

M I N U T E S

SERVICE COMMITTEE

October 12, 1983

The meeting of the Service Committee was called to order at 11:35 a.m. on Wednesday, October 12, 1983, by Senator Coleman acting as Temporary Chairperson in the absence of Chairperson Hutchins, in Committee Room 22 of the State House. Members present were:

Senator C. Joseph Coleman  
Senator Merlin Hulse  
Representative Jean Lloyd-Jones  
Representative Delwyn Stromer

Also present were:

Mr. Serge Garrison, Director, Legislative Service Bureau  
Mr. Bill Angrick, Citizens' Aide  
Mr. Dennis Prouty, Director, Legislative Fiscal Bureau  
Ms. Phyllis Barry, Administrative Rules Coordinator  
Ms. Diane Bolender, Legislative Service Bureau

Temporary Chairperson Coleman called for comments from Mr. Angrick about his requests made in a letter to Service Committee members, dated September 30, 1983. Mr. Angrick asked for approval to employ Ms. Susan Lamb as Legal Analyst to fill a vacant position. He stated that Ms. Lamb would be assigned Pay Grade 29 and an annual salary of \$22,089.60 which is slightly above the beginning salary for that pay grade, but is equal to the salary being paid the previous Legal Analyst. Representative Stromer moved that the Service Committee recommend Ms. Lamb's employment to the Legislative Council. Representative Lloyd-Jones seconded the motion, and it carried.

Mr. Angrick stated that Ms. Eileen Couchman, State Vehicle Dispatcher, has recommended that the Office of Citizens' Aide accept the car presently leased from the State Vehicle Dispatcher as a gift, rather than continuing to lease the vehicle. He indicated that the Office of Citizens' Aide would become responsible for maintenance and gasoline and oil costs presently covered under the leasing arrangement and would also be required to establish a depreciation account and place \$90 per month in the account in order to have funds to replace the vehicle. Temporary Chairperson Coleman noted that information received from the State Vehicle Dispatcher indicates that \$2,700 was paid for rental of the vehicle for a ten-month period and if the vehicle had been assigned to the Office of Citizens' Aide the cost would only have been \$2,060. Mr. Angrick indicated that he anticipates about \$1,200 per year savings. Representative Stromer asked whether the employees of the Office of Citizens' Aide take the vehicle home to their residences. Mr. Angrick indicated he would continue the policy he has established for the leased car which is that the vehicle is driven to the employee's residence only if the residence is on the road to the vehicle's destination for the next day.

Senator Hulse inquired how the vehicle is currently serviced. Mr. Angrick responded that the vehicle is taken to the State Vehicle Dispatcher for servicing and the agency also possesses a state charge card. He further commented that under the assignment policy, the Office of Citizens' Aide will be charged for actual maintenance performed on the car. Temporary Chairperson Coleman suggested that the Service Committee review the costs of owning the vehicle after one year, and if it appears that the agency is not saving sufficient funds, the Office of Citizens' Aide may wish to return to the leasing procedure. Representative Stromer moved that the Service Committee recommend that the Legislative Council approve that the Citizens' Aide complete procedures necessary to accept the automobile that it presently leases from the State Vehicle Dispatcher and the Service Committee will review the costs after one year. The motion was adopted.

Mr. Angrick asked that the temporary part-time employee salary rate for the Office of Citizens' Aide be increased from \$4.50 per hour to \$5.75 per hour which is comparable to the salary rate paid by the General Assembly for secretaries. Representative Stromer moved that the Service Committee recommend that the Legislative Council approve the increase in salary rate recommended. Representative Lloyd-Jones seconded the motion, and it carried.

Senator Hutchins was present at the Committee meeting and assumed the chair.

Mr. Angrick asked for consideration by the Service Committee of his request of February 22, 1983 for the Service Committee to review the compensatory time policy used by the agency. He commented that statements made in the agency audit said that the compensatory time policy needed a review by the body to which the Citizens' Aide reports. Representative Stromer asked whether Mr. Angrick has a maximum hour policy. Mr. Angrick responded that he allows employees to accrue up to 80 hours on an hour-for-hour basis. Chairperson Hutchins asked Mr. Angrick to defer until another meeting for the discussion on this subject.

Mr. Angrick stated that the confidentiality provisions of the new Department of Corrections have been interpreted that the Department is not able to tell the location of its inmates. He stated that a number of inquiries have been made to the Citizens' Aide from spouses, mothers, and fathers wondering where the inmate is incarcerated. Chairperson Hutchins stated that the Service Committee will check further into the problem.

Chairperson Hutchins thanked Mr. Angrick and called for comments from Mr. Garrison. Mr. Garrison asked on behalf of the Code editing staff, that temporary employee, Toni Boyd, be transferred to a permanent status. It was noted that the transfer will not cause budgetary problems since there is no increase in salary and a temporary employee recently resigned and was not replaced. Representative Lloyd-Jones moved that the Service Committee

recommend the employment change to the Legislative Council. The motion was adopted.

Mr. Garrison asked that the salary rate of Julie Elder, Assistant Public Information Office in the Legislative Service Bureau, be increased to \$15,204.80, which is the starting salary rate for the position specified in the job classification plan of the Legislative Service Bureau. He explained that Ms. Elder had been employed on probationary status in June at a salary of \$12,147.20 because Ms. Elder lacked experience that would justify hiring her at the recommended level. He expressed the belief that Ms. Elder has demonstrated that she has the qualifications, skills, and abilities required for the position. Senator Hulse moved that the Service Committee recommend to the Legislative Council that Ms. Elder's salary be increased to the recommended level. The motion was adopted.

Mr. Garrison noted that Service Committee members had received information about the resignation of Mr. Wayne Faupel, Code Consultant, effective December 31, 1983. He stated that he is in the process of negotiating a salary with a person who would be employed in the Code Consultant's Office after working in the Service Bureau for an initial period and who would be expected to know both the procedures of the Legislative Service Bureau and the procedures of the Code Editor's Office as well as the applications of the new computer system and publication procedures. He indicated that such a person would assist JoAnn Brown and Phyllis Barry in the Code publication and can provide a liaison between the two offices in the Code publication operation. He indicated he is not ready to make final decisions on the employment, but stated he wishes to inform the members of the Service Committee. He also suggested that the Legislative Council may wish to provide recognition to Mr. Faupel for 51 years of service to State of Iowa.

Mr. Joe O'Hern, Chief Clerk of the House of Representatives, commented that he was present at the meeting at the request of the Computer Subcommittee of the Legislative Council. He distributed copies of a job description for the position of Manager of Legislative Data Processing, a copy of which may be obtained from the Legislative Service Bureau upon request. He suggested that the Service Committee should be thinking about personnel to operate the new data processing system. He stated that the Computer Subcommittee believes it is necessary to seek authorization from the Legislative Council to advertise for the position and initiate the hiring process, but he is not requesting permission to employ such a person. Chairperson Hutchins noted that some other state agencies have indicated interest in tying in with the legislative computer, and it is important to have a person as a legislative employee who can make decisions in this area.

Representative Lloyd-Jones asked for further clarification concerning the requirement that the individual possess "excellent communication skills." Mr. O'Hern responded that not only are writing skills important, but the individual will be responsible

for communication with many different agencies and although the person may be technically qualified, he or she may be unable to communicate orally with other persons. Representative Stromer moved that the Service Committee recommend that the Legislative Council grant authority to the Legislative Staff Computer Subcommittee, composed of the Director of the Legislative Service Bureau, the Director of the Legislative Fiscal Bureau, the Chief Clerk of the House, and the Secretary of the Senate, operating under the Computer Committee of the Legislative Council, to commence preliminary activities for employment of a Legislative Data Processing Manager. The motion was adopted.

Mr. O'Hern stated that the Computer Subcommittee had also asked that the Service Committee discuss a suggested tentative organizational structure for legislative data processing personnel. He suggested, on behalf of the Computer Subcommittee, that the Legislative Data Processing Manager be subject to the directions of the Legislative Staff Computer Subcommittee, but policies, salary rates, and hiring practices for this person would be established under guidelines of the Service Committee and the Legislative Council in the same manner as Council legislative agencies. Representative Lloyd-Jones moved that the Service Committee recommend to the Legislative Council that the proposed organizational structure be approved, and the motion was adopted.

Mr. Prouty explained that during the 1983 legislative session, \$10,000 had been appropriated to the Legislative Fiscal Bureau for position reallocations. He commented that he had already used \$3,500 of this money and \$6,500 remains. He distributed copies of a proposed position reallocation for five employees of the Legislative Fiscal Bureau. A copy of the plan is attached and by this reference made a part of these minutes. He commented that since more than three months of the current fiscal year have elapsed, only \$4,500 of the \$6,500 will be used during the current fiscal year. Mr. Prouty explained that although salaries have been frozen throughout state government, the Merit Employment Department informed him that position reallocation is also taking place for employees in the executive branch of government. Representative Lloyd-Jones moved that the Service Committee recommend to the Legislative Council that approval be given to the position reallocation recommended by Mr. Prouty. The motion was adopted. Mr. Prouty added that he has two positions approved in the table of organization which are not filled and would like to fill one of them with a person who could assist Mr. Dickinson in the school aid area and assist Ms. Gaare in the property tax area. He indicated that he will be placing an ad in the Des Moines Sunday Register later in October.

The Service Committee adjourned at 12:17 p.m.

Respectfully submitted,

DIANE BOLENDER  
Senior Research Analyst