



MINUTES

Service Committee

Tuesday, November 12, 2024

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: Nick Schroeder, Legal Division Editor, 515.725.7323

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I. Procedural Business

Call to Order. Chairperson Whitver called the November 12, 2024, meeting of the Service Committee of the Legislative Council to order at 9:33 a.m. in Room 102 of the State Capitol. All members were present, with Senator Jochum attending the meeting via a telecommunications connection.

Approval of Minutes. Upon motion by Vice Chairperson Grassley, the committee approved by voice vote the minutes from the September 14, 2023, meeting of the committee.

Adjournment. The meeting was adjourned at 9:45 a.m.

II. Central Staff Agency Personnel Reports and Budgets

The committee received the proposed fiscal year 2025 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 \$600,000 from the fiscal year 2024 budget. The personal services budget increased to cover the cost of the most recent cost-of-living adjustment, and other line items decreased based on one-time expenses in the prior fiscal year. Upon motion by Vice Chairperson Grassley, the committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2025 proposed budget and annual personnel report of the Legislative Services Agency.

The committee also received the proposed fiscal year 2025 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 \$50,000 from the fiscal year 2024 budget. The proposed budget includes the cost of the most recent cost-of-living adjustment, provides for an increase in reimbursement to other agencies based on accounting services now provided by the Department of Administrative Services, and provides for a decrease in communications costs due to switching providers. The committee also received two requests from the Office of Ombudsmen for approval of placement of new hires above entry-level salary. Upon motion by Vice Chairperson Grassley, the committee, by voice vote, recommended that the Legislative Council approve the fiscal year 2025 proposed budget and annual personnel report of the Office of Ombudsman.

III. Legislative Services Agency Policies and Procedures

Mr. McDermott noted that the changes to the Legislative Services Agency Policies and Procedures include updates to agency timesheet approval, attendance by employees who are retiring or resigning, and business travel expenses. Upon motion by Vice Chairperson Grassley, the committee, by voice vote, received and filed the changes to the Legislative Services Agency Policies and Procedures.

IV. Legislative Council Policies and Procedures

Mr. McDermott described the proposed changes made to the Legislative Council Policies and Procedures concerning agencies eligible to prefile bills based on 2024 legislation, limited Legislative Services Agency editorial authority over court rules, and updates to policies associated with the federal Americans with Disabilities Act. Senator Jochum asked about, and the committee discussed, the frequency with which the chambers have provided interpreter services and the timing associated with requests for interpreter services. 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.



V. Materials Filed with the Legislative Services Agency

1. Fiscal Year 2025 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.