

M I N U T E S
SERVICE COMMITTEE
OF THE
LEGISLATIVE COUNCIL

July 6, 1979

The meeting of the Service Committee of the Legislative Council was called to order by the Chairperson, Representative William H. Harbor, at 10:40 a.m. on Friday, July 6, 1979 in Committee Room 1 of the State House, Des Moines, Iowa. Members present in addition to the Chairperson were:

Senator Willard R. Hansen
Senator Bob Rush
Representative Delwyn Stromer

Also present were:

Ms. Ruth Mosher, Deputy Citizens' Aide
Captain Earl Usher, Capitol Security
Mr. Gerry Rankin, Director, Legislative Fiscal Bureau
Mr. Stan McCausland, Director of General Services
Ms. Marilyn Farr, Farr Analysts, Consultants and Technical Services, Inc.
Mr. Serge Garrison, Director, Legislative Service Bureau
Ms. Debbie Dahab, Research Analyst, Legislative Service Bureau

On a motion by Senator Hansen, the minutes of the June 12, 1979 meeting were approved as distributed.

Chairperson Harbor then called on Mr. Garrison for a report on possible candidates for a position on to the county finance committee require by House File 757 to be filled by appointment by the Legislative Council. Mr. Garrison reported that he had contacted Mr. Don Cleveland of the Iowa State Association of Counties by letter asking for suggestions as to individuals who may be qualified for the appointment. He added that he has not yet received a response to his inquiry.

Mr. Garrison explained that the person required to be appointed by the Legislative Council must be an "operations research analyst experienced in cost effective analysis of county services." He noted that the Comptroller's Office indicated that Mr. Clayton Ringgenberg, Director of the Institute of Urban Affairs at the University of Iowa City, has experience in this area and may be interested in the appointment. Mr. Garrison explained that he subsequently contacted Mr. Ringgenberg who indicated that he would be interested in serving on the committee. Mr. Garrison noted that Mr. Ringgenberg is the only individual he has been able to locate

who appears to meet the qualifications and has indicated an interest in the appointment. He asked the members of the Committee if they had any additional suggestions.

Representative Stromer acknowledged that Mr. Ringgenberg does have an excellent background in the area of county finance. He added that the county finance committee undoubtedly will call upon the expertise of the Institute of Urban Affairs in the course of their endeavors. Representative Stromer recalled that several years ago Mr. Wallace Ogg and others from Iowa State University offered a seminar on local services and suggested that these people be contacted to determine whether they might have an interest in serving on the committee. Mr. Garrison indicated that he would contact Iowa State University pursuant to Representative Stromer's request. The Committee decided to defer action on recommendations for appointment to the county finance committee until the next meeting pending further investigation of possible candidates for the position.

Chairperson Harbor then called on Ms. Ruth Mosher, Deputy Citizen's Aide, for a report on progress in filling a vacancy on the Citizens' Aide staff. Ms. Mosher reported that Deputy Citizens' Aide Chester Smith has resigned and that the office is in the process of taking applications for the position. She indicated that the staff hopes to submit its recommendation for filling the vacancy to the Service Committee at the August meeting.

Ms. Mosher also reported that the artist who designed the cartoon for the cover of the study guide relating to the Citizens' Aide had agreed to the suggestion made by the Service Committee at its last meeting regarding the cartoon and that the booklet is currently being printed and should be available for distribution soon. She also noted that the Comptroller's Office denied the request of the Office of the Citizens' Aide to use funds from the current budget for a downpayment toward the purchase of a Xerox machine, however Xerox Corporation has agreed to hold the price on the machine without the downpayment so that the total purchase price is the same as approved by the Service Committee and Legislative Council at the last meeting. Senator Rush raised a question concerning the reasons why the Comptroller's Office did not approve the downpayment and it was decided that the question would be raised later on in the meeting when representatives from the Comptroller's Office are present.

Chairperson Harbor then recognized Mr. Gerry Rankin for a report on the organizational progress of the program evaluation division of the Legislative Fiscal Bureau. A copy of Mr. Rankin's written report is attached to and by this reference made a part of these minutes. In summarizing his written proposals, Mr. Rankin noted that he is recommending that Ms. Deborah A. Westvold be employed as a Fiscal Analyst I at Grade 27, step 1. Ms. Westvold would staff the Human Resources Appropriation Subcommittee and would also work

in program evaluation. Mr. Rankin noted that he hopes to submit another name to fill a second staff position in the program evaluation division to the Service Committee at the August meeting.

In response to a question from Representative Stromer, Mr. Rankin indicated that House File 742 provides for statutory authority for the program evaluation function. He noted that funding for the division is included in that legislation. In response to a question from Chairperson Harbor, Mr. Rankin explained that Mr. Thom Freyer will be transferred to the program evaluation division and would be paid from funds appropriated to that division rather than from the Legislative Fiscal Bureau's general appropriation.

Senator Hansen moved that the Service Committee approve the appointment of Ms. Deborah Westvold as a Fiscal Analyst I at Grade 17, step 1. The motion was adopted. Mr. Rankin then requested that the budget for the program evaluation division be allocated as proposed in his written report. Senator Rush moved that the Service Committee approve the allocation of the budget as recommended by Mr. Rankin. The motion passed.

Mr. Rankin then presented a written proposal to contract with Farr Analysts, Consultants, and Technical Services, Inc. (FACTS) for actuarial studies relating to proposed and pending legislation on public retirement systems under the provisions and using the funds provided in Senate File 489. Mr. Rankin requested Committee approval of the contract as described in the written proposal. A copy of the written proposal is on file in the Legislative Service Bureau. Mr. Rankin explained that the contractee would provide information not only for use in preparing fiscal notes but also for the interim study committee on IPERS and retirement plans. He noted that Senate File 489 provides that compensation shall be an hourly rate subject to the approval of the Legislative Council. He referred members of the Committee to the written proposal which details the hourly rate for the various services to be provided.

Representative Stromer asked if Mr. Rankin had requested bids for the contract to which Mr. Rankin responded in the negative. Representative Stromer expressed some concern about awarding the contract to a former legislative employee, noting that the General Assembly has been criticized in the past in similar situations. Mr. Rankin responded that few people would be willing to provide such services on an hourly basis. He added that Ms. Farr has experience in both the legislative process and the retirement area. Mr. Rankin also indicated that this particular contract was exempted from the statute that requires competitive bidding on contracts for actuarial services. Mr. Rankin concluded his remarks by noting that with the FACTS contract he feels the General Assembly would be getting quality services at the most reasonable price.

Representative Stromer pointed out that Mr. Ed Longnecker, Director of the IPERS Division of the Department of Job Service currently provides information for fiscal notes on retirement legislation. Mr. Rankin responded that one of the purposes of the contract with FACTS is to provide a check on information provided through this channel. Representative Stromer suggested that the Service Committee defer approval of the contract until the IPERS and Pension Funds interim Subcommittee has met, with the idea of asking members of the Subcommittee for their comments on the proposed contract and the types of services that might be required.

Senator Hansen commented that according to Senate File 489 the authority of the Legislative Council regarding the contract extends only to approval of the hourly rate of compensation of the contractee. There was some discussion as to why Senate File 489 exempts this particular contract from competitive bidding during the course of which Mr. Rankin commented that perhaps the reason was because so few individuals would be interested in this type of contract that it was not worth going through the competitive bidding process.

Representative Stromer then moved to postpone action on the contract until after the first meeting of the IPERS and Pension Funds Subcommittee. Senator Rush emphasized that the law requires the Fiscal Bureau to employ an actuary and that the hourly rates in the contract proposal which the Committee has been requested to approve are quite reasonable. In response to a question from Senator Rush, Mr. Rankin indicated that approval of the contract is not urgent however the Fiscal Bureau would like to begin accumulating data as soon as possible. The Committee then postponed by unanimous consent action on Mr. Rankin's request for approval of the contract with FACTS.

Chairperson Harbor then indicated that Mr. Ron Mosher, State Comptroller, Mr. Dale Nelson, Director of Data Processing, and Mr. Jim Rose from the State Comptroller's Office were present and available for questions regarding data processing services provided to the General Assembly. Before beginning that discussion however, Senator Rush inquired of Mr. Mosher concerning the reason why the Comptroller's Office had refused to approve the downpayment for the Xerox machine to be purchased by the Office of the Citizens' Aide. Mr. Mosher indicated that he was not personally familiar with the situation but from Senator Rush's description it appears that the office would be overspending its current appropriation. He noted that a state agency cannot contract for an amount in excess of that available in their current budget. Senator Rush indicated that he would like additional information on this particular situation which Mr. Mosher agreed to provide.

Discussion then ensued regarding data processing services which have been and will be available to the General Assembly.

Chairperson Harbor explained that toward the end of the 1979 legislative session the General Assembly was forced to rely on private data processing services because the state could not meet the legislative demands. He noted that the Service Committee is interested in determining what the General Assembly can do to improve its access to data processing services. Mr. Nelson responded that the problems that occurred at the end of the 1979 Session were not the result of the legislative branch of government being assigned a low priority with regard to data processing services, but rather were caused by staffing problems and procedures in the data processing division itself. He added that several equipment problems also aggravated this situation. Mr. Nelson reported that his office is modifying its procedures to make the submission of jobs easier and also anticipates meeting with representatives from the legislative branch regarding expansion of models used for school aid data to facilitate future computer runs in this area.

Mr. Mosher commented that the policy of the Comptroller's Office is that legislative computer requirements are given top priority. He noted that in spite of this policy equipment problems do occur and that this necessarily impacts on the availability of services. He reemphasized that his office is redefining the school aid model to accommodate more information and alternatives. He reported that the systems analysts were bogged down this past session in rewriting programs because information requested by the General Assembly could not be provided using the regular school aid model.

Senator Hansen asked if the data processing division tries to schedule major projects anticipated from other state agencies at times other than the legislative session. Mr. Nelson responded that his office tries not to implement any major hard or software changes during the legislative session, however during the past nine months several unavoidable incidents, including the move from the Lucas to the Hoover Building and the installation of new equipment disrupted the normal provision of services. He added that similar disruptions are not foreseen for the next legislative session. Mr. Nelson reported that his office does not control the scheduling of projects from other state agencies.

Senator Hansen remarked that Mr. Nelson had attributed service problems that occurred during the last legislative session to a high turnover of staff within the data processing division. He inquired as to whether the salary levels for the staff positions might need to be increased to alleviate the turnover problem. Mr. Nelson responded that the job market for systems analysts is good and that people in the profession are highly mobile. He noted that the high turnover is not unique to the comptrollers office but is common for state government in general. He commented that the salaries for systems analysts in the comptrollers office are about 5 to 10 percent behind salaries paid to persons in comparable positions in private industry but that the salary levels have not

been increased because of the need to balance them with other positions in state government. He indicated that an indepth study of salary levels may be in order to which Senator Hansen expressed his agreement. Mr. Mosher commented that adjusting the salary schedule for systems analysts would not solve the turnover problem as people often leave a place of employment for reasons other than money.

Chairperson Harbor requested that Mr. Mosher and his staff provide the Service Committee and the Chairpersons of the various legislative committees with monthly updates on progress toward improving data processing services. Mr. Mosher indicated that he would comply with this request.

Chairperson Harbor then recognized Mr. Stan McCausland for the purpose of presenting information on the costs of repairing and remodeling the building now occupied by the Office of the Citizen's Aide. Mr. McCausland distributed a copy of a memorandum from John Drummond to Mr. McCausland which details the various repairs necessary to bring the building in question into proper condition and the cost of such repairs. A copy of the memo is attached to and by this reference made a part of these minutes. Mr. McCausland reported that the total cost of the improvements has been estimated at \$15,413. He noted that the Service Committee at its last meeting had requested that his office investigate alternatives for repairing and remodeling the building, however in his opinion there are no alternatives and the list of repairs in the memorandum represent total improvements necessary to make the building habitable. On the question of where to locate capitol security personnel who now occupy a portion of the building, Mr. McCausland noted that the state owns a house located on Des Moines Street north of the Department of General Services garage which might be suitable or adequate space for capitol security personnel could be found in the Wallace State Office Building.

Captain Earl Usher stated that he was under the impression that his staff would be permanently assigned space in the new Hoover Building. He noted that the Des Moines Street building described by Mr. McCausland is not satisfactory because it would be a temporary location and if the capitol security staff is to be relocated he feels that the relocation should be permanent and must adequately meet the needs of the staff. Mr. McCausland responded that he had initially reserved space in the Hoover Building for capitol security but that the space which was ultimately assigned was not satisfactory to Captain Usher. Captain Usher countered that the space in the Hoover Building which he was shown was not what was originally described to him as being reserved for capitol security and was not suitable for his staff.

Senator Hansen inquired as to why the Wallace Building was not suitable for capitol security personnel. Captain Usher responded that he was not aware that there was space available for capitol

security personnel in the Wallace Building. Mr. McCausland commented that it is his opinion that it would be administratively advantageous to locate capitol security personnel in the Wallace Building but that it is his policy not to interfere in the administrative affairs of a state agency. He emphasized that space is available in the Wallace Building for capitol security. Senator Hansen then inquired as to why capitol security was originally assigned space in the Hoover Building as opposed to the Wallace Building. Mr. McCausland responded that space assigned to capitol security in the Hoover Building was close to the locker room, shower, conference room and police radio equipment, however because the amount of space originally assigned was reduced, Captain Usher determined that it was unsuitable.

In response to a question from Senator Hansen, Captain Usher stated that his only requirements regarding suitable headquarters for his staff are that the space be adequate and that the facility be permanent. He indicated that he would accept the assignment of space in the Wallace Building if the amount of space was adequate to meet his needs. Mr. McCausland assured Captain Usher that he could provide adequate space for capitol security in the Wallace Building. Senator Hansen then observed that it appears that locating capitol security in the Wallace Building may be the ultimate solution and that the remodeling of the brick house occupied by the Citizens' Aide could proceed. Other members of the Committee agreed with Senator Hansen and it was determined that a meeting between Mr. McCausland, Mr. Larson of the Department of Public Safety, representatives of capitol security, and interested Service Committee representatives would be held in the near future to arrive at a solution acceptable to all parties with a report on the situation to be made at the next Service Committee meeting.

The Committee then discussed the proposal for remodeling of the Citizens' Aide office. Several questions were raised concerning the need for rewiring of the entire structure to which Mr. McCausland responded that the electrician who examined the building probably felt that now is the appropriate time to fully rewire the building. Mr. Garrison inquired concerning the source of funds for the remodeling project. He opined that the open-end appropriation in section 2.12 of the Code applies only to the remodeling and improvement of areas or facilities which directly serve the General Assembly noting that the Citizens' Aide may not fall within this category.

Mr. McCausland added that he cannot use his authority under performance of duty because the Citizens' Aide is technically a part of the legislative branch of government. Mr. Garrison suggested however that the repairs may fall under the performance of duty because the Citizens' Aide office does not serve the General Assembly but rather serves the general public.

After considerable discussion on the issue, the Committee agreed that the Office of the Citizens' Aide is a legislative office, however Senator Hansen moved that the Committee recommend to the Legislative Council that the repairs outlined by Mr. McCausland in the memo distributed by Mr. McCausland be approved and that the Council itself determine how funds for the repairs are to be provided. The motion passed.

Ms. Mosher then inquired concerning internal remodeling of the facility so that it might more adequately meet the needs of the Citizens' Aide office. She distributed a list of suggested internal improvements, a copy of which is attached to and by this reference made a part of these minutes. Representative Stromer moved that Mr. McCausland be directed to secure estimates on the cost of each improvement on the list distributed by Ms. Mosher and present those estimates to the Service Committee at their next meeting. Mr. McCausland indicated that some of the remodeling items on the list could be handled by Department of General Service workers while others may require an outside contract. It was agreed that a total remodeling package would be examined by the Committee at the next meeting.

There being no further business to come before the Committee at that time, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

DEBBIE DAHAB
Research Analyst