

NORTH DAKOTA LEGISLATIVE COUNCIL

Minutes of the

LEGISLATIVE MANAGEMENT COMMITTEE

Tuesday, October 3, 2006
Harvest Room, State Capitol
Bismarck, North Dakota

Senator Bob Stenehjem, Chairman, called the meeting to order at 1:15 p.m.

Members present: Senators Bob Stenehjem, John M. Andrist, Randel Christmann, David O'Connell; Representatives Rick Berg, Merle Boucher, Scot Kelsh, Matthew M. Klein

Members absent: Senator Michael A. Every; Representative David Monson

Others present: See [Appendix A](#)

It was moved by Senator O'Connell, seconded by Representative Klein, and carried on a voice vote to approve the minutes of the June 13, 2006, meeting of the committee.

LEGISLATIVE APPLICATIONS REPLACEMENT SYSTEM PROJECT

Chairman Stenehjem called on Mr. John D. Olsrud, Director, Legislative Council, who said the legislative applications replacement system project has reached a critical stage. He said the executive steering group, which includes Senators Randel Christmann, Ray Holmberg, and Tom Seymour; Representatives Eliot Glassheim, Matthew M. Klein, and Bob Skarphol; members of the Information Technology Department staff; and members of the Legislative Council staff, has met several times to follow the progress of the project. He said Phase I essentially is complete and initiation of Phase II could start now rather than wait until after the 2007 legislative session. He said time is of the essence for a new information technology system to be in place by the 2009 legislative session. He deferred to the project manager, Mr. Jim Gienger, Enterprise Solutions, Inc.

Mr. Gienger reviewed the project to date. He said Arbortext, now owned by PTC Global Services, started Phase I of the project in February 2006. He said the initial timeline was for completion of Phase I by July 2006. As the project progressed, he said, PTC was granted additional time to ensure that the documentation required under Phase I would be as complete as possible. He said this did not affect the cost incurred by the Legislative Council because PTC was operating under a fixed price contract. In fact, he said, PTC incurred substantial costs above the contract price, especially with respect to travel expenses.

Mr. Gienger said these deliverables have been completed under Phase I--*Business Process Analysis, Functional Specifications, Architectural and System*

Schematics, Technical Specifications, and Proof of Concept. He said the deliverables under final review and revision include *Proposed Solution Budget for Phase II, Cost Benefit Analysis Return on Investment (ROI), and Timeline (Phase II Implementation Plan).* He said the funds available for Phase I were \$1,523,037 and of that amount \$1,076,348 has been spent to date.

Mr. Gienger distributed a slide presentation entitled *Phase II Implementation Discussion*, a copy of which is attached as [Appendix B](#). He said PTC prepared the presentation, which describes the proposal for Phase II and proposes a budget of \$4,648,224. Phase II includes Stage 0 - Project Initiation (Phase II Catalyst Initiative), Stage I - Foundation, Stage II - Data Creation, Stage III - Integration, and Stage IV - Approval and Tracking. He said the cost benefit analysis identifies benefits of enhanced service to stakeholders, increased operational efficiency, reduced costs, and reduced risk. He said enhanced service and increased operational efficiency result from use of XML technologies. He said the Phase II timeline shows completion by October 2008. He said the travel expenses portion of the proposed budget were arrived at by taking 15 percent of the PTC professional services, based on the underestimate during Phase I which based travel expenses at 10 percent of professional services.

In response to a question from Senator Andrist, Mr. Gienger said the proposed budget is a fixed price quote provided by PTC. He said the proposed budget amount does not reflect the costs associated with involving Legislative Council staff or Information Technology Department staff.

In response to a question from Representative Boucher, Mr. Gienger said the estimated costs of operating the new system are included in the figures on return on investment. He said the projected savings of \$123,981 in the 2009-11 biennium includes the cost of operating the new system.

Mr. Gienger reviewed the Phase II Catalyst Initiative. He said the purposes of the Catalyst Initiative are to install the hardware and software identified under Phase I, to provide for a conference committee system in 2007, to validate business processes identified under Phase I, and to continue the momentum by using the PTC team involved in Phase I. He said the cost of the Phase II Catalyst Initiative is \$737,397.

In response to a question from Representative Boucher, Mr. Gienger said there is always some risk in any large project. He said PTC thinks it knows the legislative process as a result of Phase I and thus put forward a fixed price proposal. He said there are processes in place to review checkpoints and milestones throughout Phase II. He said all parties involved are currently working to be comfortable with the proposed timeline.

In response to a question from Senator Stenehjem, Mr. Gienger said if nothing proceeds, legislators will see the same information in 2007 as they saw in 2005. He said Phase I resulted in the development of business process applications and the foundation for the new system.

It was moved by Senator Christmann, seconded by Representative Berg, and carried on a roll call vote that the committee approve the deliverables provided under Phase I. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

The director said he has conferred with the Legislative Council chairman to review options on finding the funds necessary for the Phase II Catalyst Initiative. He said one area is the fund created under North Dakota Century Code Section 54-35-19, which provides that fees received by the Legislative Council and the Legislative Assembly for providing information services and copies of legislative documents are to be deposited in the legislative services fund. He said this fund is a revolving fund with all money and earnings appropriated to the Legislative Council on a continuing basis for use in improving and enhancing legislative information services. He said there is approximately \$206,000 available in this fund. He said other sources of funds include unspent funds appropriated for consulting services during this biennium.

Senator Christmann said it would be better to proceed with the project than wait until after the 2007 legislative session. Representative Klein said a key part of the Phase II Catalyst Initiative is the business processes validation, which is to be done during the 2007 legislative session.

It was moved by Senator Christmann, seconded by Representative Klein, and carried on a roll call vote that the committee approve Phase II of the legislative applications replacement system project and proceed with the Phase II Catalyst Initiative. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

CONTRACTS FOR PRINTING LEGISLATIVE DOCUMENTS Bills, Resolutions, and Journals

At the request of Chairman Stenehjem, the assistant director reviewed the bids for printing the bills, resolutions, and journals, a copy of which is on

file in the Legislative Council office. The assistant director said the Central Services Division of the Office of Management and Budget is responsible for preparing and awarding the bids for printing legislative documents. He said the bids received are presented to the committee for informational purposes. In the past, he said, the committee had been requested to express a preference because the bid included operation of the bill and journal room. He said the bid specifications are now solely for printing rather than providing bill and journal room staff services. The assistant director said bidders were United Printing and Quality Printing Service.

The assistant director provided comparisons to the 2005 contract, e.g., in 2005 the contract price for 325 copies of a one-page bill was \$18 and the 2007 bids for 250 copies of a one-page bill are \$13.75 by United Printing and \$25 by Quality Printing Service. He said Central Services informed him the contract will be awarded to United Printing.

LEGISLATIVE FACILITIES AND EQUIPMENT Committee Recorders

At the request of Chairman Stenehjem, the assistant director presented information on the recorders used by committee clerks to record hearings. He said the Legislative Assembly has 39 microcassette recorders, 27 of which are used by committee clerks and others are assigned to other areas, such as assistant clerks, the Harvest and Roughrider Rooms, the front desks, the secretarial service, and the Legislative Council office library. He said 15 of the recorders do not work and replacements have been difficult to find. He said microcassettes cost about \$5 each and a supply of microcassettes for a legislative session costs from \$5,000 to \$7,000. He said funds were included in the Legislative Assembly appropriation for replacement of the recorders with digital recorders.

The assistant director said local vendors (Woodmansee's Office Supply & Furniture, Midwest Business Systems, AVI Systems, Brown & Saenger, Fireside Office Plus, Staples, Office Depot, Best Buy, and Grabar Voice and Data) were contacted as well as PTC Global Consulting due to the interrelationship between digital recorders and committee clerk use of technology applications. He said the recommended professional quality recorder is either Olympus or Philips. He said the recommendation to the committee is to acquire 22 Olympus DS4000 digital portable recorders at \$404 each, to acquire WinScribe management software at a cost of \$4,995, and to acquire 15 WinScribe typist licenses at \$1,095 each. He said the management software will allow significant automation in handling committee testimony, e.g., a committee clerk will use the recorder to record the hearing; the clerk will "dock" the recorder and transfer the testimony to the clerk's personal computer; the software will file the testimony

under the committee name, date, and time; and the recorder will be ready for use again. He said the testimony also could be indexed by bill number. He said the proposed system allows for considerable automation to assist the clerks in managing audio records.

In response to a question from Representative Berg, the assistant director said testimony could be transferred to a CD. He said committee clerks currently record the "counter number" for testimony on different bills and that process would be continued under the proposed system so that audio files would have an "index" to testimony by bill number. Representative Berg said a modern recording system should reduce workload and hopefully create a better record of testimony.

It was moved by Representative Klein, seconded by Representative Berg, and carried on a roll call vote that the committee approve the acquisition of a digital recording system as proposed. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Committee Room Member Chairs

Chairman Stenehjem called on the assistant director who referred to three chairs in the committee room--the Arcadia Reflexion #535, which was selected by the committee at its June meeting; the Steelcase Sensor 4581224, which is similar to the chairs used at the front desks in the legislative chambers and was suggested by a committee member after the June meeting; and the HON Park Avenue 5022, which is similar to the conference room chairs in the Governor's office and was suggested by a committee member after the June meeting. He said four office supply firms in Bismarck (Fireside Office Plus, Classic Interiors, Woodmansee's Office Supply & Furniture, and Brown & Saenger) were asked to submit bids for 190 chairs of each make and model. He said the chairs are presented to the committee members for a final decision.

After a recess so members could sit in the chairs, Chairman Stenehjem reconvened the meeting.

It was moved by Senator Andrist and seconded by Representative Boucher that the committee approve purchase of 190 HON Park Avenue 5022 chairs for use as committee member chairs in legislative committee rooms. The assistant director said the lowest bids were \$494.34 for the black nylon base and \$526.44 for the polished aluminum base Arcadia Reflexion chair by Classic Interiors; \$377 for the Steelcase Sensor chair by Fireside; and \$260.49 for the HON Park Avenue 5022 chair by Woodmansee's, depending on the grade of fabric. Representative Klein said he still favors the chair previously selected by the committee. After this discussion, **the motion passed on a roll call vote.** Senators Stenehjem, Andrist, Christmann, and

O'Connell and Representatives Berg, Boucher, and Kelsh voted "aye." Representative Klein voted "nay."

Committee Room Names

At the request of Chairman Stenehjem, the assistant director reviewed a memorandum entitled [Legislative Committee Room Names](#). The memorandum reviews the rationale used for naming committee rooms during the legislative wing renovation project in 1977 through 1982. Basically, names were selected which represented a good cross section of North Dakota, which recognized physical or historical points of interest, and which would allow for rooms to be relatively easy to decorate using color, pictures, or displays from the Heritage Center. Generally, the rooms were named from east to west in the state with the hallway dividing north and south, e.g., Red River Room in the east, the Missouri River Room in the middle, and the Roosevelt Park Room in the west. Current room names in the semicircle of rooms surrounding the two new committee rooms being made from the former bill and journal room are geographically accurate, from west to north to east--Roosevelt Park, Fort Union, Peace Garden, and Fort Totten. Examples of possible names for the two new committee rooms include DeMores, Maah Daah Hey Trail, Fort Buford, and Lake Metigoshe. He said the names would be added to the brass wall plates over the doors to the hallway to the committee rooms and would be used by Facility Management to designate the fire suppression and climate control systems.

Chairman Stenehjem requested committee members to review possible names and he deferred action on selecting two names until the November meeting of the committee.

Video Options in the Roughrider Room

Chairman Stenehjem called on the assistant director who referred to a letter received on behalf of the interim Information Technology Committee expressing concerns regarding the technological aspects of the Roughrider Room and asking the Legislative Management Committee to investigate the costs necessary to enhance the technological aspects of the room, especially the concern that audience members are unable to view PowerPoint presentations. He noted the room had been arranged so that committee members face north, east, and west, while audience members face south and cannot see the projection screen when it faced southwest and was located between audience members and committee members. He said with the removal of the division clerk workstations, the audience chairs are arranged in a "V" and face southwest and southeast and the projection screen is located along the north wall. While this arrangement allows most audience members to view presentations, he said, AVI Audiovisual, Inc., Bismarck, was requested to provide a solution. He said AVI provided a preliminary quote of \$6,072, which provides for one screen from the ceiling near the north wall, one screen on the

south wall in the southeast corner, a projector for each screen either on the ceiling or on the walls, remotes for lowering the screens and operating the projectors, and installation.

LEGISLATIVE SESSION ARRANGEMENTS Photography Contract

At the request of Chairman Stenehjem, the assistant director reviewed the [Invitation to Bid - Legislative Assembly Photography Services](#). The assistant director said the invitation to bid was sent to 31 photography firms in an area encompassed by Linton, Minot, Crosby, Beach, and Mott. He said three bids were received--\$3,500 and \$15 for the small composite picture frame by Anderson Photography, Crosby; \$4,295 and \$29.95 for the small composite picture frame by Renner Photography, Mandan; and \$4,500 and \$15 for the small composite picture frame by Diamond Photography, Bismarck. For comparison purposes, he said, one bid was received in 2004--\$3,700 by Anderson Photography. He said Anderson Photography has had the photography contracts during the 1995 through 2005 legislative sessions.

It was moved by Representative Klein, seconded by Senator O'Connell, and carried on a roll call vote that the committee accept the proposal by Anderson Photography to provide photography services to the 60th Legislative Assembly. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Secretarial, Telephone Message, and Bill and Journal Room Services

At the request of Chairman Stenehjem, the assistant director reviewed the [Invitation to Bid - Legislative Assembly Secretarial, Telephone Message, and Bill and Journal Room Services](#). The assistant director said the invitation to bid was sent to 11 temporary personnel services in the Bismarck-Mandan area. The assistant director said two firms submitted bids to provide secretarial, telephone message, and bill and journal room services based on eight employees for 75 legislative days. He said the daily bids were \$714.25 by Kelly Services and \$751.60 by Spherion. He said Spherion provided secretarial, telephone message, and bill and journal room services during the 2005 legislative session at a bid price of \$1,044.48 per day for 12 employees but actually billed \$991.79 per day. He said the bid specifications provided that the proposal must be accompanied by no fewer than three references and each bidder provided at least three references. He said the pay range in the Kelly Services bid is telephone message services - \$7.75 to \$8.25, bill and journal room services - \$7.75 to \$8.25, and secretary and telephone message services - \$8.00 to \$9.00. He said the pay range in the Spherion bid is telephone

message services - \$8.00, bill and journal room services - \$8.00 to \$8.25, and secretary and telephone message services - \$8.50 to \$8.75. For comparison purposes, he said, in 2005 a legislative assistant (assistant sergeants-at-arms and pages) of the Legislative Assembly received a base pay of \$71 per day.

It was moved by Senator Andrist, seconded by Representative Klein, and carried on a roll call vote that the committee recommend acceptance of the bid by Kelly Services to provide secretarial, telephone message, and bill and journal room services. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Secretarial Services Policy

At the request of Chairman Stenehjem, the assistant director reviewed the [Policy Regarding Secretarial Services to Legislators](#). The assistant director said this policy was recommended by the Legislative Management Committee and approved by the Legislative Council in November 2004. He said the policy is placed in the information packet distributed to legislators during the organizational session and emphasizes that secretarial services are provided by a third-party contractor and not by Legislative Assembly employees.

It was moved by Representative Klein, seconded by Representative Berg, and carried on a roll call vote that the committee approve the policy regarding secretarial services to legislators. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Legislators' Computer Use Policy

The assistant director reviewed the [Policy on Use of Personal Computers by Legislators](#), which was approved by the Legislative Management Committee in October 2004.

The assistant director said the policy has worked relatively well. He said the policy provides that a legislator may obtain training, installation service, and other support services for hardware not provided by the Legislative Assembly or Legislative Council and for software not installed by the Legislative Council upon payment of a fee established by the Legislative Management Committee. He said the fee is equivalent to the desktop support analyst rate of the Information Technology Department and that the request for service must be for service with respect to software or hardware of which the Legislative Council staff has experience or knowledge. He said these services have been provided within the support services provided by the Legislative Council staff.

It was moved by Representative Klein, seconded by Representative Berg, and carried on a roll call vote to approve the *Policy on Use of*

Personal Computers by Legislators. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Brief Bags

The assistant director reviewed the policy of providing brief bags to legislators. He said leather-type letter files were authorized for legislators after each election since 1984 and beginning in 2002 canvas-type brief bags have been authorized for legislators. He said brief bags are provided on request to new legislators as well as holdover legislators. He said a request form is placed in the information packet distributed to legislators during the organizational session. He said legislators who desire a brief bag need to return that request form to the Legislative Council office. He said there are 50 brief bags in inventory and he proposed that brief bags continue to be authorized for new and holdover legislators after each election upon the request of each legislator but the request form be included only in the packets for new legislators.

It was moved by Representative Klein, seconded by Representative Berg, and carried on a roll call vote that the Legislative Council staff continue the policy of providing brief bags to new and holdover legislators after each election upon the request of each legislator and that the request form be provided only to new legislators in the organizational session packets. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Legislator Stationery

The assistant director reviewed the policy regarding stationery provided to legislators. He said each legislator is provided an option to receive no stationery, 250 sheets of regular (8.5 inches x 11 inches) or Monarch (7.5 inches x 10.5 inches) stationery and envelopes, 250 sheets of regular and Monarch stationery and envelopes, or 500 sheets of regular or Monarch stationery and envelopes. He said the Speaker, leaders, and assistant leaders receive as much regular and Monarch stationery as they need and other legislators can request an additional 500 sheets of stationery and 500 envelopes.

It was moved by Senator O'Connell, seconded by Representative Berg, and carried on a roll call vote that legislators have the option of initially receiving none, 250 sheets of regular or Monarch stationery and envelopes, 250 sheets of each type of stationery and envelopes, or 500 sheets of either type of stationery and envelopes. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast. Senator Andrist requested that legislators have the option of receiving window envelopes.

Legislative Parking Stickers

The assistant director said legislators receive a Mylar sticker for parking in the legislative parking lot. He said this sticker adheres permanently to the window of the vehicle. He said legislators request multiple stickers for use on various vehicles. He said legislators also request stickers from previous Legislative Assemblies of which those legislators were members to apply those stickers to replacement vehicles. He said a proposal to address multiple vehicles and use of stickers on replacement vehicles is to provide a cling-type sticker similar to that used by the North Dakota Parks and Recreation Department. Thus, the sticker could be transferred easily from vehicle to vehicle.

Senator Andrist questioned whether such a sticker could be transferred during extremely cold weather. Senator Stenehjem said the sticker would be similar to the sticker he uses to record oil changes and it sticks on the inside of the window throughout the winter.

It was moved by Representative Klein, seconded by Senator O'Connell, and failed on a tie roll call vote that the parking sticker continue to be the Mylar sticker. Senators Andrist and O'Connell and Representatives Boucher and Klein voted "aye." Senators Stenehjem and Christmann and Representatives Berg and Kelsh voted "nay."

Chairman Stenehjem said the issue would be revisited at the November meeting of the committee.

Security Key Access to Capitol

The assistant director said security cards are provided to legislators in order to allow access to the Capitol outside regular business hours. He said the policy adopted in 2004 is that security access cards will be provided to legislators on request and upon a legislator signing a form acknowledging receipt of the card. He said a form notifying the legislator of the policy, containing the request for the card, and acknowledging receipt of a card is included in the information packet distributed to legislators during the organizational session.

It was moved by Representative Klein, seconded by Representative Berg, and carried on a roll call vote that the committee approve the policy of providing security cards to legislators on request upon signing a form acknowledging receipt of the card. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Journal Distribution Policy

The assistant director reviewed recent journal distribution policies. Until 1985, he said, legislators were provided with a form to identify up to 15 individuals who could receive daily journals at no cost. From 1985 through 1993, he said, during the organizational session the desk forces announced to legislators that legislators could have daily journals sent, without charge, to as many as 15 persons.

From 1995 through 2001, he said, the desk forces announced to legislators that a legislator could have a daily journal sent, without charge, to as many as three persons and that additional sets would have to receive the approval of the legislator's leader. In 2003 and 2005, he said, the desk forces announced to legislators that a legislator could have daily journals sent, without charge, to any person upon approval of the legislator's leader.

Beginning in 1999, the assistant director said each legislator who wanted this service was requested to ask the person to whom the journals were to be sent whether that person had Internet access because the journals were available on the legislative branch web page.

It was moved by Senator Andrist to discontinue the policy of authorizing journals to be sent without charge upon request by a legislator and approval of the legislator's leader. Senator Andrist said journals are available through the Internet. Senator O'Connell said this may be a session too early. He said he has an elderly constituent (and former legislator) who asks for the journals and who does not have Internet access. **Senator Andrist withdrew his motion.**

It was moved by Representative Boucher, seconded by Senator O'Connell, and carried on a roll call vote that the journal distribution policy for the 60th Legislative Assembly be that a legislator may have daily journals sent, without charge, to any person upon approval of the legislator's leader and that a legislator be requested to ask the person to whom the journals are sent whether that person has Internet access. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Legislators' Expense Reimbursement Policy

The assistant director reviewed the policy on items reimbursable as lodging expenses of legislators for the 59th Legislative Assembly. Reimbursable expenses were utilities (electricity, heat, and water, including garbage collection and sewer charges); basic telephone service and telephone installation charges; and furniture (rental of furniture and appliances and transit charges for moving rental furniture and appliances). He said legislators must voucher the expenses and the total reimbursable expense for lodging is limited by North Dakota Century Code Section 54-03-20 to \$900 per calendar month. He said Section 54-03-20 was amended in 2005 to provide that lodging expenses of two or more legislators sharing lodging in a single dwelling could be subject to guidelines approved by the Legislative Council. He suggested that the policy be that the lodging expenses of legislators sharing lodging be subject to approval of the Legislative Council chairman.

It was moved by Representative Klein, seconded by Representative Berg, and carried on

a roll call vote that the legislative expense reimbursement policy for the 60th Legislative Assembly be the same as that followed for the 59th Legislative Assembly and that lodging expense reimbursement of two or more legislators sharing housing in a single dwelling be subject to approval by the Legislative Council chairman. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Incoming WATS Line Service

The assistant director said six incoming WATS lines have been provided for persons within the state to call toll free to the legislative telephone message center and either receive information on legislative activity or leave messages for legislators. He said callers do not receive any "busy" signal. If a line is busy during regular business hours, he said, the caller is given two options--one for staying on the line and one for leaving a message for legislators from the caller's district. The message feature is available 24 hours a day 7 days a week. During the 2005 legislative session, he said, the message center received 6,282 calls versus the 10,021 calls received in 2003.

Senator Andrist said it may be time to eliminate the incoming WATS line service. He said calls can be made through cell phones or for about 25 cents each and contact with legislators should be encouraged to be done by e-mail or postal mail.

It was moved by Senator O'Connell, seconded by Representative Klein, and carried on a roll call vote that incoming WATS line service be continued for the 60th Legislative Assembly. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher, Kelsh, and Klein voted "aye." No negative votes were cast.

Session Employment Coordinators

The assistant director explained that personnel traditionally have been hired to coordinate the receipt of applications for legislative employment. In 2004, he said, the committee authorized the Legislative Council to hire one person from each political party to screen prospective employees to determine whether they had the appropriate skills. He said the employment coordinators usually have been the secretaries to the leaders.

It was moved by Senator O'Connell, seconded by Representative Klein, and carried on a roll call vote that the Legislative Council staff, in consultation with the legislative leaders, be authorized to hire one person to represent each political party to screen employees before the convening of the Legislative Assembly and to report to the Employment Committees and that the persons hired be paid from Legislative Assembly funds. Senators Stenehjem, Andrist, Christmann, and O'Connell and Representatives Berg, Boucher,

Kelsh, and Klein voted "aye." No negative votes were cast.

Legislator Wellness Day

The assistant director said the committee has approved the legislative wellness program for 2005 through 2006 which includes legislators signing up to receive by e-mail the monthly *Healthy Choices* newsletter from Blue Cross Blue Shield of North Dakota and a stress management presentation and survey during the organizational session. After this program was approved by the committee, he said, Altru Health System, Grand Forks, offered to conduct a wellness program in partnership with the North Dakota Medical Association. He said the program would include a short health assessment, blood pressure, height, weight, and fingerstick blood test for blood sugar and cholesterol level, individual sessions for legislators, and group sessions. He said Altru has requested that the ground floor legislative study be dedicated to this purpose for a day.

It was moved by Senator O'Connell, seconded by Representative Klein, and carried on a voice vote to authorize use of the ground floor legislative study for the wellness day proposed by Altru Health System.

Video Coverage of 2007 Legislative Session

The assistant director said a letter had been sent to three primary cable systems in the state (Midcontinent Communications, Cable One, and Polar Cablevision) and six major community access television entities (Bismarck, Dickinson, Fargo, Grand Forks, Minot, and Williston) inquiring whether the cable systems and community access channels are interested in rebroadcasting locally the signal off the web stream or otherwise are interested in a pool arrangement to share costs of providing and using a video feed of legislative floor sessions. He said responses have been received from four community access entities--Bismarck, Fargo, Grand Forks, and Minot. He said the responses are different and will be reviewed with the Information Technology Department as to feasibility in addressing the issues raised and a report will be made to the committee at its November meeting. (After the meeting, a response was received from Midcontinent Communications expressing interest in distributing the signal by standard video or through its fiber streams to its systems in the state.)

LEGISLATIVE PROCESS QUESTIONNAIRE

The assistant director referred to a memorandum entitled [Results of 2005 Legislative Process Questionnaire](#). He said the memorandum tabulates

the results of the questionnaire sent to legislators after the 2005 session. He said suggestions for potential changes in legislative rules or procedures are contained in comments by respondents.

The director called attention to one comment by a House member who said the staff has too much power and accused the Legislative Council staff of acting as a filter for legislators. He said the staff takes such criticisms very seriously. He said he does not understand how the staff acts as a filter and he would appreciate any insight members of the committee could provide.

USE OF LEGISLATIVE CHAMBERS

Chairman Stenehjem called on the assistant director to review the [Guidelines for Use of Legislative Chambers and Displays in Memorial Hall, North Dakota State Capitol](#).

The assistant director presented a request by the Land Department to use the House chamber for state oil and gas lease auctions on May 1, August 7, and November 6, 2007.

In response to a question from Representative Berg, the director said use of the House chamber by the Land Department has not caused any problems nor has he heard of any complaints. Representative Berg said the committee normally has not approved use of chambers more than a year in advance and has approved use of the House chamber for the next two oil lease auctions at a time.

It was moved by Representative Berg, seconded by Representative Klein, and carried on a voice vote that the committee approve the request of the Land Department for use of the House chamber for oil and gas lease auctions on May 1 and August 7, 2007.

No further business appearing, Chairman Stenehjem adjourned the meeting at 3:30 p.m.

Jay E. Buringrud
Assistant Director

John D. Olsrud
Director

[ATTACH:2](#)