

MINUTES OF THE
SENATE LEGISLATIVE ADMINISTRATION COMMITTEE

December 6, 1984

The meeting was called to order at 10:00 a.m by Chairman Blaylock. Committee members present included Senators Manning, Mazurek and Kolstad. Committee member Senator McCallum was excused. Also in attendance were President Norman, Senator Van Valkenburg, Bonnie Wallem, Secretary of the Senate, Ralph Erving, Sergeant-at-Arms, and Margaret Regan, Assistant Sergeant-at-Arms.

The committee reviewed the list of recommended employees and the pay grades of those positions. (See Exhibit 1)

President Norman asked who would be responsible for employing the legislative assistant. Chairman Blaylock said the President has the option of hiring two assistants and those positions are listed as the legislative assistant and an aide to the President.

Chairman Blaylock informed the committee that some of the recommended employees may be moved into positions other than what is shown on the list but added that he would be working with Bonnie Wallem and if any changes are necessary, Bonnie would make him aware of those changes. Chairman Blaylock asked the committee to give their permission to allow him and Bonnie Wallem the prerogative to fill those positions that have not yet been filled. President Norman said that request would stand until the Senate convenes. The committee gave their approval.

After discussing the three security positions, Senator Mazurek made a motion to remove one of the names slated for a security position and replace it with a different name. Senator Manning suggested adding a fourth security position. Senator Van Valkenburg asked what a security person's responsibilities include. Ralph Erving explained to the committee that there are security people posted at the three doors in the Senate and those people also maintain security in the Senate gallery and the hallways. Senator Van Valkenburg said since there are three doors in the Senate that have to be watched in addition to the gallery and hallways, it would be beneficial to have four security positions instead of three. Senator Mazurek agreed with Senator Van Valkenburg and withdrew his motion. Senator Manning moved to add a fourth security position to the list. Ralph Erving told the committee there will also be

two Assistant Sergeants-at-Arms available for security when necessary. Chairman Blaylock suggested if one of the people slated for a security position does not accept the job, the Senate would stay with the three positions left. The committee agreed. Senator Manning's motion was voted on and passed unanimously.

There was discussion on upgrading the Status Input Technician position. Senator Mazurek asked why that position is only a grade seven when it is such a key position. Bonnie Wallem explained that at the last Legislative Administration Committee meeting, it was recommended the Status Input Technician position be upgraded to at least a grade ten and the Senate should get the concurrence of the House since the House also employs a Status Input Technician.

Senator Mazurek made a motion to upgrade the Status Input Technician's position to a grade ten. The motion was voted on and passed unanimously. Chairman Blaylock said the position title would be changed to Secretary for Computer Input.

Senator Manning made a motion that the people listed on the recommended employees list be hired and put on staff at times when the Secretary of the Senate deems necessary and that Chairman Blaylock and Bonnie Wallem be given authority to make any necessary changes. The motion was voted on and passed unanimously.

The committee discussed the assignment of committee rooms. Senator Manning made a motion to move the Business and Industry Committee to Room 410, the Labor and Employment Relations Committee to Room 415 and that Room 404 be used for any office space that is deemed necessary. The motion was voted on and passed unanimously.

The committee designated Room 402 for the Education Committee and the Fish and Game Committee; Room 405 for the Natural Resources Committee and the Local Government Committee; Room 410 for the Public Health, Welfare and Safety Committee and the Highways and Transportation Committee; Room 415 for the Taxation Committee and the Agriculture, Livestock and Irrigation Committee; Room 108 for the Finance and Claims Committee; Room 330 for the State Administration Committee; and Room 325 (the old Supreme Court Chamber) for the Judiciary Committee.

Since the office in Room 108 has been lost due to the elevator shaft, the committee discussed negotiating with the Superintendent of Public Instruction for office space for Senator Regan

and her secretary. Senator Van Valkenburg offered to be the representative of the Senate to negotiate for space with the Superintendent of Public Instruction and with the Secretary of State, if space from that office is necessary.

Senator Van Valkenburg said he would take care of assigning office spaces and would have that information available next week.

The committee discussed the assignment of parking spaces. There are four Senate parking spaces in the front of the Capitol Building. Those spaces will be assigned to the President, Majority Leader, Minority Leader and Senator Dave Manning. There are 49 Senate parking spaces in the back of the Capitol Building. The House has requested three of those parking spaces to be used for handicapped parking for representatives. The Senate has a total of 53 parking spaces. President Norman said the Senate will need 52 of those 53 spaces and suggested the Senate give the House the one extra space. Senator Mazurek made a motion that the Senate give the House one parking space in the back of the Capitol. The motion was voted on and passed unanimously.

Senator Mazurek asked about the possibility of having name signs for each Senate parking space. Bonnie Wallem asked if Margaret Regan could call the prison and other sign shops to get estimates on name signs for parking spaces. Chairman Blaylock gave Margaret that permission. She will then give those estimates to Chairman Blaylock and if the estimates are reasonable, there will be an announcement made on the first day of the session, informing the senators that they could order a name sign if they wish but each senator would have to pay for the sign. The committee also agreed that the criteria for parking space assignments in the back of the Capitol would be based on seniority. Senator Anderson, who is on crutches, would also receive a space close to the back door of the Capitol.

The hiring of pages was discussed by the committee. The committee reviewed the draft memo presented by Ralph Erving. (See Exhibit 2) Senator Mazurek made a motion that each senator be given two pages at one week each or one page at two weeks. The motion was voted on and passed unanimously. Ralph Erving explained to the committee that during the previous sessions there has been a program called the "Page of the Week" where the outstanding page of the week has the opportunity to stay an additional three days into the following week. After discussion by the committee it was decided the program should be discontinued. The committee also decided the pages had to be 16 years of age and there would be no honorary pages.

The ordering of the senators' stationery was discussed. Margaret informed the committee that the leadership usually orders 1000

sheets of stationery and all other senators, except a few, received 500 sheets of stationery. However, there have been times where a senator would like additional stationery and those requests were usually honored by the Legislative Administration Committee and the cost was picked up by the Senate. Senator Manning made a motion to allow senators wishing additional stationery (up to 500 sheets) be given the additional stationery at a cost to the Senate. Chairman Blaylock told Margaret to try to hold the senators to 500 pieces but if it has been obvious, in the past, that certain senators want more than 500 pieces, they would be allowed to have more. The motion was voted on and passed unanimously.

The committee discussed bills distribution and agreed that anyone other than the senators must pay for copies of bills.

President Norman told the committee he will start assigning prefiled bills to committees by next week. He would like to have the committees start hearings on those bills as soon after the session begins as possible.

Ralph Erving asked for guidelines on ordering letterhead notepads for the senators. The committee also discussed the possibility of having business cards for each senator. Chairman Blaylock stated that he felt the State of Montana provides stationery for the legislators and if the senators want letterhead notepads or business cards, each senator would be responsible for paying for the notepads or business cards. It was decided Margaret would take orders for notepads or business cards and the senator making the order would be responsible for paying for the order.

Margaret Regan said the Senate needs to order up-to-date sets of Montana telephone books. The Senate has ordered five sets of books in the past at a cost of approximately \$100 per set. Senator Manning made a motion that the Senate purchase five sets of telephone books. The motion was voted on and passed.

Ralph Erving asked if the Senate should issue press cards. After discussion by the committee, Senator Mazurek made a motion that press cards should be issued and the Secretary of the Senate and the Sergeant-at-Arms would be responsible for the issuance of those cards. The motion was voted on and passed unanimously. It was decided the Secretary of the Senate would issue the press cards and the Sergeant-at-Arms would enforce the use of press cards.

There being no further business, the meeting was adjourned at 1:00 p.m.



CHET BLAYLOCK, Chairman

<u>Grade</u>	<u>Position</u>
20	Secretary of the Senate -- Bonnie Wallem
16	Sergeant-at-Arms -- Ralph Erving
14	Chaplain -- Robert C. Noonan
13	Assistant Secretary of the Senate -- Sid Armstrong
13	Aide to the Senate Minority --
13	Aide to the Senate President --
11	Legislative Assistant --
11	Chief Stenographer -- Sanna Porte Kiesling
11	Bills Clerk -- Doris Cason
11	Journal Clerk -- Rose Oleson
11	Assistant Sergeant-at-Arms:
	1. Margaret Regan -- Supply
	2. David Elias -- Pages
	3. Ted Fieskvold -- Parking & Security
11	Secretary to the President -- Bobbie Murphy
11	Secretary to the Secretary of the Senate -- Vicki Lofthouse
11	Secretary to the Majority Leader -- Kelly Beard
11	Secretary to the Minority Leader -- Barbara Simic
10	Bills Coordinator -- Mike Menahan
10	Assistant Chief Stenographer -- Jenean Meachem
10	Secretary to the Assistant Secretary of the Senate --
10	Assistant Journal Clerk --
10	Assistant Bills Clerk -- Joan Duncan
10	Bills Distributor -- Bob Purdy
10	Amendments Coordinator -- Jo Owens

<u>Grade</u>	<u>Positions</u>
10	Committee Secretary (Agriculture) -- Rita Tenneson
10	Committee Secretary (B & I) -- Carol Duval
10	Committee Secretary (Education) -- Jill Rohyans
10	Committee Secretary (Finance) -- Sylvia Kinsey
10	Committee Secretary (Fish and Game) -- Agnes Hamilton
10	Committee Secretary (Highways) -- Margaret Bender
10	Committee Secretary (Judiciary) -- Cindy Staley
10	Committee Secretary (Labor) -- Beth Daily
10	Committee Secretary (Local Government) --
10	Committee Secretary (Natural Resources) -- Cindy Peterson
10	Committee Secretary (Public Health) -- Elaine Gravely
10	Committee Secretary (State Administration) -- Glenda Pennington
10	Committee Secretary (Taxation) -- Nancy Aagenes
10	Committee Secretary (Special) --Kathleen Ely
10	Committee Secretary (Special) -- Leona Williams
10	Committee Secretary (Special) -- Mari Barham
10	Committee Secretary (Special) --
9	Assistant Bills Coordinator -- Paul Tuss
9	Assistant Bills Distributor -- Cindy Jeske
9	Assistant Amendments Coordinator -- Kathy Bramer
8	Secretary to the Majority Whip -- Tempie Renders
8	Secretary to the Minority Whip --
7	Status Input Technician -- Nancy Ritz
7	Reading Clerk -- Bridgett Malee
7	Posting Clerk -- Will Not Be Filled
7	Supply Clerk -- Will Not Be Filled

<u>Grade</u>	<u>Position</u>
7	Senate Security: 1. Bunnie Albers 2. Wayne Putz 3. John Bolger
6	Proofreader: 1. Jean Stearns 2. Barbara Griffith
6	Clerk-Typist -- Will Not Be Filled
6	Steno Aide: 1. Jewell Lee 2.
5	Parking Attendant -- Will Not Be Filled
5	Doorman -- Will Not Be Filled
5	Page Supervisor -- Will Not Be Filled
1	Permanent Page --