

## **MINUTES**

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

**June 18, 1992**

#### **PRELIMINARY BUSINESS**

The June 18, 1992, meeting of the Service Committee of the Legislative Council was called to order by the Chairperson, Senator Michael Gronstal, at 10:19 a.m. in Room 22 of the State House, Des Moines, Iowa. Members of the Committee who were present at the meeting, in addition to Chairperson Gronstal, were as follows:

Representative John Connors, Vice Chairperson  
Senator Bill Hutchins  
Senator Jack Rife  
Representative Kay Chapman  
Representative Harold Van Maanen

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; and Mr. William Angrick, Citizens' Aide/Ombudsman. Also present were members of legislative staff and other interested persons. Senator Hutchins moved that the minutes of the May 19th meeting of the Service Committee, which had been previously distributed to the Committee members, be approved as distributed. There were no objections and the minutes were approved as distributed.

#### **ANNUAL PERSONNEL REPORTS**

Chairperson Gronstal noted that each of the members had received the annual personnel reports of the four central staff agencies. Copies of the reports are on file in the Legislative Service Bureau. He then recognized Ms. Diane Bolender, Director of the Legislative Service Bureau, for an explanation of the contents of the folders. Ms. Bolender indicated that the folders contain, for each of the four central staff agencies, an annual personnel report required under the personnel guidelines adopted by the Legislative Council that includes an organizational chart; position classifications; an annual report of the names of all employees, their positions, pay grades and steps, and merit increase eligibility dates; an overtime and compensatory time report; a work

attendance policy; a procedure for use of leave time; an educational leave report; a performance evaluation form; and a policies and procedures manual.

Representative Chapman asked whether these items were intended to replace the information which was distributed during the previous year, to which Ms. Bolender responded in the affirmative.

Senator Hutchins moved that the Committee receive and file the annual personnel reports. Chairperson Gronstal asked if there was any discussion. There was no discussion and the motion passed on a unanimous voice vote.

#### REPORT OF THE SALARY SUBCOMMITTEE

Chairperson Gronstal informed the Committee members that the Salary Subcommittee of the Service Committee had met on June 17, 1992, and had reviewed the work and recommendations of a staff committee on position classification system changes. He indicated that the report from that meeting is contained in the members' packets. Copies of the report are on file in the Legislative Service Bureau. Chairperson Gronstal added that the Subcommittee, which included himself, Representative Connors, and Senator Rife, had unanimously voted to recommend that the proposed position classification system and six staff recommendations relating to its implementation be recommended by the Service Committee for adoption by the Legislative Council. He noted that Senator Rife had recommended that the Committee consider the feasibility of providing only maximum and minimum salaries for each pay grade, abolishing the step increases. Senator Hutchins moved that the report and recommendations of the Salary Subcommittee be approved. Chairperson Gronstal asked if there was any discussion on the motion. There was no discussion and the motion passed on a unanimous voice vote.

#### PERSONNEL REPORT OF THE LEGISLATIVE FISCAL BUREAU

Chairperson Gronstal 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. He noted that the report that the Committee members had before them contained two revisions from the May report that had been deferred by the Service Committee. The revisions include two resignations that have taken place since the last meeting. Senator Hutchins moved, for discussion purposes, adoption of the report. Chairperson Gronstal asked whether there was any discussion on the motion. There was no discussion and the motion passed on a unanimous voice vote.

### PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Chairperson Gronstal 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 the only difference between the report that she had submitted in May and the report that the members had before them is that the current report recommends that Ms. Loanne Dodge be reclassified from Acting Deputy Code Editor to Iowa Code Editor. Senator Hutchins moved that the Committee adopt the report. Chairperson Gronstal asked if there was any discussion on the motion. There was no discussion and the motion passed on a unanimous voice vote.

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

Chairperson Gronstal recognized Mr. William Angrick, Citizens' Aide, for presentation of a personnel report. Mr. Angrick noted that his personnel report consisted of an introduction of a new employee, Mr. Jeffrey Burnham, who is filling the vacancy created by the resignation of Ms. Tina Eick. Mr. Angrick stated that Mr. Burnham formerly was employed as a reporter of municipal and police activities in Cedar Rapids. A copy of the report is on file in the Legislative Service Bureau.

Representative Connors moved that the Citizens' Aide personnel report be received and filed. Chairperson Gronstal asked if there was any discussion on the motion. There was no discussion and the motion passed on a unanimous voice vote.

### REPORTS OF THE COMPUTER USER POLICY DIRECTION COMMITTEE

Chairperson Gronstal recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for presentation of the reports of the Computer User Policy Direction Committee. Copies of the reports are on file in the Legislative Service Bureau. Mr. Prouty stated that the results of the Committee meetings relate to recommendations for use of the contract computer programming hours. He said that representatives from Unisys have indicated that they can extend the deadline for use of the remaining programming hours to December 31 if they receive the project requests before September 1. The Committee recommendations, Mr. Prouty indicated, include computerization of the Administrative Code and the use of moneys from the sale of the electronic Code data base to defray the costs of the

computerization project, installation of Windows 3.1 on the personal computers of the General Assembly, the Code publication project, the Bill Book project, the ET replacement project, the HP LaserJet project, and the Iowa Acts Search project. Mr. Prouty added that there will still be a need for the Computer User Policy Direction Committee to continue to meet, because, even after completion of all of the designated projects, there will still be unused programming time.

Representative Connors moved that the Committee receive, file, and recommend approval of the recommendations contained in the reports of the Computer User Policy Direction Committee. Chairperson Gronstal asked if there was any discussion on the motion. There was no discussion and the motion passed on a unanimous voice vote.

#### OTHER BUSINESS, ADJOURNMENT

Chairperson Gronstal asked if there was any other business to come before the Committee. Representative Connors reminded the Committee members that this would be the last Service Committee meeting which Senator Hutchins would be attending, noting Senator Hutchins' many years of service on the Committee and Legislative Council. The Committee members extended their thanks to Senator Hutchins for his service to the Committee and wished him luck in his future endeavors.

Chairperson Gronstal 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 10:30 a.m.

RESPECTFULLY SUBMITTED,

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