

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

Speaker Harold Van Maanen, Chairperson
Representative John H. Connors
Representative Teresa Garman

Senator Donald E. Gettings
Senator Wally E. Horn
Senator Jack Rife

TENTATIVE AGENDA

Tuesday, November 29, 1994
Committee Room 22

9:00 a.m.

Call to Order

Roll Call

Approval of Minutes of July 20 Meeting
(Previously Distributed)

Personnel Reports

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

Consideration of Proposed FY 96 Budgets

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

Additional Personnel Actions - Citizens' Aide/Ombudsman

- Environmental Ombudsman
- Conflict of Interest of Employee

Report of Computer User Committee

Report of Salary Subcommittee

Additional Business?

Adjournment

EDUCATIONAL LEAVE REPORTS

Attached are the Education Leave Reports for 1994

as Required Under Section 70A.25 of the Code

**EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT
ANNUAL REPORT 1994**

DEPARTMENT	HRS MISSED		DIRECT COSTS		TOTAL DIRECT COSTS	INDIRECT COSTS	COST SAVINGS
	W/PAY	W/O PAY	TUITION	OTHER			
Agriculture (009-013-014)			---NO SUBMISSION---				
Auditor (126)			---NO EXPENDITURES---				
Blind (131)			---NO EXPENDITURES---				
Civil Rights (167)			---NO SUBMISSION---				
Commerce (211-219)	0	0	2,021.30	71.50	2,092.80	0	N/A
Commission of Veteran's Affairs (671)	347	0	2,689.44	0	2,689.44	3,160.41	N/A
Corrections (238-251)			---NO EXPENDITURES---				
Cultural Affairs (259)	40	0	195	400	0	0	0
Economic Development (269-270)	0	0	412.35	160.00	572.35	0	N/A
Education (282-283)	144.5	0	2,762.83	60.85	2,823.68	0	3,131.76
College Aid (284)			---NO EXPENDITURES---				
Public Television (285)			---NO EXPENDITURES---				
Elder Affairs (297)			---NO SUBMISSION---				
Employment Services (309-311)	15	0	542.50	29.37	0	0	7,297.17
Fair Authority (011)			---NO SUBMISSION---				
General Services (337-339)	533.40	0	2,096.00	350.20	2,446.20	19,936.00	0
Governor (350-351)							
Human Rights (379)			---NO EXPENDITURES---				
Human Services (401-413)			---NO SUBMISSION---				
IA Ethics & Campaign Disclosure Board (140)			---NO EXPENDITURES---				
Inspections & Appeals (427-429)	40	0	0	0	0	0	0
Justice (112-114)			---NO EXPENDITURES---				
Law Enforcement (467)			---NO SUBMISSION---				
Management (532)	0	0	553.00	39.25	592.25	0	0
Natural Resources (542)	2	0	3,671.50	266.95	3,938.45	0	10,000.00
Parole (547)			---NO EXPENDITURES---				
Personnel (552)	40	0	0	0	0	572.80	0
Public Employment Relations (572)			---NO EXPENDITURES---				
Public Defense (582-583)	0	0	1,615.25	328.85	1,944.10	0	0
Public Health (588)			---NO EXPENDITURES---				
Public Safety (595)			---NO SUBMISSION---				
Regents (615)			---NO EXPENDITURES---				
Revenue & Finance (625-627)	30	0	611.20	17.44	628.64	0	0
Secretary of State (635)			---NO SUBMISSION---				
Transportation (645)	30.83	34.83	7,207.78	679.70	7,887.48	0	0
Treasurer (655)	132	N/A	3,633.58	0	3,633.53	0	N/A
<u>Judicial Branch</u> (444-445)							
Court Administrator			---NO EXPENDITURES---				
<u>Legislative Branch</u> (500-509)							
Senate	0	0	2,625.00	378.68	3,004.68	0	N/A
House			---NO SUBMISSION---				
Service Bureau							
Fiscal Bureau			---NO EXPENDITURES---				
Code Editor			---NO SUBMISSION---				
Citizens' Aide			---NO EXPENDITURES---				
	1314.73 Hours	34.83	\$30,636.68	\$2,763.79	\$32,253.60	\$23,669.21	\$20,428.93

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Cultural Affairs
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Dailey, Christie	PSE III	Iowa: Eye to I	40		195	400		
TOTALS			40	0	195	400	0	0

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Education
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings	
			W/Pay	W/O Pay	Tuition	Other			
Dee Annette Wetteland	Information Specialist 2	Pa Sh			145.00	0	0	0	
Cheryl Roland	Administrative Assistant 1	Wc Ir			54.00	0	0	0	
Becky Smith	Secretary 1	Wc Ir			54.00	0	0	0	
Sharon Shypkowski	Secretary 1	Wc Ir			54.00	0	0	0	
Marlene Forsberg	Secretary 1	Wc Ir			54.00	0	0	0	
Patricia Vrbanc	Secretary 1	Wc Ir			54.00	0	0	0	
Doris McGinnis	Secretary 1	Wc Ir			54.00	0	0	0	
Sheryl Rinehart	Secretary 2	Wc Ir			54.00	0	0	0	
Jeannie Ramirez	Administrative Assistant 2	Wc Ir &			139.35	60.85	0	1,481.76	
TOTALS				56½	0	662.35	60.85	0	1,481.76

Judy Chambers
 11/1/93
 11/1/93
 11/1/93
 11/1/93

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Department of Education - DVRS
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Lyn Ashmore	Counselor	IBM Introduction	0	0	36.00		0	-
Ron Kvam	Counselor	Intro to Computer Literacy	0	0	139.35		0	-
Connie Bell	OSS1	Intro to Computers	0	0	150.00		0	200
John Hunolt	Counselor	Typing/Keyboarding	0	0	42.00		0	-
JoAnne Daniels	Clerk Typist III	Intro to Personal Computers	0	0	86.25		0	-
JoAnne Daniels	Clerk Typist III	Windows - Fundamentals	4	0	27.00		0	-
JoAnne Daniels	Clerk Typist III	Excel for Windows - Beginning	8	0	54.00		0	-
Loretta Heiden	Acct. Clerk 2	Intro to Personal Computers	0	0	86.25		0	-
Loretta Heiden	Acct. Clerk 2	Windows - Fundamentals	4	0	27.00		0	-
Loretta Heiden	Acct. Clerk 2	Excel for Windows - Beginning	8	0	54.00		0	-
Rebecca Price	Acct. Clerk 2	Intro to Personal Computers	0	0	86.25		0	-
Rebecca Price	Acct. Clerk 2	Windows - Fundamentals	4	0	27.00		0	-
TOTALS								

U.S. DEPARTMENT OF EDUCATION

U.S. DEPARTMENT OF EDUCATION

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Iowa Department of Elder Affairs
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
	There were no Education Leave/Educational Assistance taken by any employees of the							
	Department of Elder Affairs during the past Fiscal Year, ending June 30, 1994.							
TOTALS								

Submitted by Ronald W. Beane
Ronald W. Beane, Administrator

Date September 13, 1994

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

LEGISLATIVE FISCAL BUREAU
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
No Educational Leave/Educational Assistance during FY 1994								
TOTALS								

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

General Services

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Tom Shepherd	Computer Operations Manager II	Business Law I	----	----	\$ 360	\$ 64.00	----	----
Tom Shepherd	Same	Elementary Statistics	----	----	360	58.75	----	----
Tom Shepherd	Same	Math Concepts	----	----	360	52.75	----	----
Tom Shepherd	Same	Human Resource Management	----	----	360	0.00	----	----
Pamela Dickey	Programmer/Analyst	Program Logic Design	136.7	----	164	31.80	\$ 5,108.00*	----
Joann Gooding	Programmer/Analyst	Program Logic Design	123	----	164	38.05	4,601.00*	----
Yolanda Knowles	Programmer/Analyst	Program Logic Design	136.7	----	164	73.05	5,108.00*	----
Robert Murray	Programmer/Analyst	Program Logic Design	137	----	164	31.80	5,119.00*	----
TOTALS			533.4	0	\$ 2,096	\$ 350.20	\$19,936.00	0

* \$50 of this amount is for vehicle usage for travel to/from the class. The rest of the amount is salary for the hours of work missed (# of hours times our resource billing rate).

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Human Rights

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
TOTALS								

None

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

JUDICIAL DEPARTMENT

(Department)

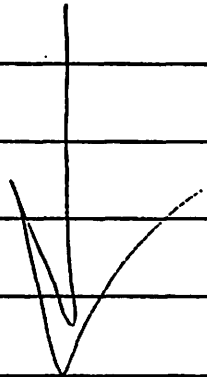
Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings		
			W/Pay	W/O Pay	Tuition	Other				
TOTALS			-	0-	-	0-	-	0-	-	0-

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Justice

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
None								
								
TOTALS								

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Management
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Wedgeworth, V.	Accounting Tech 2	Payroll Accounting Intermediate	0	0	82.00	10.90	0.00	0.00
Wedgeworth, V.	Accounting Tech 2	Accounting	0	0	111.00	28.35	0.00	0.00
McPherson, J.	PSE 1	Labor Relations	0	0	360.00	0.00	0.00	0.00
TOTALS			0	0	553.00	39.25	0.00	0.00

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 94

D.N.R.

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Elmer Bettis III	Geologist	Adv. Biogeographic Landscape Ecology & Research micro	2	0	900.00	0	0	2,000
Howard Friedman	Program Planner	International Economics	0	0	630.00	56.95	0	1,000
Daniel Lane	Arch Technician	Eng. Graphics Conceptual Design	0	0	185.80	73.75	0	1,000
Sivilay Phabmixay	Program Planner	Tech/Business Writing	0	0	149.35	31.25	0	1,000
Daniel Lane	Arch Technician	Engineering Statics	0	0	139.35	60.00	0	1,000
Roya Stanley	Public Serv. Exec.	Business Policy	0	0	740.00	0	0	1,000
Brent Laning	Park Attendant	Welding, Basic Arc & Oxy-Acetyl	0	0	103.50	0	0	750
Kim Olofson	Park Attendant	Welding-Basic Arc & Oxy-Acetyl	0	0	103.50	0	0	750
Patti Cale	Inf. Specialist	Marketing Research Methods	0	0	720.00	45.00	0	1,500
TOTALS			2	0	3,671.50	266.95	0	10,000

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Personnel

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Kumari Riedemann	Training Officer 2	Diversity of Training	40	0	0.00	0.00	572.80	0.00
TOTALS			40	0	0.00	0.00	572.80	0.00

IOWA DEPARTMENT OF PUBLIC DEFENSE
MILITARY DIVISION
TUITION REPORT FY 94

NAME	HOURS MISSED	CLASSIFICATION COURSE COST	COURSE TITLE BOOK COST
Cindy Sanger	0	Administrative Asst II \$139.35	Purch. Mktg 212 \$43.15
Cindy Sanger	0	Administrative Asst II \$123.00	Business Mgmt 341 \$25.00
Cindy Sanger	0	Administrative Asst II \$185.80	Acctg. I \$81.90
Cindy Sanger	0	Administrative Asst II \$134.35	Business Law \$68.90
Mary Jones	0	Environmental Spec. II \$27.00	Windows 3.1 560
Mary Jones	0	Environmental Spec. II \$54.00	Excel. for Windows
Mary Jones	0	Environmental Spec. II \$54.00	Word for Windows1
Mary Jones	0	Environmental Spec. II \$54.00	Word for Windows2
Mary Jones	0	Environmental Spec. II \$27.00	Excel Database
Mary Jones	0	Environmental Spec. II \$35.00	Making Waste Work
Joyce Mc Intire	0	Administrative Asst II \$27.00	Windows 3.1
Joyce Mc Intire	0	Administrative Asst II \$54.00	Windows Beg.
Joyce Mc Intire	0	Administrative Asst II \$54.00	Word for Windows1
Joyce Mc Intire	0	Administrative Asst II \$54.00	Word for Windows2
Joyce Mc Intire	0	Administrative Asst II \$27.00	Excel Database
Nadene Kirton		Trades Helper	Beg. Electricity

0	\$126.60	\$59.90
Jeff Laas	Mason	Electric Motors
0	\$32.70	
Everett Faux	Plumber I	Boiler Rm. Maint.
0	\$56.45	\$50.00
Lawrence Stole	Plumber II	Backflow Prevent.
0	\$350.00	
Grand Total	\$ <u>1,615.25</u> (Class Cost)	\$ <u>328.85</u> (Books)

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Public Employment Relations Board
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
TOTALS								

We do not have anyone participating in this program.

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

Iowa Public Television

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
					-0-		-0-	
TOTALS					-0-		-0-	

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 94

Revenue & Finance/Lottery
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Kathy Manternach	Accounting Tech. I	Auditing Principle & Practices	30		480.00			
Michael West	Accounting Tech. 2	Intermediate Accounting II			131.20	17.44		
TOTALS			30	0	611.20	17.44	0	0

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

IOWA SENATE

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
CURT STAMP	RESEARCH ANALYST	Strategic Planning & Analysis			175.00	14.25		
		Financial & Managerial Acctng.			175.00	47.70		
		Human Behaviors in Organizations			175.00	49.72		
		Computer Fee (Mandatory-Accessed All) Information Systems			175.00	10.00 30.41		
		Cost Accounting			175.00			
		Human Behaviors in Organizations			175.00			
		Managerial Economics Computer Fee (Mandatory-Accessed All)			525.00	67.73 25.00		
		Information Systems Financial Management			175.00 350.00	59.94		
		Regression Analysis Computer Fee (Mandatory-Accessed All)			525.00	49.93 25.00		
TOTALS					2625.00	379.68		

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Educational Leave/Educational Assistance Report
 Fiscal Year 1994
 Iowa Department of Transportation
 Page 1

<u>Employee Name</u>	<u>Classification</u>	<u>Course Title</u>	<u>Hours Missed</u>		<u>Direct Costs</u>	
			<u>W/Pay</u>	<u>W/O Pay</u>	<u>Tuition</u>	<u>Other</u>
Abu-Hawash, Ahmad	Transp Eng 1	CADD 517	0	0	\$ 96.70	\$ 0.00
Bierwagen, Dean	Transp Eng 1	Structural Analysis II	0	0	368.80	0.00
Brack, Daniel	Material Tech 2	Computer Concepts for the Beginner	0	0	79.00	0.00
Crouch, Tim	Transp Eng 1	Statistics 401	2.5	2.5	483.80	42.00 (CF)
Crouch, Tim	Transp Eng 1	CE 599--Creative Component	0	0	46.20	28.00 (CF)
Davis, Bobbie	Adm Asst 2	Administrative Practice and Torts & Litigation	0	0	246.00	33.75 (Book)
Davis, Joyce	Adm Asst 1	Auditing I--497	1.25	1.25	169.94	10.00 (CF)
Detrick, Randy	Const Tech 1	Intro to Computers	0	0	75.00	0.00
Dingman, Donna	Secy 1	Intro to Word Perfect	0	0	35.00	0.00
		Intermediate Word Perfect	0	0	35.00	0.00
		Advanced Word Perfect	0	0	35.00	0.00
Dingman, Donna	Secy 1	Lotus 1, 2, 3	0	0	36.00	0.00
		Lotus Tapping	0	0	36.00	0.00
Dumdei, Vicki	TEM 1	Preconstruction Engineering and Management--CE 501	0.5	0.5	338.80	10.00 (CF)
Durbin, Greg	Design Tech 2	Mechanics of Materials Dynamics	2.25	2.25	0.00 (leave only)	

Educational Leave/Educational Assistance Report
 Fiscal Year 1994
 Iowa Department of Transportation
 Page 2

<u>Employee Name</u>	<u>Classification</u>	<u>Course Title</u>	<u>Hours Missed</u>		<u>Direct Costs</u>	
			<u>W/Pay</u>	<u>W/O Pay</u>	<u>Tuition</u>	<u>Other</u>
Durbin, Greg	Design Tech 2	Mechanics of Fluids Analysis for Eng. Economy Contractor Organization and Management of Construction	3	3	\$ 0.00 (leave only) 0.00 (leave only) 0.00 (leave only)	
Frazier, Fran	Adm Asst 1	Management 153	0	0	148.45	25.45 (Book)
Harrill, Barbara	Secy 1	Interpersonal Communication	3	3	162.00	0.00
Harrill, Barbara	Secy 1	Statistics	0	0	162.00	0.00
Holland, Jon	Design Tech 2	CADD 517	0	0	96.70	29.95 (Book)
Kapustka, Franklin	TEA	Advanced Mechanics of Materials	1.25	1.25	338.80	30.00 (CF)
Kerkove, Toni	DL Supervisor	Intro to Microcomputers	0	0	97.12	26.35 (Book)
Knight, Peggi	TEA	TR Log 468 Transportation & Public Policy & CE 553 Traffic Engineering 3		3	600.00	0.00
Knight, Peggi	TEA	Advanced Highway Design Analysis of Transportation Investments	1.33	1.33		0.00 (leave only)
Kotlers, George	TEA	CADD 517	0	0	101.95	34.95 (Book)
Kotlers, Norbert	TEA	CADD 517	0	0	101.95	34.95 (Book)
Larson, Sandra	TEA	Intro to Microstation	0	0	96.70	0.00

Educational Leave/Educational Assistance Report
 Fiscal Year 1994
 Iowa Department of Transportation
 Page 3

<u>Employee Name</u>	<u>Classification</u>	<u>Course Title</u>	<u>Hours Missed</u>		<u>Direct Costs</u>	
			<u>W/Pay</u>	<u>W/O Pay</u>	<u>Tuition</u>	<u>Other</u>
Lensing, Judy	Clerk 4	IBM PC/DOS	0	0	\$ 27.00	\$ 0.00
		Windows 3.1	0	0	27.00	0.00
		Wordperfect Windows	0	0	54.00	0.00
Leonard, Wendy	DL Examiner	Word Perfect 5.1	0	0	82.00	0.00
		Composition I	0	0	129.00	0.00
Leonard, Wendy	DL Examiner	Human Relations	0	0	123.00	0.00
Mayberry, Steve	Environmental Specialist II	Geology 356	2	2	261.94	21.00 (CF/Lab)
Meyer, Ronald	Transp Eng 1	Intro to Microstation	0	0	96.70	29.95 (Book)
Muniandy, Murugu	TEA	Traffic Safety, Operation & Maintenance CE 552	2	2	251.20	0.00
Muniandy, Murugu	TEA	Traffic Engineering CE 553	1.5	1.5	338.80	10.00 (CF)
McHugh, Monica	Secy 1	Finance 350	1.25	1.25	0.00 (leave only)	
Normoyle, Joseph	Transp Eng 1	CADD 517	0	0	101.95	29.95 (Book)
Paul, Steve	Repro Equip Op 2	Intro Computer Literacy	0	0	123.00	54.90 (Book)
Putherickal, Joe	TEA	Principles of Nondestructive Testing	2.25	2.25	169.94	30.00 (CF)
Reason, Bobby	Sr Eng Tech	Beginning Keyboarding	2	2	89.00	25.00 (Book)

Educational Leave/Educational Assistance Report
 Fiscal Year 1994
 Iowa Department of Transportation
 Page 4

<u>Employee Name</u>	<u>Classification</u>	<u>Course Title</u>	<u>Hours Missed</u>		<u>Direct Costs</u>	
			<u>W/Pay</u>	<u>W/O Pay</u>	<u>Tuition</u>	<u>Other</u>
Ridnour, Kathy	Program Planner	History 126	0	0	\$111.00	\$ 0.00
Ridnour, Kathy	Program Planner	Finite Mathematics	0	0	164.00	70.00 (Book)
Ridnour, Kathy	Program Planner	Communications in Human & Family Development	1.25	1.25	169.94	10.00 (CF)
Romsey, Kirk	Design Tech 4	Engineering Graphics	2	2	209.80	63.55 (Book)
Sell, Patrick	Planning Aide 3	Intro to Microstation	0	0	96.70	29.95 (Book)
Sorenson, Thayne	Design Tech 4	CADD 524	0	0	101.95	0.00
Sutch, Michael	Programmer Analyst	Beginning Assembler	2.5	2.5	164.00	0.00
Tillis, Ken	Automotive Mechanic	Welding	0	0	98.00	0.00
Torgeson, Judy	Planning Aide 3	Microsoft-Word Process	0	0	20.00	0.00
		Microsoft-Data Base	0	0	20.00	0.00
Wehrli, Albert	Construction Tech 2	DOS Literacy	0	0.	89.00	0.00
Wright, Dennis	Design Tech 4	CADD 524	0	0	101.95	0.00
TOTALS					<u>101.95</u>	<u>0.00</u>
					\$7,207.78	\$679.70 (\$7,887.48)

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1994

TREASURER OF STATE

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Stefanie Devin	Deputy Assistant 3	Accounting Policies and Procedures	8.0	NA	125.00	0.00	0.00	Unable to measure
Randi McLaughlin-Tank	Investment Officer 2	Accounting Policies and Procedures	8.0	NA	125.00	0.00	0.00	Unable to measure
F. Patrick Martin	Data Processing Specialist 2	LAN Basic	28.0	NA	220.50	0.00	0.00	Unable to measure
F. Patrick Martin	Data Processing Specialist 2	LAN Class	28.0	NA	1,438.77	0.00	0.00	Unable to measure
Garry Gardner	Programmer/Analyst	LAN Basics	28.00	NA	220.50	0.00	0.00	Unable to measure
Garry Gardner	Programmer/Analyst	LAN Class	28.0	NA	1,438.76	0.00	0.00	Unable to measure
Susan Yarbrough	Secretary I	Dealing with Difficult People	4.0	NA	65.00	0.00	0.00	Unable to measure
TOTALS			132.0	NA	3,633.53	0.00	0.00	Unable to measure

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 94

Commission of Veterans Affairs/Iowa Veterans Home
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Annette McDonald	Resident Treatment Worker	Medication Aide	30	0	132-	0	300.94*	
Susan Lucas	Resident Treatment Worker	Medication Aide	39	0	132-	0	305.71*	
Connie McStockard	Resident Treatment Worker	Medication Aide	39	0	132-	0	204.17*	
Dixie Spencer	Resident Treatment Worker	Medication Aide	35	0	132-	0	344.45*	
Vicki Earhart	Resident Treatment Worker	Medication Aide	42	0	140-	0	440.19*	
Shirley Edwards	Resident Treatment Worker	Medication Aide	42	0	140-	0	137.94*	
Tom Cross	Resident Treatment Worker	Medication Aide	48	0	140-	0	368.76*	
Betty Mathern	Resident Treatment Worker	Medication Aide	42	0	140-	0	586.95*	
Linda Prusha	Resident Treatment Worker	Medication Aide	30	0	140-	0	471.30*	
Tom Cross	Resident Treatment Worker	Nurse Aide Course	0	0	287-**	0	0	
Tommy Slocum	Resident Treatment Worker	Nurse Aide Course	0	0	265-**	0	0	
Rebeca Mullinix	Resident Treatment Worker	Nurse Aide Course	0	0	48-**	0	0	

(Continued on page 2 -- See attached)

*Overtime pay utilized in order to maintain staffing TOTALS minimums. Training is required by Department of Inspections & Appeals.

**Reimbursement required by the State on a monthly basis.

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 94

Commission of Veterans Affairs/Iowa Veterans Home
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Kanae Koehler	Resident Treatment Worker	Nurse Aide Course	0	0	28.44**	0	0	
Kim Baccam	Resident Treatment Worker	Nurse Aide Course	0	0	127.44	0	0	
Donna Ball	Resident Treatment Worker	Nurse Aide Course	0	0	16.67	0	0	
Kelly Doe	Resident Treatment Worker	Nurse Aide Course	0	0	237-			
Pat Westphal	Resident Treatment Worker	Nurse Aide Course	0	0	145-			
Dan Quint	Resident Treatment Worker	Nurse Aide Course	0	0	89.64			
Myra Heitert	Resident Treatment Worker	Nurse Aide Course	0	0	217.25	0	0	
TOTALS			347		2689.44		3160.41	



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF PERSONNEL
LINDA G. HANSON, DIRECTOR

October 28, 1994

MEMORANDUM

TO: Legislative Council

FR: Linda Hanson, Director *LH*

RE: Report of Educational Leave/Educational Assistance

In accordance with Iowa Code chapter 70A.25, subsection 3, I hereby submit the FY94 Educational Leave/Educational Assistance Report.

Thank you.

C: Bill Rhoads

GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

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Mary M. Carr
Edwin G. Cook
Susan E. Crowley
Patricia A. Funaro
Michael J. Goedert
Leslie E. W. Hickey
Mark W. Johnson
Michael A. Kuehn
Carolyn T. Lumbar
Julie A. Smith

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson



LEGISLATIVE SERVICE BUREAU

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LOANNE DODGE
IOWA CODE EDITOR

PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

November 29, 1994

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: FY 1996 BUDGETS

Pursuant to section 2.12 of the Code of Iowa, I am transmitting to the members of the Service Committee proposed budgets for the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Citizens' Aide/Ombudsman for the fiscal year beginning July 1, 1995. Section 2.12 requires that the Legislative Council review the proposed budgets and approve the budgets not later than December 1 of each year. The approved budgets will then be transmitted to the Department of Management for inclusion in the Governor's proposed budget for that fiscal year.

**Legislative Service Bureau
Proposed Allocation
FY 1996**

	<u>FY 1994 ACTUAL</u>	<u>FY 1995 ALLOCATION</u>	<u>FY 1996 REQUEST</u>
Personal Services	2,581,419.71	2,697,089.00	2,938,380.00 *
Personal Travel	30,812.11	30,000.00	31,000.00
Office Supplies	57,444.91	65,000.00	68,000.00
Other Supplies	1,495.10	2,200.00	2,200.00
Printing & Binding	427,648.41	1,006,500.00	551,000.00
Uniforms & Related Items	1,038.55	2,000.00	2,000.00
Communications	27,430.21	32,000.00	32,000.00
Rentals	1,456.80	2,000.00	2,000.00
Professional & Scientific Services	37,936.61	10,000.00	10,000.00
Outside Services	2,878.28	3,000.00	3,000.00
Advertising & Publicity	440.08	2,000.00	2,000.00
Outside Repairs/Services	23,079.21	25,000.00	26,000.00
Office Equipment	95,196.21	40,000.00	40,000.00
TOTAL **	<u><u>\$3,288,276.19</u></u>	<u><u>\$3,916,789.00</u></u>	<u><u>\$3,707,580.00</u></u>
Funded FTE's	63.50	64.25	64.25
** Excluding Printing	\$2,860,627.78	\$2,910,289.00	\$3,156,580.00

*Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost of living increases for employees is not included. Approval of this budget includes an adjustment to it for the costs of implementing the cost of living increases granted to state employees under the collective bargaining agreement.

FY - 96 Budget Allocation Breakdown:

<u>ITEM</u>	<u>DOLLAR</u>	<u>ASSUMPTIONS</u>
Personal Services	2,938,380	* Provides for normal merit increases based upon salary review dates. Provides minimal funding for promotions.
Personal Travel	31,000	* Maintains current level.
Office Supplies	68,000	* Provides minimal increase from current year for inflation.
Other Supplies	2,200	* No increase from current year.
Printing & Binding	551,000	* Anticipates increases in printing costs and paper costs; anticipates current number of pages for Iowa Administrative Code Supplement and Iowa Administrative Bulletin. Majority of costs for publications are recouped to the General Fund of the State through sales of legal publications.
Uniforms & Related Items	2,000	* No increase from current year.
Communications	32,000	* No increase from current year.
Rentals	2,000	* No increase from current year.
Professional & Scientific Services	10,000	* No increase from current year.
Outside Services	3,000	* No increase from current year.
Advertising & Publicity	2,000	* No increase from current year.
Outside Repairs/Services	26,000	* Maintains current level.
Office Equipment	40,000	* No increase from current year.

**LEGISLATIVE FISCAL BUREAU
Proposed Allocation
FY 1996**

	<u><i>FY 1994 ACTUAL</i></u>	<u><i>FY 1995 ALLOCATION</i></u>	<u><i>FY 1996 REQUEST</i></u>
Personal Services	\$ 1,316,318	\$ 1,405,000	\$ 1,509,000 *
Travel	29,669	25,000	25,000
Office Supplies	60,244	55,000	60,000
Communications	18,842	22,500	25,000
Rental	113	10,000	10,000
Office Equipment	96,363	45,000	40,000
Outside Services	6,856	10,000	10,000
Outside Repairs	<u>8,267</u>	<u>15,000</u>	<u>15,000</u>
TOTAL	<u><u>\$ 1,536,672</u></u>	<u><u>\$ 1,587,500</u></u>	<u><u>\$ 1,694,000</u></u>
Funded FTE's	26.0	26.5	26.5

* Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost of living increases for employees is not included. Approval of this budget includes an adjustment to it for the costs of implementing the cost of living increases granted to state employees under the collective bargaining agreement.

FY 1995 Proposed Allocation Breakdown

ITEM	DOLLARS	ASSUMPTIONS
Salaries	\$ 1,509,000	<i>Includes salary annualization. No FY 1996 COLA adjustment included. Normal merit steps based on salary review date. All 26.5 positions will be filled. No new positions requested. Includes funding for promotions.</i>
Travel	25,000	<i>Reflects the current level of training, conferences, seminars, and meetings attended by LFB staff, and travel associated with the Fiscal Committee.</i>
Office Supplies	60,000	<i>Maintains the current level of operation.</i>
Communications	25,000	<i>Maintains the current level of operation.</i>
Rental	10,000	<i>Maintains the current level of operation.</i>
Office Equipment	40,000	<i>Maintains the current level of operation.</i>
Outside Services	10,000	<i>Maintains current level of operation.</i>
Outside Repairs	<u>15,000</u>	<i>Maintains current level of operation.</i>
TOTAL	<u><u>\$ 1,694,000</u></u>	

**Legislative Computer Support Bureau
Proposed Allocation
1995-96 Fiscal Year**

	<u>FY-94 ACTUAL</u>	<u>FY-95 ALLOCATION</u>	<u>FY-96 REQUEST</u>
Personal Services	508,050	564,863	613,358 *
Travel	18,061	20,000	20,000
Office Supplies	12,559	10,000	13,000
Communications	20,279	20,000	30,000
Rental	1,020	2,000	2,000
Office Equipment	9,885	7,500	10,000
Outside Maintenance, Repairs/Service	189,795	250,000	250,000
Data Processing, Hardware & Software	<u>674,096</u>	<u>610,000</u>	<u>657,341</u>
Expenditures	<u>1,433,745</u>	<u>1,484,363</u>	<u>1,595,699</u>
FTE's	10.4	11.4	11.4

*Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost of living increases for employees is not included. Approval of this budget includes an adjustment to it for the costs of implementing the cost of living increases granted to state employees under the collective bargaining agreement.

Legislative Computer Support Bureau (FY-96 Budget Request Breakdown:)

ITEM -----	DOLLARS -----	ASSUMPTIONS -----
Salaries	\$613,358	* Assumes merit increase in FY 1996 * All 11.4 FTE positions will be filled * Merit steps based upon salary review * No new positions. * Includes minimal amount for reallocations, promotions.
Travel	\$ 20,000	* maintain current level of training, seminars and conferences attended by staff
Office Supplies	\$ 13,000	* maintain current level of operation
Communications	\$ 30,000	* maintain current level of operation
Office Equipment	\$ 10,000	* maintain current level of operation
Rentals	\$ 2,000	* maintain current level of operation

Outside Maintenance, Repairs/Service \$250,000

Anticipated maintenance charges for computer equipment including laser printers and UPS	\$175,000
Anticipated maintenance increases	\$ 20,000
Anticipated mainframe software upgrade	\$ 40,000
Anticipated off hours maintenance	\$ 15,000

Data Processing Hardware and Software \$657,341

Anticipated Lease Purchase Payments	\$440,304
PC & Network Software upgrades and purchases, PC & network hardware upgrades and purchases.	\$217,037

CITIZENS' AIDE/OMBUDSMAN
Proposed Allocation
FY 1996

<u>Expenditure Category</u>	<u>FY-1994 Actual</u>	<u>FY-1995 Allocation</u>	<u>FY-1996 Request</u>
Personal Services	\$537,266	\$583,347	\$606,769*
Travel	21,971	15,000	16,916
Office Supplies	21,310	15,000	20,530
Printing	1,091	1,200	2,200
Communications	19,254	21,000	23,400
Rental	315	250	1,000
Professional Services	1,789	5,000	5,100
Outside Services	418	1,000	1,000
Advertising	727	300	750
Office Equipment	17,743	8,000	7,100
Remodeling	37	1,000	18,000
Totals	\$621,921	\$651,097	\$702,765
FTE	11.3	12.0	12.0

*Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost of living increases for employees is not included. Approval of this budget includes an adjustment to it for the costs of implementing the cost of living increases granted to state employees under the collective bargaining agreement.

**CITIZENS' AIDE/OMBUDSMAN
FY 1996 Proposed Allocation Breakdown**

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Personal Services	\$606,769*	Base salary and benefits Merit by salary review date Promotions approved No vacancies on TO
Travel	16,916	Maintains institutional visits and contingency for site investigations, training and conferences
Office Supplies	20,530	Increased postal rates, subscriptions, resource books, photocopying, toner cartridges, ergonomic devices, outreach materials, and other items to run the office
Printing	2,200	Publication of annual, critical and special reports; reprinting of brochure and other office outreach material
Communications	23,400	Maintains current level of operation
Rental	1,000	Contingency for field investigations and outreach
Professional Services	5,100	Contingency for legal transcriptions, outside consultations and language translations
Outside Services	1,000	Contingency for maintaining current level of operation
Advertising	750	Contingency if staff vacancies occur
Office Equipment	7,100	Maintains current level of operation, extended warranties, contingency for repairs, office furniture and scheduled upgrades and replacements
Other (Remodeling)	18,000	Estimate to partially remodel space now occupied by Micrographics to add a suitable conference room and office space

*Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost of living increases for employees is not included. Approval of this budget includes an adjustment to it for the costs of implementing the cost of living increases granted to state employees under the collective bargaining agreement.

GENERAL ASSEMBLY OF IOWA



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JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

November 17, 1994

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: FY 1995 BUDGETS

Pursuant to section 2.12 of the Code of Iowa, I am transmitting to the members of the Service Committee proposed budgets for the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Citizens' Aide/Ombudsman for the fiscal year beginning July 1, 1995. Section 2.12 requires that the Legislative Council review the proposed budgets and approve the budgets not later than December 1 of each year. The approved budgets will then be transmitted to the Department of Management for inclusion in the Governor's proposed budget for that fiscal year.

**Legislative Service Bureau
Proposed Allocation
FY 1996**

	<u>FY 1994 ACTUAL</u>	<u>FY 1995 ALLOCATION</u>	<u>FY 1996 REQUEST</u>
Personal Services	2,581,419.71	2,697,089.00	2,938,380.00 *
Personal Travel	30,812.11	30,000.00	31,000.00
Office Supplies	57,444.91	65,000.00	68,000.00
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Uniforms & Related Items	1,038.55	2,000.00	2,000.00
Communications	27,430.21	32,000.00	32,000.00
Rentals	1,456.80	2,000.00	2,000.00
Professional & Scientific Services	37,936.61	10,000.00	10,000.00
Outside Services	2,878.28	3,000.00	3,000.00
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Office Equipment	95,196.21	40,000.00	40,000.00
TOTAL **	<u><u>\$3,288,276.19</u></u>	<u><u>\$3,916,789.00</u></u>	<u><u>\$3,707,580.00</u></u>
Funded FTE's	63.50	64.25	64.25
** Excluding Printing	\$2,860,627.78	\$2,910,289.00	\$3,156,580.00

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FY - 96 Budget Allocation Breakdown:

ITEM	DOLLAR	ASSUMPTIONS
Personal Services	2,938,380	* Provides for normal merit increases based upon salary review dates. Provides minimal funding for promotions.
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Uniforms & Related Items	2,000	* No increase from current year.
Communications	32,000	* No increase from current year.
Rentals	2,000	* No increase from current year.
Professional & Scientific Services	10,000	* No increase from current year.
Outside Services	3,000	* No increase from current year.
Advertising & Publicity	2,000	* No increase from current year.
Outside Repairs/Services	26,000	* Maintains current level.
Office Equipment	40,000	* No increase from current year.

LEGISLATIVE FISCAL BUREAU
Proposed Allocation
FY 1996

	<u><i>FY 1994</i></u> <u><i>ACTUAL</i></u>	<u><i>FY 1995</i></u> <u><i>ALLOCATION</i></u>	<u><i>FY 1996</i></u> <u><i>REQUEST</i></u>
Personal Services	\$ 1,316,318	\$ 1,405,000	\$ 1,509,000 *
Travel	29,669	25,000	25,000
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Outside Services	6,856	10,000	10,000
Outside Repairs	<u>8,267</u>	<u>15,000</u>	<u>15,000</u>
TOTAL	<u><u>\$ 1,536,672</u></u>	<u><u>\$ 1,587,500</u></u>	<u><u>\$ 1,694,000</u></u>
Funded FTE's	26.0	26.5	26.5

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FY 1995 Proposed Allocation Breakdown

ITEM	DOLLARS	ASSUMPTIONS
Salaries	\$ 1,509,000	<i>Includes salary annualization. No FY 1996 COLA adjustment included. Normal merit steps based on salary review date. All 26.5 positions will be filled. No new positions requested. Includes funding for promotions.</i>
Travel	25,000	<i>Reflects the current level of training, conferences, seminars, and meetings attended by LFB staff, and travel associated with the Fiscal Committee.</i>
Office Supplies	60,000	<i>Maintains the current level of operation.</i>
Communications	25,000	<i>Maintains the current level of operation.</i>
Rental	10,000	<i>Maintains the current level of operation.</i>
Office Equipment	40,000	<i>Maintains the current level of operation.</i>
Outside Services	10,000	<i>Maintains current level of operation.</i>
Outside Repairs	<u>15,000</u>	<i>Maintains current level of operation.</i>
TOTAL	<u>\$ 1,694,000</u>	

**Legislative Computer Support Bureau
Proposed Allocation
1995-96 Fiscal Year**

	<u>FY-94 ACTUAL</u>	<u>FY-95 ALLOCATION</u>	<u>FY-96 REQUEST</u>
Personal Services	508,050	564,863	613,358 *
Travel	18,061	20,000	20,000
Office Supplies	12,559	10,000	13,000
Communications	20,279	20,000	30,000
Rental	1,020	2,000	2,000
Office Equipment	9,885	7,500	10,000
Outside Maintenance, Repairs/Service	189,795	250,000	250,000
Data Processing, Hardware & Software	<u>674,096</u>	<u>610,000</u>	<u>657,341</u>
Expenditures	<u>1,433,745</u>	<u>1,484,363</u>	<u>1,595,699</u>
FTE's	10.4	11.4	11.4

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Legislative Computer Support Bureau (FY-96 Budget Request Breakdown:)

ITEM -----	DOLLARS -----	ASSUMPTIONS -----
Salaries	\$613,358	*Assumes merit increase in FY 1996 *All 11.4 FTE positions will be filled *Merit steps based upon salary review *No new positions. *Includes minimal amount for reallocations, promotions.
Travel	\$ 20,000	*maintain current level of training, seminars and conferences attended by staff
Office Supplies	\$ 13,000	*maintain current level of operation
Communications	\$ 30,000	*maintain current level of operation
Office Equipment	\$ 10,000	*maintain current level of operation
Rentals	\$ 2,000	*maintain current level of operation

Outside Maintenance, Repairs/Service \$250,000

Anticipated maintenance charges for computer equipment including laser printers and UPS	\$175,000
Anticipated maintenance increases	\$ 20,000
Anticipated mainframe software upgrade	\$ 40,000
Anticipated off hours maintenance	\$ 15,000

Data Processing Hardware and Software \$657,341

Anticipated Lease Purchase Payments	\$440,304
PC & Network Software upgrades and purchases, PC & network hardware upgrades and purchases.	\$217,037

CITIZENS' AIDE/OMBUDSMAN
Proposed Allocation
FY 1996

<u>Expenditure Category</u>	<u>FY-1994 Actual</u>	<u>FY-1995 Allocation</u>	<u>FY-1996 Request</u>
Personal Services	\$537,266	\$583,347	\$606,769*
Travel	21,971	15,000	16,916
Office Supplies	21,310	15,000	20,530
Printing	1,091	1,200	2,200
Communications	19,254	21,000	23,400
Rental	315	250	1,000
Professional Services	1,789	5,000	5,100
Outside Services	418	1,000	1,000
Advertising	727	300	750
Office Equipment	17,743	8,000	7,100
Remodeling	37	1,000	18,000
Totals	\$621,921	\$651,097	\$702,765
FTE	11.3	12.0	12.0

*Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost of living increases for employees is not included. Approval of this budget includes an adjustment to it for the costs of implementing the cost of living increases granted to state employees under the collective bargaining agreement.

**CITIZENS' AIDE/OMBUDSMAN
FY 1996 Proposed Allocation Breakdown**

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Personal Services	\$606,769*	Base salary and benefits Merit by salary review date Promotions approved No vacancies on TO
Travel	16,916	Maintains institutional visits and contingency for site investigations, training and conferences
Office Supplies	20,530	Increased postal rates, subscriptions, resource books, photocopying, toner cartridges, ergonomic devices, outreach materials, and other items to run the office
Printing	2,200	Publication of annual, critical and special reports; reprinting of brochure and other office outreach material
Communications	23,400	Maintains current level of operation
Rental	1,000	Contingency for field investigations and outreach
Professional Services	5,100	Contingency for legal transcriptions, outside consultations and language translations
Outside Services	1,000	Contingency for maintaining current level of operation
Advertising	750	Contingency if staff vacancies occur
Office Equipment	7,100	Maintains current level of operation, extended warranties, contingency for repairs, office furniture and scheduled upgrades and replacements
Other (Remodeling)	18,000	Estimate to partially remodel space now occupied by Micrographics to add a suitable conference room and office space

*Because the terms of the collective bargaining agreement have not yet been finalized, funding for cost of living increases for employees is not included. Approval of this budget includes an adjustment to it for the costs of implementing the cost of living increases granted to state employees under the collective bargaining agreement.



SANFORD B. SCHARF
DIRECTOR
515-281-7840

LUCAS STATE OFFICE BUILDING
DES MOINES, IOWA
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

TO: Service Committee, Legislative Council
FROM: Sanford B. Scharf, Director
SUBJECT: Personnel Report
DATE: November 26, 1994

MERIT INCREASE:

<u>EMPLOYEE NAME:</u>	<u>POSITION:</u>	<u>PREVIOUS GRADE/STEP DATE</u>	<u>CURRENT GRADE/STEP DATE</u>
Kay Evans	Division Administrator	35-5 11/93	35-6 11/94

NEW HIRE:

<u>EMPLOYEE NAME:</u>	<u>POSITION:</u>	<u>DATE ATTAINED</u>
Steven Casey	Computer Systems Analyst I	11/94

PROMOTIONS:

<u>EMPLOYEE NAME:</u>	<u>POSITION FROM:</u>	<u>CURRENT GRADE/STEP DATE</u>	<u>DATE OF HIRE:</u>
Steve Nelson	Computer Operator I	21-5 7/94	2/91

<u>POSITION TO:</u>	<u>PROPOSED GRADE/STEP DATE</u>	<u>LAST PROMOTION</u>
Computer Operator II	24-4 12/94	2/91



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: November 28, 1994

Attached is the Legislative Fiscal Bureau's Personnel Report for the period July 21, through November 29, 1994. The Report covers all personnel action since the last report, which was submitted July 20, 1994.

LFB PERSONNEL REPORT
November 29, 1994

PERSONNEL ACTION SINCE LAST REPORT: 7/20/94

SERVICE COMMITTEE REVIEW

MERIT INCREASES:	Previous Grade/Step	Date Attained	Current Grade/Step	Date Attained
Nicole M. Navara	24-2	10/93	24-3	10/94

VACANT POSITIONS:

Tamara A. Fujinaka 9/94
Bradley D. Hudson 11/94

VACANT POSITIONS FILLED:

Angela M. Frey 11/94
Margaret Evans 11/94

PARENTAL LEAVE:

SERVICE COMMITTEE APPROVAL

PROMOTIONS:

	FROM		TO	
	TITLE/ DATE ATTAINED	CURRENT GRADE & STEP/ DATE ATTAINED	TITLE	GRADE & STEP/ DATE ATTAINED
David L. Reynolds 9/89	Legislative Analyst II 5/92	32/2 5/94	Leg. Analyst III	35/1 12/94
Mary A. Shipman 12/89	Legislative Analyst II 5/92	32/2 5/94	Leg. Analyst III	35/1 12/94
Jon A. Studer 9/89	Legislative Analyst II 5/92	32/2 5/94	Leg. Analyst III	35/1 12/94
Jon A. Muller 10/92	Legislative Analyst 10/92	27/3 3/94	Leg. Analyst I	29/2 12/94
David L. Hinman 11/92	Computer Sys. Analyst I 11/92	27/3 5/94	Comp. Sys. Analyst II	29/2 12/94

GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

Douglas L. Adkisson
Mary M. Carr
Edwin G. Cook
Susan E. Crowley
Patricia A. Funaro
Michael J. Goedert
Leslie E. W. Hickey
Mark W. Johnson
Michael A. Kuehn
Carolyn T. Lumbard
Julie A. Smith

RESEARCH ANALYSTS

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DIANE E. BOLENDER
DIRECTOR

RICHARD L. JOHNSON
DEPUTY DIRECTOR

JOHN C. POLLAK
COMMITTEE SERVICES ADMINISTRATOR

LOANNE DODGE
IOWA CODE EDITOR

PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

November 28, 1994

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER, DIRECTOR *DB*

RE: NOVEMBER/DECEMBER PERSONNEL REPORT

Notification is made of the following personnel actions:

- Merit Step Increases.** A listing of the employees receiving merit step increases since the July personnel report is attached to this report.
- Retirement.** Notification has been received from Ms. Gerry Rydell, Assistant Editor 1, in the Administrative Code Division, of her retirement effective December 29, 1994. The Legislative Service Bureau will be seeking a replacement for Ms. Rydell.
- Resignations.** The following employees have submitted their resignations from employment:
Ms. Jolene Lenth, Proofreader, resigned effective September 6, 1994.
Ms. Sarah Pedersen, Indexer 2, in the Iowa Code Division, has resigned effective December 1, 1994.
Bridget McNerney, Document Processor Supervisor, has resigned effective approximately January 1, 1995.
- Vacant Positions Filled.** A listing of the vacant positions filled since the July personnel report is attached to this report.
- Session-only Employees.** The following employees have been hired as session-only employees of the Legislative Service Bureau:
Ms. Beverly Burkett, Proofreader
Mr. Danny Degen, Proofreader
Ms. Julie Joyce, Proofreader
Ms. Gina Garrett, Proofreader

6. **Employment Status.** Ms. Mary Carr, Legal Counsel, and Ms. Janet Wilson, Deputy Iowa Code Editor, have become permanent part-time employees, each working about one-half time per year. Ms. Carr will work on a full-time basis from January 1 until approximately June 30 of each year in the Iowa Code Division assisting with editing the Iowa Code and assisting with editing bills and amendments. Ms. Wilson will work on a full-time basis from approximately May 1 until September 1 and on a part-time basis from September through December assisting with editing the Iowa Code. The Legislative Service Bureau has advertised for a Legal Counsel to fill the vacancy created by the reduction in full-time equivalent employees.
7. **Family Leave.** The following employees have been granted family leave:
Mr. Richard Schulze, Indexing Supervisor, in the Iowa Code Division has been on family leave from November 21 through November 25 and will continue family leave from January 13, 1995 through February 10, 1995.
Ms. Sarah Pedersen, Indexer 2, in the Administrative Code Division, was on family leave one-half time from September 26, 1994 until October 5, 1994, and full time from October 6, 1994 until December 1, 1994.

Approval is sought for position reclassifications listed in the attached document.

NOTIFICATION OF MERIT STEP INCREASES

Name	Position	Effective Date Previous Grade & Step	Effective Date Current Grade & Step
Rosa Snyder	Capitol Tour Guide	6/28/93 12-1	4/22/94 12-2
Kimberly McKnight	Text Processor 1	8/27/93 18-2	8/26/94 19-3
Julie Livers	LIO Director	10/8/93 30-4	10/7/94 30-5

NOTIFICATION OF VACANT POSITIONS FILLED

Name	Position	Date of Hire	Grade & Step
Judith Brown	Iowa Code Proofreader	9/19/94	18-1
Pamela Kauffman	Administrative Code Text Processor 1	9/23/94	19-1

PROPOSED PROMOTIONS

Name Date of Hire	Current Position		Recommended Position
	Title Date Attained Initial Grade & Step	Title Date Attained Current Grade & Step	Title Effective Date Grade & Step
Mary Carr 10/9/89	Legal Counsel 1* 6/19/92 32-3	Legal Counsel 1 6/17/94 32-5	Legal Counsel 2 12/30/94 35-4
Julie Smith 12/7/89	Legal Counsel 1* 6/19/92 32-3	Legal Counsel 1 6/17/94 32-5	Legal Counsel 2 12/30/94 35-4
Gary Rudicil 7/5/89	Computer Systems An. 2** 6/19/92 29-3	Computer Systems An. 2 6/17/94 29-5	Computer Systems An. 3 12/30/94 32-4
Helen DeBartolo 10/19/92	Text Processor 1 10/19/92 19-1	Text Processor 1 4/22/94 19-3	Text Processor 2 12/30/94 22-2
Kimberly McKnight 2/15/93	Text Processor 1 2/15/93 19-1	Text Processor 1 8/26/94 19-3	Text Processor 2 2/10/95 22-2

* Corresponds to Legal Counsel positions under previous classification system.

**Corresponds to Research Analyst positions under previous classification system.

STATE OF IOWA



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WILLIAM P. ANGRICK II
CITIZENS AIDE / OMBUDSMAN

In reply, please refer to:

November 28, 1994

Speaker Harold Van Maanen
Chair, Service Committee
Legislative Council
Capitol Building
LOCAL

Dear Speaker Van Maanen,

Please consider this my personnel report for the Service Committee meeting of November 29, 1994. I am reporting the following *anticipated* promotions during the month of December. I am assuming that the following staff members will successfully complete their annual evaluations and be awarded the promotions.

Personnel Report

<u>Employee Name & Date of Hire</u>	<u>Position & Date of Apt.</u>	<u>Current Grade/Step</u>	<u>Anticipated Position</u>	<u>Anticipated Grade/step</u>
Wendy Sheetz 9/14/90	Assistant I 6/21/91	29/3 12/17/93	Assistant II	32/2 12/16/94
Jeff Burnham 6/5/92	Assistant 6/5/92	27/3 12/03/93	Assistant I	29/2 12/02/94

Sincerely,

William P. Angrick II