

COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

MINUTES

Representative Erik Paulsen, Chair of the Committee on Rules and Legislative Administration, called the first meeting to order at 3:13 P.M. on Wednesday, January 8, 2003, in the Basement Hearing Room of the State Office Building.

The Clerk noted the roll.

Members present:

PAULSEN, Erik, Chair  
ABRAMS, Ron  
BOUDREAU, Lynda  
DORN, John  
ENTENZA, Matt  
ERICKSON, Sondra  
FULLER, Doug  
GREILING, Mindy  
HOPPE, Joe  
HOWES, Larry

JOHNSON, Jeff  
KELLIHER, Margaret  
OLSEN, Stephanie  
OZMENT, Dennis  
PELOWSKI, Gene  
SEIFERT, Marty  
SOLBERG, Loren  
SVIGGUM, Steve  
TINGELSTAD, Kathy  
WAGENIUS, Jean

Members excused:

ANDERSON, Bruce

A quorum was present.

Rep. Paulsen introduced the members of the committee and staff.

The first matter under consideration was the Policy on Tuition Reimbursement (2003-P1).

Rep. Paulsen moved the P1 policy.

Paul Schweizer, House Controller, explained the P1 policy.

Discussion.

The **MOTION PREVAILED; THE POLICY ON TUITION REIMBURSEMENT (2003-P1) WAS ADOPTED.**

The second matter under consideration was the Policy on Service Award Program (2003-P2).

Rep. Paulsen moved the P2 policy.

Mr. Schweizer explained that there were no proposed changes to the P2 policy from the previous year.

The **MOTION PREVAILED; THE POLICY ON SERVICE AWARD PROGRAM (2003-P2) WAS ADOPTED.**

The third matter under consideration was the Policy on Donated Vacation Time (2003-P3).

Rep. Paulsen moved the P3 policy.

Mr. Schweizer explained the P3 policy and noted that there were no proposed changes to the policy.

**The MOTION PREVAILED; THE POLICY ON DONATED VACATION TIME (2003-P3) WAS ADOPTED.**

The fourth matter under consideration was the Resolution on House Chaplain (2003-R1).

Rep. Paulsen moved the R1 resolution.

Mr. Schweizer explained the R1 resolution and noted that there are no proposed changes to the resolution.

Discussion.

**The MOTION PREVAILED; THE RESOLUTION ON HOUSE CHAPLAIN (2003-R1) WAS ADOPTED.**

The fifth matter under consideration was the Resolution on Leadership Compensation (2003-R2).

Rep. Paulsen moved the R2 resolution.

Mr. Schweizer explained the R2 resolution and noted that there were no proposed changes to the resolution.

Rep. Paulsen renewed his motion regarding the R2 resolution.

Rep. Paulsen withdrew his motion regarding the R2 resolution.

Rep. Abrams moved the R2 resolution.

Discussion.

**The MOTION PREVAILED; THE RESOLUTION ON LEADERSHIP COMPENSATION (2003-R2) WAS ADOPTED.**

The sixth matter under consideration was the Resolution on Expense Reimbursement (2003-R3).

Rep. Paulsen moved the R3 resolution.

Mr. Schweizer explained the R3 resolution.

Discussion.

Rep. Paulsen renewed his motion to adopt the R3 resolution.

**The MOTION PREVAILED; THE RESOLUTION ON EXPENSE REIMBURSEMENT (2003-R3) WAS ADOPTED.**

The seventh matter under consideration was the Resolution on Member's Personalized Stationery Allocation (2003-R4).

Rep. Johnson moved the R4 resolution.

Mr. Schweizer explained the R4 resolution and noted the change to the resolution.

Discussion.

Tom Todd, Director of House Research recommended that line 25 of the R4 resolution be changed by deleting the words "letterhead and envelopes" and inserting the word "stationery" as well as a period.

Rep. Johnson incorporated the changes into his motion.

Discussion.

Rep. Johnson renewed the R4 resolution as modified.

**The MOTION PREVAILED; THE RESOLUTION ON MEMBER'S PERSONALIZED STATIONERY ALLOCATION WAS ADOPTED AS MODIFIED.**

The eighth matter under consideration was the Resolution on Postage (2003-R5).

Rep. Paulsen moved the R5 resolution.

Mr. Schweizer explained the R5 resolution.

Discussion.

Tom Todd recommended that line 16 of page 1 be changed by inserting ", located in the Department of Transportation Building," after the word meter.

Rep. Paulsen incorporated the changes into his motion.

Rep. Paulsen renewed the R5 resolution as modified.

**The MOTION PREVAILED; THE RESOLUTION ON POSTAGE (2003-R5) WAS ADOPTED AS MODIFIED.**

The ninth matter under consideration was the Resolution on Reimbursement of Member Communications Expenses (2003-R6).

Rep. Paulsen moved the R6 resolution.

Mr. Schweizer explained the R6 resolution.

Rep. Paulsen renewed his motion that the R6 resolution be adopted.

**The MOTION PREVAILED; THE RESOLUTION ON REIMBURSEMENT OF MEMBER COMMUNICATIONS EXPENSES (2002-R6) WAS ADOPTED.**

The tenth matter under consideration was the Resolution on Administration of High School Page Program (2003-R7).

Rep. Paulsen moved the R7 resolution.

Mr. Schweizer explained the R7 resolution.

**The MOTION PREVAILED; THE RESOLUTION ON ADMINISTRATION OF HIGH SCHOOL PAGE PROGRAM (2003-R7) WAS ADOPTED.**

The eleventh matter under consideration was the Resolution on Photographic Equipment Usage Credit (2003-R8).

Rep. Entenza moved the R8 resolution.

Mr. Schweizer explained the R8 resolution.

**The MOTION PREVAILED; THE RESOLUTION ON PHOTOGRAPHIC EQUIPMENT USAGE CREDIT (2003-R8) WAS ADOPTED.**

Discussion.

Discussion regarding the Resolution on Reimbursement of Member Communications Expenses (2003-R6).

The twelfth matter under consideration was the Miscellaneous Personnel Report.

Rep. Paulsen moved the adoption of the Miscellaneous Personnel Report.

Kelly Knight, Director of Human Resources, explained the Miscellaneous Personnel Report.

Rep. Paulsen renewed his motion that the Miscellaneous Personnel Report be adopted.

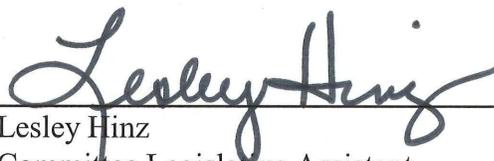
**The MOTION PREVAILED; THE MISCELLANEOUS PERSONNEL REPORT WAS ADOPTED.**

The meeting was adjourned at 3:50 P.M.



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REP. ERIK PAULSEN, CHAIR



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Lesley Hinz  
Committee Legislative Assistant

## 1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

2  
3 **Resolution on Expense Reimbursement**  
4

5 BE IT RESOLVED, by the Committee on Rules and Legislative Administration, that the  
6 House Controller is authorized and directed to prepare and issue warrants in payment of living  
7 expenses to each member of the House each calendar day of the sessions of the 83rd Legislature.

8 PROVIDED FURTHER, that each member of the House who moves from his or her  
9 usual place of lodging for a substantial part of the sessions of the 83rd Legislature may be  
10 reimbursed up to \$1,000 per month for the member's actual lodging expenses during the sessions  
11 of the 83rd Legislature. The term "lodging expenses" includes, in addition to rent, the  
12 following lodging-related expenses at the place of lodging: furniture rental, local telephone  
13 service, utilities, renter's insurance, unrefundable fees, and parking. A member who is eligible  
14 for the monthly lodging reimbursement and who enters into a lodging contract covering a six-  
15 month period for the purpose of attending the 2003 regular session is eligible to receive the  
16 monthly lodging reimbursement for up to six months during the period beginning December 1,  
17 2002, and ending June 30, 2003. For the purpose of attending the 2004 regular session, the  
18 member is eligible to receive the monthly lodging reimbursement during the period beginning  
19 January 1, 2004 and ending at the end of the month in which the legislature adjourns *sine die*.  
20 Each member requesting reimbursement must file the member's housing contract with House  
21 Administrative Services and must include a receipt or other verification of payment, with each  
22 monthly request for reimbursement. Each member requesting the lodging reimbursement must  
23 certify in writing to the House Controller, before the issuance of the first monthly warrant for  
24 each of the sessions of the 83rd Legislature, that he or she has moved from the usual place of  
25 lodging and is eligible for the lodging reimbursement authorized by this resolution.

26 A member who receives the monthly lodging reimbursement during the sessions, and  
27 who chooses to pay personally to maintain the member's leased lodging in the vicinity of the  
28 Capitol during the interims, may receive reimbursement for the expense of the lodging during the  
29 interims when the member is at the Capitol overnight to conduct business authorized and  
30 approved under the rules committee's Policy on the Payment of Per Diem Living Expenses

1 During Interims. The amount of the reimbursement per night is the maximum monthly lodging  
2 reimbursement allowed by this resolution divided by 21.

3 During the sessions of the 83rd Legislature, a member may be reimbursed for the expense  
4 of overnight lodging in the vicinity of the Capitol Complex on a night when the member is  
5 required to remain at the Capitol Complex to conduct legislative business or for reasons of  
6 safety. The reimbursement may not exceed \$90.00 per night. The reimbursement request must  
7 be in writing, accompanied by a receipt or other verification of payment, and approved by the  
8 Speaker.

9 PROVIDED FURTHER, that each member of the House, upon request, must be paid per  
10 diem living expenses in an amount up to \$56.00 for each calendar day during the sessions of the  
11 83rd Legislature and during the interims as authorized and approved under the rules committee's  
12 Policy on the Payment of Per Diem Living Expenses During Interims.

13 PROVIDED FURTHER, that each member of the House who moves from his or her  
14 usual place of residence for the sessions of the 83rd Legislature or whose home is 50 miles or  
15 more from the State Capitol may be reimbursed for travel to and from the member's place of  
16 residence at the same rate per mile as the standard federal mileage rate. Each member of the  
17 House who resides more than 125 miles from the State Capitol may be reimbursed for the actual  
18 expense of air travel between his or her place of residence and the State Capitol instead of actual  
19 mileage for the travel, upon presentation of a voucher. If the member travels in a personal  
20 aircraft, the travel reimbursement may not exceed the amount of reimbursement that would be  
21 payable for the trip by automobile. During sessions, a qualifying member is entitled to this  
22 reimbursement upon request, not to exceed one round trip per week of a regular or special  
23 session. During interims, this reimbursement is available to a qualifying member only for  
24 business at the Capitol authorized and approved under the rules committee's Policy on the  
25 Payment of Per Diem Living Expenses During Interims.

26 PROVIDED FURTHER, that when a member or employee is authorized to travel within  
27 the state on legislative business and official duties of the office, reimbursement for lodging may  
28 not exceed \$90.00 per night. However, when members or employees are attending a mini-  
29 session, or conference within the state, they may be reimbursed up to \$105.00 per night at the  
30 site of the mini-session or conference.

1 PROVIDED FURTHER, that during the 2003 and 2004 interims of the 83rd Legislature  
2 each member of the House may receive, upon written request, a travel allowance for travel  
3 within the member's legislative district, based upon the actual size of the district. The allowance  
4 must be computed at the standard federal mileage rate per square mile per month, with a  
5 minimum allowance of \$75.00 and a maximum allowance of \$650.00 per month.

6 PROVIDED FURTHER, that during the 2003 and 2004 sessions and during the interims  
7 of the 83rd Legislature, the Speaker's advance approval is required for per diem and  
8 reimbursement of expenses for all out-of-state travel by a member or employee.

9 PROVIDED FURTHER, that during the 2003 and 2004 interims, a member of the House  
10 who is traveling away from the member's home to conduct business authorized and approved  
11 under the rules committee's Policy on the Payment of Per Diem Living Expenses During  
12 Interims may be reimbursed for actual expenses in the same manner as House employees, except  
13 as otherwise provided in this resolution. The reimbursement is in addition to per diem expense  
14 allowances.

15 PROVIDED FURTHER, that during sessions and interims, a member may not receive  
16 reimbursement for food expenses on any day that the member receives per diem. If the House  
17 provides or pays for a meal for the member, the cost of the meal must be deducted from the per  
18 diem paid to the member.

19 PROVIDED FURTHER, that the members and members-elect who attended freshman  
20 orientation, organizational caucuses and retreats, legislative orientation programs, and caucus  
21 personnel committee meetings held in preparation for the 83rd Legislative Session must be  
22 reimbursed, upon request, in the same manner and in the same amounts as legislators who  
23 attended interim meetings of legislative committees during the 82nd Session.

Date adopted: 1-8-2003

Signed: 

ERIK PAULSEN, CHAIR