



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
CHUCK GIPP, DIRECTOR

December 18, 2013

Ed Cook
Sr. Legal Counsel
Legislative Services Agency
State Capitol

Mr. Cook,

Thank you for the opportunity to provide efficiency suggestions to the State Government Efficiency Review Committee. We have solicited ideas from the department's division administrators and bureau chiefs and have compiled them here for your review.

1. Adopt a policy of per diem for all state employees when in travel status. This would reduce a significant amount of staff time in preparing, processing, and approving travel reimbursements.
2. Review state boards and commissions to evaluate areas where responsibilities can be combined. In the DNR, the duties and responsibilities of the State Preserves Advisory Board may be able to be combined with the Natural Resource Commission.
3. Improve public records management by making electronic records management a priority throughout the enterprise and identifying better and cheaper ways to manage public records including email.
4. Invest in computer application development for online permit application and fee payments.
5. Critically review legislatively mandated reports and the requirements of the accountable government act to ensure that these reporting requirements are needed and desired. A significant amount of staff time is spent by all agencies on these requirements.
6. Evaluate state office locations across the state to identify areas where consolidation can occur to reduce the amount of leased office space.
7. Evaluate the funding model for the Department of Administrative Services. Rates to agencies continue to increase while agency funding levels remain level. Perhaps allowing agencies to "opt out" of services that they can provide for themselves.
8. Increase the competitive bid thresholds to adjust with inflation and update the requirements for TSB postings. This would allow projects to be completed in a more timely manner, saving staff time and potentially construction costs.
9. Continue supporting the Office of Lean Enterprise in the Department of Management and use of Lean tools throughout government. The use of Kaizen to improve business processes has dramatically improved many processes throughout state government over the past 11 years. Continuing to support this

philosophy and these tools will enable agencies to continue to systematically improve the way we do business.

Thank you again for the opportunity to provide comments. If you have any questions or comments on any of these points, I ask that you contact Chris Van Gorp at 515-281-8850.

Sincerely,

A handwritten signature in black ink, appearing to be "Bruce Trautman". The signature is stylized with a large loop at the top and a vertical line extending downwards.

Bruce Trautman, for

Chuck Gipp
Director
Iowa Department of Natural Resources