

EDUCATIONAL LEAVE REPORTS

Attached are the Educational Leave Reports for 1990
as required under Section 79.25 of the Code



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TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF PERSONNEL
THOMAS E. DONAHUE, DIRECTOR

DATE: October 10, 1990
TO: Legislative Council
FR: Kevin Pokorny
Educational Assistance Coordinator
RE: Report of Educational Leave/Educational Assistance

In accordance with Chapter 79.25, subsection 3, Code of Iowa, I hereby submit copies of Educational Leave/Educational Assistance Reports for Fiscal Year 1990. These reports represent only those departments that submitted their reports to the Department of Personnel.

Thank you.

c: Carol Swanson, Department of Personnel



EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Agriculture & Land Stewardship
(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 1990

Department for the Blind
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Joan Barnhart	Clerk Typist III	Medical Terminology	-0-		33.50	14.45	-0-	
Darlene Greenfield	Sr. Serv. Specialist for the Blind	Food Prep II	14		78.90		-0-	
Darlene Greenfield	Sr. Serv. Specialist for the Blind	Human Relations in Business	14		118.35		-0-	
Cynthia Bartz	Sr. Serv. Specialist for the Blind	Intro to Counseling	9		600.00	7.50	-0-	
Keith Fulton	Accounting Clerk II	College Algebra	-0-		720.00			
Darlene Greenfield	Sr. Serv. Specialist for the Blind	Food Prep I	42		118.35			
Darlene Greenfield	Sr. Serv. Specialist for the Blind	Food Prep I Lab	42		118.35			
Darlene Greenfield	Sr. Serv. Specialist for the Blind	Small Business Management	-0-		118.35			
Darlene Greenfield	Sr. Serv. Specialist for the Blind	Principles of Marketing	-0-		118.35			
TOTALS			121		2,024.15	21.95	----	----

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Campaign Finance Disclosure Commission
(Department)

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

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EDUCATIONAL LEAVE, EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

IOWA COLLEGE STUDENT AID COMMISSION

(Department)

Employee Name	Classification	Course Title	Hrs. Missed W/Pay	Hrs. Missed W/O Pay	Direct Costs Tuition	Direct Costs Other	Indirect Costs	Cost Savings
Julie Leeper	Secretary III	Prin. of Management	0	0	375	0	0	0
Julie Leeper	Secretary III	Cont. Moral Issues Marketing }	0	0	720	0	0	0
TOTALS			0	0	1095	0	0	0

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Commerce - Administrative Services
(Department)

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Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Maureen Davis	Accounting Tech 2	Principles of Acctg II	0	0	157.80	0	0	N/A
Joan Kaska	Acctg. Tech 2	Intermed. Acctg. I	0	0	264.00	0	0	N/A
" "	"	Intermed. Acctg. II	0	0	264.00	0	0	N/A
TOTALS			0	0	685.80	0	0	N/A

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Commerce - Insurance
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Patricia Shryock	Secretary 3	Business English	0	0	105.00	87.75	0	N/A
" "	"	Typing I	0	0	70.00	--	0	N/A
" "	"	Typing II	0	0	78.90	0	0	N/A
Kristin Lay	Insurance Co. Examiner 3	Actuarial Review	appx 20	0	50.00	0	0	N/A
Herb Althaus	Insurance Co. Exam 3	Auditing Theory	0	0	540.00	0	0	N/A
Tamara Watson	Investigator	Intro to Law	0	0	105.00	73.95	0	N/A
TOTALS			20	0	948.90	161.70	0	N/A

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

Commerce - Utilities

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Wesley Bridgeman	Administrator I	Technical and Business Writing	0	0	118.35	37.50	0	N/A
Terry McGilvra	Sr. Utility Analyst	" "	0	0	118.35	37.50	0	N/A
Khamthong Khanna	Regulatory Engr. I	" "	0	0	118.35	35.65	0	N/A
TOTALS			0	0	355.05	110.65	0	N/A

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Commerce - Alcoholic Beverages
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Linda Cox	Sec. 3	Begin. Shorthand	0	0	43.00	32.65	0	NA
TOTALS			0	0	43.00	32.65	0	N/A

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Corrections - Central Office
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Debra Klinzing	Stat. Research Analyst	Statistical Methods for Researchers	0	0	\$316	\$50	0	
TOTALS			0	0	\$316	\$50	0	

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Corrections / IA STATE PENITENTIARY
(Department)

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

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1991

ICZW - Mitchellville
(Department)

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

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

Corrections-Newton-C.R.C.
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
<i>None</i>								
TOTALS			0	0	0	0	0	0

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1970

Dep't of Corrections, Ia. St. Mens Reformatory, Anamosa, Ia. 52205
 (Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Not Applicable	N/A	N/A	0	0	0	0	0	0
TOTALS			0	0	0	0	0	0

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

IMCC - Oakdale
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Eden, Michelle	Correctional Officer	B.A. Program	420	168	0	0	0	0
TOTALS								

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Fiscal Year 19 90

Cultural Affairs (excluding Iowa Public Television)
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuitior.	Other		
Hill, Kathleen	Arts Programmer II	Organizational Theory in the Public Sector	0	0	339.00	0	0	---
Hill, Kathleen	Arts Programmer II	Methods of Policy & Porgram Evaluation	0	0	363.00	0	0	---
TOTALS			0	0	702.00	0	0	0

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

DEPARTMENT OF ECONOMIC DEVELOPMENT
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Marlena Bandurski	Admin. Asst. IV	Fundamentals of Speech	0	0	128.85			
Marlena Bandurski	Admin. Asst. 4	Small Business Management	0	0	118.35			
Melissa Valadez	Secretary II	Composition II	0	0	118.35	4.45		
Bruce Coney	Admin. Asst. III	Microcomputer Data Bases	0	0	84.00	10.00		
Shelia Langdon	Admin. Asst. III	Advertising & Sales	0	0	360.00			
Mary McGee	Public Serv. Exec 3	The Student At Risk	0	0	150.00			
Kim Werling	Admin. Asst. II	Microcomputer Utilities	0	0	84.00			
Marlena Bandurski	Admin. Asst. IV	Principles of Micro-Economics	0	0	115.50	2.85		
Zuella Swartzendruber	Admin. Asst. III	School/Community Relations	0	0	600.00			
Gary Moore	Admin. Asst. IV	Public Admin.	0	0	555.00			
Marcella Phillips	Secretary II	Intro to Business	0	0	240.00			
Marcella Phillips	Secretary II	Introduction to Computers/DOS	0	0	240.00			
TOTALS								

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EDUCATIONAL LEAVE, EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

Department of Economic Development

(Department)

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Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Melissa Valadez	Secretary II	Introductory to Algebra	0	0	140.00	17.80		
Penelope Shenk	Admin. Asst. IV	Introduction to Business	0	0	105.00	14.45		
TOTALS			0	0	3,039.05	49.55		

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Education

(Department)

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Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Bursell, Lynn	Rehab Counselor	Workshop on Guidance & Counseling	0	0	244.00	0	0	500.00
Carter, Theresa	Secretary 1	Computer Science/Management	0	1,184	0	0	0	10,703.36
Houck, Jennifer	Dis. Exam. 1	Occupational Info. and Resources	0	0	600.00	0	0	1,000.00
		Med. & Psychological Aspects of Disability	0	0	600.00	0	0	1,000.00
		Psychiatric Disorders & Rehabilitation	0	0	400.00	0	0	800.00
TOTALS				1,184	1,844.00	0	0	14,003.36

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

Department of Education - Vocational Rehabilitation
(Department)

21

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Jennifer Houck	Disability Examiner I	Occupational Info & Professional Resource	0	0	600	0	0	1,000
		Medical & Psychological Aspects of Disability	0	0	600	0	0	1,000
		Psychiatric Disorders & Rehabilitation	0	0	400	0	0	800
Lynn Bursell	Rehabilitation Counselor	Workshop on Counseling & Guidance	0	0	244	0	0	500
TOTALS			0	0	1,844	0	0	3,300

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1991

ELDER AFFAIRS

(Department)

22

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings	
			W/Pay	W/O Pay	Tuition	Other			
Mary Ann Young	Program and Planning Administrator I	Public Budgeting and Financial Management	-0-	-0-	\$363.00	\$60.00	-0-	-0	
David F. Ancell, Administrator <i>David F. Ancell</i> 236 Jewett Building - 914 Grand Avenue (515) 281-4648			TOTALS	-0-	-0-	\$363.00	\$60.00	-0-	-0-

TOTAL \$423.00

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

Iowa Finance Authority
(Department)

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Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Lucille Fletcher	Accountant II	Intermediate Accounting II			264.00	17.00		
TOTALS					264.00	17.00		



TERRY E. BRANSTAD, GOVERNOR

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DEPARTMENT OF GENERAL SERVICES
JACK B. WALTERS, Director

MEMORANDUM

To: Kevin Pokorny
Dept. of Personnel
Education Coordinator

From: Nancy Loghry *Nancy*
Training Representative

Subject: Educational Assistance Report

Date: September 25, 1990

Attached you will find the 1990 Fiscal Year report for Educational Assistance Granted by the Department of General Services. We granted six requests for assistance for a total expense of \$1419.15. The employee's supervisors calculated a cost savings to the department from these classes to be \$3635. Only one person required paid time off from their job and there were no indirect costs. The cost savings derived from the employee who had time missed came from the employee presenting training to staff from Information Processing divisions of state departments on the Expert Systems that he learned about in the class.

cc: Legislative Council
Jack Walters

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

General Services
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Mary Hower	Systems Analyst	Intro. to Data Structures			\$360	\$88.95	--	--
Mary Silverio	Computer Programmer	Program Logic			140	27.80	--	\$2600/annually
Lowell Sneller	Sr. Systems Analyst	Expert Systems	12		363	30.00	--	500
Emily Webb	Acct. I	Intro. to Computer Literacy			118.35	65.00	--	265
Emily Webb	Acct. I	Principles of Acctg. II			157.80	40.00	--	270
Ben McCord	Power Plant Eng. 4	Year Round Air Cond.			280	54.60	--	--
TOTALS			12		\$1419.15	\$306.35		\$3635

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

HUMAN SERVICES
(Department)

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Employee Name	Classification	Course Title	W/Pay Hrs. Missed	W/D Pay	Tuition Direct cost	Other cost	Indirect Cost	Cost/Savings Total
WAGNER, BETTY	RTW	MED.AIDE	48		\$107.00		\$450.00	\$557.00
SCHLICHT, BECKY	RTW	MED.AIDE	48		\$107.00		\$450.00	\$557.00
BENNETT, CINDY	RTW	MED.AIDE	48		\$107.00		\$450.00	\$557.00
CARNES, DELORES	RTW	MED.AIDE	48		\$107.00		\$450.00	\$557.00
DAVIDSON, MARGARET	RTW	MED.AIDE	48		\$107.00		\$450.00	\$557.00
SINCLAIR, JACILYN	RTW	MED.AIDE	48		\$107.00		\$450.00	\$557.00
SIEMANN, STACEY	PHOTOGRAPHER	PRINCIPLES OF PHOTOGRAPHY	0		\$128.00	\$28.00		\$156.00
THORUP, THOMAS	PROGRAMMER ANALYST	D BASE III ADVANCED	0		\$78.90	\$30.00		\$108.90
DAVIS, LORETTA	DATA ENTRY OPERATOR I	D BASE III ADVANCED	0		\$78.90	\$30.00		\$108.90
TUYET PHAN-DUONG	REFUGEE SPECIALIST I	COMMUNITY ORGANIZATSON	0		\$105.00	\$51.00		\$156.00
TUYET PHAN-DUONG	REFUGEE SPECIALIST I	ABNORMAL PSYCHOLOGY	0		\$105.00	\$51.00		\$156.00
SOVATH, YING	RECEPTIONIST	DATA ENTRY		8	\$105.00	\$29.00	\$56.00	\$190.00
SOVATH, YING	RECEPTIONIST	WORD PROCESSING		8	\$105.00	\$29.00	\$56.00	\$190.00
OSWALD, KRISTINE	SW II	EDUCATIONAL LEAVE U OF IOWA		720				(\$8,640.00)
STANGE, ALLEN	EDUCATOR IV	PROJECT TEACH DRAKE	40		\$275.00		\$560.00	\$835.00
QUINN-RILEY, KIM	SW II	EDUCATIONAL LEAVE U OF IOWA		2080				(\$25,625.00)
SEILER, BERNIECE	FOOD PRODUCTION SUPERVISOR	MODIFIED DIETS	10		\$44.00		\$110.00	\$154.00

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EDUCATIONAL LEAVE/ EDUCATIONAL ASSISTANCE 1990 CONTINUED

Employee Name	Classification	Course Title	W/Pay	W/O Pay	Tuition	Other	Indirect	Cost/Savings
FRELAND, MARK	FOOD PRODUCTION SUPERVISOR	MODIFIED DIETS	10		\$44.00		\$100.00	\$144.00
HARDY, CYNTHIA	SW II	EDUCATIONAL LEAVE LA CALIFORNIA		260				(\$3,300.00)
DRURY, JANICE	NURSE CONS. INFECTION CON.	EXTENTION TRNG. U OF IOWA	80		\$300.00	380.50	\$1,296.80	\$1,596.80
SEILER, BERNIECE	FOOD PRODUCTION SUPERVISOR	FOOD PREP. PRINCIPLE	9		\$38.00		\$99.00	\$137.00
SEILER, BERNIECE	FOOD PRODUCTION SUPERVISOR	FOOD PROD. LAB	24		\$55.00		\$264.00	\$319.00
FRELAND, MARK	FOOD PRODUCTION SUPERVISOR	SAFETY & SANITATION	12		\$37.00		\$120.00	\$157.00
FRELAND, MARK	FOOD PRODUCTION SUPERVISOR	FOOD PREP. & PRINC.	12		\$38.00		\$120.00	\$158.00
FRELAND, MARK	FOOD PRODUCTION SUPERVISOR	FOOD PROD. LAB	24		\$55.00		\$240.00	\$295.00
MYERS, JOYCE	FOOD PRODUCTION SUPERVISOR	FOOD PREP. & PRINCIPLE	12		\$38.00		\$240.00	\$278.00
HEMPY-DOWNS, DONNA	SW II	EDUCATIONAL LEAVE U OF IOWA		680				(\$8,071.60)
WILLIS, HELEN	LPN II	ADN PROGRAM ICC		160				(\$1,920.00)
TOTALS			521	3916	\$2,271.80	\$248.00	\$5,961.80	(\$39,075.00)

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 89-90

DHS - State Training School - Eldora

(Department)

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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 19 90

IOWA JUVENILE HOME
(Department)

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

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

HUMAN SERVICES--GLENWOOD STATE HCSPITAL-SCHOOL
(Department)

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

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Human Services - Davenport District
(Department)

Two Employees were granted Educational Leave Without Pay

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
* Kimberly Riley-Quinn	SW II			7/28/89- 8/31/90		0	0	0
Kristine Oswald	SW II			9/8/89- 5/7/90		0	0	0
*Resigned 8/31/90			TOTALS			0	0	0

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EDUCATIONAL LEAVE EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

IOWA VETERANS HOME
(Department)

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Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Janice Drury	Nurse Consultant	Extension Training for Infection Control	80		680.50			
Jacilyn Sinclair	RTW	Medication Aide	57		99.00		562.02*	
Margaret Davidson	RTW	Medication Aide	57		99.00		562.02*	
Betty Wagner	RTW	Medication Aide	57		99.00		562.02*	
Becky Schlicht	RTW	Medication Aide	57		99.00		562.02*	
Cindy Bennett	RTW	Medication Aide	57		99.00		562.02*	
Delores Carnes	RTW	Mediation Aide	57		99.00		562.02*	
Joyce Meyers	Food Production Sup.	Food Preparation & Principles	12		38.00			
Mark Freland	Food Production Sup.	Food Preparation & Principles	12		38.00			
Mark Freland	Food Production Sup.	Food Production Lab	24		55.00			
Mark Freland	Food Production Sup.	Modified Diets	8		44.00**			
See Attached								
TOTALS			SEE	ATTACHED				

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

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IOWA VETERANS HOME

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Berniece Seiler	Food Production Sup.	Food Prepration & Principles	12		38.00			
Berniece Seiler	Food Production Sup.	Food Production Lab	24		55.00			
Berniece Seiler	Food Production Sup.	Modified Diets	8		44.00**			
*Overtime pay utilized in order to maintain staffing minimums								
**Class began 6/7/89 & ended 7/12/89 with reimbursement made in 7/89.								
***Required by Dept. of Inspections and Appeals								
TOTALS			522	0	1586.00	0	3372.12	0***

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CFN 552-0264

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990Inspections and Appeals
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Jai Li Glade	Secretary 2	Intro. to Computer Literacy	0	0	105.00	13.35	0	3,717.00
Janice Huber	Clerk Typist 2	Using PC MS/DOS Intermediate	0	0	56.00	19.95	0	682.00
James Jones	Field Auditor 2	D-Base 3 An Introduction	0	0	39.45		0	430.80
Vicki Whiteside	Investigator 3	Introduction to Criminal Justice	0	0	118.35	53.15	0	690.00
Randy Dodson	Investigator 3	Introduction to Criminal Justice	0	0	696.00	53.50	0	636.00
TOTALS			0	0	1014.80	139.95	0	6,155.80

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

Justice

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
None	None	None	0	0	None	None	None	None
TOTALS			0	0	0	0	0	0

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

Management
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
McPherson, Jean M.	PSE 1	Personnel Supervision	0	0	105.00	0.00	0.00	0.00
TOTALS			0	0	105.00	0.00	0.00	0.00

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Natural Resources
 (Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Kenneth Formanek	Information Spec	How to write, design, & edit newsletters	8.00	0	250.00	0	0	400
Roger Yancy	Accounting Clerk	Acct. 102 Principle of Acct II	0	0	151.80	0	0	200
Brent Laning	Park Attendant	Intro to Landscape Architecture	0	0	204.00	0	0	500
Pamela Andersen	Acct Technician	Acct Principles I	0	0	337.00	0	0	600
Phyllis Koger	Admin. Assistant	Mngt. Principles	0	0	311.00	0	0	500
John Pearson	Env. Specialist	IBM PC DOS Adv. PC DOS Adv D Base III	29:00	0	216.00	0	0	700
Anna Conratt	Admin. Assistant	Personal & professional Communication	0	0	231.00	0	0	500
Deanna Williams	Clerk 3	Sign Language	0	0	86.00	0	0	500
Manuel Calderon	Comp Programmer	Cobal Intermediate	0	0	199.67	0	0	750
Christopher J. Taylor	Park Attendant	General Physics Intro to Sociology	0	0	308.55	0	0	400
Carol A. Thompson	Geologist 3	Environmental Law	Will make up time 4	0	0	0	0	500
Jerry Reisinger	Park Ranger	Admin Law; Public Budget Proc; Urban Mgt	0	0	911.00	0	0	1000
TOTALS								

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Natural Resources
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Randy Edwards	Public Serv Exec	Deviance	0	0	540.00	0	0	1000
Sharon Stratman	Program Planner	Prin. of Accounting	0	0	167.00	0	0	500
William Bryant	Env Specialist	Advanced D Base IV	16	0	245.00	0	0	750
Susan Davenport	Acct Technician	Intermediate Acct	0	0	350.00	0	0	500
Roger Yancy	Acct Clerk	Acct 104 Intermediate Acct II	0	0	194.75	0	0	500
TOTALS			106	0	12,660.75	0	0	24,850

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

PERSONNEL
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuitior.	Other		
HOME								
40								
TOTALS								



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TERRY E. BRANSTAD, GOVERNOR

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

Memo to: Kevin Pokorny, Education Coordinator
Department of Personnel

Memo from: Duane Jamison, Department of Public Defense

Subject: 1990 Fiscal Year Educational Leave/Assistance
Report

Date: October 1, 1990

Attached is the Educational Leave/Assistance Report for Fiscal Year 1990. The Department only had one employee in this category.

Savings were calculated as follows: Assumed course caused an increase in efficiency by 15 minutes per week.
Hourly Rate X .25 X 52 weeks.

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Department of Public Defense
 (Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Ihla Goodwin	Clerk Typist III	Office Proceedures	0	0	78.90	0	0	154.96
TOTALS			0	0	78.90	0	0	154.96

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Public Employment Relations Board
(Department)

43

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

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Public Health
(Department)

44

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Mary Beakler	Clerk	Typing I	0	0	70.00	49.40	0	0
Debra Coleman	Secretary 2	Medical Term I	0	0	105.00	79.25	0	0
Debra Coleman	Secretary 2	Medical Term II	0	0	105.00	13.35	0	0
Zadie Cushinglow	Nurse Consultant	Health Assessment	0	0	360.00	0	0	0
Rita Gergely	Envr. Spec 2	Water Pollution Control	0	0	198.00	58.50	0	0
Mary R. Harlan	Secretary 1	Advanced Word 5	8	0	135.00	0	0	0
Matt Hobson	Disease Prev. Spec 1	Philosophy + Ethics of Health Education	0	0	336.00	0	0	0
Laurie Rieck	Secretary 1	Intro to Business Law 1	0	0	236.70	53.65	0	0
Laurie Rieck	Secretary 1	Office Mgmt Psychology	0	0	110.00	71.20	0	0
Melvin Ward	Prog Plan 3	Intergovernmental Relations # 245	0	0	600.00	0	0	0
TOTALS			8	0	2,255.70	325.35		

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990Public Safety
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Richard Hester	Comm. Tech. Supv.	Fiberoptics/Laser	48	0	\$ 38.70	\$ 0	\$ 0	
Gary McGlothlen	Comm. Tech. II	Basic Electricity I	0	0	\$144.00	\$105.90		
Gary McGlothlen	Comm. Tech. II	Lab Techniques	0	0	\$ 72.00			
Gary McGlothlen	Comm. Tech. II	Tech. Math I	0	0	\$ 72.00			
Gary McGlothlen	Comm. Tech. II	Technical Communic.	0	0	\$ 72.00	\$103.51		
Gary McGlothlen	Comm. Tech. II	Computer Fundamentals	0	0	\$ 72.00			
Mitchell Arney	Comm. Tech. III	Fiberoptics/Laser	48	0	\$ 38.70			
David Vandenbaard	Comm. Tech. III	Fiberoptics/Laser	48	0	\$ 38.70			
TOTALS			144	0	\$548.10	\$209.41		

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

DIA - IOWA RACING AND GAMING COMMISSION
(Department)

46

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

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

Revenue & Finance
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Opton, Jerry	Public Service Ex 1	Business Law 2	-	-	225.00	-	-	-
Wertz, Julie	Accounting Clk 2	Princp. Acctg 1	-	-	118.35	-	-	-
Johns, Robin	Clerk 3	Princp Acctg 1	-	-	115.58	-	-	-
Neisch, Cleo	Secretary 1	Interm. Acctg 1	-	-	105.00	-	-	-
Thompson, Cynthia	Out-of-State Aud	Advanced Income Tax	-	-	119.25	-	-	-
Padget, Dawn	Clerk 4	Princp Acctg 1	-	-	118.35	-	-	-
Fulton, Patricia	Rev Agent 1	Princp Acctg 1	-	-	105.00	-	-	-
Fardal, Cynthia	Admin Assist 1	Business English	-	-	78.75	-	-	-
Meisch, Cleo	Secretary 1	Interm Acctg 2	-	-	105.00	-	-	-
Wertz, Julie	Acctg Clerk 2	Princp Acctg 2	-	-	115.50	-	-	-
Blair, Debra	Data Entry Oper 2	Princp Acctg 1	-	-	118.35	-	-	-
Fulton, Patricia	Rev Agent 2	Princp Acctg 2	-	-	105.00	-	-	-
*See attachment								
TOTALS			0	0	\$2067.48	0	0	0

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Padget, Dawn	Rev Agent 2	Princp Acctg 2	-	-	\$118.35	-	-	-
Bever, Danny	Rev Examiner 3	Tax of Est & Trust	-	-	\$450.00	-	-	-
Freese, Bernard	Out-of-State Auditor	Lotus 1-2-3	-	-	\$ 70.00	-	-	-

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

Revenue & Finance/Lottery
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Roberta Banks	Regional Manager	Math	0	0	56.00	15.12	0	0
Cathy Turner	Accounting Tech. 3	Advertising & Sales	0	0	288.00	0	0	0
Cathy Turner	Accounting Tech. 3	Innovative Entrepreneurship & new Prod. Mktg.	0	0	288.00	0	0	0
Cathy Turner	Accounting Tech. 3	Personnel Management	0	0	24.00	0	0	0
Don Gilson	Accountant 2	Financial Management	0	0	211.20	0	0	0
Dale Kever	Program Planner 3	Intro to Speech & Communications	0	0	288.00	0	0	0
Dale Kever	Program Planner 3	Interpersonal & small Group Comm.	0	0	288.00	0	0	0
Karen Langbein	Executive Assistant 1	Marketing	0	0	84.00	10.68	0	0
Bonnie Lemon	Accountant 2	Advertising & Sales Promotion	0	0	80.40	10.68	0	0
Craig Kickbush	System Analyst	Assembler/Beginning	0	0	112.00	22.24	0	0
Shirley Stewart	Accountant 2	Business Law II	0	0	211.20	0	0	0
TOTALS			0	0	1930.80	50	0	0

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Secretary of State
(Department)

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Legislative Service
Bureau

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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	0	0

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

Iowa Department of Transportation

EMPLOYEE NAME	CLASSIFICATION	COURSE TITLE	HRS. MISSED		DIRECT COSTS		INDIRECT COSTS	COST SAVINGS
			W/PAY	W/O PAY	TUITION	OTHER		
Abu-Hawash, Ahmad	Transp. Engineer	Structural Analysis	1.5	1.5	207.00	0.00		
Abu-Hawash, Ahmad	Transp. Engineer	Theory of Matrices	2.5	2.5	363.00	30.00		
Baird, Elizabeth	Program Planner 3	Statistics 401	2.5	2.5	260.00	0.00		
Baird, Elizabeth	Program Planner 3	Stat 101	2	2	308.00	0.00		
Baird, Elizabeth	Program Planner 3	IBM PC DOS	0	0	32.00	0.00		
Bierbaum, Roger	Transp. Eng. Mgr. 3	Statistical Methods	3	3	484.00	82.00		
Burt, Jolane	Secretary 2	Bus. Comm.	1.5	1.5	231.00	41.95		
Burt, Jolane	Secretary 2	Professional Comm.	1.5	1.5	308.00	8.88		
Cadwell, Keith	Transp. Eng. Assoc.	Engineer Hydrology	1.5	1.5	84.00	0.00		
Cadwell, Keith	Transp. Eng. Assoc.	Engr. Construction.	2	2	231.00	54.00		
Cadwell, Keith	Transp. Eng. Assoc.	Intro to Trans Eng.	1	1	231.00	0.00		
Chapman, Steve	Design Tech 2	English Comp.	2.5	2.5	231.00	38.43		
Clem, Marilyn	Design Tech 3	Algebra	2	2	None	Req.		
Clem, Marilyn	Design Tech 3	Mathematics	2	2	None	Req.		
Cooper, Marshall	Auto Mechanic	Fuel Injection	0	0	66.00	0.00		
Cooper, Ronnie	Equip. Op. 1	Prod. Welding	0	0	48.00	26.00		
Cutler, Catherine	MtIs. Insp. 3	Lotus 1-2-3	0	0	70.00	24.95		
Davis, Lois	Secretary 1	Shorthand Refresher	0	0	41.50	0.00		
Denny, James	Transp. Eng. Assoc.	Numerical Solutions	1.5	1.5	363.00	30.00		
Diller, Yvonne	Program Planner	Business Policy	1.5	1.5	231.00	0.00		
Diller, Yvonne	Program Planner	Adv. Business Fin.	1.5	1.5	231.00	0.00		

EMPLOYEE NAME	CLASSIFICATION	COURSE TITLE	MISSED		DIRECT COSTS		INDIRECT COSTS	COST SAVINGS
			W/PAY	W/O PAY	TUITION	OTHER		
Dockstader, Scott	Transp. Eng. Assoc.	Traffic Safety Oper.	1.5	1.5	207.00	0.00		
Dockstader, Scott	Transp. Eng. Assoc.	Foundations	1.5	1.5	363.00	30.00		
Durbin, Gregg	Engineering Aid II	Multi Var. Calc.	2	2	308.00	62.90		
Durbin, Gregg	Engineering Aid II	Stats for Eng.	1	1	154.00	0.00		
Frette, Patricia	Acctg. Tech. II	Business Comp.	0	0	100.00	0.00		
Frette, Patricia	Acctg. Tech. II	Tech/Bus. Writing	0	0	105.00	0.00		
Jacobson, Bruce	Auto Shop Supt.	Business Law	0	0	105.00	56.15		
Johnson, Deborah	Sr. Transp. P.I.T.	Logistics Law	1.5	1.5	363.00	0.00		
Johnson, Deborah	Sr. Transp. P.I.T.	Strategic Mngms	1.5	1.5	237.00	0.00		
Johnson, Deborah	Sr. Transp. P.I.T.	Business Admin.	2	2	0.00	0.00		
Johnson, Mark	Materials Inspector 4	Lotus 1-2-3	0	0	70.00	24.95		
Jones, Gene	Transp. Planner 2	Transport Econ.	1.5	1.5	231.00	0.00		
Jones, Gene	Transp. Planner 2	Logistics Mgmt.	1.5	1.5	231.00	0.00		
Jones, Gene	Transp. Planner 2	IA Govt & Pol.	0	0	138.00	0		
Jorgensen, Michael	Transp. Eng. Assoc.	Traf./Saf./Maint.	1.5	1.5	363.00	103.50		
Kam, Wu-Lam	Transp. Eng. Assoc.	Geotechnical Cntmts.	1.5	.15	363.00	30.00		
Krukow, Nancy	Programmer Analyst	Basic Comp. Lang.	0	0	105.00	0.00		
Lucas, Michael	Auto Mechanic	Comp. Control Sys.	0	0	150.00	0.00		
Lucas, Michael	Auto Mechanic	Anti Lock Brakes	0	0	18.00	0.00		
Maclin, Phyllis	Rest Area Attendant	Turfgrass Mgmt.	.75	.75	111.00	0.00		
Maclin, Phyllis	Rest Area Attendant	Plant Mtrl. Maint.	.75	.75	111.00	0.00		
Merritt, Arlo	Fac. Engineer	Mgmt. Info Systems	0	0	264.00	88.00		
Mixdorf, John	Auto Mechanic	Computer Control Sys	0	0	150.00	0.00		

<u>EMPLOYEE NAME</u>	<u>CLASSIFICATION</u>	<u>COURSE TITLE</u>	<u>MISSED</u>		<u>DIRECT COSTS</u>		<u>INDIRECT COSTS</u>	<u>COST SAVINGS</u>
			<u>W/PAY</u>	<u>W/O PAY</u>	<u>TUITION</u>	<u>OTHER</u>		
Mixdorf, John	Auto Mechanic	Anti Lock Brakes	0	0	18.00	0.00		
Muetzel, James	Transp. Eng. Assoc.	Prestr. Conc. Struc.	1.5	1.5	363.00	30.00		
Narrigon, John	Transp. Eng. Assoc.	Wtr. Trmt. Plt. Des.	1	1	363.00	0.00		
Narrigon, John	Transp. Eng. Assoc.	Sld. & Hzd. Waste	2	2	237.00	0.00		
O'Brien, Tim	District Mechanic	Communication Skills	0	0	131.55	0.00		
Olson, Michael	Design Technician 3	Mech. of Fluids	2.5	2.5	339.00	0.00		
Olson, Michael	Design Technician 3	Reinf. Conc. Des.	.5	.5	231.00	30.00		
Osborn, Larry	Auto Mechanic	Farm Electricity	0	0	45.80	0.00		
Pane, Mary	D.L. Hearing Off.	Administrative Law	0	0	264.00	0.00		
Perry, Peggi	Transportation E.I.T.	Intro. Transp. Engr.	1.5	1.5	261.00	64.05		
Pottridge, Larry	Hwy. Maint. Supv.	Personnel Supv.	0	0	105.00	0.00		
Pottridge, Tonya	Clerk II	Beginning Typing	0	0	30.00	10.20		
Richardson, Nancy	Admin. Div. Dir.	Public Budgeting	0	0	358.00	0.00		
Richardson, Nancy	Admin. Div. Dir.	Human Resources Mgmt	3	0	242.00	0.00		
Rohner, Steven	Equip. Op. 1	Developmental Math	0	0	96.00	0.00		
Rudloff, John	M.V.E. Officer	Community Relations	0	0	105.00	0.00		
Rutledge, Kathryn	Systems Supv. Wkr. 2	Beginning Cobol	0	0	134.00	0.00		
Schaa, Jeri	Clerk Typist III	Env. Problems	1.5	1.5	600.00	0.00		
Schumann, Carl	Transp. Eng. Assoc.	Structural Steel Des	1.5	1.5	231.00	93.00		
Schumann, Carl	Transp. Eng. Assoc.	Reinf. Concrete Des	3	3	231.00	30.00		
Sestina, Lynn	Equip. Op. 1	G.E.D.	5	5	33.00	0.00		
Tucker, William	Transp. Eng. I	Structural Analysis	1.5	1.5	363.00	30.00		
Vander Schaaf, Dale	Exec. Asst. 1	State Govt & Policy	0	0	363.00	30.87		

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<u>EMPLOYEE NAME</u>	<u>CLASSIFICATION</u>	<u>COURSE TITLE</u>	<u>HRS. MISSED</u>		<u>DIRECT COSTS</u>		<u>INDIRECT COSTS</u>	<u>COST SAVINGS</u>
			<u>W/PAY</u>	<u>W/O PAY</u>	<u>TUITION</u>	<u>OTHER</u>		
Volmer, Neil	Transp. Eng. Mgr. 3	Intro to Bus. Stats	3	3	385.00	15.00		
Vu, John	Transp. Eng. Train.	Soil Mechanics	2	2	600.00	0.00		
Vu, John	Transp. Eng. Train.	Eng. Research	.5	.5	0	0		
Walton, Marlee	Transp. Eng. Assoc.	Fund. of Geodesy	1	1	242.00	0.00		
Walton, Marlee	Transp. Eng. Assoc.	Digital Photogrm.	.5	.5	121.00	30.00		
Walton, Marlee	Transp. Eng. Assoc.	Phy. Geodesy	1.5	1.5	0	0		
Walton, Marlee	Transp. Eng. Assoc.	Remote Sensing	1.5	1.5	207.00	0.00		
Wilson, Kermit	PSE II	Eng. Mechanics	2	2	231.00	77.57		
Wilson, Kermit	Purchasing Agent II	Indus. Engineering	2	2	<u>231.00</u>	<u>59.81</u>		
TOTALS					\$15,274.85	\$1,232.21		

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CFN 552-0264

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

TREASURER OF STATE
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
MARILYN MERRELL	ADMN. SECRETARY	WORDPERFECT I & II	16		\$190		-0-	Increased efficiency in operations
LYNN MCCORMICK	ADMN. ASSISTANT II	HOW TO BE A BETTER PERSONNEL ASSISTANT	8		\$ 98		-0-	Increased efficiency in operations
JANICE HENSON	TREASURY INVESTMENT OFFICER II	CHARTERED FINANCIAL ANALYST (CFA)* REVIEW TEXT & MATERIALS	-0-			\$200	-0-	Increased efficiency in market operations
		* CFA similar to distinction of a CPA.				Materials		
TOTALS			24		\$ 288.00	\$ 200	-0-	

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 90

IOWA VETERANS HOME
(Department)

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Legislative Service
Bureau

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tutor.	Other		
Janice Drury	Nurse Consultant	Extension Training for Infection Control	80		680.50			
Jacilyn Sinclair	RTW	Medication Aide	57		99.00		562.02*	
Margaret Davidson	RTW	Medication Aide	57		99.00		562.02*	
Betty Wagner	RTW	Medication Aide	57		99.00		562.02*	
Becky Schlicht	RTW	Medication Aide	57		99.00		562.02*	
Cindy Bennett	RTW	Medication Aide	57		99.00		562.02*	
Delores Carnes	RTW	Mediation Aide	57		99.00		562.02*	
Joyce Meyers	Food Production Sup.	Food Preparation & Principles	12		38.00			
Mark Freland	Food Production Sup.	Food Preparation & Principles	12		38.00			
Mark Freland	Food Production Sup.	Food Production Lab	24		55.00			
Mark Freland	Food Production Sup.	Modified Diets	8		44.00**			
See Attached								
TOTALS			SEE	ATTACHED				

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1990

page two

IOWA VETERANS HOME

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tutor.	Other		
Berniece Seiler	Food Production Sup.	Food Prepration & Principles	12		38.00			
Berniece Seiler	Food Production Sup.	Food Production Lab	24		55.00			
Berniece Seiler	Food Production Sup.	Modified Diets	8		44.00**			
*Overtime pay utilized in order to maintain staffing minimums								
**Class began 6/7/89 & ended 7/12/89 with reimbursement made in 7/89.								
***Required by Dept. of Inspections and Appeals								
TOTALS			522	0	1586.00	0	3372.12	0***

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Senate Democratic Research Staff
STATE CAPITOL
Des Moines, Iowa 50319

M E M O R A N D U M

September 21, 1990

TO: Diane Bolender

FROM: Dennis Harbaugh *dh*

SUBJECT: Educational Assistance and Educational Leave Report

Attached find the annual Senate Democratic Research Staff Educational Assistance and Educational Leave Report to the Legislative Council, as required by Section 79.25 of the Iowa Code.



Senate Democratic Research Staff
STATE CAPITOL
Des Moines, Iowa 50319

MEMORANDUM

September 21, 1990

TO: Legislative Council
FROM: Dennis Harbaugh *dh*
Director, Senate Democratic Research Staff
SUBJECT: Educational Assistance and Educational Leave Report

This report will serve as the annual Educational Assistance and Educational Leave report for the Senate Democratic Research Staff, as required by Section 79.25 of the Iowa Code.

Educational Leave Approved: NONE

Educational Assistance Approved:

STAFF MEMBER	COURSE TITLE	COMPLETION OF COURSE	TUITION & BOOKS
Bill Haigh	Public Budgeting	Fall, 1989	\$447
Steve Conway	Health Care Administration/ Management	Fall, 1989	\$480
	Health Care Delivery Systems	Spring, 1990	\$480
	Organization of Health Care Institutions	Spring, 1990	\$480

Comments: Bill Haigh works with the Senate Education Committee and the Education appropriations subcommittee in his role as majority party staffperson. Completion of the Public Budgeting course at Iowa State University will help Bill interpret budget decision packages and will be useful as the legislature strengthens its oversight of the appropriations process. Steve Conway staffs the Senate Human Resources Committee and the Human Services and Health and Human Rights appropriations subcommittees. Completion of the three health care courses at the University of Osteopathic Medicine and Health Sciences has given Steve a thorough understanding of the problems facing Iowa's health care system, as well as possible solutions to help consumers and private and public health care providers.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF ELDER AFFAIRS
BETTY L. GRANDQUIST, EXECUTIVE DIRECTOR

September 7, 1990

MEMO

TO: Legislative Service Bureau
Atten: Donna Greenwood, Confidential Secretary

FROM: David F. Ancell, Administrator
Iowa Department of Elder Affairs

RE: Educational Leave and Assistance Report, FY 1991

Enclosed please find copy of the Educational Leave and Assistance Report as submitted by the Iowa Department of Elder Affairs for FY1991.

If you desire further information, please don't hesitate to call me at (515) 281-4648.

DFA:vc1
(Enc. 1)

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Legislative Service
Bureau

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EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1991

ELDER AFFAIRS

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings	
			W/Pay	W/O Pay	Tuition	Other			
Mary Ann Young	Program and Planning Administrator I	Public Budgeting and Financial Management	-0-	-0-	\$363.00	\$60.00	-0-	-0	
David F. Ancell, Administrator <i>David F. Ancell</i> 236 Jewett Building - 914 Grand Avenue (515) 281-4648			TOTALS	-0-	-0-	\$363.00	\$60.00	-0-	-0-

TOTAL \$423.00

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.

Instructions to complete the report are as follows:

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.
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.

REPORT OF THE FISCAL COMMITTEE OF THE

LEGISLATIVE COUNCIL

December 11, 1990

The Fiscal Committee of the Legislative Council met on Tuesday, December 11, 1990 and took the following action:

1. That the Fiscal Committee recommend to the Legislative Council that the proposal by Iowa Protection and Advocacy Services, Inc. be funded at \$35,000. The proposal contains the following elements:
 - A. Monitor the implementation in Iowa of the Nursing Home Reform Act for people who are mentally ill (MI) and/or with developmental disabilities (DD).
 - B. Assist Care Review Committees and mentally ill and developmentally disabled residents of health care and treatment facilities.
 - C. Develop and submit a report to the Legislature that includes statistical/activities of the project, problems and issues impacting MI and DD residents, and recommendations to eliminate or reduce the occurrence of inappropriate care.
2. Voted to recommend that the Legislative Council refer the issue of the development of a statewide telecommunications network to the Fiscal Committee for study, and defer action on the subject until after the proposed December 28, 1990 Fiscal Committee meeting.
3. Voted to request that the Legislative Council permit the Fiscal Committee to meet on December 28, 1990 for the purpose of studying the telecommunications issue, and making recommendations to the Council.
4. The Fiscal Committee directed the Legislative Fiscal Bureau to:
 - A. Report to the Committee members when budget request information from the Department of Personnel shows up on the Department of Management budget tape in the format requested by the Legislature.
 - B. Request that the Department of Agriculture and Land Stewardship respond to the questions outlined in the Fiscal Bureau's background paper on the hiring of 18 Soil Conservation Technicians. The Department is required to respond to the Fiscal Committee, Appropriations Subcommittee, the appropriate Standing Committee and the Fiscal Bureau.

- C. Ask the Secretary of Agriculture, the Director of the Department of Human Services, and the Director of the Department of Management to appear before the Committee at the next meeting to explain instances where their Departments have failed to follow legislative intent concerning appropriations.
- D. Gather data and report back to the Committee concerning where the funds come from to pay judgements, settlements and legal fees in court cases in which the State is found liable.

The Fiscal Committee also discussed the following issues:

1. Department of Personnel handling of a \$50,000 appropriation for an educational opportunities study.
2. Morale and staff problems at the Department of Human Rights.
3. Insurance Division efforts to control and evaluate insurance company utilization review.
4. Department of Human Services Child Support Recovery Unit's development of computer software with funds designated for FTE positions.
5. Department of Inspections and Appeals evaluation of Glenwood State Hospital-School.
6. The cost of the State's Indigent Defense Program.
7. Overview of executive agencies FY 1992 General Fund budget requests.

263b

REPORT OF THE FISCAL COMMITTEE OF THE
LEGISLATIVE COUNCIL

January 7, 1991

The Fiscal Committee of the Legislative Council met on Monday, January 7, 1991 and took the following action:

1. The Legislative Fiscal Committee recommends that the Legislative Council delay any action on the State Communication Network until after the General Assembly has had the opportunity to review the issue during the 1991 session. (This motion was adopted by the Fiscal Committee on January 9, 1991 as a follow-up to the January 7, 1991 meeting.)
2. The Fiscal Committee directed the Department of Agriculture and Land Stewardship to respond in writing to the questions contained in the Legislative Fiscal Bureau's letter dated December 14, 1990 relating to the hiring of 18.0 FTE positions (Soil Conservation Technician I).
3. The Fiscal Committee directed the Department of Human Services to respond in writing to the legislative oversight issues relating to Child Support Recovery FTE positions and the Glenwood Hospital-School inspection.

The Legislative Fiscal Committee also discussed the following issues:

1. The authority and source of funding to pay outside legal counsel.
2. The Comprehensive Annual Financial Report prepared by the Department of Revenue and Finance, Department of Management, and the State Auditor.
3. The State Communications Network and the presentations made by the Iowa Telephone Association, Kiewit Network Technologies, and the Department of General Services.

Respectfully Submitted,

Senator Joe Welsh
Chairperson

Representative Tom Jochum
Co-Chairperson

LFB:1890b:tcf

IOWA PROTECTION AND ADVOCACY SERVICES, INC.

to defend and promote the rights of individuals with developmental disabilities and people with mental illnesses"

Mervin L. Roth
Executive Director

Iowa Legislative Council

PROJECT PROPOSAL

Purpose: To assist the Iowa Protection & Advocacy agency (P&A) in identifying those areas of the Iowa Code and the Iowa Administrative Code (IAC) that are creating problems for people with developmental disabilities (DD) and mental illnesses (MI) to access appropriate and entitled services/treatment in a safe, and non-abusive and least restrictive environment. Also, to fund a report for the legislature on the problems/issues identified by P&A, including recommended Code and policy changes needed to eliminate or reduce identified systemic problems.

Summary: To fund a twelve-month project with Iowa P&A that will:

1. Monitor the implementation in Iowa of OBRA, The Nursing Home Reform Act for people with MI and/or DD:
 - . to respond with information, referral and advocacy to requests from MI and DD health care facility residents, their families and from facility staff to identify and locate necessary and appropriate treatment, training and therapy services required under the law; and
 - . to identify and compile problems, needs and issues related to the lawful implementation of OBRA in Iowa in a written report to the legislature.
2. To assist Care Review Committees and MI and DD residents of health care and treatment facilities:
 - . by providing information and training regarding rights, procedures and appropriate practices to prevent unnecessary involuntary discharges;
 - . by responding to the information and advocacy requests of MI and DD residents who are being involuntarily discharged from health care and other treatment facilities; and

Central Office

3015 Merle Hay Road • Suite 6 • Des Moines, Iowa 50310
Telephone Number: 515-278-2502 • Clients Call Collect

Developmental Disability and
Mental Illness Clinical Law Project
University of Iowa College of Law
Iowa City, Iowa 52242
319-335-9023

- . by responding to complaints, reports or probable cause regarding abuse and neglect of MI and DD residents in health care and other treatment facilities through referral, monitoring or investigation.
3. To develop and submit a report for the legislature that includes:
- . statistics and activities of the project;
 - . the problems and issues of MI and DD residents that are identified; and
 - . recommendations for Code, rules and policy changes that are needed to eliminate or reduce the occurrence of the inappropriate care and treatment of persons with developmental disabilities and mental illnesses.

Funding.....\$35,000.00

Iowa Protection & Advocacy Services, Inc. requests funding in the amount of \$35,000.00 for this project. Funds will be used to provide staff and necessary clerical support to carry out the activities of the project, including telephone, travel, printed materials, etc. Funding will only be used for information and referral, training, investigation, negotiation, mediation and support of project clients in administrative appeals of problems; no funding will be used for litigation. All client services will be provided under Iowa P&A's services policy and within the resources of this project.

Iowa Air Service Study

A Presentation to the Iowa the Legislative Council

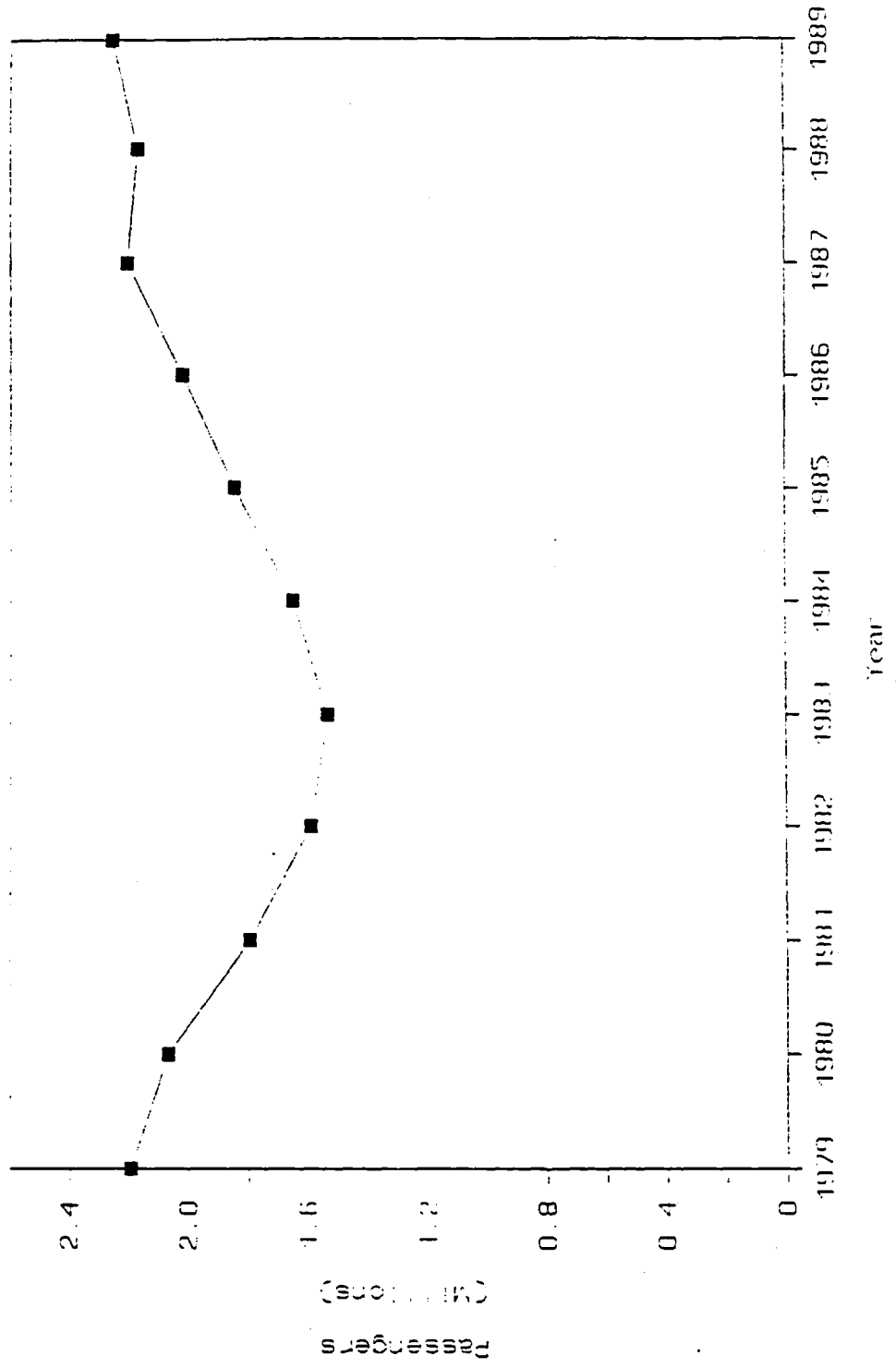
January 10, 1991

 **APOGEE RESEARCH, INC.**
Global Aviation Associates, Ltd.
University of Iowa

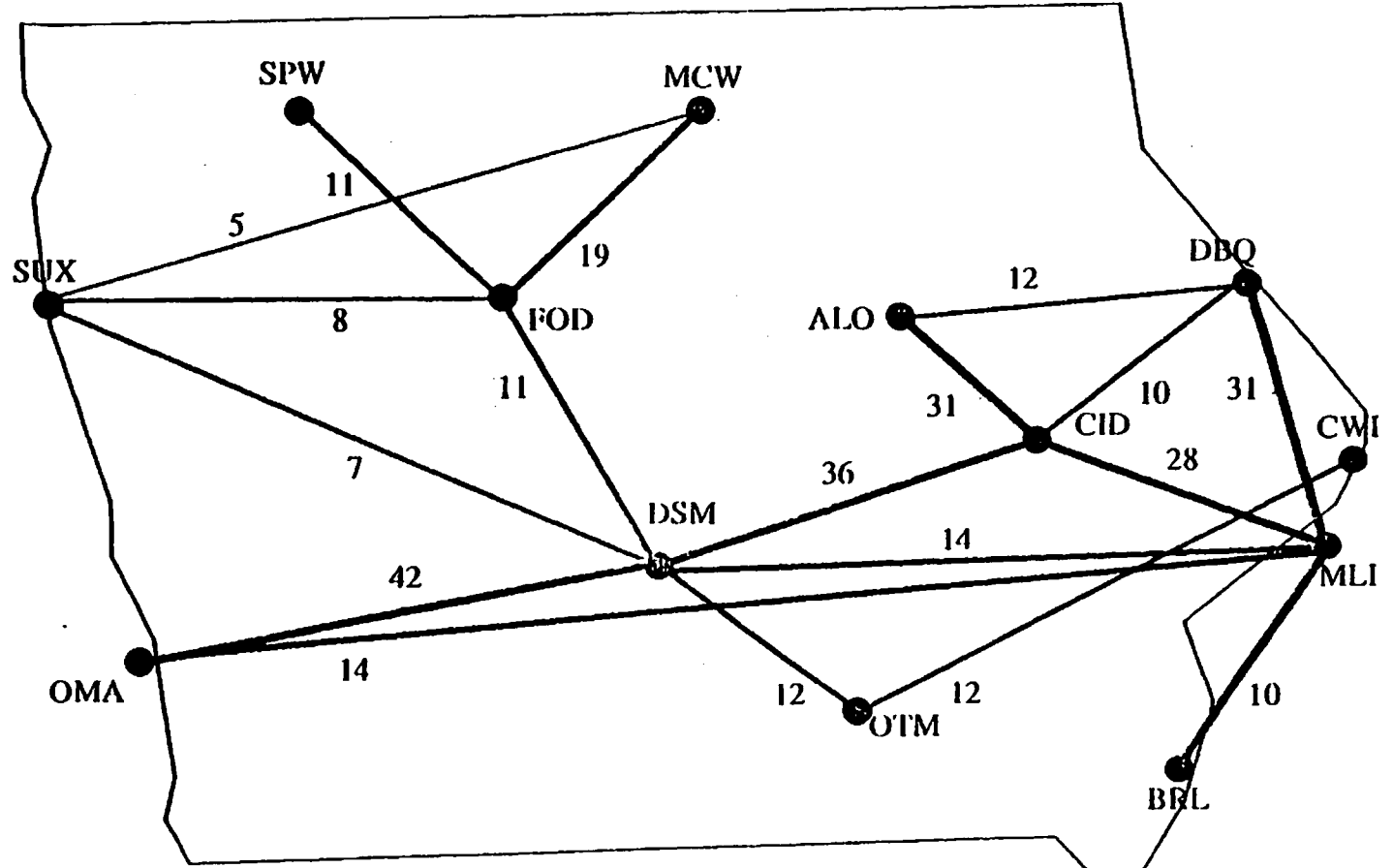
SUMMARY OF FINDINGS:

- **State-wide demand has recovered since low point in 1983**
- **Intra-state air service quality has declined over the past several years**
 - **but most communities emphasize the need to improve service to large, out-of-state cities.**
- **Demand for air service linked to non-farm income and employment, rather than population**
- **The quality of air service has a major influence on demand**
- **Recent service reductions linked to airline industry difficulties**

TOTAL PASSENGERS AT IOWA AIRPORTS (1979 - 1989)



INTRA-IOWA AIR SERVICE
Weekly One-Way Non-Stop Frequencies
 July 1987

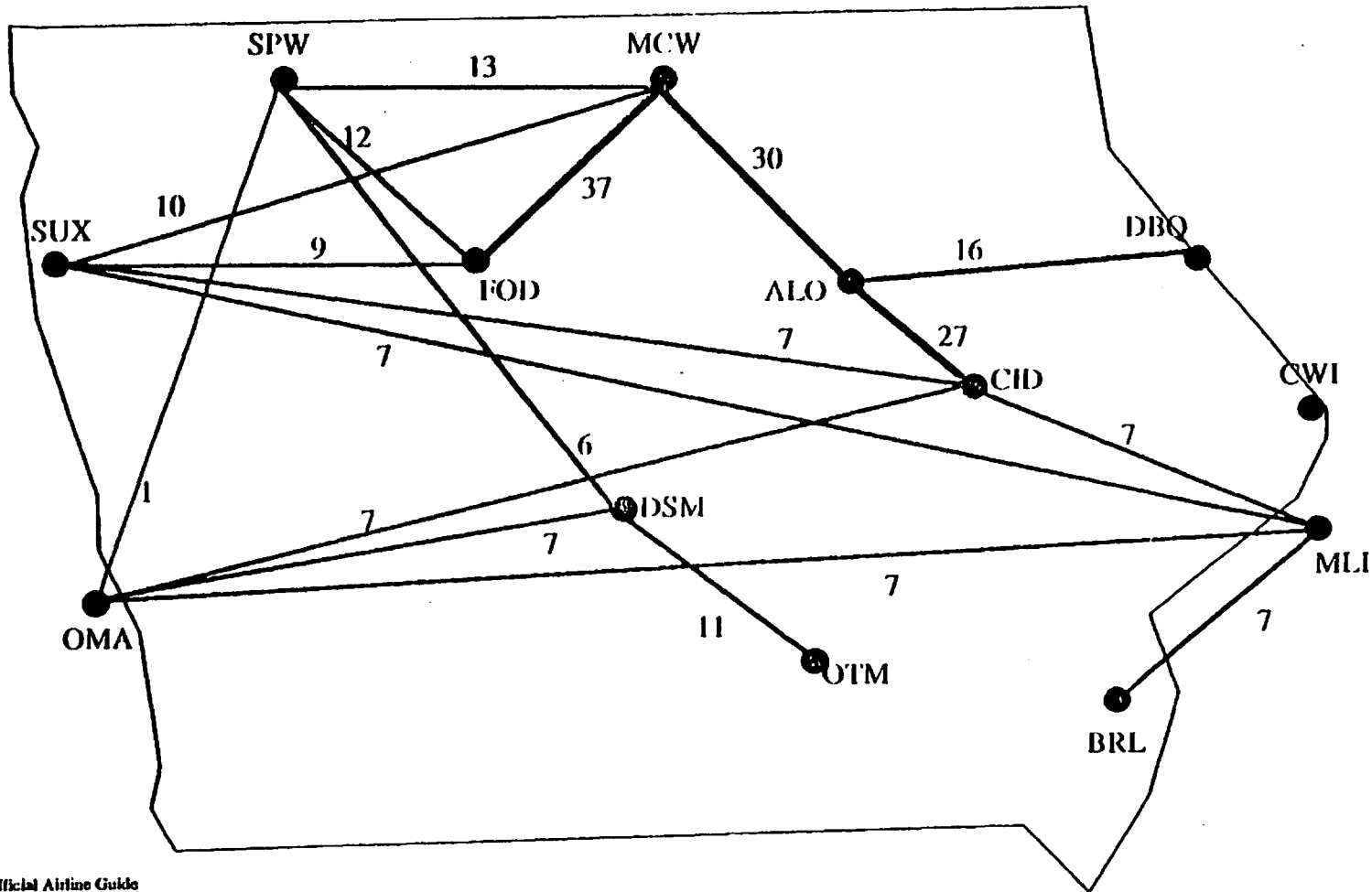


Source: Official Airline Guide

INTRA-IOWA AIR SERVICE

Weekly One-Way Non-Stop Frequencies

July 1990



Source: Official Airline Guide

KEY INFLUENCES ON PASSENGER DEMAND BY AIRPORT

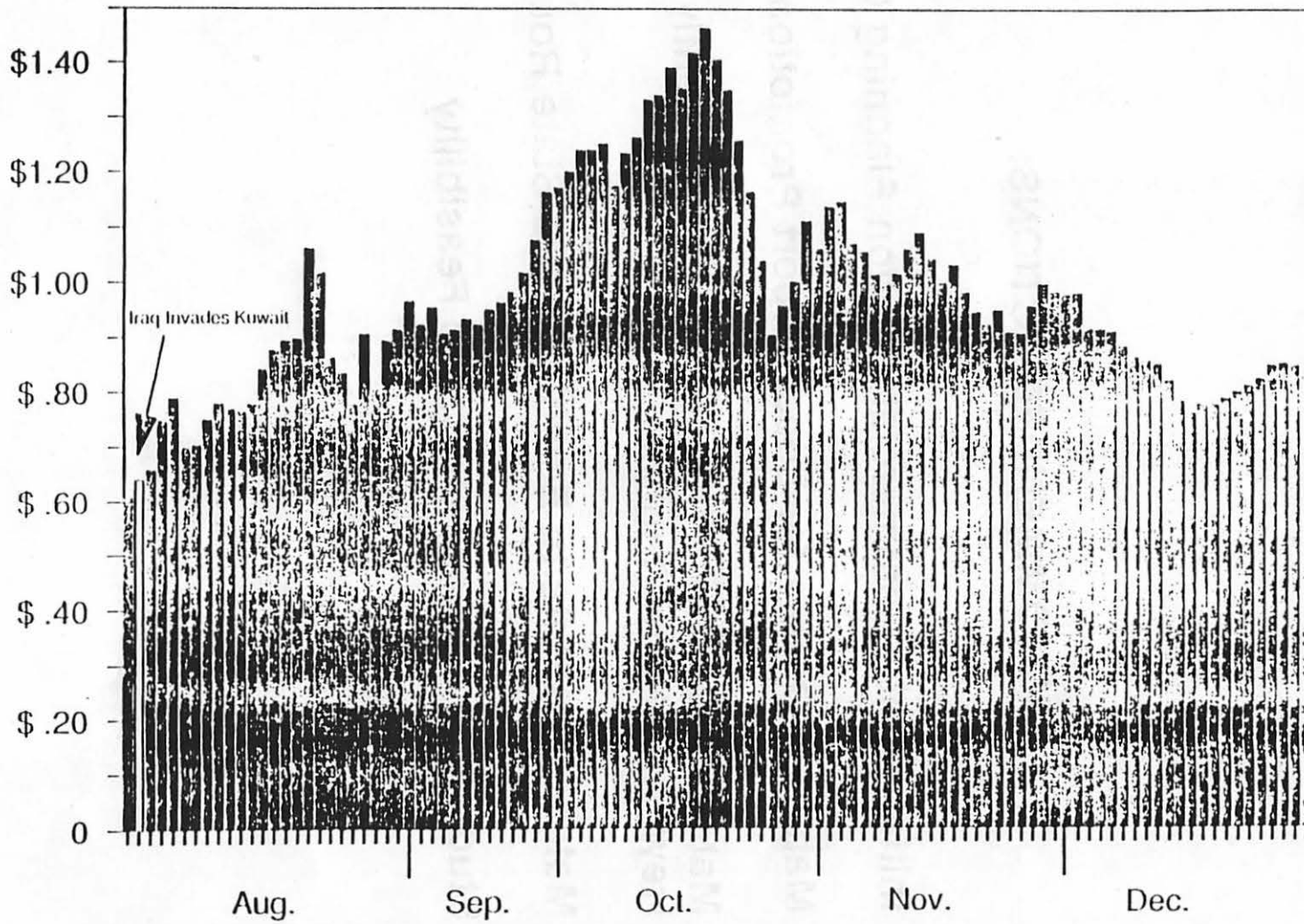
("+" = Positive Correlation, "-" = Negative Correlation)

FACTOR	ALO	BRL	CID	CWI	DBQ	DES	FOD	MCW	OTM	SPW	SUX
ECONOMIC VARIABLES											
Total Employment		-									+
Non-farm Employment						+	+				
Non-farm Business Income	-		+					+		+	
Non-farm Business Income per Employee									+		
SERVICE VARIABLES											
Operations		+				+					
Seats					+			+			
Service at Alternate Airport	-										

Other Factors Evaluated: Farm Personal Income, Farm Business Income, Total Personal Income per Capita, Nonfarm Personal Income, and Population.

Note: Population was found to be negatively correlated with demand in all cities experiencing passenger demand growth, indicating that despite a slight population decline, air travel demand has continued to grow.

Daily Jet Fuel Price Per Gallon



RECOMMENDED ACTIONS:

- 1. Initiate State Commercial Aviation Planning Office**
- 2. Matching Grants for Local Airport Promotion**
- 3. Matching Grants to Provide Financial Incentives for New Inter-State Routes**
- 4. Matching Grants to Establish Intra-State Routes**
- 5. Study International Air Cargo Feasibility**

**SUMMARY COST SCHEDULE:
PROPOSED AIR SERVICE DEVELOPMENT PLAN**

PROGRAM	YEAR 1	YEAR 2	YEAR 3	TOTAL
1. State Commercial Airport Planning Office				
- Office/Operations	\$120,000	\$160,000	\$160,000	\$440,000
- State Strategic Planning		50,000		50,000
2. Matching Grants for Local Airport Promotion	220,000	220,000	220,000	660,000
3. Matching Grants for New Routes				
-Proposals	45,000	15,000	15,000	75,000
-Subsidies	100,000	185,000	250,000	535,000
4. Intra-State Routes	200,000	370,000	300,000	870,000
5. International Air Cargo Feasibility Study	100,000	100,000		200,000
SUBTOTAL	\$785,000	\$1,100,000	\$945,000	\$2,830,000
20% CONTINGENCY	157,000	220,000	189,000	566,000
TOTAL COSTS	\$942,000	\$1,320,000	\$1,134,000	\$3,396,000

AIR SERVICE DEVELOPMENT PLAN

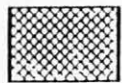
Year 1

Year 2

Year 3

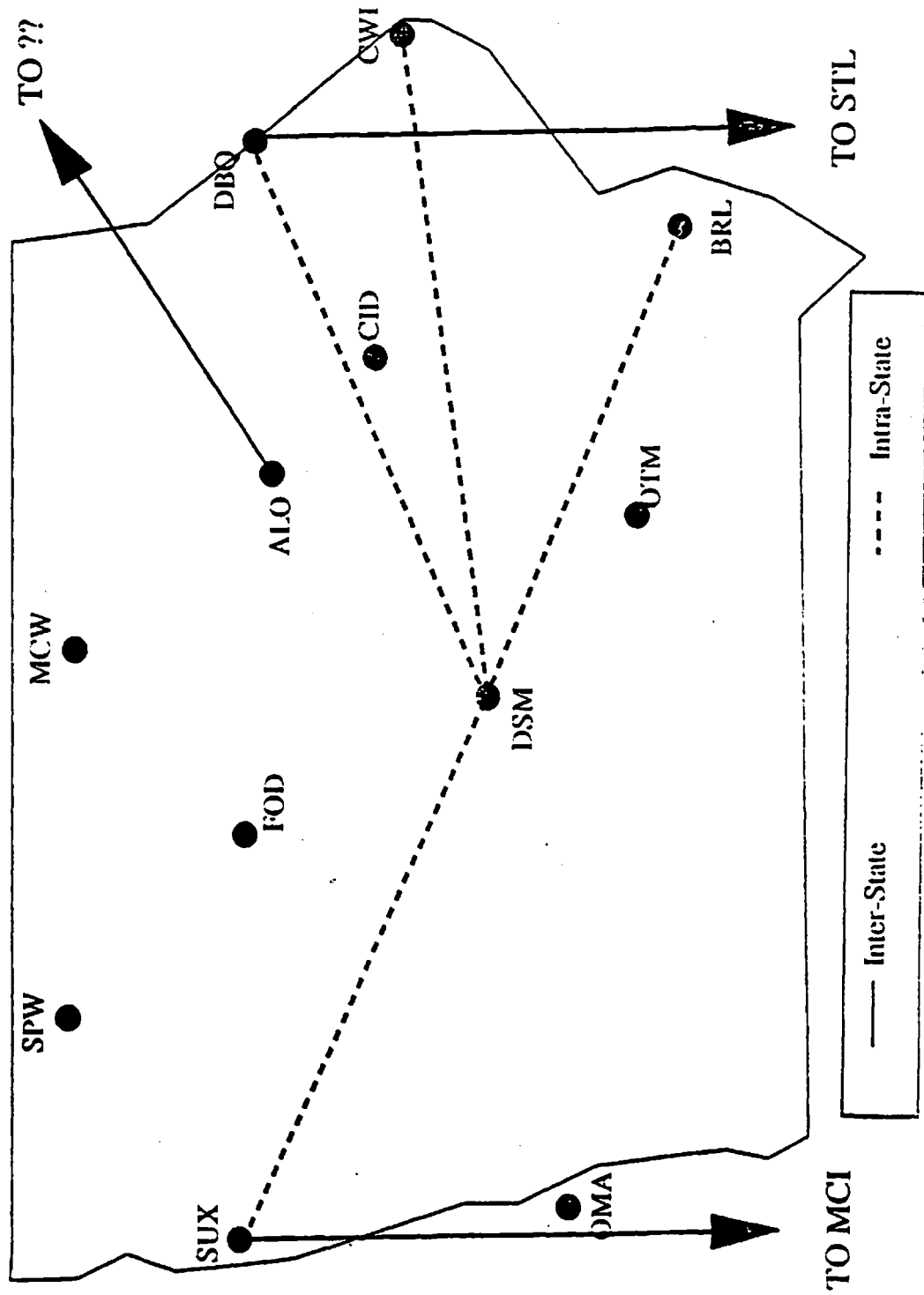
	Year 1	Year 2	Year 3
State Commercial Airport Planning Office			
Strategic Planning			
Local Airport Promotion			
New Route Studies			
New Routes			
Intra-State Routes			
International Air Cargo Feasibility Study			

Key:



Program 1 Program 2 Program 3 Program 4

ROUTE OPTIONS



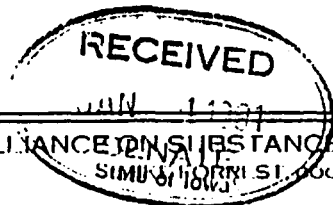


STATE OF

IOWA

TERRY E. BRANSTAD, GOVERNOR

GOVERNOR'S ALLIANCE ON SUBSTANCE ABUSE



January 4, 1991

John F. Dwyer
Secretary of the Iowa Senate
State Capitol Building
Des Moines, IA 50319

Joseph O'Hern
Chief Clerk of the Iowa House
of Representatives
State Capitol Building
Des Moines, IA 50319

Dear Gentlemen:

Federal law requires that Iowa's application to the U.S. Department of Justice for funds under the Drug Control and System Improvement Formula Grant Program be reviewed by the "state legislature or its designated body." Attached please find one complete copy of the state's application as prepared by the Governor's Alliance on Substance Abuse. Submission of the application for review by the Legislature corresponds with submission of the application to the Department of Justice.

A state strategy for use of the federal funds is required as part of the application. The strategy attempts to provide a system-wide approach to controlling the problems of drugs and violence in our state and to assure the most cost effective use of federal dollars. The strategy was prepared after consultation with federal, state and local officials who are responsible for the enforcement of drug laws.

John F. Dwyer and Joseph O'Hern
Page 2
January 4, 1991

The Department of Justice and the Governor's Alliance on Substance Abuse ask that the Legislature review the state's application within the next 30 days. Any response received will be forwarded to the Department of Justice as a supplement to the application. The application is deemed reviewed by the state legislature or its designated body following 30 days from submission.

If you or members of the Legislature have any questions, please feel free to contact the Governor's Alliance. Thank you for your assistance in this effort.

Sincerely,



Mike Forrest
Iowa Drug Enforcement and
Abuse Prevention Coordination

MF/kju

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

January 10, 1991

The Studies Committee of the Legislative Council met on January 10, 1991, and makes the following recommendations:

1. That approval be given to the Mental Illness Funding Formula Study Committee to delay submitting its final report until the Study Committee has considered a bill draft of its recommended funding formula.
2. That the Legislative Council endorse the following recommendation to the General Assembly submitted by Senator John Kibbie and Representative Gene Blanshan, Co-chairpersons of the Public Retirement Systems Study Committee: "That 1990 Iowa Acts, chapter 1240, section 91, unnumbered paragraph 7, be amended to change the date for completion of an actuarial study with respect to the retirement systems for public safety peace officers, police officers, and fire fighters covered under Iowa Code chapters 97A and 411. The study should be submitted to the General Assembly not later than December 1, 1991, rather than 1990. In addition, the change should be applied retroactively to November 30, 1990, and become effective immediately upon enactment."
3. That the legislative oversight of the implementation of the MediPASS should be continued with the legislative leaders designating the legislators to continue the oversight.
4. That the request that \$35,000 be authorized for the Legislative Fiscal Committee request for a study proposed by Iowa Protection and Advocacy Services, Inc. be deferred until appointment of new Studies Committee members for their consideration.

The Studies Committee received a filed a report from the Supercomputer Interim Study Committee presented on behalf of the Study Committee by Ms. Myrt Levin of the Iowa Business Council.

Respectfully submitted,

**SENATOR BILL HUTCHINS
ACTING CHAIRPERSON**

RPTSTUD
JP/DG

**REPORT OF THE ADMINISTRATION COMMITTEE
OF THE LEGISLATIVE COUNCIL**

November 15, 1990

The Administration Committee met on November 15, 1990, without a quorum, and members present make the following report:

1. The Administration Committee members received information concerning the sale of the Code database and recommend that the Legislative Council approve any agreement reached with a vendor for the sale of the database. It is recommended that the initial agreement be for a one-year period and be negotiated by the staff for the Administration Committee and other appropriate individuals, in consultation with Legislative Leadership.
2. The Administration Committee members received information concerning the policy relating to pricing and free distribution of legal publications. The Committee members note that there is continued concern with respect to this policy and recommend that the Legislative Council should continue to review this policy with the goal of recovering all associated publication costs. The Legislative Service Bureau has been requested to compile additional information with respect to the current free distribution of state documents, including the Iowa Code, the Administrative Code, and the Court Rules, which will be reported to the Legislative Council. The information should include potential duplication of effort in the printing and distribution of portions of the Code by governmental agencies.
3. The Administration Committee members requested the Superintendent of Printing to provide a breakdown of the vendors on printing contracts for the Code and Administrative Code, including but not limited to the Mitchellville correctional printing unit, in-house printing by the State Printing Division, and private vendors.
4. The Administration Committee members recommend that consideration be given to printing a portion of the number of Codes in soft bound copy.
5. The Administration Committee members recommended that the Service Committee be alerted to the situation where speciality requests, such as for the election law supplement, often interfere with the Iowa Code Division's responsibility to publish the Session Laws and Code and Code Supplement in a timely manner.
6. The Administration Committee members recommend that the Superintendent of Printing attempt to compile additional information regarding the volume, sales, costs, and cost recovery of the various legal publications.

rptadm
MJ/dg

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

January 10, 1991

The Service Committee of the Legislative Council met on November 28, December 12, and January 9, 1991. The November 28, 1990 meeting was held in Room 22 of the State House, began at 8:20 a.m., and recessed at 9:28 a.m. for the day. The December 12, 1990 meeting was held in Room 24 of the State House, began at 1:33 p.m., and adjourned at 2:33 p.m. The January 10, 1991 meeting was called to order by Representative John Connors, Chairman, at 11:12 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 heard testimony and received other evidence on November 28 and December 12, 1990, in the matter of the appeal of the grievance of David R. Robinson against Computer Support Bureau Director Sanford Scharf. At the conclusion of the December 12, 1990 meeting, the Service Committee denied the appeal. Written copies of the Committee's decision were sent to the parties to the grievance. Mr. Robinson's copy was sent on December 12, 1990, return receipt requested. The last day on which the matter could have been appealed to the Legislative Council was December 19, 1990. No appeal request was received.
2. The Service Committee received and filed a report on the State Fire Marshal's Inspection of the Capitol Building. The Service Committee recommends that the Legislative Council request that the Department of General Services develop a plan and cost analysis for rectifying the problems identified in the State Fire Marshal's report and submit the plan and cost analysis in a report to the Legislative Council.
3. The Service Committee received and filed an administrative report from the Legislative Fiscal Bureau relating to payment of the costs of updating their income tax projection model data base. The Service Committee recommends that the Legislative Council grant permission for the Legislative Fiscal Bureau to exceed their revised budget amount if necessary to pay for the updating of the data base.
4. The Service Committee received and filed a personnel report from the Office of Citizen's Aide/Ombudsman. The Service Committee also received and filed a letter from the Office of Citizens' Aide/Ombudsman relating to internal reassignments of duties in that office and the provision of services to juvenile justice and mental health institutions.
5. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau.

6. The Service Committee received and filed a personnel report from the Legislative Service Bureau.

7. The Service Committee recommends the following personnel changes for the Computer Support Bureau on which action was deferred on November 15, 1990:

A. Reclassification of Ed Damman from Microcomputer Support Analyst, grade 27, step 3, to Microcomputer Manager 1, grade 33, step 1, retroactive to November 15, 1990.

B. Promotion of Kay Evans from Mapper Coordinator 1, grade 32, step 4, to Mapper Coordinator II, grade 35, step 3, retroactive to November 15, 1990.

C. Promotion of Cheryl Porath from Run Designer 1, grade 24, step 4, to Run Designer II, grade 27, step 3, retroactive to November 15, 1990.

8. The Service Committee asked that Mr. Scharf work with Senate and House staff to determine if there is an area available in the capitol for a desk and a telephone during the legislative session so that a Computer Support Bureau staff member can be readily available when computer problems occur. The Service Committee also asked Mr. Scharf whether there is a location for a computer training facility within the capitol complex.

9. The Service Committee recommends that a policy be established that state agencies can have access to the legislative computer database by the Computer Support Bureau if they receive permission from the Legislative Council and it can be accomplished within the time frames of the Computer Support Bureau.

10. The Service Committee recommends that the Information Services Division of the Department of General Services be authorized to download the appropriate chapters of the Code for the Iowa Department of Natural Resources, chapter 554 for the Iowa Department of Commerce, and the appropriate chapters of the Code for a pilot project for two assistant attorneys general pursuant to the policy previously adopted by the Legislative Council.

11. The Service Committee received and filed performance evaluations of the Central Legislative Staff Agency directors and recommends that the Legislative Council approve four percent merit salary increases for the directors of the Legislative Service Bureau, the Legislative Fiscal Bureau, and the Citizens' Aide/Ombudsman, and a two percent merit salary increase for the director of the Computer Support Bureau, effective for the pay check received on January 25, 1991.

12. The Service Committee recommends that the Legislative Council reappoint Mr. William P. Angrick to the position of Citizen's Aide/Ombudsman, subject to the approval and confirmation of constitutional majorities of the senate and house of representatives, as provided in sections 601G.3 and 601G.5 for a term of four years beginning July 1, 1991.

13. The Service Committee received, filed, and recommends that the Legislative Council approve the recommendations contained in a report from the Computer Oversight

Subcommittee. A copy of the Computer Oversight Committee's report is attached to this report and incorporated by reference.

14. The Service Committee recommends that the Legislative Council require all evaluations of directors of legislative agencies, and all proposals to change the pay grades authorized for legislative positions and the creation of new positions be conducted at the same time during the interim period between sessions of the General Assembly.

Respectfully submitted,

REPRESENTATIVE JOHN CONNORS
Chairman

RPTSERV
LW/dg

COMPUTER REPORT

January 7, 1991

FUTURE PLANNING

- Ongoing discussion and planning for the future of the legislative computer system should take place for a stable evolution of the entire system.
- The Computer Support Bureau should develop a list of goals and priorities for the legislative computer system.

An advisory committee consisting of Computer Oversight Subcommittee members, legislators with computer knowledge, and legislative agency staff members should meet at least bimonthly to plan the future development of the legislative computer system and to discuss existing concerns. A timetable for meeting the items in this report will be established at the first meeting of the Advisory Committee.

- Use of the Unisys mainframe system should continue. However, the system itself should be personal computer based. The Unisys terminals are outdated and parts are becoming more difficult to obtain. However, the personal computers must be able to perform all functions currently performed by the mainframe, including the bill drafting system currently in use with its automatic amending process. (See New Computer Programming Needs.)

FUTURE NEEDS

- There needs to be a resolution of current incompatibility problems between the new phone lines and communications modems.
- A central network modem which can be shared by staff, allowing access to outside databases with the need for individual modems and dedicated phone lines for the modems shall be investigated.
- The issues of both network security and personal computer security need to be addressed. (The CSB will report back at the first meeting of the Advisory Committee.)
- The issue of security of the hardware which is located throughout the State Capitol and Lucas State Office Building needs to be addressed. (The CSB will report back at the first meeting of the Advisory Committee.)
- There should be additional investigation of the use of scanner technology, especially so that the Iowa Administrative Code data base can be computerized.
- Cross training of some Computer Support Bureau personnel is needed so CSB can address problems concerning both the mainframe and personal computer systems.

- Questions about the amount of physical space needed for the personal computers and the feasibility of using personal computers in the legislative chambers should be examined.
- The issue of storage location of numerical data files for the personal computers should be addressed.
- The feasibility of establishing a centralized library of standardized software, allowing legislators to access these programs with their own personal computers should continue to be examined.
- A better computer training facility needs to be established and ongoing training at various knowledge levels needs to be provided.
- Procedures need to be established concerning who to contact concerning personal computer system problems during evening hours and weekends.
- Procedures need to be established to determine for the CSB how to prioritize the requests for assistance in a fair and efficient manner.
- Work needs to begin on the computerizing of the Iowa Administrative Bulletin.
- Decision-making is needed concerning the computer system utilized by the session-only staff and whether or not training should be provided for PC-based software.

NEW COMPUTER PROGRAMMING NEEDS

- Programming is needed to replace the text editing currently provided on the Unisys terminals. The PCs must be able to perform all functions currently available on the Unisys terminals. The mainframe will still be needed to store the data base.
- The capability of printing mailing labels from the mainframe data base of selected legislators and for mailing lists should be provided.
- The computer "message system" needs to be upgraded to allow messages to be sent to multiple users on the PC network and to provide the ability to interact with the executive branch messaging system .
- Computerized time sheets should be developed.
- A better network file management system is needed.
- A program needs to be developed for placing the Iowa Administrative Code into a data base and providing the capability of printing portions of it separately. In addition, the feasibility of providing this data base to other public agencies and to private agencies for a fee should be investigated.
- The ability for other state agencies to access the legislative computer system data base and to load chapters of the Code onto their personal computers should be investigated.

- The capability of printing individual Code chapters in a format similar to that of the published Code should be developed. The chapters could then be provided to state agencies and sold to the general public.
- The incorporation of amendments into bills, allowing the elimination of the bill books should be developed.
- The capability of performing word searches of the Acts similar to that provided for the Code should be provided.
- The capability of visually flagging lines of Code text when an amendment or change is applied should be provided.
- A better program should be provided for indexing the Iowa Code, the Iowa Acts, and the Code Supplement.
- There needs to be planning for uniform computerization of the operations of the House and Senate Journals and other publications, the Iowa Administrative Code Division, and the Iowa Code Division.

RPTCOMP
DB/dg+



KIMBALL W. BRACE
PRESIDENT

December 17, 1990

Ms. Diane Bolender, Chair
Legislative Service Bureau
State Capitol Building
Des Moines, Iowa 50319

Dear Ms. Bolender:

It has come to my attention in discussions with Doug Lovitt of the Secretary of State's Office that the computer tape containing precinct-level election returns for the November 6, 1990 general election will not be available until some time around the second week of January.

Since that delivery date clearly conflicts with EDS, Inc.'s contractual deadline of January 15, 1991 for delivery of a disaggregated database containing 1990 election returns, I would like to ask that the Agreement between LSB and EDS, Inc. be amended to change the deadline for delivery of the database from January 15, 1991 to "30 days from the receipt by EDS, Inc. of election return data from the Secretary of State's Office".

Thanks in advance for your assistance with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Brace".

Kimball W. Brace
President, Election Data Services, Inc.

enclosures

**IOWA'S IDEAL
DISTRICT POPULATIONS**

CONGRESSIONAL

555,351

SENATE

55,535

HOUSE

27,768

CHANGE IN IOWA'S IDEAL DISTRICT POPULATIONS

CONGRESSIONAL

$$555,351 - 485,564 = +69,787$$

SENATE

$$55,535 - 58,268 = -2,733$$

HOUSE

$$27,768 - 29,134 = -1,366$$

REPORT

COMPUTER OVERSIGHT SUBCOMMITTEE OF THE SERVICE COMMITTEE

January 7, 1991

Members present:

Senator Joe Welsh
Representative Harold Van Maanen

The meeting was called to order at 8:40 a.m. in Room 24 of the State House.

Senator Welsh noted that the purpose of the meeting was to discuss any current computer system problems and to discuss the future computing needs of the various legislative offices and agencies to try and discover what direction should be taken by the legislature to meet those needs. The following is a list of those problems and needs as indicated by the various persons attending the meeting.

FUTURE PLANNING

- Ongoing discussion and planning for the future of the legislative computer system should take place for a stable evolution of the entire system.

A committee consisting of Computer Oversight Subcommittee members, legislators with computer knowledge, and legislative agency staff members should meet at least bimonthly to plan the future development of the legislative computer system and to discuss existing concerns.

- Use of the Unisys mainframe system should continue. However, the system itself should be personal computer based. The Unisys terminals are outdated and parts are becoming more difficult to obtain. However, the personal computers must be able to perform all functions currently performed by the mainframe, including the bill drafting system currently in use with its automatic amending process. (See New Computer Programming Needs.)

FUTURE NEEDS

- There needs to be a resolution of current incompatibility problems between the new phone lines and communications modems.
- A central network modem which can be shared by staff, allowing access to outside databases with the need for individual modems and dedicated phone lines for the modems should be investigated.

- The issues of both network security and personal computer security need to be addressed.
- The issue of security of the hardware which is located throughout the State Capitol and Lucas State Office Building needs to be addressed.
- There should be additional investigation of the use of scanner technology, especially so that the Iowa Administrative Code data base can be computerized.
- Cross training of some Computer Support Bureau personnel is needed so CSB can address problems concerning both the mainframe and personal computer systems.
- Questions about the amount of physical space needed for the personal computers and the feasibility of using personal computers in the legislative chambers should be examined.
- The issue of storage location of numerical data files for the personal computers should be addressed.
- The feasibility of establishing a centralized library of standardized software, allowing legislators to access these programs with their own personal computers should continue to be examined.
- A better computer training facility needs to be established and ongoing training at various knowledge levels needs to be provided.
- Procedures need to be established concerning who to contact concerning personal computer system problems during evening hours and weekends.
- Procedures need to be established to determine for the CSB how to prioritize the requests for assistance in a fair and efficient manner.
- Work needs to begin on the computerizing of the Iowa Administrative Bulletin.
- Decision-making is needed concerning the computer system utilized by the session-only staff and whether or not training should be provided for PC-based software.

NEW COMPUTER PROGRAMMING NEEDS

- Programming is needed to replace the text editing currently provided on the Unisys terminals. The PCs must be able to perform all functions currently available on the Unisys terminals. The mainframe will still be needed to store the data base.
- The capability of printing mailing labels from the mainframe data base of selected legislators and for mailing lists should be provided.
- The computer "message system" needs to be upgraded to allow messages to be sent to multiple users on the PC network and to provide the ability to interact with the executive branch messaging system .
- Computerized time sheets should be developed.

- A better network file management system is needed.
- A program needs to be developed for placing the Iowa Administrative Code into a data base and providing the capability of printing portions of it separately. In addition, the feasibility of providing this data base to other public agencies and to private agencies for a fee should be investigated.
- The ability for other state agencies to access the legislative computer system data base and to load chapters of the Code onto their personal computers should be investigated.
- The capability of printing individual Code chapters in a format similar to that of the published Code should be developed. The chapters could then be provided to state agencies and sold to the general public.
- The incorporation of amendments into bills, allowing the elimination of the bill books should be developed.
- The capability of performing word searches of the Acts similar to that provided for the Code should be provided.
- The capability of visually flagging lines of Code text when an amendment or change is applied should be provided.
- A better program should be provided for indexing the Iowa Code, the Iowa Acts, and the Code Supplement.
- There needs to be planning for uniform computerization of the operations of the House and Senate Journals and other publications, the Iowa Administrative Code Division, and the Iowa Code Division.

RPTCOMP
DB/dg+

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:

November 30, 1990

Senator Bill Hutchins, Chair
Legislative Council
Capitol Building
LOCAL

Dear Senator Hutchins:

This is to advise you that I have assigned Randy A. Meline as Assistant for Institutions. His job responsibilities will include coordinating oversight of Iowa's eight adult correctional facilities, two hospital-schools, two juvenile facilities and other state institutions.

As Assistant for Institutions Meline will assume the duties of the Prison Ombudsman. Meline will have the added responsibility of coordinating citizens' complaints and inquiries concerning the four Mental Health Institutes at Cherokee, Clarinda, Independence and Mt. Pleasant.

Meline will also be coordinating and providing oversight of junior staff members' handling of the State Training School for Boys at Eldora, the Iowa Juvenile Home at Toledo, State Hospital Schools for the mentally and physically handicapped at Woodward and Glenwood, the School for the Blind at Vinton and the School for the Deaf at Council Bluffs.

Meline has served as an assistant to the Ombudsman for six years, dividing his efforts between general case work and specific assignments to the Iowa Men's Reformatory at Anamosa and the Iowa Medical & Classification Center at Oakdale.

The appointment was prompted in part by the resignation of Clarence Key, Jr., who has served as Assistant for Corrections (Prison Ombudsman) since 1984. Key recently accepted a position with the Criminal and Juvenile Justice Planning Agency, a Division of the Iowa Department of Human Rights.

Senator Bill Hutchins, Chair
November 30, 1990
Page 2

I also wish to advise you that I have assigned Michael J. Ferjak as Assistant for Public Safety. The assignment carries responsibility for the review and investigation of complaints from the public concerning state or local public safety agencies.

As you are aware, the State Ombudsman investigates citizens' complaints against state and local government, and is the only state government office with independent oversight authority over law enforcement, fire and emergency medical service agencies.

Ferjak has served as an assistant to the Ombudsman for three years, handling general case work as well as public safety issues.

These assignments are the result of realignment of staff talent and experience to meet the changes in the type and number of contacts the office has been experiencing.

Those changes have included an increase in the number of public safety complaints received. While the office has always had responsibility for public safety complaints, this is the first time the duties have been specifically assigned to an individual staff member.

I believe Mr. Ferjak, who is a former law enforcement officer and certified Emergency Medical Technician (EMT), is uniquely qualified to handle those complaints.

Sincerely,

William P. Angrick II

WPA:jg
hutchins

REGARDING NOVEMBER 30, 1990 LETTER TO SENATOR BILL HUTCHINS,
FROM WPA, ORIGINAL LETTERS WERE ALSO SENT TO:

Representative Don Avenson, Vice Chair, Legislative Council

Senator John Jensen, Minority Leader, Iowa Senate

Representative Harold Van Maanen, Minority Leader, Iowa
House of Representatives

Representative John Connors, Chair, Service Committee
Copy of Connors letter to Diane Bolender, Secretary

TENTATIVE AGENDA
SEVENTY-FOURTH GENERAL ASSEMBLY
1991 SESSION
NEW MEMBER ORIENTATION
DECEMBER 18-19, 1990

TUESDAY, DECEMBER 18

- 8:15 a.m. Coffee and Doughnuts
Location: Rear of House Chamber
- 8:30 a.m. Opening Remarks
Location: House Chamber
Speaker-elect Bob Arnould
- 8:45 a.m. Structure of Legislative Branch
Diane Bolender, Director
Legislative Service Bureau
- How a Bill Becomes a Law
Richard Johnson, Deputy Director
Legislative Service Bureau
- 9:15 a.m. Role of the Legislator
Location: Senators-elect in Room 24
 Representatives-elect in Speaker's Committee Room
- Role of a Senator
Senate Majority Leader Bill Hutchins
Senate Minority Leader-elect Jack Rife
- Introductions and Brief Remarks
Majority Caucus Staff Director
Minority Caucus Staff Director
- Introductions
Majority Leader's Administrative Assistant
Minority Leader's Administrative Assistant
- Role of a House Member
House Majority Leader-elect Wayne McKinney
House Minority Leader

Introductions and Brief Remarks

Majority Caucus Staff Director

Minority Caucus Staff Director

Introductions

Majority Leader's Administrative Assistant

Minority Leader's Administrative Assistant

10:00 a.m.

Rules of Procedure and Decorum

Location: Senators-elect in Room 24

Representatives-elect in Speaker's Committee Room

Presentation to Senators-elect

Presentation to Representatives-elect

10:30 a.m.

Overview of Legislative Orientation, Administrative Procedures,
House keeping Details

Senate Staff

Secretary of the Senate

Other Staff Members

House Staff

Chief Clerk of the House

Other House Members

11:00 a.m.

Central Staff Agency Services and Procedures

Legislative Service Bureau

Legislative Fiscal Bureau

Legislative Computer Support Bureau

Office of Citizens' Aide/Ombudsman

Administrative Rules Review Committee Staff

11:45 a.m.

Lunch in Legislative Dining Room

Presentation: My Problems as a New Legislator

2-3 Sophomore Members

- 1:00 p.m. Floor Managing of Bills
Location: Senate Chamber
A Legislator
- 1:30 p.m. Relationships with Constituents
2-3 Legislators
- 2:00 p.m. Relationships with Lobbyists
Legislators and Lobbyists
- 2:30 p.m. Remarks from Executive and Judicial Branches
- 3:00 p.m. Coffee Break
- 3:30 p.m. Press Relations
Dr. Herb Strentz, Drake University
A Legislator
- 4:15 p.m. Closing Remarks
President of the Senate-elect Joe Welsh
- 6:00 p.m. SOCIAL HOUR (No Host)
- 7:00 p.m. DINNER
Restaurant Location to be Announced

WEDNESDAY, DECEMBER 19, 1990

- 8:30 a.m. Laboratory Experience
Location: Senate Chamber and House Chamber
- Being recognized, voting, using pages, guest introduction,
copy center, GenMenu, etc.
- The Redistricting Process for 1991
Gary Kaufman, Legislative Service Bureau
- 9:30 a.m. Budgeting and Appropriations Process
- 12:00 Noon ADJOURNMENT

c/agenor
DB/dg

SPOUSE ORIENTATION

Tuesday, December 18, 1990

1:30 p.m.

Informal presentation by 3 or 4 veteran spouses (male and female) concerning:

**Life Style Changes
The Legislative Environment
Coping with Spouse Away From Home
Handling the Telephone Calls
Handling the Press
Sorting Mail
Benefits of Being a Spouse
Other Topics?**

Questions from Spouses

Tour of Capitol

4:00 p.m.

Adjournment

**agensp
DB/dg**

The University of Iowa

Iowa City, Iowa 52242

LEAG
The Legislative Extended Assistance Group
N222 Oakdale Hall

(319) 335-4439



1947

December 18, 1990

Mr. Thane Johnson
FAX 515-281-8027
Legislative Service Bureau
State House
Des Moines, Iowa

Dear Thane:

I request that the Legislative Council approve \$500.00 to permit printing and distribution of the report *State Air Service Planning*, prepared by me for the Council's Air Link Transportation Commission. This would be printed as a LEAG report, made available to all General Assembly members, and provided to legislative and caucus staff.

In doing the research for this report I found a good deal of interest about the current state of air service plans and proposals on the part of other states and airport managers. This report has the most recent national information available on state air programs, methods of supporting and marketing air service, and route assistance provisions.

The report will be revised slightly (at no charge) and updated, from the version you have which was handed out at the December 13 Air Link meeting. It will be released to the Council at their January 10 meeting.

My printing costs are estimated to be \$443.90 (or \$126.50 more if a spiral binding is used). I have LEAG covers to use, at no additional cost. Most of the reports will be handed out at the State House, but for those mailed to a legislator's home, postage will cost \$1.10 per report mailed.

Sincerely,

John W. Fuller
Professor

JWF:mmk

TENTATIVE AGENDA

**COMPUTER OVERSIGHT SUBCOMMITTEE
OF THE
SERVICE COMMITTEE**

COMMITTEE ROOM 22

December 20, 1990

10:00 p.m. Call to Order

Roll Call

Consideration of Minutes of September 13 meeting
(Previously Distributed)

Computer Support Bureau Organizational Structure

Additional Business, if any

Adjournment

agencomp
db/dg

TENTATIVE AGENDA

SERVICE COMMITTEE

COMMITTEE ROOM 22

December 20, 1990

10:00 a.m. Call to Order

Roll Call

Consideration of Minutes of November 15 meeting
(Previously Distributed)

State Fire Marshal Inspection of Capitol

Receipt of Personnel Reports

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

Appointment of Citizens' Aide/Ombudsman

Computer Oversight Subcommittee Report

Additional Business, if any

Adjournment

agenserv
db/dg

TENTATIVE AGENDA

LEGISLATIVE COUNCIL

COMMITTEE ROOM 22

December 20, 1990

2:00 p.m.

Call to Order

Roll Call

Consideration of Minutes of November 15 Meeting
(Previously Distributed)

Report of Fiscal Committee

Telecommunications Report
- Jack Walters

Supercomputer Interim Study Committee Report
- Myrt Levin

Report of Service Committee

Additional Business, if any

Adjournment

agenccl
db/dg

1 LEGISLATIVE COUNCIL RESOLUTION

2 A Resolution relating to the compensation
3 of employees of the central legislative staff agencies
4 for the Seventy-fourth General Assembly.

5 WHEREAS, past Senate Concurrent Resolutions of the
6 General Assembly have provided that it is the intent
7 of the General Assembly that the Legislative Council
8 adopt a resolution to provide for the compensation and
9 benefits of all central legislative staff agency
10 employees, and that the resolution be adopted as soon
11 as practicable after the convening of each new General
12 Assembly, NOW THEREFORE,

13 BE IT RESOLVED BY THE LEGISLATIVE COUNCIL, That the
14 compensation of the central legislative staff agency
15 employees of the Seventy-fourth General Assembly shall
16 be set, effective from January 14, 1991, until January
17 11, 1993, in accordance with the following salary
18 schedule:

19 #8	#9	#10	#11	#12
20 \$10,753.60	\$11,273.60	\$11,856.00	\$12,459.20	\$13,083.20
21 5.17	5.42	5.70	5.99	6.29
22				
23 #13	#14	#15	#16	#17
24 \$13,728.00	\$14,456.00	\$15,204.80	\$15,953.60	\$16,702.40
25 6.60	6.95	7.31	7.67	8.03
26				
27 #18	#19	#20	#21	#22
28 \$17,513.60	\$18,324.80	\$19,260.80	\$20,134.40	\$21,132.80
29 8.42	8.81	9.26	9.68	10.16
30				

1	#23	#24	#25	#26	#27
2	\$22,152.00	\$23,171.20	\$24,315.20	\$25,459.20	\$26,686.40
3	10.65	11.14	11.69	12.24	12.83
4					
5	#28	#29	#30	#31	#32
6	\$27,976.00	\$29,328.00	\$30,721.60	\$32,240.00	\$33,716.80
7	13.45	14.10	14.77	15.50	16.21
8					
9	#33	#34	#35	#36	#37
10	\$35,401.60	\$37,065.60	\$38,833.60	\$40,705.60	\$42,681.60
11	17.02	17.82	18.67	19.57	20.52
12					
13	#38	#39	#40	#41	#42
14	\$44,720.00	\$46,883.20	\$49,150.40	\$51,500.80	\$53,976.00
15	21.50	22.54	23.63	24.76	25.95
16					
17	#43	#44	#45	#46	#47
18	\$56,534.40	\$59,280.00	\$62,129.60	\$65,083.20	\$68,203.20
19	27.18	28.50	29.87	31.29	32.79

20 In this schedule, each numbered block shall be the
21 yearly and hourly compensation for the pay grade of
22 the number heading the block. Within each grade there
23 shall be six steps numbered "1" through "6". In the
24 above schedule the steps for all grades are determined
25 in the following manner. Each numbered block is
26 counted as the "1" step for that grade. The next
27 higher block is counted as the "2" step; the next
28 higher block is the "3" step; the next higher block is
29 the "4" step; the next higher block is the "5" step;
30 and the next higher block is the "6" step.

1 All employees shall be available to work daily
2 until completion of the needed work of the central
3 legislative staff agencies. The directors of the
4 central legislative staff agencies shall schedule all
5 employees' working hours to, as far as possible,
6 maintain regular working hours.

7 All employees, other than those designated "part-
8 time" and those on leave without pay, shall generally
9 be compensated for 40 hours of work in a one-week pay
10 period. Except for the personnel designated to the
11 contrary in this resolution, employees who are
12 required to work in excess of 40 hours in a one-week
13 pay period shall either be compensated at a rate of
14 pay equal to one and one-half times the hourly pay
15 provided in this resolution or be allowed compensatory
16 time off at a rate of one and one-half hours for each
17 hour of overtime as provided in the personnel
18 guidelines for central legislative staff agencies
19 adopted by the Legislative Council.

20 BE IT FURTHER RESOLVED, That, notwithstanding the
21 above salary schedule, the compensation for the
22 following agency directors for the period commencing
23 January 14, 1991, and ending January 11, 1993, shall
24 be within the following ranges:

25 Computer Support Bureau Director.....	\$42,681.60	to	\$58,056.44
26 Legislative Fiscal Bureau Director.....	\$49,150.40	to	\$67,860.00
27 Legislative Service Bureau Director.....	\$49,150.40	to	\$67,860.00
28 Citizens' Aide/Ombudsman.....	\$40,705.60	to	\$57,212.22

29 Within the indicated ranges, the exact compensation
30 shall be set or adjusted by the Service Committee and

1 the Legislative Council.

2 The following personnel shall not be paid an
3 overtime premium:

4 CITIZENS' AIDE/OMBUDSMAN

5 Citizens' Aide/Ombudsman

6 Deputy Citizens' Aide/Ombudsman

7 Legal Counsel

8 All Assistants

9 COMPUTER SUPPORT BUREAU

10 Director

11 Software Analyst

12 Mapper Coordinator

13 Microcomputer Manager

14 All Microcomputer Support Analysts

15 Run Designer

16 LEGISLATIVE FISCAL BUREAU

17 Director

18 Deputy Director

19 All Principal Legislative Analysts

20 All Legislative Analysts

21 All Run Designers

22 All Software Analysts

23 LEGISLATIVE SERVICE BUREAU

24 Director

25 Deputy Director

26 Iowa Code Editor

27 Deputy Iowa Code Editor

28 Administrative Code Editor

29 Legal Services Administrator

30 Committee Services Administrator

1 Legislative Information Office Director

2 Senior Finance Officer

3 All Legal Counsels

4 All Research Analysts

5 BE IT FURTHER RESOLVED, That session-only and part-
6 time employees shall be compensated at the scheduled
7 hourly rate for their pay grade and step.

8 BE IT FURTHER RESOLVED, That compensatory time off
9 shall be granted to employees not eligible for the
10 overtime premium in a uniform manner for all
11 legislative employees as determined by the Legislative
12 Council.

13 BE IT FURTHER RESOLVED, That in the event the
14 salary schedule for employees of the State of Iowa as
15 promulgated by the Personnel Commission pursuant to
16 section 19A.9, subsection 2, Code 1991, is revised
17 upward at any time during the Seventy-fourth General
18 Assembly, such revised schedule shall simultaneously
19 be adopted for the compensation of the central
20 legislative staff agency employees of the Seventy-
21 fourth General Assembly assigned a grade by this
22 resolution. The pay ranges of those positions
23 specifically listed on page three of this resolution
24 shall be automatically adjusted to reflect any cost of
25 living increases granted to those employees not
26 included in the collective bargaining agreements made
27 final under Iowa Code chapter 20 or to reflect any
28 increases provided by the Legislative Council.

29 BE IT FURTHER RESOLVED, That changes in pay grades
30 authorized for positions listed in this resolution and

1 authorizations for new central legislative staff
 2 agency positions may be made through an annual interim
 3 review of all legislative employees. Such review
 4 shall be conducted by a legislative committee made up
 5 of members of the Service Committee of the Legislative
 6 Council and the appropriate salary subcommittees of
 7 the Senate and House. Only one such review may be
 8 conducted in any fiscal year and changes or
 9 authorizations proposed by such a review for central
 10 legislative staff agency positions must be approved by
 11 the Service Committee and Legislative Council.

12 BE IT FURTHER RESOLVED, That the central
 13 legislative staff agency employees of the Seventy-
 14 fourth General Assembly be placed in the following pay
 15 grades:

16 CITIZENS' AIDE/OMBUDSMAN OFFICE

<u>17 Position Classification</u>	<u>Pay Grade</u>
18 Deputy Citizens' Aide/Ombudsman	35
19 Assistant III	33
20 Legal Counsel	31
21 Assistant II	30
22 Assistant I	27
23 Executive Secretary	23
24 Administrative Secretary	21
25 Citizens' Aide/Ombudsman Secretary	19

26 COMPUTER SUPPORT BUREAU

<u>27 Position Classification</u>	<u>Pay Grade</u>
28 Software Analyst II	36
29 Mapper Coordinator II	35
30 Software Analyst I	34

1	Microcomputer Manager I	33
2	Mapper Coordinator I	32
3	Run Designer III	30
4	Microcomputer Support Analyst II	30
5	Run Designer II	27
6	Microcomputer Support Analyst I	27
7	Computer Operator II	24
8	Run Designer I	24
9	Executive Secretary	23
10	Administrative Secretary	21
11	Computer Operator I	21
12	Computer Operator (Session Only)	21

13 LEGISLATIVE FISCAL BUREAU

14	<u>Position Classification</u>	<u>Pay Grade</u>
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15	Deputy Director	39
16	Principal Legislative Analyst	36
17	Senior Legislative Analyst	35
18	Software Analyst I	34
19	Legislative Analyst III	33
20	Legislative Analyst II	30
21	Run Designer III	30
22	Legislative Analyst I	27
23	Run Designer II	27
24	Run Designer I	24
25	Executive Secretary	23
26	Administrative Secretary	21
27	Page	Minimum Wage

28 LEGISLATIVE SERVICE BUREAU

29	<u>Position Classification</u>	<u>Pay Grade</u>
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30	Deputy Director	39
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1	Iowa Code Editor	38
2	Administrative Code Editor	38
3	Legal Services Administrator.....	37
4	Committee Services Administrator.....	36
5	Senior Legal Counsel	36
6	Senior Research Analyst	35
7	Deputy Iowa Code Editor	33
8	Legal Counsel II	33
9	Research Analyst III	33
10	Senior Finance Officer	31
11	Legal Counsel I	30
12	Research Analyst II	30
13	Legislative Information Office Director	30
14	Legislative Text Processor Supervisor	28
15	Assistant Editor II	27
16	Research Analyst I	27
17	Senior Legislative Librarian	27
18	Finance Officer II	27
19	Confidential Secretary	26
20	Senior Legislative Text Processor	25
21	Finance Officer I	24
22	Assistant Editor I	24
23	Legislative Librarian	24
24	Chief Indexer	24
25	Executive Administrator	23
26	Executive Secretary	23
27	Legislative Information Officer	22
28	Legislative Text Processor II	22
29	Assistant Librarian	22
30	Indexer	21

1	Publication Coordinator	21
2	Administrative Secretary	21
3	Assistant Finance Officer	21
4	Administrative Assistant	20
5	Legislative Text Processor I	19
6	Assistant Indexer	18
7	Legislative Proofreader Coordinator	18
8	Senior Bill Clerk	18
9	Session Legislative Information Assistant.....	18
10	Proofreader-Indexer	17
11	Legislative Proofreader	16
12	Code Proofreader	15
13	Capitol Tour Guide Coordinator	14
14	Bill Clerk	13
15	Capitol Tour Guide	12
16	Page	Minimum Wage

17 BE IT FURTHER RESOLVED, That there shall be four
18 classes of appointments as employees of the central
19 legislative staff agencies:

20 A "permanent full-time" or "permanent part-time"
21 employee is one who is employed year round and
22 eligible to receive state benefits.

23 An "exempt full-time" employee is one who is
24 employed for the period of the session with extensions
25 post-session and pre-session as scheduled. This class
26 is eligible to receive state benefits as provided in
27 section 2.40.

28 A "session-only" employee is one who is employed
29 for only a portion of the year, usually the
30 legislative session. This class is not eligible for

1 state benefits, except IPERS.

2 A temporary "part-time" employee is one who is
3 employed to work less than 40 hours per week and is
4 not employed year round. This class is not eligible
5 for state benefits, except IPERS if eligible.

6 BE IT FURTHER RESOLVED, That the exact
7 classification for individuals in a job series created
8 by this resolution shall be set or changed by the
9 agency directors subject to the review of the Service
10 Committee and Legislative Council. The agency
11 directors shall base the classification upon all of
12 the following factors:

13 1. The extent of formal education required of the
14 position.

15 2. The extent of the responsibilities to be
16 assigned to the position.

17 3. The amount of supervision placed over the
18 position.

19 4. The number of persons the position is assigned
20 to supervise and skill and responsibilities of those
21 positions supervised.

22 The agency directors shall report the exact
23 classifications assigned to each individual to the
24 Service Committee of the Legislative Council.

25 Recommendations for a pay grade for a new position
26 shall be developed in accordance with the factor
27 scores in the comparable worth report. Every four
28 years the Senate Rules and Administration Committee,
29 the House Administration Committee, and the
30 Legislative Council shall review all positions in the

1 legislative branch to assure conformity to comparable
2 worth.

3 BE IT FURTHER RESOLVED, That employees of the
4 central legislative staff agencies of the General
5 Assembly may be eligible for promotion within a job
6 series and increases within a pay grade as provided in
7 the personnel guidelines for central legislative staff
8 agencies adopted by the Legislative Council.

9 BE IT FURTHER RESOLVED, That the entrance salary
10 for central legislative staff employees of the General
11 Assembly shall be at step 1 in the grade of the
12 position held. Such employee may be hired above the
13 entrance step if possessing outstanding and unusual
14 experience for the position, provided that the
15 entrance is not beyond step 3. Such employee who is
16 hired above the entrance step shall be mobile above
17 that step in the same period of time as other
18 employees in that same step. An employee who is moved
19 to another position may be considered for partial or
20 full credit for their experience in the former
21 position in determining the step in the new grade.

22 The entry level for the position of Analyst shall
23 be Legislative Analyst I, or Research Analyst I,
24 unless extraordinary conditions justify increasing
25 that entry level; however, that entry level shall not
26 be increased beyond Legislative Analyst II or Research
27 Analyst II. An Analyst must have shown knowledge of
28 legislative rules and procedures as well as the Code
29 of Iowa to be considered at any level above a
30 Legislative Analyst I or Research Analyst I. The

1 entry level for the position of Legal Counsel shall be
2 Legal Counsel I unless extraordinary conditions
3 justify increasing that entry level; however, that
4 entry level shall not be increased beyond Legal
5 Counsel II. A Legal Counsel shall be a person who has
6 graduated from an accredited school of law. A Legal
7 Counsel must have shown knowledge of legislative rules
8 and procedures as well as the Code of Iowa to be
9 considered at any level above a Legal Counsel I.

10 BE IT FURTHER RESOLVED, That a pay increase for
11 exceptionally meritorious service may be made in
12 accordance with the personnel guidelines for central
13 legislative staff agencies adopted by the Legislative
14 Council.

15 BE IT FURTHER RESOLVED, That each agency director
16 shall receive applications for employment, arrange for
17 any necessary examinations and contacting of
18 references, and make hirings. The agency director
19 shall report the names of those hired for the filling
20 of any vacancies.

21 On the legislative day following the adoption of
22 this resolution, the director of each central
23 legislative staff agency shall submit to the Service
24 Committee of the Legislative Council and the
25 Legislative Council the list of names, titles,
26 classifications, and pay grade and step for each
27 employee. The Legislative Council shall publish the
28 lists in the journals of both houses.

29 BE IT FURTHER RESOLVED, That permanent central
30 legislative staff employees of the General Assembly

1 shall receive those vacation allowances, sick leave,
2 health and accident insurance, life insurance, and
3 disability income insurance as are provided for full-
4 time, permanent state employees, and as provided in
5 the personnel guidelines for central legislative staff
6 agencies adopted by the Legislative Council. The
7 computations shall be maintained by each central
8 legislative staff agency and coordinated with the
9 department of revenue and finance.

10 BE IT FURTHER RESOLVED, That should any central
11 legislative staff employee have a grievance concerning
12 their compensation, hours of work, performance of
13 work, or other matter, the grievance shall be resolved
14 as provided by procedures determined by the
15 Legislative Council pursuant to section 2.42,
16 subsection 14, Code 1991 and the personnel guidelines
17 for central legislative staff agencies adopted by the
18 Legislative Council.

19
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30

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

DUGLAS L. ADKISSON
JOA 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 DIVISION

PATRICIA A. FUNARO
THANE R. JOHNSON
JOHN C. POLLAK



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DIANE E. BOLENDER, DIRECTOR
RICHARD L. JOHNSON, DEPUTY DIRECTOR

January 3, 1991

MEMORANDUM

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

TO: CHAIRPERSON HUTCHINS AND MEMBERS OF THE LEGISLATIVE COUNCIL

FROM: Diane Bolender *DB*

RE: Notice of Legislative Council Meeting, Thursday, January 10, 1991

The Legislative Council and several of its committees are scheduled to meet on January 10, 1991, as follows:

10:00 a.m.	Computer Oversight Subcommittee of the Service Committee Room 22
11:00 a.m.	Service Committee Room 22
1:00 p. m.	Studies Committee Room 22
1:30 p.m.	Legislative Council Room 22

Tentative agendas for the meetings are attached.

Please notify the Legislative Service Bureau if you will be unable to attend the January Council meeting or one of its committees to which you have been appointed.

cclDec

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Diane E. Bolender, Director
Richard L. Johnson, Deputy Director

December 14, 1990

MEMORANDUM

TO: CHAIRPERSON HUTCHINS AND MEMBERS OF THE LEGISLATIVE COUNCIL

FROM: Diane Bolender *DB*

RE: Notice of Legislative Council Meeting Thursday, December 20, 1990.

The Legislative Council and several of its committees are scheduled to meet on December 20, 1990, as follows:

- 10:00 a.m. Computer Oversight Subcommittee of the Service Committee Room 22
- 11:00 a.m. Service Committee Room 22
- 1:00 p.m. Legislative Council Room 22

Tentative agendas for the meetings are attached

Please notify the Legislative Service Bureau of the December Council meeting or one of its committees

cclDec
DB/dg

Meeting canceled due to inclement weather - Rescheduled for Jan - 10