

M I N U T E S  
LEGISLATIVE SERVICE COMMITTEE  
of the  
LEGISLATIVE COUNCIL

Meeting of August 9, 1977  
Room 22, State House  
Des Moines, Iowa

The meeting of the Legislative Service Committee of the Legislative Council was called to order by the Chairman, Senator William Palmer, at 1:30 p.m. Members present in addition to Senator Palmer were Senators Gene Glenn and Phil Hill and Representatives Delwyn Stromer and Don Doyle. Representative Gregory Cusack was absent.

Senator Palmer stated that the first order of business would be to consider proposed merit increases for employees in the Legislative Fiscal Bureau, Legislative Service Bureau, and Office of Citizens' Aide. Senator Palmer asked Mr. Gerry Rankin, Director of the Legislative Fiscal Bureau, to explain the reasons why he was recommending the salary levels indicated in the material which had been previously mailed to the members. Mr. Rankin explained the reasons why he was recommending the salary levels indicated. The members of the Service Committee discussed the proposals of Mr. Rankin and addressed questions to him.

Senator Palmer then asked Serge Garrison, Director of the Legislative Service Bureau, to explain the salary recommendations he had made in regard to employees of the Legislative Service Bureau. Additional questions were addressed to Mr. Garrison by the members of the Service Committee. It was explained to the members of the Service Committee by both Mr. Rankin and Mr. Garrison that employees of the two Bureaus would not be able to receive any merit salary increases for the first three pay periods of the fiscal year because of the time elements involved. It was noted by both Senator Glenn and Senator Palmer that if action could not be taken by the Service Committee at this meeting there would be another delay in regard to granting merit increases for the employees involved.

The members of the Service Committee asked the two directors if they could prepare the proposals so as to provide for the establishment of pay grades and steps which would correspond to the appropriate pay grades and steps presently used in the state merit system. Mr. Garrison replied that his proposal did anticipate a phase-in to the merit system but that he had not fully developed the proposal and that the salaries suggested do not fit in all cases with pay grades and steps presently provided in the merit system. Ruth Mosher, Acting Citizens' Aide, stated that the proposed salary increases for employees of the office of Citizens' Aide were in line with the present merit system.

The members of the Service Committee indicated that it is their desire that a merit system be established for the bureaus under the Council's jurisdiction in order that a system for establishing salaries for legislative employees within these bureaus be the same as the merit system for other state employees. It was noted that if the two directors would not have time to prepare a recommendation for this type of merit system it would not be possible to grant any pay increases at this time. Both Mr. Rankin and Mr. Garrison indicated that they felt they could prepare a new schedule of salary recommendations which would provide for adopting merit system classifications, pay grades and steps for those employees in their bureaus. These recommendations could be made available the following day. The Service Committee instructed Mr. Rankin and Mr. Garrison to prepare such recommendations for consideration by the Service Committee on the following day.

Senator Palmer stated the next order of business would be to consider the procedure for employment of a Citizens' Aide and he suggested that all persons applying for the position should be subject to a personal interview by members of the Service Committee. Senator Palmer than suggested that September 7 and 8 be set aside for the conducting of personal interviews and approximately twenty minutes be allowed for each interview. The members present agreed that this would be a proper procedure and therefore it was agreed to recommend to the Legislative Council that personal interviews be conducted of all applicants for the office of Citizens' Aide. It was also agreed that no travel expenses would be paid for applicants for the position of Citizens' Aide and that the deadline for submitting applications should be September 1, 1977.

The Service Committee recessed until the following day.

The meeting of the Service Committee reconvened at 12:45 p.m. on Wednesday, August 10, 1977 in Room 22 of the State House. Mr. Rankin and Mr. Garrison distributed copies of their revised salary recommendations based upon appropriate merit classifications, pay grades and steps. The members of the Service Committee addressed several questions to Mr. Rankin and Mr. Garrison in regard to the manner in which pay grades and steps had been determined. Both Mr. Rankin and Mr. Garrison indicated that they had determined the appropriate pay grades and steps based upon existing salary ranges in their offices, corresponding classifications and pay grades under the merit system, and duties of the respective members of their staffs. It was noted that in some cases that in order to meet the salary ranges in the merit system, proposed salaries had to be adjusted upward and in other cases proposed salaries had to be adjusted downward as compared to those recommendations which had

been made on the previous day. The net effect in regard to the budgets of the Fiscal Bureau and the Service Bureau were to increase slightly the amount of money that would be expended during the fiscal year and the percentage of increase. Mr. Garrison stated that he had prepared two recommendations, one which would immediately put all employees on the merit system and another which would phase-in a number of employees because of the high percentages that might otherwise result. Mr. Rankin explained that he had also prepared his schedule to provide for a phase-in to the merit system.

It was moved by Senator Glenn and seconded that the salary recommendations of Mr. Rankin, Mr. Garrison, and Mrs. Mosher, be recommended to the Legislative Council and that the adoption of the merit plan as proposed also be recommended. During the discussion of the motion, Representative Stromer indicated that he felt the members of the Service Committee should be provided with a comparison of positions in the Fiscal Bureau and Service Bureau to similar positions in the Merit System so that the members could be completely satisfied that pay grades and steps were comparable to those provided in the merit system. Representative Stromer stated that he recognized that it would not be possible at this time to compare qualifications and duties of legislative staff members to those in the executive branch. However, he indicated that this should be done in time for the September meeting of the Council and that a classification plan for the employees should be rewritten and submitted to the members of the Service Committee. Both Mr. Rankin and Mr. Garrison indicated that this could be done since they had based their pay grade schedules upon comparable merit positions, although in some cases there are no positions which are exactly the same as positions in the Service Bureau and the Fiscal Bureau. The two directors indicated they would prepare such a comparison and classification schedule. The question being called on Senator Glenn's motion, the motion was adopted unanimously.

There being no further business, the meeting of the Service Committee was adjourned.

Respectfully submitted,  
Serge H. Garrison