

RULES AND LEGISLATIVE ADMINISTRATION

MINUTES

Representative Dean, Chair of the Rules and Legislative Administration Committee, called the meeting to order at 3:51 PM on Monday, January 10, 2011, in Room Basement of the State Office Building.

The Committee Legislative Assistant noted the roll.

Members present:

DEAN, Matt, Chair	LAINÉ, Carolyn
DAUDT, Kurt, Vice Chair	LILLIE, Leon
ANDERSON, Sarah	MACK, Tara
BANAIAN, King	MCNAMARA, Denny
BENSON, John	MURPHY, Erin
BRYNAERT, Kathy	NORNES, Bud
HAMILTON, Rod	NORTON, Kim
HILSTROM, Debra	PAYMAR, Michael
HOPPE, Joe	PELOWSKI, Gene
HOWES, Larry	PEPPIN, Joyce
KELLY, Tim	SCOTT, Peggy
KNUTH, Kate	WESTROM, Torrey

1 member was excused.
THISSEN, Paul

A quorum was present.

Chair Dean welcomed the committee members and asked each member and staff to introduce themselves.

Chair Dean moved Employee Listing and Miscellaneous Personnel Reports.

Kelly Knight, Director of Minnesota House of Representatives Human Resources Department, testified on Employee Listing and Miscellaneous Personnel Reports. **THE MOTION PREVAILED.**

Chair Dean moved 2011 HR-P1, Policy on Service Award Programs.

Kelly Knight, Director of Minnesota House of Representatives Human Resources Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011 HR-P2, Policy on Donated Vacation Time.

Kelly Knight, Director of Minnesota House of Representatives Human Resources Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011 HR-P3, Policy on Compensation Time and Timecard Policy.

Kelly Knight, Director of Minnesota House of Representatives Human Resources Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011-R1, Resolution on House Chaplain.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution. **THE MOTION PREVAILED.**

Representative Hoppe moved 2011-R2, Resolution on Leadership Compensation.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011-R3, Resolution on Expense Reimbursement.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution.

Greg Crowe, Acting-Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution.

Representative Brynaert moved to orally amend the 2011-R3 Resolution as follows:

Page 1, Line 18, change "December 31, 2010" to "December 31, 2012"

ORAL AMENDMENT WAS INCORPORATED.

Chair Dean moved 2011-R3 as orally amended. **THE MOTION PREVAILED.**

Chair Dean moved 2011-R4, Resolution on Member's Personalized Stationary Allocation.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011-R5, Resolution on Postage.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution.

Greg Crowe, Acting-Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011-R6, Resolution on Reimbursement of Member Communications Expenses.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution.

Greg Crowe, Acting-Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011-R7, Resolution on Administration of High School Page Program.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011-R8, Resolution on Photographic Equipment Usage Credit.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011-R9, Resolution on the Payment of Legal Fees and Expenses.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution. **THE MOTION PREVAILED.**

Chair Dean moved 2011-R10, Resolution on Tuition Reimbursement.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution. **THE MOTION PREVAILED.**

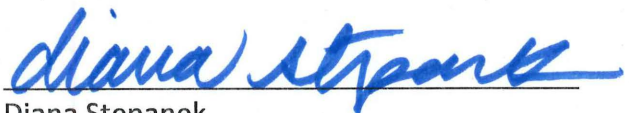
Chair Dean moved 2011-P1, Policy on the Payment of Per Diem Living Expenses during Interims.

Patrick McCormack, Director of Minnesota House of Representatives Research Department, testified on the resolution. **THE MOTION PREVAILED.**

The meeting was adjourned at 4:23 PM.



REP. MATT DEAN, CHAIR



Diana Stepanek
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 87th Legislature.

8 PROVIDED FURTHER, that each member of the House whose home is over 50 miles
9 from the Capitol, as measured by the shortest of the more commonly traveled routes may be
10 reimbursed up to \$1,200 per month for the member's actual lodging expenses during the sessions
11 of the 87th Legislature, but total reimbursement may not exceed \$21,600. The term "lodging
12 expenses" includes, in addition to rent, the following lodging-related expenses at the place of
13 lodging: furniture rental, local telephone or internet service, utilities, renter's insurance, non-
14 refundable or refundable fees, and parking. The final month's reimbursement in the calendar
15 year will be reduced by the amount of any refunded fee. A member who is eligible for the
16 monthly lodging reimbursement and who enters into a lodging contract for the purpose of
17 attending the 2011 regular session of the 87th Legislature is eligible to receive the monthly
18 lodging reimbursement beginning December 1, 2010, and ending December 31, 2010. 2012

19 Each member requesting reimbursement must file the member's housing and furniture
20 rental contracts with House Budget and Accounting and must include a receipt or other
21 verification of payment, with each monthly request for reimbursement. Each member requesting
22 the lodging reimbursement must certify in writing to the House Controller, before the issuance of
23 the first monthly warrant for each of the sessions of the 87th Legislature, that he or she has
24 moved from the usual place of lodging and is eligible for the lodging reimbursement authorized
25 by this resolution. Members' lodging leases are nonpublic data. Members shall pay no more
26 than market rates when leasing commercial or noncommercial lodging units. Upon request,
27 House Budget and Accounting may enter into agreements to provide lodging services for
28 Members. Under such an agreement the House may make payments directly to lessors for

1 session or interim lodging, furniture or parking for a member and direct payments are subject to
2 all the limits or requirements that apply to reimbursement of the comparable expenses under this
3 resolution.

4 During the sessions of the 87th Legislature, a member may be reimbursed for the expense
5 of overnight lodging in the vicinity of the Capitol Complex on a night when the member is
6 required to remain at the Capitol Complex to conduct legislative business or for reasons of
7 safety. The reimbursement may not exceed \$115.00 per night. The reimbursement request must
8 be in writing, accompanied by a receipt or other verification of payment, and approved by the
9 Speaker.

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

23 PROVIDED FURTHER, that when a member or employee is authorized to travel within
24 the state on legislative business and official duties of the office, reimbursement for lodging may
25 not exceed \$115.00 per night. However, when members or employees are attending a meeting or
26 conference within the state, they may be reimbursed up to \$125.00 per night at the site of the
27 meeting or conference.

28 PROVIDED FURTHER, that during the 2011 and 2012 interims of the 87th Legislature
29 each member of the House may receive, upon written request, a travel allowance for constituent

1 service travel based upon the actual size of the district. The allowance must be computed at the
2 standard federal mileage rate per square mile per month, with a minimum allowance of \$100 and
3 a maximum allowance of \$850 per month. Members may receive an additional \$100 monthly
4 travel allowance in excess of the maximum for each increment of 1,000 square miles for which
5 their district size exceeds 1,000 square miles.

6 PROVIDED FURTHER, that during the 2011 and 2012 sessions and during the interims
7 of the 87th 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 2011 and 2012 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. During the sessions of the 87th Legislature, a member
14 may be reimbursed for actual expenses for authorized travel on legislative business away from
15 the Capitol in the same manner as House employees, except as otherwise provided in this
16 resolution. The manner of authorization is as provided in the Policy on the Payment of Per Diem
17 Living Expenses during Interims. The reimbursement is in addition to per diem expense
18 allowances.

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

23 PROVIDED FURTHER, that the members and members-elect who attended freshman
24 orientation, organizational caucuses and retreats, legislative orientation programs, and caucus
25 personnel committee meetings held in preparation for the 87th Legislative Session must be
26 reimbursed, upon request, in the same manner and in the same amounts as legislators who
27 attended interim meetings of legislative committees during the 86th Session.

1 PROVIDED FURTHER, that each member of the House, upon their voluntary request,
2 must be paid per diem living expenses in an amount up to \$77 for each calendar day during the
3 sessions of the 87th Legislature and during the interims as authorized and approved under the
4 rules committee's Policy on the Payment of Per Diem Living Expenses during Interims.

Date: 01.10.11

Signed: 

MATT DEAN, CHAIR