



# MINUTES

## Service Committee of the Legislative Council

June 10, 2009

First Meeting of the 2009-2010 Biennium

### MEMBERS PRESENT:

Speaker Patrick J. Murphy,  
Chairperson  
Representative Kevin M. McCarthy

Senator Michael E. Gronstal,  
Vice Chairperson  
Senator John P. "Jack" Kibbie

## MEETING IN BRIEF

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Glen Dickinson, Secretary to the  
Legislative Council  
(515) 281-3566

Organizational staffing provided  
by: Richard Johnson, Legal  
Services Division Director  
(515) 281-3894

Minutes prepared by: Ed Cook,  
Senior Legal Counsel  
(515) 281-3994

- I. Procedural Business
- II. Central Staff Agency FY 2010 Budgets
- III. Consideration of Personnel Reports
- IV. Appointment of Citizens' Aide/Ombudsman
- V. Materials Filed With the Legislative Services Agency



## Service Committee of the Legislative Council

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### I. Procedural Business

**Call to Order.** Temporary Chairperson Murphy called the June 10, 2009, meeting of the Service Committee of the Legislative Council to order at 10:08 a.m. in Room 22 at the State Capitol. Representative Linda Upmeyer attended the meeting for Representative Kraig Paulsen.

**Committee Business.** Upon motion by Senator Kibbie, the Committee elected Speaker Murphy as Chairperson and Senator Gronstal as Vice Chairperson of the Committee by voice vote. Upon motion by Representative McCarthy, the Committee approved the minutes from the June 12, 2008, meeting of the Committee by voice vote.

**Adjournment.** The meeting was adjourned at 10:17 a.m.

### II. Central Staff Agency FY 2010 Budgets

Mr. Glen Dickinson, Director, Legislative Services Agency, presented a revised budget request for FY 2010 for the Legislative Services Agency which represents a 10.16 percent reduction from the original FY 2010 budget request. The revised budget request for the Office of Citizens' Aide/Ombudsman for FY 2010 also reflects a 10.16 percent reduction. Mr. Dickinson indicated that in both cases, the final FY 2010 approved budgeted amount would be determined subsequent to establishing carryforwards from FY 2009 budgeted amounts for all legislative branch agencies. Legislation enacted during the 2009 Session, Senate File 478, authorized legislative branch agencies to utilize carryforwards from FY 2009 budgeted amounts for the FY 2010 legislative branch budgets.

Upon motion by Senator Kibbie, the Committee, by voice vote, recommended that the Legislative Council approve the proposed budgets, as reduced, for the fiscal year beginning July 1, 2009, pursuant to Code Section 2.12, as submitted by the Legislative Services Agency and the Office of Citizens' Aide/Ombudsman, subject to adjustment to reflect carryforwards from the previous fiscal year to all legislative branch agencies.

### III. Consideration of Personnel Reports

#### A. Annual Personnel Reports

Mr. Dickinson presented the annual personnel report for the Legislative Services Agency. While 17 staff members are eligible for promotional increases during FY 2010, the decision has been made to delay these increases due to budgetary conditions. Ms. Ruth Cooperrider, Deputy Citizens' Aide/Ombudsman, presented the annual personnel report for the Office of Citizens' Aide/Ombudsman. Ms. Cooperrider submitted two proposed promotions for consideration during FY 2010. The Service Committee took no action on the two proposed promotions.

The Service Committee received and filed the annual personnel reports from the Legislative Services Agency and the Office of Citizens' Aide/Ombudsman. Senator Gronstal noted that the decision has been made to delay all promotional and merit increases for all eligible legislative employees for the fiscal period beginning May 15, 2009, and ending May 14, 2010, and that all



future promotions are contingent on budgetary conditions and Legislative Council approval, and are subject to performance review with approval of, and an effective date set by, the applicable director.

### **B. Administrative Services Officer Job Series**

Mr. Dickinson stated that the Legislative Services Agency was seeking to study, and to implement, a new Administrative Services Officer job series for personnel performing various administrative duties within the agency including but not limited to text processing, proofreading, document processing, and receptionist duties.

Upon motion by Senator Gronstal, the Service Committee, by voice vote, recommended the establishment of an Administrative Services Officer job series within the Legislative Services Agency and authorization of the agency to reclassify current employees in the Legislative Document Technician and Legislative Document Specialist job series, and perhaps additional employees, into the new job series.

### **IV. Appointment Of Citizens' Aide/Ombudsman**

Upon motion by Senator Gronstal, the Service Committee, by voice vote, recommended that the Legislative Council, pursuant to Code Sections 2C.3 and 2C.5, and subject to approval and confirmation by a constitutional majority vote of the Senate and House of Representatives, reappoint Mr. William P. Angrick II as Citizens' Aide/Ombudsman for a four-year term commencing July 1, 2009.

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

1. FY 2010 budget requests for the Legislative Services Agency and the Office of Citizens' Aide/Ombudsman.
2. June 2009 Annual Personnel Report from the Legislative Services Agency.
3. Administrative Services Officer job series proposal from the Legislative Services Agency.
4. June 2009 Annual Personnel Report from the Office of Citizens' Aide/Ombudsman.