

MINUTES OF THE MEETING
LEGISLATIVE ADMINISTRATION COMMITTEE
MONTANA STATE SENATE

December 14, 1988

The Senate Legislative Administration Committee was called to order by Chairman Tom Rasmussen on December 14, 1988 at 1:00 in Room 108.

ROLL CALL: All members of the committee were present. There were also guests in attendance.

HIRING OF THE SENATE STAFF: Senator Rasmussen gave a report on the hiring of the Senate staff and positions. The report is as follows:

Secretary of the Senate	John W. Larson
Assistant Sec. of Senate	Nancy Waltermire
Secretary to the Secretary	Harriet A. Celar
Network Coordinator	Elaine Graveley
Journal Clerk	Rosana Skelton
Assistant Journal Clerk	Barbara Simic
Bills Clerk	Jean McLane
Assistant Bills Clerk	Connye Hager
Chief Steno	Shirley Herrin
Assistant Chief Steno	Betty Paulsen
Bills Coordinator	Elaine Eck
Status Input	Mary Graham
Bills Distributor	Nancy Burnham
Assistant Bills Distributor	June Johnson
Amendments Coordinator	Mark Bennett
Assistant Amendments Coordinator	Chuckie Cramer

Committee Secretaries:

Agriculture	Jean Stephenson
Business & Industry	
Local Government	
Education	
Finance & Claims	Debbie Thompson
Fish & Game	Carolyn Linden
Judiciary	Rosemary Jacoby
Highways	Pat Bennett
Labor and Employment Relations	Mary Florence Erving
Natural Resources	Helen McDonald
Public Health	Louise Sullivan
State Administration	Gayle Carpenter
Taxation	Jill Rohyans
Reading/Posting Clerk	Harvey Powlowsky
Assistant Reading Clerk	Lucille Borer

Steno Pool:
Stenographer
Stenographer
Stenographer
Steno Aide

Louise Fulbright
Nancy DeConteau
Sandi Ramirez
Joan Linkenbaugh

Telephone Operator
Proofreaders

Joani Warner
Helen Mayer
Jaelene Johnson

Sergeant-At-Arms
Assistant Sgt. - Security
Assistant Sgt. - Pages
Assistant Sgt. - Supplies

Earl Moritz
Norm Eck
Susan Akey
Ralph Erving

Doormen

Ben Hainlin
Mike Meyer
Donn Barnett

A motion was made by Senator Story and seconded by Senator Crippen to accept the above committee report. Motion carried.

John Larson told the committee that it was his suggestion that a new position, Network Coordinator, be filled by Elaine Graveley at a Grade 11. He also told the committee that the Bills Coordinator's position be upgraded to a Grade 11. This position will have added responsibilities this session, therefore, should be upgraded. Everyone was in agreement with the suggestions.

PAY SCALE AND RAISES: John reported that it is his suggestion that all of the former employees of the legislature receive a step increase in pay.

Senator Blaylock stated that during the legislature last session the wages of the state employees were frozen, and therefore, the legislature would be facing extreme difficulties if they gave their won staff a raise at this time.

Senator Crippen stated that he agrees with Senator Blaylock, however, the Governor's budget calls for all state employees to receive a pay raise. Legislative employees are only parttime.

Senator Mazurek commented that he supports the step increase.

MOTION: A motion was made by Senator Crippen and seconded by Senator Story that the feed bill contain a step increase for all former employees. Motion carried with all present voting "yea" with the exception of Senator Blaylock who voted "nay".

COMPUTER SYSTEM: John reported on the progress of the computer system which the Senate just put into place. There will be 24 p.c. workstations to replace the typewriters. Applied Management of Helena, the computer consultants in conjunction with several state and legislative agencies. has a contract which expires on December

31, 1988. It is suggested that the Senate back away from doing the Journal on the p.c.'s and place more emphasis on the Agenda Processing.

A new staff person will be hired by the Legislative Council that is familiar with the Novell Operating System to assist all of the legislature.

John asked that a new contract be executed with Applied Management for a smooth transition into the new system.

Bob Person of the Legislative Council reported that this would be within the fiscal capacity of the Senate.

Senator Mazurek reported that it would be foolish not to continue with Applied Management after all of the work that they have done on the system.

MOTION: A motion was made by Senator Blaylock and seconded by Senator Mazurek to give John Larson the authority to negotiate a new contract with Applied Management. Motion carried.

Senator Blaylock stated that he would like to thank Bonnie Wallem, the former Secretary of the Senate, for all of the hard work she did on the computer system and seeing that it was in place and operating.

MOTION: A motion was made by Senator Crippen and seconded by Senator Story that a letter be drafted and sent to Bonnie thanking her for a job well done. Motion carried.

FACSMILIE MACHINE: Bob Person reported that there is a Fax machine available for use by the legislature. There seems to be is a growing importance more and more time to make use of a Fax machine. It should not be placed in the Legislative Information Office on second floor nor in telephone room. This would be a joint operation with the House.

Bob told of some of the bids which he received for a machine, they are as follows:

Davis Business Machines	\$2,785. continuous paper 285. per month - rent
Zerox Corporation	\$3,548. single sheet feed 425. per month - rent

Senator Mazurek asked if there would be some way to try to recover some of the costs from lobbyists, the public and news people.

MOTION: A motion was made by Senator Blaylock to give Bob Person the approval from the Senate to buy a Facsmilie machine and use the telecommunications budget and to try to recover some of the

costs. The machine should be the Xerox, single sheet feed. The motion was seconded by Senator Crippen. Motion carried.

Senator Rasmussen suggested that perhaps the machine should be placed in the Legislative Council. Bob will check into the options for placement.

PARKING: Senator Crippen asked about the parking for the senators for this session.

Ralph reported that the parking is basically the same as last session with seniority being a consideration.

TRANSCRIBERS: Ralph asked about the ordered of transcribers for the Senate. The cost would be \$40. per machine per month to rent.

Senator Blaylock asked which is better the large transcribers or the small hand held machines.

Senator Mazurek suggested rather than renting machines for the secretaries to use for minutes that small machines be rented for the senators to use for dictation. Large machines can be borrowed from the Council if a secretary needs to record a large meeting.

MOTION: A motion was made by Senator Blaylock that Ralph check into 5 hand held machines which are compatible with those which the senate has at the present time. This would be on a lease program. Seconded by Senator Rasmussen. Motion carried.

TYPEWRITERS: Ralph asked about the old typewriters which the Senate has used in the past.

John suggested that he would rather the secretaries all use the p.c.'s rather than typewriters.

Senator Blaylock stated that perhaps the typewriters should be turned over to surplus property before long.

OLD CHAIRS: Ralph reported that the old chairs out of the Senate Chambers are being used wherever needed in the Senate.

PURCHASE ORDERS: Ralph asked who has the authority to do Purchase Orders at the present time. John Larson will sign all Purchase Orders under \$100 and Senator Rasmussen will sign all Orders for over \$100.

SPEAKERS: Ralph asked the committee about installing speakers in the mens' and ladies' restrooms located off of the chambers. Everyone present felt that these were not necessary.

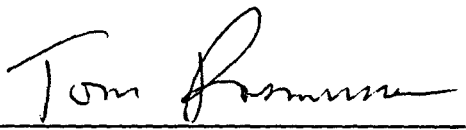
FILE CABINETS: Ralph asked for the committee's approval to buy some 4-drawer legal size file cabinets. The cost would be \$68. each at K Mart.

MOTION: A motion was made by Senator Blaylock to give Ralph the authority to purchase 3 4-drawer file cabinets. Motion carried.

BUSINESS MANAGER: Ralph suggested to the committee that he would prefer that his title be "Business Manager" rather than Assistant Sgt.-at-Arms in charge of supplies. This was changed during the past two sessions.

MOTION: A motion was made by Senator Blaylock that Ralph's title be Business Manger for this session. Seconded by Senator Crippen. Motion carried.

ADJOURNED: With no further business the meeting was adjourned. Motion carried.



CHAIRMAN SEN. RASMUSSEN

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ROLL CALL

LEGISLATIVE ADMINISTRATION COMMITTEE

DATE 12/14/84

5/11 LEGISLATIVE SESSION _____

NAME	PRESENT	ABSENT	EXCUSED
TOM RASMUSSEN, CHRM.	✓		
PETE STORY, V. CHRM.	✓		
CHET BLAYLOCK	✓		
BRUCE CRIPPEN	✓		
JOE MAZUREK	✓		

Each day attach to minutes.

December 21, 1988

Bonnie R. Wallem
6 Washington Place
Helena, MT 59601

Dear Bonnie,

On behalf of the Senate Legislative Administration Committee and the entire Montana Senate, I would like to take this opportunity to say "THANK YOU" for all your hard work and long hours you spent working to put together the Senate's new High Technology System. It is the dedication of people like yourself that makes projects such as this work more efficiently.

Everyone is anxiously awaiting the session to see the entire system in operation. I am sure that the senate will run more efficiently because of the advancements which have been made.

Thank you again for a job well done.

Sincerely,

SENATOR TOM RASMUSSEN, CHAIRMAN
Legislative Administration Committee

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