

M I N U T E S
SERVICE COMMITTEE
OF THE
LEGISLATIVE COUNCIL

June 12, 1984

The meeting of the Service Committee of the Legislative Council was called to order at 11:15 a.m. by the Committee Chairperson, Senator C. W. (Bill) Hutchins on Tuesday, June 12, 1984 in Committee Room 22 of the Statehouse, Des Moines, Iowa. Members present in addition to the Chairperson were:

Senator C. Joseph Coleman
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 II, Citizens' Aide
Ms. Phyllis Barry, Code Consultant's Office
Ms. Diane Bolender, Senior Research Analyst, Legislative Service Bureau

Senator Coleman moved that the minutes of the May 15 meeting of the Service Committee be approved as mailed to Committee members. The motion was adopted.

Chairperson Hutchins noted that Committee members had received a report of proposed travel expenses for the Legislative Service Bureau and a proposed budget allocation for the Service Bureau for the next fiscal year. Representative Stromer moved that the Legislative Service Committee receive the report of the travel expenses of the Legislative Service Bureau. The motion was adopted.

Representative Stromer commented that he has received information that the State Comptroller must find an additional \$3,000,000 and he asked whether Mr. Garrison anticipates that his appropriation will be reduced and in what manner. Mr. Garrison responded that he believes that he will be charged the \$12,000 cost for maintenance contracts for the Legislative Service Bureau computer terminals which had been paid for in the past by the Central Data Processing Division. He indicated he will fund this amount using a portion of \$15,000 he was appropriated to enhance Code publication and will fund a portion of the amount from general office supplies. He commented that future enhancements for Code Publication on the present system will then not be possible because there will be no funds to pay for them.

In response to the same question, Mr. Prouty indicated that the Department of General Services' budget short fall will not affect the Legislative Fiscal Bureau because the agency does not receive any services from the Central Data Processing. He indicated that he has suggested to the State Comptroller and the Inspector General that they keep the General Assembly advised about savings and transfers to cover the \$3,000,000 short fall.

Representative Lloyd-Jones moved that the Service Committee recommend that the Legislative Council approve the budget allocation for the Legislative Service Bureau for the 1984-1985 fiscal year at the levels recommended by the Director, and the motion was adopted.

Ms. Barry commented that the Code Consultant's Office needs additional funds to complete furnishing its new quarters in the Lucas State Office Building. Mr. Garrison responded that the issue has been placed on the agenda of the Administration Committee.

Ms. Barry commented upon the proposed budget allocation for the next fiscal year for the Code Consultant's Office. Ms. Lloyd-Jones suggested that action on the budget allocations be deferred until a decision has been made on the proposed salary increases for employees of the Code Consultant's Office. The Committee also agreed to defer action on the proposed budget allocation for the next fiscal year for the Legislative Fiscal Bureau.

Representative Lloyd-Jones, Chairperson of the Salary Subcommittee, announced that members of the Salary Subcommittee had met after adjournment of the Salary Subcommittee meeting and the members expressed concern that the information provided by the four legislative agencies was not presented using uniform forms. She commented that there were concerns expressed about the reclassifications and about maintaining consistency with pay scales in the Legislature itself. She expressed the belief that the Salary Subcommittee believed that it had two choices, one was to ask the Legislative Council to authorize a total salary amount requested and delay salary decisions until after the Rules and Administration Committees in the House and Senate meet and until decisions for all agencies can be made at once, or to approve the salaries as requested and ask the various legislative agency directors to establish a goal in which all agencies would have salaries in similar grades and on specific steps within those grades in one or two years.

Representative Stromer added that his ultimate goal is for all agencies to use the same pay matrix and to provide that all employees with similar responsibilities are in the same grade and all employees are on a specific step within the grade. Mr. Garrison responded that his salary recommendations are within the legislative pay matrix ranges. He noted that he does not know what the House and Senate will do with regard to salaries for their employees but his employees last received salary increases as of July 1, 1982, and those increases were cost-of-living increases.

He expressed the belief that the employees deserve merit raises and they deserve them July 1, 1984. Representative Stromer asked whether Mr. Garrison could list his employees and indicate for those who are not on a specific step whether they are slightly below or slightly above a specific numbered step. Mr. Garrison responded in the affirmative.

Chairperson Hutchins commented that he would like salary requests to be submitted in a uniform manner. He noted that it seems that all the legislative agencies are moving toward the same legislative pay matrix and he suggested that the Committee accept the salary recommendations as submitted by the agencies and have the Salary Subcommittee continue to function with the goal of placing all employees on a specific step as soon as possible in the future. It was also noted that the Salary Subcommittee may continue meeting because of comparable worth situations.

Representative Stromer agreed with Chairperson Hutchins and asked the directors of the legislative agencies to submit to the Service Committee a listing of their employees, the grade, and the step which is closest to the employee's salary. The directors agreed

Representative Lloyd-Jones asked the directors whether they would rather have the Legislative Council act at its June 12 meeting or wait until decisions have been made by the Rules and Administration Committees. Mr. Garrison stated that he prefers adoption of the salary increases he has recommended rather than revising the recommendations so that some employees will receive increases now and some employees will receive increases later during the fiscal year.

Ms. Barry indicated she would also like to provide salary increases at the rate she recommended. Representative Stromer commented that Ms. Barry's salary increases in some cases exceed 12% and he suggested that she establish increases for her employees that place those employees on specific steps within the grade to which they have been classified.

Mr. Angrick stated that he would prefer that the salary increases that he requested be granted and that future salary increases for the three employees who are not on a specific step within their grade will be for a specific step within that grade.

Representative Stromer asked about the position reclassification for Ms. Green. Mr. Angrick indicated that the duties of Ms. Green require cumulative skills and he wishes both his clerical employees, even though their duties are different, to be classified as grade 16.

Mr. Prouty announced that he wants to move to using the legislative pay matrix and does not want the salary increases delayed.

Representative Lloyd-Jones asked Ms. Barry for a copy of her alternate salary increase plan to which she had referred at the June 11 meeting of the Salary Subcommittee. Ms. Barry distributed an alternate plan on which she had written specific salaries from a pay matrix.

Ms. Lloyd-Jones agreed that Ms. Barry needs to increase salaries of her employees beyond the 6.6%. The Service Committee directed Ms. Barry to recalculate salary increases for her employees providing at least 6.6% increases and an increase beyond that percentage up to a specific step on the legislative pay matrix. Ms. Barry agreed to do so and to bring the salaries to the Legislative Council.

Mr. Garrison asked that Mr. Kaufman's salary be increased by \$686.

The Service Committee agreed to recommend that the Legislative Council approve the salary increases recommended by the Legislative Service Bureau, with the additional increase for Mr. Kaufman, and by the Citizen's Aide and the Legislative Fiscal Bureau Director.

Representative Lloyd-Jones moved that the Service Committee recommend that the Legislative Council approve the employment of Ms. Ruth Bender as a Legislative Analyst I at pay grade 24, step 2, to replace Mr. Allan Swainston who resigned. The motion was adopted.

Representative Lloyd-Jones moved that the Service Committee recommend that the Council approve the budget allocations for the 1984-1985 fiscal year for the Legislative Service Bureau, the Citizen's Aide and the Code Consultant's Office as submitted. The motion was adopted.

The Service Committee agreed that the motion relating to the budget allocations also included a recommendation for approval from the Legislative Council for an outside remuneration policy for employees of the Office of Citizen's Aide and the employment of a part-time clerical person as needed.

The meeting adjourned at 12:30 p.m.

Respectfully submitted,

DIANE BOLENDER
Senior Research Analyst