

## MINUTES

### Joint Committee on Legislative Services and Facilities

August 17, 1972

The Joint Committee on Legislative Services and Facilities met Thursday, August 17 at 2:00 p.m. in Room 527-S of the Statehouse. Vice-chairman Carl Ossmann presided, and members present were Senators Glee Smith, Joe Warren, Joseph Harder and Representatives Robert Talkington and Harley Huggins. Staff present were William R. Bachman, Secretary; Dr. J.W. Drury and Richard Ryan of the Research Department; and Fred Carman of the Revisor of Statutes office. Attending as conferees were Mr. Kenneth McLain, State Architect, and Mr. Bob Houglund of his office.

#### State Architect's Presentation

State Architect Kenneth McLain turned the presentation over to Bob Houglund who had been working closest with the Statehouse moving and renovating project. Mr. Houglund discussed the move of the press corps from their fifth floor offices, including the quadrant room, to offices which will be available after the move of the Attorney General on the first floor, north wing, west side, and including the quadrant room now occupied by Executive Reorganization committee chairmen. In answer to a question about when the Lieutenant Governor's office would be moved to the second floor, Mr. Houglund stated that it would be one of the last moves before the legislative session. Senator Smith moved the committee authorize the planning and ordering of materials by the State Architect for the two doors connecting the present President Pro Tem's office with the Senate Ways and Means Room and Lieutenant Governor's secretary's office so that construction could begin the first part of December. Senator Harder seconded the motion, and the motion passed. Senator Harder moved that the State Architect proceed with plans to move the press corps from their offices on the fifth floor to space allocated on the north wing, west side of the first floor. Senator Warren seconded the motion, and the motion passed. Mr. Houglund was asked how soon the moves would be completed and he answered that the quadrant room move could be started immediately, but the space for the other press offices could not be cleared until the move of the Attorney General.

Mr. Hougland stated that bids will be taken on August 23 for the repair of the east and west Statehouse steps. He stated that the bids for the repair and painting of stairs to the dome had been re-let since they were too high the first time.

Equipment for New Offices

Mr. Bachman reported that until the leadership has decided who will occupy the new offices, and how much space will be allotted to each person, he could not go ahead and order furniture. He stated that the Coordinating Council had discussed giving the rest of the committee chairmen the office space, and possibly create pooled offices that could be used by any of the legislators when they were available for use. Mr. Bachman stated that the furniture will have to be ordered after the next Coordinating Council meeting, September 27.

Legislative Coordinating Council Actions

Mr. Bachman stated that the only action which might be of interest to the committee was the Coordinating Council approval of Mr. Bachman's and Pat Theno's attendance at a Secretaries and Clerks seminar in October in Lexington, Kentucky.

Bill Binders

Mr. Bachman stated that Mr. Carman had checked into the conflict of interest statutes and had recommended that the action of the committee at the last meeting be nullified regarding purchase of bill binders from a firm represented by Senator Crofoot. Mr. Bachman stated that due to the time element involved, the old books would be sufficient.

Employee Pay

Mr. Bachman passed out copies of a proposed pay scale with ranges and steps indicated. The committee discussed certain individual salaries which would fall into a lower range than listed in the forms at a higher step to take into consideration length of service. The committee instructed Mr. Bachman to revise the ranges and steps on the forms according to present employee merit and length of service and report at the next meeting.

Minority Leaders Secretary

Representative Loux appeared before the committee to request that a secretary be hired part-time to help with the minority leaders' correspondence. Representative Huggins moved to authorize employment of a full-time secretary in Mr. Bachman's office to help with correspondence of the minority leaders at a salary left to Mr. Bachman's discretion. Senator Warren seconded the motion, and the motion passed.

Meeting adjourned.

MINUTES APPROVED:

  
Carl Ossmann, Vice-chairman

Respectfully submitted

  
Recording secretary

Except as otherwise noted, the individual remarks recorded herein have not been transcribed verbatim and this record has not been approved by the committee or by the individuals making such remarks.

## MEMORANDUM OF UNDERSTANDING

The following is a memorandum of understanding concerning the areas of responsibility in connection with the security and hours of operation of the legislative chambers during the 1973 session:

1. The Sergeant-at-Arms in each chamber will be responsible for the chambers between the hours of 8 a.m. and 5 p.m. each day. At 5 p.m. an officer of the Security Patrol will assume responsibility and will retain that responsibility until relieved by appropriate authority which will normally be the Sergeant-at-Arms taking responsibility on the next day. The 5 p.m. time will be extended to time of adjournment on those days when the actual session in either chamber goes beyond 5 p.m.

2. Providing no legislator is working in the chambers, the doors may be secured at 9 p.m. or whenever cleaning is completed, whichever is later. Provided further that on Saturdays and Sundays the time for securing may be 5 p.m.


3. Each morning the Sergeants-at-Arms or doorkeepers will report to the security desk on the first floor of the Statehouse and acknowledge assumption of responsibility by signing the appropriate register.

4. At least one Sergeant-at-Arms or doorkeeper will remain on duty in each chamber until relieved by a security officer. The officer will report to the Sergeant-at-Arms or doorkeepers in each house and announce that he is assuming responsibility at which time the Sergeants-at-Arms and/or doorkeepers are relieved.



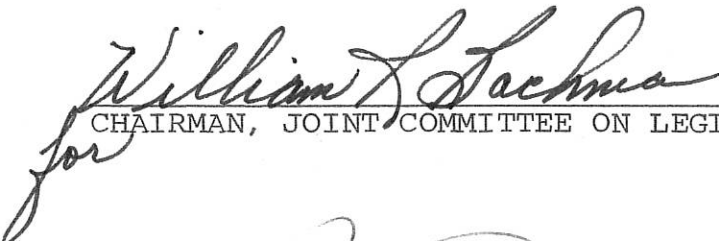
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PRESIDENT PRO TEM OF THE SENATE




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SPEAKER OF THE HOUSE



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for CHAIRMAN, JOINT COMMITTEE ON LEGISLATIVE SERVICES AND FACILITIES



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CHIEF, CAPITOL SECURITY

cc: Sergeants-at-Arms  
Head Doorkeepers  
Secretary, Joint Committee on Legislative  
Services and Facilities  
Chief, Security Patrol

HOUSE	PRESENT				PROPOSED				I	
	POSITION	Rate Per Day	Rate Per Month (30-da)	Hours Per Week (Est)	Rate Per Hour (Est)	Monthly Rate	Daily Rate (Approx)	Hour Rate (Approx)	Legislative Range/Step	INCREASE Month
CHIEF CLERK	25.00	750	40	4.37	794	26.47	4.63	35	44.00	1.47
ASST. CHIEF CLERK		NEW POSITION			511	17.03	2.98	26	-	-
ORIGINAL BILL CLERK	12.00	360	40	2.10	382	12.73	2.23	19	22.00	.73
CHIEF JOURNAL CLERK	16.00	480	40	2.80	487	16.23	2.84	25	7.00	.23
ASSISTANT JOURNAL CLERK	13.00	390	40	2.27	401	13.37	2.34	21	11.00	.37
JOURNAL CLERK	12.00	360	40	2.10	364	12.13	2.12	19	4.00	.13
CALENDAR CLERK	12.00	360	40	2.10	382	12.73	2.23	20	22.00	.73
DOCKET CLERK	12.00	360	40	2.10	421	14.03	2.46	22	61.00	2.03
ENROLLING CLERK	12.00	360	40	2.10	364	12.13	2.12	19	4.00	.13

HOUSE	PRESENT				PROPOSED				II	
	POSITION	Rate Per Day	Rate Per Month (30-da)	Hours Per Week (Est)	Rate Per Hour (Est)	Monthly Rate	Daily Rate (Approx)	Hour Rate (Approx)	Legislative Range/Step	INCREASE Month . Day
ENGROSSING CLERK	12.50	375	40	2.18	382	12.73	2.23	20	7.00 .23	
READING CLERK	10.50	315	20	3.67	330	11.00	3.85	17	15.00 .50	
PROOFREADER	10.50	315	40	1.84	330	11.00	1.93	17	15.00 .50	
SERGEANT AT ARMS	14.50	435	40	2.53	464	15.47	2.71	24	29.00 .97	
ASST. SGT. AT ARMS	9.50	285	40	1.66	347	11.57	2.02	18	62.00 1.07	
DOORKEEPER	6.50	195	30	1.52	212	7.07	1.65	8	17.00 .57	
CHAPLAIN	5.00	150	5	7.00	150	5.00	7.00	1	- -	
MESSENGER	6.50	195	20	2.28	202	6.73	2.36	7	7.00 .23	
PAGE SUPERVISOR	10.50	315	40	1.84	364	12.13	2.12	19	49.00 .63	

HOUSE

III

POSITION

PRESENT  
Rate Per Day    Rate Per Month (30-da)    Hours Per Week (Est)    Rate Per Hour (Est)

PROPOSED  
Monthly Rate    Daily Rate (Approx)    Hour Rate (Approx)    Legislative Range/Step

INCREASE  
Month    Day

PAGE CLERK	10.00	300	40	1.75						
					314	10.47	1.83	16	14.00	.47
PBX OPERATOR	12.50	375	30	2.91						
					382	12.73	2.97	20	7.00	.23
FILE CLERK SUPERVISOR	10.50	315	20	3.68						
					314	10.47	3.66	16	(1.00)	(.03)
FILE CLERK	5.50	165	10	3.85						
					166	5.53	3.87	3	1.00	.03
SECRETARY TO SPEAKER	18.00	540	40	3.15						
					564	18.80	3.29	28	24.00	.80
SECRETARY TO OTHER LEADERS	16.00	480	40	2.80						
					487	16.23	2.84	25	7.00	.23
SECRETARY SUPERVISOR	16.00	480	40	2.80						
					487	16.23	2.84	25	7.00	.23
COMMITTEE SECRETARY I	13.00	390	40	2.27						
					401	13.37	2.34	21	11.00	.37
COMMITTEE SECRETARY II	14.00	420	40	2.45						
					421	14.03	2.46	22	1.00	.03

HOUSE

IV

POSITION

PRESENT  
 Rate Per Day  
 Rate Per Month (30-da)  
 Hours Per Week (Est)  
 Rate Per Hour (Est)

PROPOSED  
 Monthly Rate  
 Daily Rate (Approx)  
 Hour Rate (Approx)  
 Legislative Range/Step

INCREASE  
 Month . Day

COMMITTEE SECRETARY III

15.00

450

40

2.62

464

15.47

2.71

24

14.00

.47

COMMITTEE SECRETARY IV

16.00

480

40

2.80

487

16.23

2.84

25

7.00

.23

COMBINATION SECRETARY

15.00

450

40

2.62

464

15.47

2.71

24

14.00

.47

SECRETARY/STENOGRAPHER

12.00

360

40

2.10

364

12.13

2.12

19

4.00

.13



SENATE

I

POSITION	PRESENT				PROPOSED				INCREASE	
	Rate Per Day	Rate Per Month (30-da)	Hours Per Week (Est)	Rate Per Hour (Est)	Monthly Rate	Daily Rate (Approx)	Hour Rate (Approx)	Legislative Range/Step	Month	Day
SECRETARY OF SENATE	25.00	750	40	4.37	794	26.47	4.63	35	44.00	1.47
ASSISTANT SECRETARY OF SENATE	17.00	510	40	2.97	511	17.03	2.98	26	1.00	.03
ORIGINAL BILL CLERK	13.00	390	40	2.27	382	12.73	2.23	19	(8.00)	(.27)
CHIEF JOURNAL CLERK	16.00	480	40	2.80	487	16.23	2.84	25	7.00	.23
ASSISTANT JOURNAL CLERK	13.00	390	40	2.27	401	13.37	2.34	21	11.00	.37
CALENDAR CLERK	12.00	360	40	2.10	382	12.73	2.23	20	22.00	.73
DOCKET CLERK	13.00	390	40	2.27	421	14.03	2.46	22	31.00	1.03
ENROLLING CLERK	12.00	360	40	2.10	364	12.13	2.12	19	4.00	.13
READING CLERK	11.00	330	20	3.85	330	11.00	3.85	17	-	

SENATE  POSITION	PRESENT				PROPOSED				II  INCREASE	
	Rate Per Day	Rate Per Month (30-da)	Hours Per Week (Est)	Rate Per Hour (Est)	Monthly Rate	Daily Rate (Approx)	Hour Rate (Approx)	Legislative Range/Step	Month	Day
PROOFREADER	10.50	315	40	1.84	330	11.00	1.93	17	15.00	.50
SERGEANT AT ARMS	14.50	435	40	2.53	464	15.47	2.71	24	29.00	.97
ASST. SERGEANT AT ARMS	9.50	285	40	1.66	347	11.57	2.02	18	62.00	1.07
DOORKEEPER	6.50	195	30	1.52	212	7.07	1.65	8	17.00	.57
CHAPLAIN	5.00	150	5	7.00	150	5.00	7.00	1	-	-
MESSENGER	6.50	195	20	2.28	202	6.73	2.36	7	7.00	.23
PAGE SUPERVISOR	14.50	435	40	2.53	364	12.13	2.12	19	(71.00)	(2.37)
PAGE CLERK	10.00	300	40	1.75	314	10.47	1.83	16	14.00	.47
PBX OPERATOR	10.50	315	30	2.45	330	11.00	2.57	17	15.00	.50

SENATE

III

POSITION	PRESENT				PROPOSED				INCREASE	
	Rate Per Day	Rate Per Month (30-da)	Hours Per Week (Est)	Rate Per Hour (Est)	Monthly Rate	Daily Rate (Approx)	Hour Rate (Approx)	Legislative Range/Step	Month	Day
CHIEF CLOAKROOM ATTENDANT	8.50	255	30	1.98	258	8.60	2.01	12	3.00	.10
CLOAKROOM ATTENDANT	6.50	195	30	1.52	202	6.73	1.57	7	7.00	.23
SECRETARY TO PRES- IDENT PRO TEM	20.00	600	40	3.50	564	18.80	3.29	28	(58.00)	(1.20)
SECRETARY TO LIEUTEN- ANT GOVERNOR	16.00	480	40	2.80	487	16.23	2.84	25	7.00	.23
SECRETARY TO MAJORITY LEADER	16.00	480	40	2.80	487	16.23	2.84	25	7.00	.23
SECRETARY TO MINORITY LEADER	14.00	420	40	2.45	442	14.73	2.58	23	22.00	.73
COMMITTEE SECRETARY I	13.00	390	40	2.27	401	13.37	2.34	21	11.00	.37
COMMITTEE SECRETARY II	14.00	420	40	2.45	421	14.03	2.46	22	1.00	.03
COMMITTEE SECRETARY III	15.00	450	40	2.62	464	15.47	2.71	24	14.00	.47

