

# LEGISLATIVE BRANCH AGENCIES

In addition to the legislators who are elected to serve in the House of Representatives and the Senate, the legislative branch also contains permanent offices, agencies, commissions, and committees designed to enable Michigan's Legislature to carry out its functions and duties. These entities support the Legislature by providing procedural assistance, fiscal analysis, security, building maintenance, bill drafting, research, oversight and auditing of government agencies, and investigation and study of important policy issues.



**MARGARET E. O'BRIEN**  
*Secretary of the Senate*



**ADAM W. REAMES**  
*Assistant Secretary of the Senate*

## ***Secretary of the Senate***

***Margaret E. O'Brien, Secretary of the Senate***  
***Adam W. Reames, Assistant Secretary of the Senate***

The Secretary of the Senate is elected by the Senators as a statutory officer at the beginning of each 4-year Senate term. As the parliamentary and record keeper of the Senate, the Secretary fulfills many constitutional requirements of the Senate. These duties are assigned in statute, Joint rules and Senate rules and include the "care and preservation" of bills and Senate records; recording and validating official Senate actions; enrolling of bills; preparing the journal of each day's proceedings; disseminating of bills, resolutions and amendments to Senators; noticing of committee meetings; maintaining and recording of committee actions; and presenting bills to the Governor.

The Secretary's most visible role is the work on the podium during session — announcing the proceedings, reading in communications and bills, recording votes, and presiding in the absence of designated presiding officers. The Secretary's office is also responsible for management of session staff, committee clerks, Senate Media Services and special projects. Additionally, the Secretary serves on the Michigan State Capitol Commission which governs the Michigan State Capitol Historic Site, maintains and restores the State Capitol Building, and maintains and improves the grounds of the site. The Secretary of the Senate's office is located in Room S-5, State Capitol, Lansing, MI 48933. Phone: (517) 373-2400.



## ***Senate Fiscal Agency***

***Christopher Harkins, Director***

The Senate Fiscal Agency is a nonpartisan legislative agency that was formed by state statute to provide assistance through research and analysis to the Michigan Senate. The staff provides technical, analytical, and preparatory support for all appropriations and retirement bills. The agency also prepares an objective written analysis of all bills and administrative rules under consideration by the Senate.

*Fiscal analysts* of the Senate Fiscal Agency review and evaluate state programs, proposed policies, proposed rules, budgetary requests, and the fiscal impact of all bills before the Senate. The fiscal analysts serve as the primary staff to the Senate Appropriations Committee and the subcommittees of the Senate Appropriations Committee. The agency also provides economic and revenue analysis and forecasting, analyzes the impact of federal budget decisions on the state, tracks state and national

economic conditions, and monitors the state's compliance with constitutional and statutory fiscal requirements. The agency's economic and revenue forecasts are used as the official Senate forecasts at the Consensus Revenue Estimating Conference.

*Legislative analysts* of the Senate Fiscal Agency are responsible for providing objective bill analysis for all bills considered by Senate standing committees, other than the Senate Appropriations Committee. Legislative analysts prepare summaries of bills in committee, and bills reported from committee, to provide a straightforward explanation of the changes a bill would make to present law. Once a bill is reported from committee, the analyst also may prepare a detailed analysis describing the reason for the bill's introduction, the changes the bill would make in present law, background information, supporting and opposing arguments, and fiscal implications. Analyses are updated as bills are amended throughout the legislative process.

The Senate Fiscal Agency is located in the Victor Center, 8th Floor, 201 N. Washington Square, Lansing, MI 48933. Phone: (517) 373-2768. Reports and publications of the Senate Fiscal Agency can be found on the agency's website at [www.senate.michigan.gov/sfa](http://www.senate.michigan.gov/sfa).

### SENATE FISCAL AGENCY BOARD OF GOVERNORS

Senators Stamas (C), Shirkey, Bumstead, Ananich, Hertel Jr.



**GARY L. RANDALL**  
*Clerk*



**RICHARD J. BROWN**  
*Assistant Clerk*

### *Clerk of the House of Representatives*

***Gary L. Randall, Clerk***  
***Richard J. Brown, Assistant Clerk***

The Office of the Clerk of the House of Representatives is the parliamentary office for this chamber of the Michigan legislature.

The Clerk of the House oversees a wide range of operations in the House of Representatives. These responsibilities include direct supervision of the preparation of various legislative documents, including the House journal and the daily calendar, which specifies the order of pending business; the printing and reproduction of bills, acts, or other documents; and the responsibility for the care and preservation of each bill introduced in the House or received from the Senate.

The Clerk of the House, whose duties are stipulated in statute, House Rules, and Joint Rules, and at the direction of the membership, is elected by the members of the House of Representatives. The clerk has an active parliamentary role during legislative sessions. The clerk calls the roll, announces the proceedings of the House, records votes, and serves as parliamentarian and presides in the absence of a designated presiding officer. Assisting the clerk at the podium during session are the assistant clerk and the clerks responsible for bill amendments, bills and resolutions, and the journal.

The Clerk of the House is also the administrator of the House Sergeant-at-Arms police agency and is a statutory member of the Michigan State Capitol Commission. The clerk's offices are located in the State Capitol. Phone: (517) 373-0135.

## ***House Fiscal Agency***

***Mary Ann Cleary, Director***

The House Fiscal Agency is a nonpartisan agency within the Michigan House of Representatives. Agency personnel provide confidential, nonpartisan assistance to the House Appropriations Committee and all other members of the House on legislative fiscal matters. The agency also provides objective, nonpartisan explanations of bills before House standing committees and bills being considered by the full House.

*Fiscal Analysts* assist legislators with developing the state budget; review and prepare budget and supplemental appropriations bills and certain transfer requests; provide fiscal impact statements on proposed legislation; monitor, research, and analyze fiscal issues; and prepare reports and documents to assist legislative deliberations. *Economists* analyze legislation related to tax and lottery issues, monitor state revenue, track state and national economic conditions, and prepare reports on revenue and other economic issues. *Legislative Analysts* prepare nonpartisan summaries and analyses of bills. Summaries, completed prior to committee deliberations, describe how a bill would change current law, including any fiscal impact. Analyses are prepared for bills reported from committee and typically include, in addition to the information included in a summary, a description of the problem being addressed, arguments for and against the bill, and positions of interested parties. The Agency *Director*, by statute, is one of three state officials charged with forecasting state revenues at Consensus Revenue Estimating Conferences.

Reports and publications prepared by the House Fiscal Agency are available on the agency's website at [www.house.mi.gov/hfa](http://www.house.mi.gov/hfa); bill summaries and analyses are available on the Michigan Legislative Information System website at [www.legislature.mi.gov](http://www.legislature.mi.gov). The House Fiscal Agency is located on the 4th floor of the North Tower of the Anderson House Office Building, 124 N. Capitol Avenue, Lansing, MI 48933. Phone: (517) 373-8080. Fax: (517) 373-5874.

### **HOUSE FISCAL AGENCY GOVERNING COMMITTEE**

Reps. Hernandez (C), Chatfield (VC), Cole, Hoadley (Min. VC), Greig, Rabhi.





**MICHAEL FERLAND**  
*Chief Sergeant-at-Arms*  
*Senate*



**DAVID D. DICKSON JR.**  
*Chief Sergeant-at-Arms*  
*House*

## ***Senate/House Sergeants-at-Arms***

***Michael Ferland, Chief Sergeant-at-Arms, Senate***  
***David D. Dickson Jr., Chief Sergeant-at-Arms, House of Representatives***

The **Senate Sergeant-at-Arms** is the chief security officer of the Senate. Under the direction of the Senate Majority Leader, the Director of the Senate Business Office supervises and directs the Senate Police Department, the work of the Sergeant-at-Arms, and Assistant Sergeants-at-Arms.

The Sergeant-at-Arms attends the Senate during its sessions and maintains order under the direction of the presiding officer. The Sergeant-at-Arms executes the commands of the presiding officer and of the Senate and all processes issued by their authority.

The Sergeant-at-Arms has general charge of, and maintains order in, the gallery, chamber, and committee rooms of the Senate. The Sergeant-at-Arms ensures that all staff and visitors are seated. The Sergeants carry out police responsibilities to provide for the safety and security for all members of the Senate, Senate staff, and visitors to the Senate areas of the Capitol, the Senate Office Building, and areas the Senate occupies in the Boji Tower.

The **House Sergeant-at-Arms** is the chief security officer of the House of Representatives. Under the direction of the Speaker's Office, the Clerk of the House supervises and directs the work of the Sergeant-at-Arms, Assistant Sergeant-at-Arms, and session interns. The Sergeant-at-Arms Office is a police agency, designated to serve and protect citizens, staff members, and state representatives. The Sergeant-at-Arms executes the commands of the presiding officer of the House and has general charge of, and maintains order in, the gallery, chamber, and committee rooms of the House of Representatives during session. The Sergeant-at-Arms has arrest powers and authority to serve subpoenas and warrants issued by the House, any duly authorized officer, or Committee and ensures that all visitors comply with all rules and regulations while visiting the Capitol Building or other state legislative facilities.





**DOUG A. RINGLER**  
*Auditor General*

## ***Office of the Auditor General***

### ***Doug A. Ringler, Auditor General***

The independent audit function in Michigan is vested in the legislative branch of government, and the Auditor General is appointed to serve an 8-year term by a majority vote of members of the House and Senate.

The Auditor General is the principal executive responsible for the **Office of the Auditor General** policies and practices, day-to-day audit operations, and liaison with the legislature. The Office of the Auditor General conducts post-financial and performance audits of state government operations. These include financial audits of the State of Michigan Comprehensive Annual Financial Report, federal funds subject to the Federal Single Audit Act of 1984, and individual departments and agencies. Additionally, the office conducts performance audits of state programs and operations, using risk-based selection criteria, and in response to legislative requests. All audit reports are public documents.

Doug A. Ringler was appointed Auditor General by the Michigan Legislature effective June 9, 2014. Mr. Ringler has held a variety of positions within State government for the past 30 years, most recently as the Director of Internal Audit within the executive branch. Mr. Ringler is a member of the American Institute of Certified Public Accountants and the Institute of Internal Auditors. He is a past recipient of the “Internal Auditor of the Year” Award, presented by the Institute’s Lansing Chapter.

Mr. Ringler graduated from Ferris State University and is a native of Reed City.



## ***Michigan State Capitol Commission***

The Michigan State Capitol Commission is created by the *Michigan State Capitol Historic Site Act* (PA 240 of 2013) to manage the Michigan State Capitol Historic Site, maintain and restore the State Capitol Building, and maintain and improve the grounds of the site. The commission consists of the Secretary of the Senate; the Clerk of the House of Representatives; two individuals jointly appointed by the Secretary of the Senate and the Clerk of the House; and two individuals appointed by the Governor.

GARY L. RANDALL (Chair)  
JOHN TRUSCOTT (Vice-Chair)  
JOAN BAUER  
KERRY CHARTKOFF  
WILLIAM C. KANDLER  
MARGARET E. O'BRIEN

Michigan Capitol Building  
P.O. Box 30014  
Lansing, MI 48909-7514  
CapitolFacilities@legislature.mi.gov



## ***Michigan Legislative Retirement Board***

The Michigan Legislative Retirement System was created by Public Act 261 of 1957 for the maintenance, and administration of a legislative members' and presiding officers' retirement system within the legislature. The system's health plan provides its members with health, dental, vision and hearing insurance coverage.

### **MICHIGAN LEGISLATIVE RETIREMENT SYSTEM BOARD OF TRUSTEES**

THE HONORABLE R. ROBERT GEAKE  
Retiree Member (Chair)  
THE HONORABLE J. MICHAEL BUSCH  
Retiree Member  
THE HONORABLE DEBORAH L. CHERRY  
Retiree Member  
THE HONORABLE JOHN D. CHERRY JR.  
Retiree Member  
THE HONORABLE PHILIP E. HOFFMAN  
Retiree Member  
THE HONORABLE JOSEPH PALAMARA  
Retiree Member  
THE HONORABLE GARY L. RANDALL  
Retiree Member  
THE HONORABLE MARK SCHAUER  
Retiree Member  
THE HONORABLE JOHN J. H. SCHWARZ  
Defined Contribution Plan Member  
THE HONORABLE ALMA WHEELER SMITH  
Retiree Member (Vice Chair)





## *The Legislative Council*

The **Legislative Council** is a bipartisan committee of the House and Senate, consisting of 12 regular and six alternate members, established pursuant to the Constitution of 1963, art. IV, sec. 15. The primary responsibility of the council is to maintain bill drafting, research, and other services for legislators. The council appoints the Legislative Council Administrator, who is the chief executive officer of all Legislative Council agencies. The council may create subcommittees that include members of the legislature who are not council members.

### **MICHIGAN LEGISLATIVE COUNCIL**

SENATOR MIKE SHIRKEY, Chair in 2019, Alternate Chair in 2020

SPEAKER LEE CHATFIELD, Alternate Chair in 2019, Chair in 2020

SENATOR JIM ANANICH

SENATOR STEPHANIE CHANG

SENATOR KEN HORN

SENATOR WAYNE SCHMIDT

SENATOR JIM STAMAS

REPRESENTATIVE CARA CLEMENTE

REPRESENTATIVE SHANE HERNANDEZ

REPRESENTATIVE JIM LILLY

REPRESENTATIVE YOUSEF RABHI

REPRESENTATIVE JASON WENTWORTH

#### ***Alternate Members***

SENATOR JOHN BIZON, M.D.

SENATOR MIKE MACDONALD

SENATOR JEREMY MOSS

REPRESENTATIVE TRISTON COLE

REPRESENTATIVE LATANYA GARRETT

REPRESENTATIVE MARY WHITEFORD

#### ***Legislative Council Administrator***

JENNIFER DETTLOFF





**JENNIFER DETTLOFF**  
*Legislative Council Administrator*

## ***Legislative Council Administrator***

### ***Jennifer Dettloff***

The **Legislative Council Administrator** position was created by Public Act 189 of 1995. The Council Administrator is responsible for supervisory oversight for all Legislative Council agencies:

- The Legislative Service Bureau
- The Legislative Corrections Ombudsman
- The Michigan Veterans' Facility Ombudsman
- The Michigan Law Revision Commission
- The Michigan Commission on Uniform State Laws
- The Joint Committee on Administrative Rules
- The State Drug Treatment Advisory Committee
- The Criminal Justice Policy Commission

The Legislative Council Administrator has the following duties and responsibilities:

- To provide personnel policy oversight and development for all Legislative Council agencies
- To develop, prepare, and present Legislative Council agency budgets
- To review quarterly financial statements of Legislative Council agencies and monitor budgetary compliance
- To act as secretary to the council
- To perform other duties and responsibilities as determined and assigned by the Legislative Council.

In addition, the Council Administrator is a member of the Law Revision Commission and the Michigan Commission on Uniform State Laws.

More specific duties of the Administrator are set forth in the rules established by the Legislative Council.

The Office of the Legislative Council Administrator is located in the Boji Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-0212.



Jennifer Dettloff was appointed Legislative Council Administrator on November 9th, 2016. Prior to being appointed to the Legislative Council, Ms. Dettloff served as Legal Counsel for two Senate Majority Leaders. She had previously served for legislators in both the House and Senate in numerous capacities.

Ms. Dettloff is a member of the State Bar of Michigan. She holds a B.A. from James Madison College at Michigan State University in Social Relations and a J.D. from Thomas M. Cooley Law School.

Ms. Dettloff and her husband Robert Snyder live in Williamston with their triplets, Madeline, Jack, and William.





## ***Legislative Council Agencies***

### ***Legislative Service Bureau***

The Legislative Service Bureau is a nonpartisan agency providing all members of the Michigan Legislature with a variety of services on a confidential basis. With oversight by the legislative council administrator and pursuant to policies adopted by the Legislative Council, the Bureau provides legal counsel on bill drafting and other legislative drafting matters, research services, printing services, and telecommunications operations for all legislators and legislative staff. The Legislative Service Bureau's main operations are located in the Boji Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-0170. Jennifer Dettloff, Legislative Council Administrator.

### ***Legislative Corrections Ombudsman***

Public Act 46 of 1975, being sec. 4.351 to 4.364 of the Michigan Compiled Laws, provides for the creation of a corrections ombudsman within the structure of the legislative branch. The ombudsman, who is appointed by the Legislative Council on recommendation of the council administrator, is authorized to investigate complaints of administrative actions by the Department of Corrections which are alleged to be contrary to law, contrary to departmental policy, unaccompanied by an adequate statement of reason, or based on irrelevant, immaterial, or erroneous grounds. The Office of the Legislative Corrections Ombudsman is located in the Boji Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-8573. E-mail: [ombudsman@legislature.mi.gov](mailto:ombudsman@legislature.mi.gov). Keith Barber, Legislative Corrections Ombudsman.

### ***Joint Committee on Administrative Rules (Staff)***

The Joint Committee on Administrative Rules is a statutorily created bipartisan legislative committee, comprised of five House and five Senate members, and is responsible for the legislative oversight of administrative rules proposed by state agencies. The staff assigned to assist the committee is responsible for processing rules transmitted to the committee by state agencies, scheduling committee hearings at the direction of the committee chair, providing members with the background and legal analysis of the rules, and reviewing proposed legislation to determine whether rulemaking authority is, or should be, necessary to carry out the legislative intent of proposed legislation. The staff falls under the Legislative Council for supervisory and budgetary functions and is located in the Boji Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-6476. Jennifer Dettloff, Legislative Council Administrator.

### ***Veterans' Facility Ombudsman***

The Veterans' Facility Ombudsman was established within the Legislative Council by Public Act 198 of 2016 to investigate concerns regarding the Michigan veterans' facilities. The Veterans' Facility Ombudsman investigates alleged violations of state law or issues concerning an administrative act, medical treatment of a facility resident, or a condition existing at a facility that poses a significant health or safety issue for which there is no effective administrative remedy or is alleged to be contrary to law or policy. The Office of the Veterans' Facility Ombudsman is located in the Boji Tower, 124 W. Allegan, Lansing, MI 48909. Phone: (517) 373-1347. E-mail: [MVFO@legislature.mi.gov](mailto:MVFO@legislature.mi.gov). Kellie Cody, Veterans Facility Ombudsman.

## ***Michigan Commission on Uniform State Laws***

Two legislative members appointed by the Senate Majority Leader, two legislative members appointed by the Speaker of the House, the director of the Legislative Service Bureau or the director's designee, and three non-legislative members appointed by the Legislative Council serve as Michigan's delegation to the National Conference of Commissioners on Uniform State Laws pursuant to Public Act 268 of 1986.

Michigan's delegation meets and confers with commissioners from other states to bring about uniformity of state law in instances where wide variations in state law could tend to complicate the resolution of interstate problems. In addition to "uniform acts" such as the Uniform Commercial Code, which every state is urged to adopt, the National Conference of Commissioners on Uniform State Laws also drafts "model acts" to guide legislatures dealing with issues that need not be treated uniformly by all states. Some models, such as the Model State Administrative Procedures Act, have been adopted for use by most states. The commission's address is 124 W. Allegan, Lansing, MI 48909-7536. Phone: (517) 373-0212. Jennifer Dettloff, Legislative Liaison.

### **MICHIGAN COMMISSION ON UNIFORM STATE LAWS**

#### ***Appointed by Legislative Council***

THOMAS J. BUTTEWEG (Chair)  
KIERAN MARION  
JAMES P. SPICA

#### ***Appointed by Senate Majority Leader***


SENATOR PETE LUCIDO  
SENATOR JEFF IRWIN

#### ***Appointed by Speaker of the House***

REPRESENTATIVE MATT HALL  
REPRESENTATIVE TENISHA YANCEY

#### ***Designated Under Public Act 268 of 1986***

JENNIFER DETTLOFF, Legislative Council Administrator



## ***Michigan Law Revision Commission***

Legislation enacted in 1965 establishing the Legislative Council, Public Act 412 of 1965 (since superseded by Public Act 268 of 1986), also authorized the creation of a law revision commission to "examine the common law and statutes of the state and current judicial decisions for the purpose of discovering defects and anachronisms in the law and recommending needed reforms." The commission makes an annual report to the Legislative Council. The Office of the Legislative Council Administrator organizes and coordinates commission activities and provides staff assistance when needed. Jane Wilensky, Executive Secretary. Phone: (517) 373-0212. Legislative contact: Jennifer Dettloff.

### **MICHIGAN LAW REVISION COMMISSION**

#### ***Appointed by Legislative Council***

RICHARD D. McLELLAN (Chair)  
ANTHONY DEREZINSKI (Vice Chair)  
GEORGE WARD  
BRIAN A. LAVICTOIRE

#### ***Appointed by Senate Majority Leader***

SENATOR PETE LUCIDO  
SENATOR STEPHANIE CHANG

#### ***Appointed by Speaker of the House***

REPRESENTATIVE RYAN BERMAN  
REPRESENTATIVE BRIAN K. ELDER

#### ***ex officio***

JENNIFER DETTLOFF, Legislative Council Administrator

## ***State Drug Treatment Court Advisory Committee***

Public Act 224 of 2004 provided for the creation of the State Drug Treatment Court Advisory Committee in the Legislative Council and went into effect on January 1, 2005. Comprised of 18 members, with the State Court Administrator (or his/her designee) being one member, and the Speaker of the House and Senate Majority Leader jointly appointing the other 17 members, the advisory committee monitors the effectiveness of drug treatment courts and veterans treatment courts and the availability of funding for those courts.

The State Drug Treatment Court Advisory Committee is statutorily required to meet at least quarterly and presents recommendations regarding proposed statutory changes for drug treatment courts to the Legislature and the Supreme Court in the form of an annual report. The Office of the Legislative Council Administrator organizes and coordinates committee activities and provides staff assistance when needed.

### **STATE DRUG TREATMENT COURT ADVISORY COMMITTEE**

#### ***Appointed by Senate Majority Leader and Speaker of the House***

THE HONORABLE AMY RONAYNE KRAUSE (Chair)  
THE HONORABLE RAYMOND P. VOET (Vice Chair)  
THE HONORABLE LOUISE ALDERSON  
HEIDI CANNON  
THE HONORABLE SUSAN L. DOBRICH  
ANDREW KONWIAK  
THE HONORABLE MARK W. LATCHANA  
DOUGLAS R. LLOYD  
SHERIFF MICHAEL MAIN  
CHRISTINA NICHOLAS  
THE HONORABLE JULIA B. OWDZIEJ  
MARK RISK  
THE HONORABLE GENO SALOMONE  
STACY SALON  
GARY P. SECOR  
ALMA VALENZUELA

#### ***Designated Under Public Act 224 of 2004***


ANDREW SMITH



## ***Criminal Justice Policy Commission***

Public Act 465 of 2014 provided for the creation of the Criminal Justice Policy Commission within the Legislative Council. This 17-member commission is to review and analyze information regarding state and local sentencing and proposed release policies and practices. The Commission is to develop modifications to the sentencing guidelines for recommendation to the legislature. The Office of the Legislative Council Administrator coordinates commission activities and provides staff assistance when needed. The Commission's statute was repealed by Public Act 576 of 2018 effective September 30, 2019.

AMANDA BURGESS-PROCTOR (Chair)  
LINUS BANGHART-LINN  
RONALD BRETZ  
HONORABLE CHUCK GOEDERT  
D.J. HILSON  
KYLE D. KAMINSKI  
SHERYL KUBIAK  
REPRESENTATIVE BEAU LAFAYE  
SHERIFF MICHELLE LAJOYE-YOUNG  
BARBARA LEVINE  
SENATOR PETE LUCIDO  
KENNETH B. MITCHELL  
REPRESENTATIVE ISAAC ROBINSON  
SENATOR SYLVIA SANTANA  
JENNIFER STRANGE  
THE HONORABLE PAUL E. STUTESMAN  
ANDREW G. VERHEEK



### ***Michigan Consumers Council***

Public Act 277 of 1966, being sec. 445.821 to 445.829 of the Michigan Compiled Laws, provides for the Michigan Consumers Council to “formulate and direct a program for the protection of individual consumers from harmful products and merchandise, false advertising, and deceptive sales practices.”

The council is composed of three nonlegislators appointed by the Legislative Council, three members appointed by the governor, as well as the secretary of state, the attorney general, and the head of the Department of Commerce. The agency has not received funding since 1991 and is currently unstaffed for budgetary reasons.

