

M I N U T E S

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

September 13, 1990

PRELIMINARY BUSINESS

The Service Committee of the Legislative Council was called to order by Representative John Connors, Chairman, at 11:22 a.m. on September 13, 1990, in Room 22 of the State House, Des Moines, Iowa. Members present, in addition to Chairman Connors, were:

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

Also present at the meeting were:

Ms. Diane Bolender, Director, Legislative Service Bureau  
Mr. Timothy Faller, Deputy Director, Legislative Fiscal Bureau  
Mr. Sanford Scharf, Director, Computer Support Bureau  
Mr. William Angrick, Citizens' Aide/Ombudsman  
Mr. Richard Johnson, Deputy Director, Legislative Service Bureau  
Ms. Ruth Mosher, Deputy Citizens' Aide/Ombudsman

Also present at the meeting were other interested persons and staff.

Chairman Connors noted that all Committee members were accounted for and that each of the members had previously received a copy of the minutes of the last meeting in the mail. Chairman Connors asked whether there were any additions or corrections. No corrections or additions were mentioned. Chairman Connors then asked for unanimous consent to approve the minutes as mailed. There were no objections.

REPORTS OF THE OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Chairman Connors recognized Mr. William Angrick, Citizens' Aide/Ombudsman, for presentation of his reports. Mr. Angrick referred the Committee's attention to a legal report, which had been previously distributed to the Committee members. A copy of the Citizens' Aide/Ombudsman Legal Report is on file in the Legislative Service Bureau. Mr. Angrick stated that the Office of

Citizens' Aide/Ombudsman had been subpoenaed to testify in the Polk County District Court case Theresa Lynn Cline v. Barbara Olk, et al, that the office had resisted the subpoena, and that on August 13, 1990, the Court had quashed the subpoena. He noted that his legal report contains a copy of the Court's opinion on the subpoena issue.

Mr. Angrick then referred the Committee's attention to an administrative report which had been previously distributed to the Committee members. A copy of the report is on file in the Legislative Service Bureau. The report, Mr. Angrick stated, contains copies of reports submitted by staff members of the Office of Citizens' Aide/Ombudsman, relating to a study that the Office participated in with the Iowa Bar Association, Legal Services Corporation, the federal courts, and other agencies. The study, he said, pertains to legal services which are provided to inmates of Iowa correctional institutions, and the number of federal 42 U.S.C. 1983 filings by Iowa inmates in the federal courts. He noted that the Committee work is almost completed and that his staff reports contain information obtained as a result of visits to other state correctional systems and recommendations for improvement in the Iowa system.

Mr. Angrick said that his administrative report also contains information relating to the inadequacy of his current office space. He remarked that he had been engaged in discussions with Ms. Kathleen Williams, Administrator of Records Management in the Department of General Services, about the possibility for expansion into areas currently occupied by Ms. Williams' staff. Mr. Angrick stated that the cost of such an expansion is estimated at \$22,000 to \$25,000. Because of the difficulties associated with the space shortage and the estimated costs of current expansion proposals, Mr. Angrick asked that a subcommittee of the Service Committee be appointed to determine whether the current proposals are appropriate, or whether other options should be considered.

Mr. Angrick then referred the Committee to a personnel report for his office, which had previously been distributed to Committee members. A copy of the personnel report is on file in the Legislative Service Bureau. Mr. Angrick stated that Ms. Tina Eick has successfully completed the six-month probationary period for her position as Assistant Citizens' Aide/Ombudsman I. He also noted that Ms. Eick was awarded a substantial scholarship to Drake University Law School and is now attending law school on a full-time basis. Mr. Angrick added that, as of August 31, 1990, at her request, Ms. Eick was transferred to one-quarter time employment and, as of August 22 and September 14, two additional Assistant Citizens' Aide/Ombudsman I staff members were hired. The two new employees, he said, are Ms. Connie Bencke, whom he introduced to the Committee and who was formerly the Coordinator of Critical

Services at the Cedar Rapids Y.W.C.A., and Ms. Wendy Sheetz, who was not present but who is currently a Social Worker with the Department of Human Services. Mr. Angrick noted that his office currently has 11.25 FTEs, although there are 12.3 authorized positions.

Senator Welsh asked Mr. Angrick whether the cost estimates for additional space have been obtained from architects. Mr. Angrick stated that his office has obtained rough drawings only, but that it will cost approximately \$7,000 to remove two concrete tables which are causing some of the current problems, since the tables were built for weights and measures and have their own foundation. He added that the balance of the costs of construction will run from \$15,000 to \$17,000, depending on which walls are removed and what other accommodations are needed.

Chairman Connors asked whether there were other questions, and Senator Hutchins asked Mr. Angrick whether Ms. Eick was a full-time employee. Mr. Angrick replied that Ms. Eick is a full-time law student and is currently a one-quarter time employee. In response to further questioning by Senator Hutchins, Mr. Angrick added that Ms. Eick works a certain number of hours per pay period to fill the one-quarter time employment hour requirements. He added that she receives certain research and writing assignments which she is to complete during those hours. Mr. Angrick also stated that he will be monitoring and reviewing the situation to ensure that Ms. Eick's continued employment with the Office of Citizens' Aide/Ombudsman is in the best interests of the office. Mr. Angrick stated that the average law student completes the education requirements in approximately three years, but that he anticipates that Ms. Eick may wish to seek clerkship opportunities relating to her law school education in a year or two. He added that this current employment arrangement would maximize the Office's training investment in Ms. Eick and would avoid the necessity of hiring a new employee in January.

Chairman Connors asked whether the Space Allocation Committee of the Legislative Council is still in existence and whether such a committee could review the space problems that the Office of Citizens' Aide/Ombudsman is experiencing. Chairman Connors was informed that the Space Allocation Committee's term had expired, so that the Committee is no longer in existence. Chairman Connors asked Mr. Angrick whether the space allocation problems would result in any legislative recommendations. Mr. Angrick replied that it is possible, but that his office still is in the process of discussing the matter with a committee made up of nongovernmental persons to determine whether the current course is feasible. Chairman Connors then directed Mr. Angrick to develop a specific set of recommended duties for the requested subcommittee to perform, if it appears that the formation of such a space allocation subcommittee is needed.

Chairman Connors asked if there were any further questions and there were none. Chairman Connors then asked for unanimous consent to receive and file the Citizens' Aide/Ombudsman's reports. There were no objections and the reports were received and filed.

PERSONNEL REPORT OF THE LEGISLATIVE FISCAL BUREAU

Chairman Connors recognized Mr. Timothy Faller, Deputy Director of the Legislative Fiscal Bureau, for presentation of the Legislative Fiscal Bureau's personnel report. A copy of the report is on file in the Legislative Service Bureau. Mr. Faller began by noting that he was presenting the personnel report on behalf of Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau. Mr. Faller stated that, since the last personnel report of the Legislative Fiscal Bureau, the Bureau had filled two of its vacant positions, one employee had received a merit pay increase, and two persons had taken extended sick leave. Mr. Faller then introduced the two new employees of the Bureau, Mr. Leroy McGarity and Mr. Larry Sigel. Mr. McGarity, Mr. Faller explained, will be working with the Health and Human Rights Appropriations Subcommittee. Mr. Sigel, he said, will be working with the Administration Appropriations Subcommittee. Chairman Connors welcomed both Mr. McGarity and Mr. Sigel on behalf of the Committee.

Chairman Connors asked whether any of the members had questions of Mr. Faller. Representative Van Maanen indicated that he had a general question which he would like Mr. Faller, and perhaps also Ms. Bolender, Director of the Legislative Service Bureau, to answer. He then asked why, in most cases, two persons were assigned from each of the two bureaus to staff interim study committees. Mr. Faller began by noting that, in most cases, staff persons were assigned to interim committees in accordance with their areas of emphasis and interest during session, so that, if two persons were assigned to a particular appropriations subcommittee, they both would be assigned to a corresponding interim study committee. He stated, however, that staff members were also generally given primary and secondary work responsibilities with respect to any given study committee. Ms. Bolender responded that there are several reasons that two persons are assigned to interim committees. First, she stated, each committee is assigned a primary staffer who is responsible for committee work. She remarked, however, that the primary person may not always be able to be present at committee meetings, so a second staff person familiar with the committee's work is needed to staff the committee, and also that there are a number of tasks which need to be completed with respect to each interim committee, so that more than one person is needed to complete all of the tasks. She reminded the Committee that the Legislative Service

Bureau is responsible for committee minutes during the interim period, so that one staffer is busy completing that task while the other is responsible for taking care of any other items of business that may be required during the meeting and paying attention to committee members' needs. She remarked that experience has shown that it is almost impossible for one staffer to perform all of these functions alone, so that a two-staff approach was taken. Ms. Bolender also noted that if the primary staffer is sick, or otherwise unavailable, it is very helpful to have a backup person who is aware of the work of the Committee. Mr. Faller agreed that it is helpful to have a backup person, if the primary person is not available, to answer questions that committee members may have.

In response to comments from Representative Chapman, Mr. Faller responded that the two staff members on extended leave had not actually been ill, but, instead, had taken parental leave and had used sick leave for that purpose. He also noted that each of the two individuals had checked in with the office periodically to monitor their workloads and respond to requests. Representative Van Maanen asked whether the extended leave was unpaid. Mr. Faller and Representative Chapman responded that central legislative staff agency policy permits the use of available paid leaves before unpaid parental leave is requested.

Chairman Connors asked whether there was any additional discussion and, there being none, asked for unanimous consent to receive and file the report. There were no objections and the report was received and filed.

#### PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Chairman Connors recognized Ms. Diane Bolender, Director of the Legislative Service Bureau, for presentation of her personnel report. A copy of the report is on file in the Legislative Service Bureau. Ms. Bolender began her presentation by stating that, contrary to the information contained in her report, Ms. Marie Rolling-Tarbox would not be employed as a Legal Counsel I in the Legislative Service Bureau. She stated that Ms. Rolling-Tarbox had telephoned that morning and informed Ms. Bolender that she had been offered another position and would, therefore, not be accepting the Legal Counsel I position. Ms. Bolender said that the Legislative Service Bureau is in the process of offering the second vacant Legal Counsel I position to one of the applicants and that the Service Bureau will be reviewing the resumes and interviewees to determine whom they might consider for the Legal Counsel I position that had been offered to Ms. Rolling-Tarbox.

Chairman Connors asked whether any of the members had any questions for Ms. Bolender. There were no questions. Chairman

Connors asked for unanimous consent to receive and file the report. There were no objections and the report was received and filed.

REPORT OF THE COMPUTER OVERSIGHT SUBCOMMITTEE -- COMPUTER SUPPORT BUREAU PERSONNEL REPORT

Chairman Connors recognized Senator Hutchins for presentation of the report of the Computer Oversight Subcommittee. A copy of the report is on file in the Legislative Service Bureau. Senator Hutchins stated that the Computer Oversight Subcommittee had met earlier that morning and received a progress report on the installation of the personal computers by the Computer Support Bureau. He noted also that the Subcommittee members were introduced to a new employee of the Computer Support Bureau, Mr. Roel Campus, who was recently hired to fill the position of Microcomputer Analyst. Senator Hutchins stated that the Subcommittee also recommends that the Service Committee approve the creation of an additional Microcomputer Support Analyst I position within the Computer Support Bureau and approve the hiring of a new person to fill that position. Chairman Connors asked whether there were any questions. Representative Van Maanen commented that, although this may not have been included in the report, it is his understanding, and Mr. Scharf did indicate, that the creation and filling of this position would not cause Mr. Scharf to exceed his budget, taking into account and including the budget reductions that Mr. Scharf had indicated that he would be instituting. Both Senator Hutchins and Mr. Scharf confirmed that this is the case.

Chairman Connors asked whether there were any other questions or comments. There were none. Chairman Connors asked for unanimous consent to receive, file, and approve the contents of the report. There were no objections and the report was received, filed, and approved.

RECEIPT OF PROPOSED BUDGETS FOR FISCAL YEAR 1991-1992

Chairman Connors noted that each member had received in the meeting materials a copy of the proposed budgets for each of the central legislative staff agencies for the fiscal year beginning July 1, 1991. Chairman Connors added that the Committee was not scheduled to act on those budgets today, but that action on those budgets would take place in November. Chairman Connors then asked for unanimous consent to receive and file the proposed budgets. There were no objections and the budgets were received and filed.

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ADJOURNMENT

Chairman Connors asked whether there was any other business to be brought before the Committee. There was no additional business and the Committee adjourned at 11:40 a.m.

Respectfully submitted,

LESLIE E. WORKMAN  
Legal Counsel