

MINUTES

MONTANA HOUSE OF REPRESENTATIVES 53rd LEGISLATURE - REGULAR SESSION

JOINT SUBCOMMITTEE ON INSTITUTIONS & CULTURAL EDUCATION

Call to Order: By REP. ED GRADY, Chair, on January 11, 1993, at 8:00 A.M.

ROLL CALL

Members Present:

Rep. Ed Grady, Chair (R)
Sen. Eve Franklin, Vice Chair (D)
Sen. Gary Aklestad (R)
Sen. Tom Beck (R)
Rep. Red Menahan (D)
Rep. Linda Nelson (D)

Members Excused: NONE

Members Absent: SEN. J.D. LYNCH

Staff Present: Sandra Whitney, Legislative Fiscal Analyst
Mary LaFond, Office of Budget & Program Planning
Judy Murphy, Committee Secretary

Please Note: These are summary minutes. Testimony and discussion are paraphrased and condensed.

Committee Business Summary:

Hearing: MONTANA ARTS COUNCIL
Executive Action: MONTANA ARTS COUNCIL

HEARING ON MONTANA ARTS COUNCIL

Tape No. 1:A

Arlynn Fishbaugh, Executive Director of the Montana Arts Council (MAC), presented a profile of the agency. The MAC was established in recognition of the increasing importance of the arts in the lives of the citizens of Montana, of the need to provide opportunity for our young people to participate in the arts and contribute to the great cultural heritage of our state and nation; and of the growing significance of the arts as an element which makes living and vacationing in Montana desirable to the people of other states.

The difference between the Arts Council and the Cultural Trust is the Arts Council is a state agency and the Cultural Trust is money derived from interest on the coal tax.

The **MAC** has several programs, such as; Artist in the Schools and Communities, Governor's Arts Awards, The First Book Award, Montana Folklife Program, Grant Fellowships and Technical Assistance.

The general fund appropriations to the **MAC** for the past five years, 1987 to 1991, were \$613,000. There was a 400% return on this investment for the state through the federal monies available to the Arts Council and art organizations throughout the state.

The grantee's projects for FY 1991 and FY 1992 from Arts Council Grants and the 1990-1991 biennium from the Cultural Trust, were \$10,000,000.00 worth of arts projects. These projects reached an audience of 3.75 million people during the two-year period.

Between 1987-1991, combining the state, federal and regional dollars that came into arts organizations and the **MAC**, there was an investment of \$7,700,000.00 in our state. These funds supported activities which reached approximately 11 million people in the five-year period.

Sharon LaBonty, Rural Arts Steering Committee (RASC) Member, is also a member of the Fort Peck Fine Arts Council. This committee has written grants which enabled the arts to be taken to the rural communities of Montana.

The **RASC** has also received a National Endowment of the Arts grant of \$50,000.00 for three years which has allowed them to hire professional staff. **RASC** has been established as a national model for rural arts agencies.

Arts in Montana is promoted in the state's tourism handouts.

Larry Williams, Montana Arts Council Chairperson, is Superintendent of Schools in Great Falls and is also an art educator. He supports the Artists in the Schools program.

The Artists in the Schools program works with individual artists, the office of public instruction, **MAC**, numerous art organizations and connects all of these with school teachers and students. The program also connects students with the artists.

James Haughey, Montana Arts Council Member, artist, legislator and lawyer, sponsored SB 12, in 1967 and helped to get the bill passed which established the **MAC** as a state agency.

"Montana Arts Council Issues FY 94-95 Biennium" was distributed. To amend information in the LFA Budget D-1, the agency receives no federal funds from the National Education Association; only from the National Endowment for the Arts. The information provided on page D-2 which references Artists in the Schools (AIS) program grants, should instead refer to local community grants, not AIS. **EXHIBIT 1**

In prior years, the Arts Council was authorized .47 FTE instead of .5 FTE. This error was stated under Agency Budgetary Issues Not Yet Addressed in EXHIBIT 1.

Vacancy Restoration - Position #14, executive secretary to the Council and the Director (.5 FTE), is essential to the agency. A temporary secretary was hired beginning December 8, and the position was advertised beginning December 27, with an application deadline of January 8.

MAC requests that federal funds continue to be authorized as continuing appropriations, as have been authorized in the past.

MAC equipment needs are for a large screen monitor for in-house publications and graphic design work, and an upgrade to an IBM 486 computer.

The budget modifications are for the Montana Folklife Program and Rural Arts Specialist. General funds are not required for either program. EXHIBIT 2

The general fund funds a portion of Personal Services and Operational Expenses for the agency. The general fund's share of this should be an additional \$11,691. Restoration of \$11,691 is requested in order to allow the agency to continue funding programs such as underwriting arts presenters per year, or 23 Artists-in-Schools/Communities residencies, or eight grants to organizations.

Carleen Layne, Accountant, Deputy Director of the Montana Arts Council, said the costs in the agency budget at current level for FY 92-94 have increased 13%. The agency is expecting an increase in federal monies. The funding the LFA has recommended increases the state special revenue from the cultural trust money. Part of the increase in special funds being received is from the Artists in the Schools program. They have also increased community match money. There is a 12.4% increase for FY 92-95 but no increases are from the general fund.

EXECUTIVE ACTION ON MONTANA ARTS COUNCIL

Tape No. 1:A

Ms. Whitney, Legislative Fiscal Analyst, explained in the MAC's budget there was a .5 FTE, Administrative Assistant, that was excluded by the Swysgood amendment because the position was vacant. This position is \$14,545 in FY 1994 and \$14,558 in FY 1995 half of which comes from the general fund.

Mary LaFond, Office of Budget Program and Planning, stated the figures on Exhibit 2 current level differences, GRANTS, have been corrected from \$9,138 to \$7,111 in the executive FY 1994 column

and from \$8,195 to \$7,061 in the LFA FY 1995 column. The proper funding mix and grants mix have been implemented. That is a reduction in general funds and grants.

Motion/Vote: REP. RED MENAHAN made a motion to accept the current level LFA base for 1994-1995. The motion CARRIED unanimously.

Questions, Responses, and Discussion:

Documentation was presented, EXHIBIT 3, which showed a temporary secretary had been hired through Personnel Plus to fill the .5 secretarial position.

SEN. TOM BECK said this position was kept vacant for vacancy savings to fulfill the severance pay of the former director and the former secretary.

Ms. Fishbaugh stated she did not fill the position since she was trying to save money for the agency.

Mr. Williams also stated that the agency was not to fill the position due to budgetary reasons because supplements were not available.

Mr. Williams defended the costs of the search and moving expenses to fill the director's position.

SEN. EVE FRANKLIN supported the position that due to the fact the agency is small, she feels this position is necessary in order for the agency to function.

CHAIRMAN GRADY suggested that perhaps some of the bed tax or other money could be diverted so the general fund money would not have to be spent.

Motion/Vote: REP. MENAHAN made a motion to restore the .5 secretary position. The motion CARRIED 5 to 2 with CHAIRMAN GRADY and SEN. AKLESTAD voting nay.

Motion/Vote: SEN. BECK made a motion to take the executive base - take money out of the LFA base for Local Community Grants. The motion CARRIED 5 to 2 with REP. MENAHAN and SEN. FRANKLIN voting nay.

Motion/Vote: SEN. FRANKLIN made a motion to accept the executive base for other grants. The motion FAILED 2 to 5, with SEN. FRANKLIN and REP. MENAHAN voting aye.

Motion/Vote: SEN. BECK made a motion to accept the two budget modifications. The Montana Folklife Program has 1.0 FTE and cultural and aesthetic grant funds. The Rural Arts Specialist has 1.0 FTE and cultural and aesthetic grant funds. There are no general funds included. EXHIBIT 2 The motion CARRIED 5 to 2

with CHAIRMAN GRADY and SEN. AKLESTAD voting nay.

Ms. Whitney, said when an equipment budget is approved, the legislature is approving the dollar amount to be spent on equipment. The agency decides what equipment to purchase and must stay within the budget.

REP. LINDA NELSON asked why the Arts Council is so large?

Mr. Williams informed the committee there are 15 members on the council.

Mr. Haughey said the council started with 25 members. The council was interested in getting representation from around the state. They took into consideration different communities, size of communities and occupations. It would take a statute change to reduce the number of members.

Motion: SEN. FRANKLIN made a motion to change the .47 FTE to .5 FTE. The cost of moving the position to a .5 FTE would increase from \$677.00 in FY 1994 to \$680.00 in FY 1995.

Ms. Whitney pointed out there are two .5 FTE positions that have insurance. If the .47 FTE is made a .5 FTE the agency will be short one insurance.

SEN. AKLESTAD indicated that we not pay insurance to the .47 FTE.


Ms. Layne explained that the .47 FTE position came about by an error within the MAC budget. They have been paying insurance on this position. The insurance money will come out of federal money, but it will reduce the agency's grants.

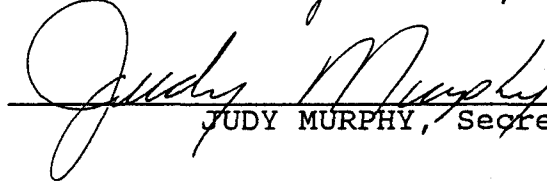
Vote: The motion FAILED 2 to 5 with SEN. FRANKLIN and REP. MENAHAN voting aye.

A motion was made to adjourn.

ADJOURNMENT

Adjournment: 10:20am


ED GRADY, Chair


JUDY MURPHY, Secretary

EG/jm

HOUSE OF REPRESENTATIVES

INSTITUTIONS/CULTURAL EDU. SUB-COMMITTEE

ROLL CALL

DATE

1-11-93

NAME	PRESENT	ABSENT	EXCUSED
SEN. GARY AKLESTAD	✓		
SEN. TOM BECK	✓		
SEN. EVE FRANKLIN, VICE CHAIRMAN	✓		
SEN. J.D. LYNCH	✓	✓	
REP. RED MENAHAN	✓		
REP. LINDA NELSON	✓		
REP. ED GRADY, CHAIRMAN	✓		

**MONTANA ARTS COUNCIL
ISSUES—94-95 BIENNIUM**

Points of Information

To amend information in the LFA Budget D-1, the agency receives no federal funds from the National Education Association; only from the National Endowment for the Arts.

Also, the information provided on page D-2 which references Artists in the Schools (AIS) program grants should instead refer to Local Community grants, not AIS.

Issues: Administrative Impact

Agency Budgetary Issues Not Yet Addressed:

1. Changing a .47 FTE to a .5 FTE (half-time secretarial position). Designating this position as a .47 was an inadvertent and regrettable error made by the agency. At FY 93 rates, the amount of money involved is \$677 for fiscal year 1994 and \$680 for fiscal 1995 and would be paid from federal funds.

2. Two employees are job-sharing position #16 (Program Specialist II). There is only one state share of insurance provided. Each employee is a .5 FTE and eligible for their own full state share of insurance. At 94-95 biennium rates that amount is \$2,280 for each year and would be paid from federal funds, as is the balance of that position.

Vacancy Restoration:

Position #14, Executive Secretary to the Council and the Director (.5 FTE), is essential to the agency. A temporary secretary was hired beginning December 8, and the position was advertised beginning December 27, with an application deadline of January 8.

The General Fund's portion of this is 50% of \$14,545 (FY94) and \$14,558 (FY95), and is included in both the Executive and LFA Budgets. The position was held vacant to accrue savings to offset a \$4,513 payout due to the retirement of the former Executive Secretary. The total payout for salary and fringe associated with the Executive Director and Secretary's retirement exceeded \$28,000, with search costs estimated at an additional \$9,600. This has forced the agency to leave both the Director and Secretary positions vacant to help cover those costs.

Federal Funds as Continuing Appropriations. We request that federal funds continue to be authorized as continuing appropriations, as has been authorized in the past. The NEA has always authorized extensions at our request. This allows public funds to be utilized as wisely and properly as possible, rather than just being used by a certain time.

Equipment. \$1,520 has been recommended in the LFA and Executive Budget for two laser printers. We now have the capability to network our computer systems, which means only one laser printer is necessary. However, our equipment needs are great. The other top priorities are:

1) A large screen monitor for in-house publications and graphic design work. This will create an enormous savings in time for laying out our agency publications and grant forms and applications. Price estimate: \$1,378.

2) Upgrade to an IBM 486 (\$1,800) for Organizational Services and other departments' use. This particular system would allow greater necessary storage capacity for programs and create important capabilities and time savings for the increased complexity of data we are required to capture and analyze. The 1987 computer currently in use would revert to the Executive Director, who currently has none.

continued...

Issues: Constituency Impact

Executive/LFA Comparison (D-1). The Legislative Fiscal Analyst's reduction in the General Fund of \$22,761 from the Executive base approaches a 17% reduction from pre-1992 cuts and exceeds a 13% cut from post-1992 cuts.

The agency, excluding grant expenditures and community match, is funded in 1992 at approximately the following percentages:

General Fund	32%
State Special Revenue	16% (Cultural Trust)
Federal	52%

The LFA's recommendation changes those percentages for 1994 to:

General Fund	27%
State Special Revenue	17% (Cultural Trust)
Federal	56%

The General Fund legitimately funds a portion of Personal Services and Operational Expenses for the agency. In the breakdown below, you'll see an actual overall increase in this area from FY 92 to FY94 of \$53,502. The General Fund's share of this should be \$11,691, but it is shifted to Federal and Special State Revenue sources, and as such it then constitutes part of the \$22,761 decrease in General Fund between the Executive and LFA Budgets. By funding this \$11,691 from Federal and State Special Revenue, our grants to constituents are reduced accordingly.

Detail of increases in Operations
based on LFA page D-4 headed "LFA Current Level"

	Description of funding	General Fund portion
Personal Services		
Decrease for ED	-4,000 percentage per FY 92	-1,280
FY 93 pay plan	19,000 percentage per FY 92	6,080
Operating Expenses		
Increased honorarium/AiS	28,400 federal	
Public Information	3,200 federal	
Increased rent and phone	5,600 percentage per FY 92	1,792
Inflation	3,744 percentage per FY 92	1,198
Fixed costs	2,500 percentage per FY 92	800
Indirect costs	4,658 federal	
Secretarial Service	-9,600 federal	
Total Operations	53,502	8,590
Fixed costs funded totally from State Special	9,689 percentage per FY 92	3,100
Total operations and fixed costs/General Fund share		11,691

Restoration of this \$11,691 cut to pay for expenses which, as standard practice, have been paid out of the General Fund still leaves a cut of \$11,070 to the General Fund. A restoration of \$11,691 is requested in order to avoid impacting our constituents by only half of the full \$22,761. This restoration would allow us to continue funding such programs as Underwriting for approximately 50 rural performing arts presenters per year, or 23 Artists-in-Schools/Communities residencies, or 8 Grants to Organizations. Even more dollars will be diverted if there is a play plan enacted.

LFA Comparison from 1992 to 1994 (D-4):

While the LFA budget indicates a General Fund reduction of only .48% in FY94 and 2.7% in FY95, if we review the FY92 cuts and replace them for FY94, it actually results in a 13% reduction (\$11,856) in General Fund. Please see attached summary.

EXHIBIT

DATE

1-11-93

	A	B	C	D	E	F	G	H	I	J	K	L
1	MONTANA ARTS COUNCIL											
2	Summary of current level FY 92 and changes in expenditures and income. Compares to LFA D-4											
3												
4		FY 92		FY 94	variance	Percent		FY 95	variance	Percent		
5		Current Level		LFA	in amount	change		LFA	in amount	change		
6												
7	Personal Services	231,327		246,327	15,000	6.48%		248,038	16,711	7.22%		
8	Operating Expenses	277,952		316,401	38,449	13.83%		300,678	22,726	8.18%		
9	Equipment	1,493		1,520	27	1.81%		0	-1,493	-100.00%		
10	Grants	206,913		246,778	39,865	19.27%		257,963	51,050	24.67%		
11												
12	Total Costs	717,685		811,026	93,341	13.01%		806,679	88,994	12.40%		
13												
14	General Fund	133,561		132,922	-639	-0.48%		129,952	-3,609	-2.70%		
15	State Revenue Fund	119,701		160,504	40,803	34.09%		159,127	39,426	32.94%		
16	Federal Revenue Fund	464,423		517,600	53,177	11.45%		517,600	53,177	11.45%		
17												
18	Total Funds	717,685		811,026	93,341	13.01%	*	806,679	88,994	12.40%*		
19												
20	*This amount in each fiscal year is the General Fund increase											
21	that would equal this average increase in the agency budget:											
22						\$17,288				\$16,114		

	A	B	C	D	E	F	G	H	I	J	K	L
23												
24	MONTANA ARTS COUNCIL											
25	General Fund Detail											
26												
27	The LFA recommends replacing cuts to Local Community grants as mentioned on D-2. Replacing cuts to the Artists in the Schools program are not addressed.											
28	If we review the FY 92 cuts and replace them, as shown in column F, the "plug figure", i.e. the number needed in operations (line 40, marked #) to arrive at											
29	the LFA's total recommended General Fund of \$132,922 (line 47, marked @), is \$77,039. This amount is a 13% cut from the FY 92 cut to the General Fund											
30	for operations and an almost 17% cut from the FY 92 original appropriation. Although the net effect to the General Fund appears miniscule as shown above											
31	(Columns F & J, line 14), it does not consider pay plan increases for FY 93 (included on line 41) and cuts made in the 92 special sessions of nearly \$7,000 and											
32	increases in operations for the biennium of \$11,844, as noted in LFA D-4. As shown in lines 49-61 below, this level of general fund cuts do not appear to be											
33	continued in the second year of the biennium.											
34	...											
35	A	B	C	D	E	F	G	H	I	J	K	L
36		FY 92		FY 92	FY 92	Replace		Difference	% change	Difference		% change
37		Original		Cut	Actual	cuts		from FY 92		from FY 92		
38	Appropriation/Description	Appropriation		Appropriation	Spent	FY 94		cuts (Col D)		original (Col B)		
39												
40	12156 Promotion of the Arts (operations)	92,375		88,895	88,895	77,039 #		-11,856	-13.34%	-15,336		-16.60%
41	Pay Plan for FY 93/General Fund Share					6,099						
42	12268 Local Community Grants	20,000		17,620	17,620	20,000						
43	12347 Audit/HB2 Sec 11			922								
44	12695 Audit	15,784		15,784	13,895	14,634						
45	12739 Artists-in-Schools	15,150		13,150	13,150	15,150						
46												
47	Total General Fund Appropriation	143,309		136,371	133,560	132,922 @						
48												
49	A	B	C	D	E	F	G	H	I	J	K	L
50		FY 92		FY 92	FY 92	Replace		Difference	% change	Difference		% change
51		Original		Cut	Actual	cuts		from FY 92		from FY 92		
52	Appropriation/Description	Appropriation		Appropriation	Spent	FY 95		cuts (Col D)		original (Col B)		
53												
54	12156 Promotion of the Arts (operations)	92,375		88,895	88,895	88,703 #		-192	-0.22%	-3,672		-3.98%
55	Pay Plan for FY 93/General Fund Share					6,099						
56	12268 Local Community Grants	20,000		17,620	17,620	20,000						
57	12347 Audit/HB2 Sec 11			922								
58	12695 Audit	15,784		15,784	13,895							
59	12739 Artists-in-Schools	15,150		13,150	13,150	15,150						
60												
61	Total General Fund Appropriation	143,309		136,371	133,560	129,952 @						
62												
63												
64												
65												
66												

5114 00 00000

MONTANA ARTS COUNCIL

DATE 1-11-93

Agency Summary

Budget Item	Current Level Fiscal 1992	Current Level Fiscal 1993	Executive Fiscal 1994	LFA Fiscal 1994	Difference Fiscal 1994	Executive Fiscal 1995	LFA Fiscal 1995	Difference Fiscal 1995
FTE	7.97	7.97	7.97	7.97	0.00	7.97	7.97	0.00
Personal Services	231,327	247,756	246,326	246,327	(1)	248,036	248,038	(2)
Operating Expenses	277,949	196,404	316,402	316,401	1	300,679	300,678	1
Equipment	1,493	0	1,520	1,520	0	0	0	0
Grants	<u>206,908</u>	<u>20,000</u>	<u>253,786</u>	<u>246,778</u>	<u>7,008</u>	<u>264,028</u>	<u>257,963</u>	<u>6,065</u>
Total Costs	\$717,678	\$464,160	\$818,034	\$811,026	\$7,008	\$812,743	\$806,679	\$6,064
Fund Sources								
General Fund	133,560	16,308	144,548	132,922	11,626	141,087	129,952	11,135
State Revenue Fund	119,700	225,281	155,886	160,504	(4,618)	154,056	159,127	(5,071)
Federal Revenue Fund	<u>464,418</u>	<u>222,571</u>	<u>517,600</u>	<u>517,600</u>	<u>0</u>	<u>517,600</u>	<u>517,600</u>	<u>0</u>
Total Funds	\$717,678	\$464,160	\$818,034	\$811,026	\$7,008	\$812,743	\$806,679	\$6,064

Page References

LFA Budget Analysis (Vol. 2), D1-D5
 Stephens Executive Budget, D1-D3

Current Level Differences

GRANTS—The Executive is higher than the LFA current level for grants. The differences are:

- 1) the Local Community Grants (general fund); and
- 2) other grants (general fund).

MINOR DIFFERENCES

TOTAL CURRENT LEVEL DIFFERENCES

FUNDING—The Executive includes \$4,618 in fiscal 1994 and \$5,071 in fiscal 1994 more general fund and less state special revenue for fixed costs than the LFA current level.

Budget Modifications

MONTANA FOLKLIFE PROGRAM—The Executive includes a budget modification for 1.0 FTE and cultural and aesthetic grant funds to: 1) identify, research, and document those Montanans who are bearers of traditional cultures; and 2) educate the public about Montana folk arts and ways through the production of books, records, articles, and other presentations.

RURAL ARTS SPECIALIST—The Executive includes a budget modification for 1.0 FTE and cultural and aesthetic grant funds to annualize a program authorized by budget amendment and implemented in fiscal 1992. The program provides technical assistance to community arts groups and volunteer beginning and/or professional arts agencies in rural areas, including the state's seven Indian reservations.

TOTAL BUDGET MODIFICATIONS

Language and Other Issues

INDIRECT COSTS—Both the Executive and the LFA current level include indirect costs of \$4,658 each year. This is an increase over fiscal 1992 because the Arts Council did not deposit the indirect cost of administering federal funds in the general fund as required by Section 17-3-111, MCA. The indirect cost budget will result in a general fund windfall to the agency if it does not transfer the federal funds in each year of the 1995 biennium. A legislative audit report noting this problem also noted that the indirect cost rate negotiated with the federal government could be 2.0 percent instead of the current 0.9 percent, but the agency has not re-negotiated the rate.

Exec. Over(Under) LFA
 Fiscal 1994 Fiscal 1995

(2,130) (2,130)
 9,138 8,195
 0 (1)
 7,008 6,064

35,820 35,978

49,077 49,482

84,897 85,460

EMPLOYEE TIMESHEET

NAME <u>Sue Wheeler</u>							
SOCIAL SECURITY # <u>516 74 0336</u>					WEEK ENDING SUNDAY <u>12</u> mo <u>31</u> day <u>92</u> yr		
	MON	TUES	WED	THURS	FRI	SAT	SUN
TIME IN	8:00	8:00	8:00	8:00			
TIME OUT	12:00	12:00	12:00	10:30			
TIME IN	1:00	1:00	1:00	1:00			
TIME OUT	5:00	5:00	5:00	5:00			
TOTAL TIME	8	8	8	6.5			

I certify that the hours recorded above are a complete and accurate record of all hours worked for this client this week.

Sue Wheeler SIGNATURE
12/31/92 DATE

TOTAL TIME WORKED	
HRS <u>30</u>	MIN <u>30</u>



1802 11th Ave., Suite A
 Helena, MT 59601
 (406) 443-7169

CLIENT AUTHORIZATION

I verify the recorded time worked by this employee of Personnel PLUS! I realize we will be billed for the time reported at the agreed bill rate. I understand that the temporary assigned is an employee of Personnel PLUS!, and all assignments and changes to an assignment (including anticipated duration, job duties and work schedule) must be coordinated through the company. I further understand and agree to my obligation to notify Personnel PLUS! of anything that arises (including work related accidents or illnesses) that may hinder the successful completion of the assignment.

[Signature] CLIENT'S SIGNATURE
MT Arts Council TITLE

MT Arts Council COMPANY NAME (Please Print)

Distribution: White-Personnel PLUS!; Yellow-Client; Pink-Employee

EMPLOYEE TIMESHEET

NAME <u>Sue Wheeler</u>							
SOCIAL SECURITY # <u>516-74-0336</u>					WEEK ENDING SUNDAY <u>1</u> mo <u>18</u> day <u>93</u> yr		
	MON	TUES	WED	THURS	FRI	SAT	SUN
TIME IN	9:00	9:00	8:00	8:00	8:00		
TIME OUT	1:00	12:00	12:00	12:00	12:00		
TIME IN		1:00	1:00	1:00	1:00		
TIME OUT		5:00	5:00	5:00	5:00		
TOTAL TIME	4	7	8	8	8		

I certify that the hours recorded above are a complete and accurate record of all hours worked for this client this week.

Sue Wheeler SIGNATURE
1/18/93 DATE

TOTAL TIME WORKED	
HRS <u>35</u>	MIN <u></u>



1802 11th Ave., Suite A
 Helena, MT 59601
 (406) 443-7169

CLIENT AUTHORIZATION

I verify the recorded time worked by this employee of Personnel PLUS! I realize we will be billed for the time reported at the agreed bill rate. I understand that the temporary assigned is an employee of Personnel PLUS!, and all assignments and changes to an assignment (including anticipated duration, job duties and work schedule) must be coordinated through the company. I further understand and agree to my obligation to notify Personnel PLUS! of anything that arises (including work related accidents or illnesses) that may hinder the successful completion of the assignment.

[Signature] CLIENT'S SIGNATURE
MT Arts Council TITLE

MT Arts Council COMPANY NAME (Please Print)

Distribution: White-Personnel PLUS!; Yellow-Client; Pink-Employee

Personnel

PLUS! Inc.

EXHIBIT 3

DATE 1-11-93

Temporary & Permanent Employees

I N V O I C E

ACCOUNTS PAYABLE
MONTANA ARTS COUNCIL
48 N. LAST CHANCE GULCH
HELENA, MT 59601

Invoice Number: 962
Invoice Date: 12/21/92
Invoice Terms: NET 10 DAYS
Page 1

Acct Executive: HOUSE

NAME	W/E DATE		HOURS	RATE	TOTAL
HOLLCRAFT, MICHELLE	12/20/92	REGULAR	7.70	7.74	59.60
SECRETARY		OVERTIME:	.00	11.61	.00
		SPECIAL:	.00	15.48	.00
WHEELER, SUSAN	12/20/92	REGULAR	8.00	7.74	61.92
SECRETARY		OVERTIME:	.00	11.61	.00
		SPECIAL:	.00	15.48	.00

TOTAL AMOUNT DUE: *-----
* 121.52
*-----

PERSONNEL PLUS FEDERAL ID# 81-0460451. IF YOU
HAVE ANY QUESTIONS, PLEASE CALL (406) 443-7169.

Remit to:
ONE PARK PLAZA
SUITE 190
PARK PLACE
MILWAUKEE, WI 53224



EXHIBIT 2
DATE 1-11-93
S2
JAN 04 1993

Temporary & Permanent Employees

I N V O I C E

ACCOUNTS PAYABLE
MONTANA ARTS COUNCIL
48 N. LAST CHANCE GULCH
HELENA, MT 59601

Invoice Number: 991
Invoice Date: 12/29/92
Invoice Terms: NET 10 DAYS
Page 1

Acct Executive: HOUSE

NAME	W/E DATE		HOURS	RATE	TOTAL
WHEELER, SUSAN	12/27/92	REGULAR	21.00	7.74	162.54
SECRETARY		OVERTIME:	.00	11.61	.00
		SPECIAL:	.00	15.48	.00

TOTAL AMOUNT DUE: *-----
* 162.54
*-----

PERSONNEL PLUS FEDERAL ID# 81-0460451. IF YOU
HAVE ANY QUESTIONS, PLEASE CALL (406) 443-7169.

Remit to:
ONE PARK PLAZA
SUITE 190
PARK PLACE
MILWAUKEE, WI 53224

The monies represented by this billing are subject to a security interest by the remittance addressee. Under no circumstance are remittances to be sent to any address except the one appearing on this invoice.

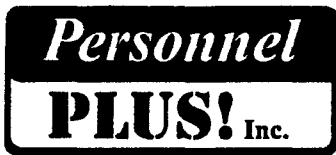


EXHIBIT 3
DATE 1-11-93
83

Temporary & Permanent Employees

I N V O I C E

ACCOUNTS PAYABLE
MONTANA ARTS COUNCIL
48 N. LAST CHANCE GULCH
HELENA, MT 59601

Invoice Number: 929
Invoice Date: 12/16/92
Invoice Terms: NET 10 DAYS
Page 1

Acct Executive: HOUSE

NAME	W/E DATE		HOURS	RATE	TOTAL
WHEELER, SUSAN	12/13/92	REGULAR	22.50	7.74	174.15
SECRETARY		OVERTIME:	.00	11.61	.00
		SPECIAL:	.00	15.48	.00

TOTAL AMOUNT DUE: *-----
* 174.15
*-----

PERSONNEL PLUS FEDERAL ID# 81-0460451. IF YOU
HAVE ANY QUESTIONS, PLEASE CALL (406) 443-7169.

Remit to:
ONE PARK PLAZA
SUITE 190
PARK PLACE
MILWAUKEE, WI 53224

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**HOUSE OF REPRESENTATIVES
VISITOR REGISTER**

SUBCOMMITTEE _____ DATE 1-11-93

DEPARTMENT(S) ICE DIVISION _____

PLEASE PRINT

PLEASE PRINT

NAME	REPRESENTING	
JAMES HAUGHEY	Montana Arts Council	
LARRY D WILLIAMS	MONTANA ARTS COUNCIL	
Bill Trout	MT Arts Council	
Carleen Layman	MT Arts Council	
Arlynn Fishbaugh	MT Arts Council	
Kerney Mullholland	MT Arts Council	
Sharon LaBonty	Fort Peck Line Arts Council	Sharon
Nicholas Korman	MT Arts Council	
Suzanne Rice	MT Arts Council	
Glenn McManis	MT Cultural Advisory	
Debbie Kelly	MT LIB. Assoc.	

PLEASE LEAVE PREPARED TESTIMONY WITH SECRETARY. WITNESS STATEMENT FORMS ARE AVAILABLE IF YOU CARE TO SUBMIT WRITTEN TESTIMONY.