

COMMITTEE ON RULES AND ADMINISTRATION

Meeting: Wednesday, June 27, 1979

Room 15, State Capitol, 9:00 A. M.

Members Present:

Senators	Coleman, Chairman	
	Hanson	Moe
	Anderson	Ogdahl
	Ashbach	Olson
	Chenoweth	Perpich
	Davies	Purfeerst
	Frederick	Tennessee
	Hughes	Wegener
	Laufenburger	

Others Present: Mr. Patrick Flahaven, Secretary of the Senate
Mrs. Janine Mattson, Personnel Officer
Mr. Peter Wattson, Senate Counsel
Mr. Larry Fredrickson, Senate Counsel
Mr. G. G. Goodwin, Minority Secretary of the Senate
Mr. Wm. Riemerman, Investigative Research
Mr. John Kaul, Administrative Assistant to Sen. Coleman

The subcommittee had before it the report of the Personnel Subcommittee dated June 26, 1979.

Senator Coleman, Chairman of the Subcommittee on Personnel, presented the report of the subcommittee commenting the subcommittee had met on June 26th to finalize a number of salary suggestions for Senate employees for the coming year. The material before the committee had the unanimous support of the members of the Personnel Subcommittee.

In reviewing the report the Chairman directed attention to the following recommendations of the subcommittee.

- 1) No changes had been made in DFL caucus research. Mr. Karpinski was requested to submit a request to the full Rules Committee for staff adjustments if they could be justified. That request was before the committee. (Copy Attached)
- 2) All Senate employees be given a 7% pay increase at all salary levels unless there is some justification for merit increase.
- 3) Request for adjustments in the office of Senate Counsel as set out in letter submitted by Larry Fredrickson etc. was approved.
- 4) Request for adjustments in secretarial pay was not approved. The Chairman noted it had been pointed out there has been a shift in workload between the committee secretaries and the secretarial staff in the office of Senate Counsel. This is to be studied before the next session to see if some adjustments are in order.

Rules and Administration

-2-

- 5) Request for PIO was approved.
- 6) Billie Ball has been employed as Administrative Assistant to the Veterans Affairs Committee.
- 7) Request for salary increase for Mr. Ambrose was not approved at this time.
- 8) Request for salary adjustment for Sherry Tyler was not approved.
- 9) Request for adjustments in Indexer classification were approved . We found salaries paid these people are below comparable positions in private industry.
- 10) Patrice Urman's salary was adjusted to bring it up to the level that her predecessor would have been receiving had he stayed with the Senate up to this time.

SENATOR ASHBACH MOVED the request of Mr. Karpinski be approved.
MOTION PREVAILED

SENATOR HANSON MOVED the report of the subcommittee, as amended be adopted. **MOTION PREVAILED**

**COMMITTEE
BUDGETS**

Committee Budgets were before the committee. The Chairman recognized Mike Robertson who presented the budget for the Committee on Agriculture and Natural Resources. The budget request is for \$33,372 for the 1979 interim.

SENATOR LAUFENBURGER MOVED the budget request for the Committee on Agriculture and Natural Resources be approved. **MOTION PREVAILED**

There was discussion relative to the necessity for reviewing each committee budget in detail. It was the consensus it wasn't necessary for the committee to go into an in-depth explanation of each one of the budgets. Total \$503,541.78.

SENATOR OGDahl MOVED the committee budget requests, as submitted, be approved. **MOTION PREVAILED**

**STUDY OF
CORPORATE
LAW STATUTES**

Senator Tennessen presented a budget to cover certain costs the Senate was being asked to provide in a study of the Minnesota Corporation Laws. (MS 300 and 301) He said the study is needed because of the archaic nature of the existing statutes and also because the present corporation laws overlap in some respects and are confusing. The Senate is being asked to pick up the costs for:

Reporter's compensation	\$ 12,000
Assistant reporter's compensation	18,000
Part-time secretarial services	4,800
Postage/copying costs	<u>1,000</u>
	\$ 35,800

Mr. John Hibbs of the Bar Association appeared in support of the proposal. He said the study would be conducted by a 13 member commission and that they had been assured of the support of as many corporate experts in the state and outside of the state as they would need. The commission would be composed of members of the State Bar Association Section on Corporate Law. He indicated the committee would report on call from any committee or person interested.

Senator Chenoweth raised a question as to the designation of this study group as a "commission". It was suggested a more proper title would be "Advisory Committee". It was also suggested legislative members should be involved in the study. Senator Tennesen said he would be available to work in an advisory capacity and he thought he could get other members of the Commerce Committee to do likewise. It was further recommended Senate staff should be aware of the meetings and be involved in the study.

At the request of the Chairman, Mr. Hibbs said they would add the following to their mailing list: Senate Counsel, Chairmen of Judiciary, Commerce, Governmental Operations, Taxes and Rules Committees. It was agreed the commission would be called "Advisory Task Force on Minnesota Corporation Law and that there would be involvement of a subcommittee of the Commerce Committee.

SENATOR TENNESSEN MOVED a special study on recodification of the corporation laws (MS 300,301) at a cost of \$35,800 be approved. MOTION PREVAILED

PER DIEM

The Chairman called attention to the memorandums before the committee relating to our past policy re per diem and travel regulations and proposals for the 1979 interim. The Chairman indicated the policy as adopted by the Rules Committee at this meeting, except for mileage, would be effective as of June 1, 1979.

He pointed out that as a part of the proposed policy air travel, in place of mileage, between place of residence and Capitol has been added. Also members who drive and have to come in the day before and drive home the day after a meeting would be permitted to ask for additional compensation to cover their travel time.

SENATOR LAUFENBURGER MOVED proposed interim expenses as indicated be adopted.

Per Diem - \$27 per day
Hotel - \$35 per day; Maximum of \$200 per month for apartment
Mileage to and from the Capitol
In-district mileage
Days of travel to be reimbursed as well as day of meeting
Air travel between place of residence and Capitol
Mileage, effective July 1, 1979 - 19¢ a mile

A question was raised relative to adopting a policy for reimbursement for Senators who attend meetings only because they are within his district. After discussion the Chairman said the policy would be not to reimburse members who attend meetings within their district unless they meet the guidelines as indicated on the attached memorandum.

There was discussion relative to the allowance for hotel and apartment. The new policy, as stated by the Chairman, will be: Reimbursement for those who keep an apartment would be \$35 a night not to exceed an average of \$200 a month for a calendar year. Annual limit for one year would be \$2400. For this interim it would be an average not to exceed \$1600 (approximately 45 days) This only applies to the interim, not to the session.

Senator Laufenburger renewed his motion. MOTION PREVAILED

**NATIONAL CONFERENCE
OF STATE LEGISLATURES
July 23-27, 1979**

The Chairman invited a motion to authorize members of the Rules Committee to attend the conference as has been past practice. He called attention to the policy that is being proposed - if any member of the committee choses not to attend the conference, he could suggest another to go in his place subject to the approval of the Chairman of the Committee on Rules and Administration.

SENATOR LAUFENBURGER MOVED members of the Rules Committee, or designee, if approved by the Chairman of the Rules Committee, be authorized to attend the conference in San Francisco, July 23-27, 1979.

SENATOR TENNESSEN MOVED to amend the motion by striking "or designee".
MOTION DID NOT PREVAIL

SENATOR DAVIES MOVED a substitute motion that the members of the Rules Committee and other members of the Senate and Senate staff who present what in the judgment of the Chairman of the Rules Committee are sufficient reasons for attending be authorized to attend the National Conference of State Legislatures. MOTION PREVAILED

Respectfully submitted,



NICHOLAS D. COLEMAN

Chairman, Committee on Rules and
Administration

j/
attachs.

TO: Members of the Committee on Rules and Administration
FROM: Senator Nicholas D. Coleman, Chairman
SUBJECT: Past Policy re Per Diem, Travel etc.
DATE: June 27, 1979

PER DIEM, LODGING AND TRAVEL EXPENSE

Members have been reimbursed for per diem, lodging, travel, registration fees, taxi's and baggage tips - -

Per Diem rate is \$²⁷48.00 ^{6/27/79} per day. (MS 3.102) ^{200 for apartment 6/27/79}
Lodging within the state is subject to \$25 per night limit
Actual cost of single room outside state will be reimbursed (receipt must be attached to per diem form)
Registration fees will be paid (receipt must be furnished)
See attachment for other charges as of 6/27/79

Reimbursement was authorized as follows:

- Senators attending committee or subcommittee meetings
- Chairmen of committees working at the Capitol or meeting with staff
- Chief authors of bills who are called to a committee meeting to present a bill
- Subcommittee chairmen, upon approval of the committee chairman, for preparation of subcommittee meetings

Reimbursement for out-of-state travel has been on the same basis as in-state travel.

Members HAVE NOT been reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings.

LONG DISTANCE PHONE CALLS

Reimbursement has been authorized up to a maximum of \$45 per month for long distance phone calls. The closing resolution for the 1978 session expanded this authorization to include "answering services".

CONSULTANT SERVICES

PRIOR approval of the Rules Committee, or its chairman, must be obtained before any invitation is extended to a consultant or expert witness.

STAFF

All Senate employees MUST be employed through the Rules Committee. This is not an item to be included in committee budgets.

SUPPLIES

Miscellaneous supplies MUST be ordered through the Secretary of the Senate's office.

TRAVEL

IN-DISTRICT TRAVEL -

Reimbursement has been authorized for all Senators covering mileage expenses incurred in travel within their district on constituent matters on a monthly basis at ~~12¢~~ (present rate) per mile. Reimbursement is subject to the approval of the Chairman of the Committee on Rules and Administration. NO PER DIEM

OUT-OF-STATE and IN-STATE TRAVEL GUIDELINES -

1. Unless there are very unusual circumstances secretarial travel outside of the state has not been approved.
2. Out-of-state travel and incidental expenses for attending meetings, conferences, seminars for AA's is subject to the requirement that such travel must be approved by the Chairman of the standing committee concerned and the Chairman of the Committee on Rules and Administration. (5/19/78)
3. Prior approval of the Committee on Rules and Administration, or its chairman, has been necessary before members or staff may attend out-of-state meetings, conferences, seminars, etc. Requests for staff to attend such meetings will be given special consideration, but must be approved IN ADVANCE by the Committee on Rules and Administration, or its chairman.
4. In-state travel by members and staff (attendance at conferences, seminars, etc.) which is funded on the budget approved by the Rules Committee does not require further approval by the Rules Committee or its Chairman. However expenses incident thereto must be certified to the Secretary of the Senate by the chairman of the standing committee before reimbursement is made.
5. A request must be submitted to the Rules Committee, or its Chairman, for approval BEFORE an invitation is extended to any "expert witness" or "consultant".

Proposed
1979 POLICY RE PER DIEM etc.

For Sen. C

Per Diem - - \$27 per day, up to \$35 for hotel

\$200 a month for apartment

Mileage to and from the Capitol

In-district mileage

Days of travel to be reimbursed as well as day of meeting

Air travel between home and Capitol to be approved

Starting in July, mileage will be 19¢ a mile

COMMITTEE ON RULES AND ADMINISTRATION
Meeting: Friday, May 30, 1980
Room 118, Capitol, 2:00 o'clock p. m.

A G E N D A

1. Report of Personnel Subcommittee
2. Committee Budgets
3. Ad Hoc Committees
4. Policy re per diem - interim expenses, etc.
5. Voting Machine Contract - Mr. Flahaven
6. Request for funds for Black and Banhoff Study -
(Senator Tennessen)
7. Authorization for members of Rules Committee to
attend National Conference of State Legislatures
July 7-11, 1980, New York City
8. Other Matters

3.102 LEGISLATIVE LIVING EXPENSES. Each member of the legislature shall be reimbursed for expenses incurred while engaged in official business when the legislature is not in session. The amount of such reimbursement shall not exceed \$48 per day as a per diem expense allowance for all expenses incurred except travel and lodging. The member shall also be reimbursed for travel and lodging expenses in the same manner and amount as state employees.

Expenses for members of the legislature are payable in the manner and in the amount designated by the senate committee on rules and administration as to members of the senate and by the committee on rules and legislative administration as to members of the house of representatives.

The expense allowances provided for herein to the persons designated are in lieu

of any other expenses authorized by law or resolution for the same purposes.

[Ex1971 c 3 s 83; Ex1971 c 48 s 15; 1973 c 720 s 55; 1975 c 204 s 63; 1977 c 35 s

SENATOR TENNESSEN MOVED the report of the Personnel Subcommittee be referred back to the subcommittee.

After further discussion Senator Tennesen withdrew his motion.

SENATOR DAVIES MOVED to amend the subcommittee report by eliminating the 13% across-the-board on the first \$25,000 and substituting 10%.

On a voice vote the Chair was in doubt. On a show of hands there were yeas 6 and nays 8. The MOTION failed.

SENATOR DAVIES MOVED a recess.

On a voice vote the Chair declared the motion failed. Senator Davies called for a division. On a show of hands there were yeas 8 and nays 7. The MOTION prevailed.

5 minute recess

The committee reconvened at 3:15 p. m.

SENATOR TENNESSEN MOVED the report of the Personnel Subcommittee be sent back to the Personnel Subcommittee for further consideration. MOTION PREVAILED

COMMITTEE BUDGETS

SENATOR DAVIES MOVED the committee budgets as presented be approved.

Senator Hughes requested the Education Committee budget be divided out of the motion.

SENATOR DAVIES MOVED the committee budgets, as presented, dividing out the budget for the Education Committee, be approved. MOTION PREVAILED

Senator Hughes requested an additional \$33,000 to cover a study his committee would be undertaking which would include a study of the grade level and enrollment for each school, the revenue and overall general fund expenditure, current staffing pattern and service capability - the study would include city, suburban and rural districts.

SENATOR MOE MOVED to amend the budget of the Education Committee by adding \$33,000. MOTION PREVAILED

It was again pointed out that before any consultant could be hired to do any study, it would have to be approved by the committee or its chairman.

SENATOR MOE MOVED the budget for the Education Committee be approved as amended. MOTION PREVAILED

AD HOC
COMMITTEES

The Chairman said it had been brought to the attention of various persons that there was a need for studies in the areas of public bond issues and the use of privately paid attorneys by state agencies. Senator Davies indicated he would like to have a select committee of the Rules Committee appointed to work on the mechanism by which public bonds are issued and sold. He said he felt it was a subject worthy of attention and had confidence that such a committee could between now and January come up with a better mechanism than we now have.

SENATOR DAVIES MOVED an ad hoc committee of the Rules Committee be established to examine the issuance of public bonds. MOTION PREVAILED

SENATOR GEARTY MOVED an ad hoc committee of the Rules Committee be established to examine the role of outside counsel in state government and other related agencies. MOTION PREVAILED

It was also suggested an ad hoc committee on transportation be set up. Senators Purfeerst, Moe and Laufenburger felt this subject could be taken care of through their committees and within their existing budgets.

PENSION
STUDY Senator Moe presented the proposal for a study of the funding situation of the Minnesota Teachers Retirement Association and the Minnesota State Retirement System at a cost of \$44,000.

A question was raised as to why MSRS should be incorporated into a study of the Teacher's fund. It was pointed out the MSRS fund was in good stable condition. However there were problems with the Teacher's fund. It appeared to be the consensus this study should be done by the Pension Commission.

SENATOR LAUFENBURGER MOVED this study be undertaken by the Pension Commission. MOTION PREVAILED

PER DIEM
POLICY

Past policy re per diem, travel etc. was discussed. The Chairman called attention to the fact that after July 1, 1980 no in-district mileage or telephone reimbursement would be allowed.

SENATOR MOE MOVED no in-district mileage or telephone reimbursement be allowed after July 5, 1980. MOTION PREVAILED

SENATOR GEARTY MOVED per diem policy as presented be approved as amended. MOTION PREVAILED

VOTING MACHINE
CONTRACT

Mr. Flahaven, Secretary of the Senate, presented the attached contract agreement. He said that pursuant to direction from this committee they had let out bids to furnish and install electronic voting system in the Senate Chamber. From the bids received it appeared the Senate should go with the bid submitted by Daktronics, Inc. (See Attachment)

SENATOR MOE MOVED the Senate go with the bid submitted by Daktronics, Inc.
MOTION PREVAILED

BLACK AND
BANOFF
STUDY

Senator Tennessen presented the attached letter which is self-explanatory. He indicated there was an error in the letter in that the part-time secretarial service was not to exceed the sum of \$900.

SENATOR TENNESSEN MOVED to correct the submitted letter by striking "6,300" and inserting "900".
MOTION PREVAILED

SENATOR TENNESSEN MOVED the funds as requested be approved.
MOTION PREVAILED

AD HOC
COMMITTEES

SENATOR DAVIES MOVED that Carl Norberg serve as special counsel to the ad hoc committee on bonding in addition to serving as AA for the Judiciary Committee.

SENATOR MOE MOVED matters pertaining to all ad hoc committees be referred to the Personnel Subcommittee. MOTION PREVAILED

The Chairman indicated the next meeting of the Personnel Subcommittee would be held on Friday, June 6, 1980 at 10:30 A. M.

NATIONAL LEG-
ISLATIVE CON-
FERENCE

SENATOR LAUFENBURGER MOVED that the members of the Rules Committee; and other members of the Senate and Senate staff who present what in the judgment of the Chairman of the Rules Committee are sufficient reasons for attending be authorized to attend the National Conference of State Legislatures in New York City, July 7-11, 1980. MOTION PREVAILED

4/40 The question of whether or not Senate employees should go on the 4/40 week was presented.

SENATOR WILLET MOVED 4/40 week be authorized for Senate staff. MOTION PREVAILED

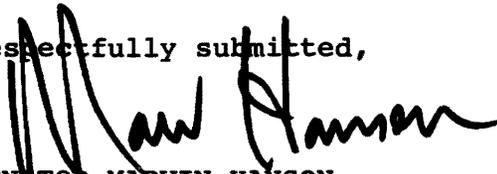
It was noted this should be at the option of the employee and with the approval of the Senator or Supervisor.

TEMPORARY
EMPLOYEES

The Chairman indicated the Secretary of the Senate was requesting authorization to employ temporary help to do microfilming of bills and other clerical matters that present themselves during the interim.

SENATOR WILLET MOVED the Secretary be authorized to hire temporary help as indicated. MOTION PREVAILED

Respectfully submitted,



SENATOR MARVIN HANSON
Chairman

attachs.

APPROVED WITH THE EXCEPTION NO IN-DISTRICT MILEAGE
OR TELEPHONE REIMBURSEMENT BE ALLOWED
AFTER July 5, 1980.

TO: Members of the Committee on Rules and Administration
FROM: Senator Nicholas D. Coleman, Chairman
SUBJECT: Past Policy re Per Diem, Travel, etc. (Adopted June, 1979)
DATE: May/1980

PER DIEM, LODGING AND TRAVEL EXPENSE

Members have been reimbursed for per diem, lodging, travel, registration fees, taxi's and baggage tips --

Per Diem is \$27 per day (3.102)

Hotel \$35 per day; Maximum of \$200 per month for apartment (within the state)

Actual cost of single room outside state will be reimbursed (receipt must be attached to per diem form)

Registration fees will be paid (receipt must be furnished)

Mileage to and from the Capitol -- days of travel to be reimbursed as well as day of meeting

In-district mileage*

Air travel between place of residence and Capitol

Reimbursement was authorized as follows:

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Reimbursement for out-of-state travel has been on the same basis as in-state travel

Members HAVE NOT been reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings

LONG DISTANCE PHONE CALLS

Reimbursement has been authorized up to a maximum of \$45 per month for long distance phone calls. and answering services.

CONSULTANT SERVICES

PRIOR approval of the Rules Committee, or its Chairman, must be obtained before any invitation is extended to a consultant or expert witness.

STAFF

All Senate employees must be employed through the Rules Committee. This is not an item to be included in committee budgets.

SUPPLIES

Miscellaneous supplies MUST be ordered through the Secretary of the Senate's office.

TRAVEL

*IN-DISTRICT TRAVEL - Present rate is 19¢

Reimbursement has been authorized for all Senators covering mileage expenses incurred in travel within their district on constituent matters on a monthly basis at present rate per mile. Reimbursement is subject to the approval of the Chairman of the Committee on Rules and Administration. NO PER DIEM

*+ Telephone m's
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5. A request must be submitted to the Rules Committee, or its Chairman, for approval BEFORE an invitation is extended to any "expert witness" or "consultant".

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