

STATE OF MINNESOTA
HOUSE OF REPRESENTATIVES

1st MEETING
EIGHTY-NINTH SESSION

Rules and Legislative Administration
MINUTES

Representative Peppin, Chair of the Rules and Administration, called the meeting to order at 11:39 on January 8, 2015, in the Basement Hearing Room of the State Office Building.

The Committee Legislative Assistant noted the roll.

Members present:

PEPPIN, Joyce, Chair
FENTON, Kelly, Vice Chair
THISSEN, Paul
ALBRIGHT, Tony
BERNARDY, Connie
FREIBERG, Mike
GAROFALO, Pat
GUNTHER, Bob
ISAACSON, Jason
KELLY, Tim
KRESHA, Ron
MACK, Tara
NELSON, Michael V.
O'DRISCOLL, Tim
O'NEILL, Marion
PELOWSKI, Gene Jr.
PINTO, Dave
SANDERS, Tim
SCOTT, Peggy
SWEDZINSKI, Chris
YOUAKIM, Cheryl

2 Members were excused.

HOPPE, Joe
HORTMAN, Melissa

A quorum was present.

Chair Peppin welcomed the committee members and asked staff and members to introduce themselves.

Rep. Scott moved the personnel reports.

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

Rep. Swedzinski moved the Legislative Coordinating Commission Legislative Plan for Employee Benefits and Policies.

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

Rep. Fenton moved 2015 HR-P1, Policy on Service Award Program.

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

Rep. Albright moved 2015 HR-P2, Policy on Donated Vacation Time.

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

Rep. O'Driscoll moved 2015 HR-P3, Policy on Compensation Time and Timecard Policy. Kelly Knight, Director of the Minnesota House of Representatives Human Resources Department, testified on the resolution. THE MOTION PREVAILED

Rep. Swedzinski moved 2015-P1, Policy on the Payment of Per Diem Living Expenses during Session.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. THE MOTION PREVAILED.

Rep. Scott moved 2015-R1, Resolution on the House Chaplain.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. THE MOTION PREVAILED.

Rep. Albright moved 2015-R2, Resolution on Leadership Compensation.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. Chair Peppin and Rep. Thissen abstained from voting. THE MOTION PREVAILED.

Rep. Albright moved 2015-R3, Resolution on Expense Reimbursement.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. THE MOTION PREVAILED.

Rep. Scott moved 2015-R4, Resolution on Member's Personalized Stationary Allocation.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. THE MOTION PREVAILED.

Committee recessed at 12:03.

Committee reconvened at 12:07.

Rep. Swedzinski moved 2015-R5, Resolution on Postage.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. THE MOTION PREVAILED.

Rep. O'Driscoll moved 2015-R6, Resolution on Reimbursement of Member Communications Expenses.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. THE MOTION PREVAILED.

Rep. O'Driscoll moved 2015-R7, Resolution on Administration of High School Page Program.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. THE MOTION PREVAILED.

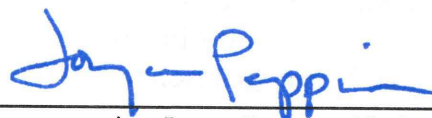
Rep. Scott moved 2015-R8, Resolution on Photographic Equipment Usage Credit.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. THE MOTION PREVAILED.

Rep. Albright moved 2015-R9, Resolution on Committee and Minority Caucus Budgets.

Jim Reinholdz, Controller of Minnesota House of Representatives Budget and Accounting Department, testified on the resolution. THE MOTION PREVAILED.

The meeting was adjourned at 12:14.



Representative Joyce Peppin, Chair



Kacie Petersen, 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 89th 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 \$1,500 per month for the member's actual lodging expenses of the 89th
11 Legislature, but total reimbursement may not exceed \$27,000. The Majority leader, Minority
12 Leader, and Committee Chairs, whose home is over 50 miles from the Capitol, as measured by
13 the shortest of the more commonly traveled routes may be reimbursed up to \$1,500 per month
14 for the member's actual lodging expenses of the 89th Legislature. The term "lodging expenses"
15 includes, in addition to rent, the following lodging-related expenses at the place of lodging:
16 furniture rental, local telephone or internet service, utilities, renter's insurance, non-refundable or
17 refundable fees, and parking. The final month's reimbursement in the calendar year will be
18 reduced by the amount of any refunded fee. A member who is eligible for the monthly lodging
19 reimbursement and who enters into a lodging contract for the purpose of attending the 2015
20 regular session of the 89th Legislature is eligible to receive the monthly lodging reimbursement
21 beginning December 1, 2014, and ending December 31, 2016.

22 Each member requesting reimbursement must file the member's housing and furniture
23 rental contracts with House Budget and Accounting and must include a receipt or other
24 verification of payment, with each monthly request for reimbursement. Each member requesting
25 the lodging reimbursement must certify in writing to the House Controller, before the issuance of
26 the first monthly warrant for each of the sessions of the 89th Legislature, that he or she has
27 moved from the usual place of lodging and is eligible for the lodging reimbursement authorized
28 by this resolution. Members' lodging leases are nonpublic data. Members shall pay no more

1 than market rates when leasing commercial or noncommercial lodging units. Upon request,
2 House Budget and Accounting may enter into agreements to provide lodging services for
3 Members. Under such an agreement the House may make payments directly to lessors for
4 session or interim lodging, furniture or parking for a member and direct payments are subject to
5 all the limits or requirements that apply to reimbursement of the comparable expenses under this
6 resolution.

7 During the sessions of the 89th Legislature, a member may be reimbursed for the expense
8 of overnight lodging in the vicinity of the Capitol Complex on a night when the member is
9 required to remain at the Capitol Complex to conduct legislative business or for reasons of
10 safety. The reimbursement may not exceed \$125.00 per night. The reimbursement request must
11 be in writing, accompanied by a receipt or other verification of payment, and approved by the
12 Speaker.

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

26 PROVIDED FURTHER, that when a member or employee is authorized to travel within
27 the state on legislative business and official duties of the office, reimbursement for lodging may
28 not exceed \$125.00 per night. However, when members or employees are attending a meeting or

1 conference within the state, they may be reimbursed up to \$135.00 per night at the site of the
2 meeting or conference.

3 PROVIDED FURTHER, that during the 2015 and 2016 interims of the 89th Legislature
4 each member of the House may receive, upon written request, travel reimbursement for
5 constituent service travel within the member's legislative district, within any county that is in
6 any part of the member's legislative district, or within any county that is adjacent to a county that
7 is in any part of the member's legislative district, up to a monthly maximum amount based upon
8 the actual size of the district. The maximum reimbursement must be computed at the standard
9 federal mileage rate per square mile per month, with a minimum allowable amount of \$100 and a
10 maximum allowable amount of \$850 per month. Members may receive an additional \$100
11 monthly travel reimbursement in excess of the maximum for each increment of 1,000 square
12 miles for which their district size exceeds 1,000 square miles. Reimbursements must be for
13 actual miles travelled and at the federal mileage rate.

14 PROVIDED FURTHER, that during the 2015 and 2016 sessions and during the interims
15 of the 89th Legislature, the Speaker's advance approval is required for per diem and
16 reimbursement of expenses for all out-of-state travel by a member or employee.

17 PROVIDED FURTHER, that during the 2015 and 2016 interims, a member of the House
18 who is traveling away from the member's home to conduct business authorized and approved
19 under the rules committee's Policy on the Payment of Per Diem Living Expenses During
20 Interims may be reimbursed for actual expenses in the same manner as House employees, except
21 as otherwise provided in this resolution. During the sessions of the 89th Legislature, a member
22 may be reimbursed for actual expenses for authorized travel on legislative business away from
23 the Capitol in the same manner as House employees, except as otherwise provided in this
24 resolution. The manner of authorization is as provided in the Policy on the Payment of Per Diem
25 Living Expenses during Interims. The reimbursement is in addition to per diem expense
26 allowances.

27 PROVIDED FURTHER, that during sessions and interims a member may not receive
28 reimbursement for food expenses on any day that the member receives per diem. If the House

1 provides or pays for a meal for the member, the cost of the meal must be deducted from the per
2 diem paid to the member.

3 PROVIDED FURTHER, that the members and members-elect who attended freshman
4 orientation, organizational caucuses and retreats, legislative orientation programs, and caucus
5 personnel committee meetings held in preparation for the 89th Legislative Session must be
6 reimbursed for actual expenses, upon request, in the same manner and in the same amounts as
7 legislators who attended interim meetings of legislative committees during the 88th Session.
8 Members-elect are not eligible for per diem allowances.

9 PROVIDED FURTHER, that each member of the House, upon their voluntary request,
10 must be paid per diem living expenses in an amount up to \$66 for each calendar day during the
11 sessions of the 89th Legislature and during the interims as authorized and approved under the
12 rules committee's Policy on the Payment of Per Diem Living Expenses during Interims.

Date: 1/8/15

Signed: Joyce Peppin

JOYCE PEPPIN, CHAIR