

M I N U T E S

LEGISLATIVE SERVICE COMMITTEE
of the
LEGISLATIVE COUNCIL

June 9, 1976

The first meeting of the Legislative Service Committee for the 1976 Legislative interim was called to order by the Committee Chairperson, Senator Minnette F. Doderer, at 11:00 a.m. in Committee Room 1 of the State House, Des Moines. Members present in addition to the Chairperson were:

Senator James Briles
Representative Delwyn Stromer

It was noted that a quorum was not present, but that Representative Fitzgerald was in attendance at a meeting of the Studies Committee and Representative Middleswart had indicated that he would be present following the meeting of the Legislative Fiscal Committee.

Also present were:

Mr. Serge Garrison, Director, Legislative Service Bureau
Mr. Gerry D. Rankin, Director, Legislative Fiscal Bureau
Mr. Tom Mayer, Citizen's Aide
Mrs. Diane Bolender, Legislative Service Bureau

Mr. Garrison distributed to Committee members copies of salary requests for the employees of the Legislative Service Bureau and a copy of the Legislative Service Bureau's Permanent Employee Classification Plan. Mr. Garrison indicated that in most cases he is recommending that a five percent merit increase be granted to the employees in addition to the five percent cost-of-living increase granted by the General Assembly to all state employees, but higher than five percent increases are recommended for staff members who will be changing positions. He added that in several cases employees have reached the top of the salary range for the position to which he or she has been assigned and the merit increase is less than five percent.

Mr. Garrison explained that Mrs. Marguerite Ash has retired from the office after having worked approximately twenty-five years for the General Assembly, and that he is recommending that Mrs. Gerst be promoted from Assistant Executive Administrator to Financial Administrator. He added that Mrs. Westbrook will assume the duties of the Assistant Executive Administrator and no attempt will be made at this time to employ an additional Terminal Operator to replace Mrs. Westbrook.

Mr. Garrison stated that Mrs. Benton has reached the top of the scale for Executive Administrator and has indicated a desire to pursue additional education at the Area Community College in the paralegal field. He suggested that the Committee may wish to consider the adoption of an educational program to help the staff become more familiar with the legal processes and to upgrade their positions. He stated that such a course could ordinarily be completed in evening sessions.

Mr. Garrison also commented that the Terminal Operators in the House and Senate are placed in different salary grades by the two houses and the salaries differ from each other and from the salaries paid by the Legislative Service Bureau. It was noted that the Senate Terminal Operator also serves as an enrolling clerk. Mr. Garrison indicated that the Terminal Operators for the Legislative Service Bureau are required to have a knowledge of bill drafting techniques and bill drafting language, and he has attempted in several cases to compensate the Terminal Operators employed by the Legislative Service Bureau at a level somewhat commensurate with the salaries paid in the House and Senate.

Mr. Garrison indicated that he has not made recommendations for salaries for the part-time employees who previously were paid from General Assembly funds but in the future will be paid from Legislative Service Bureau appropriations.

Representative Stromer inquired whether the Legislative Service Committee anticipates making recommendations on salaries to the Legislative Council at its current meeting. Chairperson Doderer responded in the negative, noting that the Committee will not have a quorum present until Representative Middleswart is present and also indicated that the Committee members will wish to study the salaries in comparison with other salaries in state government. Mr. Rankin agreed to provide Committee members with copies of information on the current salaries of the various state department heads. Representative Stromer asked that Chairperson Doderer correspond with the Governor's office concerning the date when the Governor will set the salaries of the department heads within the ranges provided by the General Assembly. Mr. Garrison expressed the belief that the performance of the directors of legislative agencies should not be judged on the basis of the Governor's recommendations for executive department heads.

Representative Stromer asked whether Mr. Garrison's budget is adequate to pay the recommended salaries. Mr. Garrison responded in the affirmative, noting that with the resignations, the total cost of salaries for the next fiscal year will only be twenty thousand dollars more than the total cost for the last fiscal year.

Mr. Garrison stated that he has interviewed thirteen lawyers to fill the two vacant legal counsel positions within the Legislative Service Bureau, necessitated by the resignations of Mark Soldat and Robert Egge. He recommended that two employees of the House of Representatives be hired on a nonpartisan basis. He noted that neither person was employed by the House with regard to their political affiliation. He recommended the employment of Mr. Jay Honeycutt, who has served as Assistant House Legal Counsel and House Research Assistant for the Joint Legislative Intern Committee, and Mr. Michael Goedert, who has served as an Administrative Assistant to the Chairperson of the House Appropriations Committee. He noted that Mr. Goedert has a major in mathematics and a background in taxation. Mr. Honeycutt has a great interest in commercial law. Both of these areas are technical and it appears there will be substantial legislation in regard to them in the future. It was noted by Chairperson Doderer that a quorum was not present at that time to make any motions concerning employment.

Mr. Garrison distributed copies of a summary of travel by Legislative Service Bureau employees during the fiscal year 1975-1976 and a listing of proposed travel for Legislative Service Bureau employees for the fiscal year 1976-1977. A copy of the proposed travel is attached and by this reference made a part of these minutes. Chairperson Doderer indicated that the Committee members will read the proposed travel policy and review the information later.

Mr. Garrison stated that he currently spends approximately \$1,100 per month on the rental of a Xerox machine. He commented that it will now be possible to purchase a Xerox machine and he would like the Legislative Service Committee to recommend to the Legislative Council that he be allowed to negotiate the purchase of a Xerox 7000 machine. He indicated that the money now spent for Xerox rental would be used for purchase of the machine, and the machine would be owned after five years and carries a guarantee of seven years. The savings will approximate \$23,000 over 7 years and the Bureau will own the machine.

Representative Middleswart arrived at the meeting.

Representative Stromer moved that the Legislative Service Committee recommend that the Legislative Council approve the employment of Mr. Honeycutt and Mr. Goedert and grant Mr. Garrison the authority to negotiate a contract with the Xerox Corporation for the lease-purchase of a Xerox 7000 machine under the provisions stated by Mr. Garrison. Representative Stromer also asked that Mr. Garrison inform the members of the Legislative Service Committee of the provisions of the contract after its finalization. Mr. Garrison agreed. Senator Briles seconded the motion, and it carried.

Mr. Garrison also distributed copies of the proposed budget allocation for the next fiscal year.

Chairperson Doderer called upon Mr. Mayer, Citizen's Aide, for comments concerning his budget. Mr. Mayer indicated that he had previously distributed information to the Committee members concerning his budget and proposed salary increases for members of his staff. Mr. Mayer explained that he will not have sufficient money for the next fiscal year to pay all salaries and expenses. It was noted that Mr. Mayer can request funds from the State Comptroller to replace federal funds which he has lost. Mr. Mayer also mentioned the request for travel to Alberta, Saskatchewan for a conference of International Ombudsmen. He added that there is a special session for assistants and he requests that his deputy director also be allowed to attend the conference. Chairperson Doderer indicated that decisions will be made at a future date upon the salaries and travel.

The Committee recessed for lunch at 12:05 p.m. and reconvened at 1:25 p.m. with the same Committee members present who had been present during the morning session.

Chairperson Doderer indicated that she had visited with Senator Earl Willits, Chairperson of the State Departments Subcommittee of the Committee on Appropriations, and Senator Willits had indicated that the intent of the General Assembly is not to expand the Office of the Citizen's Aide.

Mr. Rankin reviewed information distributed to Committee members concerning proposed salaries for the Legislative Fiscal Bureau, including a list of the Position Classifications and Salary Ranges. He noted that Mr. Prouty is being promoted from Fiscal Analyst II to Principal Legislative Fiscal Analyst. He noted that Mr. David Bolender has submitted his resignation from his position as Principal Legislative Fiscal Analyst, and Mr. Rankin has asked Mr. Faller to assume work with the Human Resources Subcommittee. Mr. Rankin indicated that he has asked Ms. Mack to take over the State Departments Subcommittee which she shared with Mr. Faller during the preceding legislative session and several agencies included under the State Departments Subcommittee will be transferred to other Subcommittees. Mr. Rankin commented that if the Legislative Council votes to proceed with the Computerized Legislative Information System, Ms. Farr will be in charge of the system, and it may be necessary to hire an additional employee to complete fiscal notes during the next session, as well as a computer programmer.

Mr. Rankin also reviewed a summary of travel for the last fiscal year and a listing of proposed meetings, training seminars, and conferences for the next fiscal year.

Mr. Rankin and Mr. Garrison suggested that the Legislative Service Committee make a decision on the proposed budget allocation for the next fiscal year, pending approval of salaries and other financial decisions. It was noted that changes of budget allocations can be made during any quarter of the fiscal year. Mr. Stromer moved that the Committee recommend to the Legislative Council that the budget allocations of the Legislative Service Bureau and the Legislative Fiscal Bureau be approved, subject to the approval of salaries. Senator Briles seconded the motion, and it carried.

Chairperson Doderer suggested that the Committee meet again on June 23, 1976. The Committee agreed.

Chairperson Doderer returned to discussion of the projected deficit in the budget of the Office of Citizen's Aide and stated that it appears that the Committee must decide at what salaries it is anticipated that the Citizen's Aide Office will be funded. She suggested that perhaps the office should be allowed to reject some cases, and suggested that Committee members analyze the annual report of the office. She asked Representatives Middleswart and Stromer to visit the office of Citizen's Aide on the afternoon of June 22 to obtain more information.

The Committee adjourned at 2:05 p.m.

Respectfully submitted,

DIANE BOLENDER
Research Analyst