

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

December 17, 1992

The Service Committee of the Legislative Council met on December 17, 1992. The meeting was called to order by Senator Michael Gronstal, Chairperson, at 2:30 p.m. in Room 22 of the State House, Des Moines, Iowa.

The Service Committee respectfully submits to the Legislative Council the following report and recommendations:

1. The Service Committee recommends that the Legislative Council approve the attached proposed amendments to the Personnel Guidelines for Central Legislative Staff Agencies, which were originally adopted in November 1989, relating to gifts, sales of goods or services, sexual harassment (as amended by the Service Committee), and conflicts of interest.

2. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau, and recommends that the Legislative Council approve the following promotions:

A. The following employees from Legislative Analyst to Legislative Analyst 1: Larry C. Sigel and Leroy A. McGarity.

B. The following employees from Division Administrator 1 to Division Administrator 2: Holly M. Lyons and Glen P. Dickinson.

3. The Service Committee received and filed a personnel report from the Legislative Service Bureau, and recommends that the Legislative Council approve the following promotions effective December 18, 1992, unless otherwise noted:

A. The following employees from Legal Counsel 1 to Legal Counsel 2: Douglas Adkisson, Patricia Funaro, Mark Johnson, and Leslie Hickey.

B. The following employee from Assistant Finance Officer to Finance Officer 1, effective December 4, 1992: K'Ann Brandt.

C. The following employee from Senior Document Processor to Document Processor Supervisor: Bridget McNerney.

D. The following employees from Proofreader 1 to Proofreader 2: Donna Munzenmaier and Cathie Young.

E. The following employee from Assistant Indexer to Administrative Secretary: Mary Ann Scott.

4. The Service Committee received and filed a personnel report from the Office of Citizens' Aide/Ombudsman, and recommends that the Legislative Council approve the following promotions effective January 1, 1993:

A. The following employee from Deputy CA/O to Senior Deputy CA/O: Ruth L. Mosher.

B. The following employee from Legal Counsel 1 to Legal Counsel 2: Ruth H. Cooperrider.

C. The following employee from Assistant Citizens' Aide/Ombudsman 2 to Assistant Citizens' Aide/Ombudsman 3: Michael Ferjak.

5. The Service Committee received and filed a personnel report from the Legislative Computer Support Bureau, and recommends that the Legislative Council approve the following effective January 1, 1993:

A. The employment of Virginia Rowen as a Computer Systems Analyst Trainee, at Grade 24, Step 6.

B. An increase of \$18,919.00 in the total amount of the Fiscal Year 1993 Budget for the Computer Support Bureau, and a corresponding increase in the amount of the budget allocation for personal services in that budget, to cover the cost through July 1993 of the salary for the Computer Systems Analyst Trainee.

C. The promotion of the following employees:

(1) From Computer Systems Analyst 1 to Computer Systems Engineer 1: Bryan Boyd.

(2) From Computer System Analyst 1 to Computer Systems Analyst 2: Roel Campos.

(3) From Administrative Secretary to Executive Secretary: Sherry Frederick.

6. The Service Committee recommends that the Legislative Council approve granting the Office of Citizens' Aide/Ombudsman the authority to proceed with the creation of an Ombudsman for Small Business pursuant to the federal Clean Air Act within the Office of Citizens Aide/Ombudsman.

7. The Service Committee recommends that the Legislative Council approve the proposed budget and budget allocation of the Legislative Service Bureau for the fiscal year beginning July 1, 1992.

8. The Service Committee recommends that the Legislative Council approve the proposed budget and budget allocation of the Legislative Fiscal Bureau for the fiscal year beginning July 2, 1992.

9. The Service Committee recommends that the Legislative Council approve the proposed budget and budget allocation of the Legislative Computer Support Bureau for the fiscal year beginning July 1, 1992.

10. The Service Committee recommends that the Legislative Council approve the proposed budget and budget allocation of the Office of Citizens' Aide/Ombudsman for the fiscal year beginning July 1, 1992.

The following new employee was introduced to the Committee: Carolyn Lumbard, Legal Counsel, Legislative Service Bureau.

Respectfully submitted,

SENATOR MICHAEL GRONSTAL
Chairperson