

TO: Senator Moe

From: Mary Thompson

Re: Per Diem Increase

An increase from \$17.00 per day per diem for metro to \$23.00=35% increase.

An increase from \$27.00 per day per diem for rural to \$36.00=33% increase.

Total per diem paid in 1979 and 1980 was \$420,100.

34% of 420,100.00 = \$142,800.00 increase \$420,100.00 + 142,800.00=562,900.00

36 change of resident
23

Per diem
CAUCUS DINNER

PLACE _____

DATE 2/12/81

yes		No	yes		no
BERGLIN	X		MOE, ROGER	X	
BERTRAM		X	NELSON	X	
CHMIELEWSKI	X		NICHOLS		(X)
DAHL		X <i>meter too high</i>	OLHOFT *		X <i>will vote yes if needed</i>
DAVIES	(X)		PEHLER		X <i>gets too much shit</i>
DAVIS		X	PENNY		X <i>will not vote for more than 23.</i>
DEKLIICH	X		PETERSON, COLLIN	* X	(X)
DEWIERICH		X <i>yes at 22 no at 23</i>	PETERSON, RANDY	X	
FRANK		X <i>meter too incres</i>	PETTY		X
HANSON	X		PURFEERST	X	
HUGHES	X		SCHMITZ		X
HUMPHREY	X		SETZEPFANDT	X	
JOHNSON	X		SIKORSKI	X	
<i>Un</i> KNOLL		X	SOLON	X	<i>would like incres 22</i>
KROENING	X	<i>would like it higher</i>	SPEAR	X	
LANGSETH		X	STERN	X	
LANTRY		X <i>not over 20 when.</i>	STOKOWSKI		X
LARD	X		STUMPF	X	
<i>Un</i> LUTHER *		X	TENNESSEN	X	
MENNING	X	<i>want an incres for next year.</i>	VEGA	X	<i>would like incres in 1982</i>
MERRIAM	X	<i>same as Menning</i>	WALDORF		X
MOE, DON	X	<i>should be 25</i>	WEGENER	X	
			WILLET	X	

2/17/81

26 yes

1/6 no

2 undecided

1 not polled

6/6/81

SENATE RULES AND ADMINISTRATION COMMITTEE MEETING

June 6, 1981 8:00 A.M. Room 112, State Capitol

Members present:	Moe, Chairman	Knoll
	Ashbach	Knutson
	Bang	Merriam
	Davies	Olhoft
	Dieterich	Pillsbury
	Frederick	Renneke
	Hanson	Schmitz
	Hughes	Spear
	Humphrey	Stumpf
	Johnson	Tennessee
	Keefe	Willet

Members absent: Chmielewski
 Purfeerst
 Solon
 Wegener

The meeting was called to order by the chairman at approximately 8:15 A.M. The three resolutions pertaining to the Special Session scheduled for 9:00 A.M. June 6, were before the committee.

Senator Hanson moved the resolutions be adopted. The motion carried. (Copy of resolutions attached.)

The following figures were suggested for the interim per diem and lodging expenses: up to \$36/day for per diem and up to \$45 for lodging (hotel) and up to \$250/month for rent of an apartment. (Copy of interim policy attached.) Senator Hanson moved the above amounts. The motion carried.

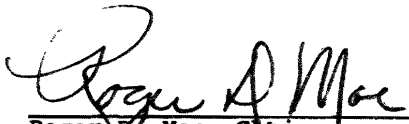
Senator Hanson moved the approval of attorney fees and transcript fees for election cases which had not been included in amounts approved on May 12, 1981 by the Rules Committee. The motion carried. (copies attached)

Senator Johnson moved the committee approve the 4/40 week for Senate employees, effective June 8, 1981. The motion carried. (Senator Tennessee spoke against this motion.)

Senator Hanson moved the Senate roster of employees be amended as per attached. The motion carried.

Senator Ashbach requested the minority be allowed one additional permanent steno - Virginia Engelhard. (See letter attached from Senator Ashbach.) Senator Ashbach so moved. The motion carried.

The meeting was adjourned at 9:00 A.M.


 Roger W. Moe, Chairman


 Ardella M. Tischler, Committee Secretary

6/6/81

Motion:

Move the members adopt the past policy regarding Per Diem,
Travel, etc., with the following changes:

Per Diem \$ 36.⁰⁰

Hotel \$ 45.⁰⁰

Long Distance Phone Calls Reimbursement \$55

To: Members of the Committee on Rules and Administration
From: Senator Roger D. Moe, Chairman
Subject: Past Policy re Per Diem, Travel, etc. (Adopted May 1980)
Date: June 6, 1981

PER DIEM, LODGING AND TRAVEL EXPENSE

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

Per Diem is \$³⁶27 per day (3.102)
Hotel \$⁴⁵35 per day; Maximum of \$¹⁵⁰200 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:

- 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 \$⁵⁵45 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¢ or any higher rate approved by the Commissioner of Employee Relations for state employees.

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

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.
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".

ROGER D. MOE
Senator 2nd District
Majority Leader
706 East Third Avenue
Ada, Minnesota 56510
and
Room 208, State Capitol
St. Paul, Minnesota 55155
Phone: (612) 296-2577

Senate

State of Minnesota
June 6, 1981

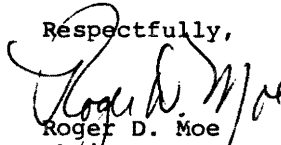
The Honorable Patrick Flahaven
Secretary of the Senate
Room 231 - State Capitol

Dear Mr. Flahaven:

The Committee on Rules and Administration met on Saturday,
June 6, 1981, and took the following action:

1. Adopted the per diem, interim expense policy as per attached... (Note changes in dollar figures)
2. Approved payment of attorney fees and transcript fees not included in amount approved on May 12, 1981, per attached bills.
3. Authorized the 4/40 week for Senate employees, effective June 8, 1981.
4. Amended the Senate Roster per attached.
5. Approved one additional stenographer position for the interim for the minority caucus... (Virginia Engelhard)

Respectfully,



Roger D. Moe
Chairman
Rules and Administration

RDM:amt

Attachments

MINUTES OF SENATE RULES AND ADMINISTRATION COMMITTEE

November 30, 1981 - Room 118, State Capitol

Members present:	Moe, Chairman	Knutson
	Ashbach	Merriam
	Bang	Olhoft
	Chmielewski	Pillsbury
	Davies	Purfeerst
	Dieterich	Schmitz
	Hanson	Spear
	Hughes	Stumpf
	Humphrey	Tennessee
	Johnson	Wegener
	Knoll	Willet

Members absent:	Frederick	Renneke
	Keefe	Solon

The meeting was called to order at 2:10 P.M. by the Chairman. The first item on the agenda was the settlement of the Anita Lambert lawsuit. (See Senate Counsel memo attached.) Peter Wattson, Senate Counsel, explained the background of this lawsuit, and Mr. Dick Allen, Chief Deputy representing the Attorney General's office, explained the proposed settlement. Senator Hanson moved the acceptance of the report and approval to make payment. The motion carried.

Three Senate resolutions relating to organization and operation of the Senate during the Third Special Session were before the committee. The resolution relating to notifying the House of Representatives and the Governor that the Senate is organized was adopted.

The second one relating to per diem and mileage allowances for the Third Special Session was brought before the committee. Senator Dieterich thought the second line should read "seven days per week" instead of "five" (see attached). Senator Wegener thought \$36 per diem was too small an amount to maintain a residence in St. Paul for rural senators. A discussion then followed as to how often committees so designated would have to meet. Senator Ashbach asked if it was necessary to meet in session two times a week. It is necessary for the Senate to meet in session every third day (excluding Sundays) - thus the reason for meeting on Monday and Thursday. However, this could be changed by a joint resolution.

Senator Dieterich moved to strike "five" and insert "seven" on the second line of the Per Diem and Mileage resolution. Senator Hanson spoke in favor of in favor of the five days. Senator Willet also spoke against the Dieterich amendment. The Dieterich motion failed.

Senator Hanson moved to adopt the living and travel expense resolution. It was brought to the attention of the members that this resolution passed the Personnel Subcommittee on the vote of 2 metro and 4 rural senators. Senator Hughes suggested perhaps this resolution should be returned to the subcommittee.

Senator Hanson moved that the legislator who does have to move his residence for this special session be granted \$150 additional to compensate for the moving - in addition to the per diem. The motion carried, and the resolution was adopted.

11/30/81

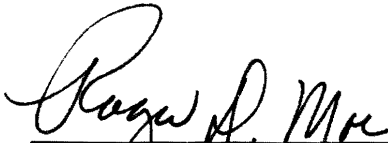
The next resolution (SC 1948 attached) was before the committee. Senator Davies suggested suggested to eliminate lines 11 thru 14. The resolution was then laid over until the next Rules meeting, which the chairman scheduled for December 1 at 1:30 P.M.

Janine Mattson then explained the Personnel Subcommittee's adoption of amending the roster of Senate employees. Senator Hanson moved the Senate roster of employees be amended in accordance with the Personnel Subcommittee report. The motion carried.

Janine Mattson then explained the Employee Benefit Plan as adopted by the Legislative Coordinating Commission. The committee agreed that Page 29, relating to Job Candidate Interview and Relocation Allowances, be deleted from the plan. Senator Johnson moved the adoption of the plan, with the suggested deletion, be adopted. The motion carried.

The meeting was adjourned.

(The Subcommittee on Committees then met briefly to replace Senator Pillsbury, per his request (attached), on the Legislative Audit Commission with Senator Steve Lindgren. The motion carried.)



Roger D. Moe, Chairman



Ardella Tischler, Committee
Secretary

11/30/81

A senate committee resolution
relating to living and travel expenses during the
Third Special Session.

BE IT RESOLVED by the Committee on Rules and Administration:

For each calendar day during the Third Special Session,
not to exceed five days per week unless authorized by the
chairman of the Committee on Rules and Administration, each
member shall be paid living and travel expenses as provided
in Senate Resolution No. 20, daily Journal page 246, for the
1981 regular session.

add \$150

1. A senate committee resolution
2 relating to living and travel expenses during the
3 Third Special Session.
4
5 BE IT RESOLVED by the Committee on Rules and Administration:

6
7 For each ^{calendar} legislative day during the Third Special Session,
8 ~~each member shall be paid living and travel expenses as provided~~
Not to exceed \$100 per week unless authorized by the Chairman of the Committee on
9 in Senate Resolution No. 20, daily Journal page 246, for the
10 1981 regular session.

11 For each calendar day during the Third Special Session that
12 is not a legislative day, each member shall be paid living and
13 travel expenses as provided by the Committee on Rules and
14 Administration in its policy adopted June 6, 1981 for the
15 interim between the 1981 and 1982 regular session.

5 days/ wk - weekend meetings?
1 round trip
see budgeting

MINUTES OF SENATE RULES AND ADMINISTRATION COMMITTEE MEETING

March 18, 1982 - 10:30 A.M. - Room 112, State Capitol

Members present: Moe, Chairman Knutson
Ashbach Olhofc
Bang Pillsbury
Davies Purfeerst
Dieterich Renneke
Frederick Schmitz
Hanson Solon
Hughes Stumpf
Humphrey Wegener
Johnson Willet
Knoll

Members
absent: Keefe (hospitalized)
Chmielewski
Merriam
Spear
Tennessee

The meeting was called to order at 10:45 A.M. by the chairman and the following items were brought before the members:

Janine Mattson explained the attached amendment to the Senate Roster and also item of MSRS Buyback requested by 3 employees. Senator Hughes moved that both be adopted. The motion carried.

A Senate resolution relating to conduct of Senate business during the interim between sessions was before the committee. Senator Moe moved the resolution be amended as follows:

Page 3, line 24, delete "not to exceed \$55 per month"

The motion carried.

Senator Davies moved the resolution be recommended to pass as amended. The motion carried.

The next item was the policy regarding per diem, travel, etc., during the interim (see attached). Senator Solon suggested the phone reimbursement be changed to \$75 per month. Senator Johnson suggested \$65. Senator Solon moved the monthly phone reimbursement be set at \$65. The motion carried.

It was also adopted that no in-district mileage or telephone reimbursement be allowed after July 1, 1982, but this reimbursement would be reinstated November 3, 1982, the day after the elections.

Senator Hanson moved the committee adopt the interim policy relating to per diem, etc. The motion carried.

Senator Hanson moved the interns be paid for the week of March 15. The motion carried.

The subject of allowing Senate employees to again go on the 4-40 week during the interim was brought before the members. A date of April 1 was suggested - the general agreement was the date of April 1 would be official, but would be at the discretion of each Senator or supervisor.

March 18, 1982
Page 2

S.F. 2169, the revisor's bill, authored by Senator Davies was brought before the members. Senator Davies moved S.F. 2169 be recommended to pass. The motion carried.

The meeting was adjourned at 11:15 A.M.

Roger D. Moe, Chairman

Ardella M. Tischler, Committee
Secretary

March 19, 1982

Patrick E. Flahaven
Secretary of the Senate
Room 231 - State Capitol

Dear Mr. Flahaven:

The Committee on Rules and Administration met on Thursday, March 18, 1982 and took the following actions:

1. Approved the attached amendment to the Senate roster and approved per attached MSRS buybacks.
2. Passed the attached Senate Resolution.
3. Approved the attached policy regarding per diem, travel, etc. for the interim. Note: monthly phone reimbursement was changed from \$55 to \$65.
4. As part of the interim reimbursement policy, the members mutually agreed that no in-district mileage or telephone reimbursement would be allowed after July 1, 1982 - and would be reinstated November 3, 1982, the day after elections.
5. Approved the motion that Senate interns be paid for the week of March 15.
6. Approved Senate employees' 4-40 work week effective April 1, 1982 - this would be with approval of the supervisor.

Respectfully,

Roger D. Moe
Chairman
Rules and Administration

RDM:amt

To: Members of the Committee on Rules and Administration
From: Senator Roger D. Moe, Chairman
Subject: Past Policy re Per Diem, Travel, etc. (Adopted ~~May 1980~~ June 6, '81)
Date: ~~June 6, 1981~~ March 18, 1982

PER DIEM, LODGING AND TRAVEL EXPENSE

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

Per Diem is \$36 per day (3.102)
Hotel \$45 per day; Maximum of \$250 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:

- 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
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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 \$55 per month for long distance phone calls and answering services.

*65 W/ bill
er.*

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 24¢ or any higher rate approved by the Commissioner of Employee Relations for state employees. (26¢ after 7/1/82)

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

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.
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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.
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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".