

MINUTES

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

December 1, 1993

PRELIMINARY BUSINESS

The December 1, 1993, meeting of the Service Committee of the Legislative Council was called to order by Speaker Harold Van Maanen, Chairperson, at 10:58 a.m. in Room 24 of the Statehouse. Members of the Committee who were present at the meeting, in addition to Chairperson Van Maanen, were as follows:

Senator Don Gettings
Senator Wally Horn
Senator Jack Rife
Representative John Connors
Representative Teresa Garman

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; Mr. William Angrick, Citizens' Aide/Ombudsman; members of legislative staff; and other interested persons.

Chairperson Van Maanen noted that all members had received copies of the minutes of the October 27 Committee meeting. Representative Connors moved that the reading of the minutes be dispensed with and that the minutes be approved as submitted. There was no discussion and the motion passed on a unanimous voice vote. Copies of the minutes are on file in the Legislative Service Bureau.

PERSONNEL REPORT OF THE LEGISLATIVE COMPUTER SUPPORT BUREAU

Chairperson Van Maanen recognized Mr. Sanford Scharf, Director of the Legislative Computer Support Bureau, for presentation of a personnel report. Copies of the report are on file in the Legislative Service Bureau. Mr. Scharf noted that his report consists of a notice of merit increases for two employees, Ms. Kay Evans and Ms. Cheryl Ritter, and does not require any Committee action. Chairperson Van Maanen asked if there was any discussion on Mr. Scharf's report. There was no discussion and Representative Connors moved that the Committee receive and file the report. Representative Garman seconded the motion. The motion passed on a unanimous voice vote.

PERSONNEL REPORT OF THE OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Chairperson Van Maanen recognized Mr. William Angrick, Citizens' Aide/Ombudsman, for presentation of a personnel report. Copies of the report are on file in the Legislative Service Bureau. Mr. Angrick noted that his report consists of a report of the successful participation of the Citizens' Aide/Ombudsman Executive Secretary, Ms. Judy Green, in her annual evaluation and one request for approval for the promotion of Ms. Judith Milosevich from the position of Assistant I to Assistant II. Mr. Angrick indicated that he was unable to award Ms. Green a merit step increase because Ms. Green is at the top of the range established for her position. Mr. Angrick stated that Ms. Milosevich has successfully participated in her annual reviews since her last promotion and has taken on greater responsibilities and significant work within the office.

The Committee discussed whether promotion requests are taken up annually or semiannually by the Committee and were informed that the Committee had historically taken up promotion requests on a semiannual basis, during the months of June and December.

Representative Connors moved that the Committee receive, file, and approve the recommendations contained in the report. Representative Garman seconded the motion. The motion carried on a unanimous voice vote.

PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Chairperson Van Maanen 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 her report includes a notification of the employment of Ms. Diane Ackerman as a Publications Assistant in the Iowa Code Office, who was hired as a result of the vacancy created by the retirement of Ms. Bonnie King. She added that the report also contains requests for the promotions of Ms. Joanne Walroth, Ms. Jonetta Douglas, Ms. Rosemary Drake, and Ms. Sue Fetters. Ms. Bolender noted that she is asking for early promotion for Ms. Walroth who was hired at entry level because of her lack of legislative experience, but that her educational level and past experience exceed the requirements, her performance has been excellent, and she has been able to take on a great deal of responsibility. Ms. Bolender noted that Ms. Douglas, Ms. Drake, and Ms. Fetters who are recommended for promotion all meet the requirements for promotion to the recommended positions, and all currently are performing the tasks associated with the promotions. Chairperson Van Maanen asked if there was any discussion on the personnel report. There was no discussion and Senator Gettings moved that the Committee receive, file, and approve the recommendations contained in the report. Representative Garman seconded the motion. The motion carried on a unanimous voice vote.

PERSONNEL REPORT OF THE LEGISLATIVE FISCAL BUREAU

Chairperson Van Maanen 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. Mr. Prouty indicated that his report consists of requests for proposed promotions to Senior Analyst for two individuals, Mr. Jeff Robinson, who works in the area of natural resources and lottery revenue; and Mr. Brad Hudson, who works in the area of the school aid formula and local property tax revenue. Mr. Prouty indicated that both individuals' qualifications exceed the requirements for Senior Analyst.

Chairperson Van Maanen asked if there were any other questions regarding the report. There were no other questions of Mr. Prouty concerning his report and Representative Garman moved that the Committee receive, file, and recommend adoption of the recommendations contained in the report. The motion was seconded by Senator Gettings. The motion carried on a unanimous voice vote.

FISCAL YEAR 1995 BUDGET OF THE LEGISLATIVE SERVICE BUREAU

Chairperson Van Maanen recognized Ms. Diane Bolender for presentation of the proposed Legislative Service Bureau budget and budget allocation for the 1995 Fiscal Year. A copy of the proposed budget and budget allocation are on file in the Legislative Service Bureau. Ms. Bolender noted that the proposed budget assumes no additional employees, provides for merit increases, builds in a 2 percent cost-of-living allowance (COLA) for July 1, 1994, and 2 percent for January 1, 1995, and contains funding for proposed promotions. She noted that the budget contains no increases for personal travel, provides for a reduction in office supplies funds, includes no increase in funding from the current year for other supplies, and, due to the increased costs associated with printing of the Code as opposed to the Code Supplement, an increase in the amount for printing and binding. She noted that the cost of printing the Code is up somewhat from that of two years ago, but that is due to the increases in printing costs. She stated that the amount allocated for uniforms for the tour guides and pages is up slightly, communications allocations are down, and rental allocations are the same as the current year's. Ms. Bolender stated that she is recommending that the amount allocated for professional and scientific services be increased somewhat, because the Bureau does use the services of consultants to help the Bureau work on issues relating to the bill drafting system and the Administrative Code conversion project. She indicated that the amount for outside services is down, the amount for advertising and publicity services is the same, costs for outside repairs and services are increased in order to maintain existing contracts, and the amount allocated for office equipment is up.

Senator Gettings asked whether the proposed budget is greater or less than that which was proposed last year. Ms. Bolender stated that there was an increase in her budget and that the amount of the increase, excluding printing, is approximately 4.8 percent. Senator Rife indicated that the amount of the increase appears to be approximately \$146,000. Chairperson

Van Maanen noted that much of the increase in the total budget appears to be due to the increase in the printing costs, which had previously been noted by Ms. Bolender.

Chairperson Van Maanen asked if there were further questions on the proposed budget and budget allocation. There were no questions and Senator Gettings moved that the Committee receive, file, and recommend that the Legislative Council approve the proposed Legislative Service Bureau budget. The motion was seconded by Senator Rife. The motion carried by a unanimous voice vote.

FISCAL YEAR 1995 BUDGET FOR THE LEGISLATIVE FISCAL BUREAU

Chairperson Van Maanen recognized Mr. Dennis Prouty for presentation of the proposed budget and budget allocation for the Legislative Fiscal Bureau for Fiscal Year 1995. A copy of the proposed budget and budget allocation is on file in the office of the Legislative Service Bureau. Mr. Prouty said that the Legislative Fiscal Bureau is requesting no new employees and that the approximate amount of the requested increase in the budget over the previous fiscal year allocation is \$8,000. Senator Rife noted that approximately \$6,000 of the increase is due to an increase in the salaries allocation, but that there is a reduction in the amount allocated for outside services. Mr. Prouty noted that in the past, the Legislative Fiscal Bureau had combined the Outside Services, Outside Repairs, and Data Processing items in their annual budget requests, but that the Auditor's Office had requested that those three items be listed separately and he had complied with the Auditor's request.

Representative Garman moved, and Senator Gettings seconded, that the Committee receive, file, and recommend that the Legislative Council approve the proposed budget. The motion passed on a unanimous voice vote.

FISCAL YEAR 1995 BUDGET FOR THE LEGISLATIVE COMPUTER SUPPORT BUREAU

Chairperson Van Maanen recognized Mr. Sanford Scharf for presentation of the Fiscal Year 1995 budget and budget allocation for the Legislative Computer Support Bureau. A copy of the proposed budget and budget allocation are on file in the Legislative Service Bureau. Mr. Scharf noted that his budget includes approximately a 3.5 percent increase over last year's budget request. Much of the increase, he noted, is due to the 2 percent cost-of-living increase in salaries. He indicated that his bureau has been working on reducing the cost of outside maintenance and repairs and that the total dollar amount of the increase in his proposed budget is approximately \$50,000 over the previous year's request.

Representative Garman asked what items are paid for under the communications item. Mr. Scharf responded that the item refers to all of the phone lines, including those that he has

for dial-ins and modems. Senator Gettings asked whether the rental item refers to rental of storage space and Mr. Scharf responded in the affirmative.

Senator Gettings moved, and Representative Garman seconded, that the Committee receive, file, and recommend that the Legislative Council approve the proposed budget. The motion passed on a unanimous voice vote.

FISCAL YEAR 1995 BUDGET FOR THE OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Chairperson Van Maanen recognized Mr. William Angrick for presentation of the proposed Fiscal Year 1995 budget and budget allocation for the Office of Citizens' Aide/Ombudsman. A copy of the proposed budget and budget allocation are on file in the Legislative Service Bureau. Mr. Angrick stated that his budget proposal contains a request for a 4.3 percent increase over last year's budget request, with an alternative request for a 3.1 percent increase if the Committee does not agree with all of the items represented in the 4.3 percent increase. The 4.3 percent increase in budget request represents a no-growth budget, with the exception of moneys allocated for remodeling to bring the office into compliance with the Americans With Disabilities Act, he said. The budget contains, he noted, no requests for new full-time equivalent positions, provides funds for cost-of-living increases and anticipated promotions, maintains travel expenses and office supplies at the current levels, and includes approximately a 7 percent increase in the money allocated for communications because of indications from the Department of General Services that there will be such an increase in telephone costs. Chairperson Van Maanen asked whether the increase is due to the new state telecommunications system. Mr. Angrick indicated that he was unsure, but thought that the increase was attributed to an increase in long distance costs. Mr. Angrick explained that the item listed as rental relates to the renting of space for the taking of statements during investigations and that, like professional services, which relates to use of court reporters for legal transcription services and the use of experts when they do not have the in-house knowledge base. The funds will be reverted if they are not used. The outside services item, Mr. Angrick stated, refers to the use of outside persons for repairs that the Department of General Services cannot perform. The advertising item, he also explained, refers to the cost of printing advertisements for vacant positions in the office. He indicated that although he does not anticipate any vacancy within the office, if there is a vacancy, the historical costs of advertising the position have run from \$150 to \$300. The office equipment item, he said, does not include any funds for computer upgrades or replacements although the office is reaching the point of developing plans for its computer system. He noted that the remodeling item contains an additional \$7,400 that he has added to permit remodeling of the office to meet the minimum standards for compliance with the Americans With Disabilities Act. He noted that the proposed changes would include moving various pieces of equipment, making changes in the drinking fountain and urinals, and changing door knobs.

Chairperson Van Maanen asked if the Office of Citizens' Aide/Ombudsman is used often by persons with disabilities who would need these kinds of remodeling changes. Mr.

Angrick replied that handicapped individuals do use his office's services, that they do have a handicapped parking space outside the office, and that the office is ramp-accessible. He noted that he cannot currently hire anyone who is in a wheelchair since those persons would have difficulty getting around the office and could not use the drinking fountains. He added that when the office was remodeled about five years ago, it met the guidelines that were being followed by the state at that time, but that the state now follows the Uniform Federal Accessibility Guidelines which are different from the former standards. Mr. Angrick expressed concern over any delay in acting to comply with the standard because of potential increases in the costs over time. Chairperson Van Maanen agreed that it may be wiser to act soon, but expressed concern over the cost of bringing all of the agencies in compliance with the new standards.

Chairperson Van Maanen asked the Committee how they wished to proceed with the budget request. Senator Gettings asked whether the \$74,500 was an addition to the rest of the budget request. Mr. Angrick responded that the \$74,500 reference is to money that will be received by the Office from the Department of Natural Resources to administer the Small Business Ombudsman program and is outside the budget request. Mr. Angrick added that the cost of running the Small Business Ombudsman program would not be borne by the Legislature, but rather is paid for by fees collected by the Department of Natural Resources and transmitted to the Citizens' Aide/Ombudsman.

Representative Garman moved that Committee receive and file the budget request and recommend approval of the request, less the \$7,400 request for ADA compliance remodeling expenses, and added that she was doing so based upon a concern over the expense of conducting this kind of remodeling in each bureau and the fact that it is possible that even more remodeling may need to be done in some of the bureaus. Senator Rife seconded the motion and suggested that it may be more appropriate to take care of ADA compliance in all of the agencies rather than to build in an amount in any one agency budget without taking care of the same concern in other agencies. Senator Gettings asked whether the property on which the Office of Citizens' Aide/Ombudsman facilities are located is owned by the state, and Mr. Angrick responded in the affirmative but said that he has been informed by the Department of General Services that the Department does not have sufficient funds to do the remodeling. Senator Horn asked Mr. Angrick whether his office is special due to the nature of the functions that his office performs. Mr. Angrick responded that he wishes his office to be exemplary and that since his office moved to its new address several years ago they have been able to provide services to individuals with disabilities, whom they previously could not assist due to difficulties in accessing the old facility. He noted that when the accessibility analysis was done recently, he was informed that the Office was not in compliance and that he believes that he has the duty to inform the Committee of the fact and of the cost of bringing the Office into compliance. He added that there may be additional modifications that may need to be provided in order to make the Citizens' Aide/Ombudsman services available to everyone.

There was no further discussion and Chairperson Van Maanen called for a vote on the motion. The motion carried on a unanimous voice vote.

REPORT OF THE COMPUTER USER POLICY DIRECTION COMMITTEE

Chairperson Van Maanen then recognized Mr. Dennis Prouty for presentation of the report of the Computer User Policy Direction Committee. A copy of the report is attached to the minutes. Mr. Prouty stated that the first four items in the report are discussion items only. He indicated that the Committee had discussed the issues of installation of additional fonts on the legislative computer system, the potential for installing limited modem pooling, use of personal computer printers for printing of Mapper documents, and space for a permanent computer training room. In response to a question from Senator Rife, Mr. Prouty indicated that the term "fonts" refers to different kinds of print styles. Senator Rife asked why different kinds of fonts were needed, given the functions of the General Assembly, and Mr. Prouty referred Senator Rife to Ms. Paulee Lipsman, Director of the House Democratic Caucus Staff, who indicated that her staff uses the different fonts to highlight important information in communications with Democratic Caucus members. She added that obtaining the additional fonts will not cost anything, since the other fonts are already available on the computer and it is simply a matter of accessing them.

Mr. Prouty noted that, with respect to the modem pooling issue, the term "modem" refers to a telephone line that is either coming in or is going out of the computer system. In response to a question from Senator Rife, Mr. Prouty indicated that the modem can be used to make connections with Iowa State University or the National Conference of State Legislatures, for example, and obtain documents from them via the computer. Representative Garman asked what the term "pooling" referred to in the context of use of a modem. Mr. Prouty indicated that if "pooling" of modems were done, there would not be a modem for each computer, but rather all of the modems could be located in the Computer Support Bureau and there could be a procedure to access those modems on command from any department. He noted that this way the services could be obtained with fewer modems and money can be saved. With respect to the printer issue, Mr. Prouty noted that there are as many as three printers in given locations and the effort to print mainframe applications on the PC printers is simply an effort to reduce the total number of printers that are currently being used on the system. He noted, in response to a comment from Senator Rife, that there would be a cost for purchase of the software to do this sort of printing, but there is a corresponding savings of the cost of repairs to and maintaining of that extra printing equipment.

Representative Garman noted that there have been problems with the length of the wait times on existing printers and asked whether decreasing the number of printers will exacerbate the problem with the time it takes to print documents. Mr. Prouty noted that the wait time problem is a function of how busy a printer is and that this proposal would not necessarily affect the wait time issue. Mr. Scharf noted that the biggest problem with printing is in the House of Representatives where there is a bank of 14 PCs and only two printers for those PCs. He noted that a third printer could be added in the House, although he indicated that he does not believe that the current wait time is excessive. Mr. Prouty noted that if printing time is a problem, the Committee should take a look at the issue.

Mr. Prouty noted that the last discussion item was the establishment of a permanent computer training room in the Lucas Building. He commented that an area on the ground level has been provided for computer training and the room is currently being wired so that when the temporary Capitol training room is dismantled, the equipment can simply be installed in the new training room.

The last item in the report, Mr. Prouty stated, relates to the installation of touch screen computers in the General Assembly. Mr. Prouty distributed a document entitled "PC Touch Screen Proposal" to the members for their review. A copy of the document is on file in the Legislative Service Bureau. He stated that the discussion of the Computer Policy Direction Committee was to establish a touch screen computer in the back of each chamber, perhaps in the lounge. He noted that the Committee had not discussed a precise location for the touch screens, but that the goal was that "genmenu" would be available to legislators and secretaries which would permit easy access to information regarding legislative activities by computer. He noted that a similar touch screen, which was a borrowed piece of equipment, has been available outside of the Legislative Information Office. Mr. Prouty noted that the object was that the terminal could be used through the touch screen menu or as a regular terminal. He noted that the information that would be available is all currently available on the system, except that a user must currently type in the commands in order to access the information.

Senator Rife indicated that he has no problems with the proposal, except that he did not want the touch screen terminal located within the chamber, since he thought that it could be a real distraction. Senator Gettings agreed that he did not think that the screen should be located within the chamber.

Mr. Prouty noted that since the time that the Computer User Policy Direction Committee had its meeting and put together its recommendation, the Communications Review Committee met and developed a related proposal and suggested that it might be appropriate to receive the report from Mr. Doug Adkisson, Communications Review Committee staff person, at this point. Chairperson Van Maanen agreed.

REPORT FROM THE COMMUNICATIONS REVIEW COMMITTEE

Chairperson Van Maanen recognized Mr. Doug Adkisson, Legal Counsel from the Legislative Service Bureau and staff person for the Communications Review Committee, for his report. Mr. Adkisson noted that the Committee's materials include a report from the Communications Review Committee and an update on that Committee's work. A copy of the report is on file in the Legislative Service Bureau. Mr. Adkisson noted that one of the issues that the Committee has been considering is the installation of a prototype paperless amendment system within each chamber, similar to that used in Michigan, utilizing laptop computers. He noted that the chairpersons of the Communications Review Committee intend to submit their proposal to the Senate Rules and Administration Committee and the House Rules Committee. The second item that the Committee has discussed, he said, is the consideration of legislation

relating to the development of a strategic information plan for state government with the goal of linking agency networks into a common network which would be subject to the authority of a committee made up of agency heads. The committee, he said, would be responsible for developing uniform standards for the purchasing of computer technology and other computer operations. The third item that the Committee has discussed, he noted, includes methods of linking the Capitol with INTERNET, a computer system that is connected to approximately 13,000 information databases around the world. He noted that the Department of General Services is in the process of installing a router which could be available to connect the Capitol to Iowa State University, which is a gateway to INTERNET. Mr. Adkisson added that the Computer Support Bureau is investigating issues related to security of the legislative LAN if the Capitol were connected to such a system and outside users were allowed to access the legislative network. The fourth item of Committee discussion, Mr. Adkisson stated, is the possible creation of a legislator phone mail system which would allow callers to leave recorded messages when a legislator is not available but which would not cause the phone to ring. The estimated cost of such a phone mail system, Mr. Adkisson said, is approximately \$12 per member per month.

DISCUSSION OF COMMUNICATIONS REVIEW COMMITTEE AND COMPUTER USER POLICY DIRECTION COMMITTEE PROTOTYPE PROPOSALS

Chairperson Van Maanen asked whether the paperless amendment system that Mr. Adkisson made reference to is the same as the touch screen proposal that was submitted by Mr. Prouty. Mr. Adkisson responded that the same system of information would be accessed under either proposal. Mr. Adkisson noted that the cost of two laptops as proposed under the Communications Review Committee proposal would be more than the cost of the touch screens proposed by Mr. Prouty, that the laptops would be located in the chambers and used by members, and that although they could perform all of the functions that any of the current computers can, they would primarily be used as a tool for viewing amendments. Representative Garman asked whether the proposal that the Communications Review Committee was making is a pilot project to see if the General Assembly wants to put a computer on every desk. Mr. Adkisson responded in the affirmative but, in response to further questioning, noted that the Committee has not yet had the opportunity to evaluate what the cost of installation of computers on each desk would be or to recommend a specific system.

In the discussion that ensued, Mr. Adkisson noted that his understanding of Mr. Prouty's proposal is that it is designed to make legislators more comfortable with the technology that is in use. Senator Horn noted that the touch screen proposal appears to be directed at getting information to legislators in a user-friendly way and would be useful to those legislators who do not understand the system. Representative Garman commented that Mr. Adkisson's proposal was not to have amendments in written form, but rather to have them appear on a computer screen at legislators' desks.

Mr. Prouty noted that one of the things that the Computer User Policy Direction Committee asked him to do was provide the Service Committee with information regarding the cost of the touch screen proposal, which is contained on the second page of the handout. Mr. Adkisson reminded the Committee that all that he was doing was updating the Committee, not requesting approval, on the Communications Review Committee's proposal.

After a brief discussion, in which several members expressed interest in the touch screen proposal and members discussed how a paperless amendment system might work, Senator Rife moved that the Committee recommend adoption of the Computer User Policy Direction Committee's proposal for touch screens for each chamber, provided that the touch screens were not physically located in the chambers. Senator Horn asked where the money to pay for the touch screens would come from, noting that there are not sufficient funds in the Senate budget to pay for the screens. After a discussion it was concluded that the cost of the screens would be paid from funds in the joint Senate/House account, although Senator Horn expressed concern about the joint Senate/House account balance.

Chairperson Van Maanen noted that there was a motion on the floor and asked if there was any further discussion. Representative Garman, noting that it was clear that the screen would be used by legislators and staff members asked whether lobbyists would also be permitted to use the system. Chairperson Van Maanen noted that if the screen were located in a spot not generally accessible to lobbyists, such as the lounge, then it would not be. Chairperson Van Maanen asked if there was a second to the motion and Representative Garman seconded the motion. Chairperson Van Maanen asked if there was further discussion of the proposal. There was no further discussion and the motion carried on a unanimous voice vote.

REQUEST FROM STATE LIBRARY

Chairperson Van Maanen recognized Ms. Diane Bolender for a report. Ms. Bolender noted that the members' packets contain a letter request from the State Library for a person to perform the duty of updating and maintaining the State Law Library's bill books. Ms. Bolender stated that the State Law Library used to employ a person to maintain the bill books, but that the person resigned and the position was eliminated during the last session. Ms. Bolender indicated that up until about 15 years ago the position was a legislatively funded position, but that subsequently the position was created within the Law Library and the legislative position was eliminated. After elimination of the position within the Law Library, Ms. Bolender said, the State Law Librarian attempted to cover the work, but that they are now seeking assistance. Ms. Bolender stated that she contacted the Law Library and asked how much they were paying the person to perform the bill book duties and was informed that they were paying her \$8.50 per hour, which equals an annualized salary of \$17,763. Ms. Bolender noted that another option for the Law Library could be that, just as the media and some of the lobbyists do, the Law Library consider hiring a floor clerk to perform the bill book duties.

The fees for such a floor clerk, Ms. Bolender stated, run from \$180 to \$250 per month for about a four-month time span.

Chairperson Van Maanen indicated his concern over creating a Legislative Council position to perform that task, noting that he believes that it would be more appropriate to submit the request in the appropriations process to the General Assembly. He indicated that he did not have any problem with a person being paid, in the same manner as the media does, to act as a floor clerk and perform the bill book updating duties for the Law Library. Senator Horn asked where the money for such a person would come from. After discussion, Chairperson Van Maanen suggested that perhaps Ms. Bolender could check with the State Library to determine whether they have sufficient funds in their budget to pay for the person. Representative Connors moved that the Committee recommend that the State Law Library hire a floor clerk to perform the bill book updating duties provided that the money for the person comes from State Library funds. Senator Rife seconded the motion. Chairperson Van Maanen asked if there was any discussion on the motion. There was no discussion and the motion passed on a unanimous voice vote.

EVALUATIONS OF AGENCY DIRECTORS

Chairperson Van Maanen noted that during the morning hours, the Service Committee members had conducted evaluations of the four central legislative staff agency directors. He noted that the Committee members each had a copy of the report of the Committee. A copy of the report is attached to these minutes and is incorporated by this reference. Senator Horn moved that the Committee accept the report and submit the recommendations for retention of the agency directors to the Legislative Council. The motion was seconded and then carried on a unanimous voice vote.

COMMITTEE RECESS

Senator Rife requested that the Committee recess for a brief period of time and the Committee recessed from 11:58 a.m. until 12:02 p.m.

RECONSIDERATION OF LEGISLATIVE FISCAL BUREAU PERSONNEL REPORT

When the Committee reconvened, Senator Rife moved to reconsider the vote by which the personnel report of the Legislative Fiscal Bureau had passed the Committee. Representative Connors seconded the motion. Chairperson Van Maanen called for a vote and the motion carried on a unanimous voice vote. A discussion ensued between Senator Rife and Mr. Prouty concerning the time period for promotion. It was stated that the Service Committee had previously approved a requirement that a person had to be in a position for two years before the person would be eligible for promotion to a higher position.

Representative Connors noted that the question then becomes whether Mr. Prouty would recommend the promotion of the persons listed in his report on the two-year anniversary date of their last promotion. Mr. Prouty noted that the proposed promotion of Mr. Robinson would require action, since his annual review date, and the corresponding expiration of two years in his current position, will take place in May, which is before the next Service Committee meeting that is set aside for consideration of promotions. He stated that he would request that the Committee approve the promotion of Mr. Robinson, effective on May 1, 1994. He added that he would bring the request for the promotion of Mr. Hudson back to the Committee at the June meeting under the Service Committee policy, since his review date takes place after the June meeting, and would amend his report to reflect the change. Representative Connors moved that the Committee accept the report as amended and recommend the proposed promotion to the Legislative Council. Senator Gettings seconded the motion. The motion carried on a unanimous voice vote.

The importance of receiving personnel proposals from the directors of the central staff agencies in a timely manner was stressed.

OTHER BUSINESS. ADJOURNMENT

Chairperson Van Maanen 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 12:06 p.m.

Respectfully submitted,

LESLIE E. W. HICKEY
Legal Counsel

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ATTACHMENTS:

1. Report of Central Staffing Agency Director Evaluations.
2. Report of the Computer User Policy Direction Committee.