



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: May 6, 2009

Location: House of Assembly Chamber

Time: 5:00 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Ms. Beth Marshall, MHA (PC) Topsail

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Hon. Jerome Kennedy, MHA (PC) Carbonear – Harbour Grace

Other:

Mr. Tom Osborne, Deputy Speaker

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy & Communications Officer

Regrets:

None

CM 2009 – 018

The Commission, in an *in camera* session, confirmed the following decisions regarding Position Classification and Reclassification Issues in the House of Assembly Service and Statutory Offices.

1. The Commission confirmed as permanent the nine positions of Assistant Payroll Administrator; Committee Researcher; Policy, Planning and Research Analyst; Information Management Analyst; Financial Management Analyst; ATIPP Coordinator/Privacy Analyst; Sessional Broadcast Technologist; Advocacy Services Specialist and Access and Privacy Analyst to be effective April 1, 2009.
2. The Commission confirmed the position classifications recommended by the Classification Review Committee for the four permanent positions of Assistant Payroll Administrator, Committee Researcher, Policy, Planning and Research Analyst and Information Management Analyst as noted in Appendix A.
3. The Commission confirmed the position classifications recommended by the Classification Review Committee for the two temporary positions of Records Technician and Records Clerk as noted in Appendix A.
4. The Commission confirmed the position reclassification recommended by the Classification Review Committee for the position of Executive Administrative Assistant/Office Manager, Office of the Information and Privacy Commissioner as noted in Appendix A to be effective January 16, 2009 and confirmed the change in title from Executive Administrative Assistant/Office Manager to Business Manager as recommended by the Classification Review Committee.
5. The Commission confirmed the position reclassification recommended by the Classification Review Committee for the position of Administrative Officer in the Office of the Citizens' Representative as noted in Appendix A to be effective February 11, 2009 and confirmed the change in title from Administrative Officer to Office Manager as recommended by the Classification Review Committee.
6. The Commission confirmed the position reclassification recommended by the Classification Review Committee for the position of Payroll Administrator as noted in Appendix A to be effective February 13, 2009.
7. The Commission confirmed the position reclassification recommended by the Classification Review Committee for the position of Policy and Communications Officer as noted in Appendix A to be effective April 9, 2009.

8. The Commission confirmed the current classification of the position of Clerk Assistant/Assistant of Committees as recommended by the Classification Review Committee.

CM 2009 – 019 The Commission, in an *in camera* session, directed that policy and procedures be developed for procuring legal services for the Legislature.

CM 2009 – 020 The minutes of the House of Assembly Management Commission meeting held on March 18, 2009 were approved as read.

The Speaker reported authorizations for travel under extenuating circumstances as provided for in Section 43 of the *House of Assembly Accountability, Integrity and Administration Act*. The Speaker approved meals and accommodations for Ms. Patty Pottle on April 2 and 3, 2009 at a total cost of \$144.47. Flight Schedules required Ms. Pottle to overnight in Goose Bay en route to her home in Hopedale.

The Speaker reported approvals given under his delegated authority respecting urgent financial matters. (**CM 2008 – 095 refers.**) Four Members submitted expense claims past the 60 day deadline for eligible expenses related to the fiscal year ending March 31, 2009. As all claims for the previous year had to be processed by April 30, 2009, the Speaker, after consulting with the Opposition House Leader, the Government House Leader and the Leader of the Third Party, approved the payment of the claims.

The Speaker approved \$875.00 for Meals and Accommodations for Mr. Jerome Kennedy; \$708.48 for Constituency Allowance – Event for Ms. Yvonne Jones; \$1,935.87 for Communications – Christmas Cards for Mr. Danny Williams; and, \$907.54 for Communications (Delivery of Christmas Cards) and Constituency Allowance (Event) for Mr. Tom Osborne.

CM 2009 - 021 The Commission considered the additional information regarding the process and costs involved to recreate financial statements for 1999-2000 and 2000-2001 fiscal years and deferred a decision to the next meeting of the Commission.

CM 2009 – 022 The Commission considered the Management Certification Internal Audit Report of the Professional Services and Internal Audit Division of the Comptroller General's Office and referred the report to the Audit Committee of the Commission for further review.

CM 2009 – 023 The Commission considered the Comptroller General's ruling that office holders in the Legislature may not receive the Automobile Allowance of the Ministerial Expense Policy and referred the matter to the Members' Compensation Review Committee, when appointed.

Adjournment: 7:20 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

Wm. MacKenzie
Clerk and Secretary to the Commission