

REPORT TO  
LEGISLATIVE COUNCIL  
ON  
LEGISLATIVE FISCAL COMMITTEE MEETING  
NOVEMBER 13, 1973

Kevin Burns, Commissioner of Social Services and Jim Bethel, Director of the Bureau of Mental Retardation appeared before the committee to continue the presentation of the October meeting concerning the departmental policy, goals of the director concerning coordinating programs at the two hospital-schools and the differences in philosophy of the two superintendents.

A list of fourteen questions was submitted to the department prior to the meeting for specific answers. A list of these questions as well as statements of philosophy and the purposes and goals of each superintendent are on file in the Legislative Fiscal Bureau.

Director Bethel indicated his primary concern at this time is to eliminate the competition between the two hospital-schools. It was pointed out that a major problem in dealing with the mentally retarded is the numerous agencies involved with the care of the mentally retarded--the Department of Social Services, the Department of Public Instruction, the Department of Health, Community Programs, Boards of Supervisors, etc. The Fiscal Committee has requested that a flow chart be prepared before next session detailing the services available for a mentally retarded person by responsibility and Code reference.

The microfilm subcommittee reported to the full committee and the Legislative Fiscal Bureau was directed to proceed with a survey on the need for a record retention program for state government. The Fiscal Bureau is working with the Legislative Service Bureau on this endeavor and after the results of the survey have been compiled, a bill will be drafted for committee consideration.

Reports were received on the following visits by the Visitation Committees:

1. State Departments  
October 15 visit to Department of History and Archives
2. Natural Resources  
October 18-19 tour of lakes regarding dredging
3. Human Resources  
October 23 visit to Riverview Release Center
4. Education  
October 26 visit to the University of Northern Iowa  
November 3 visit to University of Iowa  
November 9 visit to Iowa State University

The November 20 meeting of the Legislative Fiscal Committee previously approved by the Council has been postponed because of conflicts in scheduling. A meeting will be held on call of the Chairman to finalize an interim report to the Council.

FRANKLIN N. BUNKER, Architect

4006 - 46TH STREET, DES MOINES, IOWA 50310

TELEPHONE: (515) 276-5298

November 12, 1973

Mr. Serge Garrison, Director  
Legislative Service Bureau  
State Capitol Building  
Des Moines, Iowa, 50319

Re: Legislative Offices & Meeting Rooms -  
Remodeling.

Dear Mr. Garrison:

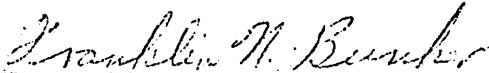
This letter is a general report of project progress which you may distribute to the Legislative Council Administration Committee.

The contract was signed and the required bonds and Insurance Certificates furnished by the contractor, King-Bole, Inc., immediately after the Legislative Council contract award during their October meeting.

We arranged a coordinating meeting with the contractor, sub-contractor, the Department of Buildings and Grounds and your office shortly thereafter. We have also been reviewing and approving shop drawings and material purchases.

The contractor started active "on the job" work on November 8, 1973 and at this time we do not anticipate any unforeseen problems affecting the completion date or project cost. We will keep you informed as the project proceeds.

Very truly yours,



Franklin N. Bunker

FNB/ib

FRANKLIN N. BUNKER, Architect

4006 - 46TH STREET, DES MOINES, IOWA 50310

TELEPHONE: (515) 276-5238

November 12, 1973

King-Bole, Inc.  
404 Shops Building  
Des Moines, Iowa, 50309

Re: Legislative Offices & Meeting Rooms.

Attn: Doug Olde

Gentlemen:

I have received and reviewed your letter of quotation dated Nov. 2, 1973 for finish hardware to be purchased from the project allowance totaling \$1,200.00. This letter is your authorization to proceed with the hardware purchase as scheduled in the total amount of \$1,033.09. The remaining \$166.91 balance will be reserved at this time and the formal change order will be issued at a later date.

Very truly yours,

FNB/ib

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Franklin N. Bunker

cc: Serge Garrison

Encl. 1

STATEMENT OF POLICY --- LEGISLATIVE SERVICE BUREAU

1974 -1973

(Adopted by the Iowa Legislative Council on ~~October-6, -1971~~  
November 14, 1973 effective for the period July 1, ~~1971~~ 1973  
through June 30, ~~1973~~ 1975)

Like the executive and judicial branches of state government, the legislature needs and demands full-time staff assistance. The 1955 General Assembly created the Legislative Research Committee and Bureau to serve Iowa legislators. The services have been provided solely under legislative supervision and control.

The first Legislative Research Committee adopted a statement of policy in the fall of 1955 to clarify and interpret the statutes under which the Committee and Legislative Research Bureau were established. The statement was prepared to inform all legislators of the duties and responsibilities of the Committee and Bureau.

Due to a number of statutory revisions, the Legislative Research Committee found it necessary to revise the statement of policy in July, 1959. With a change in the Research Committee and Bureau law in 1965, it was necessary for some of the policies of the Committee to be changed and the Committee again deemed it necessary to revise the previous statement of policy. The 1967-1969 Legislative Research Committee also updated the statement of policy to reflect the thinking of that Committee.

The Sixty-third General Assembly meeting in its first annual session approved House File 390 which provides for reorganization of the General Assembly and legislative agencies in order to reflect the fact that the General Assembly will be meeting on an annual basis. In carrying out the reorganization of the legislative branch of government the General Assembly changed the name of the Legislative Research Committee to the Legislative Council and changed the name of the Legislative Research Bureau to the Legislative Service Bureau. More duties were assigned to the Legislative Council and the Legislative Service Bureau than were previously vested in these two agencies' predecessors. In addition, House File 390 provided that standing committees of the General Assembly may meet when the General Assembly is not in session and that the Legislative Service Bureau shall provide staff for such committees.

**A. LEGISLATIVE COUNCIL AND LEGISLATIVE SERVICE BUREAU**

The basic policies adopted in establishing the Legislative Research Committee and Bureau emphasized that research, bill drafting, administrative assistance, and other legislative services are necessary and should be made available to legislators for a more efficient and effective operation of the General Assembly. However, in providing these services, the Service Bureau should not perform functions reserved for the General Assembly but should aid the General Assembly to

perform such functions. In serving the Legislature, it is mandatory that the Legislative Service Bureau staff be employed and work on a nonpartisan basis so that the information resulting from the services will be objective and unbiased. In order to maintain this nonpartisan basis it is the policy of the Legislative Council that former legislators and wives and children of present and former legislators not be employed by the Bureau for at least two years from the time the term of office of the legislator expires. It is also the policy of the Legislative Council that persons who are active in partisan politics, or well known for past partisan activities, not be employed by the Bureau. The Service Bureau is by statute a nonrecommending agency. These policies have been followed in the operation of the Research Bureau in the past and should be followed in the future by the Legislative Service Bureau. The Legislative Council is unanimous that the policies be continued to insure that the work of the Council and Bureau has the confidence of all legislators.

## 1. FUNCTIONS OF THE LEGISLATIVE COUNCIL

The Legislative Council establishes policy for the operation of the Service Bureau, employs the Bureau director, assists the director with staffing the Bureau, keeps informed on the work of the Bureau, makes recommendations for the improvement of Bureau services, authorizes meetings of standing committees and their subcommittees, cooperates with other states in the discussion of mutual legislative and governmental problems, recommends rules changes for consideration of the General Assembly, establishes the style and format for the drafting and preparing of legislative bills and resolutions, recommends legislative procedural changes, surveys, recommends and carries out changes in physical facilities and during interim periods in preparation for the General Assembly, has the authority to recommend the use and purchase of legislative equipment and supplies, establishes and works with legislative study committees between sessions, and has authority to make other recommendations to the General Assembly. The Council and Bureau laws are found in Chapter 2, Code of Iowa (1973).

## 2. RESEARCH

a. Requests for Research Studies. Requests for interim research studies may be made by the General Assembly, either house of the General Assembly, standing or interim committees, the Legislative Council, or by petition of at least twenty legislators.

Prior to the 1965 General Assembly session, almost all research requests had been submitted by petition of legislators. Since that time, a number of joint and concurrent resolutions have been introduced into the General Assembly directing or requesting the Legislative Research Committee and the Legislative Council to undertake interim studies. The Legislative Council believes legislators should be encouraged to use the resolution method to submit most interim study requests. The procedure might result in:

- (1) Interim Research being confined to the more important problems of state government.

- (2) More legislators being informed of the studies authorized and conducted and acquiring greater interest in the problems being studied.
- (3) Legislators specifically interested in an interim study can request to be placed on a study committee by the Council if known in advance that the study has been directed or requested.
- (4) Knowledge of the study being conducted prior to the adjourning of the General Assembly presents a basis for planning interim research work by the Council and Bureau.

b. Reference Information (Spot Research). It is recognized that legislators need information during and between sessions that can be obtained by a member of the Bureau research staff with a limited amount of work. A research request to obtain spot research can be submitted by an individual legislator unless the request involves voluminous and detailed research considered a major research project. The research services of the Service Bureau are available to all legislators. Any individual legislator should feel free and be encouraged to write or call the Bureau for this type of service at any time.

c. Study Committees. In accordance with the 1959, 1965, and 1969 changes in statute, the Legislative Council has authority to authorize the appointment of a committee to work with the Service Bureau on a study request. The Council designates the number of individuals who shall serve on the committee and appoints the study committee membership and chairman. Members of the Council, other members of the General Assembly, and nonlegislators may be appointed to a study committee. Any individual appointed to a study committee who is not a member of the General Assembly serves on the committee in a nonvoting advisory capacity.

A study committee has the responsibility for:

- (1) Advising the Legislative Service Bureau in the planning stages of the research.
- (2) Keeping informed of and analyzing the research.
- (3) Reporting the results of the study to the Legislative Council and to members of the General Assembly.
- (4) Making whatever recommendations are necessary in the form of legislation to the Council and the General Assembly.

Study committees provide a means whereby legislators can remain involved in the work of the Legislature and informed of the problems of the State during the interim. With the establishment of study committees, legislators and the public can be assured that the results of interim studies will be brought to the attention of the General Assembly at the next session of the Legislature. Study

committees also help provide more continuity and consideration of legislative matters from one session to the next.

Upon the filing of expense vouchers, committee members are reimbursed for expenses incurred in attending committee meetings. Only legislative members of committees receive per diem for days in attendance at committee meetings. The claim for per diem should be included on each expense voucher filed by the legislator.

d. Priority of Research Studies and Bill Drafting. In most instances, priority for research and bill drafting shall be as follows:

- (1) Bill drafts and studies assigned to a study committee by the General Assembly.
- (2) Bill drafts and studies assigned to a study committee by the Council.
- (3) Bill drafts and research work for standing committees and interim committees.
- (4) Bill drafts and studies conducted without the assistance of a committee.

### 3. BILL DRAFTING

One of the principal functions of the Service Bureau is to perform research both during and between legislative sessions. However, the Bureau also has the responsibility for providing bill drafting services to legislative committees and individual legislators. This responsibility has increased in recent years and more time and staff is now devoted to bill drafting than to research. The two functions are closely related and generally the object of research is the development of a bill draft. Conversely a bill frequently cannot be drafted without a great amount of research. The major portion of the bill drafting service is performed from November preceding the convening of a session of the General Assembly through the "cutoff" for ~~introduction~~ requesting of individually sponsored bills.

The bill drafting work load has grown from about 300 bill drafting requests in 1957 to approximately 2,500 ~~in 1969-1970~~ during each two sessions of a General Assembly. The requests are categorized as requests for drafting and typing and review and typing. All requests are reviewed by a draftsman, whether submitted in draft form or not, prior to final typing.

The work of the Bureau is greatly facilitated if timely requests for research and bill drafting services are made. The development of a full-time bill drafting staff has been undertaken by the Bureau so that legislators and committees may receive drafting assistance both during legislative sessions and during the interim periods. With the approval of annual sessions adjustments in staff work load have had to be made since the Bureau has been assigned the

added responsibility for staffing standing ~~committees~~ committee sub-committees during the interim.

#### 4. STAFF OF SERVICE BUREAU

The Legislative Council is responsible for employing a Legislative Service Bureau Director. The Council, upon recommendation of the Director, determines the staff necessary to provide Bureau services and establishes a an employee classification plan and pay schedule under which staff are employed.

The Legislative Service Bureau staff is composed of research, legal, and clerical personnel. Administratively the research and legal functions have been separated. Practically speaking the two functions are closely interrelated. Bill typists and other persons working with the research and bill drafting functions must, in addition to having above average skills in the clerical field, have a good working knowledge of legislative procedure. Skill and experience are most important in the development of technical legislation.

#### 5. FINANCES

Office space for the Legislative Service Bureau is provided on the balcony of the State House. The Council meets during the interim either in the Speaker's Room or in one of the other committee rooms behind the House or Senate, or at some other location designated. Committees of the Council are also created and meet regularly in order to solve detailed administrative problems assigned to them by the Council. All expenses including salaries, travel, supplies, and equipment are paid from an appropriation made to the Legislative Service Bureau by the General Assembly.



AFFIRMATIVE ACTION PLAN  
Legislative Service Bureau

EQUAL OPPORTUNITY PROGRAM

General Policy Statement

It is the policy of the Legislative Service Bureau to extend equal employment opportunities to all employees and all applicants for employment who meet the qualifications established for the class or position for which the application is made. It is also the policy of the Legislative Service Bureau not to discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, age, or physical or mental disability.

This agency recognizes that the effective application of a policy of equal employment opportunity and the reconciliation of an equal employment opportunity policy with an employment classification and promotion policy involves a strong administrative involvement and commitment, and the Legislative Service Bureau will undertake a program of affirmative action to make known the availability of and to advance the objectives of equal employment opportunities which are available on the basis of individual capabilities, motivations and merit and to encourage minorities to seek employment with the Legislative Service Bureau, and to strive for advancement on the basis of their individual capabilities, motivations and merit.

The director of the Legislative Service Bureau, who is in charge of personnel, in conjunction with the Legislative Council which sets the policy for and approves the hiring, salary rates, and promotion for Legislative Service Bureau personnel, will oversee the efforts of the Bureau to provide equal employment opportunities for minorities and provide an atmosphere for advancement based on individual capabilities, motivations, and merit.

In establishing the procedures and policies relating to the equal employment opportunities the Legislative Council and the Legislative Service Bureau have as their goal complete compliance with the provisions and spirit of the civil rights laws of Iowa as expressed in chapter 601A of the Code of Iowa.

Recruitment

It is the general recruitment policy of the Legislative Service Bureau to take steps and make efforts to seek employment applications from qualified minority group applicants and to

assist underqualified persons to become qualified under the terms of the job classification plan of the Legislative Service Bureau.

The Legislative Service Bureau, through its director, will seek out minority groups and make available to them information relating to the functions and policies of the Legislative Service Bureau and its policies for hiring and advancing employees. The Service Bureau will actively seek applications from qualified members of minority groups at such times as vacancies in office positions arise or new employment positions are created. This policy of recruitment will be carried out through contact and cooperation with college minority organizations and minority organizations outside of the college spectrum where positions arise which do not require higher education degrees.

#### Training, Development and Promotion

It is the policy of the Legislative Service Bureau that no person shall, in any way, be favored or discriminated against in the training, development, and promotional opportunities available to all employees without regard to race, religion, color, sex, national origin, age, or physical or mental disability.

#### Pay, Compensation, and Working Conditions

It is the policy of the Legislative Service Bureau that no person shall in any way be favored or discriminated against in the pay, compensation, and working conditions within particular job classifications and within the principles of the pay plan of the Legislative Service Bureau due to race, religion, color, sex, national origin, age, or physical or mental disability.

The Legislative Service Bureau will systematically examine rates of pay, fringe benefits and working conditions of State employees with equivalent duties and, should discrepancies be found, will develop and recommend that proper adjustments be made.

#### Complaint Procedures

Any employees who feel that they have experienced discrimination in terms of selection and hiring, promotion, demotion, lay-off or termination, are to report such matters to the Legislative Council which will advise the complainant of rights under the employment policies of the Legislative Council and laws of Iowa. Any person aggrieved by a decision of the Legislative Council may initiate appropriate procedures with the Iowa Civil Rights Commission pursuant to Chapter 601A of the Code of Iowa.

THE WHITE HOUSE

WASHINGTON

October 16, 1973

Dear Senator Lamborn:

Thank you for your letter of September 17, 1973 concerning Iowa's role in allocating energy supplies.

I am well aware of the extraordinary program conducted during the past year in the State of Iowa to meet the State's emergency energy needs. Undoubtedly, the foresight of the State's leadership probably resulted in better distribution of fuels and thus better service to the residents of the State of Iowa.

I delayed responding to your letter because of our recent deliberations about allocating petroleum products. As you are probably aware, we published regulations for the mandatory allocation of propane on October 2, 1973; we also published regulations for the mandatory allocation of middle distillate fuels on October 12, 1973. The latter program incorporates specific provisions for States to make recommendations to an on-site Federal official for the reallocation of middle distillate fuels to meet hardship needs. The use of joint Federal-State action was necessary because many States apparently do not have legal authority to reallocate fuel and the ability of the Federal Government to convey such authority was deemed questionable by some of our legal advisers.

Because of the small volume of propane utilized in the country as compared to the national energy requirements as well as the need to provide a national system to insure that priority users of propane in all regions receive needed supplies, we believe it is necessary to retain complete Federal control over any propane allocation system. However, the Department of Interior, which is the administering agency, will be working closely with all States in administering this program.

I very much appreciate your constructive comments and hope that you and your colleagues will be satisfied with our decision to delegate a major role to the States in administering the mandatory allocation program for middle distillates.

I am enclosing a copy of both the propane and middle distillate regulations for your convenience.

Sincerely,



Charles J. DiBona  
Special Consultant  
to the President

Enclosures

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Honorable Clifton C. Lamborn  
Chairman  
Iowa Legislative Council  
State House  
Des Moines, Iowa 50319