



MINUTES

Service Committee

Thursday, July 11, 2019

MEMBERS PRESENT

Senator Jack Whitver, Chair
Senator Janet Petersen
Senator Charles Schneider

Representative Linda L. Upmeyer, Vice Chairperson
Representative Chris Hagenow
Representative Todd Prichard

LSA CONTACTS: Organizational staffing provided by: Tim McDermott, Division Director, 515.281.8090; Minutes prepared by: Ed Cook, Sr. Legal Counsel, 515.281.3994

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I. Procedural Business

Call to Order. Temporary Chairperson Senator Whitver called the July 11, 2019, meeting of the Service Committee of the Legislative Council to order at 11:00 a.m. in Room 22 of the State Capitol.

Committee Business. Upon motion by Representative Hagenow, the committee elected Senator Whitver as Chairperson and Speaker Upmeyer as Vice Chairperson of the committee by voice vote. Upon motion by Vice Chairperson Upmeyer, the committee approved the minutes from the June 25, 2018, meeting of the committee by voice vote.

Adjournment. The meeting was adjourned at 11:21 a.m.

II. Central Staff Agency Personnel Reports and Budgets

The committee received the proposed fiscal year 2020 budget and annual personnel report, including proposed promotions, for the Legislative Services Agency. Ms. Holly Lyons, Division Director of the Fiscal Services Division of the Legislative Services Agency, noted that the Legislative Services Agency proposed budget reflects a decrease in personal services costs, an increase in office supplies reflecting the payment of dues for the National Conference of State Legislatures (NCSL), the Council of State Governments (CSG), and the Uniform Law Commission, and a reduction in printing costs because the Code of Iowa will not be published this year. Ms. Lyons further noted that the proposed personal services budget includes the cost of a possible proposed cost-of-living adjustment. In response to a question from Representative Prichard, Ms. Lyons indicated that the office supplies budget reflects dues costs of about \$85,000 for NCSL, \$47,000 for CSG, and \$18,000 for the Uniform Law Commission. Concerning proposed promotions, Mr. Tim McDermott, Division Director of the Legal Services Division, noted that the proposed promotions only list the current and proposed eligible grade level for each proposed promotion. However, Mr. McDermott noted that if the employee is promoted, the respective grade and step level for that promotion will be reflected in the next annual personnel report. The committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2020 proposed budget and annual personnel report of the Legislative Services Agency.

The committee also received the proposed fiscal year 2020 budget and annual personnel report, including proposed promotions, for the Office of Ombudsman. Ms. Kristie Hirschman, Ombudsman, noted that the proposed budget includes the cost of a proposed cost-of-living adjustment but is still less than the budget for the prior fiscal year. Ms. Hirschman also stated that the personnel report includes a job description for an administrative services officer position. In response to a question from Senator Petersen, Ms. Hirschman noted that the proposed budget is less than the budget that was previously submitted to the committee and reflects the elimination of a proposed request for three additional full-time equivalent employee positions. Ms. Hirschman commented that the reason for the initial request for additional positions was due in part to the fact that the number of complaints filed with the office is the highest in 17 years and the number of complaints filed during the first six months of this year exceeds the number filed in the first six months of last year by around 8.8 percent. Chairperson Whitver noted that the revised budget as submitted still reflects an increase in the personal services budget from the amount that was actually spent last year and Vice Chairperson Upmeyer noted that the revised budget might allow for one additional full-time equivalent employee position. Representative Prichard expressed concern that the revised budget will not give the Office of Ombudsman the tools needed to protect the public. In response to a question from Representative Prichard, Ms. Hirschman commented that the revised budget would likely not allow her to add any additional full-time equivalent positions and may, without additional staffing, result in not taking some complaints. The committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2020 proposed budget



and annual personnel report of the Office of Ombudsman, with Senator Petersen and Representative Prichard voting against.

III. Legislative Council Policies and Procedures

Mr. McDermott described the proposed changes made to the Legislative Council Policies and Procedures creating a new archival process to provide access to historical bill drafting files for bills that were introduced, filed, or publicly released. Mr. McDermott noted that the State Archives no longer views the bill drafting file collection as having sufficient historical significance with the result that the State Archives is no longer accepting bill drafting files and will be returning those files previously archived by the State Archives. The proposed change provides that the Legislative Services Agency will archive and maintain bill drafting files of publicly released bills for nine general assemblies once the files have been archived and may then destroy the files at the end of the archival period. The committee, by voice vote, recommended that the Legislative Council approve the proposed archival policy changes to the Legislative Council Policies and Procedures.

IV. Legislative Services Agency Policies and Procedures

Mr. McDermott described the changes made to the Legislative Services Agency Policies and Procedures. Mr. McDermott noted that the changes eliminate a transition provision concerning banked holiday leave usage and eliminate a specific reference to the actual reimbursement rate for use of a personal vehicle. In addition, the changes eliminate the laptop computer checkout policy and require users of laptop computers to immediately report the loss or theft of a laptop computer. Mr. McDermott also noted changes to the job descriptions and titles for certain computer services, fiscal services, legal services, and editor positions. The committee received and filed the changes to the Legislative Services Agency Policies and Procedures.

V. Legislative Staff Pay Matrix

Upon motion by Vice Chairperson Upmeyer, the committee, by voice vote, recommended that the Legislative Council approve a one and one-half percent increase in the legislative pay matrix effective with the pay period beginning June 28, 2019.

VI. Materials Filed With the Legislative Services Agency

1. Fiscal Year 2020 budgets and annual personnel reports from the Legislative Services Agency and the Office of Ombudsman.
2. Changes to the Legislative Council Policies and Procedures.
3. Changes to the Legislative Services Agency Policies and Procedures.