

M I N U T E S

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

February 15, 1989

PRELIMINARY BUSINESS

The Service Committee of the Legislative Council was called to order at 11:00 a.m. on Wednesday, February 15, 1989, by Chairman John Connors in Room 322 in the State Capitol Building, Des Moines, Iowa.

Members present in addition to Chairman Connors were:

Senator Bill Hutchins
Senator Calvin Hultman
Senator Joseph Welsh

Also present at the meeting were Mr. Dennis Prouty, Director, Legislative Fiscal Bureau, Mr. Donovan Peeters, Director, Legislative Service Bureau, Mr. Sandy Scharf, Director, Computer Support Bureau, Mr. William Angrick, Citizens' Aide/Ombudsman, Mr. Joseph O'Hern, Chief Clerk of the House, Mr. John Dwyer, Secretary of the Senate. Also present were other legislative staff members and other interested persons.

The minutes of the last meeting, which had been previously distributed, were approved as written.

LEGISLATIVE FISCAL BUREAU PERSONNEL REPORT

Chairman Connors recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for presentation of his report. Mr. Prouty referred the Committee to his memorandum dated February 6, 1989, which had been previously distributed and which is on file in the Legislative Service Bureau. Mr. Prouty indicated that he recommends the hiring of Ms. Sue Lerdal as a Legislative Analyst III, step 1, to fill the vacancy which had been created in his office by the resignation of Mr. Dan Davis. Senator Hutchins moved that the Service Committee recommend that Ms. Lerdal's employment be approved by the Legislative Council. (NOTE: See page 3 for further discussion of this action.)

LEGISLATIVE SERVICE BUREAU PERSONNEL REPORT

Chairman Connors recognized Mr. Donovan Peeters, Director of the Legislative Service Bureau, for presentation of his report. Mr. Peeters referred the Committee to his memorandum dated February 14, 1989, which had been distributed to the members of the Committee. A copy of the memorandum is on file in the Legislative Service Bureau. Mr. Peeters noted that he recommends that the position of Research Division Chief, which had become vacant as a result of the promotion of Ms. Diane Bolender to Deputy Director, be filled and he noted that the Bureau is advertising for the position. Mr. Peeters stated that Mr. John Fatino had been hired as a temporary research analyst to provide assistance during the legislative session. Mr. Peeters also stated that Mr. Barry Nichols had been hired as a public information assistant on a temporary basis for the duration of the legislation session. A vacancy was created in the Public Information Office as a result of the resignation of Ms. Evelyn Hawthorne, Public Information Office Director. Mr. Peeters noted that the references to "step 2" in regard to the positions of Mr. Fatino and Mr. Nichols should be to "step 1" and a corrected memorandum was distributed. Senator Hutchins moved, and Senator Welsh seconded that the report of the Legislative Service Bureau be received and filed. The motion carried.

COMPUTER SUPPORT PERSONNEL REPORT

Chairman Connors recognized Mr. Sandy Scharf, Director of the Computer Support Bureau, for the presentation of his report. Mr. Scharf referred the Committee to his previously distributed memorandum, dated February 10, 1989, a copy of which is on file in the Legislative Service Bureau. Mr. Scharf said, with the proliferation of users of the legislative computer system, that he recommends that the Committee consider and approve the hiring of a microcomputer analyst to assist the legislative members and staff that are using personal computers. He noted that he currently has a vacant full-time equivalent position in his budget that could be utilized to provide this service.

Senator Hultman questioned Mr. Scharf about non-authorized users on the system and expressed concern about the vulnerability of the legislative system to unauthorized access, especially with the proliferation of personal computers and off-site work stations. Mr. Scharf noted that all of the personal computers that are on-line with the system have hard drives. He also pointed out that there is a security system on the legislative computer and commented that he had circulated a memorandum relating to unauthorized access to the legislative computer system. He then described the trigger mechanism for the security

system. Senator Hultman expressed a concern about being able to identify and prosecute individuals that try to "hack on" to the legislative computer system.

Senator Welsh asked about the additional full-time equivalent position that Mr. Scharf has. Mr. Scharf replied that an additional FTE had been added when an Administrative Code Run Designer position had been contemplated for placing the administrative rules into the computer system. Senator Welsh asked whether Mr. Scharf had sufficient funds in his budget to cover the position and Mr. Scharf replied that the position can be funded. Senator Welsh suggested that in the future the Committee may wish to consider placing the microcomputer analyst position in the Public Information Office to assist legislators in computer usage, since that office has recently upgraded its equipment. Senator Hultman moved, and Senator Hutchins seconded, that the Service Committee recommend that the Legislative Council approve the creation of the new position classification of microcomputer analyst in the Computer Support Bureau. The motion carried.

FURTHER CONSIDERATION OF FISCAL BUREAU REQUEST

Chairman Connors questioned whether Legislative Council approval would be required for filling the Legislative Fiscal Bureau position since there was an actual vacancy due to a resignation. Mr. Prouty noted that he wished to hire Ms. Lerdal at grade 33, step 1, and that is why he sought Legislative Council approval for the personnel action. The Service Committee agreed that Legislative Council approval would not be necessary.

PERSONNEL GUIDELINES UPDATE

Chairman Connors recognized Mr. Donovan Peeters for his report on the personnel guidelines for the central legislative staff agencies. Mr. Peeters distributed copies of a memorandum relating to the personnel guidelines. The memorandum is on file with the Legislative Service Bureau. Mr. Peeters related that two meetings of representatives from the central staff agencies and partisan staff had been held and a draft containing many of the changes that had been agreed upon had been distributed to the interested parties. Mr. Peeters noted that the representatives intend to meet again in the near future to review proposed guideline language that would reflect the various points of agreement. Senator Hultman moved, and it was seconded, that the Committee receive and file the memorandum for the record. The motion carried. Chairman Connors stated that he would like the meeting to take place as expeditiously as possible so that final action on the personnel guidelines could be taken.

PAY RESOLUTION

Chairman Connors commented that he had asked Mr. Peeters to draft a proposed pay resolution for the central legislative staff agencies that is similar to the pay resolution for House and Senate employees adopted by the General Assembly. He recognized Mr. Peeters for presentation of the joint pay resolution. Mr. Peeters noted that the resolution that had been distributed contains, on pages 4, 5, and 6, the recommendations of the agency directors for new positions and for changes in the pay grades of existing positions. Chairman Connors stated that he felt that legislative leadership and partisan staff should examine the resolution. A copy of the resolution is attached to these minutes and is hereby incorporated by reference. Senator Hultman moved that the Committee receive and file the proposed pay resolution for the record. The motion was seconded and carried.

OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Chairman Connors recognized Mr. William Angrick, Citizens' Aide/Ombudsman for presentation of his report. With regard to a personnel report, Mr. Angrick stated that Ms. Carla Wilson had failed to successfully complete her probationary period as a secretary and that her secretarial position is vacant. He noted that he intends to advertise and interview candidates for the position.

Mr. Angrick also noted that District Judge Luther Glanton had ruled against the Office of the Citizens' Aide/Ombudsman in that office's case involving a subpoena to require obedience of the Osceola County sheriff. Mr. Angrick stated that his office intends to appeal the ruling to the Supreme Court. Senator Hultman moved to receive and file Mr. Angrick's report for the record. The motion was seconded and carried.

ADJOURNMENT

Chairman Connors asked that completed copies of the personnel guidelines and pay resolution be prepared and ready for distribution at the next Service Committee meeting. It was moved and seconded that the Committee adjourn. The motion carried and the Committee adjourned at 11:30 a.m.

Respectfully submitted,

LESLIE E. WORKMAN
Legal Counsel

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