

M I N U T E S

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

September 19, 1985

PRELIMINARY BUSINESS

The meeting of the Service Committee was called to order at 10:10 a.m. by the Chairman, Representative John Connors, on Thursday, September 19, 1985 in Committee Room 22 of the State House, Des Moines. Members present in addition to the Chairman were:

Senator Lee Holt
Senator C. W. (Bill) Hutchins
Senator Joe Welsh
Representative Delwyn Stromer

Also present were:

Mr. William Angrick, Citizens' Aide
Mr. Sandy Scharf, Director, Computer Support Bureau
Ms. Phyllis Barry, Deputy Code Editor
Mr. Donovan Peeters, Director-designate,
Legislative Service Bureau
Mr. Roger Gallentine, Manager of Human Resources Consulting
Practice, Arthur Young & Co., Inc.
Mr. Thane Johnson, Legislative Service Bureau
Ms. Diane Bolender, Legislative Service Bureau

Senator Holt moved that the minutes of July 16, 1985 and September 11, 1985 be adopted as distributed to Committee members and the motion carried.

LEGISLATIVE STAFF AGENCIES - POSTING OF VACANCIES

Chairman Connors noted that the directors of legislative agencies had been asked to develop an uniform policy for posting of vacancies in legislative agencies. The proposal presented by the directors is as follows:

"All job openings shall be posted within the office in which a vacancy occurs advising current employees of a vacancy. The posted notice shall advise the employees that applications for the positions must be filed in writing with the administrative head of the agency. The notice to all employees shall contain a description of the job and duties and responsibilities. Current employees shall be required to follow the same procedure specified for any other applicant for the position."

Senator Hutchins moved that the Service Committee recommend that the Legislative Council approve the proposed policy for posting vacancies, and the motion was adopted.

OFFICE OF CITIZENS' AIDE - VACANT POSITION

Chairman Connors called upon Mr. Angrick to discuss his requests. Mr. Angrick stated that Ms. Doneen Willard, an Assistant Citizens' Aide for the past six years, has resigned and will be moving to the Washington, D.C. area. He stated that he had consulted informally with Chairman Connors who had allowed him to advertise for a replacement. He noted that the deadline for applications was Friday, September 13, and he asked for permission to proceed with replacing Ms. Willard. Representative Stromer asked about replacing a resignation in light of the hiring freeze and across-the-board cuts in appropriations mandated by the Governor for executive agencies. Chairman Connors stated that he has not seen official notice of the Governor's policy.

Mr. Angrick commented that the Office of Citizens' Aide, as a legislative agency, is exempt from the Governor's across-the-board budget reductions but about four percent of the budget of the Office of Citizens' Aide will be saved by having a vacancy in the position from mid-August to mid-November. Senator Holt asked what would happen if the position is not filled. Mr. Angrick responded that his office will incur significant delays in investigations and with the impact of the recent decision of the United States Supreme Court in the Garcia case, the staff would not be able to work extra hours to complete their assignments. He stated it is critical to have the full staff complement. Senator Hutchins commented that he wants legislative agencies to be allowed to fill vacancies if these positions are essential, while at the same time he agreed that spending must be held down. Senator Hutchins moved that the Service Committee recommend that the Legislative Council approve Mr. Angrick's request to fill the vacancy. The motion carried.

COMPENSATORY TIME - GARCIA CASE

Mr. Angrick commented that he has received correspondence from the State Comptroller's office that indicates that executive agencies are being advised to curtail the accumulation of compensatory time. He asked for further direction concerning the accumulation of compensatory time after October 15 since under the decision in the Garcia case it will not be possible to compensate certain state employees for overtime work by the use of compensatory time. The decision states that nonprofessional public employees must be paid at one and one-half their hourly wage rate for overtime work. Chairman Connors asked Mr. Angrick to call the United States Department of Labor to receive in writing further information about the kinds of positions that are covered under the Garcia case. Representative Stromer asked Mr. Angrick also to ask whether there is managerial flexibility for

certain kinds of employee duties, such as driving out of town to perform duties. Mr. Angrick agreed to do so.

OFFICE OF CITIZENS' AIDE - AGENCY VEHICLE

Mr. Angrick also commented that he had received notification from the State Vehicle Dispatcher and the Department of General Services that he must offer justification for continued agency ownership of a vehicle since the vehicle was not driven 16,500 miles during the last fiscal year. Mr. Angrick noted that he had responded to Ms. Couchman and had explained that the primary employee travel position was vacant most of the year. He expressed hope that he will be able to continue to own a vehicle.

OFFICE OF CITIZENS' AIDE - DISPUTE RESOLUTION PROGRAM

Mr. Angrick also advised the Service Committee that he was approached by the directors of several Dispute Resolution Program (Mediation) Centers to discuss improved coordination and referral among the programs. He noted that some interest was expressed in establishment of the Office of Citizens' Aide as the coordinating and oversight agency for the pass-through of state appropriated moneys to eligible county and local dispute resolution programs. He indicated he will respond to any questions which members of the Service Committee or members of the Legislative Council have on the proposal.

COMPUTER SUPPORT BUREAU - NEW POSITION

Mr. Scharf proposed adding a position in the Computer Support Bureau as Data Processing Clerk I at pay grade 18, step 1 (\$14,123.20). He asked permission to advertise for the position and to hire a qualified applicant pending formal review at the Service Committee's next meeting. Mr. Scharf indicated that last fiscal year it was anticipated the Computer Support Bureau would have five full-time employees, but he has now agreed to delay filling the fifth position of systems analyst until the next fiscal year. Senator Welsh moved that the Service Committee recommend that the Legislative Council approve the employment of a Data Processing Clerk I subject to the approval of the Legislative Council and the motion carried.

LEGISLATIVE SERVICE BUREAU - IOWA CODE OFFICE - NEW POSITIONS

Ms. Barry stated that she had two requests. One to hire temporary proofreaders as needed for the Code of Iowa and the other to hire a full-time Administrative Assistant II for indexing and proofreading. Chairman Connors noted that the Legislative Council is in the process of hiring a Director of the Legislative Service Bureau and the Service Committee may wish to delay final approval. Ms. Barry commented that in the past the Legislative Council has agreed that the Deputy Code Editor has the authority to hire temporary proofreaders as needed for the Code. Senator Holt asked whether the temporary proofreaders apply for

unemployment compensation after their tasks are finished. Ms. Barry responded in the negative, noting that she usually hires legislative clerks who leave the proofreading job when the General Assembly convenes. Ms. Barry also added that she is asking for a permanent full-time assistant indexer.

Representative Stromer again asked whether the legislative agencies will make an attempt to reduce their budgets by four percent. Ms. Barry commented that she has lost two full-time employees and the assistant indexer she now employs is employed on a temporary basis and she would like to make this individual a permanent assistant indexer. Representative Stromer moved that the Service Committee recommend that the Legislative Council approve the employment of one part-time proofreader, as needed, by the Deputy Code Editor and the motion carried.

Senator Welsh moved that the Deputy Code Editor be authorized to change the employment status of the assistant indexer/proofreader from temporary to permanent subject to the approval of the new Director of the Legislative Service Bureau. The motion carried.

LEGISLATIVE SERVICE BUREAU - DIRECTOR DESIGNATE

Chairman Connors introduced Mr. Donovan Peeters and indicated that Mr. Peeters had been designated by the Service Committee to be employed as the Director of the Legislative Service Bureau.

LEGISLATIVE BRANCH COMPARABLE WORTH STUDY

Chairman Connors noted that he had received correspondence from Mr. Koebernick, Acting Director, Legislative Service Bureau, indicating that five bids were submitted for the comparable worth study of the legislative branch of government. He also noted that the five bids were analyzed by the House Democratic Caucus Staff as to cost and provisions. It was noted that the bid from Arthur Young & Co. was only \$16,400 compared to costs in excess of \$50,000 by the other four companies. He commented that Mr. Roger Gallentine was present to answer questions.

Chairman Connors further explained that the bid from Arthur Young & Co. also contains two different options that can be added to the study. He asked how option 1, creating a new set of job descriptions based on new data, compares with the second task described by Arthur Young & Co. to create and administer a questionnaire and verify the accuracy of job classifications and descriptions. Mr. Gallentine commented that option 1 requires Arthur Young & Co. to write a new set of job descriptions while task 2 only verifies the accuracy of existing job classifications and descriptions. He noted that the cost of adding option 1 is \$3,200.

With regard to option 2, which is to develop a system tailor-made for the legislative branch, Mr. Gallentine commented that

without option 2, Arthur Young & Co. will use the job evaluation system developed two years ago for the executive branch. He recommended against adding option 2, stating that it will create extra work for validating the system.

Representative Stromer asked whether the same system will be used that was used for the executive and judicial branches. Mr. Gallentine responded in the affirmative. He commented that he was involved in the other evaluations and it will provide consistency to use the same system.

LEGISLATIVE BRANCH COMPARABLE WORTH STUDY - SULLIVAN PRINCIPLES
ISSUE

Representative Stromer stated that he will vote against Arthur Young & Co. He explained that the members of the General Assembly have worked hard to make their voices known on apartheid and Arthur Young & Co. is a company that has been listed in the group of companies that do not adhere to the Sullivan principles in the Republic of South Africa. Mr. Gallentine stated that he has no knowledge about this. Senator Hutchins moved that the Service Committee defer action on the study until Mr. Gallentine can determine whether Arthur Young & Co. adheres to the Sullivan principles. The Service Committee recessed at 10:50 a.m. and reconvened at 11:30 a.m.

Mr. Gallentine indicated that he had spoken with legal counsel in New York and the legal counsel had indicated that the policy of Arthur Young & Co. is that it favors the Sullivan principles, but it has not signed up with the African National Congress in order that its name be removed from the list. He indicated that two and one-half months ago Arthur Young & Co. had written to the United States Secretary of State asking for a study of its policy relating to a listing of companies adhering to the Sullivan principles and it is still awaiting answers.

Noting that Senate File 110 was enacted by the General Assembly last session, Senator Welsh stated that the General Assembly has adopted as a policy that the public pension systems should not buy stock from any company that does not subscribe to the Sullivan principles, and it appears that the General Assembly should also not sign contracts with companies that do not subscribe to the Sullivan principles.

Mr. Gallentine explained that Arthur Young & Co. is a partnership with eight hundred partners and approximately ten thousand employees located worldwide. He stated that Arthur Young & Co. does favor the Sullivan principles. Representative Stromer expressed the belief that the Sullivan principles are minimal and noted that Iowa corporations have completed the necessary procedures so that they are not on the list.

Senator Hutchins asked how critical it is that a decision be made in September on the comparable worth study. Chairman Connors

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expressed the belief that it is imperative to proceed. Senator Hutchins moved that Arthur Young & Co. be selected to conduct a comparable worth study of the legislative branch effective at the next month's Legislative Council meeting contingent upon the receipt by the Legislative Council of a letter from the corporate headquarters of Arthur Young & Co. that the firm supports and abides by the Sullivan principles as they relate to the Republic of South Africa. The motion was adopted.

LEGISLATIVE SERVICE BUREAU - POSITION OF DEPUTY DIRECTOR

Senator Welsh moved that the position of Deputy Director be created in the table of organization of the Legislative Service Bureau at pay grade 40 and the new Director of the Legislative Service Bureau may select the Deputy Director and salary step within grade 40, subject to the approval of the Legislative Council. The motion was adopted.

ADJOURNMENT

The Service Committee adjourned at 11:45 a.m.

Respectfully submitted,

DIANE BOLENDER
Senior Research Analyst