



MINUTES

Service Committee

Monday, June 25, 2018

MEMBERS PRESENT

Senator Jack Whitver, Vice Chairperson
Senator Janet Petersen
Senator Charles Schneider

Representative Linda L. Upmeyer, Chairperson
Representative Chris Hagenow
Representative Mark Smith

LSA CONTACTS: Organizational staffing provided by: Rich Johnson, Legal Services Division Director, 515.281.3894; Minutes prepared by: Ed Cook, Legal Services, 515.281.3994

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I. Procedural Business

Call to Order. Chairperson Linda Upmeyer called the June 25, 2018, meeting of the Service Committee of the Legislative Council to order at 2:01 p.m. in Room 22 of the State Capitol.

Committee Business. Upon motion by Senator Charles Schneider, the Service Committee elected Senator Jack Whitver as Vice Chairperson of the committee by voice vote. Upon motion by Vice Chairperson Whitver, the committee approved the minutes from the June 22, 2017, meeting of the committee by voice vote.

Adjournment. The meeting was adjourned at 2:11 p.m.

II. Central Staff Agency Personnel Reports and Budgets

The Service Committee received the proposed fiscal year 2019 budget and annual personnel report, including proposed promotions, for the Legislative Services Agency. Mr. Glen Dickinson, Director of the Legislative Services Agency, noted that the Legislative Services Agency proposed budget includes an increase for printing costs because the Code of Iowa will be published this year. However, the budget does reflect decreases for personal services and information technology outside services and equipment. The committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2019 proposed budget and annual personnel report of the Legislative Services Agency.

The Service Committee also received the proposed fiscal year 2019 budget and annual personnel report, including proposed promotions, for the Office of Ombudsman. Ms. Kristie Hirschman, Ombudsman, noted that the proposed budget is slightly more than the budget for the prior fiscal year to reflect increased personal services costs. The committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2019 proposed budget and annual personnel report of the Office of Ombudsman.

III. Legislative Council Policies and Procedures

Mr. Richard Johnson, Legal Services Division Director of the Legislative Services Agency, described proposed miscellaneous changes to the Legislative Council Policies and Procedures, concerning personnel record retention, harassment policy updates, and rules for prefiling legislative bills. Mr. Johnson noted that the proposed changes were largely clean-up and were developed in consultation with Senate and House staff as well as the new Legislative Human Resources Director, Kate Murphy. Concerning personnel records, the proposed change requires that personnel records of an employee be retained for seven, and not three years, after employee termination. Regarding the harassment policy, the changes reflect nomenclature changes, elimination of a reference to a grievance procedure eliminated last year, and inclusion of language that harassment complaints be handled confidentially to the greatest extent possible. The proposed changes relative to prefiling bills were made to reflect current practice relative to the release of approved departmental or agency bill drafts and to eliminate the reference to the Emergency Response Commission as that commission has been abolished. Upon motion by Vice Chairperson Whitver, the Service Committee, by voice vote, recommended that the Legislative Council approve the proposed changes to the Legislative Council Policies and Procedures.

IV. Policies and Procedures

Mr. Johnson described the changes made to the Legislative Services Agency Policies and Procedures. Mr. Johnson noted that the changes reflect that the agency no longer produces CD-Roms for legal publications produced by the Legislative Services Agency and that the Administrative Services Division



has text processing responsibility regarding administrative rules. The changes also correct descriptions of Iowa Code sections that relate to certain agency procurements and official publications and update the descriptions of certain employee benefits to match current offerings to employees. The changes also make updates to job description titles and provides for consolidation of duties relating to administrative rules publication and administrative rules review committee staffing. The Service Committee received and filed the changes to the Legislative Services Agency Policies and Procedures.

Ms. Hirschman presented a revised and updated Office of Ombudsman Employee Handbook to the Service Committee. Ms. Hirschman noted that the handbook had last been reviewed in 2003 and that the updated handbook was developed in consultation with the new Legislative Human Resources Director and assistance from the Legislative Services Agency. The committee received and filed the changes to the employee handbook.

V. Legislative Staff Pay Matrix

Upon motion by Vice Chairperson Whitver, the Service Committee, by voice vote, recommended that the Legislative Council approve a 1 percent increase in the legislative pay matrix effective with the pay period that includes July 1, 2018.

VI. Materials Filed With the Legislative Services Agency

1. Fiscal Year 2019 budgets and Annual Personnel Reports from the Legislative Services Agency and the Office of Ombudsman.
2. Changes to the Legislative Council Policies and Procedures.
3. Changes to the Legislative Services Agency Policies and Procedures.
4. Revised and updated Office of Ombudsman Employee Handbook.