

M I N U T E S

ADMINISTRATION COMMITTEE
OF THE
LEGISLATIVE COUNCIL

November 18, 1975

The Administration Committee meeting was called to order by the Chairperson, Speaker Dale M. Cochran at 10:25 a.m. in Gallery West of the State House. Members present were Speaker Cochran, Representatives Donald Doyle and Andrew Varley and Senators George Kinley and Eugene Hill.

Speaker Cochran asked for corrections to the minutes of the last meeting. Senator Hill moved that the minutes be approved as distributed to members of the Committee. The motion was seconded by Senator Kinley and approved.

Speaker Cochran noted that the agenda calls for a tour of the Capitol facilities during the morning session. He indicated that Mr. McCausland will conduct the tour. Mr. McCausland suggested that the Administration Committee look over all of the space which will become available when the new office buildings are completed but suggested that the space in the Attorney General's office and the Agriculture Department be viewed first and if it is determined that additional space will be necessary for legislative facilities that the other space be considered. Senator Hill noted that the Attorney General has not agreed to move as of this date. He noted that the Attorney General visited the Appropriations Subcommittee during the last session and indicated that one of the problems with moving into new offices would be the lack of proper partitioning to provide the type of privacy necessary. Mr. McCausland responded that he did not design either of the two buildings for the Attorney General but that the buildings are designed to allow the maximum amount of privacy necessary. He indicated that he has suggested that the Attorney General determine the needs for office space which he would have and submit a proposal to the General Assembly. He noted that the building will have partitions and with acoustical ceilings and carpeted floors, sufficient privacy is guaranteed.

Speaker Cochran asked Mr. McCausland if the state has a building permit for the construction of the two new office buildings. Mr. McCausland responded that the Department of General Services is in compliance with the provisions of the state building code. He noted that the buildings are constructed on a five foot grid and this will allow maximum utilization of the space available in those two new facilities. He indicated that in visiting other states, changes of administration and remodeling increases costs to three or four times the cost of the original structure and suggested that sufficient flexibility has been planned for the new buildings to allow a variety of changes with

minimal costs. Speaker Cochran inquired as to the date the new office building will be ready for occupancy. Mr. McCausland responded that the new office building will be ready for occupancy in the fall of 1977 and that the Wallace Building should be completed approximately six months earlier.

There being no additional questions, the members of the Administration Committee toured the offices of the Auditor of State, Treasurer of State, Secretary of State, Attorney General, Department of Agriculture, State Comptroller, Department of General Services and some of the offices of the Judicial Department on the ground and first floors of the State House. The tour was conducted Mr. McCausland.

Speaker Cochran asked Mr. McCausland to provide maps of the first and ground floors of the State House for the members of the Administration Committee. Mr. McCausland agreed that such maps could be provided. Mr. McCausland noted that all court related functions presently occupying space on the first and ground floors of the State House could be moved to the northwest corner of those floors. Speaker Cochran also asked Mr. McCausland to designate on any plans those wall partitions which are temporary and can be removed. Senator Hill expressed his objections to the present appearance of the west ground floor entrance to the State House. Mr. McCausland agreed with Senator Hill and indicated that the Department of General Services is attempting to upgrade all entrances to the State House at the present time. Senator Kinley inquired as to the type of changes presently being made in the renovations to the cafeteria. Mr. McCausland indicated that this renovation is being done by the Commission for the Blind with its funds and that he is not familiar with all of the changes the Commission intends to make. Speaker Cochran inquired about what the Capitol Planning Commission is doing relative to the proposal to cover the opening between the ground floor and the first floor. Mr. McCausland responded that the Department of General Services is presently getting estimates on the cost of the job. Representative Varley suggested that it may not be necessary to cover the opening if the proposed mall will be constructed in the next two years.

Upon completion of the tour, the Administration Committee recessed for lunch at 12:15 p.m. and reconvened in Gallery West at 2:30 p.m.

Speaker Cochran noted that the Administration Committee had discussed at prior meetings the possible establishment of a policy relating to legislative out-of-state travel and distributed a suggested statement of policy for review by the members of the Committee.

Senator Kinley noted that the policy of each house should be determined by the leadership of that particular house and that a policy established for Legislative Council members should be determined by the Legislative Council. Speaker Cochran responded that the proposed statement of policy relates only to Legislative

Council travel. After a review of the proposed statement, Senator Kinley responded that the proposal appears to establish necessary guidelines for the Legislative Council.

Senator Hill noted that the Legislative Council members have traditionally only attended two meetings in the past. These meetings include the National Conference on State Legislatures and the meeting between members of the Council and the Iowa Congressional delegation in Washington, D. C. He noted that there are great advantages to meeting with the Congressional delegation in Washington, D. C. to exchange ideas about important legislative subject matters. He suggested that the advantages of having all Council members attend the National Conference of State Legislatures relates to the fact that Iowa will have some impact relative to some positions taken by that organization. He indicated that he is unable to think of other meetings that members of the Legislative Council should attend. He also suggested that the meeting with the Iowa Congressional delegation should be limited to one meeting per year. He further indicated that a trip to Washington, D. C. to meet with the Iowa Congressional delegation is certainly less costly than establishing an office in Washington, D. C.

Speaker Cochran noted that all Legislative Council members have been invited to attend the meeting with the Iowa Congressional members in the past. He suggested that it might be feasible to consider sending a limited number of Council members but noted that the problem which usually occurs is that certain subject areas and persons not members of the Legislative Council should be allowed to attend these meetings because of the expertise these members of the General Assembly might have in regard to a particular subject matter.

Senator Kinley noted that he personally questions the value of some conferences. He suggested that he considers the NCSL of marginal value but opined that participants to a conference usually determine the value of that meeting. He indicated that the proposed statement of policy permits all Legislative Council members to attend but does not necessarily guarantee that all members will be permitted to go. He suggested that the statement establishes a policy but does not necessarily infer that being a member of the Council will automatically authorize travel to the NCSL.

Senator Kinley moved that the proposed statement of policy relating to legislative out-of-state travel be presented to the Legislative Council for its consideration. The motion was seconded by Representative Doyle and adopted. A copy of the statement of policy relating to legislative out-of-state travel is attached and by this reference made a part of these minutes.

Speaker Cochran called upon Representative Donald Doyle to discuss the problem in regard to the discharge of legislative employees. Representative Doyle reviewed the problem which had

arisen in the Citizen's Aide office the previous legislative session. The fact that there was no one for the Citizen's Aide or the affected employee to appeal to did present problems. He suggested that some procedure be developed by the Legislative Council for hearing grievances of the employees of the Legislative Service Bureau, the Legislative Fiscal Bureau, and the Citizen's Aide office.

Senator Hill noted that a problem exists when no Council appointments have been made. Speaker Cochran suggested that persons on the Legislative Council by virtue of their position could hear appeals. He also suggested that the Legislative Council should appoint five from each house no later than February 1 of each year. Senator Hill suggested that another problem which may occur in this instance is that one house would appoint the necessary members to the Legislative Council while the presiding officers of the other house would refuse to make the appointments. Senator Kinley indicated his opposition to Speaker Cochran's proposal on the grounds that it precludes new people from being appointed to the Council because those persons responsible for appointing members are unaware of the qualifications and abilities of new members of a particular house. Senator Hill suggested that the leadership on the Council could hear grievances when the Legislative Council has not been appointed.

Senator Hill moved that Chapter 2 of the Code be amended to permit the leadership to act while a full Council has not been appointed to hear grievances of employees of the Legislative Service Bureau, the Legislative Fiscal Bureau, and the Citizen's Aide office. The motion was seconded by Senator Kinley and unanimously adopted.

Representative Doyle moved that the Administration Committee of the House and Rules and Administration Committee of the Senate adopt rules for hearing employee grievances of employees of the House and Senate. The motion was seconded by Senator Kinley and unanimously adopted.

Speaker Cochran noted that Mr. McCausland was again in attendance and asked members of the Committee if they had any further questions of him. Mr. McCausland noted that his draftsman is working on plans which should be available to the House and Senate in the near future. Senator Hill indicated that he questions whether it would be desirable to move the Comptroller's Office from the State House in view of the fact that the Comptroller's Office provides a great many services to the office of the Governor and to the members of the General Assembly. Senator Kinley indicated that he felt that the Supreme Court, the offices of the Governor, the Nurse's Aid station and the Comptroller's Office should remain in the State House. Mr. McCausland indicated that it should be considered necessary to leave the entire staff of the Comptroller in the State House because it would be difficult to separate an administrator of an office from his staff. Senator Hill suggested that Mr. McCausland should determine the space that would be

available for legislators. Mr. McCausland emphasized that space needs are going to have to be determined by the General Assembly because the General Assembly is in a better position to determine its needs for additional office space and Committee rooms. Senator Hill suggested that the Director of General Services might make some preliminary plans for allocating office space and that he should consider providing such space for all chairmen, ranking majority members and minority ranking members of each committee. He also suggested that these offices and meeting rooms be given appropriate space on the first floor of the State House and that other legislator's offices be allocated in the space available on the ground floor of the State House.

Senator Kinley suggested that it is the responsibility of the Administration Committee to determine who will stay and then let the Director of General Services determine what can be done with the available space. Speaker Cochran asked Mr. McCausland to respond with regard to the time frame which is needed for this determination. Mr. McCausland responded that the Wallace Building will be completed by February or March of 1977 and that the Administration Committee should have some indication of their needs and desires by next summer. Mr. McCausland also suggested that the Administration Committee consider hiring an outside consultant to do the planning. Senator Hill suggested that it would also be necessary to consider the feasibility of providing press facilities and other areas in which the public would be able to meet with legislators and groups of legislators. Representative Varley suggested that it is not necessary to look for 150 offices. He also questioned the wisdom of hiring an outside firm and the assistance that such a firm would be able to provide in light of the fact that few outside firms have any concept of the legislative process and its needs. He also suggested that the space may be more useful if the General Assembly moves into it in phases.

Speaker Cochran also suggested that it is necessary to consider the space needs of the Legislative Service Bureau and the Legislative Fiscal Bureau when allocating the available space. Senator Hill suggested that it would be advisable to get layouts of the available space in the State House. Senator Kinley asked Mr. McCausland to provide two plans for the Administration Committee at its December meeting. One plan should be based upon the assumption that the offices of the Supreme Court and Governor would remain. The other plan should be based upon the assumption that the offices of the Supreme Court, Governor and State Comptroller would remain. The plans should include some preliminary indication of how the additional space could be used for committee rooms and offices for members of the General Assembly.

Speaker Cochran suggested that the Administration Committee continue its discussion from the last meeting relative to the manner in which proposed bills should be handled. Representative Varley suggested that there are problems with proposed bills but that serious consideration must be given to protect the committee process. He suggested that the

Administration Committee might consider a proposal that would provide that a standing committee could not vote out a bill but only provide for its drafting. This would allow for its introduction at such time as the drafting has been completed and the standing committee would then be given the opportunity to vote it out at a subsequent meeting. He suggested that a procedure could be developed which would eliminate the necessity of having to have the bill reassigned to the committee which requested that the bill be drafted.

Senator Hill noted that he is reluctant to adopt this approach in light of the fact that it may eliminate the authority of a standing committee to do its work. Representative Varley suggested that the main problem occurs in regard to proposals submitted by state agencies and private lobbyists. Senator Hill suggested that if information is given to the leadership so that they have knowledge of a proposal's existence, there should be no problems with following past procedures. Representative Varley suggested that if such proposals are submitted to the leadership, other members of the General Assembly are deprived of knowledge regarding the proposal.

Speaker Cochran suggested that it might be possible to provide a chairman's report to the leadership and that some indication appear in the journals that a proposal is being considered. Senator Hill suggested that the chairman of the standing committees could report to the Secretary of the Senate and the Chief Clerk of the House. Senator Kinley indicated that members of the Administration Committee be given additional opportunity to put some of their ideas in writing and suggested that the subject matter be deferred until the next meeting.

There being no additional business, the Administration Committee adjourned at 5:00 p.m.

Respectfully submitted,

BURNETTE E. KOEBERNICK
Senior Legal Counsel