

# EDUCATIONAL LEAVE REPORTS

**Attached are the Education Leave Reports for 1991**

**as required under Section 79.25 of the Code**



Iowa Department of Personnel

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

All departments are required to report to the Department of Personnel and the Legislative Council not later than October 1 of each year, the direct and indirect costs to the department of educational leave and educational assistance granted to employees during the preceding fiscal year (Chapter 79.25, subsection 3, Code of Iowa). IMTS or departmental courses should not be listed on this report. Please send one copy of this report to the Department of Personnel, Development Bureau and one copy to the Legislative Council.

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Fiscal Year - Enter the fiscal year for this report.

Department - Enter the name of the department.

1. Employee Name - List employees at random or in alphabetical order.
2. Classification - Enter employee's classification held at the time of taking the course work.
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8. Totals - Add up totals for following columns: Hours Missed, Direct Costs, Indirect Costs, and Cost Savings.

## EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1991

Iowa College Student Aid Commission  
(Department)

SEPT 17. 91

Iowa College  
Business

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Pat Lynch	Admin. Assistant I	Principles of Econ II (Micro)			294	27	0	
Pat Lynch	Admin. Assistant I	Elementary Statistics			294	42		
Julie Leeper	Conf. Secretary III	Intermediate Algebra			360	109.45		
Julie Leeper	Conf. Secretary III	Micro Economics			360			
Pat Lynch	Admin. Assistant I	Supervision			190	35		
Pat Lynch	Admin. Assistant I	Management Info. Systems			190	45		
Pat Lynch	Admin. Assistant I	Labor Relations			190	48		
Pat Lynch	Admin. Assistant I	Public Admin.			190	38		
Pat Lynch	Admin. Assistant I	Business Law 1			190	52		
Julie Leeper	Conf. Secretary III	College Algebra			360	15		
Julie Leeper	Conf. Secretary III	Money and Banking			360	38.95		
Pat Lynch	Admin. Assistant I	Business Law II			190	0		
<b>TOTALS</b>			-0-	-0-	3,168	450.40	-0-	-0-

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## EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

SEPT 13 91

Executive Service  
Bureau

Fiscal Year 1991

Education  
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Whittaker, Eugene	Residential Advisor	Medication Managemt.	0	0	21.50	Mileage 12.60	0	100
Staver, Lorraine	Evaluator	Nurse Aide Teacher Training	16	0	80.00	Mileage 12.60	0	500
Henderson, Sandy	Office Services Supervisor 1	Personnel Supervision	0	0	118.35	0	0	200
		Introduction to Management	0	0	118.35	0	0	200
Huffman, Rick	Social Worker 1	Medication Management	0	0	21.50	Mileage 12.60	0	100
Petrak, Martha	Evaluator	Introduction to Upholstery	0	0	118.35	0	0	400
Pavlushik, Teresa	Office Services Supervisor 1	Introduction to MS/DOS	0	0	45.50	0	0	100
		Hard Drive Management	0	0	45.50	0	0	150
Houf, Betty	Rehabilitation Counselor	10 hours Ed. Leave (unpaid) per week	0	0	0	0	0	7,600
Baxter, Janet	Clerk-Typist 3	Integrated Software	0	0	72.00	0	0	300
Goetz, Cynthia	Rehabilitation Counselor	Introduction to Behavior Therapy	0	0	343.95	0	0	600
TOTALS			16	0	985.00	37.80	0	10,250



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## EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 91

AUG 05 91

Natural Resources  
 (Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
John Schmidt	Systems Analyst	Special Libraries	24.00	0	372.00	30.00	0	\$ 400
Danny Pauley	Conservation Officer	Intro to Professional Counseling	0	0	336.00	0	0	500
Deborah Shannon	Forestry Leader	General Chemistry I	0	0	157.80	0	0	200
Brent Lanning	Park Attendant	Two-Dimensional Design Graphic Communication	12	0	385.00	50.00	0	500
Susan Davenport	Acct Technician 2	Intermediate Accounting	0	0	240.00	0	0	500
Roya Stanley	Public Service Executive 2	Managerial Accounting	0	0	720.00	0	0	1,000
Roya Stanley	Public Service Executive 2	Financial Mngt Theory Marketing	0	0	1,440.00	0	0	1,000
Carl Syversen	Environmental Engineer 3	Successful Airstream Designs + Retrofit	0	0	183.95	0	0	500
Roger Yancy	Accounting Clerk 2	Accounting 203 Cost Accounting I	0	0	157.80	0	0	500
Pamela Andersen	Accounting Technician 2	Int. Accounting I	0	0	294.00	86.00	0	500
Gaye A. Wiekierak	Program Planner 2	Strategic Planning For Managers	0	0	225.00	0	0	500
Randall Lane	Environmental Specialist 2	Lotus 1-2-3 Workshop	0	0	45.15	0	0	500
TOTALS								



EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 91

Department Natural Resources  
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tutor.	Other		
Anna Conradt	Administrative Assistant I	Non-Verbal Communication	0	0	237.00	0	0	400
Todd Walrod	Conservation Worker	General Welding	0	0	85.00	0	0	500
Rick McGeough	Public Service Executive	Intro to the IBM-PC Intro to DOS Intro to Lotus 1-2-3-	8	0	525.00	0	0	1,000
Danny Pauley	Conservation Officer	Organizational Development	0	0	744.00	60.00	0	1,000
Randy Edwards	Public Service Executive	Sociology of Law	0	0	540.00	0	0	1,000
James Humberg	Park Attendant	Intro to Criminal Justice theories of Interviewing	0	0	247.60	0	0	1,000
Gay Wiekierak	Program Planner 2	Basic Leadership Skills for Managers	0	0	225.00	0	0	500
Marlene Hall	Clerk Typist	Thinking Skills Composition I	0	0	236.70	63.50	0	300
Gaye Farrell	Environmental Specialist	Principles of Toxicology 501	0	0	363.00	100.00	0	1,000
Roger Yancy	Accounting Clerk 2	Acct. 104, Int. Acct II Data 330, Intro dBase III	0	0	197.25	63.90	0	1,000
Carolyn Rooda	Conservation Worker	Field Biology 126 P-A Study Skills	0	0	160.35	41.30	0	500
John Vetter	Forestry Leader	Horticulture 351	0	0	237.00	0	0	500
<b>TOTALS</b>								

## EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 91

DNR

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Roya Stanley	Public Serv Exec	Managerial Econ/Mngt	0	0	1,440.00	0	0	1,500
Orrin Plocher	Geologist	X-Ray Diffraction Methods + Clay Mineralogy	2	0	248.00	0	0	500
Kathy Rex	Geologist	Applied Time Series Anal.	3	0	372.00	0	0	500
John Schmidt	Systems Analyst	Govt Publications:	3	0	372.00	30.00	0	500
Bobbi Feddersen	Conservation Worker	Welding #16642	0	0	85.00	0	0	500
Danny Pauley	conservation Officer	MCS 640 Proseminar & C.J. Mngt	0	0	744.00	50.00	0	750
Gloria Baker	Secretary	Intro to Mngt.	0	0	105.00	69.60	0	500
Thomas Campbell	Conservation Officer	Starting with Apple	0	0	30.00	0	0	100
Pamela Andersen	Acct. Technician	Int. Acct. 2	0	0	294.00	0	0	500
Brent Laning	Park Attendant	Three Dimensional Design Art 104/History of Landscape Arch. LA271	0	0	405.00	45.00	0	500
Christopher Taylor	Park Attendant	Plant Material Maint. Residential Landscape Des	0	0	222.00	30.00	0	500
Daniel Lane	Energy Mngt. Tech	Composition I	0	0	118.35	60.00	0	200
TOTALS								



State of Iowa  
Department of Personnel

APPLICATION FOR EDUCATIONAL ASSISTANCE/LEAVE  
Extension

1-7-91 to 12-20-91

EMPLOYEE SECTION

Name <b>Betty M. Houf</b>	Job Class <b>Counselor</b>	S.S.# <b>440-32-2642</b>	Date Employed <b>March 1, 1967</b>
Bargaining Unit <b>IUP</b>	Department Name & Address <b>Dept. of Educ. - DVBS 570 E. 12th St, Des Moines, Iowa 50319</b>		

Course Title *	School	U/G**	Dates/ Times	Credit Hours	Tuition Per Hr.	Course Cost
1. <i>Biology</i>	<i>Drake</i>	"	<i>Spring 1991</i>	<i>3</i>	<i>?</i>	<i>?</i>
2. <i>Business</i>	<i>Drake</i>	"	<i>Summer 1991</i>	<i>3</i>	<i>?</i>	<i>?</i>
3. <i>Public Adm.</i>	<i>Drake</i>	"	<i>Fall 1991</i>	<i>3</i>	<i>?</i>	<i>?</i>
* Attach official course description.      Total Cost						<i>?</i>
** U/G = Undergraduate/Graduate						

Please attach a written explanation of how the course work is job-related.

**Educational Assistance**

1. Are you requesting reimbursement for expenses in the following areas:

Expenses	No	Yes	Dollar Amount
Tuition	X		
Books	X		
Fees	X		
Other	X		
Total			\$

If you answered NO to all Expense skip question 2.

2. Are you going to receive financial assistance?      No     

Type and Amount

**Educational Leave**

1. Are you requesting time off from your job to attend school?      No   X    
 How many hours per week?   10    Paid  Unpaid  
 Number of regular hours you work per week?   40  

Employee's Signature     Betty M. Houf     Date     Nov-19, 1990

SUPERVISOR'S SECTION

Date Received \_\_\_\_\_



Approved



Disapproved

Reasons: \_\_\_\_\_

1) No other staff in the Polk-Des Moines Area Office on Educational Leave.

2) The counselor's job performance last year when she received 10 hours per week of educational leave was above average. There is no change in performance foreseen as a result of continuing the leave.

Supervisor's Signature

Carl R. Miller

Date 12-17-90

(Please forward application, Educational Survey and a copy of employee's Section A to your department's appointing authority.)

Assistant Bureau Chief Signature

Gary Greene

Date 12-17-90

APPOINTING AUTHORITY'S SECTION

Reimbursement:  No  Yes  None Requested

Dollar Amount Approved For Each Course:

Course 1:	Tuition \$ _____	Books \$ _____	Fees \$ _____	Other \$ _____
Course 2:	Tuition \$ _____	Books \$ _____	Fees \$ _____	Other \$ _____
Course 3:	Tuition \$ _____	Books \$ _____	Fees \$ _____	Other \$ _____

Total Dollar Amount Approved: \$ \_\_\_\_\_

\* If amount of reimbursement requested is greater than the amount list above, the amount MUST be signed off on by the Appointing Authority.

Educational Leave:  No  Yes

Number of Hours Per Week: 10 Paid  Unpaid

Appointing Authority's Signature

James R. Harkewitz

Date 1-22-91

(Please forward completed application and Educational Survey to your department's Training Representative.)

Training Representative's Signature

[Signature]

Date Sent to Personnel \_\_\_\_\_

DEPARTMENT OF PERSONNEL APPROVAL RESULTS

1. Date Received \_\_\_\_\_ 2. Reimbursement Approved?  Yes  No  
If NO, Reasons Why it Wasn't:

3. Approval By: \_\_\_\_\_

Education Coordinator

Date \_\_\_\_\_

NOTE TO DEPARTMENT TRAINING REPRESENTATIVE/PERSONNEL ASSISTANT

Reimbursement Procedures:

1. Upon completion of the course(s), send this application, a copy of the employee's school grade or completion certificate, the original paid receipt, and a signed travel voucher to:

Department of Revenue and Finance  
Pre-Audit Division  
Hoover State Office Building  
Des Moines 50319



TERRY E. BRANSTAD, GOVERNOR

RECEIVED  
SEPT 10 91  
Public Service  
UNIT

DEPARTMENT OF PUBLIC DEFENSE  
MAJOR GENERAL WARREN G. LAWSON  
THE ADJUTANT GENERAL

Rick Leckness  
Education Coordinator  
Iowa Department of Personnel  
Grimes State Office Building  
Des Moines, Iowa 50319-0150

September 10, 1991

RE: FY 91 Educational Leave and Assistance Report

Dear Mr. Leckness,

The Iowa Department of Public Defense did not provide educational leave or assistance to any of its State Employees in Fiscal Year 1991.

Sincerely,

Duane G. Jamison  
Comptroller  
State Fiscal Office

cc: Legislative Council



EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1991

Treasurer of State  
(Department)

} NONE FOR FY91.

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



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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 91

LEGISLATIVE SERVICE BUREAU  
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
JOHN POLLAK	ADMINISTRATOR, LEGAL & COMM. SERV. DIV.	HEALTH CARE REG. & QUALITY ASSURANCE			\$363			
TOTALS								

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1. Employee Name - List employees at random or in alphabetical order.
2. Classification - Enter employee's classification held at the time of taking the course work.
3. Course Title - Enter the name of each course taken by the employee separately by line.
4. Hours Missed - This refers to the total number of work hours missed by the employee to attend the course work, either with pay (W/Pay) or without pay (W/O Pay). Enter total number of hours in the appropriate column. If the employee did not miss work hours, enter a zero.
5. Direct Costs - Expenses incurred by the department as a result of educational expenses reimbursed to the employee or direct billing by the school.
  - Tuition - Costs of tuition for course work taken.
  - Other - Costs of books, fees, or other expenses.If no cost was incurred, enter a zero.
6. Indirect Costs - Costs incurred by the department as a result of making adjustments in employee work assignments or department operations necessitated by the educational leave or assistance. Enter an estimated cost figure. If no cost was incurred, enter a zero.
7. Cost Savings - Estimated savings to the department as a result of the leave granted or the employee taking the course work. This could include, but not limited to, the savings in wages not paid to the employee or savings in increased efficiency in operations. Enter estimated cost figure.
8. Totals - Add up totals for following columns: Hours Missed, Direct Costs, Indirect Costs, and Cost Savings.

# COSTS OF EDUCATIONAL LEAVE

1991 FISCAL YEAR

John Pollak

Drake University	Health Care Regulation & Quality Assurance	3 Credit Hrs	\$363.00
------------------	---	--------------	----------

Edlv

**Legislative Fiscal Bureau  
Proposed Allocation  
1992-93 Fiscal Year**

	<u>FY-91 ACTUAL</u>	<u>FY-92 APPROVED</u>	<u>FY-93 REQUEST</u>
Personal Services	\$ 1,130,331	\$ 1,140,000	\$ 1,155,000
Travel	22,773	25,000	25,000
Office Supplies	50,732	45,000	45,000
Communications	14,949	20,000	20,000
Rental	431	10,000	10,000
Office Equipment	73,086	35,000	35,000
Other - (Outside Services/Repairs)	<u>14,514</u>	<u>35,000</u>	<u>35,000</u>
Expenditures (w/o salary adjustment)	\$ 1,306,816	\$ 1,310,000	\$ 1,325,000
% of Change		0.2%	1.1%
Salary Adjustment		110,000	200,000
Less 3.25% reduction		<u>- 46,500</u>	
Total Expenditures	<u>\$ 1,306,816</u>	<u>\$ 1,373,500</u>	<u>\$ 1,525,000</u>
% of Change	3.4%	5.1%	11.0%
FTE's	26.10	26.50	26.50

LFB  
G:BD93ABC2  
9/17/91

**Legislative Fiscal Bureau  
Proposed Allocation  
1992-93 Fiscal Year**

	<u>FY-91 ACTUAL</u>	<u>FY-92 APPROVED</u>	<u>FY-93 REQUEST</u>
Personal Services	\$ 1,130,331	\$ 1,140,000	\$ 1,155,000
Travel	22,773	25,000	25,000
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% of Change	3.4%	5.1%	11.0%
FTE's	26.10	26.50	26.50

LFB  
G:\BD93ABC2  
9117191

**Legislative Service Bureau  
Proposed Allocation  
1992-93 Fiscal Year**

	<u>FY - '91 ACTUAL</u>	<u>FY - '92 APPROVED</u>	<u>FY - '93 REQUEST</u>
Personal Services	2,147,471	2,328,083	2,285,000
Personal Travel	25,544	34,000	30,000
Office Supplies	78,227	82,000	81,000
Other Supplies	1,600	3,200	3,200
Printing & Binding	853,396	560,000	894,387
Uniforms & Related Items	1,413	1,900	1,900
Communications	37,210	38,000	38,000
Rentals	1,583	3,000	2,000
Professional & Scientific	13,240	9,000	9,000
Outside Services	2,071	4,500	4,500
Advertising & Publicity	339	2,000	1,500
Outside Repairs/Services	25,895	24,000	24,000
Office Equipment	<u>42,525</u>	<u>35,000</u>	<u>35,000</u>
Expenditures (w/o salary adjustment)	3,230,514	3,124,683	3,409,487
% of Change		-3.28%	9.11%
% of Change (excluding printing)		7.89%	-1.93%
Salary Adjustment		133,417	268,707
Less 3.25% reduction		<u>-106,000</u>	
Total Expenditures	<u>3,230,514</u>	<u>3,152,100</u>	<u>3,678,194</u>
% of Change		-2.43%	16.69%
% of Change (excluding printing)		9.04%	7.40%
Funded FTE's	75.20	74.20	63.50

**CITIZENS' AIDE/OMBUDSMAN****Proposed Allocation****1992-93 Fiscal Year**

<b>EXPENDITURE CATEGORY</b>	<b>FY-91 ACTUAL</b>	<b>FY-92 APPROVED</b>	<b>FY-93 REQUEST</b>
<b>Personal Services</b>	<b>\$443,382</b>	<b>\$517,900</b>	<b>\$516,178</b>
<b>Travel</b>	<b>10,938</b>	<b>15,200</b>	<b>14,800</b>
<b>Office Supplies</b>	<b>11,964</b>	<b>13,530</b>	<b>13,530</b>
<b>Printing</b>	<b>607</b>	<b>1,200</b>	<b>1,200</b>
<b>Communications</b>	<b>15,880</b>	<b>15,800</b>	<b>19,500</b>
<b>Rental</b>	<b>-</b>	<b>250</b>	<b>250</b>
<b>Professional Services</b>	<b>7,716</b>	<b>2,500</b>	<b>4,500</b>
<b>Outside Services</b>	<b>32</b>	<b>-</b>	<b>-</b>
<b>Advertising</b>	<b>612</b>	<b>500</b>	<b>600</b>
<b>Office Equipment</b>	<b>28,599</b>	<b>18,285</b>	<b>8,000</b>
<b>Other (Remodeling)</b>	<b>-</b>	<b>2,000</b>	<b>1,000</b>
<b>Expenditures (w/o salary adjustments)</b>	<b>\$519,730</b>	<b>\$587,165</b>	<b>\$579,558</b>
<b>% of change</b>		<b>13.0%</b>	<b>-1.3%</b>
<b>Salary Adjustment</b>		<b>19,185</b>	<b>29,261</b>
<b>Less 3.25% reduction</b>		<b>-19,083</b>	
<b>Total Expenditures (w/salary adjust)</b>	<b>\$519,730</b>	<b>\$587,267</b>	<b>\$608,819</b>
<b>% of change</b>	<b>17.2%</b>	<b>13.0%</b>	<b>3.7%</b>
<b>FTE's</b>	<b>10.8</b>	<b>12.0</b>	<b>12.0</b>

Submitted to Service Committee September 25, 1991  
By William P. Angrick II, Citizens' Aide/Ombudsman



**CITIZENS' AIDE/OMBUDSMAN  
FY-93 Budget Request Breakdown**

<b>ITEM</b> -----	<b>DOLLARS</b> -----	<b>ASSUMPTIONS</b> -----
<b>Personal Services</b>	<b>\$545,439</b>	<ul style="list-style-type: none"> <li>*Base salaries and benefits</li> <li>*COLA at 4%, effective 7/1/92</li> <li>*Add back COLA at 3% for 7/1/91</li> <li>*Add back COLA at 2% for 1/1/92</li> <li>*Add back merit pay frozen during FY 92</li> <li>*Merit by salary review dates</li> <li>*No vacancies on TO</li> <li>*Position reclassifications approved</li> <li>*Promotions approved</li> <li>*No new positions</li> </ul>
<b>Travel</b>	<b>14,800</b>	<ul style="list-style-type: none"> <li>*Maintain current travel level</li> <li>*In-state conferences and seminars</li> <li>*Out-of-state conferences and seminars</li> </ul>
<b>Office Supplies</b>	<b>13,530</b>	<ul style="list-style-type: none"> <li>*Maintains current level of operation (anticipated postage increase)</li> </ul>
<b>Printing</b>	<b>1,200</b>	<ul style="list-style-type: none"> <li>*Maintains current level of operation</li> </ul>
<b>Communications</b>	<b>19,500</b>	<ul style="list-style-type: none"> <li>*Maintains services (In-Wats, WestLaw IFAS, and Communications Div) at current usage rates plus estimated 15% phone cost increase per General Services</li> </ul>
<b>Rental</b>	<b>250</b>	<ul style="list-style-type: none"> <li>*Maintains current level of operation</li> </ul>
<b>Professional Services</b>	<b>4,500</b>	<ul style="list-style-type: none"> <li>*Anticipate increased use of tape transcription and engineering and scientific consultations</li> </ul>
<b>Advertising</b>	<b>600</b>	<ul style="list-style-type: none"> <li>*Maintains current level of operation (position vacancy notice publications)</li> </ul>
<b>Office Equipment</b>	<b>8,000</b>	<ul style="list-style-type: none"> <li>*Purchase of a replacement printer, data base software updates, and lap top computer</li> </ul>
<b>Other (Remodeling)</b>	<u><b>1,000</b></u>	<ul style="list-style-type: none"> <li>*Contingency for repair or replacement</li> </ul>
	<b>\$608,819</b>	

CA/O  
budget93  
09/20/91

**CITIZENS' AIDE/OMBUDSMAN**

**Proposed Allocation**

**1992-93 Fiscal Year**

<u>EXPENDITURE CATEGORY</u>	<u>FY-91 ACTUAL</u>	<u>FY-92 APPROVED</u>	<u>FY-93 REQUEST</u>
Personal Services	\$443,382	\$517,900	\$516,178
Travel	10,938	15,200	14,800
Office Supplies	11,964	13,530	13,530
Printing	607	1,200	1,200
Communications	15,880	15,800	19,500
Rental	-	250	250
Professional Services	7,716	2,500	4,500
Outside Services	32	-	-
Advertising	612	500	600
Office Equipment	28,599	18,285	8,000
Other (Remodeling)	<u>-</u>	<u>2,000</u>	<u>1,000</u>
Expenditures (w/o salary adjustments)	\$519,730	\$587,165	\$579,558
% of change		13.0%	-1.3%
Salary Adjustment		19,185	29,261
Less 3.25% reduction		<u>-19,083</u>	
Total Expenditures (w/salary adjust)	\$519,730	\$587,267	\$608,819
% of change	<u>17.2%</u>	<u>13.0%</u>	<u>3.7%</u>
FTE's	10.8	12.0	12.0

Submitted to Service Committee September 25, 1991  
 By William P. Angrick II, Citizens' Aide/Ombudsman

**CITIZENS' AIDE/OMBUDSMAN  
FY-93 Budget Request Breakdown**

ITEM -----	DOLLARS -----	ASSUMPTIONS -----
Personal Services	\$545,439	<ul style="list-style-type: none"> <li>*Base salaries and benefits</li> <li>*COLA at 4%, effective 7/1/92</li> <li>*Add back COLA at 3% for 7/1/91</li> <li>*Add back COLA at 2% for 1/1/92</li> <li>*Add back merit pay frozen during FY 92</li> <li>*Merit by salary review dates</li> <li>*No vacancies on TO</li> <li>*Position reclassifications approved</li> <li>*Promotions approved</li> <li>*No new positions</li> </ul>
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Office Supplies	13,530	*Maintains current level of operation (anticipated postage increase)
Printing	1,200	*Maintains current level of operation
Communications	19,500	*Maintains services (In-Wats, WestLaw IFAS, and Communications Div) at current usage rates plus estimated 15% phone cost increase per General Services
Rental	250	*Maintains current level of operation
Professional Services	4,500	*Anticipate increased use of tape tran- scription and engineering and scientific consultations
Advertising	600	*Maintains current level of operation (position vacancy notice publications)
Office Equipment	8,000	*Purchase of a replacement printer, data base software updates, and lap top computer
Other (Remodeling)	<u>1,000</u>	*Contingency for repair or replacement
	<b>\$608,819</b>	

CA/O  
budget93  
09/20/91

# GENERAL ASSEMBLY OF IOWA



## ADMINISTRATIVE AND COMMITTEE SERVICES DIVISION

JOHN C. POLLAK, ADMINISTRATOR

### LEGAL COUNSELS

DOUGLAS L. ADKISSON

AIDA AUDEH

MARY M. CARR

JULIE A. SMITH CRAGGS

SUSAN E. CROWLEY

MICHAEL J. GOEDERT

MARK W. JOHNSON

GARY L. KAUFMAN

MICHAEL A. KUEHN

LESLIE E. WORKMAN

### RESEARCH ANALYSTS

PATRICIA A. FUNARO

KATHLEEN B. HANLON

THANE R. JOHNSON

## ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING (515) 281-5285

PHYLLIS V. BARRY  
ADMINISTRATIVE CODE EDITOR

## LEGISLATIVE INFORMATION OFFICE

CAPITOL BUILDING (515)-281-5129

JULIE E. E. LIVERS  
DIRECTOR

## IOWA CODE DIVISION

LUCAS BUILDING (515) 281-5285

JoANN G. BROWN  
IOWA CODE EDITOR

JANET L. WILSON  
DEPUTY IOWA CODE EDITOR

## LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING

DES MOINES, IOWA 50319

(515) 281-3566

FAX (515) 281-8027

DIANE E. BOLENDER, DIRECTOR

RICHARD L. JOHNSON, DEPUTY DIRECTOR

September 17, 1991

## MEMORANDUM

TO: **Chairperson Welsh and Members of the Service Committee**

FROM: Diane Bolender, Director

RE: September 24 and 25 Service Committee Meeting

As is stated in your meeting notice for the Legislative Council, tours of the central legislative staff agencies are scheduled for Tuesday, September 24 and Wednesday, September 25 as follows:

September 24 - 3:00 p.m. Meet outside the East Entrance to the Capitol to board a State Van for a journey to the Office of the Citizens' Aide. You will then be returned to the State Capitol.

September 25 - 8:30 a.m. Meet on the first floor by the East Entrance of the Capitol. The Committee will walk across the parking lot and tour the following areas of the Lucas State Office Building: Fourth floor, Iowa Code and Administrative Code offices; ground floor, Computer Support Bureau, Legislative Fiscal Bureau, Computer Support Bureau Computer Room, and Legislative Service Bureau Redistricting Office. Then the Committee will proceed through the tunnel to the State Capitol, to tour the ground floor, Legislative Fiscal Bureau, and Legislative Information Office; second floor, Legislative Fiscal Bureau; and third floor, Legislative Service Bureau.

Following the completion of the tour, the Service Committee will meet at approximately 10:45 a.m. in Committee Room 22 for its meeting. A copy of the tentative agenda for the meeting has been included in your Legislative Council letter.

Enclosed are personnel reports from the Citizens' Aide, the Computer Support Bureau, and the Legislative Service Bureau and a copy of a report relating to probationary employees that was requested by Representative Connors.

STATE OF IOWA



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

WILLIAM P. ANGRICK II  
CITIZENS AIDE OMBUDSMAN

In reply, please refer to:

September 17, 1991

Senator Joseph Welsh, Chair  
Service Committee, Legislative Council  
Capitol Building  
LOCAL

Dear Senator Welsh:

PERSONNEL REPORT

Reporting item: This is to advise that on September 16, 1991 I appointed Steven L. Exley as Assistant I at Grade 27, Step 1 to fill the vacant position in the office of Citizens' Aide/Ombudsman due to the resignation of Randy A. Meline.

Approval item: This is to advise that on August 29, 1991 I appointed Judith Milosevich as Assistant for Corrections after the resignation of Randy A. Meline. I request that Ms. Milosevich be promoted to Assistant II at Grade 30, Step 1 and that the promotion be retroactive to August 29, 1991.

ADMINISTRATIVE REPORT

The ventilation project discussed earlier this summer was abandoned by General Services because the remodelling bids received were significantly higher than the department's estimates. On August 29, 1991 General Services returned the Ombudsman's contribution of \$6,000.

Sincerely,

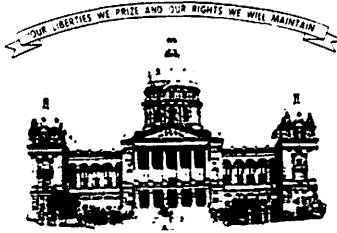


William P. Angrick II

WPA:jg

Copy to: Members of the Service Committee  
Diane Bolender  
Steven L. Exlely  
Judith Milosevich

lwelshse



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 of the Legislative Council  
FROM: Sanford B. Scharf, Director - Leg. Computer Support Bureau  
SUBJECT: Personnel Report  
DATE: September 25, 1991

The following employee has successfully completed his probationary employment.

Steve Nelson - Computer Operator I

# GENERAL ASSEMBLY OF IOWA

## PERSONNEL AND COMMITTEE SERVICES DIVISION

JOHN C. POLLAK, ADMINISTRATOR

### LEGAL COUNSELS

DOUGLAS L. ADKISSON

AIDA AUDEH

MARY M. CARR

JULIE A. SMITH CRAGGS

SUSAN E. CROWLEY

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## LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING

DES MOINES, IOWA 50319

(515) 281-3566

FAX (515) 281-8027

DIANE E. BOLENDER, *DIRECTOR*

RICHARD L. JOHNSON, *DEPUTY DIRECTOR*

## ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING (515) 281-5285

PHYLLIS V. BARRY

*ADMINISTRATIVE CODE EDITOR*

## LEGISLATIVE INFORMATION OFFICE

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JULIE E. E. LIVERS

*DIRECTOR*

## IOWA CODE DIVISION

LUCAS BUILDING (515) 281-5285

JoANN G. BROWN

*IOWA CODE EDITOR*

JANET L. WILSON

*DEPUTY IOWA CODE EDITOR*

September 17, 1991

## MEMORANDUM

**TO:** Chairperson Welsh and Members of the Service Committee

**FROM:** Diane Bolender, Director *DB*

**RE:** September Personnel Report

There were no resignations, merit step increases, or other personnel changes.

Approval is sought to reclassify Rosemary Drake from Publications Assistant (Grade, 21, Step 3) to Assistant Editor I (Grade 24, Step 2). Ms. Drake is filling the position vacated by the summer resignation of Ms. Joyann Benoit. Prior to Ms. Benoit's resignation, there were 3 editorial assistants for the Administrative Code Office and 3 editorial assistants are needed to process and edit the administrative rules submitted by the executive branch agencies so that the Administrative Bulletin can be published on a biweekly basis.

Approval is also sought to employ Sue Fetters in the permanent full-time position as Legislative Proofreader at Grade 16, Step 2. Ms. Fetters has been employed as a session only Legislative Proofreader for the last two legislative sessions and is presently employed at Grade 16, Step 2. She has also been employed as a temporary Code Proofreader. She will be filling a vacant proofreader position.



**IOWA GENERAL ASSEMBLY**  
**PROBATIONARY EMPLOYEES**

Legislative Service Bureau  
1 employee \$1,290

Legislative Fiscal Bureau  
0

Computer Support Bureau  
1 employee \$ 998

Citizens' Aide/Ombudsman  
1 employee \$1,290

House  
4 employees \$1,290 each

Senate  
1 employee \$1,290 each

Total Initial Cost Central Staff Agencies \$ 3,578

Total Initial Cost House & Senate \$ 6,450

\$10,028

Proemp

GENERAL ASSEMBLY OF IOWA

LEGAL AND COMMITTEE  
VICES DIVISION

JOHN D. POLLAK, ADMINISTRATOR

LEGAL COUNSELS

DOUGLAS L. ACKISSON

ALDA ALDER

MARY M. DARR

JULIE A. SMITH-DRAGGS

SUSAN E. DROWLEY

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DES MOINES, IOWA 50319

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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 of the Legislative Council  
FROM: Sanford B. Scharf, Director - Leg. Computer Support Bureau  
SUBJECT: Personnel Report  
DATE: September 25, 1991

The following employee has successfully completed his probationary employment.

Steve Nelson - Computer Operator I

STATE OF IOWA

CITIZENS AIDE OMBUDSMAN  
CAPITOL COMPLEX  
215 EAST 17TH STREET  
DES MOINES IOWA 50319-0123  
515 281-3592



WILLIAM P. ANGRICK II  
CITIZENS AIDE OMBUDSMAN

For reply, please refer to

September 17, 1991

Senator Joseph Welsh, Chair  
Service Committee, Legislative Council  
Capitol Building  
LOCAL

Dear Senator Welsh:

PERSONNEL REPORT

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Sincerely,

William P. Angrick II

WPA:jg

Copy to: Members of the Service Committee  
Diane Bolender  
Steven L. Exley  
Judith Milosevich

lwelshse

**SERVICE COMMITTEE  
OF THE LEGISLATIVE COUNCIL**

**MEMBERS**

*Senator Joe Welsh, Chairperson*  
*Senator Bill Hutchins*  
*Senator Jack Rife*

*Representative John Connors, Vice Chairperson*  
*Representative Kay Chapman*  
*Representative Harold Van Maanen*

**TENTATIVE AGENDA**

Wednesday, September 25, 1991  
Committee Room 22

10:45 a.m.

Call to Order

Roll Call

Approval of Minutes of July 18 Meeting  
(Previously Distributed)

Use of Code Data Base by Executive Branch

Probationary Employee Salaries

Personnel Reports

- Citizens' Aide\Ombudsman
- Legislative Service Bureau
- Computer Support Bureau

Receipt of Proposed Budgets of Central Legislative Staff  
Agencies pursuant to section 2.12 of the Code

Additional Business, if any

Adjournment

agenserv