

M I N U T E S

ADMINISTRATION COMMITTEE  
OF THE  
LEGISLATIVE COUNCIL

October 8, 1980

The meeting of the Administration Committee of the Legislative Council was called to order by Chairperson Calvin O. Hultman at 10:15 a.m., Wednesday, October 8, 1980 in Room 22 of the State House, Des Moines, Iowa. Committee members present in addition to Chairperson Hultman were:

Senator James Briles  
Senator Lowell Junkins  
Representative John Clark  
Representative Roger Halvorson

Other persons present were:

Bruce Graham, House Legal Counsel  
Serge Garrison, Director, Legislative Service Bureau  
Debbie Dahab, Research Analyst, Legislative Service Bureau  
Thane Johnson, Senior Research Analyst, Legislative Service Bureau

Mr. Garrison explained a change order submitted for the first floor renovation project which was distributed to Committee members. He noted that the change order eliminates the third item on the change order approved by the Council in September, reducing the additional construction costs to \$715 compared to the \$1,117 increase previously approved. It was pointed out that the item eliminated involves replacing four pieces of marble which Mr. McCausland had indicated at the last Committee meeting might be accomplished by the Department of General Services. The Committee recommended that the Legislative Council approve the revised change order.

Chairperson Hultman then recognized Mr. Bruce Graham for an update on the selection of draperies for the new legislative committee rooms. Mr. Graham reported that he had been contacted by Ms. Neva Petersen, Professor Emeritus of Design at Iowa State University, who volunteered to act as a consultant on the selection of the draperies. Mr. Graham recommended that Ms. Petersen be authorized to develop designs and specifications for draperies for the first floor meeting rooms with the total cost of the draperies not to exceed \$7,500. He further recommended that the authorization require the final selection of draperies to be of a nature that can be subject to bids and that Ms. Petersen be reimbursed for her expenses including mileage at the same rate provided for other state employees. Senator Junkins moved that the Committee incorporate Mr. Graham's recommendation as a recommendation to the Legislative Council. The motion passed.

The Committee then discussed the Legislative Orientation Conference customarily held for new legislators just prior to the convening of the General Assembly. Mr. Garrison distributed a proposed agenda for the Conference to Committee members explaining that the substance of the agenda is very similar to that for the Conference held in 1979. Mr. Garrison pointed out that the dates proposed for the Conference are Wednesday, December 3 and Thursday, December 4, 1980. He reminded Committee members that they had agreed at the last Committee meeting to hold the Conference in December this year as opposed to the week before the Session as has been customary in the past.

Chairperson Hultman indicated that he envisions as much of the Conference as possible be held in the Capitol Building. He pointed out that one advantage of holding the Conference in the Capitol Building is that it affords new legislators the opportunity to familiarize themselves with the surroundings.

In discussing the specific items on the agenda, Mr. Garrison pointed out that the presentations are essentially the same as those scheduled in 1979 with the exception of the addition of an explanation of the reapportionment process. He added that an hour has been reserved for this subject which may not be sufficient. Chairperson Hultman commented that an in-depth explanation of the reapportionment process may not be necessary for the Orientation Conference and suggested that all legislators will need a briefing of this sort. Mr. Garrison responded that the Legislative Service Bureau has prepared a memorandum describing reapportionment procedures which he intends to provide to all legislators. It was then suggested that the Legislative Service Bureau could make an in-depth presentation on reapportionment to the General Assembly during the first week of the legislative session and the subject could be briefly touched upon at the Orientation Conference. This suggestion seemed acceptable to the Committee.

Mr. Garrison then explained that the Legislative Service Bureau would obtain information on locations and menus for the dinner to be held on the night of December 3. He asked the Committee for suggestions regarding a speaker for the dinner, noting that it might be possible to get Mr. Allen Rosenthal from the Eagleton Institute of Politics, who had been scheduled to speak at the dinner in 1979 but did not attend because of bad weather. Mr. Garrison then inquired whether the Committee intended to invite directors of executive departments to the dinner. Chairperson Hultman opined that the function should be limited to new legislators and program participants only and that the legislative nature of the Conference should be emphasized. He added that either Mr. Rosenthal or someone from the National Conference of State Legislatures knowledgeable on legislative process would be acceptable as a speaker for the dinner. Mr. Garrison then inquired as to whether the Governor should be invited to the dinner. It was

pointed out that an invitation has not been extended to the Governor in the past. Chairperson Hultman reiterated that the Conference is a legislative function and since executive department heads are not being invited, extending an invitation to the Governor would not be expected.

It was moved that the Committee recommend that the Council approve the agenda for the Conference as distributed by Mr. Garrison with the understanding that the names of the speakers on the agenda will be added as soon as legislative leadership positions have been determined. The motion included scheduling of the Conference for December 3 and 4 with all activities, with the exception of the banquet, held in the State House. The motion also included the recommendation that the Council limit attendance to the Conference to new legislators and program participants. The motion passed.

Seeing no further business to come before the Committee, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

DEBBIE DAHAB  
Research Analyst