

COMMITTEE ON RULES AND ADMINISTRATION

Meeting: Friday, June 22, 1973

Room 210, 2:00 p. m.

The Committee on Rules and Administration met at the State Capitol on Friday, June 22, 1973 at 2:00 p. m. A quorum was present as follows:

Senators Coleman, Chairman	Blatz
Brown	Chenoweth
Conzemius	Davies
Gearty	Hansen, Baldy
Jensen, Carl	Krieger
Laufenburger	Novak
Novak	Ogdahl
Olson, A.	

Others Present: Mr. Patrick Flahaven, Secretary of the Senate
Mr. Joe Beaton, Minority Research
Mr. Bruce Campbell, Senate Research
Mr. Joseph Bright, Revisor of Statutes

MILEAGE ALLOWANCE

The Chairman called attention to a bill that had been passed by the legislature authorizing mileage allowance "not in excess of 15¢ a mile". He indicated this was permissive legislation that would allow an increase in any amount up to 15¢ a mile. Any authorized increase would take effect August 1, 1973.

Senator Novak said that in conference with Mr. Brubacher, Commissioner of Administration, he was told it was not contemplated the mileage allowance would be increased to the 15¢ a mile figure but rather somewhere around 12¢ a mile.

After further discussion SENATOR NOVAK MOVED that travel expense for members of the Senate not exceed that paid to state employees.
MOTION PREVAILED

COMMITTEE ALLOCATIONS

Committee budgets were discussed and the following allocations were approved.

EDUCATION COMMITTEE - Senator Davies MOVED budget as presented (\$19,774) be approved. MOTION PREVAILED

FINANCE COMMITTEE - Senator Novak MOVED budget as presented (\$51,600) be approved. MOTION PREVAILED

GOVERNMENTAL OPERATIONS - Senator Gearty MOVED budget as presented (\$15,000) be approved. MOTION PREVAILED

with salaries paid other stenographers for doing similar work.

In response to a question Mr. Beaton advised these three secretaries worked on a parttime basis and that they did not work every day but felt they were being paid "about the equivalent on that parttime basis of what they would be getting on a stenographer basis".

Senator Hansen suggested this question was directly related to the question to be asked of the attorney general and that the letter should be broadened to include this question. Senator Davies suggested the report be amended to actually reflect the realities with reference to these positions.

Senator Chenoweth commented, in part: "The principal of dividing a position is that if you have a researcher and you want three instead of one, you can split it up on a one-third basis but what we are doing here, we are paying them not at steno II wages, but researcher II wages. If they are going to work as a steno II, then it should be one-third of a steno II salary and not one-third of another salary, otherwise the whole salary structure becomes distorted. I am not opposed to the flexibility here, but the way we are doing it, we are losing the continuity in terms of the structure of salary compensation among employees for work being rendered."

Senator Krieger responded by saying "I am sure these people would not mind being called researchers and then make them one-third of a researcher ..that might do the job and come within the category suggested -- strike steno II and make them researchers on a one-third basis".

There was further discussion after which the Chairman restated the Ogdahl motion that ALL SALARIES BE TRANSLATED TO MONTHLY SALARIES AND THAT THE SECRETARY OF THE SENATE PRESENT A REVISED REPORT TO THE NEXT MEETING OF THE RULES COMMITTEE. MOTION PREVAILED as stated by the Chairman.

SCHEDULE OF
MONTHLY
MEETINGS

The members had before them a schedule of House meetings together with suggested Senate meetings inserted as per attached. It was suggested that the schedule be changed to allow for more flexibility and that meetings scheduled during the session for Monday, Wednesday and Friday be scheduled for Monday and session schedule for Tuesday and Thursday be scheduled for Tuesday leaving Wednesday, Thursday and Friday for subcommittee meetings, longer committee meetings or whatever was necessary.

After further discussion SENATOR DAVIES MOVED that the weeks of July 16, August 20, September 17, October 8, November 12 and December 10 (subject to future revision) be set aside for committee meetings; that the session committee schedule be followed on Monday and Tuesday and that the balance of the week be flexible; that the communications from the committee chairmen as to meetings to be scheduled for Wednesday, Thursday or Friday be directed to the Secretary of the Senate. MOTION PREVAILED

PER DIEM
EXPENSE

The following question was submitted to the committee for determination:

"During the present interim are all Senators now entitled to be reimbursed for per diem whenever they come to the Capitol to answer mail, etc.?"

SENATOR HANSEN MOVED this system be approved.

There was considerable discussion and it was pointed out in the past in order

PER DIEM EXPENSE

Per Diem for attending meetings of committees, subcommittees, commissions or other legislative activity was set by the 1971 Extra Session at not more than \$25 per day, plus travel expense. Through the month of June, 1973 (close of the fiscal year) the ~~attached~~ yellow form should be used for claiming reimbursement on a per diem basis. New forms will be prepared for fiscal year 1973-74.

PLEASE NOTE: Each Senator claiming reimbursement must fill in the number of days per diem allowance requested and whether or not mileage reimbursement is wanted. You do not have to fill in exact mileage - just indicate -- "Round trip Austin to St. Paul". Official mileage can then be used for determining reimbursement.

Senators should complete the form as indicated by red check marks on the attached.

Mileage will be paid at the rate of 10¢ a mile unless otherwise determined by the Rules Committee. If the Rules Committee should increase mileage reimbursement, this would not become effective until August 1, 1973.

Effective July 1, 1973 the per diem will be increased to \$33 per day plus mileage. (Amend. to M. S. Sec. 3.102, 1973 first session)

In previous interims in addition to per diem for attending committee meetings, the CHAIRMEN were paid whenever they were in for staff meetings.

Question: During the present interim are all Senators now entitled to be reimbursed for per diem whenever they come to the Capitol to answer mail, etc.?

Question: If a Senator arrives at the place of meeting a night in advance of the meeting, is he then entitled to two days reimbursement?

The previous Rules Committee adopted a policy that payment for attending seminars, conferences whether in-state or out-of-state would be on an "expense basis". Under the law legislators may be reimbursed on a per diem basis for any "legislative activity" they attend within the state. This is a decision for this Rules Committee.

REIMBURSEMENT FOR OUT-OF-STATE
seminars, conferences etc.

M. S. Section 3.102 provides: "Reimbursements to members of the legislature for out-of-state meetings or other legislative activity shall be in the same amounts as state employees are reimbursed for such out-of-state expenses."

(For this type of meeting etc., the attached forms should be used - receipts are needed as indicated.)

Travel regulations effective January 1, 1972 provide in part:

REIMBURSEMENT FOR MEALS: (including sales tax)	Breakfast . . .	\$ 2.50
(outstate)	Lunch	\$ 3.00
	Dinner	\$ 6.50

Other allowable expenses: Hotel -(single rate) - actual charge (Receipt)
Registration fees - actual charge (Receipt)
Parking - actual charge (Receipt if possible)
Taxi - actual charge
Baggage - reasonable amount
Plane fare - actual charge (Receipt)
Toll charges - actual charge

(Reimbursement for an official breakfast, luncheon, dinner, or banquet meeting outside of the state shall be the actual cost of the meal.)

TRAVEL by privately owned automobile and aircraft:

"Maximum compensation for use of personal automobile is 10 cents per mile. Mileage shall be paid for the shortest direct route according to highway department records....

"Payment of expenses for transportation by personal automobile shall normally be made only on the basis of one tourist air fare for each automobile used. When the mileage rate, plus toll charges, results in transportation costs less than the in-lieu-of air fare, reimbursement shall be at the lesser figure.

"When personal vehicles are used in driving to locations not accessible by common carrier, travel reimbursement shall be made on an actual mileage basis.... at the central motor pool rate for a vehicle of the type corresponding to that used in making the trip.

"When mileage reimbursement is made on an in-lieu-of basis, reimbursement for meals and lodging shall be limited to such period of time as would be required if travel were by common carrier, except in those instances of traveling to locations not served by common carrier.

"Air transportation may be used for in-state and out-of-state travel by an employee having authorization for the use of common carrier. However, except in those instances where it is not obtainable, employees should book tourist or coach space.

(Rules Committee has, in past interims, authorized "first class" rather than "tourist or coach" as above".



State of Minnesota
SENATE

NICHOLAS D. COLEMAN

Senator 65th District

State Capital
MAJORITY LEADER

St. Paul, Minnesota 55153

612-296-4196

June 28, 1973

Mr. Patrick E. Flahaven
Secretary of the Senate
STATE CAPITOL

Dear Sir:

At a meeting of the Committee on Rules and Administration held June 22, 1973 the following action was taken.

1. Funds were allocated to the various standing committees as per the attached.
2. A motion was made and prevailed that reimbursement for travel for members of the Senate and staff not exceed that paid to state employees.
3. A motion was made and prevailed that all members of the Rules Committee be authorized to attend the National Legislative Conference in Chicago, August 7th through 10th.
4. A motion was made and prevailed that the following staff personnel be authorized to attend the National Legislative Conference in Chicago, August 7th through 10th.

Mr. Patrick Flahaven
Mr. Morgan Fleming
Mrs. Shirley Cardwell
Mrs. Dorothy Abell

Mr. Joseph Vavrosky
Mrs. Janine Mattson
Mr. Donald Miller

5. A motion was made and prevailed that the report of the Secretary of the Senate with reference to employees be held over until the July meeting of the committee. The secretary was requested to amend the report to indicate monthly salaries for each employee and submit a revised report to the committee in July.
6. A motion was made and prevailed that the following weeks be designated as "Legislative weeks - 1973":

July 16
August 20
September 17

October 8
November 12
December 10


Mr. Patrick E. Flahaven

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Further, the committee secretary was requested to prepare a schedule reflecting the regular session schedule as follows: Meetings scheduled for Monday, Wednesday and Friday during the regular session to be scheduled for Monday and meetings scheduled on Tuesday and Thursday during the regular session are to be scheduled for Tuesday; the balance of the week to be flexible. Requests for additional meetings on Wednesday, Thursday and Friday are to be channeled through the secretary of the senate's office.

7. A motion was made and prevailed that expenses for attending out-of-state conferences and seminars be paid on an expense basis only.
8. A motion was made and prevailed that each committee chairman be authorized to hire, subject to the approval of the Committee on Rules and Administration, an administrative assistant for his committee at approximately \$1,000 per month, effective July 1, 1973.
9. A motion was made and prevailed that past practice relating to payment of per diem be continued, i.e. per diem reimbursement would be made for attending committee meetings, subcommittee meetings, commission meetings, to chairmen and subcommittee chairmen for staff meetings and such other meetings as authorized by the chairman of a committee but not for routine work such as answering mail, etc.
10. A motion was made and prevailed that any member attending a legislative meeting which would necessitate staying over night in order to attend such meeting would be entitled to one, two or three days per diem as necessary. However, he must so indicate the number of days requested on the form provided for reimbursement of per diem expenses.
11. A motion was made and prevailed that the sum of \$35,000 be transferred from Senate funds to the Joint Coordinating Committee for payment of expenses of the Legislative Reference Library.
12. A motion was made and prevailed that the Senate enter an amicus curia brief in the case of Sharood et al v. Hatfield et al.

Sincerely,



NICHOLAS D. COLEMAN
Chairman
Committee on Rules and Administration

COMMITTEE ON RULES AND ADMINISTRATION
Meeting: Wednesday, August 22, 1973
Room 210, State Capitol

Members Present: Senators Coleman, Chairman Gearty
 Arnold Hansen, Baldy
 Blatz Hughes
 Borden Laufenburger
 Chenoweth Novak
 Conzemius Ogdahl
 Davies Olson, A.

Others Present: Mr. Patrick Flahaven, Secretary of the Senate
 Mr. Peter Watson, Senate Research
 Mr. Robert Duckstad, Director of Legislative Research
 Senator David D. Schaaf
 Senator Wayne Olhoff
 Mr. Louis Claeson
 Mrs. Ruth King, Phillips Legislative Service
 Mr. Lowell Malcolm
 Mr. Gerry Nelson, Press
 Senator Stanley Thorup
 Mr. G. G. Goodwin, Minority Secretary of the Senate
 Mr. Gary Dawson, Press
 Mr. Steve Dornfeld, Press

In the absence of the Chairman, Senator Conzemius, Vice-Chairman of the committee called the meeting to order at 2:15 p. m.

REFERENCE Senator Olson called attention to a number of bill introductions
OF BILLS that had been transmitted to his office by the Secretary of the
 Senate commenting Joint Rule 24 provides, in part

"that during the period between the 1973 session and the
1974 session any bill filed with the President of the
Senate for introduction shall be given a file number
and may be unofficially referred by the Committee on
Rules and Administration to an appropriate standing
committee of the Senate..."

It was noted the Rules Committee would have to act to "direct the mechanism whereby the bills can be referred to a standing committee." Senator Olson suggested in order to save time that the Rule 35 subcommittee be activated to handle the referrals. This subcommittee was composed of Senators Olson, Krieger and Hansen, Baldy. The subcommittee would make the proper reference, send the

After further discussion SENATOR OLSON MOVED that Louis Claeson be employed in the Senate Research III classification at a salary of \$1,839.60 per month, effective October 1, 1973 and that Dianne Claire Heins and Thomas S. Deans be employed in the Senate Research I classification at a salary of \$1,171.04 per month each, effective September 4, 1973. MOTION PREVAILED.

PER DIEM There was discussion relative to paying per diem to Senate
COUNTY members for attending Delegation meetings. The Chairman
DELEGA- noted this was outside anything that had been done before
TIONS and he would like to have the members give the subject some
 thought. The discussion indicated the committee did not
favor this procedure. The Chairman said the matter would be laid over
at this time.

ADMINISTRA- Senator Coleman commented the Rules Committee previously
TIVE ASSIST- authorized each committee chairman to employ an adminis-
ANTS trative assistant. Linda Schutz was being considered as
 an assistant to the Committee on Transportation and
General Legislation. Senator Laufenburger said Miss Schutz had done a good
job with the committee and that he could sincerely recommend her for an
administrative assistant.

SENATOR LAUFENBURGER MOVED Linda Schutz be employed as an administrative
assistant to the Committee on Transportation and General Legislation
at a salary of \$1,000 per month, plus 8% effective September 17, 1973.
MOTION PREVAILED

REPORT RE Chairman Coleman reported on the progress being made by the
CAPITOL Capitol Area Approach Commission commenting as follows:
ANNEX

"I would like to call attention to some dates that are coming
up relative to a decision re the building program. There will be a presentation
of the Capitol Area Approach Commission as to where the building might be built
and what it will look like in certain areas. Senators Conzemius, Ogdahl and I
serve on a committee representing the Senate and we have spent many hours
working on this program. The architects are doing a space study. When you get
notice of this meeting if you can possibly attend, come. There will be a pre-
sentation as to whether or not there is going to be a building, where it is
going to be, what it is going to look like, space allowed for committee hearings
and for staff. This is an important decision and the kind of decision that
cannot be made in the heat of a legislative session. Make a special effort to
come to the presentation when you are informed of it."

LEGISLATIVE Chairman Coleman called attention to a request from the
AUDIT Legislative Audit Commission for financial assistance
COMMISSION inasmuch as no provision for financing had been made in the
 bill creating the commission. Senator Gearty was recognized.

SENATOR GEARTY: In preparing and passing the legislation for the commission
we overlooked providing financing for the eight senators and eight representa-
tives on that commission. The appropriation follows the public examiner and
his staff into commission as legislative auditor. The commission is requesting