

MINUTES OF THE
SENATE LEGISLATIVE ADMINISTRATION COMMITTEE

November 23, 1984

The Senate Legislative Administration Committee was called to order by Chairman Chet Blaylock, November 23, 1984, at 10:10 a.m. Committee members consisted of Senators Dick Manning, Joe Mazurek and George McCallum. Also present were Senator Bill Norman, President-elect, Senator Chris Christiaens, Majority Whip, Bonnie Wallem, Secretary of the Senate, and Ralph Erving, Sergeant-at-Arms. The committee welcomed Ralph Erving back.

The first item on the agenda was the allotting of space for the House and the Senate. It was felt the Senate should not give up the Supreme Court Chamber. It was decided Chairman Blaylock and Bonnie Wallem would work together to develop a proposal for Senator Norman to present to the House. There was also a discussion on the furniture that will be available to the Senate. There was encouragement for the Assistant Sergeant-at-Arms to try to negotiate a lend-lease agreement with the Surplus Properties to pick up the furniture that will be necessary to run the session, should there not be enough.

The meeting between the House and the Senate leadership to discuss rooms for the legislature was set for Thursday, November 29th, at 10:00 a.m., with Representative Vincent, Speaker-elect, Representative Bob Marks, Republican Floor Leader, and Ed Smith, Chief Clerk, along with Senator Norman, Senator Stan Stephens, Minority Leader, and Bonnie Wallem.

There was discussion on the committee secretaries and how to proceed with the selection of those secretaries. A motion was made by Senator McCallum that the committee chairmen select their own secretary and the Secretary of the Senate is to aid them if they have any problems. The motion was unanimously adopted.

Reorganization of the Sergeant-at-Arms office was discussed. A motion was made by Senator Manning to drop the Business Manager position and to restructure the office to include: one Assistant Sergeant-at-Arms to be responsible for supplies and inventory; one Assistant Sergeant-at-Arms to be responsible for the supervision and scheduling of pages; and one Assistant Sergeant-at-Arms to be responsible for parking and security. In addition to the three assistant sergeants there would be three security guard positions, at a grade seven with the appropriate steps of the number of sessions served. The motion was adopted.

There was discussion regarding the steno pool and how many staff people were needed. A specific number of secretaries for the steno pool was not decided on. Committee secretaries should understand that they may be reassigned as they are needed in other places. A committee secretary should be able to take shorthand and there will be one secretary to each committee.

After discussion on how to proceed with the hiring of staff members, the committee came to an agreement that interviews should begin and that another meeting should be called for the first week in December to go over the recommendations of the Secretary of the Senate. Bonnie Wallem was given the authority to hire a secretary of her choosing.

Margaret Regan was approved for hire as the Assistant Sergeant-at-Arms in charge of supplies and inventory. Relph was encouraged to bring her on staff as soon as he thought necessary.

Expanding the capabilities of the status input technician was discussed. The committee approved increasing the salary of the status input technician to a grade ten, subject to confirmation of the House.

There being no further business, the meeting was adjourned at 4:15 p.m.


CHET BLAYLOCK, Chairman

OFFICE OF THE SENATE SERGEANT-AT-ARMS

PROPOSAL--That the staff of the Senate Sergeant-at-Arms office be restructured so that the positions of Sergeant-at-Arms and Business Manager be combined for a more effective and efficient utilization of the Sergeant-at-Arms position. In addition to being responsible for the security of the Senate chambers and the overall functional supervision of the Assistant Sergeants, the Sergeant-at-Arms under general supervision of the President of the Senate will be directly involved in the day-to-day operations of the Office of the Sergeant-at-Arms pursuant to Rules of the Montana Legislature, 3-8. These additional duties and responsibilities will include--

1. Processing of employment forms, mileage claims and time reports.
2. Scheduling of bi-weekly Senate Pages for employment.
3. Maintenance of the Property Accountability Management (PAM) report.
4. Liasion on administrative functions between Senate and Legislative Council and/or Dept. of Administration.
5. Authorizing Purchase Orders under \$100.00.
6. Distribution of salary checks.

PROPOSAL--That the position of Business Manager be abolished and replaced with the position of Assistant Sergeant (Supply) which will be a focal point in the office under general supervision of the Sergeant-at-Arms.

These duties and responsibilities will include--

1. Preparation of purchase orders for office supplies, committee report forms, etc.
2. Issuance of office supplies and maintaining a minimum/maximum level.
3. Ordering name tags and door signs.
4. Processing Senate stationery orders.
5. Inventory of office equipment and furniture.
6. Issuance and control of keys for office and committee rooms, file cabinets, desks and lockers.
7. Dispatching Pages to various locations on telephone requests.
8. Coordinate service calls on typewriters, photo copiers, and office machines.

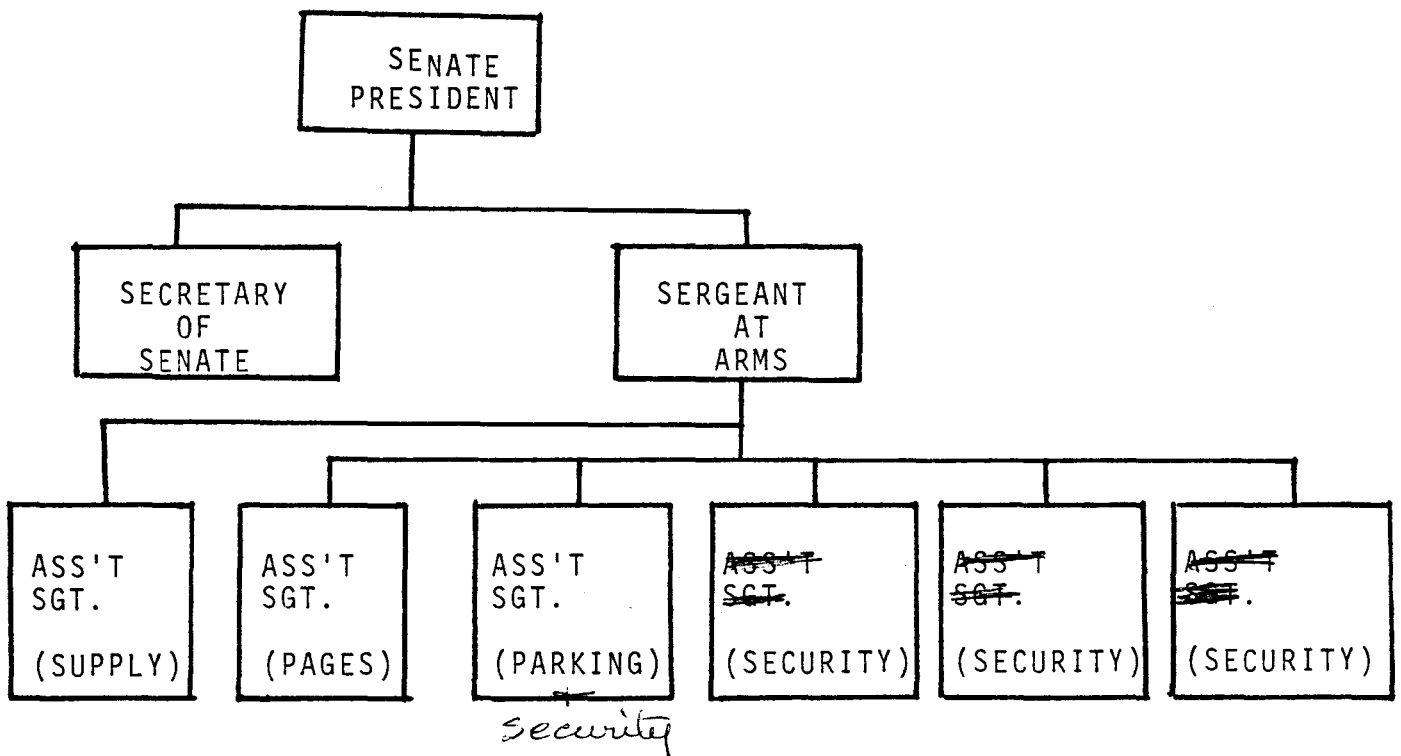
See attached Organization Chart for the Office of the Sergeant-at-Arms.

Submitted by


Ralph Erving

ORGANIZATION CHART

OFFICE OF THE SERGEANT-AT-ARMS



ORGANIZATION CHART

OFFICE OF THE SERGEANT-AT-ARMS

