

THE MINUTES OF THE MEETING OF THE JOINT APPROPRIATIONS  
SUBCOMMITTEE ON NATURAL RESOURCES  
February 20, 1981

The meeting was called to order by CHAIRMAN STOBIE on February 20, 1981, at 8:00 a.m. in Room 431 of the State Capitol Building.

Roll call was taken and all committee members were present except SENATORS BOYLAN AND STIMATZ.

DEPARTMENT OF COMMERCE

GARY BUCHANAN, Administrator of the Department of Commerce, made the presentation. He stated that there were 166 FTEs in the entire office of commerce.

Business Assistance Bureau

The current office of commerce which is in the Governor's Office would be dismantled and certain functions transferred to the Division of Economic Development.

GARY BUCHANAN presented the functions of the business assistance bureau. In this bureau, they wish to transfer 5 FTEs which will be the bulk of the Business Assistance Bureau.

In the Governor's report, it stated that the first and most important function is to develop a unified, statewide policy to foster stable diversified economical development in the state. Before, it was scattered throughout the state branch and you could not develop a policy.

Another function of this bureau is to provide technical assistance to existing businesses and to those attempting to locate in the state. The bureau also provides assistance in meeting local and state license and tax permit requirements. There are several bills in the legislature which address these areas, especially business assistance. There has never been anyone in the Executive branch to assist the businesses, both inside and out.

The bureau provides local communities with information and technical assistance necessary to attract business concerns that will provide long-term employment opportunities.

Their strategy recognizes interdependence between community and economic development.

The Bureau will also work to avert major industry shutdowns in the state.

This will be a place where a business can get all their various licenses at once. There is a bill now to do that.

The bureau wants to reduce the adversary relationship between business and government and streamline regulations and procedures.

They feel that the assistance to small businesses is essential and have started to develop a small business council.

They will divide this bureau into three areas:

1. Provide leadership
2. Improve out-of-state marketing
3. Work and coordinate with the Department of Labor

MR. BUCHANAN stated that they need to start training programs to coordinate with the Department of Labor.

MR. BUCHANAN stated that they would like to work with the vo-tech schools to show them a direct training background so that they could draw from the vo-tech schools. They would inject training funds.

EXHIBITS A and B show the Business Assistance Bureau budget and funding. EXHIBIT C shows the Administrative Support Program.

It was suggested that they might check into other agencies or individuals that may be doing economic studies to eliminate duplication.

SENATOR SMITH suggested that when small businesses come in to get licenses they will be given the full facts about the licenses they need, not waiting until they get fined for not having one or the other.

BOB ROBINSON asked if there was a grant system in the state of Montana and MR. BUCHANAN stated that there are some federal funds available.

They are dropping 1 FTE from the Business Assistance Bureau.

EXHIBIT A shows there are 6 FTEs originally, but one was held in the Governor's Office and 5 were transferred to the Department of Commerce. The Old West money in the Governor's Office will be dried up. These 5 people will rely on \$130,000 EDA funds (federal funds). If federal funds are delivered they may have to do with 3 people instead of 5.

There is a difference in the budget of a federal funded contract,

MR. BUCHANAN said they encourage more general funds. Funds that can be counted on for FY'82 are itemized in EXHIBIT B. Grants were also itemized. The loan program that will be abolished is in the Business Assistance Bureau. They do not want to act as a bank. If these federal funds are not matched they will be returned to Washington.

Charts were presented to the subcommittee based on the existing departments (EXHIBITS D and E).

EXHIBIT F is the budget for the 1982 and 1983 for the Director's Office under the Department of Commerce.

#### Centralized Services

BRIAN McCULLOUGH presented the centralized services program. There are 12 FTEs in this division. A rundown of the FTE functions was explained by Mr. McCullough. (EXHIBITS F & G)

Mr. McCullough also spoke on the contracts that must be handled. The contract for community affairs, aeronautics and coal board grants.

ISABELLE PESTELAK stated that they have 2 mail clerks who will open all the mail, sort it and send it to the various divisions.

BOB ROBINSON, office of the Legislative Fiscal Analyst, recommended that they fund this from a revolving account. Any money that are needed initially can be borrowed and then returned. This would charge each division for what is done for these divisions.

EXHIBIT G presents the budget for centralized services.

DAVID E. WANZENRIED stated that external relationships must be studied, relationships with private businesses, merging issues and work on the anti-business attitude. Also the study of business interest in state government, personnel and legislative liaison.

LARRY D'ARCY, Deputy Director of Administration, explained the cost of moving to consolidate these divisions. The total moving cost under general fund would be \$39,900. The telephone move is \$18,000, and PSC had given a rate increase that will be done before August 9th, which will cause a 35% increase in these areas. Moving two terminals plus other items equals \$24,200.

The moving of six copiers will cost \$600, and the cost of moving furniture \$14,755. They are not sure where they will be moving if they cannot all move into the DCA building, therefore, they made an estimate.

It was suggested to line item for moving costs and the remainder be returned to the general fund. The moving bid would be a competitive bid.

PROFESSIONAL & OCCUPATIONAL LICENSING:

They have one FTE attorney now and have a modification in now for an in-house attorney. It was in the OBPP budget. They have 25 small contracts for legal fees. SENATOR SMITH stated that since this department has such a deversity it would be hard to get an attorney experienced or with the necessary expertise.

GARY BUCHANAN said they could ask each division to outline and then decide on their joint attorney.

GARY BUCHANAN stated that he will send over itemization of duties for FTEs in the Business Assistance Bureau.

The witnesses for the Department of Commerce were excused.

THE MEETING WENT INTO EXECUTIVE SESSION:

MOTION was made by REPRESENTATIVE MANUEL to reinstate the FTE level from .03 to .10 in FY'82 and FY'83 for the Board of Physical Therapists. MOTION PASSED.

"Energy Planning" and the differences in the FTEs was discussed. The LFA recommendation provides core staff which is 8 FTEs and also reviewed the remaining FTEs that are federally funded.

In regards to fuel assistance, JIM WILLIAMS, Budget Analyst, talked regarding the fuel crises and if there is to be some kind of recommendation between refineries and wholesalers. They want 2 FTEs. There is 5 FTEs in Energy Extension Program, 3.5 FTEs in Western Sun and 2.5 in Geothermal Research, besides 8 core staff and 1 fuel staff. That would make a total of 34 FTEs.

Resource indemnity funds and where they should be placed, was discussed. It is in the amount of \$3.2 million for FY'82 and \$2.2 million in 1983 general funds with no indication of where the interest should be put.

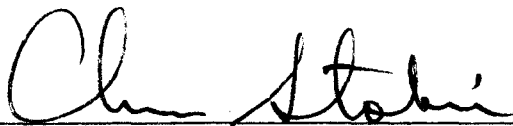
MOTION was made by SENATOR SMITH to go with the LFA recommendation of 34 FTEs by amending their LFA 33.50 FTEs original recommendation. MOTION PASSED.

REPRESENTATIVE HEMSTAD MOVED to accept the LFA recommendation for line item 6100 for 1982 and 1983. MOTION PASSED.

REPRESENTATIVE COZZENS MOVED the LFA recommendation for operating expenses, line 2100 to 2900. MOTION PASSED.

REPRESENTATIVE HEMSTED MOVED that the LFA recommendation of \$3,100 do pass. MOTION PASSED.

The meeting adjourned at 11:50 a.m.



CHRIS STOBIE, CHAIRMAN

lmw

Economic Development Division  
Business Assistance Bureau

	FY 82	FY 83
Personal Services:		
Salaries 5 FTE's	<u>\$108,412.00</u>	<u>\$108,412.00</u>
Benefits - 20%	<u>21,682.00</u>	<u>21,682.00</u>
Total Personal Services	\$130,094.00	\$130,094.00
Operations:		
Contracted	59,850.00	64,850.00
Supplies	500.00	478.00
Communications	4,610.00	5,073.00
Travel (Advisory Council)	13,900.00	12,159.00
Rent	4,500.00	4,900.00
Utilities	1,000.00	1,500.00
Repair and Maintenance	125.00	150.00
Other Expenses	200.00	300.00
Total Operations	\$ 84,685.00	\$ 89,410.00
Equipment:	<u>800.00</u>	<u>-0-</u>
TOTAL PROGRAM	<u><u>\$215,579.00</u></u>	<u><u>\$219,504.00</u></u>
Funding:		
GF	85,579.00	89,504.00
EDA 302	<u>130,000.00</u>	<u>130,000.00</u>
	\$215,579.00	\$219,504.00

B.

Economic Development Division

Business Assistance Bureau

	FY82	FY83
Economic Development 304		
Grants	<u>\$294,000.00</u>	<u>\$ -0-</u>
Total Program	\$294,000.00	\$ -0-
Funding:		
General	\$ 59,000.00	\$ -0-
Federal & Priv. Rev. Fnd	<u>\$235,000.00</u>	<u>\$ -0-</u>
Total Funding	<u><u>\$294,000.00</u></u>	<u><u>\$ -0-</u></u>

ECONOMIC DEVELOPMENT PROGRAM - The purpose of this program is to supplement or make grants and loans authorized under Section 304 of the Federal Public Works and Economic Development Act of 1965, as amended (42 USE 3153).

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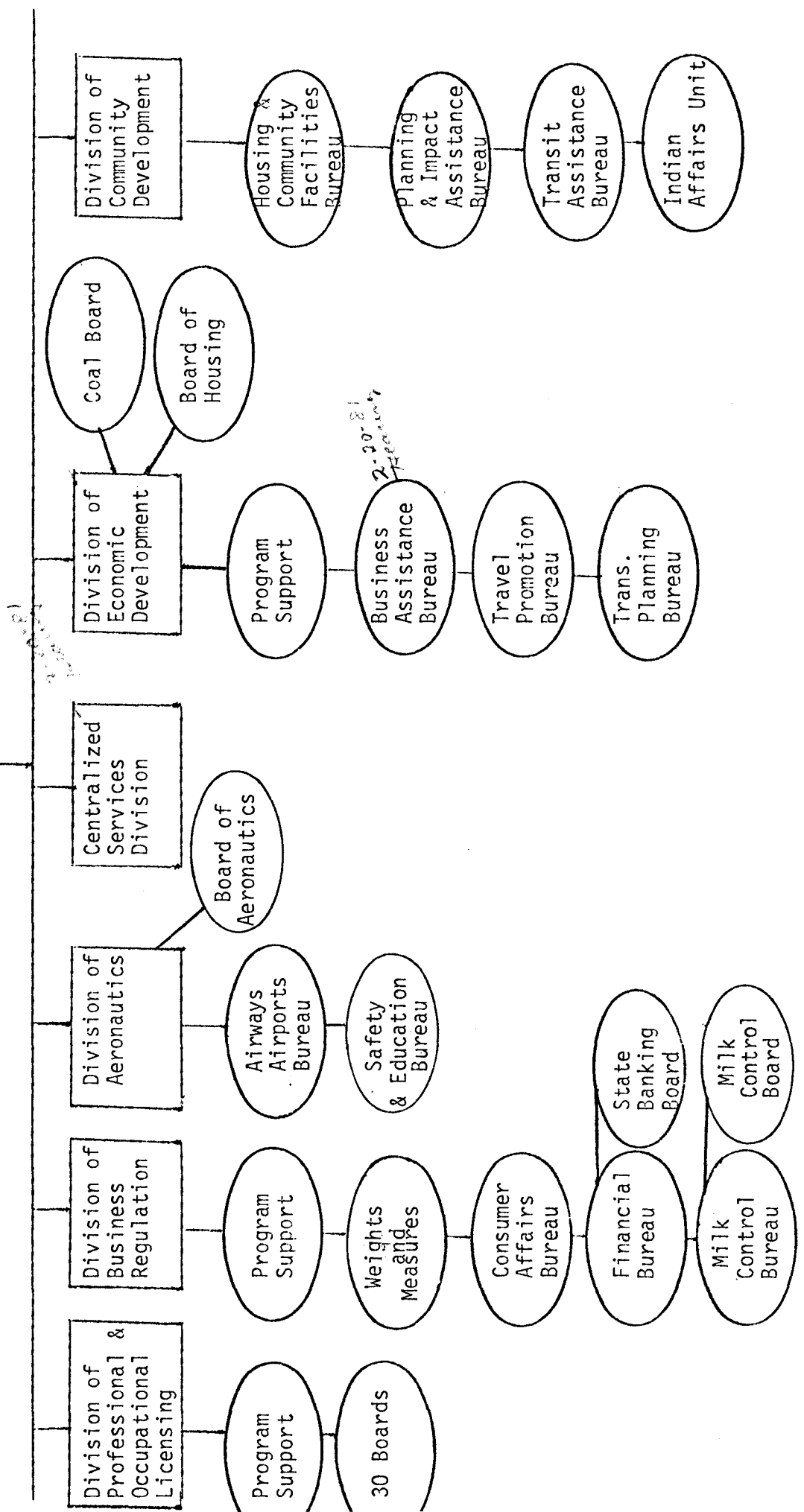
Economic Development Division  
Administrative Support Program

Personal Services:	<u>FY 82</u>	<u>FY 83</u>
Adm. 19/6	28,574	28,574
Secretary II G9/6	<u>12,117</u>	<u>12,117</u>
	40,691	40,691
Benefits - 20%	<u>8,138</u>	<u>8,138</u>
Total Personal Services	48,829	48,829
Operations:		
Contracted		
Printing	100	100
Insurance & Bonds	<u>50</u>	<u>50</u>
	150	150
Supplies & Materials	200	222
Communications	1,890	1,927
Rent	1,500	1,605
Utilities	400	800
Maintenance	75	86
	<u>          </u>	<u>          </u>
Total Operations	<u>4,215</u>	<u>4,790</u>
Total Program	<u>53,044</u>	<u>53,619</u>

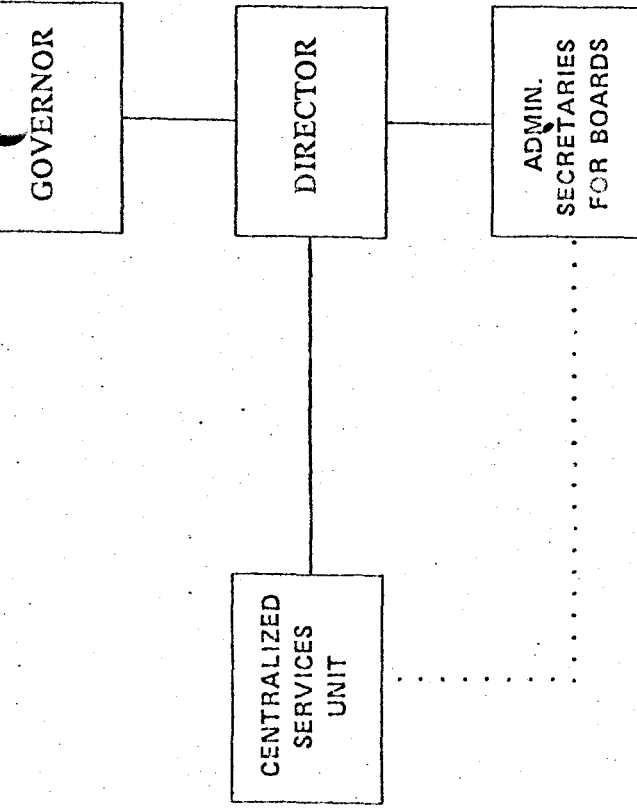


DEPARTMENT OF COMMERCE

DIRECTOR'S OFFICE

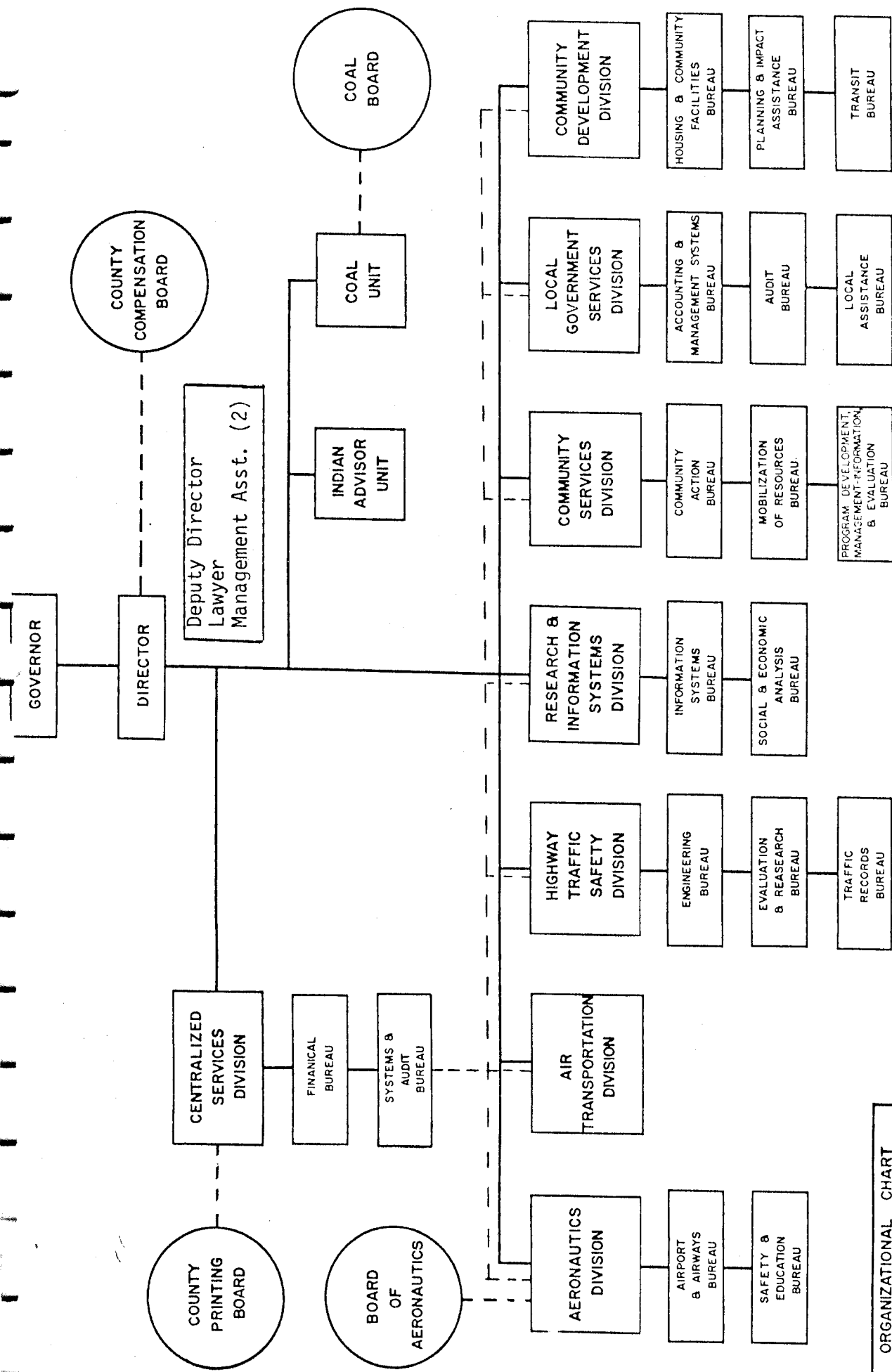


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H.C. 1007

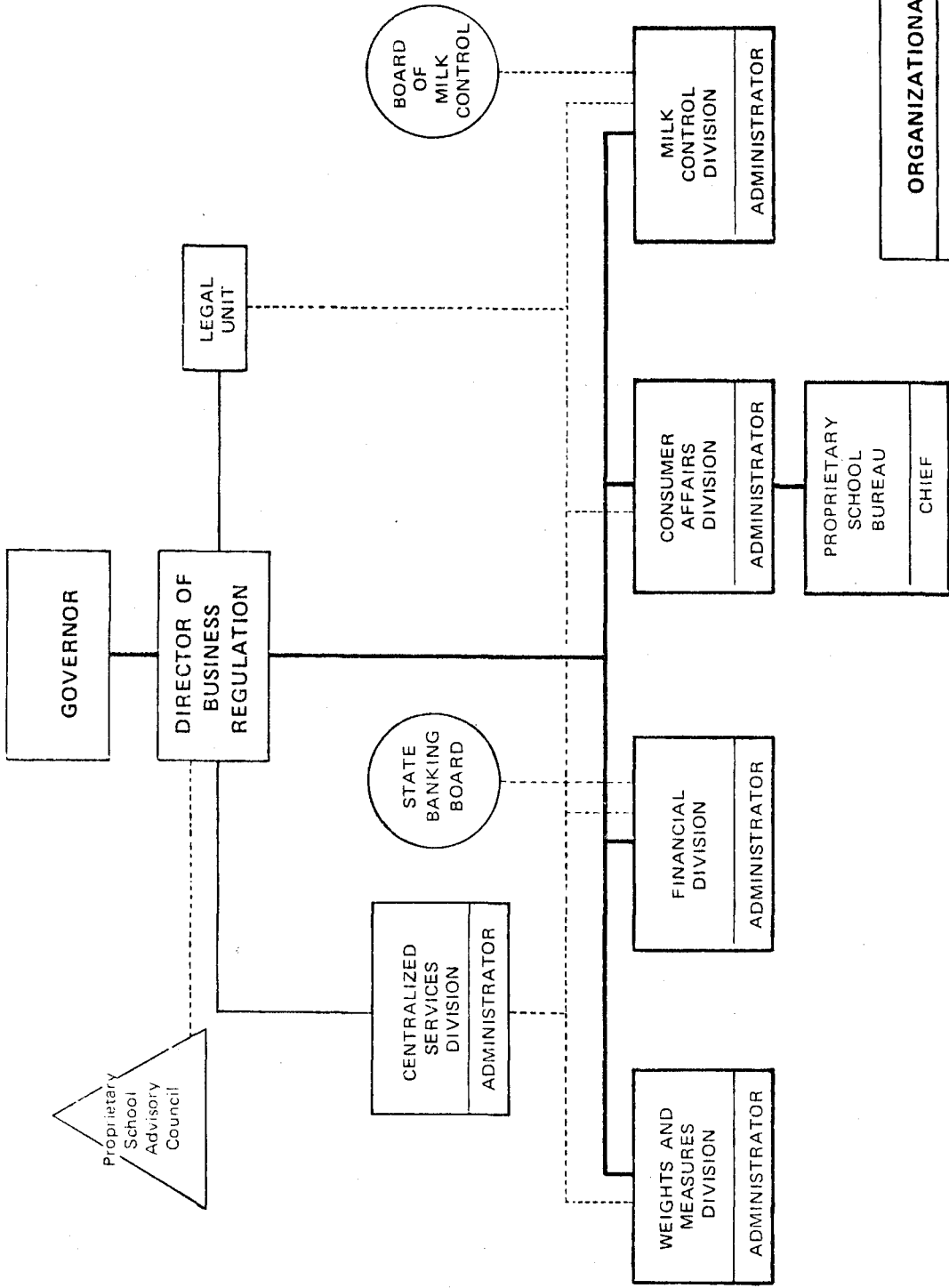


- \* Board of Abstracters
- Board of Architects
- Board of Athletics
- Board of Barbers
- Board of Chiropractors
- Board of Cosmetologists
- Board of Dentists
- Board of Hearing Aid Dispensers
- Board of Horse Racing
- Board of Landscape Architects
- Board of Massage Therapists
- Board of Morticians
- Board of Nursing
- Board of Nursing Home Admin.
- Board of Optometrists
- Board of Osteopathic Physicians
- Board of Pharmacists
- Board of Plumbers
- Board of Prof. Eng. & Land Surv.
- Board of Psychologists
- Board of Public Accountants
- Board of Radiologic Technologists
- Board of Real Estate
- Board of Sanitarians
- Board of Speech Pathologists & Audiologists
- Board of Veterinarians
- Board of Warm Air Hearing, Vent, & Air Conditioning
- Board of Water Well Contractors
- Mt. State Board of Medical Examiners
- Board of Podiatry Examiners
- State Electrical Board

<b>ORGANIZATION CHART</b>
Dept. of Professional & Occupational Licensing September 1978
_____ Director
_____ Governor



**ORGANIZATIONAL CHART**  
**DEPARTMENT OF**  
**COMMUNITY AFFAIRS**  
 Submitted by *Harold A. Fyfe*  
 Harold A. Fyfe, Director  
 Approved by *Thomas L. Judge*  
 Thomas L. Judge, Governor  
 August 1, 1979

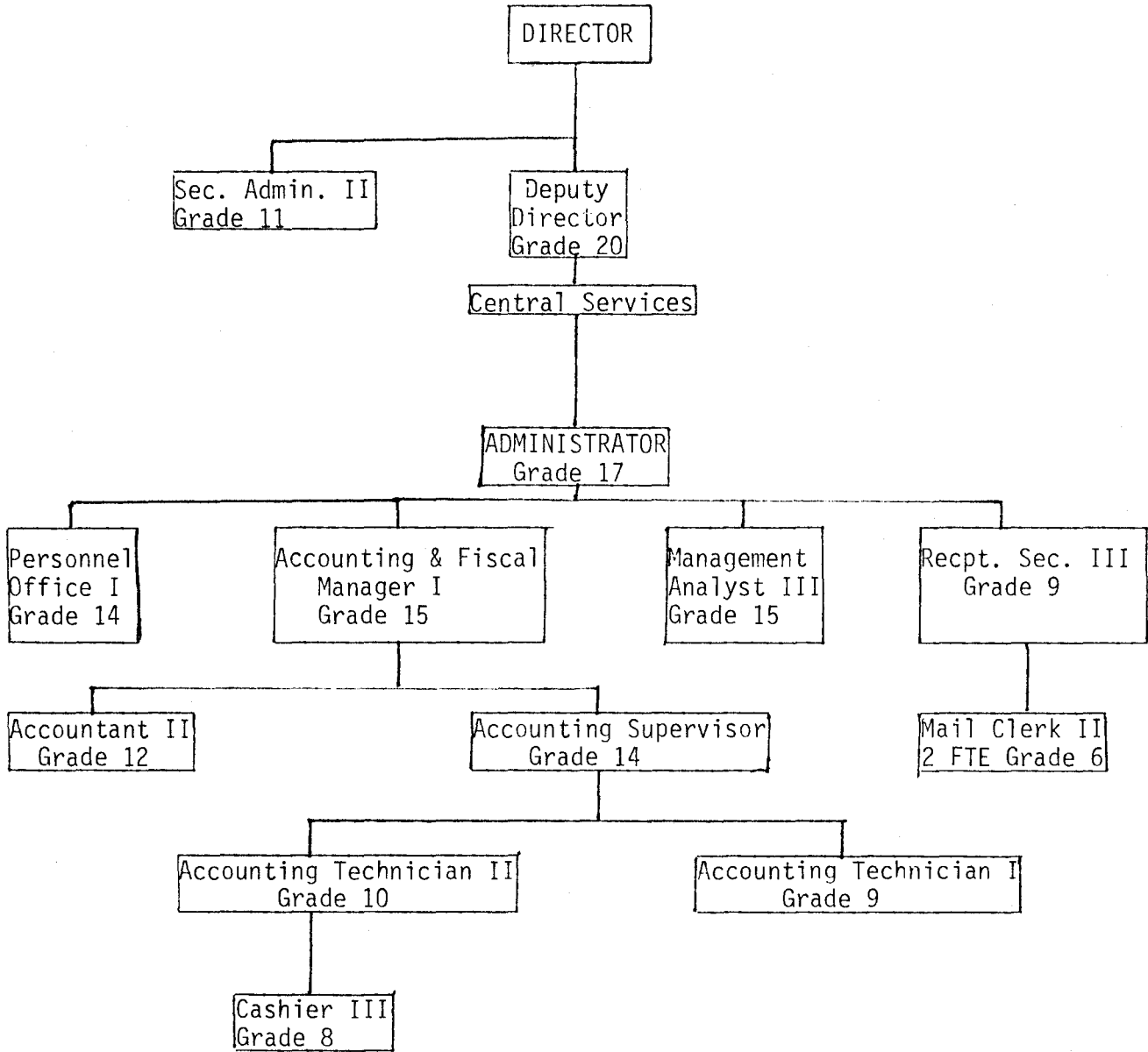


**ORGANIZATIONAL CHART**

DEPARTMENT OF BUSINESS REGULATION  
July 1, 1975

Submitted by:  
Approved by:

DEPARTMENT OF COMMERCE  
CENTRALIZED SERVICES DIVISION



DCA  
DEPARTMENT OF COMMERCE

Director's Office

Personal Services:	<u>FY 82</u>	<u>FY 83</u>
Director	35,721	35,721
Deputy Director (20 step 7)	31,825	31,825
Secretary (11 step 7)	14,573	14,573
Benefits	<u>16,177</u>	<u>16,177</u>
Total Personal Services	<u>\$ 98,296</u>	<u>\$ 98,296</u>
Operating Expenses:		
Contracted Services	1,500	3,500
Supplies	1,450	1,600
Communications	4,312	4,688
Travel	8,220	9,438
Rent	8,312	9,125
Utilities	1,110	1,220
Repair & Maintenance	1,200	1,350
Other Expenses	<u>4,900</u>	<u>4,900</u>
Total Operating Expenses	<u>\$ 31,004</u>	<u>\$ 35,821</u>
Equipment:	-0-	-0-
 TOTAL PROGRAM COST	 <u><u>\$129,300</u></u>	 <u><u>\$134,117</u></u>

*20,000*      *50,000*



## CENTRALIZED SERVICES

## Department of Commerce

## FTE Functions

1 FTE Administrator:

Provides logistical support to the entire department through financial analysis of departmental budgets and projects; by periodic review of departmental policies, procedures and informational needs; and by providing information to the public, boards or legislature.

1 FTE Division Receptionist/Secretary:

Receives and routes all incoming calls, greets public, sets up meetings, maintains temporary record of destination of division employees who are out of the office during working hours. May take dictation and draft letters. Supervises mail clerks. Perform related duties as required.

2 FTE Mail Clerks:

It is estimated that it will require 2 FTE's to process incoming incoming department mail and outgoing mass mailings.

1. FTE Personnel Officer:

Prepares Department payroll and all related documents: EEO, position control, automated leave accounting system, affirmative action plan. Stay current on all personnel matters.

1 FTE Management Analyst III:

Assist in monitoring departmental, managerial and informational automated and manual systems. Assist in training grantors how to maintain adequate financial records for federal and state reporting.

Perform reviews of departmental procedures and prepare recommendations for improvements. Supervise and/or assist in the implementation of new procedures and/or systems that improve the efficiency, effectiveness and credibility of departmental goals and objectives.

1 FTE Accounting & Fiscal Manager:

Responsible for overseeing all budgeting and accounting functions. Directs and/or participates in the development and implementation of accounting policy, methods and procedures associated with using the Statewide Budgeting and Accounting System and with meeting reporting requirements of the federal government.

Responsible for preparing special reports required by Boards and divisions of the department. Reviews payroll from accounting standpoint.

CENTRALIZED SERVICES

Department of Commerce

FTE Functions

1 FTE Accounting Supervisor:

Under supervision, prepares Department budgets, SBAS information and Control Core documents, and cost allocation plans. Responsible for performing audits of grants as required by Federal agencies.

1 FTE Accounting II:

Prepare Federal Grant reports, assist in audits required by Federal Guidelines, and maintain PAMS information.

1 FTE Accounting Technician I:

Responsible for preparing, coding and batching SBAS documents and for desk audit of all claims.

1 FTE Accounting Technician II:

Responsible for preparing and coding SBAS documents, for desk audit of purchase orders, and for supervision of cashiering function.

1 FTE Cashier III:

Responsible for initial processing of receipts.



Department of Commerce  
Centralized Services Division

Personal Services:	<u>82</u>	<u>83</u>
Administrator III (17-7)	24,489	24,489
Personnel Officer I (14-7)	18,934	18,934
Acctg. & Fiscal Mgr. I (15-7)	20,615	20,615
Accountant II (12-7)	15,845	15,845
Acctg. Sup. I (14-7)	18,934	18,934
Acctg. Tech II (10-7)	13,424	13,424
Cashier III ( 8-7)	11,413	11,413
Acctg Tech I ( 9-7)	12,374	12,374
Mgmt Analyst III (15-7)	20,615	20,615
Recept. Sec. III ( 9-7)	12,374	12,374
Mail Clerk II ( 6-7)	9,746	9,746
Mail Clerk II ( 6-7)	<u>9,746</u>	<u>9,746</u>
Benefits	188,509	188,509
	37,136	37,136
TOTAL Personal Services	<u>\$225,645</u>	<u>\$225,645</u>
Operating Expenses:		
Contracted Services	3,880	3,995
Supplies & Materials	5,350	5,795
Communications	7,165	7,957
Travel	6,940	7,980
Rent	11,370	12,210
Utilities	2,500	5,000
R & M	780	895
Other	<u>1,600</u>	<u>1,950</u>
Operating Expenses	<u>\$ 39,585</u>	<u>\$45,782</u>
Equipment:		
Office Equipment	<u>4,875</u>	<u>3,000</u>
TOTAL Budget	<u>\$270,105</u>	<u>\$274,427</u>

VISITORS' REGISTER

HOUSE \_\_\_\_\_ COMMITTEE \_\_\_\_\_

BILL \_\_\_\_\_

Date February 20, 1981

SPONSOR \_\_\_\_\_

NAME	RESIDENCE	REPRESENTING	SUPPORT	OPPOSE
David E. Wanzonrigel	Helena, Montana	DCA		
Monica Conrad	Helena, MT	Governors office		
Mike Mason	Helena, Mont	office of Commerce		
Brian McLaughlin	Helena, MT	DCA		
Joie Gistafsk	Helena, MT	Business Regulation		
Mary Lou Crawford	" "	Prof + Occup Licensing		

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR LONGER FORM.

PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.

CENTRALIZED SERVICES

Department of Commerce

FTE Functions

1 FTE Accounting Supervisor:

Under supervision, prepares Department budgets, SBAS information and Control Core documents, and cost allocation plans. Responsible for performing audits of grants as required by Federal agencies.

1 FTE Accounting II:

Prepare Federal Grant reports, assist in audits required by Federal Guidelines, and maintain PAMS information.

1 FTE Accounting Technician I:

Responsible for preparing, coding and batching SBAS documents and for desk audit of all claims.

1 FTE Accounting Technician II:

Responsible for preparing and coding SBAS documents, for desk audit of purchase orders, and for supervision of cashiering function.

1 FTE Cashier III:

Responsible for initial processing of receipts.