



Chair: Ways and Means Committee

DATE: January 23, 2019

TO: Interested Parties

FROM: Rep. Lyndon Carlson, Chair, Ways and Means Committee

RE: Ways and Means Bill Referral Process

On Tuesday, January 8, 2019, the Minnesota House of Representatives voted on Temporary Rules for the House which included use of a Ways and Means Committee and Finance Division structure to handle bills with a fiscal impact. The structure was a decision voted on by the entire body. As Chair of the Ways and Means Committee, I am charged with implementing the structure in a fair and transparent manner. This memo is intended to lay out how bill referrals will be handled.

Bill Referrals and House Rules: It is important to note that the bill referral process does not change the House Rules that govern committee processes, including but not limited to public notice of committee meetings (Rule 6.20), public testimony (Rule 6.22), committee procedures (6.21) and records (Rule 6.24). Committees and divisions will still post bills, take testimony, do their work and vote on amendments and bills, etc.

Referral Process: A multi-layer notification of bill referrals will be used so members, staff and the public can follow the process and follow what is happening to bills. This approach will provide real time notice of action and a long-term record.

- After each round of bill introductions, if bills are referred to the Ways and Means Committee and should be referred to a finance division, a referral memo will be prepared. The memo will notify fiscal chairs and committee staff, chief authors (and their legislative assistants), the Ways and Means Lead Republican members and staff, and non-partisan staff of bill referrals and will be distributed as follows:
 - The memo will be posted on the Ways and Means Committee website under “Committee Documents” for a 2 week period. After that time, the referrals can be found in the “Committee Minutes” for each meeting.
 - All House members and staff and anyone signed up for the Ways and Means Committee listserv will be notified via email that the referrals have been posted.
 - House Index will update the Revisor of Statutes bill status system on the legislature’s website as soon as time permits to reflect the referrals.
- After the bill referral memo is posted, the contents of the memo will be included as part of the agenda of the next Ways and Means Committee and will be posted on the Ways and Means Committee website as an attachment for that meeting.
- The bill referrals will then be incorporated into the Committee minutes for that meeting, which serve as a historical record of the House.

Division Engrossments: As has been done in previous years, action adopted on bills in fiscal divisions will go up to the Revisor’s Office for a division engrossment and will serve as the engrossment of record when it travels to the next division or to Ways and Means for final action. The division engrossment will be included on the Revisor bill status page for that bill along with other versions of the bill.

Division Reports: Division reports on individual bills moving through finance divisions will be posted on the relevant division website under “Division Reports” to reflect division action. After a bill travels through the relevant finance divisions and is referred to Ways and Means for the final time before consideration on the floor, the latest division report will be adopted.

BILL TRACKING EXAMPLE:

INTRODUCTION OF BILLS

Thursday, January 10, 2019

The following House Files were introduced:

Kotzya-Witthuhn, Pinto, Liebling, Davnie, Youakim, Olson, Bahner, Howard, Christensen, Lippert, Gomez, Schultz, Cantrell, Hornstein, Long, Persell, Halverson, Kunesh-Podein, Mariani, Freiberg, Sandell, Wazlawik, Noor, Hortman, Winkler, Pryor, Lee, Wolgamott, Huot, Lislegard, Sundin, Lesch, Ecklund and Lillie introduced:

[H.F. 1](#), A bill for an act relating to early childhood; creating additional funding and opportunities for children ages birth to three; governing certain programs and funding for prenatal care services, home visiting, early childhood education, and child care assistance; appropriating money; amending Minnesota Statutes 2018, sections 119B.13, subdivision 1; 124D.151, subdivision 6; 126C.05, subdivision 1; 145.928, subdivisions 1, 7; Laws 2017, First Special Session chapter 5, article 8, section 8; proposing coding for new law in Minnesota Statutes, chapters 16A; 145.

The bill was read for the first time and referred to the Committee on Ways and Means.

From Bill Referral Memo

Date: January 10, 2019
 To: All Finance Division Chairs
 From: Rep. Lyndon Carlson, Chair, Ways and Means Committee
 RE: Bill Referrals

As of Thursday, January 10, 2019, the following bills are hereby referred to the **Health & Human Services Finance Division**.

HF	House Author	Title
HF 1	Kotzya-Witthuhn	Relating to early childhood; creating additional funding and opportunities for children ages birth to three; governing certain programs and funding for prenatal care services, home visiting, early childhood education, and child care assistance; appropriating money

Bill Status System on Legislative Website

HF 1 Status in the House for the 91st Legislature (2019 - 2020)		
Current bill text: As Introduced	Companion: None	Revisor number: 19-0900
Add HF 1 to MyBills	Senate Search	
Version List		
Long Description	Further Committee Actions	House Research Summary

Description

Early childhood; additional funding and opportunities for children ages birth to three created; programs and funding for prenatal care services, home visiting, early childhood education, and child care assistance governed; and money appropriated.

Authors

[Kotzya-Witthuhn](#); [Pinto](#); [Liebling](#); [Davnie](#); [Youakim](#); [Olson](#); [Bahner](#); [Howard](#); [Christensen](#); [Lippert](#); [Gomez](#); [Schultz](#); [Cantrell](#); [Hornstein](#); [Long](#); [Persell](#); [Halverson](#); [Kunesh-Podein](#); [Mariani](#); [Freiberg](#); [Sandell](#); [Wazlawik](#); [Noor](#); [Hortman](#); [Winkler](#); [Pryor](#); [Lee](#); [Wolgamott](#); [Huot](#); [Lislegard](#); [Sundin](#); [Lesch](#); [Ecklund](#); [Lillie](#)

Actions

Separated Chronological

House

01/10/2019 Introduction and first reading, referred to [Ways and Means](#) pg. 32 [Intro](#)

01/10/2019 Referred by Chair to [Health and Human Services Finance Division](#)