

M I N U T E S

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

September 20, 1989

PRELIMINARY BUSINESS

The Service Committee of the Legislative Council was called to order on Wednesday, September 20, 1989, at 11:45 a.m. by Representative John Connors, Chairman, in Room 22 of the State House, Des Moines, Iowa. Committee members present, in addition to Chairman Connors, were:

Senator Calvin Hultman
Senator Bill Hutchins
Senator Joseph Welsh

Also present at the meeting were: Ms. Diane Bolender, Acting Director of the Legislative Service Bureau, Mr. Richard Johnson, Legal Division Chief of the Legislative Service Bureau, Mr. Dennis Prouty, Director for the Legislative Fiscal Bureau, Mr. Sanford Scharf, Director of the Computer Support Bureau, Mr. William P. Angrick III, Citizens' Aide/Ombudsman, Mr. Joseph O'Hern, Chief Clerk of the House, Mr. Jack Dwyer, Secretary of the Senate. Also present were other interested persons and staff.

Senator Hultman moved that the minutes of the August 15 and August 28 meetings of the Committee be adopted. The motion passed on a unanimous voice vote.

PARENTAL AND FAMILY LEAVE POLICY

Chairman Connors recognized Mr. Richard Johnson, Legal Division Chief of the Legislative Service Bureau, for an explanation of the changes contained in the revised draft of the proposed Parental and Family Leave Policy, a copy of which is attached and incorporated by reference. Mr. Johnson explained that three changes have been made in the draft since the Committee received a copy of the proposal by mail. He noted that the first proposed change is made in the eligibility and request provisions; that, under the current proposal, an employee is entitled to a total of three months of leave, for the birth or adoption of a child, provided that a request is made for the leave within eight weeks of birth, or placement for adoption, of the child. He also stated that under the proposal an employee may choose to use accrued vacation, sick, compensatory, or holiday leave, or leave without pay during parental leave, but the employee must use all but forty hours of accrued sick leave and forty hours of accrued vacation leave before the employee can take leave without pay.

The second proposed change, Mr. Johnson stated, changes the discretionary family leave provisions from four weeks to 160 hours per year, to clarify that family leave would be available throughout the year, as long as the total amount of leave granted during the year does not exceed the maximum allowance. He noted that family leave remains at the request of an employee and that a definition of the term family member was included as a part of the family leave provision.

Mr. Johnson stated that the final proposed changes are made in the right of return provisions, to guarantee a job at the same position classification, instead of guaranteeing the same position. He also noted that, for purposes of clarification, redundant and conflicting language, caused by evolvment of the draft proposal, is deleted.

Senator Hutchins moved that the Service Committee recommend that the Legislative Council adopt the redraft of the Parental and Family Leave Policy. The motion passed on an unanimous voice vote.

VACATION LEAVE SHARING POLICY

Chairman Connors noted that this provision is a new proposal for consideration of the Service Committee and recognized Mr. Richard Johnson for a description of the substance of the proposal. Mr. Johnson stated that, under the proposal, vacation can be transferred from one employee to another, either within a legislative agency or from one legislative agency to another. He said that the maximum number of vacation leave hours that can be received by an employee, under this proposal, is 2,088 hours. He also noted that vacation leave would be transferred on an hour-for-hour basis without regard to any difference in hourly pay, that a transfer would not involve a transfer of funds, and that the number of hours transferred by an employee would simply be deducted from that employee's accrued vacation leave. He also stated that if leave that was transferred could not be used by the recipient of the transfer, the unused portion of the leave would revert to the transferring employee.

Chairman Connors moved that the Committee defer action on the proposal. There was no objection to the motion, and the Committee deferred action on the proposal.

FAMILY DEATH LEAVE

Chairman Connors stated that this proposal is also new and recognized Ms. Leslie Workman, Legislative Service Bureau, for an explanation of the provision. A copy of the proposal is attached and incorporated by reference. Ms. Workman stated that the Family Death Leave proposal entitles an employee to five days leave of absence, per occurrence, for the death of a spouse, child, or

parent. She said that, in addition, an employee would be entitled to three days leave of absence, per occurrence, for the death of other family members. She also noted that this leave is in addition to other leaves and that this policy references the definition of the term "family member" that is used in the Family Leave Policy.

Senator Hutchins moved that the Committee recommend that the Legislative Council adopt the Family Death Leave Policy. The motion passed on a voice vote.

USE OF APPLICATION FORMS

Chairman Connors recognized Ms. Diane Bolender for her presentation to the Committee. Ms. Bolender noted that copies of two application forms are included in the members' packets, one from the Department of Personnel and one that she had received, along with other materials, in the mail. She noted that the forms are included in the members' materials in response to a request that had been made as a result of conducting interviews for the position of Director of the Legislative Service Bureau. She noted that one of the forms includes questions regarding felony convictions, physical health, and mental health of the applicant.

Chairman Connors asked the members of the Committee whether the matter of creation of an application form should be referred to staff for development of a standard form. Senator Hutchins stated that he thinks referral to staff would be a good idea. The other members also stated their approval of the action. Senator Hutchins then asked about the tax consequences of hiring of individuals with felony convictions, noting that a bill had been introduced in previous years which granted tax credits for hiring individuals who had been convicted of a felony. Senator Hutchins also asked whether there is a state policy relating to the hiring of individuals who have been convicted of a felony. Chairman Connors directed staff to investigate both of these matters as well as develop a standard form for review by the Committee.

PERSONNEL REPORTS OF THE CENTRAL STAFF AGENCIES

Chairman Connors, recognized Ms. Diane Bolender, Acting Director of the Legislative Service Bureau, for presentation of the personnel report of the Legislative Service Bureau. Ms. Bolender noted that Ms. Lucinda Parker has been hired in the Public Information Office to fill a position vacated by the resignation of Mr. Kent Peterson; that Ms. Geraldine Fridlington's resignation as Acting Director of the Public Information Office, effective October 2, 1989, was accepted; that Ms. Marybelle Lawless has been hired as a temporary Legislative Text Processor for the interim period; that Ms. Susan Weddell, Legislative Text Processor II, Ms. Susan Weddell, Legislative Text Processor II, received educational assistance for a business and technical writing class; that interviews have been conducted for the vacant

position of Legal Counsel and the position of Librarian, which will soon be vacant due to the retirement of Ms. Ruth McGhee, and offers of employment will soon be made; and that changes on allocation of funds in the proposed allocation of funds to the Legislative Service Bureau for the 1989-90 fiscal year may be necessary to provide office equipment for current employees.

Senator Hutchins asked who was responsible for the Press Information Day last year and Ms. Bolender replied that the Public Information Office had conducted that event. Senator Welsh asked whether a Director would be hired for the Public Information Office. Ms. Bolender replied that the position would be readvertised and interviews would be conducted soon.

Chairman Connors recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for presentation of his personnel report. Mr. Prouty noted that his report contains notice of one merit increase and three new hirings: two new analysts and one new run designer have been hired.

Senator Hutchins requested that all new personnel be brought to the meeting of the Legislative Council and introduced, so that the members could become acquainted with the new employees. The other members of the Committee expressed agreement with the request.

Chairman Connors recognized Mr. Sanford Scharf, Director of the Computer Support Bureau, for presentation of his personnel report. Mr. Scharf stated that his report consisted of notice of one merit increase.

Senator Welsh moved that the reports be received and filed by the Committee. The motion passed on a voice vote.

PROPOSED BUDGETS OF THE CENTRAL STAFF AGENCIES

Chairman Connors recognized Ms. Bolender for an explanation of budget materials. Ms. Bolender noted that, in the members' packets, are copies of the proposed budgets of the central staff agencies. She noted that no action is required by the Committee at this time, but that budget review and approval would be required by December 1, 1989. Chairman Connors requested that the Legislative Service Bureau ensure that copies of the budget proposals be sent to all members of the Legislative Council. Senator Welsh moved that the Committee receive and file the proposed budgets. The motion passed on a unanimous voice vote.

REPORT OF THE COMPUTER SUBCOMMITTEE

Senator Hutchins presented the report of the Computer Subcommittee. He said that the Subcommittee recommends a 60-day trial installation of the Unisys VIPS voice messaging system, with payment of the purchase price of \$83,272 at the end of the trial period, if the system is satisfactory. He also said that the

Subcommittee recommends the purchase of Teksouth data switch equipment by the Computer Support Bureau to ease data transfer and printer routing for personal computers and laser printers on the legislative computer system. He further stated that the Subcommittee would continue to evaluate software packages, monitor the availability of STEP boards and modems for legislators, and continue to review the Masterfile and Masterlink data file and data transfer software. Senator Hutchins moved acceptance of the report and moved that the Service Committee recommend that the Legislative Council adopt the Subcommittee's recommendations. The motion was adopted on a voice vote.

TAPING EQUIPMENT

Senator Welsh asked whether or not the Legislative Service Bureau has tape duplicating equipment. He was informed by Ms. Bolender that the Service Bureau does not have this equipment. Senator Welsh stated that the reason that he is interested in tape duplication is that he is aware that the National Conference of State Legislatures sells tape recordings of the various sessions of the annual conference. He noted that a number of legislators have expressed interest in obtaining copies of the tapes and he wondered if there would be copyright problems if the Legislative Service Bureau purchased a set of tapes and duplicated them for members of the General Assembly. Ms. Bolender stated that the Legislative Service Bureau has purchased some of the NCSL tapes that are relevant to interim study committee charges. The members of the Committee agreed that it would be useful if the Legislative Service Bureau investigated whether NCSL tapes could be purchased and duplicated for legislative use and reported their findings to the Service Committee.

ADJOURNMENT

Chairman Connors asked whether or not there was any other business to come before the Committee. There was no further business and Senator Welsh moved that the Committee adjourn. The motion carried on a voice vote and the Committee adjourned at 12:10 p.m.

Respectfully submitted,

LESLIE WORKMAN
Legal Counsel

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