

**REPORT OF THE SERVICE COMMITTEE
TO THE LEGISLATIVE COUNCIL**

November 15, 1990

The Service Committee of the Legislative Council met on November 15, 1990. The meeting was called to order by Representative John Connors, Chairman, at 10:32 a.m. in Room 22 of the State House, Des Moines, Iowa.

The Service Committee respectfully submits to the Legislative Council the following report and recommendations:

1. The Service Committee received and filed an administrative report from the Office of Citizens' Aide/Ombudsman relating to bids received for a proposed remodeling project. The Service Committee recommends that the Legislative Council authorize a \$19,750 budget supplemental allocation under section 2.12 of the Code to permit the Office of Citizens' Aide/Ombudsman to carry out the remodeling project. \$19,750 was the low bid on the project.
2. The Service Committee received and filed a personnel report from the Office of Citizens' Aide/Ombudsman.
3. The Service Committee received a personnel report from the Computer Support Bureau and referred it to the Computer Oversight Subcommittee, with instruction to review the proposals in the report in light of recent growth in staff size and extent of services provided and to analyze the future direction of the Computer Support Bureau. The Service Committee recommends that any action taken with regard to proposals contained in the report be retroactive to November 15, 1990. The report recommends the following actions:
 - a. The creation of the new position of Microcomputer Manager I at pay grade 33.
 - b. The promotion of Mr. Ed Damman to fill the new position of Microcomputer Manager I.
 - c. The promotion of Ms. Kay Evans from Mapper Coordinator I to Mapper Coordinator II.
 - d. The promotion of Ms. Cheryl Porath from Run Designer I to Run Designer II.
4. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau.
5. The Service Committee recommends that the Legislative Council approve the creation of an Assistant Finance Officer position in the Legislative Service Bureau and the employment of Ms. K'Ann Morris Brandt as an Assistant Finance Officer at Grade 20, step 1. The Assistant Finance Officer position will not result in an increase in the number of total FTEs in the Legislative Service Bureau, since the elimination of four quarter-time unfilled positions, including three proofreader positions and one text processor position, is also proposed.

6. The Service Committee recommends that the Legislative Council approve the employment of Ms. Mary Ann Scott to fill the Assistant Indexer position that became vacant in the Iowa Administrative Code Division of the Legislative Service Bureau with the resignation of Toni Boyd. Ms. Scott is currently employed as a part-time Proofreader/Indexer in the Administrative Code Division and the change in Ms. Scott's employment status will result in a change in her classification from grade 17, step 4, to grade 18, step 3.

7. The Service Committee recommends that the Legislative Council approve the alteration of certain titles in the Legislative Service Bureau. It is recommended that the Legal Division and Research Divisions be combined into a single Legal and Committee Services Division and that titles of Legal Division Chief and Research Division Chief be changed to Legal Services Administrator and Committee Services Administrator. These changes will not result in changes in the position descriptions for any positions affected, but are intended to more accurately reflect current responsibilities.

8. The Service Committee recommends that the Legislative Council approve the appointment of Mr. John Pollak to fill the vacant position of Committee Services Administrator in the Legislative Service Bureau. The promotion of Mr. Pollak to Committee Services Administrator will result in a change in his pay classification from grade 30, step 3, to grade 36, step 1.

9. The Service Committee received and filed additional personnel information from the Legislative Service Bureau.

10. The Service Committee recommends the Legislative Council approve the attached proposed budget and budget allocation of the Legislative Service Bureau for the fiscal year beginning July 1, 1991, pursuant to section 2.12 of the Code.

11. The Service Committee recommends the Legislative Council approve the attached proposed budget and budget allocation of the Legislative Fiscal Bureau for the fiscal year beginning July 1, 1991, pursuant to section 2.12 of the Code.

12. The Service Committee recommends the Legislative Council approve the attached proposed budget and budget allocation of the Computer Support Bureau for the fiscal year beginning July 1, 1991, pursuant to section 2.12 of the Code.

13. The Service Committee recommends the Legislative Council approve the attached proposed budget and budget allocation of the Office of Citizens' Aide for the fiscal year beginning July 1, 1991, pursuant to section 2.12 of the Code.

14. The Service Committee received, filed, and referred to the Computer Subcommittee a request for legislative oversight and guidance relating to possible changes in the manner in which the Iowa Administrative Code and the Iowa Administrative Bulletin are published. The request was initiated as a result of information received relating to current computer capabilities.

15. The Service Committee received a request to reschedule a grievance hearing on the complaint of Mr. David Robinson. The Committee agreed to reschedule the hearing to November 28, 1990, at 8:00 a.m.
16. The Service Committee referred a Compensation Comparison Report prepared by the Legislative Fiscal Bureau and the Legislative Service Bureau to the Joint Senate and House Pay Resolution Committee.
17. The Service Committee received and filed a Proposed Confidentiality Policy for the Legislative Service Bureau.
18. The Service Committee recommends that the Legislative Council reactivate and reappoint members to the Capitol Space Allocation Committee to study the current lack of space and cramped working conditions of Capitol Building employees. The Service Committee further recommends that the State Fire Marshall be requested to conduct an evaluation of the Capitol Building employee working conditions and provide the results of that evaluation to the Legislative Council.

The following new employees were introduced to the Service Committee members:

1. Ms. Wendy Sheetz, Assistant I, Office of Citizens' Aide/Ombudsman.
2. Mr. Roger Murtfeld, Software Analyst, Computer Support Bureau.
3. Mr. Bryan Boyd, Microcomputer Support Analyst, Computer Support Bureau.
4. Ms. Nicole Navara, Administrative Secretary, Legislative Fiscal Bureau.
5. Ms. Susan Crowley, Legal Counsel I, Legislative Service Bureau.
6. Mr. Michael Kuehn, Legal Counsel I, Legislative Service Bureau.

Respectfully submitted,
REPRESENTATIVE JOHN CONNORS
Chairman