MINUTES
Service Committee of the Legislative Council

Thursday, June 22, 2017

MEMBERS PRESENT

Senator Bill Dix, Vice Chairperson
Senator Robert Hogg
Senator Jack Whitver

Speaker Linda L. Upmeyer, Chairperson
Representative Chris Hagenow
Representative Mark D. Smith

LSA CONTACTS: Organizational staffing provided by: Rich Johnson, Legal Services Division Director, (515) 281-3894; Minutes prepared by: Ed Cook, Senior Legal Counsel, (515) 281-3994

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I. Procedural Business

Call to Order. Temporary Chairperson Linda L. Upmeyer called the first meeting of the 2017-2018 Biennium to order at 10:04 a.m. on Thursday, June 22, 2017, in Room 22 of the State Capitol.

Committee Business. Upon motion by Representative Chris Hagenow, the committee elected, by a voice vote, Speaker Upmeyer as Chairperson, and Senator Bill Dix as Vice Chairperson, of the committee. Upon motion by Vice Chairperson Dix, the committee approved, by a voice vote, the minutes from the July 12, 2016, and August 3, 2016, meetings of the committee.

Adjournment. The meeting was adjourned at 10:18 a.m.

II. Central Staff Agency Personnel Reports and Budgets

The committee received the proposed fiscal year 2018 budget and annual personnel report, including proposed promotions, for the Legislative Services Agency. Mr. Glen Dickinson, Director of the Legislative Services Agency, noted that the Legislative Services Agency proposed budget is less than the previous fiscal year due in part to not paying dues to the Uniform Laws Commission and because the Code of Iowa will not be published this year. Mr. Dickinson noted that the proposed promotions comply with Legislative Council guidelines and are subject to performance reviews and approval by the director of the agency. The committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2018 proposed budget and annual personnel report of the Legislative Services Agency.

The committee also received the proposed fiscal year 2018 budget and annual personnel report, including proposed promotions, for the Office of Ombudsman. Ms. Kristie Hirschman, Ombudsman, noted that the proposed budget is slightly more than the reduced budget for the prior fiscal year to reflect costs associated with one promotion and the filling of three vacant positions. The committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2018 proposed budget and annual personnel report of the Office of Ombudsman.

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III. Legislative Services Agency Policies and Procedures

Mr. Dickinson described changes to the Legislative Services Agency Policies and Procedures. Mr. Dickinson noted that the changes adjust central staff office hours to reflect current practice allowing for alternative office hours, establish banked holiday leave accrual and usage guidelines similar to compensatory time, establish lodging and meal expense reimbursement rates based on rates established by the Department of Administrative Services, establish guidance regarding legislative branch informational requests of governmental entities, and update Administrative Services Officer job descriptions. In response to a question from Senator Robert Hogg, Mr. Richard Johnson, Director of the Legal Services Division, commented that the policy governing informational requests of governmental entities is intended to encourage members of the Senate and House of Representatives to assert their constitutional authority in requesting information from other governmental entities instead of relying on the more limited authority under the public records law or the authority granted the Legislative Services Agency to request information. Mr. Johnson noted that the Legislative Services Agency would continue to assist members of the General Assembly in making informational requests pursuant to their constitutional authority. The committee received and filed the changes to the Legislative Services Agency Policies and Procedures.

IV. Legislative Council Policies and Procedures

The committee reviewed proposed (miscellaneous) changes to the Legislative Council Policies and Procedures concerning the name change of the Office of Ombudsman, educational benefits, interbranch vacation leave sharing, grievance procedures, and the scope of the harassment policy. Representative Mark D. Smith commented that he agreed with the broadening of the scope of the harassment policy. Mr. Johnson, in response to a question, noted that the Legislative Council Policies and Procedures do not apply to members of the General Assembly. The committee, by voice vote, recommended that the Legislative Council approve the proposed (miscellaneous) changes to the Legislative Council Policies and Procedures.

V. Legislative Staff Pay Matrix

Upon motion by Senator Dix, the committee, by voice vote recommended that the Legislative Council approve a 1 percent increase in the legislative pay matrix effective with the pay period that includes July 1, 2017.

VI. Materials Filed with the Legislative Services Agency

1. Fiscal Year 2018 Budgets Requests and Annual Personnel Reports from the Legislative Services Agency and the Office of Ombudsman.
2. Changes to the Legislative Services Agency Policies and Procedures.
3. Changes to the Legislative Council Policies and Procedures.

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