

M I N U T E S

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

December 20, 1989

Preliminary Business

The Service Committee of the Legislative Council was called to order at 10:00 a.m. on December 20, 1989, by Representative John Connors, Chairman, in Room 24 of the State House, Des Moines, Iowa. Members of the Committee present, in addition to Chairman Connors, were:

Senator Bill Hutchins
Senator Joseph Welsh
Representative Kay Chapman
Representative Harold Van Maanen

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

Representative Chapman moved that the minutes of the November 15 meeting, which had been previously distributed, be approved. The motion carried on a unanimous voice vote.

Representative Harold Van Maanen moved that the Committee go into executive session for purposes of conducting the evaluations of the directors of the central staff agencies. The motion passed unanimously and the Committee went into executive session at 10:02 a.m.

Reconvening of the Committee and Motions

The Committee reconvened at 11:00 a.m. to proceed with further business. Representative Chapman was no longer present at the meeting, having been called away on business. Upon the Committee returning, Senator Welsh noted that the Service Committee is concerned about the pay gap between employees of the legislative branch and employees of the executive branch, as well as the current turnover rate in the central staff agencies. He moved that the four directors be directed to develop a contract between

the employees and the central staff agencies which includes penalties for employees leaving during certain times of the year. He also moved that the central staff agency directors be directed to develop a uniform dress code for employees of those agencies. Both motions passed on unanimous votes.

Report of the Retention of Independent Legal Counsel Subcommittee

Senator Welsh presented a proposed policy addition for the Legislative Council relating to the adoption of a policy for retention of independent legal counsel. A copy of the proposed policy is attached to these minutes and is incorporated by this reference. Upon completion of his presentation of the policy, Senator Welsh moved that the Service Committee adopt the Subcommittee's proposed policy as the Service Committee recommendation to Legislative Council. There were no questions, and the motion passed on a unanimous voice vote.

Report of the Computer Subcommittee

Senator Hutchins presented the report of the Computer Subcommittee. A copy of the report is attached to these minutes and is incorporated by this reference. Senator Welsh noted that the report included a recommendation that the Voice Information Processing System (VIPS) be retained by the General Assembly. Senator Hutchins stated that the Subcommittee recommends that a letter be sent notifying Unisys of the General Assembly's intent to retain the system and fulfill the terms of the original contract. Senator Hutchins also said that Mr. Sandy Scharf has reported his intent to purchase a Novell local area network (LAN) from the Computer Supply Store to link legislative personal computers and printers. Senator Hutchins noted that Mr. Scharf has indicated that his investigation of the Techsouth switch system had resulted in a conclusion that the equipment would not satisfactorily meet the needs of the General Assembly. It was noted that money was available in Mr. Scharf's budget for the purchase of the Lan linking equipment.

Senator Hutchins moved that the Committee accept the report and adopt the recommendations contained in the report for submission to the Legislative Council. The motion passed on a unanimous voice vote.

Legislative Service Bureau Personnel Report

Chairman Connors recognized Ms. Diane Bolender, Director of the Legislative Service Bureau for presentation of her personnel report. A copy of the report is attached to these minutes and is incorporated by this reference. Ms. Bolender noted that approval

is being sought for increases in the pay grades for the public information job series. She stated that the requested changes include a change in the pay grade for the session only Public Information Assistant from grade 15 to grade 18, a change in the pay grade for the Public Information Officer from grade 18 to grade 22, a change in the pay grade for the Public Information Office Director from grade 24 to grade 30, and a change in the pay grade for the Senior Public Information Office Director from grade 27 to grade 33. Chairman Connors asked if there were any questions and none were apparent.

Senator Welsh moved that the Committee receive the report and recommend the adoption of the recommendations contained in the report. The motion was adopted on a unanimous voice vote.

Senator Hutchins asked Ms. Bolender whether the increase in pay grade for the Senior Public Information Office Director was needed at this time. Ms. Bolender stated that it is not, since the position is currently vacant. Senator Hutchins stated that he would feel more comfortable with the recommendations contained in the report if that pay grade change was deleted and moved that it be removed. The other members expressed no dissent and the motion to delete the recommendation to increase the pay grade of the Senior Public Information Office Director was adopted.

Personnel Report of the Office of Citizens' Aide/Ombudsman

Chairman Connors recognized Mr. William Angrick, Citizens' Aide/Ombudsman, for presentation of his personnel report. A copy of the report is attached to these minutes and is incorporated by this reference. Mr. Angrick noted that his report contained a request that the Committee approve creation of a Legal Counsel II position in the Office of Citizens' Aide. Mr. Angrick stated that his personnel information contained a comparative worth gridding and job description and noted that, due to the reorganization of the office's workload, the current Legal Counsel has had to assume duties and responsibilities which are not part of the regular duties of the position. Mr. Angrick also stated that if the Committee agrees to the recommendation for creation of the new position, he would also ask approval to promote Mr. Michael Elliott to the new position.

Senator Welsh moved that the Committee receive the report and recommend the adoption by the Legislative Council of the recommendations contained in the report. The motion passed on a unanimous voice vote.

Personnel Report of the Legislative Fiscal Bureau

Chairman Connors recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for presentation of his personnel report. A copy of the report is attached to these minutes and is incorporated by this reference. Mr. Prouty noted that he has filled two of his office's three vacancies and that he anticipates filling the other position soon. He said that he was also requesting approval for the promotion of two fiscal analysts, Mr. Jeff Robinson and Mr. Khalid Mahmood, from Analyst I to Analyst II positions. He noted that both analysts had met the requirements for such a promotion.

Senator Hutchins moved that the Committee receive the report and recommend that the Legislative Council adopt the recommendations contained in the report. The motion passed on a unanimous voice vote.

Citizens' Aide/Ombudsman Administrative Report

Chairman Connors recognized Mr. William Angrick for presentation of the Administrative Report of his office. Mr. Angrick noted that his office had hired an outside consultant to test the air quality within the office since his employees had been suffering from numerous headaches and illnesses. He noted that, because of the frequency of the employee illnesses and headaches, he had become concerned that the building's fresh air supply was contaminated. He said that the consultant found that the building tested abnormally high for carbon dioxide, which indicates that the building's ventilation system is not working properly. He noted that he contacted the Department of General Services to repair the ventilation system and that the cost of the repairs is approximately \$1,800. He noted that although his office can currently absorb the cost of the repairs, the reason that he is presently before the Committee is that, if there are further costs associated with the ventilation system repairs, he may need to come before the Committee to request additional moneys from funds appropriated to the General Assembly under Code section 2.12 to cover the expenditures. Senator Hutchins asked Mr. Angrick what repairs had been made. Mr. Angrick stated that the Department of General Services had installed a new power vent to pull in fresh air from outside, but that the new vents that were installed are smaller than the old ones and he is unsure that the problem has been remedied.

Legal Report of the Office of Citizens' Aide/Ombudsman

Chairman Connors recognized Mr. Angrick for presentation of the Legal Report from his office. Mr. Angrick updated the Committee

on the status of the federal court proceedings in the matter involving Citizens' Aide/Ombudsman staff and Robert Rolfes, Osceola County Sheriff. He noted that the federal proceeding has been continued indefinitely until the Iowa Supreme Court rules on the enforcement of the Ombudsman's subpoena. He also stated that it is unknown when the Iowa Supreme Court will hear oral arguments on the matter, although both parties' briefs have been on file for some time.

Representative Van Maanen moved that both the Administrative and the Legal Report of the Citizens' Aide/Ombudsman be received and filed. The motion passed on a unanimous voice vote.

Report on Central Staff Agency Director Evaluations

Chairman Connors noted that the Committee had received the report on the director evaluations and that the report contained a recommendation that each of the directors receive an increase in salary of six percent per year commencing December 22, 1989, and that this increase would be in addition to any cost of living increase. Senator Hutchins moved that the Committee recommend that the Legislative Council adopt the recommendation for director salary increases. The motion passed on a unanimous voice vote.

Other Business and Adjournment

Chairman Connors asked whether there was any other business to come before the Committee. He then recognized Ms. Bolender for presentation of other business to the Committee. Ms. Bolender reported that the Media Orientation Day that the Public Information Office had conducted December 19, 1989, was a success according to the evaluations received from the participants. She noted that most participants said that the presentations exceeded their expectations although they would appreciate more written materials relating to the legislative process. She also informed the Committee of the ordering of approximately \$12,000 in office equipment for the Code Office, which has acquired usage of additional floor space in the Lucas Building for their operations.

Representative Van Maanen moved that the Committee adjourn and the Committee adjourned at 12:05 p.m.

Respectfully submitted,

LESLIE WORKMAN
Legal Counsel