



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES  
GERALD R. ANDERSON, DIRECTOR

MEMORANDUM

TO: Diane Bolender, Director  
Legislative Service Bureau

FROM: Kristi Little, <sup>KL</sup> Superintendent  
Department of General Services  
Printing/Mail/Records

DATE: June 17, 1992

SUBJECT: Publications

I have compiled the costs for the 1992-93 Legislative Service Bureau publications. Based on the information reported, and the printing and distribution costs, I would recommend a 5% increase in the purchase price. We may see increases in postage costs as early as January 1993.

IOWA ADMINISTRATIVE BULLETIN: \$65,000.00 Total Cost of Printing.

Suggested price: \$221.00--approximately a 5% increase.

IOWA ADMINISTRATIVE CODE SUPPLEMENT: \$258,000.00 Total Cost of Printing

Suggested price: \$350.00--approximately a 5% increase. This price includes the cost of 2 additional binders changing the IAC from a 16 to an 18 volume set.

IOWA COURT RULES: \$3,900.00 Total Cost of Printing

Suggested price: \$68.00--approximately a 5% increase.

Please advise on Council concurrence.

KLPUBS.MEM



DENNIS C. PROUTY  
DIRECTOR  
515/281-5279

STATE CAPITOL  
DES MOINES, IOWA  
50319

STATE OF IOWA  
LEGISLATIVE FISCAL BUREAU  
June 16, 1992

Representative Bob Arnould, Chairperson  
Legislative Council  
State Capitol Building  
Des Moines, Iowa 50319

Dear Bob:

During 1990 the Legislative Fiscal Committee recommended, and the Legislative Council provided funding to the Supreme Court for the establishment of a task force to investigate racial, ethnic and gender bias in the Iowa Court System. The Legislative Council approved a two year budget of \$168,000.

The original funding request was based on holding four public hearings and conducting one state-wide survey. After completing the first year of the study the Task Force has reexamined their charge and has determined that additional research will be required before developing recommendations for the Supreme Court and the General Assembly. The Equality in the Courts Task Force is requesting additional funding as follows (see attachment I):

▪ SURVEY	\$ 28,700
▪ CRIMINAL CASE STUDY	39,060
▪ PRINTING - FINAL REPORT	17,618
▪ TRAVEL	<u>4,446</u>
Total	<u>\$ 89,824</u>

Upon review of the Equality in the Courts Task Force request for additional funding, the Legislative Fiscal Committee recommends the Legislative Council authorize additional funding in the amount of \$89,824 to allow the Task Force to complete the study by January 1993.

Sincerely,

Senator Leonard Boswell, Co-Chairperson  
Legislative Fiscal Committee

Rep. Tom Jochum, Co-Chairperson  
Legislative Fiscal Committee

# REQUEST FOR ADDITIONAL FUNDING FOR THE EQUALITY IN THE COURTS TASK FORCE

## --SUMMARY--

In 1990, the Legislative Council provided \$168,000 in funding to the Supreme Court of Iowa for the establishment and implementation of a task force to investigate racial, ethnic and gender bias in the Iowa court system. In December 1990, the Supreme Court created the Equality in the Courts Task Force. The Task Force is charged with collecting information regarding the nature and extent of any existing bias, and with submitting a report to the Supreme Court and to the Iowa Legislature including its findings and recommendations of "means to heighten awareness and to increase the sensitivity of court participants to forms of bias and eliminate bias which may demean participants or affect the prospect of equal treatment."

The amount granted in 1990 was based on a budget estimated by the Supreme Court. That budget was based on the presumptions that four public hearings would be held and that one state-wide survey would be conducted. However, once the Task Force members met, discussed their charge and the best way to meet the charge, it was evident that several methods of research would be necessary to make any educated recommendations. Because the Equality in the Courts Task Force is directed to examine both types of bias, the budget estimated by the Supreme Court was inadequate to meet the charge.

There are four items for which the Supreme Court requested inadequate funding or no funding from the Legislative Council in 1990:

1. **Surveys.** The Task Force was granted \$17,300.00 to conduct a state-wide survey. The Task Force determined that a single survey would be inadequate to get a balanced view of all of the participants in the court system. Currently, surveys of attorneys and judges are being conducted. In addition, the Task Force would like to conduct a survey of court employees (both for their impressions of the existence of bias towards participants in the court system and for their perceptions of bias in the employment policies and procedures of the judicial department) and of the public. The public is the sector the court system serves: obviously the experiences and perceptions of members of the public regarding the existence of bias in the court system are exceedingly important to a well-balanced report by the Task Force. To conduct all four of these surveys, the Task Force needs a total of \$46,000. Therefore, an additional \$28,700.00 in funding is requested.

Amount funded:	\$17,300.00		
Total amount needed:		\$46,000.00	
Additional funding requested:			\$28,700.00

2. **Criminal Case Study.** In 1990, a report issued by the Division of Criminal and Juvenile Justice Planning of the Iowa Department of Human Rights stated that 22% of Iowa's prison population is African American, even though only 1.6% of Iowa's general population is African American. Only four states have a higher rate of disparity between the per capita incarceration of African Americans with the per capita incarceration of whites. Accusations are frequently made that the court system is biased. However, additional data which might help pinpoint a place or places where bias might contribute to the disparate rate is not readily available. This information can be obtained only by examination of each criminal file. The Task Force determined that, without some idea of the extent to which the court system contributed to the disparate rate of incarceration, if at all, it could not make adequate findings or recommendations to the Supreme Court regarding how to eliminate the effects of court system bias on such disparity. The Criminal Case Study the Task Force wishes to conduct is an analysis of criminal cases in Iowa courts, to determine if there are racial and gender disparities in the bail and sentencing decisions of judges. It is a labor-intensive study, and the Task Force requests \$39,059.99 to conduct it.

Amount funded:	0		
Total amount needed:		\$39,059.99	
Additional funding requested:			\$39,059.99

3. **Printing.** The Supreme Court required the Task Force to submit to it a report of its findings and recommendations to eliminate bias in the court system. A single copy of the report can be submitted to the Supreme Court, but the Task Force feels the educational value of the report will be such that it would be more useful to distribute the report to the legislature, court administrators, judges, colleges, and others. No funding was allocated for the printing and distribution of the final report. To print a report or a summary of a report and distribute it would cost approximately \$17,617.50, for which the Task Force is requesting funding.

Amount funded:	0		
Total amount needed:		\$17,617.50	
Additional funding requested:			\$17,617.50

4. **Travel.** The Supreme Court allocated \$18,000 towards travel for the 29 Task Force members and two staff. Although the Task Force members have donated a significant amount of travel expenses, in order to attend remaining meetings an additional \$4,446.00 will be needed.

Amount funded:	\$18,000.00		
Total amount needed:		\$22,446.00	
Additional funding requested:			\$4,446.00

### DTALS

Amount funded:	\$35,300.00		
Total amount needed:		\$125,123.49	
Additional funding requested:			\$89,823.49

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

**June 18, 1992**

The Service Committee of the Legislative Council met on June 18, 1992. The meeting was called to order by Senator Mike Gronstal, Chairperson, at 10:18 a.m. in Room 22 of the State House, Des Moines, Iowa.

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

1. The Service Committee received, filed, and recommends that the Legislative Council approve the recommendations contained in the report of the Salary Subcommittee, which is attached.

2. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau, and recommends that the Legislative Council approve the following promotions effective May 22, 1992:

A. The following employees from Legislative Analyst 1 to Legislative Analyst 2: Mary Shipman, Pam Shipman, Dave Reynolds, and Jon Studer.

B. The following employees from Legislative Analyst 2 to Legislative Analyst 3: Jeff Robinson, Alice Wisner, Beth Lenstra, and Paul Durand.

C. The following employees from Legislative Analyst 3 to Senior Legislative Analyst: Robert Snyder and Sue Lerdal.

D. The following employee from Run Designer 2 to Run Designer 3: Cynthia Duffy.

3. The Service Committee received and filed a personnel report from the Legislative Service Bureau and recommends that the Legislative Council approve the following promotions effective June 19, 1992:

A. Mary Carr from Legal Counsel I to Legal Counsel II.

B. Julie Smith from Legal Counsel I to Legal Counsel II.

C. Gary Rudicil from Research Analyst I to Research Analyst II.

D. Kathy Bates from Assistant Code Editor I to Assistant Editor II.

E. Donna Munzenmaier from Code Proofreader to Proofreader/Indexer.

F. Loanne Dodge from Acting Deputy Code Editor to Iowa Code Editor.

4. The Service Committee received and filed a personnel report from the Office of Citizens' Aide/Ombudsman.

5. The Service Committee received and filed annual personnel reports from the Legislative Service Bureau, the Legislative Fiscal Bureau, the Legislative Computer Support Bureau, and the Office of Citizen's Aide/Ombudsman.

6. The Service Committee received, filed, and recommends that the Legislative Council approve the recommendations contained in the reports of the Computer User Policy Committee, which are attached.

7. The following new employee of the Office of Citizens' Aide/Ombudsman was introduced: Jeffrey Burnham, Assistant I.

Respectfully submitted,

SENATOR MIKE GRONSTAL  
Chairperson

**REPORT OF THE SALARY SUBCOMMITTEE  
OF THE  
SERVICE COMMITTEE**

**June 17, 1992**

**The salary Subcommittee of the Service Committee met on June 17, 1992, and makes the following report to the Service Committee:**

**That the Service Committee recommends that the Legislative Council approve the attached proposed position classification system for all legislative employees and the proposed implementation plan as recommended by the joint staff committee from the Senate, House, and Central Legislative Staff Agencies. The proposal is submitted to meet the following objectives:**

- 1. To match the professional legislative branch positions to the comparable Public Service Executive positions existing in the executive branch of state government.**
- 2. To reduce the number of divergent grades and series for the remaining legislative positions by improving position comparability among all legislative agencies.**

**Respectfully submitted,**

**MICHAEL E. GRONSTAL  
Chairperson**

**IMPLEMENTATION PLAN  
PROPOSED POSITION CLASSIFICATION SYSTEM**

The adjustment in grades recommended by the staff review are adopted subject to the following conditions:

1. The adjustments will take effect beginning July 3, 1992. Individuals who are affected will be moved to the new grades at their existing salaries or at their salaries adjusted for any applicable cost-of-living increase granted to noncontract employees.
2. Employees will be eligible for a step increase on a schedule as comparable to employees in the executive branch.
3. If the current salary of an employee is less than the entrance level salary at the new grade, the employee is eligible to receive a one step increase on a schedule comparable to employees in the executive branch. The lowest salary of an employee in a job classification or step 1 of the appropriate grade, whichever is less, will constitute the entry level for that grade until the lowest salary is equal to the entry level salary for that grade.
4. All steps in grades 29 and above are a minimum of 12 month steps for employees except for a newly hired employee placed in step 1 of a grade. Step 1 for a newly hired employee placed in grade 29 or higher will be a minimum of 6 months to be eligible for a step increase as all step 1's are currently.
5. Newly hired employees who were placed at step 1 upon their employment shall be eligible for a step increase after successful completion of six months employment or probationary period. This step increase shall be retroactive where necessary.
6. Employees are eligible for promotion.

**POSITION RECLASSIFICATION PROPOSAL  
PROFESSIONAL POSITIONS**

( ) indicates current pay grade

Prop. Grade	Comp. Exec. Branch Positions	CAUCUS/LEADERSHIP STAFF		LSB	LFB	CA/O	CSB
		House	Senate				
<b>41</b>	PSE 5/other Div Adm.	Sr. Caucus Staff Dir. (36) Sr. Asst. Chief Clerk (new)	Sr. Caucus Staff Dir. (36) Sr. Asst. Sec. of Senate (new)	Deputy Director (39) Div. Adm. 2 (new) *Code Editor (38)	Deputy Director (39) Div. Adm. 2 (new)	Sr. Deputy (new)	
<b>OR</b>							
<b>38</b>	PSE 4/other Div Adm.	Caucus Staff Dir. (34)	Caucus Staff Dir. (34)	*Admin. Code Editor (38) Div. Adm. 1 (36)	Div. Adm. 1 (36)	Deputy (36)	
* Denotes position could be pay grade 38 or 41 depending upon job responsibility and experience.							
<b>38</b>	PSE 4	Sr. Adm Asst to Ldr. (35) Sr. Adm Asst to Spkr (35) Sr. Research Analyst (35) Asst. Chief Clerk 3 (34)	Sr. Adm Asst to Ldr (35) Sr. Adm Asst to Pres (35) Sr. Research Analyst (35) Asst. Sec. of Senate 3 (34)	Sr. Legal Counsel (36) Sr. Research Analyst (35)	Sr. Legis. Analyst (35)	Sr. Legal Counsel (new) Sr. CA/O Asst. (new)	CSB Div. Adm. 2 (new)
<b>35</b>	PSE 3	Adm. Asst. 3 to Ldr (33) Adm. Asst. 3 to Spkr (33) Research Analyst 3 (33) Legal Counsel 2 (33) Asst. Chief Clerk 2 (new)	Adm. Asst. 3 to Ldr (33) Adm. Asst. 3 to Pres (33) Research Analyst 3 (33) Legal Counsel 2 (33) Asst. Sec. of Sen. 2 (new)	Deputy Code Editor (33) Dep. Adm. Code Ed. (new) Legal Counsel 2 (33) Research Analyst 3 (33) Sr Comp Sys Analyst (34)	Legislative Analyst 3 (33) Sr Comp Sys Analy (34)	Legal Counsel 2 (new) CA/O Asst. 3 (33)	CSB Div. Adm. 1 (new) Sr Comp Sys Analyst (34) Sr Comp Sys Engr (new)
<b>32</b>	PSE 2 Sr. Systems Analyst Data Proc. Spec. 2	Adm. Asst. 2 to Ldr (30) Adm. Asst. 2 to Spkr (30) Research Analyst 2 (30) Legal Counsel 1 (new) Asst. Chief Clerk 1 (new)	Adm. Asst. 2 to Ldr (30) Adm. Asst. 2 to Pres (30) Research Analyst 2 (30) Legal Counsel 1 (new) Asst. Sec. of Sen. 1 (new)	Legal Counsel 1 (new) Research Analyst 2 (30) Comp Syst Analy 3 (33)	Legislative Analyst 2 (30) Comp Syst Analy 3 (33)	CA/O Asst. 2 (30) Legal Counsel 1 (new)	Comp Syst Analy 3 (33) Comp Syst Engr 2 (new)
<b>30</b>		Legal Counsel (30)	Legal Counsel (30)	Legal Counsel (30)		Legal Counsel (31)	
<b>29</b>	PSE 1 System Analyst Data Proc. Spec. 1	Adm. Asst. 1 to Ldr (new) Adm. Asst. 1 to Spkr (new) Research Analyst 1 (new)	Adm. Asst. 1 to Ldr (new) Adm. Asst. 1 to Pres (new) Research Analyst 1 (new)	Research Analyst 1 (new) Comp Syst Analy 2 (30)	Legislative Analyst 1 (new) Comp Syst Analy 2 (30)	CA/O Asst. 1 (new)	Comp Syst Analy 2 (30) Comp Syst Engr 1 (new)
<b>27</b>		Adm. Asst. to Ldr (27) Adm. Asst. to Spkr (27) Research Analyst (27)	Adm. Asst. to Ldr (27) Adm. Asst. to Spkr (27) Research Analyst (27)	Research Analyst (27) Comp Syst Analy 1 (27)	Legislative Analyst (27) Comp Syst Analy 1 (27)	CA/O Asst. (27)	Comp Syst Analy 1 (27)
<b>24</b>		Research Asst.	Research Asst.				Comp Syst Analy Trn



**POSITION RECLASSIFICATION PROPOSAL  
ADMINISTRATIVE AND SUPPORT POSITIONS**

<b>Prop. Grade</b>	<b>House</b>	<b>Senate</b>	<b>LSB</b>	<b>LFB</b>	<b>CA/O</b>	<b>CSB</b>
<b>31</b>	Sr. Finance Off. (31)	Sr. Finance Off. (31)	Sr. Finance Off. (31)			
<b>30</b>	Sr. Editor (29)	Sr. Editor (29)	Asst. Ed. III (now) LIO Dir. (30)			
<b>28</b>			Indexer Sup. (now) Text Proc. Sup. (28)			
<b>27</b>	Finance Officer II (27) Eng./Enr. Proc. (new) Conf. Sec. (26) Asst. Legal Cal. (26) Sec. Sup./Tr. II (now)	Finance Officer II (27) Conf. Sec. (26) Asst. Legal Cal. (26) Sec. Sup./Tr. II (now)	Finance Officer II (27) Asst. Ed. II (27) Conf. Sec. (26) Sr. Lib. (27)			
<b>25</b>	Editor II (24) Indexer II (24) Sr. Text Proc. (25)	Editor II (24) Indexer II (24)	Doc. Proc. Sup. (23) Indexer II (24) Sr. Text Proc. (25)			
<b>24</b>	Fin. Off. I (24) Exec. Sec. (23) Sr. Cauc. Sec. (23) Sec. Sup./Tr. I (24) Rec. Clerk II (new)	Fin. Off. I (24) Exec. Sec. (23) Sr. Cauc. Sec. (23) Sec. Sup./Tr. I (24) Rec. Clerk II (new)	Fin. Off. I (24) Exec. Sec. (23) Asst. Ed. I (24) Lib. (24) LIO Off. (22)	Exec. Sec. (23)	Fin. Off. I (new) Exec. Sec. (23)	Comp. Oper. II (24) Exec. Sec. (23)
<b>22</b>	Editor I (21) Indexer I (21) Text Proc. II (new)	Editor I (21) Indexer I (21)	Text Proc. II (22) Indexer I (21) Sr. Doc. Proc. (new) Proof. Sup. (18) Asst. Lib. (22)			
<b>21</b>	Asst. Fin. Off. (21) Adm. Sec. (21) Cauc. Sec. (21) Sec. Sup. (now) Rec. Clerk I (20)	Asst. Fin. Off. (21) Adm. Sec. (21) Cauc. Sec. (21) Sec. Sup. (now) Rec. Clerk I (20)	Asst. Fin. Off. (21) Adm. Sec. (21) Pub. Asst. (21)	Adm. Sec. (21)	Asst. Fin Off. (new) Adm. Sec. (21)	Comp. Oper. I (21) Adm. Sec. (21)
<b>19</b>	Asst. Editor (now) Indexing Asst. (18) Text Proc. I (new) Sec. (19) Asst. to Leg. Cal. (17)	Asst. Editor (now) Indexing Asst. (18) Sec. (19) Asst. to Leg. Cal. (17)	Indexing Asst. (18) Text Proc. I (19) Doc. Proc. II (18) Proof. II (new) LIO Asst. (18)		Sec. (19)	
<b>18</b>		Rec. & S. Clerk (18)				
<b>17</b>	Compositor (17) Comm. Sec. (17) Sergeant-at-Arms (17)	Compositor (17) Comm. Sec. (17) Sergeant-at-Arms (17)				

**POSITION RECLASSIFICATION PROPOSAL**

<b>16</b>	Clerk to Ch. Clerk (16) Supply Clerk (16)	Proof. (new)	Proof. 1 (15, 16, 17) Doc. Proc. 1 (new)
<b>15</b>	Legis. Sec. (15)	Legis. Sec. (15)	
<b>14</b>	Asst. Serg. (14) Sw. Operator (13) Bill Clerk (13)	Asst. Serg. (14) Sw. Operator (13) Bill Clerk (13)	Tour G. Sup. (14)
<b>13</b>			Doc. Proc. Asst. (13)
<b>12</b>	Ch. Doorkeeper (new) Postmaster (12) Asst. Bill Clerk (12)	Ch. Doorkeeper (12) Postmaster (12) Asst. Bill Clerk (12)	Tour G. (12)
<b>11</b>	Doorkeeper (11)	Doorkeeper (11)	
<b>MIN</b>	<b>Pages (MIN)</b>	<b>Pages (MIN)</b>	<b>Pages (MIN)</b>
	Position Classification deleted: Assistant to the Legal Counsel and Enrolling/Enrolling Clerk (24)	Position Classifications deleted: Assistant to Legal Counsel/Assistant Finance Officer (16); Assistant Journal Editor/Assistant Finance Officer (23)	Position classification deleted: Administrative Assistant (20)

# **REPORT OF THE COMPUTER USER POLICY DIRECTION COMMITTEE**

**May 27, 1992**

The Computer User Policy Direction Committee met on May 27, 1992, and makes the following report:

1. The Committee, as the designated steering committee under the Unisys systems services contract, reports that 288 hours of end-user assistance and 29.5 hours of no-charge assistance have been utilized as of April 30, 1992. Mr. Scharf was directed to inquire of Unisys personnel whether Unisys would agree to an extension of the September 1 deadline for use of the remaining programming hours granted under the systems services contract.

2. The Committee identified the following as potential projects under the systems services contract and directed Mr. Scharf to ask Unisys personnel to estimate the number of programming hours required for each:

- a. Code publication improvement.
- b. Completion of the project to computerize the bill books.
- c. Study a separate Mapper level for the ET system.
- d. Transfer of printing capabilities to the HP Laserjet printers.
- e. Search capabilities for enrolled bills and Iowa Acts.

3. The Committee recommends that moneys received by the Legislative Service Bureau since December 1991, as a result of the sale of electronic data bases, be used to defray the costs related to the Bureau's project for computerization of the Iowa Administrative Code.

4. The Committee received information concerning the installation of Windows 3.1 on the personal computers of the General Assembly. Mr. Scharf was directed to test the installation of the Windows Upgrade on several computers prior to installation on the entire local area network so that problems on the network can be diminished, especially problems relating to the new font-handling system.

5. The Committee received information that upgrades in the ICC Unistation and the Excel program will also be installed.

6. The Legal Subcommittee was requested to review purchase and usage of various software programs so that they meet legal requirements.

7. Mr. Scharf agreed to provide a description of potential classes that might be offered to legislative staff members during the summer and fall. They will be reviewed and approved by the Committee.

8. The Committee received information that runs relating to Designer Workbench will be completed in September and a demonstration class will be provided after completion of the runs design.

Respectfully submitted,

DENNIS PROUTY  
Chairperson

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**REPORT OF THE COMPUTER USER POLICY DIRECTION  
COMMITTEE**

**June 17, 1992**

**The Computer User Policy Direction Committee met on Wednesday, June 17, 1992, and makes the following report:**

- 1. The Committee recommends that the computer programming hours for the following mainframe computer projects be allocated from the *Unisys* programming contract:**
  - Code Publication Project - 34 programming hours**
  - Bill Book Project - 34 programming hours**
  - ET Replacement Project - 40 design hours**
  - HP LaserJet Project - 20 programming hours**
  - Iowa Acts Search Project - 60 design hours**
  
- 2. The Committee received information that the remaining *Unisys* programming hours could be completed by *Unisys* between September 1 and December 31, provided the projects are requested prior to September 1.**

**Respectfully submitted,**

**DENNIS PROUTY  
Chairperson**

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

**June 18, 1992**

**The Administration Committee met on June 18, 1992, without a quorum, and makes the following request:**

**1. The Administration Committee requests that the Legislative Council move and approve the sale of a portion of the electronic Code database pursuant to an agreement to be negotiated and finalized by the Legislative Service Bureau with the Society of Land Surveyors of Iowa, in consultation with, and upon approval of the Chairperson and Vice Chairperson of the Legislative Council.**

**Respectfully submitted,**

**REPRESENTATIVE MIKE PETERSON  
Chairperson**

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

**June 18, 1992**

**The Studies Committee of the Legislative Council met on Thursday June 18, 1992, and makes the following recommendations:**

- 1. That approval be given to the attached study guidelines for the 1992 interim.**
- 2. That three additional meeting days be authorized for the subcommittees of the K-12 Education Reform Study Committee.**
- 3. That the Review of Iowa's Handguns and Offensive Weapons Law Study Committee be authorized to have two meeting days.**
- 4. That the bipartisan leadership be granted authority to appoint members on behalf of the Legislative Council for the Brushy Creek Advisory Council and the Child Welfare Task Force.**

**Respectfully submitted,**

**SENATOR BILL HUTCHINS  
CHAIRPERSON**

# **GUIDELINES FOR INTERIM STUDY COMMITTEES**

## **1992 INTERIM**

### **ADOPTION OF RULES**

Interim Committees which have no public members must have a majority of the members representing each house voting affirmatively in order to adopt rules.

### **COMPENSATION OF PUBLIC MEMBERS**

Persons serving as public members receive actual expenses only, if they are not eligible for expense reimbursement by an organization that they represent.

### **STAFF WORK FOR PUBLIC MEMBERS**

After consultation with, as appropriate, the LSB or LFB Director, a study committee chair may authorize research or legislative drafting work by the LSB or LFB for public members of study committees.

### **APPROVAL OF NOMINEES**

Public members of study committees may be nominated by designated organizations, subject to Legislative Council approval.

### **GENDER BALANCE**

Appointment of public members to study committees shall be gender balanced.

### **APPROVAL OF MEETINGS OUTSIDE DES MOINES**

Any meeting or public hearing by a study committee held outside of Des Moines requires the prior approval of the studies committee or legislative leadership.



## APPROVAL OF EXPENSES FOR SPEAKERS AND CONSULTING WORK

Any expenditure by a study committee for a speaker or presentation or for contractual consulting work requires the prior approval of the Studies Committee and Legislative Council.

## SCHEDULING GUIDELINES

If the Legislative Council adopts deadlines for meeting dates of an interim study committee, the interim study committee must meet those deadlines or receive an exemption or a revised deadline date from the Legislative Council.

## PUBLIC HEARINGS

When authorization is given to a public hearing by a study committee, the committee may hold one hearing as a body or individual members may each hold a public hearing or groups of two or more members may hold public hearings. However, for each authorized public hearing, no members of the study committee may receive compensation for attendance at more than one session.

prosched

# GENERAL ASSEMBLY OF IOWA

## LEGAL AND COMMITTEE SERVICES DIVISION

C. POLLAK, ADMINISTRATOR

### LEGAL COUNSELS

DOUGLAS L. ADKISSON  
AIDA AUDEH  
MARY M. CARR  
SUSAN E. CROWLEY  
MICHAEL J. GOEDERT  
MARK W. JOHNSON  
GARY L. KAUFMAN  
MICHAEL A. KUEHN  
JULIE A. SMITH  
LESLIE E. WORKMAN

### RESEARCH ANALYSTS

PATRICIA A. FUNARO  
KATHLEEN B. HANLON  
THANE R. JOHNSON  
GARY D. RUDICIL



## LEGISLATIVE SERVICE BUREAU

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DIANE E. BOLENDER, DIRECTOR  
RICHARD L. JOHNSON, DEPUTY DIRECTOR

## ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING (515) 281-5285  
PHYLLIS V. BARRY  
ADMINISTRATIVE CODE EDITOR

## LEGISLATIVE INFORMATION OFFICE

CAPITOL BUILDING (515) 281-5129  
JULIE E. LIVERS  
DIRECTOR

## IOWA CODE DIVISION

LUCAS BUILDING (515) 281-5285  
JoANN G. BROWN  
IOWA CODE EDITOR  
JANET L. WILSON  
DEPUTY IOWA CODE EDITOR

June 11, 1992

## MEMORANDUM

TO: CHAIRPERSON ARNOULD, VICE CHAIRPERSON HUTCHINS, AND MEMBERS OF THE LEGISLATIVE COUNCIL

FROM: DIANE BOLENDER, DIRECTOR *DB*

RE: JUNE LEGISLATIVE COUNCIL MEETING

Chairperson Arnould has scheduled the Legislative Council and Council Committees as follows:

Wednesday, June 17

10:30 a.m. Salary Subcommittee of Service Committee

Thursday, June 18

10:00 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 enclosed.

Enclosed are copies of the May 19 meetings of the Computer User Policy Direction Committee, Service Committee, Administration Committee, Studies Committee, Legislative Council, and a copy of the Equality in the Courts Task Force Report.

Please notify the Legislative Service Bureau in advance of the meeting date if you will be unable to attend.