



MINUTES

Service Committee

Thursday, September 14, 2023

MEMBERS PRESENT

Senator Jack Whitver, Chairperson
Senator Pam Jochum
Senator Amy Sinclair

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

LSA CONTACTS: Organizational staffing provided by: Tim McDermott, 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 Whitver called the September 14, 2023, meeting of the Service Committee of the Legislative Council to order at 11:03 a.m. in Room 22 of the State Capitol. Senators Jochum and Sinclair, and Representatives Konfrst and Windschitl, attended the meeting via a telecommunications connection.

Election of Permanent Chairperson and Vice Chairperson. Upon motion of Senator Sinclair, the committee elected Senator Whitver permanent Chairperson, and Representative Grassley, permanent Vice Chairperson, of the committee.

Approval of Minutes. Upon motion by Vice Chairperson Grassley, the committee approved the minutes from the August 22, 2022, meeting of the committee by voice vote.

Adjournment. The meeting was adjourned at 11:12 a.m.

II. Central Staff Agency Personnel Reports and Budgets

The committee received the proposed fiscal year 2024 budget and annual personnel report, including proposed promotions, for the Legislative Services Agency. Mr. Timothy McDermott, Director of the Legislative Services Agency, noted that the Legislative Services Agency proposed budget reflects an increase of \$150,000 from the fiscal year 2023 budget. The personal services budget was increased to cover the cost of the most recent cost-of-living adjustment and the information technology budget was increased due to increased licensing and subscription costs. The office supplies budget was decreased due to the transfer of the requirement to pay for certain dues from the Legislative Services Agency budget. Upon motion by Vice Chairperson Grassley, the Committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2024 proposed budget and annual personnel report of the Legislative Services Agency.

The committee also received the proposed fiscal year 2024 budget and annual personnel report, including proposed promotions, for the Office of Ombudsman. Mr. Bernardo Granwehr, Ombudsman, noted that the proposed budget reflects an increase of \$100,000 from the fiscal year 2023 budget. The proposed budget includes the cost of the most recent cost-of-living adjustment, provides for an increase in the professional services budget concerning website maintenance and information technology services, and reflects potential increased costs due to added responsibilities for the Ombudsman's office related to recent legislation concerning school safety. Upon motion by Vice Chairperson Grassley, the committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2024 proposed budget and annual personnel report of the Office of Ombudsman.

III. Iowa Code Editor Appointment

Upon motion by Vice Chairperson Grassley, the committee, by voice vote, recommended that the Legislative Council appoint Mr. Michael Duster as Iowa Code Editor.

IV. Legislative Services Agency Policies and Procedures

Mr. McDermott noted that the changes to the Legislative Services Agency Policies and Procedures include updates to agency and job descriptions to reflect current practice. In addition, changes include pay grade and job title updates to the computer support division to better align those positions and pay grades with the rest of the agency. Upon motion by Vice Chairperson Grassley, the Committee, by



voice vote, recommended that the Legislative Council approve the proposed 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 concerning voting leave, authorized prefiling agencies, and access to the Capitol dome. Mr. McDermott noted that the voting leave change is based on legislation enacted in 2021. Upon motion by Vice Chairperson Grassley, the committee, by voice vote, recommended that the Legislative Council approve the proposed changes to the Legislative Council Policies and Procedures.

VI. Materials Filed with the Legislative Services Agency

1. Fiscal Year 2024 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.