

MINUTES

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

October 27, 1993

PRELIMINARY BUSINESS

The October 27, 1993, meeting of the Service Committee of the Legislative Council was called to order by the Acting Chairperson, Representative Teresa Garman, at 11:06 a.m. in Room 22 of the Statehouse. Members of the Committee who were present at the meeting, in addition to Acting Chairperson Garman, were as follows:

Senator Don Gettings
Senator Wally Horn
Representative John Connors

Also present at the meeting were Ms. Diane Bolender, Director of the Legislative Service Bureau; Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau; Mr. Sanford Scharf, Director of the Legislative Computer Support Bureau; Mr. William Angrick, Citizens' Aide/Ombudsman; members of legislative staff; and other interested persons.

Acting Chairperson Garman noted that all members had received copies of the minutes of the June 23 committee meeting. Representative Connors moved that the reading of the minutes be dispensed with and that the minutes be approved as mailed. 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.

RECEIPT OF FISCAL YEAR 1995 BUDGETS

Acting Chairperson Garman noted that the budgets of the central legislative staff agencies are contained in each of the members' packets. She noted that the Committee would not be acting on the budgets until next month, unless any of the members had questions that they wished to have answered. Senator Gettings asked Ms. Bolender, what the item labeled uniforms and related items referred to. Ms. Bolender responded that the Legislative Service Bureau purchases uniforms for the tour guides. There were no other questions and Acting Chairperson Garman noted that action on the budgets would be taken at the November meeting of the Committee.

PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Acting Chairperson Garman 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 stated that the Legislative Service Bureau personnel report that is contained in the members' packets includes notice of completion of probationary employment by Ms. Kimberly McKnight and the granting of merit steps to several enumerated employees. She noted that she had previously given notice that Ms. Bonnie King, a publications assistant in the Iowa Code Office, was retiring and the Legislative Service Bureau is now in the process of hiring a replacement. Ms. Bolender stated that the Legislative Service Bureau has employed Ms. Rosa Snyder, a former restoration painter at the Capitol Building, as a part-time tour guide. Ms. Bolender noted that one of the text processors has resigned and that the Legislative Service Bureau does not currently intend to fill that position. She said also that two temporary proofreaders, both of whom have been previously employed as Service Bureau session-only proofreaders, have recently been engaged, are assisting in the Administrative Code project, and will continue on through the legislative session.

Acting Chairperson Garman asked if there were any questions of Ms. Bolender regarding the personnel report. There were no questions.

PERSONNEL REPORT OF THE LEGISLATIVE FISCAL BUREAU

Acting Chairperson Garman recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for presentation of a personnel report. Copies of the report are on file in the Legislative Service Bureau. Mr. Prouty stated that the Legislative Fiscal Bureau personnel report consisted of notice of one merit increase, the resignation of two employees, and the filling of four vacancies in the Bureau. He then introduced to the Committee members the following new employees: Ms. Leah Churchman, Legislative Analyst for Transportation and Safety; Ms. Valerie Marsh, Legislative Analyst for Health and Human Resources; Ms. Darlene Kruse, Legislative Analyst for Agriculture and Natural Resources; and Ms. Sandra Laust, Administrative Secretary.

Acting Chairperson Garman extended a welcome to the new employees. There were no questions of Mr. Prouty concerning his report.

PERSONNEL REPORT OF THE OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Acting Chairperson Garman recognized Mr. William Angrick, Citizens' Aide/Ombudsman, for presentation of a personnel report. Mr. Angrick noted that his personnel report consisted of notice that Ms. Ruth Mosher, former Deputy Citizens'

Aide/Ombudsman, has retired and that he currently anticipates replacing Ms. Mosher after the first of the year.

Representative Connors moved that the Committee receive and file the reports of the three agencies. Acting Chairperson Garman noted that the Committee needed to receive one additional report and Representative Connors indicated his agreement to defer action on his motion until after that report was received.

REPORT OF THE COMPUTER USER POLICY DIRECTION COMMITTEE

Acting Chairperson Garman then recognized Mr. Prouty for presentation of the report of the Computer User Policy Direction Committee. A copy of the report is on file in the Legislative Service Bureau. Mr. Prouty stated that the report is strictly an informational one and that there is no need for Committee action on the report. Acting Chairperson Garman asked whether all of the Committee members had a copy of the report, to which she received an affirmative response. She then asked if there were any questions or whether any of the members wished to receive any additional information about the report. There were no questions or requests for further information.

Acting Chairperson Garman noted that Representative Connors had moved that the Committee receive and file the various reports of the Legislative Service Bureau, the Legislative Fiscal Bureau, the Office of Citizens' Aide/Ombudsman, and the Computer User Policy Direction Committee and called for a vote. The motion passed on a unanimous voice vote.

PERSONNEL GUIDELINES CHANGES

Acting Chairperson Garman next recognized Ms. Bolender for a presentation regarding two proposed revisions to the personnel guidelines for the central legislative staff agencies. A copy of the proposed new and amended guidelines is on file in the Legislative Service Bureau. Ms. Bolender noted that the two proposed changes are to the existing policy on gifts and sales and a new policy on substance abuse. The gifts and sales policy changes, she noted, are required due to the changes in the law which occurred as a result of the passage of the new ethics legislation.

With respect to the substance abuse policy, Ms. Bolender stated, the changes in the policy from the previous draft, which had been submitted to the Legislative Council, were based upon concerns that had been expressed by Senator Larry Murphy and Representative Mary Lundby. The changes to the draft, she said, include striking language regarding public perception of a person's ability to perform their job and clarifying the differences between any criminal investigation into employee conduct and the investigation that the employing agency

would perform. Acting Chairperson Garman asked if there were any questions of Ms. Bolender on the proposed policy changes. There were no questions.

Senator Gettings moved that the Committee accept the proposed changes and recommend their adoption to the Legislative Council. The motion passed upon a unanimous voice vote.

OTHER BUSINESS. ADJOURNMENT

Acting Chairperson Garman asked if there was any other business to come before the Committee. There was no other business and Representative Connors moved that the Committee adjourn. The Committee adjourned at 11:14 a.m.

RESPECTFULLY SUBMITTED,

LESLIE E. W. HICKEY
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