

REPORT OF THE SERVICE COMMITTEE
TO THE LEGISLATIVE COUNCIL

April 24, 1990

The Service Committee of the Legislative Council met on April 24, 1990. The meeting was called to order by Representative John Connors, Chairman, at 10:35 a.m. in Room 22 of the State House, Des Moines, Iowa.

The Service Committee respectfully submits to the Legislative Council the following report and recommendations:

1. The Service Committee received and filed a personnel report from the Legislative Service Bureau and recommends that the Legislative Council approve the employment of Ms. Bonnie King at grade 21, step 6, to fill the vacant position of Publications Coordinator in the Administrative Code Division. Ms. King is presently employed in the Administrative Code Division as an Administrative Assistant at grade 20, step 6.

2. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau.

3. The Service Committee received and filed a personnel report from the Legislative Computer Support Bureau and recommends that the Computer Support Bureau be granted the authority to advertise and fill the position of Microcomputer (PC) Analyst. The position is funded in the Computer Support Bureau's fiscal year 1991 budget and funds are available to cover the position under the current fiscal year budget.

4. The Service Committee received and filed an Administrative Report relating to office air quality and proposed action by the Citizens' Aide/Ombudsman to cure office air circulation problems. The Service Committee recommends that the Legislative Council instruct the Department of General Services to make the necessary repairs at the Department of General Services' cost.

5. The Service Committee received and filed a Legal Report from the Office of Citizens' Aide and recommends that the Legislative Council approve the retention of attorney Mark Bennett, at the rate of \$70 per hour, to represent the interests of the Office of Citizens' Aide in any judicial review proceedings which may arise from the Job Service administrative hearings relating to Mr. James Peterson's claims for unemployment compensation benefits.

6. The Service Committee received and filed a personnel report from the Office of Citizens' Aid.

Respectfully submitted,

REPRESENTATIVE JOHN H. CONNORS
Chairman

rpt,serv424
lw/dg/20

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592

WILLIAM P. ANGRICK II
CITIZENS AIDE / OMBUDSMAN

In reply, please refer to:

April 17, 1990

Representative John Connors, Chair
Service Committee, Legislative Council
Statehouse
LOCAL

Dear Representative Connors:

Administrative Report

The problem of office air quality continues. We had General Services measure the volume of fresh air circulating in the various rooms occupied by the Citizens' Aide/Ombudsman. As the accompanying analysis from Professional House Doctors indicates, there is a significant problem regarding the amount of fresh air being circulated in the portion of the building we occupy. Apparently the duct work undertaken by General Services was not sufficient to resolve the problem. It is my intention to request General Services modify that work in order to make the office space a safe and healthy environment for employees of the office. Since the Citizens' Aide/Ombudsman paid approximately \$1800.00 for that duct work - it is my position that any additional work should be paid for by General Services. Support of the Service Committee may be needed if General Services resists my request.

Sincerely,



William P. Angrick II

WPA:mk

cc: Service Committee members

Ralph Ottman
Division of Property Management



Professional House Doctors, Inc.®

1406 E. 14th Street, Des Moines, IA 50316
(515) 265-6667 FAX 265-7032

April 3, 1990

State Ombudsman's Office
215 E. 7th St.
Des Moines, Iowa. 50309

Attn: Bill Angrick

Dear Bill,

The following is a review of the information received via phone on 3/29/90 and calculations based on that information:

Location	Flow Measurements	% Outside Air	Total CFM Outside Air	Recommended CFM Outside Air
Conference Room	76 cfms	Unknown	Unknown	20 per person
Far Hall	90 cfms	Unknown	Unknown	15-20 per per.
Executive Office	46 cfms	Unknown	Unknown	20 per person
* Front Office	5 vents	22.4%	118.49	(20cfms x 9)
	Total 529 cfms			180
* Hallway	2 vents	22.4%	43.9	15-20 per per.
	Total 196 cfms			
* Men's Room	52 cfms	22.4%	11.6	15-20 per per.
* Women's Room	<25 cfms	22.4%	Unknown	15-20 per per.
* Front System -	Outside air input measured at 174 cfms	Total		

The top 3 locations are provided air by an independent system and Flow Measurements are of little help since percentage of outside air is unknown. However even at the unlikely possibility of 22.4% being outside air, according to ASHRAE Standard 62-1989 (See Attached) the conference room would be receiving enough outside air (17 cfms) for 0.85 persons and executive office would be receiving enough outside air (10.3 cfms) for 0.51 persons.

According to measured readings versus ASHRAE Standard 62-1989 the Front Office is receiving only 2/3's of recommended outside air while the hallway is providing too much (yet still not enough to compensate for front office deficiency.)

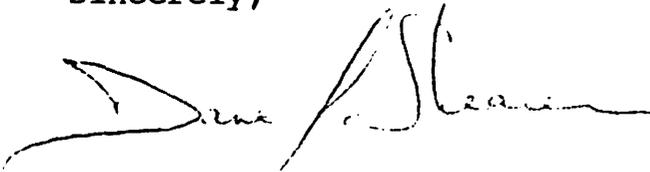
Several options are available including (but not limited to):

- 1) Performing more diagnostics on rear system to determine % of fresh air. (However total number of cfms would still be inadequate for conference or executive rooms.)
- 2) Blocking off all or most of front hallway vents (Total number of cfms to front office would still be inadequate but may be close enough.)
- 3) Adding more fresh air intake to front HVAC system.

Based on the information I have received I would combine #2 and #3 to help remediate the front area. For the conference room and executive office I am afraid a completely new furnace run or expansion of the current run will have to be installed.

Please do not hesitate to call with any questions.

Sincerely,



Dane J. Shearer

DJS:drf
Enclosure;

Table 1 — Extracts from Table 2,* ASHRAE Standard 62-1989

Application	Estimated Maximum Occupancy P/1000 ft ²	cfm/person	cfm/ft ²
Food and Beverage Service			
Dining rooms	70	20	
Cafeteria, fast food	100	20	
Bars, cocktail lounges	100	30	
Kitchen (cooking)	20	15	
Offices			
Office space	7	20	
Reception areas	60	15	
Conference rooms	50	20	
Public Spaces			
Smoking lounge	70	60	
Elevators			1.00
Retail Stores, Sales Floors, and Show Room Floors			
Basement and Street	30		0.30
Upper floors	20		0.20
Malls and arcades	20		0.20
Smoking lounge	70	60	
Sports and Amusement			
Spectator areas	150	15	
Game rooms	70	25	
Playing floors	30	20	
Ballrooms and discos	100	25	
Theaters			
Lobbies	150	20	
Auditorium	150	15	
Transportation			
Vehicles	150	15	
Education			
Classroom	50	15	
Music rooms	50	15	
Libraries	20	15	
Auditoriums	150	15	
Hotels, Motels, Resorts, and Dormitories			
			<u>cfm/room</u>
Bedrooms			30
Living rooms			30
Lobbies	30	15	
Conference rooms	50	20	
Assembly rooms	120	15	

* Table 2 prescribes supply rates of acceptable outdoor air required for acceptable indoor air quality.

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592

WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

April 17, 1990

Representative John Connors, Chair
Service Committee, Legislative Council
State Capitol
LOCAL

Dear Representative Connors:

Legal Report

I request Service Committee consideration and Legislative Council approval to retain attorney Mark Bennett, at the rate of \$70 per hour, as outside legal counsel to represent the interests of the office of Citizens' Aide/Ombudsman. James Peterson is seeking judicial review of the Appeal Board's decision affirming the denial of his claim for unemployment compensation benefits.

Mr. Bennett was initially retained as a consultant by this office to assist in our response to Peterson's appeal of the Job Service claims deputy's August 8, 1989 denial of his claim for unemployment compensation. Bennett's role developed into that of counsel of record, upon deference to his expertise by the Gibbens Company, at the administrative contested case hearing held before a Job Service administrative law judge on September 6, 1989. Bennett agreed to assume that role, at my request, when a conflict of interest developed for the Ombudsman's Legal Counsel, Mike Elliott, due to his becoming a witness in the proceedings. Mr. Bennett's fees were paid from the professional and scientific category of the Citizens' Aide/Ombudsman budget.

Representative John Connors, Chair
April 17, 1990
Page 2

On September 13, 1989 the administrative law judge affirmed the claims deputy's denial of Peterson's claim. Bennett continued to serve as outside counsel during Peterson's further administrative appeal to the Employment Appeal Board. The Employment Appeal Board denied Peterson's appeal on December 27, 1989 and denied his January 16, 1990 application for rehearing on January 23, 1990.

On February 22, 1990 Peterson filed a petition for judicial review in Polk County District Court. Technically, he is litigating against the Employment Appeal Board, seeking a judicial review of its decision. However, the Citizens' Aide/Ombudsman has an independent interest in the matter because of the impact of the res judicata and collateral estoppel issues. It is imperative we maintain the integrity and completeness of the administrative record established to date and in the possible development of a divergence of interest between the Citizens' Aide/Ombudsman and the Job Service Appeal Board. If there should be a judicial decision adverse to the interests of the Citizens' Aide/Ombudsman, we need to make an appearance at this time to preserve any prerogative for future appeal rights.

The Ombudsman's Legal Counsel, Mike Elliott, provided a complete copy of all documents, filings, transcripts, etc. to the Attorney General. As you will recall, in the federal case involving the Citizens' Aide/Ombudsman and the Osceola County Sheriff, the office of the Attorney General concluded that it has the exclusive responsibility to represent those matters involving suits against the state and agencies of the state, including a legislative agency such as the Citizens' Aide/Ombudsman.

The Attorney General did make an appearance on behalf of the Citizens' Aide/Ombudsman in this unemployment compensation matter but has since informed us that they have no objection if we substitute Mark Bennett as outside counsel, provided approval for Mr. Bennett is received from the Legislative Council. The alternative procedure would be to seek Executive Council approval, as was the situation in the Osceola County Sheriff's case when the Attorney General insisted it had exclusive responsibility to protect the named State's interest in that lawsuit.

Copies of the various decisions and documents referenced above are available for your review. I am prepared to respond to any questions you may have. It is imperative, however, that I receive appropriate direction so Mr. Bennett has time to file an appearance and prepare for the judicial review aspect of the case. On the other hand, should I be

Representative John Connors, Chair
April 17, 1990
Page 3

instructed to continue utilizing the office of Attorney General, then they need to be advised to prepare for the task.

It is my preference to be allowed to retain Mark Bennett as outside counsel representing the interests of the Citizens' Aide/Ombudsman in district court on this matter. Mr. Bennett is recognized in the field of employment law and has an indepth grasp of the underlying intricacies of this entire case. It would be difficult for another attorney to enter the case at this stage and fully understand the various nuances that exist in the record and pertinent documents.

Sincerely,



William P. Angrick II

WPA:jg

cc: Service Committee

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

Douglas L. Adkisson
AIDA AUDEH
MARY M. CARR
JULIE A. SMITH CRAGGS
MICHAEL J. GOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
LESLIE E. WORKMAN

RESEARCH DIVISION

PATRICIA A. FUNARO
THANE R. JOHNSON
JOHN C. POLLAK



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DIANE E. BOLENDER, *DIRECTOR*
RICHARD L. JOHNSON, *DEPUTY DIRECTOR*

MEMORANDUM

January 14, 1990

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285
PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

LEGISLATIVE INFORMATION OFFICE

CAPITOL BUILDING 515-281-5129
JULIE E. E. LIVERS
DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285
JoANN G. BROWN
IOWA CODE EDITOR
JANET L. WILSON
DEPUTY IOWA CODE EDITOR

To: Chairperson Connors and Members of the Service Committee

From: Diane Bolender, Director

RE: Proposed Fiscal Year 1992 Budgets

Pursuant to Section 2.12 of the Code, the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Office of Citizens' Aide are submitting their proposed budgets for the fiscal year beginning July 1, 1991, to the Legislative Council. The Legislative Council is directed to review and approve the proposed budgets not later than December 1 of each year for transmission to the Department of Management.

STATE OF IOWA

CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592



WILLIAM P. ANGRICK II
CITIZENS AIDE / OMBUDSMAN

In reply, please refer to:

April 17, 1990

Representative John Connors, Chair
Service Committee, Legislative Council
Statehouse
LOCAL

Dear Representative Connors:

Personnel Report

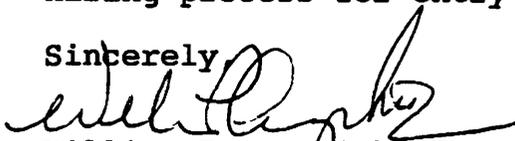
I would like to take a moment during the next Service Committee meeting to introduce Tina Eick, Assistant I, to the members. Ms. Eick joined the office on February 5, 1990. She is a graduate of Iowa State University and was most recently employed with the Corn Growers Association and Corn Promotion Board.

On April 27, 1990 Legal Counsel Michael Elliott will have completed a year at Range 31, Step 2 and becomes eligible for a one-step merit raise. Mr. Elliott's performance as Legal Counsel has been exemplary and it is my intention to award him the one-step increase on that date. He will then be at Range 31, Step 3.

Michael Elliott, Legal Counsel in the Office of Citizens' Aide/Ombudsman, is resigning his position, effective May 3, 1990 to accept employment with the Iowa Department of Personnel.

Accordingly, it is my intention to initiate the replacement hiring process for entry level of Legal Counsel immediately.

Sincerely,



William P. Angrick II

WPA:mk

cc: Service Committee

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

RICHARD L. JOHNSON
DIVISION CHIEF
DOUGLAS L. ADKISSON
AIDA AUDEH
MARY M. CARR
JULIE A. SMITH CRAGGS
MICHAEL J. GOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
DANIEL PITTS WINEGARDEN
LESLIE E. WORKMAN

RESEARCH DIVISION

PATRICIA A. FUNARO
THANE R. JOHNSON
JOHN C. POLLAK



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DIANE E. BOLENDER, *DIRECTOR*

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285
PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

PUBLIC INFORMATION OFFICE

CAPITOL BUILDING 515-281-5129
VACANT
DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285
JoANN G. BROWN
IOWA CODE EDITOR
JANET L. WILSON
DEPUTY IOWA CODE EDITOR

April 23, 1990

MEMORANDUM

TO: CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Diane Bolender, Director
RE: Personnel Report

The following personnel actions, not requiring Legislative Council approval, have been taken since the December 20, 1989, Service Committee meeting:

1. Resignations were received from Ms. Susan Voss, Legal Counsel II, as of February 15, 1990, and Vivian Haag, Executive Secretary of the Administrative Code Division, as of March 15, 1990.

2. Ms. Julie A. Smith Craggs was employed as a Legal Counsel I, grade 30, step 1, to replace Janet Wilson who became Deputy Iowa Code Editor.

3. Mr. Gary Thompson was employed as a Public Information Officer at grade 22, step 1, to fill a vacancy that had existed since the resignation of Geraldine Fridlington.

4. Ms. Julie E. Livers was employed as the Public Information Office Director at grade 30, step 1.

5. Two Proofreaders, two Bill Clerks, and two Pages were employed on a session only basis and have finished their session employment.

April 23, 1990

Page 2

6. The following employees successfully concluded their probationary period of employment: Gary Rudicil, Aida Audeh, Donna Munzenmaier, Alice Gossett, Lucinda Parker, and Mary Carr.

7. The following employees have received merit salary increases since December 20, 1989: Patricia Funaro, Gary Rudicil, Aida Audeh, Bridget McNerney, Rosemary Drake, Alice Gossett, Lucinda Parker, Peter Dubec, and Mary Carr.

Approval is sought from the Legislative Council to employ Ms. Bonnie King to fill the vacant position of Publication Coordinator in the Administrative Code Division. Ms. King is presently employed in the Administrative Code Division as an Administrative Assistant at grade 20, step 6. She would be assigned grade 21, step 6 as the Publication Coordinator.

I plan to commence the process for filling the Legal Counsel and Administrative Assistant vacancies as soon as possible.

Personnel424

db/dg/20



DENNIS C. PROUTY
DIRECTOR
515/281-5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMO

TO: Service Committee of the Legislative Council
FROM: Dennis C. Prouty, Director, Legislative Fiscal Bureau
RE: April 24, 1990 Personnel Report
DATE: April 24, 1990 (486b)

Attached is the Legislative Fiscal Bureau's Personnel Report for the month of April. This report covers all personnel action since the last report, which was submitted in December 1989.

LFB PERSONNEL REPORT

April 24, 1990

Personnel actions since last report:

Service Committee review -

Merit Increases

Khalid N. Mahmood, Legislative Analyst II - 12/22/89

Jon A. Studer, Legislative Analyst I - 3/02/90

David L. Reynolds, Legislative Analyst I - 3/16/90

Cynthia Dufty, Run Designer II - 2/02/90

Jeffery W. Robinson, Legislative Analyst II - 12/22/89

Glen P. Dickinson, Principal Legislative Analyst - 1/05/90

Vacant Positions

No Action

Filled Positions

No Action

Service Committee approval -

Promotions

No Action



SANFORD B. SCHARF
DIRECTOR
515-281-7840

LUCAS STATE OFFICE BUILDING
DES MOINES, IOWA
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

TO: Service Committee of the Legislative Council

FROM: Sanford B. Scharf, Director - Legislative Computer Support Bureau

SUBJECT: Microcomputer(PC) Analyst

DATE: April 24, 1990

Due to the increase in the number of PC's installed and anticipated future purchases, the Legislative Computer Support Bureau requests authority to advertise and fill the position of Microcomputer(PC) Analyst. The position is funded in the FY '91 budget and funds are available to cover the position thru June 1990. Listed below is a partial Job Description.

1. Ability to install various types of PC Hardware and PC Software including software packages and different types of hardware to include PC's, Printers, Communication Devices, etc.
2. Ability to write programs and macros for PC's.
3. Good working knowledge of PC software and hardware.
4. Ability to trouble shoot and diagnose all types of hardware and software problems.
5. Working knowledge of networking.
6. Ability to establish and maintain effective working relations as necessitated by work assignments.
7. Ability to train end users in operation and use of both PC hardware and PC software
8. Understanding of software packages including spread sheets, desktop pub., word processing, data base management systems, etc.
9. Ability to suggest and recommend PC solutions.
10. Perform total PC integration testing.
11. Grade 24 to Grade 27

T E N T A T I V E A G E N D A
S E R V I C E C O M M I T T E E

Tuesday, April 24, 1990

10:30 a.m. Call to Order

Roll Call

Approval of Minutes of December 20, 1989
(Previously Distributed)

Legislative Service Bureau

- Personnel Report

Legislative Fiscal Bureau

- Personnel Report

Computer Support Bureau

- Personnel Report

Citizens' Aide/Ombudsman

- Legal Report
- Administrative Report
- Personnel Report

Additional Business, if any

Adjournment

Agenda, serv424
db/dg/20