

MINUTES OF THE MEETING
LEGISLATIVE ADMINISTRATION COMMITTEE
MONTANA STATE SENATE

November 30, 1982

The first meeting of the Legislative Administration Committee for organizational purposes was called to order by Chairman Kolstad on the above date in the Conference Room of the Legislative Council at 9:00 a.m.

ROLL CALL: Present were senators Kolstad, McCallum and Mazurek. Senator Tveit was absent as was Senator Graham who was excused. Also in attendance at this meeting were Senators Stephens, President of the Senate, and Hazelbaker, Senate Majority Leader.

Senator Kolstad opened the meeting with discussion of the taxes of \$754 due on the roll call machine and which have not been paid as yet.

The committee then took up the matter of attaches to be hired. The secretary to this committee and the Chief Steno, who had previously been hired, told the members that she had two experienced Asst. Chief Secretaries applying for that position and asked that the committee decide which one should fill this position. At this time Senator McCallum said that he needed a secretary for Local Government committee which he chairs. He then made the MOTION that Eline Rung be hired as the Asst. Chief Steno and that Louise Sullivan be hired as committee secretary for his committee. The MOTION carried unanimously.

John Larson, the Secretary of the Senate, appeared in committee to discuss several subjects. As for his staff, he said that he would like to hire Barbara Lester as Chief Bills Clerk and that either Mel McKay or Jean McLane should be the assistant. However, the one who did not get that position would be placed on his staff in another position.

He also told the committee that it was decided last session not to finalize the deal with Bill Pitts on the purchase of the roll call machine because there was a possibility of a lawsuit. He said that Pitts had not paid the taxes of \$754 which were due and that this problem must be resolved, but that the Senate should purchase the machine. Senator Hazelbaker asked Larson who would take over the maintenance on the machine and John said that IBM had agreed to do this. Senator McCallum asked if the machine would work if the Senate were moved and John said that it would. He then told them it will cost \$30,000 to purchase it but that is a good deal because it would cost them \$7500 to rent it for the 1983 session. If the Senate does purchase it, he will deduct the \$754 taxes due from the \$30,000 in order to make sure that the taxes are paid.

MOTION by Senator McCallum to purchase the Senate roll call machine for \$30,000 less the \$754 taxes due. MOTION carried.

MOTION was made by Senator McCallum to hire the following attaches for the Senate: (See Exhibit 1)

MOTION carried unanimously.

MOTION by Senator McCallum, after discussion, to hire the following as pages from January 3rd through January 8th:

Kenneth Davis
Renee Dover
Robert Heath

Janelle Iverson
Robin Wampler
Leah Johnson

MOTION carried.

At this time, Earl Moritz, Sergeant-at-Arms, was given the authority to contact Lowell Purdy and Ralph Erving so that they could help Monida Vaughn, the Business Manager, if needed. He then asked about removing the large sergeant's chair from the rostrum. It was decided by the committee that the chair should remain on the rostrum but that the sergeants could rotate their time sitting in it.

Diana Dowling, Director of the Legislative Council, next spoke to the committee about the pay for pages, saying that she understood that they desired that the pages be paid the minimum wage and that this would place them at Grade 1, Step 1, which is now the approximate minimum wage. In the previous session they were Grade 1, Step 9, which would now be above minimum wage.

In regard to the balance left from the 1981 session budget, she said that she would have Sharole Connelly submit a statement to them very soon on this matter.

Prior to this meeting she submitted a letter dated 11/29/82 to this committee about committee minutes. (See Exhibit 2) She had also written them another letter on that date (See Exhibit 3) regarding her three concerns which are about the importance of the Status Input position, the Journal Clerks and Journals, and the Bill Histories and Bill Clerks. She then elaborated on her concerns, stating that both the House and Senate hire Status Input Clerks and that Val Hanson of the Council trains them, but that during the last session the Senate Status Input person left and did not finish the work which was never proofed. Further, she said that the expanded status which is kept in the Legislative Council is used by a lot of legislators and state employees. At this point, she suggested that the Council and John Larson maybe should get together on the hiring of a person for this position.

In her letter also Diana had stressed the importance of this position and that the person hired should be a good typist and proofer and that the problem in prior sessions has been a lack of recognition of the importance of this job, the importance of timely and accurate information, and the necessity of the Status Input Clerks being both good typists and proof-readers. She also stated that the Council data entry operator-programming specialists have written the program for status input and must necessarily train status input clerks.

She then stressed also the importance of the Journal Clerks and Journal, saying that the Council has prepared some new forms for them to fill out which will make their work easier, and that this should do away with the necessity of the leadership coming back to sign the daily Journals after session as these would be printed every day and should be signed on a daily basis.

As to her third concern, the Bill Histories and Bill Clerks, she said that the Bill Clerks did not come back to stamp the bills which were signed after the session, and this should have been done.

There being no further business before the committee at this time, it was duly moved and carried that the committee adjourn. The committee adjourned at 12:25 p.m.



ALLEN C. KOLSTAD, Chairman

ROLL CALL

LEGISLATIVE ADMINISTRATION COMMITTEE

48th LEGISLATIVE SESSION -- 1983

Date 11-30-82

NAME	PRESENT	ABSENT	EXCUSED
<u>Senator Kolstad, Chairman</u>	x		
<u>Senator McCallum, V.Chairman</u>	x		
<u>Senator Graham</u>			x
<u>Senator Tveit</u>		x	
<u>Senator Mazurek</u>	x		

Each day attach to minutes.

SENATE
ATTACHES

Exhibit 1
11/30/82

Name

Position

Jean F. Fallan

Asst. Secretary of the Senate

Harriet Calar

Secretary to the Secretary of the Senate

Mel McKin

Secretary to Asst. Secretary of the Senate

Miki Luff

Chief Journal Clerk

Beren Jacobson

Asst. Journal Clerk

Barbara Jester

Chief Bills Clerk

Jan Mc Lane

Asst. Bills Clerk

Clifford Cismore

Amendments Coordinator

Core Harrington

Asst. Bills Coordinator

Joe Moorse

Bills Distributing Clerk

Asst. Bills Distributor

Posting Clerk - Status Input

Barbara F. Simic

Secretary to the President of the Senate

Mildred Weber

Secretary to the Majority Leader

Bobbie Murphy

Secretary to the Minority Leader

Betty Paulsen

Proofreader

Proofreader

Asst. Sergeant-at-Arms (Pages)

Ralph Erving

"

Lowell Kirby

"

Don Valiton

"

Maurice Yllom

"

Alex Stephenson

"

Bob White

Doorkeeper

Watchman

"

"

"

Mary E. (Betty) Jakovac

Chief Steno & Standing Committee Secretary

Blaine King

Asst. Chief Steno &

Sylvia Kinsey

Committee Secretary (Finance & Claims)

Vicki Nordtvedt

" (Judiciary)

Barb Effing

" (Taxation)

Agnes Hamilton

" (Fish & Game)

Rita A. Tenneson

" (Agriculture)

" (State Administration)

Marjorie Nichols

" (Labor & Employment)

Jill D. Rohyans

" (Education)

Louise Sullivan

" (Local Government)

Carol Doyle Frasier

" (Highways)

Pat Halford

" (Natural Resources)

Elaine S. Graveley

" (Public Health)

Erminia C. Fancher

" (Business & Industry)

Beverly E. Braut

" (Special Committees)

Louise Fulbright

" (" ")

"

"

"

" (President Pro Tem)

" (Special Committees)

Steno (Telephone Room)

Senate Business Manager

Secretary of the Senate

Chaplain

Sergeant-at-Arms

Reading Clerk

"

"

Earl Moritz

Laura Holden

SENATE MEMBERS

PAT M. GOODOVER
CHAIRMAN
CARROLL GRAHAM
JOSEPH P. MAZUREK
JESSE O'HARA

HOUSE MEMBERS

JOHN VINCENT
VICE CHAIRMAN
BURT L. HURWITZ
REX MANUEL
BOBBY SPILKER



Montana Legislative Council

State Capitol
Helena, MT. 59620

(406) 449-3064

Exhibit 2 11/30/82

DIANA S. DOWLING
EXECUTIVE DIRECTOR
CODE COMMISSIONER
ELEANOR ECK
ADMINISTRATIVE ASSISTANT
ROBERTA MOODY
DIRECTOR, LEGISLATIVE SERVICES
ROBERT PERSON
DIRECTOR, RESEARCH
SHAROLE CONNELLY
DIRECTOR, ACCOUNTING DIVISION
ROBERT C. PYFER
DIRECTOR, LEGAL SERVICES

November 29, 1982

TO: All Committee Chairmen
FROM: Diana S. Dowling *Diana*
RE: Minutes - Meeting with Librarians

I am forwarding some suggestions I've received concerning the minutes of Legislative Committee meetings held during a session.

I think there have been complaints partly because of the lack of consistency in style and format. This in turn may be linked to lack of training and/or guidelines for new secretaries and coordination between the Houses.

I also think the secretaries, including the experienced ones, have absolutely no idea how many people refer to these minutes over the years following a session and how important they are.

Claire Engel, the state law librarian, and the Council librarian, Sally Halverson, have an interest in this matter because of the large number of legislative histories they prepare for attorneys and others. Claire and Sally would be willing to provide guidelines and brief instructions concerning minutes, such as the following:

- 1) Type committee name, date, and page number at the top of each page.
- 2) When a hearing on a bill begins, preface it in the minutes with a heading
HOUSE BILL 77
and state that the hearing on HB 77 began. Also, note the close of a hearing.
- 3) Number exhibits and note in text of minutes by whom they were submitted.

- 4) When a bill is referred to another committee, note on status sheet.

Could we arrange a meeting early in the session with all chairmen and/or committee secretaries to discuss: (1) the importance of the minutes; (2) examples of types of research requests that are made to the librarians; (3) who uses the minutes and for what; (4) examples of types of information looked for in minutes in the past that have been lacking. The librarians and veteran chairmen and secretaries should be good sources for such information.

I realize that it is the prerogative of each chairman to determine what kind of minutes should be taken in his or her committee, but I hope we can set up a joint meeting with all of you to perhaps develop some consistency in the basics.

Thank you for your attention to this.

DSD:ee

cc: Senator Stephens
Representative Kermis
John Larson
JoAnn Owens
Sally Halverson
Claire Engel

SENATE MEMBERS

PAT M. GOODOVER
CHAIRMAN
CARROLL GRAHAM
JOSEPH P. MAZUREK
JESSE O'HARA

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6/11/83 *11/30/83*

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November 29, 1982

TO: Leadership and Legislative Administration Chairmen,
Chief Clerk, Secretary of the Senate

FROM: Diana S. Dowling *Diana*

This letter is a listing of concerns, problems, ideas, etc., that I want to bring to your attention.

1. Status Input Clerk. Prior to two sessions ago the Legislative Council hired the data entry operators to input the daily status and it was done on first floor in Council Offices.

When the status was put on the computer terminals throughout the Capitol, it was determined that the information could be input much more timely if the clerks and terminals were located on the rostrum. Consequently, the input clerks have been Senate/House employees for the last two sessions. I think perhaps the position was combined with the reading clerk position.

At any rate, there have been some problems with these positions related to work hours, supervision, accuracy, etc.

The expanded status has been very well received and provides much, much useful information both during the session and during the interim. The problem has been a lack of recognition of the importance of this job, the importance of timely and accurate information, and the necessity of the status input clerks being good typists and proofreaders. Council data entry operator-programming specialists have written the program for status input and must necessarily train status input clerks. During the session Council staff "gathers" the daily status for both Houses, prints it out and sends it to printing. This usually happens about midnight or later each day. There have been problems in the past with input clerks not finishing their work -- going to dinner or simply going home -- and Council status people waiting around, having to try to locate them, etc. Also, there has been a problem with proofing the status -- lack thereof to be precise. We've found hundreds of errors in the '81 Final Status.

Therefore, I think either the Status should be the total responsibility of Council staff or the input clerks made more aware of the necessity of timeliness, proofing, etc., and the responsibility of all parties better spelled out.

2. Journal Clerks and Journals. The Council has four data entry operators assigned to the Journals. However, we have only one experienced operator on the staff this session. She has developed some forms that will be extremely helpful to rostrum Journal clerks as well as Council operators. I would hope both Houses would adopt use of these forms. Could we set a December meeting with Senate/House and Council Journal clerks and Senate Secretary and Chief Clerk? Also, we need to discuss the Senate President and House Speaker signing an official copy of each day's journal and the signed copy bound and filed with the Secretary of State. This would be a change from past sessions because computer terminals that can be hand-fed the heavy long paper that "official" journals have been typed on after the past few sessions are no longer available. We must make other arrangements for an official journal, if something other than the final printed, bound journal is necessary.

3. Bill Histories -- Bill Clerks. Last session there seemed to be a general agreement that bill histories (in bills books and on the back of the original bill) need to be standardized and some new stamps ordered. As you know, Council secretaries have to type the final history that appears on the enrolled bill and it would be much less confusing to secretaries and proofers if the nomenclature were the same in both houses.

The bills books have been ordered and the bills' backs (covers) printed. If the bills clerks from both houses could go over this soon, stamps could be ordered in time for the session. Eleanor Eck, my assistant, has the most experience with bill histories and I'm sure would be willing to meet with your bills clerks.

I also would stress the importance of the bills clerks returning a month after the end of the session to complete the bills' histories in the bills books and on backs of bills. I discovered that many of the bills books and original bills filed with the Secretary of State after past sessions have no information concerning the 100-200 bills that are signed (or vetoed) after a session ends.

Thank you for your attention to this.

DSD:ee

+cc: Marilyn
Val
Diss