

MINUTES OF THE MEETING  
LEGISLATIVE ADMINISTRATION COMMITTEE  
50TH LEGISLATIVE SESSION  
HOUSE OF REPRESENTATIVES

The meeting of the Legislative Administration Committee was called to order on February 16, 1987 at 12:30 p.m. in Room 427 of the State Capitol.

ROLL CALL: 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. William Menahan

Also present were Chief Clerk Bobby Spilker, Sergeant-at-Arms Chuckie Cramer, and Minority Leader Rep. John Vincent.

Rep. Menahan moved the minutes of January 21, 1987 be approved as submitted. The motion was seconded and CARRIED.

HEARING ON SENATE BILL NO. 32: Rep. Brown explained that the purpose of the bill was to reduced the membership of the Capitol Building and Planning Committee as the Lewis and Clark Area-wide Planning Committee has ceased to exist, and the Committee no longer has the funding to do the extensive renovation planned. Rep. Menahan moved the Legislative Administration Committee recommend the House CONCUR IN Senate Bill 32. The motion was seconded by Rep. Brown and CARRIED unanimously.

STAFF ORGANIZATION UPDATE: Chief Clerk Spilker reported the following employment changes made since the last committee meeting:

- 1) Ree Forbes will be temporarily absent from her position in the steno pool due to an illness in her family.
- 2) Claudia Johnson has recently been hired to fill a vacancy in the steno pool; one position still remains open in the pool.
- 3) Sandra LaSalle has been employed as a committee aide. This is an additional position, not a replacement.
- 4) Konrad Ziesling has been hired as the new permanent page in the Speaker's office.

Legislative Administration Committee  
February 16, 1987  
Page 2

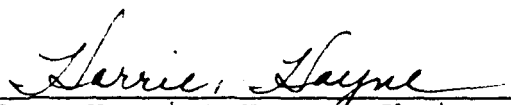
Chief Clerk Spilker noted that overtime pay was estimated at approximately 30 percent in the feed bill, but is presently running at about 19 percent.

Sergeant-at-Arms Cramer reported that several people have been contacted about prices on the oak book shelves, but no estimates have been received to date.

Rep. Marks inquired if the steno pool was accumulating any significant overtime hours. Chief Clerk Spilker replied that the only overtime hours going to the steno pool were for preparing mailings for legislators and maintaining office hours on Saturday.

EMPLOYEE REQUEST - REP. JOHN VINCENT: Rep. Vincent requested the Committee consider combining the positions of secretary and legislative assistant into one position, "aide to Minority Leader". The Minority Leader found he did not need a full time assistant and the position is now open. However, additional responsibilities were added to the secretary's duties that warrant raising the position to Grade 13. After a general discussion concerning the problems that would be engendered by raising a secretarial position to Grade 13, it was suggested that the secretary consider using the steno pool as part-time help. Rep. Marks moved to give the Minority Leader a permanent page. The motion was seconded by Rep. Brown and CARRIED unanimously.

The meeting was then regularly adjourned.

  
Rep. Harriet Hayne, Chairman



*The Big Sky Country*

**MONTANA HOUSE OF REPRESENTATIVES**

BOX 161

CAPITOL STATION

HELENA, MONTANA 59620-0144

(406) 444-4822

**BOBBY SPILKER  
CHIEF CLERK**

**HOUSE LEGISLATIVE ADMINISTRATION COMMITTEE**

February 16, 1987

Room 437

12:30 p.m.

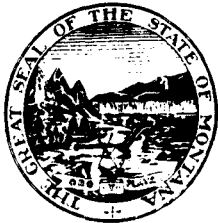
Roll Call

Minutes

Hearing on Senate Bill 32

Staff Organization Update - Bobby Spilker

Employee Request - Rep. John Vincent



## *The Big Sky Country*

# MONTANA HOUSE OF REPRESENTATIVES

REPRESENTATIVE JOHN VINCENT  
MINORITY LEADER

February 9, 1987

### STAFF CHANGE PROPOSAL BEFORE LEGISLATIVE ADMINISTRATION COMMITTEE

I am proposing to combine the positions of Secretary and Legislative Assistant into an "Aide to Minority Leader" and add a Permanent Page to our staff.

In addition to the work required by the Secretary to the Minority Leader, Joyce also performs the duties of a Legislative Assistant and a Permanent Page. She currently serves as Secretary to the Minority Whip, too.

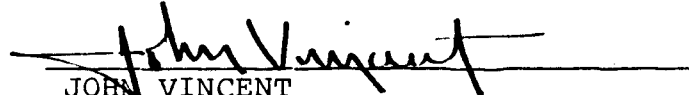
Joyce performs numerous daily tasks for the Minority Leader and Minority Whip including, but not limited to, the following:

- (1) Office Manager.
- (2) Answering incoming telephone calls - many of which require researching information and making return calls to the original caller.
- (3) Legislative Issues and Procedural Research - requiring knowledge of the M.C.A., Rules of the Legislature, Mason's, and daily contact with various government and private sector entities.
- (4) Constituent Relations - recording concerns over the telephone and drafting and typing responses. Also assist in drafting correspondence for Minority Leader and Whip, in addition to typing, copying and filing same.
- (5) Bill Tracking.
- (6) Scheduling.
- (7) Recording minutes of Democratic caucuses.
- (8) Providing information to the general public. Because of the location of our office, there is an exceptionally high volume of traffic and people requesting information.

Numerous Democrats also request work from Joyce that is of a confidential nature and cannot, therefore, be done by the Steno pool staff.

During the 1983 Session, the Minority Leader and the Minority Whip each had a full-time Secretary. During the 1985 Session, the Republican Floor Leader had the following positions: Aide to Republican Leader, Legislative Assistant, and Permanent Page. In addition, the Republican Floor Leader also had a Legislative Assistant and Secretary.

Attached are figures to show the cost savings of combining the Secretary and Legislative Assistant positions and adding a Permanent Page to the Office of the Minority Leader. I request that this change of staffing be approved by the Committee.

  
JOHN VINCENT  
Minority Leader

Attachment

PROPOSED STAFF CHANGES IN MINORITY LEADER'S OFFICE

- (1) Combine Legislative Assistant and Secretary Positions and classify as Grade 13, Step 6.
- (2) Add Permanent Page at Grade 1, Step 2.

COST OVERVIEW

Current Costs: Based on 40 regular hours and 8 overtime hours per week:

Legislative Assistant	=	\$519.272	(before
Secretary	=	<u>468.000</u>	taxes)
TOTAL CURRENT SALARIES	=	\$987.272	

Proposed Costs: (40 regular hours/8 overtime hours per week)

Legislative Assistant/ Secretary	=	\$542.256	(before
Permanent Page	=	<u>228.384</u>	taxes)
TOTAL PROPOSED SALARIES	=	\$770.640	

Savings: \$216.632 Less wages paid per week under proposed plan  
\$866.528 Less wages paid per month under proposed plan



*The Big Sky Country*

# MONTANA STATE HOUSE OF REPRESENTATIVES

## MEMORANDUM

TO: Speaker Daniel Kemmis  
FROM: Jo Ann F. Owens, Chief Clerk  
DATE: January 24, 1983

It is my understanding that the Legislative Administration Committee approved a request for extra help by the House Minority Leadership. In accordance with this request, I have made the following arrangements.

When the Minority Leadership secretary needs help with typing, she is to request the services of Sherryl English through the Chief Steno. Sherryl has been designated as the typist for the House Minority.

This designation is made with the understanding that Sherryl's first priority is the work load of the Steno Pool. In accordance with this designation, Sherryl may, from time to time, relocate to the Minority offices to help with their typing. However, this relocation should not be considered in any way permanent, but must be approved on a daily basis by the Chief Steno.

If, for any reason, this arrangement falls short of meeting legitimate needs, and if the Steno Pool, for its own operation, needs to hire another typist, the Minority Leadership may wish to recommend some applicants for such an opening.

JAO/lt  
cc: Rep. Marks  
Rep. Ramirez  
Bobbie Wolfe, Chief Steno

A handwritten signature, likely of Jo Ann F. Owens, written in cursive.

1                   SENATE       BILL NO. 12

2   INTRODUCED BY   KOLSTAD, J. BROWN, PHILLIPS

3   BY REQUEST OF THE CAPITOL BUILDING AND PLANNING COMMITTEE

4

5   A BILL FOR AN ACT ENTITLED: "AN ACT AMENDING SECTION

6   5-17-101, MCA, TO REVISE THE MEMBERSHIP OF THE CAPITOL

7   BUILDING AND PLANNING COMMITTEE; AND PROVIDING AN IMMEDIATE

8   EFFECTIVE DATE."

9

10   BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

11       Section 1. Section 5-17-101, MCA, is amended to read:

12       "5-17-101. Capitol building and planning committee --

13       appointment, composition, and meetings. (1) There is a

14       capitol building and planning committee consisting of 16

15       eight members as follows:

16       (a) six two members of the house of representatives

17       appointed by the speaker on a bipartisan basis;

18       (b) six two members of the senate appointed by the

19       committee on committees on a bipartisan basis;

20       (c) the director of the department of administration,

21       who shall serve as a nonvoting member;

22       (d) the administrator of the architectural and

23       engineering division of the department of administration,

24       who shall serve as a nonvoting member;

25       (e) a representative of the governor's office,

1   designated by the governor, who shall serve as a nonvoting

2   member; and

3       (f) ~~the director~~ ~~of~~ ~~the~~ ~~Bewis~~ ~~and~~ ~~Clark~~ ~~areawide~~

4   ~~planning organization~~ ~~a representative of the city of~~

5   ~~Helena, designated by the governing body, who shall serve as~~

6   ~~a nonvoting member.~~

7       (2) The committee shall select a chairman, who may

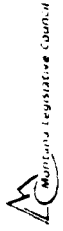
8   call meetings at his discretion for the conduct of committee

9   business."

10       NEW SECTION. Section 2. Effective date. This act is

11   effective on passage and approval.

-End-



THIRD READING  
58-32





*The Big Sky Country*

MONTANA HOUSE OF REPRESENTATIVES

BOX 161

CAPITOL STATION

HELENA, MONTANA 59620-0144

(406) 444-4822

BOBBY SPILKER  
CHIEF CLERK

MEMORANDUM

DATE: January 28, 1987

TO: Legislative Administration Committee  
(Hayne, Grady, Marks, Campbell, Jan Brown, Menehan)

FROM: Bobby Spilker

*Bobby*

To bring you up-to-date on some employee changes:

- (1) Jean Carroll, secretary to the Natural Resources Subcommittee, quit effective at the end of the day, January 23, 1987.
- (2) Denise Thompson, the Appropriations Secretary, has been filling in at that position.
- (3) Marigail Barham has been hired to fill that position permanently.
- (4) Speaker Marks rotates his Permanent Page position every three weeks and as of January 24, 1987, his Page is Katrina Kropp rather than Karen Dove.
- (5) Ed Smith, the Legislative Assistant to the Minority Office was released effective at the end of the day, January 21, 1987.

Regarding the dictaphone equipment discussed by Rep. Bradley at your last meeting: Bea Burr, the Chief Steno, has purchased three new ones at \$159 each including adapters. This was less expensive than the potential cost of repairing the old ones.

Chuckie also wants you to know that as per your instructions she has purchased 200 padded, folding chairs, five carts to store them, four medium-sized tables and two small tables. All have been delivered and are being used.

xc: Person  
Roos  
Clark  
Cramer



*The Big Sky Country*

MONTANA HOUSE OF REPRESENTATIVES

BOX 161

CAPITOL STATION

HELENA, MONTANA 59620-0144

(406) 444-4822

BOBBY SPILKER  
CHIEF CLERK

MEMORANDUM

DATE: March 9, 1987

TO: Legislative Administration Committee

FROM: Bobby Spilker *Bobby*

To bring you up to date on some personnel matters:

(1) As per your authorization, the Minority Leader is hiring a permanent page on a weekly basis. Thus far he has had Molly Olson and Julie Vincent. This week his page is Martha Cody.

(2) Konrad Ziesing has finished his stint as permanent page to the Speaker and Eric Jones is now on board.

(3) Ree Forbes is back in the Steno Pool after her husband's surgery.

(4) Betty DeYoung (secretary in State Administration) had surgery today. She may or may not be back. Jeanne Johns of the Legislative Council is taking her place, at least temporarily.

(5) Bea Burr, the Chief Steno, has outlined to me some plans to help the committee secretaries complete their work without having to stay beyond the end of the session. This plan involves using some of the subcommittee secretaries who are just about done, to help in the heavy areas such as Judiciary and Taxation.

(6) The Committees Aides and Permanent Page will be terminated towards the end of this month, depending upon their continued usefulness.

(7) The Appropriations Committee Secretary now has the help of another secretary and a full time aide so Denise should be able to stay current with her minutes.

No agenda for this. Meeting was noticed by a memo from Bobby.