



MINUTES

Service Committee

Monday, August 22, 2022

MEMBERS PRESENT

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

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

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I. Procedural Business

Call to Order. Chairperson Grassley called the August 22, 2022, meeting of the Service Committee of the Legislative Council to order at 10:04 a.m. in Room 22 of the State Capitol.

Approval of Minutes. Upon motion by Vice Chairperson Whitver, the committee approved the minutes from the July 14, 2021, meeting of the committee by voice vote.

Adjournment. The meeting was adjourned at 10:10 a.m.

II. Central Staff Agency Personnel Reports and Budgets

The committee received the proposed fiscal year 2023 budget and annual personnel report, including proposed promotions, for the Legislative Services Agency. Mr. Timothy McDermott, Interim Director of the Legislative Services Agency, noted that the Legislative Services Agency's proposed budget reflects an increase of \$300,000 from the fiscal year 2022 budget. The information technology equipment budget was increased for purposes of a cloud initiative relative to email servers and for Microsoft licensing agreement costs. The information technology outside services budget was increased for purposes of hiring a part-time database administrator and due to reclassifying one person to this category. Finally, the equipment budget was increased for purposes of replacing copiers. The committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2023 proposed budget and annual personnel report of the Legislative Services Agency.

The committee also received the proposed fiscal year 2023 budget and annual personnel report, including proposed promotions, for the Office of Ombudsman. Mr. Bernardo Granwehr, Ombudsman, noted that the proposed budget includes the cost of the most recent cost of living adjustment and provides for an increase in the travel budget for purposes of increased outreach and staff training. The committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2023 proposed budget and annual personnel report of the Office of Ombudsman.

III. Legislative Services Agency Director

Upon motion by Vice Chairperson Whitver, the committee, by voice vote, recommended that the Legislative Council appoint Mr. Timothy McDermott as Director of the Legislative Services Agency.

IV. Legislative Services Agency Policies and Procedures

Mr. McDermott noted that the changes to the Legislative Services Agency Policies and Procedures reflect updates to job descriptions and titles. The committee, upon voice vote, received and filed the changes to the Legislative Services Agency Policies and Procedures.

V. Legislative Council Policies and Procedures

Mr. McDermott described the proposed change made to the Legislative Council Policies and Procedures allowing paid leave for a blood donation. Mr. McDermott noted that the change is based on legislation in 2021 authorizing such leave for state employees. The committee, by voice vote, recommended that the Legislative Council approve the proposed change to the Legislative Council Policies and Procedures.



VI. Materials Filed with the Legislative Services Agency

1. Fiscal Year 2023 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
3. Changes to the Legislative Council Policies and Procedures