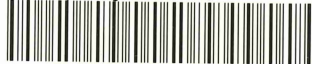


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- Guide to joint legislative service



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# A GUIDE TO JOINT LEGISLATIVE SERVICES

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***GUIDE TO JOINT LEGISLATIVE SERVICE AGENCIES***

**Compiled by  
The Legislative Reference Library**

**Revised December 1990**

JAN 18 1991



## **INTRODUCTION**

This booklet includes descriptions of the legislative commissions and joint agencies for which the Legislative Coordinating Commission has authority to act in matters concerning employment, compensation, and budgets. This information is accurate as of December 1990, and the statement of authority, services provided, and publications produced are included as appropriate for each agency or commission.

Additional information or copies of publications can be obtained by contacting the individual agency or the office of the Legislative Coordinating Commission.

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## **COMPENSATION COUNCIL**

Room 85, State Office Building  
St. Paul, MN 55155

(612)297-3697

**STAFF CONTACT:** Janet Lund

**AUTHORITY AND PURPOSE:** The Compensation Council is created each even-numbered year to assist the legislature in establishing the compensation of constitutional officers, members of the legislature, justices of the Supreme Court, and judges of the Court of Appeals, district courts and county municipal courts. By April in each odd-numbered year, the council submits a recommended salary for each office in a fixed amount per year to take effect on the first Monday in January of the next odd-numbered year, and on January 1 of the year after that. The council was created in 1983 by Minnesota Statutes 15A.082.

**MEMBERSHIP:** The council consists of 16 members: two members of the House of Representatives appointed by the Speaker; two members of the Senate appointed by the Majority Leader of the Senate; one member appointed by the House Minority Leader; one member appointed by the Senate Minority Leader; two nonjudges appointed by the Chief Justice of the Supreme Court; and one member from each congressional district appointed by the governor, of whom no more than four many belong to the same political party.

**STAFF:** The legislative coordinating commission provides administrative and support services. Other legislative staff from the House Research Department and the Senate Counsel and Research office provide assistance to the Council.

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## **LEGISLATIVE AUDIT COMMISSION AND OFFICE OF THE LEGISLATIVE AUDITOR**

First Floor, West Wing  
Veterans Service Building  
20 West 12th Street  
St. Paul, MN 55155

(612)296-4708

**LEGISLATIVE AUDITOR AND EXECUTIVE SECRETARY:** James R. Nobles

**AUTHORITY & PURPOSE:** The Legislative Audit Commission (LAC) and the Office of the Legislative Auditor (OLA) are created by Minnesota Statutes 3.97. The Legislative Auditor is appointed by the Legislative Audit Commission for a six year term and is removable only for cause. A Deputy Legislative Auditor for Financial Audits and a Deputy Legislative Auditor for Program Evaluation are appointed by the Legislative Auditor. The function of the Legislative Auditor's office is to provide objective, independent reports to the legislature and the public concerning the integrity, financial management, and effectiveness of state officials and programs.

**SERVICES:** The Legislative Auditor conducts financial and compliance audits of state agencies, studies of state government programs, and investigations of fraud and misconduct on the part of state officials and employees. A substantial amount of financial information about state agencies is available in the files of the Legislative Auditor.

Financial and compliance audits are performed on a yearly schedule, planned in advance by the Legislative Auditor and Deputy for Financial Audits. Evaluations are recommended by the Legislative Auditor and Deputy for Program Evaluation to the Legislative Audit Commission for final authorization each year, usually near the end of the legislative session.

**MEMBERSHIP:** The membership of the Legislative Audit Commission consists of eight members from the House and eight members from the Senate. The leadership and the chairs of major committees of both bodies are represented on the Commission. The chair of the LAC is elected by the LAC membership.

**SUBORDINATE UNITS:** Various subcommittees of the LAC are formed from time to time to carry out specific functions. Current standing committees are the Personnel Subcommittee, the Topic Selection Subcommittee and the Executive Committee.

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## LEGISLATIVE AUDIT COMMISSION (CONT.)

**STAFF:** The staff of the Legislative Auditor's office consists of:

- the Legislative Auditor
- a Deputy Legislative Auditor for Financial Audits with a divisional staff of 42,
- a Deputy Legislative Auditor for Program Evaluation with a divisional staff of 14,
- 2 data processing support staff,
- an administrative support staff of 5.

The Legislative Auditor, the two Deputies, and their confidential secretaries are unclassified. All other employees are classified civil service employees.

**PUBLICATIONS:** The Office of the Legislative Auditor issues financial audit, investigation, and evaluation reports to the Minnesota legislature.

**MEETINGS:** The Legislative Audit Commission meets as necessary, at the call of the chair or the executive secretary.

**REMARKS:** As referenced above, the Legislative Audit Commission is referred to as the "LAC" (and, as a result is often confused with the Legislative Advisory Commission, also an "LAC"). The Office of the Legislative Auditor is occasionally referred to as the "OLA."

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## **LEGISLATIVE COMMISSION ON EMPLOYEE RELATIONS**

Room 85, State Office Building  
St. Paul, Minnesota 55155

(612)296-2963

**DIRECTOR:** Greg Hubinger

**AUTHORITY & PURPOSE:** The Legislative Commission on Employee Relations was created in 1979 by Minnesota Statutes 3.855. In general, the Legislative Commission on Employee Relations (LCER) assists the legislature by monitoring the collective bargaining process between the State and its employees and ratifying negotiated agreements, arbitrated awards, and pay plans pursuant to statutory law. The commission also assures that State labor contracts are negotiated according to the Public Employee Labor Relations Act and that these negotiations are as free as possible from political interference.

### **SERVICES:**

1. To ratify State negotiated agreements and arbitrated awards.
2. To review, approve, reject, or modify the Commissioners' & Management Pay Plans and the Governor's salary proposal for state agency heads.
3. To ratify a list of state classifications eligible for comparability adjustments and recommend a specific amount to be appropriated for those adjustments.
4. To improve the State Civil Service System through intensive study and research.
5. To serve the legislature by performing related functions as they so delegate to LCER.

**MEMBERSHIP:** The commission consists of twelve members. Six are Senators, including four designated majority members and two members designated by minority party. Six are Representatives, including four designated majority members and two minority members.

**STAFF:** Barb Patterson, Commission Secretary



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## **LEGISLATIVE COMMISSION ON LONG-TERM HEALTH CARE**

Room 323, State Capitol  
St. Paul, Minnesota 55155

(612)296-4261

**CO-CHAIRS:** Senator Linda Berglin  
Representative Lee Greenfield

**AUTHORITY & PURPOSE:** The Legislative Commission on Long-Term Health Care was established pursuant to Laws 1983, chapter 199. The commission was created to (a) monitor the inspection and regulation activities, including rule developments, of the Departments of Health and Human Services with the goal of improving quality of care; (b) study and report on alternative long-term services, and (c) study and report on alternatives to medical assistance funding for providing long-term health care services to the citizens of Minnesota. The commission shall consider the use of such alternatives as private insurance, private annuities, health maintenance organizations, preferred provider organizations, Medicare, and such other alternatives as the commission may deem worthy of study. Pursuant to Laws of Minnesota 1984, chapter 654, the commission was given these additional duties: (1) monitor the deinstitutionalization of state hospitals in accord with the plan developed by the interagency board, (2) study the impact of state hospital deinstitutionalization on affected communities, (3) ensure that displaced state hospital employees are provided opportunities for reemployment or retraining, and (4) evaluate the comparative costs to the state of institutional and noninstitutional care for mentally retarded persons.

**MEMBERSHIP:** The commission is composed of seven members of the Senate appointed by the Subcommittee on Committees of the Senate Committee of Rules and Administration and seven members of the House of Representatives appointed by the Speaker. (The original act provided for six members from each body; a 1984 amendment changed that to seven from each body.) The commission selects its chair and other officers from its membership as it deems necessary.

**STAFF:** The commission is directed to make use of existing legislative facilities and staffs of House Research and Senate Counsel and Research.

**MEETINGS:** Meetings and hearings are at times and places it designates to accomplish the purposes set forth.

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## LEGISLATIVE COMMISSION ON MINNESOTA RESOURCES

Room 65, State Office Building  
St. Paul, Minnesota 55155

(612)296-2406

**DIRECTOR:** John R. Velin

**AUTHORITY & PURPOSE:** As written in Minnesota Statutes 116P.05, the purpose of the LCMR is to "...develop a budget plan for expenditures from the Minnesota environment and natural resources trust fund." Minnesota Constitution Article XI states: "A permanent Minnesota environment and natural resources trust fund is established in the state treasury. The net earnings from the fund shall be appropriated in a manner prescribed by law for the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources. Not less than 40% of the net proceeds from any state-operated lottery must be credited to the fund until the year 2001."

The commission also recommends expenditures to the legislature from the Minnesota Future Resources account. As written in Minnesota Statutes 116P.13: "Revenue in the Minnesota Future Resources account may be spent for purposes of natural resources acceleration and outdoor recreation including but not limited to the development, maintenance and operation of the state outdoor recreation system under chapter 86A and regional recreation open space systems as defined under section 473.351, Subd. 1."

In addition, the commission recommends expenditures of oil overcharge money. Minnesota Statutes 4.071 (Oil Overcharge Money), Subd. 2, "Minnesota resources projects. The legislature intends to appropriate one-half of the oil overcharge money for projects that have been reviewed and recommended by the legislative commission on Minnesota resources. A work plan must be prepared for each proposed project for review by the commission. The commission must recommend specific projects to the legislature."

**SERVICES:** The commission is an advisory, oversight, and monitoring body for the legislature. The commission acts as an information base for the legislature regarding various resource programs. The commission also makes inquiries and investigates actions designed to examine potential innovative and/or accelerative approaches to state programs.

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## LEGISLATIVE COMMISSION ON MINNESOTA RESOURCES (CONT.)

**MEMBERSHIP:** As written in Minnesota Statutes 116.P05, "A legislative commission on Minnesota resources of 16 members is created consisting of the chairs of the House and Senate Committees on Environment and Natural Resources or designees appointed for the terms of the chairs, the chairs of the House Appropriations and Senate Finance Committees or designees appointed for the terms of the chairs, six members of the Senate appointed by the Subcommittee on Committees of the Committee on Rules and Administration, and six members of the House appointed by the Speaker."

**SUBORDINATE UNITS:** (1) The Governor appoints an advisory committee with one member from each Congressional District plus three members at large. (2) A peer review panel assists the Commission in reviewing research proposals. (3) Subcommittees of the Commission are formed as needed.

**STAFF:** David G. Flipp, Assistant Director  
Susan Thorton, Manager, Research and Planning  
Jackie Olenick, Administrative Assistant  
Mary Lou Kendle, Secretary  
Janice Bleja, Secretary

**PUBLICATIONS:** A strategic plan identifying priority areas for funding and a report detailing the operations of the Commission are provided each biennium. Funding recommendations of the Commission are presented as part of the State Departments appropriations bill. Numerous other publications result from Commission recommended programs.

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## LEGISLATIVE COMMISSION ON PENSIONS AND RETIREMENT

Room 55, State Office Building  
St. Paul, Minnesota 55155

(612)296-2750

**EXECUTIVE DIRECTOR:** Lawrence A. Martin

**AUTHORITY & PURPOSE:** The Legislative Commission on Pensions and Retirement was established initially as an interim commission in 1955 and later as a permanent commission in 1967. The commission is established pursuant to Minnesota Statutes 3.85. The commission is directed to make a continuing study and investigation of public employee retirement plans in Minnesota and to make recommendations to establish and maintain sound public employee pension legislation. There are at least 700 public employee pension funds and plans in Minnesota, with more than 224,000 active members. The public employee pension funds and plans in the state range from three large statewide retirement funds to over 600 small municipal volunteer firefighters relief associations. While the commission plays no formal role in the legislative process under the rules of either the House or the Senate or the joint rules, traditionally it has functioned as the first legislative entity to consider and make recommendations concerning proposed public employee pension legislation. There is a considerable amount of public employee pension legislation introduced and processed each legislative session because the benefit plans of many of the pension funds are entirely contained in statute.

**SERVICES:** The commission staff can: (1) provide background information on any public employee pension topic, any legislative bill or enactment relating to public employee pension funds, or any constituent problem concerning public employee pensions; (2) provide a pension policy analysis of any pending legislative bills; and (3) assist legislators in preparing legislation or amendments relating to public employee pensions.

**MEMBERSHIP:** The Legislative Commission on Pensions and Retirement is composed of five members of the Senate, appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration, and five members of the House, appointed by the Speaker of the House of Representatives. The Chair of the commission alternates every two years between a House member and a Senate member. The term of membership on the commission is two years, and commences on January 16 of the first year of each regular legislative session.

**SUBORDINATE UNITS:** Subcommittees of the Legislative Commission on Pensions and Retirement are established periodically as the need for special studies arise.

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## LEGISLATIVE COMMISSION ON PENSIONS AND RETIREMENT (CONT.)

**STAFF:** Edward Burek, Deputy Director  
Jean Liebgott, Administrative Secretary  
Michele Swanson, Receptionist/Senior Clerk  
Robert Perkins, The Wyatt Company, Consulting Actuary

**PUBLICATIONS:** The Legislative Commission on Pensions and Retirement, through its consulting actuary, issues a report to the legislature on the funding of the statewide and major Minnesota public employee pension plans annually. The commission also issues topical reports periodically.

**MEETINGS:** The Legislative Commission on Pensions and Retirement meets frequently during the legislative session and as needed during the interim. All meetings are at the call of the Chair.



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## **LEGISLATIVE COMMISSION ON PLANNING AND FISCAL POLICY**

Room 373 State Office Building  
St. Paul, MN 55155

(612)296-5069

**DIRECTOR:** Vacant

**AUTHORITY AND PURPOSE:** The Legislative Commission on Planning and Fiscal Policy is to study and evaluate the actual and projected expenditures by state government, the actual and projected sources of revenue that support these expenditures, and the various options available to meet the state's future fiscal needs. In 1988, the duties were expanded requiring study and review of particular items and requiring recommendations to the Legislature. In addition to projected state revenues and expenditures, other subjects include economic and fiscal policy, mix of revenue sources for programs, investigation of state building needs and other related matters.

The 1989 First Special Session enacted significant new responsibilities for the Commission. One of the most significant new responsibilities confronting the Commission relates to the study and review of mandates and state aid programs. The Commission is to select mandates and state aids for review giving priority to those that involve payments to local units of government.

**SERVICES:** Any member who has questions, comments, or recommendations regarding issues to be addressed by the Commission may contact staff for assistance.

**MEMBERSHIP:** The Commission consists of 18 members of the Senate and the House of Representatives appointed by the Legislative Coordinating Commission. Chair of the commission rotates annually between the House and the Senate.

**STAFF:** Richard Pfutzenreuter (1991)  
Vic Moore (1992) 296-4196

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## LEGISLATIVE COMMISSION ON PUBLIC EDUCATION

Room 60, State Office Building  
St. Paul, MN 55155

(612)297-4501

**DIRECTOR:** Sue Hankner

**AUTHORITY & PURPOSE:** The commission was established by the legislature in Laws 1983, chapter 314, Article 7. The commission was directed to study Minnesota public education and report its findings and recommendations to the education committees of the House and Senate by January 15 of each year. Study issues include, but are not limited to, the following:

1. Education policy development and planning and recommendations for change to make education more effective.
2. Current and alternative financing formulas for education and recommendations for changes in the use of public money to fund education.
3. Current school district organization and administration and recommendations for more efficient use of available resources.
4. Current technology and alternative education delivery systems for Minnesota.
5. Teacher preparation, certification, salaries, employment policies, and retention.
6. Additional legislation passed in 1985 encourages the commission to study school district foundation and retirement revenue.

Laws 1988, chapter 718, Article 6, section 23 established an advisory task force to the Legislative Commission on Public Education. The official title of the group is the Task Force on Education Organization.

The task force membership consists of representatives of 18 interest groups in education and six legislators.

The purpose of the task force is to bring together interest groups to study the education system and to assist in the development of a focus of education policy and funding. The task force must report its findings and recommendations to the Legislature in February 1991.

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## LEGISLATIVE COMMISSION ON PUBLIC EDUCATION (CONT.)

**MEMBERSHIP:** The commission is composed of 12 legislators, six each from the House and Senate, including minority caucus members in each chamber. By statute, the chairs of the House Education Committee, the House Education Finance Division, the Senate Education Committee, and the Senate Education Aids Subcommittee are members of the commission.

**SUBORDINATE UNITS:** The Task Force on Education Organization serves an advisory function to the Legislative Commission on Public Education.

**MEETINGS:** Meetings are scheduled as needed and are open to the public.

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## LEGISLATIVE COMMISSION ON THE ECONOMIC STATUS OF WOMEN

Room 85, State Office Building  
St. Paul, Minnesota 55155

(612)296-8590 (metro area)  
(800)652-9747 (toll free)

**EXECUTIVE DIRECTOR:** Aviva Breen

**AUTHORITY & PURPOSE:** The commission was established by the legislature in Laws 1976, chapter 337 to "study all matters relating to the economic status of women in Minnesota," including employment, education, security of the homemaker, laws and business practices which constitute barriers to the full participation of women in the economy. The commission is to report and make recommendations to the legislature and the Governor.

**SERVICES:** The commission can provide basic information and statistics on women in Minnesota, including population characteristics, educational attainment and enrollments, marital and parental status, household characteristics, labor force status and employment characteristics, referral to women's programs and services, and basic information on women's legal and economic rights.

**MEMBERSHIP:** Five Senators appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration and five House members appointed by the Speaker of the House.

**SUBORDINATE UNITS:** None (except task forces as needed.)

**STAFF:** Cheryl Hoium and Christine Halvorson, Assistant Directors

**PUBLICATIONS:** (All are available to legislators and the public at no charge.)

*MONTHLY NEWSLETTER*, issues on topics such as single-parents & rural women.

*INFORMATION BROCHURES:* "Employment Rights for Women," "Women and Finances," "Parental Leave and the Legal Rights of Pregnant Employees," "The Legal Right to Child Support," "Women's Rights in Marriage," and "Marriage Dissolution and the Law."

*FACT SHEETS* showing basic demographics and specialized data on women.

*WOMEN IN MINNESOTA*, statistical reference book.

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## LEGISLATIVE COMMISSION ON THE ECONOMIC STATUS OF WOMEN (CONT.)

*PAY EQUITY: THE MINNESOTA EXPERIENCE*, report on the implementation of pay equity in Minnesota.

*SEXUAL HARASSMENT: AN OVERVIEW OF CURRENT LAWS AND STUDIES*, with sample policies.

*VOCATIONAL EDUCATION*, annual reports on sex equity in secondary and post-secondary vocational education.

*ANNUAL LEGISLATIVE PROGRAM*, background information on commission legislative proposals.

*MINNESOTA WOMEN IN THE TWENTIETH CENTURY*, a statistical overview of the changing role of women over the last century.

*MINNESOTA WOMEN AND POVERTY*, statistical report on poverty.

*MINORITY WOMEN IN MINNESOTA*, a statistical profile of minority women.

*A WOMAN'S PLACE*, the fifth edition of a guide to women's legal and economic rights, will be published in 1991.

*WELFARE IN MINNESOTA*, facts about Minnesota's public assistance programs.

*CHILD SUPPORT*, facts about collections in the United States and in Minnesota.

*WOMEN AND CHILD CARE*, a report with national and state statistics on child care need, costs, availability, funding, programs, workplace issues and workers salaries.

*A SURVEY OF WOMEN PUBLIC SCHOOL ADMINISTRATORS IN MINNESOTA*, a report based on a 1987 survey of women in educational administration positions.

**MEETINGS:** Meetings and public hearings are held at the call of the Chair.

**REMARKS:** The commission endorses a legislative program each biennium with proposals to improve the economic status of Minnesota women.



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## **LEGISLATIVE COMMISSION ON WASTE MANAGEMENT**

Room 85, State Office Building  
St. Paul, Minnesota 55155

(612)297-3604

**DIRECTOR:** Kim Austrian

**AUTHORITY & PURPOSE:** The Legislative Commission on Waste Management (LCWM) was established in the Waste Management Act in 1980 (Minnesota Statutes 115A.14). The Act sets forth a comprehensive system for managing solid and hazardous waste for the entire state. The LCWM is charged with overseeing the implementation of the Act and other waste related activities by Office of Waste Management, the Pollution Control Agency, the Metropolitan Council, and other miscellaneous agencies. The LCWM reviews work plans and hears reports from these bodies and may direct such changes and recommendations as it deems fit. In addition, the LCWM is often mandated to prepare various studies and reports of its own. The LCWM also reviews the use of various state funds related to waste management and makes recommendations on expenditures. Finally, the commission makes recommendations to the legislature on legislation which may be necessary to more effectively manage solid and hazardous waste.

**SERVICES:** Any legislator or interested party who has questions, comments or recommendations on solid and hazardous waste management issues may contact the LCWM staff for assistance.

**MEMBERSHIP:** The LCWM consists of five Senate members appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration and five House members appointed by the Speaker of the House.

**SUBORDINATE UNITS:** Executive Committee

**STAFF:** Katie DeBoer, Research Assistant  
Diana Farrell, Secretary

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## LEGISLATIVE COMMISSION ON WASTE MANAGEMENT (CONT.)

**PUBLICATIONS:** Each year LCWM staff publishes a comprehensive compilation of the Waste Management Act and related acts and laws to date. Also available are copies of reports prepared by the LCWM, which include: "Study of Compensation for Solid Waste Haulers Displaced by Organized Collection" published January 1990; "Evaluation of the Greater Minnesota Landfill Cleanup Fee" published January 1990; "Rate Regulation for Minnesota Landfills" published January 1989; "Mechanisms to Enable Owners and Operators of Solid Waste Land Disposal Facilities to Comply with Financial Responsibility Rules of the Minnesota Pollution Control Agency" published January 1986; "Study of Compensation for Victims of Hazardous Substance Exposure" published December 1984; and "Survey and Analysis of Waste Stream Control Mechanisms" published January 1982. In addition, the LCWM has copies of all reports submitted to the LCWM.

**MEETINGS:** At the call of the Chair.

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## **LEGISLATIVE COMMISSION ON WATER**

Room 54, State Office Building  
St. Paul, Minnesota 55155

(612)297-7906

**DIRECTOR:** Patricia Jensen

**AUTHORITY AND PURPOSE:** The Commission was established in the 1989 Groundwater Act and was given the primary responsibility of reviewing ground and surface water policy in Minnesota. It has the power to conduct hearings, secure data and comments, and to make all recommendations it deems proper to assist the legislature. Along with this oversight responsibility, the commission is assigned specific review and study of the following: sustainable agriculture; waste pesticide handling and disposal; acid rain programs and funding; wastewater treatment system funding; methods of reducing consumptive water use; nitrogen use; ag chemical incident funding; water management needs for the year 2000; environmental agriculturalist grants; and the metropolitan water management act.

**SERVICES:** Any member who has questions, comments or recommendations on water and related issues may contact the commission for assistance.

**MEMBERSHIP:** The commission consists of five members of the Senate appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration and five members of the House to be appointed by the Speaker of the House.

**SUBORDINATE UNITS:** Executive Committee

**STAFF:** Joyce Carney, Secretary

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## LEGISLATIVE COMMISSION TO REVIEW ADMINISTRATIVE RULES

Room 55, State Office Building  
St. Paul, Minnesota 55155

(612)296-1143

**EXECUTIVE DIRECTOR:** Maryanne V. Hruby

**AUTHORITY & PURPOSE:** The Legislative Commission to Review Administrative Rules (LCRAR) was created in 1974 as a bipartisan, joint commission to “promote adequate and proper rules by state agencies and an understanding upon the part of the public respecting them.”

The LCRAR investigates complaints from legislators about agency rules or policies that affect their constituents. After conducting public hearings, the commission may request an agency adopt a policy as a rule, may refer issues to appropriate policy committees, may sponsor legislation to clarify state law, or may direct staff to monitor rule issues.

The commission also has the authority to suspend an adopted rule. After initiating the suspension process, the commission must refer the question of suspension to appropriate policy committees; it can then suspend a rule by an affirmative vote of at least six members. The suspension is temporary; it must be subsequently ratified by a bill enactment during the next session.

**SERVICES:** Any legislator or member of the public may contact commission staff for assistance with questions, comments or concerns about agency rules, policies or rulemaking.

**MEMBERSHIP:** Five Senators appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration in the Senate and five Representatives appointed by the Speaker of the House. The Chair of the commission alternates between the two houses of the legislature every two years and is elected by commission members.

**SUBORDINATE UNITS:** Subcommittees are established as needed.

**STAFF:** Paul M. Marinac, Counsel  
Marjorie Duske, Research Assistant  
Michele Swanson, Commission Secretary

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## LEGISLATIVE COMMISSION TO REVIEW ADMINISTRATIVE RULES (CONT.)

**PUBLICATIONS:** Monthly newsletter "Rules Review", biennial reports, staff reports on rules reviewed by the commission.

**MEETINGS:** At the call of the Chair or upon a written call of two LCRAR members or five legislators.

### REMARKS:

1. **REVIEW OF PROPOSED RULES:** The LCRAR was given additional authority and responsibility in 1980. Minnesota Statutes 14.15, Subdivision 4 allows agencies to appeal to the LCRAR a decision of the Chief Administrative Law Judge regarding the need and reasonableness of a proposed rule. If the Chief Administrative Law Judge finds that an agency has not sufficiently demonstrated the need and reasonableness of a proposed rule, the agency must either correct the defects or submit the rule to the LCRAR for an advisor opinion, which must be rendered within 30 days.
2. **MONITORING AGENCY COMPLIANCE WITH LEGISLATIVE DIRECTION TO ADOPT RULES:** Minnesota Statutes 14.12 requires agencies to propose rules within 180 days of the effective date of any law requiring an agency to adopt rules. The LCRAR must be notified by agencies which fail to meet the deadline. Staff notify committee chairs when agencies determine that MS 14.12 does not apply to them; i.e., when an agency believes the law does not require them to adopt rules. Committees may then pursue the issue directly with the agency.
3. **RULE INFORMATION RESOURCE:** The LCRAR serves as a repository for documents relating to rules and rulemaking. It retains current STATE REGISTERS, MINNESOTA RULES, Statements of Need and Reasonableness prepared by agencies for all permanent rules, and all Administrative Law Judge rule hearing reports.
4. **BILL TRACKING:** Staff monitor all bills during session, tracking in particular those that contain provisions for emergency rulemaking or exemptions to APA rulemaking.



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## **LEGISLATIVE COORDINATING COMMISSION**

Room 85, State Office Building  
St. Paul, Minnesota 55155

(612)297-3697

**DIRECTOR:** Janet Lund

**AUTHORITY & PURPOSE:** The Legislative Coordinating Commission was created in 1973 under Minnesota Statutes 3.303 to coordinate certain joint activities of the Senate and the House of Representatives. The administrative budget requests of any statutory commission, the majority of whose members are members of the legislature, are submitted to the Legislative Coordinating Commission (LCC) for review and comment prior to submission to the Finance Committee of the Senate and the Appropriations Committee of the House of Representatives. No such commission shall employ additional personnel without first having received the recommendation of the LCC. The commission establishes the compensation of all employees of any statutory commission under its jurisdiction, except the classified employees of the Legislative Audit Commission. The LCC oversees and coordinates all joint legislative studies mandated by the legislature. The LCC adopts plans pertaining to sick leave and annual leave which apply to all permanent employees of the legislature and of legislative committees and commissions. It determines the medical, dental, and hospital benefits for all employees and legislators. The LCC plays a role in redistricting through a Subcommittee on Redistricting Oversight. The LCC provides administrative and support services to several statutory councils, commissions, and task forces.

**MEMBERSHIP:** The membership consists of the Majority Leader of the Senate, the President of the Senate, two senators appointed by the Majority Leader, the Minority Leader of the Senate, and one senator appointed by the Minority Leader; and the Majority Leader of the House of Representatives, the Speaker of the House, two representatives appointed by the Speaker, the Minority Leader of the House, and one representative appointed by the Minority Leader.

The President of the Senate and the Speaker of the House shall alternate annually as Chair of the Commission.

**STAFF:** Sandra Gulbranson, Accountant  
Delores Stendahl, Assistant Accountant  
Claims Clerk (1/2 time)  
Barbara Patterson, Secretary (40% time)

**MEETINGS:** As scheduled.

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## **LEGISLATIVE REFERENCE LIBRARY**

Room 645, State Office Building  
St. Paul, Minnesota 55155

(612)296-3398

**DIRECTOR:** Marilyn Cathcart

**AUTHORITY & PURPOSE:** The Library was established in 1969 by law (Minnesota Statutes 3.302 to 3.3025) under the jurisdiction of the Legislative Coordinating Commission. The Library, a nonpartisan, confidential service, is directed to collect, index, and disseminate information of "interest" to the legislature and legislative staff, so that the legislature can "efficiently and economically" execute its duties. In 1974, Minnesota Statutes 3.195, added to the Library's charge by requiring that state agencies deposit copies of all reports, publications, etc. in the Legislative Library and that the Library publish and distribute monthly a list of state documents. In 1978, copies of consultants' reports were added to those documents which are to be filed in the Library. In the 1982/83 biennium, the State Information Systems Project was established by law (Minnesota Statutes 3.3026). This legislation required the Library to locate, describe, and prepare a listing of all data systems and files in Minnesota State agencies. In addition to those statutory obligations, the Director of the Library acts as the custodian for the legislative floor and committee tape recordings and minutes. Library obligations and requirements with respect to these materials are put forth in the rules of each body.

**SERVICES:** The Library's main functions are to:

- answer questions by providing background materials, data, bibliographies, quotations, and other pertinent information,
- make available reports, books, pamphlets, government documents, magazines, and newspapers,
- provide a directory of manual and computerized information systems in state government,
- provide personalized update and current contents services through which patrons are notified of new or recent magazine articles and books on topics of interest to them,
- provide access for legislators, staff, and the public to legislative tape recordings, journals, and committee minutes,
- conduct interactive computer searches to locate information for legislators and legislative staff.

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## LEGISLATIVE REFERENCE LIBRARY (CONT.)

### UNIQUE COLLECTIONS

Depository collection of Minnesota state documents,  
Minnesota government history collection,  
Specialized clipping files by topic, legislative district, and personality,  
Minnesota Session Laws from 1871,  
Minnesota Legislative Manuals from 1871,  
House and Senate Journals from 1909,  
Minutes of state boards, commissions and agencies,  
Interest group ratings of legislators,  
Speech and quotation collection,  
Statutory compliance index for mandated reports.

**MEMBERSHIP:** The Director of the Library is appointed by the Legislative Coordinating Commission. A library subcommittee is usually appointed to provide oversight.

**STAFF:** The Library's staff includes eight librarians, a state document specialist, an information systems specialist, and support staff.

### PUBLICATIONS:

*INTRODUCTIONS* - a monthly selected list of books received in the Library,

*MINNESOTA RESOURCES* - a monthly selected list of Minnesota state documents received by the Library,

*A GUIDE TO MAGAZINES AND NEWSPAPERS IN THE LEGISLATIVE REFERENCE LIBRARY* - a biennial listing of all periodicals received by the Library.

**MEETINGS:** Not applicable.

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## **MINNESOTA GREAT LAKES COMMISSION**

Room 85, State Office Building  
St. Paul, Minnesota 55155

(612)297-3697

**CHAIRMAN:** Henry K. Hanka

**AUTHORITY & PURPOSE:** The Great Lakes Commission was established in 1955 by the approval of the Great Lakes Basin Compact found in Minnesota Statutes, 1.21 and 1.22. Its purpose is to promote the orderly, comprehensive use of the Great Lakes Basin; to plan for the welfare and development of the water resources of the basin in order to derive the maximum benefit from public works; to advise in securing and maintaining a proper balance among users of the water resources; and to maintain an intergovernmental agency to accomplish the purposes of the compact. The Great Lakes Basin consists of the eight Great Lakes states, Canada, and all water interconnections between them.

**SERVICES:** To perform the functions, through research, resolution and other activity, established by the compact of the eight Great Lakes States.

**MEMBERSHIP:** The Minnesota delegation consists of five commissioners; two are House members appointed by the Speaker; two are Senators appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration; one member is appointed by the Governor. A chair is elected by the five commissioners.

**STAFF:** Administrative support is provided by the Legislative Coordinating Commission. Other staff support is located in the intergovernmental agency office in Ann Arbor, Michigan.

**MEETINGS:** As necessary at the call of the delegation chair. Regular attendance by the commissioners to the Great Lakes Commission occurs twice yearly, in various cities within the Basin.

**REMARKS:** The commission is also commonly referred to as the GLC.

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## MISSISSIPPI RIVER PARKWAY COMMISSION

Suite 1513  
336 Robert Street  
St. Paul, MN 55101

(612)224-9903

**STAFF CONTACT:** John Edman

**AUTHORITY AND PURPOSE:** The Mississippi River Parkway Commission aids in the development of a scenic parkway and highway along the Mississippi River in Minnesota, and in the promotion of economic development opportunities along the Great River Road. Functioning under the terms of Minnesota Statutes 161.1419, subdivision 2, the commission serves in an advisory capacity to review and approve Great River Road segment plans and development projects.

**SERVICES:** The commission works with state and local agencies of the National Mississippi River Parkway Commission towards the development of the Great River Road, the promotion of tourism, and the enhancement of economic development in the Mississippi River Valley.

**MEMBERSHIP:** The commission is composed of ten members, of which three shall be members of the Senate to be appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration, three shall be members of the House of Representatives to be appointed by the Speaker, one shall be appointed by the Commissioner of Transportation, one shall be appointed by the Commissioner of Natural Resources, and one shall be appointed by the Commissioner of Trade and Economic Development. The tenth member shall be the Secretary, appointed by the commission and shall serve as a commission member.

**PUBLICATIONS:** The commission is required to report biennially to the legislature on any duplication of programs, funding needed, and recommended new legislation.

**MEETINGS:** Quarterly as scheduled.



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## **OFFICE OF THE REVISOR OF STATUTES**

700 State Office Building  
St. Paul, Minnesota 55155

(612)296-2868

**REVISOR OF STATUTES:** Steven C. Cross

**AUTHORITY & PURPOSE:** The office of the Revisor of Statutes is a joint legislative service agency providing nonpartisan professional drafting and publications services to the members and staff of the legislature, to the executive departments, and to the governor. The Revisor's office was established by law in 1939. The primary statutory authority is found in Minnesota Statutes, chapter 3C. Other functions originate from legislative rules or custom.

**SERVICES:** The Revisor's office is the legislature's principal writing and publishing office. Its main functions are:

- drafting bills, amendments, resolutions, conference committee reports, bill comparisons, and Senate, House, or joint rules,
- drafting and reviewing state agency rules,
- preparing engrossments and enrollments,
- compiling, publishing, and indexing session laws, statutes, court rules, agency rules, supplements to statutes and rules, and drafting manuals for statutes and rules,
- maintaining the computer system that supports its drafting and publishing and the Senate and House Journals, Index, calendars, and agendas,
- answering constituents' questions, providing statutory computer searches, providing help with questions on statutory history and construction.

**MEMBERSHIP:** The Revisor is appointed by the Legislative Coordinating Commission. A Revisor subcommittee is usually appointed to provide direct contact with the office.

**SUBORDINATE UNITS:** Not applicable.

**STAFF:** The Revisor's staff includes 12 drafting attorneys, a specialist in writing, drafting and administrative staff members, messengers, and computer analyst/programmers.

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## REVISOR'S OFFICE (CONT.)

### PUBLICATIONS:

*MINNESOTA STATUTES* - all of the state's permanent and general laws compiled by subject matter, with an index, and other editorial features. A pocket-part supplement is published to update the main set.

*LAWS OF MINNESOTA* - all the laws adopted by a session of the legislature, with an index and tables to help you find out how a legislative session has changed the permanent law.

*MINNESOTA RULES* - the administrative rules of state agencies, together in one consistent compilation, with an index and other finding aids. The set is published every two years and supplemented with pocket parts.

*REVISOR'S MANUAL* - a complete guide to the drafting of bills for the Minnesota legislature, with many examples of correct form as well as information on clear drafting style, legal requirements for bills, statutory construction, and special subject areas.

*RULEMAKING IN MINNESOTA* - a detailed explanation of each step in the process required to adopt administrative rules. References to the law on rules governing the procedures are provided.

*RULES DRAFTING MANUAL* - a handbook of drafting form for agency rules.

**MEETINGS:** Not applicable.

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## **REDISTRICTING PROJECT**

Room 51, State Office Building  
St. Paul, MN 55155

(612)296-0098

**SYSTEM ADMINISTRATOR:** Charles McCarty

**AUTHORITY AND PURPOSE:** The Redistricting Office operates under the auspices of the Legislative Coordinating Commission. It provides a central office function for the 1990 Congressional, Senate and House redistricting effort in the state of Minnesota. This is a non-partisan office providing a variety of technical support services to the four caucus worksites. The office houses a Sun Microsystems 4/370 computing server along with a large format plotter to which caucus workstations are connected via ethernet and fiber optic links. The office is responsible for keeping redistricting hardware and software operational, provide liaison with the Census Bureau, monitor contracts relating to the development of the system, and in general provide assistance to the committees and staff of the legislature charged with doing redistricting.

The Redistricting Office came into being under the direction of the Redistricting Subcommittee of the LCC. This Subcommittee consists of one member representing the following: House IR caucus, House DFL caucus, Senate IR caucus and Senate DFL caucus.

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## **REGENT CANDIDATE ADVISORY COUNCIL**

Room 85, State Office Building  
St. Paul, MN 55155

(612)296-1121  
(612)297-3697

**STAFF:** Mary Ryan  
Janet Lund

**AUTHORITY AND PURPOSE:** The Regent Candidate Advisory Council (RCAC) operates under the jurisdiction of the Legislative Coordinating Commission. It was created in 1988 under Minnesota Statutes 137.0245. The RCAC is to assist the legislature in determining criteria for, identifying, and recruiting qualified candidates for membership on the Board of Regents of the University of Minnesota.

The RCAC shall recommend at least two and not more than four candidates by March 15 of each odd-numbered year for open seats. The legislature elects one person for each seat in a joint convention.

**MEMBERSHIP:** The council consists of 24 members of which 12 are appointed by the Speaker of the House and 12 by the Subcommittee on Committees of the Committee on Rules and Administration of the Senate. The terms are for six years with one-third appointed each even-numbered year.

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## **TRANSPORTATION STUDY BOARD**

G-24 State Capitol  
St. Paul, MN 55155

(612)297-3697

**DIRECTOR:** Tom L. Johnson

**AUTHORITY AND PURPOSE:** Created in 1987 the Board shall conduct a study of Minnesota's surface transportation needs into the 21st century and recommend a program for making transportation improvements to meet those needs. Study issues include, but are not limited to: state transportation goals and objectives; the present level of transportation service in Minnesota and the feasibility and desirability of alternative levels of service; how statewide and regional transportation planning is done and investment priorities determined, and whether changes are needed in these processes; and the extent to which the state should contribute financially to local and regional transportation activities. A final report is due to the Governor and Legislature by January 15, 1991.

**MEMBERSHIP:** Four members of the Senate, with not more than three of the same political party, appointed by the Senate Committee on Committees; four members of the House of Representatives, with not more than three of the same political party, appointed by the Speaker of the House; 13 members appointed by the Governor, with at least one member but not more than two members from each congressional district. The Governor shall appoint members so that at least one member represents each of the following: (1) business, commerce and industry; (2) labor; (3) agriculture; (4) tourism; (5) natural resources industries; and (6) local government. The Chair must be a member of the legislature.

**MEETINGS:** As scheduled.