

## **MINUTES**

### **SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL**

**MAY 19, 1992**

#### **PRELIMINARY BUSINESS**

The meeting of the Service Committee of the 1991-1992 Legislative Council was called to order by the Chairperson, Senator Michael Gronstal, at 10:40 a.m., Tuesday, May 19, 1992, in Senate Room 22, State House, Des Moines, Iowa. Members present in addition to Chairperson Gronstal were:

Representative John H. Connors, Vice Chairperson  
Senator Bill Hutchins  
Senator Jack Rife  
Representative Harold Van Maanen

Also present were Mr. Sandy Scharf, Director, Computer Support Bureau; Mr. William P. Angrick II, Citizens' Aide/Ombudsman; Mr. Dennis Prouty, Director, Legislative Fiscal Bureau; Ms. Diane Bolender, Director, Legislative Service Bureau; Mr. Jack Dwyer, Secretary of the Senate; Mr. Joe O'Hern, Chief Clerk of the House of Representatives; Mr. Thane R. Johnson, Senior Research Analyst, Legislative Service Bureau; other legislative staff; representatives of the news media; and other interested persons.

#### **ROLL AND MINUTES**

Chairperson Gronstal noted that the presence of the members had been recorded as the members arrived. Chairperson Gronstal recognized Senator Hutchins who moved that the minutes of the meeting of the Service Committee of the Legislative Council of December 19, 1991, be approved as submitted. The motion was adopted.

#### **PERSONNEL REPORT - CITIZEN'S AIDE/OMBUDSMAN**

Chairperson Gronstal recognized Mr. William P. Angrick II for the Personnel Report of the Office of Citizen's Aide/Ombudsman. Mr. Angrick noted that Mr. Steve Exley has successfully completed his probationary period and has assumed the responsibilities as an institutional assistant for the correctional facilities at Anamosa

and Oakdale. As a result, Mr. Angrick requested that Mr. Exley be moved from Assistant I, Grade 27, Step 1, to Assistant II, Grade 30, Step 1.

Senator Hutchins moved the adoption of the Personnel Report of the Citizen's Aide/Ombudsman.

Representative Van Maanen asked if this procedure of promotion is the same as used by the Executive Branch of state government. Mr. Angrick responded that the requirements for positions in his office provide that an assistant who performs institutional responsibilities is classified as an Assistant II. Mr. Angrick continued that he employs an individual at the entry level as an Assistant I and may assign that individual responsibilities for investigating complaints concerning an institution. If that individual is able to investigate complaints concerning an institution, he then seeks the promotion of that individual to an Assistant II position at the conclusion of the individual's six-month probationary period. He expressed the belief that using this method of employment, he can determine that the individual can perform work investigating institutions while that individual is still a probationary employee.

In response to a question by Senator Hutchins, Mr. Angrick stated that a college degree is not required for an Assistant I or II appointment, but it is preferred. In response to a question by Representative Connors, Mr. Angrick replied that he considers his request as a promotion rather than a reclassification.

After further discussion, Senator Hutchins moved an amendment to his motion to defer action on the promotion request of the Citizen's Aide/Ombudsman until the June meeting of the Service Committee. He expressed the belief that a three-step increase in salary with less than one year of service is unusual.

Chairperson Gronstal commented that he is uncomfortable with considering this type of recommendation before the pay plans for the Executive Department are determined. He noted that he understands the employment problem expressed by Mr. Angrick, but he believes that a full review of the hiring, promotion, and reclassification processes should be undertaken by the Committee before a decision on this matter is reached. Senator Rife expressed his concurrence with the motion to defer.

There being no further comments, the amendment to the motion and the motion were adopted. A copy of the Personnel Report and the Legal Report of the Office of Citizen's Aide/Ombudsman is on file in the Legislative Service Bureau.

#### PERSONNEL REPORT - LEGISLATIVE FISCAL BUREAU

Chairperson Gronstal recognized Mr. Dennis Prouty for the Personnel Report of the Legislative Fiscal Bureau. Mr. Prouty noted that he is recommending the

promotion of 13 staff members in a manner which is consistent with the policy of the Executive Department. In addition, Mr. Prouty stated, despite the Governor's action to freeze merit steps and cost of living adjustments, there have been 307 reclassifications and 315 merit increases given in the Executive Department during the current fiscal year. Mr. Prouty concluded his remarks with a brief explanation of the 13 promotions recommended for the Legislative Fiscal Bureau.

In reply to a question by Senator Hutchins, Mr. Prouty replied that the promotions recommended for the Legislative Fiscal Bureau are similar to promotion requested for the Office of Citizen's Aide/Ombudsman. Representative Connors commented that Committee should follow the same policy for all of its Central Legislative Staff Agencies.

In reply to a question by Representative Van Maanen, Mr. Prouty stated that it is difficult to tell if there is an Executive Department freeze on merit steps and cost of living adjustments considering the number of salary adjustments for Executive Branch employees the Legislative Fiscal Bureau has discovered.

After further discussion, Chairperson Gronstal stated that the Committee will need to resolve the salary questions at some point. He suggested that the resolution should be accomplished before the next meeting of the Legislative Council in June.

Senator Hutchins moved that the Service Committee defer action on the promotion requests by the Legislative Fiscal Bureau and that the Chairperson appoint a Subcommittee of the Service Committee to review the promotion, reclassification, and merit increase policies of the Central Legislative Staff agencies before the June meeting of the Service Committee. The motion was adopted.

A copy of the Personnel Report of the Legislative Fiscal Committee is on file in the Legislative Service Bureau.

#### PERSONNEL REPORT - LEGISLATIVE SERVICE BUREAU

Chairperson Gronstal recognized Ms. Diane Bolender for the Personnel Report of the Legislative Service Bureau. Ms. Bolender reviewed the resignations and temporary appointments of employees during the legislative session. Ms. Bolender reported the impending retirements of Ms. Jo Ann Brown, Iowa Code Editor, and Ms. Patricia Feters, Assistant Indexer, and that in accordance with Executive Branch procedures, a number of retroactive merit step increases were given for employees with review dates between June 21, 1991, and July 1, 1991. Ms. Bolender also discussed the nine employee reclassifications submitted in the Report.

After further discussion, Representative Connors moved the adoption of the reclassifications of Ms. Loanne Dodge to Acting Deputy Iowa Code Editor, Ms. Patty Funaro to Legal Counsel II, Ms. Bridget McNerney to Executive Administrator, and Ms. Cathie Young to Proofreader/Indexer. The motion was adopted.

Senator Hutchins moved that the remaining promotions of Legislative Service Bureau employees be deferred to the June meeting of the Service Committee. The motion was adopted.

A copy of the Personnel Report of the Legislative Service Bureau is on file in the Legislative Service Bureau.

#### LEGAL REPORT - CITIZEN'S AIDE/OMBUDSMAN

Prior to his comments on the Legal Report, Mr. Angrick reported the resignation of Ms. Tina Eich as an Assistant.

Concerning the Legal Report, Mr. Angrick submitted a legal brief of an appeal to the Iowa Supreme Court on behalf of the Office of Citizen's Aide/Ombudsman to receive possession of certain information from the Iowa Department of Corrections regarding investigations by the Office. After a brief discussion, Representative Connors moved that the legal brief be received and filed by the Committee. The motion was adopted.

A copy of the legal brief is filed with the Legislative Service Bureau.

#### ADJOURNMENT

Chairperson Gronstal recognized Representative Van Maanen who moved that the Committee adjourn at 11:25 a.m. The motion carried.

RESPECTFULLY SUBMITTED,

MS. DIANE BOLENDER,  
Director

MR. THANE R. JOHNSON,  
Senior Research Analyst