

# STAFF<sup>2023</sup> GUIDE

## MONTANA LEGISLATIVE



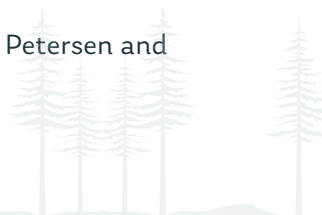


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For more information, including alternative accessible formats, contact the Legislative Service Desk by emailing [OLIS-ServiceDesk@legmt.gov](mailto:OLIS-ServiceDesk@legmt.gov) or calling 406-444-0912.

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# FROM THE DIRECTORS

We are proud to introduce you to the staff of the Legislative Branch. These talented, dedicated, and experienced employees have already spent hundreds of hours preparing for the 2023 session so that you can do your job more efficiently and effectively. Each of us welcomes the opportunity to help you in any way we can as you undertake the important duties for which you were elected.

You'll see the staff in this guide are organized by the role they play in the Legislative Branch to help you determine who to approach with your questions. Each entry includes the employee's photo, job title, forms of contact, and areas of expertise where appropriate so that

you can contact them directly with your specific concerns.

We have included information on staff contact teams to provide legislators with an initial point of contact in each policy and budget area and to ensure that there is no wrong door for assistance. Anyone on the team can assist in obtaining the information you need.

We hope this guide will help you determine who best can answer your questions or assist you with your work. Please feel free to contact each of us with any further questions.

Signed,  
Angus, Amy & Jerry



ANGUS MACIVER  
Legislative Auditor/  
Director



AMY CARLSON  
Legislative Fiscal Analyst/  
Director



JERRY HOWE  
Legislative Services  
Executive Director

# LEGISLATIVE AUDIT DIVISION

Article V, section 10(4), of the Montana Constitution mandates a legislative post-audit function. The Legislative Audit Act, contained in Title 5, chapter 13, MCA, establishes the Legislative Audit Committee.

- Conducts financial-compliance, performance, and information system audits
- Audits are done on state agencies and their programs, including the university system
- Any member of the Legislature may request an audit by the Legislative Auditor of any activity of state government
- Assists members of committees by gathering and analyzing information when requested

As legislators and administrators increasingly try to allocate public resources effectively and make government work more efficiently, the need for independent, objective, fact-based evaluations of the stewardship, performance, and cost of government policies, programs, and operations is essential. The Legislative Auditor and his staff have the statutory authority to examine, at any time, all the books, accounts, and records, confidential or otherwise, of a state agency.

The Legislative Audit Division (LAD) reports to the Legislative Audit Committee (LAC). The LAC appoints, consults with, and advises the Legislative Auditor. It also reviews the audit reports submitted by the Legislative Auditor, releases the reports to the public, and serves as the conduit between the Legislative Auditor and the Legislature.

The Audit Division is made up of administrative staff and three operational components.

2023

## PERFORMANCE AUDITS

Performance audits assess the efficiency and effectiveness of government operations and programs. Performance audits provide objective analysis to assist the legislature in its oversight mission. The information provided through the performance audit process is used to improve program operations, reduce costs, facilitate decision-making, and contribute to public accountability.

Performance audits are prioritized at the direction of the Legislative Audit Committee. The committee reviews a list of potential performance audits every fiscal year and assigns a priority ranking to the projects it judges to be most important. Legislators, legislative committees, or other interested parties can request a performance audit be conducted for any program, activity, or policy issue affecting state government. Because of the diversity of subject matter associated with different projects, performance audit staff hold degrees in a variety of fields, including business administration, political science, public administration, statistics, information systems, English, and math.

The performance audit process starts with a review of statutory directives and goals and objectives associated with a government program, activity, or public policy issue. Audit teams identify applicable criteria and gather evidence to determine whether statutory directives are being met and associated goals are

being achieved. Performance audits also involve determinations about whether directives and goals can be achieved with greater efficiency and economy, or whether programs or activities are no longer necessary or could be delivered at lower cost via other means.

## INFORMATION SYSTEMS AUDITS

Information systems audits are designed to assess controls in an information system (IS) environment. With the increase in computerization of state government, IS assures the accuracy, reliability, and integrity of the information processed. Auditors determine whether controls exist and are operating as designed. They examine controls to determine whether assets are adequately safeguarded and whether computer-generated information and reports are reliable.

Information system audits include an annual audit of the state's information processing facility and Statewide Accounting Budgeting and Human Resources System (SABHRS). The information system audit staff also audits state departments' data processing functions and participates in planning and reviewing work on various financial-compliance and performance audits.

Members of the IS audit staff hold degrees in disciplines including business, accounting, education, computer science, mathematics, political science, and public administration.

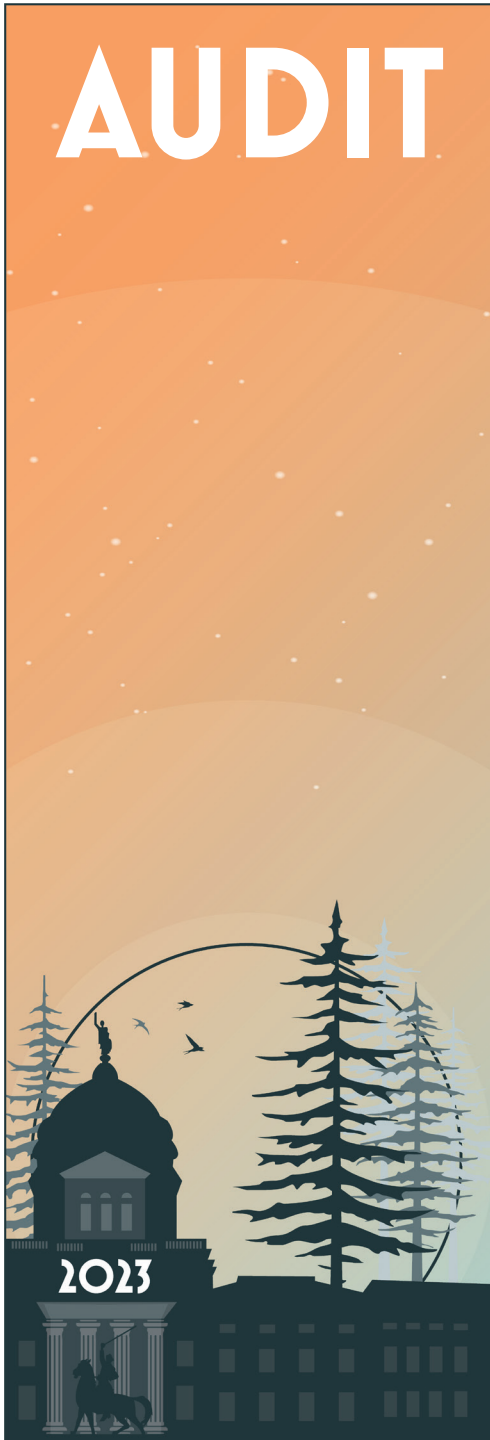
## FINANCIAL-COMPLIANCE AUDITS

Financial-compliance audits determine if an agency's financial operations are properly conducted; if the agency has complied with applicable laws and regulations; and, if the financial reports are presented fairly. Financial-compliance audit staff members hold degrees with an emphasis in accounting. Most staff members hold certified public accountant (CPA) certificates.

The primary objectives of financial-compliance audits are to ascertain that agencies:

- Spend money only on authorized activities and in accordance with the requirements of applicable laws and regulations.
- Collect and account properly for all revenues and receipts arising from their activities.
- Maintain adequate safeguards and accountability for assets in their custody; and
- Submit reports and financial statements to the Governor, the Legislature, and central control agencies to fully disclose the nature and scope of the activities conducted and provide a proper basis for evaluating the agencies' operations.





## ANGUS MACIVER

Legislative Auditor/Director

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## DEBORAH BUTLER

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# AUDIT

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# AUDIT

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Sarah specializes in Natural Resources & Environment, Education, and Agency Management & Public Policy and started with LAD in 2010.





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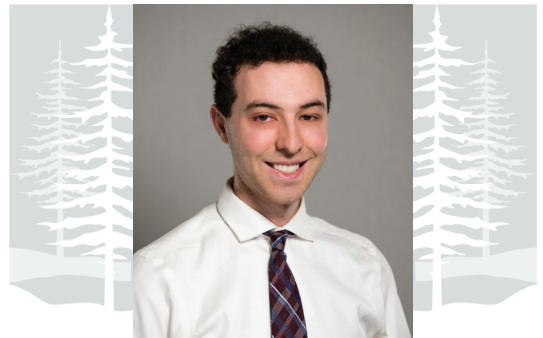
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# AUDIT

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# LEGISLATIVE FISCAL DIVISION

The Legislative Fiscal Division (LFD) reports to the Legislative Finance Committee (LFC) and provides nonpartisan budget and data analysis so that all lawmakers have objective, accurate, and relevant information.

- Provides fiscal analysis by accumulating, compiling, analyzing, and furnishing information on fiscal matters of state government
- Studies the economy and efficiency of state government
- Estimates revenues
- Analyzes the executive budget and budget requests
- Makes any reports and recommendations considered desirable or as requested by legislators
- Assists committees and individual legislators in compiling and analyzing financial information
- Provides staff assistance to the Revenue and Transportation Interim Committee

During the legislative session:

- Conducts an independent analysis of the proposed executive budget conducted in the months before the legislative session, followed by publication and distribution of those findings to all legislators.
- Staffing to appropriations subcommittees, the House Appropriations Committee, and the Senate Finance and Claims Committee.
- Staff assistance to the House and Senate Taxation Committees.
- Fiscal status reports and estimates of the general fund balance, given actions and assumptions of the Legislature throughout the session; and



- Responses to requests from individual legislators on any fiscal matters.

During the interim between legislative sessions:

- Tracks expenditures, appropriations, and revenues.
- Produces fiscal-related research in any area of state government finance, as authorized by the LFC.
- Assists the Revenue and Transportation Committee, as well as other interim legislative committees, as requested.
- Staffs the LFC and all its subcommittees, if any; and
- Assists individual legislators with informational and research needs.

The Fiscal Division provides four functions and consists of 21 staff members.

## STATEWIDE ANALYSIS, COMMUNICATION, & ADMINISTRATION

The personnel in this role are responsible for communicating objective, impartial statewide financial analysis and providing managerial functions for this division.

## REVENUE ESTIMATION & TAX POLICY ANALYSIS

Staff provides objective, impartial estimation of state revenues during legislative sessions and interims. They also analyze all bills impacting tax policy and collections during the legislative session and assist House and Senate Tax Committees and the Revenue and Transportation Interim Committee.

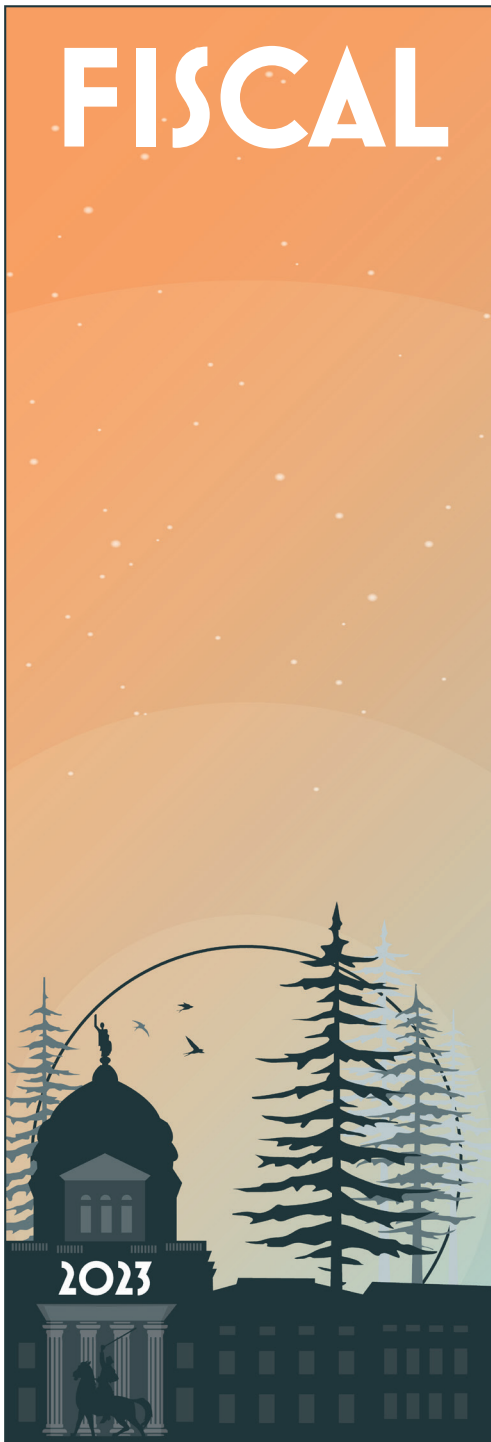
## EXPENDITURE ANALYSIS

Staff provides objective, impartial analysis of state agency operations and expenditures during legislative sessions and interims. They staff appropriations subcommittees, write the general appropriations act, and conduct fiscal research as required or requested. Each analyst in this section specializes in the operations and budgets of a particular group of state agencies. Analysts assigned to a given section can answer any questions you may have about individual agencies and their budgets, as well as about general budgeting and appropriations.

## DATA ENGINEERING AND ANALYSIS

Staff provide statewide data integration products for speedier staff analysis and data communication tools for legislators like interactive dashboards.





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## CATHY DUNCAN

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## MARK YAKUBOVICH

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Mark specializes in web content management and started with LFD in 2022.

# LEGISLATIVE SERVICES DIVISION

The Legislative Services Division (LSD) operates under policies and guidelines set by the Legislative Council, a 12-member bipartisan committee made up of legislative leaders and other members of the Senate and House of Representatives.

- Drafts bills and amendments
- Staffs committees
- Provides policy and legal research, reference, and information technology services
- Provides administrative support services to the House, Senate, and other divisions of the Legislative Branch
- Supports the mission of the Legislative Council

Established in 1957 as the Montana Legislative Council, LSD was created by the Legislature as the first permanent legislative agency to provide information to legislators and the public and to study selected problems confronting the Legislature in the interims between biennial sessions.

The division is organized into five functional offices, each of which is nonpartisan and serves the entire Legislature.

## FINANCIAL OFFICE & HUMAN RESOURCES OFFICE

These offices include purchasing, financial services, and human resources services.

Employees maintain year-round Legislative Branch accounting and personnel records for permanent and temporary employees and legislators, process claims and payroll, prepare and monitor Legislative Branch budgets, and purchase supplies and equipment.



## LEGAL SERVICES OFFICE

Legal Services provides primary legal support for the Legislative Branch. During sessions, legal staff draft bills and amendments and directly support standing and select committees. During interims, they codify changes to the MCA, support interim committees in administrative rule review and analysis of legal issues, update the annotations to the MCA, and review all proposed ballot measures.

This office supports the Code Commissioner, who is responsible for the codification, indexing, arrangement, and updating of the text and annotations of the MCA. The staff attorneys, all licensed to practice law in the state of Montana, provide legal research and legal opinions to legislators on issues of state law. Technical editors and proofreaders support bill and amendment drafting and production of the MCA and Annotations. During the interims, their responsibilities include the updating and proofing of the MCA and the Annotations databases.

## OFFICE OF LEGISLATIVE INFORMATION SERVICES

The Office of Legislative Information Services (OLIS) coordinates information technology and service desk support. OLIS oversees audio/visual operations and the publication and distribution of various legislative documents, including the Montana Code Annotated (MCA) and

Annotations. This office coordinates the video broadcast of the Legislature through the Montana Public Affairs Network (MPAN), available on channel 191 in all Charter Spectrum markets, on Montana PBS's over-the-air digital lineup on the .5 channel, and streamed on the legislative website [www.leg.mt.gov](http://www.leg.mt.gov). OLIS also operates an information desk during legislative sessions to provide general information to the public and Capitol visitors and telephone reception and messaging services for legislators.

One of the key systems OLIS supports is the Legislative Automated Workflow System (LAWS). LAWS provides public Internet access to the full text and up-to-date status of bills, agendas, and schedules for committee hearings and floor sessions, as well as House and Senate votes. LAWS is online at [www.leg.mt.gov/laws](http://www.leg.mt.gov/laws).

Additionally, OLIS provides information technology support for the Legislative Services, Fiscal, and Audit Divisions and, during sessions, for the House of Representatives and the Senate. Staff members include network support personnel, systems analysts, and programmer analysts who plan, develop, and maintain the computer network, systems, and applications for computer processing activities for the branch.

## OFFICE OF RESEARCH & POLICY ANALYSIS

This office performs generalized and specialized research and policy analysis, reference, information functions and bills and amendments processing, and legislative printing and distribution. During sessions, the research and policy analysts draft bills and amendments and staff the standing and select committees. During interims, research analysts provide primary organizational support and research and analysis for interim committees.

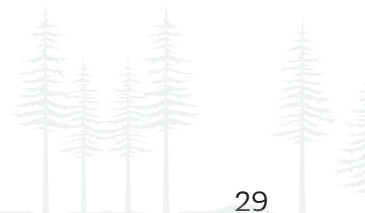
The staff secretaries provide support to the division and interim committees by organizing meetings, producing minutes, processing division documents, and assisting with bill production. The receptionists support the staff and legislators and welcome the public in addition to scheduling meeting rooms and keeping supplies stocked.

Bills and amendments processing staff are responsible for the final input, proofing, and preparation of all introduced bills and the engrossing and enrolling of bills during legislative sessions. The Legislative Printing Office operates during the session and provides bills to the legislators, agencies, lobbyists, and the public.

## LEGISLATIVE ENVIRONMENTAL POLICY OFFICE

This office performs research and policy analysis, reference, and information functions related to environmental, natural resource, and energy matters. The Legislative Environmental Analyst heads this office.

The staff supports the Environmental Quality Council in its statutory duties and its function as an interim committee. During sessions, the policy analysts draft bills and amendments and staff standing and select committees. During the interim, the staff provides primary organizational support, research and analysis, and publication production for the Environmental Quality Council and other statutory interim committees. This office maintains a database of research and documents required by the Montana Environmental Policy Act.



# SERVICES



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## KELLY DASILVA

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# SERVICES

## FINANCIAL OFFICE



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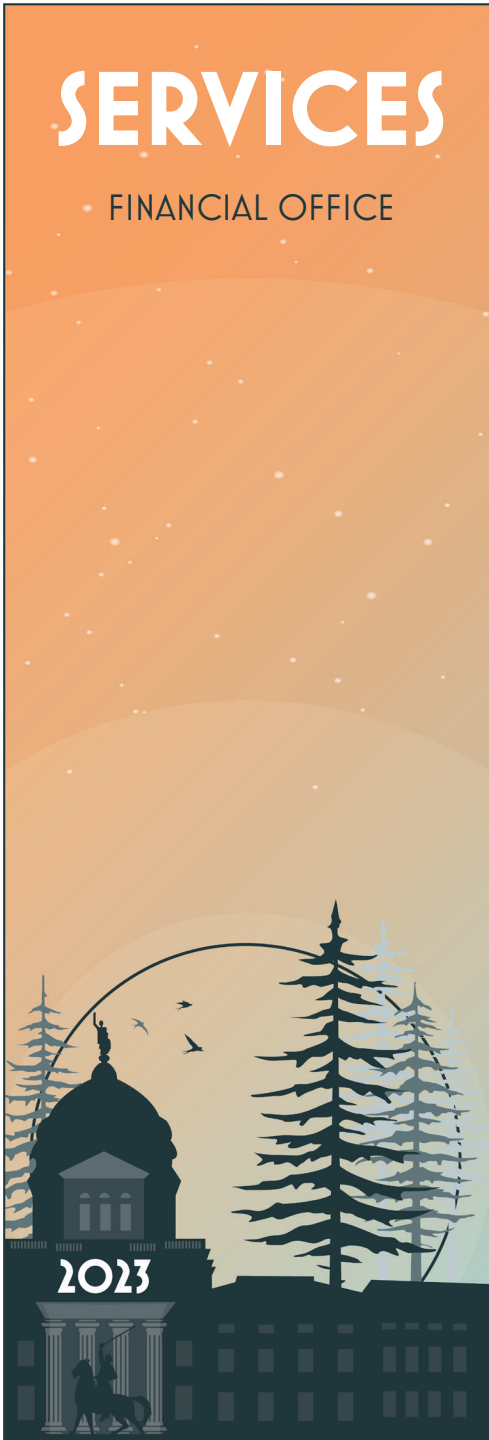
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# SERVICES

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# STAFF CONTACT TEAMS

Below are contact teams with relevant topic experience, to provide you easy access to legislative staff who can assist in specific policy and budget topic areas. If you have questions regarding a specific area of policy or budget, the relevant staff listed below can be your first point of contact.



**Administration:** state government, agency management, policy

RESEARCH/LEGAL	FISCAL	AUDIT
Joe Kolman	Tami Gunlock	Sarah Carlson
Hunter McClure		Miki Cestnik
Joe Carroll		Hunter McClure



**Business, Labor & Economy:** employment, workforce development, economic development

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Erin Sullivan	Tami Gunlock	Alyssa Sorenson
		Delsi Osmanson
		Shandell VanDonsel
		Karen Simpson
		Steven Althoff



**Education:** K-12, post-secondary, school finance, tribal government

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Laura Sankey-Reip

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Julia Pattin  
Alice Hecht  
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Jessica Curtis  
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**Finance:** revenue, taxation, budget

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John Harrington  
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**Health & Human Services:** Health care, health delivery, mental health, human services

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Alexis Sandru  
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**Local Government:** issues intersect in many budget and policy areas

**RESEARCH/LEGAL**

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None (*legislative audit functions do not extend to local government*)



**Natural Resources:** environment, fire, agriculture, water, fish, wildlife, parks, land use, energy, telecommunications

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