

MINUTES OF THE MEETING
LEGISLATIVE ADMINISTRATION COMMITTEE
MONTANA STATE SENATE

December 16, 1977

The meeting of the Legislative Administration Committee was called to order by Chairman Kolstad on the above date in Room 331 of the State Capitol Building at 2:00 p.m.

ROLL CALL: All members were present except Senator Norman.

Senator Hazelbaker passed out slips to committee members on the duties of the Legislative Administration Committees of the House and Senate. (Attached)

Nancy Aageson passed out organizational charts and books to members of the committee. (Attached) She explained Jean Fallon's job to the members. Jean would continue with the duties of Bills Coordinator, however, there would not be a position as such. Jean would also help others that need assistance. There would be two reading clerks instead of one. The total number of employees would not change. Nancy also explained that Rose Weber told her that proofreaders were needed on her organizational staff.

The electric chalkboard and computer terminal are the two new machines. The posting clerk and reading clerks will take care these machines when they are not busy.

Senator Hazelbaker asked if she could explain these machines. Senator Graham felt that someone should be hired to run these machines and to watch them.

MOTION: Senator Rasmussen moved that Harriett Celar be employed as Assistant Bills Distribution Clerk or Posting Clerk.

MOTION: Senator Rasmussen moved that Wilma Blocker be hired as proofreader. The motion was seconded by Hazelbaker. Motion carried.

MOTION: Senator Hazelbaker moved to hire Herlevi, Stearns and Alfredson as proofreaders. Motion was seconded by Graham. Motion carried.

MOTION: Senator Hazelbaker moved to employ Celar and Meyer. The motion was seconded by McOmber, motion carried.

MOTION: Senator Dunkle moved to accept the memo from the Secretary of the Senate concerning positions to be filled. Senator Rasmussen seconded the motion. Motion carried.

MOTION: Senator Hazelbaker moved to hire Bill Neary as Assistant Sergeant-at-Arms. Graham seconded the motion. Motion carried.

MOTION: Senator Hazelbaker moved to hire Jim Chirgwin as Assistant Sergeant-at-Arms. Motion was seconded by Graham. Motion carried.

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MOTION: Senator Lee moved to hire Ralph Erving as Assistant Sergeant-at-Arms. The motion was seconded by Rasmussen. Motion carried.

MOTION: Senator Kolstad moved to employ Gary Zorn as Assistant Sergeant-at-Arms. The motion was seconded by Graham. Motion carried.

MOTION: Senator Dunkle moved to hire Jim Meldrum as Assistant Sergeant-at-Arms. Hazelbaker seconded the motion, motion carried.

MOTION: Senator Hazelbaker moved to hire Wayne Putz as doorman. Senator Lee seconded the motion, motion carried.

MOTION: Senator Dunkle moved to change Gary Zorn to parking attendant and hire Ken Morrow as Sergeant-at-Arms. Senator Hazelbaker seconded the motion, motion carried.

MOTION: Senator Lee moved to hire the following pages for the first two week period: Robin Sarah Francis, Marla Illona Hall, Greg Hill, Sheila B. Kroon, William James Gordon, Kevin Skarlure, Brooke Bishop and Wincel Allan Kenitzer.

MOTION: Senator Hazelbaker moved to hire Lon Maxwell as Researcher for Judiciary. Motion was seconded by Dunkle, motion carried.

Senator Hazelbaker asked Betty Jakovac to call Carroll College for watchman applications.

MOTION: Senator Kolstad moved that Angeline Wierenga and Monida Vaughn in the same positions. The motion was seconded by Hazelbaker. Motion carried.

Betty Jakovac passed out letter pertaining to the applications she has had for various positions. Senator McOmber moved that all committee secretaries be hired except Colleen Marks, who will be hired in February, after her baby is born. Senator Hazelbaker seconded the motion. Motion carried.

MOTION: Senator Graham moved that Betty choose the balance of her staff needed to fill the positions. Motion seconded by Hazelbaker. Motion carried.

John LaFaver, Fiscal analyst, explained the proposed legislature pay plan to the committee. He said the positions were equated to state positions but the fact that retirement, vacation, etc., are not received by legislative attaches, the pay was a little higher.

Senator McOmber stated that the Secretary of the Senate pay will be \$100.00 per day. However, Mr. LaFaver said this was not true. It would be \$480.00 per week. Last session the Secretary received per diem which wasn't taxed.

Concerning the legislator's pay, Senator McOmber said that we

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can't take any action until the Resolution is introduced. Senator Kolstad agreed with Senator McOmber; that we will have to study this bill when it comes to the floor.

Nancy suggested that we need another copy machine for Betty for the use of the Steno Pool. She presented prices. Senator Hazelbaker suggested that we check out the price of a Pitney-Bowes machine. Nancy said she would check out prices of various machines.

Nancy also suggested that she would like to have a mag card typewriter. Senator McOmber asked if it would be legal not to have original letters. Senator Hazelbaker said he could see no trouble with this. Jean Fallon suggested that they could be red-lined for safety. Nancy said that all letters would be signed by her. Senator McOmber stated that a decision did not have to be made now.

Nancy suggested that two typewriters could be sold and it would pay the rent on a mag card machine. She will check out the cost of renting I.B.M., Davis and Pitney-Bowes machines. Senator McOmber said that a decision would be made on January 3rd.

The Committee instructed Betty to add "dresses of suitable length" to the dress code in the letter to the pages.

A discussion was held on pre-session days for various employees.

MOTION: Senator Hazelbaker moved that the Sgt.-at-Arms be allowed one day, and two Assistant Sgts.-at-Arms be allowed 8 hours each. The doorkeeper will be allowed 2 days; Secretaries to the Democratic and Republican Floor Leaders be allowed 2 days each; the Business Manager and her assistant be allowed as many days as needed to conduct necessary business; the Secretary of the Senate a maximum of 22 days; Jean Fallon, 4 days; Pat Alter, 5 days; Gloria Tripp, 4 days; Journal Clerk, Assistant Journal Clerk, Bills Clerk and Assistant Bills Clerk, 3 days each; Reading Clerks, 2 1/2 days; Bills Distributor and Assistant Bills Distributor, 2 days; Posting Clerk, 3 days. Senator Dunkle so moved, seconded by Senator Lee. Motion carried.

Also included in the above presession days should be included Betty Jakovac, 10 days and Louise Sullivan, 1 day.

Senator Hazelbaker moved that the meeting be adjourned at 5:00 p.m.

Allen C. Kolstad
Allen C. Kolstad, Chairman

ROLL CALL

LEG. ADMINISTRATION COMMITTEE

45th LEGISLATIVE SESSION - - 1976

Date 12/16/76



STATE OF MONTANA

Office of the Legislative Fiscal Analyst

STATE CAPITOL
HELENA, MONTANA 59601
406/449-2986

JOHN D. LAFEVER
LEGISLATIVE FISCAL ANALYST

December 15, 1976

TO: Legislative Administration Committee

FROM: John D. LaFaver, Legislative Fiscal Analyst

SUBJECT: Legislative Employee Pay Plan.

Pursuant to House Resolution 7 and Senate Resolution 5, I am submitting a suggested pay plan for employees of the legislature.

The plan is based on the "statewide classification and pay plan" adopted in House Joint Resolution 37 by the 1975 legislature. The main objective in developing this proposal is to enable the legislature to pay competitive salaries with those in the executive branch while providing an orderly progression of salaries which recognizes the relative complexity and depth of responsibility in each position.

In developing the plan, each position did not receive the same dollar or same percentage increase in salary. To expect such equality would mean that the present structure, together with its inequities, would remain unchanged. Each position has been analyzed. The responsibilities and required skills are equated with a position classified under the executive plan. The salary is then determined at the grade the comparable executive position is classified.

The enclosed schedule details the recommended classification of each position. The following procedures are recommended to be detailed in the authorizing resolution:

1. The grades, steps and salaries authorized thereto are those contained in the fiscal 1977 pay schedule contained in HJR 37, 1975 legislature.
2. An employee shall receive credit for the number of legislative sessions served. A one-step increase shall be granted for each complete session served as an incumbent in the present position.
3. No additional benefits such as sick pay, vacation pay, state retirement contribution or longevity allowances are authorized.
4. Positions classified above grade 16 shall be paid on the basis of 40 hours per week regardless of hours worked.
5. The distinction between Researcher I and II is that the higher classified position requires a college degree and one year of research experience.

JDL:s1

PROPOSED CLASSIFICATIONS OF EMPLOYEES OF THE LEGISLATURE

<u>Grade</u>	<u>Position</u>	<u>Initial Annual Salary</u>	<u>Initial Hourly</u>	<u>Maximum Hourly</u>	<u>Last Session Base Hourly</u>
20	Secretary of Senate Chief Clerk of House	\$24,980	\$12.01	\$13.74	\$49/day
16	Sergeant at Arms	17,256	8.30	10.03	\$48/day
14	Chaplain	14,332	6.89	8.62	\$12/day
12	Assistant to Secretary of Senate Assistant to Chief Clerk of House Business Manager Researcher II	11,919	5.73	7.31	5.15 5.15 4.68 ----
11	Chief Stenographer Bills Clerk Journal Clerk Assistant Sergeant at Arms	10,857	5.22	6.67	4.47 4.80 4.80 5.15
10	Bills Coordinator (H) Assistant Chief Stenographer Assistant Journal Clerk Assistant Bills Clerk Secretary* Bills Distributor (S) Assistant Business Manager Amendments Coordinator	9,900	4.76	6.08	4.37 4.80 3.86 3.86 4.80 4.37 4.30 ----
9	Assistant Bills Coordinator (H) Researcher I	9,022	4.34	5.54	3.86 4.85
8	Personal Aide to Legislator Assistant Bills Distributor (S)	8,222	3.95	5.05	3.46 3.86
7	Stenographer Reading Clerk Supply Clerk Posting Clerk	7,500	3.61	4.60	3.42 3.42 3.42 3.42
6	Typist Proofreader Clerk Typist Status Clerk	6,832	3.28	4.19	3.26 3.16 3.26 ----
5	Parking Attendant Watchman Doorkeeper	6,229	2.99	3.83	2.92 2.92 2.92
1	Page	4,550	2.19	2.64	2.00

* Secretaries to officers, and to committees on appropriations, finance and claims, taxation and judiciary are recommended to receive two additional steps in recognition of the complexity of the jobs.

STATEWIDE CLASSIFICATION AND PAY PLANS



STATEWIDE CLASSIFICATION AND PAY PLANS

STATEWIDE
CLASSIFICATION
AND PAY PLANS

EMPLOYEE
HANDBOOK

GRADE(S)	STEP(S)	1974-75	1975-76	1976-77
11½	8	.058	.060	.062
11½	9	.058	.061	.064
11½	10	.059	.062	.065
11½	11	.060	.063	.066
11½	12	.061	.064	.066
11½	13	.062	.065	.067
12	1-3	.058	.058	.058
12	4	.058	.058	.059
12	5	.058	.058	.061
12	6	.058	.060	.062
12	7	.058	.061	.064
12	8	.060	.063	.065
12	9	.061	.064	.067
12	10	.062	.065	.068
12	11	.063	.066	.069
12	12	.064	.067	.070
12	13	.065	.068	.071
12½	1	.058	.058	.058
12½	2	.058	.058	.059
12½	3	.058	.058	.060
12½	4	.058	.059	.061
12½	5	.058	.059	.062
12½	6	.058	.060	.062
12½	7	.058	.060	.063
12½	8	.058	.061	.063
12½	9	.058	.061	.063
12½	10	.060	.063	.066
12½	11	.063	.066	.069
12½	12	.061	.065	.067
12½	13	.060	.063	.066
13	1	.058	.058	.061
13	2	.058	.059	.061
13	3	.058	.060	.062
13	4	.058	.060	.063
13	5	.058	.061	.063
13	6	.058	.060	.062
13	7	.058	.059	.062
13	8	.058	.058	.061
13	9	.058	.058	.059
13	10	.058	.061	.064
13	11	.062	.066	.068
13	12	.059	.062	.064
13	13	.058	.058	.061
14	1-13	.061	.064	.067
15	1-13	.068	.071	.074
16	1-13	.073	.077	.080
17	1-13	.081	.085	.088
18	1-13	.089	.093	.097
19	1-13	.097	.102	.106
20	1-13	.107	.112	.117
21	1-13	.117	.123	.128
22	1-13	.128	.135	.140
23	1-13	.141	.148	.154
24	1-13	.155	.163	.169
25	1-13	.169	.177	.184

(b) The 1975-76 fiscal year column shall become effective July 1, 1975, for employees paid monthly and as of July 5, 1975, for employees paid biweekly.
 (c) The 1976-77 fiscal year column shall become

effective July 1, 1976, for employees paid monthly and as of July 3, 1976, for employees paid biweekly.
 (d) The above rates apply to ALL longevity increments earned by an employee.

Rule 7.22: CONTINUITY OF LONGEVITY PAY. (a) The initial longevity additive earned by an employee shall not be reduced upon promotion of the employee while continuously employed by the State or upon granting of a merit service increase. (b) The longevity additive shall be reduced to that amount provided for the grade and step to which an employee is demoted or reassigned.

Rule 7.23: LONGEVITY PAY FOR FROZEN SALARIES. When an employee's salary exceeds that provided for the grade to which the employee is assigned, the longevity additive shall be equal to that amount provided for step 13 of the grade to which the employee is assigned.

Rule 7.30: COMPUTING LONGEVITY TIME. (a) To earn one year of longevity time, an employee must have been in a pay status for 2,080 regular hours. (b) To be eligible for retroactive longevity pay, an employee must have accumulated at least 10,400 regular pay status hours before the end of the retroactive period. (c) When the 10,400 hour criterion has been met (or higher multiples thereof), the longevity additive is added to the base hourly of pay rate as of the beginning of the next following pay period.

Rule 7.31: ELIGIBLE EMPLOYMENT. (a) For the purposes of determining longevity time, ALL State service shall be considered regardless of the branch of State government or agency by which the employee was employed. (b) Employment with governmental units not under the jurisdiction of Montana State government shall NOT be considered for purposes of determining longevity time. (c) Individuals under contract as independent contractors are, ordinarily, not to be considered State employees for purposes of computing longevity time. (d) The time worked by academic or other personnel under contract with a unit of the University System shall be eligible for calculating longevity time upon transfer to a classified position IF the person was not employed by a non-State agency in the interim between his or her contractual employment and employment in the classified position. (e) The time worked by persons in an exempt status shall be considered eligible employment for determining longevity time IF the employee subsequently becomes a classified employee without a break in service.

Rule 7.40: ALLOWABLE BREAKS IN SERVICE. As quoted in Rule 7.10, employment time must be contiguous and uninterrupted to be considered in determining longevity increments with the following exceptions.

Rule 7.41: MILITARY LEAVE REGULATIONS. (a)

16 December 1976

TO: Senator Kolstad, Chairman
Legislative Administration Committee

FROM: Nancy Aagenes
Secretary of the Senate

Assistant Secretary of the Senate	Jean Fallon*
Secretary to the Secretary	Pat Alter*
Secretary to the Assistant Secretary	Gloria Tripp
Journal Clerk	Judy Pratt*
Assistant Journal Clerk	Joann Wunderlich
Bills Clerk	Dorothy Hill*
Assistnat Bills Clerk	Doris Cason*
Reading Clerk (Hire Two)	Garth Jacobsen Steven Rovig
Amendments Coordinator	Arthur Noonan*
Cheif Steno	Betty Jackovac*
Bills Distributor	Cort Harrington*
Assistant Bills Distributor (Hire One)	Harriet Celar**
Posting Clerk (Hire One)	Betty Cooksey Beth Meyer** Lynn Seiger** Susan Witte
Proofreaders	Martha Herlevi Jean Stearns Karma Alfredson Wilma Blocker
Secretary to the President	Helen Dunbar*
Secretary to the Democrat Floor Leader	JoAnn Owens
Secretary to the Republican Floor Leader	Beverly Lester*
Researcher for the Democrat Floor Leader	Joann Richards**

*worked previously on Secretary of Senate's staff
**has previous legislative experience

16 December 1976

TO: Senator Kolstad, Chairman
Legislative Administration Committee

FROM: Nancy Aagenes
Secretary of the Senate *22 days*

Assistant Secretary of the Senate	Jean Fallon* <i>5 days</i>
Secretary to the Secretary	Pat Alter* <i>5 days</i>
Secretary to the Assistant Secretary	Gloria Tripp <i>5 days</i>
Journal Clerk	Judy Pratt* <i>3 days</i> } pd by
Assistant Journal Clerk	Joann Wunderlich <i>3 days</i> } council
Bills Clerk	Dorothy Hill* <i>3 days</i>
Assistnat Bills Clerk	Doris Cason* <i>3 days</i>
Reading Clerk (Hire Two)	Garth Jacobsen <i>3 days</i> (a) Steven Rovig
Amendments Coordinator	Arthur Noonan* <i>1 day</i>
Cheif Steno	Betty Jackovac* <i>10 days</i>
Bills Distributor	Cort Harrington* <i>2 days</i>
Assistant Bills Distributor (Hire One)	Harriet Celar** <i>2 days</i>
Posting Clerk (Hire One)	Betty Cooksey Beth Meyer** <i>2 days</i> Lynn Seiger** Susan Witte
Proofreaders	Martha Herlevi <i>2</i> Jean Stearns <i>2</i> Karma Alfredson <i>2</i> Wilma Blocker <i>2</i>
Secretary to the President	Helen Dunbar*
Secretary to the Democrat Floor Leader	JoAnn Owens
Secretary to the Republican Floor Leader	Beverly Lester*
Researcher for the Democrat Floor Leader	Joann Richards**

*worked previously on Secretary of Senate's staff

**has previous legislative experience

For the purpose of the Joint Rules, provide that the Legislative Administration Committee of both Houses has general authority of hiring of legislative personnel.

3-2, page 8:

Except as provided in Joint Rule 3-3 and Joint Rule 3-4, the business manager, subject to the supervision of the committee on legislative administration of each house and subject to the approval of the respective houses, shall be responsible for personnel.

3-3, page 8:

The committee on legislative administration of each house shall appoint secretaries for standing or special committees on recommendation of the committee chairman, subject to the approval of the respective houses. A secretary for a standing or special committee is immediately responsible to the committee chairman, but when not occupied with the duties of a committee, shall work under the direction of the chief stenographer of each house. The director of the Legislative Services Division of the Legislative Council shall hire all engrossing and enrolling typists and proofreaders.

3-4, page 9:

The presiding officer and the majority and minority floor leader of each house may each appoint a private secretary.

3-13, page 13:

Disputes or complaints involving the competency or decorum of a legislative employee shall be referred to the committee on legislative administration of the house by which the employee is employed. The committee, in its discretion, may dismiss, suspend or retain the employee. The committee on legislative administration shall periodically review the roster of employees and shall dismiss surplus employees.

Hiring of personnel is the sole responsibility of the Legislative Administration Committee, with the exception of provision in rule 3-4.

The duty of the Secretary of the Senate is one of supervision as provided for in joint rule 3-5 and 3-6:

3-5, page 9 and 10:

The secretary of the senate and chief clerk of the house of representatives are responsible to the presiding officers of their respective houses. Their duties are:

(a) To have custody of all records, bills, documents and other papers.

(b) To supervise the making and examination of the journal, and the handling of bills and resolutions.

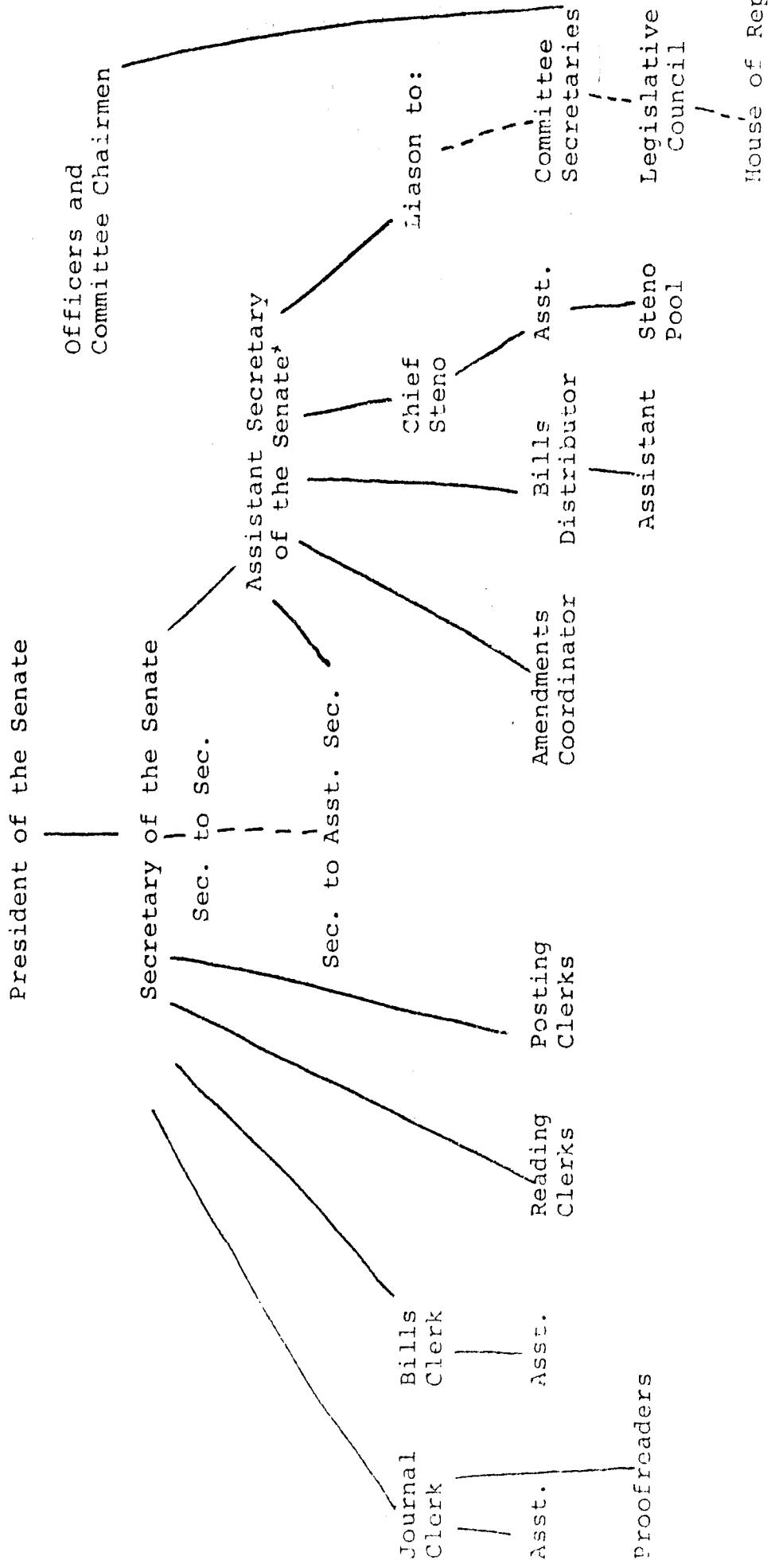
(c) To deliver to the appropriate officers or offices, as set forth in these rules during the session or at the close of each session, the journal, bill books and resolution books, and all copies of

introduced and engrossed bills and joint resolutions.

(d) To collect from the chairman or secretaries of all standing committees, special committees, committees of the whole, and conference committees, the minutes of such committees and deliver them to the state historical society.

3-6, page 10:

Journal clerks, bill clerks, typists, and other employees responsible for legislative functions, except secretaries for standing or special committees, secretaries to presiding officers, and secretaries to majority and minority floor leaders, are immediately responsible to the secretary of the senate or the chief clerk of the house, subject to the general supervision of the presiding officer. Engrossing and enrolling clerks are immediately responsible to the director of the Legislative Services Division of the Legislative Council under the direction of the bills committee.



* Including Bills Coordination

The Big Sky Country

Montana State Personnel Department
December 12, 1976

Senator Allen Kolstad
Post Office Box 648
Chester, Montana 59522

Dear Senator Kolstad:

The following attaches of the Senate would like to return for the 1977 Legislature. They have had previous experience with the legislative sessions and have been requested by the committee chairmen.

Louise Sullivan

Asst' Chief Steno & Standing Comm.
Secretary (Good Worker-Top girl, B.J.)
F. & C. Committee (Thiessen)
Agriculture Committee (Graham)
Taxation Committee (Mathers)
State Admin. Committee (Towe)
Judiciary Committee (Turnage)
Special Committees (Good worker, B.J.)
Business & Industry

Sylvia Kinsey

Sally Watson

Nita Fjeseth

Jill Rohyans

Elaine Rung

Louise Fulbright

Erminia Fancher

The following steno's would like to return for the 1977 Legislature.

Mary Ann Schell

Jean Geier Tschirgi

Colleen Marks

The following new applicants have been requested by the committee chairmen.

Sherry Risken

Fish & Game Co.,ittee (Dunkle)
Labor (Lee)
Education (Blaylock)
Highways (Manning)
Natural Resources (Flynn)
Local Government (McCallum)
Public Health (Olson)

Committee hire

Susan Brown

Committee hire

Committee hire

Business Manager's Office (if reactivated)

Angeline M. Wierenga

Assistant Business Manager (1975)

Monida S. Vaughn

Business Manager (1975)

The following Assistant Sgt. of Arms (in charge of balcony during 1974-75 sessions) has called and requested employment:

Robert Dartman

Assistant Sgt. of Arms -balcony section

Sincerely,

R. H. b.

1977
ATTACHES OF THE SENATE

The Office of Secretary of Senate

Nancy Aagenes	Secretary of Senate
Jean Fallon	Assistant Secretary of the Senate
Pat Alter	Secy. to Secretary of Senate
Gloria Tripp	Secretary to the Asst. Secretary
Judy Pratt	Chief Journal Clerk
Joann Wunderlich	Asst. Journal Clerk
Dorothy Hill	Chief Bills Clerk
Doris Cason	Asst. Bills Clerk
Arthur Noonan	Amendments Coordinator
Garth Jacobsen	Reading Clerk
Steven Rovig	Reading Clerk
Cort Harrington	Bills Distributing Clerk
Harriet Celar	Asst. Bills Distributor
Beth Meyer	Posting Clerk
JoAnn Owens	Secretary (Democrat Floor Leader)
Barbara Lester	Secretary (Republican Floor Leader)
Helen L. Dunbar	Secretary to the President
Father McCormick	Chaplain
Joann Richards	Researcher (Majority Leader)
Lon Maxwell	Researcher (Judiciary)
Tom Pelletier	Proofreader
Jean K. Stearns	Proofreader
Tamara J. Eley	Proofreader
Wilma Blocker	Proofreader

Office of Sergeant-at-Arms

David Parker	Sergeant-at-Arms
William Neary	Asst. Sergeant-at-Arms
James Chirgwin	Asst. Sergeant-at-Arms
Ralph Erving	Asst. Sergeant-at-Arms
Kenneth Morrow	Asst. Sergeant-at-Arms
James Meldrum	Asst. Sergeant-at-Arms
Wayne Putz	Doorkeeper
Gary Zorn	Parking Attendant & Asst. Sgt.-at-Arms
Robert Dartman	Watchman
Paul Grant	Watchman
Mark Harrington	Watchman
John Roche, Jr.	Watchman

Pages

Robin Sarah Francis
Marla Ilona Hall
Greg Hill
Sheila B. Kroon
William James Gordon
Kevin Skarlure
Brooke Bishop
Jeff Anderson

(Pages are hired for two week periods)

Steno Pool & Committee Secretaries

Mary E. (Betty) Jakovac	Chief [†] Steno & Standing Comm. Secy.
Louise Sullivan	Asst. Chief Steno & Standing Comm. Secy.
Sylvia Kinsey	Standing Comm. Secy. (Finance & Claims)
Elaine Rung	Standing Comm. Secy. (Judiciary)
Nita Fjeseth	Standing Comm. Secy. (Taxation)
Susan K. Brown	Standing Comm. Secy. (Highways)
Sharon R. Smith	Standing Comm. Secy. (Fish & Game)
Sally Watson	Standing Comm. Secy. (Agriculture)
Erminia C. Fancher	Standing Comm. Secy. (Business & Industry)
Jill D. Rohyans	Standing Comm. Secy. (State Administration)
Laurie Jo Antonietti	Standing Comm. Secy. (Labor)
Joyce Allen	Standing Comm. Secy. (Public Health)
Mary Miller	Standing Comm. Secy. (Local Government)
Jennie Lind	Standing Comm. Secy. (Education)
Beverly E. Braut	Standing Comm. Secy. (Natural Resources)
Louise Fulbright	Standing Comm. Secy. (Special Committees)

Stenos

Mary Ann Schell	Steno
Jean F. Tschirgi	Steno
Sandi J. Heyne	Steno
Colleen Marks	Steno

Business Office

Employed by Legislative Council

Rose Weber	Business Manager-Legislative Council
Monida Vaughn	Asst. Business Manager
Angeline Wierenga	Payroll Clerk
Kathy Walczak	Payroll Clerk

SENATE PAGES

(Planned for 14 weeks)

January 3 through January 15, 1977

(Eight hired for the first two weeks and two will be held over for a week, going off the 22nd of January.)

1. Robin Sarah Francis - Smith, Dick
2. Marla Illona Hall - Turnage - Hold over
3. Greg Hill - Lowe
4. Sheila B. Kroon - Murphy - Hold over
5. William James Gordon - Nelson
6. Kevin Skaalure - Kolstad
7. Brooke Bishop - McOmber
8. Jeff Anderson - Kolstad

January 17 through January 29, 1977

1. Leslie Dieziger - Devine - 1st
2. Billy Hansen - Mehrens - 1st
3. Pat Edwards - Peterson - 1st
4. Cara Pendleton - Hazelbaker - 1st
5. Danette Schneidt - Aber - 1st (keep 1 extra week)
6. Gail Cason, Etchart - 1st

January 24 through February 5, 1977

1. Marianne Flynn Olson - 1st
2. Deveny Zent - Manning - 1st

January 31 through February 12, 1977

1. Karen Tucker - Stephens - 1st
2. Kerry Manley - Manley - 1st
3. Karen Patterson - Brown - 1st
4. Debbie Nelson - Graham - 1st
5. Kathleen Grant - Devine - 2nd
6. Diane Langton - Goodover - 2nd

February 7 through February 19, 1977

1. Laverne Granning - E. Smith - 1st
2. Juliette Gregory- Roberts - 1st

February 14 through February 26, 1977

1. Colleen Boyle - Healy - 1st
2. Tina Price - Dunkle - 1st
3. Cynthia Eder - Aber - 2nd (first week)
4. Jean Hilsendeger - Aber - (second week)
5. Annette Clark - Manley - 2nd
6. Robin Rung - Warden - 1st
7. John Graveley - Boylan - 1st
8. Lori Lee Keirle - Olson - 2nd
9. Jorrun Fallan - Goodover - 1st

February 21 through March 5, 1977

1. Sabra Dagel - Roskie - 1st
2. Bruce Morrison - Regan - 1st

March 2 through March 12, 1977

1. Marjory Sheehy - Kolstad - 2nd
2. James Tilleman - Jergeson - 1st
3. Karin Mars - Hager - 1st
4. Terese McKenzie - McCallum - 1st (held over extra week)
5. John Troxel - Murray - 1st
6. Valerie Hansen - Lowe - 1st

March 7 through March 19, 1977

1. Matt Hansen - Norman - 1st
2. Andy Taylor - Watt - 1st

March 14 through March 26, 1977

1. Sheila Cerovski - Flynn - 2nd
2. Rodney Benson - Bergren - 1st
3. Don D. Bouchard - Thiessen - 1st
4. Douglas Coombs - 1st - Galt
5. Lisa Mabry - Graham - 2nd
6. Lori Latham - Blaylock - 1st
7. Wincel Kenitzer - Olson - 2nd
8. Cari Christian - Nelson - 1 week

March 21 through April 2, 1977

1. Ben Lesofski - Rasmussen - 2nd (one week only)
2. Ron Bouchard - Thiessen - 2nd
3. Stacia Reynolds - Rasmussen - 1st
4. Erin Marbut - Flynn - 2nd (1 week - March 21-26)

March 28 through April 9, 1977

1. Kerry Sullivan - Himsl - 1st (held over for third week)
2. Susan Swenson - Roberts - 2nd (held over for third week)
3. Patti Robinson - Lee - 1st
4. Dan Smith - D. Smith - 2nd
5. Jeff Daniels - Dover - 1st
6. Joan Hansen - Lockrem - 1st
7. Marge Solf - McOmber - 2nd
8. Kristie Hietala - McCallum - 2nd
9. Allison Carl - Murray - 2nd (1 week, April 4-9)

April 11 through end of session

1. Joan Dolezal - Turnage - 1st
2. Victor Workman - Brown - 2nd
3. Gloria Tilleman - Stephens
4. Kent Rice - Turnage
5. Wade Rasmussen - Turnage (These two boys didn't show or call)
7. Kim Lynch - Thomas - 1st
8. David Alter - McOmber (April 11th)
9. Hal Berg - Boylan
10. Bruce Dunkle - Dunkle



The Big Sky Country

MONTANA STATE SENATE

December 18, 1976

Senate Committee on Legislative Administration

Honorable Senators

Dear Senator:

I apologize for not being at your meeting December 17 when you discussed and approved the employment of Lon Maxwell for the Judiciary Committee.

Mr. Maxwell is an attorney at law, admitted to practice in Montana, with several years experience.

My request of your Committee is that his job designation be that of Judiciary Committee Counsel rather than that of Researcher.

My recollection is that during the last session the term "researcher" was used for this particular position because the individual who filled the job was not an attorney at law licensed to practice in Montana.

My request is that the compensation to be paid Mr. Maxwell shall be commensurate with the State Pay Plan, based upon his experience.

Respectfully yours,

*Jean A. Turnage
B.S.*

INTERVIEW APPROVAL

Employment - Print all information, except your signature.
Forms should be filed with the Legislative Business Manager, Box 39, Capitol, Helena, Montana, 59601. The Business Manager does not select employees but submits all applications to the appropriate Committee. Questions on employment should be directed to the chairman of the House or Senate Legislative Administration Committee.

All employees serve at the pleasure of the Committee by whom employed. Employment may be terminated at the pleasure of the Committee.

Mr.

Mr H. J.

1. Name: MISS VENDITH MINTON E.
Last name MINTON First name VENDITH Middle name or initial E.

2. Social Security Number: 576-90-3668 Date of Birth: 1/18/62 Age: 44

3. Address: 2111 Kerner St. Belgrade, MT 59714 388-1802
Number Street City Zip Code Telephone

4. Position desired: (Check one. If more than one position is acceptable, indicate preference in numerical order: 1, 2, etc.)

Stenographer Typist Proofreader Clerk Other (specify) _____

If applying for stenographer or typist position, please attach copy of Merit System or Civil Service grades (grades obtained within one year of application).

5. Request employment info (Check one) House Senate

6. Place where you last voted in a General Election:

Place _____ **Date** _____

1. Previous experience (other than legislative)

Years Position Firm name City

legislative experience:

<u>Session</u>	<u>Position</u>	<u>Supervisor</u>

8. Should working: Yes Where _____ No _____

9. Recommended by: Jeff JACK (FPLT)

Signed: Wm. J. Kilduff Date: 2/3/26