

MINNESOTA STATE SENATE

COMMITTEE ON RULES AND ADMINISTRATION

Senator Roger D. Moe, Chair of the Senate Committee on Rules and Administration, called the meeting to order at 6:20 p.m. on Monday, May 17, 1999, in Room 107 of the State Capitol.

Members present:

| | |
|-------------------|------------|
| Moe, R.D., Chair | Langseth |
| Junge, Vice Chair | Larson |
| Belanger | Lessard |
| Berg | Novak |
| Berglin | Olson |
| Cohen | Piper |
| Day | Pogemiller |
| Flynn | Samuelson |
| Frederickson | Solon |
| Johnson, D.E. | Spear |
| Laidig | Stumpf |

Members excused:

Johnson, D.J.
Metzen

A quorum was present.

Senator Moe presented a Senate resolution relating to conduct of Senate business during the interim between sessions. Senator Spear moved adoption of the resolution (see attached). The **MOTION PREVAILED**.

Senator Moe presented a Senate concurrent resolution relating to adjournment of the Senate and House of Representatives until Tuesday, February 1, 2000, at 12 noon (see attached). Senator Spear moved adoption of the resolution. The **MOTION PREVAILED**.

Senator Frederickson, chairman of the Subcommittee on Senate Audit of the Rules and Administration Committee, presented "Financial Statements and Reports of Independent Certified Public Accountants" for the Minnesota Senate (see attached) which was adopted by the Subcommittee. Senator Frederickson moved adoption of the report. The **MOTION PREVAILED**.

Senator Ranum, chief author of S.F. 2224, explained the Revisor's Bill as follows:

SF 2224 A bill for an act relating to legislative enactments; correcting miscellaneous oversights, inconsistencies, ambiguities, unintended results, and technical errors; amending Minnesota Statutes 1998, section 322B.115, subdivision 4.

Kathleen Pontius, Senate Counsel, presented a summary of the Revisor's Bill Corrections (see attached memorandum and amendments #TC-1 through TC-8 and TC-9 through TC-11).

Senator Olson moved adoption of Correction #1. The **MOTION PREVAILED**.

Senator Frederickson moved adoption of Correction #2. The **MOTION PREVAILED**.

Senator Piper moved adoption of Correction #3. The **MOTION PREVAILED**.

Senator Vickerman moved adoption of Correction #4. The **MOTION PREVAILED**.

Senator Berglin moved adoption of Correction #5. The **MOTION PREVAILED**.

Senator Piper moved adoption of Correction #6. The **MOTION PREVAILED**.

Senator Spear moved adoption of Correction #7. The **MOTION PREVAILED**.

Senator Lessard moved adoption of Correction #8. The **MOTION PREVAILED**.

Senator Cohen moved adoption of Correction #10. The **MOTION PREVAILED**.

Senator Spear moved adoption of Correction #11. The **MOTION PREVAILED**.

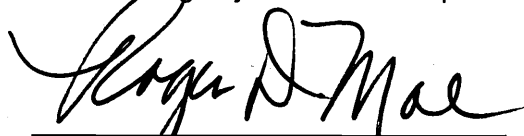
Senator Spear moved that S.F. 2224, as amended, be recommended to pass. The **MOTION PREVAILED**.

Patrick Flahaven, Secretary of the Senate, presented a memorandum (see attached) pertaining to Senate members' per diem and travel reimbursement for the 1999 interim. He suggested inserting after "31 cents per mile" on page 1, "(as of May 17, 1999)" to reflect the current IRS reimbursement level for mileage to and from the Capitol. The additional language was accepted.

Mr. Flahaven also suggested that the monthly communications reimbursement be increased from \$100 to \$120 to cover Internet service and that "Internet service," be inserted after "pager," in the communications reimbursement section on page 2 of the memorandum. Senator Larson moved adoption of Mr. Flahaven's suggested language. Senator Laidig suggested the amount be \$125 to allow for any increase in Internet activity costs. Senator Larson accepted Senator Laidig's language as a friendly amendment. The **MOTION PREVAILED** and the amount of \$125 was accepted as the communications reimbursement.

In relation to the above matter, Jim Greenwalt, Senate Information Systems Director, explained the use of a local number for the Internet and the costs involved.

The meeting adjourned at 6:45 p.m.



Senator Roger D. Moe, Chairman



Laura DeRose, Committee Clerk

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Senate

State of Minnesota

May, 1999

TO: ALL SENATORS

**FROM: ROGER D. MOE, CHAIR
SENATE RULES AND ADMINISTRATION COMMITTEE**

RE: PER DIEM AND TRAVEL REIMBURSEMENT (INTERIM 1999)

PER DIEM, MILEAGE, LODGING AND TRAVEL EXPENSES (INTERIM)

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

Per diem maximum reimbursement is \$56 per day.

Hotel/lodging - Reimbursement will be **\$75 per night maximum** for in-state lodging and the actual cost of a single room for travel out of the state of Minnesota. **(Receipt must be attached.)**

Apartment - \$800 per month maximum. Receipts must accompany claim or lease must be filed in the Fiscal Office. Housing claims may include utilities and/or rental of furniture up to the maximum of \$800.

Registration fees will be paid when authorized. **(Receipt must be attached.)**

Mileage to and from the Capitol at the current IRS reimbursement level --
31 cents per mile.

Air travel between place of residence and Minneapolis/St. Paul Airport.

REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:

- Senators attending committee or subcommittee meetings
- Chair of committee for work at the Capitol or meetings with staff
- Chief authors of bills who are called upon to present a Senate File
- Committee members, upon approval of committee chair
- Minority Leader for appropriate duties
- Senators attending House committee meetings upon the approval of the Majority Leader
- Travel days to and from the Capitol



Members **will not** be reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings. Please note that **reimbursements may be subject to taxes.**

COMMUNICATIONS REIMBURSEMENT

Reimbursement will be authorized up to a **maximum of \$100 per month for communications**, i.e., telephone, fax, cell phone, pager, etc. If receipted for, it will be treated as an expense. If not receipted, it will be treated as income and taxes will be deducted.

IN-DISTRICT MILEAGE

In district travel -- at current IRS rate.

Reimbursement has been authorized for all senators covering mileage 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 chair of the Committee on Rules and Administration.

OUT-OF-STATE AND IN-STATE TRAVEL GUIDELINES

- 1) **In-state travel** by members and staff (attendance at conferences, seminars, traveling committee meetings, etc.) Which is funded in the committee interim work plans approved by Senate Committee on Rules and Administration must have the approval of the chairperson of the committee traveling and of the chair of the Senate Rules Committee before reimbursement can be made.
- 2) **Prior approval** of the chair of the Senate Committee on Rules and Administration is necessary **before** members or staff may attend meetings, conferences, seminars, etc. **Requests** for staff to attend such meetings will be given special consideration but must be approved **in advance**. **(Fill in all related expenses on authorization form or it will be returned to you.)**
- 3) **All expenses** must be submitted to Fiscal Services **no later than 90 days after** their occurrence.
- 4) **Car rental** must be noted on the travel authorization form and approved **prior to travel**. For authorized travel, the Senate will pay for the following: round-trip coach airfare; conference registration fees; single room accommodations; reasonable transportation between airport and hotel. (Per diem must cover all meals.)

CONSULTANTS

A request must be submitted to the Rules Committee chair for approval **before** an invitation is extended to any "expert witness" or consultant.

MINNESOTA STATE SENATE

COMMITTEE ON RULES AND ADMINISTRATION

Senator Roger D. Moe, Chair of the Senate Committee on Rules and Administration, called the meeting to order at 11:10 a.m. on Tuesday, February 1, 2000, in Room 107 of the State Capitol.

Members present:

| | |
|-------------------|------------|
| Moe, R.D., Chair | Langseth |
| Junge, Vice Chair | Larson |
| Belanger | Lessard |
| Berg | Metzen |
| Berglin | Novak |
| Cohen | Piper |
| Day | Pogemiller |
| Flynn | Samuelson |
| Frederickson | Solon |
| Johnson, D.E. | Spear |
| Johnson, D.J. | Stumpf |
| Laidig | |

Member excused:

Olson

A quorum was present.

Karen Veninga, Director of Senate Human Resources, outlined the Personnel Report adopted by the Subcommittee on Personnel on February 1, 2000 (see attachments #1-7).

Patrick Flahaven, Secretary of the Senate, indicated that the Personnel Report included a motion for senators to continue to participate in the deferred compensation plan.

Senator Metzen moved adoption of the Personnel Report. The **MOTION PREVAILED.**

Senator Price, Chairman of the Senate Information Systems Subcommittee of the Rules and Administration Committee, explained the amendments to the Senate Web Page Development and Maintenance Policy as recommended by the Subcommittee on January 25, 2000 (see attachment #8).

Senator Frederickson moved adoption of the amendments to the Senate Web Page Development and Maintenance Policy. The **MOTION PREVAILED.**

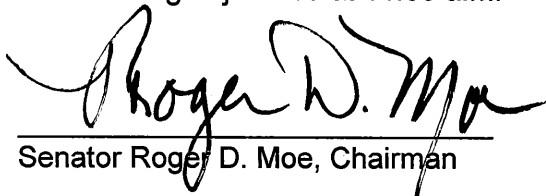
Senator Moe outlined the following opening resolutions for the first day of the 2000 Legislative Session:

- 1) A Senate resolution relating to postage (see resolution #SRES-1-00)
- 2) A Senate resolution relating to expenses of interns (see resolution #SRES-2-00)
- 3) A Senate resolution relating to mileage (see resolution #SRES-3-00)

Senator Lessard moved adoption of the opening resolutions. The **MOTION PREVAILED.**

Senator Johnson, D.J., indicated that there was a need to increase senators' housing and hotel allowance and therefore moved that the housing allowance be increased from \$800 to \$900 per month and the hotel allowance be increased from \$75 to \$85 per night and that both be retroactive to January 1, 2000. The **MOTION PREVAILED.**

The meeting adjourned at 11:35 a.m.



Senator Roger D. Moe, Chairman



Laura DeRose, Committee Clerk

MINNESOTA STATE SENATE

COMMITTEE ON RULES AND ADMINISTRATION

Senator Roger D. Moe, Chair of the Senate Committee on Rules and Administration, called the meeting to order at 7:35 p.m. on Tuesday, May 9, 2000, in Room 107 of the State Capitol.

Members present:

| | |
|------------------|------------|
| Moe, R.D., Chair | Langseth |
| Belanger | Larson |
| Berg | Lessard |
| Berglin | Metzen |
| Cohen | Olson |
| Day | Piper |
| Flynn | Pogemiller |
| Frederickson | Samuelson |
| Johnson, D.E. | Solon |
| Johnson, D.J. | Spear |
| Junge | Stumpf |
| Laidig | |

Member excused:

Novak

A quorum was present.

Karen Veninga, Senate Human Resources Director, outlined an authorization request by the Management Advisory Committee to implement promotions for permanent employees who meet all eligibility requirements per the Promotion Policy during the 2000 interim (see document #1). Senator Spear moved adoption of the authorization request. The **MOTION PREVAILED**.

Ms. Veninga presented a new, simplified version of the Senate's Performance Appraisal form to be completed by Senate employees for the appraisal period covered June 1, 1999 to May 31, 2000 (see document #2). Senator Spear moved adoption of the Appraisal form. The **MOTION PREVAILED**.

Patrick Flahaven, Secretary of the Senate, outlined the Management Advisory Committee's proposed up to 5% meritorious and 1/2% of the salary pool for outstanding performance salary adjustments for Senate staff based on the performance appraisal process. Senator Solon moved adoption of the recommended salary adjustments. The **MOTION PREVAILED**.

Ms. Veninga presented amendments to the Permanent Roster of the Senate employees (see document #3). Senator Day moved adoption of the amendments to the Roster. The **MOTION PREVAILED**.

Ms. Veninga presented the Senate's Flexible Work Week Policy (see document #4). Senator Berglin moved adoption of the Policy. The **MOTION PREVAILED**.

Ms. Veninga presented the Senate's Transportation Fringe Benefit Plan (see document #5). Senator Johnson, D.J., moved adoption of the Plan. The **MOTION PREVAILED**.

Mr. Flahaven introduced Maureen Driscoll of RSM McGladrey, a national accounting and consulting firm, 801 Nicollet Avenue, Suite 1300, Minneapolis. Ms. Driscoll presented testimony on the market study done by McGladrey compensation consultants to identify market information for the Senate's Legislative Analyst and Counsel job families (see documents #6 and 7). Senator Flynn moved adoption of the recommendations contained in the market study. The **MOTION PREVAILED**.

Senator Moe presented the Senate resolutions for the closing day of the 2000 Legislative Session (see documents #8-11). Senator Spear moved adoption of the resolutions. The **MOTION PREVAILED**.

Senator Moe presented the per diem and travel reimbursement memo for the 2000 interim. He indicated that, as in past election years, it is requested that senators do not claim in-district mileage from July 1, 2000 through November 7, 2000. He moved that the following language be added to the In-District Mileage section of the memo:

"No claims will be paid for in-district mileage from July 1, 2000 through November 7, 2000"

Senator Solon moved adoption of the amendment. The **MOTION PREVAILED**.

Senator Solon moved adoption of the interim memo as amended (see document #12). The **MOTION PREVAILED**.

Senator Johnson, D.J., chief author of **SF 3835**, explained the history of the bill. The title is as follows:

A resolution memorializing the President of the United States and the President's Council on Environmental Quality to expedite the environmental impact statement of the United States Forest Service to begin reducing fuel loadings within the Boundary Waters Canoe Area Wilderness.

Senator Johnson, D.J., moved that SF 3835 be recommended to pass. The **MOTION PREVAILED**.

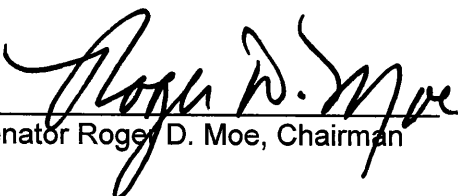
Senator Stumpf, chief author of **SF 3131**, which was referred to the Rules Committee under Joint Rule 35, explained the history of the bill. The title is as follows:

A bill for an act relating to natural resources; designating certain wildlife management areas; adding land to certain state forests; providing for all-terrain vehicle use in certain wildlife management areas; amending Minnesota Statutes 1998, section 97A.135, subdivision 2a; proposing coding for new law in Minnesota Statutes, chapter 97A.

Senator Stumpf moved that SF 3131, as amended by the Committee on Environment and Natural Resources, be recommended to pass. The **MOTION PREVAILED**.

Senator Moe indicated that following today's session, the Senate would adjourn until Wednesday, May 17. He requested and strongly recommended that senators do not claim per diem for the days the Senate is recessed unless they have state business at the Capitol. He stated that senators should submit in writing to the Fiscal Services Department a list of days for which they will not accept per diem during the recess.

The meeting adjourned at 8:25 p.m.



Senator Roger D. Moe, Chairman



Laura DeRose, Committee Clerk

#12



Senate

State of Minnesota

May, 2000

**ROGER D. MOE
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TO: ALL SENATORS

FROM: ROGER D. MOE, CHAIR
SENATE RULES AND ADMINISTRATION COMMITTEE

RE: PER DIEM AND TRAVEL REIMBURSEMENT (INTERIM 2000)

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Apartment - \$900 per month maximum. Receipts must accompany claim or lease must be filed in the Fiscal Office. Housing claims may include utilities and/or rental of furniture up to the maximum of \$900.

Registration fees will be paid when authorized. **(Receipt must be attached.)**

Mileage to and from the Capitol at the current IRS reimbursement level -- **32.5 cents per mile** (as of January 1, 2000).

Air travel between place of residence and Minneapolis/St. Paul Airport.

REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:

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IN-DISTRICT MILEAGE

In district travel -- at current IRS rate.

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No claims will be paid for in-district mileage from July 1, 2000 through November 7, 2000.

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CONSULTANTS

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