

NORTH DAKOTA LEGISLATIVE COUNCIL

Minutes of the

LEGISLATIVE MANAGEMENT COMMITTEE

Monday, November 18, 2002
Harvest Room, State Capitol
Bismarck, North Dakota

Senator Bob Stenehjem, Chairman, called the meeting to order at 1:00 p.m.

Members present: Senators Bob Stenehjem, Bill Bowman, Randel Christmann, Joel C. Heitkamp, Aaron Krauter; Representatives Wesley R. Belter, LeRoy G. Bernstein, Merle Boucher, Pam Gulleon, David Monson, Mike Timm

Others present: Dave Nething, State Senator, Jamestown

Pam Sharp, Office of Management and Budget, Bismarck

Ken Purdy, Central Personnel Division, Bismarck

Greg Knudsen, Maximus, Inc., Bismarck

Jack McDonald, North Dakota Newspaper Association, Bismarck

Maryann F. Trauger, Karen Mund; Legislative Council, Bismarck

It was moved by Senator Bowman, seconded by Representative Bernstein, and carried on a voice vote to approve the minutes of the October 7, 2002, meeting of the committee.

LEGISLATIVE SESSION ARRANGEMENTS

Legislators' Stationery

The assistant director reviewed the policy regarding stationery provided to legislators. He said each legislator receives 500 sheets of regular stationery and 500 envelopes and the Speaker of the House, leaders, and assistant leaders also receive 500 sheets of Monarch stationery and 500 Monarch envelopes. He said the leaders receive as much regular stationery as they need and other legislators can request an additional 500 sheets of stationery and 500 envelopes. At the October meeting, he said, discussion indicated that many legislators do not use the full amount of stationery provided. He said the invitation to bid was modified to include an option for 250 sheets per legislator. He said the bids have been received and range from \$7,060 to \$9,030 for providing 500 sheets and 500 envelopes to every legislator. He said the bids for providing 250 sheets and 250 envelopes to every legislator range from \$6,336 to \$7,069.

It was moved by Senator Bowman, seconded by Senator Heitkamp, and carried on a roll call vote that legislators have the option of initially

receiving none, 250 sheets and envelopes, or 500 sheets and envelopes. Senators Stenehjem, Bowman, Christmann, and Heitkamp and Representatives Belter, Bernstein, Boucher, Gulleon, Monson, and Timm voted "aye." No negative votes were cast.

Mail-Handling Procedures

The assistant director reviewed information from the State Department of Health web

site[<http://www.health.state.nd.us/healthalert/public/public-videos.asp>] concerning mail-handling procedures. He said this information is provided to the committee because of the difference between regular mail-handling procedures followed by the assistant sergeants-at-arms and recommended mail-handling procedures. He said recommended mail-handling procedures include opening mail in an enclosed area, wearing gloves, being wary of mail that is not expected, using a letter opener to open mail, and notifying the proper authorities if a foreign substance is found in a package. Senator Stenehjem said the assistant sergeants-at-arms should be notified about the common characteristics of suspicious mail. Representative Belter said it is important to have a new level of observance in these types of activities.

Wireless Computer Connections

The assistant director said a request had been received to provide telephone jacks for private individuals to use in connecting their notebook computers to their individual Internet service providers or private networks. He said various options were reviewed ranging from running telephone connections to the west end of Memorial Hall, which would cost approximately \$400, to activating telephone lines available in the coatroom or the legislators' first floor study room. He said the cost of a telephone line is \$21 per month, which would be an added cost to the Legislative Assembly. He said the Information Technology Department has installed wireless access points throughout the Capitol. He said a person who has a wireless card in a notebook computer and the passwords can access the wireless network, and thus obtain access to a dial tone. He said a notebook computer with this connection could connect with the

wireless network anywhere in the Capitol and this would be at no cost to the Legislative Assembly. He said an individual would have to acquire a wireless network card at a cost of approximately \$50 to \$80 and would have to make arrangements with the Information Technology Department for access.

It was moved by Representative Boucher, seconded by Representative Monson, and carried on a voice vote that persons who request access by their private notebook computers to telephone lines in the State Capitol be informed of the wireless access points provided by the Information Technology Department and that they should be referred to the Information Technology Department.

Organizational Session Agenda

The assistant director reviewed the organizational session agenda approved by the committee at the October 7 meeting of the committee. He said the reason this item was placed on the agenda was because of a request to schedule a time for Mr. Clay Jenkinson to provide a Thomas Jefferson address to a joint session of the Legislative Assembly. He said he was just informed this morning that scheduling conflicts prevented such an address.

Legislative Session Employee Numbers and Compensation

The assistant director reviewed a memorandum entitled *Legislative Assembly Employee Positions and Compensation*. The memorandum provides information on a number of employee positions during the 1995, 1997, 1999, and 2001 legislative sessions and reviews a proposed number of employee positions for the 2003 legislative session. The assistant director said the proposed number of employee positions for the 2003 legislative session is that authorized or employed during the 2001 session--34 Senate employees and 40 House employees. During the 2001 legislative session, he said, the House added a page and bill book clerk, the majority leaders employed two rather than four assistants, and the minority leaders employed three rather than four staff assistants. He said the memorandum lists the daily salaries for the positions and the effect of a 5 percent increase, based on the fact that the 57th Legislative Assembly approved average pay increases of 3 percent for the first year of the biennium and 2 percent for the second year of the biennium for state employees. He said the daily salaries would range from \$68 to \$114.

Representative Bernstein asked why the administrative assistant to the Speaker of the House received \$84 per day while the administrative assistants to the majority and minority leaders received \$99 per day. He said the administrative assistant to the Speaker is very valuable because of the assistance provided to the Speaker during floor sessions in operating the

voting system screens. He said if a difference is necessary, it should not be more than \$5 per day. Representative Monson said he does not know the specifics, but the majority leader's administrative assistant is very busy and generally observes a longer day than the administrative assistant to the Speaker. Senator Stenehjem said the majority leader's administrative assistant is really an assistant to the caucus in addition to the majority leader's assistant.

It was moved by Representative Bernstein, seconded by Representative Boucher, and failed on a roll call vote that the daily salary of the administrative assistant to the Speaker be raised so there would be only a \$5 per day difference between the administrative assistant to the Speaker and the administrative assistants to the other leaders. Representatives Belter, Bernstein, Boucher, and Timm voted "aye." Senators Stenehjem, Bowman, Christmann, and Heitkamp and Representatives Gulleason and Monson voted "nay."

It was moved by Representative Monson, seconded by Senator Christmann, and carried that the committee recommend the employment of 34 Senate employees and 40 House employees during the 2003 legislative session and the daily salaries be increased 5 percent, rounded to the nearest dollar, and that the pay resolution otherwise continue the alternating positions between the Senate and the House and the provisions on part-time pay, session recognition pay, and staff assistant consolidation. Senators Stenehjem, Bowman, Christmann, and Heitkamp and Representatives Belter, Boucher, Gulleason, Monson, and Timm voted "aye." Representative Bernstein voted "nay."

Representative Boucher inquired whether each leader would have the opportunity to employ an administrative assistant during the organizational session. He said it is important that someone is in the office for handling calls and making appointments. He said the House minority leader has not been authorized to have an administrative assistant in the past, and that work has been handled by volunteers or by voluntary contributions to cover the costs of the administrative assistant.

Senator Heitkamp said he does not know of any office that can operate without administrative help.

It was moved by Senator Heitkamp and seconded by Representative Boucher that the committee recommend that each majority leader and minority leader be authorized to employ an administrative assistant for the two and one-half days of the organizational session. Representative Monson said the committee can recommend the employment of an administrative assistant, but it is up to the Employment Committees to authorize such employees. Senator Stenehjem said the majority leaders have been provided administrative assistants in the past because the majority leaders' offices have

more administrative work to do than the minority offices. Senator Heitkamp said this argument can be made anytime. He said his point is there needs to be help in every office. After this discussion, **the motion carried on a roll call vote.** Senators Stenehjem, Bowman, Christmann, Heitkamp, and Krauter and Representatives Belter, Bernstein, Boucher, Gulleeson, Monson, and Timm voted "aye." No negative votes were cast.

LEGISLATIVE RULES

Senate and House Rules 501

The assistant director said Senate and House Rules 501 provide for the number of members on standing committees and procedural committees. As a result of legislative redistricting, he said, there are two fewer senators and four fewer representatives. He said this affects committee assignments, but no rule change was presented to this committee because the committee composition is normally determined during the organizational session. He said once the committee membership numbers are set, the appropriate amendments will be provided to the Rules Committees for inclusion in their reports to the respective houses on the last day of the organizational session.

Publication of Legislative Rules Book

The assistant director said the rules book has been republished before each session to incorporate rules changes approved at the organizational session, to renumber rules as appropriate, and to make style and grammar changes as necessary. Chairman Stenehjem said unless there is an objection by committee members the rules book would be republished with appropriate correction of obsolete references, renumbering of rules, and correction of grammatical and typographical errors.

LEGISLATIVE SESSION ARRANGEMENTS

Legislators' Pay Periods

The assistant director said the committee is scheduled to receive information on the resource planning system being developed by the Office of Management and Budget. He said this was brought to the committee's attention because of possible changes in the way legislators are paid, specifically, by eliminating the six-month pay period option.

Chairman Stenehjem recognized Ms. Pam Sharp, State Project Director, ConnectND. Ms. Sharp distributed a description of the ConnectND project, a copy of which is on file in the Legislative Council office. She said the project will provide integrated administrative systems for the North Dakota University System finance, human resource management, and student administration along with state government finance and human resource management. She

introduced Mr. Greg Knudsen, Maximus ERP Solutions. Mr. Knudsen described the ConnectND human resource management system, including payroll options. He said it was initially proposed that this would impact legislative pay periods by removing the six-month pay option. He said this has been changed, however, so that there is no change to the option legislators have with respect to receiving compensation on a monthly or six-month basis. By maintaining the six-month payroll option, he said, the new system will not eliminate the need for manual processes and separate bookkeeping processes necessary to pay on a six-month schedule and to make monthly payments to benefit vendors on a six-month schedule.

COMMITTEE PREFERENCE SURVEY

The director said the committee preference survey for legislators to express their preferences with respect to standing committee appointments is ready for distribution. Because of the compressed time-frame between the Legislative Council meeting and the organizational session, he said, the committee preference questionnaires could be distributed by the leaders at their caucuses. He said by providing such distribution, however, the Legislative Council office needs to be informed of which legislators did not receive their preference so they can receive their preferences by mail or can be called with respect to their preferences.

USE OF THE LEGISLATIVE CHAMBERS

The director said the North Dakota High School Activities Association has requested use of the Senate and House chambers for November 4-5, 2004. He said the committee has already approved the request to use the chambers in November 2003. It was noted November 2004 is quite a way into the future and there needs to be some actions taken by the High School Activities Association as a result of some problems occasioned as the result of the association's using the chambers in 2002. The director said a letter would be sent to the High School Activities Association pointing out that although the dates are reserved on the calendar, the association should submit its request after the 2003 State Student Congress.

It was moved by Representative Timm, seconded by Senator Bowman, and carried on a voice vote that the chairman and the staff of the Legislative Council be requested to prepare a report, recommended rules amendments, and the bill drafts recommended by the committee and to present the report, rules amendments, and recommended bill drafts to the Legislative Council, and that the meeting be adjourned sine die.

No further business appearing, Chairman Stenehjem adjourned the meeting sine die at 2:30 p.m.

Jay E. Buringrud
Assistant Director

John D. Olsrud
Director