

## **MINUTES**

### **SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL**

**July 20, 1994**

#### **PRELIMINARY BUSINESS**

The July 20, 1994, meeting of the Service Committee of the Legislative Council was called to order by Speaker Harold Van Maanen, Chairperson, at 10:13 a.m., in Room 22 of the Statehouse. Members of the Committee who were present at the meeting, in addition to Chairperson Van Maanen, were as follows:

Senator Don Gettings  
Senator Wally Horn  
Senator Jack Rife  
Representative John Connors  
Representative Teresa Garman

Also present at the meeting were Ms. Diane Bolender, Director of the Legislative Service Bureau; Ms. Holly Lyons, Division Administrator for the Legislative Fiscal Bureau; Mr. Sanford Scharf, Director of the Legislative Computer Support Bureau; Mr. William Angrick, Citizens' Aide/Ombudsman; Mr. Duncan Fowler, Deputy Citizens' Aide/Ombudsman; members of legislative staff; and other interested persons.

Chairperson Van Maanen noted that all members had received copies of the minutes of the last Committee meeting. Representative Garman moved that the reading of the minutes be dispensed with and that the minutes be approved as submitted. There was no discussion and the motion passed on a unanimous voice vote. Copies of the minutes are on file in the Legislative Service Bureau.

#### **PERSONNEL REPORT OF THE LEGISLATIVE FISCAL BUREAU**

Chairperson Van Maanen recognized Ms. Holly Lyons, Division Administrator of the Legislative Fiscal Bureau, for presentation of a personnel report. Copies of the report are on file in the Legislative Service Bureau. Ms. Lyons stated that her report consists simply of notice that Mr. David Reynolds would be taking parental leave from June 22 until September 6. Senator Rife asked whether persons who take parental leave

are paid during their absence. Ms. Lyons stated that Mr. Reynolds would be paid since his parental leave consisted of use of a combination of sick, vacation, and compensatory leave. Ms. Bolender stated that a person desiring to take parental leave must either take accrued leave or unpaid leave. Senator Gettings asked whether this meant that if an employee did not have any accrued paid leave, they must take unpaid leave if they wished to take parental leave. Ms. Bolender responded in the affirmative. Senator Rife asked if the same was true of persons from the Legislative Service Bureau, such as Gary Thompson, who were also taking parental leave. Ms. Bolender responded in the affirmative.

There were no further questions of Ms. Lyons concerning her report and Representative Connors moved that the Committee receive and file the report. The motion carried on a unanimous voice vote.

#### PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Chairperson Van Maanen recognized Ms. Diane Bolender, Director of the Legislative Service Bureau, for presentation of a personnel report. Copies of the report are on file in the Legislative Service Bureau. Ms. Bolender indicated that her report consists of notice that Mr. Gary Thompson will be taking parental leave, notice of the retirement of Ms. Mary Ann Scott as the Administrative Secretary of the Administrative Code Division, notice of the resignation of Mr. Steve Hansen as a Proofreader, and notice of the award of merit increases to a number of Service Bureau employees. Chairperson Van Maanen asked if a replacement had already been found for Mr. Hansen and Ms. Bolender responded in the negative, but that the position would be advertised shortly. Chairperson Van Maanen asked where the proofreaders work and Ms. Bolender responded that they work in a room in the Legislative Service Bureau's Capitol office that is set aside for proofreading, but that, during the interim, they move to the Lucas Building and work in the Iowa Code Division and the Administrative Code Division.

After some additional general discussion, Representative Connors moved that the Committee receive and file the report. The motion carried on a unanimous voice vote.

#### PERSONNEL REPORT OF THE OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Chairperson Van Maanen recognized Mr. William Angrick, Citizens' Aide/Ombudsman, for presentation of a personnel report. Copies of the report are on file in the Legislative Service Bureau. Mr. Angrick stated that his report consists of notice of Ms. Connie Benke's successful completion of her annual review and her receipt of a merit increase, and notice that Ms. Patricia Nett has satisfactorily completed her annual review. Ms. Nett, he stated, would have received a merit increase, but,

since she is at the top step of the highest grade attainable in her position, she is ineligible for further merit increases. Mr. Angrick noted that it is often difficult to give recognition to employees who are performing well but who have been in a position for a significant length of time and are no longer eligible for monetary rewards. He added that he did feel it is important to let the Committee know that employees such as Ms. Nett are continuing to perform their jobs well. Chairperson Van Maanen noted that there are many persons in the same position as Ms. Nett.

Mr. Angrick requested and was given permission to discuss the issue of employee leaves of absence for purposes of participating in volunteer work. He noted that, during the flood, employees were allowed to volunteer in relief work. During that period of time, he said, several of his employees received Red Cross training and are now certified to provide certain kinds of emergency assistance. Those employees, he said, have been contacted by the Red Cross to see if they would be willing to travel to Georgia and participate in the flood relief efforts there. Mr. Angrick indicated that at this time the employees have declined to go, due to current workloads, but that he was curious as to the Committee's feelings as to how central staff policies should relate to this kind of volunteer work.

Representative Connors indicated that he did not see any problems with employees volunteering for this kind of work, as long as the volunteer work was performed on the employee's own time. He added, after additional discussion, that if an employee did not have any accrued paid leave remaining, unpaid leave could be an option.

Representative Connors stated, with respect to the issue of persons who are at the top of their pay schedule, that those employees still receive cost of living increases and that everyone who is at the top of their pay schedule is treated in the same manner as Ms. Nett. He said that it might be possible to establish some sort of longevity pay program but that, nonetheless, all employees who are at the top of their pay schedule are in the same position. Mr. Angrick acknowledged that all employees are treated equally, and noted that he simply wished to note to the Committee, and to give at least nominal recognition to the fact, that this particular employee was continuing to perform well despite lack of additional monetary rewards.

There was no further discussion and Senator Rife moved that the Committee receive and file the report. The motion carried on a unanimous voice vote.

#### REPORT OF THE SALARY SUBCOMMITTEE

Chairperson Van Maanen recognized Representative Connors for presentation of a report. Representative Connors stated that the Salary Subcommittee had met once and had received a report containing salary information from the directors of the Central

Legislative Staff Agencies. He added that additional information was requested by the Subcommittee of the directors, so that additional time is needed for the Subcommittee to complete its work. Chairperson Van Maanen requested and received unanimous consent to allow the Subcommittee additional time to complete its work.

OTHER BUSINESS, ADJOURNMENT

There was no other business and Representative Garman moved that the Committee adjourn. The Committee adjourned at 10:20 a.m.

Respectfully submitted,

LESLIE E. W. HICKEY  
Legal Counsel

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