



Montana House of Representatives

Representative Bobby Spilker
District 32
801 Harrison
Helena, Montana 59601
442-0564

January 2, 1980

MEMORANDUM

TO: House Legislative Administration Committee
Rep. Bob Marks, Speaker of the House
Don Byrd, Chief Clerk of the House
Bob White, Sergeant-at-Arms
Diana Dowling, Director of Legislative Council
Sharole Connelly, Director of Accounting for Leg. Council

FROM: Rep. Bobby Spilker

There will be a meeting of the House Legislative Administration Committee on Monday morning, January 5, 1980, at 10 o'clock in Room 343.

It should be a rather short meeting but it is important so I hope you can be there. We need to approve the hiring of the rest of the staff and possibly make a couple changes in the employee policies that we adopted at our last meeting.

LEGISLATIVE ADMINISTRATION COMMITTEE
House of Representatives
January 5, 1980, 10 a.m., Room 343

AGENDA

Call to Order by Chairman, Rep. Bobby Spilker

Roll Call

Approval of Minutes of Dec. 10th meeting

Suggested changes in employee policies

Staff Approval

Parking -- Sergeant-at-Arms

Air Cleaners

Carpet

Other Business

Adjournment

MEMBERS

Chairman Representative Bobby Spilker

Vice Chairman Representative Darryl Meyer

Representative Aubyn Curtiss

Representative Carl Zabrocki

Representative Joe Kanduch

LEGISLATIVE ADMINISTRATION COMMITTEE

December 10, 1980

1:30 p.m. Room 343

AGENDA

Call to Order - Rep. Bobby Spilker, Chairman

Introductions

Remarks by Rep. Bob Marks, Speaker

Financial Report - Sharole Connelly

Staff and Salaries

Hours

Equipment

Supplies

Assigned Parking - Stickers

Further Business

Next Meeting

Adjournment

Attachment A

Motion that Legislative Fiscal Analyst recommendations for job grades be approved and accepted by this committee.

These grades are as follows:

Chief Clerk	20
Sergeant-at-Arms	16
Chaplain	14
Assistant Chief Clerk	12
Bills Clerk	11
Journal Clerk	11
Chief Steno	11
Assistant Sergeant-at-Arms	11
Assistant Bills Clerk	10
Assistant Journal Clerk	10
Amendments Coordinator	10
Bills Coordinator	10
Assistant Chief Steno	10
Secretaries	10
Assistant Bills Coordinator	9
Assistant Amendments Coordinator	8
Reading Clerk	7
Input Steno	7
Posting Clerk	7
Supply Clerk	7
Stenographers	7
Clerk Typist	6
Proofreaders	6
Doormen	5
Security Guards	5
Page Supervisor	5
Pages	1

Attachment B

47th Legislature
Staff Hired to Date

Position Title	LFA Grade	Suggested	Hired
Assistant Chief Clerk	12	Wayne Phillips	x
Journal Clerk	11	Rosana Winterburn	x
Ass't SA*	11	Ed Bell	x
Ass't SA*	11	Chuckie Cramer	x
Sec. to Chief Clerk	10	Rachel Thompson	x
Amendment Coordinator	10	Jim Weir	x
Bills Coordinator	10	Mary Samson	x
Secretary to Speaker	10	Martha Pool Brass	x
Secretary to Maj. Ldr.	10	Denise Thompson	x
Ass't Bill Coordinator	9	Reed Wolstein	x
Input Status Steno	7	Bobbie Rintala	x
Posting Clerk	7	Paul Fossum	x
Supply Clerk/Page Supr.	7	Becky Meyer	x
Clerk Typist	6	Ruth Leu	x
Proofreaders	6	Norman Eck	x
	6	Elaine Eck	x
Doormen*	5	Vince Terrell	x
	5	Charles Willis	x
Aide to Budd Gould		Fred Brown	x

*Responsible to SAA

47th Legislature
Staff Hired Since Last Meeting

Position Title	LFA Grade	Name
Sec. to Ass't Ch. Cl.	10	Sylvia Merrill
Bills Clerk	11	Louisa Richardson
Ass't Bills Clerk	10	Sandy Connors
Reading Clerk	7	John Fabrega
Reading Clerk	7	Mike Pieper
Ass't Journal Clerk	10	Julia Vogl
Sec. to Minority Leader	11	Jo Ann Owens
Chief Steno	11	Jeannie Greenfield
Ass't Chief Steno	10	Shirley A. Clausen
Stenographers	7	Janean Meacham Marjorie Burkitt Dorothy Higgins Denise Morley Vicki Kroll Eva Wirth Louise Trenta Holly Franz Jean Tschirgi Daria Lovi Zorka DaSilva
Committee Secretaries	10	Lois Lofstrom Jo Lahti Debbie Andrus Helen Misowic Mitzie Grover Vicki Lofthouse Cathy Martin Maureen Richardson Leona Williams Ellen Engstedt Emelia Satre Patricia Bennett
Security Guards	5	Kenneth McDonald B.H. "Bud" Sautter Harry Draper Eugene Kreis Mike Casey
Permanent Page		

The following positions will move up from grade 10 to grade 11:

Sec. to Speaker	11	Martha Pool Brass
Sec. to Maj. Leader	11	Denise Thompson
Sec. to Chief Clerk	11	Rachel Thompson