



# MINUTES

## Service Committee of the Legislative Council

June 13, 2007

First Meeting of the 2007–2008 Biennium

### MEMBERS PRESENT:

Senator Michael E. Gronstal, Chairperson  
Speaker Patrick J. Murphy, Vice Chairperson

Senator Thomas G. Courtney  
Senator Mary A. Lundby

Representative Kevin McCarthy  
Representative Christopher C. Rants

## MEETING IN BRIEF

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- I. **Procedural Business.**
- II. **Consideration of FY 2008 Budget and Annual Personnel Report of the Legislative Services Agency.**
- III. **Consideration of FY 2008 Budget and Annual Personnel Report of the Office of Citizens' Aide/Ombudsman.**
- IV. **Legislative Council Policies and Procedures.**
- V. **Agency Director Performance Reviews.**
- VI. **Materials Filed With the Legislative Services Agency.**



## **Service Committee of the Legislative Council**

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### **I. Procedural Business.**

**Call to Order.** The Service Committee of the Legislative Council met on Wednesday, June 13, 2007, in Room 22, State Capitol, Des Moines, Iowa, from 10:10 a.m. to 10:35 a.m. Senator Courtney attended the meeting via a telecommunications connection.

**Election of Chairperson and Vice Chairperson.** Representative McCarthy moved that the Service Committee elect Senator Gronstal as Chairperson and Speaker Murphy as Vice Chairperson of the Service Committee. The motion was approved by voice vote.

**Minutes of the June 16, 2006, Meeting.** Chairperson Gronstal moved to approve the minutes of the June 16, 2006, meeting. The motion was approved by voice vote.

### **II. Consideration of FY 2008 Budget and Annual Personnel Report of the Legislative Services Agency.**

The Service Committee considered the proposed budget and budget allocations for the fiscal year beginning July 1, 2007, pursuant to Code section 2.12, as submitted by the Legislative Services Agency.

The Service Committee also received and filed the annual personnel report from Mr. Dennis Prouty, Director of the Legislative Services Agency, recommending that the following employees be promoted, or given an exceptional meritorious increase, subject to performance review with approval of and effective date to be determined by the director of the agency:

- Ms. Kathy Wesely, from Senior Finance Officer, grade 31, step 4, to Senior Finance Officer 2, grade 35, step 1.
- Ms. Sandra Laust, from Legislative Document Technician 3, grade 25, step 6, to Legislative Document Technician Supervisor, grade 28, step 5.
- Ms. Jackie Ellenwood, from Legislative Document Technician 1, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 2.
- Ms. Lisa Burk, from Legislative Analyst 2, grade 32, step 3, to Legislative Analyst 3, grade 35, step 2.
- Ms. Mary Beth Mellick, from Legislative Analyst 1, grade 29, step 6, to Legislative Analyst 2, grade 32, step 5.
- Mr. Jess Benson, from Legislative Analyst, grade 27, step 4, to Legislative Analyst 1, grade 29, step 3.
- Ms. Rachele Hjelmaas, from Legal Counsel 2, grade 35, step 4, to Senior Legal Counsel, grade 38, step 2.
- Ms. Diane Ackerman, from Research Analyst 3, grade 35, step 4, to Senior Research Analyst, grade 38, step 3.
- Mr. Richard Schulze, from Index Supervisor, grade 28, step 7, to Assistant Editor 3, grade 30, step 7.
- Ms. Cindy Thurmond, from Publications Assistant, grade 21, step 3, to Assistant Editor 1, grade 24, step 2.



- Mr. Jess Benson, from Legislative Analyst, grade 27, step 3, to Legislative Analyst, grade 27, step 4, a one-step exceptional meritorious increase.
- Ms. Deb Kozel, from Senior Legislative Analyst, grade 38, step 3, to Senior Legislative Analyst, grade 38, step 4, a one-step exceptional meritorious increase.
- Ms. Cindy Thurmond, from Publications Assistant, grade 21, step 2, to Publications Assistant, grade 21, step 3, a one-step exceptional meritorious increase.

Chairperson Gronstal moved to approve both the proposed budget and the annual personnel report of the Legislative Services Agency. The motion was approved by voice vote.

### **III. Consideration of FY 2008 Budget and Annual Personnel Report of the Office of Citizens' Aide/ Ombudsman.**

The Service Committee considered the proposed budget and budget allocations for the fiscal year beginning July 1, 2007, pursuant to Code section 2.12, as submitted by the Office of the Citizens' Aide/Ombudsman.

The Service Committee also received and filed the annual personnel report from Mr. William Angrick, Director the Office of Citizens' Aide/Ombudsman, recommending that the following employees be promoted or reclassified subject to performance review with approval of and effective date set by the director of the agency, and subject to available fiscal resources:

- Ms. Elizabeth Hart, from Assistant 1, grade 29, step 4, to Assistant 2, grade 32, step 3.
- Mr. Kyle White, from Assistant 2, grade 32, step 5, to Assistant 3, grade 35, step 4.
- Mr. Rory Calloway, from Assistant 2, grade 32, step 5, to Assistant 3, grade 35, step 4.
- Mr. Charles Teas, from Assistant, grade 27, step 3, to Assistant 1, grade 29, step 2.
- Ms. Angela Dalton, from Assistant 1, grade 29, step 4, to Assistant Ombudsman 2, grade 32, step 3, due to position reclassification.
- Ms. Barbara Van Allen, from Assistant 1, grade 29, step 3, to Assistant Ombudsman 2, grade 32, step 2, due to position reclassification.
- Mr. Charles Teas, from Assistant, grade 27, step 3, to Assistant Ombudsman 1, grade 29, step 1, due to position reclassification.
- Ms. Linda Brundies, from Assistant, grade 27, step 2, to Assistant Ombudsman 1, grade 29, step 1, due to position reclassification.
- Ms. Jeri Burdick Crane, from Senior Finance Officer, grade 31, step 5, to Senior Finance Officer 2, grade 35, step 3, due to position reclassification.

The Service Committee received a revised ombudsman classification request from Mr. Angrick, recommending the reclassification of the following positions in the Office of Citizens' Aide/Ombudsman:

- Legal Counsel, grade 30, would be eliminated, with Legal Counsel entry level at grade 32.
- Assistant, grade 27, would be eliminated, with Assistant Ombudsman entry level at grade 29.
- Other Assistant positions would be renamed Assistant Ombudsman.



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- Assistant Ombudsman 2, grade 32, would be entry level for specialty assignments.
- Senior Finance Officer 2, grade 35, would be created.

The Service Committee deferred action on the original ombudsman classification request from Mr. Angrick, relating to higher pay grades and reclassifications for the following positions: Senior Deputy, Deputy, and Senior Legal Counsel.

Representative McCarthy moved to approve the proposed budget, the annual personnel report, and the revised ombudsman classification request of the Office of Citizens' Aide/Ombudsman. The motion was approved by voice vote. Chairperson Gronstal commented that any proposals for increasing legislative pay grades for higher pay grade positions need to be viewed in context as the proposals affect all legislative agencies.

### **IV. Legislative Council Policies and Procedures.**

The Service Committee considered the proposed Legislative Council Policies and Procedures along with the separate proposed amendments.

Senator Courtney moved to approve the proposed amendments which were approved by voice vote. Vice Chairperson Murphy moved approval of the Legislative Council Policies and Procedures, as amended. The motion was approved by voice vote.

### **V. Agency Director Performance Reviews.**

Chairperson Gronstal moved that the Service Committee recommend that the Legislative Council authorize four legislative leaders representing the four caucuses to appropriately review annually the performance of the central agency directors and to approve salary adjustments for the directors. The motion was approved by voice vote.

### **VI. Materials Filed With the Legislative Services Agency.**

- FY 2008 budget for central staff agencies.
- June 2007 annual personnel report from the Legislative Services Agency.
- May 2007 annual personnel report from the Office of Citizens' Aide/Ombudsman and June 2007 revised ombudsman classification request.
- Legislative Council Policies and Procedures and proposed amendments.

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