

STATE OF IOWA

CITIZENS' AIDE OFFICE
CAPITOL COMPLEX
DES MOINES, IOWA 50319
(515) 281-3592



WILLIAM P. ANGRICK II
CITIZENS AIDE - OMBUDSMAN

RUTH L. MOSHER
FIRST DEPUTY

In reply, please refer to:

March 21, 1979

TO: Service Committee
FROM: William P. Angrick II *WPA*
Citizens' Aide/Ombudsman

1. Frank Thomas, Legal Analyst in the CA/O office for the past four years, has accepted a position as Assistant Attorney General, Consumer Protection Division, Attorney General's office effective March 26, 1979.
2. Upon Mr. Thomas' departure I plan to move John Spinnato, General Deputy, into the position of Legal Analyst. Mr. Spinnato joined CA/O in August, 1978, as a member of the Ohio Bar, and recently passed the Iowa Bar (January, 1979). Mr. Spinnato also has had experience in the City of Dayton Ombudsman office during his period of legal training. I ask Service Committee recommendation and Legislative Council approval of this move and a salary increase for Mr. Spinnato to \$17,524, Merit equivalent Range 32, Step 1.
3. I am presently in the process of reviewing applications and interviewing candidates for the vacant position within CA/O. I advertised about that position for approximately two and one-half to three weeks in the Des Moines Register and Tribune, the Omaha and Kansas City papers, as well as various public sector newsletters and College Placement offices within the state. We received over 120 applications and have been evaluating those so that we might be in the position of bringing a candidate to the Legislative Council possibly during its April meeting. Depending upon Service Committee recommendation and Legislative Council approval of the salary increase for Mr. Spinnato, I anticipate hiring this replacement person in a range between \$12,000 and \$16,000.

4. At the direction of the Pre-audit Division, Comptroller's office, I am asking that the Legislative Council authorize one voting membership for CA/O in the United States Association of Ombudsmen at \$50 each. This is the national association of ombudsmen in the United States and serves as a valuable information resource and professional affiliation for us.
5. I request the transfer of \$2,000 from the CA/O in-state travel category to the out-of-state travel category so that we might accommodate fourth quarter out-of-state travel activities. One of the meetings I would like to send several of my staff members to is a Regional Meeting of Midwestern Ombudsmen and Complaint Handlers scheduled for April 22 through April 24, 1979 in Kansas City, Missouri on the topic of improving investigation techniques. Charles Richard, General Deputy and Specialist in Community Based Corrections, has been asked to appear on a panel at the National Meeting of the American Society of Public Administration to be held in early April in Baltimore, Maryland. I would like to reimburse Mr. Richard for some of that travel. I also would like to authorize Mr. Richard to take at least two days and to visit the Iowa Congressional offices in Washington, D.C. so that we might better facilitate referrals on federal matters to our Iowa Representatives and Senators and so that they might better refer state and local matters back to the CA/O.
6. I would at this time also like to alert the Service Committee to what has been an ongoing problem with regard to the CA/O office location within the Capitol Complex. It has been the stance of Mr. McCausland, Director, General Services Administration, that our building is scheduled for demolition and we are to be moved somewhere else within the State Capitol Complex. Ruth Mosher has brought to my attention that CA/O was moved into its present location at 515 E. 12th Street in 1970 on a temporary basis and very little monies have been spent on this building for our office operations. We presently share the building with Capitol Security and are experiencing a definite space crunch in that CA/O does not have adequate space to meet as a general staff nor to do extensive library research away from our desk and telephone. Our predilection would be to keep this building as a site for the CA/O office if we could be given the upstairs area that is presently assigned to Capitol Security. We would also anticipate that there would be minimal cost to improve electricity and heating to make the building more suitable for an ongoing office. We are not comfortable with

TO: Service Committee
March 21, 1979
Page 3

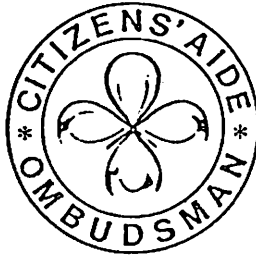
Mr. McCausland's posture that we are a small state office and our move will come at his convenience and that we can be placed in almost any state office building that has space for us. My belief is that we need to be separate (from the open office environments of other state office buildings) given the sensitive nature of our files and that our location in a large state edifice would be counter-productive to a citizen's feelings of efficacy in dealing with us as a complaint handler. We also would like to maintain the close physical proximity to the General Assembly so that we can respond rapidly to requests for our presence before committees or individual legislators.

7. I would also like to have Service Committee review of my informational report on February 22, 1979 to the Legislative Council on CA/O staff education leave.

WPA:jg

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WILLIAM P. ANGRICK II
CITIZENS AIDE / OMBUDSMAN

RUTH L. MOSHER
FIRST DEPUTY

In reply, please refer to:

February 22, 1979

TO: Legislative Council
FROM: William P. Angrick II
Citizens' Aide/Ombudsman
RE: Informational Report on C/O Staff Educational Leave

1. John Spinnato, General Deputy, incurred expenses of \$200 in taking a course to prepare him for the Iowa Bar Exam. Since I believe he should be admitted to the Iowa Bar as a condition of his role as an attorney within the agency, and especially as the Legal Analyst, I am approving this reimbursement and reporting it to the Legislative Council pursuant to the Educational Leave section of the Iowa Code.

Mr. Spinnato attended these classes weekday evenings, on his own time, from October through December, 1978. He took and passed the Iowa Bar Exam January, 1979 and has been sworn in to the Iowa Bar.

2. Charles Richard, General Deputy/Community Based Corrections Specialist, and John Spinnato, General Deputy, attended the County Attorney Orientation School, December 10-15, 1978, presented by the Iowa County Attorney's Association. The cost of this school was \$125 for each participant. The billing to the agency has not yet been received.
3. Ruth Mosher, First Deputy, and John Spinnato, General Deputy, attended a Landlord-Tenant Law Seminar, December 18, 1978, presented by the Legal Services Corporation of Iowa. The cost of this seminar was \$10 per participant. The billing to the agency has not yet been received.
4. Ray Cornell, Deputy for Corrections, will be attending two Criminal Justice/Corrections courses evenings at the Des Moines Area Community College on his own time beginning March, 1979. The courses are Correctional Treatment and Correctional Studies. The cost to the agency will be \$90 plus textbooks.

WPA:jg

RAYMOND A. CORNELL
DEPUTY FOR CORRECTIONS

CHARLES T. RICHARD
GENERAL DEPUTY

JOHN SPINNATO
GENERAL DEPUTY

FRANK THOMAS
LEGAL ANALYST

REPORT
OF THE
SERVICE COMMITTEE
OF THE
LEGISLATIVE COUNCIL

March 22, 1979

1. That Mr. Angrick be authorized to transfer \$2,000 of funds appropriated to the Office of Citizens' Aide from the in-state travel account to the out-of-state travel account for the fourth quarter of the fiscal year.

2. That upon the effective date of Mr. Frank Thomas' resignation as Legal Analyst from the Office of Citizens' Aide, Mr. John Spinnato, General Deputy, be appointed Legal Analyst and be compensated at the rate of merit pay grade 29, step 2.

IOWA LEGISLATIVE SERVICE BUREAU

STATE HOUSE
DES MOINES, IOWA 50319
TELEPHONE 515/281-3566
SERGE H. GARRISON, DIRECTOR

March 22, 1979

TO: Chairman of the Legislative Council, Speaker Floyd Millen
and Members of the Service Committee

FROM: Serge H. Garrison, Director, Legislative Service Bureau

- I. In regard to the publication of the Session Laws and the Code, Vern Lundquist, the State Printer, and I have several procedures that the Council and Service Committee might consider.

Since the decision has been made by the Council to print the Session Laws on offset printing, it is suggested that the Service Bureau prepare the final copy for printing the Session Laws after an appropriate chapter number, title, and approval date is added by the Code Editor or the Bureau. The reason for this suggestion is because by using the Service Bureau IBM 660 printer and new computer programs, the Bureau can make good quality camera-ready copy for insertion in the Session Laws and at the same time perform some applications which in the past were performed manually. Furthermore, it is possible to increase the length of the lines on the Session Laws and justify the margins, which will make a better looking book and save printing costs. If the chapters of the Session Laws are numbered and printed in the order of passage of the Acts, with some exceptions, the work on the Session Laws could commence as soon as the first bill is signed by the governor. Exceptions would be for such items as joint resolutions, legalizing acts, constitutional amendments, etc., and also probably appropriations bills which I would recommend be placed in one area of the Session Laws, probably towards the end.

If this procedure would be followed, it would be necessary to do the editorial work required for the individual chapters of the Session Laws as soon as they are approved by the governor. Of course, the bulk of the work will still be done towards or following the end of the session because most bills are passed then. Perhaps more work could be done during the middle of the second session, if those bills which passed one house the year before, pass earlier in the second session. However, the Bureau feels it could prepare good quality Session Law copy, consecutively numbered, with justified and lengthened margins, containing some material formerly manually applied by the state printer, on a more current basis and with less expense.

- II. In regard to the publication of the Code, we have in the past updated the computer tape by contracting with a private company for such service. We now have the text of the Code on computer tape which is accurate for printing the Code through a computerized type process. This process was used on the 1979 Code. The state printer is of the opinion that the major computer printing problems of the past have now been solved and in the future we should be able to print the Code without a large number of mechanical problems, particularly if a contract is executed with a qualified printer.

It may be possible that the Legislative Service Bureau can update the text of the Code without contracting for such service. This could save more than \$50,000 and although the process has not been completely worked out, it would be worth the effort to experiment with it this year. However, if the Service Bureau is to perform this function, the editing of the Code would have to be completed within a few months of the end of the session. Otherwise, the Bureau would become too involved with the bill drafting and interim work during late summer or early fall to do the update.

The update involves taking all bills passed and determining on hard copy where they fit in the Code and what editorial work must be done. Two copies of the Code will be maintained on the computer; one copy will be for current bill drafting purposes and the other will be for updating purposes and eventual printing. The updating would start at the end of or immediately after the first session. In order to meet this timetable, the editorial work must be completed within a month or two months after the session. Otherwise, the Service Bureau might be too busy in late summer and early fall to do the work. It is assumed that the Service Bureau would do the entry work on the computer because it has five terminals and six persons who are capable of doing the entry work. The Code Editor did, at one time, have two terminals but they are now stored in the Service Bureau.

Under existing procedures it is doubtful that the editorial work can be done in a timely manner. Therefore it is proposed that bill drafters in the Service Bureau be used to assist in the editing function. Thus instead of one or two people working on the editing, there would be an additional sixteen persons, representing the Bureau professional staff, assisting with this function. Each bill drafter would have the responsibility for editing bills which that drafter originally wrote and which became law. The Bureau legal editor would coordinate the work

and review the work done by the Bureau personnel in order to catch duplicate amendments to the same sections, inconsistencies resulting from a different persons doing editing work, and then turn the Bureau suggested editorial work over to the office of the Code Editor for final decision. The Code Editor would make final decisions and return copy to the Bureau in order that the Bureau text processors could make the required changes on the computer tape.

The Bureau did attempt to follow a similar procedure last year. All bills that were passed were edited and sent to the Code Editor as suggested editorial work, however it does not appear that the work was used to any large degree.

The preliminary editorial work by the Bureau should be completed within two weeks of the signing of the last bill by the governor. However, the work would be ongoing, starting with the passage of the first bill.

It is suggested that this is the proper time to attempt new procedures such as outlined above because a new Code will not be printed this year, and it will be possible to experiment without causing delay in the printing of the Code. If it is found that not everything can be accomplished as anticipated, we will still have time to change some procedures or contract for some of the required services. Certainly problems will arise, but now is the time to find them.

In regard to the index, the staff of the Service Bureau may be able to assist in this area too. The index has now been placed on computer but the job of updating must still be done. The fact that it has been computerized will simplify the mechanical procedures but determining what should or should not be in the index requires human determination. Bill drafters could suggest index items in regard to bills passed. They might also, if time allows, review certain areas of the index, areas in which they normally work, and suggest revisions. This would add more people to the process, many of them very informed people. The suggested changes would then be easier to make because of the computerized index.