

LEGISLATIVE ADMINISTRATION

December 15, 1982

A meeting of the House Legislative Administration Committee was called to order by Chairman Red Menahan.

The roll was called, and all members of the Legislative Administration Committee of the House were present, except Rep. Zabrocki, who had been excused.

Also in attendance were Chief Clerk, Jo Owens; Assistant Chief Clerk Paul FitzGerald; Sergeant-at-Arms, Bonnie Wallem.

The first order of business was the inquiry by Chairman Menahan as to the hiring of the Chaplain. Chief Clerk, Jo Owens said Speaker Kemmis would be contacting Rev. Harper, and perhaps other ministers from the diocese.

A list of the prospective employees was submitted by the chief clerk. The following people were considered:

Chief Clerk, Jo Ann Owens
Assistant to Chief Clerk, Paul FitzGerald
Secretary to Chief Clerk, Zorka DaSilva
Secretary to Assistant Chief Clerk, Louise Trenta
Clerk Typist, Evelyn Holland
Bills Clerk, Pat Tyanich
Assistant Bills Clerk, Jeffrey Demetrescu
Reading Clerks, Jeff Marshall and Dana Toole
Journal Clerk, Rose Munger
Assistant Journal Clerk, Rachel Thompson
Bills Coordinator, Dan O'Fallen
Assistant Bills Coordinator, Sheila Lopach
Amendments Coordinator, Alan Abramson
Assistant Amendments Coordinator, Connie Krautter
Secretary to Speaker, Wendy Fitzgerald
Secretary to Majority Leader, Joyce Andrus
Secretary to Minority Leader, Martha Brass
Sergeant-at-Arms, Bonnie Wallem
Chief Stenographer, Bobbie Wolfe
Assistant to Chief Steno, Joan Duncan
Steno/Status, Dorothy Higgins and Sherryl English
Status Input Technician, Karma Alfredson
Permanent Page, Joan Peterson
Proof-readers, Stacy Flaherty, Jane Harte and Hal Stearns

Chairman Menahan asked what position Joan Toole was hired for, and Chief Clerk Jo Owens said she was hired for Speaker Kemmis' researcher.

The chief Clerk said they would not be hiring posting clerks, but would have some of the staff fill in those positions when they had available time.

Chairman Menahan said the Minority Whip requested a full-time secretary. Chief Clerk, Jo Owens said Speaker Kemmis had not planned to

fill those positions, and that last session a secretary was not provided for the Minority Whip. She further suggested that secretaries would be available for any of the members on a part-time basis, and that perhaps this would suffice.

Representative Donaldson said it was important that enough secretaries be hired for the Committees. He said he thought they would need about twenty-three secretaries to cover all of the committees. Chairman Menahan said he would call all of the committee chairmen regarding their respective choices for secretaries. It was determined that Representative Harper had asked to have Emelia Satre as his secretary.

At this point the members discussed the space available for committee hearings. Sergeant-at-Arms, Bonnie Wallem displayed a chart of the rooms available, and Chairman Menahan suggested the committee members take a tour of the rooms.

Chairman Menahan asked the sergeant-at-arms about the parking spaces for the Representatives. The members discussed the various spaces available and designated the spaces nearer the door to those representatives who either had slight disabilities or seniority. Chairman Menahan suggested that the office space provided for the attorney general be utilized for the representatives, since the attorney general's office was no longer in the capitol. This was put into the form of a motion and passed unanimously. Chairman Menahan said he would notify the attorney general regarding this matter.

The matter of honorary pages was brought up by Sergeant-at-Arms, Bonnie Wallem. Chairman Menahan said honorary pages could come at the pleasure of the representatives, but after some discussion the members decided probably Saturdays would be the best day to have them come. As for the regular pages, Bonnie said they would be employed for a full six-day week, and that she had sent forms to the representatives asking them to fill them out and return them to her, covering this matter.

Some discussion followed regarding the badges for the pages and the honorary pages, and it was determined that the sergeant's office would see to that. Chairman Menahan said he would inquire about the badges for the representatives.

Sergeant-at-Arms, Bonnie Wallem requested intercom phones to be installed in those offices, as they now were divided into three areas. The members voted unanimously to approve an intercom system to be put into the sergeant's offices. Chairman Menahan inquired if the representatives would have access to 171 lines, and was informed by Chief Clerk, Jo Owens that they would.

The meeting adjourned for lunch and was to be resumed at 1:15 P.M.

The meeting was called to order by Chairman Menahan, and the first order of business was the consideration of an application that had just been received by the Chief Clerk's office. Jo Lahti submitted an application for employment in the House, specifying thereon that she did not want to do any committee secretary work. The members determined that all the positions otherwise applicable were filled, but that her application would be put in the House files, should the need arise for her services.

Representative Donaldson suggested that the minority whip be approached with having a secretary for half-days. Chairman Menahan said he would

talk to Minority Whip, Jack Ramirez.

Representative Donaldson brought up the question of researchers and who hired them. He also asked if it would be possible for the minority to have some. Chief Clerk, Jo Owens said there had been some discussion regarding the grade of the researchers concerning the pay scale. Chief Clerk, Jo Owens said she thought the assistant chief clerk's position should be the same grade level as the researchers. She further suggested that the grade level be moved up from a twelve (12) to a thirteen (13). Representative Jan Brown made a motion that the assistant chief clerk's position be the same as the researcher position, and that the grade level be moved up from a twelve (12) to a thirteen (13). The motion carried unanimously.

The discussion reverted back to the list of prospective employees submitted by the chief clerk. Representative Donaldson moved that the members accept the suggested applicants appearing on the list; Representative Jan Brown seconded the motion and it carried unanimously.

Representative Donaldson inquired as to the method used in interviewing applicants. Chief Clerk, Jo Owens reported that Representative Jan Brown usually sat in on the interviews and that they had been interviewing for days. She also reported that test results were required for all typists and stenographers, and that many people applied who had no skills. Jo further said that so many of the positions in the House did require typing and shorthand.

Chief Clerk, Jo Owens said she had told the applicants that, other than the key personnel of the chief's staff and those of the rostrum, she would not guarantee a full eight-hour work day.

Representative Jan Brown asked if this committee had to consider the budget. Chief Clerk, Jo Owens said she would supply the members with information regarding this matter after consulting with the Legislative Council. Representative Curtiss asked about seeing a copy of the Montana State Pay Matrix form, and was told by the chief clerk that she would send her one.

Chief Clerk, Jo Owens asked the members to consider authorizing her to sign purchase orders for up to \$100.00. Purchases for more than \$100.00 will be brought before the committee. This request also was made in regard to Bonnie Wallem, Sergeant-at-Arms. The purchase of a coffee pot and coffee supplies to be available in the chief clerk's office was also requested. Representative Donaldson moved that the committee approve these requests, seconded by Representative Curtiss, and the motion carried unanimously.

The chief clerk said she intended to have an orientation day on December 22. She asked that Representative Donaldson and Representative Jan Brown participate, since they were two of the representatives who lived in Helena. They agreed to do so. The meeting will be a mock session and thereby give the new employees an idea of how the legislature operates.

The contract with Daktronics for the voting machine was discussed by the members, and they unanimously agreed to authorize the chief clerk to renew the contract. They also authorized the chief clerk to obtain a "Pager" for Don Lyles who is the local repairman for the voting machine.

Bonnie Wallem, Sergeant-at-Arms, informed the members of the people tentatively hired as her staff. Charles R. Meyer (Dick Meyer), Assistant Sergeant-at-Arms; Cyril Slaby, Assistant Sergeant-at-Arms; John McCarthy, third-floor doorman; Wayne Putz, fourth-floor doorman; Margaret Regan, Supply Clerk; Cyril Slaby would also act as the Page Supervisor. Bonnie also stated that she would be hiring five (5) people for security. After some discussion the members voted unanimously to accept the hiring of the two Assistant sergeant-at-arms, the two doormen, the supply clerk, and decided to consider the security people at another time.

The meeting was adjourned.

ZorKa DaSilva
Secretary

Chairman Red Menahan
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