



MINUTES

Service Committee

Wednesday, July 14, 2021

MEMBERS PRESENT

Senator Jack Whitver, Vice Chairperson
Senator Jake Chapman
Senator Zach Wahls

Representative Pat Grassley, Chairperson
Representative Jennifer Konfrst
Representative Matt W. Windschitl

LSA CONTACTS: Organizational staffing provided by: Timothy McDermott, Secretary to the Legislative Council, 515.281.8090;
Minutes prepared by: Nick Schroeder, Legal Editor, 515.725.7323

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I. Procedural Business

Call to Order and Adjournment. The meeting of the Service Committee was called to order by temporary Chairperson Grassley at 12:32 p.m., Wednesday, July 14, 2021, in Room 22 of the State Capitol, Des Moines. The meeting was adjourned at 12:39 p.m.

Election of Permanent Chairperson and Vice Chairperson. Temporary Vice Chairperson Whitver moved to elect temporary Chairperson Grassley as Chairperson and temporary Vice Chairperson Whitver as Vice Chairperson. The committee approved the motion by voice vote.

Approval of Minutes. Vice Chairperson Whitver moved to approve the minutes from the December 3, 2020, meeting of the committee. The committee approved the motion by voice vote.

II. Central Staff Agency Personnel Reports and Budgets

The committee received the proposed fiscal year 2022 budget and annual personnel report for the Legislative Services Agency. Mr. Timothy McDermott, Interim Director of the Legislative Services Agency, noted the proposed budget reflects a largely status quo budget for fiscal year 2022 of \$11.9 million. Mr. McDermott stated that the budget for office supplies includes payment of dues for the Council of State Governments, the National Conference of State Legislatures, and the Uniform Law Commission, and the budget for information technology equipment appears as an increase but is an accurate reflection of spending in that area in line with fiscal years prior to the pandemic.

The committee also received the proposed fiscal year 2022 budget and annual personnel report for the Office of Ombudsman. Ms. Kristie Hirschman, Ombudsman, noted the proposed budget reflects a largely status quo budget for fiscal year 2022 of \$2 million, with an increase in the personal services budget due to an anticipated 1.1 percent cost of living adjustment.

Vice Chairperson Whitver moved that the committee recommend that the Legislative Council approve the fiscal year 2022 proposed budgets and annual personnel reports of the Legislative Services Agency and Office of Ombudsman. The committee approved the motion by voice vote.

III. Legislative Services Agency Policies and Procedures

Mr. McDermott described the changes made to the Legislative Services Agency Policies and Procedures, noting modifications to the qualifications and duties for the Administrative Services Officer 2/Editor job description to reflect current practices.

Vice Chairperson Whitver moved that the committee receive and file the changes to the Legislative Services Agency Policies and Procedures, seconded by Senator Wahls. The committee approved the motion by voice vote.

IV. Legislative Staff Pay Matrix

Vice Chairperson Whitver moved that the committee recommend that the Legislative Council approve a 1.1 percent cost of living adjustment to the legislative staff pay matrix effective with the pay period beginning July 23, 2021. Vice Chairperson Whitver noted that the proposed cost of living adjustment is in line with the cost of living adjustment for executive branch employees. The committee approved the motion by voice vote.



V. Legislative Services Agency Director and Ombudsman Openings

Chairperson Grassley discussed the openings for the Legislative Services Agency Director and Ombudsman positions. He stated that the chambers intend to post the openings and receive applications from July 23, 2021, through August 20, 2021. Representative Konfrst discussed consultation with the minority caucuses as part of any decision to hire applicants for the two nonpartisan positions.

VI. Materials Filed With the Legislative Services Agency

1. Fiscal year 2022 budgets and annual personnel reports from the Legislative Services Agency and the Office of Ombudsman.
2. Changes to the Legislative Services Agency Policies and Procedures.