

MINUTES

SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

January 10, 1991

PRELIMINARY BUSINESS

The Service Committee of the Legislative Council met on Thursday, January 10, 1991, in Room 22 of the State House, Des Moines, Iowa. The meeting was called to order by Representative John Connors, Chairman, at 11:00 a.m. Members present, in addition to Chairman Connors, were:

Senator Bill Hutchins
Senator John Jensen
Senator Joseph Welsh
Representative Kay Chapman
Representative Harold Van Maanen

Also present at the meeting were Ms. Diane Bolender, Director, Legislative Service Bureau; Mr. Dennis Prouty, Director, Legislative Fiscal Bureau; Mr. Tim Faller, Deputy director, Legislative Fiscal Bureau; Mr. Sandy Scharf, Director, Computer Support Bureau; Mr. William Angrick, Citizens' Aide/Ombudsman; Ms. Ruth Mosher, Deputy Citizens' Aide/Ombudsman; and Mr. Roy Marshall, State Fire Marshal.

Also present were other members of the legislative staff and other interested persons.

Chairman Connors asked for unanimous consent to approve the minutes of the November 15, 1990, meeting of the Committee which had previously been distributed. There were no objections and the minutes were approved as distributed. Chairman Connors then asked for unanimous consent to approve the minutes of the December 12, 1990, meeting of the Committee, which were contained in the meeting's materials. There were no objections and the minutes were approved as distributed.

STATE FIRE MARSHAL'S REPORT

Chairman Connors recognized Mr. Roy Marshall, State Fire Marshal, for presentation of his report relating to fire safety violations in the Capitol Building. Mr. Marshall noted that a copy of his report, entitled "Fire Safety Inspection - State Capitol, December 26-27, 1990," is contained in the meeting's materials. A copy of the report is attached to and by this reference made a part of these minutes. Mr.

Marshall then discussed the contents of the report, stating that he appreciates the concern that the Committee has expressed over the safety violations and that, with respect to the items listed beginning on page 2, the violations represent only a sampling of identified problems. He added that any items marked with an "x" are items which were noted as violations on a prior inspection. Mr. Marshall told the Committee that the State Fire Marshal's Office also conducted an inspection of the Capitol Building last year and that the biggest, most expensive, inadequacy of the facility is the shortage of exits from the building and the inadequacy of lighting for the exits.

Chairman Connors asked if any of the Committee members had questions for Mr. Marshall. Senator Welsh, noting that the recent inspection was conducted immediately after the Christmas holiday, asked whether the inspectors encountered many people while conducting the review, and questioned whether the inspection accurately presented a true picture of the potential hazards present during the legislative session. Mr. Marshall stated that there were very few people around when the inspection was conducted, but that even if more people had been present, it would still be difficult to accurately represent the situation, since there is such a cyclical fluctuation in activity and movement of equipment. Senator Welsh then asked whether extension cords can be used in the Capitol Building and Mr. Marshall replied that they can be, but that individuals are limited to two extension cords per workstation. Senator Welsh concluded that if the proper cords were purchased, many violations noted can be avoided.

Representative Van Maanen commented on the number of violations listed for the Senate Chamber. Senator Hutchins responded, noting that the lives, health, and welfare of the people who work in the building are in jeopardy and that, given the amount of money that is being spent on restoring the outer building structure, some thought and care needs to be given to the safety issues. He then commended Mr. Marshall for his work and moved that the Committee receive and file the report, asked that the Legislative Council should remain informed concerning fire safety issues, and moved that the Committee recommend that the Legislative Council work with the Department of General Services to develop a plan and cost analysis to solve the problems illustrated in the report. The motion passed on a unanimous voice vote.

ADMINISTRATIVE REPORT OF THE LEGISLATIVE FISCAL BUREAU

Chairman Connors recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for presentation of an administrative report. A copy of the report is on file in the Legislative Service Bureau. Mr. Prouty stated that his report relates to the cost of updating the data base of the Income Tax Projection Model, which is currently used by the Legislative Fiscal Bureau and the caucus staffs to project the effect of revenue assumptions on Iowa's income, sales, and property tax structure. He added that at the time the model was purchased, it was understood that the

data base would need to be updated at intervals, depending on changes in tax and economic conditions. Mr. Prouty stated that the cost of the update is more than was previously anticipated and that the Legislative Fiscal Bureau may need to exceed their revised budget by some amount in order to pay the cost of the update, so he is before the Committee to notify them of the potential need to exceed the Legislative Fiscal Bureau's budget for the 1990-1991 fiscal year.

Representative Van Maanen asked whether the budget that he was proposing to exceed was the budget as revised downward, as required this summer by the Legislative Council. Mr. Prouty indicated that the revised budget to which he was referring was the budget that reflected this summer's revenue reductions.

Chairman Connors noted that if Mr. Prouty intended to exceed his budget, that approval, and not just notice, would be needed. Mr. Prouty responded that he realized that this is true, but that he is not sure if, or by how much, he would need to exceed the revised budget.

Senator Welsh moved that the Service Committee recommend that the Legislative Council grant Mr. Prouty approval to exceed his budget if necessary to pay the cost of updating the model. The motion passed on a unanimous voice vote.

PERSONNEL REPORT OF THE OFFICE OF CITIZENS' AIDE/OMBUDSMAN

Chairman Connors recognized Mr. Bill Angrick, Citizens' Aide/Ombudsman for presentation of his personnel report. A copy of the report is on file in the Legislative Service Bureau. Mr. Angrick stated that his report consists of notification of a merit salary increase for Maureen Kennedy and notification that Ruth Cooperrider, the Citizens' Aide/Ombudsman Legal Counsel, has successfully completed her probationary period and was also granted a one-step salary increase. Mr. Angrick also referred the Committee's attention to a letter, contained in the Committee meeting materials, a copy of which is on file in the Legislative Service Bureau, relating to some internal reassignments of duties for some of the office staff members. He added that the reassignment is due in part to the resignation of Mr. Clarence Key, Jr., who took a position with the Criminal and Juvenile Justice Planning Agency. Mr. Angrick stated that he has asked Mr. Randy Meline to assume Mr. Key's former duties and also has asked Mr. Michael Ferjak to take on the responsibilities associated with public safety. He noted that there have been some misperceptions associated with the public safety position and that the handout contains some explanatory information.

Chairman Connors asked whether there were any questions for Mr. Angrick, and Senator Welsh asked the type of job and pay level Mr. Key accepted at the Criminal and Juvenile Justice Planning Agency. Mr. Angrick replied that he believes it is a research analyst position and that he believes that Mr. Key took a small pay cut,

because of potential advancement opportunities. Senator Welsh then commended Mr. Angrick on the Citizens' Aide/Ombudsman's new efforts in the areas of mental health and juvenile justice and suggested that the Ombudsman consider cooperating with the Protection and Advocacy Agency, the nonprofit organization that deals with similar issues. Senator Welsh then asked whether the Citizens' Aide/Ombudsman was asked to comment regarding the study, which was reported in the paper, of the numbers of cases filed against the Department of Corrections. Mr. Angrick replied that his office participated in the study and submitted a report on the matter at a previous Service Committee meeting. He noted that he would secure a copy of the report for Senator Welsh and that he had sent two of his employees to study other states' systems to assist in the determination of potential causes for the large numbers of cases. Mr. Angrick said that Minnesota and Nebraska do not have the numbers of appeals that Iowa has, but that they also have much larger corrections budgets.

Senator Welsh moved that the Committee receive and file the personnel report and letter from the Office of Citizens' Aide/Ombudsman. The motion passed on a unanimous voice vote.

PERSONNEL REPORT OF THE LEGISLATIVE FISCAL BUREAU

Chairman Connors recognized Mr. Dennis Prouty, Director of the Legislative Fiscal Bureau, for presentation of his personnel report. A copy of the report is on file in the Legislative Service Bureau. Mr. Prouty noted that his report consists solely of notification of merit salary increases, which do not require Committee approval. Representative Van Maanen moved that the Committee receive and file the report. The motion carried on a unanimous voice vote.

PERSONNEL REPORT OF THE LEGISLATIVE SERVICE BUREAU

Chairman Connors recognized Ms. Diane Bolender, Director of the Legislative Service Bureau, for presentation of her personnel report. A copy of the report is on file in the Legislative Service Bureau. Ms. Bolender stated that her report consists of notification of merit salary increases for several employees and notice of employment of the two Service Bureau pages for the upcoming session. She added that one of the pages, Chad Nowels, was employed in the Legislative Service Bureau as a page last year. Senator Jensen moved that the Committee receive and file the report. The motion carried on a unanimous voice vote.

CENTRAL LEGISLATIVE STAFF AGENCY DIRECTOR EVALUATIONS

Chairman Connors recognized Senator Hutchins for presentation of an oral report. Senator Hutchins stated that the Service Committee and legislative leadership had jointly conducted evaluations of the directors of all of the central legislative staff agencies. At the conclusion of the evaluations, the leaders and

Service Committee members had proposed a four percent merit salary increase for Ms. Diane Bolender, Mr. Dennis Prouty, and Mr. William Angrick and a two percent merit salary increase for Mr. Sanford Scharf, to take effect by the next paycheck received. Senator Hutchins then moved the proposal as a Committee recommendation to Legislative Council. The motion was adopted by a unanimous voice vote.

APPOINTMENT OF CITIZENS' AIDE/OMBUDSMAN

Chairman Connors recognized Senator Hutchins for presentation of a motion relating to the appointment of the Citizens' Aide/Ombudsman. Senator Hutchins moved that the Service Committee recommend that the Legislative Council reappoint Mr. William P. Angrick to the position of Citizens' 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. The motion passed on a unanimous voice vote.

COMPUTER OVERSIGHT SUBCOMMITTEE REPORT

Chairman Connors recognized Senator Welsh for presentation of the report of the Computer Oversight Subcommittee. Senator Welsh noted that each of the Committee members has a copy of the proposed report which the Subcommittee worked from during its meeting. He added that the Subcommittee made a few minor changes to that proposed report and proceeded to enumerate those amendments. A copy of the report, as amended by the Computer Oversight Subcommittee, is attached to these minutes and is incorporated by this reference. Senator Welsh noted that the Subcommittee also discussed the development and implementation of computerized time sheets for the central staff agencies, as the capabilities arise.

Senator Hutchins stated that the Subcommittee also discussed the issue of the proposed personnel changes in the Computer Support Bureau, including the reclassification of Mr. Ed Damman from Microcomputer Support Analyst to Microcomputer Manager I, the promotion of Ms. Kay Evans from Mapper Coordinator I to Mapper Coordinator II, and the promotion of Ms. Cheryl Porath from Run Designer I to Run Designer II, and recommends to the Service Committee that those changes be recommended to the Legislative Council to take effect, retroactive to November 15, 1990. He added that the Subcommittee discussed and recommends to the Service Committee that it recommend to the Legislative Council that the Computer Support Bureau determine whether a training facility can be established within the Capitol Complex and to determine where a desk and phone could be located, within the Capitol Building, for Computer Support Bureau staff, in order to assist with computer problems during the legislative session. Senator Hutchins stated that the Subcommittee discussed the creation of a Computer

Advisory Committee, which could meet at least every two months to plan the future development of the legislative computer system and to discuss existing concerns. Senator Hutchins also noted that the Subcommittee discussed the issue of access to the legislative computer data base and recommended that state agencies be permitted to have access to that data base, provided that they seek prior permission from the Legislative Council, pursuant to rules prescribed by the Council, and the Computer Support Bureau has sufficient time to give the access to the agencies. He noted that agencies are currently prohibited from gaining access to the data base. Senator Welsh added that those agencies which receive access to the data base should not to be permitted to share that information with others and asked that this stipulation be added to the access process.

Senator Welsh moved that the Committee adopt the report and recommendations of the Computer Oversight Subcommittee as Committee recommendations. The motion passed on a unanimous voice vote.

ADDITIONAL BUSINESS, ADJOURNMENT

Chairman Connors asked whether there was additional business to come before the Committee. Senator Welsh noted that Ms. Bolender, subsequent to the leadership evaluations of the agency directors, was asked to obtain copies of the statements of goals of the various directors, from this year and from last, and place them in a packet for reference for the next evaluations. Chairman Connors noted that there was also some discussion that took place at that time to recommend that all evaluations of directors of legislative agencies and all proposals to change pay grades authorized for legislative positions, as well as the creation of new positions, be conducted at the same time during the interim period between sessions of the General Assembly. Committee members briefly reviewed that discussion and then Senator Hutchins moved that the recommendation, as stated by Chairman Connors, be adopted by the Committee and recommended to the Legislative Council. The motion was adopted on a unanimous voice vote.

There was no other business to come before the Committee and the Committee adjourned at 11:41 a.m.

Respectfully Submitted,

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Legal Counsel

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LW/dg

MINUTES

COMPUTER OVERSIGHT SUBCOMMITTEE OF THE SERVICE COMMITTEE

January 7, 1991

PRELIMINARY BUSINESS

The Computer Oversight Subcommittee of the Service Committee was called to order at 8:40 a.m., on Monday, January 7, 1991, in Room 24 of the Statehouse, by Senator Joe Welsh, Acting Chairperson. Other Subcommittee members present were:

Representative Harold Van Maanen

Other persons present included:

Dennis Prouty, Director, Legislative Fiscal Bureau
Diane Bolender, Director, Legislative Service Bureau
Sandy Scharf, Director, Computer Support Bureau
Bill Angrick, Citizens' Aide/Ombudsman
Roger Murtfeld, Computer Support Bureau
Ed Damman, Computer Support Bureau
Kay Evans, Computer Support Bureau
Glen Dickinson, Legislative Fiscal Bureau
Cynde Clingan, Assistant Secretary of the Senate
Jack Dwyer, Secretary of the Senate
Phyllis Barry, Administrative Code Division
Donna Waters, Administrative Code Division
Bob Haus, Director, Senate Republican Caucus Staff
Marcy Jolly, Senate Republican Caucus Staff
Joe O'Hern, Chief Clerk of the House
Dennis Harbaugh, Director, Senate Democratic Research Staff
Paulee Lipsman, Director, House Democratic Research Staff
MaryJo Welch, House Republican Caucus Staff
Greg Watson, House Republican Caucus Staff
Gary Kaufman, Legislative Service Bureau
Gary Rudicil, Legislative Service Bureau
John Pollak, Legislative Service Bureau

DISCUSSION ON COMPUTER SYSTEM PROBLEMS AND NEEDS

Chairperson 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 General Assembly to meet those needs.

In response to a question by Chairperson Welsh, Mr. Scharf mentioned upcoming projects to be undertaken by the Computer Support Bureau, including the replacement of the text editing (ET) system on the *Unisys* mainframe computer and continuation of the process to transfer from a "mainframe terminal" base to a "personal computer" base within the legislative branch. He continued that the bill drafting software in use on the mainframe system is outdated, but he does not foresee complete elimination of the mainframe computer system. He stated that modernization of the legislative computer system is needed, so that the system is one that is PC-based but is interconnected with the *Unisys* mainframe system. Mr. Scharf also noted that it is necessary to transfer to a PC-based system because of the cost and time constraints of updating the local codes for the legislature's bill drafting software on the mainframe every time *Unisys* upgrades the *Mapper* system and also because the *Unisys* terminals and other equipment are becoming old and more costly to maintain. He also said that the bill drafting software was created specifically for Iowa and *Unisys* has not been successful in selling the software to any other state. He concluded by adding that the legislature's bill drafting software contains features not found in other similar software programs.

In response to another question by Chairperson Welsh, Mr. Scharf specified that sixty percent of the mainframe's central processing unit's (CPU) capability remains idle when the legislature is not in session. He clarified that when a PC is using the *Mapper* system, it is utilizing the mainframe's CPU but when a PC is using the *Ami Professional* word processing, for example, it is then utilizing the PC's own CPU.

Ms. Bolender noted that before the Legislative Service Bureau could convert entirely to a PC-based bill drafting system, it would be necessary to find a PC-based system which would be capable of performing the same bill drafting functions currently provided by the *Unisys* ET terminals. Specifically, they must be able to conduct the automatic amending process which makes the current Iowa system almost unique in the nation. Mr. Scharf stated that he knows of only one other state, Minnesota, that has the automatic amending capabilities of the Iowa system. According to Mr. Scharf, personnel from Minnesota traveled to Iowa to view its bill drafting system and then wrote their own in-house version of the automatic amending process. Ms. Clingan reiterated that the Senate Legal Counsel's Office is opposed to transferring from the current ET-terminal system to a PC-based system until the office could perform the same capabilities on the PC-based system that it currently executes on the ET-terminal system. In response to a question by Ms. Clingan, Mr. Scharf said that this transfer to PCs is necessary because of the

difficulties in updating of the current bill drafting software and the increasing age of the computer equipment. Mr. Scharf also said that he does foresee eventually performing all of the bill drafting work on PCs instead of the current system where some functions are done on the PCs and others on the mainframe.

Mr. Scharf commented that the Computer Support Bureau needs some guidance concerning who should be granted priority when computer hardware and software problems arise in the various legislative agencies. Mr. Prouty noted that the Legislative Fiscal Bureau has two computer programmers on staff. Ms. Bolender said that the Legislative Service Bureau currently has no programmers on staff but it does have a few persons with some computer knowledge and skills.

Mr. Prouty stated that the Legislative Fiscal Bureau began using PCs because of the flexibility they offered with spreadsheet programs, but he also said that the mainframe system is still needed for some larger problem calculations. Mr. Prouty then provided the Subcommittee with a "computing needs" list, which is attached to these minutes.

In response to a question by Mr. Prouty, Mr. Damman said that work on the "modem pooling" system will not begin for another six months and may not be completed before the 1992 legislative session ends. He also noted that analog phone lines are needed to connect the modems to interface with home computers and that the new telephone system utilizes digital lines. Therefore, the only real choice at present for those persons needing modems to interface with home computers is to install dedicated analog phone lines for each modem. Mr. Scharf stated that there is a converter that converts digital signals to analog signals, but the Computer Support Bureau has not had good luck in getting it to work.

Mr. Scharf said that the Computer Support Bureau also tried "software metering", where just a few copies of a particular program are installed on the local area network (LAN), allowing use on a "first-come, first-served" basis. Mr. Damman added that the system did not work well in the "Windows" environment which is currently used on all PCs. Concerning a related point, Mr. Scharf noted that a policy is needed which indicates the proper procedures to be taken when a legislator wants to use a computer program on his or her own PC.

Chairperson Welsh asked for comments by other legislative staff persons. Mr. Haus and Ms. Lipsman both expressed concerns about computer hardware and software security. Mr. Scharf said that the best way to secure computer files is to either copy the file to a floppy disk which is kept in a secure place or copy the file to the LAN. He added that copying files to the hard disk of a PC is not secure because anyone using that PC can access the files. Mr. Scharf also stated that computer theft has occurred, with the Computer Support Bureau losing one laptop computer and the Legislative Fiscal Bureau losing two laptop computers last year. Mr. Haus said that perhaps each PC should be permanently fixed to a surface to discourage theft.

Ms. Lipsman and Mr. Harbaugh also expressed a need for a more comprehensive "messaging system". Mr. Damman responded by saying that the Computer Support Bureau has received requests for a "computer bulletin board" where messages to everybody could be posted. Mr. Scharf added that a new request form has been developed that should provide for more efficient notification and solution of computer problems. Mr. O'Hern said that the variations in training needs for full-time versus part-time staff as well as the problems with the amount of physical space needed for the new PCs should be examined. He added that the policies relating to PC use at legislators' homes and in the legislative chambers should also be addressed.

Mr. Angrick said that the PCs in the Citizens' Aide office operate on a separate LAN and are not currently connected in any way to the legislature's computer systems. Mr. Scharf added that the Citizens' Aide office's computers could be linked to the legislative system, but that data security could be a problem. Mr. Angrick also expressed some concern about the incompatibility problems between modems and the new digital phone lines.

Ms. Bolender provided the Subcommittee with a "computing needs" list for the Legislative Service Bureau, a copy of which is attached to these minutes. She briefly summarized the needs listed. Mr. Scharf responded to Ms. Bolender by saying that a formal procedure is needed which allows specific chapters of the Code to be printed in a format similar to that of the published Code. He noted that he often receives requests from other state agencies for Code chapters.

DIRECTIONS AND ADJOURNMENT

Chairperson Welsh directed the caucus staffs and other legislative personnel to review the "computing needs" lists provided by the Legislative Service Bureau and the Legislative Fiscal Bureau so that any additional needs might be identified. He also directed that a "future agenda" draft should be prepared by the Legislative Service Bureau specifying the computing needs of the legislature. Chairperson Welsh also proposed that bimonthly meetings should be held including staff persons, the Computer Oversight Subcommittee, and any other legislators with computer knowledge.

There being no further business, the meeting was adjourned at 9:55 a.m.

Respectfully submitted,

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Research Analyst