

**Legislative Coordinating Commission**  
**Monday, March 14, 2005**  
**Room 400 South, State Office Building**

PRESENT: Representative Sviggum  
Representative Abrams  
Representative Entenza  
Representative Brod  
Representative Murphy  
Senator Metzen  
Senator Johnson  
Senator Belanger  
Senator Dick Day  
Senator Pogemiller

EXCUSED: Representative Paulsen  
Senator Cohen

Rep. Sviggum, Chair, called the meeting to order at 5:51 p.m. A quorum was present.

**Review/Approve Minutes from December 17, 2003**

Sen. Metzen moved to approve the minutes from the December 17, 2003, meeting. The motion was adopted.

**Review/Approve Resolutions Establishing Subcommittees**

Greg Hubinger, Director of the Legislative Coordinating Commission (LCC), reviewed the resolution to establish the Subcommittee on Employee Relations, which identifies its duties, membership, staff, and setting its expiration date of January 1, 2007, unless it is renewed by affirmative action of the LCC. Mr. Hubinger stood for questions. Sen. Johnson moved adoption of the resolution establishing the Subcommittee on Employee Relations. The motion was adopted.

Mr. Hubinger reviewed a similar resolution establishing the Subcommittee on Administrative Rules and stood for questions. Sen. Johnson moved adoption of the resolution establishing the Subcommittee on Administrative Rules. The motion was adopted.

**Review/Approve Updated Compensatory Time Policy**

Mr. Hubinger presented the LCC compensatory time policy, which had been revised to reflect similar changes already adopted in the House and Senate. Mr. Hubinger stood for questions. Senator Johnson moved approval of the LCC compensatory time policy. The motion was adopted.

**Review/Approve Updated Timesheet Policy**

Chad Thuet, Assistant Director of the LCC, reviewed the changes proposed in the LCC Payroll and Timesheet policy. Mr. Thuet stood for questions. Sen. Metzen moved approval of the timesheet policy. The motion was adopted.

**Review/Approve Resolution Allocating Costs for the Electric Energy Task Force**

Mr. Hubinger explained the resolution approving the request of the LEETF to direct the Commissioner of the Department of Commerce to assess electric utilities the amount of \$37,642.81. Mr. Hubinger stood for questions. Sen. Metzen moved approval of the Resolution approving the LEETF assessment. The motion was adopted.

**Review/Approve LCC Housekeeping Bill**

Mr. Hubinger presented a four-page bill draft and summarized the changes proposed to Minnesota Statutes 2004, Chapter 3, section 3.303. Mr. Hubinger stood for questions. Sen. Metzen moved approval of the LCC housekeeping bill. The motion was adopted.

**Review/Approve Financial Audit Report for FY 2004**

Mr. Thuet presented the financial audit report of the Legislative Commissions and Joint Agencies for the year ended June 30, 2004, which was conducted by Virchow, Krause & Company, LLP. Mr. Thuet stood for questions. Rep. Sviggum recognized that to have such a good audit, staff should be commended for their efforts and excellent work. He gave special thanks to Greg Hubinger, Chad Thuet, Sandy Horman, Denise Jobe, and all directors. Sen. Metzen moved to accept the financial audit report. The motion was adopted.

**Update on Development of New Bill Drafting System**

Michele Timmons, Revisor, gave a PowerPoint presentation outlining the development of the new bill drafting system. The completion date is set for December 31, 2006. Ms. Timmons stood for questions.

**Update on Records Retention Policy**

Mr. Thuet reviewed the policy for records retention and the schedule for destroying or archiving records. Mr. Thuet stood for questions.

**Presentation on Legislative Technology Investment Needs**

Jim Greenwalt, Senate Information Systems Director, discussed the legislative technology appropriation request for fiscal years 2006-2007. Leif Eischen, Information Systems Manager for the Legislative Reference Library, discussed the need for continued improvement on firewalls and security to keep the legislature's network reliable. Dennis Kern, House Information Systems Director, briefed the commission on the network security audit, of which the House, Senate, Revisor, Library and LCC are currently involved. Jess Mingo, House Fiscal Service Specialist, presented information regarding the legislative appropriation request for VOIP telephony implementation for fiscal years 2006-2007. All four stood for questions.

There being no further business before the commission, Rep. Sviggum adjourned the meeting at 6:40 p.m.

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Rep. Steve Sviggum, Chair