

MINUTES OF THE
LEGISLATIVE ADMINISTRATION COMMITTEE
HOUSE OF REPRESENTATIVES

December 27, 1984

The meeting of the House Legislative Administration Committee was called to order by Chairman Menahan at 10:10 in Room 420 of the Capitol Building.

ROLL CALL: Members present were Representatives Keyser, Donaldson and Grady with Representatives Brown and Zabrocki excused. Republican Leader Bob Marks and Speaker John Vincent were present as Ex-officio members. Others present at the meeting were Chief Clerk, Ed Smith; Aide to the House Republican Leader, Martha Brass and Sergeant-at-Arms, Chuckie Cramer.

The Chief Clerk said that he and Martha had worked on the roster of employees recommended to the Committee for hiring and they were both very pleased with the calibre of applicants and the individuals that have been selected. Some of these have legislative experience having worked either in the Senate or in the House in the past.

Chairman Menahan asked if the committee secretaries had taken typing and shorthand tests. Mr. Smith replied that only if they had never worked for the Legislature were they required to take tests. The chairmen of the committees were contacted to see if they had any preference for secretaries and if not to ask their authorization to hire a secretary from the list of applicants. This has worked very well in the past as some do have a preference. All committee members acknowledged that it is sometimes difficult to find good help because of the temporary nature of the job.

Some of the moving cannot be done until the week of January 2nd as the Legislative Auditor does not plan to vacate Room 129 until then and this room has been assigned as a committee room. General Services does not want any moving into the old Law Library area until the contract has been filled. It was also mentioned that General Duffy of the National Guard has always been most cooperative about loaning chairs to the Legislature for large hearings. Chuckie Cramer will contact General Duffy concerning this.

Reps. Marks and Vincent felt that the roster of employees was very acceptable and that some of the best had been hired from the House and Senate which will give the House some very good experienced help. They commended Martha and Ed for their excellent work.

The Chief Clerk handed out Recommended Changes in Employment Classifications. Item #1 was recommended by the Senate to upgrade Doormen and Security Guards from Grade 5 to Grade 7. It was agreed to discuss this with the Senate Committee and no action was taken on Item #1.

Item #2 - This was agreed to by both houses because of the expanded capabilities of the computer and the increased workload. Two technicians have been hired at the request of Diana Dowling because of the workload.

Item #3 - The telephone operator had previously been provided by the telephone company until the State opted for another phone system. It is now up to the Legislature to provide the telephone operators. This would be established in line with some of the other positions.

Item #4 - A new category for Aide to the Republican House Leader was recommended because of her responsibilities and she is the representative of the Republican leadership. The position was differentiated from secretary because of the responsibility of the position. This position came up because of the divided House and probably would not occur again. This position has been upgraded from Grade 11 to Grade 13.

Item #5 - The Sergeants in the House and Senate should be upgraded from Grade 16 to 17 as they were in the past. Somehow, two sessions ago, these positions were downgraded to Grade 16.

Item #6 - The positions of Chief Clerk, Secretary of the Senate and Sergeant-at-Arms are currently paid at the rate of 40 hours per week with no overtime. It was felt that these positions should be paid at the rate of 48 hours per week to take care of the 6th Legislative working day. This would somewhat compensate for the long hours that they put in with no overtime pay. All hourly employees are paid overtime.

Chairman Menahan called for discussion on the above. Rep. Donaldson felt that Item #1 was a significant jump for Security Guards and Doormen. A Grade 5 would be \$5.07 for Step 2; Grade 6, Step 2 would be \$5.428 and Grade 7, Step 2 would be \$5.825 per hour. This is a Senate recommendation and would be discussed at the Joint Meeting in the afternoon.

Discussion was had concerning Item #2 and it was asked if these people were going to be more highly trained than before. The work load will be expanded and possibly they will have a better data background. The feeling was that they have always been underpaid and that Grade 7 is too low. The Status is very important to anyone connected with the Legislature and the general public. These people are usually working fulltime and they do as much work as a committee secretary, if not more. The Senate also agrees with raising these people to a Grade 10.

As for Item #3, the telephone operator, when Mountain States was furnishing the operator she was paid around \$193 per week and that did not include any supervisory responsibilities. If the operator is classified as Grade 11 this would be a considerable increase - around \$300 per week. This would put the telephone operator on the same grade level as the leadership secretaries and it was not felt that this is where they should be.

Chairman Menahan felt that the telephone office should be kept open for an hour or two after the adjournment of the House and Senate each day. There are many calls coming in after adjournment and at least there would be someone on duty to take messages from the public when they call in. The hours could be worked out so that neither of the operators would get overtime pay. He suggested that this be discussed with the Senate Committee. Rep. Keyser did not feel that this position is equal in responsibilities to the other Grade 11 positions.

Rep. Donaldson moved that the Committee accept the recommendations #2 through #6 with the exception of Item #3, which would be established as Grades 10 and 9 for telephone operators. MOTION: Passed unanimously. The other members of the committee that were excused will be contacted as to their vote.

Rep. Donaldson moved to accept the roster of employees presented by the Chief Clerk and the Aide to the Republican Leader. MOTION: Passed unanimously.

The System 6, which will be used by the six subcommittee secretaries was discussed. There are also two Word Processors in use this year; one in the Steno Pool, Room 202, and one in the Amendments Coordinator's Office.

The offices and committee room spaces in the previous Law Library were discussed. Normally, the large room will be used by Taxation. However, should some other committee have a larger turnout than expected the rooms could be switched in a matter of minutes. Chuckie will also check on other large auditoriums within the Capitol Complex that could be used for hearings. Chairman Menahan mentioned that perhaps a PA system could be installed in the large center room. Chuckie felt that this would probably have to be taken care of under some type of lease agreement. Rep. Marks said that a newly elected member of the House, Bill Glaser, is an excellent sound system person and had installed the system in the House. Chuckie will get in touch with him.

Speaker Vincent said that he had submitted a claim for working at home on pre-session organizational work rather than drive to Helena and felt that perhaps the Accounting Department would like some type of authorization from the committee even though he is authorized to approve this. Chairman Menahan supported the Speaker as far as working at home and not driving to Helena and saving the expense of mileage and travel time. MOTION: Rep. Keyser moved that the Chairman and Vice Chairman of this Committee sign off on the claims presented for work at home. Motion carried unanimously.

The question of holiday pay for the two days in February which are recognized as State holidays was discussed. It was felt that there should be continuity and the Legislative Council has stated that they are going to pay their staff for those two days. Some of the members of this Committee felt that being the Legislative employees are temporary they should not be paid holiday pay.

The Committee felt that a letter should be written to the Council stating whether or not we are or are not going to pay holiday pay and that a letter should be sent by the Joint Committee as well. Rep. Keyser said he didn't have any great opposition but did not feel that we should pay holiday pay. Chairman Menahan brought up the fact that these are recognized State holidays and wondered if this Committee could tell the legislative employees that they are not going to be paid for them. MOTION: Rep. Keyser moved that we do not pay holiday pay and to recommend to the Legislative Council that they do not pay it either in view of being consistent. The motion was seconded and passed unanimously. This should also be discussed with the Senate Committee.

Rep. Marks had received a letter from the Legislative Council relative to the leadership being issued telephone credit cards. At the present time the limit is \$25 per month. Phone bills have gone up considerably and Chairman Menahan wondered if perhaps this shouldn't be increased to \$40-50. It was also discussed giving the Minority and Majority Whips a card limited to the present \$25 per month. MOTION: Rep. Donaldson moved to increase the leadership credit card limit to \$50 from \$25 and issue cards to the Whips for \$25 per month. Motion passed unanimously.

The Chief Clerk said that the upgrading of the voting machine would not be completed until February according to the company that has the contract. The Committee felt that this was simply upgrading the present system which is working well at this time and if the contract cannot be complied with the company should be told to forget it. This was authorized in August of 1984 and they promised that it would be completed in time for the session. The Chief Clerk also told them they would have to have someone here for a training session before the session. The Chief Clerk suggested that Chairman Menahan call Jim Morgan and discuss this problem with him.

The "leadership discretionary fund" was brought up by the Chief Clerk. At the present time it is \$10,000 and the Committee felt that it should be retained at \$10,000. MOTION: Rep. Donaldson moved that this fund be kept at the present \$10,000. Motion carried unanimously.

Chuckie Cramer explained the workings of the Security Guards and said that they have been scheduled for between 30-40 hours a week. There will be nothing over 40 per week. All have indicated a willingness to be flexible as far as their hours but Chairman Menahan felt that they should be given 40 hours per week if possible.

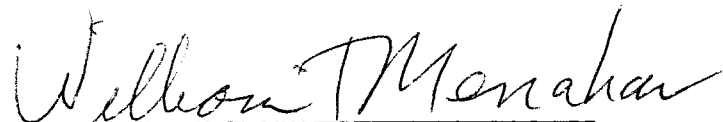
There has always been abuse of the parking spaces in the past and the Sergeant has no authority to make them move. She would like some guidelines on this. It was mentioned that a bill would have to be passed to give this authority and perhaps a committee bill could be introduced. MOTION: Rep. Keyser moved that a committee bill be introduced that would allow towaway of illegally parked vehicles during the legislative session and any special sessions.

Five hundred sheets of stationery will be provided each member of the House initially. Stationery for the leadership will be unlimited. Employee name tags will also be furnished initially but if they are lost they will be replaced at the individual's cost.

The Security Guards do not have any real authorization to remove anyone from the building, etc. They are really only a fire watch. The Sergeant felt that this should be a deputized position. Chairman Menahan suggested that this be discussed with the Sheriff and the local Chief of Police.

Chuckie will have three registered CPR persons on her staff and one advanced first aid person. This is a high stress situation under which these people are working and she requested some authorization to call an ambulance or doctor if needed. MOTION: Rep. Keyser moved that the Sergeant have the authority to call an ambulance or medical assistance in any case she deems it necessary. Motion carried unanimously. She will also talk to the ambulance services and explain the situation to them.

There being no further discussion by the Committee the meeting was adjourned at 12:10 p.m.


Chairman William (Red) Menahan



The Big Sky Country

MONTANA STATE HOUSE OF REPRESENTATIVES

1985

HOUSE OF REPRESENTATIVES STAFF

FORTY-NINTH SESSION

CHIEF CLERK'S OFFICE

Ed Smith	Chief Clerk
Al Abramson	Assistant Chief Clerk
Joanne Smith	Secretary to the Chief Clerk
Jim Whitehead	Legislative Assistant
Janet Matteucci	Secretary to Assistant Chief Clerk
Joe Robinson	Posting Clerk
Pat Tyanich	Bill Clerk
Jean McLane	Assistant Bill Clerk
Rosana Winterburn	Journal Clerk
Nikki Dye	Assistant Journal Clerk
Helen Raptis	Reading Clerk
Christine Petrosky	Reading Clerk
Bonnie Anderson	Amendments Coordinator
Kathleen McLaughlin	Assistant Amendments Coordinator
Reed Wolstein	Bill Coordinator
Shirley Johnson	Assistant Bill Coordinator
Karma Alfredson	Status Input Technician
Jan Diamond	Status Input Technician
Elaine Rung	Chief Stenographer
Betty Jakovac	Assistant Chief Stenographer

Committee Secretaries:

Marianne Bagley
Corrinne Reneau-Fay
Colleen Johnson
Janet Pallister
Linda Robbins
Lita Buck
Alice Omang
Joann (Jodi) DeWolf
Kathy Mackay
Marcene Lynn
Sheryl Secora
Jean Carroll
Debbie Aquí
Alberta Strachan
Lynn Tumey
Joyce Beckes
Louise Sullivan
Billie Flamm
Laurie Stevenson

Steno Pool:

Vickie Menard
Bev Braut
Tammy Steckler
Mary-Florence Root

Local Government - Darko
Education - Harrington
Subcommittee Human Services - Winslow
Subcommittee Long Range Bldg. - Thoft
Natural Resources - Iverson
Agriculture - Schultz
Taxation - Devlin
Highways and Transportation - Harp
Subcommittee on General Govt.-Quilici
Judiciary - Hannah
Subcommittee Natural Resources- Manuel
Appropriations - Bardanouve
Business and Labor - Pavlovich
Human Services - Keenan
Subcommittee on Institutions - Waldron
Subcommittee on Education - Donaldson
State Administration - Sales
Fish and Game - Ream
Amendments Office

Julie Emge
Betty Argenbright
Marlene Kelbar
Kelli Pronovost

SERGEANT-AT-ARMS

Chuckie Cramer	Sergeant-at-Arms
Mike Sassano	Assistant Sergeant-at-Arms
Vince Terrell	Assistant Sergeant-at-Arms
Mary Kay Bennett	Assistant Sergeant-at-Arms
Corky Van Dyke	Supply Clerk
Jack McCarthy	Doorman, third floor
Harry Draper	Security Guard
Alan Morris	Security Guard
Delbert Ruggles	Security Guard
Daniel Lemire	Security Guard
Donald Antonietti	Security Guard
Eric Wordal	Security Guard

LEADERSHIP STAFF

Joyce Andrus	Secretary to the Speaker of the House
Claudia Clifford	Legislative Assistant
Victoria Armstrong	Page to the Speaker of the House
Martha Brass	Aide to the Republican Leader
Betti Hill	Legislative Assistant
Richard Perko	Legislative Assistant
- - -	Page to the Republican Leader
Emilia Satre	Secretary to the Democratic Floor Leader
Barbara Lester	Secretary to the Republican Floor Leader

CHAPLAIN

Robert J. O'Donnell



Montana
House of Representatives
State Capitol
Helena, MT 59620

Ed Smith
Chief Clerk

1985
HOUSE OF REPRESENTATIVES STAFF
FORTY-NINTH SESSION

CHIEF CLERK'S OFFICE

Ed Smith	Chief Clerk
Al Abramson	Assistant Chief Clerk
Nikki Dye	Secretary to the Chief Clerk
Jim Whitehead	Legislative Assistant
Joe Robinson	Secretary to Assistant Chief Clerk
Pat Tyanich	Bill Clerk
Jean McLane	Assistant Bill Clerk
Rosana Winterburn	Journal Clerk
Janet Matteucci	Assistant Journal Clerk
Helen Raptis	Reading Clerk
Christine Petrosky	Reading Clerk
Bonnie Anderson	Amendments Coordinator
Kathleen McLaughlin	Assistant Amendments Coordinator
Reed Wolstein	Bill Coordinator
Shirley Johnson	Assistant Bill Coordinator
Karma Alfredson	Status Input Technician
Jan Diamond	Status Input Technician
Elaine Rung	Chief Stenographer
Betty Jakovac	Assistant Chief Stenographer

Committee Secretaries:

Marianne Bagley
Corrinne Reneau-Fay
Colleen Johnson
Janet Pallister
Linda Robbins
Lita Buck
Alice Omang
Joann (Jodi) DeWolf
Kathy Mackay
Marcene Lynn
Sheryl Secora
Jean Carroll
Debbie Aquí
Alberta Strachan
Lynn Tumey
Joyce Beckes
Louise Sullivan
Billie Flamm
Laurie Stevenson

Steno Pool:

Vickie Menard
Bev Braut
Deb Thompson
Mary-Florence Root
Julie Emge
Betty Argenbright

Local Government - Darko
Education - Harrington
Subcommittee Human Services - Winslow
Subcommittee Long Range Bldg. - Thoft
Natural Resources - Iverson
Agriculture - Schultz
Taxation - Devlin
Highways and Transportation - Harp
Subcommittee General Govt. - Quilici
Judiciary - Hannah
Subcommittee Natural Resources - Manuel
Appropriations - Bardanouve
Business and Labor - Pavlovich
Human Services - Keenan
Subcommittee on Institutions - Waldron
Subcommittee on Education - Donaldson
State Administration - Sales
Fish and Game - Ream
Amendments Office

Stenographer
Stenographer
Stenographer
Stenographer
Stenographer
Stenographer

Marlene Kelbar

Stenographer

Kelli Pronovost

Stenographer

Telephone Office:

Linda Carlson

Legislative Telephone Operator

Janine Rux

Assistant Legislative Telephone Operator

SERGEANT-AT-ARMS

Chuckie Cramer

Sergeant-at-Arms

Mike Sassano

Assistant Sergeant-at-Arms

Vince Terrell

Assistant Sergeant-at-Arms

Mary Kay Bennett

Assistant Sergeant-at-Arms

Corky Van Dyke

Supply Clerk

Jack McCarthy

Doorman, third floor

Harry Draper

Security Guard

Alan Morris

Security Guard

Delbert Ruggles

Security Guard

Daniel Lemire

Security Guard

Donald Antonietti

Security Guard

Eric Wordal

Security Guard

LEADERSHIP STAFF

Joyce Andrus

Secretary to the Speaker of the House

Claudia Clifford

Legislative Assistant

Victoria Armstrong

Page to the Speaker of the House

Martha Brass

Aide to the Republican Leader

Betti Hill

Legislative Assistant

Richard Perko

Legislative Assistant

Bitsy Kropp

Page to the Republican Leader

Emilia Satre

Secretary to the Democratic Floor
Leader

Barbara Lester

Secretary to the Republican Floor
Leader

Fred E. Brown

Legislative Assistant to Rep. Bud
Gould

CHAPLAIN

Robert J. O'Donnell