

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

January 10, 1991

The Service Committee of the Legislative Council met on November 28, December 12, and January 9, 1991. The November 28, 1990 meeting was held in Room 22 of the State House, began at 8:20 a.m., and recessed at 9:28 a.m. for the day. The December 12, 1990 meeting was held in Room 24 of the State House, began at 1:33 p.m., and adjourned at 2:33 p.m. The January 10, 1991 meeting was called to order by Representative John Connors, Chairman, at 11:12 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 heard testimony and received other evidence on November 28 and December 12, 1990, in the matter of the appeal of the grievance of David R. Robinson against Computer Support Bureau Director Sanford Scharf. At the conclusion of the December 12, 1990 meeting, the Service Committee denied the appeal. Written copies of the Committee's decision were sent to the parties to the grievance. Mr. Robinson's copy was sent on December 12, 1990, return receipt requested. The last day on which the matter could have been appealed to the Legislative Council was December 19, 1990. No appeal request was received.
2. The Service Committee received and filed a report on the State Fire Marshal's Inspection of the Capitol Building. The Service Committee recommends that the Legislative Council request that the Department of General Services develop a plan and cost analysis for rectifying the problems identified in the State Fire Marshal's report and submit the plan and cost analysis in a report to the Legislative Council.
3. The Service Committee received and filed an administrative report from the Legislative Fiscal Bureau relating to payment of the costs of updating their income tax projection model data base. The Service Committee recommends that the Legislative Council grant permission for the Legislative Fiscal Bureau to exceed their revised budget amount if necessary to pay for the updating of the data base.
4. The Service Committee received and filed a personnel report from the Office of Citizen's Aide/Ombudsman. The Service Committee also received and filed a letter from the Office of Citizens' Aide/Ombudsman relating to internal reassignments of duties in that office and the provision of services to juvenile justice and mental health institutions.
5. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau.

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

7. The Service Committee recommends the following personnel changes for the Computer Support Bureau on which action was deferred on November 15, 1990:

A. Reclassification of Ed Damman from Microcomputer Support Analyst, grade 27, step 3, to Microcomputer Manager 1, grade 33, step 1, retroactive to November 15, 1990.

B. Promotion of Kay Evans from Mapper Coordinator 1, grade 32, step 4, to Mapper Coordinator II, grade 35, step 3, retroactive to November 15, 1990.

C. Promotion of Cheryl Porath from Run Designer 1, grade 24, step 4, to Run Designer II, grade 27, step 3, retroactive to November 15, 1990.

8. The Service Committee asked that Mr. Scharf work with Senate and House staff to determine if there is an area available in the capitol for a desk and a telephone during the legislative session so that a Computer Support Bureau staff member can be readily available when computer problems occur. The Service Committee also asked Mr. Scharf whether there is a location for a computer training facility within the capitol complex.

9. The Service Committee recommends that a policy be established that state agencies can have access to the legislative computer database by the Computer Support Bureau if they receive permission from the Legislative Council and it can be accomplished within the time frames of the Computer Support Bureau.

10. The Service Committee recommends that the Information Services Division of the Department of General Services be authorized to download the appropriate chapters of the Code for the Iowa Department of Natural Resources, chapter 554 for the Iowa Department of Commerce, and the appropriate chapters of the Code for a pilot project for two assistant attorneys general pursuant to the policy previously adopted by the Legislative Council.

11. The Service Committee received and filed performance evaluations of the Central Legislative Staff Agency directors and recommends that the Legislative Council approve four percent merit salary increases for the directors of the Legislative Service Bureau, the Legislative Fiscal Bureau, and the Citizens' Aide/Ombudsman, and a two percent merit salary increase for the director of the Computer Support Bureau, effective for the pay check received on January 25, 1991.

12. The Service Committee recommends that the Legislative Council reappoint Mr. William P. Angrick to the position of Citizen's Aide/Ombudsman, subject to the approval and confirmation of constitutional majorities of the senate and house of representatives, as provided in sections 601G.3 and 601G.5 for a term of four years beginning July 1, 1991.

13. The Service Committee received, filed, and recommends that the Legislative Council approve the recommendations contained in a report from the Computer Oversight

Subcommittee. A copy of the Computer Oversight Committee's report is attached to this report and incorporated by reference.

14. The Service Committee recommends that the Legislative Council require all evaluations of directors of legislative agencies, and all proposals to change the pay grades authorized for legislative positions and the creation of new positions be conducted at the same time during the interim period between sessions of the General Assembly.

Respectfully submitted,

REPRESENTATIVE JOHN CONNORS
Chairman

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COMPUTER REPORT

January 7, 1991

FUTURE PLANNING

- Ongoing discussion and planning for the future of the legislative computer system should take place for a stable evolution of the entire system.
- The Computer Support Bureau should develop a list of goals and priorities for the legislative computer system.

An advisory committee consisting of Computer Oversight Subcommittee members, legislators with computer knowledge, and legislative agency staff members should meet at least bimonthly to plan the future development of the legislative computer system and to discuss existing concerns. A timetable for meeting the items in this report will be established at the first meeting of the Advisory Committee.

- Use of the Unisys mainframe system should continue. However, the system itself should be personal computer based. The Unisys terminals are outdated and parts are becoming more difficult to obtain. However, the personal computers must be able to perform all functions currently performed by the mainframe, including the bill drafting system currently in use with its automatic amending process. (See New Computer Programming Needs.)

FUTURE NEEDS

- There needs to be a resolution of current incompatibility problems between the new phone lines and communications modems.
- A central network modem which can be shared by staff, allowing access to outside databases with the need for individual modems and dedicated phone lines for the modems shall be investigated.
- The issues of both network security and personal computer security need to be addressed. (The CSB will report back at the first meeting of the Advisory Committee.)
- The issue of security of the hardware which is located throughout the State Capitol and Lucas State Office Building needs to be addressed. (The CSB will report back at the first meeting of the Advisory Committee.)
- There should be additional investigation of the use of scanner technology, especially so that the Iowa Administrative Code data base can be computerized.
- Cross training of some Computer Support Bureau personnel is needed so CSB can address problems concerning both the mainframe and personal computer systems.

- Questions about the amount of physical space needed for the personal computers and the feasibility of using personal computers in the legislative chambers should be examined.
- The issue of storage location of numerical data files for the personal computers should be addressed.
- The feasibility of establishing a centralized library of standardized software, allowing legislators to access these programs with their own personal computers should continue to be examined.
- A better computer training facility needs to be established and ongoing training at various knowledge levels needs to be provided.
- Procedures need to be established concerning who to contact concerning personal computer system problems during evening hours and weekends.
- Procedures need to be established to determine for the CSB how to prioritize the requests for assistance in a fair and efficient manner.
- Work needs to begin on the computerizing of the Iowa Administrative Bulletin.
- Decision-making is needed concerning the computer system utilized by the session-only staff and whether or not training should be provided for PC-based software.

NEW COMPUTER PROGRAMMING NEEDS

- Programming is needed to replace the text editing currently provided on the Unisys terminals. The PCs must be able to perform all functions currently available on the Unisys terminals. The mainframe will still be needed to store the data base.
- The capability of printing mailing labels from the mainframe data base of selected legislators and for mailing lists should be provided.
- The computer "message system" needs to be upgraded to allow messages to be sent to multiple users on the PC network and to provide the ability to interact with the executive branch messaging system .
- Computerized time sheets should be developed.
- A better network file management system is needed.
- A program needs to be developed for placing the Iowa Administrative Code into a data base and providing the capability of printing portions of it separately. In addition, the feasibility of providing this data base to other public agencies and to private agencies for a fee should be investigated.
- The ability for other state agencies to access the legislative computer system data base and to load chapters of the Code onto their personal computers should be investigated.

- The capability of printing individual Code chapters in a format similar to that of the published Code should be developed. The chapters could then be provided to state agencies and sold to the general public.
- The incorporation of amendments into bills, allowing the elimination of the bill books should be developed.
- The capability of performing word searches of the Acts similar to that provided for the Code should be provided.
- The capability of visually flagging lines of Code text when an amendment or change is applied should be provided.
- A better program should be provided for indexing the Iowa Code, the Iowa Acts, and the Code Supplement.
- There needs to be planning for uniform computerization of the operations of the House and Senate Journals and other publications, the Iowa Administrative Code Division, and the Iowa Code Division.

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