

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

June 23, 1981

A meeting of the Service Committee of the Legislative Council was called to order at 10:35 a.m. in the Speaker's Conference Room of the State House by the Chairperson, Speaker Delwyn Stromer, on Tuesday, June 23, 1981. Members present were:

Speaker Delwyn Stromer, Chairperson
Senator John S. Murray
Senator John Connors
Senator Gary Baugher
Representative Ingwer Hansen

Also present were:

Mr. Wayne Faupel, Code Editor
Ms. Phyllis Barry, Deputy Code Editor
Mr. William Angrick, Citizens' Aide
Mr. Gerry Rankin, Director of the Legislative Fiscal Bureau
Mr. Serge Garrison, Director of the Legislative Service Bureau
Ms. Henrietta Macaulay, Capitol Tour Guide
Ms. Diane Bolender, Senior Research Analyst, Legislative Service Bureau.

Copies of proposed budget allocations and salary schedules for each of the legislative agencies were distributed to Committee members prior to the meeting. Copies of the information are available upon request to the Legislative Service Bureau.

Chairperson Stromer called for comments from Mr. Faupel. Mr. Faupel reviewed an estimated list of expenditures for the next fiscal year and commented that he is recommending an eight percent salary increase for each employee, except that Mr. Faupel would receive a six percent increase and Ms. Barry would receive a ten percent increase. It was noted that professional and managerial employees can receive more or less than the eight percent cost-of-living increase as long as the total amount of salary increases does not exceed the eight percent level.

Representative Hansen moved that the Service Committee recommend that the Legislative Council approve the salary proposal and budget allocation for the Code Editor's office. Senator Murray seconded the motion, and it carried.

Representative Connors asked about whether any of the employees will be receiving merit increases. Chairperson Stromer responded that in accordance with legislation enacted at the previous session, all merit increases are frozen for the next two years.

Chairperson Stromer called for comments from Mr. Angrick about the budget allocation, travel, and proposed salaries for the Office of Citizens' Aide. Mr. Angrick explained that he has recommended eight percent increases for all employees, and he commented that since the Merit Employment salary schedule has been reduced from seven steps to six steps, there is a reduction of one step for each employee. With regard to travel expenditures, Mr. Angrick stated that both his out-of-state and in-state travel has been significantly reduced. He expressed confidence that the reduction can be continued during the next fiscal year. Mr. Angrick also noted that he had requested authorization to employ a part-time clerical assistant, when needed, at an hourly wage of not to exceed \$4.50.

In response to a question from Representative Hansen, Mr. Angrick commented that he had estimated travel expenditures of between \$14,000 and \$15,000 for the current fiscal year, but would probably expend under \$10,000 and has only allocated \$9,500 for next year's travel.

Representative Hansen moved that the budget allocation, travel, salary proposal, and authority to employ a part-time typist by the Citizens' Aide be recommended to the Legislative Council. Chairperson Stromer called upon Mr. Rankin for comments. Mr. Rankin stated that he has recommended an eight percent across-the-board salary increase for his employees, using the Merit Employment Department's pay plan for 1981. He commented that the State Comptroller is assuming maintenance of the data base management system purchased last summer, which will provide a reversion of approximately \$150,000 as of June 30, 1981. He also commented that the Legislative Fiscal Bureau will be reverting \$42,500 of funds appropriated for the fiscal year ending June 30, 1981.

Mr. Rankin commented that he has accepted the resignation of Mr. Michael Erbschloe of the Program Evaluation Division and is recommending the employment of three individuals to fill currently vacant positions. He commented that during the last legislative session the Fiscal Bureau employed fourteen persons, but had an authorized employment level of seventeen. Mr. Rankin recommends the employment of Kathleen A. Colburn, Glen Dickinson, and Christine M. Gaare, all to be employed as Fiscal Analysts I at various step levels in grade 24.

Senator Murray commented that because of the expansion in the number of appropriations subcommittees during the last legislative session and because of the four point six percent allocation reduction, the Legislative Fiscal Bureau found it necessary to use Program Evaluation Division staff to assist in staffing the appropriations subcommittees. He expressed the belief that the use of these employees caused the Program Evaluation Division not to be able to proceed as planned with its studies. Senator Murray stated that if the Program Evaluation Division is to continue, it must be funded properly and used properly and he expressed support for the employment of the three individuals.

It was noted that the three employees will be hired at various salaries within grade 24 because of differences in experience levels.

Senator Murray moved that the proposals of the Legislative Fiscal Bureau be recommended to the Legislative Council. Senator Baugher seconded the motion, and it carried.

Mr. Garrison commented upon the proposed allocations, proposed salaries, and travel for the Legislative Service Bureau. He stated that \$12,000 was allocated for the 1980-1981 fiscal year for travel, and after subtracting the four point six percent allocation reduction, \$4,114 will revert. He commented that although \$14,000 is allocated for the next fiscal year for travel, it is anticipated that funds will be reverted from this amount.

Mr. Garrison commented that he has granted an eight percent across-the-board salary increase for employees of the Legislative Service Bureau. He explained that this causes a reduction from the amounts stated in the Merit System pay schedule for some employees due to the change from seven to six steps for each grade. Mr. Garrison announced that he will have two vacancies and anticipates filling one of the vacancies.

Mr. Garrison also explained that he has been in consultation with Mr. Rankin concerning the feasibility of jointly purchasing a new Xerox copying machine and the Legislative Fiscal Bureau is determining whether there will be a cost savings in the purchase. It was noted that the purchase would then allow the Legislative Service Bureau and the Legislative Fiscal Bureau to make copies without using the Legislative Copy Center.

Representative Connors questioned whether those persons who were on step 1 of a grade at the end of the current fiscal year should receive a thirteen percent salary increase because of the reduction from a seven-step to a six-step pay matrix. Mr. Angrick interjected that when the pay matrix went from an eight-step to a seven-step grade schedule last year, he employed a person at an X level which was below the first step. He noted that the legislative branch is not required to be on the Merit System, but is voluntarily using the Merit Employment Department's pay schedule.

Representative Connors suggested that the Committee approve the Legislative Service Bureau's allocations and proposed salaries subject to further discussion over the noon hour.

Copies of information about the Capitol Tour Guide Service were distributed to Committee members. A copy of the information is attached to and by this reference made a part of these minutes. Chairperson Stromer called for comments from Ms. Macaulay. Ms. Macaulay stated that she is a permanent full-time employee working part-time, and wishes to continue in this status but recommends that Ms. Judkins who is listed as permanent part-time and is

working full-time be made permanent full-time. She requested that the benefits provided to the guides by the Department of General Services be continued under the legislative branch of government. Chairperson Stromer suggested that the administration of the payroll and expenses of the tour guides be performed by the House of Representatives' Finance Office with the Legislative Council making decisions for the tour guides. There were no objections.

Representative Connors moved that the tour guides be given an eight percent across-the-board increase in salary and have benefits continued if the benefits are handled in the same manner as part-time employees of the General Assembly. He also moved that the costs of the tour guides be equally divided between the House and Senate. Senator Murray expressed the belief that the tour guides should suffer no loss in effective compensation if any benefits are changed. Representative Connors' motion was seconded by Representative Hansen and carried.

The Committee adjourned at 11:15 a.m.

Respectfully submitted,

DIANE BOLENDER
Senior Research Analyst