

M I N U T E S

ADMINISTRATION COMMITTEE
OF THE
LEGISLATIVE COUNCIL

November 8, 1978

The meeting of the Administration Committee of the Legislative Council was called to order by Speaker Dale M. Cochran, on Wednesday, November 8, 1978, at 1:45 p.m. in the Speaker's Conference Room, State House, Des Moines, Iowa. Members present, in addition to Speaker Cochran, were:

Senator Eugene M. Hill
Representative James I. Middleswart
Representative Andrew Varley

Also present were Serge H. Garrison, Director, Legislative Service Bureau, Thane R. Johnson, Senior Research Analyst, Legislative Service Bureau and other interested persons.

Speaker Cochran stated that the purpose of the meeting is to review the Suggested Agenda for the 1979 Legislative Orientation Conference Program. A copy of the Suggested Agenda is attached to, and by this reference made a part of these minutes.

At the request of Speaker Cochran, Mr. Johnson briefly summarized the Suggested Agenda and noted changes from the 1977 Agenda. The changes include a request to hold the first day of the Conference at a hotel or motel to provide continuity and less disruption to the program and allow for a luncheon program which cannot be accommodated at the State House and to remove portions of the agenda involving the introduction of executive department administrators which has been criticized by some administrators as being inadequate and unproductive.

Senator Hill stated that introductions of major executive department administrators is beneficial to new legislators and should be retained as a part of the agenda. He suggested that these administrators be invited to the dinner so that new legislators can have an opportunity to speak with them or at least see them when they are introduced. He also recommended that the agenda include an explanation of the gift statute so that misunderstandings do not occur. Representative Middleswart recommended that the agenda include specific instructions for new legislators regarding the use of microphones. The Committee agreed by consensus that Senator Hill's and Representative Middleswart's recommendations be included in the agenda. The Committee also agreed that the N.C.S.L. movie "The World and Work of a State Legislator" be included in the agenda.

Upon Representative Varley's motion, the Committee directed the Legislative Service Bureau to obtain cost estimates of

printing a legislative handbook including maps of the Capitol Complex, the three floors of the State House, and pictures of legislative staff members including job descriptions and work assignments. The Legislative Service Bureau is to present the cost estimates at the next meeting of the Committee.

The Committee also agreed to invite Fred Butler and Allen Rosenthal of the Eagleton Institute of Politics, Rutgers University, to speak at the luncheon and dinner meetings, respectively.

The Commission directed the Legislative Service Bureau to obtain luncheon and dinner menus from three or four motel or hotel facilities for cost estimates and provide a basis for selection of the site for the first day of the 1979 Conference.

The next meeting of the Committee was scheduled for Wednesday, December 6, 1978, at 1:30 p.m. in the Speaker's Conference Room of the State House.

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

THANE R. JOHNSON
Senior Research Analyst