
Carlson
Plaisance
Schumann
Sillers
Sommerdorf

Buildings and Highways

Voxland, Chairman
Anderson, D.
Barr
Gimpl
Johnson, C.A.
Skeate

State Departments

Klaus, Chairman
Andersen, R.
Anderson, T.
Erickson, W.
Gustafson, W.
Kozlak
Lee
Munger
Swanstrom

Semi-State Activities

Long, Chairman
Barr
Gimpl
Gustafson, W.
Norton
Skaar

* * * * *

CONSERVATION

None

COUNTY AND TOWNSHIP GOV'TOrganization

Stangeland, Chairman
 Dunn,
 Chamberlain
 Hoff
 O'Dea
 Reigel
 Sathre
 Schafer
 Smith

Finance

Erdahl
 Frenzel
 Gimpl
 Kozlak
 Lee
 Shores
 Swanstrom

Personnel

Knutson
 Erickson
 Jopp
 Long
 Miller
 Niehaus
 Peterson

CRIME PREVENTIONPolice Officer Training Academy

Pavlak, R.L., Chairman
 Nelson, Vice-Chairman
 Fisher, D.
 Fu dro
 Krenik
 Savelkoul
 Spanish
 Wright
 Dammerman

Juvenile Delinquency

O'Neill, Chairman
 Brandt
 Fuller
 Johnson, C.M.
 Keefe
 North
 Plaisance

CRIME PREVENTION (Continued)Adult Crime and Parole Systems

Lindstrom, Chairman
 Haugerud
 Kvam
 Larson
 Scherer
 Skeate
 Stone

EDUCATIONLevy and Bond Limitations

Dunn, Chairman	Hughes, Chairman
Bell	Brown
Bernhagen	Jensen, V.K.
Christensen, R.	Josefson
Coombe	Larson, H.
Dammermann	Perpich, R.
Erdahl	Wright
Everson	
Heinitz	
Johnson, J.	
Moen	
Murray	
Theis	
Ulland	
Wolcott	

State Aids

Sathre, Chairman	Holmquist, Chairman
Adams	Benson
Anderson, H.J.	Grittner
Anderson, I.N.	Holsten
Humphrey	Metcalf
Judge	Olson, J.
Kleinbaum	Welter
Knutson	
Larson	
Niehaus	
O'Dea	
Sabo	
Sommerdorf	
Wingard	

ELECTIONS AND REAPPORTIONMENT

Fair Campaign Practices and Election Contests

Anderson, D., Chairman
Haaven
Newcome
Sabo
Skaar
Ticen

Congressional Reapportionment

Swanstrom, Chairman
Fitzsimons
Fudro
Haugerud
Kvam
Long
Plaisance
Ryan
Sabo
Ticen
White

Legislative Reapportionment

Klaus, Chairman
Barr
Becklin
Fischer
Frick
Gimpl
Johnson, C.M.
Murray
Pavlak
Swanstrom
Wright

FINANCIAL INSTITUTIONS

Ronald Everson, Chairman
Anderson, D.
Barr
Bang
Fisher, D.W.
Gruys
Haugerud
Johnson, R.W.
Lindstrom
Moen
Sillers
Wolcott

GOVERNMENTAL OPERATIONS

None

HEALTH AND WELFARE

Administration of Welfare Laws

Knutson, Chairman
Dunn
Heinitz
Kvam
McMillan
Plaisance
Ryan
Sabo

Problems of the Aging and Aged

Christensen, R., Chairman
Falk
Forseth
Morlock
Rappana
Spanish
Swanson

Treatment Facilities for Drug Addicts and Alcoholics

Schwarzkopf, Chairman
Barr
DeGroat
Fuller
Salchert
Sommerdorf
Ulland

HIGHWAYS

Joint Executive Committee

Mueller, V-Chmn	Larson, Chairman
White, Secy	Higgins
Fisher, W.C.	Laufenburger
Richie	McCarty
Weaver	Sundet

INSURANCE

None

JUDICIARY

None

LABOR RELATIONS

Teacher-Schoolboard Relations

Erickson, Chairman
Sathre, Vice-Chairman
Broat
Johnson, J.
Kleinbaum
Long
Peterson
Präpfel
Kozlak

Problems of Minority Groups and Underemployed

Schwarzkopf, Chairman
Haugerud

Murray
Niehaus
Ulland

Wage Orders, Minimum Wages and Employment of Juveniles

McFarlin, Chairman
Chamberlain
Carlson
Hanson
Mann

LAND AND WATER RESOURCES

Water Resources

Gimpl, Chairman
Bell
Dunn
Hegstrom
Knutson
McFarlin
Munger
Nolan
Schafer
Shores
Wingard

LEGISLATIVE ADMINISTRATION AND RULES

Computers and EBP

Graw, Chairman
Christensen, R.
Everson
Fischer, W.C.
Gustafson, E.
Johnson, R.W.

Educational Film

Haaven, Chairman
Dirlam
Fitzsimons
Lee
Sabo

Experimental City

Johnson, J., Chairman
Dirlam
Dunn
Frenzel
Lindstrom
Sillers
Chenoweth

Legislative Handbook

Hegstrom, Chairman
Dirlam
Gimpl

Research and Legislative Procedures

Becklin, Chairman
Adams
Anderson, H.J.
Anderson, T.
Albertson
Duxbury
Frenzel
Klaus
Mueller
Sabo
Schafer
Schulz
Schumann
Skaar
Wright

*(See division of this Committee on next page)

LEGISLATIVE ADMINISTRATION AND RULES (Continued)

*Legislative Procedure

Schumann, Chairman
Adams, S.
Anderson, T.
Duxbury
Mueller
Sabo
Schafer
Wright

*Personnel Policies

Becklin, Chairman
Anderson, H.J.
Albertson
Frenzel
Klaus
Sabo
Schulz
Skaar

Space and Capitol Improvements

Dirlam, Chairman
Fitzsimons
Gustafson, W.
Lee
Voxland

METROPOLITAN AND URBAN AFFAIRS

Coordination of Services in
Metropolitan Area

Klaus, Chairman
Johnson, J.W.
Moen
Newcome
Pavlak, R.L.
Richie
Wingard

Fiscal Disparities

Weaver, Chairman
Bell
Gearty
Gruys
Johnson, J.W.
Jopp
Keefe
Munger
North
Sabo
Wolcott

METROPOLITAN AND URBAN AFFAIRS (CONT'D)

Metropolitan Council--
Reorganization and Power

Anderson, T., Chairman
Adams, S.
Gearty
Keefe
Klaus
Kozlak
Newcome
North
Pavlak, R. L.
Wolcott

Urban-Rural Balance

Schumann, Chairman
Gruys
Johnson, J.W.
Klaus
Kleinbaum
O'Neill
Ryan
Sabo
Sillers
Theis
Winter

REGULATED INDUSTRIES & UTILITIES

TAXES

Committees Designated but
Not Appointed

EXHIBIT C1

Sample Work Program

Work Program for Subcommittee on Urban-Rural Balance

First Meeting: November 14, 1969, State Capitol Building

Identify growing urban centers in Minnesota with projections to 1980, 2000, and 2020. Determine developmental planning and planning assistance anticipated and needed for such growth.

Possible sources:

1. State Planning Agency
2. Urban Affairs Center
3. Office of Local and Urban Affairs
4. Metropolitan Council
5. Upper Midwest Research and Development Council

Wom Anding - Warren Eustis

Second Meeting: To be held in Jackson, Minnesota

The purpose of the Subcommittee meeting in a rural area will be to find out what the growth of one rural community does to surrounding rural communities? Who or what other communities provide the labor supply for a new industry locating in a rural community? Can all rural communities grow successfully? Do the rural areas ultimately contribute to the growth of Minnesota urban areas? How much of Jackson's population increase was generated by inhabitants of Jackson and how much came in from surrounding rural areas as a result of industrialization? What is Jackson's rate of growth in comparison to surrounding communities? Why do the younger people leave rural communities? How could rural communities

retain their own, or entice others to migrate there instead of going to larger urban or metropolitan areas? What actions could be taken by the state legislature to insure an even distribution of population, industrial capacity, and cultural advantage throughout the state?

Possible Sources:

1. Jackson Chamber of Commerce
2. Others from Jackson Area
3. Minnesota Department of Agriculture
4. State Planning Agency
5. Census Bureau
6. Farm Bureau
7. Department of Economic Development
8. Department of Employment Security
9. Rural Sociologist, University of Minnesota -

Dr. George A. Donahue

Third Meeting: State Capitol Building

Urban and Rural Housing. Identify the quality of present housing and need for future quality housing.

Possible Sources:

1. Citizens League
2. Metropolitan Council
3. Metropolitan Housing Council
4. Local and Urban Affairs
5. Project Breakthrough and Minnesota State Planning Agency

Fourth Meeting: Minneapolis

This hearing will start with a tour of poor housing areas in Minneapolis in the early afternoon, then a late afternoon joint meeting with the Minneapolis Urban Coalition will be held. Testimony will be offered by the Coalition on their functions and organization. Heavy emphasis will be given to needed action in housing. The Subcommittee and Coalition members will adjourn for informal discussions and dinner following the meeting.

Sources:

1. Urban Coalition
2. Mayor of Minneapolis

Fifth Meeting:

Are crime and welfare generated from within urban centers or are those involved immigrants from rural areas?

Possible Sources:

1. D P W
2. Hennepin and St. Louis County Welfare Directors
3. B C A
4. Department of Corrections - Dr. Nathan Mandel

Sixth Meeting

Relocation and resettlement. What is being done with those persons being displaced by urban renewal, highway construction, or other projects? Should these people be offered opportunity to relocate in rural community as part of a repopulation program? Where are they going now? Are they better off or worse off than before? How would new towns

Sample Work Program

Work Program for Subcommittee on Coordination of Services in the Metropolitan Area

First Meeting:

Information presented at this hearing should deal with the present and anticipated roles of the Office of Local and Urban Affairs and the Metropolitan Council in coordinating services in the metropolitan area. Recommendations should be made with emphasis on pointing the way to more coordination. Testimony should be prepared by:

1. Office of Local and Urban Affairs
2. Metropolitan Council

Second Meeting:

Testimony should deal with the coordination of police and emergency services in the metropolitan area. Communication, personnel, jurisdiction, and equipment limitations should be pointed out, and recommendations for solutions presented. Testimony should be prepared by:

1. Mr. Clyde Sorenson
St. Louis Park, Chief of Police
Chairman of the Minnesota Peace Officers Training Board
2. Mr. William Proetz
Hopkins, Chief of Police
President, Hennepin County Chiefs of Police Association
3. Mr. Don Onodt
Hennepin County Sheriff
4. Mr. Phillip Richards
Minnesota Department of Health
Emergency Medical Services Section

Third Meeting:

Two departments of state government with large budgets working in the metropolitan area are Highways and Welfare. These departments should point out what services they are providing within the area, what portion of the work is being done by other units of government, and what efforts are being made to coordinate functions or activities on a metropolitan-wide basis. Testimony should be prepared by:

1. Highway Department
2. Department of Public Welfare

Fourth Meeting:

This meeting would focus on the current relationships between municipalities and other municipalities, municipalities and counties, and counties and other units of government. Use of joint powers or contracts as well as obstacles to coordination should be discussed by those testifying. The Metropolitan Inter-County Council should include a synopsis of its activity in solid waste and helicopter ambulance service to emergencies.

Testimony should be prepared by:

1. League of Minnesota Municipalities
2. Metropolitan Inter-County Council
3. Office of Local and Urban Affairs
4. Minnesota Municipal Commission

Fifth Meeting:

This period will be used by the subcommittee to discuss various proposals for stimulating more coordination and directing completion of a report.

Minnesota
Sample Work Program

TO: Representative Joseph T. O'Neill, Chairman
House Crime Prevention Committee
Subcommittee on Juvenile Delinquency

SUBJECT: Tentative Work Program

The following meeting schedule could prove helpful in aiding the Subcommittee in its evaluation of Minnesota law relating to juvenile delinquency.

I. Topic: Trends in juvenile delinquent behavior

Discussants: Representatives of the law enforcement agencies of Minneapolis, St. Paul, Duluth and several smaller communities; Department of Corrections personnel; representatives of various social agencies; other interested groups.

Purpose: To ascertain whether the approach being taken in Chapter 260, the Juvenile Court Act, is realistic, in terms of the diagnosis and treatment available, the provisions which provide for referral for prosecution, etc.

II. Topic: Include members of the Appropriations Subcommittee on Welfare and Corrections. The Role of the Youth Conservation Commission and a discussion of the treatment facilities presently available in Minnesota.

Discussants: Members of the YCC and representatives of the Corrections Department, and other interested persons.

Purpose: To gain an understanding of what transpires when the juvenile is adjudicated delinquent and referred to the YCC for diagnosis and treatment (Lino Lakes) and possible further commitment (Red Wing, Sauk Centre, Thistledew, etc.)

This session could include a trip to Lino Lakes and Woodview Detention Home, the latter being a Ramsey County facility.

III. Topic: Treatment facilities continued. A discussion of the group foster home program, the inter-community program, the efforts of private groups, the prospects for establishing regional detention facilities.

Discussants: Corrections Department personnel, representatives of the Department of Justice (L. E. A.A.), probation officers, representatives of private groups.

Purpose: To develop an understanding of treatment efforts being made at the local or regional level and to learn the availability of funds through the Safe Streets Act.

- IV. Topic: Discussion of the Minnesota Juvenile Court Act and the Rules of Juvenile Court in light of recent U. S. Supreme Court decisions.

Discussants: Juvenile Court judges, Corrections Department personnel, representatives of legal aid societies and offices of public defenders, other interested groups.

Purpose: To ascertain whether the statutes and rules are responsive to the recent mandates of the U. S. Supreme Court.

- V. Topic: Comparison of Minnesota's present Juvenile Court Act (M. S. 260) and the Model Code (H. F. 2633).

Discussants: Juvenile Court judges, Corrections Department, Public Defender, legal aid societies, other interested persons.

Purpose: To consider whether the Model Court Act should be recommended to replace the present Minnesota law.

- VI. Topic: Executive session to review the testimony received during the interim.

Discussants: Members of the Subcommittee and staff

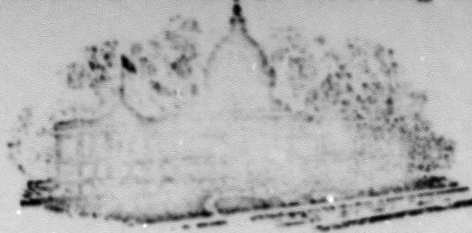
Purpose: To enable to development of the initial draft of a final report to the Committee on Crime Prevention.

- VII. Topic: Executive session to discuss the initial draft of the final subcommittee report.

Discussants: Members of the Subcommittee and staff

Purpose: To finalize the report to the full Committee.

EXHIBIT D - Sample Meeting Notice



State of Minnesota

HOUSE OF REPRESENTATIVES

L. L. DUXBURY, Speaker

Room 18G State Capitol

MEETING NOTICE

HOUSE RESEARCH

221-6753

November 10, 1969

**HEALTH AND WELFARE SUBCOMMITTEE
ON PROBLEMS OF THE AGING AND THE AGED**

Robert F. Christensen, Chm.

Representative Robert Christensen has called a meeting of the subject Subcommittee for Friday, November 21, at 10:00 A.M. in Room 125 of the State Capitol.

While the principal purpose of the meeting will be to organize for the interim, presentations will be heard relative to the adequacy and inter-relationship of state funded old age assistance and social security.

MEMBERS: Please bring your copy of the tentative work program.

Please return the enclosed postcard.

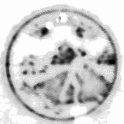


EXHIBIT E

Sample of memorandum distributed to press room, and various legislative and executive offices.

FOR RELEASE FRIDAY, OCTOBER 31, 1969

SUBJECT: HOUSE OF REPRESENTATIVES
MEETINGS SCHEDULED

The following is a list of meetings being held today.
For further information call the House Research Department,
221-6753.

<u>Time</u>		<u>Room</u>
9:00	Conservation - full committee	107
10:00	Commission on Taxation & Production of Iron Ore & Other Minerals	15
11:00	Rules Subcommittee Subcommittee on. Personnel Policies	21
1:30	Taxes Subcommittee on Tax Exempt Property and Foundations	125.