

M I N U T E S

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

June 14, 1990

PRELIMINARY BUSINESS

The Thursday, June 14, 1990, meeting of the Service Committee of the Iowa Legislative Council was called to order by Representative John Connors, Chairman, at 11:20 a.m., in Committee Room 22 of the State House, Des Moines, Iowa. Members present in addition to Chairman Connors were:

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

Also present were:

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
Other legislative staff members and interested persons

MINUTES APPROVED

Representative Van Maanen moved that the minutes of the May 10, 1990, meeting be approved as distributed to the Committee. The motion carried on a unanimous voice vote.

PERSONNEL REPORT OF THE OFFICE OF CITIZENS' AIDE

Chairman Connors recognized Mr. William Angrick, Citizens' Aide, for presentation of his personnel report. A copy of the personnel report of the Office of Citizens' Aide is on file in the Legislative Service Bureau as well as a copy of the annual personnel report of the Office of Citizens' Aide which was previously distributed to Committee members. Mr. Angrick noted that his report contains requests for approval for promotions for two of his employees, Mr. Clarence Key and Mr. Randy Meline, and a notice of a merit step increase for Mr. Michael Ferjack. Mr. Angrick noted also that Mr. Key's and Mr. Meline's promotion recommendations were somewhat overdue and had been postponed because of the Citizens' Aide office reorganization and

reassignment of duties. He stated that in his administrative report he will be recommending that the Office of Citizens' Aide return to its previous organizational structure and, consequently, he recommends that the promotions of Mr. Key and Mr. Meline to Assistant III be approved. Mr. Angrick also noted that both Mr. Key and Mr. Meline meet the necessary requirements for the Assistant III positions.

Chairman Connors asked whether there were any questions or comments on the contents of the report. There were no questions or comments. Senator Hutchins moved that the Committee receive and file the report and approve the report's recommendations. The motion passed on a unanimous voice vote.

PERSONNEL REPORT OF THE LEGISLATIVE COMPUTER SUPPORT BUREAU

Chairman Connors recognized Mr. Sandy Scharf, Director of the Computer Support Bureau, for presentation of his Bureau's report. A copy of his report is on file in the Legislative Service Bureau as well as a copy of the annual personnel report of the Computer Support Bureau. Mr. Scharf noted that his June report only contains notice of merit step increases for two of his employees, Ms. Kay Evans and Ms. Cheryl Porath, and does not require Council approval. He noted that the annual report contains the requested organizational tables and job descriptions.

Chairman Connors asked whether there were any questions or comments on the reports. There were no questions or comments. Representative Chapman moved that the Committee receive and file the reports. 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 reports. Mr. Prouty began his presentation by distributing copies of an amended June 1990 personnel report. He noted that the differences between the amended report and the report which had been previously distributed were a notification that Ms. Nona Livingston, Executive Secretary for the Legislative Fiscal Bureau, intends to retire; a request for approval to promote Ms. Lynn Sevedge, Administrative Secretary, to Ms. Livingston's position if after the interviewing process Ms. Sevedge is selected; and notification of Ms. Beth Lenstra's extended sick leave. He noted that Ms. Lenstra had used extended sick leave as a result of knee surgery, but that she has returned to work.

Representative Van Maanen noted that Mr. Prouty's report contains a promotion for Mr. Raymond Knapp, which resulted in an

increase in Mr. Knapp's pay grade from Grade 30 to Grade 34, and inquired into the procedures to determine the final pay grade and step. Mr. Prouty replied that the promotion procedures contained in the Policies and Procedures Manual for the Central Legislative Staff Agencies provide for a two-step increase for a promotion of three grades or more. In response to a question by Chairman Connors, Mr. Prouty noted that if an employee receives a promotion of less than three grades, there is a one-step increase in pay. Ms. Bolender noted that the policy is basically identical to that used in the executive branch under Department of Personnel Rules. Representative Van Maanen then asked Mr. Prouty what the dollar amount of the increase was, to which Mr. Prouty replied that it represents a yearly increase of about \$3,000.

Chairman Connors asked whether there were any other questions or comments on the Legislative Fiscal Bureau reports. There were none. Senator Welsh moved that the Committee receive, file, and approve the Legislative Fiscal Bureau report. The motion passed on a unanimous voice vote.

Copies of the personnel report and the annual personnel report of the Legislative Fiscal Bureau are on file in the Legislative Service Bureau.

Senator Welsh asked how sick leave for legislative employees is accumulated. Senator Welsh was informed by Mr. Prouty that legislative employees receive 18 days per year, at the rate of one and one-half days per month. He was also informed that this rate of accrual is the same as for the executive and judicial branches.

PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Chairman Connors recognized Ms. Diane Bolender, Director of the Legislative Service Bureau, for presentation of her reports. Ms. Bolender noted, preliminarily, that use of sick leave by legislative employees was not frequent during the time of legislative session. Upon questioning by Senator Hutchins, she also stated that she did not believe that there was an abuse of sick leave by her legislative staff.

Ms. Bolender began her report by noting that the documents, which had been previously distributed to the members, reflect a number of reclassifications. She stated, however, that at this time last year, because she was the Acting Director, she had not made any reclassification recommendations. Her current recommendations include, she said, a recommendation that Mr. Richard Johnson be named Deputy Director, that Mr. Douglas Adkisson be promoted to Legal Counsel II, that Ms. Leslie Workman be promoted to Legal Counsel II, that Ms. LoAnne Dodge be promoted to Iowa Code Assistant Editor II, that Ms. Sarah Cartwright be

promoted to Indexer, that Ms. Doris Stoner be promoted to Indexer, and that Ms. Jody Jorgenson be promoted to Legislative Text Processor II. Ms. Bolender said that her report also contains notice of the successful completion of a probationary period by Legal Counsel Julie Craggs, the resignation of Legal Counsel Daniel Winegarden, employment of Ms. K'Ann Morris as an Administrative Assistant in the Iowa Administrative Code Division, employment of Mr. Andrew J. Karl as a Research Analyst for redistricting purposes, and a listing of approval of merit salary increases for several employees. She also noted that the Legislative Service Bureau would be advertising two Legal Counsel positions to fill the vacancies created by the resignations of Ms. Susan Voss and Mr. Daniel Winegarden.

Chairman Connors asked whether there were any questions or comments on the report. There were none. Senator Hutchins moved that the Committee receive, file, and approve the recommendations contained in the Legislative Service Bureau reports. The motion passed on a unanimous voice vote.

Copies of the personnel report and the annual personnel report of the Legislative Service Bureau are on file in the Legislative Service Bureau.

ADMINISTRATIVE REPORT OF THE OFFICE OF CITIZENS' AIDE

Chairman Connors recognized Mr. William Angrick, Citizens' Aide, for presentation of his administrative report. A copy of the report is on file in the Legislative Service Bureau. Mr. Angrick noted that it has been 13 months since his office received permission to restructure its operations. This, he said, has given him and Deputy Ruth Moser time to observe and work within the context of the restructure. He asked Ms. Moser, he said, to assess the effectiveness of the new organization and to make recommendations vis-a-vis the new structure. He stated that Ms. Moser recommends, and he concurs and requests, that the office be permitted to revert to its previous structure, due to a finding that the current structure is not preferable to the previous one. Mr. Angrick noted that the packet of materials, which had been previously distributed to the Committee members, contains a description of both the old and the new organizational structures.

Chairman Connors asked whether there were any questions or comments on the report and presentation. There were none. Representative Van Maanen moved that the Committee receive, file, and approve the recommendations contained in the report. Representative Chapman seconded the motion. The motion passed on a unanimous voice vote.

Mr. Angrick mentioned to the Committee members that his office is involved in several departmental studies and evaluations and that, if members have specific questions or concerns and wish to obtain updates and information, his office would be glad to be of assistance. He pointed out that if the various studies do not result in the issuance of special reports, legislators often do not hear of the findings or results until the issuance of the agencies' annual reports. He noted that Ms. Moser is participating in the Department of Human Services child support claims study; that Mr. Key is participating in the Department of Corrections minority recruitment study; and that Mr. Key and Mr. Meline are participating in a Bar Association, Federal Court, ACLU, Attorney General, and Legal Services study of the frequency of 42 U.S.C. 1983 federal court filings which are occurring in Iowa. Chairman Connors indicated that he thought that the Committee should be advised about any developments as they arise and noted that he is pleased to be informed of these office activities.

LEGAL REPORT OF THE OFFICE OF CITIZENS' AIDE

Chairman Connors recognized Mr. William Angrick, Citizens' Aide, for presentation of his legal report. A copy of the report is on file in the Legislative Service Bureau. Mr. Angrick noted that the report contains a copy of the voluntary dismissal of the federal court proceedings against the Office of Citizens' Aide by Sheriff Rolfes' attorney. Mr. Angrick stated that the dismissal was due largely to the favorable ruling of the Iowa Supreme Court on the similar matter in state court. He noted that an official court copy of the dismissal should be available shortly. Chairman Connors thanked Mr. Angrick for the information and the report was received and filed by the Committee.

UNIFORM DRESS CODE

Chairman Connors recognized Ms. Diane Bolender, Director of the Legislative Service Bureau, for presentation of a report. She noted that in December, 1989, the Service Committee had asked the directors of the central staff agencies to develop a uniform dress code for employees of those agencies. She said that the directors had met and a copy of the proposed Uniform Dress Code provision is on file in the Legislative Service Bureau. Ms. Bolender noted that the proposed provision had been previously distributed to the Committee members and that the provision is similar to the policies of both the Legislative Service and Legislative Fiscal Bureaus.

Senator Hutchins moved that the Committee receive, file, and recommend that the Legislative Council adopt the proposed policy

as the Uniform Dress Code policy for the Central Staff Agencies. The motion passed on a unanimous voice vote.

EMPLOYEE ASSISTANCE PROGRAM

Chairman Connors recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for a presentation. Mr. Prouty distributed a copy of a letter, that had been forwarded to three of the directors of the Central Staff Agencies and to the Secretary of the Senate and Chief Clerk of the House, describing the nature of the Employee Assistance Program. He noted that both the executive and judicial branches of Iowa government have been participating in the program since January 1988. He indicated that Mr. Tom Donahue of the Department of Personnel had forwarded the information in order to provide the legislative branch the opportunity to also participate in the program.

The Employee Assistance Program, Mr. Prouty reported, provides assessment, counseling, and referral services to state employees and uses either an annual per capita payment or payment for services rendered option. Mr. Prouty noted that, if the program was initiated in the legislative branch, the per capita payment option probably would not be available because of the time of year and that the various agencies would simply be billed for service utilization. He also said that he has been informed that past executive branch experience has revealed about a four percent utilization rate by employees.

Referring to a provision in the letter relating to payment for services from the United Way fund for legislative employees who had previously used the service, Representative Chapman asked about the identity of the contractor. Representative Chapman was informed by Mr. William Angrick, Citizens' Aide, that the Employee Assistance Program contractor was the local affiliate of the National Council on Alcoholism and other drug related dependencies.

Chairman Connors asked Mr. Prouty whether the Department of Personnel is recommending that the legislative branch participate in the program. Mr. Prouty responded that the Department is giving the legislative branch the option of participation. Chairman Connors stated that he is in favor of participation in such a program, to which Representative Chapman voiced her concurrence, although she did express some concerns about whether the program is focused primarily on substance abuse. Mr. Angrick stated that, because he previously had been given the option to participate, his office already is enrolled in the program. He informed the Committee that a full range of services is provided, and that, although department head approval is required prior to participation, employee confidentiality is maintained. There was

some additional discussion on the issue of billing for services. Mr. Prouty noted that if Council approval is given, he assumes that each Bureau will be billed for staff utilization of services and that the funds will have to be obtained from moneys in the agencies.

Senator Hutchins moved that the department heads of the Central Staff Agencies be permitted to participate in the program, at the department heads' option. Chairman Connors asked whether there was any discussion. Mr. Prouty noted that the motion would not cover the Senate and House employees and that, if they wished to participate, the information would have to be conveyed to the Secretary of the Senate and the Chief Clerk of the House.

Representative Van Maanen asked, since the funds would likely come out of Bureau budgets, how much the program would cost in dollar amounts. Mr. Prouty responded, based on a four percent utilization rate, that the cost for the Legislative Fiscal Bureau would be approximately \$180 to \$200 per year. Chairman Connors asked Mr. Prouty what he would do if the budget allocations for his department did not suffice to cover the program. Mr. Prouty indicated that he thought that, as with other requests for funds, he would have to come to the Committee and Council and request additional moneys.

At the conclusion of the discussion, Senator Hutchins' previous motion to permit participation passed on a unanimous voice vote.

REPORT OF THE COMPUTER OVERSIGHT SUBCOMMITTEE

Chairman Connors recognized Senator Hutchins for presentation of the report of the Computer Oversight Subcommittee. A copy of the report is attached to these minutes and is incorporated by this reference. Senator Hutchins noted that the Subcommittee had received a low bid by Computer Support Systems of Des Moines for an uninterruptible power source. He stated that the Subcommittee recommends acceptance of the bid and moved that the Committee receive, file, and approve the recommendations contained in the Subcommittee report.

Representative Chapman asked what the original estimate for the uninterruptible power source had been. Senator Hutchins stated that the original estimate had been approximately \$89,000, so that the low bid is approximately \$29,000 lower than the original estimate.

There were no other questions or comments on the motion. A vote was taken and the motion passed on a unanimous voice vote.

OTHER BUSINESS -- ADJOURNMENT

Chairman Connors asked whether there was any other business to come before the Committee. There was no other business and Representative Chapman moved that the Committee adjourn. The motion passed on a unanimous voice vote and the Committee adjourned at 11:37 p.m.

Respectfully submitted,

LESLIE E. WORKMAN
Legal Counsel