

REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL

December 11, 2001

Members of the Service Committee of the Legislative Council met on December 11, 2001, and, absent a quorum, the members make the following report and recommendations to the Legislative Council for approval:

1. Received and filed the December personnel report from the Legislative Fiscal Bureau and recommends that the following employees be promoted:
 - Ms. Beth Lenstra, from Legislative Analyst III, grade 35, step 6, to Senior Analyst, pay grade 38, effective January 2002.
 - Mr. Russ Trimble, from Legislative Analyst, grade 27, step 3, to Legislative Analyst I, pay grade 29, effective January 2002.
 - Ms. Robin Madison, from Legislative Analyst, grade 27, step 3, to Legislative Analyst I, pay grade 29, effective January 2002.
 - Ms. Jennifer Dean, from Legislative Analyst, grade 27, step 3, to Legislative Analyst I, pay grade 29, effective January 2002.

2. Received and filed the December personnel report from the Legislative Service Bureau and recommends:

That the following employees be promoted:

 - Mr. Robert Samson, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective December 2001.
 - Ms. Jessica Clark, from Publications Assistant, grade 21, step 3, to Assistant Editor 1, grade 24, step 1, effective December 2001.
 - Ms. Teresa VanderLinden, from Assistant Editor 1, grade 24, step 2, to Assistant Editor 2, grade 27, step 1, effective January 2002.
 - Mr. Sandra Nabholz, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective February 2002.
 - Ms. Nancy Westbrook, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective February 2002.
 - Ms. Heather Kaufman, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective March 2002.
 - Mr. Matt Kruse, from Finance Officer 2, grade 27, step 3, to Senior finance Officer, grade 31, step 1, effective March 2002.
 - Ms. Kathy Wesely, from Finance Officer 1, grade 24, step 3, to Finance Officer 2, grade 27, step 2, effective March 2002.

That the following employee be reclassified:

 - Ms. Rhonda Fowler, from Legislative Document Technician 2, grade 22, step 1, to Publications Assistant, grade 21, step 2, effective December 2001.

3. Received and filed the December personnel report from the Legislative Computer Support Bureau and recommends that the following employee be promoted:
 - Mr. John Rafdal, from Computer Systems Engineer II, grade 32, step 4, to Senior Computer Systems Engineer, grade 35, step 3, effective March 2002.

4. Received and filed the December personnel report from the Office of Citizens' Aide/Ombudsman and recommends that the following employee be hired at an advanced grade and step:
 - Ms. Jeri Burdick Crane, at Finance Officer II, grade 27, step 2, effective December 2001.
5. Recommends that the Legislative Council approve the proposed budget reductions for the fiscal year beginning July 1, 2001, pursuant to section 2.12 of the Code, as submitted by each of the following agencies:
 - Legislative Fiscal Bureau.
 - Legislative Service Bureau.
 - Legislative Computer Support Bureau.
 - Office of Citizens' Aide/Ombudsman.
6. Recommends that the Legislative Council approve the proposed budget and budget allocations for the fiscal year beginning July 1, 2002, pursuant to section 2.12 of the Code, as submitted by each of the following agencies:
 - Legislative Fiscal Bureau.
 - Legislative Service Bureau.
 - Legislative Computer Support Bureau.
 - Office of Citizens' Aide/Ombudsman.
7. Recommends that the Legislative Council approve the expenditure from the appropriation in Code section 2.12 of the following amounts relating to membership in the following national professional organizations serving legislators and legislative staff, for the fiscal year beginning July 1, 2002, and ending June 30, 2003:
 - Council of State Governments \$91,690
 - National Conference of State Legislatures \$110,166
 - Commission on Uniform State Laws \$29,290
8. Recommends that the Legislative Council approve a resolution authorizing the Office of Citizen's Aide to employ and supervise the employees performing the administrative functions of the Court Appointed Special Advocate Program and to perform the program's administrative functions for an initial period until June 30, 2002, which period can be extended for up to an additional 12 months.
9. Recommends that, pursuant to the requirements of Senate File 551, the Legislative Council approve and provide an early out incentive program for legislative branch employees consistent with the program provided for executive branch employees and as provided in this paragraph. Eligible legislative branch employees shall provide notice of their intent to participate in the program by January 31, 2002. However, recognizing the unique time calendar and workload requirements for legislative branch employees, legislative branch employees agreeing to participate in the program shall be required to terminate permanent employment on May 9, 2002. The Chairperson and Vice Chairperson of the Legislative Council shall direct the implementation of the program for legislative branch employees and shall seek assistance from the Department of Personnel in administering the program.

Respectfully submitted,

Representative Christopher Rants
Chairperson

1 LEGISLATIVE COUNCIL RESOLUTION

2 December 11, 2001

3 A Legislative Council Resolution relating to
4 administration of the Court Appointed Special
5 Advocate (CASA) Program on a temporary basis by
6 the Office of the Citizens' Aide.

7 WHEREAS, the CASA Program assists children who are
8 involved with the courts because of abuse or neglect
9 by assigning a trained adult volunteer who is
10 appointed by a judge to represent the best interests
11 of a child in court; and

12 WHEREAS, currently more than 600 volunteers are
13 appointed by the court to work with more than 1,100
14 children in 30 counties of this state and
15 administrative staff are needed to support those
16 volunteers; and

17 WHEREAS, lower-than-anticipated state revenues for
18 fiscal year 2001-2002 have resulted in uniform
19 reductions in appropriations to the agencies and the
20 budgets and programs of the three branches of state
21 government; and

22 WHEREAS, in November 2001, the Judicial Branch
23 announced a budget reduction plan for fiscal year
24 2001-2002 which includes elimination of the CASA
25 Program in January 2002; and

26 WHEREAS, in order to continue this important
27 program in a manner which maintains the independence
28 of the program volunteers from conflicts of interest,
29 it is appropriate for the CASA Program's
30 administrative functions to be performed temporarily

1 by the Office of the Citizen's Aide until an
2 appropriate, permanent program administrator is
3 assigned; NOW THEREFORE,

4 BE IT RESOLVED BY THE LEGISLATIVE COUNCIL, That in
5 accordance with Iowa Code section 2C.3, the
6 Legislative Council authorizes the Office of the
7 Citizens' Aide to employ and supervise the employees
8 performing the administrative functions of the Court
9 Appointed Special Advocate Program, including but not
10 limited to the employees' recruitment, training,
11 exercise of and oversight of CASA Program volunteers
12 and this authority shall be deemed to be a duty of the
13 Citizens' Aide; and

14 BE IT FURTHER RESOLVED, That the Office of the
15 Citizens' Aide shall perform the CASA Program's
16 administrative functions for an initial period
17 beginning February 1, 2002, and ending June 30, 2002,
18 which may be extended by action of the Legislative
19 Council for a period not to exceed 12 additional
20 months, and that the authority for appointing a
21 program volunteer for an individual child's case shall
22 remain with the court; and

23 BE IT FURTHER RESOLVED, That the Legislative
24 Council shall develop and consider recommendations for
25 an appropriate entity to permanently assume the
26 program's administrative functions; and

27 BE IT FURTHER RESOLVED, That the General Assembly,
28 the Judicial Branch, and the Governor are urged to
29 cooperate as necessary to continue this important
30 program and to consider whether any statutory changes

1 are appropriate to ensure the orderly functioning of
2 the program under this resolution; and

3 BE IT FURTHER RESOLVED, That until the CASA Program
4 administrative functions are permanently placed, CASA
5 Program employees shall be subject to the personnel
6 policies applicable to the Office of the Citizens'
7 Aide, except for the pay plan which shall remain the
8 pay plan that would be applied to those employees by
9 the Judicial Branch; and

10 BE IT FURTHER RESOLVED, That a supplemental budget
11 authorization for fiscal year 2001-2002 of not more
12 than \$500,000 is provided pursuant to Iowa Code
13 section 2.12 to the Office of the Citizens' Aide for
14 costs relating to the program for that fiscal year.

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LEGAL COUNSELS

Douglas L. Adkisson
Edwin G. Cook
Susan E. Crowley
Patricia A. Funaro
Michael J. Goedert
Nicole R. Haatvedt
Rachele B. Hjelmaas
Janet S. Johnson
Timothy C. McDermott
Joseph E. McEniry
Richard S. Nelson

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson

GENERAL ASSEMBLY OF IOWA**LEGISLATIVE SERVICE BUREAU**

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

DIANE E. BOLENDER
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

December 5, 2001

MEMORANDUM

TO: CHAIRPERSON CHRISTOPHER RANTS, VICE CHAIRPERSON MARY KRAMER, AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: DECEMBER MEETING

Enclosed are copies of materials for the Service Committee meeting scheduled for 9:00 a.m. on Tuesday, December 11, in Committee Room 116. The materials include a proposed agenda and personnel reports and proposed budgets for the central legislative staff agencies.

Mollie Anderson, Director of the Iowa Department of Personnel, will be present to discuss the early out program enacted during the second special session. A copy of section 3, subsection 5, of SF 551 prescribing standards for the use of the early out program by legislative employees is enclosed.

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERSHIP

*Representative Christopher Rants,
Chairperson
Representative John Connors
Representative Steven Sukup*

*Senator Mary Kramer,
Vice Chairperson
Senator Michael Gronstal
Senator Andy McKean*

TENTATIVE AGENDA

December 11, 2001
Room 116, State Capitol

- 9:00 a.m. Call to Order
- Roll Call
- Approval of June 20 Minutes (previously distributed)
- Early Out Program
- Mollie Anderson
- Consideration of Personnel Reports
- Legislative Fiscal Bureau
 - Legislative Service Bureau
 - Computer Support Bureau
 - Citizens' Aide/Ombudsman
- Central Legislative Staff Agency Budgets
- FY02 Budget Reductions
 - FY03 Proposed Budgets
- Dues for National Associations
- Additional Business?
- Adjournment

BUDGET REDUCTIONS

FY 2001-2002

CENTRAL LEGISLATIVE STAFF AGENCIES

Christopher Rants
STATE REPRESENTATIVE
Third District
Statehouse: (515) 281-3054

Internet – www.voterants.org
e-mail - christopher@voterants.org
Fax: (515) 281-3807

HOME ADDRESS
2740 South Glass
Sioux City, Iowa 51106
Home: (712) 274-8874
Office: (712) 234-7089



MAJORITY LEADER

House of Representatives

STATE OF IOWA
Seventy-Eighth General Assembly
STATEHOUSE
Des Moines, Iowa 50319

Diane Bolender, Legislative Service Bureau
Dennis Prouty, Legislative Fiscal Bureau
Sandy Scharf, Computer Support Bureau
William Angrick, Citizen's Aide/Ombudsman

October 25, 2001

Directors Bolender, Prouty, Scharf, and Angrick:

Thank you for the FY 2001-2002 budget reductions you submitted. I appreciate your helpfulness in identifying and implementing reductions that will bring the legislature's budget down to an appropriate level.

As Chairman of the Service Committee of the Legislative Council, I expect that these recommendations will be implemented by each of you immediately. In order to avoid confusion, I have attached a copy of the recommendations that you provided to me. The full Council will move to formally adopt your recommendations when we next convene.

Again, thank you for your efforts in this difficult budget year.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher Rants".

Christopher Rants
Chair, Service Committee

Cc:
Rep. Brent Siegrist
Rep. Dick Myers
Sen. Mary Kramer
Sen. Stew Iverson
Sen. Mike Gronstal
Cindy Eisenhauer
Greg Nichols

**Legislative Service Bureau
Revised Allocations
FY 2002**

	<u>FY 2002 APPROVED</u>	<u>FY 2002 REVISED</u>
Personal Services	3,913,832	3,884,114
Personal Travel	36,000	36,000
Office Supplies	81,500	76,500
Other Supplies	3,000	3,000
Printing & Binding	597,500	528,116
Uniforms & Related Items	4,000	4,000
Communications	34,000	34,000
Rentals	2,000	2,000
Professional & Scientific Services	75,000	50,000
Outside Services	6,000	6,000
Advertising & Publicity	3,000	3,000
Outside Repairs/Services	32,000	32,000
Office Equipment	15,000	10,000
Data Processing	60,000	5,000
TOTAL	<u><u>\$4,862,832</u></u>	\$4,673,730
CD-ROM Sales		-20,000
		<u><u>\$4,653,730</u></u>
Reduction		4.30%

LEGISLATIVE FISCAL BUREAU
REVISED ALLOCATION
FY 2002

	<u>APPROVED ALLOCATION FY 2002</u>	<u>REVISED ALLOCATION FY 2002</u>
Personal Services	\$ 2,082,000	\$ 2,082,000
Travel	45,000	45,000
Office Supplies	75,000	75,000
Communications	20,000	20,000
Office Equipment	35,000	35,000
Outside Services	75,000	75,000
Outside Repairs	5,000	5,000
Data Processing	40,000	40,000
Workers Comp. Exp.	5,500	5,500
Lucas Bldg Exp.	125,000	0
TOTAL	<u>\$ 2,507,500</u>	<u>\$ 2,382,500</u>
Reduction		5.0%

**Legislative Computer Support Bureau
Revised Allocation
2002 Fiscal Year**

	<u>FY-2002 APPROVED</u>	<u>FY-2002 REVISED</u>
Personal Services	1,071,058	1,071,058
Training, Travel, Education	40,000	40,000
Office Supplies	22,000	22,000
Communications	42,000	42,000
Rental	0	0
Office Equipment	15,000	15,000
Maintenance, Repairs/Service	250,000	250,000
Data Processing, Hardware & Software	<u>1,308,218</u>	<u>1,158,218</u>
Expenditures	<u>2,748,276</u>	<u>2,598,276</u>
Reduction		5.5%

CITIZENS' AIDE/OMBUDSMAN
Revised Allocation
FY 2002

	<u>APPROVED ALLOCATION FY 2002</u>	<u>REVISED ALLOCATION FY 2002</u>
Personal Services	979,607	953,307
In-State Travel	8,500	8,500
Out-State Travel	7,500	3,500
Office Supplies	32,200	32,200
Printing & Binding	6,000	5,000
Communications	29,000	23,200
Rentals	1,550	1,550
Professional and Scientific Services	24,600	24,600
Outside Services	6,500	3,500
Advertising	1,500	1,500
Outside Repairs	100	100
Equipment	5,000	5,000
Data Processing	13,400	5,400
Reimburse Other Agencies	1,579	1,579
Other	500	500
Total	<u><u>\$1,117,536</u></u>	<u><u>\$1,069,436</u></u>
Reduction		4.30%

**LEGISLATIVE FISCAL BUREAU
LEGISLATIVE SERVICE BUREAU
LEGISLATIVE COMPUTER SUPPORT BUREAU
CITIZENS' AIDE/OMBUDSMAN**

PROPOSED FY 03 BUDGETS

December 11, 2001

LEGISLATIVE FISCAL BUREAU
PROPOSED ALLOCATION
FY 2003

	<u>ACTUAL</u> <u>FY 2001</u>	<u>REVISED</u> <u>ALLOCATION</u> <u>FY 2002</u>	<u>PROPOSED</u> <u>ALLOCATION</u> <u>FY 2003</u>
Personal Services	\$ 1,944,482	\$ 2,082,000	\$ 2,185,000
Travel	42,534	45,000	40,000
Office Supplies	73,102	75,000	73,000
Communications	16,905	20,000	19,000
Office Equipment	12,107	35,000	18,000
Outside Services	131,065	75,000	63,000
Outside Repairs	188	5,000	5,000
Data Processing	23,658	40,000	22,000
Workers Comp. Exp.	3,931	5,500	6,000
TOTAL	<u>\$ 2,247,972</u>	<u>\$ 2,382,500</u>	<u>\$ 2,431,000</u>

FY 2003 PROPOSED ALLOCATION BREAKDOWN

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Salaries	\$ 2,185,000	27.5 FTE positions (current level). Merit step - based on salary review date. Salary Annualization. Includes 3% cost of living (delayed until Nov1). Includes page position.
Travel	40,000	Reduction from FY 2002 operating level - training, seminars, and meetings attended by LFB staff and travel associated with the Fiscal and Oversight Committees.
Office Supplies	73,000	Reduction from FY 2002 operating level.
Communications	19,000	Reduction from FY 2002 operating level.
Office Equipment	18,000	Reduction from FY 2002 operating level.
Outside Services	63,000	Reduction from FY 2002 operating level.
Outside Repairs	5,000	Current level.
Data Processing	22,000	Reduction from FY 2002 operating level.
Workers' Comp. Exp.	<u>6,000</u>	Current Level.
TOTAL	<u>\$ 2,431,000</u>	

**Legislative Service Bureau
Proposed Allocation
FY 2003**

	<u>FY 2001 ACTUAL</u>	<u>FY 2002 ALLOCATION</u>	<u>FY 2003 REQUEST</u>
Personal Services	3,653,617	3,884,114	4,095,000
Personal Travel	31,167	36,000	32,000
Office Supplies	63,481	76,500	77,000
Other Supplies	56,244	3,000	3,000
Printing & Binding	865,552	528,116	1,029,000
Uniforms & Related Items	4,136	4,000	4,000
Communications	31,629	34,000	33,000
Rentals	3,825	2,000	4,000
Professional & Scientific Services	282,349	50,000	70,000
Outside Services	11,034	6,000	11,000
Advertising & Publicity	2,054	3,000	3,000
Outside Repairs/Services	26,834	32,000	32,000
Office Equipment	51,147	10,000	10,000
Data Processing	135,260	5,000	20,000
TOTAL **	<u>5,218,329</u>	<u>4,673,730</u>	<u>5,423,000</u>
Funded FTEs	64.25	67.75	67.75
**Total Excluding Printing	<u>4,352,777</u>	<u>4,145,614</u>	<u>4,394,000</u>

FY-2002 Budget Allocation Breakdown:

ITEM	DOLLAR	ASSUMPTIONS
Personal Services	4,095,000	FY02 expenditures include approved additional tour guides, tour guide Capitol receptionist, LIO document technician, cost of reclassification of LIO staff, partial year costs of redistricting specialist, and costs of COLA and promotions. FY03 funding is for eight months of 3% COLA and merit and promotional increases. The funding for an additional LIO officer has not been included in FY03.
Personal Travel	32,000	Maintains educational travel for up to 30 employees.
Office Supplies	77,000	Maintains current level.
Other Supplies	3,000	Includes miscellaneous expenditures for LIO and Tour Guides.
Printing & Binding	1,029,000	Maintains level of printing from FY '01 with potential increases in printing and paper costs; anticipates additional costs for an increase in Administrative Bulletin and Administrative Code pages. Legal publication sales recoup for the State General Fund a large portion of these costs.
Uniforms & Related Items	4,000	Maintains current level.
Communications	33,000	Maintains current level.
Rentals	4,000	Maintains current level; copier lease moved to this item.
Professional & Scientific Services	70,000	Funding for software licenses, including Quick Silver; technology projects for bill drafting, including Silhouette and Word and providing a document program comparison; and projects relating to Code publication including next level of Quick Silver.
Outside Services	11,000	Westlaw access moved to this item.
Advertising & Publicity	3,000	Maintains current level.
Outside Repairs/Services	32,000	Maintains current level.
Office Equipment	10,000	Maintains current level.
Data Processing	20,000	Maintains current level, including computer replacement.

**Legislative Computer Support Bureau
Proposed Allocation
2003 Fiscal Year**

	FY-2001	FY-2002	FY-2003
	<u>ACTUAL</u>	<u>REVISED</u>	<u>PROPOSED</u>
Personal Services	941,078	1,071,058	1,096,550
Training, Travel, Education	24,333	40,000	40,000
Office Supplies	21,717	22,000	20,000
Communications	40,726	42,000	45,000
Office Equipment	18,663	15,000	15,000
Maintenance, Repairs/Service	200,000	250,000	225,000
Data Processing, Hardware & Software	<u>1,222,631</u>	<u>1,158,218</u>	<u>1,104,500</u>
Expenditures	<u>2,469,148</u>	<u>2,598,276</u>	<u>2,546,050</u>

Legislative Computer Support Bureau (FY-03 Budget Request Breakdown:)

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Salaries	\$1,096,550	* Assumes merit increase in FY 2003 * All 14.4 FTE positions will be filled * Merit steps based upon salary review * Includes minimal amount for reallocations, promotions
Travel	\$40,000	* Maintain current level of training, education seminars and conferences attended by staff
Office Supplies	\$20,000	* Maintain current level of operation
Communications	\$45,000	* Maintain current level of operation
Office Equipment	\$15,000	* Maintain current level of operation

Maintenance, Repairs/Service \$225,000

Anticipated maintenance charges for computer equipment including laser printers and UPS	\$200,000
Anticipated maintenance increases	\$ 10,000
Anticipated mainframe software upgrade	\$ 10,000
Anticipated off hours maintenance	\$ 5,000

Data Processing Hardware and Software \$1,104,500

Anticipated Lease Purchase Payments – Mainframe	\$430,368
Anticipated Lease Payments – Network	\$155,136
PC & Network Software upgrades and purchases, PC & network Hardware upgrades and purchases	\$518,996

**CITIZENS' AIDE/OMBUDSMAN
Three Year Comparison Sheet**

EXPENDITURE CATEGORY	FY 2001 ACTUAL	FY 2002 ALLOCATION*	FY 2003 REQUEST
Personal Services	805,870	953,307	993,650
Travel	2,413	12,000	8,550
Office Supplies	22,462	32,200	25,460
Printing & Binding	5,101	5,000	7,000
Communications	21,498	23,200	24,000
Rentals	1,323	1,550	1,000
Professional & Scientific Services	31,424	24,600	19,000
Outside Services	19,009	3,500	2,650
Advertising	2,375	1,500	100
Outside Repairs	0	100	100
Data Processing	661	5,400	7,000
Reimburse Other Agencies	322	1,579	2,330
Office Equipment	1,160	5,000	7,500
Other Expense	282	500	400
Total	913,900	1,069,436	1,098,740

FTE's 13.5 14.5 14.5

*After 4.3% Budget Cut

2003 Budget Request 12/01

**CITIZENS' AIDE/OMBUDSMAN
Allocation Request
FY 2003**

Expenditure Category	FY 2003 Budget Request
Personal Services	993,650
Travel	8,550
Office Supplies	25,460
Printing & Binding	7,000
Communications	24,000
Rentals	1,000
Professional & Scientific Services	19,000
Outside Services	2,650
Advertising	100
Outside Repairs	100
Data Processing	7,000
Reimburse Other Agencies	2,330
Office Equipment	7,500
Other Expense	400
Total	<u>1,098,740</u>

2003 Budget Request

**CITIZENS' AIDE/OMBUDSMAN
Allocation Breakdown
FY 2003**

Expenditure Category	Amount	Assumptions
Personal Services	993,650	Base salary and benefits including 3% COLA, merit by salary review date, promotions approved, no vacancies on TO, Intern at quarter time
Travel	8,550	Travel in-state and out-of-state necessary to perform duties and fulfill responsibilities
Office Supplies	25,460	General office supplies, equipment supplies and maintenance, outreach materials
Printing & Binding	7,000	Annual, critical and investigative reports, brochures
Communications	24,000	In-wats, out-wats, fax, TTY
Rentals	1,000	State Fair space, meeting rooms
Prof & Scientific Services	19,000	Data processing program maintenance, expert consultants, translation services, legal services
Outside Services	2,650	Transcription services, sheriff's fees
Advertising	100	Newspaper advertising, press releases
Outside Repairs	100	Minor repairs
Data Processing	7,000	Replacement and upgrades: computers, monitors, printers, hardware and software
Reimburse Other Agencies	2,330	Flex programs, Workers' Comp, Employee Assistance, etc to IDOP
Office Equipment	7,500	Replacement and upgrades
Other Expense	400	Outreach expenses
Total	1,098,740	

2003 Budget Request

Early Out Program for Legislative Staff
SF 511, Second Special Session 2001

Senate File 551, p. 6

5. The legislative council shall provide an incentive program for employees of the legislative branch consistent with the program provided in this section for executive branch employees. The legislative council shall collaborate with the department of personnel to establish the program as required under this subsection as nearly as identical as possible to the program provided executive branch employees under this section. The program provided pursuant to this subsection shall establish the same time guidelines and benefit calculations as provided under the program for executive branch employees.

LEGAL COUNSELS

Douglas L. Adkisson
 Edwin G. Cook
 Susan E. Crowley
 Patricia A. Funaro
 Michael J. Goedert
 Nicole R. Haatvedt
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GENERAL ASSEMBLY OF IOWA

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RESEARCH ANALYSTS

Kathleen B. Hanlon
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LEGISLATIVE SERVICE BUREAU

JULIE E. LIVERS
 LEGISLATIVE INFORMATION OFFICE DIRECTOR

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

December 10, 2001

MEMORANDUM

TO: CHAIRPERSON CHRISTOPHER RANTS, VICE CHAIRPERSON MARY KRAMER, AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER, DIRECTOR, LEGISLATIVE SERVICE BUREAU
 DENNIS PROUTY, DIRECTOR, LEGISLATIVE FISCAL BUREAU

RE: PROFESSIONAL ORGANIZATION MEMBERSHIPS

The Iowa General Assembly has traditionally maintained memberships in several national professional organizations serving the needs of legislators and legislative staff. Membership dues for these organizations are generally collected annually or biennially. Last year the Legislative Council approved dues for the 2001-2002 fiscal year for the Council of State Governments, the National Conference of State Legislatures, the Commission on Uniform State Laws, and the National Conference of Insurance Legislators. In addition, the Legislative Council last year approved dues for the 2001-2003 fiscal biennium for the American Legislative Exchange Council.

The schedule of membership dues to be paid for the 2002-2003 fiscal year is as follows:

Council of State Governments,	\$ 91,690
National Conference of State Legislatures,	\$110,166
Commission on Uniform State Laws,	\$ 29,290
(includes meeting attendance expenses)	

Upon approval of the Legislative Council the above dues may be paid as a joint miscellaneous expense from the appropriation to the Iowa General Assembly under Iowa Code section 2.12.

**LEGISLATIVE FISCAL BUREAU
LEGISLATIVE SERVICE BUREAU
LEGISLATIVE COMPUTER SUPPORT BUREAU
CITIZENS' AIDE/OMBUDSMAN**

DECEMBER PERSONNEL REPORTS

December 11, 2001



DENNIS C. PROUTY
DIRECTOR
515/281-5279
FAX 281-8451

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 *Dep*
RE: Fiscal Bureau Personnel Report
DATE: December 11, 2001

Attached is the Legislative Fiscal Bureau's Personnel Report for the period June 21, 2001, through December 11, 2001. The Report covers all personnel action since the last report, which was submitted June 20, 2001.

LEGISLATIVE FISCAL BUREAU
PERSONNEL REPORT
December 11, 2001

PERSONNEL ACTION SINCE LAST REPORT: June 20, 2001

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>
MERIT INCREASES:					
Dave Kair	Senior Legislative Analyst	38-4	6/00	38-5	6/01
Jennifer Dean	Legislative Analyst	27-2	7/00	27-3	7/01
Russ Trimble	Legislative Analyst	27-2	7/00	27-3	7/01
Shawn Snyder	Legislative Analyst I	29-2	7/00	29-3	7/01
Robin Madison	Legislative Analyst	27-2	7/00	27-3	7/01
Scott Miller	Computer Sys. Analyst III	32-4	8/00	32-5	8/01
Ron Robinson	Legislative Analyst II	32-2	9/00	32-3	9/01
Deb Kozel	Legislative Analyst II	32-2	9/00	32-3	9/01

VACANT POSITIONS:

Christina Schaefer Legislative Analyst Effective 11/01

VACANT POSITIONS FILLED:

None

SICK/FAMILY LEAVE:

Russ Trimble

SERVICE COMMITTEE APPROVAL

<u>NAME</u>	<u>FROM</u>		<u>TO</u>	
	<u>TITLE</u>	<u>GRADE & STEP/ DATE ATTAINED</u>	<u>TITLE</u>	<u>GRADE & STEP/ DATE ATTAINED</u>
Beth Lenstra	Legislative Analyst III Dec-99	35-6 Jan-01	Senior Analyst	Pay Grade 38 Jan-02
Russ Trimble	Legislative Analyst Dec-99	27-3 Jul-01	Legislative Analyst I	Pay Grade 29 Jan-02
Robin Madison	Legislative Analyst Jan-00	27-3 Jul-01	Legislative Analyst I	Pay Grade 29 Jan-02
Jennifer Dean	Legislative Analyst Jul-00	27-3 Jul-01	Legislative Analyst I	Pay Grade 29 Jan-02

LEGISLATIVE SERVICE BUREAU
Personnel Report

December 11, 2001

Personnel Actions since Last Report: 06/20/01

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
<i>Merit Increases:</i>					
Susan Crowley		38-5	06/22/00	38-6	06/22/01
Kathy Hanlon		38-5	06/22/00	38-6	06/22/01
Janet Johnson		35-2	06/22/00	35-3	06/22/01
Richard Nelson		35-2	06/22/00	35-3	06/22/01
Nicole Haatvedt		32-4	06/22/00	32-5	06/22/01
Timothy McDermott		32-4	06/22/00	32-5	06/22/01
Susan Weddell		32-4	06/22/00	32-5	06/22/01
Diane Ackerman		30-2	06/22/00	30-3	06/22/01
Cathie Young		27-4	06/22/00	27-5	06/22/01
Betty Shea		25-1	06/22/00	25-2	06/22/01
Roger Karns		24-1	06/22/00	24-2	06/22/01
Danny Degen		22-4	06/22/00	22-5	06/22/01
Jessica Clark		21-2	06/22/00	21-3	06/22/01
Bob Lamberti		19-1	12/29/00	19-2	07/06/01
Joseph McEniry		32-3	07/21/00	32-4	07/20/01
Sandra Nabholz		19-2	07/21/00	19-3	07/20/01
Nancy Westbrook		19-2	08/04/00	19-3	08/03/01
Kelley Hilterbrand		19-1	01/23/01	19-2	08/03/01
Heather Kaufman		19-2	08/18/00	19-3	08/17/01
Karon Elfvn		19-1	01/29/01	19-2	09/28/01
Steve Hallam		19-2	12/08/00	19-3	12/07/01

Promotion Approved by Service Committee Members After June 2001 Meeting:

Ed Cook		35-6	06/23/00	38-5	06/22/01
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Vacant Positions Filled:

Matthew Hanify	Legis. Document Technician 1				09/17/01
David Craft	Legis. Document Technician 1				11/07/01

Temporary Positions Filled:

Marilyn Anfinson	Tour Guide				08/03/01
Stephen Lueder	Tour Guide				08/03/01
Steven Person	Tour Guide				08/03/01
Janice Rose	Tour Guide				08/03/01

Resignations:

Julie Goldman	Publications Assistant				08/02/01
Jodi Steenhoek	Redistricting Specialist				08/31/01
Betty Shea	Indexer 2				11/29/01

Parental/Family Leave:

Teri Souer

LEGISLATIVE SERVICE BUREAU
 PROPOSED PROMOTIONS
 December 2001

Name	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Effective Date
<i>Proposed Promotions:</i>				
Robert Samson	Legis. Document Technician 1 11/30/99	19-3 05/25/01	Legis. Document Technician 2	22-1 12/21/01
Jessica Clark	Publications Assistant 12/24/99	21-3 06/22/01	Assistant Editor 1	24-1 12/21/01
Teresa VanderLinden	Assistant Editor 1 01/07/00	24-2 01/05/01	Assistant Editor 2	27-1 01/04/02
Sandra Nabholz	Legis. Document Technician 1 01/21/00	19-3 07/20/01	Legis. Document Technician 2	22-1 02/01/02
Nancy Westbrook	Legis. Document Technician 1 02/04/00	19-3 08/03/01	Legis. Document Technician 2	22-1 02/15/02
Heather Kaufman	Legis. Document Technician 1 02/21/00	19-3 08/17/01	Legis. Document Technician 2	22-1 03/01/02
Matt Kruse	Finance Officer 2 09/20/99	27-3 03/16/01	Senior Finance Officer	31-1 03/15/02
Kathy Wesely	Finance Officer 1 10/01/99	24-3 03/30/01	Finance Officer 2	27-2 03/29/02
<i>Proposed Lateral Reclassification:</i>				
Rhonda Fowler	Legis. Document Technician 2 06/22/01	22-1 06/22/01	Publications Assistant	21-2 12/21/01

LEGISLATIVE COMPUTER SUPPORT BUREAU
Personnel Report

December 11, 2001

Personnel actions since last report June 6, 2001:

<u>Name</u>	<u>Position</u>	<u>Previous Grade/Step</u>	<u>Date Attained</u>	<u>Current Grade/Step</u>	<u>Date Attained</u>
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Merit Increases:

Matthew Eaton	Division Administrator II	38/3	02/16/2001	38/4	02/01/2002
Joseph Kroes	Senior Computer Systems Engineer	35/3	12/08/2000	35/4	12/07/2001
Jason Hunt	Division Administrator I	35/2	12/22/2000	35/3	12/07/2001

PROPOSED PROMOTIONS

<u>Name</u>	<u>Current Position Date Attained</u>	<u>Grade/Step Date Attained</u>	<u>Proposed Position</u>	<u>Grade/Step Effective Date</u>
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Proposed Promotions:

John Rafdal	Computer Systems Engineer II 04/14/2000	32/4 03/30/2001	Senior Computer Systems Engineer	35/3 03/29/2002
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**CITIZENS' AIDE/OMBUDSMAN
PERSONNEL REPORT
December 2001**

SERVICE COMMITTEE APPROVAL:

PERMISSION TO HIRE AT ADVANCED GRADE/STEP:

Name	Title/ Anticipated Date of Hire	Grade/Step
Jeri Burdick Crane	Finance Officer II 12/21/2001	27-2

PROMOTIONS: None

SERVICE COMMITTEE REVIEW:

MERIT INCREASES:

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
Maureen Lee	Assistant	27-5	11/10/2000	27-6	11/09/2001
Mary Belieu	Administrative Secretary	21-2	11/10/2000	21-3	11/09/2001
Jeff Burnham	Assistant III	35-4	11/24/2000	35-5	11/23/2001
Laura Heemstra	Secretary/Receptionist	19-1	05/25/2001	19-2	11/23/2001
Ruth Cooperrider	Sr Deputy/Sr Legal Counsel	41-5	12/08/2000	41-6	12/07/2001

VACANT POSITIONS FILLED:

Name	Position	Grade/Step	Employment Date
Elizabeth Hart	Assistant	27-1	06/25/2001
Robert Anderson	Assistant (Public Records/ Open Meetings/Privacy)	27-1	07/06/2001

TEMPORARY POSITIONS FILLED: None

RESIGNATIONS and RETIREMENTS:

Name	Position	Planned Date of Retirement
Judith L. Green	Finance Officer II	01/17/2002

TERMINATIONS:

Name	Position	Date Terminated
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None

PARENTAL/FAMILY LEAVE:

Name	Position	Leave Dates
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None