

**SERVICE COMMITTEE  
OF THE LEGISLATIVE COUNCIL**

***MEMBERSHIP***

*Representative Brent Siegrist  
Representative John Connors  
Representative Betty Grundberg*

*Senator Michael Gronstal  
Senator Stewart Iverson, Jr.  
Senator Don Redfern*

**TENTATIVE AGENDA**

May 21, 1997  
Senate Room 24, State Capitol

10:00 a.m.

Call to Order

Roll Call

Election of Chair

Discussion of Computer User Policy Direction Committee Reports

Discussion of Personnel Guidelines Changes

Personnel Reports

- Legislative Fiscal Bureau
- Legislative Service Bureau
- Computer Support Bureau
- Citizens' Aide/Ombudsman

Additional Business?

Adjournment



DENNIS C. PROUTY  
DIRECTOR  
515/281-5279  
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STATE CAPITOL  
DES MOINES, IOWA  
50319

STATE OF IOWA  
LEGISLATIVE FISCAL BUREAU

## Memorandum

**TO:** Service Committee of the Legislative Council  
**FROM:** Dennis C. Prouty, Director  
**RE:** Fiscal Bureau Personnel Report  
**DATE:** May 14, 1997

Attached is the Legislative Fiscal Bureau's Personnel Report for the period November 21, 1996, through May 21, 1997. The Report covers all personnel action since the last report, which was submitted November 20, 1996.

LEGISLATIVE FISCAL BUREAU  
PERSONNEL REPORT  
May 21, 1997

PERSONNEL ACTION SINCE LAST REPORT: 11/20/96

SERVICE COMMITTEE REVIEW

<u>NAME</u>	<u>TITLE</u>	<u>PREVIOUS GRADE/STEP</u>	<u>DATE ATTAINED</u>	<u>CURRENT GRADE/STEP</u>	<u>DATE ATTAINED</u>
<b>MERIT INCREASES:</b>					
Valerie Thacker	Legislative Analyst I	29-2	12/95	29-3	12/96
Charlotte Mosher	Executive Secretary	24-5	12/95	24-6	12/96
Sandra Laust	Administrative Secretary	21-4	12/95	21-5	12/96
Ron Robinson	Legislative Analyst	27-1	9/96	27-2	3/97
Deborah Anderson	Legislative Analyst	27-1	10/96	27-2	3/97
Debra Kozel	Legislative Analyst	27-1	10/96	27-2	4/97
Paige Piper/Bach	Legislative Analyst	27-2	6/96	27-3	5/97
Jeff Robinson	Senior Legislative Analyst	38-2	5/96	38-3	5/97
Dave Kair	Computer Sys. Analyst III	32-3	1/96	32-4	1/97
Sue Lerdal	Senior Legislative Analyst	38-3	5/96	38-4	5/97

**VACANT POSITIONS:**

Candace Shipman	Page	Effective - April 1997
Diane Tegtmeyer	Legislative Analyst	Effective - January 1997

**VACANT POSITIONS FILLED:**

Candace Shipman	Page	Effective - January 1997
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**SICK/PARENTAL LEAVE:**

None

**LEGISLATIVE SERVICE BUREAU  
PERSONNEL REPORT**

**NOTIFICATION OF MERIT STEP INCREASES  
Since November 20, 1996**

<b>Name</b>	<b>Position</b>	<b>Effective Date Previous Grade &amp; Step</b>	<b>Effective Date Current Grade &amp; Step</b>
K'Ann Brandt	Finance Officer 1	12/1/95 24-4	11/29/96 24-5
Cathie Young	Assistant Editor 1	12/15/95 24-2	12/13/96 24-3
Katharine Olah	Proofreader	12/15/95 16-2	12/13/96 16-3
Doug Adkisson	Sr. Legal Counsel	12/15/95 38-5	12/13/96 38-6
Mark Johnson	Sr. Legal Counsel	12/15/95 38-5	12/13/96 38-6
Jonetta Douglas	Sr. Librarian	12/29/95 27-5	12/27/96 27-6
Sue Fetters	Proofreader 2	12/29/95 19-4	12/27/96 19-5
Gary Rudicil	Computer Systems Analyst 3	12/29/95 32-5	12/27/96 32-6
Rosemary Drake	Assistant Editor 3	12/29/95 30-2	12/27/96 30-3
Danny Degen	Proofreader 1	1/12/96 16-4	1/10/97 16-5
Joanne Walroth	Assistant Editor 3	2/23/96 30-1	2/21/97 30-2
Lucinda Parker	LIO Officer	3/8/96 24-5	3/7/97 24-6
Beverly Burkett	Proofreader 1	4/21/95 16-3	3/21/97 16-4
Cindy Lewis	Proofreader 1	9/10/96 16-1	3/21/97* 16-2
Kathleen Bates	Admin. Code Editor	10/4/96 38-1	4-4-97* 38-2
Stephanie Hoff	Assistant Editor 1	10/18/96 24-1	4-18-97* 24-2
Lisa Schlautman	Proofreader 1	10/4/96 16-1	4/18/97* 16-2

Name	Position	Effective Date Previous Grade & Step	Effective Date Current Grade & Step
Joyce Lathrum	Text Processor 1	10/24/96 19-1	5/2/97* 19-2
Timothy McDermott	Legal Counsel	11/13/96 30-1	5/16/97* 30-2

\*Completed 6 months probation

**NOTIFICATION OF VACANT POSITIONS FILLED  
Since November 20, 1996**

Name	Position	Date Filled	Grade & Step
Nicole Haatvedt	Legal Counsel	12/18/96	30-1
Joy Warner	Legis. Text Processor	12/30/96	19-1
Nick DeAngelis	Page	1/13/97	MIN
Alexis Hoermann	Page	1/13/97	MIN

**PART-TIME POSITIONS FILLED**

Tommy Milligan, Tour Guide, 12/2/96, 12-1  
Cynthia Prigge, Tour Guide, 12/2/96, 12-1  
John Whitsell, Tour Guide, 12/2/96, 12-1  
Anne Carlton, Tour Guide, 12/2/96, 12-1  
Sharon Kissinger, Proofreader 1, 2/17/97, 16-1  
Elizabeth Gatti, Proofreader 1, 2/24/97, 16-1  
Marcia Brooks, Tour Guide, 3/31/97, 12-1

**RESIGNATIONS**

Kathleen Ferguson, Proofreader 1, January 21, 1997  
John Whitsell, Tour Guide, February 20, 1997  
Lisa Schlautman, Proofreader 1, April 24, 1997

**PARENTAL/FAMILY LEAVE**

Loanne Dodge  
Andrea Zastrow  
Ed Cook  
Sarah Craig  
Roger Karns

**LEGISLATIVE COMPUTER SUPPORT BUREAU**  
**PERSONNEL REPORT**  
**Dec 96/May 97**

**MERIT INCREASE**

<b><u>Employee Name</u></b>	<b><u>Position</u></b>	<b><u>Previous Grade/Step</u></b>	<b><u>Date</u></b>	<b><u>Current Grade/Step</u></b>	<b><u>Date</u></b>
Roger Murtfeld	Division Administrator I	35/5	1/96	35/6	1/97
John Rafdal	Computer Systems Analyst I	27/2	3/96	27/3	3/97
Virginia Rowen	Computer Systems Analyst II	29/5	11/96	29/6	12/96

**NEW HIRE**

		<b><u>Effective Date</u></b>	<b><u>Current Gd/Step/Date</u></b>
Mike Bishop	Computer Systems Analyst I	1/97	27/1

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN  
CAPITOL COMPLEX  
215 EAST 7TH STREET  
DES MOINES, IOWA 50319-0231  
(515) 281-3592  
TOLL FREE 1-800-358-5510

WILLIAM P. ANGRICK II  
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

May 16, 1997

Members of the Service Committee  
Iowa Legislative Council  
Capitol Building  
LOCAL

Dear Service Committee Members:

I submit the following for the May 21, 1997 Service Committee meeting.

**PERSONNEL REPORT**

**Merit Step Increase**

**Kristie Hirschman, Assistant II (Assistant for Small Business), successfully completed her annual employee evaluation and was awarded a one step merit increase from Grade 32 Step 2 to Grade 32 Step 3 effective May 16, 1997.**

Sincerely,



William P. Angrick II

WPA:jg

scmay97

# GENERAL ASSEMBLY OF IOWA

## LEGAL COUNSELS

Douglas L. Adkisson  
Edwin G. Cook  
Susan E. Crowley  
Patricia A. Funaro  
Michael J. Goedert  
Nicole R. Haatvedt  
Leslie E. W. Hickey  
Mark W. Johnson  
Michael A. Kuehn  
Timothy C. McDermott  
Richard S. Nelson  
Janet L. Simmons

## RESEARCH ANALYSTS

Kathleen B. Hanlon  
Thane R. Johnson



## LEGISLATIVE SERVICE BUREAU

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**DIANE E. BOLENDER**  
DIRECTOR

**RICHARD L. JOHNSON**  
DEPUTY DIRECTOR

**JOHN C. POLLAK**  
COMMITTEE SERVICES ADMINISTRATOR

**LOANNE M. DODGE**  
IOWA CODE EDITOR

**KATHLEEN K. BATES**  
ADMINISTRATIVE CODE EDITOR

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

May 16, 1997

## MEMORANDUM

**TO: CHAIRPERSON SIEGRIST AND MEMBERS OF THE SERVICE COMMITTEE**  
**FROM: DIANE BOLENDER, DIRECTOR** *DB*  
**RE: INFORMATION FOR MAY SERVICE COMMITTEE MEETING**

Chairperson Siegrist has asked that I provide you with copies of and background information regarding proposed changes to the Personnel Guidelines for employees of the central legislative staff agencies. The Personnel Guidelines were initially adopted by the Legislative Council in 1989, and have been revised periodically since that date. The proposed changes you are receiving are based upon recommendations made by Mr. Grant Dugdale, Assistant Attorney General, who has worked with the Iowa General Assembly and its agencies over the past several years on employment matters and who has had an opportunity to review the contents of the Personnel Guidelines for compliance with employment law, clarity, and compliance with the Americans with Disabilities Act.

Mr. Dugdale appeared before the 1995-1996 Service Committee on June 20, 1996, to discuss his recommendations. (Copies of the Minutes of that meeting are enclosed.) At that meeting, the Service Committee voted to establish a subcommittee to consider changes to the Personnel Guidelines. However, the subcommittee did not meet prior to the appointment of the 1997-1998 Service Committee.



Enclosed in this mailing are copies of the Personnel Guidelines in effect, proposed changes to the Personnel Guidelines including an explanation of those changes, and copies of correspondence from Mr. Dugdale from last summer and fall. Also enclosed in this mailing is a copy of a memorandum sent to legislative leaders on January 14, 1997, describing the January 9, 1997, meeting of legislative staff members and Mr. Dugdale concerning issues relating to changes to the Personnel Guidelines. At that meeting, Mr. Dugdale agreed to develop a schematic outline of the major substantive and procedural components for just cause employment and at will employment. Also enclosed is a copy of a memorandum sent to legislative leaders on March 10, 1997, which includes additional correspondence from Mr. Dugdale and Mr. Dugdale's schematic charts.

In addition, enclosed is a copy of a Report from the Computer User Policy Direction Committee that will be considered at the meeting.

Please do not hesitate to call me if you have any questions.

Lc/servicememo597