

M I N U T E S

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

May 16-17, 1989

MAY 16, 1989, MEETING

PRELIMINARY BUSINESS

The meeting of the Service Committee of the Iowa Legislative Council was called to order by Representative John Connors, Chairman, at 3:35 p.m., Tuesday, May 16, 1989, 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 Delwyn Stromer

Also present were:

Donovan Peeters, Director, Legislative Service Bureau  
William Angrick, Citizens' Aide/Ombudsman  
Dennis Prouty, Director, Legislative Fiscal Bureau  
Sandy Scharf, Director, Computer Support Bureau

Also present were other legislative staff members and other interested persons.

Senator Hutchins moved that the minutes of the February 15, 1989, meeting be approved as distributed to the Committee members. The motion was adopted.

Chairman Connors recognized Mr. Sandy Scharf, Director of the Computer Support Bureau, for presentation of the Computer Support Bureau personnel report. Senator Hutchins moved to defer the presentation of the Computer Support Bureau report until May 17, 1989. The motion was adopted and the Committee deferred on the personnel report.

RESIGNATION OF MR. PEETERS

Chairman Connors noted that there was an additional item of business for the agenda and suggested that the Committee take the

matter up at this meeting. A letter of resignation by Mr. Donovan Peeters from the position of Director of the Legislative Service Bureau was distributed to the members of the Committee and Chairman Connors read the letter to those present. A copy of the letter is attached to these minutes and is hereby incorporated by reference. Representative Chapman moved, and Senator Welsh seconded, that the Committee accept Mr. Peeters' resignation, which is effective immediately. The motion carried and Chairman Connors thanked Mr. Peeters, on behalf of the members of the Committee, for his three and one-half years of service as Director and wished him success in his future endeavors.

Representative Chapman moved that the Committee recess until Wednesday, May 17, 1989. The motion was adopted by the Committee and the Committee recessed at 3:45 p.m.

#### MAY 17, 1989, MEETING

##### PRELIMINARY BUSINESS

The meeting of the Service Committee of the Iowa Legislative Council was reconvened by Representative John Connors, Chairman, at 10:45 a.m., Wednesday, May 17, 1989, in Committee Room 22 of the State House, Des Moines, Iowa, with the same Committee members present who were present the previous day.

Also present were:

Ms. Diane Bolender, Deputy Director, Legislative Service Bureau  
William Angrick, Citizens' Aide/Ombudsman  
Dennis Prouty, Director, Legislative Fiscal Bureau  
Sandy Scharf, Director, Computer Support Bureau

Also present was Mr. Donovan Peeters, various legislative staff members, and other interested persons.

##### COMPUTER SUPPORT BUREAU PERSONNEL REPORT

Chairman Connors recognized Mr. Sandy Scharf, Director of the Computer Support Bureau, for presentation of his report. Mr. Scharf referred the Committee to a letter dated May 16, 1989, which had been previously distributed. Mr. Scharf's letter is on file in the Legislative Service Bureau. He noted that Mr. Ed Damman has been employed by the Computer Support Bureau to fill the position of Microcomputer Support Analyst and that Ms. Anne Nolan has submitted her resignation as Software Analyst I. Mr. Scharf further indicated that he intends to begin advertising the vacant Software Analyst position shortly. The report was received and filed.

REPORT OF THE LEGISLATIVE FISCAL BUREAU

Chairman Connors recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for presentation of his report. Mr. Prouty directed the Committee's attention to a letter dated May 11, 1989, which is attached to these minutes and is hereby incorporated by reference, relating to replacing current Unisys workstations with personal computers. Representative Stromer asked Mr. Prouty whether the proposed expenditure of \$115,000 was built into the Fiscal Bureau budget. Mr. Prouty indicated that a portion of the money would come from his budget and that Mr. Scharf had funds in his budget to offset the remainder of the cost. Representative Stromer then asked whether this was to be a one-time expenditure and whether the Fiscal Bureau would be eliminating the Unisys workstations. Mr. Prouty responded in the affirmative to both inquiries.

Senator Welsh asked Mr. Prouty about the reference in the last paragraph of the letter, relating to the maintenance contract. Mr. Prouty replied that if the current maintenance contract were retired, there would be some savings realized. Senator Welsh and Mr. Prouty discussed the fact that the proposed personal computer system would also require maintenance so that any savings realized from the retiring of the maintenance contract would most likely be exhausted in offsetting the cost of maintaining the personal computer system. Senator Welsh expressed concern over whether the proposed system would be compatible with the current Unisys mainframe hardware and software and potential problems involved with bifurcating the computer system of the legislative branch of government.

Representative Chapman interjected by relating the contents of a telephone conversation that she had previously had with Mr. Prouty. She pointed out that the Fiscal Bureau had hired a consultant to investigate the data processing needs of the Legislative Fiscal Bureau, including software and hardware packages, but expressed the belief that the research into the matter is not complete. She questioned whether the software packages currently under consideration would be compatible with the remainder of the system. Mr. Prouty noted that there was one software package currently on-site and that his bureau was investigating its uses and compatibility with the present mainframe.

Representative Chapman expressed the belief that any software selected be appropriately licensed, so as to be usable in all segments of the legislative branch computer system, and that any personal computers under consideration interface with current printers. She then moved that the Committee approve the concept which was outlined by Mr. Prouty in his letter to the Committee; that Mr. Prouty and Mr. Scharf continue to research software and

hardware to realize the concept; that the research be done so that the hardware and software selected would have systemwide application; and when the research is completed, that Mr. Prouty and Mr. Scharf bring a proposal to the Committee to spend the \$100,000 required to implement the project. Senator Hutchins stated that he would like to have a subcommittee, made up of Service Committee members and both partisan and nonpartisan staff, to investigate the issue.

Senator Welsh asked Mr. Prouty whether his bureau had hired a consultant, whether the consultant was still retained by the Fiscal Bureau, how much the consultant had cost, and the extent of the research done. Mr. Prouty stated that the Fiscal Bureau had hired a consultant, that between \$3,000 and \$4,000 had been spent, that the person was no longer retained by the Bureau, and that the software that was being researched would link all parts of the legislative branch system.

Representative Stromer asked how many personal computers currently were in the legislative complex. Mr. Scharf replied that there were seventeen: four in the Fiscal Bureau; two in the Public Information Office; two in the Computer Support Bureau; two in the Office of the Citizens' Aide/Ombudsman; four in the House; three in the Senate, including one in the typing room, and one for each caucus staff. He noted that some of the personal computers are connected. There was a brief discussion about the differences between personal computers and mainframe storage and intercommunication between the P.C.s and the mainframe.

Representative Chapman reiterated her motion and Senator Hutchins asked that the motion be amended to include the use of a computer subcommittee consisting of Service Committee members, partisan staff members, and nonpartisan staff members to make recommendations to the Service Committee. Representative Chapman accepted Senator Hutchins' amendment, Senator Hutchins seconded her motion, and the motion carried on a unanimous voice vote.

#### PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Chairman Connors recognized Mr. Donovan Peeters for presentation of the personnel report of the Legislative Service Bureau. The report had been previously distributed. A copy of the report is on file in the Legislative Service Bureau. Mr. Peeters noted that there were four actions in the report which require Service Committee approval: appointment of the Research Division Chief, appointment of the Assistant Administrative Code Indexer, appointment of the Proofreader Coordinator, and approval of the addition of a .20 FTE position to the Capitol Tour Guide staff. Several members expressed reluctance to approve the actions in the report, with the exception of the addition of the position to the Capitol Tour Guide staff. Representative Chapman moved that the Committee defer action on all of the actions

requiring approval of the Service Committee, with the exception of the addition of the position to the Capitol Tour Guide staff. Senator Hutchins seconded the motion and the motion carried on a unanimous voice vote. Representative Chapman then moved, and Representative Stromer seconded, that the Service Committee recommend approval of the additional tour guide position. The motion carried on a unanimous voice vote.

Senator Welsh asked Mr. Peeters about the status of the positions in the Public Information Office. Mr. Peeters indicated that the vacant position has been filled as a temporary position. Senator Welsh indicated that he would like the Committee to look at the organizational structure of the Public Information Office before any permanent positions are approved.

PERSONNEL REPORT OF THE OFFICE OF THE CITIZENS' AIDE/OMBUDSMAN

Chairman Connors recognized Mr. William Angrick, Citizens' Aide/Ombudsman for presentation of his report. Mr. Angrick referred the Committee's attention to a letter, dated May 15, 1989, which had been previously distributed to the Committee members, is attached to these minutes, and is hereby incorporated by reference. Mr. Angrick noted that he had filled the vacant secretarial position on his staff and that Michael Elliott had successfully completed his six month probationary period. He also noted that there were three items in his administrative report, which is attached to the personnel report, for which he is seeking Service Committee approval. The first item, he said, relates to his discovery of the presence of two chemical tanks in his building that he believes are a safety hazard. Mr. Angrick stated that he has been informed that the tanks are not in compliance with the Fire Marshal's safety recommendations and that he requests approval to request that the Department of General Services comply with the safety standards. He noted that his office is located in a state owned building and that he, as the designated building emergency coordinator, has the responsibility to inform the fire department of any special hazards. During the discussion that ensued, it was noted that the files of the Citizens' Aide/Ombudsman are not waterproof.

Mr. Angrick stated that the second item in the administrative report relates to obtaining special identification cards or papers for his employees. He noted that the authority and identity of several of his employees have been challenged. He stated that the third item in the administrative report relates to the administrative reorganization of his office into an intake and rapid resolution team and an investigative team. He said that he wishes to designate Ruth Moser as the team leader of the intake and rapid resolution team and to use his office's legal counsel as the team leader for the investigative team. Representative Stromer asked whether the change in office organization would require additional staff. Mr. Angrick replied that it would not.

Representative Chapman moved that the Committee approve all three proposed actions. The motion was seconded and adopted on a voice vote.

PAY RESOLUTION FOR THE CENTRAL LEGISLATIVE STAFF

Chairman Connors asked whether all of the members had had the opportunity to examine the proposed pay resolution which had been previously distributed. A copy of the resolution is available from the Legislative Service Bureau upon request. Representative Chapman indicated that she had some concerns about lines 19 through 21 on page 1, which list the salary ranges for the directors of the central legislative staff agencies.

Chairman Connors suggested that Committee members all review the resolution to see what problems they had with any of the provisions. In response to several questions, it was noted that the resolution had been assembled by the Legislative Service Bureau, that the salary range for the directors had not been a part of former drafts of the pay resolution, and that the resolution that was before the Committee is similar to Senate Concurrent Resolution 3 that relates to Senate and House employees and was passed by the General Assembly. Representative Stromer noted the salary schedule matrix in the resolution does not reflect the maximum amount that an individual at the very top of the pay scale matrix could earn. Representative Chapman noted that cost-of-living adjustments would modify the figures, but agreed that the salary figure for the last two steps in the top grade should be added. Chairman Connors also expressed his concurrence. Representative Stromer moved that the top figures be added and the motion carried without objection. Representative Chapman moved that salary ranges for directors be deleted. Chairman Connors concurred with her motion. The motion was adopted. Senator Welsh moved that the resolution, as amended by the previous motions, be adopted. Representative Stromer seconded the motion, and the motion carried by unanimous voice vote.

PERSONNEL GUIDELINES FOR THE CENTRAL LEGISLATIVE STAFF AGENCIES

Chairman Connors recognized Ms. Diane Bolender, Deputy Director of the Legislative Service Bureau, for presentation relating to the proposed personnel guidelines. Ms. Bolender briefly outlined the history of the guidelines and noted that there were still several issues for which a concurrence of opinion had not been reached. She noted that the issue of maternity leave was one of the issues. Representative Chapman asked Ms. Bolender about employee compensation for compensatory or overtime hours. Ms. Bolender noted that permanent support staff employees of the Legislative Service Bureau do not have the option to be paid time and a half for the overtime hours that they put in. They accumulate compensatory time instead, she said. She informed the Committee that session only employees of the Service Bureau and

all support staff employees of the Central Staff Agencies do have that option however. After a brief discussion, the Committee directed Ms. Bolender to prepare a summary of the personnel guidelines, outlining the unresolved issues for the members, and to place the guidelines on the agenda for the next meeting of the Service Committee.

EXECUTIVE SESSION AND OTHER BUSINESS

The Committee went into executive session at 11:15 a.m. and reconvened at approximately 11:30 a.m. Representative Stromer moved that the Service Committee recommend that the Legislative Council approve the following: That a Computer Subcommittee, consisting of Senators Hutchins and Welsh and Representative Stromer, be appointed; that a Personnel Subcommittee for the Legislative Service Bureau, consisting of Representatives Connors and Chapman and Senator Hultman, be appointed to consider possible improvements in the structure of the Legislative Service Bureau; that Ms. Diane Bolender be appointed Acting Director of the Legislative Service Bureau with a one step salary increase\* over any increase for which she is currently eligible, effective beginning with the next pay period; that the salary for the Acting Director sunset upon termination of the position; that the Legislative Council immediately advertise the position of Director in all available media and that the salary for the position be negotiable, commensurate with experience and training; and that Mr. Donovan Peeters be paid his current salary for the next ninety days. Senator Hutchins seconded the motion, and the motion carried on a unanimous voice vote.

The Committee also received a letter addressed to Mr. Joseph O'Hern, Chief Clerk of the House, from Representative Michael Peterson relating to access of legislative employees to the LEXIS computer research network, but no action was taken on the letter.

It was moved that the Committee adjourn, the motion passed, and the Service Committee of the Legislative Council adjourned at 11:38 a.m.

\*NOTE: Subsequent to the meeting, the Service Committee members agreed that the additional salary increase for each pay period should be equal to an amount that would provide an annual salary increase of \$3,000.

Respectfully submitted,

Leslie E. Workman  
Legal Counsel