MINUTES LEGISLATIVE ADMINISTRATION COMMITTEE

The meeting of the Legislative Administration Committee was called to order in room 428-A of the Capitol by Chairman Rep. Harriet Hayne, at 1:10 p.m. on December 12, \$986. The following members were present at the meeting:

Rep. Harriet Hayne, Chairman

Rep. Ed. Grady, Vice Chairman

Rep. Bud Campbell

Rep. Jan Brown

Rep. Bob Marks

Rep. Red Menahan

Speaker-elect Rep. Bob Marks introduced the new Chief Clerk, Bobby Spilker and the new Sergeant-at-Arms, Chuckie Cramer.

GENERAL POLICIES

1. HJR 7 from 1985 session. (EXHIBIT 1)

a. New job designations. Chief Clerk Spilker described the positions she wished to be added. These were Committee Aide positions which would assist the committee secretaries with filing of books, running errands, etc. and this would leave the secretaries more time to spend on their minutes. Chief Clerk Spilker also stated that these were part-time positions of about two hours in the morning and two hours in the afternoon. Chuckie Cramer described briefly the duties of the position she was requesting, Distribution Clerk, stating that this person would be responsible for the pages and the supply room in the absence of other personnel. The grade levels for these positions were Committee Aide at Grade 3 and Distribution Clerk at Grade 5.

Representative Marks spoke in favor of the Committee Aide positions. Representative Marks moved to accept the requested positions. Rep. Jan Brown seconded the motion. The motion carried unanimously.

b. Pay for "exempt" positions. Chief Clerk Spilker explained that HJR 7 during the last session and interim, stated the Clerk be paid 48 hours a week and no overtime was awarded. She indicated to the committee that this section of the resolution needed to be clarified as to whether the 48 hour provision is for just the session or also pre- and post-session.

Scott Seacat, Legislative Auditor, spoke in regard to this issue stating that a comp-time situation could be an alternative for the two positions as a lot of overtime is put in during the session as well as time spent in the interim; pre and post-session activities.

Representative Marks stated last time there was a disagreement regarding the overtime pay of the Chief Clerk and he felt the intent should be clarified for this session. He also said that he preferred some sort of additional compensation for the Chief Clerk and Sergeant-at-Arms. They deserved this compensation in whatever form it was decided.

Mr. Seacat gave an estimate of the number of hours of excess time accounted for in the 81, 83, and 85 sessions for the Chief Clerk alone. This averaged 300 hours. He explained if the Clerk got paid for 48 hours a week, that would equal 120 hours of comp time for the session.

Rep. Menahan stated that last time the 48 hours was used to compensate for benefits not received.

Mr. Ed Smith, prior Chief Clerk stated that he was never compensated on an hourly basis.

Rep. Grady asked if it is really necessary to work overtime in the interim or not. He said he felt it is not necessary. Rep. Marks agreed with that but said the resolution needed to be clarified and his preference would be to allow additional compensation during session in such a fashion to equal 120 hours. If the Chief Clerk or Sergeant worked beyond 40 hours a week it would not be considered after the 120 hours was met.

Mr. Smith addressed a couple of questions regarding these people being considered professional persons. He stated that the Chief Clerk did not receive any benefits like the regular state professional persons do. He felt that they had a right to be paid some compensation for this. He also said that he felt the Chief Clerk was being discriminated against because they are receiving no pay for overtime hours as the other employees are.

Rep. Menahan moved that the legislature pay 40 hours per week with about 15 hours per week at overtime pay or time and a half. After session, they would work at the discretion of the Speaker at an hourly rate of pay.

Mr. Seacat explained that would equal more time than the 300 hours compensation that the Chief Clerk's had actually worked in the past, or 337.5 hours.

Mrs. Diana Dowling, Executive Director of the Legislative Council, explained to the committee that whatever they decided, the employees should fill in the actual time they worked regardless if they got paid for it or not. This information is placed on the state payroll records and could be traced at a future time.

Rep. Marks asked Rep. Menahan if he would be interested in a comp-time situation as Mr. Seacat had described earlier to be used at the end of the session.

Rep. Quilici who was in attendance, asked if he could address the committee on another issue as he had to leave and would like a few moments first. Chairman Hayne asked him to proceed. He said that a couple of issues came up and one was the minority leadership office space. The fact that the State Administration chairman may be sharing the office space with the minority. He said he felt this would be a bit of an inconvenience for the minority but although it was a problem it was not a major one. He asked for cooperation on the part of the majority leadership to assist in the situation. He also requested an Administrative Assistant be hired for the minority and a secretary. He said naturally everyone has a secretary and he would assure that they would utilize one fully. He asked for the committee's assistance in these matters.

Upon his departure, the committee continued with their previous issues. Rep. Menahan moved to pay the Chief Clerk and Sergeant-at-Arms 40 hours a week plus 15 hours maximum overtime hours and during the interm they would work at the discretion of the Speaker at their actual rate of pay per hour worked.

The motion which passed was: Rep. Marks substitute motion, during session only, the Chief Clerk and Sergeant-at-Arms be paid at 48 hours per week. In addition, the Chief Clerk and Sergeant-at-Arms would keep time sheets with the actual number of hours worked. During pre and post session, if additional services are required, they would be paid on an hourly basis equal to their session hourly pay.

- Rep. Menehan seconded the motion. The motion carried unanimously.
- c. Step advancement. The Chief Clerk explained that the resolution needed to be clarified regarding step increases. New employees start at step 2 but the step increases needed clarification as they were not being used consistently with regard to special sessions, prior legislative employment, etc..
- Rep. Menahan moved that only time spent when hired by the Montana Legislature as a legislative employee or serving as a legislator would count toward a step increase and 1/2 of the full session employment must be met; therefore, no special sessions would count unless they were at least 45 days long.
 - Rep. Marks seconded the motion. The motion carried unanimously.
- d. 20¢ in-lieu-of benefits. Would the 20¢ per hour added to employees wages be added in prior to the figuring of time and a half overtime, as part of the employees actual salary or would it be considered in lieu of benefits.

Diana Dowling stated that the 20¢ should be added to their salary because no benefits are being paid.

Rep. Menahan moved that they continue paying the 20¢ as part of the wage base. The motion was seconded by Rep. Brown. The motion carried unanimously.

2. Hours for Telephone Switchboard

It was agreed that the switchboard hours should be shared equally between the House and Senate operators. The hours should be 7:00 a.m. to 7:00 p.m., or 1 hour after the last house adjourns. Rep. Marks also stated that, if weekly alternating of shifts were accepted, it would be more fair. This should be discussed in joint session.

3. Concerning Telephone

a. Telephone credit cards. Rep. Menahan moved that telephone credit cards are budgeted by biennium and that amount should be equal to \$75 per month for the Speaker; \$50 for the Majority and Minority leaders; and \$25 per month credit for the Speaker Pro-tempore and whips.

Rep. Vincent said he felt all legislators should be able to get \$25 per month credit for long distance calls but he understood the tight situation.

Rep. Marks seconded the motion. The motion carried unanimously.

- b. Telephone operators salary. It was agreed the operators grades should be the same for both houses. Rep. Menahan moved to discuss this issue with the joint committee.
- c. Audit report on usage. Mr. Seacat gave a report on the usage of the phones saying basically there were poor controls on phone usage. (EXHIBITS 2 & 3)

He recommended the joint rules define some things such as calling home, calling constituents, etc. be made. He said he felt it should be allowed, that some calls would be reasonable, however the committee should spell out in the rules or management policy what is allowed and what isn't.

Rep. Menahan recommended that specific rules be sent to house members on what calls are allowed and not allowed.

Options of the handout from telecommunications (EXHIBIT 4) were reviewed and Rep. Marks suggested the phone banks be limited to in-state long distance or less and leadership unlimited, with committee secretaries having in-state.

Rep. Vincent stated that when his caucus meets, he would say no to any out-of-state calls period; unless they used leadership phones.

Chuckie Cramer mentioned that there was a real security problem with the telephones.

Scott Seacat suggested that there be restrictions on phones and that a management directive from the committee or Speaker should be sent to all legislators and employees regarding the intent.

Rep. Marks suggested option NCOS 4 of the handout for the leadership, the NCOS 3 for the phone banks with WATS only, and NCOS 2 for secretaries and others.

Then a memo directing the house members and staff would be sent to define the use of the phones.

4. Distribution of Bills

Chuckie Cramer explained the 3 options on her handout (EXHIBIT 5) regarding the distribution of bills to legislators during session. She recommended option 3 to the committee and stressed that one option only should be chosen and then followed exclusively with no exceptions. Rep. Marks explained that if option 3 were chosen only second reading bills would be in the legislators books and if there were no changes on the floor, no third reading bill would be printed. The second reading would be used on third reading and would have to be pulled from the daily packet. If there were any changes, they would be printed on green and distributed as third reading copies in the daily agenda packet. If the bill was passed for the day, the legislator would have to pull the bill from the packet and save it for the next day.

Chuckie Cramer explained this would save time and she would not have to increase personnel to do it.

Rep. Grady moved to accept option 3. Rep. Brown seconded the motion. The motion carried unanimously.

Chuckie Cramer also stated that the information from the council like the subject index, etc., would be available in the chambers in a bin or readily accessible to the legislators or anyone else needing copies.

Mr. Ed Smith stated that he felt all of these decisions should go to the legislators prior to the session. There was no further discussion on distribution of bills.

5. Guidelines for Honorary Pages-age, days/hrs, duties

Chuckie Cramer explained the problems she had faced in the past with pages coming in and the difficulties she had with them. She said she preferred they be over 12, and a limit be set on the number per Saturday and only be on Saturdays. Also they should not be involved in floor activity. She also requested advance notice so she could schedule them.

Chuckie was asked by the committee, to draw up guidelines and they would be presented to both caucuses, also Chuckie would have something to follow when people approached her.

6. Aides and Interns

- a. Floor privileges during session. Rep. Marks proposed that for session time, aides and interms not be allowed on the floor of the house. They would still have time on the floor with the representatives before the lobby rule were lifted and would be available to see representatives in the lobby or other places.
 - b. Phone access. There will be some phones available to interns.
 - c. Room. Rooms will be available for interns.
 - d. Age. Ages of the Aides shall be at least 16 years old.
- e. <u>Length of service</u>. <u>Legislators shall tell Chuckie how long the interms</u> will be working for them.

Again, Chuckie was asked to draft guidelines for the committee.

Diana Dowling stated that she had been approached in regard to dress code and also if a room for interns and aides would be available. Ed Smith again said that this information should be sent to legislators prior to session and given to aides and interns.

7. Stationery

It was discussed that stationery for leadership would be unlimited and 500 sheets for the rest of the legislators. Rep. Vincent stated that he felt if a legislator needed more he should be able to get it so it was agreed that if more than 500 sheets were needed, with the approval of the Speaker the request would be presented to the Legsislative Administration Committee Chairman for approval.

Rep. Marks moved that leadership have unlimited stationery and 500 sheets for all the other legislators. However, if more stationery was required, with the Speaker's acceptance, the request would be presented to the Legislative Administration Committee Chairman for approval.

REPORTS FROM CHIEF CLERK

1. Staff Comparison and Staff Approval

A comparison of staff report was presented to the committee by Chief Clerk Spilker with a list of proposed employees this session for approval by the committee. (EXHIBITS 6 & 7). Chief Clerk Spilker stated that no Committee Aide positions were filled as yet because there was no approval on those positions. Rep. Vincent stated it is critical to have a Legislative Assistant in the minority to help out. He asked the committee to add one legislative assistant position and to justify that, eliminate the permanent page position.

Rep. Marks pointed out that a legislative assistant was not a tradition, it was only there in the past 3 sessions. He also said he uses the services of the Fiscal Analyst, Legislative Auditor, and EQC for assistance in those areas.

Rep. Menahan moved to eliminate one permanent page position from the minority only, and add one legislative assistant, grade 11, to the minority and majority. Rep. Campbell seconded the motion. Rep. Marks voted no. The motion carried.

Rep. Marks moved that the list of employees be hired and paid at the rate on the list. Rep. Brown seconded the motion. The motion carried unanimously.

Rep. Vincent added the names of Joyce Andrus as secretary and Ed Smith as Legislative Assistant to the list for the minority positions.

The meeting was recessed until 8:00 a.m., December 13, 1986.

The meeting reconvened at 5:05 p.m.

3. Financial Report

Chief Clerk Spilker called the committee's attention to the 1985 session House Financial report (EXHIBIT 8) stating the report reflects basically what is left from the 1985 session feed bill. The money in question is on the feed bill, page 2, under capital expenditures. There is nearly \$20,000 left and the House does have some ways to use that money such as purchase of tables, desks, and other office use. There was some question on who could authorize expenditures from that fund.

Mr. John Northey, Legal Counsel for the Legislative Auditor's Office, said the question was referred to his office from the Legislative Council because the Legislative Council is directly involved in paying these claims and anything they say could appear to be self-serving.

Mr. Northey stated that he researched the authorization for payment of legislative expenses. (EXHIBIT 9) His recommendation on page 4 stated the legislature either consider, legislative statutory or through its joint rules, specifically detailing who has approval authority for various categories of expenditures during regular sessions, special sessions, during the interim legislative activity, and pre-session activity of the legislature. While he is unaware of any specific problems which may have developed concerning expenditure approval authority, it may be wise to definitively set forth such authority and preclude future problems. In addition, by line-iteming the legislative appropriations for the respective functions, the legislature could specify the amount of funding allocated to each session and the interim activity which will then become the responsibility of the leadership for the respective sessions.

In referring to his conclusion on page 3 of EXHIBIT 9, third paragraph, Mr. Northey stated it is unclear the lines of authority between the Speaker, Legislative Administration Committee; whether one or the other or both have approval authority. He said he felt it would be to everyone's advantage if

that were clarified.

Rep. Marks said this situation kind of arose after the election, when the leadership appeared to have changed and he was anxious to do organizing at the same time Rep. Vincent is still the Speaker. He said, Amy, the accountant, didn't know whose signature was required or whether she should pay them.

The committee requested the Auditor's Office to assist in clarifying the language, either to be placed in statute or in rule to further clarify this.

Mr. Northey said they and the Council had agreed that statutorily would be better because the problem with the rules was when are the rules in effect. If they are statutorily changed, then they would be on going.

The committee requested options from Mr. Northey and suggestions his office may have on how they word a bill which the committee could sponsor.

Diana Dowling pointed out that in her opinion, that leftover money was part of the 49th Legislative appropriation and it should have been spent by them. If the 50th Legislature wants office furniture, that money should be requested in their feed bill.

Mr. Northey stated that if you have legislative needs anticipated for future years and you have money left in your budget, you can expend it.

Chuckie Cramer pointed out that some of the vendors need 8 to 12 weeks lead time to get supplies and equipment in.

Rep. Marks suggested that until this is changed everyone should sign off on it.

4. Space Allocation

Chief Clerk Spilker presented her report on space allocation. (EXHIBIT 10) She explained that in some part of the vault area in 202, there will be room for the interns, that room 428A would be used as a teleconference room.

Chuckie Cramer said that the council materials will probably be located somewhere on the floor of the House.

Rep. Grady stated that the minority offices should have some privacy, and suggested that Rep. Sales secretary be placed in the committee room, however, the committee room is too small.

Chuckie Cramer explained the arrangement on the parking places stating she gave leadership and disabled priority, then committee chairmen, followed by years of service and alphabetical order.

Rep. Marks complimented her on the excellent, fair and organized way she had handled it.

REPORTS FROM SERGEANT-AT-ARMS

1. Authority for Sergeant to sign purchase orders under \$500. Chuckie Cramer explained to the committee that any purchase order over \$500 needed to be cleared by the committee chairman. This sometimes causes a hardship since the cost of office furniture has risen considerably. Pre-session monies also need both signatures of outgoing and incoming chairmen.

Rep. Menahan moved that the \$500 limit be increased to \$750, of approval authority for the Sergeant-at-arms on purchase orders.

Rep. Brown seconded the motion. The motion carried unanimously.

PURCHASE/LEASE APPROVAL

1. Daktronics Contract

Rep. Marks moved to approve the contract. Rep. Menahan seconded the motion. The motion carried unanimously.

2. Lease extra Personal Computers.

Chief Clerk Spilker requested the rental of three additional computers for the session and stated that if they were approved, they would be used by the committee secretaries. The cost would be approximately \$2,800 for the session.

Rep. Menahan moved they be approved. Rep. Grady seconded. The motion carried unanimously.

3. Lobby Trees

The Sergeant-at-arms stated that she had rearranged the lobby and felt it needed to be dressed up. She explained that there were artificial trees available for \$125 each and she suggested that three trees be purchased for the lobby.

Rep. Menahan moved to have three trees purchased. Rep. Campbell seconded the motion. The motion carried unanimously.

HOUSE FLOOR RESTRICTIONS

The committee decided to restrict the floor of the house to strictly the representatives and staff. This means that no spouses would be allowed on the floor during session. Rep. Marks explained that the lounge area right outside the chambers was a very nice and comfortable place for the wives and family members. Former members would be allowed on the floor.

Rep. Marks asked for the committee's opinion on smoking. The committee decided that smoking would be allowed along the sides of the house chambers, along the windows.

4A FAXNET proposal

The proposal was discussed in joint committee and page four for EXHIBIT 11 outlines the possible usage. This would require staff to operate it and people would need to be trained.

Diana Dowling stated that material is sent daily to all county clerks and libraries.

Rep. Brown stated that over a long period of time, it could save money.

The committee tabled the proposal because they felt it wouldn't be used enough to justify buying in to the program.

5. Telephones

This subject was again discussed briefly (EXHIBIT 4) and the committee decided to leave the phone situation up to the Chief Clerk.

49th LEGISLATIVE CAPITAL REMAINING

Discussion was held on office items needed for the session which could be purchased with the \$20,000 remaining in the budget.

Chuckie Cramer explained that 3 or 4 2-drawer file cabinets, approximately 12 small tables, and bookcases were needed.

Rep. Menahan moved the recommended purchases be bought and further, an overall appraisal of furniture be performed by Chuckie Cramer and that she report to the committee, the results.

The motion was seconded by Rep. Grady. The motion carried unanimously.

Diana Dowling stated she would like to clarify a bit regarding the leftover \$20,000. She and Mr. Seacat agreed that if you pay it out of this feed bill, 49th Legislature, and both session chairmen, Rep. Menahan and Rep. Hayne signed, nobody could question that.

Rep. Menahan stated there was no problem with that, he and Rep. Hayne would be glad to sign off.

There was disucssion regarding whether Chuckie Cramer was bound by state contracts and Diana Dowling and Kay Roos of the Council said yes, she is.

The meeting was adjourned.

Rep. Harriet Hayne, Chairman

DAILY ROLL CALL

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DATE	12-12-86	

NAME	PRESENT	ABSENT	EXCUSED
Rep. Harriet Hayne	V		
Rep. Ed Grady			
Rep. Jan Brown	<u> </u>		
Rep. Bud Campbell	1/		
Rep. Bob Marks	1		
Rep. Red Menahan	1		

Form CS-30 Rev. 1985

LEGISLATIVE ADMINISTRATION COMMITTEE House of Representatives December 12, 1986

INTRODUCTION OF CLERK AND SERGEANT BY SPEAKER-ELECT MARKS

GENERAL POLICIES TO BE SET

- 1. House Joint Resolution concerning classification, pay and other conditic 3 of employment of legislative employees (H-J)
 - (a) New job designations Distribution Clerk - Grade 5
 - Committee Aide Grade 3
 (b) Pay for "exempt" positions 48 hr/week issue
 (c) step advancement Year, Jession, Diennium, or ?

 - (d) 20¢ in-lieu-of benefits 1s that part of timeand-a-half compensation?
- Mours for Telephone Switchboard (H-J) 2.
- Concerning Telephone 3.
 - (a) Credit cards for leadership \$50/25 limits (H)
 - (b) Division of labor for telephone operators (H-J)
 - (c) Audit report on usage (H-J)
- Distribution of bills to legislators (H) 4.
- Guidelines for Honorary Pages-age, days/hrs, duties (H) ã.
- 6. Aides and Interns (H)
 - (a) Floor privileges during sessions?
 - (b) Phone access
 - (c) Room (d) Age

 - (e) Length of service
- 7.
- Stationery (H)
 (a) 500 sheets/envelopes for members
 - (b) 1500 or unlimited for leadership
- 8. Employee Name Tags - House provides first one or if there is a position change; otherwise employee buys (H)

REPORTS AND RECOMMENDATIONS FROM CHIEF CLERK

- 1. Staff comparison (H)
- 2. Staff approval (H)
- Financial Report (Northy opinion) (H) 3.
- Space allocation (H)

REPORTS AND RECOMMENDATIONS FROM SERGEANT-AT-ARMS

- Authorization for Sergeant to sign purchase orders under (\$500-\$750-\$1,000) (H)
- Staff approval (H) 2.

PURCHASE/LEASE APPROVAL

- 1. Daktronics contract (H)
- 2. Lease extra computers (H)
- 3. Lobby trees (H)
- 4. Faxnet (H-J)
- 5. Telephones style, restrictions (H)
- 6. Equipment purchases from unused balance of 1985 capital expenditures (H)

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A JOINT RECOLUTION OF THE SPANES AND THE POLISE OF REPRESENTANT CONCERNISH OF THE CO

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ARE CLASSIFIED IN THE GRADES INDICATED BORNEY SEMAND PARAGES IN THE Grades indicated and emblace for paragraph (5), are smittined to be paid accordingly. The grades are those set forth in section 2-18-312, MCA.

Chief Clerk of the Bouse.

Secretary of the Senal

considered professional or "exempt" positions and are must receive the salary as shown in the salary schedule subject to paragraph (5), for 48 hours a week regardless of not subject to dwertime pays. Maployees in the number of hours worked.

ect to destrine pay and recorded hours of work. Hours a when worked by an employee so classified will be (3) That positions citasified below Grade 17 Wist Hoberty wage. (4) That and employee with no previous legislative expetiunce make be classified at Step 2 of the appropriate be paid less than the jo Mistoyee may

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STATE OF MONTANA

Office of the Legislative Auditor



LEGISLATINE AUDITOR

STATE CAPITOL HELENA, MONTANA 59620 406/444 3122

November 24, 1986

DEPUTY LEGISLATIVE AUDITORS:

JAMES GILLETT FINANCIAL COMPLIANCE AUDITS

JIM PELLEGRINI
PERFORMANCE AUDITS

LEGAL COUNSEL

JOHN W. NORTHEY

Representative Bob Marks 302 Lump Gulch Clancy, MT 59634

Dear Representative Marks,

Bobby Spilker discussed with me the most recent contract financial audit of the Montana House of Representatives for the two fiscal years ended June 30, 1985. More specifically, Bobby asked my opinion about HJR 7 and asked that I advise you in writing as to the past concerns over legislative staff payroll during the interim.

The contract auditor raised the concern that the provision in HJR 7 that allows certain employees to receive a salary of 48 hours per week regardless of the number of hours worked is unclear. I agree that the resolution does not speak to the issue of whether or not the 48 hour provision is to apply just to the session or also applies during the interim. In the absence of further legislative clarification, the interim payroll is processed based upon the 48 hour provision; i.e., 48 hours of pay regardless of the hours worked.

I believe the solution to the concerns expressed over salary levels and payroll processing is to treat the house exempt positions the same as other exempt state employees are treated under the personnel rules promulgated by the Department of Administration. That is, base the payroll on a standard 40 hour work week and if the exempt legislative employee works more than 40 hours per week, keep a record of actual hours worked (compensatory time earned). At the end of the session, the exempt employee would be allowed to take compensatory leave with pay up to the amount of compensatory time earned. Any additional time worked after the session would be compensated based upon actual hours worked. This method would compensate employees for the actual hours worked and would also give the leadership better management information about the actual hours the legislative staff must work before, during and after a legislative session.

I believe there are some additional clarifications that may be needed in HJR 7, such as defining "legislative service", payroll approval, matrix and step increases, etc. I will be glad to discuss these matters at your convenience, and, in the meantime, please feel free to call if I can provide any additional information or help to you or to Bobby.

Simcerely,

Scott A. Seacat

Legislative Auditor

cc. Bobby Spilker
Senator Norman
Bonnie Wallem
Diana Dowling

MEMORANDUM

TO: Scott Seacat

FROM: John Northey

DATE: December 12, 1986

RE: Approving Authority for Legislative Expenses.

You have indicated that a question has arisen over who has the authority/responsibility to approve claims for legislative expenses. More specifically, the question relates to expenses incurred by the legislature subsequent to a general election and prior to the next legislative session.

Expenses of the legislature may basically be divided into three categories; 1) salaries, 2) travel, and 3) equipment and supplies. Provisions relating to the authority to authorize payment of these expenses are scattered throughout the constitution, state law, appropriation bills, and the joint rules. With the exception of pre-session activity which will be discussed later, state law does not specify any approving authority for legislative expenditures. The principal guidelines for approving authority, although limited, are contained in the joint rules, adopted pursuant to Article V, Section 10, Montana Constitution.

The hiring of legislative employees and the setting and paying of salaries is provided for by Joint Resolution and by Joint Rule. For example, Joint Rule 7-1 provides:

"The committee on legislative administration of each house shall consider all matters concerned with seating, mileage, and expenses, legislative employees, the control of legislative property, and the budgeting for and expenditure of appropriations for the operation of the legislature, in cooperation with the legislative council staff."

The rule provides only that the committee on legislative administration "consider" matters concerning legislative employees. Joint Rule 3-3 provides that the committee on legislative administration shall appoint standing committee staff and the Legislative Council shall hire all engrossing and enrolling staff. Joint rule 3-4 provides the presiding officer and majority and minority leader may each appoint a private secretary. Thus, the authority to hire legislative employees is spread between the committees on legislative administration, the various leadership positions and the Legislative Council. Joint Rule 3-1 provides:

"The legislature shall prescribe the compensation of the employees of each house by joint resolution. Each house shall prescribe the duties of its officers and employees, and no payment shall be made from the state treasury, or be in any way authorized to any such person, except through an acting officer or employee elected or appointed in pursuance of law."

Pursuant to this rule the legislature adopted HJR 7, Laws of 1985, which sets forth the classification, pay, and other conditions of employment of legislative employees. Joint Rule 3-14 provides:

"The offices of the legislative council shall serve both the senate and house of representatives as required.

The council staff shall prepare payrolls for certification and signature by the presiding officer and prepare a monthly financial report and distribute the report to legislative leaders in each house and to members of the senate committee on finance and claims and house committee on appropriations."

As the rule requires that payrolls be signed by the presiding officer of each house, any expenditures for legislative payroll purposes should be signed respectively by the president of the senate and the speaker of the house of representatives.

Expenses relating to travel, and the purchase or lease of equipment and supplies are primarily the responsibility of the committee on legislative administration. Joint Rule 3-15 provides:

"Contracts for purchase or lease of equipment and supplies made during the legislative session shall be made on the approval of the committee on legislative administration of each house, subject to the review of the presiding officer of the respective house. Purchase orders shall be issued by legislative council staff and accounting records kept in that office."

This rule only relates to contracts for supplies and equipment made "during the legislative session." As previously noted Joint Rule 7-1 provides that the committee on legislative administration "shall consider" matters relating to mileage, expenses, control of legislative property, and budgeting, and expenditure of appropriations. While these rules indicate that the committee on legislative administration "shall consider" the matter of travel and acquisition of equipment and supplies, the joint rules do not specifically provide for a definite approval authority, and state law does not address the issue.

Compensation and expenses for members of the legislature while in session are provided for in section 5-2-301, MCA. Section 5-2-302, MCA, provides for the compensation and expenses when the

legislature is not in session, "with prior authorization of the appropriate funding authority", which is not defined. Other than the above referenced provision the constitution and state law are silent as to "approval authority."

While the joint rules partially address the issues, their applicability during the interim is not clear. Each session of the legislature adopts rules to govern its proceeding (see joint resolutions in session laws). Special sessions have by motion, adopted the joint rules of the preceding regular session either with or without change. (See respective journals.) As each regular and special session adopts its own rules, the applicability of the rules during the interim is not clear.

Under present procedures, the presiding officer of each house in conjunction with the committee of legislative administration has the authority to approve necessary expenditures of the legislature. As legislators are elected to a definite term and the legislature convenes in biennial sessions during which the membership and leadership of the respective houses continue in office, the leadership in each house exercises the authority during the full twoyears of each session of the legislature to approve necessary expenditures. Thus, if the legislature were convened in special session immediately prior to the convening of a regular session, the leadership from the prior regular session of the legislature would continue in office with full authority to approve expenditures and necessary expenses. The same logic applies to interim legislative activities and special sessions. Thus, the leadership elected for the 49th legislative session exercises responsibility for and authority over matters concerning all activities involving business of the 49th legislature.

The legislature has recognized the need for pre-session activity by incoming-leadership in sections 5-2-201 and 202, MCA. Section 5-2-201, supra, provides in part:

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The legislature has statutorily recognized that incoming leadership have certain needs prior to a legislative session, and has specifically authorized the hiring of necessary staff. It would appear by implication that obtaining the necessary supplies and equipment for such staff would be included in the authority of the incoming

leadership, and incoming leadership has the authority to approve claims for payroll and expenditures incurred as a necessary expense of pre-session activity.

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"The following amounts are appropriated from the general fund for fiscal years 1985, 1986, and 1987 for the operation of the 49th legislature and pre-session costs of the 50th legislature: . ."

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NOTE:

The foregoing discussion is intended as an overview of the authority over legislative expenditures, and is not intended to be a comprehensive legal analysis of the authority of respective leadership positions or legislative entities. The discussion points out the voids and ambiguities which presently exist under current law and joint rules. State laws and the joint rules are not specific as to who has approval authority over payroll, travel, and expenditures for equipment and supplies for each house of the legislature. would recommend that the legislature consider either statutorily or through its joint rules specifically detailing who has approval authority for the various categories of expenditures during regular sessions, special sessions, interim legislative activity, pre-session activity of the legislature. While I am unaware of any specific problems that have developed concerning expenditure approval authority, it may be wise to definitively set forth such authority to preclude future problems. In addition, by lineiteming the legislative appropriations for the respective functions, the legislature could specify the amount of funding allocated to each session and to interim activity which would then become the responsibility of the leadership for the respective sessions.

STATE OF MONTANA



DEPARTMENT OF ADMINISTRATION

Memorandum

TED SCHWINDEN GOVERNOR

TO:

Bobby Spilker, Chief Clerk House of Representatives

FROM:

Carl Hotvedt, Manager

Network Operations

Telecommunications Bureau

DATE:

December 11, 1986

SUBJECT: Information - State Telephone System

I have put together information for the legislative administration meeting pertaining to the State's telephone system and network.

There are two (2) attachments that help explain calling restrictions (abilities) and costs associated with station types and Direct Distance Dialed Calls (DDD).

SL-1 telephone sets provide several advantages over the 2500 single line telephones. The primary advantage of the SL-1 set is ease of use. Features are available by the touch of a button, while 2500 sets require a hook switch flash and dialing a code. The ability to provide more than one directory number on an SL-1 set is useful for those handling multiple calls in a short time frame. The 2500 set has all the features that an electronic SL-1 telephone has, however, a 2500 set requires a three digit code to access those features.

I hope that you find this information useful. If you have any questions, please do not hesitate to call me at 2586.

Tony Herbert cc:

Attachments: Cost information

NCOS information SL-1 set user guide 2500 set user guide

Page iv State Telephone Directory

NETWORK CLASS OF SERVICE (NCOS)

Network class of service defines the types of network facilities a user may access for call completion. An individual user's NCOS is defined by the telephone a call is placed from or an assigned authorization code that will override a station NCOS.

The State telephone system will allow the following call types based on the assigned NCOS:

NCOS 0	NCOS 1	NCOS 2	NCOS 3	NCOS 4
internal	internal	internal	internal	internal
	local	local	local	local
		in-State	in-State	in-State
			US WATS	US WATS
				DDD

COST INFORMATION

1. Station Costs:

1.	2500 single line desk telephone	\$21.00/month
2.	2554 single line wall telephone	21.00/month
3.	SL-1 multi button telephone	26.00/month

2. Long Distance:

Direct Distance Dialed (DDD) calls are costed on a time and distance basis, the same method used by Mountain Bell and AT&T in pricing DDD calls. By using bulk or fixed cost facilities such as tie lines and WATS circuits, the State is able to discount those DDD rates charged by the public utilities.

Network Discount Factors

*Calls	to	netv	work	locations	- 35%
Calls	to	off	net	locations	- 25%
**Busy 1	noui	<u>.</u>			+10%

**Network location

Billings	122	Havre	135
Boulder	128	Helena	140
Bozeman	126	Kalispell	136
Butte	123	Missoula	125
Deer Lodge	127	Miles City	133
Dillon	134	Warm Springs	129
Great Falls	124	* -	

See page iv of the State Telephone Directory for details of placing a network and off net call.

^{**}The Busy Hour surcharge is applied to the discounted cost during the 9:30 A.M. to 11:00 A.M. and 1:30 P.M. to 3:00 P.M. time frames.

BILLS DISTRIBUTION OFTION #1

POTLUCK: Same as in past sessions.

Each Representative is given a menu sheet (see sample below) to choose which distributions he/she wants to receive. The Representatives' boxes are color coded to indicate the choices. As printing is received, the boxes are filled according to the color codes.

ADVANTAGES: Each Representative receives only the material that he has indicated he wishes to receive.

DISADVANTAGES: The distribution is made every day. The Representative must then rile, read, throw, stack, etc. each day's distribution packet. Many have several day's distribution stacked on their desks for lack of time to file or have a page do it.

Also, we have to train eight new pages each week to understand and sort printing by color coding. This is a bit of a problem.

Nearly all Freshmen think they want everything for the first few weeks then make changes in what they need or want which results in confusion in the system for awhile.

* * * * * * * * * *

BILLS DISTRIBUTION:

I wish to receive the following copies of printing:

____ First Reading ___ Status

___ Second Reading ___ House Journal

___ Third Reading ___ Senate Journal

___ All Bills ___ Subject Index

___ Sponsor List

Signed: ____ Seat #____

Please return to Room 435 Bills Distribution

BILLS DISTRIBUTION OPTION #2

SPLIT POTLUCK: Bills distribution would be the same as Option #1 EXCEPT all reports generated by the Legislative Council would be separated and made available to legislators either on a shelf in the chambers or from Bills Distribution on the fourth floor.

ADVANTAGES: Only bills would be placed on the legislators' desks which would lessen the paper blizzard. Also, they would have a choice of which Council report they want and would only get the report they want on the day they want it, i.e. the Journal with a specific notation or recognition. This might also give the Council a better idea of supply and demand on their reporting procedures.

DISADVANTAGES: The same disadvantages would apply as on the distribution of bills under Option #1.

TABLE DISTRIBUTION OFFICE 43

pAILY AGENDA PACKITS: Only those bills that were on the daily agenda board would be placed on the legislator's desk. If a bill was passed for the day, the legislator would retain that bill for the next day to add to the agenda packet portinent to that day.

ADVANTAGES: The amount of paper the legislator would have to handle would be out down tremendously.

DISADVANTAGES: First Reading bills would be available in the Bills Distribution room for pickup but would not be generally distributed to those legislators who wish to receive every white copy. Also, the Council reports would be available for pickup either in the Bills Distribution room or on a shelf in the Chamber. Again, no general daily distribution.

COMMENTS: This would be the best of all worlds to me. White copies of bills are given to committee secretaries for their members. Other legislators who have a particular interest could pickup copies from the Bills Distribution room. HOWEVER, this would necessitate setting the daily agenda from bills already printed and would require a 48 to 72 hour lead time for Bills Distribution. So the daily agenda would have to be set two to three days in advance of floor debate. We must have time to pull and collate agenda packets. Otherwise, there isn't enough room or staff to store, pull and collate packets. (We estimate that it would require a supervisor and four on a night shift.)

Again, Council reports would be available on an individual pickup basis either in the Bills Distribution room or on a shelf in the Chamber.

SOMETHING TO CONSIDER: Using the Democrat "coffee room" for a status terminal and the Legislative Council reports shelves.

Also, changing the "24 hour rule" for bills to "be on the desks" to "be available."

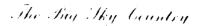
Use of Option #3 is also a lead in to the possibility of combing House and Senate Bills Distribution at some future time.

THIRD READING COPIES: If the complete title of the bill were read on third reading, would it be necessary to distribute third reading copies in the daily agenda packets since no debate is allowed on third reading?

COMPARISON OF HOUSE STAFF 1985-1987

	1985	1987
Clerk's Office Chief Clerk Ass't Chief Clerk Sec. to Chief Clerk Sec. to Ass't Chief Clerk Leg. Assistant Leg. Assistant Permanent Page	20-10 13-3 11-3 10-3 11-2 11-2 	20-4 13-3 11-2 11-4 1-2 5
Journal Clerk Bill Clerk Ass't Journal Clerk Ass't Bill Clerk Amendments Coordinator Ass't Amend. Coordinator Bills Coordinator Ass't Bills Coordinator Ass't Amend. & Bills Coordinator Reading Clerk Reading Clerk Status Input Tech Status Input Tech Amendments Secretary	11-3 11-8 10-2 10-4 10-2 9-2 10-4 9-2 7-3 7-2 10-5 10-2 10-2 13	11-4 11-5 10-3 10-10 10-2
Majority Leader Sec. to Speaker Sec. to Majority Leader Permanent Page Legislative Ass't	11-5 11-8 1-3 11-2	11-13 11-6 1-2 3
Minority Leadership Sec. to Minority Leader Permanent Page Aide to Leader Legislative Ass't. Legislative Ass't	11-9 1-2 13-12 11-2 11-2	11- 1-2 2
Aide to Budd Gould Telephone Operator Chaplain	11-3 10-2 14-2 3	11-2 10-3 14- 3

POSITION	EMPLOYEE	GPADE	STEP
eno Pool			
Stenographer Stenographer Stenographer Stenographer Stenographer	Vonnie Evans Ree Forbes Elly Mills Julie Emge Joan Linkenbach	8 8 8 8	2 2 2
Stenographer Telephone Operator Permanent Page Committee Aide Committee Aide Committee Aide Committee Aide	Shiree Winslow	8 10 1 3 3 3 3	3 2 (Part- 2 " 2 " 2 "
Secretary to Speaker Secretary to Majority Leader Permanent Page Chaplain	Martha Brass Marcene Lynn	11 11 1 14	13 6 2
Secretary to Minority Leader ermanent Page		11	2
Leg. Ass't (Aide to Rep. Gould)	Lillie Smith	11	2
Sergeant-at-Arms Ass't Sergeant Ass't Sergeant Ass't Sergeant Doorman	Chuckie Cramer Corky Van Dyke Jeff Pennington Jack McCarthy	17 11 11 11 7	4 3 2
Security Security Security Security Security Security	Del Ruggles Harry Draper Bill Gillespie Jay Synness Charles Ruzicka Ben Hainlin	7 7 7 7 7	3 8 2 2 2
Security Distribution Clerk	Larry Peters	5	2





PHONTANA STATE HOUSE OF REPORTS ANALYS

50TH LEGISLATIVE SESSION - 1987 RECOMMENDED EMPLOYEES OF HOUSE OF REPRESENTATIVES

POSITION	EMPLOYEE	GRADE	STEP
Chief Clerk Ass't Chief Clerk	Bobby Spilker Mike Sassano	20 13	4
Journal Clerk	Rosana Winterburn	11	4
Bills Clerk	Jean McLane	11	
Ass't Journal Clerk	Shelly Farrell	10	5 3
Ass't Bill Clerk	Barb Lester	10	10
Amendment Coordinator	Tom Pouliot	10	2
Bills Coordinator	Shirlev Johnson	10	3.
Ass't Amendment & Bills	5.22.0	10	J .
Coordinator	Susie Wolcott	9	2
Status Input Technician	Becky Schneckloth	10	3
Status Input Technician	2001, 2012.00.00	10	•
Reading Clerk	Mark Trafton	7	2
Reading Clerk		7	_
Leq. Ass't	Al Abramson	11	4
Permanent Page		1	2
,		_	_
Secretaries			
Secretary to Chief Clark	Vic Braaten	11	2
Chief Stenographer	Bea Burr	11	3
Ass't Chief Steno	Elaine Eck	10	4
			-
-			
Committee Secretaries			
- Agriculture/Highways	Jo Lahti	10	7
Appropriations	Denise Thompson	10	6
Education Subcommittee	Debbie Thampson	10	4
General Government Subcommittee	Julie Jackson	10	2
Human Services Subcommittee	Gaỳle Carpenter	10	2
Institutions Subcommittee		10	
Long Range Planning Subcommittee	Lori Wolfe	10	2
Natural Resources Subcommittee	Jean Carroll	10	4
Business and Labor	Elsie Sebens-Armstrong	10	2
Education/Human Services	Shirley Herrin	10	6
Fish and Game/ Natural Resources	Lisa Routzahn	10	2
Judiciary		10	
Local Government	Jean Stephenson	10	3
State Administration	Betty DeYoung	10	2
Taxation	Jody Gibson	10	5

Secretarial	1985	1987
Chief Steno	11-13	11-3
Ass't Chief Steno	10-13	10-4
Committee Secretaries	18 grade 10's	15 Grade 10'
Steno Pool	8 grade 8's	6 Grade 8's
Permanent Page (Steno Pool)	1-2	1-2 (Part-ti
Committee Aide		3-2 "
Committee Aide		3-2 "
Committee Aide		3-2 "
Committee Aide		<u>3-2</u> "
	29	28
Sergeant's Office		
Sergeant-at-Arms	17-3	17-4
Ass't Sergeant	11-2	11-3
Ass't Sergeant	11-2	11-2
Ass't Sergeant	11-3	11-
Supply Clerk	7–2	
Doorman	7-3	7-4
Security	6 Grade 7's	6 Grade 7's
Distribution Clerk		5-2_
	13	12
Total	73	64

HOUSE FINANCIAL REPORT 1985 SESSION

04-Dec-86

HOUSE OF REPRESENTATIVES			
	BUDGET	EXPENDED	BALANCE
, PERSONAL SERVICES			
Salaries:			
Legislators	\$450,594	\$451,047	(\$453)
Attaches	541,835		
, Regular		374,489	
Overtime		94,280	73,067
, Legislators' Per Diem	486,000	486,000	
Benefits:			
' Legislators			
FICA, Work. Comp.	36,048	35,442	606
PERS	30,000	25,882	4,118
Insurance	264,000	253,250	10,750
Attaches			
FICA, Work. Comp.			
Unemployment Tax	48,765	39,448	9,317
TOTAL PERSONAL SERVICES	1,857,242	1,759,838	97,405
OPERATING EXPENSE			
Contracted Services:			
Printing	12,000	12,396	(396)
Engraving	1,500	1,880	(380)
Miscellaneous	10,000	7,500	2,500
Supplies & Materials:	16,000	10,941	5,059
Photo Copies	10,842	14,229	(3,387)
Communications:			
Postage	8,500	4,230	4,270
Telephone		•	

HOUSE FINANCIAL REPORT 1985 SESSION

04-Dec-86

	BUDGET	EXPENDED	BALANCE
Travel:			
Leadership Approved	10,000	12,335	(2,335)
Roundtrip	30,896	22.069	8,827
Session Travel	5,000	2,930	2,070
87 Pre-Session	40,519	10,920	29,599
Rent:			
Office Equipment	6,300	5,522	778
Repairs & Maintenance:			
Typewriters	2,000	1,097	903
Lektriever Service	480	480	
Daktronics Roll Call		2,940	(2,940)
Other Equipment	`,520	1,511	1,009
Other:			
Flowers & Organ			
(Memorial Service)	250		119
Miscellaneous	2,000	236	1,764
TOTAL OPERATING EXPENSE	158,807	111,347	47,460
CAPITAL EXPENDITURES			
Misc. Equipment:	2.000	886	1,114
Bookcases, Chairs, Tables	5,000	5,461	(461)
2 PC & Software	25.502	23,668	1,834
Roll Call Equipment	125,000	107,535	17,465
TOTAL CAPITAL EXPENDITURES	157,502	137,550	19,952
TOTAL FOR HOUSE	\$2,173,551	\$2,008,735	\$164,817

MEMORANDUM

TO: Scott Seacat

FROM: John Northey

DATE: December 12, 1986

RE: Approving Authority for Legislative Expenses.

You have indicated that a question has arisen over who has the authority/responsibility to approve claims for legislative expenses. More specifically, the question relates to expenses incurred by the legislature subsequent to a general election and prior to the next legislative session.

Expenses of the legislature may basically be divided into three categories; 1) salaries, 2) travel, and 3) equipment and supplies. Provisions relating to the authority to authorize payment of these expenses are scattered throughout the constitution, state law, appropriation bills, and the joint rules. With the exception of pre-session activity which will be discussed later, state law does not specify any approving authority for legislative expenditures. The principal guidelines for approving authority, although limited, are contained in the joint rules, adopted pursuant to Article V, Section 10, Montana Constitution.

The hiring of legislative employees and the setting and paying of salaries is provided for by Joint Resolution and by Joint Rule. For example, Joint Rule 7-1 provides:

"The committee on legislative administration of each house shall consider all matters concerned with seating, mileage, and expenses, legislative employees, the control of legislative property, and the budgeting for and expenditure of appropriations for the operation of the legislature, in cooperation with the legislative council staff."

The rule provides only that the committee on legislative administration "consider" matters concerning legislative employees. Joint Rule 3-3 provides that the committee on legislative administration shall appoint standing committee staff and the Legislative Council shall hire all engrossing and enrolling staff. Joint rule 3-4 provides the presiding officer and majority and minority leader may each appoint a private secretary. Thus, the authority to hire legislative employees is spread between the committees on legislative administration, the various leadership positions and the Legislative Council. Joint Rule 3-1 provides:

"The legislature shall prescribe the compensation of the employees of each house by joint resolution. Each house shall prescribe the duties of its officers and employees, and no payment shall be made from the state treasury, or be in any way authorized to any such person, except through an acting officer or employee elected or appointed in pursuance of law."

Pursuant to this rule the legislature adopted HJR 7, Laws of 1985, which sets forth the classification, pay, and other conditions of employment of legislative employees. Joint Rule 3-14 provides:

"The offices of the legislative council shall serve both the senate and house of representatives as required.

The council staff shall prepare payrolls for certification and signature by the presiding officer and prepare a monthly financial report and distribute the report to legislative leaders in each house and to members of the senate committee on finance and claims and house committee on appropriations."

As the rule requires that payrolls be signed by the presiding officer of each house, any expenditures for legislative payroll purposes should be signed respectively by the president of the senate and the speaker of the house of representatives.

Expenses relating to travel, and the purchase or lease of equipment and supplies are primarily the responsibility of the committee on legislative administration. Joint Rule 3-15 provides:

"Contracts for purchase or lease of equipment and supplies made during the legislative session shall be made on the approval of the committee on legislative administration of each house, subject to the review of the presiding officer of the respective house. Purchase orders shall be issued by legislative council staff and accounting records kept in that office."

This rule only relates to contracts for supplies and equipment made "during the legislative session." As previously noted Joint Rule 7-1 provides that the committee on legislative administration "shall consider" matters relating to mileage, expenses, control of legislative property, and budgeting, and expenditure of appropriations. While these rules indicate that the committee on legislative administration "shall consider" the matter of travel and acquisition of equipment and supplies, the joint rules do not specifically provide for a definite approval authority, and state law does not address the issue.

Compensation and expenses for members of the legislature while in session are provided for in section 5-2-301, MCA. Section 5-2-302, MCA, provides for the compensation and expenses when the

legislature is not in session, "with prior authorization of the appropriate funding authority", which is not defined. Other than the above referenced provision the constitution and state law are silent as to "approval authority."

While the joint rules partially address the issues, their applicability during the interim is not clear. Each session of the legislature adopts rules to govern its proceeding (see joint resolutions in session laws). Special sessions have by motion, adopted the joint rules of the preceding regular session either with or without change. (See respective journals.) As each regular and special session adopts its own rules, the applicability of the rules during the interim is not clear.

Under present procedures, the presiding officer of each house in conjunction with the committee of legislative administration has the authority to approve necessary expenditures of the legislature. As legislators are elected to a definite term and the legislature convenes in biennial sessions during which the membership and leadership of the respective houses continue in office, the leadership in each house exercises the authority during the full twoyears of each session of the legislature to approve necessary expenditures. Thus, if the legislature were convened in special session immediately prior to the convening of a regular session. the leadership from the prior regular session of the legislature would continue in office with full authority to approve expenditures and necessary expenses. The same logic applies to interim legislative activities and special sessions. Thus, the leadership elected for the 49th legislative session exercises responsibility for and authority over matters concerning all activities involving business of the 49th legislature.

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NOTE:

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FIRST FLOOR	SECOND FLOOR	THIRD FLOOR	FOURTH FLOOR
#104 *Approp: M-F; 8 a.m. Secretary: #343 Chairman: #343	#202-A *Instit Sub: M-F; 8 a.m. Secretary: #202 Chairman: #202	#312-B *Taxation: M-F; 8 a.m. Secretary: #312-A Chairman: #428-B	*Steno Pool
	*Long Range Bldg: M-F; 8 a.m. Secretary: #202 Chairman: #202	(-) F	*St. Adm: M-F; 8 a.m. Secretary: #365 Chairman: #365
*Gen Gov't Sub: M-F; 8 a.m. Secretary: #202 Chairman: #202	NOTE: Interns will have some space in the vault area of 202.	y: #312-C : # 10-N	*Rules: On Call Secretary: #349 Chairman: #349
*Nat Res Sub: M-F; 8 a.m. Secretary: #202		*Judiciary: M-F; 8 a.m. Secretary #312-C Chairman: #428-B	*Leg. Admin: On Call Secretary: {353
O e		*Education: M-W-F; 12:30 p.m. Secretary: #312-E Chairman: #10-P	#428-B Committee Chairmen Agriculture
BASEMENT		*Human Services: T-T; 12:30 p.m. Secretary: #312-E Chairman: #10-P	Judiciary Local Government
Cnairman: Business		; 1	****
#10M Cnairman: Nat. Resources		*Business/Labor: M-F; 8 a.m. Secretary: #312-E Chairman: #10-L	and the second second
		*Local Gov't; M-W-F; 12:30 p.m. Secretary: #312-E Chairman: #428-B	
Chairman: Education Chairman: Human Svs.		*Human Serv. Sub: M-F; 8 a.m. Secretary: #202 Chairman: #202	
		*Ag: N-W-F; 12:30 p.m. Secretary: # 312-A Chairman: #428-B	
		*Highways: T-T 12:30 p.m. Secretary: #312-A Chairman: #428-B	
Condition of the Condit		NOTE: The Democrats will use 317	



er er er Storgen (1 den Strong William – er ett væren)

December 12, 1986

TO: House Legislative Administration Committee

FROM: Bobby Spilker RE: Computer Facilities

The House of Representatives owns two computer/printer workstations for legislative operations. The House Amendments Coordinator uses the first to prepare amendments and to communicate through the state computer. The House Steno Pool uses the second to process its normal workload, especially when this involves repetitive typing. Both workstations have performed well in these applications.

The Legislative Council has reserved, for House use during the 1987 session, leases on three additional workstations; these machines would be fully compatible with existing House equipment.

Should the Legislative Administration Committee decide to accept these leases, I would propose to use them as general access machines for committee and subcommittee secretaries. I believe this would improve the speed, accuracy and efficiency of their work in preparing legislative minutes and, in some cases, the more complex standing committee reports. If the machines are not busy for this use, they would be available for Steno Pool use. Other potential users are the House Journal Clerk and staff in the leadership and Chief Clerk's offices.

The Legislative Council has informed me each computer would lease for \$200 per month, with the printers each adding \$20 per month for one type of printer and \$60 per month for the other type. The session cost would be approximately \$2,800. I recommend the House assume a four-month lease on these workstations.

Hat Res/F & G Secretary Judiciary Secretary

312-В

Taxation Committee M-F; 8 a.m.

Natural Resources M-W-F; 12:30 p.m.

Fish/Game T-T; 12:30 p.m.

312-D

Judiciary M-F; 8:00 a.m.

Education M-W-F; 12:30 p.m.

Human Services T.T.; 12:30 p.m.

312-F

Local Gov't Secretary

Ed-H.S. Secretary
Business & Labor Secretary

i t

Business & Labor
M-F; 8 a.m.

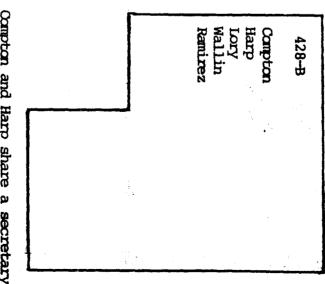
Local Gov't M-W-F; 12:30 p.m.

LOBBY

 $312-\Lambda$

Kitzelman 10P 10L Gould Sands Jones Ellisor TOM 10N

Jones and Ellison share a secretary Gould and Sands share a secretary



Compton and Harp share a secretary

HOUSE COMMITTEE MEETINGS BY DAYS AND TIMES

Monday Thru Friday - 8:00 a.m.

Appropriations: Education Sub: Gen. Gov't Sub: Hum. Svs. Sub: Institutions Sub: Long Range Bldg. Sub: Natural Res. Sub:		104 108 317 202-A 202-B
Business and Labor: Judiciary: Taxation: State Administration:	Room Room	312-F 312-D 312-B 437 —

Monday-Wednesday-Friday - 12:30 p.m

Agriculture:	Room	317 -
Education:	Room	312-D
Local Gov't:	Room	312-F
Natural Res:	Room	312-B

Tuesday-Thursday - 12:30 p.m.

Fish and Game:	Room	312-B
Highways:	Room	317 —
Human Services:	Room	312-D

On Call

Legislative	Administration:	Room	428-A	-
Rules:		Room	428-A	

MINUTES OF THE

LEGISLATIVE ADMINISTRATION COMMITTEE HOUSE OF REPRESENTATIVES



December 27, 1984

The meeting of the House Legislative Administration Committee was called to order by Chairman Menahan at 19:10 in Room 420 of the Capitol Building.

ROLL CALL: Members present were Representatives Keyser, Donaldson and Grady with Representatives Brown and Zabrocki excused. Republican Leader Bob Marks and Speaker John Vincent were present as Ex-officio members. Others present at the meeting were Chief Clerk, Ed Smith; Aide to the House Republican Leader, Martha Brass and Sergeant-at-Arms, Chuckie Cramer.

The Chief Clerk said that he and Martha had worked on the roster of employees recommended to the Committee for hiring and they were both very pleased with the calibre of applicants and the individuals that have been selected. Some of these have legislative experience having worked either in the Senate or in the House in the past.

Chairman Menahan asked if the committee secretaries had taken typing and shorthand tests. Mr. Smith replied that only if they had never worked for the Legislature were they required to take tests. The chairmen of the committees were contacted to see if they had any preference for secretaries and if not to ask their authorization to hire a secretary from the list of applicants. This has worked very well in the past as some do have a preference. All committee members acknowledged that it is sometimes difficult to find good help because of the temporary nature of the job.

Some of the moving cannot be done until the week of January 2nd as the Legislative Auditor does not plan to vacate Room 129 until then and this room has been assigned as a committee room. General Services does not want any moving into the old Law Library area until the contract has been filled. It was also mentioned that General Duffy of the National Guard has always been most cooperative about loaning chairs to the Legislature for large hearings. Chuckie Cramer will contact General Duffy concerning this.

Reps. Marks and Vincent felt that the roster of employees was very acceptable and that some of the best had been hired from the House and Senate which will give the House some very good experienced help. They commended Martha and Ed for their excellent work.

The Chief Clerk handed out Recommended Changes in Employment Classifications. Item #1 was recommended by the Senate to upgrade Doormen and Security Guards from Grade 5 to Grade 7. It was agreed to discuss this with the Senate Committee and no action was taken on Item #1.

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Item #2 - This was agreed to by both houses because of the expanded capabilities of the computer and the increased workload. Two technicians have been hired at the request of Diana Dowling because of the workload.

Item #3 - The telephone operator had previously been provided by the telephone company until the State opted for another phone system. It is now up to the Legislature to provide the telephone operators. This would be established in line with some of the other positions.

Item #4 - A new category for Aide to the Republican House Leader was recommended because of her responsibilities and she is the representative of the Republican leadership. The position was differentiated from secretary because of the responsibility of the position. This position came up because of the divided House and probably would not occur again. This position has been upgraded from Grade 11 to Grade 13.

Item #5 - The Sergeants in the House and Senate should be upgraded from Grade 16 to 17 as they were in the past. Somehow, two sessions ago, these positions were downgraded to Grade 16.

Item #6 - The positions of Chief Clerk, Secretary of the Senate and Sergeant-at-Arms are currently paid at the rate of 40 hours per week with no overtime. It was felt that these positions should be paid at the rate of 48 hours per week to take care of the 6th Legislative working day. This would somewhat compensate for the long hours that they put in with no overtime pay. All hourly employees are paid overtime.

Chairman Menahan called for discussion on the above. Rep. Donaldson felt that Item #1 was a significant jump for Security Guards and Doormen. A Grade 5 would be \$5.07 for Step 2; Grade 6, Step 2 would be \$5.428 and Grade 7, Step 2 would be \$5.825 per hour. This is a Senate recommendation and would be discussed at the Joint Meeting in the afternoon.

Discussion was had concerning Item #2 and it was asked if these people were going to be more highly trained than before. The work load will be expanded and possibly they will have a better data background. The feeling was that they have always been underpaid and that Grade 7 is too low. The Status is very important to anyone connected with the Legislature and the general public. These people are usually working fulltime and they do as much work as a committee secretary, if not more. The Senate also agrees with raising these people to a Grade 10.

As for Item #3, the telephone operator, when Mountain States was furnishing the operator she was paid around \$193 per week and that did not include any supervisory responsibilities. If the operator is classified as Grade 11 this would be a considerable increase - around \$300 per week. This would put the telephone operator on the same grade level as the leadership secretaries and it was not felt that this is where they should be.

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Chairman Menahan felt that the telephone office should be kept open for an hour or two after the adjournment of the House and Senate each day. There are many calls coming in after adjournment and at least there would be someone on duty to take messages from the public when they call in. The hours could be worked out so that neither of the operators would get overtime pay. He suggested that this be discussed with the Senate Committee. Rep. Keyser did not feel that this position is equal in responsibilities to the other Grade 11 positions.

Rep. Donaldson moved that the Committee accept the recommendations #2 through #6 with the exception of Item #3, which would be established as Grades 10 and 9 for telephone operators. MOTION: Passed unanimously. The other members of the committee that were excused will be contacted as to their vote.

Rep. Donaldson moved to accept the roster of employees presented by the Chief Clerk and the Aide to the Republican Leader. MOTION: Passed unanimously.

The System 6, which will be used by the six subcommittee secretaries was discussed. There are also two Word Processors in use this year; one in the Steno Pool, Room 202, and one in the Amendments Coordinator's Office.

The offices and committee room spaces in the previous Law Library were discussed. Normally, the large room will be used by Taxation. However, should some other committee have a larger turnout than expected the rooms could be switched in a matter of minutes. Chuckie will also check on other large auditoriums within the Capitol Complex that could be used for hearings. Chairman Menahan mentioned that perhaps a PA system could be installed in the large center room. Chuckie felt that this would probably have to be taken care of under some type of lease agreement. Rep. Marks said that a newly elected member of the House, Bill Glaser, is an excellent sound system person and had installed the system in the House. Chuckie will get in touch with him.

Speaker Vincent said that he had submitted a claim for working at home on presession organizational work rather than drive to Helena and felt that perhaps the Accounting Department would like some type of authorization from the committee even though he is authorized to approve this. Chairman Menahan supported the Speaker as far as working at home and not driving to Helena and saving the expense of mileage and travel time. MOTION: Rep. Keyser moved that the Chairman and Vice Chairman of this Committee sign off on the claims presented for work at home. Motion carried unanimously.

The question of holiday pay for the two days in February which are recognized as State holidays was discussed. It was felt that there should be continuity and the Legislative Council has stated that they are going to pay their staff for those two days. Some of the members of this Committee felt that being the Legislative employees are temporary they should not be paid holiday pay.

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The Committee felt that a letter should be written to the Council stating whether or not we are or are not going to pay holiday pay and that a letter should be sent by the Joint Committee as well. Rep. Keyser said he didn't have any great opposition but did not feel that we should pay holiday pay. Chairman Menahan brought up the fact that these are recognized State holidays and wondered if this Committee could tell the legislative employees that they are not going to be paid for them. MOTION: Rep. Keyser moved that we do not pay holiday pay and to recommend to the Legislative Council that they do not pay it either in view of being consistent. The motion was seconded and passed unanimously. This should also be discussed with the Senate Committee.

Rep. Marks had received a letter from the Legislative Council relative to the leadership being issued telephone credit cards. At the present time the limit is \$25 per month. Phone bills have gone up considerably and Chairman Menahan wondered if perhaps this shouldn't be increased to \$40-50. It was also discussed giving the Minority and Majority Whips a card limited to the present \$25 per month.

MOTION: Rep. Donaldson moved to increase the leadership credit card limit to \$50 from \$25 and issue cards to the Whips for \$25 per month. Motion passed unanimously.

The Chief Clerk said that the upgrading of the voting machine would not be completed until February according to the company that has the contract. The Committee felt that this was simply upgrading the present system which is working well at this time and if the contract cannot be complied with the company should be told to forget it. This was authorized in August of 1984 and they promised that it would be completed in time for the session. The Chief Clerk also told them they would have to have someone here for a training session before the session. The Chief Clerk suggested that Chairman Menahan call Jim Morgan and discuss this problem with him.

The "leadership discretionary fund" was brought up by the Chief Clerk. At the present time it is \$10,000 and the Committee felt that it should be retained at \$10,000. MOTION: Rep. Donaldson moved that this fund be kept at the present \$10,000. Motion carried unanimously.

Chuckie Cramer explained the workings of the Security Guards and said that they have been scheduled for between 30-40 hours a week. There will be nothing over 40 per week. All have indicated a willingness to be flexible as far as their hours but Chairman Menahan felt that they should be given 40 hours per week if possible.

There has always been abuse of the parking spaces in the past and the Sergeant has no authority to make them move. She would like some guidelines on this. It was mentioned that a bill would have to be passed to give this authority and perhaps a committee bill could be introduced. MOTION: Rep. Keyser moved that a committee bill be introduced that would allow towaway of illegally parked vehicles during the legislative session and any special sessions.

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Five hundred sheets of stationery will provided each member of the House initially. Stationery for the leadership will be unlimited. Employee name tags will also be furnished initially but if they are lost they will be replaced at the individual's cost.

The Security Guards do not have any real authorization to remove anyone from the building, etc. They are really only a fire watch. The Sergeant felt that this should be a deputized position. Chairman Menahan suggested that this be discussed with the Sheriff and the local Chief of Police.

Chuckie will have three registered CPR persons on her staff and one advanced first aid person. This is a high stress situation under which these people are working and she requested some authorization to call an ambulance or doctor if needed. MOTION: Rep. Keyser moved that the Sergeant have the authority to call an ambulance or medical assistance in any case she deems it necessary. Motion carried unanimously. She will also talk to the ambulance services and explain the situation to them.

There being no further discussion by the Committee the meeting was adjourned at 12:10 p.m.

Chairman William (Red) Menahar

VISITOR'S REGISTER

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IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR VISITOR'S STATEMENT IF YOU HAVE WRITTEN COMMENTS, PLEASE GIVE A COPY TO THE SECRETARY.

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