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**State Administration and Veterans' Affairs Interim Committee**  
**63rd Montana Legislature**

**SENATE MEMBERS**

DEE BROWN--Chair  
LARRY JENT  
DAVE LEWIS  
SUE MALEK

**HOUSE MEMBERS**

BRYCE BENNETT--Vice Chair  
JOANNE BLYTON  
DOUG KARY  
KATHY SWANSON

**COMMITTEE STAFF**

SHERI SCURR, Lead Staff  
GINGER ALDRICH, Staff Attorney  
KRISTINA LIMING, Secretary

May 7, 2014

TO: Scott Moore, President, Public Employees' Retirement Board  
Robert Pancich, Chairman, Teachers' Retirement Board  
Mark Noennig, Chairman, Board of Investments

FROM Senator Dee Brown, Presiding Officer, SAVA

RE: Request for board meetings to be held in Capitol

The State Administration and Veteran's Affairs Interim Committee requests that the Public Employees' Retirement Board, Teachers' Retirement Board, and Board of Investments conduct its meetings in the Capitol Building whenever possible so that the your meetings will be audio/video recorded and live broadcast via the internet.

It is difficult, if not impossible, for most Montana citizens, including Legislators and other stakeholders, with an interest in your activities to attend your board meetings in person. However, the Legislative Branch has installed audio and video recording and live broadcast capabilities in nearly all of the Capitol meeting rooms. Thus, if you would simply hold your board meetings in the Capitol, they will be clearly recorded and live broadcast, which will provide much greater public access to the important work you do on behalf of our state.

The use of meeting rooms and Legislative Branch equipment in the Capitol is free of charge. Additionally, our legislative staff is readily available to help your secretaries learn how to operate the equipment as needed. You will even be able to stop broadcasting if any portions of your meeting must, by law, be closed to the public. All that is required is that you use our established scheduling protocols, which are attached, along with a letter to Sen. Lewis from our Legislative Services Division Executive Director, Susan Fox. Our staff will keep you informed if any of these protocols change.

Thank you for considering our request. We look forward to hearing from you at our June 5 committee meeting about whether you will be scheduling future board meetings in the Capitol.

encl.  
Capitol Scheduling Checklist  
Capitol Meeting Agreement Form  
Letter to Sen. Lewis dated April 24, 2014

cc.  
Shawn Graham, Executive Director, TRS  
Dore Schwinden, Executive Director, MPERA  
David Ewer, Executive Director, BOI

## CAPITOL SCHEDULING CHECKLIST

1. Call or email Courtney Cannon, Legislative Front Office Manager, at courtneycannon@mt.gov or 444-3064.
  - a. Give her the date, start time, and end time of your meeting. Courtney will tell you which rooms are available.
  - b. Select the room in which you would like to meet. The best rooms are Rm 102, Rm 137, Rm 152, or Rm 172, which are on the first floor. However, Rooms 303, 335, and 350 are also commonly available. If all of these rooms are taken, there are other possibilities on a case by case basis.
2. Fill out the Capitol Meeting Agreement Form and return the signed form to Legislative Services by FAX 444-3036 or EMAIL capitolmeeting@mt.gov.
3. Contact K'Lynn Sloan Harris through our Branch help desk at 444-0912 if you need technical assistance or have questions about how to operate the in-room A/V controls.

## CAPITOL BUILDING MEETING ROOMS – 2014 INTERIM

For STATE AGENCIES, NON-PROFIT AND NON-COMMERCIAL PUBLIC USE (Updated 2-25-2014)  
Rooms 137, 152, 303, 317, 335 and 350 (use of other rooms is restricted)

**TO RESERVE A Legislative Hearing Room, CALL LEGISLATIVE SERVICES at 444-3064**

MEETING NAME:

DATE OF MEETING:

TIME Start

- End

Room Requested

CONTACT NAME:

PHONE NO:

EMAIL:

ORGANIZATION:

**MEETING ROOM GUIDELINES** Your signature on this form means your group agrees to the following:

To allow the Public to attend any meeting held in legislative space.

To abide by state law (2-2-121(3)MCA), which prohibits public officers and employees from using public facilities to solicit support for or opposition to any political committee, the nomination or election of any person to public office, or passage of a ballot issue.

To leave all furniture and equipment in their original position unless you get prior approval (see below).

To refrain from bringing ANY food or beverages other than bottled water into any meeting room. Coffee, pop, and snacks are allowed in the tiled hallways only. To call 444-3060 immediately for cleanup of any spills to prevent stains and understand that charges may be assessed for any damages or breakage. Signs or placards on sticks are not allowed in the Capitol. The Capitol building is office space and normal business or access to and from hallways and rooms should not be interfered with.

**Any violations or problems arising from your usage can prevent your group from having future reservations.**

### ROOM ARRANGEMENT

YES NO

I will not move any furniture. If you select no, you must send an email requesting approval of any reconfiguration **one (1) week** prior to meeting date to [capitolmeeting@mt.gov](mailto:capitolmeeting@mt.gov) Your agency may be billed and additional time will need to be scheduled to break down and then rebuild the room. LSD Approval given by \_\_\_\_\_date\_\_\_\_\_

### EQUIPMENT

YES NO

I will need a projector and screen: Projectors and screens are only built into the 1st floor meeting rooms, the rooms on 3rd and 4th floors do not have them. You will need to provide your own laptop to use the projectors. It is highly recommended that you set up and test your laptop with the equipment at least two (2) days prior to your meeting to test your equipment and prevent problems during your meeting. To set up a time to test your laptop contact the Office of Legislative Information Technology at 444-0912 at least one (1) week before your meeting. IT back up is generally not available during the meetings.

I will use the Sound System: Microphones are available in all Capitol meeting rooms.

Dial tone ONLY - There are NO phones in any hearing rooms. Calls can only be made if you bring your OWN poly com phone! If you need a Conference Bridge, you must call ITSD operators in advance. ITSD will send you the bridge contact information, phone numbers, and passwords by email. For more information, contact the State Operator at 444-2586. The only thing in the room is a dial tone.

### BROADCASTING -Requests will receive a confirmation email, if granted. Call 444-3267 with any questions.

Microphones must be used in the meeting room by all participants in the meeting to ensure a quality recording. Legislative Services assumes no responsibility for long term archival of your meeting's audio and/or video.

I will want the meeting audio recorded: Meetings will be audio recorded using the sound system in the room. A link for downloading audio will be provided to the contact name following the meeting.

I will want the meeting televised: Meeting will be televised using in-room equipment and may also air on Television Montana (TVMT.) There may be a charge for television broadcasting services. You must give no less than 5 business days' notice for broadcasting requests.

I will want the meeting live streamed: Meeting audio and/or video will be streamed live on the internet for the public to view. Link will be accessible either from Montana Legislature website (<http://leg.mt.gov/css/Default.asp>) or link can be given to you for publication/distribution.

SIGNATURE: \_\_\_\_\_

Return this signed form to Legislative Services by FAX 444-3036 or EMAIL [capitolmeeting@mt.gov](mailto:capitolmeeting@mt.gov)

LSD Staffer: On LEG Calendar  Equipment Reserved  Work Orders to GSD  Current Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Event Date



**Montana Legislative Services Division**  
**Office of the Executive Director**

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April 24, 2014

Senator Dave Lewis  
5871 Collins Rd  
Helena, MT 59602-9584

Re: Statutory options for certain boards or commissions to televise meetings

Dear Senator Lewis:

You asked what statutory options might be available to encourage or require certain boards or commissions to televise meetings in the same manner that interim legislative committee meetings are televised.

First, I will describe the current situation. The statutes under which the Legislature and legislative committees are broadcast are in Title 5, chapter 11, MCA. There is a provision which states, "The (legislative services) division shall...cooperate with executive branch and judicial branch officials to facilitate broadcast coverage of state government activities and events that are pertinent to the purpose set forth in 5-11-1101", which is "to provide Montana citizens with increased access to unbiased information about state government deliberations and public policy events through unedited television coverage and other communications technologies."

To that end, any meeting that is held in a Capitol legislative hearing room is able to be broadcast via TVMT and audio/video streamed through the internet. No other state building is connected to our equipment in the Capitol that would allow for live transmission or internet streaming. The Craney Studio facility at the Montana Historical Society has capability to record, but in order for us to broadcast or stream, we must receive a recorded copy and it is broadcast or streamed at a later date. Fish, Wildlife and Parks also has broadcast quality equipment, but no method of broadcast or transmission.

TVMT, in conjunction with HCTV, has broadcast nonlegislative events from the Capitol Building, most notably the Land Board, but also, for example, the Commissioner of Securities and Insurance, Trusteeship Council, Livestock Loss Board, Access to Justice, ICCW Awards, Humanities Awards, Equal Pay for Equal Work, and Adoption Ceremonies, etc., Legislative Services also has a travel kit that allows us to tape events for a later broadcast. Only if the venue has on-site encoding equipment, connectivity to the hosts's website, and internet connections, can we live-stream an event and broadcast it later on TVMT.

To provide some context of the current environment, our transmission contract with Bresnan, now Charter Communications, comes in about \$594,000 a biennium. This is advantageous to us as Charter Communications provides us the channel space on their cable system for our broadcast to reach dozens of communities. In addition, in Helena HCTV has a community channel on which they will broadcast meetings of interest to the general public. Our current

television broadcast allows us to serve communities statewide through Charter Cable (60+ channels) and several cable systems through the telephone cooperatives. Montana PBS carries TVMT programming on a digital channel that reaches the bigger 6 cities -- Billings, Bozeman, Butte, Missoula, Helena, and Great Falls, and many others so those without cable have access (162 channels statewide).

Secondly, towards future broadcast of state meetings, and agency would require infrastructure for both production and transmission to broadcast live: equipment such as in Room 1 of the Capitol Building, a fiber optic link to our equipment, or some form of satellite link. If you would like to see the investment we have made into TVMT in infrastructure since 2001 to get an idea of what is required for an agency to provide this service, I can gather that information for you.

In lieu of additional investment or legislation, the simplest option is to ask agencies to schedule these meetings in the Capitol and to request that they be broadcast. There is currently capacity to accomplish this (outside of session), and Legislative Services would monitor this usage and notify the Legislature when additional resources would be necessary. If you want to propose legislation, the least cost option would be to require certain boards or commissions to meet in a hearing room in the Capitol Building and require the Legislative Services Division to tape and broadcast or stream the proceedings. This mandate could be placed in an individual board's statutory duties and listed under a statute in Title 5, chapter 11, MCA.

A caveat is that scheduling meetings in the Capitol Building is subject to room availability and related capacity of the audio/video system. If certain meetings were mandated, we would be required to provide the space and the broadcasting support, which may be tricky during session, so I would recommend some language to provide some leeway during the session. Depending on the number of meetings that you would require, Legislative Services may need to analyze its ability to support additional meetings. We currently have capacity.

I hope that this answers your questions. Please let me know if you would like me to gather more information or if you have further questions.

Sincerely,

Susan Byorth Fox  
Executive Director

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