

REPORT OF THE SERVICE COMMITTEE
TO THE LEGISLATIVE COUNCIL

June 14, 1990

The Service Committee of the Legislative Council met on June 14, 1990. The meeting was called to order by Representative John Connors, Chairman, at 11:20 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 a personnel report from the Office of Citizens' Aide.

2. The Service Committee recommends that the Legislative Council approve the promotion of Mr. Clarence Key, Jr., of the Office of Citizens' Aide from Assistant II to Assistant III, grade 33, step 4.

3. The Service Committee recommends that the Legislative Council approve the promotion of Mr. Randy A. Meline of the Office of Citizens' Aide from Assistant II to Assistant III, grade 33, step 4.

4. The Service Committee received and filed a June 1990 personnel report from the Legislative Computer Support Bureau.

5. The Service Committee received and filed an annual personnel report from the Legislative Computer Support Bureau.

6. The Service Committee received and filed June 1990 and annual personnel reports from the Legislative Fiscal Bureau.

7. The Service Committee recommends that the Legislative Council approve the promotion of Mr. Ray Knapp of the Legislative Fiscal Bureau from Run Designer III, grade 30, to Software Analyst I, grade 34.

8. The Service Committee received and filed June 1990 and annual personnel reports from the Legislative Service Bureau.

9. The Service Committee recommends that the Legislative Council approve the promotion of Mr. Richard Johnson of the Legislative Service Bureau, from Legal Division Chief, Grade 37, step 4, to Deputy Director, grade 39, step 3. Mr. Johnson has been fulfilling the Deputy Director duties for the last year and has nearly 12 years of experience with the Bureau.

10. The Service Committee recommends that the Legislative Council approve the promotion of Mr. Douglas Adkisson of the Legislative Service Bureau from Legal Counsel I, grade 30, step 4, to Legal Counsel II, grade 33, step 3. Mr. Adkisson has been a Legal Counsel I since December 22, 1986.

11. The Service Committee recommends that the Legislative Council approve the promotion of Ms. Leslie Workman of the Legislative Service Bureau from Legal Counsel I, grade 30, step 4, to Legal Counsel II, grade 33, step 3. Ms. Workman has been a Legal Counsel I since February 1, 1988.

12. The Service Committee recommends that the Legislative Council approve the promotion of Ms. LoAnne Dodge of the Iowa Code Division of the Legislative Service Bureau from Iowa Code Assistant Editor I, grade 24, step 5, to Iowa Code Assistant Editor II, grade 27, step 4. Ms. Dodge has been employed in the Iowa Code Division since January 14, 1980, and has been performing many of the duties relating to the publication of the Code of Iowa with minimal supervision.

13. The Service Committee recommends that the Legislative Council approve the promotion of Ms. Sarah Cartwright of the Iowa Code Division of the Legislative Service Bureau from Assistant Indexer, grade 18, step 4, to Indexer, grade 21, step 3. Ms. Cartwright has been an Assistant Indexer since June 20, 1986.

14. The Service Committee recommends that the Legislative Council approve the promotion of Ms. Doris Stoner of the Iowa Code Division of the Legislative Service Bureau from Assistant Indexer, grade 18, step 5, to Indexer, grade 21, step 4. Ms. Stoner has been an Assistant Indexer since November 29, 1985.

15. The Service Committee recommends that the Legislative Council approve the promotion of Ms. Jody Jorgenson of the Legislative Service Bureau from Legislative Text Processor I, grade 19, step 2, to Legislative Text Processor II, grade 22, step 1. Ms. Jorgensen has been employed by the Legislative Service Bureau since February 1988, and has been a permanent full-time employee since November 11, 1988. In addition to her other main office duties, she has learned the process for and typed bills, amendments and other legislative documents.

16. The Service Committee received and filed an administrative report from the Office of Citizens' Aide.

17. The Service Committee received and filed a legal report from the Office of Citizens' Aide.

18. The Service Committee received and filed a report on a Uniform Dress Code. The Service Committee recommends that the Legislative Council adopt the attached proposed Uniform Dress Code as part of the Policies and Procedures for the Central Legislative Staff Agencies for the General Assembly.

19. The Service Committee received and filed a report on an option to participate in the Iowa Employee Assistance Program, which is available to Executive and Judicial Branch employees. The Service Committee recommends that the Legislative Council permit Central Legislative Staff Agency Directors to voluntarily

participate in the program. Program costs will be paid out of existing agency budgets.

20. The Service Committee received and filed a report from the Computer Oversight Subcommittee. The Service Committee recommends that the Legislative Council authorize the Computer Support Bureau to accept the low bid of \$62,480.00 from Computer Support Systems of Des Moines for an uninterruptible power supply for the Legislature's mainframe computer. The bid was approximately \$29,000.00 less than previous estimates.

Respectfully submitted,

REPRESENTATIVE JOHN H. CONNORS
Chairman