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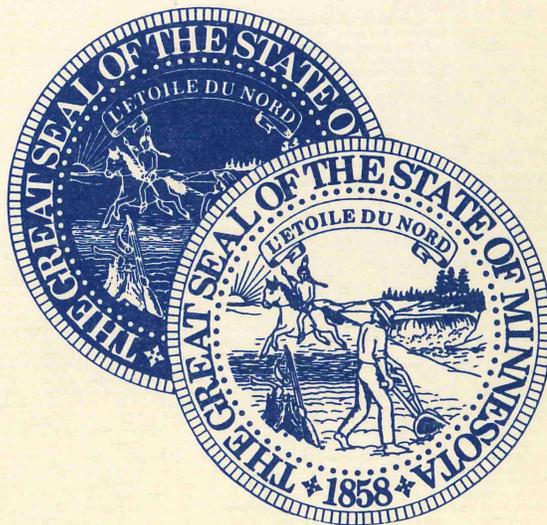
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- Guide to joint legislative service



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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 1984-85

Capitol Complex - St. Paul, Minnesota 55155

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INTERSTATE COOPERATION COMMISSION

2nd Floor, State Office Building
St. Paul, Minnesota 55155

*> Not listed in the Red Directory
Not in the Telephone Directory*

612-296-4929

COMMISSION ADMINISTRATOR: Joyce Naumann

AUTHORITY & PURPOSE: The Minnesota Commission on Interstate Cooperation was created in 1937 by M.S. 3.29 (1980). It actually consists of three separate committees: a Senate committee, a House committee and a Governor's committee. Its purpose is to maintain cooperation between the states, to advance cooperation by multistate compacts, reciprocal agreements, the interchange of personnel, and other means.

MEMBERSHIP: The Senate committee consists of five Senators appointed by the Committee on Committees; the House committee also consists of five members appointed by the same method as standing committees are appointed; and the Governor's committee, also five members, including the Budget Director, Attorney General, Chief of State Planning Board and two others appointed by him.

PUBLICATIONS: A report to the Governor and Legislators is required on November 15th of each even numbered year.

MEETINGS: As scheduled.

LEGISLATIVE AUDIT COMMISSION

First Floor, West Wing
Veterans Service Building
20 West 12th Street
St. Paul, Minnesota 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 are created by M.S. 3.97. The Legislative Auditor is appointed by and reports to the Commission. The Legislative Auditor serves 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 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 evaluations 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 chairmen of major committees of both bodies are represented on the Commission. The chairman 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.

STAFF: The staff of the Legislative Auditor consists of:

- a Deputy Legislative Auditor for Financial Audits with a divisional staff of 41
- a Deputy Legislative Auditor for Program Evaluation with a divisional staff of 14
- a Manager for Investigations and one investigator
- a Manager for Electronic Data Processing (EDP), one supervisor and two programmers
- an administrative support staff of 5

LAC CONT.

With the exception of the Legislative Auditor and Confidential Secretary and the two Deputies and their Confidential Secretaries who 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 chairman 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."

LEGISLATIVE COMMISSION ON EMPLOYEE RELATIONS

~~Room B-46, State Capitol~~
St. Paul, Minnesota 55155

612-296-2963

STAFF CONTACT: Jermaine Foslien

AUTHORITY & PURPOSE: The Legislative Commission on Employee Relations was created in 1979 by M.S. 3.855 (1980). In general, the Legislative Commission on Employee Relations assists the legislature by monitoring the collective bargaining process between the State and its employees, and ratifying negotiated agreements, and arbitrated awards pursuant to statutory law. The Commission also reviews the Commissioner's & Management Pay Plans for unrepresented employees of the State who are not covered by statutory law or collective bargaining units. Other duties include the continual monitoring of the State Civil Service System, researching and analyzing that system, adopting rules for the commission that are consistent with our goals and performing such other related functions as are delegated by the legislature.

- SERVICES:
1. To ratify negotiated agreements and arbitrated awards.
 2. To assure 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. Also that negotiated agreements and arbitrated awards are within the financial bonds of the State.
 3. To review, approve, reject or modify the Commissioner's & Management Pay Plans, and the Governor's salary proposal for state agency heads.
 4. To improve the State Civil Service System through intensive study & research.
 5. To adopt rules that enable the Commission to carry out the above objectives.
 6. 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: Jermaine Foslien, Commission Administrator
Barbara Patterson, Commission Secretary

? J.F.L.

LEGISLATIVE COMMISSION ON ENERGY

Room G-29, State Capitol
St. Paul, Minnesota 55155

612-296-4101

CHAIR: Senator Conrad M. Vega

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AUTHORITY & PURPOSE: Make a continuing study of matters relating to energy supply and use in the state; identify the potential for enhanced economic growth and job creation from increased energy efficiency and the production and utilization of renewable energy systems; identify ways to assure the provision of necessary energy supplies to all Minnesotans; coordinate resources and programs on energy conservation; review overall legislative policy concerning energy; and review and comment on federal law for energy programs.

MEMBERSHIP:

The membership consists of eight members of the Senate and eight members of the House of Representatives.

STAFF: Thomas R. Dimond, Administrative Assistant; Nancy C. Pirkl, Commission Secretary; Kathy Pontius, Commission Counsel; Frank Fly, Commission Researcher.

LEGISLATIVE COMMISSION ON LONG-TERM HEALTH CARE

Room 323, State Capitol
St. Paul, Minnesota 55155

612-296-4261

CHAIRPERSON: Senator Linda Berglin

AUTHORITY & PURPOSE: The Legislative Commission on Long-Term Health Care was established pursuant to Laws of Minnesota 1983, Chapter 199. The commission was created to (a) monitor the inspection and regulation activities, including rule developments, of the departments of health and public welfare 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. (Original act provided for six members from each body; a 1984 amendment changed that to seven from each body.) The Commission selects its chairperson and other officers from its membership as it deems necessary.

STAFF: Commission is directed to make use of existing legislative facilities and staff of House Research and Senate Counsel.

PUBLICATION: The Commission is directed to report its findings and recommendations to the governor and legislature no later than January 1, 1985 which relate to duties established under Laws of Minnesota 1983, Chapter 199.

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

LEGISLATIVE COMMISSION ON MINNESOTA RESOURCES

~~Room B-46, State Capitol~~
St. Paul, Minnesota 55155

612-296-2406

EXECUTIVE DIRECTOR: Robert E. Hansen

AUTHORITY & PURPOSE: As written in M.S. 86, the purpose of the LCMR is to "...provide the legislature with the background necessary to evaluate programs proposed to preserve, develop and maintain the natural resources of the state." Biennial appropriations laws periodically refine and more closely define the natural resource areas of LCMR involvement.

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 has a role, implicit from the types of programs with which it is involved, to make inquiries and investigate action designed to examine potential innovative and/or accelerative approaches to state policy.

MEMBERSHIP: As written in M.S. 86.07, "The Commission hereby created shall consist of 14 members appointed as follows: (1) Seven members of the Senate to be appointed by the Committee on Committees to be chosen before the close of each regular session of the Legislature and to serve until their successors are appointed; (2) Seven members of the House to be appointed by the Speaker to be chosen before the close of each regular session of the Legislature and to serve until their successors are appointed; (3) Vacancies occurring on the Commission shall not affect the authority of the remaining members of the Commission to carry out the functions thereof, and such vacancies shall be filled in the same manner as the original positions."

SUBORDINATE UNITS: The Commission currently operates with seven subcommittees; Executive, Recreation, Minerals, Goals and Objectives, Special Issues, Energy and Forestry, and Land and Water.

STAFF: John R. Velin, Administrative Assistant
David G. Flipp, Program Analyst
Linda E. Clauson, Assistant to the Director
Mary Lou Kendle, Secretary

PUBLICATIONS: The LCMR regularly produces a biennial report, on file in the Legislative Reference Library. Each odd numbered year, the Commission recommends appropriations from the Natural Resources Acceleration Account in the form of a section of the State Departments Appropriation Bill. There are no other regular publications. Reports as produced are delivered to the Library.

MEETINGS: Full LCMR and subcommittee meetings are called by the respective Chair. There are no regularly scheduled meeting times.

LEGISLATIVE COMMISSION ON PENSIONS AND RETIREMENT

Ground Floor, State Office Building
St. Paul, Minnesota 55155

612-296-2750

EXECUTIVE SECRETARY: ~~Karen A. Dudley~~

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 M.S. 3.85. The Commission is directed to make a continuing study and investigation of public employee retirement plans in Minnesota to make recommendations to establish and maintain sound public employee pension legislation. There are at least 640 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 State-wide retirement funds to over 500 small municipal volunteer fire-fighters 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, it traditionally has functioned as the first legislative entity to consider and make recommendations concerning proposed pension legislation. There is a considerable amount of public employee pension legislation 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; and (2) 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 of Rules and Administration, and five members of the House, appointed by the Speaker of the House of Representatives. The chair of the Commission rotates between the House members and the Senate members periodically. 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 arises.

STAFF: James E. Heidelberg, Assistant
Eleanor Diebel, Secretary
James Bordewick, Consulting Actuary

LCPR CONT.

PUBLICATIONS: The Legislative Commission on Pensions and Retirement issues a report to the Legislature biennially and 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.

LEGISLATIVE COMMISSION ON PUBLIC EDUCATION

Room B-46, State Capitol
St. Paul, Minnesota 55155

612-296-0723

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ADMINISTRATOR: ~~Shirley A. Nelson~~

AUTHORITY & PURPOSE: The Commission was established by the Legislature in 1983. (1983 Laws of Minnesota, 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.

SERVICES: Not Applicable.

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: Not Applicable.

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

LEGISLATIVE COMMISSION ON THE ECONOMIC STATUS OF WOMEN

Room B-59, State Capitol
St. Paul, Minnesota 55155

612-296-8590 (metro area)
800-652-9744 (toll free)

EXECUTIVE DIRECTOR: Aviva Breen

AUTHORITY & PURPOSE: The Commission was established by the Legislature in 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: 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 Committee on Committees and five House members appointed by the Speaker.

SUBORDINATE UNITS: None, (except Task Forces as needed).

STAFF: Cheryl Hoium and Lisa Cohen, 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, etc.

INFORMATION BROCHURES: "Employment Rights for Women," "Legal Rights in Marriage," "Marriage Dissolution and the Law," "Financial Planning for Women," and "Legal Rights of Pregnant Employees."

FACT SHEETS showing basic demographics, specialized data on women.

WOMEN IN MINNESOTA (45 pp), statistical reference book.

PAY EQUITY & PUBLIC EMPLOYMENT (36 pp), report of a task force.

SEXUAL HARASSMENT TASK FORCE REPORT (20 pp), with sample policies.

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

MINNESOTA WOMEN & EDUCATION (28 pp), covering elementary through post-secondary.

ANNUAL LEGISLATIVE PROGRAM, background information on legislative proposals.

INCOME & POVERTY (36 pp), older women and single-parent families.

OTHER REPORTS on special topics.

LCESW CONT.

MEETINGS: Once a month, on the average, at the call of the Chair. A number of public hearings are conducted on study topics.

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

LEGISLATIVE COMMISSION ON WASTE MANAGEMENT

~~Room B-46, State Capitol~~
St. Paul, Minnesota 55155

612-297-3604

DIRECTOR: Susan P. Robertson

AUTHORITY & PURPOSE: The Legislative Commission on Waste Management was established in the Waste Management Act (Laws, 1980, Chapter 564). The Waste Management Act sets forth a comprehensive system for managing solid and hazardous waste both in the metro and outstate areas. The Commission is charged with overseeing the implementation of the Act by the Waste Management Board, the Pollution Control Agency and the Metropolitan Council. The Commission reviews work plans of these bodies and may direct such changes or additions as it deems fit. The Act directs the Commission to prepare various studies and reports, such as a study of mechanisms for compensating victims of hazardous substance releases and alternative methods of insuring that an adequate supply of solid waste will be available to resource recovery facilities. The law also requires various state agencies, such as the Waste Management Board, Pollution Control Agency, Metropolitan Council and Department of Commerce to submit reports directly to LCWM. The Commission also conducts reconciliation and intervention proceedings in the selection of a hazardous waste disposal site. Finally, the Commission makes recommendations to the Legislature on legislation which may be necessary to more effectively manage solid and hazardous waste.

SERVICES: Any member who has questions, comments or recommendations on solid and hazardous waste management issues may contact the Commission staff for assistance.

MEMBERSHIP: The Commission consists of five members of the Senate to be appointed by the Subcommittee on Committees and five members of the House to be appointed by the Speaker of the House. Rep. Dee Long is Chairperson of the Commission; Senator Gene Merriam is Vice Chairman.

SUBORDINATE UNITS: Executive Committee

STAFF: Michele A. Yoskovich, Research Assistant/Secretary

PUBLICATIONS: A comprehensive summary and legislative history of the Waste Management Act is available to members as well as an up-to-date copy of the Act itself. A copy of the flow control report which was submitted to the Legislature in January, 1982 is available as well as the study on compensation for victims of hazardous substance releases. Please call the Commission staff if you would like a copy of any of these items.

MEETINGS: At the call of the Chair.

REMARKS: This Commission is also referred to as LCWM.

LEGISLATIVE COMMISSION TO REVIEW ADMINISTRATIVE RULES

Ground Floor, State Office Building
St. Paul, Minnesota 55155

612-296-1143

EXECUTIVE DIRECTOR: ~~Kathleen P. Burek~~

AUTHORITY & PURPOSE: The Legislative Commission to Review Administrative Rules (LCRAR) was created by the Minnesota Legislature in 1974 (M.S. 14.39 - 14.43) 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 Legislature has delegated to state agencies the authority to adopt rules in order to carry out specific legislation and these rules have the force and effect of law. The body of law included in the Minnesota Rules now greatly exceeds the amount of law contained in Minnesota Statutes. The LCRAR is given oversight over the agencies to ensure that they are not exceeding their delegated authority in the rulemaking process. To carry out this function the LCRAR can investigate complaints, hold public hearings, request agencies to go to rules hearings, and, if the circumstances warrant, suspend a rule. The suspension of a rule must be ratified by the Legislature and signed by the Governor.

SERVICES: The LCRAR can directly serve Legislators by assisting them when they have concerns or complaints regarding an agency's rules (or lack of rules). Legislators may also forward constituents' rule complaints to the LCRAR. In addition to bringing formal complaints, Legislators can request LCRAR staff to monitor rulemaking proceedings which are of particular interest to them.

MEMBERSHIP: Five Senators appointed by the Committee on Committees in the Senate and five Representatives appointed by the Speaker of the House. The chairmanship of the commission alternates between the two houses of the Legislature every two years.

SUBORDINATE UNITS: Not applicable.

STAFF: Paul M. Marinac, Counsel; Betty Ann Burch, Secretary

PUBLICATIONS: Biennial Report; Reports on issues reviewed by the LCRAR.

MEETINGS: At the call of the Chair; usually monthly.

REMARKS: The LCRAR was given additional authority and responsibility in 1980. An amendment to the APA involves the LCRAR directly in the rulemaking process by allowing agencies to appeal to the LCRAR a decision of the Chief Administrative Law Judge regarding the need

LCRAR CONT.

and reasonableness of a rule. If the Chief Administrative Law Judge finds that an agency has not sufficiently demonstrated the need and reasonableness of a rule, the agency must either correct the defects or submit the rule to the LCRAR for an advisory opinion, which must be rendered within 30 days.

LEGISLATIVE COORDINATING COMMISSION

~~Room B-46~~, State Capitol
St. Paul, Minnesota 55155

612-297-3697

STAFF ASSISTANT: Janet Lund

AUTHORITY AND PURPOSE: The Legislative Coordinating Commission was created in 1973 under M.S. 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 shall establish the compensation of all employees of any statutory commission under its jurisdiction, except the classified employees of the Legislative Audit Commission. The LCC shall oversee and coordinate all joint legislative studies mandated by the legislature. The LCC shall adopt plans pertaining to sick leave and annual leave which shall apply to all permanent employees of the legislature and of legislative committees and commissions.

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 Chairman of the Commission.

STAFF: Sandra Gulbranson, Accountant
Delores Stendahl, Assistant Accountant

MEETINGS: As scheduled.

LEGISLATIVE REFERENCE LIBRARY

~~Capitol Complex, State Capitol~~
St. Paul, Minnesota 55155

612-296-3398

DIRECTOR: ~~Linda S. Feist~~

AUTHORITY & PURPOSE: The Library was established in 1969 by law (M.S. 3.302-3.3025) under the jurisdiction of the Legislative Coordinating Commission. The Library, a non-partisan, 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, M.S. 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 checklist 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, legislation was enacted requiring the Library to locate, describe and prepare a listing of all data systems and files existent 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 house.

SERVICES: Answers questions by providing data, biographies, addresses, statistics, pros & cons, quotations, etc.

Makes available reports, books, pamphlets, magazine articles and newspaper stories.

Provides personalized update and current contents services through which patrons are notified of new or recent magazine articles on topics of interest to them.

Conducts interactive computerized bibliographic searches on newspaper and periodical databases.

Conducts computer searches of textual and numeric data bases.

Provides access for Legislators, staff and the public to legislative tape recordings, journals and committee minutes.

Unique Collections

For the last 10 years all engrossments of House and Senate bills.
Since 1870's most legislative manuals.
Since 1920 most session laws, journals.
Materials on history of Minnesota Legislature.
1973 to date newspaper articles, local and national, clipped and arranged by subject, personality and legislative district.
Minnesota and federal laws and legislative history.

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1973 to date quite complete file of Minnesota government publications.

Numerous quotation books.

Statutory compliance file for required reports.

Minutes of agencies and boards.

Records of appointments made in the last ten years.

MEMBERSHIP: Not applicable.

SUBORDINATE UNITS: Not applicable.

STAFF:

Service Phone Numbers

Reference.....	296-8338	Overdues & Reserves.....	296-4774
Information.....	296-3398	Technical Services.....	296-7897
Director.....	296-7661	Minnesota Checklist.....	296-7897
Legislative Tapes.....	296-7857		

Blackburn, Carol - Reference Technician, Circulation

Block, Neil - Info. Analyst I, Cataloger

Cathcart, Marilyn - Info. Analyst II, Reference

DeWitt, Zona - Info. Analyst I, State Documents

~~Feist, Linda~~ - Director

~~Gjeltten, Daniel~~ - Chief of Reference Services

~~Griffith, Jill~~ - Senior Administrative Clerk

Heffron, Kelly - Clerk, Technical Services

~~Hoover, Rebecca~~ - SISP Coordinator

LeSuer, Jan - Info. Analyst I, Reference

~~Peterson, Janie~~ - Assistant to the Director

Whipple, Helen - Chief of Technical Services

PUBLICATIONS:

LRL CHECKLIST - a monthly listing of State government publications received under M.S. 3.195.

LRL RESOURCES - a monthly listing of books received in the Library.

TRACKING LEGISLATION IN MINNESOTA.

BUSINESS CONDITIONS IN MINNESOTA 1939 - 1984 - An annotated bibliography.

LCER BIBLIOGRAPHIES - An irregular publication listing books and articles in the area of employee relations.

TOPICS IN THE NEWS - Short bibliographies on topics of current interest, published at irregular intervals.

A REFERENCE GUIDE TO MAGAZINES IN THE LEGISLATIVE REFERENCE LIBRARY - An annotated list.

MEETINGS: Not applicable.

MINNESOTA GREAT LAKES COMMISSION

Room 10, State Capitol Building
St. Paul, Minnesota 55155

612-297-3697

CHAIRMAN: Henry K. Henka

AUTHORITY & PURPOSE: The Great Lakes Commission was established in 1955 by the approval of the Great Lakes Basin Compact found in M.S. 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.

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 Senate Committee on Committees; one member is appointed by the Governor. A chairman is elected by the five commissioners.

STAFF: An administrative support staff person is located in the House Finance Department. 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.

MISSISSIPPI RIVER PARKWAY COMMISSION

Room 122, State Capitol
St. Paul, Minnesota 55155

612-296-5796

STAFF CONTACT: Bill Karich

AUTHORITY & PURPOSE: The Mississippi River Parkway Commission was established by law in 1963 by M.S. 161.1419 (1980). Its purpose is to promote public safety, recreation, travel, trade, and general welfare of the people to cooperate with the Interstate Mississippi River Parkway Commission. It aids in securing scenic parkway for the Great River Road and the Mississippi River Parkway.

SERVICES: Performs functions directed by law.

MEMBERSHIP: The Commission is composed of ten members. Three are Representatives appointed by the Speaker; three are Senators appointed by the Committee on Committees; and three appointed by the Governor. The tenth member is the secretary appointed to the Commission by the Commission.

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

MEETINGS: As scheduled.

OFFICE OF THE REVISOR OF STATUTES

Room 3, State Capitol
St. Paul, Minnesota 55155

612-296-2868

REVISOR OF STATUTES: Steven C. Cross

AUTHORITY & PURPOSE: 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. The office of the Revisor of Statutes is a joint legislative service agency providing nonpartisan professional drafting and publication services to the members and staff of the legislature, to the executive departments, and to the governor.

SERVICES: The services provided by the Revisor are: drafting bills, resolutions, and amendments; compiling, indexing, and publishing Laws of Minnesota and Minnesota Statutes; accumulating data on the operation of laws in other states; preparing special bills to revise the laws; publishing a bill drafting manual called the Revisor's Manual; engrossing and enrolling bills; publishing the biennial Report on Supreme Court Decisions of statutes criticized by the Court; preparing bills to clarify existing statutes; preparing bill comparisons; developing and maintaining a computer system for legislative use; providing advice on the legal, economic, or social effect of bills; providing legal assistance to the Legislative Commission to Review Administrative Rules; totally recompiling the state's administrative rules and publishing them with an index and other finding aids as Minnesota Rules, publishing a manual called Minnesota Rule Drafting Manual; and providing rules drafting service for governmental agencies. The Revisor is also a member of the Uniform Laws Commission.

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: A total staff consists of 57 persons. Included are: 14 attorneys, one specialist in writing, five supervisors, five assistant supervisors, 18 bill drafting and editorial assistants, seven administrative staff members, three messengers, and four computer analysts/programmers.

REVISOR'S OFFICE CONT.

PUBLICATIONS:

Minnesota Statutes - the official compilation of Minnesota's permanent and general laws and certain other laws. It is published in even numbered years with pocket-part supplements published in odd numbered years.

Laws of Minnesota - the official "session laws" of the state consisting of a literal print of all bills passed by the Legislature in the order they are passed.

Minnesota Revisor's Manual - with narrative and forms, the manual comprehensively states the method of drafting all types of legislative documents.

Minnesota Rule Drafting Manual - with narrative forms, this manual comprehensively states the method of drafting administrative rules.

Report on Supreme Court Decisions - discusses all recent Minnesota Supreme Court decisions which have either criticized a statute or found it unconstitutional.

Minnesota Rules - the official compilation of all of Minnesota's administrative rules. It was first published in 1983 and will be periodically supplemented by pocket-part supplements.

MEETINGS: Not applicable.

REMARKS: Work on drafting and editing is done by specialists in each subject. Lists of the drafters and editors and their specialty areas are furnished to all legislators and staff.