



Legislative
Service
Bureau

MINUTES

Service Committee of the Legislative Council

November 20, 1996

Second Meeting of 1995-1996

MEMBERS PRESENT

Senator Mike Gronstal, Chairperson
Senator Jack Rife
Representative Clifford Branstad
Representative Brent Siegrist
Representative John Connors

MEETING IN BRIEF

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1. **Procedural Business.**
 2. **Personnel Reports.**
 3. **Budget Requests.**
 4. **Written Reports Filed with the Legislative Service Bureau.**
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COMMITTEE BUSINESS

1. **Procedural Business.**

Call to Order. The Service Committee of the Legislative Council was called to order by Chairperson Senator Gronstal at 10:37 a.m., Wednesday, November 20, 1996, in Room 22, State Capitol, Des Moines, Iowa.

Adjournment. The Service Committee adjourned at 11:05 a.m.



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2. Personnel Reports.

Legislative Fiscal Bureau. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau and recommended, upon motion and unanimous vote, that the following employees be promoted, effective December 1996:

- ◆ Mr. Jon Studer, from Legislative Analyst III, grade 35, step 3, to Senior Legislative Analyst, grade 38, step 1.

- ◆ Mr. Dave Reynolds, from Legislative Analyst III, grade 35, step 3, to Senior Legislative Analyst, grade 38, step 1.

- ◆ Ms. Mary Shipman, from Legislative Analyst III, grade 35, step 3, to Senior Legislative Analyst, grade 38, step 1.

- ◆ Mr. Jon Muller, from Legislative Analyst I, grade 29, step 4, to Legislative Analyst II, grade 32, step 2.

- ◆ Ms. Margaret Buckton, from Legislative Analyst, grade 27, step 3, to Legislative Analyst I, grade 29, step 2.

- ◆ Ms. Angela Frey, from Legislative Analyst, grade 27, step 3, to Legislative Analyst I, grade 29, step 2.

Legislative Service Bureau. The Service Committee received and filed a personnel report from the Legislative Service Bureau and recommended, upon motion and unanimous vote, the following:

- ◆ That Ms. Kathleen Bates be appointed as Administrative Code Editor, grade 38, step 1, effective October 1996.

- ◆ That Ms. Leslie Hickey be reemployed and promoted to Senior Legal Counsel, grade 38, step 5, effective October 1996.

That the following employees be promoted, effective December 1996:

- ◆ Mr. Richard Nelson, from Legal Counsel, grade 30, step 2, to Legal Counsel 1, grade 32, step 1.

- ◆ Ms. Janet Simmons, from Legal Counsel, grade 30, step 2, to Legal Counsel 1, grade 32, step 1.

- ◆ Ms. Susan Weddell, from Computer Systems Analyst 1, grade 27, step 4, to Computer Systems Analyst 2, grade 29, step 3.

- ◆ Ms. Helen DeBartolo, from Text Processor 2, grade 22, step 3, to Senior Text Processor, grade 25, step 2.

- ◆ Ms. Shelli Tobis, from Senior Document Processor, grade 22, step 3, to Document Processor Supervisor, grade 25, step 1.

Legislative Computer Support Bureau. The Service Committee received and filed a personnel report from the Legislative Computer Support Bureau and recommended, upon motion and unanimous vote, the approval of the addition of one full-time



equivalent position to the Bureau's table of organization, effective November 1996, for a Computer Systems Analyst 1.

Office of Citizens' Aide/Ombudsman. The Service Committee received and filed a personnel report from the Office of Citizens' Aide/Ombudsman and recommended, upon motion and unanimous vote, that the following employees be promoted:

- ◆ Mr. Jeffrey Burnham, from Assistant I, grade 29, step 3, to Assistant II, grade 32, step 2, effective November 1996.

- ◆ Mr. Duncan Fowler, from Deputy, grade 38, step 3, to Senior Deputy, grade 41, step 2, effective December 1996.

- ◆ Ms. Wendy Sheetz, from Assistant II, grade 32, step 3, to Assistant III, grade 35, step 2, effective December 1996.

3. Budget Requests.

The Service Committee received proposed budgets and budget allocations for the fiscal year beginning July 1, 1997, pursuant to section 2.12 of the Code, from the Legislative Fiscal Bureau, the Legislative Service Bureau, the Legislative Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman. Included in the request for the Office of Citizens' Aide/Ombudsman was a request for additional moneys to fund a small business ombudsman in the office, to provide for a part-time intern position, and to obtain professional services to design a data management system for the office. Mr. Sandy Scharf indicated that his office does not have the expertise to design a new data management system for the Office of Citizens' Aide/Ombudsman services so that obtaining a consultant on a one-time basis to perform this function would be preferable.

The Service Committee recommended, upon motion and unanimous vote, that the Legislative Council approve the proposed budgets and budget allocations for the fiscal year beginning July 1, 1997, for the Legislative Fiscal Bureau, the Legislative Service Bureau, the Legislative Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman. Included in the motion was approval of the additional budget requests for the Office of Citizens' Aide/Ombudsman and an automatic adjustment in the budgets for all of the legislative agencies based on the costs of implementing any cost-of-living increases granted to state employees under the terms of the upcoming collective bargaining agreement.

4. Written Reports Filed with the Legislative Service Bureau.

- a. Updated personnel report from the Legislative Fiscal Bureau.
- b. Updated personnel report from the Legislative Service Bureau.
- c. Updated personnel report from the Legislative Computer Support Bureau.
- d. Updated personnel report from the Office of Citizens' Aide/Ombudsman.
- e. Proposed 1998 fiscal year budget from the Legislative Fiscal Bureau.
- f. Proposed 1998 fiscal year budget from the Legislative Service Bureau.



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g. Proposed 1998 fiscal year budget from the Legislative Computer Support Bureau.

h. Proposed 1998 fiscal year budget from the Office of Citizens' Aide/Ombudsman.

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