

M I N U T E S

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

November 15, 1989

FRELIMINARY BUSINESS

The Service Committee of the Legislative Council was called to order at 10:41 a.m., on November 15, 1989, by Representative John Connors, Chairman, in Room 22, of the Statehouse, Des Moines, Iowa. Members of the Committee present, in addition to Chairman Connors, were:

Senator Calvin O. Hultman
Senator Bill Hutchins
Senator Joseph J. Welsh
Representative Kay Chapman
Representative Harold Van Maanen

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

Senator Hultman moved that the minutes of the October 18 meeting, which had been previously distributed, be approved as written. The motion passed on a unanimous voice vote.

V.I.P.S. UPDATE

Chairman Connors recognized Mr. Sandy Scharf, Director of the Computer Support Bureau, for a status report on the Voice Information Processing System (V.I.P.S.). Mr. Scharf reported that the V.I.P.S. system has been installed, the toll-free WATS line is going to be available soon, and that staff training on V.I.P.S. has also commenced. He noted that an additional training session is scheduled to take place after the meeting of the Legislative Council. Chairman Connors asked if the members had any questions relating to the new system. There being no questions, Chairman Connors asked for unanimous consent to receive and file the report. There were no objections and the report was received and filed.

AUDIO TAPE DUPLICATING MACHINE

Chairman Connors recognized Ms. Diane Bolender, Director of the Legislative Service Bureau, for a report. Ms. Bolender stated that, in accordance with the directions she received at the last meeting of the Service Committee, she ordered a tape duplicating machine. She noted that it should be arriving within the next few weeks and reminded the Committee of the concerns expressed at the last meeting, relating to the development of a policy for duplicating and distributing tapes and information. She stated that there are brochures from the National Conference of State Legislatures, which describe what tapes are available, and that she could distribute the brochures to whomever the Committee thought appropriate.

Chairman Connors stated that he thought it would be appropriate for leadership, standing committee chairs, and interim committees to receive the brochures. Senator Welsh stated that, although he thought it would be a good idea to have an entire set of the N.C.S.L. tapes, he thought that leadership should determine whether buying an entire set of tapes is needed in a given year. He also stated that he thought that the Legislative Service Bureau should buy blank tapes in bulk and that individual legislators should pay the cost of a blank tape for each tape that they request to have duplicated. Representative Van Maanen referred the Committee to the Memorandum from Ms. Bolender, dated October 12, 1989, a copy of which was presented to the Committee at its October 18, 1989, meeting and is on file with the Legislative Service Bureau. He noted that if the Committee were to decide that an individual legislator were to pay for each tape requested, that should take care of any concerns relating to the number of tapes which a legislator can request. The other members expressed agreement.

Chairman Connors summed up the discussion by noting that the members appeared to be in agreement that leadership would decide what tapes should be purchased, that the Director of the Legislative Service Bureau would be able to purchase any tapes which relate to interim committee business, that the Legislative Service Bureau would buy blank tapes in bulk and make brochures on tapes which can be purchased available to leadership, and that individual legislators would be responsible for paying for the cost of any tapes that they request. Senator Welsh moved that the terms that Chairman Connors had expressed be recommended by the Committee to the Legislative Council as the Audio Tape Duplicating Policy. Senator Hutchins seconded the motion. The motion passed on a unanimous voice vote.

PERSONNEL REPORT OF THE LEGISLATIVE FISCAL BUREAU

Chairman Connors noted that the next item on the Agenda was the personnel report of the Legislative Fiscal Bureau, a copy of which is on file in the Legislative Service Bureau. He noted that Mr. Prouty was not present in the room, at that time, but that, because the report consisted only of a notice of a merit increase for Ms. Alice Wisner, which does not require the approval of the Committee or Legislative Council, he asked for unanimous consent that the report be received and filed. There were no objections and the report was received and filed.

PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Chairman Connors recognized Ms. Diane Bolender for presentation of the personnel report of the Legislative Service Bureau. A copy of the report is attached to these minutes and is incorporated by this reference. Ms. Bolender noted that her report contained three personnel changes for which the approval is requested. The first item, she said, is a request for approval of a one step increase in the salary of Ms. Donna Munzenmaier, who has moved from the Administrative Code Division proofreading staff to the Legislative Service Bureau proofreading staff. She noted that this increase would bring Ms. Munzenmaier's salary in line with the salaries of the other L.S.B. proofreaders. The second item, Ms. Bolender stated, is the request for approval of employing Ms. Janet Wilson, currently Senior Legal Counsel, as the Deputy Iowa Code Editor at pay grade 33, step 6. Ms. Bolender noted this employment will result in a one step reduction in salary for Ms. Wilson. The third item, she said, is a request for approval to employ Ms. Marva Cross as a Legislative Text Processor I, at pay grade 19, step 2, which is a promotion from her current position of Senior Bill Clerk at pay grade 18, step 2. She noted that this promotion will result in a one-step pay increase for Ms. Cross.

After a brief discussion, Senator Hutchins moved that the Service Committee recommend approval of the Legislative Service Bureau report by the Legislative Council. The motion passed on a unanimous voice vote.

REDISTRICTING TECHNOLOGY SELECTION COMMITTEE

Senator Hutchins presented the report of the Redistricting Technology Selection Committee. He noted that the Committee met on November 14, 1989. Senator Hutchins stated that the discussion of that Committee had centered around the use of a block or precinct format for redistricting, the maximum number of districts to be drawn, and the number of work stations to be established. He noted that the Committee had voted to use a precinct format, to develop a system with capabilities for a maximum of one hundred House of Representative and fifty Senate districts, and to establish the number of operating units for redistricting purposes

at two units each for the House and Senate (one for each caucus) and three units for the Legislative Service Bureau. It was noted that the three unit recommendation for the Legislative Service Bureau would entail the hiring of an additional person by L.S.B. for purposes of assisting in redistricting functions, effective January 1, 1990.

Senator Hutchins moved that the Committee receive, file, and recommend approval of the report to the Legislative Council. The motion was seconded by Representative Van Maanen. The motion passed on a unanimous voice vote.

REPORT ON APPLICATION FORM FOR CENTRAL LEGISLATIVE STAFF AGENCIES

Chairman Connors recognized Ms. Bolender for presentation of a report on the application form. A copy of the application form, which was distributed to members of the Committee, is on file with the Legislative Service Bureau. Ms. Bolender noted that the form that the Committee had before them is a revised version of the form that they had reviewed at their last meeting. She noted that the form had been redone using the AMI Professional format and that some provisions for the listing of the highest degree attained and three references and their addresses were added. She also noted that there had been a number of questions and comments raised in relation to the proposed form, stating that one of the persons who had expressed some concerns was Mr. Angrick, Citizens' Aide/Ombudsman.

Chairman Connors recognized Mr. Angrick for a presentation to the Committee. Mr. Angrick noted that his question related to who should be permitted to fill out the application form. He said that he was concerned about the internal liability question of whether, if only finalists for positions were permitted to fill out the application form, another applicant would have compared as well with the person selected to fill the position. He noted that his office had resolved the question by sending all applicants a copy of the application form along with a letter indicating receipt of the letter of application.

Representative Chapman expressed approval of the Citizens' Aide/Ombudsman's Office's course of action, stating that this approach was a safer and more cautious way to deal with the question and that it had the effect of also acknowledging receipt of the application. Chairman Connors questioned whether the form would reflect coursework taken by an applicant which did not necessarily culminate in attainment of a degree. Ms. Bolender noted that this type of coursework could be reflected in the education section of the form.

Senator Hultman moved that the Committee recommend that the Legislative Council adopt the revised version of the application

form and that copies of the form be sent to all applicants for employment in the Central Legislative Staff Agencies. Representative Chapman seconded the motion. The motion passed on an unanimous voice vote.

BUDGET OF THE COMPUTER SUPPORT BUREAU

Chairman Connors recognized Mr. Sandy Scharf for presentation of the proposed budget of the Computer Support Bureau for the fiscal year beginning July 1, 1990. A copy of the proposed budget is attached to these minutes and is incorporated by this reference.

Representative Chapman asked why the budget information does not include data regarding percentages of increases. Mr. Scharf noted that, if the Committee wished to have that information in the future, he could include it on the comment sheet of his budget.

Representative Van Maanen asked Mr. Scharf what is involved in the gradual increase reflected in the figures for personal services. Mr. Scharf stated that the Computer Support Bureau has added staff and noted that, since the legislative branch is moving from a mainframe system to personal computers, there is a greater need for personal services to computer users. Representative Van Maanen then asked how many FTEs Mr. Scharf employed when the Computer Support Bureau was established. Mr. Scharf replied that his bureau started initially with two positions and that they are now up to 7.4 FTE positions. Representative Van Maanen asked whether the Computer Support Bureau would be involved with redistricting and Mr. Scharf replied that the agency would not be.

Senator Hutchins moved that the Service Committee recommend adoption of the proposed budget and budget allocation of the Computer Support Bureau. Representative Chapman seconded the motion. The motion was adopted on a unanimous voice vote.

BUDGET OF THE LEGISLATIVE FISCAL BUREAU

Chairman Connors recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau for presentation of his Bureau's proposed budget. A copy of the proposed budget is attached to these minutes and is incorporated by this reference. Mr. Prouty noted that the budget before the Committee is basically the same budget that was presented last year adjusted for inflation and salary increases. Representative Van Maanen asked whether he was adding a new position, to which Mr. Prouty responded that it was a vacancy.

Senator Hultman asked whether the rental figure in the budget involves the new personal computers. Mr. Prouty responded that the rental figure refers to the Bureau's Xerox machine.

Representative Van Maanen asked Mr. Prouty whether the FAX machine was included in the Fiscal Bureau's budget. Mr. Prouty responded that it is reflected in the communications budget allocation and that a long distance rate is applied to FAX usage, unless the transmission is local, in which case there is no cost. Representative Van Maanen asked whether the increase in that portion of the budget is due to the FAX machine and Mr. Prouty replied that it is.

Representative Chapman noted that the actual figure for 1989 compared to the estimated 1990 fiscal year figure represents an increase in the budget of sixteen percent. Mr. Prouty noted that the estimated figure reflects the existence of a twenty-seventh payroll during the 1990 fiscal year, and purchase of equipment.

Senator Hultman moved that the Service Committee recommend adoption of the proposed budget and budget allocation for the Legislative Fiscal Bureau. Representative Van Maanen seconded the motion. The motion passed on an unanimous voice vote.

BUDGET OF THE LEGISLATIVE SERVICE BUREAU

Chairman Connors recognized Ms. Diane Bolender for presentation of the proposed budget of the Legislative Service Bureau. A copy of the proposed budget is attached to these minutes and is incorporated by this reference. Ms. Bolender noted that the budget does reflect an increased cost for printing, since L.S.B. will be printing the entire Code, not just a supplement, this next fiscal year. She noted that the communications budget allocation includes money for improvement in the phone system and that the office supply budget allocation also shows an increase due to anticipated redistricting needs. She also noted that there is money in the proposed budget for the new person recommended to be hired for redistricting purposes.

Representative Chapman asked whether the phone equipment improvement should be reflected in the equipment budget. Ms. Bolender replied that it could come either from the equipment or the communications budget, but that the equipment budget was geared currently to the purchase of a new copier for the Code Office and other equipment purchases. Ms. Bolender did note that the equipment budget does not include moneys for redistricting equipment.

Representative Chapman asked whether any of the budgets include depreciation of equipment as a budget item. She received a negative response. She suggested that this should be done, in order to develop with realistic budget figures.

Representative Chapman moved that the Committee recommend that the Legislative Council adopt the proposed budget and budget allocations of the Legislative Service Bureau. The motion was seconded by Senator Hultman. The motion carried on a unanimous voice vote.

BUDGET OF THE CITIZENS' AIDE/OMBUDSMAN OFFICE

Chairman Connors recognized Mr. William Angrick for presentation of the proposed budget of the Office of Citizens' Aide/Ombudsman. A copy of the proposed budget is attached to these minutes and is incorporated by this reference. Mr. Angrick noted initially that his proposed budget is a growth budget and that he is proposing the addition of three new assistants to his office with corresponding increases in the budget to reflect the additions. He noted that whatever figure is approved can be reduced by the savings incurred in this fiscal year due to the purchase of a FAX machine at a price significantly below that which was anticipated and the corresponding savings in mileage and travel time. He noted that the reason for the proposed increases in the budget are due to the increases in the volume, complexity, and legal challenges in the Office's workload. He said that although the Office reorganization approved by the Legislative Council earlier in the summer had helped to reduce pressures, unless the Office reduces services on cases taken or refuses to investigate a greater number of cases, the Office will develop a very large backlog of cases. He said that his Office would like to maintain the direct and immediate service that it has previously given and that he is willing to discuss individual changes and has prepared alternative figures.

Representative Chapman stated that she appreciated the method used by the Office in its investigations, but that she has reservations about a budget growth figure of thirty percent from one fiscal year to the next. She said that she would prefer to see fifteen percent growth, and find out how well the office handles that amount of growth, before going ahead with another fifteen percent of growth in office capacity. She stated that she was not prepared to vote for a thirty percent growth figure.

Representative Chapman moved a \$553,150 budget figure for the Office of Citizens' Aide/Ombudsman, noting that this represents a 15% reduction in the figure proposed by Mr. Angrick. Mr. Angrick noted that he would, under that budget amount, add one person to the intake and rapid resolution team and a half-time position to be shared in his office. Senator Hultman seconded Representative Chapman's motion. The motion was adopted on a unanimous voice vote.

RETENTION OF INDEPENDENT LEGAL COUNSEL POLICY

Chairman Connors called for comments from Representative Chapman, Chairperson of the Retention of Legal Counsel Policy Subcommittee. Representative Chapman noted that the subcommittee had presented a partial report at the Committee's last meeting, but that the subcommittee had not yet gathered all of the information required to complete its report. She noted that where independent counsel is retained under Iowa Code sections 13.3 and 13.7, the maximum hourly rate is \$70.00 per hour. She stated she was informed that the House of Representatives pays an hourly maximum of \$50.00 per hour and that there is an annual minimum, and that the Senate will, in January, move their maximum hourly rate to \$60.00, but provide no minimum retainer amount. She noted that the \$70.00 per hour figure is not inconsistent with many hourly figures, although it does not represent full retail value. She noted that, at this time, the subcommittee is unsure whether the amount of the retainer should be set or whether it should be the subject of negotiation.

Chairman Connors asked Representative Chapman whether she would like to delay the matter until the next Committee meeting, to which she responded in the affirmative. The matter was delayed by unanimous consent.

COMMITTEE DISCUSSION AND ADJOURNMENT

Representative Van Maanen asked whether the WATS line costing was under the jurisdiction of this Committee. He was informed that it is not. Representative Chapman noted that the Capitol operators are used for the entire state office complex.

Chairman Connors noted that the Central Legislative Agency Director evaluations would be coming up at a future meeting.

Senator Hultman moved that the Committee adjourn. There were no objections to the motion and the Committee adjourned at 10:55 a.m.