

MINUTES

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

May 26, 1993

PRELIMINARY BUSINESS

The May 26, 1993, meeting of the Service Committee of the Legislative Council was called to order by the Acting Chairperson, Representative Teresa Garman, at 1:42 p.m. in Room 22 of the State House, Des Moines, Iowa. Members of the Committee who were present at the meeting, in addition to Acting Chairperson Garman, were as follows:

Senator Wally Horn
Senator Jack Rife
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; and Ms. Ruth Cooperrider, Legal Counsel for the Office of Citizens' Aide/Ombudsman. Also present were members of legislative staff and other interested persons.

PERSONNEL REPORT OF THE LEGISLATIVE FISCAL BUREAU

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. He noted that the report distributed to Committee members was simply a notice of personnel actions that did not require affirmative action by the Committee. Representative Connors moved that the Committee receive and file the personnel report and the motion passed on a unanimous voice vote.

PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

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 does not require affirmative Committee action, but that it also does contain notice of several

retirements and contains information on several vacancies and requests for parental leave. Representative Connors moved that the Committee receive and file the report and the motion passed on a unanimous voice vote.

PERSONNEL REPORT OF THE LEGISLATIVE COMPUTER SUPPORT BUREAU

Chairperson Garman recognized Mr. Sanford Scharf, Director of the Legislative Computer Support Bureau, for presentation of a report. A copy of the report is on file in the Legislative Service Bureau. Mr. Scharf noted that his report consisted also of notice of personnel actions which did not require affirmative committee action. Representative Connors moved that the Committee receive and file the report and the motion passed on a unanimous voice vote.

PERSONNEL AND LEGAL REPORTS OF THE OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Chairperson Garman recognized Ms. Ruth Cooperrider, Legal Counsel for the Office of Citizens' Aide/Ombudsman, for presentation of a personnel report. Ms. Cooperrider noted that the personnel report consisted of notice of a merit increase for one employee. A copy of the report is on file in the Legislative Service Bureau.

Ms. Cooperrider stated that included in the materials from the Citizens' Aide/Ombudsman Office is a legal report, which she would be prepared to present if it would be appropriate at this time. Chairperson Garman indicated that Ms. Cooperrider would be in order for presentation of the legal report. Ms. Cooperrider said that the Citizens' Aide/Ombudsman Office is currently in litigation in two matters. One matter was resolved last month in an Iowa Supreme Court case, Ms. Cooperrider stated, and involved the Citizens' Aide/Ombudsman's right to obtain a copy of a video tape that was produced at one of the state correctional institutions by the Department of Corrections. She noted that the Supreme Court ruled in the Citizens' Aide/Ombudsman's favor and remanded the case back to the lower court for further proceedings. The other matter, she indicated, involves a district court action pending against the Office of the Citizens' Aide/Ombudsman. The case was filed by the Board of Mortuary Science Examiners and involves a subpoena by the Office of Citizens' Aide/Ombudsman to gain access to the investigative file of the Board, she noted. Ms. Cooperrider stated that the Board has taken the position, as have other licensing boards, that the Office of Citizens' Aide/Ombudsman does not have a right of access to their files. The case is therefore important to the Office of Citizens' Aide/Ombudsman, she said,

because the decision could be critical in the Office's ability to review all professional licensing boards' actions.

Representative Connors moved that the Office of Citizens' Aide/Ombudsman personnel and legal reports be received and filed. There was no discussion and the motion passed on unanimous voice vote.

ADDITIONAL SUBJECTS FOR PERSONNEL GUIDELINES

Chairperson Garman noted that there would be no Computer User Committee report because that committee was not going to meet until June. She then recognized Ms. Diane Bolender for a presentation regarding the personnel guidelines for the central legislative staff agencies. Ms. Bolender began her presentation by discussing the background and history of the personnel guidelines and by noting that a copy of the current guidelines is contained in each of the members' information packets. A copy of the materials is on file in the Legislative Service Bureau. Ms. Bolender stated that the guidelines form the basis and authority for much of the operational and organizational structure of the central legislative staff agencies. The guidelines, she added, generally follow the guidelines that are established by the Department of Personnel for the executive branch agencies, with the exception of the provisions relating to family death leave, parental and family leave, and vacation leave sharing. Ms. Bolender stated that the guidelines include grievance procedures and the nonpartisan political participation guidelines, as well as the sales and gift provisions for central legislative staff employees. Ms. Bolender noted that the members' packets also include two proposed additions to the Central Legislative Staff Personnel Guidelines, which have been the subject of previous Service Committee and Legislative Council discussion and which were remanded back to the Committee for further review. The proposals, she stated, are a proposal relating to substance abuse and a proposal relating to sexual harassment. Ms. Bolender added that she was not requesting Committee action on the proposals at this meeting, but that the proposals were included for information purposes only.

Ms. Bolender noted that at the upcoming June meeting, the Committee members could expect to be provided with the annual personnel reports from the Central Legislative Staff Agencies, which would include information relating to agency organizational structure, employee positions, overtime totals, as well as other agency work-related information. Ms. Bolender also noted that the members' packets included information from the 1992 interim regarding salary adjustments to the classification system and the recommendations of the Salary Subcommittee regarding legislative employee salaries, including the implementation plan that was put into effect. Copies of the information are on file in the Legislative Service Bureau.

Representative Connors, noting that adoption of a sexual harassment policy was mandated by Code, asked Ms. Bolender the deadline date for adoption of a policy. Ms. Bolender noted that the deadline was July 1 of 1992.

ADMINISTRATIVE CODE PROJECT

Ms. Bolender then directed the Committee members' attention to a letter from the Administration Committee chairperson, Senator Palmer, which was contained in the members' packets. A copy of the letter is attached to these minutes. The letter, Ms. Bolender stated, contains recommendations regarding a proposed course of action to be taken in commencing work on creating an electronic version of the Administrative Code and requests Committee concurrence with the recommendations of the Administration Committee. Ms. Bolender gave a brief history of the work that has been performed to create an electronic version of the Administrative Code, and stated that the reasons for creating the electronic Administrative Code base include improvement of public access and an increase in printing efficiencies, the creation of an archiving system, providing convenient search and retrieval mechanisms, and automation and electronic docketing of the rules process. Ms. Bolender noted that last year a consultant who was hired to assist in the project had estimated that the total cost of the project would be around one million dollars, with the cost of development of an electronic base for just the legislative branch being about \$250,000. Ms. Bolender concluded by adding, after a brief discussion of other developments on the project, that the Legislative Service Bureau currently has \$25,000 available from the sale of the Iowa Code data base that the Bureau would like to use, in addition to using any moneys available from the Bureau's budget and existing employees' services, to begin to scan the Administrative Code into an electronic data base.

Chairperson Garman asked Ms. Bolender what the projected future costs would be of commencing the proposed project. Ms. Bolender stated that she was not sure of the costs of all components of the system, although it is evident that additional software will be needed for production of a finished printed product, but that the Bureau's current projected future cost estimate is approximately \$100,000. She noted, however, that the current costs for typesetting for the Administrative Code are \$106,000 and are anticipated to rise to \$120,000 by the end of the fiscal year.

Representative Connors moved that the Committee concur in the recommendations of the Administration Committee, regarding the creation of an electronic version of the Administrative Code, as outlined in the letter from the Administration Committee. The motion passed on a unanimous voice vote.

SALARY PROJECTION MODEL

Chairperson Garman then recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for a presentation. Mr. Prouty distributed a memorandum which contains a request for permission for the Legislative Fiscal Bureau to work jointly with the Department of Management in the development of a Request for Proposal (RFP) for a new salary projection model for all state employees and includes a letter from Ms. Gretchen Tegler, director of the Department of Management. A copy of the memorandum is on file in the Legislative Service Bureau. Mr. Prouty indicated that the Request for Proposal was for the hiring of a consultant to develop and program the new model onto the computer system. He noted that the reason that the request was being made is that, in the development of a fiscal report during the last legislative session, it was determined that a new salary projection model was needed and that the intent of the request is to issue an RFP, to evaluate the results of the RFP, and to bring the results back to the Committee in August.

Chairperson Garman asked whether action by the Committee was needed at today's meeting and Representative Connors asked why a consultant was needed to develop the model. Mr. Prouty indicated that action was needed at today's meeting in order for him to bring the results of the RFP back to the Committee in August and if the results are acceptable, to accomplish the task before the beginning of the next general assembly. He stated that a consultant was needed because the consultants already have developed software packages of this type for other states and a consultant can develop the model much faster, more easily, and more cheaply than the Legislative Fiscal Bureau could. He also stated that the salary projection model is used to determine the total cost of a percentage increase in salary for all state employees by calculating the impact on the salary of each employee, including the potential impact on retirement, insurance, and other benefits over time and assuming normal merit increases. He noted that department heads currently do not have the capacity to determine the cost of percentage increases in salary of the employees of their respective departments. After a brief discussion, Representative Connors indicated his interest in learning the cost of hiring a consultant for such a project and moved that the Committee give permission to the Legislative Fiscal Bureau to work with the Department of Management to proceed with a Request for Proposal for development of the salary projection model. The motion passed on a unanimous voice vote.

ADJOURNMENT

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 2:13 p.m.

Respectfully submitted,

LESLIE E. W. HICKEY
Legal Counsel

2869LC