

**REPORT OF THE FISCAL COMMITTEE TO THE  
LEGISLATIVE COUNCIL**

**September 24, 1991**

The Fiscal Committee met on Tuesday, September 24, 1991 in Senate Room 22. The Committee took no official action.

The Committee received information regarding the following issues:

- Transfer of University based technology research to the private sector
- Impact of the 3.25% reduction to the Regents institutions
- Department of Employment Services Field Offices reorganization
- Privatization of the liquor warehouse operation
- Department of Human Services District Office reorganization

Respectfully submitted,

**Senator Leonard Boswell**  
Chairperson

**Representative Tom Jochum**  
Co-chairperson

## **REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL**

**September 25, 1991**

The Service Committee of the Legislative Council met on September 25, 1991. The meeting was called to order by Senator Joseph Welsh, Chairperson, at 10:45 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 report on the number of probationary employees currently employed by the Legislative Central Staff Agencies and the two chambers of the General Assembly and the total initial fiscal impact of granting those employees one-step increases upon completion of probationary employment. The Committee deferred action on the report until the next meeting of the Committee.
2. The Service Committee received and filed a personnel report from the Office of Citizens' Aide\Ombudsman.
3. The Service Committee deferred action on the promotion of Ms. Judith Milosovich Stageberg, of the Office of Citizens' Aide\Ombudsman, from Assistant I to Assistant II, at Grade 30, Step 1 until the next meeting of the Committee. If the promotion is recommended at a future meeting of the Committee, the promotion will be retroactive to August 29, 1991.
4. The Service Committee received and filed an administrative report from the Office of Citizens' Aide\Ombudsman.
5. The Service Committee received and filed a personnel report from the Legislative Service Bureau.
6. The Service Committee deferred action on the reclassification of Ms. Rosemary Drake, of the Iowa Code Division of the Legislative Service Bureau, from Publications Assistant, at Grade 21, Step 3, to Assistant Editor I, at Grade 24, Step 2 until the next meeting of the Committee. If this promotion is recommended at a future meeting of the Committee, the promotion will be retroactive to September 27, 1991, the date which marks the commencement of the pay period immediately following the September 25, 1991, meeting of the Service Committee.
7. The Service Committee recommends that the Legislative Council approve the employment of Ms. Sue Fetters in the permanent full-time position as Legislative Proofreader at Grade 16, Step 2. Ms. Fetters has been employed as a temporary Code Proofreader, a session only Legislative

**Proofreader for the last two legislative sessions, and is currently employed in a temporary proofreading position in the Legislative Service Bureau at Grade 16, Step 2.**

- 8. The Service Committee received and filed a personnel report from the Legislative Computer Support Bureau.**
- 9. The Service Committee received and filed the proposed budget and budget allocations of the Legislative Service Bureau, the Legislative Fiscal Bureau, the Legislative Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman pursuant to section 2.12 of the Code.**

**The following new employees of the Central Staff Agencies were introduced to the members of the Service Committee:**

- 1. Steve Exley, Assistant I, Office of Citizens' Aide/Ombudsman**

**Respectfully submitted,**

**SENATOR JOSEPH J. WELSH  
Chairperson**

**RTPSERV**

**REPORT OF THE STUDIES COMMITTEE  
TO THE LEGISLATIVE COUNCIL**

**September 25, 1991**

The Studies Committee of the Legislative Council met on September 25, 1991, and makes the following recommendations:

1. That the Agricultural Chemical Site Remediation Study Committee request for approval of an additional meeting day be approved and the Committee's deadline for completion be extended to December 1.
2. That the Curtailing Youth Violence and Gangs Study Committee request for extension of November 1 completion deadline be approved and a new deadline of December 1 be established.
3. That the Emergency Medical Services Study Committee request for extension of the November 1 completion deadline be approved and a new deadline of December 1 be established.
4. That the Environmental, Recreational, and Economic Development of Iowa's Rivers and Lakes Study Committee be authorized to hold its second meeting outside the Des Moines area, to hold a third meeting day in Des Moines, and to hold the third meeting after the November 1 completion deadline and a new deadline of December 1 be established.
5. That the Group Health Benefits for Public Employee Retirees Study Committee request for extension of November 1 completion deadline be approved and a new deadline of December 1 be established.
6. That the Infant Mortality in Iowa Study Committee request for approval to hold a meeting outside the Des Moines area be approved.
7. That the K-12 Reform Interim Study Committee request for Extension of September 1, 1991, date to report to the Legislative Council be approved and a new deadline of November 15 for this report be established.
8. That the Public Retirement Systems Committee requests for an additional meeting day and for extension of the November 1 completion deadline to hold the additional meeting be approved and a new deadline of December 3 be established.
9. That the State Budget and Budgeting Practices Interim Study Committee requests for extension of the November 1 completion deadline and authorization to hold subcommittee meetings in lieu of a second meeting (includes approval of per diem and expenses for those members who are members of two subcommittees) be approved, and a new deadline of December 1 be established.

10. That the Tax Fairness and Equity Study Committee request for extension until November 1 of the original October 1 deadline for making a recommendation concerning the hiring of a consultant be approved.
11. That the Public Retirement Systems Committee be authorized to retain an actuarial consultant at a cost of not more than \$15,000 to complete item 1 listed in the letter from Dennis Sullivan contained in the Committee's request to the Studies Committee dated September 25, 1991.
12. That the attached listing of additional interim study committees be approved as proposed and the legislative leadership be authorized to appoint members to the committees.

Respectfully submitted,

SENATOR BILL HUTCHINS  
Chairperson

RPTSTUD

## **Additional 1991 Legislative Interim Study Committees**

**Expanding Iowa's Livestock Industry    2 days    5/5 + 5 Public Members**  
Charge: Develop recommendations which will expand the size and profitability of Iowa's livestock industry. The committee shall forward their report to the Legislative Council no later than December 1, 1991.

**Assuring Efficient Delivery of Social Services    2 days    5/5 + 3 Public Members**  
Charge: Monitor the implementation of changes in social service delivery systems. Primary goals should be to maintain adequate delivery of services and document cost effectiveness of proposed changes. Topics to be monitored should include, but not be limited to DHS district office restructuring and reorganization of Iowa's mental health institutions. The committee shall forward their report to the Legislative Council no later than December 31, 1991.



SEP 7 1991

TERRY E. BRANSTAD, GOVERNOR

RACING AND GAMING COMMISSION  
MICK LURA, ADMINISTRATOR

TO: BOAT OPERATORS  
FROM: CHUCK PATTON *CP* DIRECTOR RIVERBOAT GAMBLING  
DATE: SEPTEMBER 6, 1991  
SUBJECT: CERTIFIED PEACE OFFICER REQUIREMENT

As you know, the state of Iowa's budget shortfall has caused a reduction in the number of gaming officials assigned to each boat, as well as a reduction in the number of hours each one can work.

The staffing problem is so severe that the state of Iowa will not be able to provide a certified peace officer on each excursion.

Until further notice the requirement contained in administrative rule 25.14(2) for a certified peace officer to accompany each excursion will be waived, if the violation is caused by our inability to staff the excursion.

The rule will not be waived, however, if the violation is due to a failure, on the boat operator's part, to follow approved excursion schedules, causing a gaming official to be unavailable.

If there are any questions concerning this memorandum, please contact this office.

CP/kkj

# **RULES FOR PREFILING LEGISLATIVE BILLS**

## **1992 GENERAL ASSEMBLY**

September 1991

Section 2.16, Code 1991, authorizes the prefiling of legislative bills and reads as follows:

### **2.16 PREFILING LEGISLATIVE BILLS.**

Any member of the general assembly or any person elected to serve in the general assembly, or any standing committee, may sponsor and submit legislative bills and joint resolutions for consideration by the general assembly, before the convening of any session of the general assembly. Each house may approve rules for placing prefiled standing committee bills or joint resolutions on its calendar. Such bills and resolutions shall be numbered, printed, and distributed in a manner to be determined by joint rule of the general assembly or, in the absence of such rule, by the legislative council. All such bills and resolutions, except those sponsored by standing committees, shall be assigned to regular standing committees by the presiding officers of the houses when the general assembly convenes.

Departments and agencies of state government shall, at least forty-five days prior to the convening of each session of the general assembly, submit copies to the legislative service bureau of proposed legislative bills and joint resolutions which such departments desire to be considered by the general assembly. The proposed legislative bills and joint resolutions of the governor must be submitted by the Friday prior to the convening of the session of the general assembly, except in the year of the governor's initial inauguration. The legislative service bureau shall review such proposals and submit them in proper form to the presiding officer in each house of the general assembly for referral to the proper standing committee. Before submitting any proposal prepared under this section to the presiding officers, the legislative service bureau shall return it for review to, as appropriate, the relevant department or agency or the governor's office and such department or agency or governor's office shall review and return it within seven days of such delivery.

The costs of carrying out the provisions of this section shall be paid pursuant to section 2.12.



In accordance with section 2.16 the following rules for the prefiling of legislative bills and resolutions shall be in effect for the First Session of the Seventy-fourth General Assembly.

**NOTE:** For the purpose of the following rules a reference to bills shall be interpreted to include both bills and resolutions.

1. **DRAFTING OF LEGISLATIVE BILLS.** Any person who is presently a member of the Seventy-fourth General Assembly may request the Legislative Service Bureau to draft a bill at any time prior to the convening of the General Assembly and at any time during the legislative session, subject to any time limitations established by the Senate or House of Representatives. If a bill is requested prior to the convening of a session of the Seventy-fourth General Assembly, unless the bill is specified to be prefiled, the bill will be held by the Legislative Service Bureau until the General Assembly convenes; however, a copy will be sent to the legislator if the bill draft is completed prior to the convening of the session. If the bill is not prefiled, the text of the bill will only be released if the legislator specifically consents to the release.

2. **REQUEST FOR PREFILING.** Any person who is presently a member of the Seventy-fourth General Assembly may prefile a legislative bill by making a request to the Legislative Service Bureau by December 13, 1991. The request shall be in writing and signed by the legislator; however, an oral request by the legislator will be accepted if reduced to writing by a member of the Legislative Service Bureau staff. The prefiling request may be made at the time of requesting a bill draft or may be made after the legislator has had the opportunity to review the bill draft. If possible the names of all sponsors of the prefiled bill shall be given to the Legislative Service Bureau at the time of making the prefiling request.

**DRAFTING OF PREFILED BILL.** When a prefiling request for a bill is received, if time allows, the bill draft will be completed prior to the convening of the General Assembly on January 13, 1992. A copy of the bill will be mailed to the legislator who requested the bill prior to the actual filing of the bill and the procedures noted in these rules will be followed.

**INTRODUCTION OF PREFILED BILL.** When the legislator receives a copy of a bill which the legislator has requested to be prefiled, the legislator should review the bill to determine if it has been drafted as requested. The legislator should then notify the Legislative Service Bureau requesting any changes in the bill or informing the Bureau that the bill has been drafted as requested. The names of all sponsors should be given to the Bureau.

If the legislator agrees that the bill meets the specifications required and confirms that the bill should be prefiled, the bill will be packaged and forwarded to the legal counsel of the house of introduction for review. Please note that at this

point the bill is considered a public record and the text is available for review by the public. If the legislator does not want the text to be available for review by the public at this time, the legislator should inform the Bureau and the Bureau will not prefile the bill but will hold it for the legislator so that the legislator can personally introduce the bill. A prefiled bill will be introduced, numbered and printed prior to the convening of the General Assembly, and its title will be read at the earliest possible time following the convening of the General Assembly. No further action will be required by the legislator. The Bureau will provide appropriate forms in order that the legislator will be able to make final confirmation of the desire to prefile the bill.

3. **BILL DRAFTING REQUEST FORMS.** The Legislative Service Bureau has bill drafting request forms available for legislators. If possible the request form should be completed by the legislator but a request form will be completed by Bureau personnel if the legislator does not have an opportunity to do so. Bill drafting request forms can be obtained from the Bureau upon request.

4. **CONFIDENTIAL RECORDS.** It should be noted that the bill drafting request form contains a space for indicating if a drafting request is to be confidential. If a legislator desires that no information be released in regard to a request, the legislator should indicate on the request form that the bill request is confidential. It is the policy of the Bureau that a request from a legislator creates a personal relationship between the Bureau and the legislator, and only such information as the legislator desires will be released to the press or other interested persons. In this regard, cognizance must be given to the public records law. Most records of the Bureau are public records and frequent inquiries are made by the press and other interested persons concerning bill drafting requests which have been received by the Bureau. It is the policy of the Bureau that a bill draft is not a public record until released by the legislator. However indexes of bill requests are considered public records. A copy of a bill draft will not be released to a person other than the legislator without the legislator's implied or expressed consent or unless the bill draft has been introduced or otherwise placed in the public domain by the legislator. A designation that a bill is to be confidential means that the request will not be listed in the index of bill requests and that Bureau personnel will not release any information in regard to the request. The confidential designation also means that the bill draft will not be sent to the Legislative Fiscal Bureau for fiscal note review unless the legislator specifically requests the Legislative Service Bureau to send the bill draft to the Legislative Fiscal Bureau.

## DEPARTMENTAL REQUESTS

**SUBMISSION OF REQUESTS FOR PREFILED PROPOSED BILLS.** Drafting requests for prefiled proposed bills of state departments and agencies shall be submitted to the Legislative Service Bureau beginning September 30, 1991, but no later than November 29, 1991. The proposals shall be in bill draft form or shall be as specific as possible as to the Code changes desired.

To the extent feasible, departments and agencies shall submit only two requests for prefiled proposed bills. One request for a bill shall contain the department's technical or corrective Code changes and the other request shall contain the department's legislative policy proposals. The Bureau will confer with the department's representative regarding combination or division of its technical proposal and its policy proposal into separate legislative bill drafts which can most efficiently be considered by the General Assembly given the General Assembly's customary division of subject matter jurisdiction among the standing committees and subcommittees.

Each request shall include a concise "background statement" from the department or agency which describes the need for, purpose, and intent of the requested bill, including a description of the problem or problems the bill is intended to address. A request submitted without such a background statement will not be accepted by the Legislative Service Bureau. A request submitted with a lengthy background statement will be edited by the Legislative Service Bureau, in consultation with the department or agency representative.

The Legislative Service Bureau will review the proposal, make suggestions as to nonsubstantive changes or corrections, confer with the department or agency representative in regard to the proposal, draft an objective explanation for the bill, and prepare the bill in final form.

Additional drafting instructions requested from the department or agency by the Bureau must be received within seven calendar days of being requested by the Bureau or the drafting request will be considered withdrawn. Approval of the final draft must be received by the Bureau within seven calendar days after its receipt by the department or agency or the drafting request will be considered withdrawn. Once the bill is in final form, the Legislative Service Bureau, not the department or agency, will submit the bill in proper form to the presiding officer of each house for referral to the proper standing committee. All approvals of final bill drafts are to be received no later than January 13, 1992. Bill drafting requests from legislators will receive priority consideration by the Legislative Service Bureau over departmental and agency bills.

Proposed bill draft requests submitted by departments and agencies after **November 29, 1991**, will not be assigned to a staff member unless a legislative sponsor is obtained. Departments and agencies are strongly urged to submit their proposals as soon as possible after **September 30, 1991**, in order that the Legislative Service Bureau has adequate time to provide assistance in drafting. Lengthy or complex proposals should be submitted far in advance of the deadline date. This will allow the Bureau to provide assistance before a large quantity of legislative requests is received.

If departments and agencies know they will be submitting lengthy or complex legislation, it is suggested they submit or at least discuss the proposals in the **early fall of 1991** even if they will not make final decisions in regard to all provisions until late fall.

For the purposes of these rules, the following executive and judicial branch departments and agencies are authorized to prefile bills:

## **AUTHORIZED PREFILING AGENCIES**

### **EXECUTIVE BRANCH**

#### **Executive Agencies - Elected Officials**

Attorney General (Department of Justice)  
Auditor of State  
Department of Agriculture and Land Stewardship  
Secretary of State  
Treasurer of State

#### **Executive Agencies - Nonelected Heads**

Campaign Finance Disclosure Commission  
Civil Rights Commission  
Department for the Blind  
Department of Commerce/Alcoholic Beverages Division  
Department of Commerce/Banking Division  
Department of Commerce/Credit Union Division  
Department of Commerce/Insurance Division  
Department of Commerce/Professional Licensing and Regulation Division  
Department of Commerce/Savings and Loan Division  
Department of Commerce/Utilities Division  
Department of Corrections  
Department of Corrections/Board of Parole  
Department of Cultural Affairs  
Department of Cultural Affairs/Public Broadcasting Division  
Department of Economic Development  
Department of Education  
Department of Education/Board of Educational Examiners  
Department of Education/College Aid Commission  
Department of Elder Affairs  
Department of Employment Services  
Department of General Services  
Department of Human Rights  
Department of Human Services  
Department of Inspections and Appeals  
Department of Inspections and Appeals/Racing and Gaming Commission  
Law Enforcement Academy  
Department of Management

Department of Natural Resources  
Department of Personnel  
Department of Public Defense  
Public Employment Relations Board  
Department of Public Health  
Department of Public Health/Board of Dental Examiners  
Department of Public Health/Board of Medical Examiners  
Department of Public Health/Board of Nursing Examiners  
Department of Public Health/Board of Pharmacy Examiners  
Department of Public Safety  
Board of Regents  
Department of Revenue and Finance  
Department of Transportation

## JUDICIAL BRANCH

### Judicial Department

**NOTE: Governor's Proposals.** Bill drafting requests from the Office of the Governor are governed by Iowa Code section 2.16 and must be submitted by **January 10, 1992**. As part of the Legislative Service Bureau's review and preparation in proper form of the Governor's bill requests, the Bureau will make suggestions regarding the combination or division of proposals into separate legislative bill drafts which can most efficiently be considered by the General Assembly given the General Assembly's customary division of subject matter jurisdiction among the standing committees and subcommittees. Approval of the final draft must be received by the Bureau within seven calendar days of its receipt by the Governor's Office.

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# GENERAL ASSEMBLY OF IOWA



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C. POLLAK, ADMINISTRATOR

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August 7, 1991

## MEMORANDUM

TO: CHAIRPERSON ARNOULD AND MEMBERS OF THE LEGISLATIVE COUNCIL

FROM: Diane Bolender, Director *DB*

RE: Legislative Council Meeting Date

Please change the date of the September Legislative Council meeting from Tuesday, September 24, 1991, to Wednesday, September 25, 1991.

ccl807

# GENERAL ASSEMBLY OF IOWA

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JOHN C. POLLAK, ADMINISTRATOR

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September 17, 1991

## MEMORANDUM

TO: Chairperson Arnould and Members of the Legislative Council

FROM: Diane Bolender, Director *DB*

RE: Legislative Council and Council Committee Meetings

The Legislative Council and its Committees are scheduled to meet on Tuesday, September 24 and Wednesday, September 25, 1991, as follows:

### Tuesday, September 24

10:00 a.m. Legislative Fiscal Committee, Room 22  
3:00 p.m. Service Committee, Tour of Citizens' Aide Facilities

### Wednesday, September 25

8:30 a.m. Service Committee Tour of Facilities in Lucas Building and Capitol  
10:45 a.m. Service Committee Meeting, Room 22  
1:00 p.m. Studies Committee, Room 22  
1:30 p.m. Legislative Council, Room 22

Tentative Agendas for the meetings are enclosed. Legislative Council members who are not members of the Service Committee, but who are in Des



Moines on Tuesday afternoon or Wednesday morning are cordially invited to join the members of the Service Committee as they tour the central legislative staff agency facilities. Plan to meet on the stairs at the East Entrance to the State Capitol upon the adjournment of the Legislative Fiscal Committee to board a State Van for the journey to the Office of the Citizens' Aide on Tuesday. Please let the Legislative Service Bureau know if you plan to attend so that we can have transportation for you. Meet at 8:30 a.m. at the main floor State Capitol East Entrance prior to walking to the Lucas State Office Building for a tour of the fourth floor and ground level legislative offices and a tour of the State Capitol ground floor, second floor, and third floor legislative offices.

Also enclosed are copies of the Minutes of the July 18 meetings of the Service Committee, Studies Committee, and Legislative Council and a copy of the proposed rules relating to pre-filing which will be considered by the Legislative Council at its meeting.

Please notify the Legislative Service Bureau prior to the meeting date if you will be unable to attend.

CCL916



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES  
GERALD R. ANDERSON, DIRECTOR

September 23, 1991

Ms. Diane Bolender  
Director, Legislative Service Bureau  
Capitol Building  
L O C A L

Dear Diane:

I am writing you to officially request permission to load a copy of the Iowa Code into the online publications system that Information Services Division (ISD) is implementing on a nine month pilot basis. Currently the Code is available via the LEGS application for viewing only. The LEGS version of the Code will remain in place for the 1992 legislative session.

Online publications is used to display documentation, books, and other printed material on host based terminals or PCs. Text can be viewed sequentially or navigated to any specific topic in the book. A book or series of books can be searched for specific words and phrases. The text containing those words or phrases can be viewed. There is additionally links between references so that the reader can move directly to the text of the reference and then back to the reference point. Selected text of a book can be printed. It is possible to copy selected text to another file or if authorized to edit the source text. Editing would be disabled for the Code.

Online publications does have the capability to create, revise, and store information for printing as well as for online viewing. There is also a information management system to allow only authorized personnel to revise, replace, or delete source information.

It is ISD's intent to place the Iowa Code in the online publications system as a live demonstration of the viewing capabilities of the online publications system. The advantages of using the Code as a demonstration are:

- the typesetting markup is already present
- the current work flow is unaffected
- the potential users are familiar with the Code

We will be ready to begin working with the Code on October 1. If you need additional information, please contact me at 281-4885. Thanks for your cooperation.

Sincerely,

Linda Schlenker  
Manager, Office Systems & Technologies