

MINUTES
SERVICE COMMITTEE

November 15, 1984

The meeting of the Service Committee was called to order at 11:10 a.m. by the Chairman, Senator C. W. (Bill) Hutchins, on Thursday, November 15, 1984, in Committee Room 22 of the State House, Des Moines, Iowa. Members present in addition to the Chairman were:

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

Also present were:

Mr. Serge Garrison, Director, Legislative Service Bureau
Mr. Dennis Prouty, Director, Legislative Fiscal Bureau
Mr. Bill Angrick, Citizens' Aide
Ms. Diane Bolender, Senior Research Analyst, Legislative Service Bureau

Senator Coleman moved that the minutes of the October 2 Service Committee meeting be approved as distributed to Committee members, and the motion was adopted.

Mr. Garrison indicated that at the October 2 Service Committee meeting, the Service Committee had recommended that the Legislative Council approve the employment of Ms. Kay Chopard as an Attorney I in the Legislative Service Bureau. He explained that Ms. Chopard had not accepted the employment offer, and he asked that the Service Committee recommend that the Legislative Council approve the employment of Ms. Lynette Donner as an Attorney I. He indicated that Ms. Donner is a very qualified person and he had a difficult time in deciding between the two final candidates. Senator Hulse moved that the Service Committee recommend that the Legislative Council approve the employment of Ms. Donner, and the motion was adopted.

Mr. Garrison stated that Mr. Elliott Smith, Research Analyst I, has submitted his resignation and will be leaving employment about January 1, 1985. He indicated that he and Mr. Koebernick will begin searching for a replacement for Mr. Smith.

Mr. Garrison read from a memorandum addressed to members of the Service Committee relating to his resignation. A copy of Mr. Garrison's memorandum is attached and by this reference made a part of these minutes. Senator Coleman moved that the Service

Committee recommend that the Legislative Council accept the resignation of Mr. Garrison, and the motion was adopted.

Senator Coleman moved that the Service Committee recommend that the Legislative Council appoint Ms. JoAnn Brown as Acting Code Editor, and the motion was adopted. He also moved that Mr. Burnette Koebernick be appointed Acting Director of the Legislative Service Bureau. Representative Stromer asked whether Mr. Koebernick would be paid a salary differential for assuming the additional duties. Chairman Hutchins suggested that the salary remain at its present level until consideration at the December Service Committee meeting. Senator Coleman's motion was adopted.

Representative Lloyd-Jones moved that the Service Committee recommend to the Legislative Council that Mr. Koebernick be granted the authority to employ an additional attorney for the session only, and the motion was adopted. Representative Lloyd-Jones moved that Ms. Autumn McGrean be retained in the Legislative Service Bureau offices and that an additional employee be hired by the Public Information Office for the session only. Representative Lloyd-Jones' motion was adopted.

Senator Coleman thanked Mr. Garrison for all the assistance he had provided to him over the past 17 years and for all the assistance he has provided to the Service Committee.

Senator Hulse asked about the procedure for finding a replacement. Chairman Hutchins responded that he anticipates that the position will be advertised nationwide and candidates will be solicited. Mr. Garrison commented that the normal procedure is for the Service Committee to be involved in the selection of a new director. Mr. Garrison suggested that the Service Committee think about placing advertisements in newspapers in March and filling the vacancy after the session.

Chairman Hutchins expressed his appreciation to Mr. Garrison for all the assistance he has provided over the years. He called for a report from Mr. Prouty. Mr. Prouty stated that he has replacements for Ms. Tammy Fujinaka and Ms. Kathleen Coleburn who resigned earlier in the summer. Representative Stromer moved that the Service Committee recommend that the Legislative Council approve the employment of Mr. Robert Snyder and Mr. Carey Novak as Legislative Analysts in the Legislative Fiscal Bureau at Pay Grade 24, Step 2. The motion was adopted.

Mr. Angrick asked that the Service Committee recommend that the Legislative Council approve the employment of Mr. Randy A. Meline as an Assistant Citizens' Aide at Pay Grade 24, Step 1. Mr. Angrick also indicated that Mr. Clarence Key was present to answer any questions concerning an affirmative action survey conducted by the Office of Citizens' Aide concerning the hiring practices used for the employment of Mr. Meline. There were no questions. Mr. Angrick indicated that he intends to continue the process he began

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in the fall using several employees to cover the correctional institutions during Mr. Meline's probationary period. Senator Hulse moved that the Service Committee recommend that the Legislative Council approve the employment of Mr. Meline, and the motion carried.

The Service Committee adjourned at 11:30 a.m.

Respectfully submitted,

DIANE BOLENDER
Senior Research Analyst