

MINUTES OF THE MEETING
LEGISLATIVE ADMINISTRATION COMMITTEE
MONTANA STATE SENATE

December 12, 1980

The meeting of the Legislative Administration Committee was called to order by Chairman Kolstad on the above date in Room 104 of the State Capitol building at 9:30 a.m..

ROLL CALL: All members were present except Senator Graham who was excused.

The attached list of attaches was approved by the committee. (See Exhibit 1) (The attached Exhibit 2 is a list of employees who were hired after the committee meeting per instructions of the committee.)

The following pages were also approved by the committee at this time: Terry Place (Goodover, sponsor) and Marcia Lynn Copenhaver (Kolstad, sponsor.)

It was decided by the committee that pages would be employed for two weeks and must be 16, at least sometime during the session, through their senior year in highschool, or about 18. The committee then requested Betty Jakovac, Chief Steno, to pick out the balance of the pages needed for the first two weeks of the session. At this time, Earl Moritz, the Sergeant-at-Arms for the Senate, appeared before the committee and stated that his staff would be on hand on January 2nd. The committee approved of this with the provision that, if they were needed before January 2nd, Ralph Erving and Lowell G. Purdy, the Helena Assistants Sergeant-at-Arms, would be employed.

Senator Kolstad asked Betty Jakovac to contact all chairman of standing committees and obtain their approval of the secretaries hired. She was also requested to contact Monida Vaughn to be the Business Manager for the Senate.

MOTION: Senator McCallum moved that Bill Campbell be employed as doorman. The motion was seconded by Senator Hazelbaker and carried.

John Larson, Secretary of the Senate, appeared before the committee at this time and asked who would sign purchase orders for under \$100. He said that the Chief Clerk of the House does this for them.

MOTION: Senator Kolstad moved that any purchase under \$100 be signed by John Larson. The motion was seconded by Senator Hazelbaker and carried.

December 12, 1980

MOTION: Senator Hazelbaker moved that the recommendations for job grades which were submitted by the Legislative Fiscal Analyst and approved by the House be accepted by the Senate. Senator McCallum seconded the motion which carried unanimously. (See Exhibit 3)

There being no further business before the committee at this time, the meeting adjourned at 12:30 p.m. on motion of Senator Hazelbaker.



ALLEN C. KOLSTAD, Chairman

1981

ATTACHES OF THE SENATE

December 16, 1980

Mary E. Jakovac (Betty)	Chief Steno & Standing Committee Secretary
Louise Sullivan	Asst. Chief Steno & " " "
Sylvia Kinsey	Committee Secretary (Finance & Claims)
Robin Campbell	Committee Secretary (Judiciary)
Minna Miller	Committee Secretary (Business & Industry)
Barbra Simic	Committee Secretary (State Administration)
Marjorie Nichols	Committee Secretary (Labor & Employment)
Carol Frasier	Committee Secretary (Highways)
Gail Stockwell	Committee Secretary (Local Government)
Jill Rohyans	Committee Secretary (Education)
Louise Fulbright	Committee Secretary (Special Committees)
Elaine Rung	Committee Secretary (Special Committees)
Monida Vaughn	Senate Business Manager
John C. Larson	Secretary of Senate
Rev. Kokensgard	Chaplain
Earl Moritz	Sergeant-at-Arms
Gayle Akelstad	Reading Clerk
Stephen Morris	Reading Clerk
Jean Fallan	Asst. Secretary of Senate
Patricia Ann Alter	Secretary to Secretary of Senate
Harriet A. Celar	Secretary to Asst. Secretary of Senate
Alice L. Omang	Journal Clerk
Cort Harrington	Bills Distributing Clerk
Dorothy A. Hill	Chief Bills Clerk
Doris M. Cason	Asst. Bills Clerk
James Ferron	Amendments Coordinator
Kent Harrland	Asst. Bills Distributor
Debra Steffani	Posting Clerk Status Input
Bobbie Murphy	Secretary, Minority Leader
Melba McKay	Secretary, Majority Leader
Mildred A. Weber	Secretary to the President
LaDonna Knowlton	Proofreader
Agnes Lesofski	Proofreader
Ralph Erving	Asst. Sergeant-at-Arms (Pages)
Don Valiton	" " " "
Lowell Purdy	" " " "
Maurice Ullom	" " " "
Bill Campbell	Doorkeeper
Greg Bogut	Watchman

(EXHIBIT 1)

1981

ATTACHES OF THE SENATE

(Additional)

Betty Dean	Committee Secretary (Taxation)
Jeannette Thornton	Committee Secretary (Fish & Game)
Rita Tenneson	Committee Secretary (Agriculture)
Agnes Hamilton	Steno
Angeline Wierenga	Asst. Business Manager
Dorothy ZurMuehlen	Asst. Journal Clerk
Brent Applegren	Asst. Bills Coordinator

(Exhibit 2)

LEGISLATIVE FISCAL ANALYST RECOMMENDATIONS

JOB GRADES

Chief Clerk	20
Sergeant-at-Arms	16
Chaplain	14
Asst. Chief Clerk	12
Bills Clerk	11
Journal Clerk	11
Chief Steno	11
Asst. Sergeant-at-Arms	11
Asst. Bills Clerk	10
Asst. Journal Clerk	10
Amendments Coordinator	10
Bills Coordinator	10
Asst. Chief Steno	10
Secretaries	10
Asst. Bills Coordinator	9
Asst. 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

ROLL CALL

LEGISLATIVE ADMINISTRATION COMMITTEE

47th LEGISLATIVE SESSION -- 1981

Date 12-12-80

MEMORANDUM

Date: December 11, 1980

To: Senator Allen Kolstad, Chr., Legislative Administration Committee

From: Representative Bobby Spilker, Chr., Legislative Administration Committee

On December 10, 1980, the House Legislative Administration Committee met and made some policy decisions regarding the House staff. This memo is to advise you of our decisions in order to help coordinate our efforts.

- 1) 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
Ass't. Chief Clerk	12
Bills Clerk	11
Journal Clerk	11
Chief Steno	11
Ass't. Sergeant at Arms	11
Ass't. Bills Clerk	10
Ass't. Journal Clerk	10
Amendments Coordinator	10
Bills Coordinator	10
Ass't. Chief Steno	10
Secretaries	10
Ass't. Bills Coordinator	9
Ass't. Amendments Coord.	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

- 2) Motion that an employee with no previous legislative experience be started at step 2; start at step 3 with one year experience, etc..
- 3) In lieu of compensation for health insurance benefits not received because they are parttime employees, they will receive an additional fourteen (14) cents per hour.

- 4) Motion that 1980-81 state hourly salary matrix be used for House employee salary rates for this legislative session.
- 5) Motion to pay first 40 hours actually worked, time and a half over 40 hours, with no special consideration for holidays.

Copies to:

Speaker Bob Marks
Chief Clerk Don Byrd
Sergeant at Arms Bob White
Diana Dowling
Sharole Connely

House Staff Hired to Date 12-11-80

Wayne Phillips
Rosanna Winterburn
Ed Bell
Chuckie Cramer
Rachel Thompson
Jim Weir
Mary Samson
Martha Brass
Denise Thompson
Reed Wolstein
Bobbie Rintala
Paul Fossum
Becky Meyer
Ruth Leu
Norman Eck
Elaine Eck
Vince Terrell
Charley Willis
Fred Brown

HR891 REVISED

1980-1981 STATE HOURLY SALARY MATRIX

GRD	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09	STEP 10	STEP 11	STEP 12	STEP 13
1	2.737	2.890	2.955	3.021	3.088	3.157	3.227	3.299	3.372	3.447	3.523	3.600	3.679
2	2.945	3.110	3.179	3.250	3.322	3.395	3.470	3.547	3.625	3.704	3.785	3.867	3.951
3	3.173	3.349	3.423	3.499	3.575	3.654	3.734	3.815	3.899	3.984	4.070	4.159	4.249
4	3.421	3.609	3.688	3.769	3.851	3.936	4.021	4.109	4.198	4.288	4.381	4.476	4.573
5	3.695	3.897	3.982	4.068	4.157	4.247	4.338	4.432	4.528	4.625	4.725	4.826	4.930
6	3.995	4.212	4.303	4.396	4.490	4.587	4.686	4.786	4.889	4.994	5.100	5.210	5.321
7	4.327	4.561	4.659	4.759	4.861	4.965	5.071	5.179	5.290	5.402	5.517	5.635	5.754
8	4.686	4.937	5.043	5.150	5.261	5.373	5.487	5.604	5.723	5.844	5.968	6.095	6.224
9	5.084	5.355	5.469	5.586	5.704	5.825	5.949	6.075	6.203	6.334	6.468	6.604	6.743
10	5.520	5.813	5.936	6.062	6.190	6.321	6.454	6.590	6.729	6.870	7.014	7.162	7.312
11	5.996	6.313	6.446	6.582	6.721	6.862	7.006	7.153	7.303	7.456	7.613	7.772	7.934
12	6.524	6.867	7.012	7.159	7.309	7.462	7.618	7.777	7.939	8.105	8.275	8.447	8.623
13	7.098	7.470	7.626	7.786	7.948	8.114	8.283	8.456	8.632	8.811	8.994	9.181	9.372
14	7.804	8.212	8.383	8.557	8.736	8.917	9.103	9.291	9.484	9.681	9.882	10.086	10.295
15	8.502	8.944	9.130	9.320	9.513	9.710	9.911	10.116	10.325	10.539	10.757	10.978	11.205
16	9.272	9.753	9.955	10.161	10.372	10.586	10.805	11.027	11.255	11.488	11.724	11.965	12.212
17	10.109	10.631	10.851	11.075	11.303	11.534	11.774	12.016	12.263	12.515	12.772	13.035	13.302
18	11.030	11.599	11.838	12.082	12.330	12.584	12.843	13.106	13.375	13.650	13.929	14.215	14.506
19	12.045	12.664	13.190	13.461	13.738	14.019	14.307	14.600	14.899	15.204	15.515	15.515	15.515
20	13.151	13.826	14.110	14.399	14.693	14.994	15.300	15.613	15.932	16.258	16.590	16.590	16.590
21	14.369	15.105	15.414	15.729	16.051	16.378	16.713	17.054	17.403	17.758	17.758	17.758	17.758
22	15.705	16.508	16.845	17.189	17.539	17.898	18.262	18.634	19.014	19.014	19.014	19.014	19.014
23	17.167	18.043	18.411	18.786	19.169	19.559	19.957	20.363	20.363	20.363	20.363	20.363	20.363
24	18.774	19.730	20.132	20.541	20.959	21.386	21.820	21.820	21.820	21.820	21.820	21.820	21.820
25	20.538	21.583	22.022	22.469	22.925	23.391	23.391	23.391	23.391	23.391	23.391	23.391	23.391

NOTE:
DOES NOT INCLUDE INSURANCE.