

**MINUTES OF THE
LEGISLATIVE PROCESS COMMITTEE**

Friday, October 19, 2007 – 10:00 a.m. – Room W025 House Building

Members Present:

Sen. Lyle W. Hillyard, Senate Chair
Rep. Roger E. Barrus, House Chair
Sen. Brent H. Goodfellow
Sen. Peter C. Knudson
Rep. Douglas C. Aagard
Rep. Rosalind J. McGee
Rep. Ronda Rudd Menlove

Rep. Carol Spackman Moss

Staff Present:

Mr. John Q. Cannon, Managing Policy Analyst
Mr. John L. Fellows, Deputy General Counsel
Ms. Chelsea Barrett, Legislative Secretary

Note: A list of others present, a copy of related materials, and an audio recording of the meeting can be found at www.le.utah.gov.

1. Committee Business

Chair Hillyard called the meeting to order at 10:08 a.m.

MOTION: Sen. Knudson moved to approve the minutes of the September 21, 2007 meeting. The motion passed unanimously with Chair Barrus and Rep. Menlove absent for the vote.

2. Constituent Services

Chair Hillyard asked the Committee members to report on their caucus discussions regarding constituent services.

Rep. Aagard reported that the general consensus was that House Republican Caucus members wanted constituent services. He noted that some caucus members felt partisan services should be offered, while many felt that non-partisan services should be offered if tax dollars were funding the program. Rep. Aagard commented on the overall positive feedback from the caucus to expand constituent services for the Legislature.

Sen. Goodfellow reported that the Senate Democratic Caucus would like more extensive constituent services. He remarked that the caucus was unsure what form constituent services should take. He explained that currently in the Senate Democratic Caucus, there is only one individual responsible for these type of services and explained that perhaps this issue could be resolved with another individual helping in this role.

Rep. McGee reported her discussion about constituent services in the House Democratic Caucus. She summarized a survey conducted during the caucus, noting that the results showed that House Democrats were comfortable with non-partisan constituent services and not comfortable with partisan constituent services.

Chair Hillyard noted that he does not want to create more partisanship. He asked Ms. Lynette Erickson to comment on the issue.

Ms. Lynette Erickson, docket clerk, Utah State Senate, noted the range of questions and requests involved with constituent services. She explained her experience with constituent services, including

taking informational phone calls, providing research information, and helping with Senators' requests directly relating to a constituent. She noted the importance of defining what constituent services entails. She expressed that Senate staff feels they can handle the current workload of constituent services.

Chair Hillyard asked Ms. Sandy Tenney to comment on the issue.

Ms. Sandy Tenney, Chief Clerk, House of Representatives, noted her own experiences with constituent services. Ms. Tenney added that currently her workload with constituent services is not overwhelming.

Rep. Moss asked who would be the point of contact for constituent services questions. She added that constituent services might be more efficient with a streamlined effort and single point of contact. Additionally, she noted the need for education for new legislators on where to receive help.

MOTION: Sen. Knudson moved to direct both the House and Senate staff to formulate recommendations for constituent services for the next meeting. The motion passed unanimously with Chair Barrus absent for the vote.

Rep. McGee noted that it would be beneficial to have these recommendations incorporate education for Legislators.

3. E-mail Management for Legislators

Mr. Mark Allred, IT Manager, Office of Legislative Research and General Counsel (OLRGC), asked the Committee how much volume of e-mail they receive. The Committee noted their e-mail experiences during interim and session and other issues involving security and efficiency.

Mr. Allred presented and distributed "E-mail Management for Legislators." He outlined different e-mail components, such as costs, distribution list creations, and overall management for efficiency. Specifically, Mr. Allred explained types of e-mail classification, such as folders and auto-responses. Mr. Allred suggested to the Committee that handling the e-mail once, either through a standard response or by referring the e-mail request directly to the legislative website or information center - webmaster email, could help with limiting e-mail build up. He pointed out the availability of online polling software that Legislators can access through OLRGC.

Rep. Menlove noted that she was interested in the polling software as explained by Mr. Allred.

Mr. Allred addressed other related issues like calendaring for legislative meetings, scheduling appointments, notification of legislative process milestones for Legislators, and paperwork simplification. He concluded by noting that training and further information is available through the IT support staff in the House, Senate, and OLRGC.

Rep. Moss asked Mr. Allred if he would share his presentation in caucus meetings. Mr. Allred responded that it could be presented to caucus, and further noted that some solutions can be worked on now, while other more extensive tasks can be addressed after the next legislative session. The Committee noted they would like recommendations on this issue in the next meeting.

4. Legislative Committees

Mr. Steven Allred, Deputy Director, Office of the Legislative Fiscal Analyst, distributed and presented "Appropriations Subcommittees." He explained the structure, strengths, and challenges of the current organization of subcommittees. Mr. Allred noted Utah is unique in having all Legislators participate in appropriation subcommittees. He explained the challenges involved with attendance in the meetings and in getting and keeping a quorum. Mr. Allred suggested a possible reduction in the number of subcommittees by one and perhaps more flexibility to subcommittee attendance rules.

The Committee asked Mr. Allred to explore these suggestions and come to the next meeting with specific recommendations.

5. Other Items / Adjourn

Rep. McGee spoke to the Committee regarding committee room reservations in the Capitol Building. She advised Committee members to be familiar with the policies and fees involved with reserving these public areas. The Committee members suggested putting this issue on the agenda for next meeting to be clear about policies governing committee room use.

Chair Hillyard suggested the possibility to participate as a voting member in meetings via telecommunications. The Committee discussed the possible implications with this topic and decided to put it on the agenda for the next meeting.

The Committee chairs announced that the next meeting will be held Friday, November 9, 2007 at 10:00 a.m.

MOTION: Sen. Knudson moved to adjourn. The motion passed unanimously.

Chair Hillyard adjourned the meeting at 11:51 p.m.