

# Lessard-Sams Outdoor Heritage Council

## Agenda Item Memo

DATE August 1, 2012

SUBJECT: Changes to operating procedures regarding allowable travel by Lessard-Sams  
Outdoor Heritage Council members

---

### Background

Over the last four years, the Lessard-Sams Outdoor Heritage Council members have, either as a group or individually, traveled throughout Minnesota to visit field sites and programs funded by the Outdoor Heritage Fund and to participate in conferences, workshops, and meetings. The council includes in its operating procedures steps for authorizing individual travel and providing for per diem and reimbursement for travel on behalf of the council.

### Suggested Motion

“Motion to adopt the changes to the LSOHC Operating Procedures, Section II A. 5 as presented .”

### Suggested Procedure

Once motion is before the Council, it is up for discussion, amendments and final passage.

**Agenda Item # 14**

Extracted from the Lessard Sams Outdoor Heritage Council's "Operating Procedures", last revision dated June 21, 2011.

## Section II. Duties of COUNCIL Officers

### A. Chair:

1. Presides at Council and Executive Committee meetings
2. Serves as primary spokesperson for the Council
3. Provides direction to staff
4. Appoints a council member to serve as liaison to the administrator of the Conservation Partners Legacy Grant Program (CPL).
  - a. The liaison meets on a regular basis with CPL staff and provides the council's perspective on the program.
  - b. The liaison provides council with periodic updates on substantive issues regarding CPL program.
  - c. The liaison arranges CPL testimony before the council, as appropriate.
  - d. The liaison invites other council members to evaluate CPL program, as needed.
  - e. The liaison position is concurrent with the Chair's term of office.
5. The chair or the chair's designee authorizes travel:
  - a. Authorizes travel, outside of travel for regular Council or committee business meetings, for Council members in response to a written request from a Council member that specifically states the date, location, time, purpose, benefit to the Council and State of Minnesota and estimated expense of the travel. This member travel request will be submitted to Council staff for review with the Chair. LSOHC members may travel to:
    - i. Make a presentation on behalf of the OHF and LSOHC at an event at the request of an agency or organization.
    - ii. Attend a meeting, conference, or workshop at which topics are discussed related to prairies, wetlands, forests or other fish, game or wildlife habitat conservation, or the related environment.
    - iii. Attend an event that marks the acquisition, restoration, and/or enhancement of prairies, wetlands, forests or other fish, game or wildlife habitat funded through an OHF appropriation.
    - iv. Tour a prospective project site to gain information helpful in the evaluation of a request for funding.
  - b. Council staff, per the authorization from the Chair and consultation with the Legislative member of the Executive Committee authorized to sign reimbursement forms, will approve or deny the travel request in writing.

- c. All travel requests, outside of regular council business, must complete the authorization process **30 14** days prior to travel date. The member traveling will submit a written summary of the learning experience to be shared with council members and submit it with their expense reimbursement form.
  - d. Out-of-State travel requires the concurrence of LCC policies.
  - e. Expense vouchers to be submitted after authorized travel, pursuant to guidelines established by the council, on the following basis:
    - i. For public members, per the expense policy of the Commissioner's Plan, Chapter 15 (Exhibit 3)
    - ii. Public members are authorized to collect per diem spent on authorized council activities, as provided in Minnesota Statutes 15.075, subd. 3.
    - iii. For COUNCIL staff, consistent with Commissioner's Plan.
6. Sets time, place and date of and thereby authorizing travel for:
- a. Executive Committee meetings
  - b. COUNCIL meetings  
The chair will be responsible for working with staff to develop an agenda.
  - c. Authorizes council and committee meetings and travel (time, place and date set by council or committee chair)