



### **GOALS/PURPOSE**

1. Meet all legislative deadlines
2. Draft clearly defined legislation
3. Obtain sponsors for Board bills
4. Lobby effectively
5. Build rapport and work with stakeholders
6. Track retirement legislation
7. Track other pertinent legislation (i.e. agency requirements, rules, pay plan)
8. Track lobbying expenses
9. File appropriate financial/lobbying reports
10. Prepare timely accurate fiscal notes
11. Promote effective and efficient communication with
  1. Actuary
  2. Board/Board Legislative Committee
  3. Budget Office/Governor's Office
  4. SAVA and other Legislative Committees
  5. Bill Sponsors
  6. Stakeholders
  7. MPERA staff
12. Maintain minutes of legislative meetings
13. Post Legislative Session
  1. Train and inform staff of legislative impacts
  2. Educate members/employers of legislative impacts
  3. Assess Rule needs
  4. Assess Programming needs

### **PROJECT COORDINATORS**

Roxanne Minnehan/Melanie Symons

### **TIME FRAME**

January 2014 through June 2015

### **PERSONNEL**

Lobbyists: Melanie Symons, Chief Legal Counsel  
Roxanne Minnehan, Executive Director  
New Executive Director

Fiscal Notes: Barbara Quinn, Fiscal Services Bureau Chief

Actuary: Steve McElhaney, Cheiron  
 Legislative Committee: Terry Smith, Chair  
 Bob Bugni  
 Timm Twardoski  
 Bill Drafters: Melanie Symons, Chief Legal Counsel  
 Kate Talley, Legal Counsel  
 Management Team  
 Governor Office Liaison: New Executive Director  
 Legislative Committee Chair  
 Meeting Minutes: Cynthia Pearson, Executive Assistant  
 Kris Vlado, Program Specialist  
 Bill Tracker: Kris Vlado, Program Specialist  
 Communications: Jenny Weigand, Education Supervisor

**MATERIALS**

Bill Drafting Manual  
 Bill Drafting Template/Macros  
 OBPP Memos  
 MCAs  
 Administrative Rules  
 Board Funding & Benefit Policy (BOARD Admin 01)  
 Green Sheets  
 Legislative Committee Minutes  
 Bill Tracking Tables  
 LAWS Website  
 MPERA Website/Director's Blog  
 MPERA Facebook

**BUDGET**

Actuary Studies are included in the Board Budget

**TIME LINE**

Date	Task	Assigned
Feb 28	Build General Revisions/Qualification Tables from Legislative folder	Kris
Mar 4 – Aug 31	Draft Legislation	Attorneys Mgmt Team
Mar 13	Draft Concepts to Board's Legislative Committee	Roxanne/Melanie
Apr 10	Draft Legislation Concepts/Bills to Board	Roxanne/Melanie
Apr 16	IT Strategic Plan due to DOA	June
Apr18	Prioritized agency concepts to OBPP for review/approval, with preliminary fiscal notes	Roxanne/Barb
May	Response from OBPP on agency concepts	
May to Sep	OBPP conducts legislation conferences with agencies (ask to meet if they don't)	ED/Legislative Committee Chair

Date	Task	Assigned
May-Jun	IT Strategic Plan submitted to ITSD	June
Mid Jun	Bill drafting workshops	Mgmt Team/Legal
Jun 7	Report the occurrence of contingencies (HPORS Supplement/other)	ED
Jun 30	IT Strategic Plan approved	CIO, ITSD
Jun 30	Provide org chart to DOA	Cynthia
Jul 1	Letter to stakeholders requesting proposals	Cynthia
Jul 3	Propose lobbyists – Board packet	ED/Cynthia
Jul 10	Board identifies lobbyists	Board
Jul 10	Draft legislation to Legislative Committee/Board	Melanie/ED
Jul 10	Register lobbyists	Cynthia
Jul 25	FYE Closing	
Aug 5	Fixed Cost Workshops Held	Barb
Aug 12	Agency presents legislative proposals to SAVA	Melanie/ED
Aug 14	Draft legislation to Legislative Committee/Board	Melanie/ED
Aug 29	Update Strike Plan	Mgmt Team
Sep 1	Update Strategic Plan on Website	ED
Sep 10	Provide Org Chart to OBPP	Cynthia
Sep 11	Final draft Legislation to Board	Melanie/ED
Sep 15	Final draft Legislation due to OBPP with fiscal notes	ED/Barb
Sep 15 - Dec 22	Obtain bill sponsors	ED/Legislative Committee
Sep 15	Stakeholders proposals due	ED/Melanie
Sep 16 – Oct 1	Review stakeholders proposals – decision points table	Mgmt Team
Oct 2	Stakeholder decision points tables in Board Packet	Cynthia
Oct 9	Stakeholder concepts to Board	ED
Oct 9	Obtain Valuation from Actuary	ED/Barb/Board
Nov 15	Deadline for final bill drafts to LSD	Legal
Nov	Receive bill drafts back – review and sign off	Lobbyists
Nov	Obtain Pre-introduction Letters – have sponsors sign	Lobbyists
Nov	Legislator Orientation	
Nov 17-19	Legislative Caucuses	
Early Dec	Fiscal Note Training	Barb/ED
Dec	Draft fiscal notes on pre-introduced bills	Barb/ED
Dec 15	Bill pre-introduction deadline	Lobbyists
Dec – May	PR – website/blog/facebook/lunch&learn	Jenny
End of Dec	Pre-Session Newsletter	Jenny/Ann
Jan 5	<b>2015</b> Session Begins	
	General Information to Legislative Admin Committees	ED
	Board Legislative Committee Meetings	
	Prepare Lobbyist Testimony for each agency bill	Lobbyists
	Prepare Sponsor Testimony for each agency bill*	Lobbyists
	Prepare Sponsor Floor Talking Points for each bill*	Lobbyists
	Prepare Testimony as needed for Retirement Bills	Lobbyists

<b>Date</b>	<b>Task</b>	<b>Assigned</b>
	Track Lobbying Expenses – Monthly	Lobbyists
	File Lobbying Expense Reports – Monthly	Cynthia
Early Mar	Mid-Session Newsletter	Jenny/Ann
May	Lessons Learned	Mgmt/Board
May	Send Thank You Letters to Bill Sponsors and other Legislators who supported retirement legislation	ED
May	Post-Session Newsletter	Jenny/Ann

**\* Ensure you ask the sponsor what amount of detail they need for the Committee and Floor. Also be sure to highlight any controversial items and prepare response to possible questions.**

### **MEETINGS & PROGRESS REPORTS**

02 10 2014 Roxanne Created Initial Draft  
02 19 2014 Melanie and Roxanne reviewed and updated draft workplan  
02 20 2014 Draft work plan shared with pertinent staff  
03 06 2014 Work plan sent to Board Legislative Committee  
03 13 2014 Action item at Board Legislative Committee Meeting

### **COMMENTS**

## 2015 Session Calendar

Jan 5 – 1<sup>st</sup> Legislative Day

Jan – Last day to request General Bills

Feb – Last day for Committee to request General Bills

Feb – Last day to request Revenue Bills

Feb – Transmittal of General Bills to other Chamber

Feb – Transmittal Break

Mar – Transmittal of Revenue-Estimating Joint Resolutions

Mar – Last day for Committee to Request Revenue Bills

Mar – Transmittal of Appropriation Bills

Mar – Transmittal of Revenue Bills

Apr – Transmittal of amendments to General Bills

Apr – Last day to request Study Resolution or Committee Bills to implement HB 2

Apr – Easter Break

Apr – Transmittal of amendments to Appropriation Bills

Apr – Transmittal of amendments to Revenue Bills & Revenue Estimating Joint Resolutions

Apr – Transmittal of Interim Study Resolutions

Apr – Session Adjourns