

DAS CUSTOMER COUNCIL MEETING MINUTES: July 27, 2016

A regular meeting of the DAS Customer Council was held on Wednesday, July 27, 2016, at the Hoover Building (Conference Room 6) in Des Moines, Iowa. The meeting was called to order by Chair David Roederer at 2:30 p.m.

MEMBERS PRESENT

Gerd Clabaugh, Department of Public Health
Donna Harvey, Department on Aging (present by telephone)
Jessica Holmes, Department of Revenue
Jan Johnson, Department of Commerce – Credit Union
Steve Larson, Department of Commerce – Alcoholic Beverages Division
Janet Phipps, Department of Administrative Services (DAS), Vice-Chair
Rod Roberts, Department of Inspections & Appeals
David Roederer, Department of Management (DOM), Chair
Jean Slaybaugh, Department of Human Services
Peggy Sullivan, Judicial Branch
Bruce Trautman, Department of Natural Resources
Lee Wilkinson, Department of Transportation

MEMBERS ABSENT

Carmine Boal, Legislative Branch (House)
Michael Marshall, Legislative Branch (Senate)
Kristen May, Iowa College Student Aid Commission
Beth Townsend, Iowa Workforce Development

OTHER ATTENDEES

Jeannie Adams, DAS
Kevin Beichley, DAS
Mary Bowser, DHR
Cindy Broshous, DAS, responsible for taking meeting minutes
Paul Carlson, DAS
Jay Cleveland, DAS
Charlee Cross, DAS
Jeff Edgar, DAS
Tera Granger, DAS
Kelly Green, DAS
Dave Heuton, DAS
Jacquie Holm-Smith, DAS
Mirela Jusic, DAS
Randy Lagerblade, DAS
Calvin McKelvogue, DAS
Tim Ryburn, DAS
Deb Scrowther, DOM
Brad Thomas, DAS
Karl Wendt, DAS
Tami Wiencek, DAS
Jim Wittenwyler, DIA
Others may have been present who did not sign in.

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AGENDA ITEMS

- I. The meeting was called to order at 2:30 p.m. by Chair David Roederer.

- II. Introductions
 - A. Chair Roederer asked everyone on the Council to introduce themselves and the agency they represent, since there were many new Council Members.
 - B. He also asked the guests to introduce themselves and their agencies.

- III. Minutes from Meeting
 - A. Vice-Chair Phipps stated that the minutes of today's meeting would be distributed within two weeks, so that Council Members would not have to wait until next summer to vote on the minutes.¹
 - B. Everyone agreed that this was a good process to disseminate and approve minutes.

- IV. Council Membership – Terms Expiring 8/31/16 – Chair Roederer went through the list of Council Members whose terms were ending:
 - A. Jessica Holmes, Department of Revenue
 - B. Jan Johnson, Department of Commerce – Credit Union
 - C. Steve Larson, Department of Commerce – Alcoholic Beverages Division
 - D. Kristen May, Iowa College Student Aid Commission
 - E. Jean Slaybaugh, Department of Human Services
 - F. Bruce Trautman, Department of Natural Resources

- V. Biennial Review – DAS Sole Provider of Services
541-12.7(4) *Biennial review*. Every two years the customer council shall review the decision made by the department that DAS be the sole provider of a service and make recommendations regarding that decision.
 - A. Vice-Chair Phipps explained that DAS is required every two years to present the services for which DAS is the sole provider; these services were identified in the DAS Business Plan. No comments were received.
 - B. Vice-Chair Phipps explained that new to DAS is the Quality Assurance Division, which assists agencies with procurement compliance and review.

- VI. DAS Business Plan – **Action Item**
 - A. Chair Roederer noted that the *DAS Business Plan and Report to the Customer Council* had been distributed to Council Members prior to the meeting, with enough time for them to ask questions and get responses from DAS.
 1. The Business Plan included descriptions of all DAS utility services and methodologies that are reviewed and approved by the Customer Council, as well as agency impact statements.
 2. **MOTION:** Gerd Clabaugh made a motion to approve DAS Business Plan.
 - a. Jessica Holmes seconded the motion.
 - b. A roll call vote was taken and the Business Plan was adopted unanimously.

¹ On August 8, 2016, these minutes were emailed to Customer Council Members to review. As no changes were requested, Council Members were asked on August 11, 2016, to vote via email. Rod Roberts made a motion to approve the minutes. Donna Harvey seconded the motion. Council Members present during the meeting on July 27, 2016, voted unanimously to approve the minutes.

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B. FY 2017 – Rate Adjustments – **Action Item**

1. There were several rates that were approved by the Customer Council in August 2015 for FY 2017 that DAS proposed be reviewed.
2. Vice-Chair Phipps mentioned the following proposed rates would be effective July 1, 2017:
 - a. Reduce previously approved FY 2017 rate for Capitol Complex Association fees (\$6.36 to \$5.75).
 - b. Reduce previously approved FY 2017 rate for Iowa Labs Association fees (\$6.36 to \$5.75).
 - c. Reduce previously approved FY 2017 rates for Vehicle Self Insurance/Risk (\$327.41 to \$284.76).
 - d. Reduce previously approved FY 2017 rate for the Blanket Bond (\$0.81 to \$0.80).
3. **MOTION:** Lee Wilkinson made a motion to approve FY 2017 Rate Adjustments.
 - a. Rod Roberts seconded the motion.
 - b. A roll call vote was taken and the Rate Adjustments were approved unanimously.

C. FY 2018 and FY 2019 Rates/Methodologies – **Action Item**

1. DAS requested review and approval of FY 2018 and FY 2019 proposed rate increases. (Rates not noted below were proposed to remain the same as FY 2017).
 - a. FY 2018 Association Fee from \$5.75 to \$6.00 (Capitol Complex and Iowa Lab).
 - b. FY 2019 Association Fee from \$6.00 to \$6.25 (Capitol Complex and Iowa Lab).
 - c. FY 2018 Personnel Officers from \$85.34 to \$89.87 – Vice-Chair Phipps explained that DAS has hired a second full-time investigator.
2. **MOTION:** Lee Wilkinson made a motion to approve FY 2018 and FY 2019 Methodologies/Rate Adjustments.
 - a. Gerd Clabaugh seconded the motion.
 - b. A roll call vote was taken and the rate adjustments were approved unanimously.

VII. Agency Impact Statements/Notifications to Agencies – Vice-Chair Phipps stated that DAS would send agency impact statements to Department Directors and Managers.

VIII. Next Meeting – The Council decided that the next meeting would be one year from now.

IX. Adjourn

- A. Vice-Chair Phipps thanked the guests for coming and for the Council Members' approvals on items.
- B. Meeting was not formally closed by a motion.