

**DAS CUSTOMER COUNCIL MEETING MINUTES:
July 19, 2017**

A regular meeting of the DAS Customer Council was held on Wednesday, July 19, 2017, at the Hoover Building (Conference Room 6) in Des Moines, Iowa. The meeting was called to order by Chair David Roederer at 10:00 a.m.

MEMBERS PRESENT

Carmine Boal, Legislative Branch (House)
Judy Bradshaw, Iowa Law Enforcement Academy
Gerd Clabaugh, Department of Public Health
Courtney Decker, Department of Revenue
Jerry Foxhoven, Department of Human Services
Janet Phipps, Department of Administrative Services (DAS), Vice-Chair
David Roederer, Department of Management (DOM), Chair
Roxann Ryan, Department of Public Safety
Peggy Sullivan, Judicial Branch
Lee Wilkinson, Department of Transportation

MEMBER PARTICIPATING VIA PHONE

Beth Townsend, Iowa Workforce Development

MEMBERS ABSENT

Mary Cownie, Department of Cultural Affairs
Chuck Gipp, Department of Natural Resources
Linda Miller, Iowa Department on Aging
Rod Roberts, Department of Inspections and Appeals
Charlie Smithson, Legislative Branch (Senate)

OTHER ATTENDEES

Jeannie Adams, DAS
Paul Carlson, DAS
Susan Churchill, DAS, responsible for taking meeting minutes
Mike Cornelison, DAS
Charlee Cross, DAS
Larry Doss, DAS
Jeff Edgar, DAS
Tera Granger, DAS
Kelly Green, DAS
Dave Heuton, DAS
Mirela Jusic, DAS
Randy Lagerblade, DAS
Kris May, DAS
Calvin McKelvogue, DAS
Deb Scrowther, DOM
Brad Thomas, DAS
Tami Wiencek, DAS

DAS CUSTOMER COUNCIL MEETING MINUTES: July 19, 2017

AGENDA ITEMS

- I. The meeting was called to order at 10:00 a.m. by Chair David Roederer.
- II. Introductions
 - A. Chair Roederer asked Council Members to introduce themselves and the agencies they represent.
 - B. Chair Roederer then asked the guests to introduce themselves and state where they work.
- III. Minutes from Meeting on July 27, 2016
 - A. The minutes of the last meeting were approved via electronic vote last summer.
 - B. The minutes of today's meeting will be distributed within two weeks for review and electronic voting.¹
- IV. Council Membership – Terms Expiring August 31, 2017 – Chair Roederer stated that members whose terms will expire on August 31, 2017, will be notified.²

While waiting on a quorum, the Council skipped to item six on its agenda.

- V. Agency Impact Statements/Notification to Agencies
 - A. Vice-Chair Phipps indicated that DAS will take the proposed Business Plan and create a finalized Business Plan with approved rates.
 1. DAS will send the approved Business Plan to all agency Directors.
 2. DAS will post the approved Business Plan on the [Customer Council](#) website.
 - B. Vice-Chair Phipps stated that due to a change in collective bargaining, Community Based Corrections will no longer utilize DAS services, causing a reduction of \$150,000.
 - C. Chair David Roederer noted that the federal government reviews DAS rates yearly and does an extensive review every three years.
 1. DAS must justify rates.
 2. Rates for small and large agencies must be the same; DAS is not permitted to charge a lower rate to small agencies.
 - D. Vice-Chair Phipps noted that DAS operates on a 60-day working capital.
 1. Capital is monitored on a month-to-month basis.
 2. If needed, DAS provides rebates to agencies.

During the previous discussion, a quorum was reached, enabling the Council to discuss item five on its agenda.

- VI. DAS Business Plan – **Action Item**
 - A. FY 2018 Rate Adjustments – **Action Item**

¹ On August 2, 2017, these minutes were emailed to Customer Council Members to review. As no changes were requested, Council Members were asked on August 7, 2017, to vote via email. Courtney Decker made a motion to approve the minutes. Beth Townsend seconded the motion. Voting members present during the meeting of July 19, 2017, voted unanimously to approve the minutes.

² A listing of Council Members with corresponding term expiration dates can also be found on the [DAS](#) website.

DAS CUSTOMER COUNCIL MEETING MINUTES:

July 19, 2017

1. DAS Deputy Director Dave Heuton distributed a document, detailing how DAS used \$2 million dollars in FY 2016 and \$3 million in FY 2017 on preventative and routine maintenance.
 2. Chair Roederer noted that DAS receives an appropriation for repairs to “Ceremonial Space,” such as parking lots and parking ramps; DAS cannot charge agencies for these repairs.
 3. The Council was presented with two rate reductions for previously approved rates:
 - a. Reduce FY 2018 Capitol Complex/Iowa Labs Association fees from \$6.00 to \$5.75.
 - b. Reduce FY 2019 Capitol Complex/Iowa Labs Association fees from \$6.25 to \$6.00.
 4. **MOTION:** Gerd Clabaugh made a motion to approve the rate adjustments.
 - a. Judy Bradshaw seconded the motion.
 - b. Motion passed unanimously.
- B. FY 2019 Proposed Methodology Change (Workers’ Compensation) – **Action Item**
1. Deputy Director Dave Heuton distributed a document detailing the current program cost allocation, the proposed program cost allocation, and the impact to agencies with the proposed cost allocation.
 - a. Currently, an agency’s exposure per individual claim is capped at \$200,000, and a “credibility factor” is applied when calculating agency cost. (The credibility factor is an actuarial tool used to calculate if the loss experience is a reasonable basis to predict future claims.)
 - b. DAS proposed eliminating the cap and eliminating the credibility factor.
 - c. The Council discussed the proposal and the implications to agencies.
 2. Chair David Roederer postponed the vote on Workers’ Compensation Methodology to give Council Members more time to examine the proposed changes.
- C. FY 2020 Rates/Methodology – **Action Item**
1. Vice-Chair Janet Phipps stated that DAS was proposing no rate changes, thereby keeping all rates status quo.
 2. **MOTION:** Lee Wilkinson made a motion to approve FY 2020 Rates/Methodology.
 - a. Courtney Decker seconded the motion.
 - b. Discussion:
 - 1) Gerd Clabaugh asked how changes in collective bargaining would affect the DAS-HRE rates.
 - 2) Vice-Chair Phipps stated that she did not foresee any changes, as DAS-HRE will be advising agencies on Merit Rules and classification issues.
 - c. Motion passed unanimously.

VII. Next Meeting – will be scheduled at a later date.

VIII. Adjourn – meeting adjourned at 10:56 a.m.