

MINUTES

LEGISLATIVE COORDINATING COUNCIL

August 24, 2004

Members present:

Speaker Doug Mays, Chairperson
Senator Lana Oleen, Majority Leader
Representative Clay Aurand, Majority Leader
Representative Dennis McKinney, Minority Leader

The meeting was called to order by Speaker Mays at 11:10 a.m. in Room 123-S, State Capitol. Four members of the Council being present, the secretary was instructed to contact members not present and to record the votes of any absent member desiring to vote.

CONSENT AGENDA

Senator Oleen moved that the minutes of the June 23, 2004, meeting be corrected on page 14 by substituting "utilities" for "environment" in the fifth paragraph, and as corrected be approved, that holidays for legislative personnel for calendar year 2005, including one discretionary day, be the same as those designated by the governor for executive branch personnel and that 250 sets of the House and Senate Journals be printed and that the charge for each volume of the House and Senate Journals be fixed at \$40 plus tax and handling. Representative Aurand seconded the motion. President Kerr and Representative Ballou asked to be recorded as voting aye and the motion carried.

SUBCOMMITTEE ON ADMINISTRATION

Representative McKinney presented the report of the Subcommittee on Administration to the Council. Since Speaker Mays and Representative McKinney were the only members in attendance at the subcommittee meeting, the report contains the recommendations of the members present and not the subcommittee. Representative McKinney reported the following recommendations: That the Legislature's budget and the budgets of the legislative agencies be prepared as outlined in the memorandum from Mr. Alan Conroy to the Legislative Coordinating Council; that the document packet pricing and current level of free distribution be fixed at the same level for the 2005 legislative session as fixed for the 2004 legislative session; that pursuant to LCC Policy 25 the chairperson of the Joint Committee on Children's Issues be authorized to appoint a subcommittee of five members and the subcommittee be authorized four meeting days to study programs for children aged zero to five;

that the June meetings of the Joint Committee on Children's Issues and the Joint Committee on Information Technology count against the limit of meetings specified for these committees this interim but the authorized number of meetings for each committee during the 2004 interim be increased by one; that the Special Committee on Environment be authorized two meeting days outside of Topeka; that the Joint Committee on Special Claims Against the State be authorized two additional meeting days; that the Joint Committee on Arts and Cultural Resources be authorized two additional meeting days for a total authorization during the 2004 interim of three meeting days; that a study topic relating to the isolated or occasional sale of motor vehicles be added to the topics of study by the Special Committee on Assessment and Taxation; and that the proposed legislative computer lease agreement with Dell Marketing, L.P., be approved and the chairperson of the Legislative Coordinating Council be authorized to sign the lease on behalf of the Legislative Coordinating Council. Senator Oleen requested that the Legislative Educational Planning Committee be authorized a one-day meeting in the Kansas City area during November. Representative McKinney moved that the above recommendations and the request of Senator Oleen for the Legislative Educational Planning Committee to hold a one-day meeting in the Kansas City area in November be approved. Representative Aurand seconded the motion. President Kerr and Representative Ballou asked to be recorded as voting in favor of the motion and the motion carried.

REPORT OF SUBCOMMITTEE ON FACILITIES AND PLANNING

Representative Aurand presented the report of the Subcommittee on Facilities and Planning to the Council. The subcommittee received a capitol restoration project update from Barry Greis, Capitol Architect. Mr. Greis reported on the status of the statehouse restoration project and the parking garage, which opened for use today. Representative Aurand reported that the state is requesting federal homeland security funding for a security enhancement project for the parking garage.

The subcommittee received update reports from Mr. Keith Meyers, Director of Facilities Management, Department of Administration, on housekeeping and general maintenance within the statehouse and on state printing plant staffing and services. There was discussion by the Council about the seasonal aspects of state printing services and the printing requirements for the legislature during each session.

By consensus, the Council authorized the Chairperson of the Legislative Coordinating Council to send a letter to the Secretary of Administration outlining the Legislative Branch's general

requirements and expectations for services from the State Printing Plant for the 2005 regular session.

The subcommittee also received an update from the staff of the Speaker Pro Tem's Office on the operation of the Legislative Intern Program during the 2004 session. Representative Aurand stated that the revised Legislative Intern Program operated smoothly during the 2004 session. The subcommittee recommended amending LCC Policy 37 to increase the maximum mileage expense reimbursement for each legislative intern from \$400 to \$600 and to increase the intern mileage expense allotment for each legislator from \$400 to \$600 and for each leadership office from \$800 to \$1,200.

The members of the Council briefly discussed the Legislative Intern Program and subcommittee's recommendation. Representative Aurand moved that the recommendation of the subcommittee be adopted and that and that LCC Policy 37 be revised to read as follows:

Policy 37. Kansas Legislative Intern Program. (a) The Kansas Legislative Intern Program shall be administered by the Kansas Legislative Intern Program Coordinator in the office of the Speaker Pro Tem who shall be appointed by the Speaker Pro Tem. A Legislative Intern Caucus Coordinator shall be appointed in the office of the Senate Vice-President by the Senate Vice-President; a Legislative Intern Caucus Coordinator shall be appointed in the office of the House Minority Leader by the House Minority Leader; and a Legislative Intern Caucus Coordinator shall be appointed in the office of the Senate Minority Leader by the Senate Minority Leader. The Kansas Legislative Intern Program shall be administered by the Kansas Legislative Intern Program Coordinator in cooperation with the House and Senate Legislative Intern Caucus Coordinators.

(b) Kansas Legislative Interns shall receive a mileage expense reimbursement payment as provided by this policy at the end of their participation in the Kansas Legislative Intern Program during a legislative session. Each legislator shall have an intern mileage expense allotment under the program of up to ~~\$400~~ \$600 each regular session for mileage expense reimbursement for interns, except that the intern mileage expense allotment under the program for each of the following legislative leadership offices shall be up to ~~\$800~~ \$1,200 mileage expense reimbursement for interns: (1) The office of the President, (2) the office of the Vice-President, (3) the office of the Majority Leader of the Senate, (4) the office of the Minority Leader of the Senate, (5) the office of the Speaker, (6) the office of the Speaker Pro Tem, (7) the office of the Majority Leader of the House, and (8) the office of the Minority Leader of the House. Each legislator or legislative officer who is assigned more than one Kansas Legislative Intern during a legislative session shall allocate the intern mileage expense allotment under the program for the mileage expense reimbursements of such Interns.

(c) The director of legislative administrative services shall pay mileage expense reimbursement to Kansas Legislative Interns in accordance with the following guidelines, and in no event shall more be paid for mileage than indicated, but a lesser amount shall be paid if circumstances warrant:

(1) The mileage expense reimbursement rate shall be the rate established under law for state employees;

(2) a Kansas Legislative Intern shall be paid for round-trips by the most direct, usual route from the place of residence to the state capitol and no turnpike toll fees shall be reimbursed;

(3) no mileage shall be paid unless travel expenses are actually incurred either in privately-owned vehicles or by public transportation; only one mileage shall be paid for a trip by a single privately-owned vehicle;

(4) if public transportation is used, the maximum shall be the actual cost thereof or the rate per mile fixed under subsection (c)(1), whichever is less;

(5) mileage shall be paid only if incurred during an actual legislative session, and not during any time when the legislature is adjourned for more than two days, Sundays excepted; and

(6) the maximum amount of mileage expense reimbursement for any Kansas Legislative Intern shall not exceed ~~\$400~~ \$600 per session of the legislature.

(d) In order to be accepted into Kansas Legislative Intern Program, each applicant (1) must complete and submit the application form obtained through the Kansas Legislative Intern Program Coordinator in the office of the Speaker Pro Tem and (2)(A) must be enrolled at an accredited secondary school at the junior or senior level, or an equivalent level, (B) must be engaged in an alternate secondary level educational program at a level substantially equivalent to a junior or senior, or (C) be enrolled at an accredited post-secondary educational institution at any level, and (3) in any such case, must be making academic progress in their educational course of study. Only those persons who have applied and have been accepted into the Kansas Legislative Intern Program shall be known as Kansas Legislative Interns.

(e) Each legislator to whom a Kansas Legislative Intern is assigned shall prepare and discuss with the intern the goals, expectations and responsibilities of the Kansas Legislative Intern and of the legislator under the program. After completing the Kansas Legislative Intern Program for a legislative session, each Kansas Legislative Intern and the legislator to whom the intern is assigned, shall complete and submit a Kansas Legislative Intern Program evaluation form to the Kansas Legislative Intern Program Coordinator.

(f) A daily attendance record shall be maintained for Kansas Legislative Interns during the legislative session by the Kansas Legislative Intern Program Coordinator and the House and Senate

Legislative Intern Caucus Coordinators. The Kansas Legislative Intern Program shall require a minimum of 12 days of attendance at the capitol. Each Kansas Legislative Intern shall be issued and shall wear a name badge while in attendance at the capitol and serving as a intern during a legislative session.

(g) The participation of each Kansas Legislative Intern in the Intern Program for a legislative session shall be completed and the program evaluations and any mileage reimbursement claim for such Intern shall be submitted in accordance with this policy no later than the formal, sine die adjournment of the session.

(h) Except as otherwise provided under this policy, no amount shall be disbursed to a Kansas Legislative Intern by the director of legislative administrative services for mileage expense reimbursement unless the intern program evaluation form has completed and submitted to the Kansas Legislative Intern Program Coordinator by the Kansas Legislative Intern and by the legislator to whom the intern was assigned. If an extenuating situation occurs and either program evaluation form is not completed and submitted to the Kansas Legislative Intern Program Coordinator, this requirement may be waived upon the written request the legislator to whom the intern was assigned and approval by the chairperson or vice-chairperson of the Council. (Adopted June 11, 1976; amended Jan. 27, 1978; amended June 27, 2002; amended November 20, 2003; amended August 24, 2004.)

Senator Oleen seconded the motion. Representative Ballou asked to be recorded as voting aye and the motion carried.

OTHER MATTERS

Prior to the meeting members of the Council received a copy of a memorandum from Governor Sebelius on designated holidays for 2005, a Policy 1 travel authorization report and a Policy 20 meeting authorization from Speaker Mays, a letter from Senator Jordan, Chairperson of the Joint Committee on Children's Issues, a letter from Representative Freeborn, Chairperson of the Special Committee on Environment, an e-mail from the Kansas Department of Revenue requesting an interim study, a memorandum from Mrs. Pat Saville and Mrs. Janet Jones relating to the House and Senate permanent Journals, a memorandum from Mr. Alan Conroy concerning directions to staff for budget preparation, a memorandum from Mr. Jeff Russell providing the session year 2004 document service report, a Policy 4 report from Mr. Norman Furse concerning Revisor's Office employees' out-of-state travel during FY 2004, a Policy 4 report from Mr. Jeff Russell concerning Legislative Administrative Services employees' out-of-state travel during FY 2004, and a copy of the proposed computer equipment lease with Dell Marketing. At the meeting of the Council, the members received the Quarterly Reports of the Director of Purchases and a Policy 4 report from Mr. Alan Conroy concerning Legislative

Research Department employees' out-of-state travel during FY 2004.

The next meeting of the Council was scheduled for September 15, 2004, at a time to be determined.

On motion the meeting was adjourned.

Prepared by

Norman J. Furse,
Revisor of Statutes,
as Secretary

Approved by

Speaker Doug Mays, Chairperson