

**DAS Customer Council Meeting
March 11, 2011**

Members Present

David Roederer, Chair, DOM; Mike Carroll, Vice-Chair, DAS; Joel Wulf, Elder Affairs; Jan Clausen, DHS; Deb Krueger, ICSAC; Michael Marshall, Legislative/Senate; Mary Cownie, Cultural Affairs; Roger Stirlor, Revenue; Margaret Thomson, IDALS; Steve Larson, Commerce-ABD; Lee Wilkinson, DOT.

Members Absent

Dave Heuton, DPS; Charlie Smithson, Legislature-House; Cindy Axne, DNR; Isaiah McGee, Human Rights; Peggy Sullivan, Judicial.

Others Present

Paul Stageberg, Human Rights (Member Alternate); Nancy Williams, DAS/GSE; Tera Granger, DAS/Marketing; DAS; Lorrie Tritch, DAS/IT; Patricia Mullenbach, DAS/Finance; Tim Ryburn, DAS/GSE CCM; Mark Blazek, DAS/Fleet & Mail; Jeff Franklin, DAS; Barbara Bendon, DAS/Space Planning & Leasing; Mark Johnson, DAS; Debbie O'Leary, DAS/Procurement.

Call to Order

Meeting was called to order by Chair David Roederer at 10:00 a.m.

Welcome and Roll Call

Chair Roederer asked everyone in the room to introduce themselves to the group.

Approve Minutes of August 12, 2010

MOTION: Margaret Thomson moved to approve the minutes as submitted. Roger Stirlor seconded the motion. Motion passed.

Member Substitute Approval – Approve alternates

Substitutes for members include: Kathy Mabie, DOM; Barb Espeland, DOT; Marty Deaton, DPS; Pat Boddy, DNR; Jean Slaybaugh, DHS; Matt Harris, DCA; Rich Jacobs, Revenue; Paul Stageberg, Human Rights; Karen Misjak, ICSAC. (Alternate Rick Swizdor, Commerce-ABD had been approved at the August 12, 2010 meeting)

MOTION: Steve Larson moved to approve alternates as listed above effective immediately. Margaret Thomson seconded the motion. Motion passed.

Services Provided by DAS

DAS Director Carroll distributed a list "Categorization of DAS Products and Services" to everyone present and briefly discussed this document.

FY11 Rebates

Document listing the FY11 Rebates from DAS Utility Services discussed briefly. (Copy attached to the minutes)

Re-visit FY12 rates

Director Carroll advised this document was sent to members ahead of time just so you could be aware what DAS needed to do in some areas.

Office & Storage Space for routine maintenance: DAS received no money for routine maintenance in the budget this year. We looked the items within routine maintenance we thought absolutely had to be done and calculated that, it came up to 17 cents per square foot which brings the total from \$3.29 to \$3.46 per square foot. It is an adjustment that needs to be made and at the same time puts it in a more appropriate spot for the long term.

Purchasing: Within the first quarter of FY12 we are anticipating a \$100,000 rebate back to the agencies from purchasing.

Fleet – Risk Management: This item decreased by \$33.36 per vehicle. It went from \$318.12 to \$284.76 per vehicle. This will have a different affect on different departments depending on how many vehicles you have.

State Garage: Change in how we charge for repair services in the state garage. Previously we charged \$64.00/hour plus parts. We are proposing a flat \$43.24 per month per vehicle plus parts. This change is more equitable between heavy vehicle users and light vehicle users. It will indicate to those very light vehicle users that it may not be economical for them to have a vehicle since they will be paying \$43.24 per month whether they use it or not.

Jan Clausen asked for a break-down of what individual agencies have been spending on their vehicles. DAS will provide this information to all agencies.

MOTION: Roger Stirler moved to approve the FY2012 changes, Lee Wilkinson seconded the motion. Motion passed.

Rate methodology FY13 – Action Item

Director Carroll advised the methodology is listed out in the chart and discussed.

Fleet Management –The \$244.92/vehicle rate stays the same but it is based on how many vehicles in the fleet that month, not the number of vehicles at the end of the year. It is based on the number of vehicles currently in the fleet. As an example, if an agency would turn in 5 cars, everyone would still pay the same rate; however, another agency would pay more (whether or not they had any more vehicles), because there are more vehicles in the fleet.

State Garage it is not based on the entire fleet, it is based on vehicles in Polk County and the adjoining counties. It was determined vehicles in this area should be using the state garage facilities. You will not be charged for assigned vehicles outside this area. If you take your vehicle to an outside shop, you will be penalized by paying the fee on top of what you are paying the outside vendor.

Currently we have 252 vehicles in the motor pool, with about 85 available for daily rental. Sixty five to seventy of the vehicles are out each day. Very rarely are we out of vehicles to be taken out.

Director Carroll advised we are looking at a tool other states are using called Trip Maximizer. We have found on the one and two day rentals it may be more economical to rent outside rather than do it through the motor pool. The tool will allow you to say: “Use my Personal Vehicle”, “Rent from an Outside Source” or “Rent from the State”, after filling in the requested information the tool will do the calculation and advise which is the best option.

MOTION Lee Wilkinson moved to approve the FY13 Rate Methodology. Steve Larson seconded the motion. Motion passed.

Future Meeting Schedule

Chair Roederer advised we are looking at having regularly scheduled meetings in March, May, June and August of each year. These months are suggested in terms of rate setting and the most business needing to be undertaken. Special meetings can be called in other months if we need to revisit a concern.

Comments by Council Members

Jan Clausen noted it is increasingly important to know what the future rates look like. Pat Mullenbach advised DAS is already working on the second year rate structure; we just don't have it quite done yet.

Joel Wulf asked if small agencies would be able to purchase the services of Human Resource Associates through DAS rather than having our own. Paul Stageberg advised DHR has just started doing this in the past six months since their Human Resource Associate took the SERIP noting it saved them money to go through DAS. Thus far with some minor exceptions, it is going okay. Director Carroll asked Mr. Stageberg to provide him with the pros and cons of this arrangement.

Director Carroll advised DAS is doing strategic planning at this time noting when we get structural things a little more tied down with actually how we are going to operate, we would like to share that with this group to get some open and honest comments on how you think it would work.

Future Agenda Items Discussion

None

Close and Adjourn

Adjourned at 10:40am

Respectfully submitted,
Nancy Williams, DAS/GSE