

MINUTES OF THE MEETING  
49TH LEGISLATURE THIRD SPECIAL SESSION  
LEGISLATIVE ADMINISTRATION COMMITTEE  
MONTANA STATE SENATE

June 25, 1986

The Legislative Administration Committee meeting was called to order on the above date, in Room 402 of the State Capitol Building, at 2:05 p.m. by Chairman Blaylock.

ROLL CALL: Senator Manning absent. All other members present.

MICROPHONE BOOMS: Mr. Don Liles explained the booms, mounts and flexible gooseneck mounts and presented the committee with Exhibit #1 which explains the possible solutions to the microphone boom problem in the Senate.

Senator Blaylock asked Mr. Liles if he could guarantee these booms can be repaired. Mr. Liles answered that these are American made by the Atlas Company. This company has been in business about 40 years and is sound. He said there was a slight possibility, if we only need the pivot, he may be able to negotiate with Atlas on the price. This system fits in with the current system.

Senator McCallum moved to go with Solution #1 - Replace booms with updated model. (see Exhibit #1) Motion carried.

Senator Blaylock asked Mr. Liles to have these booms installed and ready for the January, 1987 session. Mr. Liles said he would have them in and ready by January and guaranteed they can be repaired.

MICROPHONES: Senator Blaylock asked Don Liles about repairing the microphones. Mr. Liles explained that repairs run between \$50 - \$60 and the microphones are sent back to the factory for this. There are 5 extra microphones in the Senate, all in good repair at this time, according to Ralph Erving, Sergeant at Arms.

Senator Blaylock asked Mr. Liles to check the cords and, if necessary, replace them and be sure all the microphones and the sound system is working by the January session.

Tony Herbert and Steve Ward, Telecommunications Bureau, State Department of Administration, were present and Mr. Herbert said the committee was heading in the right direction by getting the booms fixed. His office will interface with the committee and Ralph Erving on these things in the future whenever necessary.

TYPEWRITERS AND COMPUTERS: Senator Blaylock said the typewriters are in need of major repairs.

Ralph Erving stated there are 33 typewriters and all but one need repair. They were purchased in 1974 at a cost of \$603.00 each. These are IBM Selectric II typewriters and are now obsolete.

Senator Blaylock said the typewriters have been under a maintenance contract during the regular session but weren't maintained properly.

Bonnie Wallem, Secretary of the Senate, said the contract was let for maintenance through state government and someone other than IBM was servicing the typewriters. After the other company worked on them, they were in worse shape than originally.

She said we bought 2 computers last session and for this special session are leasing one from the Department of Administration and borrowing one from Legislative Council. They have put several new procedures into place in the Senate, such as generating the journal from the computer on the rostrum and doing bill histories. They are able to share the disks with Legislative Council. The memory typewriters do not have the capacity to store more than 5 pages.

Senator Mazurek said senators get many letters on a single subject and the steno pool needs to have the capacity to send one letter and change the names and addresses on these letters.

Bonnie Wallem said the computer is the best solution to the problem. We have 3 computers and they are busy all the time. Venders for computers are not willing to lease the equipment and we are placed in a position to have to purchase. She suggested the committee have a meeting to call venders in and tell them what our needs are so we can get some competition going and get the type of equipment we need.

Ralph Erving said Casey Faye, from Tech. Service, could explain this to the committee. They are open to rental and will take the old typewriters on trade.

Senator McCallum thought leasing the best solution as the machines could be updated each session.

PHOTOCOPY MACHINES AND RECORDERS: Senator Blaylock referred the committee to a memo from Janean Meacham, Chief Steno, Exhibit #2. He suggested renting a copy machine for the steno pool.

It was the consensus of the committee, and the Chief Steno, that there wasn't enough room in the steno pool for the copy machine and Room 414 would be the most convenient location. The machine should be in a location where it can be monitored as far too many people were taking advantage of using it last session.

Senator Mazurek suggested placing it in Room 414 when doing the room assignments in November.

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The steno pool needs about 5 hand held recorders. It was suggested these be rented also.

PHONE BOOKS: The committee decided to update the phone books with several sets, some to go to the steno pool.

Senator Kolstad said any decisions as far as expenditures are concerned should be done prior to writing the bill funding for the next session.

Senator Mazurek thought it was already done in HB 500 last session. Senator Blaylock will find out how much money is in HB 500 for the memory typewriters and other equipment and, if we don't have enough money to get the typewriters, we will have IBM service the old ones.

Senator McCallum asked when they are going to get some windows cut into Room 413-415 (taxation room). He said it gets so hot and stuffy in there they can hardly stand it. Senator Blaylock said it wasn't possible to cut windows in but it had been suggested they go through the roof and put in a large fan to help circulate the air. Hopefully this will help.

There being no further business, the meeting adjourned.

  
SENATOR CHET BLAYLOCK, Chairman

## ROLL CALL

LEGISLATIVE ADMINISTRATION

COMMITTEE

48th LEGISLATIVE SESSION -- 1986

Date June 25, 198

THIRD\_SPECIAL\_SESSION\_

[illegible]

Each day attach to minutes.

D.L. LILES COMPANY

P.O. Box 4043  
Helena, Montana 59601  
(406) ~~555-1234~~ 449-7121

June 25, 1986

TO: Senator Chet Blaylock

FROM: Don Liles

RE: Problem with microphone booms in Senate Chamber (i.e., pivot mechanisms on booms are worn out)

Possible solutions for the problem are as follows:

1. Replace booms with updated model. Cost, \$30.00 each (31 total), including installation and anchoring of mounting tubes in desks if necessary. Total (materials and labor), \$930.00.
2. Remove booms and install microphone holders on existing mounting tubes in desks. Cost, \$6.00 each, including anchoring mounting tubes when necessary. Total (materials and labor), \$186.00.
3. Replace booms with flexible gooseneck mounts. Cost, \$30.00 each. Total (materials and labor), \$930.00. Not recommended because of extreme length of mounts necessary for this installation and high level of noise generated by movement of microphones in this type installation.

SENATE LEG. ADMINISTRATION

EXHIBIT NO. 1

DATE 6-25-86

BILL NO. None



*The Big Sky Country*

## MONTANA STATE SENATE

June 23, 1986

### SUGGESTIONS

I would suggest the Senate rent or lease 3, 4 or even 5 handheld recording machines to loan to the Senators for dictation. These would be kept in the Steno Pool and be used strictly for Senators dictation. We would also need 2 or 3 transcribing machines that would also stay in the Pool.

A photocopy machine is desperately needed on the 4th floor, preferably in the Steno Pool so we have immediate access to it, and could monitor who was using it. Even during special session we at least need a small one to make copies of letters, etc. Otherwise, we have to run to the 3rd floor, which takes up typing time. Pages, aides, etc. could use the photocopy machine in room 300 as that would be more handy for them.

We have 33-34 IBM typewriters. All need maintenance, some minor repairs and others a little more. In 1985 it seems we had to have at least a couple repeat maintenance calls on the same typewriters to get the correction feature fixed so it would clean up adequately. I think it would be a good idea to have at least 1 or 2 memory typewriters in the pool for repetitive mailings. The computer was put to good use during last regular session, and has also been used quite a bit for repetitive mailings during special sessions.

During each regular session, it would be very beneficial to have an updated copy of the phone books in Montana. It is hard to get current addresses from phone books that are 2-8 years old. A complete set should be in the Steno Pool, another set in either the Sec. of Senate's office or the sergeant's office. The secretaries also could use at least a couple different books for the districts of their Senators.

JANEAN MEACHAM  
Chief Steno-Special Session 3

SENATE LEG. ADMINISTRATION

EXHIBIT NO. 2

DATE 6-25-86

BILL NO. None