

MINUTES OF THE SENATE RULES AND ADMINISTRATION COMMITTEE MEETING

May 20, 1983 - 11:30 A.M. Room 112, State Capitol

Members present: Moe, Chairman
Belanger
Bernhagen
Berglin
Chmielewski
Dieterich
Hughes
Johnson, D.J.
Lessard
Luther
Moe, D.M.

Nelson
Pehler
Purfeerst
Schmitz
Solon
Spear
Taylor
Ulland
Vega
Willet

Members absent: Frederick
Knutson
Merriam
Peterson, C.C.
Renneke
Sieloff

The chairman called the meeting to order and the following items were acted upon:

S.F. 440, a resolution memorializing the President to abolish the denial of financial aid benefits to students who refuse to register for the draft, was explained to the members by Sen. Dieterich, chief author. Senator Luther moved S.F. 440 be recommended to pass. The motion carried.

S.F. 1010, a resolution memorializing the President and Congress of the U.S. to provide service-connected disability compensation, etc., was explained to the members by Senator DeCramer, chief author. Senator Luther moved S.F. 1010 be recommended to pass. The motion carried.

S.F. 1263, a resolution memorializing governments of the U.S. and the Republic of China that State of Minnesota adopt the Province of Taiqan as a sister state, was brought before the members by Senator Davis, chief author. Senator Luther moved S.F. 1263 be recommended to pass. The motion carried.

Janine Mattson explained an amendment to the roster of Senate employees (copy attached). Senator Luther moved the amendment. The motion carried.

Relating to the interim - the following was acted upon:

Senator Ulland moved the interim phone allowances be set at \$75. The motion carried.

Pat Flahaven requested authorization to hire custodians for cleaning service. Senator Hughes moved Mr. Flahaven's request. The motion carried.

Relating to interim rates allowed for housing....Senator Purfeerst suggested \$50/one night or \$300/month. Senator Ulland suggested \$45 and \$300. Senator Hughes suggested \$275/month. The motion was for \$45 and \$300. The motion carried.

Per Diem shall be no larger than (see Law 3.102) - Senator Luther so moved. The motion carried.

The Senate staff will start the 4/40 week effective June 6th--- this plan is optional. The motion carried. The Chairman of Rules will advise when staff will return to the 5/40 week.

May 20, 1983

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Senator Luther explained the billing for the Election Recount Costs for DeCramer and Perkins----original billing was DeCramer \$7,697.45 and Perkins \$4,464.67. Decramer attorneys charged \$90/hr which was thought to be excessive. The members agreed to go along with \$75/hr. Final amounts approved were: Decramer - up to \$6,519.95 and Perkins \$4,277.62. Senator Luther so moved. The motion carried.

Senator Spear suggested we look at when the Legislature should return in 1984. Senator Hughes suggested the 5th of March thru the 13th of April. March 6th, 1984 was the final return date agreed upon.

Senator Johnson suggested the Select Committee on Forestry be started again. Six Senate members and 6 House members will have to be appointed by the Subcommittee on Committees. They will study tax policies and use existing staff. Senate members will be selected from the committees on Agriculture and Natural Resources, Taxes and Tax Laws and Economic Development and Commerce. Senator Johnson so moved. The motion carried.

The meeting was adjourned at approximately 12:10 P.M.

ROGER D. MOE
Senator 2nd District
Majority Leader

Room 208, State Capitol
St. Paul, Minnesota 55155
Phone: 612/296-2577

Senate
State of Minnesota

June 6, 1983

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

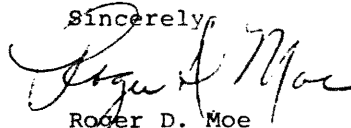
Dear Mr. Flahaven:

The following items were approved at the Senate Rules and Administration Meeting held on May 20, 1983:

1. The request made by Mr. Flahaven for custodians for cleaning service.
2. Interim reimbursements for long distance phone calls and answering services were set at \$75.00.
3. Reimbursement for interim lodging was set at \$45.00 per day and a maximum of \$300.00 per month for an apartment.
4. The Senate will begin the 4/40 week on June 6, 1983 and will return to the 5/40 week at the direction of the Chairman of the Rules and Administration Committee.
5. The billing for the election recount costs was authorized in the following amounts:

DeCramer recount - Up to \$6,519.95
Perkins recount - \$4,277.62
6. The Legislature would reconvene on March 6, 1984.

Sincerely,



Roger D. Moe
Chairman
Rules and Administration

RDM:amt

To: All Senators
FROM: Senator Roger D. Moe, Chairman
Subject: Per Diem and Travel Reimbursement (adopted by Rules March 18, 1982)
Date: March 24, 1982

PER DIEM, LODGING AND TRAVEL EXPENSES (INTERIM)

Members will be reimbursed for per diem, lodging, travel, registration fees, taxis and baggage tips -

Per Diem is \$36.00 per day (3.102) ? — *Chg.*
Hotel- \$45.00 per day; Maximum of \$~~250.00~~^{300.00} per month for apartment (within the state)
Actual cost of single room - outside the 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 the day of the meeting
In-district mileage
Air travel between place of residence and Capitol

Reimbursement is 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 to present a bill-
- Subcommittee chairmen, upon the approval of the committee chairman, ~~for preparation of subcommittee meetings-~~

~~APPROX - Minority Leader (Ass. P. L.)~~

Members ~~HAVE NOT~~^{will NOT be} reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings

TELEPHONE

Reimbursement will be authorized up to a maximum of \$~~65.00~~^{75.00} per month for long distance phone calls and answering services. ~~Telephone reimbursement will be suspended for the months dating 7-1-82 through 11-2-82. Starting 11-3-82, claims will be paid for expenses incurred on or after that date.~~

DISTRICT MILEAGE

In-district travel - present rate is ~~24¢~~^{26¢} per mile or any higher ~~rate~~^{lower} 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 the present rate per mile. Reimbursement is subject to the approval of the chairman of the committee on Rules and Administration.

NO PER DIEM will be paid for in-district work. ~~In-district mileage reimbursement will be suspended for the months dating July 1, 1982 through November 2, 1982. Starting November 3, 1982, claims will be paid for mileage incurred on or after that date.~~

OUT-OF-STATE AND IN-STATE TRAVEL GUIDELINES

1. Unless there are very unusual circumstances secretarial travel outside of the state will not be approved.
2. Out-of-state travel and incidental expenses for attending meetings, conferences or 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.
3. Prior approval of the Committee on Rules, or its Chairman, is 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, 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 traveling before reimbursement is made.

CONSULTANTS

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

~~Members will not be reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings~~
Members ^{will NOT be} ~~HAVE NOT~~ been reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings

TELEPHONE

Reimbursement will be authorized up to a maximum of \$65.00 per month for long distance phone calls and answering services. ~~Telephone reimbursement will be suspended for the months dating 1-82 through 11-2-82. Starting 11-3-82, claims will be paid for expenses incurred on or after that date.~~

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In-district travel - present rate is ^{26¢} 24¢ per mile or any higher ~~or~~ ^{lower} rate approved by the Commissioner of Employee Relations for state employees.

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MINUTES OF SENATE RULES AND ADMINISTRATION COMMITTEE MEETING

March 21, 1984, Wednesday 11:30 A.M. Rm. 15, Capitol

Members present: Moe, R.D., Chairman Pehler
Belanger Peterson, C.C.
Berglin Purfeerst
Chmielewski Schmitz
Hughes Sieloff
Lessard Solon
Luther Spear
Merriam Taylor
Moe, D.M. Ulland

Members absent: Bernhagen Nelson
Dieterich Renneke
Frederick Vega
Johnson, D.J. Willet
Knutson

The chairman called the meeting to order at approximately 11:40, and the following agenda was followed:

Senate Resolution #71, welcoming former state senators back to the Senate on the occasion of the 1st general reunion, was brought before the committee by Senator Hughes.

Senator Hughes moved adoption of the resolution. The motion carried.

Senator Luther moved adoption of the Bill Referral sub-committee reports dated March 19 and 20. The motion carried. Senator Luther then moved they be recommended to pass. The motion carried.

Senator Luther moved to amend the roster of Senate employees per attached...the motion carried.

Senator Solon moved that per diem and housing allowances for the remainder of the session be the same as the allowances granted during the interim.

Senator Moe suggested the committee wait until after session when more time could be spent on Senator Solon's request.

The meeting was adjourned at 11:55 A.M.

March 21, 1984

MINUTES OF THE RULES AND ADMINISTRATION COMMITTEE MEETING

May 22, 1984 Room 112, State Capitol

Members present: Moe, R.D., Chairman Peterson, C.C.
Belanger Purfeerst
Bernhagen Schmitz
Frederick Sieloff
Johnson, D.J. Ulland
Knutson Vega
Moe, D.M. Willet
Nelson

Members absent: Berglin Merriam
Chmielewski Solon
Dieterich Pehler
Hughes Renneke
Lessard Spear
Luther Taylor

The meeting was called to order at 11:10 A.M. by the chairman. The following items were acted upon:

Senator Moe explained what had been done in the Personnel Subcommittee regarding the Senate Roster, and the approval of the Subcommittee to allow the Minority Caucus to hire three additional secretaries and a receptionist...and also the adoption of the 4/40 work week for Senate employees commencing June 4, 1984 until Labor Day weekend. Senator Ulland moved adoption of the Subcommittee report. The motion carried.

Reimbursement for Interim expenses were then discussed. It was suggested that the hotel reimbursement be raised from \$45/day to \$50/day and the maximum per month for apartment rental be increased from \$300/month to \$350/month.

Senator Frederick asked if it would be possible to have a telephone credit card for interim calls. The committee proposed anyone who would like to have credit card could do so - however, the maximum still would be \$75/month reimbursement.

Senator Purfeerst moved the above two proposals. The motion carried.

The chairman then requested that anyone interested in attending the NCSL annual meeting in Boston should let the Senate Office know, as there was a special rate of \$99 one way to Boston that was due to expire shortly.

Senator Ulland then moved adoption of the "Recommended Senate Policy on Employee Participation on Executive or Judicial Boards or Commissions" statement that had been prepared by John Post and adopted by the Personnel Subcommittee. The motion carried. (Copy attached)

Janine Mattson discussed the necessity of a Harassment Policy Statement also. This will be brought up at the next Rules meeting.

The meeting was adjourned at approximately 12:15 P.M.

TO: All Senators

FROM: Senator Roger D. Moe, Chairman

ECT: Per Diem and Travel Reimbursement (adopted by Rules May 20, 1983)

DATE: May 23, 1983

PER DIEM, LODGING AND TRAVEL EXPENSES (INTERIM)

Members will be reimbursed for per diem, lodging, travel, registration fees, taxis and baggage tips.

Per Diem maximum is \$48.00 per day (3.102)

Hotel - ~~\$45.00~~ per day; maximum of ~~\$200.00~~ per month for apartment
(within the state) ^{350.00}

Actual cost of single room - outside the 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 the day of the meeting

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- Chairmen of committees working at the Capitol or meeting with staff.
- Chief authors of bills who are called to a committee to present a bill.
- Subcommittee chairmen, upon the approval of the committee chairman.
- Minority leader for appropriate duties.

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

TELEPHONE

Reimbursement will be authorized up to a maximum of \$75.00 per month for long distance phone calls and answering services.

IN-DISTRICT MILEAGE

In-district travel - present rate is 26¢ per mile 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 the present rate per mile. Reimbursement is subject to the approval of the chairman of the committee on Rules and Administration.

NO PER DIEM will be paid for in-district work.