

*Thos. Hines Rep., Amend. to Pass (H-5579) 3/27*

FILED MAR 10 1992

SENATE FILE 2342  
BY COMMITTEE ON HUMAN RESOURCES  
*Approved 3/10/92 (p. 717)*  
(SUCCESSOR TO SSB 2209)

Passed Senate, Date 3/20/92 (p. 895) Passed House, Date 4/1/92 (p. 971)  
Vote: Ayes 41 Nays 6 Vote: Ayes 83 Nays 16  
Approved April 14, 1992 (p. 1404)  
*Re-passed 4/7 (p. 1260)*  
*Ayes 43 - Nay 0*  
A BILL FOR

1 An Act establishing a department of human services' field  
2 services organizational structure and providing an effective  
3 date.

4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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SENATE FILE 2342

S-5300

1 Amend Senate File 2342 as follows:  
2 1. Page 1, by striking lines 14 and 15 and  
3 inserting the following: "a different cluster on its  
4 own motion if it joins the new cluster at the  
5 beginning of a fiscal year."

By EMIL J. HUSAK

S-5300 FILED MARCH 18, 1992  
*2/12 3/20 (p. 894)*

SF 2342

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1 Section 1. NEW SECTION. 217.42 COUNTY CLUSTERS --  
2 OFFICES.

3 1. The organizational structure to deliver the  
4 department's field services shall be based upon county  
5 clusters. A county cluster shall consist of a single county,  
6 or a group of counties which have joined together to serve as  
7 a basis for providing field services to persons residing in  
8 the county or counties comprising the cluster. The clusters  
9 shall be those designated by the department effective March 1,  
10 1992. If it is necessary for the department to significantly  
11 modify its field operations or the composition of a designated  
12 county cluster, the department shall consult with the affected  
13 counties prior to implementing such action. A county may join  
14 a different cluster if it is mutually agreeable with the  
15 department and it occurs at the beginning of a fiscal year.  
16 The county boards of supervisors in a cluster shall advise the  
17 department on the selection of the area administrator  
18 responsible for the county cluster.

19 2. The department shall maintain an office in each county.  
20 Based on the annual appropriations for field operations, the  
21 department shall strive to maintain a full-time presence in  
22 each county. If it is not possible to maintain a full-time  
23 presence in each county, the department shall provide staff  
24 based on its caseweight system to assure the provision of  
25 services. The department shall consult with the county boards  
26 of supervisors of those counties regarding staffing prior to  
27 any modification of office hours.

28 Sec. 2. NEW SECTION. 217.43 COUNTY CLUSTER BOARDS.

29 1. A county cluster board shall be established in each  
30 cluster. The purpose of a cluster board is to improve  
31 communication and coordination between the department and the  
32 counties, advise the department on the placement of field  
33 service staff serving the cluster based on criteria of funded  
34 client caseweight, client need, utilization of existing space  
35 within each of the county offices, and effective service

1 delivery. In addition, the board shall make recommendations  
2 to the county boards of supervisors concerning the equitable  
3 distribution of support costs of departmental staff.

4 2. A county or group of counties may voluntarily enter  
5 into a chapter 28E agreement with the department to provide  
6 funding or staff persons to deliver field services in county  
7 cluster and county offices. The agreement shall cover the  
8 full fiscal year but may be revised by mutual consent.

9 3. Not more than five cluster board members shall be  
10 appointed for one-year terms by each of the county boards of  
11 supervisors of the counties comprising the county cluster.  
12 The following requirements apply to the appointments made by a  
13 county board of supervisors: both genders shall be  
14 represented; not more than three members shall be of the same  
15 political party; not more than three members shall be members  
16 of the board of supervisors; and appointments shall be made on  
17 the basis of interest in public affairs, good judgment, and  
18 knowledge and ability in the field of human services.  
19 Appointments shall be made a part of the regular proceedings  
20 of the board of supervisors and shall be filed with the county  
21 auditor and the county cluster administrator. A vacancy on  
22 the board shall be filled in the same manner as the original  
23 appointment. The boards of supervisors shall develop and  
24 agree to other organizational provisions involving the cluster  
25 board including reporting requirements.

26 4. The department shall determine the community in which  
27 the county office will be located. The county board of  
28 supervisors shall determine the location of the office space  
29 for the county office. The county board of supervisors shall  
30 make reasonable efforts to colocate the office with other  
31 state and local governmental or private entity offices in  
32 order to maintain the offices in a cost-effective location  
33 that is convenient to the public.

34 Sec. 3. SUBCHAPTER CREATED. The Code editor shall codify  
35 sections 217.42 and 217.43, as created in this Act, as a

1 subchapter of chapter 217, entitled "Field Services  
2 Organization".

3 Sec. 4. EFFECTIVE DATE. This Act, being deemed of  
4 immediate importance, takes effect upon enactment.

5 EXPLANATION

6 This bill establishes a department of human services field  
7 services organizational structure and provides an effective  
8 date.

9 Section 1 requires the organizational structure to be based  
10 upon county clusters which are those designated by the  
11 department effective March 1, 1992. If it is necessary for  
12 the department to modify its field operations or the  
13 composition of a county cluster, the department must consult  
14 with the affected counties in advance. A county can join a  
15 different cluster if it is agreeable with the department and  
16 the change occurs at the beginning of a fiscal year. The  
17 county boards of supervisors in a cluster shall advise the  
18 department concerning the selection of the area administrator  
19 responsible for the county cluster.

20 Section 1 also requires the department to maintain an  
21 office in each county. The presence of service workers in  
22 that office depends upon annual appropriations and the  
23 department's caseweight system for determining staffing  
24 levels. Prior to modifying office hours, the department must  
25 consult with the county board of supervisors concerning  
26 staffing.

27 Section 2 provides for establishment of county cluster  
28 boards to perform various communication and coordination  
29 functions between the counties and the department. A county  
30 may enter into a chapter 28E agreement with the department to  
31 provide staffing or funding of positions in cluster and county  
32 offices. The agreement must cover the full fiscal year but  
33 may be revised by mutual consent.

34 Section 2 also provides for appointment of members to the  
35 cluster boards by the county boards of supervisors. The

1 department determines the community in which the county office  
2 will be located and the board of supervisors determines the  
3 location of the office space.

4 Section 3 directs the Code editor to codify the provisions  
5 of the bill as a subchapter in the human services  
6 organizational chapter.

7 Section 4 provides for the immediate effective date of the  
8 bill.

9 The provisions concerning changes in the location and  
10 staffing of county offices may constitute a state mandate as  
11 defined in chapter 25B.

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SENATE FILE 2342

H-5579

- 1 Amend Senate File 2342, as passed by the Senate, as  
2 follows:  
3 1. Page 1, by inserting after line 27 the fol-  
4 lowing:  
5 "\_\_\_\_. A county or group of counties may  
6 voluntarily enter into a chapter 28E agreement with  
7 the department to provide funding or staff persons to  
8 deliver field services in county cluster and county  
9 offices. The agreement shall cover the full fiscal  
10 year but may be revised by mutual consent."  
11 2. Page 2, by striking lines 4 through 8.  
12 3. Page 2, by striking lines 13 through 15 and  
13 inserting the following: "county board of super-  
14 visors: the membership shall be appointed in  
15 accordance with section 69.16, relating to political  
16 affiliation, and section 69.16A, relating to gender  
17 balance; not more than three members shall be  
18 members".  
19 4. By renumbering as necessary.

By COMMITTEE ON HUMAN RESOURCES  
HAVERLAND of Polk, Chairperson

H-5579 FILED MARCH 27, 1992

*Adopted 4/1 (p. 971)*

HOUSE AMENDMENT TO  
SENATE FILE 2342

S-5543

1 Amend Senate File 2342, as passed by the Senate, as  
2 follows:

3 1. Page 1, by inserting after line 27 the fol-  
4 lowing:

5 "\_\_\_\_\_. A county or group of counties may  
6 voluntarily enter into a chapter 28E agreement with  
7 the department to provide funding or staff persons to  
8 deliver field services in county cluster and county  
9 offices. The agreement shall cover the full fiscal  
10 year but may be revised by mutual consent."

11 2. Page 2, by striking lines 4 through 8.

12 3. Page 2, by striking lines 13 through 15 and  
13 inserting the following: "county board of super-  
14 visors: the membership shall be appointed in  
15 accordance with section 69.16, relating to political  
16 affiliation, and section 69.16A, relating to gender  
17 balance; not more than three members shall be  
18 members".

19 4. By renumbering as necessary.

RECEIVED FROM THE HOUSE

S-5543 FILED APRIL 3, 1992

*Concurred 4/7 (p. 1259)*

RITTMER, CH.  
HANNON  
TINSMAN

SSB 2209  
Human Resources  
Now

SENATE FILE 2342  
BY (PROPOSED COMMITTEE ON HUMAN  
RESOURCES BILL BY CHAIRPERSON  
HANNON)

Passed Senate, Date \_\_\_\_\_ Passed House, Date \_\_\_\_\_  
Vote: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Vote: Ayes \_\_\_\_\_ Nays \_\_\_\_\_  
Approved \_\_\_\_\_

**A BILL FOR**

1 An Act establishing a department of human services' field  
2 services organizational structure and providing an effective  
3 date.

4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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1 Section 1. Section 217.3, subsection 7, Code 1991, is  
2 amended to read as follows:

3 7. Approve Except for provisions relating to the field  
4 services organizational structure established pursuant to  
5 sections 217.42 through 217.47, approve the establishment of  
6 any new division or reorganization, consolidation or abolition  
7 of any established division prior to the same becoming  
8 effective.

9 Sec. 2. Section 217.6 unnumbered paragraph 1, Code 1991,  
10 is amended to read as follows:

11 ~~The~~ Except for provisions relating to the field services  
12 organizational structure established pursuant to sections  
13 217.42 through 217.47, the director is-hereby-authorized-to  
14 may recommend to the council for adoption ~~such~~ rules and  
15 regulations as are necessary to ~~carry-into-practice~~ administer  
16 the programs of the ~~various~~ department's divisions and to  
17 establish such divisions and to assign or reassign duties,  
18 powers, and responsibilities within the department, all with  
19 the approval of the council of human services, within the  
20 department as the director deems necessary and appropriate for  
21 the proper administration of the duties, functions and  
22 programs with which the department is charged. Any action  
23 taken, decision made, or administrative rule adopted by any  
24 administrator of a division may be reviewed by the director.  
25 ~~The~~ Except for provisions relating to the field services  
26 organizational structure established pursuant to sections  
27 217.42 through 217.47, the director, upon such review, may  
28 affirm, modify, or reverse any such action, decision, or rule.  
29 The director shall organize the department of human services  
30 into divisions to carry out in an efficient manner the intent  
31 of this chapter.

32 Sec. 3. NEW SECTION: 217.42 FIELD SERVICES  
33 ORGANIZATIONAL STRUCTURE -- DEFINITIONS.

34 For the purposes of this subchapter, unless the context  
35 otherwise requires:

1 1. "Central service center" means the central service  
2 center established in Des Moines pursuant to section 217.47 to  
3 provide specialized technical and policy assistance and  
4 training to cluster boards and field services staff located in  
5 county clusters and county offices.

6 2. "Cluster board" means a county cluster board  
7 established in accordance with section 217.46.

8 3. "County cluster" means a county cluster established in  
9 accordance with and identified in section 217.44.

10 4. "County office" means an office located in each county  
11 in which field services are made available.

12 5. "Field services" means a service for which the  
13 department receives and provides funding, provides a referral,  
14 determines eligibility, or processes an application, and which  
15 is made available on a local level. Actual field services are  
16 identified in accordance with section 217.43.

17 6. "Full-time equivalent position" means full-time  
18 equivalent position as defined in section 8.36A.

19 Sec. 4. NEW SECTION. 217.43 FIELD SERVICES IDENTIFIED --  
20 ADMINISTRATIVE RULES.

21 Field services shall be identified in rules adopted by the  
22 department and developed in consultation with and after  
23 approval by the Iowa state association of counties. Field  
24 services shall include but are not limited to all of the  
25 following:

26 1. Federal-state financial assistance programs, including  
27 medical assistance under chapter 249A, aid to families with  
28 dependent children under chapter 239, and work and training  
29 programs under chapter 249C.

30 2. Child protection, juvenile justice, adoption, and  
31 family assistance services when the department is the provider  
32 of these services.

33 3. Child day care financial assistance programs and  
34 regulatory activities.

35 Sec. 5. NEW SECTION. 217.44 COUNTY CLUSTERS ESTABLISHED.

1 The organizational structure to deliver the department's  
2 field services shall be based upon a system of county  
3 clusters. A county cluster shall consist of a county or group  
4 of counties which have voluntarily agreed to establish a  
5 cooperative organization to provide field services to persons  
6 residing in the counties which comprise the cluster. Each  
7 county in the state shall be part of a county cluster. The  
8 initial county clusters shall be as described in this  
9 subsection. However, upon agreement of all affected counties  
10 and the department, a county may withdraw from the initial  
11 cluster established in this section and join a different  
12 cluster. If an agreement cannot be reached, the matter shall  
13 be put before the advisory commission on intergovernmental  
14 relations under chapter 28E for mediation and, if necessary,  
15 the commission shall make a final decision on the cluster  
16 modifications. The initial county clusters shall consist of  
17 the following counties:

- 18 1. Lyon, Sioux, Plymouth, and Cherokee.
- 19 2. Osceola, O'Brien, Dickinson, and Clay.
- 20 3. Emmet, Palo Alto, and Kossuth.
- 21 4. Winnebago, Hancock, Worth, and Cerro Gordo.
- 22 5. Mitchell, Floyd, and Chickasaw.
- 23 6. Howard, Winneshiek, Allamakee, and Clayton.
- 24 7. Dubuque.
- 25 8. Delaware, Buchanan, and Fayette.
- 26 9. Black Hawk.
- 27 10. Bremer, Butler, Grundy, and Franklin.
- 28 11. Wright, Hamilton, and Humboldt.
- 29 12. Webster, Calhoun, and Pocahontas.
- 30 13. Buena Vista, Sac, Ida, and Crawford.
- 31 14. Woodbury.
- 32 15. Monona, Harrison, and Shelby.
- 33 16. Audubon, Carroll, Greene, and Guthrie.
- 34 17. Boone and Dallas.
- 35 18. Story.

- 1 19. Hardin and Marshall.
- 2 20. Tama, Poweshiek, Iowa, and Benton.
- 3 21. Linn and Jones.
- 4 22. Jackson and Clinton.
- 5 23. Scott.
- 6 24. Cedar and Muscatine.
- 7 25. Johnson.
- 8 26. Jasper and Marion.
- 9 27. Polk.
- 10 28. Warren and Madison.
- 11 29. Adair, Adams, and Union.
- 12 30. Cass, Montgomery, and Mills.
- 13 31. Pottawattamie.
- 14 32. Fremont, Page, and Taylor.
- 15 33. Ringgold, Decatur, Clarke, and Wayne.
- 16 34. Lucas, Monroe, Appanoose, and Davis.
- 17 35. Mahaska and Wapello.
- 18 36. Keokuk, Jefferson, and Washington.
- 19 37. Henry, Louisa, and Des Moines.
- 20 38. Van Buren and Lee.
- 21 Sec. 6. NEW SECTION. 217.45 COUNTY CLUSTER

22 ORGANIZATIONAL STRUCTURE.

- 23 1. The department shall determine within each county
- 24 cluster the county office location of the county cluster
- 25 administrator. The field services in a county cluster shall
- 26 be under the direction of a county cluster administrator
- 27 selected by the department with the assistance of the cluster
- 28 board. Rules adopted by the personnel commission pursuant to
- 29 chapter 19A, the department of human services, or any other
- 30 governmental entity, which would interfere with the ability of
- 31 the cluster board to assist with the selection process, shall
- 32 not apply. The cluster administrator shall be a nonvoting ex
- 33 officio member of the cluster board and shall serve as
- 34 secretary to the board.
- 35 2. The department shall establish a county office in each

1 county of a county cluster in the location selected by the  
2 cluster board. The county office shall maintain normal  
3 business hours five days per week and eight hours per day in  
4 order to be available to provide services to the population  
5 residing in the county. Each county office shall have at  
6 least one income maintenance full-time equivalent position and  
7 one social services full-time equivalent position to provide  
8 field services in that county. However, with the concurrence  
9 of the cluster board, the department may maintain reduced  
10 hours in a county office in the event the actual caseweight of  
11 staff members located in that office falls below seventy-five  
12 percent of the average caseweight established by the general  
13 assembly for that type of field services staff position.

14 3. If a county has a poverty population comprising twelve  
15 percent or more of the county's total population, in its  
16 staffing of that county office the department shall provide a  
17 greater number of supervisory and support staff in ratio to  
18 field services staff than is provided to other counties with a  
19 lower proportion of persons in poverty. For purposes of this  
20 subsection, "poverty" means an annual income which is one  
21 hundred percent or less of the current poverty level  
22 established by the federal office of management and budget.

23 4. A county or group of counties may voluntarily enter  
24 into a chapter 28E agreement with the department to provide  
25 funding or staff persons to deliver field services in county  
26 cluster and county offices. The department and the governor  
27 shall indicate the funding for staff persons in their budget  
28 and appropriation requests. The funding and staff persons  
29 provided by counties are a savings to the state and shall only  
30 be used to reduce the average caseweights established by the  
31 general assembly for field services positions.

32 Sec. 7. NEW SECTION. 217.46 COUNTY CLUSTER BOARD --  
33 PURPOSE AND DUTIES.

34 1. A county cluster board shall be established in each  
35 county cluster. The purpose of a cluster board is to improve

1 communication within the cluster and with the department,  
2 provide continuity in the oversight of field services  
3 operations, and provide policy coordination between the  
4 central service center, the department, and the county offices  
5 of that cluster.

6 2. Five cluster board members shall be appointed for one-  
7 year terms by each of the county boards of supervisors of the  
8 counties comprising the county cluster. The following  
9 requirements apply to the appointments made by a county board  
10 of supervisors: both genders shall be represented; not more  
11 than three members shall be of the same political party; not  
12 more than three members shall be members of the board of  
13 supervisors; and appointments shall be made on the basis of  
14 interest in public affairs, good judgment, and knowledge and  
15 ability in the field of human services. Appointments shall be  
16 made a part of the regular proceedings of the board of  
17 supervisors and shall be filed with the county auditor and the  
18 county cluster administrator. A vacancy on the board shall be  
19 filled in the same manner as the original appointment. The  
20 boards of supervisors shall develop and agree to other  
21 organizational provisions involving the cluster board  
22 including reporting requirements.

23 3. A cluster board shall determine the location of the  
24 county offices of that cluster. The cluster board shall  
25 obtain input from county personnel, local boards of social  
26 welfare, field services staff, and clients in making its  
27 determination. The cluster board shall make reasonable  
28 efforts to collocate the offices with other state and local  
29 governmental or private entity offices in order to maintain  
30 the offices in a cost effective location that is convenient to  
31 the public.

32 4. In accordance with the requirements of section 217.45,  
33 the department and the cluster board shall determine placement  
34 of support and field services staff, including specialized  
35 staff, within the county offices of the county cluster based

1 on criteria of client caseweight, utilization of existing  
2 space within each county office, and effective service  
3 delivery. The board shall review and evaluate services  
4 delivery within the cluster, provide cost analyses, and  
5 perform case reviews. As requested by the boards of  
6 supervisors within the county cluster or by the department,  
7 the county cluster board shall perform other oversight  
8 functions involving field services.

9 Sec. 8. NEW SECTION. 217.47 CENTRAL SERVICE CENTER.

10 The department shall establish a central service center in  
11 Des Moines to provide specialized technical and policy  
12 assistance and training to cluster boards and field services  
13 staff located in county cluster and county offices. The  
14 department is to consult with cluster boards to determine and  
15 revise the services to be provided by the center.

16 Sec. 9. SUBCHAPTER CREATED. The Code editor shall codify  
17 sections 217.42 through 217.47, as created in this Act, as a  
18 subchapter of chapter 217, entitled "Field Services  
19 Organization".

20 Sec. 10. Section 28C.3, Code Supplement 1991, is amended  
21 by adding the following new subsection:

22 NEW SUBSECTION. 5. Mediate disagreements concerning  
23 county clusters pursuant to section 217.44 and, if necessary,  
24 make a final decision concerning county cluster modifications.

25 Sec. 11. EFFECTIVE DATE. This Act, being deemed of  
26 immediate importance, takes effect upon enactment.

27 EXPLANATION

28 This bill establishes a department of human services field  
29 services organizational structure and provides an effective  
30 date.

31 Section 1 limits the authority of the council on human  
32 services to approve any reorganization of the department by  
33 excluding the field services organization established in the  
34 bill.

35 Section 2 provides a similar limitation for the director of

1 human services.

2 Section 3 provides definitions for various terms used in a  
3 new subchapter established by the bill to create a statutory  
4 field operations organization for the department of human  
5 services. The definitions include various entities associated  
6 with the county clusters and county offices provided in the  
7 bill.

8 Section 4 provides for the identification of field services  
9 by requiring the department to adopt rules in consultation  
10 with and approval of the Iowa state association of counties  
11 for this purpose. Broad categories of field services are  
12 identified, including various federal-state funded programs  
13 such as medical assistance and aid to families with dependent  
14 children, child protection, and child day care financing and  
15 regulation.

16 Section 5 defines and lists the initial county clusters.  
17 Each county is included in a cluster. With the agreement of  
18 the affected counties and the department, a county can  
19 withdraw from an initial cluster and join another cluster.  
20 Any disagreement is to be decided by the advisory commission  
21 on intergovernmental relations. Authority is provided to the  
22 commission in section 10.

23 Section 6 provides various requirements for the  
24 organizational structure of county clusters. The department  
25 is required to establish a county cluster administrative  
26 office in the location selected by the county cluster board  
27 (provisions involving these boards are established in section  
28 7). The board is also to assist in the department's selection  
29 of the cluster administrator. The administrator is made the  
30 ex officio nonvoting secretary to the board.

31 Section 6 also requires the establishment of a field  
32 services county office in the locations selected by the board.  
33 Each office is to be open at least during regular business  
34 hours. Each office is to have at least an income maintenance  
35 and a social services full-time equivalent position. However,

1 with the concurrence of the cluster board, the department may  
2 reduce the hours if the caseweight for these positions falls  
3 below 75 percent of the normal caseweight for the positions as  
4 established annually by the general assembly.

5 Section 7 describes the purpose and duties of county  
6 cluster boards in decision-making and policy involving  
7 delivery of the department's field services. A cluster  
8 board's members are appointed by the county boards of  
9 supervisors in a cluster in accordance with requirements in  
10 that section. The cluster board is to receive local input to  
11 determine the location of the county offices. Reasonable  
12 efforts are to be made to colocate the offices with other  
13 entities' offices. The cluster board also determines the  
14 placement of support and field services staff among the  
15 offices in the cluster.

16 Section 8 establishes in Des Moines a central service  
17 center for field services. The center is to provide  
18 specialized technical and policy assistance and training to  
19 cluster boards and field services staff located in county  
20 cluster and county offices. The department is to consult with  
21 cluster boards to determine and revise the services provided  
22 by the center.

23 Section 9 directs the Code editor to codify the new  
24 sections of the bill as a subchapter of chapter 217, relating  
25 to the administration of the department of human services.

26 Section 10 establishes authority for the advisory com-  
27 mission on intergovernmental relations to mediate and make  
28 decisions concerning modifications of county clusters.

29 Section 11 provides that the bill takes effect upon  
30 enactment.

31 The bill may include a state mandate as defined in section  
32 25B.3.

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SENATE FILE 2342

AN ACT

ESTABLISHING A DEPARTMENT OF HUMAN SERVICES' FIELD SERVICES  
ORGANIZATIONAL STRUCTURE AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. NEW SECTION. 217.42 COUNTY CLUSTERS --  
OFFICES.

1. The organizational structure to deliver the department's field services shall be based upon county clusters. A county cluster shall consist of a single county, or a group of counties which have joined together to serve as a basis for providing field services to persons residing in the county or counties comprising the cluster. The clusters shall be those designated by the department effective March 1, 1992. If it is necessary for the department to significantly modify its field operations or the composition of a designated county cluster, the department shall consult with the affected counties prior to implementing such action. A county may join a different cluster if it is mutually agreeable with the department and it occurs at the beginning of a fiscal year. The county boards of supervisors in a cluster shall advise the department on the selection of the area administrator responsible for the county cluster.

2. The department shall maintain an office in each county. Based on the annual appropriations for field operations, the department shall strive to maintain a full-time presence in each county. If it is not possible to maintain a full-time presence in each county, the department shall provide staff based on its caseload system to assure the provision of services. The department shall consult with the county boards of supervisors of those counties regarding staffing prior to any modification of office hours.

3. A county or group of counties may voluntarily enter into a chapter 28E agreement with the department to provide funding or staff persons to deliver field services in county cluster and county offices. The agreement shall cover the full fiscal year but may be revised by mutual consent.

Sec. 2. NEW SECTION. 217.43 COUNTY CLUSTER BOARDS.

1. A county cluster board shall be established in each cluster. The purpose of a cluster board is to improve communication and coordination between the department and the counties, advise the department on the placement of field service staff serving the cluster based on criteria of funded client caseload, client need, utilization of existing space within each of the county offices, and effective service delivery. In addition, the board shall make recommendations to the county boards of supervisors concerning the equitable distribution of support costs of departmental staff.

2. Not more than five cluster board members shall be appointed for one-year terms by each of the county boards of supervisors of the counties comprising the county cluster. The following requirements apply to the appointments made by a county board of supervisors: the membership shall be appointed in accordance with section 69.16, relating to political affiliation, and section 69.16A, relating to gender balance; not more than three members shall be members of the board of supervisors; and appointments shall be made on the basis of interest in public affairs, good judgment, and knowledge and ability in the field of human services. Appointments shall be made a part of the regular proceedings of the board of supervisors and shall be filed with the county auditor and the county cluster administrator. A vacancy on the board shall be filled in the same manner as the original appointment. The boards of supervisors shall develop and agree to other organizational provisions involving the cluster board including reporting requirements.

3. The department shall determine the community in which the county office will be located. The county board of supervisors shall determine the location of the office space

for the county office. The county board of supervisors shall make reasonable efforts to colocate the office with other state and local governmental or private entity offices in order to maintain the offices in a cost-effective location that is convenient to the public.

Sec. 3. SUBCHAPTER CREATED. The Code editor shall codify sections 217.42 and 217.43, as created in this Act, as a subchapter of chapter 217, entitled "Field Services Organization".

Sec. 4. EFFECTIVE DATE. This Act, being deemed of immediate importance, takes effect upon enactment.

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MICHAEL E. GRONSTAL  
President of the Senate

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ROBERT C. ARNOULD  
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 2342, Seventy-fourth General Assembly.

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JOHN F. DWYER  
Secretary of the Senate

Approved April 14, 1992

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TERRY E. BRANSTAD  
Governor