

MAINE STATE LEGISLATURE

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SEN. JANE A. AMERO
CHAIR

REP. ELIZABETH H. MITCHELL
VICE-CHAIR

Lynn Randall
Legislative Council Info.

N. JEFFREY H. BUTLAND
N. R. LEO KIEFFER
N. MARK W. LAWRENCE
N. BEVERLY MINER BUSTIN
REP. DAN A. GWADOSKY
REP. PAUL F. JACQUES
REP. WALTER E. WHITCOMB
REP. JOSEPH G. CARLETON, JR.

SARAH C. TUBBESING
EXECUTIVE DIRECTOR

117th MAINE STATE LEGISLATURE

LEGISLATIVE COUNCIL

MEETING SUMMARY

MAY 22, 1996

Approved June 26, 1996

CALL TO ORDER

The Chair, Senator Amero, called the Council to order at 2:30 p.m.

ROLL CALL

| | |
|-----------------------|---|
| Senators: | President Butland, Sen. Kieffer, Sen. Lawrence, Sen. Amero, Sen. Bustin |
| Representatives: | Speaker Gwadosky, Rep. Jacques, Rep. Mitchell, Rep. Carleton Absent: Rep. Whitcomb |
| Legislative Officers: | Sally Tubbesing, Executive Director, Legislative Council Lynn Randall, State Law Librarian Margaret Matheson, Revisor of Statutes John Wakefield, Director, Office of Fiscal & Program Review David Boulter, Director, Office of Policy & Legal Analysis May Ross, Secretary of the Senate Joseph Mayo, Clerk of the House |

SUMMARY OF APRIL 30, 1996, COUNCIL MEETING

Motion: That the Summary be approved and placed on file. (Motion by Rep. Jacques; Second by Speaker Gwadosky; unanimous).

EXECUTIVE DIRECTOR'S REPORT

Sally Tubbesing presented the following items to the Council for consideration.

Item #1: Request for Proposals to Provide Technical Assistance to Support "Migration" of Bill Drafting to Client/Server Environment

Ms. Tubbesing drew members' attention to a copy of the Request for Proposals that had been issued, as previously authorized by the Council, and a list of the firms to whom the RFP had been sent. Noting that the deadline for receipt of proposals had been the previous day, she reported that 5 proposals had been received and that the Information Systems staff was in the process of evaluating them in accordance with the evaluation criteria that had been incorporated in the RFP. Ms. Tubbesing stated that the preliminary evaluation had yielded questions about each of the proposals and that Gerry Thibault and members of his staff were in the process of conveying these questions to the respective proposers to clarify issues related to project scope, methodology, schedule, and cost. She noted that the total project costs proposed by each bidder appear to be in the same range. She concluded by reminding Council members that it was critical to get the project underway as soon as possible in order to have a fully tested drafting system available by mid-August--a deadline that had been established to assure that staff have sufficient time to become fully proficient in the new system.

Motion: That the Executive Director be authorized to complete the process of selecting a vendor and use either a ballot or organize a meeting to obtain final approval from the Council. (Motion by Rep. Mitchell; second by Sen. Amero, unanimous).

Item #2: Letter from Rep. Lemke regarding the Legislative Record

Ms. Tubbesing reported that the delay in producing the final Record was attributable to a variety of factors, and that she and members of the Information Systems staff had developed a plan for completing the indexing of the "backlog" by late fall. She agreed to share this information with Representative Lemke in the form of a letter.

Item #3: Letter from Robert Marshall regarding Legislative Page on the Maine State Government WEB Site

Ms. Tubbesing stated that plans were still on track to develop a WEB page by late fall, and that this had been an important factor in the selection of software to support the migration of various applications to the new client server network. She indicated that she would share this information with Mr. Marshall.

Item #4: Recommendations for Professional Development Involving Out-of-State Travel

Ms. Tubbesing drew members' attention to a list in their packets that summarized the out-of-state travel that she had approved for members of the non-partisan staff during the interim. She noted that all 4 of the trips involved attendance at professional development workshops that are specifically designed for legislative staff.

No formal Council action was required on this item.

REPORTS FROM COUNCIL COMMITTEES

Personnel Committee

Sen. Amero, Committee Chair, reported that all 4 members of the Committee had attended the meeting that had immediately preceded the Council meeting, and had reviewed several items as follows:

1. Annual Reviews for Staff Office Directors

Sen. Amero stated that she and Speaker Gwadosky had met with each of the Directors and that each meeting had provided an excellent opportunity to discuss the Director's work, the session, etc.

Motion: That step increases be awarded to Margaret Matheson, David Boulter, Lynn Randall, and John Wakefield, with the provision that Mr. Wakefield's increase be adjusted in accordance with his request, retroactive to a date that is 1 1/2 years from the date a step increase was last awarded to each individual. (Motion by Speaker Gwadosky; second by Rep. Jacques).

Motion: That this item be tabled. (Motion by Speaker Gwadosky).

The item was tabled.

2. Administrative Services Position

Motion: That the Executive Director be authorized to fill the vacant position in Salary Range 10 and to bring a recommendation to the Council for filling the position. (Motion by Speaker Gwadosky; second by Rep. Carleton).

Amendment to the Motion: That the position title "Assistant for Administrative Services" be included in the motion. (Amendment offered by Rep. Carleton; second by Speaker Gwadosky; unanimous).

The vote on the original motion, as amended, was then taken, and it was approved unanimously.

3. Request for Award of Income Protection

Motion: That the Legislative Council approve the extension of coverage under its Income Protection Plan as recommended by the Personnel Committee. (Motion by Speaker Gwadosky; second by Rep. Jacques; unanimous).

Strategic Planning Working Group

Senator Amero reported that the Working Group, which the Council had established at its April meeting to ensure that the Legislature moves along with the rest of state government toward the development of a performance budgeting system, had met the previous day. Members of the Working Group include 3 Council members -- Speaker Gwadosky, Representative Mitchell and Senator Amero -- the Secretary of the Senate, the Clerk of the House, the Executive Director and the Directors of the nonpartisan staff offices. Sen. Amero noted that David Boulter and John Wakefield had provided the group with a very impressive presentation which had provided an excellent overview of the strategic planning process. The group has scheduled a full day for the purpose of developing a draft Mission Statement and Objectives for the Legislature, with the thought that these would then be shared with all members of the Legislature and legislative staff for comments and suggestions. Each legislative office will then develop its own mission, objectives, and goals which should be designed to amplify the Legislature's overall mission statement.

Sen. Amero conveyed the Working Group's concern that training in the strategic planning process is critical to the success of this undertaking and stated that John Wakefield and David Boulter had agreed to collaborate on planning and conducting a series of 2-hour sessions for interested legislators and staff so that they can be active participants in the strategic planning process. She concluded her report by noting that this process involves a great deal of work in a tight time-frame, but that it also presents an important opportunity for the Legislature and each department of state government to step back and examine how it can more effectively fulfill its role.

No Council action was required on this item.

CSG/ERC '97 Steering Committee

Senator Amero reported that the Steering Committee had had its kickoff meeting the previous day and that both she and Rep. Mitchell had attended. The Committee is focussing its efforts on the Reception which Maine is responsible for hosting at this year's ERC meeting in Princeton on Wednesday, July 17. She stated that the group is committed to using the reception as an opportunity to get delegates to begin thinking about not only attending the conference in Maine next year, but about extending their stay in Maine.

The Steering Committee has formed a subcommittee to develop a plan for seeking corporate contributions to underwrite the costs of the reception, which are estimated to be \$25 - 30,000. Sen. Amero closed her report by stressing the importance of sending a strong Maine legislative delegation to the Princeton meeting.

No Council action was required on this item.

OLD BUSINESS

(None).

NEW BUSINESS

Item #1: Request to Extend Reporting Deadline from the Task Force to Study Environmental Regulation Relating to the Paper Industry.

Motion: That the Council approve an extension of the reporting deadline to September 1, 1996 in accordance with the authority assigned to it in Resolves of 1995, Chapter 22.
(Motion by Rep. Jacques; second by Rep. Carleton; unanimous).

ANNOUNCEMENTS AND REMARKS

Council members present agreed to set the June Council meeting date for June 26, with the time to be confirmed.

ADJOURNMENT

The Council having completed its business, the Chair, Sen. Amero, adjourned the Council meeting at 3:15 p.m.