

ADOPTED MAY 17, 1989, as amended by the Legislative Council.

REPORT
of the
SERVICE COMMITTEE

May 17, 1989

The Service Committee of the Legislative Council met on May 16, 1989, and May 17, 1989. The May 16, 1989, meeting was called to order by Representative John Connors, Chairman, at 3:35 p.m. in Room 22 of the State House, Des Moines, Iowa, and recessed at 3:45 p.m. The May 17, 1989, meeting was called to order by Representative John Connors, Chairman, at 10:45 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 recommends that the Legislative Council appoint a committee consisting of a subcommittee of the Service Committee, partisan staff from both chambers, and nonpartisan staff to conduct a study of hardware and software options available and necessary for conversion of legislative computing capabilities from a mainframe to a personal computer basis. The Service Committee recommends that the study include, but not be limited to, a requirement that any software package selected for use by a proposed personal computer system have system-wide application and that hardware and software selected be compatible with printers currently in use in the legislative branch. The committee shall submit recommendations to the Service Committee and Legislative Council for review and final action on approval of expenditures of up to \$100,000 for the purchase of hardware and software for the Legislative Fiscal Bureau to convert to a personal computer system of operation. The Service Committee recommends that the Legislative Council appoint Senators Hutchins and Welsh and Representative Stromer to serve as the legislative members of the committee. The Computer Support Bureau shall not fill the vacant position of Software Analyst until the report of the Committee is completed.

2. The Service Committee recommends that an additional Capitol Tour Guide position be authorized for assistance with Saturday tours. This position would add an additional .20 FTE to the Legislative Service Bureau.

3. The Service Committee deferred action on approval of the personnel actions relating to the positions of Research Division Chief, Assistant Administrative Code Indexer, and Proofreader Coordinator in the Legislative Service Bureau which were contained in subdivision I of a memorandum submitted by Mr. Donovan Peeters. The remaining personnel action information, not requiring Legislative Council approval but contained in the memorandum was received and filed by the Committee.

4. The Service Committee received and filed a letter from Mr. William Angrick relating to personnel actions taken by the Office of the Citizens' Aide/Ombudsman, not requiring approval by the Legislative Council.

5. The Service Committee recommends that Legislative Council direct the Citizens' Aide/Ombudsman to take action to ensure that the Department of General Services corrects any possible noncompliance with State Fire Marshal safety recommendations relating to the presence of tanks of compressed anhydrous ammonia and methyl chloroform in the building in which the Office of the Citizens' Aide/Ombudsman is located.

6. The Service Committee recommends that the Legislative Council approve the issuance of identification credentials for employee use in the Office of the Citizens' Aide/Ombudsman. Proposed credentials would include a staff member's photograph.

7. The Service Committee recommends that the Legislative Council approve an internal administrative restructuring of the Office of the Citizens' Aide/Ombudsman into an intake and rapid resolution team and an investigative team.

8. The Service Committee recommends that the Legislative Council adopt the attached Resolution relating to the compensation of employees of the central legislative staff agencies for the Seventy-third General Assembly. The attached resolution does not contain the salary ranges for the directors of the central staff agencies. The Service Committee will recommend salary ranges for those positions by the August meeting of the Legislative Council.

9. The Service Committee deferred action on the Personnel Guidelines for the Central Legislative Staff until the next meeting of the Service Committee and directed the Legislative Service Bureau to prepare and provide the Service Committee members with a summary of the proposed guidelines, noting any controversial items.

10. The Service Committee recommends that the Legislative Council accept the resignation of Mr. Donovan Peeters as the Director of the Legislative Service Bureau, effective immediately with compensation to continue for ninety days from the effective date of Mr. Peeters' resignation. A copy of Mr. Peeters' letter of resignation is attached.

11. The Service Committee recommends that the Legislative Council appoint Ms. Diane Bolender, Deputy Director of the Legislative Service Bureau, to serve as Acting Director until the position of Director of the Legislative Service Bureau is filled. The Service Committee recommends that the Legislative Council approve the granting of a salary increase at the annual rate of \$3000 per year, in addition to any salary increases for which she is otherwise eligible, for the period of time Ms. Bolender serves as Acting Director of the Legislative Service Bureau.

12. The Service Committee recommends that the Legislative Council direct the Chairperson of the Legislative Council to immediately advertise the position of Director of the Bureau in all available media, with salary to be negotiable, commensurate with experience and training.

13. The Service Committee recommends that the Legislative Council appoint a Personnel Subcommittee of the Service Committee, consisting of Representative Connors, Chairman, Representative Chapman, and Senator Hultman, to solicit comments of employees of the Legislative Service Bureau regarding suggestions for improving the Bureau's operations.

Respectfully submitted,

REPRESENTATIVE JOHN CONNORS
Chairman