

M I N U T E S  
SERVICE COMMITTEE  
OF THE LEGISLATIVE COUNCIL  
October 16, 1985

PRELIMINARY BUSINESS

The meeting of the Service Committee was called to order at 11:00 a.m. on Wednesday, October 16, 1985, by the Chairman, Representative John Connors, in Committee Room 22 of the State House, Des Moines. Members present in addition to the Chairman were:

Senator Lee Holt  
Senator C. W. (Bill) Hutchins  
Senator Joe Welsh

Also present were:

Mr. William Angrick, Citizens' Aide  
Mr. Dennis Prouty, Director, Legislative Fiscal Bureau  
Mr. Sandy Scharf, Director, Computer Support Bureau  
Mr. Donovan Peeters, Director, Legislative Service Bureau  
Mr. Thane Johnson, Senior Research Analyst, Legislative  
Service Bureau  
Ms. Diane Bolender, Senior Research Analyst, Legislative  
Service Bureau

Senator Hutchins moved that the minutes of September 19, 1985 be adopted as distributed to Committee members, and the motion carried.

LEGISLATIVE BRANCH COMPARABLE WORTH STUDY

Chairman Connors noted that the Legislative Council at its September 19th meeting had adopted the recommendation of the Service Committee that Arthur Young & Co. be selected to conduct a comparative worth study of the legislative branch effective at the next Legislative Council meeting contingent upon the receipt by the Legislative Council of a letter from the corporate headquarters of Arthur Young & Co. that the firm supports and abides by the Sullivan Principles as they relate to the Republic of South Africa. He explained that he has been in telephone contact with representatives from Arthur Young & Co., and he distributed copies of correspondence dated October 15, 1985, from Mr. Thomas W. Bruett.

He noted that the correspondence indicated that the firm that would be performing the comparable worth study is American-based and does not control any South African operations and has no employees there. He asked the Committee for a decision, noting that Arthur Young & Co.'s bid is considerably lower than those of the other firms. Senator Holt moved that Arthur Young & Co.-United States be selected to conduct a comparative worth study of the legislative branch. The motion carried.

It was noted that two options were outlined in addition to the basic study. The first option, for a cost of \$3,200, was to develop a new set of job descriptions based on new data, and the second option, at a cost of \$5,500, is to develop a system tailor-made for the legislative branch. Senator Welsh moved that the Committee approve option 2 in addition to the basic study for a total cost of \$21,900\*. He expressed a belief that legislative employment is different from executive and judicial branch employment, and the system should be tailor-made for the legislative branch. Senator Welsh's motion carried.

\* NOTE: Subsequent study of the bid indicates that the cost of option 2 is \$3,200, for a total cost of \$19,600.

### 3.85% BUDGET REDUCTION FOR LEGISLATIVE AGENCIES

The directors of the Legislative Service Bureau, Legislative Fiscal Bureau, Computer Support Bureau, and the Citizens' Aide presented documents outlining how they propose to change the budget allocation previously approved for each of these offices for their agencies for the fiscal year beginning July 1, 1985 and ending June 30, 1986 to reflect a 3.85% budget reduction. In addition Mr. Peeters presented the budget reduction proposal for the Iowa Code Office because Ms. Barry was on vacation. Copies of the budget reduction proposals are on file with the Legislative Service Bureau.

Senator Welsh moved that the budget reduction proposals of the legislative agencies be received and filed, with the understanding that expenditures for each agency for the fiscal year ending June 30, 1986 will not exceed 96.15% of the amount budgeted for that year for that agency.

### STRUCTURAL AND WORKING RELATIONSHIP BETWEEN SERVICE BUREAU AND IOWA CODE OFFICE

Senator Hutchins moved that the Director of the Legislative Service Bureau be directed to study all aspects of the structural and working relationship between the Legislative Service Bureau and the Iowa Code Office, particularly as they relate to the publication of the Code of Iowa and the Session Laws, and report back to the Service Committee with recommendations relating to those relationships. The motion was adopted.

DISTRIBUTION OF MATERIALS OF SERVICE BUREAU

Senator Holt moved that the Director of the Legislative Service Bureau be directed to study the amount and cost of the materials being distributed by the Legislative Service Bureau and report to the Service Committee on the situation. Mr. Peeters commented that there is a tremendous volume of paper distributed by the Legislative Service Bureau. He indicated that he is happy to make materials available to the public, but perhaps taxpayers should not be paying for the copying charges. Senator Holt's motion was adopted.

GARCIA CASE INFORMATION

Chairperson Hutchins recognized Ms. Voss to discuss information she has obtained about implementation of the U. S. Supreme Court decision in the Garcia case relating to overtime policies for employees of state and local governments. Ms. Voss stated that she was initially concerned about the compensatory time policy currently in effect for the Office of Citizens' Aide and how it would be affected by the decision and contacted the United States Department of Labor. Representatives from the U. S. Department of Labor indicated that the Office of Citizens' Aide would be monitored under the Fair Labor Standards Act and must be paid time and one-half for overtime commencing October 15, 1985.

Ms. Voss continued that she had contacted the Director of Employment Relations for the State of Iowa who indicated that the United States Congress is in the process of enacting a bill that will allow state employees to continue receiving compensatory time for overtime hours worked. The legislation will allow employees and management to negotiate an overtime policy. Ms. Voss stated that she will continue to monitor the situation in Washington, D.C. Chairperson Connors stated that he is encouraged by the attitude of the United States Congress toward the situation.

EMPLOYMENT OF ASSISTANT CITIZENS' AIDE/OMBUDSMAN

Mr. Angrick introduced Mr. Scott Peterson as his candidate for employment as an Assistant Citizens' Aide/Ombudsman in the Office of Citizens' Aide. He indicated that Mr. Peterson is a recent graduate of the University of Iowa Law School and had previously graduated from the United States Naval Academy. Mr. Angrick asked that Mr. Peterson be employed at pay grade 24, step 1. Senator Holt asked whether it is necessary to fill the vacancy of Assistant Citizens' Aide/Ombudsman. Mr. Angrick responded that he believes it is definitely necessary to fill the vacancy. He has a small staff that last year completed four thousand contacts. He commented that it currently takes from thirty-five to forty-five days to complete a case and this is an acceptable waiting period, but with fewer staff members the delays may increase to six months or more. He added that he has already targeted a 3.85% reduction in his budget for the fiscal year. Senator Welsh moved that the Service Committee recommend that the Legislative Council approve

the employment of Mr. Peterson, and the motion was adopted. Chairman Connors expressed appreciation to Mr. Angrick for his analysis of applicants for affirmative action purposes.

#### EMPLOYMENT OF DATA PROCESSING CLERK

Senator Hutchins moved that the Service Committee recommend that the Legislative Council approve the employment of Ms. Cheryl Porath as a Data Processing Clerk in the Computer Support Bureau at pay grade 18, step 1. The motion was adopted.

#### DEPUTY DIRECTOR OF THE LEGISLATIVE SERVICE BUREAU

Mr. Peeters commented that at the September 19 meeting, the Legislative Council approved the position of Deputy Director of the Legislative Service Bureau. He stated that he has posted a notice of the vacancy as required in the policy for posting notices and will present a candidate for Deputy Director and the proposed salary at the next Council meeting.

#### DISTRIBUTION OF ADMINISTRATIVE BULLETIN, ADMINISTRATIVE CODE, AND CODE OF IOWA

Mr. Peeters noted that action of the Legislative Council at the September 19th meeting directed Mr. Peeters to determine whether to change the employment status of the proofreader/assistant indexer from temporary to permanent, and he asked to defer a decision on the position until the next Service Committee meeting. He commented that he has been meeting with Ms. Barry to discuss the procedures of the Iowa Code Office and noted that earlier in the meeting the Service Committee had directed him to study all aspects of the structural and working relationship between the Legislative Service Bureau and the Iowa Code Office. Mr. Peeters commented that the workload of the Iowa Code Office is heavy and continuing with a new Administrative Bulletin issued every two weeks and supplements to the Iowa Administrative Code also edited and prepared for distribution every two weeks. Mr. Peeters noted that Iowa supplements its Administrative Code more often than any other state, and he commented that often, the supplements are issued every six months in other states. Senator Welsh suggested that Mr. Peeters also study the costs of operation of the Iowa Code Office, and make suggestions about billing agencies in the executive branch to try to recoup costs. It was noted that the Iowa Code Office also publishes the Rules for the court system. Senator Welsh moved that Mr. Peeters, in his review and analysis of the structure and operation of the Iowa Code Office, determine the cost of processing administrative rules of the executive and judicial branches and make recommendations to the Service Committee for reducing these costs. Two areas to be considered are charges to the executive agencies and the court and frequency of the publication of supplements to the Iowa Administrative Code. Senator Hutchins asked unanimous consent that Senator Welsh's motion be amended to direct that Mr. Peeters also study the costs of publication and distribution of the Code of Iowa in relation to

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the amount charged to purchasers and offices and individuals entitled to free distribution. There were no objections, and Senator Welsh's motion was adopted.

ADJOURNMENT

The Service Committee adjourned at 11:45 a.m.

Respectfully submitted,

DIANE BOLENDER  
Senior Research Analyst