

LEGISLATIVE ADMINISTRATION COMMITTEE
House of Representatives
January 21, 1987

The meeting of the Legislative Administration Committee was called to order on January 21, 1987 at 2:00 p.m. in Room 428-A of the State Capitol. The following members were present at the meeting:

Rep. Harriet Hayne, Chairman
Rep. Ed Grady, Vice-Chairman
Rep. Jan Brown
Rep. Bud Campbell
Rep. Bob Marks
Rep. Red Menahan

Also present were Chief Clerk, Bobby Spilker, Sergeant-at-Arms, Chuckie Cramer, Bob Person, Kay Roos, Amy Clark, Rep. John Vincent, and Rep. Dorothy Bradley.

Rep. Brown moved the minutes of January 5, 1987 be approved as printed. The motion was seconded and carried.

Staff Organization Update

Chief Clerk Spilker submitted a follow-up report on the decision to reduce staff by 12 1/2 positions this session. Combining some of the afternoon committees with a shared secretary is working out well. The committee secretaries are pleased with their aides and are utilizing them well. The reduction of one FTE in the Sergeant-at-Arms staff, one Status Input Technician and three fewer employees on the rostrum and floor has caused no apparent problems.

Recommendation for Position Changes

Chief Clerk Spilker requested approval from the Committee to upgrade the position of Legislative Assistant in the Chief Clerk's office to Assistant Chief Clerk, due to the additional responsibilities that have been assumed by that employee. The position will be changed from Grade 11 to 13, but will not place an additional burden on the budget due to vacancy savings realized in other departments.

Chief Clerk Spilker also requested approval to fill a vacancy created by the resignation of the Local Government Committee. The Chief Stenographer has replaced the former secretary with a stenographer from the steno pool and may need to fill that position in the future.

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Rep. Menahan moved to allow the position changes, and that the Chief Clerk be authorized to hire an additional employee for the steno pool if necessary. Motion was seconded by Ed Grady and carried unanimously.

Bill Calendar Boards

Chief Clerk Spilker reported that the appropriation for the bill calendar boards has been removed from the feed bill pending more information from Datronics. There were some problems with the voting system that have been solved. The machine is jamming on the roll call, but they are presently able to work around the problem.

Update of Equipment Purchases/leases

The Sergeant-at-Arms reported she called for bids on 200 folding chairs and 5 racks. There was a \$1000 difference in the high and low bids. Lowest bid was from Empire Office Machines for \$3390. Ten additional microphones have been ordered from Don Liles for the sound system downstairs. She checked with the Montana State Prison about prices for the bookcases to be installed around the perimeter of the House chambers. The prison will furnish custom-made bookcases 42 inches high and 36 inches wide, stained light oak or dark walnut for \$135.00 each. Bob Marks suggested that other bids should be solicited from furniture plants outside the prison.

A general discussion followed concerning the merits of wood bookcases compared to metal bookcases. Chuckie pointed out that metal deteriorates much faster over a long period of time than wood and that wood would be more compatible with the House decor.

The Sergeant-at-Arms requested permission to purchase four large tables and two smaller tables for the secretaries. Rep. Menahan moved that the Sergeant-at-Arms be authorized to purchase the folding tables and racks, the tables requested by the secretaries and to investigate prices of Montana-made wood products. Motion was seconded by Bob Marks and carried unanimously.

Representative Bradley asked to address the Committee about the problems with the dictaphone equipment being used in the steno pool. The tapes are so noisy the stenographers cannot transcribe the letters when they try to process them. They have to be dictated again and as a result the legislators are falling behind in their correspondence with their constituents. Rep. Marks moved that the Chief Clerk be authorized to repair or replace the equipment if the cost is

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under \$500 without additional committee action. Motion was seconded by Rep. Brown and carried unanimously.

Rep. Menahan discussed a problem concerning payment of mileage to legislators who attended committee meetings before legislature convened and returned home because their living arrangements had not been completed. Rep. Marks replied that the claims were being handled on a consistent basis and would be reviewed again and checked to see if any should be handled differently.

Rep. Vincent addressed the Committee with a request it approve the installation of a telephone in Room 364 in the Minority office. He explained that the large number of people using the telephones in his office are more than adequate, but phones having more than one line can only accommodate one caller at a time. Rep. Marks asked the Sergeant-at-Arms to look into the request.

The meeting was then regularly adjourned.


Representative Harriet Wayne,
Chairman



The Big Sky Country

MONTANA HOUSE OF REPRESENTATIVES

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**BOBBY SPILKER
CHIEF CLERK**

HOUSE LEGISLATIVE ADMINISTRATION COMMITTEE

January 21, 1987

Room 428-A -- 2 p.m.

AGENDA

Roll Call

Staff Organization Update - Bobby

Recommendation for Position Changes - Bobby

Bill Calendar Boards - Bobby

Update on Equipment Purchases/leases - Chuckie

General discussion on future equipment purchases - Chuckie

Other

CHIEF CLERK'S OFFICE - Review of Staffing Pattern

1981

Chief Clerk (20)
Ass't Chief Clerk (12)
Sec. to Chief Clerk (11)
Sec. to Ass't Chief Clerk (10)
Clerk-typist (6)

1983

Chief Clerk (20)
Ass't. Chief Clerk (13)
Sec. to Chief Clerk (11)
Sec. to Ass't. Chief Clerk (10)
Clerk-typist (6)

1985

Chief Clerk (20)
Ass't Chief Clerk (13)
Sec. to Chief Clerk (11)
Leg. Ass't. (11)
Leg. Ass't. (11)
Sec. to Ass't. Chief Clerk (10)

1987

Chief Clerk (20)
Ass't Chief Clerk - Administration (13)
Ass't Chief Clerk - Legislation (13)
Secretary (11)
Permanent Page (1)

1987 - Senate

Secretary of Senate (20)
Ass't. Secretary (13)
Sec. to Sec. (11)
Sec. to Ass't. Sec. (10)

