

MINUTES

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL JULY 18, 1991

PRELIMINARY BUSINESS

The Service committee of the Legislative Council was called to order by Senator Joseph J. Welsh, Chairperson, at 10:45 a.m., Thursday, July 18, 1991, in Room 22 of the Statehouse, Des Moines, Iowa. Members present in addition to Chairperson Welsh were:

Senator Bill Hutchins
Senator Jack Rife
Representative Kay Chapman
Representative John Connors
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, Legislative Computer Support Bureau; Mr. William Angrick II, Citizens' Aide/Ombudsman; and other interested persons and members of the legislative staff.

Senator Hutchins moved that the minutes of the June 13, 1991, meeting of the Committee be approved as previously distributed. The motion was adopted by voice vote.

REPORT OF THE CITIZENS' AIDE SALARY SUBCOMMITTEE

Chairperson Welsh recognized Representative Chapman for the report of the Citizens' Aide Salary Subcommittee. Representative Chapman reported that following the meeting of the Subcommittee and the review of the request of Mr. Angrick regarding salary adjustments within the Office of the Citizens' Aide/Ombudsman, that the Subcommittee, in compliance with the pay resolution passed during the 1991 session of the General Assembly, agreed to consider all requests for salary adjustments at the same time as similar requests from other affected departments. The resolution provides for an annual review of all affected employees by a legislative committee made up of members of the Service Committee of the Legislative Council, and the appropriate salary subcommittees of the Senate and House of Representatives. Representative Chapman recommended

that an announcement be made to the central staff agencies and the caucus staffs to make such requests by a date certain to be considered by the appointed committee.

Following discussion, Representative Connors recommended that the request date be scheduled to coincide with the date of the Service Committee's October or October meeting. The Committee agreed to schedule the date as that of the October meeting of the Service Committee.

Representative Chapman added that Mr. Angrick had requested that the job description of an Assistant I be modified relating to institutional assignments under the supervision and coordination of a senior staff member, and that the Subcommittee had recommended approval of this request. In response to an inquiry by Chairperson Welsh, Mr. Angrick clarified that the Office had been operating under a two-team approach, but that the approach had not worked and that the Office had resumed its general approach, which would be facilitated by the requested changes in job descriptions. Without objection the Report was adopted.

UPDATE ON THE MAINFRAME COMPUTER INSTALLATION

Chairperson Welsh recognized Mr. Sanford Scharf for an update on the mainframe computer installation. Mr. Scharf reported that the equipment had been received on July 10 and that the procedure for installation would take place beginning July 19, 1991.

REPORT OF THE COMPUTER USER POLICY DIRECTION COMMITTEE

Chairperson Welsh recognized Mr. Dennis Prouty for a report of the Computer User Policy Direction Committee. Chairperson Welsh commented that a memo on the Committee had been included in the members' packets. Mr. Prouty reported that the Computer Committee would be meeting in August and would report its findings at the September meeting of the Service Committee. In response to a comment by Representative Chapman regarding the prioritization of the computer needs of staff over legislators, Chairperson Welsh commented that the needs of staff would be met first and that the needs of legislators, which are generally those of accessing the network during interim periods, would grow out of the procedures established for legislative staff.

PERSONNEL REPORT OF THE OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Chairperson Welsh recognized Mr. William Angrick II for the Office of Citizens' Aide/Ombudsman personnel report. Mr. Angrick reported that Ms. Judith Milosevich Stageberg had successfully completed her probationary employment

period on July 5, 1991, and would be eligible for a one-step salary increase pending future direction from the Service Committee, due to the freeze on merit increases. Mr. Angrick also requested that Ms. Stageberg be approved for promotion to the position of Assistant II in the Office, effective the pay period beginning July 19, 1991. Mr. Angrick described Ms. Stageberg's duties and reported that she is currently traveling with the Assistant for Institutions, Mr. Randy Meline, in order to assume his duties following his resignation, which is effective August 28, 1991.

Senator Hutchins moved that the request be placed on file for further consideration.

Representative Chapman asked for clarification regarding the position of Ms. Stageberg. Mr. Angrick replied that Ms. Stageberg had successfully completed her probationary employment in the position of Assistant I. Representative Chapman continued by asking if Mr. Angrick proposed that instead of the one-step salary increase, he was proposing to promote Ms. Stageberg to the position of Assistant II after only six months. Mr. Angrick replied that this was true and that at the time that Ms. Stageberg was hired, it was uncertain whether a vacancy in the position of Assistant II would occur. Mr. Angrick continued that due to the uncertainty, Ms. Stageberg had been hired due to her level of institutional experience and the ease with which she might assume the position of Assistant II.

PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Chairperson Welsh recognized Ms. Diane Bolender for the personnel report of the Legislative Service Bureau. Ms. Bolender reported that Mr. Neal Baedke had not successfully completed his probationary period of employment as a Proofreader and that his employment had been terminated July 10, 1991. Ms. Bolender also requested that Ms. Bridget McNerney be approved as Acting Executive Administrator of the Bill Room at grade 23, step 1, until such time as Ms. Kitty Miklus returns to assume the position. Senator Hutchins moved approval of the request and the motion was adopted.

ADDITIONAL BUSINESS

Senator Hutchins voiced a concern that a policy be established regarding all out-of-state travel by legislators. Senator Hutchins moved that such travel by legislators serving on all statutory committees be approved in advance by leadership of the individual legislator's chamber, according to normal travel approval policy for that house, if state funds are to be used to cover costs of the travel. In response to an inquiry by Representative Chapman, Senator Hutchins stated that as an example, the Administrative Rules Review Committee had met during a Midwest Region Council of State Governments meeting in Omaha, and their travel was not

authorized in advance. Representative Chapman concurred that if a statutory committee did have good reason to meet out-of-state, prior approval should be required. Following additional discussion by the members of the Committee, the motion was unanimously approved.

Chairperson Welsh recognized Mr. Dennis Prouty to provide an update on the costs of telephone service for the legislative branch. Chairperson Welsh clarified that his concern is efficiency in government and that he would recommend that the heads of legislative agencies review their expenditures in order to reduce costs, including telephone service, postage, and janitorial services. Chairperson Welsh asked that the agency heads review these areas to determine if bringing the services in-house might reduce costs and report to the Committee at its September meeting. Chairperson Welsh also recommended that on or near the date of its September meeting, the Committee tour all of the agency facilities to determine the needs of the agencies.

Representative Connors commented that during the previous meeting of the Legislative Council, he had recommended that the Council join the lawsuit against the Governor's item veto relating to the funding of the state employee collective bargaining agreements. He continued by stating that a forthcoming memo would inform the Council that such an activity is not within the realm of the Council's duties. Representative Connors stated that in lieu of that request, he would make a request that probationary employees be allowed a step increase following the successful completion of their probationary employment period. Representative Connors asked that this request be reviewed to determine the number of employees who would be affected and the fiscal impact of this request. Senator Hutchins moved that the recommendation of Representative Connors be placed on file for further consideration.

ADJOURNMENT

There being no additional business to come before the Committee, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

PATRICIA A. FUNARO
Research Analyst

2638LC