

**SERVICE COMMITTEE  
OF THE LEGISLATIVE COUNCIL**

***MEMBERSHIP***

*Senator Mary Kramer,  
Temporary Chairperson  
Senator Jeff Angelo  
Senator Michael Gronstal*

*Representative Christopher Rants,  
Temporary Vice Chairperson  
Representative Danny Carroll  
Representative John Connors*

**TENTATIVE AGENDA**

June 30, 2003  
Room 22, State Capitol

9:00 a.m.

Call to Order

Roll Call

Election of Chairperson and Vice Chairperson

Approval of June 18, 2002, Meeting Minutes (previously distributed)

Appointment of LSA Director

Consideration of Personnel Reports

- Legislative Services Agency
- Citizens' Aide/Ombudsman

Central Staff FY04 Budget Approval

Pay Matrix Issues

Additional Business?

Adjournment

**LEGAL COUNSELS**

Douglas L. Adkisson  
Edwin G. Cook  
Susan E. Crowley  
Patricia A. Funaro  
Michael J. Goedert  
Katherine B. Hjelmaas  
Nicole R. Hoffman  
Janet S. Johnson  
Timothy C. McDermott  
Joseph E. McEniry  
Richard S. Nelson  
Ann M. Ver Heul

**RESEARCH ANALYSTS**

Diane E. Ackerman  
Kathleen B. Hanlon

**GENERAL ASSEMBLY OF IOWA**



**LEGISLATIVE SERVICE BUREAU**

STATE CAPITOL  
DES MOINES, IOWA 50319  
(515) 281-3566  
FAX (515) 281-8027

**DENNIS C. PROUTY**  
ACTING DIRECTOR

**RICHARD L. JOHNSON**  
DEPUTY DIRECTOR

**JOHN C. POLLAK**  
COMMITTEE SERVICES ADMINISTRATOR

**LESLIE E. W. HICKEY**  
IOWA CODE EDITOR

**KATHLEEN K. BATES**  
ADMINISTRATIVE CODE EDITOR

**JULIE E. LIVERS**  
LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 26, 2003

**MEMORANDUM**

**TO:** Service Committee of the Legislative Council  
**FROM:** Dennis C. Prouty, Acting Director *Dcp*  
**RE:** Legislative Services Agency Personnel Report

Attached is the Legislative Services Agency Personnel Report for the period June 18, 2002, through June 30, 2003. The report covers all personnel action since the last reports, which were submitted June 18, 2002.

# **LEGISLATIVE SERVICES AGENCY**

## **JUNE PERSONNEL REPORT JUNE 2003**

**Dennis C. Prouty  
Acting Director**

LEGISLATIVE SERVICES AGENCY  
Personnel Report

June 30, 2003

Personnel Actions since Last Report: 06/18/02

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
<b>Merit Increases:</b>					
<b>Legal Services</b>					
Ed Cook		38-5	06/22/01	38-6	06/21/02
Diane Ackerman		32-1	06/21/02	32-2	06/21/02
Stephanie Hoff		30-1	06/22/01	30-2	06/21/02
Cathie Young		27-5	06/22/01	27-6	06/21/02
Craig Cronbaugh		27-3	06/22/01	27-4	06/21/02
Myles Kappelman		27-2	06/22/01	27-3	06/21/02
Roger Karns		24-2	06/22/01	24-3	06/21/02
Rhonda Fowler		21-2	06/22/01	21-3	06/21/02
Bob Lamberti		19-2	07/06/01	19-3	07/05/02
Joseph McEniry		32-4	07/20/01	32-5	07/19/02
Bruce Carr		27-3	07/20/01	27-4	07/19/02
Kathie Bates		41-4	12/21/01	41-5	12/20/02
Julie Livers		38-2	12/21/01	38-3	12/20/02
Joan Arnett		25-3	12/21/01	25-4	12/20/02
Joy Warner		25-2	12/21/01	25-3	12/20/02
Jessica Clark		24-1	12/21/01	24-2	12/20/02
Karen Nichols		19-3	12/21/01	19-4	12/20/02
Teresa Vander Linden		27-1	01/04/02	27-2	01/03/03
Nicole Hoffman (restructuring of duties)		35-3	06/21/02	35-4	01/03/03
Sandra Nabholz		22-1	02/01/02	22-2	01/31/03
Joanne Page		35-3	02/15/02	35-4	02/14/03
Nancy Westbrook		22-1	02/15/02	22-2	02/14/03
Matt Hanify		19-2	03/15/02	19-3	03/14/03
Ann Ver Heul		30-2	11/25/02	30-3	03/28/03
Karon Elfvin		19-2	09/28/01	19-3	04/11/03
Rachele Hjelmaas		30-3	05/10/02	30-4	05/09/03
David Craft		19-2	05/10/02	19-3	05/09/03
<b>Computer Services</b>					
Dave Kair		38-5	06/22/01	38-6	06/21/02
Bryan Boyd		38-4	06/22/01	38-5	06/21/02
Valerie Van Vlair Hansen		29-3	06/22/01	29-4	06/21/02
Joe Kroes		35-4	12/07/01	35-5	12/06/02
Matt Eaton		38-4	02/01/02	38-5	01/31/03
John Rafdal		35-3	03/29/02	35-4	03/28/03
John Bellizzi, Jr.		27-1	11/08/02	27-2	05/09/03
Jeff Van Engelenhoven		35-5	5/24/2002	35-6	05/23/03
Nicole Chesmore		27-1	11/18/02	27-2	05/23/03
<b>Fiscal Services</b>					
Beth Lenstra		38-4	01/18/02	38-5	01/17/03
Jennifer Dean		29-2	01/18/02	29-3	01/17/03
Robin Madison		29-2	01/18/02	29-3	01/17/03
Russ Trimble		29-2	01/18/02	29-3	01/17/03
Sam Leto		38-5	02/01/02	38-6	01/31/03
Lisa Burk		27-3	04/26/02	27-4	04/25/03

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
<b>Administrative Services</b>					
Teri Souer		28-2	06/22/01	28-3	06/21/02
Danny Degen		22-5	06/22/01	22-6	06/21/02
Cindy Lewis		22-2	06/22/01	22-3	06/21/02
Stephanie Cox		22-1	06/22/01	22-2	06/21/02
Kelley Hilterbrand		19-2	08/03/01	19-3	08/02/02
Steve Hallam		19-3	12/07/01	19-4	12/06/02
Helen DeBartolo		28-4	12/21/01	28-5	12/20/02
Sue Fetters		25-5	12/21/01	25-6	12/20/02
Leslie Morford		22-2	12/21/01	22-3	12/20/02
Rob Samson		22-1	12/21/01	22-2	12/20/02
Matt Kruse		31-1	03/15/02	31-2	03/14/03
Kathy Wesely		27-2	03/29/02	27-3	03/28/03
Patricia Johnson		19-3	04/12/02	19-4	04/11/03

***Vacant Positions Filled:***

Ann Ver Heul	Legal Counsel				11/25/02
Keri Kelsey	Legal Counsel				01/03/03
Katie Willhite	Legis. Document Technician I				01/06/03
Jeanette Astor	Legis. Document Technician I				01/24/03
John Bellizzi, Jr.	Computer Systems Analyst I				11/08/02
Nicole Chesmore	Computer Systems Analyst I				11/18/02
Jennifer Vermeer	Senior Legislative Analyst				12/02/02

***Temporary Positions Filled:***

Emily Nieman	Page				01/10/03
Jake Schaben	Page				01/10/03
Daniel Harders	Page				01/10/03

***Retirement/Resignations:***

Victoria Lawry	Indexer 1				01/02/03
Emily Nieman	Page				05/01/03
Jake Schaben	Page				05/01/03
Daniel Harders	Page				05/01/03
Virginia Rowen	Computer Systems Analyst III				05/14/02
Sanford Scharf	Director				07/23/02
Jason Hunt	Division Administrator I				08/15/02
Steve Nelson	Computer Systems Analyst I				08/15/02
Mary Reed	Confidential Secretary				08/15/02
Cheryl Ritter	Senior Computer Systems Analyst				08/15/02
Christine Pardee	Computer Systems Analyst I				11/25/02
Shawn Snyder	Legislative Analyst II				09/15/02

***Parental/Family Leave:***

Roger Karns  
 Gary Rudicil  
 Dick Schulze  
 Peter Dubec  
 Holly Lyons  
 Nicole Navara

**LEGISLATIVE SERVICES AGENCY**  
**Eligibility Report for Merit Increases**  
**FY 2003**  
**As of 06/19/03**

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<u>Director</u>			
Prouty	--	06/26/72	00/00/00

**LEGAL SERVICES**

**LEGAL SERVICES**

<u>Administrator</u>			
Johnson, R.	41(6)	07/10/78	00/00/00
<u>Committee Services Admin.</u>			
Pollak	41(6)	11/16/87	00/00/00
<u>A.R.R.C. Counsel</u>			
Royce	38(6)	11/29/76	00/00/00
<u>Senior Legal Counsel</u>			
Goedert	38(6)	07/14/76	00/00/00
Adkisson	38(6)	12/22/86	00/00/00
Funaro	38(6)	12/17/86	00/00/00
Crowley	38(6)	10/08/90	00/00/00
Cook	38(6)	11/09/92	00/00/00
Nelson	38(1)	11/06/95	06/20/03
<u>Legal Counsel 2</u>			
Johnson, J.	35(4)	11/15/95	06/20/03
Hoffman	35(4)	12/18/96	06/20/03
McDermott	35(3)	11/13/96	06/20/03
<u>Legal Counsel 1</u>			
McEniry	32(5)	01/15/98	07/18/03
<u>Legal Counsel</u>			
Hjelmaas	30(4)	11/01/00	05/07/04
Ver Heul	30(3)	11/25/02	03/26/04
<u>Senior Research Analyst</u>			
Hanlon	38(4)	01/21/91	06/20/03

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b>IOWA CODE</b>			
<u>Code Editor</u> Hickey	41(6)	02/01/88	00/00/00
<u>Deputy IA Code Editor</u> Page	35(4)	08/24/92	02/13/04
<u>Legal Counsel</u> Kelsey	30(1)	01/03/03	07/04/03
<u>Research Analyst 2</u> Ackerman	32(2)	11/19/93	06/20/03
<u>Assistant Editor 2</u> Young, C.	27(6)	01/03/89	00/00/00
<u>Assistant Editor 1</u> Karns	24(3)	12/27/95	06/20/03
<u>Iowa Code Index Supervisor</u> Schulze	28(6)	06/27/86	00/00/00
<u>Indexer 2</u> Dubec	25(6)	10/09/87	00/00/00
<u>Publications Assistant</u> Fowler	21(3)	09/30/98	06/20/03
<u>Legislative Document Tech. 1</u> Hanify	19(3)	09/17/01	03/12/04
Craft	19(3)	11/07/01	05/07/04
Astor	19(1)	01/24/03	08/01/03

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b>ADMINISTRATIVE CODE</b>			
<u>Admin. Code Editor</u> Bates	41(5)	06/13/86	12/19/03
<u>Assistant Editor 3</u> Hoff	30(2)	07/26/96	06/20/03
<u>Assistant Editor 2</u> Carr Vander Linden	27(4) 27(2)	01/26/96 11/14/97	07/18/03 01/02/04
<u>Assistant Editor 1</u> Clark	24(2)	09/20/99	12/19/03
<u>Admin. Code Index Supervisor</u> Worden	28(6)	04/27/72	00/00/00
<u>Super.Legis.Docu.Technician</u> Warner	25(3)	12/30/96	12/19/03
<u>Legislative Document Tech. 2</u> Snuggs Nabholz Westbrook	22(6) 22(2) 22(2)	03/25/85 01/21/00 02/04/00	00/00/00 01/30/04 02/13/04
<b>INFORMATION SERVICES</b>			
<u>Legislative Information Director 3</u> Livers	38(3)	04/09/90	12/19/03
<u>Legislative Information Officer 2</u> Cronbaugh Kappelman	27(4) 27(3)	12/18/97 09/21/98	06/20/03 06/20/03
<u>Capitol Tour Guide Supervisor 2</u> Arnett	25(4)	01/23/76	12/19/03
<u>Legislative Document Tech. 1</u> Nichols Lamberti	19(4) 19(3)	10/15/76 12/29/00	12/19/03 07/04/03
<b>Not Listed:</b> Elfvn, Karon P-T Tour Guides Pages	19(3)	01/29/01	

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b>COMPUTER SERVICES</b>			
<u>Administrator</u> Dickinson	41(6)	07/01/81	00/00/00
<u>Senior Legislative Analyst</u> Kair	38(6)	08/21/87	00/00/00
<u>Division Administrator II</u> Boyd Eaton	38(5) 38(5)	10/01/90 08/17/97	06/20/03 01/30/04
<u>Senior Computer Systems Engineer</u> Kroes Rafdal	35(5) 35(4)	05/30/95 10/02/95	12/05/03 03/26/04
<u>Senior Computer Systems Analyst</u> Campos Van Engelenhoven Rudicil Weddell Knapp Miller	35(6) 35(6) 35(6) 35(3) 35(6) 35(3)	08/20/90 11/23/98 07/05/89 11/06/87 01/02/76 09/17/96	00/00/00 00/00/00 00/00/00 06/20/03 00/00/00 08/29/03
<u>Computer Systems Engineer II</u> Koth	32(1)	06/26/00	07/04/03
<u>Computer Systems Analyst II</u> Van Vlair Hansen	29(4)	11/30/98	06/20/03
<u>Computer Systems Analyst I</u> Bellizzi, Jr. Chesmore	27(2) 27(2)	11/08/02 11/18/02	05/07/04 05/21/04

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b>FISCAL SERVICES</b>			
<u>Administrator</u>			
Lyons	41(6)	01/03/84	00/00/00
<u>Division Administrator II</u>			
Wulf	41(6)	02/11/83	00/00/00
<u>Senior Legislative Analyst</u>			
Lerdal	38(6)	06/25/79	00/00/00
Lenstra	38(5)	01/07/00	01/16/04
Reynolds	38(6)	09/18/89	00/00/00
Robinson, Jeff	38(6)	11/17/87	00/00/00
Ferguson	38(6)	07/12/82	00/00/00
Shipman	38(6)	12/22/89	00/00/00
Leto	38(6)	02/01/71	00/00/00
Vermeer	38(4)	12/02/02	06/06/03
<u>Legislative Analyst III</u>			
Robinson, Ron	35(1)	09/27/96	08/29/03
Kozel	35(1)	10/07/96	09/26/03
<u>Legislative Analyst I</u>			
Trimble	29(3)	12/28/99	01/16/04
Madison	29(3)	02/01/00	01/16/04
Dean	29(3)	07/07/00	01/16/04
<u>Legislative Analyst</u>			
Burk	27(4)	11/01/00	04/23/04
Mellick	27(3)	11/01/00	10/24/03

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b>ADMINISTRATIVE SERVICES</b>			
<u>Administrator</u> Faller	41(6)	07/01/74	00/00/00
<u>Senior Finance Officer</u> Kruse	31(2)	09/20/99	03/12/04
<u>Finance Officer 2</u> Wesely	27(3)	10/01/99	03/26/04
<u>Legis.Doc.Tech.Supervisor</u> DeBartolo	28(5)	10/19/92	12/19/03
Fisher	28(6)	11/16/74	00/00/00
Souer	28(3)	11/10/98	06/20/03
<u>Super.Legis.Docu.Technician</u> Fetters	25(6)	09/27/91	12/19/03
<u>Executive Secretary</u> Mosher	24(6)	07/03/90	00/00/00
Navara	24(6)	11/13/90	00/00/00
<u>Administrative Secretary</u> Laust	21(6)	07/08/93	00/00/00
<u>Legislative Document Tech. 2</u> Degen	22(6)	06/16/95	00/00/00
Morford	22(3)	11/13/98	12/19/03
Lewis	22(3)	09/10/96	06/20/03
Cox	22(2)	06/01/99	06/20/03
Samson	22(2)	11/30/99	12/19/03
<u>Legislative Document Tech. 1</u> Hallam	19(4)	01/05/98	12/05/03
Johnson, P.	19(4)	10/09/00	04/09/04
Hilterbrand	19(3)	01/23/01	08/01/03
Willhite	19(1)	01/06/03	07/18/03
<u>Senior Librarian</u> Douglas	27(6)	10/23/89	00/00/00
<u>Assistant Librarian</u> Neff	22(6)	12/01/92	00/00/00

LEGISLATIVE SERVICES AGENCY  
 PROPOSED PROMOTIONS  
 June 30, 2003

Name	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Eligibility Date*
<i>Proposed One-Step Promotions:</i>				
Valerie Van Vlair Hansen	Computer Systems Analyst II 06/22/01	29-4 06/21/02	Computer Systems Analyst III	32-2 06/20/03
Roger Karns	Assistant Editor 1 06/23/00	24-3 06/21/02	Assistant Editor 2	27-1 06/20/03
Jan Johnson	Legal Counsel 2 06/25/99	35-4 06/21/02	Sr. Legal Counsel	38-2 06/20/03
<i>Proposed Lateral Transfer With Merit Review Date Unchanged:</i>				
Rachele Hjelmaas	Legal Counsel 12/22/00	30-4 05/09/03	Legal Counsel 1	32-2 06/20/03
Joe McEniry	Legal Counsel 1 07/21/00	32-5 07/19/02	Legal Counsel 2	35-2 06/20/03
Steve Hallam	Legis. Document Technician 1 09/15/00	19-4 12/06/02	Legis. Document Technician 2	22-1 06/20/03
Sue Fetters	Super. Legis. Document Technician 12/22/00	25-6 12/20/02	Legis. Document Technician Super.	28-3 06/20/03
Patricia Johnson	Legis. Document Technician 1 10/09/00	19-4 04/11/03	Legis. Document Technician 2	22-1 06/20/03
Lisa Burk	Legislative Analyst 11/01/00	27-4 04/25/03	Legislative Analyst 1	29-2 06/20/03

\* All promotions subject to performance review with approval of and effective date set by the director.

LEGISLATIVE SERVICES AGENCY  
COMP TIME REPORT

ADMINISTRATIVE SERVICES  
01/01/03 - 5/08/03

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	468.00	120.00
2	317.50	120.00
3	120.75	120.00
4	120.00	120.00
5	120.00	120.00
6	113.25	113.25
7	100.00	100.00
8	94.75	94.75
9	82.75	82.75
10	81.50	81.50
11	74.75	74.75
12	69.75	69.75
13	62.25	62.25
14	61.75	61.75
15	56.75	56.75
16	55.25	55.25
17	49.25	49.25
18	46.25	46.25
19	24.00	24.00
20	14.25	14.25
21	11.50	11.50
22	0.00	0.00
23	0.00	0.00
Total Hours	2,144.25	1,598.00
Average	93.23	69.48

**LEGISLATIVE SERVICES AGENCY  
COMP TIME REPORT**

**COMPUTER SERVICES  
4/13/02 - 5/08/03**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	315.50	120.00
2	112.50	112.50
3	112.50	112.50
4	112.00	112.00
5	109.00	109.00
6	100.25	100.25
7	93.75	93.75
8	66.00	66.00
9	53.00	53.00
10	45.50	45.50
11	39.75	39.75
12	37.25	37.25
13	31.50	31.50
14	28.00	28.00
15	27.00	27.00
16	9.00	9.00
<b>Total Hours</b>	<b>1,292.50</b>	<b>1,097.00</b>
<b>Average</b>	<b>80.78</b>	<b>68.56</b>

**LEGISLATIVE SERVICES AGENCY  
COMP TIME REPORT**

**IOWA CODE  
4/1/02 - 5/08/03**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	249.75	120.00
2	193.75	120.00
3	57.50	57.50
4	21.00	21.00
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
8	0.00	0.00
9	0.00	0.00
10	0.00	0.00
11	0.00	0.00
<b>Total Hours</b>	<b>522.00</b>	<b>318.50</b>
<b>Average</b>	<b>47.45</b>	<b>28.95</b>

**ADMINISTRATIVE CODE  
7/1/02 - 5/08/03**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	53.50	53.50
2	17.50	17.50
3	5.75	5.75
4	1.00	1.00
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
8	0.00	0.00
9	0.00	0.00
10	0.00	0.00
11	0.00	0.00
<b>Total Hours</b>	<b>77.75</b>	<b>77.75</b>
<b>Average</b>	<b>7.07</b>	<b>7.07</b>

LEGISLATIVE SERVICES AGENCY  
COMP TIME REPORT

FISCAL SERVICES  
4/13/02 - 5/08/03

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	296.00	120.00
2	276.50	120.00
3	242.75	120.00
4	216.00	120.00
5	172.50	120.00
6	141.50	120.00
7	139.50	120.00
8	128.25	120.00
9	128.00	120.00
10	122.50	120.00
11	120.00	120.00
12	113.00	113.00
13	101.50	101.50
14	93.75	93.75
15	92.25	92.25
16	85.50	85.50
17	37.00	37.00
Total Hours	2,506.50	1,843.00
Average	147.44	108.41

LEGISLATIVE SERVICES AGENCY  
COMP TIME REPORT

LEGAL SERVICES  
4/13/02 - 5/08/03

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	425.50	120.00
2	345.00	120.00
3	308.50	120.00
4	308.00	120.00
5	214.25	120.00
6	201.00	120.00
7	200.75	120.00
8	170.00	120.00
9	169.00	120.00
10	150.00	120.00
11	146.00	120.00
12	141.25	120.00
13	141.00	120.00
14	139.75	120.00
15	102.00	102.00
16	0.00	0.00
Total Hours	3,162.00	1,782.00
Average	197.63	111.38

LEGISLATIVE INFORMATION OFFICE

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	329.00	120.00
2	125.00	120.00
3	110.00	110.00
4	106.75	106.75
5	5.00	5.00
6	0.00	0.00
Total Hours	675.75	461.75
Average	112.63	76.96

# **CITIZENS' AIDE/OMBUDSMAN**

**JUNE PERSONNEL REPORT  
JUNE 2003**

**William P. Angrick II  
Citizens' Aide/Ombudsman**

**CITIZENS' AIDE/OMBUDSMAN  
PERSONNEL REPORT  
June 2003**

**SERVICE COMMITTEE APPROVAL:**

<b>PROMOTIONS:*</b> Name	<b>FROM</b> Title/ Date Attained	<b>Grade &amp; Step/ Date Attained</b>	<b>TO</b> Title	<b>Grade &amp; Step/ Date Attained</b>
Kristie Hirschman	Assistant 3 5/12/2000	35-6 5/10/2002	Senior Assistant	38-4 6/20/2003

**SERVICE COMMITTEE REVIEW:**

**MERIT**

<b>Name</b>	<b>Position</b>	<b>Previous Grade/Step</b>	<b>Date Attained</b>	<b>Current Grade/Step</b>	<b>Date Effective</b>
Mary Beliew	Admin. Secretary	21-4	11/8/2002	21-5	11/7/2003
Rory Calloway	Assistant 1	29-4	6/21/2002	29-5	9/19/2003
Jeri Burdick Crane	Financial Officer 2	27-3	6/21/2002	27-4	6/20/2003
Angela M. Dalton	Assistant	27-1	2/14/2003	27-2	8/15/2003
Don Grove	Assistant 1	29-4	11/22/2002	29-5	11/21/2003
Elizabeth Hart	Assistant	27-2	12/21/2001	27-3	6/20/2003
Laura Heemstra	Secr./Recept.	19-3	11/22/2002	19-4	11/21/2003
Olubunmi Salami	Assistant	27-1	3/28/2003	27-2	9/26/2003
Kyle White	Assistant 1	29-4	6/21/2002	29-5	6/20/2003

**VACANT POSITIONS FILLED:**

<b>Name</b>	<b>Position</b>	<b>Grade &amp; Step</b>	<b>Employment Date</b>
Angela M. Dalton	Assistant	27-1	2/14/2003
Olubunmi Salami	Assistant	27-1	3/28/2003

**TEMPORARY  
POSITIONS FILLED:**

None

**RETIREMENTS:**

None

**RESIGNATIONS:**

<b>Name</b>	<b>Position</b>	<b>Date Terminated</b>
Robert A. Anderson	Assistant	11/5/2002
Maureen Lee	Assistant	11/21/2002

**TERMINATIONS:**

None

**PARENTAL/FAMILY  
LEAVE:**

None

\*Subject to successful performance evaluation and fiscal resourcing.

# **LEGISLATIVE SERVICES AGENCY**

**BUDGET REPORT  
JUNE 2003**

**Dennis C. Prouty  
Acting Director**

**LEGISLATIVE SERVICES AGENCY  
BUDGET ALLOCATION  
FY 2004**

	<u>FY 2003</u>	<u>FY 2004</u>
<b>Personal Services</b>	<b>\$ 6,883,511</b>	<b>\$ 7,527,498</b>
<b>Travel</b>	29,150	43,000
<b>Office Supplies</b>	98,000	147,500
<b>Print/Bind</b>	645,750	375,000
<b>Communication</b>	84,671	95,000
<b>Rentals</b>	3,500	4,000
<b>Office Equipment</b>	17,000	35,000
<b>Prof/Scientific</b>	63,500	85,000
<b>Outside Services</b>	326,850	710,500
<b>Advertising</b>	2,700	4,000
<b>Outside Repairs</b>	43,600	46,500
<b>Data Process</b>	1,184,342	1,095,000
<b>Workers Comp</b>	9,512	12,700
<b>Reimb Other Agencies</b>	3,933	4,100
<b>Other Expense</b>	250	250
<b>TOTAL</b>	<u><u>\$ 9,396,269</u></u>	<u><u>\$ 10,185,048</u></u>

# **CITIZENS' AIDE/OMBUDSMAN**

**BUDGET REPORT  
JUNE 2003**

**William P. Angrick II  
Citizens' Aide/Ombudsman**

## CITIZENS' AIDE/OMBUDSMAN

FY 2004

Expenditure Category	0% Growth of Reduced FY 2003 Allocation	Comments
101 Personal Services	982,977 ***	Retain all CAO Staff @ FY04 costs
202 In-State Travel	3,000	No change
205 Out-State Travel	0	No change
301 Office Supplies	16,015	No change
303 Equipment Maintenance	1,800	No change
309 Printing & Binding	2,350	No change
401 Communications	18,500	Move 500 to 416, Reimbursement to ITD
402 Rentals	960	No change
405 Prof & Scientific Services	8,250	No change
406 Outside Services	2,400	No change
408 Advertising	0	No change
410 Data Processing	0	No change
414 Reimburse Other Agencies	1,798	No change
416 Reimbursement to ITD	500	from 401 Communications
502 Office Equipment	0	No change
602 Other Expense	300	No change
<b>Total</b>	<b>1,038,850</b>	

\*\*\*Approval of this budget includes authorization for any adjustment to it for the costs of implementing any agreement concerning employee compensation granted by the Legislative Council