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MINUTES OF THE MEETING
LEGISLATIVE ADMINISTRATION
MONTANA STATE SENATE

JANUARY 5, 1987

The meeting of the Legislative Administration Committee was called to order by Chairman Chet Blaylock at 2:00 p.m. on January 5, 1987 in Room 415 of the State Capitol.

ROLL CALL: All members were present.

ADDITIONAL COMPUTERS: Senator Blaylock explained that Sylvia Kinsey has a very busy committee with Finance and Claims and that her work could be made easier with a computer with a word processing package on it. The cost of renting a computer from the Department of Administration would be \$200 per month.

MOTION: A motion was made by Senator Lynch that a computer be rented from the Department of Administration at the cost of \$200 per month for use by Sylvia Kinsey for her committee.

ADDITIONAL SPEAKERS: Senator Blaylock further explained that Sylvia had talked with him regarding installing a speaker in her office so that she will know when a meeting is being called for her committee.

Senator Lynch stated that the chairman could have a page notify Sylvia of a called meeting and save the cost of installing another speaker.

Everyone was in agreement with Senator Lynch's suggestion to help cut costs this year.

FAXNET PROGRAM: The Faxnet Proposal which was presented at a Joint Legislative Administration Committee meeting was discussed. This proposes placement of two portable Xerox fax units for use during the 1987 Legislature. These fax machines could be used by legislators and their staff. Information can be transmitted in 30 seconds per page to and from another compatible fax unit located around the state.

Senator Blaylock questioned what could be sent, as all of the bills and other related material is sent each day to county clerks and county libraries.

Senator McCallum stated that this will not be available to all counties, only those where there is another faxnet unit.

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Places like Plains and Cheater will not have this available to them.

Senator Lynch commented that votes could be sent in the mail to people requesting them.

MOTION: A motion was made by Senator McCallum that the system be left as is for this year.

WOODY WRIGHT PROPOSAL: Senator Norman stated that Woody Wright, representing Erdmann and Wright, had talked with him regarding the possibility of installing a service capable of connecting into the public address system of the House and Senate. This would enable the firm and others subscribing to the service to monitor the proceedings during a session as they occur. The legislature would own the dedicated line and establish the guidelines for its use.

Senator Lynch stated that the point is that it would make the renting of office space in Wright and Erdmann's new building more attractive.

Senator Kolstad asked how this would benefit the Senate.

Senator Norman replied that he did not feel that there would be any benefit to the Senate.

It was suggested that perhaps people buying this service would then begin taping the sessions and this could create some real problems.

Senator Norman stated that the court would perhaps frown on this as people would be trying to interpret what the intent of the Committee of the Whole was on certain issues.

Senator Norman suggested that the committee wait and see what the House intends to do on this matter.

PAGES: Senator Blaylock announced that every senator would be able to sponsor two pages during the session with approximately 20 spaces left for more pages. These spaces would be evenly divided between the two political parties.

Discussion was held regarding having some girls from Mountain View serve the Senate as pages. Last session a girl from the Home served and it seems to make a big difference in her life.

MOTION: A motion was made by Senator Manning that two of the twenty spaces be given to two girls at the Mountain View Home for Girls in the Helena Valley. Motion carried unanimously.

Ralph asked if pages could work that had served as a page previous to the 50th Session of the Legislature. The decision is left up to the individual senator sponsoring the page whether or not they could have served the legislature before.

Senator Crippen asked if there would be any extra slots left for pages. There will be eighteen slots which will be divided evenly between the two parties after the 2 girls from Mountain View School have served.

STATIONERY: Margaret asked how the committee would like to handle the stationery for the senators this session. At the present time the leadership receives 1,000 sheets and all of the other senators receive 500 sheets.

The cost for the first order is \$26.50 and \$11.50 for the second order per senator.

Margaret stated that the cost of the notepads is almost the same as the letterhead stationery.

Senator Crippen stated that he feels that the notepads are a waste of time and money. He stated further that if a senator wants note pads they should be willing to pay for them themselves.

Senator Lynch stated that he feels that every senator should be given the option for what he/she would like to have.

MOTION: A motion was made by Senator McCallum that each senator be allowed a total of 1,000 whether it be by 500 letterhead and 500 notepads or 1,000 letterhead or whatever combination to make 1000. Motion carried with all voting "yes" with the exception of Senator Lynch who voted "no".

RECORDERS: Margaret Megan asked the committee what their desire was as to whether to buy or rent tape recorders for the secretaries. The cost to rent is \$40 per machine per month. She suggested that perhaps 4 or 5 should be gotten by the Senate along with 2 or 3 reel to reel machines.

Senator Lynch asked if the recorders could be shared. He suggested that a poll be taken of the committee secretaries to see how many would like to use a recorder at the discretion of their chairman.

Senator McCallum stated that the committees which are meeting every other day could perhaps share machines.

Bonnie Wallen, Secretary of the Senate, stated that senators use the recorders to dictate letters on to in the evenings and weekends. She encouraged the committee to not get too short of the recorders.

Senator Crippen asked if the secretaries in the Steno Pool take shorthand. Yes, some of them do take shorthand.

MOTION: A motion was made by Senator McCallum that Margaret be authorized to rent ten machines. Motion carried.

MAINTENANCE: Margaret inquired as to the maintenance of the computers, printers and the other equipment. She asked the committee's desire regarding maintenance contracts or paying on a per call basis.

Ray Ross from the Legislative Council did a comparison and reported to Margaret that some machines should be under maintenance agreements and some should be done on a per call basis.

Senator Blaylock reported that \$1500 had been budgeted for personal computers and printers. Eight hundred dollars should be budgeted for maintenance agreement.

Senator McCallum asked what a maintenance agreement provides. Margaret explained to the best of her knowledge what the agreements provide and explained that each agreement with each company is different.

Senator McCallum stated that Margaret should pick the option that best fits the needs of the Senate.

Senator Manning asked Margaret what her suggestion would be.

She replied that she would like to see maintenance agreements with three calls allowed.

MOTION: A motion was made by Senator Lynch that \$800 be budgeted for maintenance agreements and \$700 be budgeted for per call maintenance. Motion carried.

PRESS CARDS: Press cards will be handled in the same way this session as in the past. The Secretary of the Senate's Office will issue the press cards which have been signed by the President of the Senate.

PHONE ABUSES: There seems to be a problem in regards to the phones being abused.

Senator Manning stated that he felt very strongly that the Senate should try to avoid phone abuses, most of which are being done by other people rather than the senators. It seems that spouses, interns and aides are the biggest offenders of the phones being used most especially in the cloak room off of the Senate chambers.

Senator Blaylock recommended that security be asked to watch this area more closely.

Aides and interns should use the phone in their senator's office to make business calls and be not allowed to use the phones in the cloak room. Only senators will be allowed to use the phones in the cloak room.

All of the senators will be encouraged to not abuse the phone privileges. This will be stressed in one of the first caucuses of each party.

CREDIT CARDS: The credit card policy will be handled the same as past sessions with only the leadership receiving credit cards for the phones.

The limits for the 1987 biennium will be the following: \$75 per month for the president and president pro tempore; \$50 per month for the floor leaders; \$25 per month for the whips.

COFFEE POTS: Senator Crippen asked if the Senate provided coffee pots for each of the committee rooms. He was told that most committees which shared a room also shared a coffee pot which they would purchase together if it were not left from last session.

INTERNATIONAL ROLL CALL: Bonnie asked about the committee's feeling regarding the maintenance agreement with International Roll Call.

The original contract began in June of 1956 with revisions in 1966, 1973, 1975 and June 1978 when new rates were established to handle the computer system and the length of time required to cancel reduced to six months from the previous one year requirement. The most recent change came about in 1982 when the Senate purchased the computer used to drive the voting system in order to eliminate the cost involved in special sessions.

Jack Campbell has always been the one here in Helena who knew alot about the system and could fix the minor problems which arose. However, the Senate has received a letter from Deane Blanton stating that the Senate will now have to pay the Department of Administration \$18.24 per hour for Jack Campbell when he works on the system.

It was suggested that perhaps someone from the council could learn how to work on the voting system, in order not to have to pay the Department of Administration for Jack. Everyone agreed that Jack does do a fine job, however.

Senator Blaylock reported that the cost of the maintenance agreement for even number years (Special Session Years) is \$5,000, and \$12,000 for odd numbered years (Regular Session Years).

Senator McCallum stated that there did not seem to be any choice, but to pay the Department of Administration for Jack Campbell's time.

Bonnie stated that whoever is the one to work on the machine and change the light bulbs and do other small repairs whether it be Communications or Don Miles. They could perhaps include that kind of service for a nominal amount in maintaining the rest of the system. Jack will not always be here and be available.

This could be included in the maintenance contract on the sound system in the chambers.

Senator Manning asked if this would be a violation of the present contract. He was told that there would be no problem in that respect.

Senator Blaylock stated that this should be checked into further.

The Rental and Maintenance Agreement between the Senate and INC was reviewed and given approval.

PROOFREADER: A motion was made by Senator McCallum that Shyrell Owen be hired to fill the other proofreader position. Motion carried unanimously.


CREDIT CARDS: A motion was made by Senator Kolstad that a credit card be issued to the Legislative Administration Committee Chairman with a ceiling of \$25 per month. Motion carried unanimously.

MEMORY TYPEWRITER: Senator Kolstad said that it has come to his attention that last session a memory typewriter had been rented for Barb Simic for her work. It was suggested that perhaps a PC could better serve Barb.

Senator Blaylock did not feel that at this time we should rent another PC.

MOTION: A motion was made by Senator Kolstad that the committee authorize a memory typewriter for use by Barb. Margaret will handle the renting of this machine. Motion carried.

ADJOURN: With no further business the meeting was adjourned at 3:30 p.m.


SENATOR CHET BLAYLOCK
Chairman

ROLL CALL

LEGISLATIVE ADMINISTRATION COMMITTEE

50th LEGISLATIVE SESSION -- 1987

Date 12/18/86

SENATE
SENT

NAME	PRESENT	ABSENT	EXCUSED
SENATOR CHET BLAYLOCK	✓		
SENATOR ALLEN KOLSTAD	✓		
SENATOR RICHARD MANNING	✓		
SENATOR GEORGE MC CALLUM	✓		
SENATOR J. D. LYNCH	✓		
SENATOR BRUCE CRIPPEH	✓		

Each day attach to minutes.

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Senator Cliff Blaylock
Chairman

