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VICKI COCCHIARELLA
BRENT CROMLEY
DUANE GRIMES
JON TESTER
FRED THOMAS

Council House Members
KIM GILLAN--Chair
ROY BROWN
GEORGE GOLIE
JEFF LASZLOFFY
DOUG MOOD
DAVID WANZENRIED

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MANAGEMENT ADVISORY SUBCOMMITTEE
MINUTES

September 22, 2003   Room 137, State Capitol
                                                        Helena, Montana

COMMITTEE MEMBERS PRESENT

> Rep. Kim Gillan, Chair
> Sen. Bob Keenan
> Sen. Vicki Cocchiarella
> Rep. Doug Mood

STAFF PRESENT

> Lois Menzies, Executive Director, Legislative Services Division

VISITORS

> Jim Kerins, Legislative Branch human resource consultant, Communication and
> Management Services, LLC

PERFORMANCE APPRAISAL PROCESS FOR EXECUTIVE DIRECTOR

Lois Menzies reviewed a proposed procedure for the subcommittee to follow in conducting her
performance appraisal. (Exhibit #1) Ms. Menzies also reviewed a table listing tasks,
responsible parties, and completion dates. (Exhibit #2) Members expressed general
agreement with the procedure as presented, including the proposed timeline for completing
tasks.

Jim Kerins discussed guidelines for gathering feedback from third parties or stakeholders.
(Exhibit #3) He also suggested that members may want to review the handout entitled
"Effective Performance Appraisal" for additional information. (Exhibit #4)

The subcommittee reviewed the staff feedback form (Exhibit #5). Members felt that the form

should be sent to staff by Jim Kerins (not Ms. Menzies) and that responders should be able to sign the form to allow the Legislative Council to follow up on individual suggestions and concerns.

The subcommittee reviewed the third party feedback interview form (Exhibit #6) and suggested that the form be modified to allow it to be used to gather feedback from Legislative Council members. Members asked Ms. Menzies to revise the form and make it available for distribution at tomorrow's planning session. Legislative Council members would be asked to complete the form and return it before the end of the session.

The subcommittee then focused on subcommittee assignments. (Exhibit #7) The following assignments were made:

- Staff management -- Rep. Mood
- Division administration -- Sen. Cocchiarella
- Legislative Council staff services -- All
- Interbranch coordination and communication -- Rep. Gillan
- Internal communication -- Rep. Mood
- Information technology leadership -- Rep. Gillan
- Session activities -- Sen. Keenan

Members identified the following individuals as possible sources for additional feedback: Karen Berger (division administration); Clayton Schenck, Scott Seacat, Marilyn Miller, Rosana Skelton, and Marvin Eicholtz (interbranch coordination and communication); Brian Wolf and Hank Trenk (information technology leadership); and Marilyn Miller and Rosana Skelton (session leadership).

ASSOCIATION DUES

Ms. Menzies noted that the FY 2005 biennium budget for the interim committees and activities program (Program 21) was reduced during the 2003 session from the level originally approval by the Legislative Council for submission to the budget office in September 2002. Montana's membership dues for the National Association of State Legislatures (NCSL) and Council of State Governments (CSG) are paid from this budget. For FY 2004, NCSL dues are $86,494, and CSG dues are $68,968. Ms. Menzies recommended that the LSD pay the full dues for both associations for FY 2004. Payment of the FY 2005 dues would be contingent on the availability of funding within Program 21 after the interim committee needs are met. Members endorsed Ms. Menzies' recommendation.

SJR 32 BUDGET

Ms. Menzies noted that the Legislative Council at its May meeting created a subcommittee to conduct an interim study on medical liability insurance (SJR 32). Funding for the subcommittee would come from the contingency money within the Interim Committees and Activities Buget (Program 21). Ms. Menzies recommended that $10,313 be allocated to the subcommittee. Members endorsed this recommendation.

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