

# MICROFILM DIVIDER

OMB/RECORDS MANAGEMENT DIVISION

SFN 2053 (2/85) 5M



ROLL NUMBER

DESCRIPTION

2075

2005 SENATE GOVERNMENT AND VETERANS AFFAIRS

SB 2075

2005 SENATE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2075

**Senate Government and Veterans Affairs**

☐ Conference Committee

Hearing Date January 6, 2005

| Tape Number                                      | Side A | Side B | Meter #   |
|--|--------|--------|-----------|
| 1  | x      |        | #971-1414 |
|  |        |        |           |
|  |        |        |           |
| Committee Clerk Signature <i>Laurie Hammeren</i> |        |        |           |

Minutes: All members were present.

**Chairman Krebsbach** opened the hearing on SB 2075

**Laurie Sterioti Hammeren**, Director of Human Resource Management Services, a division of the Office of Management and Budget.

**See attached written testimony.**

**Senator Nelson** - Are these reports paper or electronic reports?

**Laurie Sterioti Hammeren**- They are paper reports.

**Senator Nelson** - Are they available electronically?

**Laurie Sterioti Hammeren** - I am not sure, I will find out.

**Chairman Krebsbach**- Would it possible for you to furnish us with a report just to see what goes in to it. Any further questions for Laurie?

**Chairman Krebsbach** closes the hearing on 2075.

**Senator Krebsbach**- bill 2075

**Senator Lee**-Motion for do pass

**Senator Syverson** - second the motion

**Senator Syverson** will carry.

**Chairman Krebsbach** adjourned the meeting

Date: 1-6-05  
Roll Call Vote #:

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

Senate Government and Veterans Affairs Committee

☐ Check here for Conference Committee

Legislative Council Amendment Number SB 2075

Action Taken Do Pass

Motion Made By Senator Lee Seconded By Senator Syverson

| Senators                        | Yes | No | Senators       | Yes | No |
|---------------------------------|-----|----|----------------|-----|----|
| Karen K. Krebsbach, Chairman    | X   |    | Carolyn Nelson | X   |    |
| Richard L. Brown, Vice Chairman | X   |    |                |     |    |
| Judy Lee                        | X   |    |                |     |    |
| John O. Syverson                | X   |    |                |     |    |
|                                 |     |    |                |     |    |
|                                 |     |    |                |     |    |
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|                                 |     |    |                |     |    |
|                                 |     |    |                |     |    |
|                                 |     |    |                |     |    |

Total (Yes) 5 No 0

Absent 0

Floor Assignment Senator Syverson

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

**REPORT OF STANDING COMMITTEE (410)**  
January 6, 2005 11:25 a.m.

**Module No: SR-03-0125**  
**Carrier: Syverson**  
**Insert LC: . Title: .**

**REPORT OF STANDING COMMITTEE**

**SB 2075: Government and Veterans Affairs Committee (Sen. Krebsbach, Chairman)**  
recommends **DO PASS** (5 YEAS, 0 NAYS, 0 ABSENT AND NOT VOTING). SB 2075  
was placed on the Eleventh order on the calendar.

2005 HOUSE GOVERNMENT AND VETERANS AFFAIRS

SB 2075

2005 HOUSE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2075

House Government and Veterans Affairs Committee

☐ Conference Committee

Hearing Date 3/3/05

| Tape Number                                   | Side A | Side B | Meter #   |
|---|--------|--------|-----------|
| 1   | x      |        | 11.3-12.6 |
|   |        |        |           |
|   |        |        |           |
| Committee Clerk Signature <i>Dick H. Egan</i> |        |        |           |

Minutes: SB 2075 Relating to the filling of the personnel board's biennial report.

**Chairman Haas:** At this time we will open the hearing on SB 2075 and ask the clerk to read the title. Thank you, you may begin.

**Laurie Sterioti Hammeren-ND Human Resource Management Services, SPHR,**

**Director-For-Testimony Attached**

**Al Jaeger-Secretary of State-For-Testimony Attached.**

**Chairman Haas:** Are there questions for Laurie? Any questions, thank you. Thank you for being here Laurie. What are your wishes on SB 2075? Rep. Amerman moves a DO PASS, seconded by Rep. Meier, is there any discussion. We will have the clerk take the roll on a DO PASS motion on SB 2075.

**VOTE: YES 13 NO 0 ABSENT 1 DO PASS ON SB 2075**

**REP. MEIER WILL CARRY THE BILL.**

Date: 3/3/05  
Roll Call Vote #: 1

2005 HOUSE STANDING COMMITTEE ROLL CALL VOTES  
BILL/RESOLUTION NO. SB2075

House House Government and Veterans Affairs Committee

☐ Check here for Conference Committee

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

Action Taken

DO PASS

Motion Made By

Rep. Amerman

Seconded By

Rep. Meier

| Representatives                 | Yes | No | Representatives       | Yes | No |
|---------------------------------|-----|----|-----------------------|-----|----|
| Chairman C.B. Haas              | ✓   |    | Rep. Bill Amerman     | ✓   |    |
| Bette B. Grande - Vice Chairman | ✓   |    | Rep. Kari Conrad      | ✓   |    |
| Rep. Randy Boehning             | ✓   |    | Rep. Louise Potter    | ✓   |    |
| Rep. Glen Froseth               | ✓   |    | Rep. Sally M. Sandvig | ✓   |    |
| Rep. Pat Galvin                 | AB  |    |                       |     |    |
| Rep. Stacey Horter              | ✓   |    |                       |     |    |
| Rep. Jim Kasper                 | ✓   |    |                       |     |    |
| Rep. Lawrence R. Klemin         | ✓   |    |                       |     |    |
| Rep. Lisa Meier                 | ✓   |    |                       |     |    |
| Rep. Margaret Sitte             | ✓   |    |                       |     |    |
|                                 |     |    |                       |     |    |
|                                 |     |    |                       |     |    |
|                                 |     |    |                       |     |    |
|                                 |     |    |                       |     |    |

Total (Yes) 13 No 0

Absent

1

Floor Assignment

Rep. Meier

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



**REPORT OF STANDING COMMITTEE (410)**  
March 3, 2005 8:54 a.m.

**Module No: HR-39-4036**  
**Carrier: L. Meler**  
**Insert LC: . Title: .**

**REPORT OF STANDING COMMITTEE**

**SB 2075: Government and Veterans Affairs Committee (Rep. Haas, Chairman)**  
recommends **DO PASS** (13 YEAS, 0 NAYS, 1 ABSENT AND NOT VOTING). SB 2075  
was placed on the Fourteenth order on the calendar.

2005 TESTIMONY

SB 2075

**TESTIMONY BEFORE THE SENATE GOVERNMENT AND VETERANS  
AFFAIRS COMMITTEE REGARDING SB 2075, FILING OF THE STATE  
PERSONNEL BOARD'S BIENNIAL REPORT**

**JANUARY 6, 2005**

**ND HUMAN RESOURCE MANAGEMENT SERVICES  
LAURIE STERIOTI HAMMEREN, SPHR, DIRECTOR**

*Same  
given to  
House*

Good morning Chairman Krebsbach and members of the Senate Government and Veterans Affairs Committee. My name is Laurie Sterioti Hammeren, and I am the Director of Human Resource Management Services, a division of the Office of Management and Budget.

Currently Subsection 3 of NDCC section 54-44.3-07 requires the State Personnel Board to submit a separate biennial report. Senate Bill 2075 relating to the filing of the State Personnel Board's biennial report simply streamlines the reporting process by allowing me as the Chairman of the Board and the Director of HRMS to include the activities of both the Board and HRMS in one report submitted for inclusion within OMB's biennial report.

The State Personnel Board's activities have been curtailed considerably over the past several years, particularly since the Office of Administrative Hearings was created to hear employment appeals. The State Personnel Board is required to meet a minimum of one time a year. I believe that the limited activity of the Board can easily be incorporated into my activity report for HRMS. I believe that this is a more cost effective and efficient method to accomplish the biennial reporting requirements of both entities, and ask for your favorable consideration of SB 2075.

I have had a discussion with Mr. Al Jaeger, Secretary of State and Chairman of the Biennial Report Committee, regarding this proposed change. While Mr. Jaeger was not able to be here this morning, he has prepared written testimony to support this bill. I have his testimony for you.

## **Central Personnel Division**

Laurie Sterioti-Hammeren, Director

### **Mission**

*To actively promote effective management in North Dakota state government by providing leadership and expertise in human resource services.*

### **Administration**

- Legislation
  - Central Personnel's name was changed to Human Resource Management Services.
  - Mediation records are now exempt from the open records law.
  - State FMLA is now consistent with the Federal FMLA; thus employees are eligible to receive 12 weeks of uncompensated leave.
  - RIF'd employees who are reinstated within two years retain tenure for the 10 percent payout of sick leave upon termination. Similarly, those who volunteer for furlough can also maintain tenure for this purpose, rather than being considered a break in service.
  - Bonuses are now an ongoing part of our compensation tool box and do not sunset. Agencies must submit documentation of recruitment and retention bonuses to HRMS, who in turn will report the information to the legislative committee.
- Initiated a workforce development task force to explore succession planning and workforce issues in state government.
- Developed model policies in the areas of telecommuting/telecommuting eligibility worksheet; recruitment, retention, and performance bonus policies; and voluntary furlough.
- Developed FMLA and severance fact sheets.
- Conducted a student internship survey.
- Conducted an election to elect three state employees to the State Employee Compensation Commission.
- Conducted two general HR meetings on "Leading HR in Tough Times" and "Legislative Updates."

### **Classification and Compensation**

- Completed classification reviews in an average of 23 days and completed most reviews within 60 days.
- 172 job classes were developed, revised, or updated. A business leaders task force and state government HR task force were established to assist in the review of the HR series.
- 1,411 position classification reviews were completed during the biennium
  - 5 decisions were submitted for reconsideration (informal appeal)
  - 0 decision was appealed to the State Personnel Board

### **Training & Development**

- CPD trained 5,026 state employees - 26 general and management-related programs in 217 sessions. These programs were developed and conducted by CPD staff.
- Coordinated computer training for 933 state employees - 65 programs in 444 sessions. A

- contract with Computerland offers an average savings of \$25 per state employee.
- Coordinated training for 1,216 state employees – 14 programs in 136 sessions. The majority of these sessions were conducted by American Red Cross and PeopleSoft.
- Prepared an on-line Resource Catalogue for state employees. This catalogue combines a listing of management/HR resources from several state agencies.

## **Employment Services**

- Provided the following recruitment services:
  - Promoted internship/cooperative education opportunities by coordinating inquiries and referrals between agencies and colleges.
  - Represented agencies at college and university career fairs throughout the state.
  - Processed 1,393 vacancy announcements to our website.
  - Screened/rated 537 applications for 37 positions (1/1/03 to 6/30/03).
  - Assisted agencies in interviewing 39 candidates for 13 positions (1/1/03 to 6/30/03).
  - Placed 1,723 ads in the "Combo Ad" for state agencies. The Combo Ad is placed in newspapers throughout the state at a discounted rate.
- Conducted 15 actual mediations involving several state agencies. Conducted initial mediation orientation meetings for 9 different inquiries.
- Completed 20 Merit System reviews for agencies subject to a merit system of personnel administration.
- Coordinated OMB's loss prevention/risk management program ensuring continued premium discount based on safety standards being met.
- Assisted 5 agencies with ergonomics assessments.

## **General Agency Assistance**

- Redesigned the CPD web site to ensure ADA compliance and current information.
- Responded to over 700 inquiries regarding a variety of HR issues (recruitment/selection, classification/compensation, law/rule interpretation, discipline/termination, and other). (1/1/03 to 6/30/03)

## **State Personnel Board**

Three meetings were held in this biennium:

- November 2001 – Considered an agency request to return an unclassified position to the classified service.
- January 2003 – Considered a pay grade assignment appeal and reviewed rules of the State Personnel Board.
- June 2003 – Discussed salary ranges for the 2003-2005 biennium.

ALVIN A. JAEGER  
SECRETARY OF STATE

HOME PAGE [www.state.nd.us/sec](http://www.state.nd.us/sec)



SECRETARY OF STATE

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January 6, 2005

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E-MAIL [sos@state.nd.us](mailto:sos@state.nd.us)

*to  
Same given  
House*

TO: Chairman Senator Karen Krebsbach  
and Members of the Senate Government and Veterans Affairs Committee

FR: Al Jaeger, Secretary of State *[Signature]*

RE: Senate Bill 2075

As the Chairman of the Biennial Report Committee, established in N.D.C.C. § 54-06-04(2), I support the subject bill and encourage the committee's favorable consideration.

Under present law and even though the State Personnel Board functions within the structure of the Human Resource Management Services (HRMS) Division of the Office of Management and Budget (OMB), it is required to prepare and file a separate biennial report in accordance with the provisions of N.D.C.C. § 54-06-04.

Since OMB is required to submit a biennial report, which includes sections about each of its several Divisions, the State Personnel Board's report can easily be incorporated into the HRMS's portion of the OMB report.

This bill preserves the biennial reporting requirement while at the same time utilizing resources more wisely and doing it at less cost.