

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

July 18, 1991

The Service Committee of the Legislative Council met on July 18, 1991. The meeting was called to order by Senator Joseph Welsh, Chairperson, at 10:40 a.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 received and filed information from the Subcommittee on Legislative Agency Staff Classifications relating to requested changes in classifications for certain positions within the Office of Citizens' Aide. The Service Committee approved the following recommendations of the Subcommittee: 1. To approve the revision of the Assistant I and Assistant II positions job descriptions within the Office of Citizens' Aide/Ombudsman; and 2. To defer action on the request of the Citizen Aide/Ombudsman regarding position classification changes and to ask that a meeting be scheduled for the consideration of all central and caucus staffs' reclassification requests for approval by the appropriate body as required pursuant to the Pay Resolutions of the House and Senate and the Legislative Council. The Service Committee scheduled its October meeting date for this purpose.
2. The Service Committee received a progress report on the mainframe computer installation.
3. The Service Committee received and filed a report of the Computer User Policy Direction Committee.
4. The Service Committee received and filed a personnel report from the Citizens' Aide/Ombudsman. The Service Committee deferred and placed on file for further consideration the request for approval of a position reclassification for Ms. Judith Milosevich Stageberg to the position of Assistant II.
5. The Service Committee received and filed a personnel report from the Legislative Service Bureau. The Service Committee recommends that Bridget McNerney be classified as Acting Executive Administrator, Grade 23, Step 1 while Ms. Miklus continues her medical treatments.
6. The Service Committee recommends that prior approval by the appropriate authority of the respective house be required for out-of-state travel by a member of a statutory committee.

7. The Service Committee requested that representatives of the central staff agencies evaluate spending for services provided by the Department of General Services including telephone service, postage, and janitorial services and make recommendations as to whether spending reductions might be realized through the utilization of private services. A report of the findings of the evaluation will be reported to the Service Committee at its September meeting.
8. The Service Committee will tour the central staff agencies at its September meeting.
9. The Service Committee approved a request to evaluate the effects of providing a merit step increase to persons who successfully complete their probationary periods of employment.

Respectfully submitted,
SENATOR JOSEPH J. WELSH
Chairperson

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