

# MICROFILM DIVIDER

OMB/RECORDS MANAGEMENT DIVISION

SFN 2053 (2/85) 5M



ROLL NUMBER

DESCRIPTION

20005

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*Cheresea J. Lee*  
Operator's Signature

10-14-03  
Date

2003 SENATE APPROPRIATIONS

SB 2005

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Cheresea J. Rice  
Operator's Signature

10-14-03  
Date

2003 SENATE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2005

Senate Appropriations Committee

Conference Committee

Hearing Date 1-09-03

Tape Number	Side A	Side B	Meter #
1		X	5580-end
2	X		0-522
Committee Clerk Signature <i>Sandra Dawson</i>			

Minutes: Chairman Holmberg opened the hearing on SB 2005. (meter #5662) Kathy Gilmore, State Treasurer: Introduced her deputy, Kathy Kirschman, who can also address any questions the committee may have. See written testimony Exhibit 1 and Exhibit 2. Kathy reviewed some of her testimony with the committee, the distribution program (page 4) and Check signing clause (page 5).

**Tape 1 Side B**

Sandy Paulsen, Fiscal Staff helped explain where the decreases came about primarily in property taxes. (Meter 522) Chairman Holmberg closed the hearing on SB 2005.

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*Cheresea J. Free*  
Operator's Signature

*10-14-03*  
Date

2003 SENATE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2005

Senate Appropriations Committee

Conference Committee

Hearing Date 2-10-03

Tape Number	Side A	Side B	Meter #
2	X		3,880 -5367

Minutes: Chairman Holmberg opened the hearing to SB 2005. Senator Mathern proposed amendment (38028.0102) and Senator Holmberg had copies of additional amendment (38028.0101) - both to be combined for the amendment proposal. Senator Mathern explained his amendments which addresses the issue of the changes of the computer programs by ISD in the treasure's office. (Meter 4570) A do Pass for the amendment (38028.0102) motion was made by Senator Mathern and seconded by Senator Krauter. (Meter 5100) A voice vote was conducted and close so a roll call vote was issued for Senator Mathern's amendment. The amendment from Senator Mathern passed 10 yeas, 4 nays. More discussion about the assignment of a deputy for the department. There was a further amended vote for amendments (38028.0101) with a motion from Senator Andrist and seconded by Senator Thane. A voice vote of Do Pass of the amendments which included Senator Mathern's amendment. A motion was made by Senator Mathern for a Do Pass as amended (38028.0101) and seconded by Senator Schobinger. The bill passes with a 14 yea, 0 nay. (Meter 5366) Senator Mathern to carry on the floor.

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Yvonnea J. Lee  
Operator's Signature

10-14-03  
Date



**FISCAL NOTE**  
 Requested by Legislative Council  
 02/12/2003

Amendment to: SB 2005

1A. **State fiscal effect:** *Identify the state fiscal effect and the fiscal effect on agency appropriations compared to funding levels and appropriations anticipated under current law.*

	2001-2003 Biennium		2003-2005 Biennium		2005-2007 Biennium	
	General Fund	Other Funds	General Fund	Other Funds	General Fund	Other Funds
Revenues			\$0		\$0	
Expenditures						
Appropriations						

1B. **County, city, and school district fiscal effect:** *Identify the fiscal effect on the appropriate political subdivision.*

2001-2003 Biennium			2003-2005 Biennium			2005-2007 Biennium		
Counties	Cities	School Districts	Counties	Cities	School Districts	Counties	Cities	School Districts

2. **Narrative:** *Identify the aspects of the measure which cause fiscal impact and include any comments relevant to your analysis.*

There will be no fiscal impact with the salary increases removed.

3. **State fiscal effect detail:** *For information shown under state fiscal effect in 1A, please:*

A. **Revenues:** *Explain the revenue amounts. Provide detail, when appropriate, for each revenue type and fund affected and any amounts included in the executive budget.*

B. **Expenditures:** *Explain the expenditure amounts. Provide detail, when appropriate, for each agency, line item, and fund affected and the number of FTE positions affected.*

C. **Appropriations:** *Explain the appropriation amounts. Provide detail, when appropriate, of the effect on the biennial appropriation for each agency and fund affected and any amounts included in the executive budget. Indicate the relationship between the amounts shown for expenditures and appropriations.*

Name:	Kathy Kirschman	Agency:	State Treasurer
Phone Number:	328-4694	Date Prepared:	02/14/2003

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*Katherine J. Lee*  
 Operator's Signature

10-14-03  
 Date

**FISCAL NOTE**  
 Requested by Legislative Council  
 12/24/2002

Bill/Resolution No.: SB 2005

1A. **State fiscal effect:** Identify the state fiscal effect and the fiscal effect on agency appropriations compared to funding levels and appropriations anticipated under current law.

	2001-2003 Biennium		2003-2005 Biennium		2005-2007 Biennium	
	General Fund	Other Funds	General Fund	Other Funds	General Fund	Other Funds
Revenues			\$1,943		\$1,943	
Expenditures						
Appropriations						

1B. **County, city, and school district fiscal effect:** Identify the fiscal effect on the appropriate political subdivision.

2001-2003 Biennium			2003-2005 Biennium			2005-2007 Biennium		
Counties	Cities	School Districts	Counties	Cities	School Districts	Counties	Cities	School Districts

2. **Narrative:** Identify the aspects of the measure which cause fiscal impact and include any comments relevant to your analysis.

The fiscal impact will be an increase of \$1943.00 in salary line item of the State Treasurer's budget. This amount is determined by comparing the current salary with the amendment in section 2 of Senate bill 2005.

3. **State fiscal effect detail:** For information shown under state fiscal effect in 1A, please:

A. **Revenues:** Explain the revenue amounts. Provide detail, when appropriate, for each revenue type and fund affected and any amounts included in the executive budget.

B. **Expenditures:** Explain the expenditure amounts. Provide detail, when appropriate, for each agency, line item, and fund affected and the number of FTE positions affected.

C. **Appropriations:** Explain the appropriation amounts. Provide detail, when appropriate, of the effect on the biennial appropriation for each agency and fund affected and any amounts included in the executive budget. Indicate the relationship between the amounts shown for expenditures and appropriations.

<b>Name:</b>	Kathy Kirschman	<b>Agency:</b>	State Treasurer
<b>Phone Number:</b>	(701) 328-4694	<b>Date Prepared:</b>	01/06/2003

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*Katherine J. Lee*  
 Operator's Signature

10-14-03  
 Date

38028.0102  
Title  
Fiscal No. 2

Prepared by the Legislative Council staff for  
Senator Mathern  
February 7, 2003

PROPOSED AMENDMENTS TO SENATE BILL NO. 2005

Page 1, line 11, replace "101,156" with "123,656"

Page 1, line 13, replace "2,612,085" with "2,634,585"

Renumber accordingly

STATEMENT OF PURPOSE OF AMENDMENT:

Senate Bill No. 2005 - State Treasurer - Senate Action:

	EXECUTIVE BUDGET	SENATE CHANGES	SENATE VERSION
Salaries and wages	\$600,929		\$600,929
Operating expenses	101,156	\$22,500	123,656
In lieu of tax payments	1,910,000		1,910,000
Total all funds	\$2,612,085	\$22,500	\$2,634,585
Less estimated income			
General fund	\$2,612,085	\$22,500	\$2,634,585
FTE	6.00	0.00	6.00

Dept. 120 - State Treasurer - Detail of Senate Changes

	DECREASES FUNDING FOR PROFESSIONAL DEVELOPMENT <sup>1</sup>	PROVIDES FUNDING FOR PROGRAMMING UPGRADES <sup>2</sup>	PROVIDES FUNDING FOR FILE STORAGE UNITS <sup>3</sup>	TOTAL SENATE CHANGES
Salaries and wages				
Operating expenses	(\$1,000)	\$18,500	\$5,000	\$22,500
In lieu of tax payments				
Total all funds	(\$1,000)	\$18,500	\$5,000	\$22,500
Less estimated income				
General fund	(\$1,000)	\$18,500	\$5,000	\$22,500
FTE	0.00	0.00	0.00	0.00

<sup>1</sup> This amendment decreases funding for professional development.

<sup>2</sup> This amendment provides funding for the State Treasurer to use the services of the Information Technology Department for repairs and upgrades to programming.

<sup>3</sup> This amendment provides funding for the State Treasurer to purchase adequate storage units for the new check design.

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Cherona J. Lee  
Operator's Signature

10-14-03  
Date

*2005 Amendments proposed by Senator Mathern*

Date: \_\_\_\_\_  
Roll Call Vote #: /

**2003 SENATE STANDING COMMITTEE ROLL CALL VOTES  
BILL/RESOLUTION NO.**

Senate Appropriations Committee

Check here for Conference Committee

Legislative Council Amendment Number 28028.0102

Action Taken DO PASS Amendments

Motion Made By Mathern Seconded By Krauter

Senators	Yes	No	Senators	Yes	No
Senator Holmberg, Chairman	✓				
Senator Bowman, Vice Chair	✓				
Senator Grindberg, Vice Chair		✓			
Senator Andrist	✓				
Senator Christmann		✓			
Senator Kilzer		✓			
Senator Krauter	✓				
Senator Kringstad	✓				
Senator Lindaas	✓				
Senator Mathern	✓				
Senator Robinson	✓				
Senator Schobinger	✓				
Senator Tallackson	✓				
Senator Thane		✓			

Total (Yes) 10 No 4

Absent voice vote - another roll vote

Floor Assignment \_\_\_\_\_

If the vote is on an amendment, briefly indicate intent:

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Yvonnea J. Bee  
Operator's Signature

10-14-03  
Date

38028.0101  
 Title.0200  
 Fiscal No. 3

Prepared by the Legislative Council staff for  
 Senate Appropriations  
 February 7, 2003

*J.F.*  
 2-11-03

PROPOSED AMENDMENTS TO SENATE BILL NO. 2005

- Page 1, line 1, remove the semicolon
- Page 1, remove line 2
- Page 1, line 3, remove "salary of the state treasurer"
- Page 1, line 10, replace "600,929" with "594,449"
- Page 1, line 11, replace "101,156" with "123,656"
- Page 1, line 13, replace "2,612,085" with "2,628,105"
- Page 1, remove lines 14 through 20
- Renumber accordingly

STATEMENT OF PURPOSE OF AMENDMENT:

Senate Bill No. 2005 - State Treasurer - Senate Action

	EXECUTIVE BUDGET	SENATE CHANGES	SENATE VERSION
Salaries and wages	\$600,929	(\$6,480)	\$594,449
Operating expenses	101,156	22,500	123,656
In lieu of tax payments	1,910,000		1,910,000
<b>Total all funds</b>	<b>\$2,612,085</b>	<b>\$16,020</b>	<b>\$2,628,105</b>
Less estimated income			
General fund	\$2,612,085	\$16,020	\$2,628,105
FTE	6.00	0.00	6.00

Dept. 120 - State Treasurer - Detail of Senate Changes

	DECREASES FUNDING FOR PROFESSIONAL DEVELOPMENT <sup>1</sup>	PROVIDES FUNDING FOR PROGRAMMING UPGRADES <sup>2</sup>	PROVIDES FUNDING FOR FILE STORAGE UNITS <sup>3</sup>	REMOVES RECOMMENDED SALARY INCREASE <sup>4</sup>	TOTAL SENATE CHANGES
Salaries and wages				(\$6,480)	(\$6,480)
Operating expenses	(\$1,000)	\$18,500	\$5,000		22,500
In lieu of tax payments					
<b>Total all funds</b>	<b>(\$1,000)</b>	<b>\$18,500</b>	<b>\$5,000</b>	<b>(\$6,480)</b>	<b>\$16,020</b>
Less estimated income					
General fund	(\$1,000)	\$18,500	\$5,000	(\$6,480)	\$16,020
FTE	0.00	0.00	0.00	0.00	0.00

- <sup>1</sup> This amendment decreases funding for professional development.
- <sup>2</sup> This amendment provides funding for the State Treasurer to use the services of the Information Technology Department for repairs and upgrades to programming.
- <sup>3</sup> This amendment provides funding for the State Treasurer to purchase adequate storage units for the new check design.
- <sup>4</sup> This amendment removes the Governor's recommendation for state employee salary increases and retains the recommended state payment for health insurance premiums.

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*Cheresea J. Bee*  
 Operator's Signature

10-14-03  
 Date

2005  
Further  
amend

Date:  
Roll Call Vote #: 2

2003 SENATE STANDING COMMITTEE ROLL CALL VOTES  
BILL/RESOLUTION NO.

Senate Appropriations Committee

Check here for Conference Committee

Legislative Council Amendment Number 38028.101

Action Taken DO PASS

Motion Made By Andrst Seconded By Thane

Senators	Yes	No	Senators	Yes	No
Senator Holmberg, Chairman					
Senator Bowman, Vice Chair					
Senator Grindberg, Vice Chair					
Senator Andrist					
Senator Christmann					
Senator Kilzer					
Senator Krauter					
Senator Kringstad					
Senator Lindaas					
Senator Mathern					
Senator Robinson					
Senator Schobinger					
Senator Tallackson					
Senator Thane					

Total (Yes) \_\_\_\_\_ No \_\_\_\_\_

Absent voice vote

Floor Assignment \_\_\_\_\_

If the vote is on an amendment, briefly indicate intent:

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Yheresa J. Lee  
Operator's Signature

10-14-03  
Date

2005

Date:  
Roll Call Vote #: 3

2003 SENATE STANDING COMMITTEE ROLL CALL VOTES  
BILL/RESOLUTION NO.

Senate Appropriations Committee

Check here for Conference Committee

Legislative Council Amendment Number \_\_\_\_\_

Action Taken Do Pass As Amended

Motion Made By Mathern Seconded By Schobinger

Senators	Yes	No	Senators	Yes	No
Senator Holmberg, Chairman	✓				
Senator Bowman, Vice Chair	✓				
Senator Grindberg, Vice Chair	✓				
Senator Andrist	✓				
Senator Christmann	✓				
Senator Kilzer	✓				
Senator Krauter	✓				
Senator Kringstad	✓				
Senator Lindaas	✓				
Senator Mathern	✓				
Senator Robinson	✓				
Senator Schobinger	✓				
Senator Tallackson	✓				
Senator Thane	✓				

Total (Yes) 14 No 0

Absent \_\_\_\_\_

Floor Assignment Mathern

If the vote is on an amendment, briefly indicate intent:

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Yherosa J. Bee  
Operator's Signature

10-14-03  
Date

REPORT OF STANDING COMMITTEE

SB 2005: Appropriations Committee (Sen. Holmberg, Chairman) recommends AMENDMENTS AS FOLLOWS and when so amended, recommends DO PASS (14 YEAS, 0 NAYS, 0 ABSENT AND NOT VOTING). SB 2005 was placed on the Sixth order on the calendar.

Page 1, line 1, remove the semicolon

Page 1, remove line 2

Page 1, line 3, remove "salary of the state treasurer"

Page 1, line 10, replace "600,929" with "594,449"

Page 1, line 11, replace "101,156" with "123,656"

Page 1, line 13, replace "2,612,085" with "2,628,105"

Page 1, remove lines 14 through 20

Renumber accordingly

STATEMENT OF PURPOSE OF AMENDMENT:

Senate Bill No. 2005 - State Treasurer - Senate Action

	EXECUTIVE BUDGET	SENATE CHANGES	SENATE VERSION
Salaries and wages	\$600,929	(\$6,480)	\$594,449
Operating expenses	101,156	22,500	123,656
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Less estimated income			
General fund	\$2,612,085	\$16,020	\$2,628,105
FTE	6.00	0.00	6.00

Dept. 120 - State Treasurer - Detail of Senate Changes

	DECREASES FUNDING FOR PROFESSIONAL DEVELOPMENT <sup>1</sup>	PROVIDES FUNDING FOR PROGRAMMING UPGRADES <sup>2</sup>	PROVIDES FUNDING FOR FILE STORAGE UNITS <sup>3</sup>	REMOVES RECOMMENDED SALARY INCREASE <sup>4</sup>	TOTAL SENATE CHANGES
Salaries and wages				(\$6,480)	(\$6,480)
Operating expenses	(\$1,000)	\$18,500	\$5,000		22,500
In lieu of tax payments					
Total all funds	(\$1,000)	\$18,500	\$5,000	(\$6,480)	\$16,020
Less estimated income					
General fund	(\$1,000)	\$18,500	\$5,000	(\$6,480)	\$16,020
FTE	0.00	0.00	0.00	0.00	0.00

<sup>1</sup> This amendment decreases funding for professional development.

<sup>2</sup> This amendment provides funding for the State Treasurer to use the services of the Information Technology Department for repairs and upgrades to programming.

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Operator's Signature

Date

*Yvonne A. Bee*

10-14-03



**REPORT OF STANDING COMMITTEE (410)**  
February 11, 2003 12:05 p.m.

**Module No: SR-26-2266**  
**Carrier: Mathern**  
**Insert LC: 38028.0101 Title: .0200**

- <sup>3</sup> This amendment provides funding for the State Treasurer to purchase adequate storage units for the new check design.
- <sup>4</sup> This amendment removes the Governor's recommendation for state employee salary increases and retains the recommended state payment for health insurance premiums.

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Cherisea J. Bee  
Operator's Signature

10-14-03  
Date

2003 HOUSE APPROPRIATIONS

SB 2005

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Yhosea W. Lee  
Operator's Signature

10-14-03  
Date

2003 HOUSE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2005

House Appropriations Committee  
Government Operations Division

Conference Committee

Hearing Date March 3, 2003

Tape Number	Side A	Side B	Meter #
1	xx	xx	
Committee Clerk Signature			

Minutes:

**Kathy Gilmore, State Tres.** Shared written testimony with the committee on her agencies budget.

**Tres. Gilmore** shared with the committee the changes that are needed to improve security in check writing. These changes include numbers and written language. She shared the system is deviated and when we deviate we lose security. There has been no savings in the way we are doing things now.

**Rep. Carlson** asked if the end result is a new procedure and who will resolve the issue.

**Kathy Gilmore** That's out of our hands, we just distribute the checks

**Sandy, OMB** When a system is changed you have some challenges, we felt these had been corrected.

**Rep. Carlson** requested the procedure from central duplicating to the state tres.

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Yherosa W. Bee  
Operator's Signature

10-14-03  
Date

Page 2  
Government Operations Division  
Bill/Resolution Number SB 2005  
Hearing Date March 3, 2003

**Kathy Gilmore** shared she has ask for background checks on the personnel handling the checks, this hasn't been addressed. A "live" check was found in the middle of a run and recovered from her department. , she had no explanation regarding this "live" check, ITD passed the buck without implementing the necessary security.

**Rep. Carlson** asked for information regarding as to what needs to be addressed and her recommendations.

**Kathy Gilmore** in response to a question from Rep. Koppelman stated any turnback will be directed to the general fund.

Hearing to further testimony this hearing was closed by the Chairman.

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Operator's Signature

10-14-03  
Date

2003 HOUSE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2005

House Appropriations Committee  
Government Operations Division

Conference Committee

Hearing Date March 11, 2003

Tape Number	Side A	Side B	Meter #
1	XX		
Committee Clerk Signature <i>Kelly Schmidt</i>			

Minutes: **Committee Work**

**Kathy Gilmore, State Treasurer** Addressed the security issues regarding "live" checks.

Enough hasn't been done to maintain security. The system electronically prints both names making it a "live" check.. She has problems with ITD and the fact that they are not following through with security issues. ITD is passing the cost to my office. Her recommendation is for ITD to take responsibility with safety. ITD isn't making sure the job is being done appropriately.

**Kathy Kirschmann, Deputy Tres.** Shared a written log regarding the challenges her department has experienced with ITD regarding this issue.

**Rep. Carlson** asked who authorized the purchase of equipment and who paid for it? Process of verification.

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*Cherise A. Bee*  
Operator's Signature

*10-14-03*  
Date

Page 2

Government Operations Division

Bill/Resolution Number SB 2005

Hearing Date March 11, 2003

**Kathy Kirschmann**, That would be ITD. Check stock was discarded due to a lack of communication with ITD and Central Dup. Checks were previously delivered to us however they were not signed, this same check stock is available at Staples and Office Depot.

**Rep. Warner** asked what the monetary value of that check stock was.

**OMB** advised the committee it was valued at approximately \$749.00.

**Mike Ressler, Deputy CIO, ITD** I took the full responsibility for the project. ITD had nothing to do with the legislative change, we needed to comply with the legislative change. The Dec. 1st deadline was aggressive, however we wanted to be on line before the session. Our program sends the data to complete the checks. The equipment used for printing these checks is not a special machine. Pitney Bowes can't handle the volume of checks processed. Only ITD staff can control those checks. Check numbers are printed vs. Using preprinted checks saving money when there is an error. We believe the system is working. The blank check was a programming issue. We could have resolved this immediately if we would be know about the problem. The problem has been resolved, as of an hour ago.

**Kathy Kirschmann** we have a working relationship with ITD, there has been a lack of effort on there part, especially regarding the return of e-mail.

**Linda Belisle, Director of Center Services Div. , OMB** shared the process of check delivery.

**Kathi Gilmore**, ITD doesn't appreciate the fiduciary responsibility. ITD should make sure it is being done correctly. I dot' want to be responsible for their errors.

It was determined by the committee a written process will complied and sign off on among all agencies involved, therefore coming to a resolution.

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Yvonnea J. Lee  
Operator's Signature

10-14-03  
Date

2003 HOUSE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2005

House Appropriations Committee  
Government Operations Division

Conference Committee

Hearing Date March 12, 2003

Tape Number	Side A	Side B	Meter #
1	xx		
Committee Clerk Signature			

Minutes: Committee Work, Roll was taken with all members present.

A DO PASS MOTION WAS MADE BY REP. CARLSON ON AMENDMENT 38028.0201,  
SECOND BY REP. GLASSHEIM, MOTION CARRIES...8 YES, 0 NAY, 1 ABSENT  
(TIMM).

REP. CARLSON MOTION A DO PASS AS AMENDED ON SB 2005, SECOND BY REP.  
THORESON, MOTION CARRIES...8 YES, 0 NAY, 1 ABSENT (TIMM)

Rep. Carlson will carry the bill to the full committee.

The micrographic images on this film are accurate reproductions of records delivered to Modern Information Systems for microfilming and were filmed in the regular course of business. The photographic process meets standards of the American National Standards Institute (ANSI) for archival microfilm. NOTICE: If the filmed image above is less legible than this Notice, it is due to the quality of the document being filmed.

Cherisea J. Bee  
Operator's Signature

10-14-03  
Date

2003 HOUSE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2005

House Appropriations Committee

Conference Committee

Hearing Date 04-02-03

Tape Number	Side A	Side B	Meter #
1	X		
Committee Clerk Signature <i>Chris S. N...</i>			

Minutes:

**Chairman Svedjan** Opened SB 2005 for discussion. A quorum was present.

**Rep. Carlson** Their budget is in good shape. We had them define a policy for handling live (signed) checks. I move amendment .0203 to SB 2005. Motion Carries.

**Rep. Carlson** I move a Do Pass As Amended. 2nd by Rep. Kroeber. Motion Carries

20-0-3. Rep. Carlson will carry this bill.

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*Cheresea W. Lee*  
Operator's Signature

10-14-03  
Date



38028.0201  
Title.  
Fiscal No. 1

Prepared by the Legislative Council staff for  
House Appropriations - Government  
Operations  
March 12, 2003

PROPOSED AMENDMENTS TO ENGROSSED SENATE BILL NO. 2005

Page 1, line 9, replace "123,656" with "124,656"

Page 1, line 11, replace "2,628,105" with "2,629,105"

Renumber accordingly

**STATEMENT OF PURPOSE OF AMENDMENT:**

**Senate Bill No. 2005 - State Treasurer - House Action**

	EXECUTIVE BUDGET	SENATE VERSION	HOUSE CHANGES	HOUSE VERSION
Salaries and wages	\$600,929	\$594,449		\$594,449
Operating expenses	101,158	123,858	\$1,000	124,858
In lieu of tax payments	<u>1,910,000</u>	<u>1,910,000</u>		<u>1,910,000</u>
Total all funds	\$2,612,085	\$2,628,105	\$1,000	\$2,629,105
Less estimated income				
General fund	\$2,612,085	\$2,628,105	\$1,000	\$2,629,105
FTE	6.00	6.00	0.00	6.00

**Dept. 120 - State Treasurer - Detail of House Changes**

	RESTORES FUNDING FOR PROFESSIONAL DEVELOPMENT <sup>1</sup>	TOTAL HOUSE CHANGES
Salaries and wages		
Operating expenses	\$1,000	\$1,000
In lieu of tax payments		
Total all funds	\$1,000	\$1,000
Less estimated income		
General fund	\$1,000	\$1,000
FTE	0.00	0.00

<sup>1</sup> This amendment restores funding removed by the Senate for professional development.

Date:03-12-03

Roll Call Vote #: 1

**2003 HOUSE STANDING COMMITTEE ROLL CALL VOTES  
BILL/RESOLUTION NO. SB 2005**

House Appropriations: Government Operations Division Committee

Check here for Conference Committee

Legislative Council Amendment Number 38028.0201

Action Taken Do Pass on Amendment

Motion Made By Rep. Carlson Seconded By Rep. Thoreson

Representatives	Yes	No	Representatives	Yes	No
Chairman Carlisle	x				
Vice Chairman Carlson	x				
Rep. Koppelman	x				
Rep. Skarphol	x				
Rep. Thoreson	x				
Rep. Timm					
Rep. Glassheim	x				
Rep. Kroeber	x				
Rep. Warner	x				

Total (Yes) 8 No 0

Absent 1

Floor Assignment Rep. Carlson

If the vote is on an amendment, briefly indicate intent:  
See attached amendment

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Cheresea J. Bee  
Operator's Signature

10-14-03  
Date

Date:03-12-03

Roll Call Vote #: 1

**2003 HOUSE STANDING COMMITTEE ROLL CALL VOTES  
BILL/RESOLUTION NO. SB 2005**

House Appropriations: Government Operations Division Committee

Check here for Conference Committee

Legislative Council Amendment Number 38028.0201

Action Taken Do Pass as amended

Motion Made By Rep. Carlson Seconded By Rep. Thoreson

Representatives	Yes	No	Representatives	Yes	No
Chairman Carlisle	x				
Vice Chairman Carlson	x				
Rep. Koppelman	x				
Rep. Skarphol	x				
Rep. Thoreson	x				
Rep. Timm					
Rep. Glassheim	x				
Rep. Kroeber	x				
Rep. Warner	x				

Total (Yes) 8 No 0

Absent 1

Floor Assignment Rep. Carlson

If the vote is on an amendment, briefly indicate intent:  
See attached amendment

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Yvonnea J. Bee  
Operator's Signature

10-14-03  
Date

REPORT OF STANDING COMMITTEE (410)  
April 3, 2003 12:41 p.m.

Module No: HR-60-6631  
Carrier: Carlson  
Insert LC: 38028.0203 Title: .0300

REPORT OF STANDING COMMITTEE

SB 2005, as engrossed: Appropriations Committee (Rep. Svedjan, Chairman) recommends AMENDMENTS AS FOLLOWS and when so amended, recommends DO PASS (20 YEAS, 0 NAYS, 3 ABSENT AND NOT VOTING). Engrossed SB 2005 was placed on the Sixth order on the calendar.

Page 1, line 8, replace "594,449" with "593,830"

Page 1, line 9, replace "123,656" with "116,247"

Page 1, line 11, replace "2,628,105" with "2,620,077"

Renumber accordingly

STATEMENT OF PURPOSE OF AMENDMENT:

Senate Bill No. 2005 - State Treasurer - House Action

	EXECUTIVE BUDGET	SENATE VERSION	HOUSE CHANGES	HOUSE VERSION
Salaries and wages	\$600,929	\$594,449	(\$619)	\$593,830
Operating expenses	101,166	123,656	(7,409)	116,247
In lieu of tax payments	1,910,000	1,910,000		1,910,000
Total all funds	\$2,612,095	\$2,628,105	(\$8,028)	\$2,620,077
Less estimated income				
General fund	\$2,612,095	\$2,628,105	(\$8,028)	\$2,620,077
FTE	6.00	6.00	0.00	6.00

Dept. 120 - State Treasurer - Detail of House Changes

	RESTORES FUNDING FOR PROFESSIONAL DEVELOPMENT <sup>1</sup>	REDUCES FUNDING FOR INFORMATION TECHNOLOGY COSTS <sup>2</sup>	REDUCES RECOMMENDED FUNDING FOR HEALTH INSURANCE <sup>3</sup>	TOTAL HOUSE CHANGES
Salaries and wages			(\$619)	(\$619)
Operating expenses	\$1,000	(\$8,409)	(7,409)	(7,409)
In lieu of tax payments				
Total all funds	\$1,000	(\$8,409)	(\$619)	(\$8,028)
Less estimated income				
General fund	\$1,000	(\$8,409)	(\$619)	(\$8,028)
FTE	0.00	0.00	0.00	0.00

<sup>1</sup> This amendment restores funding removed by the Senate for professional development.

<sup>2</sup> This amendment reduces funding for information technology by \$8,409 from the general fund, which represents a reduction in information technology funding of approximately 20 percent.

<sup>3</sup> Funding for state employee health insurance premiums is reduced from \$493 per month to \$488.70 per month.

The micrographic images on this film are accurate reproductions of records delivered to Modern Information Systems for microfilming and were filmed in the regular course of business. The photographic process meets standards of the American National Standards Institute (ANSI) for archival microfilm. NOTICE: If the filmed image above is less legible than this Notice, it is due to the quality of the document being filmed.

Y. Svedjan  
Operator's Signature

10-14-03  
Date

2003 SENATE APPROPRIATIONS  
CONFERENCE COMMITTEE

SB 2005

The micrographic images on this film are accurate reproductions of records delivered to Modern Information Systems for microfilming and were filmed in the regular course of business. The photographic process meets standards of the American National Standards Institute (ANSI) for archival microfilm. NOTICE: If the filmed image above is less legible than this Notice, it is due to the quality of the document being filmed.

Cherona G. Price  
Operator's Signature

10-11-03  
Date

2003 SENATE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2005 Conference Committee

Senate Appropriations Committee

Conference Committee

Hearing Date 4-10-03

Tape Number	Side A	Side B	Meter #
1		X	5555 - end
2	X		0 -606
Committee Clerk Signature <i>Sandra Davison</i>			

Minutes:

**SENATOR BOWMAN** opened the conference committee meeting for SB 2005.

Roll call was read. **Members present: SENATOR BOWMAN, SENATOR SCHOBINGER, SENATOR MATHERN, REPRESENTATIVE CARLSON, REPRESENTATIVE THORESON and REPRESENTATIVE KROEBER.**

**SENATOR BOWMAN** requested to know why the legislation was changed by the House.

**REPRESENTATIVE CARLSON** stated that the Senate had taken out the fully funded health insurance, the pay increase, and had reduced the budget by \$1,000. What we did, after a hearing and consideration, felt that the \$1,000 would be well spent in professional development and reinstated it. And, that is the only change other than it reflects the new health insurance premium that was lowered during the course of the cross-over.

**SENATOR BOWMAN** asked if there were any changes made in IT.

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*Cherise A. Bee*  
Operator's Signature

*10-14-03*  
Date

Page 2  
Senate Appropriations Committee  
Bill/Resolution Number SB 2005  
Hearing Date April 10, 2003

**REPRESENTATIVE CARLSON** said there was 20 % IT budget there. .... Leave issue alone until resolved .... Hold the bill and resolve other differences ....

**SENATOR BOWMAN:** No one has given me that authority to make that decision. If the final version is agreed upon between the House and the Senate, that adjustment would be made in all budgets .....

**REPRESENTATIVE CARLSON:** Cannot pass bill except for IT.

**SENATOR MATHERN:** Issue of difference other than IT - the \$1,000 - stick to the House .... when we looked at budget and needed cuts, but changes ability to do professional development in terms of giving credit or not credit for what people would be getting training. .... Put the \$1,000 back in. .... Went through all of the issues. ....

**SENATOR BOWMAN:** .... The only other thing in this bill is the \$1,000 for professional development. Asked what professional development did they have in the Treasurer's office?

**SENATOR MATHERN:** .... People get training in computer software, training in standard programs ..... professional development by way of college courses ....

**SENATOR BOWMAN:** Is this typical in all budgets? .....

**CELESTE KUBASTA** stated all agencies have training in professional development. ....

**REPRESENTATIVE CARLSON:** Spent most of committee hearing ... resolving check writing ... security problems with checks going out. Had a procedure developed between OMB, Central Duplicating, and the Treasurer's as far as the security of all the state's checks. That agreement was signed by all three parties .....

The only real problem we had in the whole budget was making sure on the proper security for our new procedure. ... It was imperative that (1) it was

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*Cheresea J. Lee*  
Operator's Signature

10-14-03  
Date

Page 3  
Senate Appropriations Committee  
Bill/Resolution Number SB 2005  
Hearing Date April 10, 2003

most important to clean up - live checks floating around --- so we took care of that and reinstated the \$1,000.

**SENATOR BOWMAN:** How do we handle this decision where we haven't come to an agreement on the two levels of funding for the IT portion of the bill. Because if we agree to concur with the House amendments, but they also have an amendment that will correct the IT budget. I need to know how that is going to be handled so that when we write the report for this particular one, it is done right the first time. ....

**DON WOLF:** Don't have a policy right now ... after decision is made will go through and change all the agencies at one time .....

**SENATOR MATHERN:** Suggested move to accede to the House's amendment relating to the \$1,000 and hold the bill pending resolution of the further amendments to the IT.

**REPRESENTATIVE CARLSON:** Seconded the motion and that it will be at the call of the chair to come back for the final passage.

**SENATOR BOWMAN:** Senate will accede to the House amendment concerning the \$1,000 on professional development, but hold the bill for further amending at a later date.

All in favor of motion. None opposed.

Conference committee closed.

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Whorena J. Bee  
Operator's Signature

10-14-03  
Date



2003 SENATE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2005 Conference Committee & Vote

~~Senate Appropriations Committee~~

Conference Committee

Hearing Date 4-21-03

Tape Number	Side A	Side B	Meter #
2	X		751 - 1021
Committee Clerk Signature <i>Sandra Davison</i>			

Minutes:

The Conference Committee was called to order by **Senator Bowman** on SB 2005. All members of the Conference Committee were present. The motion was made by **Representative Carlson** and was seconded by **Senator Mathern**. We have a motion The House recede from its amendments and adopt 0204. Are there any other discussion on the motion for the amendments 38028.0204. The clerk will call the roll. 6 Yeas, 0 Nays. **The motion is passed. Senator Bowman adjourned the Conference Committee meeting on SB 2005.**

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*Cherese J. Bee*  
Operator's Signature

*10-14-03*  
Date

38028.0204  
 Title.0400  
 Fiscal No. 1

Prepared by the Legislative Council staff for  
 Conference Committee  
 April 18, 2003

03  
 4-21-03

PROPOSED AMENDMENTS TO ENGROSSED SENATE BILL NO. 2005

That the House recede from its amendments as printed on pages 1117 and 1118 of the Senate Journal and pages 1236 and 1237 of the House Journal and that Engrossed Senate Bill No. 2005 be amended as follows:

Page 1, line 8, replace "594,449" with "593,830"

Page 1, line 9, replace "123,656" with "122,554"

Page 1, line 11, replace "2,628,105" with "2,626,384"

Renumber accordingly

STATEMENT OF PURPOSE OF AMENDMENT:

Senate Bill No. 2005 - State Treasurer - Conference Committee Action

	EXECUTIVE BUDGET	SENATE VERSION	CONFERENCE COMMITTEE CHANGES	CONFERENCE COMMITTEE VERSION	HOUSE VERSION	COMPARISON TO HOUSE
Salaries and wages	\$600,929	\$594,449	(\$619)	\$593,830	\$593,830	
Operating expenses	101,156	123,856	(1,102)	122,554	116,247	\$6,307
In lieu of tax payments	1,910,000	1,910,000		1,910,000	1,910,000	
Total all funds	\$2,612,085	\$2,628,105	(\$1,721)	\$2,626,384	\$2,620,077	\$6,307
Less estimated income						
General fund	\$2,612,085	\$2,628,105	(\$1,721)	\$2,626,384	\$2,620,077	\$6,307
FTE	6.00	6.00	0.00	6.00	6.00	0.00

Dept. 120 - State Treasurer - Detail of Conference Committee Changes

	RESTORES FUNDING FOR PROFESSIONAL DEVELOPMENT <sup>1</sup>	REDUCES FUNDING FOR INFORMATION TECHNOLOGY COSTS <sup>2</sup>	REDUCES RECOMMENDED FUNDING FOR HEALTH INSURANCE <sup>3</sup>	TOTAL CONFERENCE COMMITTEE CHANGES
Salaries and wages			(\$619)	(\$619)
Operating expenses	\$1,000	(\$2,102)		(1,102)
In lieu of tax payments				
Total all funds	\$1,000	(\$2,102)	(\$619)	(\$1,721)
Less estimated income				
General fund	\$1,000	(\$2,102)	(\$619)	(\$1,721)
FTE	0.00	0.00	0.00	0.00

<sup>1</sup> This amendment restores funding removed by the Senate for professional development.

<sup>2</sup> This amendment reduces funding for information technology by \$2,102 from the general fund, which represents a reduction in information technology funding of approximately 5 percent.

<sup>3</sup> Funding for state employee health insurance premiums is reduced from \$493 to \$488.70 per month.

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*Cheresea A. Bee*  
 Operator's Signature

10-14-03  
 Date

Date 4/17/03  
Roll Call Vote #: 1

2003 SENATE STANDING COMMITTEE ROLL CALL VOTES  
BILL/RESOLUTION NO. SB 2005

Senate APPROPRIATIONS Committee

Check here for Conference Committee

Legislative Council Amendment Number 0204  
Action Taken \_\_\_\_\_

Motion Made By Carlson Seconded By Mather

Senators	Yes	No	Representatives	Yes	No
Senator Bowman	✓		Representative Carlson	✓	
Senator Schobinger	✓		Representative Thoreson	✓	
Senator Mather	✓		Representative Kroeber	✓	

Total (Yes) 6 No \_\_\_\_\_

Absent \_\_\_\_\_

Floor Assignment Bowman / Carlson

If the vote is on an amendment, briefly indicate intent:

**REPORT OF CONFERENCE COMMITTEE**

**SB 2005, as engrossed:** Your conference committee (Sens. Bowman, Schobinger, Mathern and Reps. Carlson, Thoreson, Kroeber) recommends that the **HOUSE RECEDE** from the House amendments on SJ pages 1117-1118, adopt amendments as follows, and place SB 2005 on the Seventh order:

That the House recede from its amendments as printed on pages 1117 and 1118 of the Senate Journal and pages 1236 and 1237 of the House Journal and that Engrossed Senate Bill No. 2005 be amended as follows:

Page 1, line 8, replace "594,449" with "593,830"

Page 1, line 9, replace "123,656" with "122,554"

Page 1, line 11, replace "2,628,105" with "2,626,384"

Renumber accordingly

**STATEMENT OF PURPOSE OF AMENDMENT:**

**Senate Bill No. 2005 - State Treasurer - Conference Committee Action**

	EXECUTIVE BUDGET	SENATE VERSION	CONFERENCE COMMITTEE CHANGES	CONFERENCE COMMITTEE VERSION	HOUSE VERSION	COMPARISON TO HOUSE
Salaries and wages	\$600,929	\$594,449	(\$619)	\$593,830	\$593,830	
Operating expenses	101,158	123,656	(1,102)	122,554	116,247	\$8,307
In lieu of tax payments	1,910,000	1,910,000		1,910,000	1,910,000	
<b>Total all funds</b>	<b>\$2,612,085</b>	<b>\$2,628,105</b>	<b>(\$1,721)</b>	<b>\$2,626,384</b>	<b>\$2,620,077</b>	<b>\$8,307</b>
Less estimated income						
General fund	\$2,612,085	\$2,628,105	(\$1,721)	\$2,626,384	\$2,620,077	\$8,307
FTE	6.00	6.00	0.00	6.00	6.00	0.00

**Dept. 120 - State Treasurer - Detail of Conference Committee Changes**

	RESTORES FUNDING FOR PROFESSIONAL DEVELOPMENT <sup>1</sup>	REDUCES FUNDING FOR INFORMATION TECHNOLOGY COSTS <sup>2</sup>	REDUCES RECOMMENDED FUNDING FOR HEALTH INSURANCE <sup>3</sup>	TOTAL CONFERENCE COMMITTEE CHANGES
Salaries and wages			(\$619)	(\$619)
Operating expenses	\$1,000	(\$2,102)		(1,102)
In lieu of tax payments				
<b>Total all funds</b>	<b>\$1,000</b>	<b>(\$2,102)</b>	<b>(\$619)</b>	<b>(\$1,721)</b>
Less estimated income				
General fund	\$1,000	(\$2,102)	(\$619)	(\$1,721)
FTE	0.00	0.00	0.00	0.00

<sup>1</sup> This amendment restores funding removed by the Senate for professional development.

<sup>2</sup> This amendment reduces funding for information technology by \$2,102 from the general fund, which represents a reduction in information technology funding of approximately 5 percent.

<sup>3</sup> Funding for state employee health insurance premiums is reduced from \$493 to \$488.70 per month.

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*Cheresea W. Free*  
 Operator's Signature

10-14-03  
 Date

REPORT OF CONFERENCE COMMITTEE (420)  
April 22, 2003 7:37 a.m.

Module No: SR-73-8050

Insert LC: 38028.0204

Engrossed SB 2005 was placed on the Seventh order of business on the calendar.

(2) DESK, (2) COMM

Page No. 2

SR-73-8050

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Cheresea J. Lee  
Operator's Signature

10-14-03  
Date

2003 TESTIMONY  
SB 2005

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Cherese J. Lee  
Operator's Signature

10-14-03  
Date

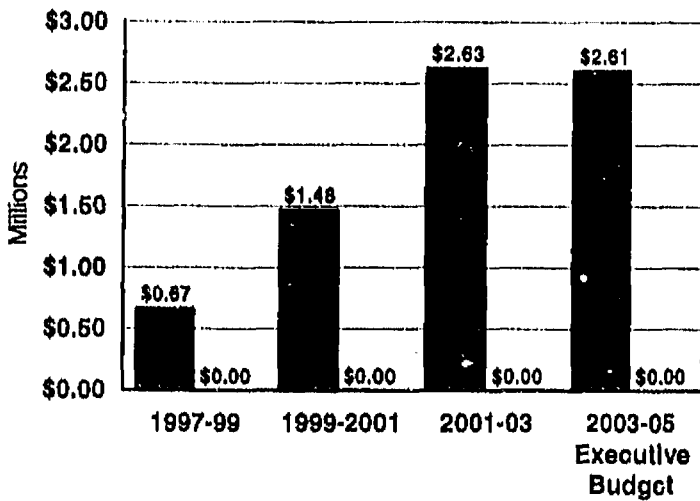
**Department 120 - State Treasurer  
 Senate Bill No. 2005**

	FTE Positions	General Fund	Other Funds	Total
2003-05 Executive Budget	6.00	\$2,612,085	\$0	\$2,612,085
2001-03 Legislative Appropriations	6.00	2,631,988 <sup>1</sup>	0	2,631,988 <sup>2</sup>
Increase (Decrease)	0.00	(\$19,903)	\$0	(\$19,903)

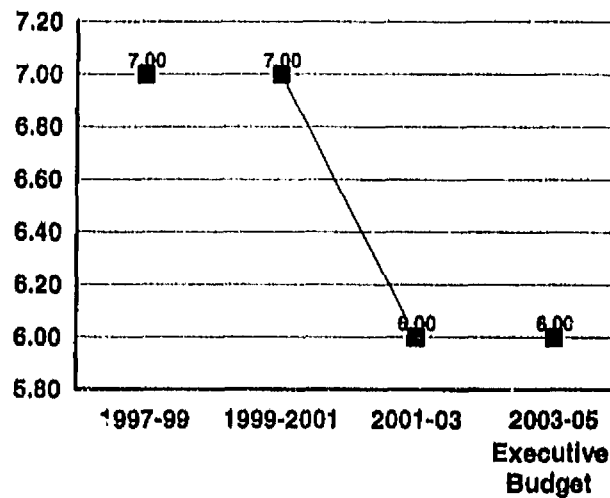
<sup>1</sup> The 2001-03 general fund appropriation is the amount appropriated by the 2001 Legislative Assembly and does not include a reduction of \$27,636 relating to the 1.05 percent budget allotment ordered by Governor Hoeven in July 2002.

<sup>2</sup> The 2001-03 appropriation amounts include \$5,654 from the general fund for the agency's share of the \$5 million funding pool appropriated to the Office of Management and Budget for special market equity adjustments for classified employees.

**Agency Funding**



**FTE Positions**



■ General Fund ■ Special Funds

**First House Action**

Attached is a summary of first house changes.

**Executive Budget Highlights  
 (With First House Changes Noted)**

- |   | General Fund | Other Funds | Total      |
|---|--------------|-------------|------------|
| 1. Decreases funding for payments to counties in lieu of property taxes on carbon dioxide pipeline property pursuant to North Dakota Century Code Section 57-06-17.2. The total 2003-05 biennium recommendation is \$1,910,000. | (\$22,419)   |             | (\$22,419) |

**Major Related Legislation**

Section 2 of Senate Bill No. 2005 increases the statutory changes necessary to increase the State Treasurer's salary as follows:

Annual salary authorized by the 2001 Legislative Assembly:

July 1, 2001 \$62,974  
 July 1, 2002 \$64,233

Proposed annual salary recommended in the 2003-05 executive budget:

July 1, 2003 \$64,233  
 January 1, 2003 \$64,878  
 January 1, 2004 \$66,176

The Senate removed the 2003-05 biennium salary increase for the State Treasurer.

The micrographic images on this film are accurate reproductions of records delivered to Modern Information Systems for microfilming and were filmed in the regular course of business. The photographic process meets standards of the American National Standards Institute (ANSI) for archival microfilm. NOTICE: If the filmed image above is less legible than this Notice, it is due to the quality of the document being filmed.

*Cherisea J. Free*  
 Operator's Signature

10-14-03  
 Date

02/21/03

**STATEMENT OF PURPOSE OF AMENDMENT:**

**Senate Bill No. 2005 - Funding Summary**

	Executive Budget	Senate Changes	Senate Version
<b>State Treasurer</b>			
Salaries and wages	\$600,929	(\$6,480)	\$594,449
Operating expenses	101,156	22,500	123,656
In lieu of tax payments	1,910,000		1,910,000
<b>Total all funds</b>	<b>\$2,612,085</b>	<b>\$16,020</b>	<b>\$2,628,105</b>
Less estimated income	0	0	0
<b>General fund</b>	<b>\$2,612,085</b>	<b>\$16,020</b>	<b>\$2,628,105</b>
FTE	6.00	0.00	6.00
<b>Bill Total</b>			
Total all funds	\$2,612,085	\$16,020	\$2,628,105
Less estimated income	0	0	0
<b>General fund</b>	<b>\$2,612,085</b>	<b>\$16,020</b>	<b>\$2,628,105</b>
FTE	6.00	0.00	6.00

**Senate Bill No. 2005 - State Treasurer - Senate Action**

	Executive Budget	Senate Changes	Senate Version
Salaries and wages	\$600,929	(\$6,480)	\$594,449
Operating expenses	101,156	22,500	123,656
In lieu of tax payments	1,910,000		1,910,000
<b>Total all funds</b>	<b>\$2,612,085</b>	<b>\$16,020</b>	<b>\$2,628,105</b>
Less estimated income	0	0	0
<b>General fund</b>	<b>\$2,612,085</b>	<b>\$16,020</b>	<b>\$2,628,105</b>
FTE	6.00	0.00	6.00

**Department No. 120 - State Treasurer - Detail of Senate Changes**

	Decreases Funding for Professional Development <sup>1</sup>	Provides Funding for Programming Upgrades <sup>2</sup>	Provides Funding for File Storage Units <sup>3</sup>	Removes Recommended Salary Increase <sup>4</sup>	Total Senate Changes
Salaries and wages				(\$6,480)	(\$6,480)
Operating expenses	(1,000)	18,500	5,000		22,500
In lieu of tax payments					
<b>Total all funds</b>	<b>(\$1,000)</b>	<b>\$18,500</b>	<b>\$5,000</b>	<b>(\$6,480)</b>	<b>\$16,020</b>
Less estimated income	0	0	0	0	0
<b>General fund</b>	<b>(\$1,000)</b>	<b>\$18,500</b>	<b>\$5,000</b>	<b>(\$6,480)</b>	<b>\$16,020</b>
FTE	0.00	0.00	0.00	0.00	0.00

<sup>1</sup> This amendment decreases funding for professional development.

<sup>2</sup> This amendment provides funding for the State Treasurer to use the services of the Information Technology Department for repairs and upgrades to programming.

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*Cherisea J. Bee*  
Operator's Signature

10-14-03  
Date



02/21/03

<sup>1</sup> This amendment provides funding for the State Treasurer to purchase adequate storage units for the new check design.

<sup>1</sup> This amendment removes the Governor's recommendation for state employee salary increases.

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**Senate Bill No. 2005 - Other Changes - Senate Action**

This amendment retains full funding of employee health insurance coverage as provided for in the executive budget recommendation.

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Cheresea J. Free  
Operator's Signature

10-14-03  
Date

Exhibit #1

TESTIMONY  
HOUSE APPROPRIATIONS COMMITTEE  
GOVERNMENT OPERATIONS DIVISION  
HOUSE BILL 2005  
STATE TREASURER KATHI GILMORE  
10:30 AM - JANUARY 9, 2003

Mr. Chairman & Members of the Committee,

I am State Treasurer Kathi Gilmore and I am here today to present my budget for your review.

**AGENCY DESCRIPTION/OVERVIEW**

The North Dakota State Treasurer's Office is the central elected authority for effective and efficient financial and fiscal management of the state's general and special fund monies.

The agency provides accounting, reconciliation and administrative services for various funds, distributes tax monies to state and political subdivisions.

The agency acts as custodian of certain agency accounts and trust funds in a way that allows program growth for the particular entity.

The State Treasurer's Office provides a daily investment management service for over thirty state agencies and trust funds, which amounts to over forty individual investment accounts.

Nearly 28,000 receipts are prepared biennially for more than 100 agencies in an effort to deposit over \$1 billion into the state accounting system.

The agency daily manages an average of \$120 million of state general and special funds.

The State Treasurer's Office was responsible for the distribution of over 1.5 million accounting, human service and payroll checks biennially. The checks are now being handled via a print file controlled by ITD and printed by Central Duplicating.

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Katherine Gilmore  
Operator's Signature

10-14-03  
Date

House Bill 2005  
State Treasurer Kathi Gilmore  
Page Two

The State Treasurer performs direct deposit-electronic funds transfer for tax distributions of nearly \$200 million to approximately 500 political subdivisions, which not only makes the money available to subdivisions in a timely manner, but also enhances government efficiency at both the state and local level. Because of the direct deposit program, nearly 12,000 checks per year will not be written and/or processed by the office.

In collaboration with the Bank of North Dakota, a check reconciliation program exists to correct discrepancies in check posting and balancing of daily check clearances and to maintain an accurate outstanding check register.

The unclaimed property program in conjunction with the State Land Department, transfers from the State Treasurer's Office to the Unclaimed Property Division, Land Department warrants that have not been claimed for a period of three years or more. This process will potentially change with legislation that has been submitted to make the process more automated.

#### **ALIGNMENT WITH STATEWIDE IT PLAN**

We continue to align our technology as required with the IT Plan. This is being done because:

- A. **State government should be customer focused.** Customer focused for the State Treasurer's Office includes, direct deposits, as in ACH's and tax distributions to political subdivisions. The State Treasurer's Office web site is available for information and for State Treasurer's Office forms used by the consumer. In addition, we have brought our website into compliance with statewide criteria.  
Our immediate plans include having highway distribution tax information available by e-mail.
- B. **State government should be efficient.** The State Treasurer's Office is accepting information and providing informational reports to consumers in monthly investments, tax distributions and financial reports.
- C. **State government should be well managed.** Technology training for employees in Access will be administered to replace dbase. A Cash Management Program with the Bank of North Dakota has been implemented to monitor and manage deposit account balance and collection and disbursement of funds.

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House Bill 2005  
State Treasurer Kathi Gilmore  
Page Three

D. **State government should provide the leadership for developing a shared infrastructure.** Shared infrastructure in the State Treasurer's Office is: SAMIS, CAFR, Unclaimed Property Program with State Land Department and Check Reconciliation Program with the Bank of North Dakota.

#### GOALS, OBJECTIVES AND ACCOMPLISHMENTS

To provide sound leadership and prudent investment practices in managing the state's money while providing quality service to the citizens of North Dakota, and also minimizing costs through maximizing productivity and quality of work.

#### Objectives

To insure all agencies deposit monies with the state treasury to maximize interest earnings and to encourage the use of electronic funds transfer-direct deposit process for more effective cash management.

#### IT TRAINING PLAN

With the advancement of technology within the state and political subdivision for tax distribution purposes, electronic fund transfers and investments, the need for specialized technology training in the State Treasurer's Office is vital.

There was not adequate funding for one-day local workshop training or any other staff training available in our biennium budget.

The level of proficiency of the majority of the staff is adequate to complete tasks necessary for the function of the office. On the job training and web based instruction is the best we can provide with current budget funding levels. We also have no frequency of training and retraining. There are no plans for changes to the organization structure.

#### MAJOR ACCOMPLISHMENTS

Applied sound investment practices to maximize investment earnings of the states moneys.

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House Bill 2005  
State Treasurer Kathi Gilmore  
Page Four

Article X, Section 12 of the North Dakota Constitution states that all public moneys, from whatever source derived, shall be paid over monthly by the public official to the State Treasurer and deposited to the credit of the state. Memorandums of Understanding were initiated with the Bank of North Dakota to provide continued deposit and investment services without interruption or loss of interest moneys to several state agencies, which includes the North Dakota University System. This action brought thirteen agencies into compliance with the North Dakota law.

We installed an integrated computer office system to enhance workflow between the agency and political subdivisions and to connect with the states Intranet, as well as the Internet.

It was the legislative intent to have the check signing moved from the State Treasurer's office to ITD in the last session. Since then we have worked with ITD and OMB to move this process. I want it on record that what has transpired with this move is not any more efficient or beneficial to state agencies than the way the process was handled for years before.

#### **FUTURE CRITICAL ISSUES**

The State Treasurer's Office continues to advance information technology. The nearly \$3,500 allowed in the Governor's budget is a start.

#### **Distribution Programs**

The dBase and SAMIS system programs on which the distributions are processed are becoming antiquated and need to be overhauled in order to continue issuing the correct amounts of distributions. Some programs may even need to be rewritten because of the amount of patching that's been done and there aren't any more opportunities to repair them. For example, the Oil and Gas Distribution program was recently repaired because of incorrect distribution amounts caught by my staff before they were sent out. ITD charged over \$3,000 to do repairs to this one program. We have 18 more programs that are in need of repair or development of an entirely new program. We have distribution programs that need to be converted to Access software from the outdated dBase software. The dollars we are requesting are for ITD to convert the files to the new format. Each Access file will follow the same format so there should only be an initial conversion cost. There are two mainframe programs that need immediate attention. We are concentrating our efforts on upgrading programs that need the most help in the 2003-2005 biennium and are asking for an additional \$15,000 to support these modifications.

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Katherine A. Gilmore  
Operator's Signature

10-14-03  
Date

House Bill 2005  
State Treasurer Kathi Gilmore  
Page Five

In the 2005-2007 budget, requests will be made to continue repairing or upgrading the distribution programs.

### Check Signing

As a result of relocating the check signing to Central Duplicating, the State Treasurer's Office requested 2 security measures be applied to the new check design. The first request was to have the amount spelled out on the check in addition to the numerical amount. This was requested so the numerical amount could not be altered to a greater total. The second request was to have the check print job pulled out of the print sequence to maintain the authority of the Treasurer's Office. The entire check run would be prevented from printing until I, or my designee, authorized and released the checks for printing. With this precaution we would know when the checks were being printed and make a fraudulent run nearly impossible. It was indicated that if we wanted these safety measures, the Treasurer's Office would have to pay the costs for the programming, which would result in almost \$3,500. In the interest of keeping taxpayer money safe we would like to see our security features implemented. The Attorney General's Office has reviewed these requests and found them to be appropriate. We are requesting the \$3,500 either be added to our budget to have these tasks accomplished or that ITD be allocated the amount to do the requested work per their estimates. I would ask that the requested dollars be item specific if allocated to ITD.

In addition, funding is being requested to replace 8 filing units used to store the cancelled checks. The new check design will not fit in these storage units and we must have adequate storage for cancelled checks. We are requesting \$5,000 to replace these units.

### ADMINISTRATION

#### Explanation of Program Costs

Salary and wages are used to support six (6) full-time employees.

Data processing costs are related to program tax revenue distribution to political subdivision, on-line, and credit card deposits, batch printing of outstanding check lists, bank cancelled check reports, disk storage and records management fees.

Telephone costs support seven (7) telephone lines. Postage costs are for mailing of payroll to agencies in other cities, State Treasurer's correspondence, notification of distributions to political subdivisions.

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10-14-03  
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House Bill 2005  
State Treasurer Kathi Gilmore  
Page Six

Lease rental payments are made on the office copy machine.

Dues and professional development costs are for professional dues are self-explanatory.

Operating fees cover service agreements on the vault and copy machine. Professional service fees are primarily used to cover contractual expense for an individual to perform statutory duties required by the North Dakota Constitution and in accordance with the North Dakota State Auditor's Office recommendation for segregation of duties. Insurance covers Risk Management Fund contributions and Fire and Tornado Fund. The minimal equipment budget is included to replace one computer.

This ends my presentation. I'd be happy to answer any questions.

Thank you.

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Katherine A. Gilmore  
Operator's Signature

10-14-03  
Date

TESTIMONY  
HOUSE APPROPRIATIONS COMMITTEE  
GOVERNMENT OPERATIONS DIVISION  
SENATE BILL 2005  
STATE TREASURER KATHI GILMORE  
10:00 AM - March 3, 2003

Mr. Chairman & Members of the Committee,

I am State Treasurer Kathi Gilmore and I am here today to present my budget for your review.

**AGENCY DESCRIPTION/OVERVIEW**

The North Dakota State Treasurer's Office is the central elected authority for effective and efficient financial and fiscal management of the state's general and special fund monies.

The agency provides accounting, reconciliation and administrative services for various funds, distributes tax monies to state and political subdivisions.

To provide sound leadership and prudent investment practices in managing the state's money while providing quality service to the citizens of North Dakota, and also minimizing costs through maximizing productivity and quality of work.

The unclaimed property program in conjunction with the State Land Department, transfers from the State Treasurer's Office to the Unclaimed Property Division, Land Department warrants that have not been claimed for a period of three years or more. This process will potentially change with legislation that has been submitted this session to make the process more automated.

**MEASURABLE RESULTS**

The State Treasurer's Office provides a daily investment management service for over thirty state agencies and trust funds, which amounts to over forty individual investment accounts.

Nearly 28,000 receipts are prepared biennially for more than 100 agencies in an effort to deposit over \$1 billion into the state accounting system.

The State Treasurer's Office was responsible for the distribution of over 1.5 million accounting, human service and payroll checks biennially.

The agency daily manages an average of \$120 million of state general and special funds.

The State Treasurer performs direct deposit-electronic funds transfer for tax distributions of nearly \$200 million to approximately 500 political subdivisions, which not only makes the money available to subdivisions in a timely manner, but also enhances government efficiency at both the state and local level. Because of the direct deposit program, nearly 12,000 checks per year will not be written and/or processed by the office.

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Katherine Gilmore  
Operator's Signature

10-14-03  
Date



FUTURE CRITICAL ISSUES

The State Treasurer's Office continues to advance information technology. The nearly \$3,500 allowed in the Governor's budget is a start.

Distribution Programs

The dBase and SAMIS system programs on which the distributions are processed are becoming antiquated and need to be overhauled in order to continue issuing the correct amounts of distributions. Some programs may even need to be rewritten because of the amount of patching that's been done and there aren't any more opportunities to repair them. For example, the Oil and Gas Distribution program was recently repaired because of incorrect distribution amounts caught by my staff before they were sent out. ITD charged over \$3,000 to do repairs to this one program. We have 18 more programs that are in need of repair or development of an entirely new program. We have distribution programs that need to be converted to Access software from the outdated dBase software. The dollars we are requesting are for ITD to convert the files to the new format. Each Access file will follow the same format so there should only be an initial conversion cost. There are two mainframe programs that need immediate attention. We are concentrating our efforts on upgrading programs that need the most help in the 2003-2005 biennium and are asking for an additional \$15,000 to support these modifications.

In the 2005-2007 budget, requests will be made to continue repairing or upgrading the distribution programs.

Check Signing

As a result of relocating the check signing to Central Duplicating, the State Treasurer's Office requested 2 security measures be applied to the new check design. The first request was to have the amount spelled out on the check in addition to the numerical amount. This was requested so the numerical amount could not be altered to a greater total. The second request was to have the check print job pulled out of the print sequence to maintain the authority of the Treasurer's Office. The entire check run would be prevented from printing until I, or my designee, authorized and released the checks for printing. With this precaution we would know when the checks were being printed and make a fraudulent run nearly impossible. It was indicated that if we wanted these safety measures, the Treasurer's Office would have to pay the costs for the programming, which would result in almost \$3,500. In the interest of keeping taxpayer money safe we would like to see our security features implemented. The Attorney General's Office has reviewed these requests and found them to be appropriate. We are requesting the \$3,500 either be added to our budget to have these tasks accomplished or that ITD be allocated the amount to do the requested work per their estimates. I would ask that the requested dollars be item specific if allocated to ITD.

In addition, funding is being requested to replace 8 filing units used to store the cancelled checks. The new check design will not fit in these storage units and we must have adequate storage for cancelled checks. We are requesting \$5,000 to replace these units.

This ends my presentation. I'd be happy to answer any questions. Thank you.

Katherine A. Bee  
Operator's Signature

10-14-03  
Date

**Distributions that need to be converted to Access**

<u>Distribution</u>	<u>Frequency of Distribution</u>
Airline Tax	June
City Sales Tax	Monthly
City Restaurant/Lodging	Monthly
City Occupancy	Monthly
Coal Conversion	Quarterly
Coal Severance	Monthly
County Sales Tax	Monthly
Electrical Transmission	June
Financial Institutions	February
Flood Control	January
Forest Service	January
Homestead Tax Credit	May
Mineral Royalty	Quarterly
Tribal Cigarette Tax	Monthly
Tribal Highway Tax	Monthly
Taylor Grazing	January
Telecommunications	March

**Distributions that need immediate programming assistance**

Oil and Gas Production (a.k.a.-Gross Production)  
Estate

**Distributions that will be addressed in the 2005-2007 budget**

Highway  
Township Road  
State Aid  
Cigarette

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Cheresea W. Pyle  
Operator's Signature

10-14-03  
Date

COUNTY	TAX COLLECTED	IMPACT FUND	NET	ADMINISTRATION	GENERAL FUND	SHARE	SHARE	NET	SHARE	SHARE	SHARE
29 RECER	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
CUR FIS YR/MONTH	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
QUARTER	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
PR FIS YRS/MONTH	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
QUARTER	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL MONTH	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
QUARTER	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

CITY	CURRENT YEAR	PRIOR YEARS	TOTAL
BEULAH	.00	.00	.00
GOLDER VALLEY	.00	.00	.00
HAZER	.00	.00	.00
PICK CITY	.00	.00	.00
STANTON	.00	.00	.00
ZAP	.00	.00	.00
TOTAL	.00	.00	.00

*error in numbers*

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*Yherosa J. Bee*  
Operator's Signature

*10-14-03*  
Date

SB 2005

March 25, 2003

Chairman Ron Carlisle  
Government Operations Division  
House Appropriations Committee  
House Conference Room, State Capitol  
Bismarck, ND 58505

Dear Representative Carlisle and Members of the Committee:

Attached are the policies and procedures in place in Central Services Division for the handling of all mainframe printing including checks. These policies and procedures have been reviewed and approved by ITD and the State Treasurer's Office as indicated by our joint signatures on this letter.

Also attached is a comparison of the costs of printing the old checks and the new ones. These costs are for SAMIS and payroll checks only and does not consider machine and labor costs. As you will note, although the new checks cost more, savings are realized in the cost of the stubs and payroll advices because they are now being printed on plain bond paper. Savings are being realized by standardizing to one envelope.

We anticipate further costs reductions because of:

- Efficiencies in the procurement of check stock, paper, and envelopes. By combining the volumes from all agencies, the State will be able to take advantage of volume discounts offered by vendors.
- Eliminating or minimizing of the duplication of efforts in the handling of the check stock, paper, and envelopes. Central Services Division will contract for, order, receive, and store the materials in one location. The agencies will receive a finished product without the concern of having sufficient stock on hand and without employees in several agencies being required to handle these materials.
- Eliminating the need to print check stubs. When the Connect ND project is implemented, check stubs will no longer be printed. Agencies will have access to that information on-line from individual PC's.

We hope this information is helpful. Please feel free to contact any of us if you have any questions.

Sincerely,

*Linda Belisle*  
Linda Belisle  
Director, CSD

*Kathy Kirschman*  
Kathy Kirschman  
Deputy State Treasurer

*Mike Ressler*  
Mike Ressler  
Deputy CIO, ITD

A Division of the Office of Management and Budget

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*Cheresea J. Lee*  
Operator's Signature

10-14-03  
Date

## Mainframe Printing Policies and Special Instructions

Effective January 7, 2003

- Keep the door to the mainframe print room closed at all times.
- Never give an individual any reports without checking the authorized list. The binder containing lists of authorized personnel from each agency is in the overhead bin in the reception area.
- Always lock up printed checks after recording the beginning and ending number of each run in the check receipt log. The check receipt log is in the binder on the table in the mainframe print room.
- Never give an individual any checks without having the individual complete the check receipt log and verifying the signature on the form with the one on file.
- Always initial the check receipt log when checks are picked up.
- If running checks, do not leave until the check runs are completed, the beginning and ending numbers of each run have been recorded in the check receipt log and all checks are locked in the cabinet in the mainframe print room.
- Out of consideration for the person on the next shift, clean up as much as possible after each time you fill the paper trays or empty the stacking bins.
- No food or beverages in the mainframe print room.
- When restocking paper, rotate the cartons. "Last in, Last out", side to side with the divider
- Pay careful attention when separating reports to be sure all reports get to the correct agency.
- Be careful to stack large runs in the tubs in the order they were printed and try to keep large print jobs together.
- Remember to turn on the "separator sheet" function after running Form print job.
- Be sure to fill paper trays and empty stacking bins after each shift. Also put a sticky note on the stacking bin on the Xerox printer that was receiving jobs when you left.
- Call ITD Operations when there are problems.
- Change the ribbon on the IBM line printer anytime the print gets light.
- No food or beverages in the mainframe print room.
- Record actual time working in the mainframe print room, not the time the machines are printing.
- Record on the sheet in the Xerox manual on the Xerox printer whenever a toner cartridge is replaced or fuser agent is added.
- If the State Treasurer's Office locates an error with check quantity, the Treasurer's Office will contact ITD's help desk at 328-4470 and notified of the error. Should the error cause a delay in regular check delivery, the inquiring agency or agencies will be directed to Central Duplicating and ITD for resolution time.

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Yherosa J. Bee  
Operator's Signature

10-14-03  
Date

**Mainframe Printing**  
**Employee Duties and Responsibilities**  
January 7, 2003

**Rose - 4:00 a.m. to 12:30 p.m.**

1. Serve as lead operator. Contact person for changes or complaints.
2. Do mainframe printing until reports/checks are finished. Record the beginning and ending number of each run of checks in the log.
3. Perform other regular duties.
4. Assist agency personnel in picking up reports.
5. Responsible for ordering supplies and stock for mainframe print room.
6. Train staff assigned to mainframe printing on the equipment and notify them of changes.
7. Set up maintenance schedule and check to see that duties are performed.
8. Place SFN 19954, Request for Material, in basket at front desk every Monday morning and on the morning after the last working day of the month so the inventory can be updated.
9. Verify that check numbers are recorded correctly.
10. Assist authorized personnel from the State Treasurer's Office in picking up checks. Initial in the space provided on the log sheet verifying that the individual picking up the checks is authorized to do so.
11. Assist Pre-Sort courier in picking up PERS checks.
12. Be sure the payroll checks, payroll advices, and Human Services C and M run checks are folded.
13. Update Jim or Steve as to print jobs scheduled for the day.
14. Acquire presort mail tubs and sleeves for the Pitney Bowes run on the fifth to last working day of each month
15. Do the Pitney Bowes run on the fourth to last working day of the month.
16. Record a line count on the Xerox and IBM printers on the first working day of the month.

**Steve G. - 7:30 a.m. to 4:00 p.m.**

1. Backup Rose during "lunch break" from 7:30 a.m. to 8:00 a.m.
2. Fold checks and advices as needed.
3. Perform regular duties.
4. Get update from Rose at noon regarding print jobs.
5. Check the mainframe printers every 30 minutes. Coordinate with Jim when both are here.
6. Backup for Michele during Michele's absence.

**Jim - 7:30 a.m. to 4:30 p.m.**

1. Restock paper in mainframe room.
2. Put empty boxes in the print shop. Empty wastebaskets. Check the bag in the paper shredder and empty if necessary.
3. Backup Rose during her break from 10:00 to 10:20 a.m.
4. Get update from Rose at noon regarding print jobs.

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Yvonne A. Bee  
Operator's Signature

10-14-03  
Date

5. Check the mainframe printers every 30 minutes. Coordinate with Steve when both are here.
6. Update Michele on the status of jobs at 4:00 p.m.
7. Perform regular duties.
8. Backup for Steve.

**Michele – 11:30 a.m. to 8:00 p.m.**

1. Perform regular duties until 4:00 p.m.
2. Get an update on the status of jobs from Jim or Steve.
3. Print the nightly run of checks and record beginning and ending number of each run in the check receipt log. Must not leave until the checks have been run, the numbers are recorded, and the checks are locked in the cabinet.
4. Start printing jobs if there are any. If not, check the mainframe printers every 30 minutes.
5. Clean the IBM line printer – clean the print band on Monday nights; change the ribbon daily plus any time the print is light; vacuum the printer on Monday, Wednesday, and Friday night plus any time the ribbon is changed.
6. Fill paper trays and empty stacking bins on both printers before leaving.
7. Put a sticky note on the bin on the Xerox printer that is receiving the print jobs before leaving.

**Karen – 10:00 p.m. to 6:00 a.m. (During legislative session)**

1. Empty stacking bins and fill paper trays on the mainframe printer at 10:00 p.m. while Docs are warming up.
2. Start mainframe printing if there is anything to print.
3. Run checks if there are any, record the beginning and ending numbers on the log sheet, and lock them in the cabinet.
4. Perform regular duties.
5. Check on the mainframe printer about once an hour.
6. Update Rose at 4:00 a.m.
7. NOTE: Update Maxine at 4:00 a.m. when Rose is absent.

**Maxine – 4:00 a.m. to 12:30 p.m.**

1. Perform regular duties unless Rose is absent.
2. When Rose is absent, start the mainframe printer at 4:00 a.m. while the Docs are warming up or get update from Karen; check on mainframe printing periodically until 8:00 a.m.; update Jim or Steve on the status of print jobs at 8:00 a.m.
3. Back up Rose during her break from 5:30 a.m. to 5:50 a.m.

**DeNeen – 8:00 a.m. to 5:00 p.m.**

1. Assist agency personnel in picking up reports
2. The central contact person – keep Rose informed as to changes or problems.

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Yherosa J. Lee  
Operator's Signature

10-14-03  
Date

**Mainframe Printing  
Procedures For Handling Jams**  
Effective January 7, 2003

On the Xerox printer

- Lower the bin the printer is stacking to
- Remove the job that has printed to that point.
- Place the sheets in the kick-out bin sideways on top of the pages that were removed from the stacker and put a sticky note on it that says "jam".
- Clear the jam and resume printing.
- Lower the active output stacker so the printed pages go to the other stacker.
- Compare the first page printed after the jam is cleared to the last page printed before the jam occurred to be sure a page isn't missed or repeated.
- When the job is completed, place the remainder of the job on top of the "jam" sheets. The jam sheets are given to the agency along with the completed report.

On the IBM line printer

- Clear the jam.
- Back the data 3 to 5 pages. This is done from the terminal in the mainframe room.
- Tear off those sheets and write "burn" on the top one using a black felt-tip pen.
- Resume printing.
- The "burn" sheets are given to the agency along with the completed report.

On the Pitney Bowes machine

- Clear the jam and resume printing.
- At the end of the run, recover and run those pages that kicked out. This is done from the computer next to the machine.
- Return all kick outs to the agency.

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Yherosa J. Lee  
Operator's Signature

10-14-03  
Date



**Cost Comparisons\*  
SAMIS and Payroll**

<u>Old</u>		<u>New</u>
SAMIS Checks	\$ .00972 (Special order check stock)	\$ .01350 (Xerox check stock)
SAMIS Check Stubs	\$ .00685 (Special order form)	\$ .00480 (Printed on plain bond paper)
Envelopes	\$ .02020 (#9 window envelope)	\$ .01260 (Regular #10 envelope)
<b>Total</b>	<b>\$ .03677</b>	<b>\$ .03090</b>
Payroll Checks	\$ .01110 (Special order check stock)	\$ .01350 (Xerox check stock)
Envelopes	\$ .02230 (Special order envelope)	\$ .01450 (#10 privacy tint envelope)
<b>Total</b>	<b>\$ .04007</b>	<b>\$ .03280</b>
Direct Deposit Advices	\$ .00667 (Special order form)	\$ .00480 (Printed on plain bond paper)
Envelopes	\$ .02230 (Special order envelope)	\$ .01450 (#10 privacy tint envelope)
<b>Total</b>	<b>\$ .02897</b>	<b>\$ .01930</b>

**Old Costs**

SAMIS Checks printed in 2001	422,344 x \$.03677 = \$15,530	
SAMIS Checks printed in 2002	384,565 x \$.03677 = \$14,140	
<b>Biennium Costs</b>	806,909 x \$.03677 =	<b>\$29,670</b>
Payroll checks printed in 2001	28,881 x \$.04007 = \$1,157	
Payroll checks printed in 2002	26,315 x \$.04007 = \$1,055	
<b>Biennium Costs</b>	55,196 x \$.04007 =	<b>\$ 2,212</b>
Average number of payroll advices printed per month**	8,212 x \$.02897 = \$237.90	
<b>Biennium Costs**</b>	8,212 x 24 x \$.02897 =	<b>\$ 5,710</b>
<b>Total SAMIS and Payroll check printing material costs</b>		<b>\$37,592</b>

**New Costs**

SAMIS checks printed in 2001	422,344 x \$.03090 = \$13,050	
SAMIS checks printed in 2002	384,566 x \$.03090 = \$11,883	
<b>Biennium Costs</b>	806,909 x \$.03090 =	<b>\$24,933</b>
Payroll checks printed in 2001	28,881 x \$.03280 = \$947	
Payroll checks printed in 2002	26,315 x \$.03280 = \$863	
<b>Biennium Costs</b>	55,196 x \$.03280 =	<b>\$ 1,810</b>
Average number of payroll advices printed per month**	8,212 x \$.01930 = \$4,158	
<b>Biennium Costs**</b>	8,212 x 24 x \$.01930 =	<b>\$ 3,804</b>
<b>Total SAMIS and Payroll check printing using today's material costs</b>		<b>\$30,547</b>

\*Does not include labor or machine costs and based on check volumes for 2001 and 2002.

Monthly averages used are the average of February and March 2003, since numbers for 2001 and 2002 are not available.

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*Cherisea J. Lee*  
Operator's Signature

10-14-03  
Date

10/17/02 -

I met with Jeff Larshus and Mike Ressler about moving check signing. This was follow-up to several meetings and I asked them at this point what date they wanted to set as the move deadline. They both responded that December 1<sup>st</sup> would be appropriate. When I asked if this was a realistic date, they replied that it would be best if the process was moved by the time the legislature returned.

We were told that this would save agencies time and manpower by eliminating the need to fold checks. The fact is the redesigned checks will make more work for the agencies with the extra fold, Jeff said that "anyone that is half-coordinated can fold a check". The exception being when an agency has a volume of checks like the Game and Fish license refund checks. With current stock Game and Fish have 4 boxes of checks and the extra fold would almost double the time they need to spend preparing the checks for mailing.

The date was moved back to January 1, 2003 because Jeff had talked with Tax and they had too much invested in envelope stock and wanted another month to use some of it up. Agencies are still throwing away unused materials and old check stock is being wasted with this switch; resulting in more wasted money.

Mike Ressler was informed at this meeting about RIO and PERS having separate checks and it was reiterated that child support might run into trouble with their check sequence (run out of numbers).

12/16/02 -

I attended a meeting with RIO (Connie Flanagan and Bonnie Heit), PERS (Sharon Schermeister), RIO's IT people, Dean Glatt, Mike Ressler and Linda Belisle from Central Services. It had been noted by this time that Central Duplicating was going to take over the printing of the checks although ITD would still control the print job for checks. Because of lack of attention to detail, RIO and PERS were not clear if the check-signing switch applied to them. When it was confirmed that they would need to be part of this switch it was determined they would not be able to be prepared to switch their checks by the January 1 deadline. Besides the lack of time, PERS had just ordered more check stock because ITD dropped the ball about informing the agencies. I explained with the deadline set at January 1, the Treasurer's office intended to let the service contract lapse on the bursting machine at that time. Linda was asked if background checks had been done on the individuals that would be handling the checks, she said yes.

12/30/02 -

I spoke with Mike Ressler about Central Duplicating doing the criminal background checks per the recommendation of the AG's office. It was suggested that a meeting between Linda Belisle, Mike and I be held to resolve some of the outstanding issues. He agreed and said he already had a call into Linda and would set the meeting up and let me know when. As of 1/2/03 he had not responded.

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Y. Beresna D. Bee  
Operator's Signature

10-14-03  
Date

1/2/03 - Human Services delivered checks to sign. Placed calls with Dean Glatt and Mike Ressler, apparently they are in meetings until 10am. Never received a response from either of them. Spoke with Paul Rohrich, they said they expect the transition for DHS to be another week. Paul said he was not aware from Mike's letter that those needed to be converted by the January 1 deadline and the MICR tests came back too late from BND to do the switch in the system to print on the new check stock. Said he would try to rectify this situation by catching and switching the various checks to the new stock as they come up for printing.  
**As of 1/27/03, the Treasurer's office is still signing DHS checks.**

Problem with check pick-up today. Jan went down to pick up the checks; Jeff Larshus had already picked them up. A letter had been issued to Linda Belisle and Mike Ressler indicating who is authorized to pick up checks and their signatures. Jeff is not an authorized individual. He took the checks to OMB and then left the building leaving the checks with other unauthorized individuals - a definite breach of security. I questioned Jeff about this and he acknowledged that he was not an authorized handler but did it anyway to see how the check run went. They obviously don't fear theft or fraud.

1/7/03 - Met with Deb McDermott, Karalee Adams, Keith Highley, Mike Ressler, Dean Glatt and Paul Rohrich about the DHS checks. DHS wants all one-color paper stock to help keep costs down and is concerned that the new stock is costing so much more than the old stock. I explained that keeping different color check stock was necessary due to rejects from BND's fine sort machine, I would agree on behalf of the Treasurer's office to one-color check stock if there was some type of easy identifier on each type of check.

1/8/03 - Met with Mike Ressler and Linda Belisle in the Central Dup print room where the checks are printed. We determined who would have a criminal background check - those individuals that from Central Dup that have access to the room. Linda would start that process. We agreed that when the accounting checks are done printing in the evening the operator would lock them in a filing cabinet with key access going only to those individuals that can get into the room.

1/16/03 - Kick-outs or rejected checks were roughly a 7-8" stack - primarily new check stock. Went to see Gary Vasey and he said he had just gotten involved about a week before and was working on the situation with Xerox. Apparently the check stock was not the Xerox stock that had been tested in the initial set-up and BND says it is not stiff enough to hold through the fine sort process. He stated he would keep working on the situation. I then went down to ITD. Neither Dean Glatt or Paul Rohrich were at their desks so I went to see Mike Ressler. I showed him what an

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Yherosa J. Lee  
Operator's Signature

10-14-03  
Date

"average" day, which is 1 1/2- 2" stack, and then the stack of checks we received that day which was about 7" high. I explained that this was a critical matter and something needed to be done immediately. He said he would make a couple phone calls to get things resolved.

Later...the paperstock was switched to the test Xerox stock.

1/22/03 -

Met with Gary Vasey about identifiers on the checks and having all the check stock one color. I asked how much savings there would be going from the various colors to one and he could not answer me. He was meeting with Steve Porter later and would ask him if he had any ideas about what we could do.

Gary came down with Steve later and discussed the situation. We showed him the original new stock (not the Xerox stock) and he was not convinced it was the paper until then. Told us there were different classes of paper and that the original new stock was a lesser grade than the Xerox stock. I explained we had asked for different security features to be added and that we were told we would have to pay for any changes. We asked for the amount to be written out on the check, to have the print job held out of sequence for us to release so we know when the checks are printing and for a report to be issued so we know what is printing. All those requests totaled about \$3,500. Steve agreed with the estimate of \$1,000 for the work needing to be done by Xerox to put the written amount on the check, but disagreed that the print job could be held out of que by the operator at no cost until we called to release it. (He also made the comment that we were updating our process with "1985 technology".) When asked about the original proposal of the machine that would print, stuff and stamp the checks, he said that was a Pitney Bowes machine that was far too slow to complete the checks in a timely manner. Steve also noted that the room where the printer was in ITD was climate controlled and that the room in Central Dup where the printer is now is not—but very well should be to help control static and so the paper does not dry out and become difficult to handle. He stated that if there was a problem with the printer relating to room conditions and a service person was called in, the service person would refuse to fix the machine until the environment became stable.

Central Dup has the Pitney Bowes machine and it is only used for 2,000 pieces of DHS mail a month.

1/23/03 -

Major fiasco with the checks today. There was a jam in the printer with some Tax and Legislative Council checks. Somehow in the printing/organizing process the jammed checks got stuck in the middle of the DHS checks. I started calling at 9:30am to track them down and did not get a response until after 11am. No reaction until a call from Anna at DHS at 2pm saying they had the checks there.

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Yherosa J. Lee  
Operator's Signature

10-14-03  
Date

1/24/03 - Met with Linda Bellisle, Steve Gerriets, Rose Kavonious and Michelle (night operator) to talk about what happened with the checks on 1/23 and follow-up on some issues. No definitive answers on how the problem occurred and why the checks were out of order. It had to have happened in Central Dup because the Treasurer's office separates the checks by department and verifies the first and last number of each batch. I asked about progress on background checks and they are still completing paperwork to authorize them. Linda discussed the possibility of using the Pitney Bowes machine to stuff the Game and Fish or Tax refunds, however the agency would need to pick up the cost of that service. No idea on the cost at this time.

1/31/03 - Went to pick up the checks, brought them up the office and compared the check numbers to the check registers. The child support checks were missing the last 100+ checks and we did not receive the CCWIPS run at all. Called Central Dup left a message with Rose Kavonious, message to Paul Rohrich at ITD and Karalee Adams at DHS. Paul finally returned a call that there was a jam in the child support run that Central Dup did not catch and the other DHS check run arrived late. They were in the process of printing both and would call when they were done. Treasurer's Office does not release checks to any agency until the numbers are verified to the registers to confirm we have all the checks in the run.

There was some problem with the checks either at the point of pick-up in Central Dup, design with ITD and DHS or printing every day in January. DHS, who was one of the biggest proponents of this transfer when initially proposed to the Legislature, was the last to be switched over because of aesthetic issues they were being belligerent on. The time consumed working on just check issues for the Treasurer's Office alone totaled about 60 hours for the month of January.

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Cheresea J. Bell  
Operator's Signature

10-14-03  
Date

2/11/03 -

Jan went to pick up the checks this morning and found that only the SAMIS checks had printed (which printed at 5pm the night before). Linda Belisle, Steve Gerriets and a couple individuals working on a printer jam were there. Linda told Jan that the Human Services checks were not ready yet. Linda verified on the computer that there were 3 jobs printing outstanding. I left a message for Deb McDermott to keep DHS apprised of the situation. Karalee Adams from DHS called stating that the date was put in the MMIS set-up card and that those checks needed to be reprinted. I said that Central Dup had some trouble with printing and that they might be able to catch the print job and correct it without a re-print. I made a second trip down to Central Dup and the Child Support, Vision and MMIS checks were ready for pick-up. I called Karalee back to explain that I picked up the bad run of MMIS checks and they would need to send the print job again. Meanwhile, Central dup retrieved and printed the bad run of checks again. We coordinated with DHS to print corrected checks and delete the incorrect records so they would not show up twice on the outstanding checklist. The corrected MMIS checks were printed and I went to pick them up at 1pm. No check register available and as of 3pm, we still had not received the register. I made several phone calls to Central Dup and DHS to try and locate the register as well. As stated before, the Treasurer's Office will not release checks without verifying them to the register. With the corrected run of checks we discovered that the run that was picked up in the morning was missing about 1000 checks. The MMIS check register finally showed up at 3:15pm. I called Linda Belisle to confirm that this sequence of events was a fluke and the Central Dup staff understands that the checks take priority and we cannot make 4-5 trips down to chase after checks all day. She confirmed they understood. Spoke with Glen Materi at BND in regard to the reject/kick-outs levels. Becky had sent back a rather large amount of new check stock (1 1/2" stack) to be sorted. He was calling to find out why the checks were returned. I explained that we were requesting that that group of checks be put through the fine sort process again because there was nothing visibly wrong with them. He said that they could not promise the checks we send back would not get mixed in with the checks being sorted for that day.

2/21/03 -

Today a blank and signed check came in the run. This check did not have the bank account printed with MICR ink at the bottom, but the routing number was printed.

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Yvonnea J. Bee  
Operator's Signature

10-14-03  
Date

VENDOR REMITTANCE ADVICE

DEPARTMENT:  
WARRANT:

DATE:

VENDOR:

REF. DOC.	INVOICE	AMOUNT	REF. DOC.	INVOICE	AMOUNT
				CHECK AMOUNT	12,717.62

THIS DOCUMENT HAS A GREEN BACKGROUND ON THE FACE AND AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT AN ANGLE TO VIEW.

SFN-5900

STATE OF NORTH DAKOTA  
WARRANT CHECK

CHECK NO.	DATE
-----------	------

77-28  
913

CHECK AMOUNT

DEPARTMENT OR AGENCY MAKING PAYMENT

CHECK AMOUNT

TO THE STATE TREASURER  
PAY TO THE ORDER OF



*Bob Peterson*

State Auditor

*Kathi Simon*

State Treasurer

⑈ ⑈ ⑈ 09 1300285⑈ 9⑈ 10⑈ 15⑈ ⑈

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*Yherosa W. Lee*  
Operator's Signature

10-14-03  
Date

"correct" the court's alleged improper designation of penalties as costs rather than fines. Because the state could not collaterally attack the judgments, any right in the money sought had to be established independent of the judgments. State ex rel. Rayl v. Hettinger County. 467 N.W.2d 98 (N.D. 1991).

**54-27-03. County auditors to furnish office of management and budget with abstract of tax list.** Repealed by S.L. 1991, ch. 658, § 2.

**54-27-08. How moneys paid from state treasury — Warrants — When not necessary.** Except as otherwise provided, moneys may be paid from the state treasury only upon the warrant or order prepared by the office of management and budget drawn on the state treasurer. The state auditor shall recommend a form for order and warrant-check of the state government which must conform, so far as consistent with statutory requirements, to approved banking practice to facilitate handling of such instruments by banks and other depositories. When an order and warrant-check is signed by the state auditor, the state treasurer shall accept the order or warrant with the treasurer's signature, making the order and warrant-check negotiable. No warrant upon the treasurer may be delivered or mailed to the payee or the payee's agent or representative until the warrant has been signed by the treasurer and entered on the treasurer's books as a check drawn on a bank depository. A record must be maintained specifying upon what fund or from what apportionment each warrant is to be paid. The state treasurer may redeem outstanding bonds or pay interest on bonds when due without the warrant of the office of management and budget, retaining the bond or interest coupon as a voucher for the payment until the next settlement. With respect to electronic records and electronic signatures, the state treasurer shall utilize the services provided by the information technology department.

Source: S.L. 1890, ch. 183, § 9; R.C. 1895, § 329; R.C. 1899, § 329; R.C. 1905, § 381; C.L. 1913, § 641; R.C. 1943, § 54-2708; S.L. 1955, ch. 98, § 11; 1957 Supp., § 54-2708; S.L. 1959, ch. 372, § 184; 1979, ch. 187, § 99; 1983, ch. 553, § 3; 2001, ch. 5, § 4.

**54-27-12. Expenditure of amount in excess of appropriation for state institutions — Unlawful.**

In General.

The board may not spend more money than appropriated by the legislature for the creation or improvement of any public building or structure, or for the purchase of any real property, or divert money appropriated by the

legislature for one institution to another institution. *Leavitt v. Rese*, 467 N.W.2d 431 (N.D. 1991), overruled on other grounds. *Bulman v. Helstrand Constr. Co.*, 521 N.W.2d 672 (N.D. 1994).

**54-27-15.1. State treasurer's checks, warrants, and warrant-checks — Cancellation — Deposit to common schools trust fund — Subsequent payment — Continuing appropriation.** The state treasurer at the beginning of each fiscal year, shall prepare a list of the checks,

show the number, date, payee (with address of payee if available) and fund (if available) against which said instrument was drawn; such list must then be used as an authority for writing a receipt of such check or checks and shall credit such amount to the common trust fund pursuant to chapter 47-30.1. One copy of such receipt instruments affected must be provided to the administrator of properties. In the event such check, warrant, or warrant-check subsequent time presented for payment, or a claim is made by for the amount of any such instrument, further proceeding conducted in accordance with chapter 47-30.1. These expenses hereby subject to a standing and continuing appropriation.

Source: S.L. 1945, ch. 292, § 1; R.C. 1943, 1957 Supp., § 54-27151; S.L. 1959, ch. 372, § 109; 1989, ch. 649, § 1; 1993, ch. 520, § 1; 1995, ch. 514, § 1. The 1995 amendment of the section 1 of chapter 514, S.L. effective August 1, 1995.

**54-27-19.2. Reporting of number of motor vehicles on Indian reservations — Use for determining each county of highway tax distribution fund.** Before the tenth day of each governing body of an Indian reservation having a motor registration ordinance may report the number of motor vehicles on the reservation to the director of the department of transportation. The director of the department of transportation shall multiply the motor vehicles reported by a factor that represents the portion of the highway tax distribution fund derived from taxes on motor other special fuels during the most recent fiscal year. The director of transportation shall report the resulting product to the treasurer for incorporation into the county distribution formula of section 54-27-19 as follows:

1. Where the boundaries of the Indian reservation do not more than one county, the director of the department of transportation shall credit the total product to that county.
2. Where the boundaries of the Indian reservation encompass more than one county, the director of the department of transportation shall allocate the product to each county containing a portion of the Indian reservation in the ratio of the number of registered motor vehicles in that county to the total of registered motor vehicles in all the counties containing a portion of the Indian reservation. If the number of reservation motor vehicles is not available, the director of the department of transportation shall allocate the product to each county in proportion of an Indian reservation in the ratio of the number of county roads, as designated under section 24-05-16, to the total of the number of county roads on the reservation.

Source: S.L. 1993, ch. 521, § 1.

**54-27-20.2. State revenue sharing distribution** — Repealed by S.L. 1997, ch. 19, § 3.





Kathi Gilmore  
STATE TREASURER

OFFICE OF STATE TREASURER  
STATE OF NORTH DAKOTA

2

To: Curt Wolf, Director, ITD  
Rod Backman, Director, OMB  
Deb McDermott, Department of Human Services  
Kelly Heinert, Pitney Bowes

From: Carol M. Siegert, Deputy State Treasurer

Subject: Technology Discussion by Pitney Bowes

Date: November 16, 1999

Representatives from Pitney Bowes will be available to discuss new technology involving check-signing machines. This discussion will be held on Wednesday, December 1, 1999, in the Lewis & Clark Room, State Capitol at 2PM.

Please feel free to bring personnel to the meeting whom you feel should be involved in this process.

Thank you.

State Capitol • 600 East Boulevard Avenue • Bismarck, ND 58505-0600  
Telephone 701-328-2643/FAX 701-328-3002

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*Cherese A. Free*  
Operator's Signature

*10-14-03*  
Date

KATHI GILMORE  
STATE TREASURER



3

STATE OF NORTH DAKOTA  
OFFICE OF THE STATE TREASURER

December 3, 1999

Mr. Curt Wolfe, Director  
Information Technology Department  
State Capitol  
Bismarck, ND 58505-0100

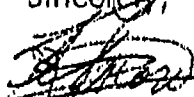
Dear Curt:

My staff has briefed me on the meeting with Pitney Bowes regarding the purchasing of equipment for check signing and the mailing system.

I have always been very supportive of advanced technology and I recognize the value and necessity of efficiency and cost saving measures in government. I believe there is merit in looking at this system.

There are, however, legal and procedural issues I feel have not been addressed. For example, does this proposal meet the letter of the law? I would suggest you seek an Attorney General's Opinion to clarify the legalities before more time is spent in contemplating this change.


Sincerely,

  
Kathi Gilmore  
North Dakota State Treasurer

jf

STATE CAPITOL • 600 EAST BOULEVARD AVENUE • BISMARCK, NORTH DAKOTA 58505-0600  
TELEPHONE 701-328-2643 • FAX 701-328-3002

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Operator's Signature

10-14-03  
Date

4

Carol Siegert

From: McDermott, Debra A. [SMTP:isomcdd@state.nd.us]  
Sent: Thursday, December 16, 1999 11:21 AM  
To: Siegert, Carol M.  
Subject: Mail Savings

Carol these are very rough estimates and considering that the equipment could be used for most of our applications. If you have any questions give me a call. (8-3695) If I think of anything else I'll let you know.

It is estimated that we would save approx. \$7,500 a month in postage costs using the documatch. (This is calculated using Kelly's estimate of 6 cents per envelope.)

Other potential cost savings would include:

Decreasing the mailroom staff by .25 FTE for an approx. savings of \$627 a month

Savings using a plain envelope vs a window envelope - looks like it would be a little over a 1/2 a cent per envelope. This would equate to about \$500-600 in savings a month.

Savings of buying check paper as was shown at the meeting vs purchasing preprinted checks at a cost of 0.7 cents a check (I didn't research the cost of check paper.)

We currently have a \$48,000 inserter in our mailroom, we would still need an inserter, but possibly not such a large one. The wear and tear on this machine would also be considerably decreased, which would extend its life and ultimately save the dept. additional dollars.

Page 1

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Yherosa J. Free  
Operator's Signature

10-14-03  
Date

**Kathy Kirschman**

5

**From:** Bellsle, Linda L. [lbellsle@state.nd.us]  
**Sent:** Friday, February 28, 2003 2:38 PM  
**To:** Kirschman, Kathy M.  
**Subject:** Pricing for Options

Kathy,

In response to your question to Steve Gerriets about pricing for folding and inserting on the Pitney Bowes, we're still collecting data on what our costs will be since the Pitney Bowes machine is new to us. Preliminary numbers show that we will need to charge between 5 and 6 cents a piece to fold, insert, and seal. That cost includes the envelopes as well as our labor and machine costs. The price would be the same for single or multiple inserts. We expect that it will go down as volume grows.

Give me a call (3494) if you have any questions. Have a nice weekend!

Linda

3/7/2003

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Cheresea J. Bee  
Operator's Signature

10-14-03  
Date

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## 1. System overview <sup>6</sup>

This chapter introduces the DocuPrint 96 and 96 MICR IPS, the 4635 and 4635 MICR IPS, and the DocuPrint 180 and 180 MICR IPS printing systems. It describes the systems' hardware and software components, features, functions, and modes of operation.

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### Functional overview of the DocuPrint IPS

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The 96 IPS, 96 MICR IPS, 4635 IPS, 4635 MICR IPS, 180 IPS, and the 180 MICR IPS print high quality documents in simplex or duplex mode at high speeds.


DocuPrint IPS printers support:

- Duplex printing
- Media handling of multiple weights, sizes, and types
- Optional modules for enhanced finishing and output to third-party finishing devices
- Optional enabling of third-party roll feeders
- Optional high-capacity feeder which provides additional feeder trays.

The IPS emulates an IBM AFP Group 3 page printer with the Advanced Function Image and Graphics (AFIG) option and can print in all the following PSF environments:

- MVS
- VM (channel-attached only)
- VSE (channel-attached only)
- OS/2
- OS/400 (with TCP/IP only)
- AIX

 **Note:** Although PSF/VSE does not support TCP/IP directly, a printing system with PSF/2, PSF/6000, or IBM InfoPrint Manager can attach to a PSF/VSE system and the PSF/2, PSF/6000, or IBM InfoPrint Manager can furnish the TCP/IP support for the IPS printer.

 For information on the minimum PSF levels needed to support the IPS, refer to your *Xerox DocuPrint 96/4635/180 IPS Installation Planning Guide*.



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## DocuPrint 96 MX Production Printer

### Description

The Xerox DocuPrint 96 MX Production Printer combines high-performance while delivering a wide range of superior high-volume document solutions, with MICR capability.



With its unprecedented paper-handling - three paper input sources a total of 4,300 sheets - the DocuPrint 96 MX provides superior combined with maximum productivity. Built-in intelligence all creation, modification, and storage of electronic forms.

[Click To Enlarge](#)

### Where to Buy

To place an order or for more information, call 1-800-ASK-XE (Monday - Friday, 8:00 a.m. - 8:00 p.m. ET).

- [View Specifications](#)
- [Get Support](#)
- [Download Drivers](#)
- [Compatible Supplies](#)

Product Overview	
Price (USD)	Contact Xerox for Price
Highest B/W Print Speed (ppm)	96

Related Links
<a href="#">Family Page</a>
<a href="#">Total Satisfaction Guarantee</a>
<a href="#">Warranty Info</a>
<a href="#">Learn About Leasing</a>
<a href="#">DocuPrint 96 MX LE Brochure</a>
<a href="#">Xerox Documental Software Service</a>

### Product Highlights

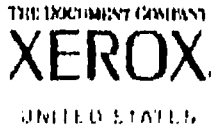
- Reliable and flexible enough to process a sequence of jobs without downtime. Provides end to end productivity solutions, with a user-friendly interface: IOT touch screen, printer diagram display for jam clearance. Increases the value of your documents by letting you do more in less time and with less hassle. Compatibility and flexibility protects your investment in current applications and printers. No need to stop and load paper as often with three paper input sources for a total of 4,300 sheets. Built on the proven technology of the Xerox 4635 LPS to give high reliability. Multiple finishing options are available: Roll to cut-sheet and bypass transport option.
- Protects investment in current applications and printers
- Easy to use with an IOT touch screen, printer diagram display for jam clearance, and operator attention indicators.
- Lets you load paper for high volume jobs.
- Built on the proven technology of the Xerox 4635 LPS to give high reliability.
- Three paper input sources for a total of 4,300 sheets give exceptional paper handling.
- Multiple finishing options are available: Roll to cut-sheet and bypass transport option.

http://www.xerox.com/go/xrx/template/012.jsp?prodID=DP96MX&Xentry=USA&Xlang=... 3/10/2003

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*Y. H. ...*  
Operator's Signature

10-11-03  
Date



*page 8 blank*

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### Specifications for DocuPrint 96 MX Production Printer

Performance	
Highest B/W Print Speed (ppm)	96
Highest B/W Duplex Print Speed (PPM)	96

Document Handling	
Maximum Input (sheets)	4,300
Maximum Output (sheets)	2,600
Auto Duplex	Included
Auto Duplex Speed (ppm)	96
Standard Paper Trays	3

Printing Capabilities	
Print Technology	Laser



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*Yherosa J. Free*  
Operator's Signature

*10-14-03*  
Date



OFFICE OF STATE TREASURER

STATE OF NORTH DAKOTA

10

Kathi Gilmore  
STATE TREASURER

To: Mike Ressler, ITD

From Kathi Gilmore, State Treasurer

RE: Check signing procedure

This memo is in regard to moving the signing of state warrants to the Information Technology Department (ITD).

It should be noted that the State Treasurer requested additional security features and monitoring elements that were denied due to cost requirements from ITD. The additional items were:

1. The amount of the check be written out on the check in addition to the numerical amount.
2. The print job be held so the check run may be viewed and released by the State Treasurer or a designated representative.

In order to transfer this procedure, Office of Management and Budget (OMB) will notify the appropriate parties that there will need to be changes in check and envelope stock ordered. OMB will also be responsible for locating and/or ordering check stock for different agencies in colors as closely matched to the color designations used at this time.

I am complying with the legislative intent to have the procedure of check signing transferred to the ITD department. Moving the check signing from the State Treasurer's office to ITD does not alleviate any work or allow any time saving for the Treasurer's office. The time that used to be spent signing checks will now become the time for a representative from the State Treasurer's office to go to ITD and pick-up the checks. The remainder of the process is going to stay the same and, unfortunately, the movement of the check signing does not result in an improvement to customer service.

I expect this procedure to be transferred by December 1, 2002 and working smoothly so it will not interrupt service to our customers. Any failure to achieve this goal lies with ITD.

Cc: The Honorable Ken Svedjan, Committee Chairman  
Jim W. Smith, Legislative Budget Analyst and Auditor  
Jeff Larshus, Office of Management and Budget

State Capitol • 600 East Boulevard Avenue • Bismarck, ND 58505-0000  
Telephone 701-328-2643/FAX 701-328-3002

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Cheresea J. Lee  
Operator's Signature

10-14-03  
Date



# OFFICE OF MANAGEMENT AND BUDGET

600 East Boulevard Ave, Dept 110 • Bismarck, North Dakota 58505-0400  
FAX - (701) 328-3230

11

TO: All State Agencies, Finance Directors  
FROM: *JL* Jeff Larshus, OMB Fiscal Management  
SUBJECT: Printing of Payroll and SAMIS Checks  
DATE: November 12, 2002

Effective January 2, 2003, all Payroll and SAMIS checks will be printed on 8 1/2 by 11 sheets of check stock paper. All payroll direct deposit, SAMIS check stub information and SAMIS ACH information will be printed on regular 8 1/2 by 11 sheet of paper.

This is due to the amendment of NDCC 54-27-08, which was passed last legislative session. All checks will be printed off a laser printer at ITD with the signature of the State Treasurer and State Auditor printed on the checks. You will still receive your checks from the Treasurer's office as you currently do.

Agencies will be able to use a standard #10 window envelope when mailing out all checks. Central Supply will have these envelopes in stock, so please plan accordingly. If you have any questions, please call the accounting office.

3  
Director - Fourth Floor - (701) 328-4904  
Fiscal Management - Fourth Floor - (701) 328-2680  
State Radio - Fraire Barracks - (701) 328-8154

Central Services - Fourteenth Floor - (701) 328-2780  
Central Personnel - Fourteenth Floor - (701) 328-3200  
Facility Management - Fourth Floor - (701) 328-2471

Risk Management - Wells Fargo Bank Bldg, Suite 613 - (701) 328-6514

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*Cheresea J. Bee*  
Operator's Signature

*10-14-03*  
Date

12

**Kathy Kirschman**

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**From:** Belisle, Linda L. [lbelisle@state.nd.us]  
**Sent:** Monday, March 03, 2003 10:44 AM  
**To:** Kirschman, Kathy M.  
**Subject:** Background Checks

Kathy,

The background checks on the following CSD employees have been completed. BCI found no criminal records for any of them.

- Linda Belisle
- Steve Gerriets
- Pam Creed
- Rose Kavonius
- Jim Schatz
- Maxine Swenson
- Karen Briese
- DeNeen Fischer
- Michele Zeller

I'd be happy to share the reports with you if wish to see them.

Linda

Request to have background cks done was made on 1/8/03.

3/6/2003

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Yherosa G. Lee  
Operator's Signature

10-14-03  
Date

**COST / TIME ESTIMATE**

NORTH DAKOTA  
 INFORMATION TECHNOLOGY DEPARTMENT  
 SFN 2636 (03-98) ISD 80

<input checked="" type="checkbox"/> Original	Date: 10/15/02
Revised	Prior Est. Date
To: Treasurer's Office	From: Mike Ressler
	Prepared By: Ellen Bauer
Project: Create a report of payroll checks prior to printing	
ITD Request Number: 0	Department Request Number: 0

ONE-TIME COSTS Development	
SYSTEMS DEVELOPMENT	\$1,336.00
OTHER (Specify)	\$0.00
<b>TOTAL</b>	<b>\$1,336.00</b>

ON-GOING MONTHLY COSTS Batch/Interactive Processing	
DATA INPUT	
SYSTEMS/PROGRAMING	
CPU TIME	
PRINTING	
DISK STORAGE	
TAPE COSTS	
OTHER ADDITIONAL DEVICE ACCESS CHG	\$0.00

TIME FRAME
Estimated number of Days to complete project 3.00

These estimated totals are based on the information we received during review process and are intended for budgeting purposes only. Estimates can vary from actual cost because of additional requirements or changes. A revised cost estimate will be issued if there are significant changes during development. Should you decide to proceed with this project, please sign and date this form and RETURN A COPY to ITD with a Data Processing Work Request (SFN 2066) specifying the charge code to be used and authorization to proceed with the project. All ITD services relating to this project will be billed to your department monthly at actual cost.

Department Coordinator:	Date:
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*Yberosa J. Lee*  
 Operator's Signature

10-14-03  
 Date

**COST / TIME ESTIMATE**

NORTH DAKOTA  
 INFORMATION TECHNOLOGY DEPARTMENT  
 SFN 2036 (03-98) ISD 60

<input checked="" type="checkbox"/> Original	Date: 10/15/02
<input type="checkbox"/> Revised	Prior Est. Date
To: Treasurer's Office	From: Mike Ressler
	Prepared By: Ellen Bauer
Project: Remove check printing from OMB's payroll job, create Treasurer's job to print.	
ITD Request Number: 0	Department Request Number: 0

ONE-TIME COSTS	
Development	
SYSTEMS DEVELOPMENT	\$1,058.00
OTHER (Specify)	\$0.00
<b>TOTAL:</b>	<b>\$1,058.00</b>

ON-GOING MONTHLY COSTS	
Batch/Interactive Processing	
DATA INPUT	
SYSTEMS/PROGRAMING	
CPU TIME	
PRINTING	
DISK STORAGE	
TAPE COSTS	
OTHER ADDITIONAL DEVICE ACCESS CHG	
	\$0.00

TIME FRAME
Estimated number of Days to complete project 2.00

These estimated totals are based on the information we received during review process and are intended for budgeting purposes only. Estimates can vary from actual cost because of additional requirements or changes. A revised cost estimate will be issued if there are significant changes during development. Should you decide to proceed with this project, please sign and date this form and RETURN A COPY to ITD with a Data Processing Work Request (SFN 2066) specifying the charge code to be used and authorization to proceed with the project. All ITD services relating to this project will be billed to your department monthly at actual cost.

Department Coordinator:	Date:
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*Theresa J. Bee*  
 Operator's Signature

10-14-03  
 Date