

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERSHIP

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

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

TENTATIVE AGENDA

June 27, 2000

Reagan Conference Room, State Capitol

11:00 a.m. Call to Order

Roll Call

Consideration of Minutes of December 15 Meeting (previously distributed)

Discussion of Personnel Policies

Consideration of Personnel Reports

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

Report of the Redistricting Committee

Additional Business?

Adjournment

LEGAL COUNSELS

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

GENERAL ASSEMBLY OF IOWA



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

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson

LEGISLATIVE SERVICE BUREAU

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

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

June 27, 2000

MEMORANDUM

TO: CHAIRPERSON IVERSON, VICE CHAIRPERSON RANTS, AND MEMBERS OF THE SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

FROM: DIANE BOLENDER, DIRECTOR *DB*

RE: LEGISLATIVE PROTOCOL OFFICER

I am designating Julie Livers, Director of the Legislative Information Office, as the Director of the Legislative Information Office/Legislative Branch Protocol Officer. Under House File 2442, enacted by the General Assembly in 2000, the Legislative Service Bureau is directed to employ a Legislative Branch Protocol Officer. The duties of this officer are to coordinate activities relating to state, national, and international visitors to the State Capitol and relating to travel of members of the General Assembly abroad. The Legislative Protocol Officer is also directed to provide staff support to the International Relations Advisory Council. Duties of the Advisory Council include creating a statewide network to coordinate international relations activities, coordination of existing resources, sponsoring an annual state summit on international relations, compilation of reference materials and resources, and education of the public.

I recommend that the position classification system for the Legislative Service Bureau be amended to provide for a Senior Legislative Information Office Director/Legislative Branch Protocol Officer at pay grade 35. The entry-level Legislative Information Office Director would remain at pay grade 30, but the title would be changed to include the term Legislative Branch Protocol Officer.

I recommend that Julie Livers be promoted to the Senior Legislative Information Office Director/Legislative Branch Protocol Officer as follows:

Name Hire Date	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Effective Date
Julie Livers	LIO Director	30/6	Senior LIO/Director Legislative Protocol Officer	35/3
4/09/90	4/09/90	10/95		6/00

In addition, because of the increased workload due to the duties of the Legislative Branch Protocol Officer and because of the increased use of the LIO, I recommend that the LIO be authorized to add an additional support staff person as a Document Technician 1, pay grade 19, step 1.

LEGAL COUNSELS

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LESLIE E. W. HICKEY

IOWA CODE EDITOR

KATHLEEN K. BATES

ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS

LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 20, 2000

MEMORANDUM

TO: CHAIRPERSON IVERSON AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: MATERIALS FOR JUNE MEETING

Enclosed are copies of the following information for the June 27 Service Committee meeting:

Enclosure 1: June personnel reports for the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Citizens' Aide/Ombudsman. These personnel reports include notification of certain personnel actions for all four agencies.

Enclosure 2: Personnel information about each central legislative staff agency required to be transmitted to the members of the Service Committee annually at the June meeting. This information includes the following:

- Organizational chart
- Position classifications and pay grades
- Employee personnel information
- Overtime and compensatory time report

The agencies have published policies and procedures manuals based upon the Personnel Guidelines that have been adopted by the Legislative Council and these manuals have previously been provided to Committee members. If Committee members would like to receive a copy of an agency's policies and procedures manual, please notify that agency and a copy will be transmitted to you.

Enclosure 3: Minutes of the December 14, 1999, meeting of the Special Personnel Committee.

I look forward to seeing you on Tuesday, June 27, 2000, at 11:00 a.m.

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

JUNE PERSONNEL REPORTS

June 27, 2000



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 *Dcp*
RE: Fiscal Bureau Personnel Report
DATE: June 19, 2000

Attached is the Legislative Fiscal Bureau's Personnel Report for the period December 16, 1999, through June 27, 2000. The Report covers all personnel action since the last report, which was submitted December 15, 1999.

LEGISLATIVE FISCAL BUREAU
PERSONNEL REPORT
June 27, 2000

PERSONNEL ACTION SINCE LAST REPORT: 12/15/99

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	Sr. Computer Sys. Analyst	35-4	1/99	35-5	1/00
Shawn Snyder	Legislative Analyst	27-2	4/99	27-3	4/00
Jeff Robinson	Senior Legislative Analyst	38-5	5/99	38-6	5/00
Russell Trimble	Legislative Anayst	27-1	12/99	27-2	6/00

VACANT POSITIONS:

Larry Sigel	Senior Legislative Analyst	Effective 1/00
Valerie Thacker	Legislative Analyst III	Effective 6/00
Sherry Weikum	Legislative Analyst	Effective 5/00
Nathan Shipman	Page	Effective 4/00

VACANT POSITIONS FILLED:

Russell Trimble	Legislative Analyst	Effective - 12/99
Beth Lenstra	Legislative Analyst III	Effective - 1/00
Robin Madison	Legislative Analyst	Effective - 1/00
Nathan Shipman	Page	Effective - 1/00

SICK/FAMILY LEAVE:

SERVICE COMMITTEE APPROVAL

PROMOTIONS: *

<u>NAME</u>	<u>FROM</u>		<u>TO</u>	
	<u>TITLE/ DATE ATTAINED</u>	<u>GRADE & STEP/ DATE ATTAINED</u>	<u>TITLE</u>	<u>GRADE & STEP/ DATE ATTAINED</u>
Dave Kair	Sr. Computer Sys. Analyst Jan-98	35-5 Jan-00	Sr. Legislative Analyst	38-4 Jun-00
Shawn Snyder	Legislative Analyst Oct-98	27-3 Apr-00	Legislative Analyst I	29-2 Jul-00
Ron Robinson	Legislative Analyst I Sep-98	29-3 Sep-99	Legislative Analyst II	32-2 Sep-00
Deb Anderson	Legislative Analyst I Sep-98	29-3 Sep-99	Legislative Analyst II	32-2 Sep-00
Deb Kozel	Legislative Analyst I Oct-98	29-3 Oct-99	Legislative Analyst II	32-2 Oct-00
Scott Miller	Computer Sys. Analyst II Sep-98	29-5 Sep-99	Computer Sys. Analyst III	32-4 Sep-00

* Promotions pending satisfactory review prior to implementation.

LEGISLATIVE SERVICE BUREAU

JUNE PERSONNEL REPORT

**Diane Bolender
Director**

LEGISLATIVE SERVICE BUREAU

Personnel Report

June 27, 2000

Personnel Actions since Last Report: 12/15/99

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
<i>Merit Increases:</i>					
Helen DeBartolo		28-1	12/25/98	28-2	12/24/99
Rosemary Drake		35-1	12/25/98	35-2	12/24/99
Stephanie Hoff		27-1	12/25/98	27-2	12/24/99
Joy Warner		22-1	12/25/98	22-2	12/24/99
Andrea Meier		25-4	12/25/98	25-5	12/24/99
Sue Fetters		22-4	12/25/98	22-5	12/24/99
Matt Kruse		27-1	09/20/99	27-2	03/17/00
Kathie Bates		38-4	04/02/99	38-5	03/31/00
Myles Kappelman		24-2	04/02/99	24-3	03/31/00
Kathy Wesely		24-1	10/01/99	24-2	03/31/00
Audrey Schmidt		19-1	11/01/99	19-2	04/28/00
Leslie Larson		19-2	05/14/99	19-3	05/12/00
Teri Souer		25-2	05/14/99	25-3	05/12/00
Robert Samson		19-1	11/30/99	19-2	05/26/00
John Pollak		41-5	06/25/99	41-6	06/23/00
Susan Crowley		38-4	06/25/99	38-5	06/23/00
Ed Cook		35-5	06/25/99	35-6	06/23/00
Kathy Hanlon		35-4	06/25/99	35-5	06/23/00
Richard Nelson		35-1	06/25/99	35-2	06/23/00
Janet Johnson		35-1	06/25/99	35-2	06/23/00
Nicole Haatvedt		32-3	06/25/99	32-4	06/23/00
Tim McDermott		32-3	06/25/99	32-4	06/23/00
Susan Weddell		32-3	06/25/99	32-4	06/23/00
Craig Cronbaugh		24-3	06/25/99	24-4	06/23/00
Joan Arnett		22-3	06/25/99	22-4	06/23/00
Danny Degen		22-3	06/25/99	22-4	06/23/00
Gina Garrett		22-2	06/25/99	22-3	06/23/00
Jessica Clark		21-1	12/24/99	21-2	06/23/00
Cindy Summers		19-2	06/25/99	19-3	06/23/00
Rhonda Fowler		19-1	06/25/99	19-2	06/23/00
Julie Goldman		19-1	06/25/99	19-2	06/23/00

Vacant Positions Filled:

Jessica Clark	Publications Assistant	21-1	12/24/99
Teresa VanderLinden	Assistant Editor	24-1	01/07/00
Sandra Nabholz	Document Technician	19-1	01/21/00
Nancy Westbrook	Document Technician	19-1	02/04/00
Heather Bays	Document Technician	19-1	02/21/00

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
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Temporary Positions Filled:

Sue Downey	Tour Guide			12-1	05/04/00
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Resignations:

Marge Knudsen	Senior Finance Officer				12/23/99
Rosemary Drake	Dep. Admin. Code Editor				12/30/99
Jean Wyer	Leg. Doc. Tech. Supr.				04/28/00

Parental/Family Leave:

Jan Johnson	Legal Counsel 2				
Mark Johnson	Senior Legal Counsel				

LEGISLATIVE SERVICE BUREAU
 PROPOSED PROMOTIONS
 June 2000

Name Hire Date	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Effective Date
<i>Proposed Promotions:</i>				
Joe McEniry 01/15/98	Legal Counsel 01/15/98	30-3 07/23/99	Legal Counsel 1	32-2 07/21/00
Roger Karns 12/27/95	Publications Assistant 05/01/98	21-3 10/29/99	Assistant Editor 1	24-1 06/23/00
Betty Shea 05/15/95	Indexer 1 03/20/98	22-3 09/17/99	Indexer 2	25-1 06/23/00
Cathie Young 01/03/89	Assistant Editor 1 06/16/95	24-6 12/10/99	Assistant Editor 2	27-4 06/23/00
Diane Ackerman 11/19/93	Assistant Editor 2 06/26/98	27-3 06/25/99	Assistant Editor 3	30-2 06/23/00

LEGISLATIVE COMPUTER SUPPORT BUREAU

JUNE PERSONNEL REPORT

Sandy Scharf
Director

**LEGISLATIVE COMPUTER SUPPORT BUREAU
PERSONNEL REPORT
June 27, 2000**

MERIT INCREASE

<u>Employee Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Valerie Van Vlair Hansen	Computer Systems Analyst I	27/2	27/3	6/00
Jeff Van Engelenhoven	Senior Computer Systems Analyst	35/2	35/3	5/00

PROMOTIONS

<u>Employee Name</u>	<u>Current Position</u> to <u>Proposed Position</u>	<u>Current Grade/Step</u> to <u>Proposed Grade/Step</u>	<u>Date of Last</u> <u>Merit Increase</u>	<u>Date</u> <u>of Hire</u>	<u>Date of</u> <u>Last</u> <u>Promotion</u>	<u>Effective</u> <u>Date</u>
Stephen Nelson	Computer Operator II Computer Systems Analyst I	24/6 27/5	11/96	3/91	9/93	6/00

NEW EMPLOYEES

<u>Employee Name</u>	<u>Proposed Position</u>	<u>Grade/Step</u>	<u>Date of Hire</u>
Jason Koth	Computer Systems Engineer I	29/2	6/26/00

RESIGNATIONS

<u>Employee Name</u>	<u>Date of Resignation</u>
Scott Mathews	02/03/2000

CITIZENS' AIDE/OMBUDSMAN

JUNE PERSONNEL REPORT

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

**CITIZENS' AIDE/OMBUDSMAN
PERSONNEL REPORT
June 2000**

Personnel actions since last report: December 15, 1999

SERVICE COMMITTEE REVIEW

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
MERIT INCREASES:					
Mary Belieu	CAO Secretary	19-2	01/08/1999	19-3	01/07/2000
Kyle White	Assistant	27-2	04/16/1999	27-3	04/14/2000
Rory Calloway	Assistant	27-2	05/28/1999	27-3	05/26/2000
Maureen Lee	Executive Secretary	24-6	06/25/1999	Top of Grade	06/23/2000

PROMOTION:*

Name	Title/ Date Attained	FROM Grade & Step/ Date Attained	TO Title	Grade & Step/ Date Attained
Kristie Hirschman	Assistant II 11/13/1995	32-5 05/14/1999	Assistant III	35-4 05/12/2000

VACANT POSITIONS FILLED:

None

TEMPORARY POSITIONS FILLED:

None

RESIGNATIONS:

Jennifer Berger, Intern

04/28/2000

PARENTAL/FAMILY LEAVE:

None

*Approved at December 15, 1999 Legislative Council Meeting

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

ANNUAL PERSONNEL REPORTS

June 27, 2000

LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT

June 2000

Dennis C. Prouty
Director

LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT JUNE 2000

Reporting Requirement

- | | |
|--|---------------|
| 1. Organizational Chart | Attachment 1 |
| 2. Position Classification System | * |
| 3. Annual Personnel Report | |
| a. Employee names, grades/steps | Attachment 2a |
| b. Compensatory time earned | Attachment 2b |
| c. Compensatory time policy for support staff | * |
| 4. Work Attendance Policy and Leave Procedures | * |
| 5. Performance Evaluation Forms | * |
| 6. Educational Leave - Direct and Indirect Costs | * |
| 7. LFB Policies and Procedures Manual | * |

* No changes have been made during FY 2000. Copies of the current schedules are available upon request.

Iowa Legislative Fiscal Bureau (515) 281-5279

Dennis Prouty (1-3509)
Director

Revenue Estimating

Tim Faller (1-4615)
Deputy Director

Fiscal

Holly Lyons (1-7845)
Division Administrator
Appropriations Committee

Deborah Anderson (1-6764)
Human Services Sub.

Debra Kozel (1-6767)
Ag. & Natural Resources Sub.

Robin Madison (1-5459)
Trans. & Infrastructure Sub.

Dave Reynolds (1-6934)
Trans. & Infrastructure Sub.

Mary Shipman (1-4617)
Education Sub.

Russ Trimble (1-4613)
Health & Human Rights Sub.

VACANT

Data Base

Glen Dickinson (1-4616)
Division Administrator
Oversight & Communications

Dave Kair (1-3685)
Computer Development

Ray Knapp (1-5335)
Computer Development

Sue Lerdal (1-7794)
Human Services Sub.

Scott Miller (1-4612)
Computer Development

Jeff Robinson (1-4614)
Economic Development Sub.

Shawn Snyder (1-7799)
Education Standing

VACANT

Policy

Doug Wulf (1-3250)
Division Administrator
Oversight & Communications

Dwayne Ferguson (1-6561)
Justice System Sub.

Beth Lenstra (1-6301)
Justice System Sub.

Paige Piper/Bach (1-7942)
Education Sub.

Ron Robinson (1-6256)
Administration & Regulation Sub.

Christina Schaefer (1-6765)
Administration & Regulation Sub.

Administration

Sandie Laust (1-4594)

Charlotte Mosher (1-5279)

Nicole Navara (1-6766)

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 2001

Attachment 2a

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE & STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<u>DEPUTY DIRECTOR</u>			
Faller	41 - 6	01-Jul-74	N/A
<u>DIVISION ADMINISTRATOR II</u>			
Dickinson	41 - 6	08-Jul-88	N/A
Lyons	41 - 6	03-Jan-84	N/A
Wulf	41 - 6	11-Feb-83	N/A
<u>SENIOR LEGISLATIVE ANALYST</u>			
Lerdal	38 - 6	17-Feb-89	N/A
Robinson, J.	38 - 6	17-Nov-87	N/A
Ferguson	38 - 6	27-Nov-87	N/A
Reynolds	38 - 4	18-Sep-89	Nov-00
Shipman	38 - 4	22-Dec-89	Nov-00
<u>LEGISLATIVE ANALYST III</u>			
Lenstra	35 - 3	22-Dec-99	Dec-00
<u>LEGISLATIVE ANALYST II</u>			
Piper/Bach	32 - 2	03-Nov-95	Dec-00
<u>LEGISLATIVE ANALYST I</u>			
Robinson, R.	29 - 3	20-Sep-96	Sep-00
Anderson	29 - 3	20-Sep-96	Sep-00
Kozel	29 - 3	04-Oct-96	Oct-00
<u>LEGISLATIVE ANALYST</u>			
Trimble	27 - 1	24-Dec-99	Jun-00
Snyder	27 - 3	26-Oct-98	Apr-01
Schaefer	27 - 2	28-Sep-98	Sep-00
Madison	27 - 1	21-Jan-00	Jul-00
<u>SR. COMPUTER SYS. ANALYST</u>			
Knapp	35 - 6	02-Jan-76	N/A
Kair	35 - 5	26-Jan-96	Jan-01
<u>COMPUTER SYSTEM ANALYST I</u>			
Miller	29 - 5	06-Sep-96	Sep-00
<u>EXECUTIVE SECRETARY</u>			
Mosher	24 - 6	03-Jul-90	N/A
Navara	24 - 6	13-Nov-90	N/A
<u>ADMINISTRATIVE SECRETARY</u>			
Laust	21 - 6	08-Jul-93	N/A

**LEGISLATIVE FISCAL BUREAU
OVERTIME and COMPENSATORY TIME
Fiscal Year 2000**

Attachment 2b

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Name</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
Employee 1	374.00	40.00	334.00	120.00
Employee 2	333.25	40.00	293.25	120.00
Employee 3	313.00	40.00	273.00	120.00
Employee 4	307.75	40.00	267.75	120.00
Employee 5	273.50	40.00	233.50	120.00
Employee 6	252.00	40.00	212.00	120.00
Employee 7	210.00	40.00	170.00	120.00
Employee 8	200.00	40.00	160.00	120.00
Employee 9	193.25	40.00	153.25	120.00
Employee 10	190.75	40.00	150.75	120.00
Employee 11	190.50	40.00	150.50	120.00
Employee 12	187.50	40.00	147.50	120.00
Employee 13	175.25	40.00	135.25	120.00
Employee 14	174.00	40.00	134.00	120.00
Employee 15	167.75	40.00	127.75	120.00
Employee 16	167.00	40.00	127.00	120.00
Employee 17	166.00	40.00	126.00	120.00
Employee 18	149.50	40.00	109.50	109.50
Employee 19	144.50	40.00	104.50	104.50
Employee 20	62.75	40.00	22.75	22.75
Employee 21	55.25	40.00	15.25	15.25
Employee 22	52.25	40.00	12.25	12.25
Employee 23	46.00	40.00	6.00	6.00
Total Hours	4,385.75	920.00	3,465.75	2,310.25
Average	190.68		150.68	100.45

LEGISLATIVE SERVICE BUREAU

ANNUAL PERSONNEL REPORT JUNE 2000

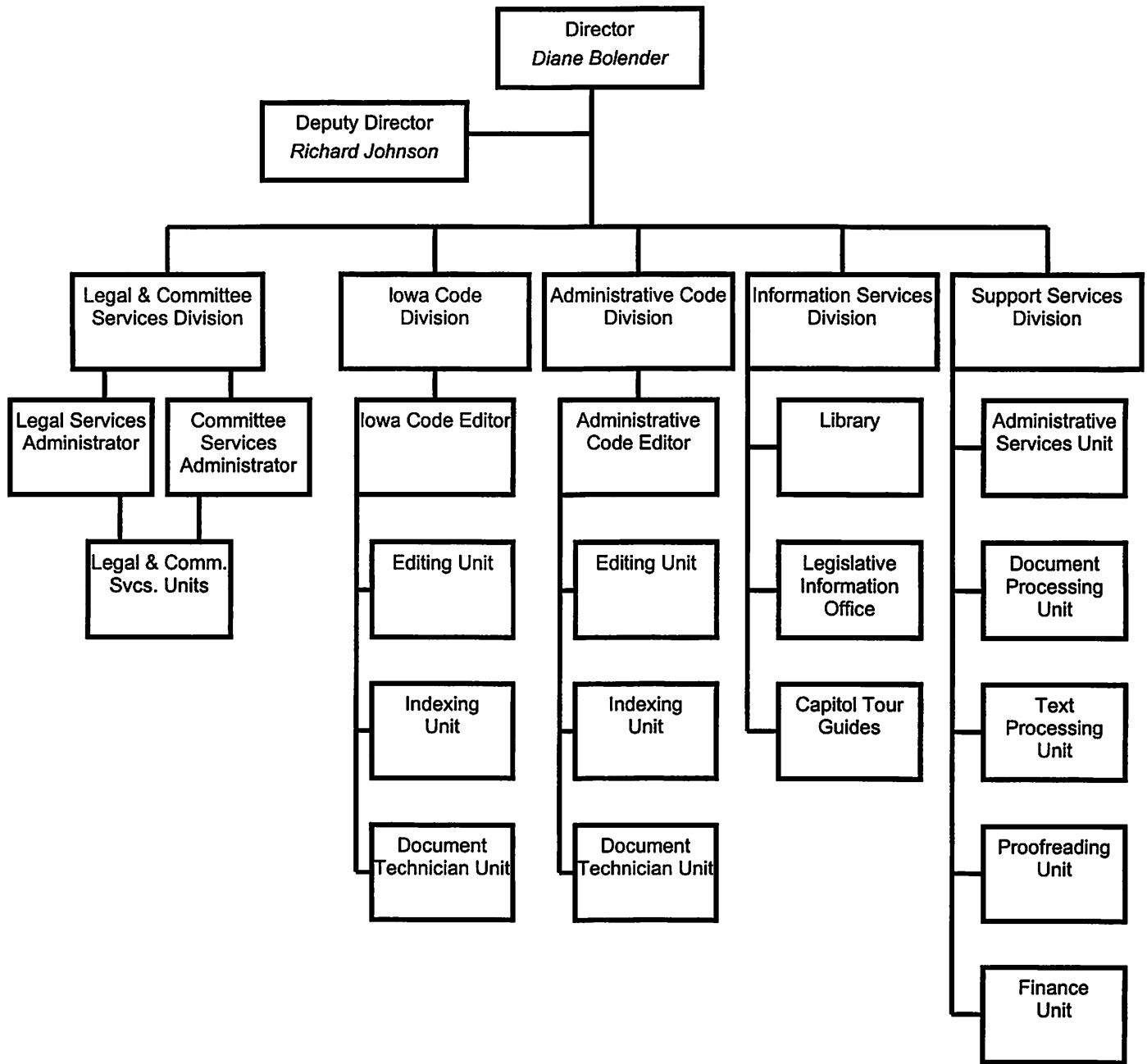
**Diane Bolender
Director**

Chapter 2. ORGANIZATIONAL STRUCTURE OF THE LEGISLATIVE SERVICE BUREAU

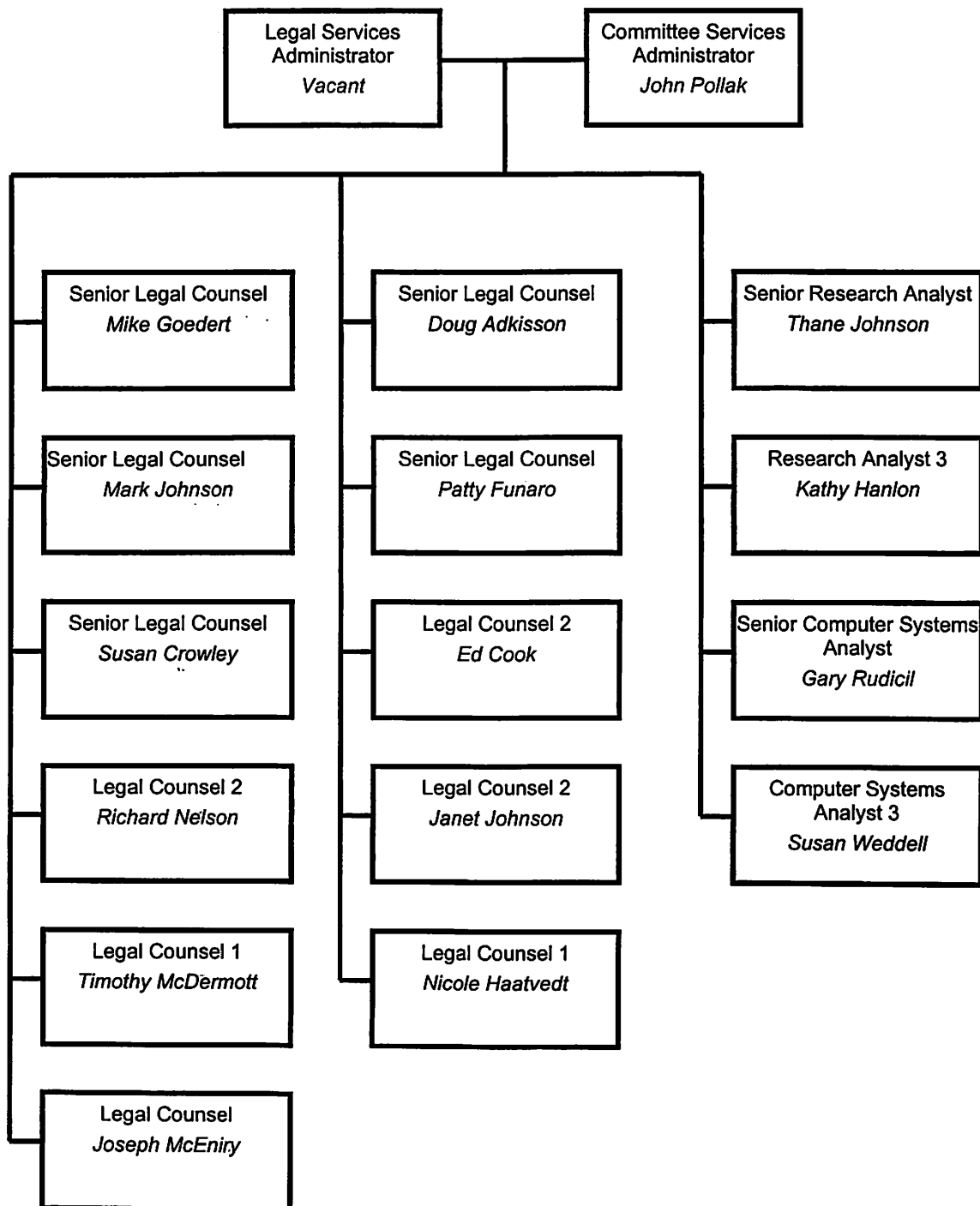
I. IOWA LEGISLATIVE SERVICE BUREAU ORGANIZATIONAL CHARTS

- A. Organization by Division
- B. Legal and Committee Services Division
- C. Iowa Code Division
- D. Administrative Code Division
- E. Information Services Division
- F. Support Services Division

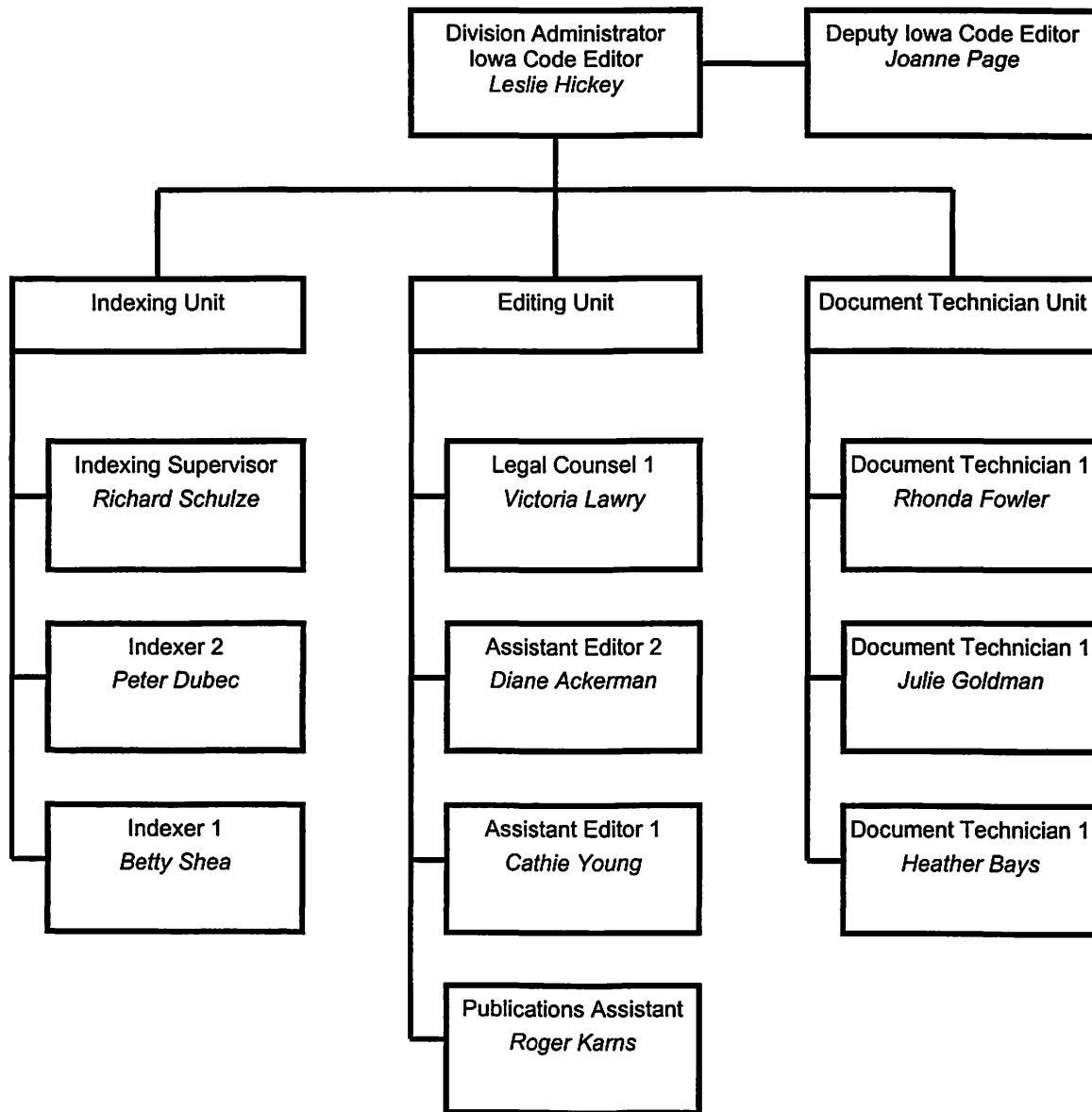
A. Organizational Chart



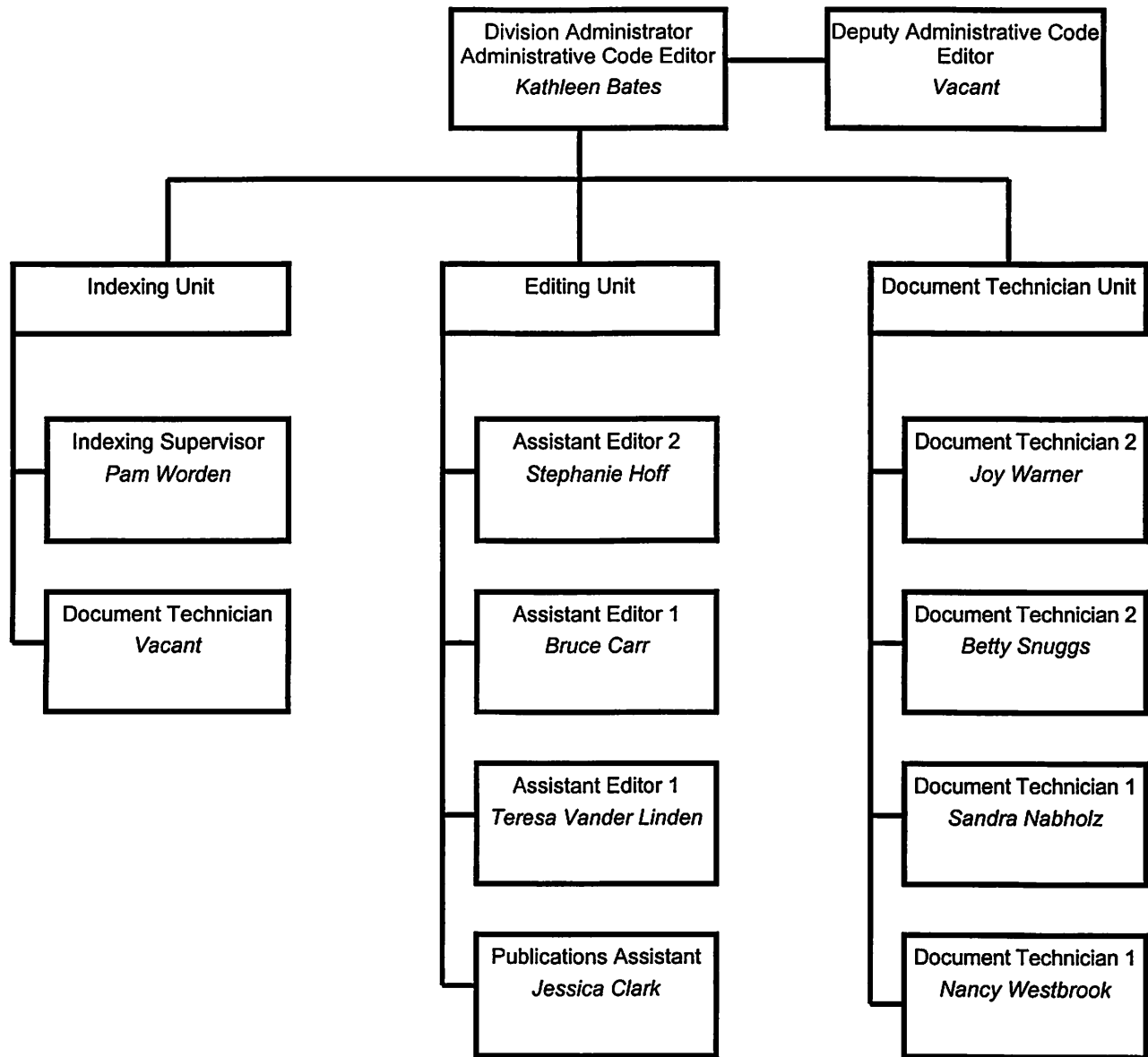
B. Legal and Committee Services Division



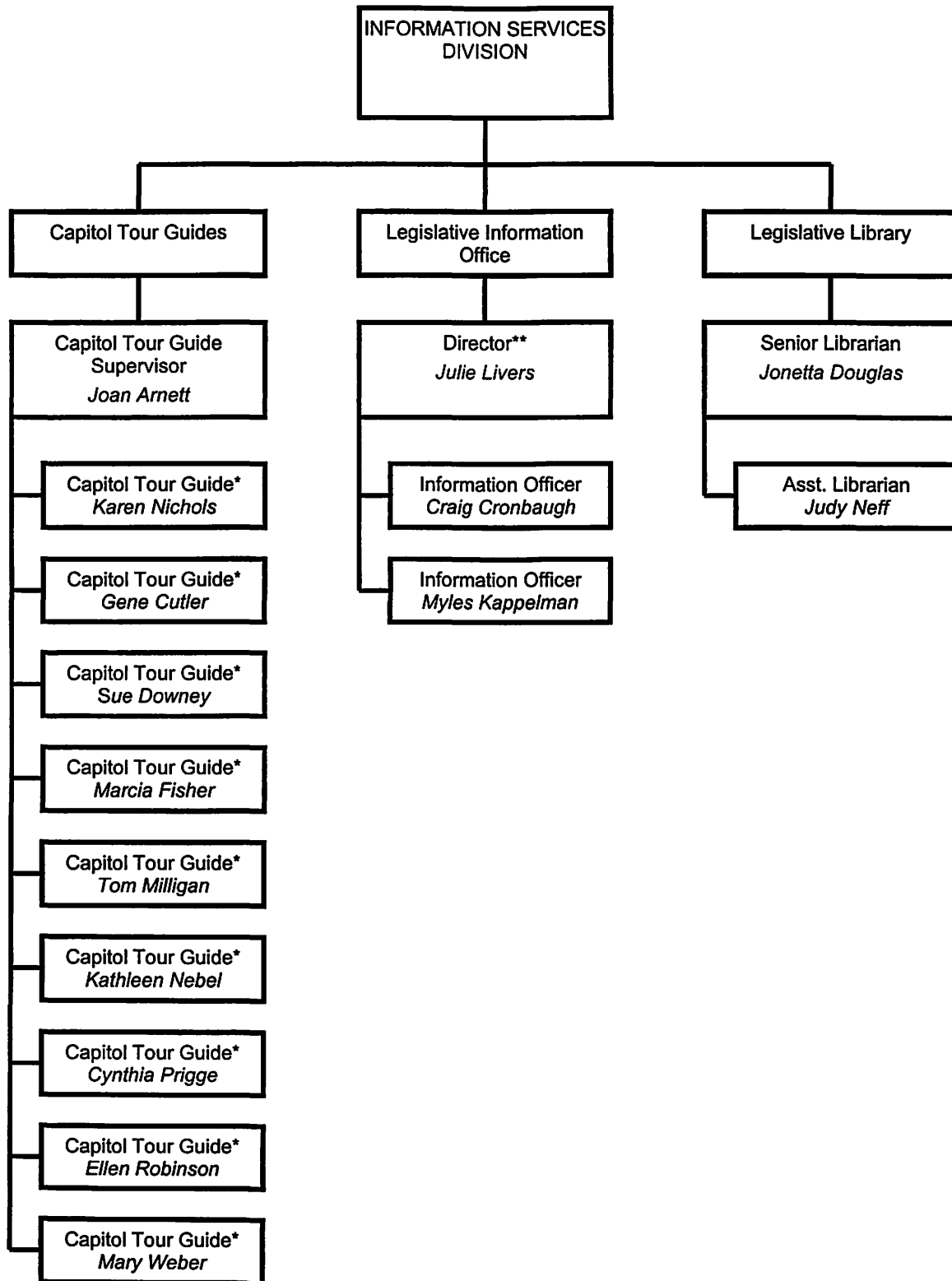
C. Iowa Code Division



D. Administrative Code Division



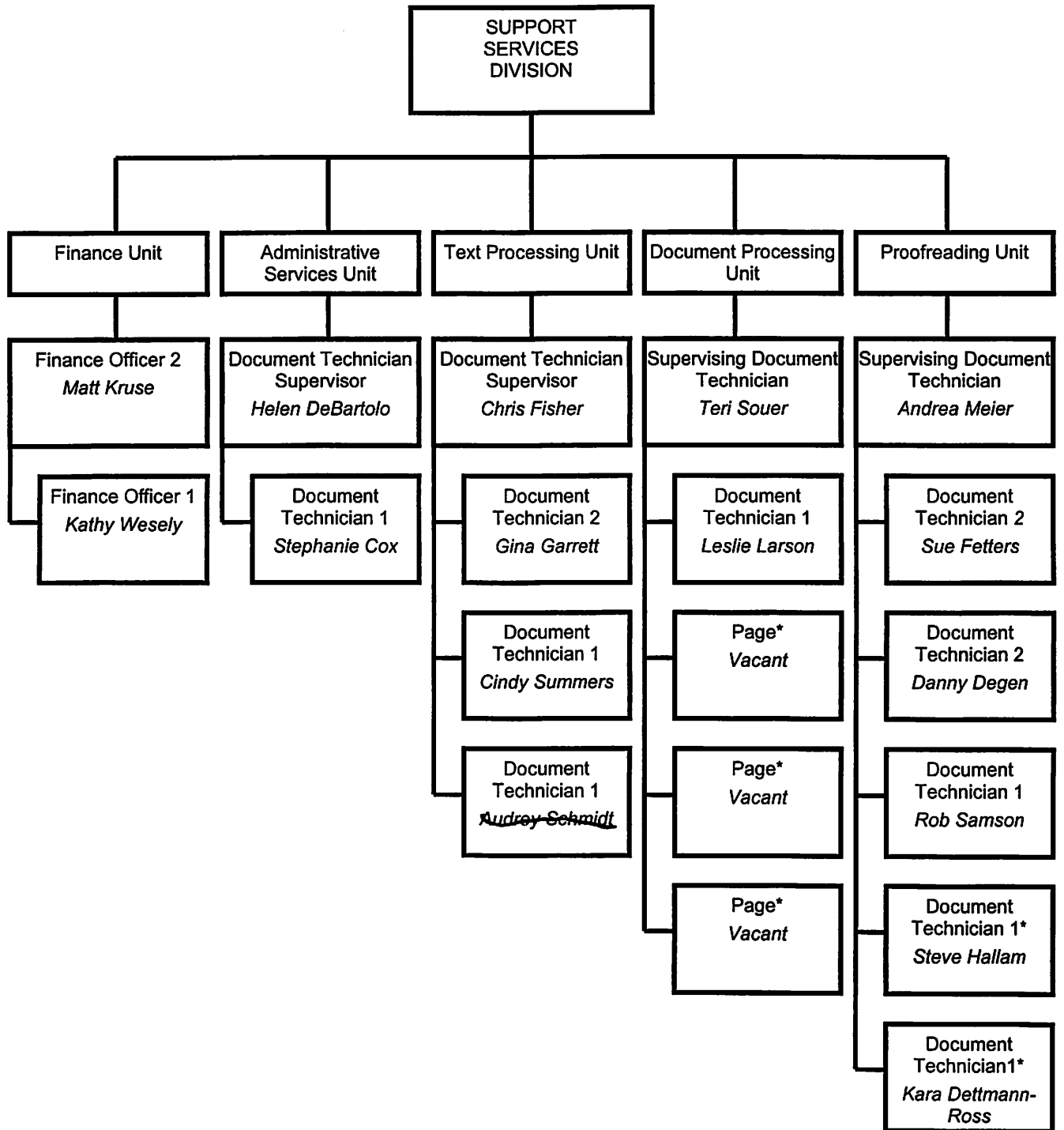
E. Information Services Division



* These positions are not full-time year-round positions.

** This position assists in personnel work for the Capitol Tour Guides

F. Support Services Division



* These positions are not full-time year-round positions.

NOTE: Employees in the Document Technician positions may be transferred among the Administrative Services, Text Processing, Document Processing, and Proofreading Units as needed.

**LEGISLATIVE SERVICE BUREAU
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Deputy Director	41
Division Administrator 2	41
Division Administrator 1	38
Senior Legal Counsel	38
Senior Research Analyst	38
Legal Counsel 2	35
Research Analyst 3	35
Senior Computer Systems Analyst	35
Deputy Iowa Code Editor	35
Deputy Administrative Code Editor	35
Legal Counsel 1	32
Research Analyst 2	32
Computer Systems Analyst 3	32
Senior Finance Officer	31
Legal Counsel	30
LIO Director	30
Assistant Editor 3	30
Legislative Document Specialist 3	30
Research Analyst 1	29
Computer Systems Analyst 2	29
Index Supervisor	28
Legislative Document Tech. Super.	28
Research Analyst	27
Computer Systems Analyst 1	27
Senior Librarian	27
Assistant Editor 2	27
Confidential Secretary	27
Finance Officer 2	27
Legislative Document Specialist 2	27
Indexer 2	25
Supervising Legis. Document Tech.	25
Computer Systems Analyst Trainee	24
LIO Officer	24
Assistant Editor 1	24
Librarian	24
Executive Secretary	24

**LEGISLATIVE SERVICE BUREAU
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Finance Officer 1	24
Legislative Document Specialist 1	24
Assistant Librarian	22
Indexer 1	22
Legislative Document Technician 2	22
Capitol Tour Guide Supervisor	22
Publications Assistant	21
Administrative Secretary	21
Assistant Finance Officer	21
Legislative Document Specialist	21
LIO Assistant	19
Assistant Indexer	19
Legislative Document Technician 1	19
Legislative Document Technician	16
Capitol Tour Guide 2	14
Capitol Tour Guide 1	12
LSB Page	minimum wage

Job descriptions for these classifications are contained in Chapter 2 of the Legislative Service Bureau Policies and Procedures Manual.

LEGISLATIVE SERVICE BUREAU
Eligibility Report for Merit Increases
FY 2001

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Director</u>			
Bolender	..	09/11/67	00/00/00
<u>Deputy Director</u>			
Johnson, R.	41-6	07/10/78	00/00/00
LEGAL AND COMMITTEE SERVICES DIVISION			
<u>Legal Services Administrator</u>			
Vacant	38/41		
<u>Committee Services Admin.</u>			
Pollak	41-5	11/16/87	06/23/00
<u>Senior Legal Counsel</u>			
Goedert	38-6	07/14/76	00/00/00
Johnson, M.	38-6	01/24/87	00/00/00
Adkisson	38-6	12/22/86	00/00/00
Funaro	38-6	12/17/86	00/00/00
Crowley	38-4	10/08/90	06/23/00
<u>Legal Counsel 2</u>			
Cook	35-5	11/09/92	06/23/00
Nelson	35-1	11/06/95	06/23/00
Johnson, J.	35-1	11/15/95	06/23/00
<u>Legal Counsel 1</u>			
McDermott	32-3	11/13/96	06/23/00
Haatvedt	32-3	12/18/96	06/23/00
<u>Legal Counsel</u>			
McEniry	30-3 32-3	01/15/98	07/21/00
<u>Senior Research Analyst</u>			
Johnson, T.	38-6	08/01/69	00/00/00
<u>Research Analyst 3</u>			
Hanlon	35-4	01/21/91	06/23/00

Present

<u>Employee</u>	<u>Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Sr. Computer Systems Analyst</u> Rudicil	35-6	07/05/89	00/00/00
<u>Computer Systems Analyst 3</u> Weddell	32-3	11/06/87	06/23/00
IOWA CODE DIVISION			
<u>Code Editor</u> Hickey	38-6	02/01/88	00/00/00
<u>Deputy IA Code Editor</u> Page	35-1	08/24/92	02/16/01
<u>Legal Counsel 1</u> Lawry	32-2	10/22/98	10/27/00
<u>Assistant Editor 3</u> Vacant	30 30-2		6/01
<u>Assistant Editor 2</u> Ackerman	27-3	11/19/93	06/23/00
<u>Assistant Editor 1</u> Young	24-6 27-4	01/03/89	06/00/00 6/01
<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>Indexer 1</u> Shea	22-3 25-1	05/15/95	09/15/00 6/01
<u>Publications Assistant</u> <i>Asst. Editor 1</i> Karns	21-3 24-1	12/27/95	10/27/00 6/01
<u>Legislative Document Technician 1</u> Fowler	19-1	09/30/98	06/23/00
Goldman	19-1	05/10/99	06/23/00
Bays	19-1	02/21/00	08/18/00

Present

<u>Employee</u>	<u>Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
ADMINISTRATIVE CODE DIVISION			
<u>Administrative Code Editor</u>			
Bates	38-5	06/13/86	03/30/01
<u>Deputy Admin. Code Editor</u>			
Vacant	35		
<u>Assistant Editor 2</u>			
Hoff	27-2	07/26/96	12/22/00
<u>Assistant Editor 1</u>			
Carr	24-3	01/26/96	07/21/00
Vander Linden	24-1	11/14/97	01/05/01
<u>Publications Assistant</u>			
Clark	21-1	09/20/99	06/23/00
<u>Admin. Code Index Supervisor</u>			
Worden	28-6	04/27/72	00/00/00
<u>Legislative Document Technician 2</u>			
Warner	22-2	12/30/96	12/22/00
Snuggs	22-6	03/25/85	00/00/00
<u>Legislative Document Technician 1</u>			
Nabholz	19-1	01/21/00	07/21/00
Westbrook	19-1	02/04/00	08/04/00
Vacant	19		
INFORMATION SERVICES DIVISION			
<u>Legislative Information Director</u>			
Livers	30-6	04/09/90	00/00/00
<u>Legislative Information Officer</u>			
Kappelman	24-3	09/21/98	03/30/01
Cronbaugh	24-3	12/18/97	06/23/00
<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

<u>Employee</u>	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Capitol Tour Guide Supervisor</u> Arnett	22-3	01/23/76	06/23/00
<u>Capitol Tour Guide</u> Nichols	14-6	10/15/76	00/00/00
SUPPORT SERVICES DIVISION			
<u>Finance Officer 2</u> Kruse	27-2	09/20/99	03/16/01
<u>Finance Officer 1</u> Wesely	24-2	10/01/99	03/30/01
<u>Legis. Document Technician Supervisor</u> DeBartolo Fisher	28-2 28-5	10/19/92 11/16/74	12/22/00 10/27/00
<u>Super. Legis. Document Technician</u> Meier Souer	25-5 25-3	12/30/87 11/10/98	12/22/00 05/11/01
<u>Legislative Document Technician 2</u> Fetters Degen Garrett	22-5 22-3 22-2	09/27/91 06/16/95 06/16/95	12/22/00 06/23/00 06/23/00
<u>Legislative Document Technician 1</u> Larson Cox Summers Schmidt Samson	19-3 19-2 19-2 19-2 19-2	11/13/98 06/01/99 06/27/97 11/01/99 11/30/99	05/11/01 12/08/00 06/23/00 04/27/01 05/25/01
<u>Legislative Document Technician</u> Vacant	16		

**LEGISLATIVE SERVICE BUREAU
MANAGERS & DRAFTERS OVERTIME
05/01/99 - 04/27/00**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	359.25	40.00	319.25	120.00
2	340.25	40.00	300.25	120.00
3	338.50	40.00	298.50	120.00
4	320.00	40.00	280.00	120.00
5	256.50	40.00	216.50	120.00
6	239.75	40.00	199.75	120.00
7	234.00	40.00	194.00	120.00
8	224.50	40.00	184.50	120.00
9	207.00	40.00	167.00	120.00
10	198.50	40.00	158.50	120.00
11	182.00	40.00	142.00	120.00
12	181.00	40.00	141.00	120.00
13	181.00	40.00	141.00	120.00
14	176.75	40.00	136.75	120.00
15	162.75	40.00	122.75	120.00
16	125.25	40.00	85.25	85.25
Total	3,727.00	640.00	3,087.00	1,885.25
Average	232.94	40.00	192.94	117.83

LEGISLATIVE INFORMATION OFFICE

1	540.00	40.00	297.50	120.00
2	159.75	40.00	119.75	119.75
3	134.00	40.00	94.00	94.00
Total Hours	833.75	120.00	511.25	333.75
Average	277.92	40.00	170.42	111.25

OTHER

1	103.25	40.00	63.25	63.25
2	56.00	40.00	16.00	16.00
3	32.50	40.00	0.00	0.00
4	10.00	40.00	0.00	0.00
Total Hours	201.75	160.00	79.25	79.25
Average	50.44	40.00	19.81	19.81

**LEGISLATIVE SERVICE BUREAU
 FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME
 01/01/00 - 04/27/00**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	197.00	295.50
2	188.50	282.75
3	183.50	275.25
4	155.50	233.25
5	153.75	230.63
6	145.75	218.63
7	130.00	195.00
8	104.75	157.13
9	102.25	153.38
10	99.00	148.50
11	98.75	148.13
12	96.50	144.75
13	84.25	126.38
14	60.25	90.38
15	16.00	24.00
Total Hours	1,815.75	2,723.63
Average	121.05	181.58

**LEGISLATIVE SERVICE BUREAU
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME
01/01/00 - 04/27/00**

<u>Employee</u>	<u>Total Overtime Worked</u>
1	134.25
2	93.75
3	2.00
4	2.00
5	0.00
Total Hours	232.00

**LEGISLATIVE SERVICE BUREAU
IOWA CODE DIVISION
PROFESSIONAL AND SUPPORT STAFF OVERTIME
4/1/99 - 3/31/00**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1*	191.75	40.00	151.75	120.00
2*	75.00	40.00	35.00	35.00
3	0.00	40.00	0.00	0.00
Total Hours	266.75	120.00	186.75	155.00
Average	88.92	40.00	62.25	51.67

* These employees have a fiscal year of 05/01/99 - 04/27/00

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME
4/1/99 - 3/31/00**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	74.00	111.00
2	3.25	4.88
3	1.00	1.50
4	1.00	1.50
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
Total Hours	79.25	118.88
Average	11.32	16.98

**LEGISLATIVE SERVICE BUREAU
ADMINISTRATIVE CODE DIVISION
PROFESSIONAL AND SUPPORT STAFF OVERTIME
07/01/99 - 04/27/00**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	47.00	40.00	7.00	7.00
2	0.00	40.00	0.00	0.00
Total Hours	47.00	80.00	7.00	7.00
Average	23.50	40.00	3.50	3.50

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME
07/01/99 - 04/27/00**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	39.75	59.63
2	3.83	5.75
3	3.00	4.50
4	0.50	0.75
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
Total Hours	47.08	70.62
Average	5.23	7.85

**LEGISLATIVE SERVICE BUREAU
EDUCATIONAL ASSISTANCE
07/01/99 - 06/30/00**

Myles Kappelman

Iowa State University - Fall 1999
Graduate Course

8/23/99 - 12/17/99	3 credits	\$720.00
Organizational Theory in the Public Sector		

Iowa State University - Spring 2000
Graduate Course

1/10/00 - 5/5/00	3 credits	\$720.00
State and Local Government		

LEGISLATIVE COMPUTER SUPPORT BUREAU

ANNUAL PERSONNEL REPORT JUNE 2000

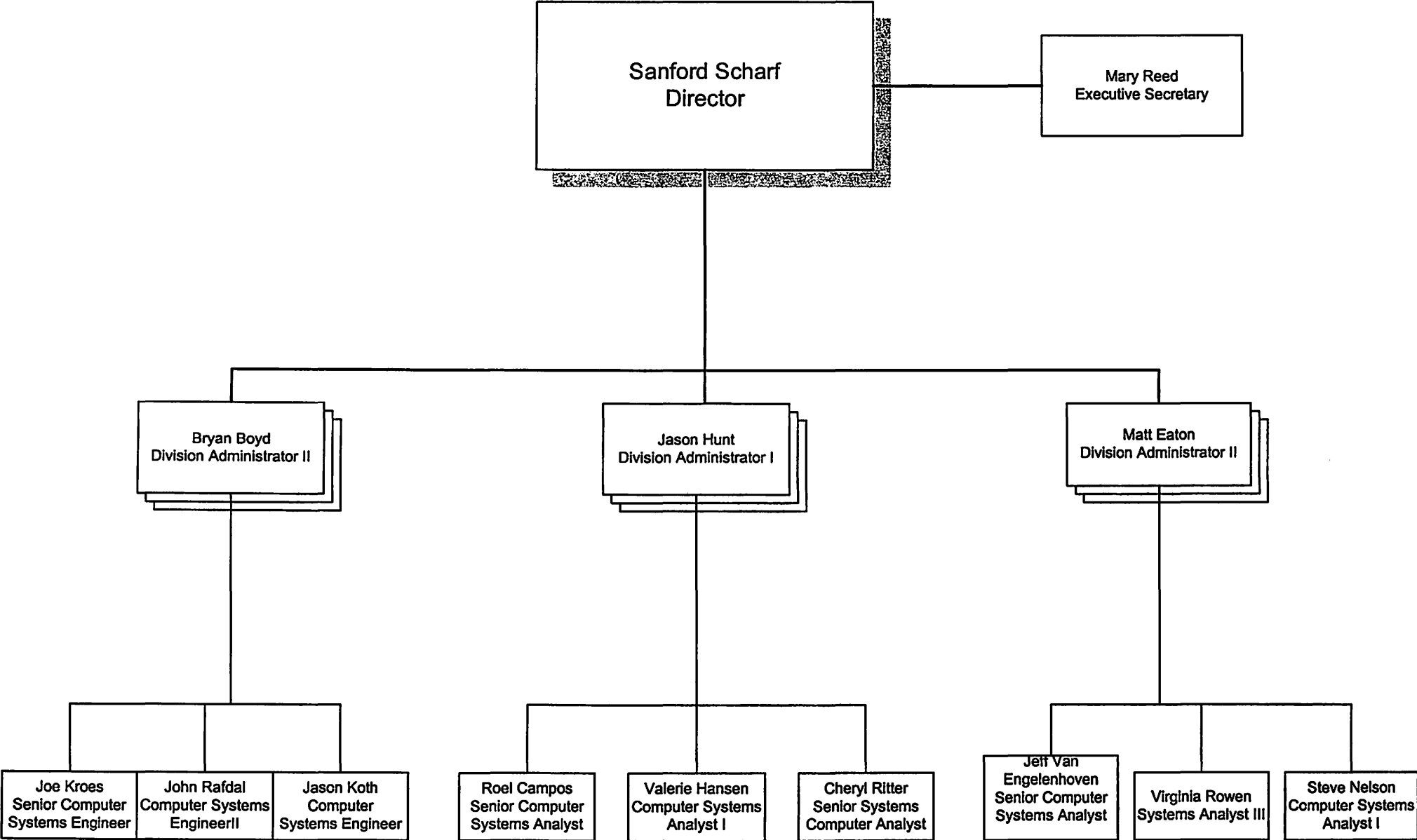
**Sandy Scharf
Director**

**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
JUNE 2000**

Reporting Requirement:

- | | |
|--|--------------|
| 1. Organizational Chart | Attachment 1 |
| 2. Position Classification System | Attachment 2 |
| 3. Annual Personnel Report to include:
a. Employee names, grades/steps
b. Compensatory time earned | Attachment 3 |
| 4. Work Attendance Policy & Leave Procedures | Attachment 4 |
| 5. Educational Leave – Costs | Attachment 5 |

Iowa Legislative Computer Support Bureau



LEGISLATIVE COMPUTER SUPPORT BUREAU

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Computer Systems Analyst	24.00
Computer Systems Analyst I	27.00
Computer Systems Analyst II	29.00
Computer Systems Analyst III	32.00
Senior Computer Systems Analyst	35.00
Computer Operator-Session Only	21.00
Computer Operator I	21.00
Computer Operator II	24.00
Computer Systems Engineer I	29.00
Computer Systems Engineer II	32.00
Senior Computer Systems Engineer	35.00
Administrative Secretary	21.00
Executive Secretary	24.00
Division Administrator I	35.00
Division Administrator II	38.00

**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
FY' 00**

<u>NAME</u>	<u>POSITION</u>	<u>CURRENT GD/STEP</u>	<u>MERIT INCREASE ELIGIBILITY DATE</u>	<u>COMPTIME/OR OVERTIME</u>	<u>OVERTIME HOURS 1999</u>
Scharf, Sanford	Director	00/00		CT	N/A
Boyd, Bryan	Division Administrator li	38/2	06/23/00	CT	N/A
Campos, Roel	Senior Computer Systems Analyst	35/4	06/23/00	CT	N/A
Eaton, Matthew	Division Administrator II	38/2	02/16/01	CT	N/A
Hansen, Valerie	Computer Systems Analyst I	27/3	06/22/01	CT	N/A
Hunt, Jason	Division Administrator I	35/1	12/22/00	CT	N/A
Koth, Jason	Computer Systems Engineer I	29/2	07/06/01	CT	N/A
Kroes, Joe	Senior Computer Systems Engineer	35/2	12/08/00	CT	N/A
Nelson, Steve	Computer Systems Analyst I	27/5	06/22/01	OT	57.00
Rafdal, John	Computer Systems Engineer II	32/3	03/30/01	CT	N/A
Reed, Mary	Executive Secretary	24/2	07/07/00	CT	N/A
Ritter, Cheryl	Senior Computer Systems Analyst	35/5	06/23/00	CT	N/A
Rowen, Virginia	Computer Systems Analyst III	32/6	Maxed	CT	N/A
Van Engelenhoven, Jeff	Senior Computer Systems Analyst	35/3	05/25/01	CT	N/A

Total comptime hours from January 1, 2000 thru June 27, 2000

	<u>Comp Worked</u>	<u>Adjust 1st 40 Hours</u>	<u>Comp/Less Adjust.</u>	<u>Comp. Allowed</u>	<u>Comp. Available</u>
Employee 1	44.00	-40.00	4.00	4.00	0.00
Employee 2	160.50	-40.00	120.00	120.00	91.00
Employee 3	135.50	-40.00	95.50	95.50	71.50
Employee 4	134.00	-40.00	94.00	94.00	44.00
Employee 5	57.25	-40.00	17.25	17.25	17.25
Employee 6	85.00	-40.00	45.00	45.00	45.00
Employee 7	141.00	-40.00	101.00	101.00	74.00
Employee 8	156.75	-40.00	116.75	116.75	62.25
Employee 9	68.00	-40.00	28.00	28.00	28.00
Employee 10	172.75	-40.00	120.00	120.00	90.75

LEGISLATIVE COMPUTER SUPPORT BUREAU WORK ATTENDANCE POLICY

June 5, 1990

The regular office hours for employees of the Legislative Computer Support Bureau are from 8:00 a.m. to 4:30 p.m. Flextime arrangements are acceptable provided that arrangements are in writing and agreed to by the Director.

All employees are expected to be at their respective work stations as assigned. When an employee expects to be absent from the employee's work station, the employee is expected to notify the Bureau Secretary and use the IO run on the computer system.

One-half hour (unpaid) is allowed for lunch. An employee shall normally take the one-half hour lunch period between 11:00 a.m. and 1:30 p.m. unless prior approval from the Director has been obtained.

One-half hour is allowed within the eight total paid work hours for both fifteen minute breaks. If an employee does not use either or both of the two fifteen minute break periods, the break time not used may be added to the lunchtime break. If an employee does not use either or both of the fifteen minute break periods during the day, the time is lost and shall not be added to any overtime total. If an employee does not use the one-half hour lunch break, the time is lost and shall not be added to any overtime total.

In order to assure that staffing requirements are met, it may be necessary to schedule lunchtimes and breaks.

Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Timesheets should be submitted to the Bureau Secretary by 9:00 a.m. on the Friday following the end of the pay period.

In order to meet the workload demands of the Computer Support Bureau, it may be necessary to require overtime hours of employees on short notice.

LEGISLATIVE COMPUTER SUPPORT BUREAU PROCEDURES FOR USE OF LEAVE TIME

June 5, 1990

Employees shall file the standard "Request for Leave" form with the Bureau Secretary at least 24 hours in advance of the starting time of a leave of any type. All leaves must be approved by the Director.

A request for use of leave of 8 hours or less need not be submitted in advance.

Use of leave time during a legislative session is subject to the prior approval of the Director. Leave time during the legislative interim should be scheduled, to the extent possible, so that the employee does not conflict with the other employees.

An employee who will arrive at work more than 20 minutes after the scheduled arrival time must notify the Bureau Secretary and file the appropriate leave form upon arrival.

An employee who is sick or injured and cannot report for work must call the Bureau Secretary by 8:30 a.m. and file the appropriate leave form upon returning to work.

An absence from work that does not comply with the leave policy may, at the discretion of the Director, be considered an unauthorized absence and payment of salary may be withheld for that period.

EDUCATIONAL LEAVE

Educational Leave – Direct & Indirect Costs

Steve Nelson – Simpson College from Jan. 11, 2000 to April 27, 2000.
Tuition and books - \$1499.30

Courses:

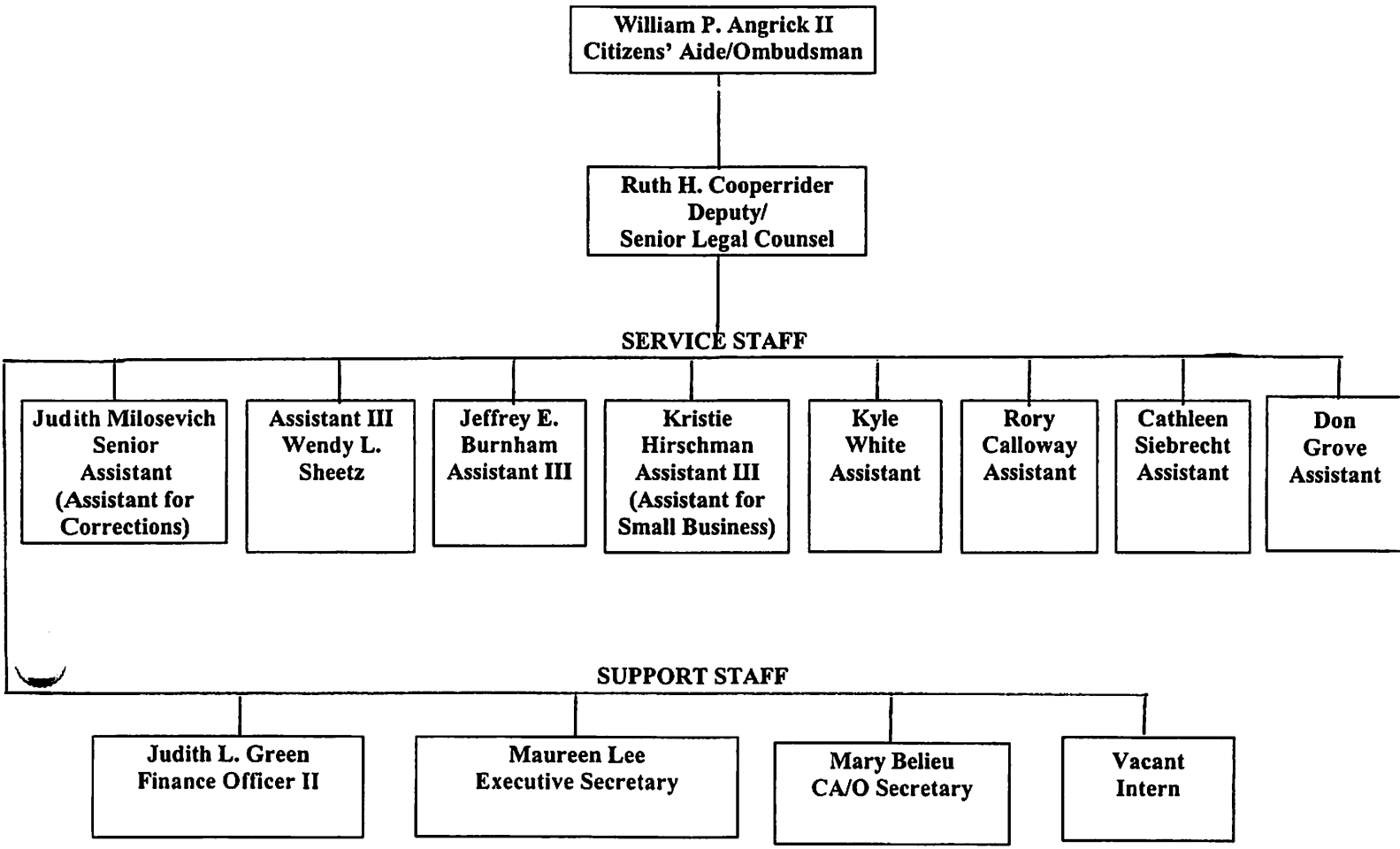
Fundamentals of Computing II
Computer Mathematics

CITIZENS' AIDE/OMBUDSMAN

**ANNUAL PERSONNEL REPORT
JUNE 2000**

**WILLIAM P. ANGRICK II
OMBUDSMAN**

**OFFICE OF CITIZENS' AIDE/OMBUDSMAN
TABLE OF ORGANIZATION**



**CITIZENS' AIDE/OMBUDSMAN
ANNUAL PERSONNEL REPORT
June 2000**

Required Reports:

1. Citizens' Aide/Ombudsman Table of Organization
2. Position Classifications and Pay Grades
3. Employee Personnel Information
4. Overtime and Compensatory Time Report
5. Educational Leave Report
6. Employee Handbook of Policies and Procedures

**CITIZENS' AIDE/OMBUDSMAN
Position Classifications and Pay Grades**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Deputy/Senior Legal Counsel	38
Senior Assistant	38
Assistant III	35
Assistant	27
Finance Officer II	27
Executive Secretary	24
Citizens' Aide/Ombudsman Secretary	19

CITIZENS' AIDE/OMBUDSMAN
Employee Personnel Information
FY 2000

Employee	Present Grade & Step	Employment Date	Review Date
<u>Director</u> Angrick	-	04/03/1978	00/00/00
<u>Deputy/Senior Legal Counsel</u> Cooperrider	38-6	07/09/1990	11/24/2000
<u>Senior Assistant</u> Milosevich	38-5	01/17/1991	12/22/2000
<u>Assistant III</u> Burnham	35-3	06/06/1992	11/24/2000
Sheetz	35-5	09/15/1990	12/08/2000
Hirschman	35-4	11/13/1995	05/11/2001
<u>Assistant</u> White	27-3	10/19/1998	04/13/2001
Calloway	27-3	11/30/1998	05/25/2001
Siebrecht	27-2	05/14/1999	11/11/2000
Grove	27-2	05/28/1999	11/24/2000
<u>Finance Officer II</u> Green	27-6	07/01/1974	11/24/2000
<u>Executive Secretary</u> Lee	24-6	06/23/1989	06/22/2001
<u>CAO Secretary</u> Belieu	19-3	07/10/1998	01/05/2001

**CITIZENS' AIDE/OMBUDSMAN
OVERTIME AND COMP TIME REPORT
Calendar Year 1999**

Name	Overtime Hours	Overtime less 40	Compensatory Hours
Employee 1	68.00	28.00	28.00
Employee 2	77.00	37.00	37.00
Employee 3	64.00	24.00	24.00
Employee 4	49.50	9.50	9.50
Employee 5	160.25	120.25	120.00
Employee 6	25.75	0.00	0.00
Employee 7	72.50	32.50	32.50
Employee 8	87.50	47.50	47.50
Employee 9	13.00	0.00	0.00
Employee 10	133.75	93.75	93.75
Total Hours	751.25	392.50	392.25
Average	75.13	39.25	39.23

**CITIZENS' AIDE/OMBUDSMAN
EDUCATIONAL LEAVE REPORT
Fiscal Year 2000**

None

**CITIZENS' AIDE/OMBUDSMAN
EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES**

A copy of the Citizens' Aide/Ombudsman employee handbook of policies and procedures is on file in the office of the Legislative Service Bureau. The handbook is available to any member of the Service Committee upon request.

Updated or modified policies and procedures:

- Senior Deputy Job Description
- Deputy Job Description
- Senior Legal Counsel Job Description
- Legal Counsel II
- Legal Counsel I
- Legal Counsel
- Senior Assistant Job Description
- Assistant III Job Description
- Assistant II Job Description
- Assistant I Job Description
- Intern Job Description
- Overtime & Compensatory Time Policy
- Work Attendance Policy
- Sick Leave Policy

REPORT OF THE REDISTRICTING COMMITTEE
TO THE SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

The Redistricting Committee of the Legislative Council, consisting of Senators JoAnn Johnson, Jeff Angelo, and John Kibbie, and Representatives Bob Brunkhorst, Steve Falck, and Janet Metcalf, met on June 26, 2000, in the Reagen Conference Room in the State Capitol. Senators Johnson, Angelo, and Kibbie, and Representative Metcalf were present. Representative Brunkhorst was present by conference telephone call. The Committee makes the following report and recommendations to the Service Committee:

1. That the Redistricting Committee received the following redistricting information:
 - Redistricting Quick Takes describing Iowa's unique statutory redistricting process
 - Summary of 1989-1991 preparations for redistricting
 - Redistricting Phase 3 budget authorization request
 - Iowa Code chapter 42 governing Iowa's redistricting process
 - 2000-2001 redistricting timetable
 - 1981 and 1991 newspaper clippings regarding Iowa's redistricting process
 - Redistricting issues for consideration by the Redistricting Committee

2. That the Legislative Service Bureau, in cooperation with the four caucus staffs, respond to the United States Bureau of the Census' solicitation of requests for receipt of Census 2000 Data and Geographic Products to be provided to the Iowa General Assembly, at no cost, pursuant to federal statute.

3. That the Service Committee recommend to the Legislative Council the approval of the negotiation and entering into of a contract between the Legislative Council and a vendor for Phase 3 of redistricting (the proposal and enactment of congressional and legislative redistricting plans), and that the Chairperson and Vice Chairperson of the Legislative Council, in consultation with the Minority Leaders, be authorized to approve the final contract, after continuing consultation with the members of the Redistricting Committee.

4. That the Service Committee recommend to the Legislative Council the approval of the hiring of one additional redistricting staff person for the Legislative Service Bureau (LSB) for the 2000-2001 budget year (LSB budget modification), the hiring of a temporary drafter/staffer for the 2001 legislative session to replace Ed Cook who has been reassigned to the redistricting project (no LSB budget modification contemplated), and the purchase of any additional hardware necessary for the Iowa General Assembly to complete redistricting (joint expense authorization).