

STATE OF IOWA

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AGENCY INFORMATION

1993

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BLIND



R. CREIG SLAYTON

Director

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The mission of the Iowa Department for the Blind is to work with blind Iowans in support of their aspirations to participate fully, productively and equally as first-class citizens within society. Each blind person should be judged according to individual talents and capacities. Generalizations about the blind as a group are usually false and are based upon preconceptions and prejudice instead of knowledge and understanding. What blind persons need is not sympathy but opportunity. They should be expected to carry their full share of responsibilities and burdens.

BRUCE SNETHEN
Legislative Liaison
(515) 281-1293



The Department offers a variety of services to the blind of the state. Its divisions and/or functions are:

The Library for the Blind and Physically Handicapped provides books and magazines in alternative media of Braille, recorded disc, cassette tape and large type to eligible Iowans. Record and cassette machines and catalogs of reading materials are provided. All items are sent to and from borrowers postage free by federal law.

The Library includes the Instructional Materials Center which assists workers and students in researching, acquiring or producing job-related information or textbooks.

The Field Operations Division, Vocational Rehabilitation and Independent Living Bureaus, assists blind persons to realize their maximum potential of independence and self-support.

Vocational Rehabilitation teachers provide one-on-one teaching of the skills and techniques of blindness (Braille, cane travel, typing, and

homemaking) in the home communities of blind persons. In addition, blind persons are exposed to positive attitudes and philosophy concerning blindness.

Vocational Rehabilitation counselors work with blind individuals in their home communities—informing them of job opportunities and of work being done by other blind persons, counseling with them concerning vocational goals, and helping them secure training or employment when needed.

Independent Living teachers provide services to those blind Iowans who are ineligible for the traditional Vocational Rehabilitation services because of age or a severe second disability. Individualized instruction is given in positive approaches to blindness and in alternative techniques. Independent Living teachers also provide information about, and assist persons in, making application for the services and benefits of other community-based agencies.

Rehabilitation of blind and disabled persons is one government program that is truly cost-effective. A blind person who is employed will return far more money to state and federal treasuries in the form of taxes and Social Security payments than is spent on his or her rehabilitation. Working blind persons become an asset to the taxpayers of Iowa, rather than a liability.

The Orientation and Adjustment Center is an adult residential training program located at the Department building in Des Moines. Students at the Center learn techniques and skills of blindness, and, more importantly, develop positive attitudes about themselves as people who happen to be blind.

The Center exemplifies the Department's philosophy and approach: the belief that "given training and opportunity, the average blind person can do the average job in the average place of business." Many blind persons work as machinists, lawyers, farmers, factory workers and scientists. With training and opportunity, a blind person can be a successful homemaker, school teacher, or almost anything else.

Center students have classes in travel, Braille reading and writing, cooking, sewing and other homemaking skills, typing, uses of technology, and industrial arts. These skills are taught, in part, to help students realize that they can lead normal lives in the mainstream of society—something which many newly-blinded persons do not believe is possible. The Center process brings about growth.

The Department for the Blind is the licensing agency for implementing Chapter 601C of the Iowa Code and the federal Randolph-Sheppard

Act, as Amended. Through the Business Enterprises Program blind Iowans are provided food service and management training, along with initial inventory and purchase of equipment. This enables them to operate food service facilities on federal, state, municipal, and private property allowing blind persons to become self-sufficient, taxpaying citizens of our state.

The newest venture through the Department's Business Enterprises Program is our work in concert with the Department of Transportation to offer roadside vending along Iowa's interstates. An example is the facilities at the Waukee rest area on Interstate 80.

CAMPAIGN FINANCE DISCLOSURE



KAY WILLIAMS
Executive Director and
Legislative Liaison
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This state agency administers the campaign finance disclosure law and the income tax checkoff act.

This law was enacted in 1973 and implemented in 1974. The agency has been officed at this location since its inception, providing a neutral site for incumbents, challengers, general public, media and political parties to access reports and other information.

Agency policy is set by five public member Commissioners appointed by the Governor and confirmed by the Iowa Senate. The agency director is appointed by the Commissioners. Meetings (usually monthly) are convened at the call of the chair. As a quasi-judicial body, the Commission receives and initiates formal complaints of violations of the Campaign Finance laws and a Commission member presides over administrative hearings. The Commission seeks voluntary compliance with the law, but when necessary, enforces the law with fine assessments, written reprimands, informal settlement agreements and referrals to the courts. Legal advice and representation is provided by a representative of the Iowa Attorney General's office. Staff personnel include the director, director's secretary, clerk typist, statewide auditor, county and local auditor, and intern. Commission members serve six-year terms and elect a chair and vice chair annually. Current Commissioners are:

Robert Rush (D), Chair, Cedar Rapids
Harriet Healy, (R), Vice Chair, Cedar Falls
Sanny Thompson (R), Marshalltown
Geraldine Eitter (D), Dubuque
Gary Gee (R), Shenandoah

Agency Authority:

Iowa Code Chapter 56 and 121 - Iowa Administrative Code.

Agency Programs:

Statewide Audit & Compliance

This program includes reports of all statewide and general assembly candidates, partisan political committees and special interest political action committees (PACs). All reports are required to be filed with the Commission in Des Moines on specified due dates. All disclosure

filings are reviewed for timeliness, legality and accuracy, with automatic fine assessments for late reports and administrative requests for amendments and remedies for other errors and omissions. In 1993 monthly Lobbyist Reports were added.

County/Local Audit & Compliance

This program includes the reports of county, municipal and school board candidates, county central committees, local ballot and franchise committees and local PACs. Reports are filed in the County Auditor's office in the home county. The 99 County Auditors send copies of all reports to the Commission in Des Moines. Local reports receive the same review and audit as statewide reports.

Special Requirements

Besides the information contained in reports, a significant amount of time is devoted to assuring that Code requirements other than financial reporting are achieved. One example is the requirement for political advertising disclaimer statements on all printed political advertising. Another is the requirement for notification of independent expenditures and the occasional statement of disavowal. Another is the provision requiring establishment of a separate banking account. Others include prohibitions on corporate contributions (except for ballot issues and by political corporations) and special requirements when accepting contributions from political committees not domiciled in Iowa.

Education & Information

Disclosure forms, instructions manuals, brochures and other literature are designed and printed by the Commission for distribution to all candidates, political committees and other interested persons. Materials are provided to the 99 County Auditors for their local distribution. Workshops and training seminars are conducted on the law's requirements. Mass mailings remind registered committees and office holders of their filing obligations. An ongoing program of instruction for County Auditors is conducted.

Regulatory & Administrative - This program includes all general office procedures (payroll, accounting, inventory, clerical, etc.) Commission meetings, formal complaints, administrative hearings, litigation, proposed legislation, administrative rules and miscellaneous administrative functions. The program assists the public with access to disclosure reports for on-site viewing, or for purchase and/or mailing. Reports of violations are received and reviewed for remedy. Persons reporting alleged violations to the Commission for correction need not reveal identities if the information can be verified.

■ **Federal Report Depository** - The Commission serves as the Iowa depository for home-state reports required to be filed with the Federal Election Commission. Reports are logged and filed for public viewing. Copies can be made at fixed costs to the requestor.

■ **Income Tax Checkoff** - Program receives monthly reports of distribution of checkoff dollars from Iowa income tax returns, and staff prepares notices and statistics for information of the two political parties and general public. Commission audits annual disclosure reports of the expenditures made from these funds to assure accuracy and legality.

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CIVIL RIGHTS COMMISSION

(NO PHOTO)

DON GROVE

Acting Executive Director

211 East Maple Street, 2nd Floor

(515) 281-4121

FAX # (515) 242-5840

TDD # (515) 281-8085

The Iowa Civil Rights Commission exists to eliminate discrimination and protect the civil rights of all persons in Iowa through: enforcement of the law through investigation and adjudication of discrimination complaints as a neutral factfinder; advocating compliance with civil right's laws; and educating Iowans on recognition and prevention of discrimination.

Commissioners:

Carolyn Rants, Chairperson, Sioux City

Sally O'Donnell, Vice-Chairperson, Sioux City

Jeff Courter, Secretary, Des Moines

Ruby Abebe - Waterloo

Orlando Ray Dial - Waterloo

Dale Repass - Dubuque

Ken Robinson - Bayard

RON POTHAST

**Director of Administration/
Legislative Liaison**

(515) 281-4473



The powers and duties of the commission are to eliminate discriminate discrimination by (1) processing civil rights complaints in the most efficient and effective manner possible; (2) educating the public through workshops, consultations, and publications; and (3) advocating tolerant and anti-discriminatory attitudes and behavior.

The Iowa Civil Rights Act of 1965, cited as Iowa Code Section 216, prohibits discrimination based upon certain characteristics. Discrimination is prohibited in employment, public accommodations, or services, housing, education, credit, aiding or abetting and retaliation.

The protected personal characteristics include: Race, Creed, Sex, Age (in employment and credit), Color, Religion, Physical and Mental

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- - Disability (mental disability not protected in credit), Marital Status (in credit only), National Origin, Familial Status (in housing and credit only).
 - Protected also are person who are coerced or compelled to participate in discriminatory practices or persons who are discriminated against because they oppose acts forbidden by Section 216, obey the provisions of Section 216, or participate in proceedings under Section 216.
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COLLEGE STUDENT AID COMMISSION



GARY NICHOLS
Executive Director
Jewett Building
(515) 242-5067
FAX: (515) 242-5996

The Iowa College Student Aid Commission supports postsecondary education in Iowa by:

1. Efficiently administering student financing to achieve access and choice, academic recognition, and professional staffing in critical shortage areas.
2. Providing coordinated information concerning student aid programs and Iowa's postsecondary education system.
3. Conducting and providing research which is relevant to postsecondary education; develops and identifies additional sources of funding; and provides research information to schools, lenders, government agencies, and media.
4. Continually evaluating and promoting changes which will improve student assistance programs through evaluation and needs assessment.

STU VOS
Legislative Liaison
(515) 242-6688



The Iowa College Student Aid Commission (ICSAC) administers state financial aid for postsecondary education. The ICSAC is responsible for eight different state programs which provide scholarships, grants, and loans to more than half of the Iowa students enrolled in colleges and universities within the State. The scholarships and grants are funded at more than \$37 million annually. The Iowa Stafford Student Loan and Iowa PLUS/SLS Loan Programs, although not funded through state appropriations, generate over \$250 million a year in private capital for education loans to students and their parents.

The ICSAC is directed by a twelve-member board of Commissioners representing the State Board of Regents, the State Department of Education, Iowa community colleges, Iowa independent colleges, each

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■ house of the State Legislature, Iowa lending institutions, Iowa college students, the Iowa Student Loan Liquidity Corporation, and the general public. Eight of the ten voting members are appointed by the Governor. ■ The two legislative members serve in an advisory capacity and are non-voting members. ■

■ In carrying out its program responsibilities, the ICSAC interacts closely with high school guidance personnel, college financial aid administrators, and student loan officers at lending institutions, as well as members of the general public, particularly financial aid recipients and their parents. ■

DEPARTMENT OF COMMERCE



JACK NYSTROM

Director

Ankeny - Liquor Distribution Center

(515) 281-7401

FAX (515) 281-7372

5th Floor, Lucas Building

(515) 281-7405

FAX (515) 281-5329

The Department of Commerce was created to coordinate and administer the various regulatory, service and licensing functions of the state relating to the conduct of business or commerce in the state.

The Department's mission is to serve Iowans by efficiently and effectively providing for a fair, flexible and positive regulatory environment for consumer service industries. In support of this, the Department is committed to maintaining public confidence in the integrity of the regulated industries and professions; fostering an environment conducive to sound economic development in Iowa; establishing policies which protect the public interest, while balancing the interests of the consumers, industries and professions; pursuing regulatory objectives in a manner that minimizes the costs and complexities of regulation without sacrificing quality; identifying competitive opportunities and deregulating where appropriate; and providing direct services and information to the public to assist them in responding to the impact of the regulated industry, profession or regulator.

The Governor appoints the director who is the chief administrative officer of the department and also serves as the head of the Office of Administrative Services, which coordinates personnel services and shared administrative support for the department.

Alcoholic Beverages Division - administers Iowa laws concerning beer, wine and liquor and regulates the industry statewide. The Division has the sole power to buy, import and sell at wholesale all liquors in the state, to make rules and regulations governing the industry, to license, inspect and control the manufacture of liquor in Iowa and to audit and collect beer barrel and wine gallonage tax.

Banking Division - supervises and regulates state-chartered banks, trust companies, finance and debt management companies and persons who sell money orders. Protects the interests and rights of depositors, creditors and shareholders through regular examination and analysis of the operation of each bank. The Banking Division also oversees the

- chartering, merger, conversion and liquidation of banks and advises governmental bodies, agencies and individuals in banking matters.
- **Credit Union Division** - supervises and regulates those credit unions which operate under a state charter. Protects the interests and rights of the more than 700,000 members of Iowa credit unions through regular examination, oversight and analysis of the operation of each credit union; provides for the orderly process for the chartering, merger, conversion and liquidation of credit unions; advises governmental bodies and agencies and individuals in matters of credit union affairs, provides fundamental and technical assistance to credit unions; and provides liaison with authorized member account insurers.



JO PAGE
Legislative Liaison
Lucas Building
(515) 281-4271
FAX (515) 281-3059

Insurance Division - supervises all insurance business transacted in the state, including health maintenance organizations and mutual hospital and health service corporations. The insurance commissioner grants permission to companies wishing to sell insurance in Iowa and has general control over all aspects of their business, from the forms they use to the rates they charge. He is also the administrator of the securities act which involves the licensing of brokerage firms and their agents, examining new securities offerings and investigating investment fraud cases.

Professional Licensing & Regulation Division - oversees the following professions: accountancy; architects; engineers and land surveyors; landscape architects; real estate brokers and agents; and real estate appraisers. These professions determine the requirements for: examination; licensing and regulation; review and investigation of complaints; licensee discipline; peer review committees; renewal requirements and the continuing education necessary for renewal.



DAWN VANCE
Legislative Liaison
Lucas Building
(515) 281-4874
FAX (515) 281-5329

Utilities Division - regulates certain electric, natural gas, telephone, and water utilities in Iowa.

The most visible of the Utilities Board activities are the approval of rate levels and review of service quality. Other important activities include the approval and monitoring of utility energy efficiency plans, administration of the Dual Party Relay System and intervention in federal regulatory cases affecting Iowa customers. The Board and staff directly assist customers by providing information and investigating complaints. Staff specialists perform audits, analysis and research and advise the Board on pending cases. Staff also conduct continuing inspections of utilities facilities for compliance with safety and service quality.

CORRECTIONS



SALLY CHANDLER HALFORD

Director

Capitol Annex

(515) 281-4811

FAX # (515) 281-7345

The Iowa Department of Corrections is responsible for the supervision of offenders committed under law to the state's correctional institutions and community programs.

The Board of Corrections, a seven member policy making body, provides public oversight of the department's operation. Board members are appointed by the Governor and confined by the Senate to four year terms.

The chief administrative officer of the department is the director who is appointed by the Governor. The functional responsibilities of the department are divided into four areas: institutions, community corrections, industries and administration.

JOHN GOELDNER **Legislative Liaison** **(515) 281-6819**



The department operates eight prison facilities located in Anamosa, Clarinda, Ft. Madison, Mitchellville, Mt. Pleasant, Newton, Oakdale and Rockwell City. The capacity of the prisons is 3,265 inmates and will increase to 3,595 during FY '93. The prison population reached a record of 4,549 in November 1992. Other pertinent information about Iowa's prisons include the following:

- Ft. Madison is the oldest prison west of the Mississippi, built in 1839.
- Anamosa, built in 1872, is the states largest prison with a capacity of 840 and a population over 1,300.
- Ft. Madison is the only maximum security prison and is under a federal court order which limits its population to 550 within the walls. Oakdale is the reception center for all inmates entering prison. It is also a licensed psychiatric hospital and the department's only co-

educational facility.

- Clarinda and Mt. Pleasant are co-located with mental health facilities.
- Mitchellville is the department's only women's facility.

Community-based corrections services provide programs for clients in an effort to divert individuals from the institutions. Services and supervision for those leaving the institutions and guidance in their transition back to the free society are also provided. The pre-institution services include pre-trial release, pre-sentence investigations, probation supervision, and residential supervision. The vast majority of individuals serviced by corrections in the state of Iowa are clients in this category. The post-institution services include parole supervision, work release, and halfway house supervision. By the end of FY '93 community corrections will operate 1,022 residential facility beds at 20 sites around the state. These beds are available to both pre and post institutional clients and include programs for OWI offenders. The community based corrections programs are designed as local programs supervised through a judicial district department of corrections board that hires and provides direct supervision to the district director. The department is responsible for the development of programs, funding and monitoring of the Department of Corrections services in each of the eight judicial districts. In addition, community-based corrections provide supervision and direction for the State Jail Inspection Unit and Interstate Compact for Parole and Probation.

The division of Iowa Prison Industries (IPI) is mandated by the Code of Iowa to provide vocational/technical training and work opportunities for inmates. IPI does so by manufacturing a wide range of products, including: traffic signs, furniture, printing, and license plates, for sale to public agencies, using inmate labor. IPI provides 500,000 contact hours of training and work to inmates annually. The Division is entirely supported by income from sales, and does not receive any appropriation for staff salaries, inmate stipend, raw material, equipment or utilities. Any income in excess of expenses is invested in buildings, new equipment, and/or the development of new product lines.

The Administration division is responsible for the day to day oversight of a budget in excess of \$134 million. This division's diverse duties include: oversight of over 2,600 employees, arranging financing and construction of 510 new institution and 341 new CBC beds, operation of the departmental training center, coordination of department wide education and substance abuse programs, and department wide planning.

CULTURAL AFFAIRS



WILLIAM H. JACKSON
Director
New Historical Building
(515) 281-7471
FAX # (515) 282-0502

The mission of the Iowa Department of Cultural Affairs is to enhance the availability and quality of the cultural, informational, intellectual educational and artistic resources for the enrichment of life and economic development in Iowa by:

collecting, organizing, preserving, interpreting and disseminating Iowa's historical, cultural and informational resources;
providing access to educational and informational resources through delivery systems using appropriate technologies;
providing broad opportunities for participating in and enjoyment of Iowa's cultural, educational and intellectual resources.

MARK A. PEITZMAN
Legislative Liaison
(515) 281-6078



State Historical Society of Iowa

The State of Iowa is obligated to assist its citizens in identifying themselves, individually and collectively, in place and in time. To understand Iowa history is to understand how we have become who we are and how we can shape who we are yet to become. Knowledge of Iowa's history is essential to realize our potential as individuals and as a society.

The State Historical Society of Iowa, the historical division of the Department of Cultural Affairs is the state agency created and empowered by the General Assembly as the official trustee of Iowa's human heritage. The Society has the responsibility and authority to:

- identify, record, collect, preserve, and manage the ● manifestation of Iowa's history;
- interpret and disseminate Iowa's history
- promote and coordinate the teaching of Iowa history and;
- advocate the preservation and stewardship of Iowa's historical resources.

Iowa Arts Council

The mission of the Iowa Arts Council is to promote the practice and appreciation of excellence in the arts and to develop a climate in which they flourish.

Since 1967, the Arts Council, with state and federal funding, has been a catalyst for thousands of cultural events in Iowa communities. Annually, the Arts Council's programs reach one-fourth of the state's school children and thousands of adults. Through grants, technical expertise, managerial skills and artistic support, the Arts Council nurtures and spotlights Iowa's cultural treasures.

DEPARTMENT OF ECONOMIC DEVELOPMENT



ALLAN T. THOMS
Director
200 East Grand
(515) 242-4814
FAX # (515) 242-4859

MISSION: To continually develop the economic well-being and quality of life of Iowans.

Administrative Services

The division provides key staff services for the entire Department including daytoday management, goal-setting, planning, program evaluation, policy analysis, fiscal administration, communications, information management, technology support and program coordination.

- The division is responsible for the development of a 20-year economic development plan and fiveyear strategic plan.
- The Iowa Film Office promotes the state as a place to produce motion pictures and television programs, and provides assistance to filmmakers working in the state.
- The division produces a halfhour weekly television program called the Iowa Business Report, broadcast statewide on cable.

BRICE NELSON
Legislative Liaison
(515) 242-4874



Business Development

This division's mission is to expand and diversify Iowa's economy by encouraging the growth of new and existing businesses. The division provides financial and technical assistance to new and existing businesses.

- The division recruits new industry to Iowa, marketing the state as a good place to do business and providing site location services.
- Special assistance is available for minority and womenowned businesses, and for lowincome entrepreneurs.
- The division also helps Iowa companies obtain contracts with the

federal government through the Iowa Procurement Outreach center.

Community & Rural Development

This division helps communities across the state grow and develop by providing technical and financial support to improve housing, infrastructure, public works, community facilities and transportation.

- The division takes a selfhelp approach., Consultation in planning, organization, training, needs assessment, coalition building and leadership development are key to the division's programs.
- The division helps communities measure their readiness for economic development through the Community Economic Preparedness Program.
- The Iowa Main Street program encourages downtown revitalization through historic preservation.
- The Division also coordinates the activities of the City Development Board.

International

This division helps Iowa companies locate foreign markets for their products through trade shows and trade missions. Financial assistance is available for participation international trade events through the Export Trade Assistance Program.

- The division also works to attract foreign investment in Iowa.
- The division has offices in Frankfurt, Germany; Tokyo, Japan; and Hong Kong. It also has a consultant in Korea.
- The Sister State Program, which promotes cultural, educational and trade ties with Iowa's six sister states, is located with this division.

Tourism

This division works to attract tourists to Iowa, encourage Iowans to travel within the state, and provide technical and promotional support of the state tourism industry.

- The division oversees Iowa's 18 Welcome Centers, which distribute tourism information to travelers and collect data on travelers.
- This division publishes the Iowa Visitors Guide and Calendar of Events.
- It also provides technical assistance to communities in various stages of tourism development through the T.E.A.M. Iowa program

Workforce Development

This division helps develop Iowa's workforce to meet the career and employment needs of individuals, and the training needs of Iowa industry.

- The division provides training funds for companies creating new

■ jobs, and retraining funds for companies investing in retooling.

■ ● The division also administers the Job Training Partnership Act programs which provide training and work experience for disadvantage youth and adults, dislocated workers and older individuals.

■ ● The employment and training portion of PROMISE JOBS is operated out of this division. This program helps recipients of Aid to Dependent Children (ADC) become selfsufficient.

■ ● The division coordinates assistance for workers left unemployed due to a plant closing.

■ **Iowa Product Development Corporation**

■ This program provides seed capital for fledgling companies. IPDC funds are an investment, and contracts include a payback schedule from royalties on new product sales. The program helps new companies attract investment from other venture capitalists.

EDUCATION



WILLIAM L. LEPLEY, Ed.D
Director
Grimes Bldg.
(515) 281-5294
FAX # (515) 242-5988

Our mission is to champion excellence in education through superior leadership and service. We are committed to ensuring that all Iowans have access to a network of services that allows them to realize their potential. Through education, we strive to build a quality of life which sets the standard for the nation.

Department Goals 1992-93

- To increase the level of learning and achievement of all students to their maximum potential.
- To increase the productivity and capacity of human resources in the state's education system.
- To transform the education system at the building, district, regional and state levels to support the teaching and learning process.
- To provide leadership to improve Iowa education through systematic planning and quality assurance.

GAIL SULLIVAN
Legislative Liaison
(515) 281-5296



Office of Educational Services for Children, Families and Communities

The Office of Educational Services for Children, Families and Communities has responsibility in the areas of early childhood education, community education, at-risk, AIDS, substance abuse and Chapter I. The work of this unit will be directed to develop collaborative efforts with health, social services, education, and other community agencies and to enhance parents as partners in the education of their children. This office is committed to modeling shared leadership to nurture positive growth and development of children, families and communities.

Division of Community Colleges

The Division of Community Colleges has the responsibility to promote, establish and maintain quality instructional programs and services in community colleges in the areas of adult and continuing education high school equivalency, arts and sciences, student services and technical and vocational education. The division supervises technical and vocational programs in high schools and veterans and military education for all postsecondary institutions. It also administers the Department's responsibilities for coordination with other postsecondary agencies and organizations, and developing budgets for and monitoring outcomes of specific state and federal education programs. This responsibility includes supervision of staff and programs of the bureaus of educational and student services and technical and vocational education.

Division of Elementary and Secondary Education

The Division of Elementary and Secondary Education provides leadership, services and support to education in Iowa in order to provide the best educational opportunity for all students. The division has responsibilities in many areas, including curriculum development, effective instructional techniques, and special education. The division works to ensure that Iowa school districts and area education agencies operate efficiently and not only meet minimum standards but work toward educational excellence. The division's responsibilities include federal food programs, educator preparation and licensure through the Board of Educational Examiners, equity, and school improvement.

Division of Financial and Information Services

The Division of Financial and Information Services promotes and facilitates the use of accurate and reliable information in education research and decision making, specialized information and data services are provided both within the Department and externally. In addition, this division coordinates departmental planning, budgeting and internal services.

Division of Library Services

The Division of Library Services provides free library services to all Iowa residents and promotes and develops local library services throughout Iowa. The State Library also provides reference and information services for state government agencies, the legal profession, and medical profession of Iowa.

The division coordinates statewide sharing of Iowa's informational resources using modern library technology and innovative programming. Examples of statewide sharing include the Iowa Library FAX network and Iowa Computer Assisted Network (ICAN), 299 Iowa Locator work stations across the state, and the very successful Open

Access program. In addition, the State Library Data Center provides a wealth of demographic, social and economic information about Iowa. The 1990 census information will prove invaluable for business, local governments and state government agencies in future planning.

Iowa Public Television

Iowa Public Television aides Iowans in their understanding of educational, cultural, scientific and public affairs. In offering quality local and national programming, IPTV remains responsive to the varied interest of Iowans. With a statewide network of eight transmitters and eight translators, Iowa Public Television provides alternative viewing for audiences of all ages.

Division of Vocational Rehabilitation Services

The Division of Vocational Rehabilitation Services helps people with disabilities achieve employment, gain accessibility and increase their independence through education, advocacy and direct service programs. Services and responsibilities include individual counseling, job training, and determining eligibility for social security benefits.

ELDER AFFAIRS



BETTY L. GRANDQUIST

Director

914 Grand Avenue

(515) 281-5187

Committed to actively encouraging and assisting state and local agencies in the development of comprehensive service systems to assist and maintain maximum dignity for Iowa's elders.

Executive Division: Ensures that all programs for older Iowans are implemented consistent with legislative and executive branch decisions; as well as all federal and state rules and regulations. Provides leadership role in activities affecting Iowa's older population.

HANNE HARRIS
Legislative Liaison
(515) 281-8643



Administration: Responsible for Department's accounting, personnel, office management, purchasing, appropriate legal services, Housing Program, Representative Payee Program and advocacy activities.

Operations: Provides development, implementation, monitoring, evaluation and technical assistance to area agencies on aging for programs involving senior employment, case management, respite and adult day care, nutrition, care review committees and other activities.

Nutrition: Provided funding and technical assistance for 4.7 million congregate and home delivered meals during FY'92 served to older Iowans.

Integrated Case Management for the Frail Elderly Program: Provided orientation, training and monitoring to establish 14 case management sites with area agencies on aging in Cerro Gordo, Hamilton, Linn, Johnson, Blackhawk, Scott, Muscatine, Polk, Keokuk, Decatur, Ringgold, Fayette, Howard, Dubuque Counties.

Retired Senior volunteer Program: RSVP provides nearly 1,300,000

volunteer hours per year on basic human needs such as health and nutrition, food and water, housing, community services and economic development.

Alzheimer's Disease and Related Disorders: Funding assisted the five Alzheimer's Association Chapters to establish a contact person in all 99 counties.

EMPLOYMENT SERVICES



CYNTHIA P. EISENHAUER
Director
1000 East Grand
(515)281-5365
FAX # (515) 242-5144

The Department of Employment Services is dedicated to achieving a prosperous Iowa economy by providing services designed to increase the productivity and safety of Iowa's workforce and workplace. DES responsibilities include protecting workers, assisting the unemployed and helping communities and employers respond to workplace dynamics. The department has three divisions, each administered by a Commissioner.

PAT HILTON
Legislative Liaison
(515) 281-5082



Labor Services Division **Commissioner Allen J. Meier**

- The division provides educational and consultation programs to employees and employers concerning occupational safety and health hazards in their workplace.
- Labor Services Division protects the state's human resources by enforcing the laws that relate to safety and health hazards which could cause death or injuries to the citizens of Iowa.
- The division enforces laws relating to occupational safety and health, child labor, wage payment/collection, asbestos encapsulation and removal, hazardous chemical risks right-to-know, contractor registration, out-of-state contractor bonding, minimum wage complaints and passenger and freight elevators.
- The division also enforces laws relating to installation and inspection of boilers, private employment agencies, reporting of work injuries and illnesses, the inspection and regulation of amusement rides, railroad sanitation laws, professional wrestling and boxing and non-English speaking employees' protection.

Industrial Services Division

Commissioner Byron K. Orton

- The Industrial Services Division administers, informs, regulates and enforces the worker's compensation laws.
- The division develops and implements a scheduling program which allows for resolution of workers' compensation contested cases.
- The division maintains a file of all on the job injuries that results in disability or death.

Job Service Division

Commissioner Cynthia P. Eisenhauer

- The Job Service Division provides an efficient and effective labor market exchange.
- It provides economic protection to workers who have lost their jobs through no fault of their own, and stabilizes the economy during economic downturns with job insurance benefits.
- The division collects unemployment insurance taxes and labor market statistics.
- The Job Service Division provides special assistance and consideration to all Iowa veterans and service-connected disabled veterans in priority referrals to jobs.
- The division provides tax savings for employers who hire people from specific targeted groups, who are participating in cooperative education programs.
- The division provides assistance to certain food stamp recipients to participate in employment and training programs and provides recipients of ADC assistance with opportunities for work.

GENERAL SERVICES



RALPH OLTMAN
Acting Director
Hoover Building
(515) 281-3916
FAX # (515) 242-5974

● To provide prompt, high quality goods and professional services to other state departments and governmental subdivisions at maximum efficiency, thereby reducing State government costs to the taxpayers of Iowa.

● To preserve, maintain, protect and enhance the beauty of the Capitol and the related structures and grounds on the Capitol Complex. The services provided shall allow state departments and their visitors to operate in a safe, clean and pleasant atmosphere.

KATHY WILLIAMS
Legislative Liaison
(515) 281-4060



Director's Office

The Director of General Services supervises and coordinates all activities and responsibilities of the various divisions that are part of the Department of General Services. The result to be obtained is to provide satisfactory services to assist other agencies of state government in carrying out their responsibilities.

Administrative Services

The Administrative Services Division is responsible for accounting and budgets for all divisions of the department, parking coordination and control and financial management reports. This division is also responsible for labor relations, grievances, and other payroll functions.

Information Services Division

This division provides a centralized computer support function for multiple state departments which includes Human Services, Revenue, Education, Personnel and the Office of Management. Fully one third of the state work force depend upon computer applications to process the business of the state. Services provided include 24 hour, seven day a week operations, data communications education and voter

registration. Central support has proven a very cost effective approach as opposed to fragmenting these functions in various departments.

Communications

To develop, administer, unify and standardize communication services to meet the normal and emergency requirements of all state departments, and to provide coordination of state government communications to effect maximum practical consolidation and joint use of communication services.

Property Management

The Property Management Division is responsible for all capital design and construction projects on the Capitol Complex and at the Human Services and Corrections Institutions. This division is responsible for the maintenance of all buildings on the complex including custodial, grounds, electrical, and mechanical maintenance. Property Management is also responsible for state-wide leasing contracts, office design and layout, and energy conservation projects.

Printing/Mail/Records Management

Exercises supervisory control over all state printing and office copiers for all state departments. Distributes reports and documents as directed by the legislature. Maintains a depository for legal documents. Acts as a printing consultant to state agencies and purchases printing using competitive procedures. Responsible for receiving, sorting and delivering mail to all state agencies.

Provides training and consultation in all phases of records management, exercise control over records retention and disposal, forms management, microfilm system, purchase of filing equipment, microfilm equipment, and operate the State Records Center and Central Micrographics Lab.

To supply art service, composition, printing and paper stock to other state agencies.

Centralized Purchasing Division

The Purchasing Division is the centralized purchasing organization for all agencies, except those exempted by law. This program uses competitive procedures to acquire supplies, services, equipment and construction in response to agency needs and to establish contracts for use by state agencies and political subdivisions.

Vehicle Dispatcher Division

Vehicle Dispatchers Division primary function is the purchasing, issuing, maintaining, and selling safe vehicles for state department employees. These functions are performed by utilizing quantity discount purchasing and implementing cost effective standards for maintaining and selling vehicles.

HUMAN RIGHTS



ALMO HAWKINS
Director
Lucas Building
(515) 281-7300
FAX # (515) 2842-6119

The Department of Human Rights exists to promote the well-being, increase the productivity, and improve the quality of life in Iowa through empowerment of, provision of services to, and advocacy for unique and diverse populations.

Recognizing the need for equality and the value of diversity, the divisions of the department and their representative commissions or councils:

- assess needs and future trends
- develop programs and policies
- provide education and information
- deliver specialized services
- advocate for the rights of individuals and groups
- fulfill state and federal mandates

ELOISE LIETZOW
Legislative Liaison
(515) 281-6317



Division of Community Action Agencies: The Division is comprised of three Bureau-Community Services (CSBG), Low-Income Home Energy Assistance Program (LIHEAP), and Weatherization Assistance Program (WAP)-which are federally funded. State appropriations through the Department of Human Services also supports the Family Development and Self-Sufficiency (FaDSS) Program.

Division of Criminal and Juvenile Justice Planning provides staff support to a 22-member Criminal and Juvenile Justice Planning Advisory Council made up of local and state justice system agencies and officials, legislators and others. The Council is responsible for identifying issues of concern facing Iowa's justice system, conducting research, analyzing policies and making recommendations for justice system improvement through the development of a multi-year plan that is revised and issued

annually.

The 21 member Juvenile Justice Advisory Council works to improve the juvenile justice system and its services to youth. The Council develops policy and funding recommendations and supports efforts to improve the quality of juvenile justice, including administration of the Juvenile Justice Delinquency Prevention grants.

The Division of Deaf Services serves and represents the needs of deaf people statewide, and works cooperatively with the general public and other government and private organizations to encourage greater understanding of the challenges of being deaf.

Division on Latino Affair is dedicated to coordinate, assist and cooperate with the effort of public and private agencies to serve the needs of the Latino population with interpreting services and in the fields of education, employment, health, housing, welfare and recreation.

Division of the Status of Afro-Americans exists to promote and improve quality of life and dedicated to serving the changing needs and concerns of Afro-American Iowans through studying and recommending programs, services, policies, legislation, and actions that cultivate and progress the Status of Afro-Americans.

Division on the Status of Women: The mission is to study the changing needs and problems of the women of this state and develop and recommend programs and constructive action to the Governor and the General Assembly. Programs include the Iowa Women's Hall of Fame, the "Writing Women Back into History" Essay Contest, the volunteer Mentor Program, a Jobs Clearinghouse, and the Displace Homemaker Grant program.

HUMAN SERVICES



CHARLES PALMER
Director
Hoover Building
(515) 281-5452
FAX# (515) 281-4597

The Iowa Department of Human Services is a public expression of Iowa's desire for a stronger community. Working cooperatively with others, the Department of Human Services meets the unique needs of individuals who are experiencing personal, economic, social, or health problems. The primary responsibilities of the department are to help and empower individuals and families to become increasingly self-sufficient and productive, and strive to improve the well-being of all the people of the State of Iowa.

JOHN FAIRWEATHER
Legisilative Liaison
(515) 281-4848



Operational Responsibilities:

Director's Office - directs and controls the daily work of the department and manages the department's relationships with external groups such as the Governor's Office, the Legislature, other state agencies, key constituency groups, and the general public.

Deputy Director for Administration - delivers and directs all aspects of the department's fiscal and automated systems operation and administrative support services; assures that the department's management of resources is consistent with legal mandates, and provides ongoing leadership in anticipating and planning for future budget needs.

Division of Fiscal Management - responsible for budgeting and accounting functions.

Division of Support Services - responsible for administrative services.

Division of Data Management - responsible for developing and maintaining department's data bases and reporting systems.

Office of Program Evaluation - responsible for evaluating program performance.

Deputy Director for Services - coordinates and directs all program activity in the department including definition of program objects, service implementation, and monitoring.

Division of Economic Assistance - establishes and oversees policy for ADC, Food Stamps, PROMISE and other programs providing economic support.

Division of Medical Services - establishes and oversees policy of Medicaid and State Supplementary Assistance.

Division of Mental Health, Mental Retardation and Developmental Disabilities - supervises services for the mentally ill and substance abusers at the four mental health institutions (in Cherokee, Clarinda, Independence, Mt. Pleasant) and two hospital schools (in Glenwood and Woodward), and provides technical assistance on mental health, mental retardation and developmental disabilities issues and services.

Division of Policy Coordination - assists in the integration of policy and service delivery, public policy which maintains legislative relations and addresses client/constituent concerns, and oversees Child Support Recover Unit, Case Management, and Refugee Services.

Office of Field Support - functions as the day-to-day contact with the eight district offices on administrative and program operation issues.

Communications Office - comprised of Public Information which provides public information to clients, constituency groups and the media.

INSPECTIONS AND APPEALS



CHARLES H. SWEENEY

Director

6th Floor

Lucas Building

(515)281-5457

FAX # (515) 242-5022

To maintain high integrity and fairness in programs, services and operations administered by the Executive Branch of Iowa Government and to protect and maintain a high quality of life for our residents by assuring that appropriate health, care and sanitation standards are met.

Appeals Division: Conduct contested case administrative law hearings for state agencies in accordance with their respective laws, rules, regulations and policies. Conduct other nonstatutory hearings as requested. Conduct hearings on discontinuances of motor fuel and special fuel distributors and dealers.

Audits Division: Conduct audits of health care facilities, state medical assistance and state supplemental assistance programs, local Department of Human Services offices and bingo operations as required by state law or contract with other state agencies. Conduct special audits as requested. Certify targeted small businesses participating in the State's financial, technical assistance and set-aside programs.

BEVERLY A. ZYLSTRA

Legislative Liaison

(515)281-6442



Finance and Services Division: Provide administrative support services to the department and to the boards and commissions as needed in the areas of accounting, budgeting, claims processing, personnel, administrative rules, purchasing and inventory, fleet management, legislative, clerical, statistical research, data processing and public information. Process approved court appointed counsel claims under the Indigent Defense Fund.

Health Facilities Division: Conduct inspections of and issue licenses for long-term health care facilities, facilities for the mentally ill and

mentally retarded, hospitals, hospices, birth centers, and psychiatric institutions for children as required by state law. Conduct inspections and perform evaluations of various facilities, agencies and investigators related to foster care and adoptions as required by contract with the Department of Human Services. Conduct inspections and certify health facilities for Medicare and Medicaid participation in accordance with state and federal law. Investigate health care facility complaints from the public in accordance with state law. Maintain information concerning nurse aides on a registry system.

Inspections Division: Conduct inspections of and issue licenses for operations of games of skill, games of chance and raffles, food establishments, food service establishments, temporary and seasonal food operations, hotels and motels, and vending machines as required by law. Conduct inspections of barber shops and beauty salons as required by the Boards of Barber Examiners and Cosmetology Examiners.

Investigations Division: Conduct investigations of Medicaid, food stamp and other welfare program fraud as required by the state and federal law. Conduct investigations into the practices of persons in regulated professions and occupations as requested by the appropriate licensing board. Conduct special investigations as requested by the Governor or Executive Branch agencies.

Employment Appeal Board: Conduct appeal hearings of decisions issued by the Division of Job Service of the Department of Employment Services concerning claims for unemployment benefits. Conduct appeal hearings concerning classification actions of the Department of Personnel, including IPERS appeals. Conduct review hearings of Capitol Security and Public Safety personnel discharges. Conduct appeal hearings of citations issued by the Commissioner of Labor under the Occupational Safety and Health Act. Conduct appeal hearings of suspensions, revocations or refusal to issue operating permits under the state elevator code.

Foster Care Review Board: Establish local review boards to perform semiannual reviews of children receiving foster care. Report and make recommendations regarding the child's permanency plan and submit a report to the appropriate juvenile court judge. Maintain a registry of all placements of children. Provide training to state and local review board members.

State Public Defender: Represent indigents in all aspects of criminal and juvenile cases when appointed to do so by the Court in such counties where the program is in operation.

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■ **Racing and Gaming Commission:** Issue licenses and regulate activities of parimutuel facilities and riverboat gambling operations and participants as provided in Chapters 99D and 99F of the Iowa Code.
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IOWA FINANCE AUTHORITY



TED CHAPLER
Executive Director
100 E. Grand Ave., Suite 250
(515) 2424990
FAX # (515) 2424957

The Iowa Finance Authority develops and promotes financial assistance programs for affordable housing, environmental concerns and business development.

Single Family Mortgage Loan Program

Through the sale of tax-exempt revenue bonds, the Iowa Finance Authority provides financing for low interest mortgage load throughout the state. Mortgage loans may be for either new or existing homes. The purpose of the program is to provide adequate and affordable housing for low and moderate income Iowans.

JULIE BLUM
Legislative Liaison
(515) 242-4961



Mortgage Credit Certificate Program

The Iowa Finance Authority administers the Mortgage Credit Certificate (MCC) Program which offers federal tax credits. The purpose of the MCC is to assist in making home ownership more affordable to low and moderate income first-time buyers. The program allows the home owner to take an annual federal tax credit of up to 25% of the interest paid on their mortgage loan.

Individual Home Acquisition Program

Created by the Legislature during the 1989 General assembly, the program provides the closing cost, down payment or home repair assistance necessary to obtain financing for the purchase or acquisition of homes. This program is designed for lower and very low income Iowans.

Housing Assistance Fund

The Housing Assistance Fund Program is a flexible program of financial assistance serving a variety of housing projects, programs, and activities

■ which contribute to providing decent standard, affordable housing for low and moderate income persons. The goal of the program is the development and maintenance of good housing for low and moderate income families currently in need of shelter or in need of improved shelter arrangements

■ **Homeless Shelter Assistance Grant Program**

■ The Homeless Shelter Assistance Program provides grants for the construction, rehabilitation or expansion of group shelter facilities serving the homeless. The individual awards allow the various shelters to serve and respond to the specific needs of the homeless in their communities. In addition, certain funds are set aside for operational costs and emergency needs.

■ **Low Income Housing Credit Program**

The Low Income Housing Tax Credit Program is a federal tax credit for owners of low income housing projects. The purpose of the credit is to encourage investment in low income housing which will in turn increase the availability of affordable rental housing for low income Iowans.

■ **Small Business/Economic Development Loan Program**

The purpose of the program is to assist in the development and expansion of business in Iowa. The Iowa Finance Authority issues taxexempt bonds, the proceeds of which are loaned to businesses to finance qualified projects. The Authority may also issue taxable bonds for a wider variety of business projects

■ **Iowa Sewage Treatment Works Financing Program**

This program was created in 1988 to finance construction of wastewater treatment facilities as mandated by the federal Water Quality Act of 1987. The Iowa Finance Authority has created a state revolving fund under this program which entitles Iowa to receive capitalization grants from the U.S. Environmental Protection Agency.

■ **Comprehensive Petroleum Underground Storage Tank Fund Program**


Created by the Iowa legislature in fiscal year 1989, the Comprehensive Petroleum Underground Storage Tank Fund (UST) Program was established to finance the cleaning, upgrading, and insuring of underground petroleum tanks. The program is designed to assist tank owners and operators comply with federal environmental laws.

■ **Title Guaranty Division**

The Title Guaranty Division offers title guaranty certificates covering real property titles in Iowa. Title Guaranty funds are used by the Authority

for its Housing Assistance Fund Program and similar programs to provide low interest loans or grants to assist the homeless and low or very low income lowans in obtaining adequate housing.

LAW ENFORCEMENT ACADEMY



(NO PHOTO)

SCOTT MOLINE
Acting Director
Camp Dodge
(515) 242-5471
FAX # (515) 242-5471

- To provide initial and continued training to all law enforcement officers and jailers in the State of Iowa in a timely and cost effective manner.
- To coordinate training and set standards for the law enforcement service.
- To promulgate rules and regulations regarding minimum hiring and training standards for law enforcement officers.
- To direct research in the field of law enforcement and make recommendations to the Governor, Attorney General, Commissioner of Public Safety and the Legislature on matters considered necessary to upgrade the law enforcement service.
- To serve as the principle law enforcement library and media resource center for the state.
- To certify reserve peace officers to carry weapons and to set the required training curriculum for reserve peace officers.
- To provide cognitive and psychological testing to law enforcement officer applicants.
- To provide certifying and recertifying training to peace officer salvage vehicle inspectors.
- To maintain, protect, preserve, and enhance the Academy buildings and property so Academy employees, trainees and visitors are in a safe, clean and pleasant atmosphere.

MANAGEMENT



GRETCHEN TEGELER

Director

Capitol Building

(515) 281-3322

FAX # (515) 242-5897

The Department of Management strives to maximize the potential of Iowa government in serving the needs of Iowa and Iowans by providing overall direction, coordination, and support in the areas of strategic planning, policy and budget development, and administrative oversight.

In support of this mission, the Department is committed to:

- providing broad, impartial and consistent management of policy and budget issues;
- maintaining clear and effective channels of communication among executive branch agencies, the Department, the Governor's Office, and other branches of government;
- ensuring the efficient and effective administration of state government responsibilities;
- maintaining and making available demographic and other information useful for state and local planning purposes.

Structure

The Department of Management's employees are organized into seven working units called clusters. Each cluster works with its client agencies in establishing overall direction, coordinating and supporting planning activities, implementing policies, developing budgets, and providing administrative oversight.

Clusters integrate budget and policy issues to provide informed decision-making for client agencies. Agencies are grouped and served by cluster. The seven clusters are Administration, Commerce and Industry, Human Services, Local Budgets, Planning and Policy Development, Public Safety, and Education.

Duties

General responsibilities of the Department of Management are planning, recommending, implementing and coordinating policy initiatives; administering local budget laws; preparing the Governor's annual budget; coordinating the Revenue Estimating Conference; ensuring compliance with affirmative action and contract compliance rules; and

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- monitoring, with the Department of economic Development, progress toward targeted small business set-aside objectives.
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NATURAL RESOURCES



LARRY J. WILSON
Director
Wallace Building
(515) 281-5385
FAX #(515) 281-8895

The mission of the Department is to manage, protect, conserve, and develop Iowa's natural resources in cooperation with other public and private organizations and individuals, so that the quality of life for Iowans is significantly enhanced by the use, enjoyment, and understanding of those resources.

LISA SMITH
Legislative Liaison
(515) 281-8985



Director's Office

The Director of the department is appointed by the Governor and is responsible for carrying out the policies, laws and rules established for the protection of Iowa's natural resources. Within the office is also the Deputy Director who is responsible for coordination of agency legislative matters, information and education programs, and liaison with citizen action groups and professional organizations.

Environmental Protection Division

Iowa's 2,000 public water supplies and 1,200 municipal wastewater treatment plants are regulated by the division. Grants for treatment facilities are provided, as are flood plain management services and water withdrawal regulation.

Other regulatory areas include sources of air contamination, the operation of nearly 140 solid waste disposal projects, underground storage tanks and elements of hazardous waste disposal.

Six offices throughout the state conduct monitoring and investigations to assure compliance with state and federal law. The field offices support enforcement activities coordinated by department legal staff, including referrals to the Attorney General. The field staff also provides useful information and consultation services. This group responds when hazardous chemicals are leaked or spilled during an accidental release.

Fish and Wildlife Division

About 300,000 acres of public land are managed to provide habitat for game and non-game wildlife and use by hunters as well as other recreationists. The division provides support for public fishing and aquatic recreation by developing lakes, maintaining access areas and managing fish hatcheries to help preserve the fisheries the state has to offer.

It also provides information and education as well as enforcement of the laws related to fish, wildlife, boating and snowmobiling.

Parks, Recreation and Preserves Division

The Parks Management Bureau maintains the state's 91 state parks, preserves, and recreation areas. Camping, hiking, and picnicing in the parks are enhanced from the work of the bureau.

The Preserves and Ecological Services Bureau surveys and inventories natural areas and plant and animal species. It also coordinates departmental activities with endangered species.

Energy and Geological Resources Division

The Geological Survey Bureau is responsible for collecting, managing, interpreting and reporting geology and hydrology information relevant to Iowa's resource development and protection.

The Energy Bureau assesses and recommends state policy for development, use and conservation of all energy resources in the state. The bureau monitors our use of energy and provides information on ways to save energy at home, on the road or in the office.

Forests and Forestry Division

The division manages timber, wildlife and other programs on 30,000 acres of state forests which include some key areas such as the Loess Hills in western Iowa, and about 50,000 acres of their forested public land. It also operates the state forest nursery in Ames. It provides technical and marketing assistance to sawmill and wood using industries as well as administering the timber buyers bonding program and coordinating fire prevention activities. Because Iowa is a leading state in the export of hardwoods, these services are important to the state economically.

Waste Management Assistance Division

The division was created to encourage and provide assistance to other governmental units and private entities on waste source reduction, recycling and other waste management issues. The division provides on-site technical assistance to industries on hazardous waste management and it administers grants to promote alternatives to landfills.

Administrative Services Division

The division provides support services in the following areas: engineering, land acquisition, licensing and permits, finance, data processing, and clerical.

PERSONNEL



LINDA G. HANSON
Director
Grimes Building
(515) 281-3351
FAX # (515) 242-6450

To enable the executive branch to serve the public interest by providing a cost-effective and comprehensive personnel management system that maximizes the State's investment in its human resources.

Personnel Services Bureau

The Personnel Services Bureau can be characterized as being on the "front line" in the delivery of personnel management services to executive branch departments. The bureau's personnel officers provide consultative and liaison services in the areas of affirmative action, personnel policies, collective bargaining agreements, discipline and grievance handling, organization review and development, and recruitment and staffing. The bureau also maintains the state's job classification system.

WILLIAM C. (BILL) SNYDER
IDOP Legislative Liaison
(515) 281-6603
FAX # (515) 242-6450

(NO PHOTO)

Employment Law and Labor Relations Bureau

The Employment Law and Labor Relations Bureau provides advice and assistance to executive branch departments regarding employment and labor relations issues. The bureau represents management in labor and employment cases before arbitrators, the Public Employment Relations Board, and the Department of Inspections and Appeals. Bureau members also serve as management team chairs during the collective bargaining negotiations.

Training Bureau

The Training Bureau is responsible for providing comprehensive training and development opportunities to improve managerial effectiveness and enhance productivity within the executive branch work force. The bureau provides skill building courses to managers, supervisors and employees

through the Personnel Development Seminars. The bureau also administers the Employee Assistance Program.

Compensation and Benefits

The Compensation and Benefits Bureau is responsible for the executive branch salary administration system including the job evaluation program, pay plans, and rules governing the kind and rate of pay to employees.

Executive, legislative and judicial branch employee benefits are administered through this bureau. The state offers many benefits including: health, dental, life and long-term disability insurance, deferred compensation, dependent care spending accounts and pre-tax payment of insurance premiums.

The bureau administers the Safety and Worker Compensation Programs. It is also responsible for auditing personnel transaction documents to ensure compliance with Department of Personnel Administrative Rules and collective bargaining agreements.

The bureau develops and implements changes in the state employee group insurance programs to control future premium costs.

Employment Bureau

The Employment Bureau enables executive branch departments to operate their respective programs with qualified, competent employees that are reflective of the state's available labor force.

To accomplish this, the bureau conducts recruitment programs, processes employment applications, administers employment tests, refers names of applicants to state departments, and develops new or revised types of selection devices.

The bureau also oversees the state's affirmative action and equal opportunity programs. These programs ensure that all applicants and employees receive fair and equal treatment in the work setting, and that departments take affirmative steps to correct deficiencies in their employment practices.

Retirement Benefits Bureau

The Retirement Benefits Bureau assists public employees preparing for and initiating their retirement. The bureau is specifically responsible for providing retirement and death benefits, collecting contributions for covered employees, auditing and ensuring the proper reporting of wages and contributions, and helping eligible employees participate in various refund, buy-back, and buy-in programs.

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■ **Investment Bureau**

■ The Investment Bureau manages the assets of the Iowa Public Employees Retirement System (IPERS) in accordance with the prudent person mandate of Iowa Code Chapter 97B. A detailed "Investment Goal Statement and Policy" is revised annually to delineate the policy and goals for the investment program. The document details objectives of the investment program and limits of the permissible investments used to implement the policy. The IPERS Investment Board meets regularly with IPERS administration to review investment commitments and establish policy relative to future investments.

■



GREG CUSACK
IPERS Legislative Liaison
(515) 281-0039
FAX # (515) 281-0053

PUBLIC DEFENSE



WARREN LAWSON
Major General
Adjutant General
Camp Dodge, Iowa
(515) 242-5211
FAX # (515) 242-5578

Military Division

- To provide trained Army and Air National Guard units capable of accomplishing their assigned wartime mission as a federal mission.
- To provide trained units in support of state and local government for the protection of life and property as a state mission.
- To assist law enforcement agencies in search and identification of marijuana fields.

HAROLD M. THOMPSON
Brigadier General
Deputy Adjutant General
Legislative Liaison
(515) 242-5211



Emergency Management Division

- To administer emergency planning, operations, and coordination in disaster situations. To ensure planning and preparation for continuity of State Government in major disasters.
- To provide for Radiological Emergency Preparedness and maintenance of related equipment. To administrate State level Emergency mitigation and Recovery programs.
- To administrate State level "911" Emergency program. To administrate State level Nuclear Power Plant program.



JERRY OSTENDORF
Legislative Liaison
Hoover Bldg.
(515) 281-3237

PUBLIC HEALTH



CHRISTOPHER G. ATCHISON
Director
Lucas Building
(515)281-5605
FAX: (515) 281-4958

The Iowa Department of Public Health exists to promote, protect and ensure the health and well-being of Iowans, and to provide access, quality and affordability of services.

The Department promotes health and prevents disease by:

- Conducting research, planning and evaluation as a basis for initiating and revising programs and policies;
- Assuring compliance with public health laws through regulation and enforcement;
- Administering state and federal statutory requirements and programs through direct and contracted services; and
- Promoting and supporting health and well-being through education and consultation.

MICHAEL J. COVERDALE
Legislative Liaison
(515) 281-4342



Division of Planning & Administration

The Division of Planning & Administration provides for the coordination of administrative services throughout the department. Centralized tasks performed by the division include fiscal support, personnel services, purchasing and vehicle dispatch, legislative oversight, information management and communications services. The Vital Records Bureau collects certificates of births, deaths, marriages and dissolutions and issues copies to the public. The Professional Licensure Bureau enforces statutes and rules governing 35,000 practitioners of health-related occupations. The Office of Rural Health; Health Data and Planning; Emergency Medical Services (EMS); and Chronic Renal program operate in this Division.

Board of Dental Examiners, Medical Examiners, Nursing Examiners and Pharmacy Examiners

All of the boards listed in the above title set standards, evaluate and license applicants and investigate complaints for their respective constituents:

Dentists, dental assistants and dental hygienists, physicians (M.D. and D.O.); advanced EMTs and paramedics, licensed practical nurses, registered nurses and advanced registered nurse practitioners; pharmacists, pharmacies, drug manufacturers and wholesalers.

Division of Family and Community Health

The Division of Family and Community Health plans and supports local public health services throughout Iowa, including public health nursing, homemaker-home health aide service, maternal and child health clinics, nutrition, WIC (Women, Infants, and Children), dental, well elderly clinics and family planning. Programs for children with special health care needs, genetic counseling, newborn screening and perinatal care are conducted statewide in conjunction with the University of Iowa. Provider reimbursement programs for preventative and primary physician care for children and maternity care are also administered by the Division.

Division of Health Protection

This Division is responsible for program activities relating to radiological health; environmental epidemiology; epidemiology/infection control and consultation; the investigation, treatment and control of sexually transmitted diseases, tuberculosis, and vaccine preventable diseases; Iowa's AIDS prevention and drug reimbursement program; compliance with federal asbestos and PCB regulations; toxic substance evaluation and education activities; special medical device study projects as federal grant funds become available; milk inspections; health engineering technical assistance and consultation in reference to environmental health issues; inspection and registration of swimming pools/spas and tattoo establishments; and approving laboratories that desire to perform employee drug or HIV testing services.

Division of Substance Abuse and Health Promotion

The Division administers federal/state funding to substance abuse prevention and treatment programs. The division also administers a licensing and inspection program for free-standing treatment programs in Iowa. And staff provides training and technical assistance for providers and the public. The Division coordinates substance abuse programming with other state agencies and develops the state plan for prevention and treatment services. The Division also administers Health Promotion, Nutrition and Adolescent and Health programs.

PUBLIC SAFETY



PAUL H. WIECK II
Commissioner
Wallace Building
(515) 2815261
FAX # (515) 242-6136

The Department of Public Safety is committed to providing effective law enforcement and a wide range of services to the citizens of Iowa and the criminal justice community.

The Department is organized into eight divisions under the direction of the Commissioner of Public Safety. The Governor's Traffic Safety Bureau, which administers federal highway safety funds, is also located within the Department.

The goals of the Department have remained constant since its inception over fifty years ago: service and protection to the people of Iowa.

BETSY DITTEMORE
Legislative Liaison
(515) 281-5043



Division of Criminal Investigation

The DCI assists local, city, and county law enforcement agencies with investigations of crimes. Specialized areas within the division include:

- parimutuel enforcement
- lottery
- vice
- riverboat gambling enforcement
- criminal identification records
- State Criminalistics Laboratory

The state crime lab processes thousands of cases per year in all aspects of forensic science, including blood alcohol, toxicology, controlled substances, firearms, fingerprints, serology, documents, and trace evidence.

Division of Narcotics Enforcement

Created in 1987, the division's mission is to combat the increasing

challenges of drug trafficking in Iowa. Special agents work with local law enforcement, the FBI, the DEA, and the U.S. Customs to conduct investigations. Specialized areas include:

- diversionary investigative unit
- financial conspiracy unit

The canine unit has recently joined forces with the agents.

Administrative Services Division

- Field Services Bureau
- Data Services Bureau
- Finance Bureau

The division licenses private investigators, private security officers, and railway special agents. It also administers the IOWA Criminal Justice Information system which provides state and national computer access and the Uniform Crime reporting program. The support services for the Department are also administered in this division.

Capitol Police

Capitol Police are responsible for providing security for the executive council, legislators, employees, visitors, and property on the State Capitol Complex. They also respond to emergencies that occur on the complex, control traffic, and investigate auto accidents and criminal activity. Capitol Police also provide security at Terrace Hill and the new Historical Building and for the Governor and his family.

Iowa State Patrol

The primary mission of the patrol is safety and service to the motoring public. In addition to routine trooper duties, the division also includes:

- airwing
- technical accident investigation and reconstruction
- vehicle theft investigation and inspection
- tactical response teams
- DARE Drug Abuse Resistance Education
- MCSAP Motor Carrier Safety Assistance Program

Troopers also serve as community service officers and are available to present educational and enforcement programs.

State Fire Marshal

- Fire Inspector Bureau
- Arson Investigation Bureau
- Building Code Bureau

Special agent arson investigators and fire inspectors are responsible

■ for the promotion and enforcement of fire safety regulations, the investigation of arson, and explosion and bomb disposal. The State Building Code Bureau, charged with overseeing compliance with various building code provisions, is also administered here.

■ **Division of Communications**

■ Thousands of messages daily are received and transmitted from six communications centers and 23 sites in Iowa. Communications services are provided to a variety of state, local, and federal agencies, including the Department of Transportation, Department of Natural Resources, the National Guard, as well as the Department of Public Safety.

■ **State Medical Examiner**

The medical examiner provides instruction and consultation to law enforcement, attorneys, and county medical examiners regarding suspicious deaths and injuries. Medical investigations are conducted and autopsies performed when questionable circumstances exist. The 99 county medical examiners also call upon this office for advice and assistance.

REGENTS



R. WAYNE RICHEY
Executive Director
Old Historical Building
(515) 281-3934
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The Board of Regents governs the State University of Iowa, Iowa State University, the University of Northern Iowa, Iowa School for the Deaf, and Iowa Braille and Sight Saving School. Created by 1909 the Board occupies a primary leadership position in public senior higher education in Iowa and has attracted national attention for the quality of educational programs offered for the deaf and visually impaired. The Regents universities fulfill a unique role in providing teaching research and service to the citizens of Iowa. The University of Iowa strives to maintain excellence in a variety of fields with the emphasis on professional programs in medicine, law, and dentistry and comprehensive programs of study in the arts, humanities and social sciences. Iowa State University has earned national recognition as a center for teaching and research in the fields of science, technology and agriculture and continues to serve Iowans through extension education and service programs. The University of Northern Iowa has made great strides in earning a reputation as an institution with distinguished emphasis on undergraduate education and as a national leader in the field of teacher education. It is the responsibility of the Board of Regents to further both quality and diversity among the institutions it governs.

The Iowa Code authorized the Board to "have and exercise all powers necessary and convenient for the effective administration of its office and of the institutions under its control...". The Board exercises this authority in two major functions: governance and coordination between and among state institutions under its jurisdiction.

The Board exercises its governance responsibilities in a variety of ways. It approves institutional missions, educational policies, academic programs, institutional budgets, personnel policies, and tuition and student fee rates. The Board serves as the appointing authority for institutional executives and establishes general policies for all institutions including those related to capital investments, capital improvements, including the issuance of bonds.

In recent years the Board has undertaken significant steps to enhance

and improve its coordinating function. Central to its effort was the initiation of an action oriented strategic planning process. In this effort the Board, in conjunction with the institutions, developed an overall strategic direction based upon a comprehensive environmental assessment. Within this framework each institution has developed its own strategic plan setting goals, areas of focus and excellence.

In the coming years the University of Iowa will strive to become one of the top ten comprehensive universities in our nation. Iowa State University will seek to become the most distinguished of our state land grant institutions and the University of Northern Iowa will attain recognition as a premiere center of undergraduate instruction and learning. The special schools share the dual objective of providing quality education to the visually and hearing impaired while also serving in a leadership and resource role in statewide efforts to meet the needs of such individuals.

The Board's emphasis on institutional and Regent-wide strategic plans assists in differentiating between the mission and roles of Regent institutions and assists in developing policies on program and resource allocation which maintain our focus on excellence in higher education.

CAROL BRADLEY
Iowa State University
Legislative Liaison
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PATRICIA GEADLEMANN
University of Northern Iowa
Legislative Liaison
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TED YANECEK
FRANK STORK
University of Iowa
Legislative Liaison
(515) 243-6251

(NO PHOTO)

REVENUE & FINANCE



GERALD BAIR
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The Iowa Department of Revenue and Finance is responsible for determining, assessing, and collecting major sources of state tax revenue. To accomplish these responsibilities, the Director of Revenue and Finance is advised on certain matters by the State Board of Tax Review and a legal staff from the Attorney General's Office. The Department is also staffed by two administrative law judges who preside over administrative hearings on contested matters appealed to the Director of Revenue and Finance for review.

In addition to tax collection, the Department is responsible for administering certain state financial management activities. The Iowa Lottery initiated in 1985 is also a separate functional unit within the Department.

CARL CASTELDA
Deputy Director
(515) 281-3346



Deputy Director - Assists the Department in the administration and coordination of Departmental planning activities. Also acts as the Department's legislative coordinator and is the administrator of the Technical Services Division.

State Board of Tax Review - The three-member board, appointed by the Governor, is responsible for hearing taxpayer appeals and acting in an advisory capacity to the Director.

Administrator for Administration - Provides support in overseeing the Department budget, purchasing, and human resource management.

Local Government Services - This division was created in coordination with statewide reorganization. Responsibilities are in three areas:
Assistance - Administer credit, assessments, and reimbursements to

local governments. Also assists and advises local tax officials concerning certain state and local taxes.

Assessment - Determines and certifies assessments of public service companies.

Appraisal - Responsible for performing all appraisal functions for the Division.

Information and Management Services - This Division consists of three sections which provide administrative support:

Systems Design and Implementation - Responsible for development and maintenance of computer systems and implementation of the IRIS project.

Information Center - Prepares procedures for the use of micro computer equipment and software and provides training and support to users.

Management Services - Provides technical assistance in planning and analysis and support of word processing activities.

Audit and Compliance - Responsible for development and control of audit programs, this Division consists of two bureaus and a support section.

Office Bureau - Responsible for examination and related activities in the central office.

Field Bureau - Completes auditing of possible tax evasion cases for the purpose of criminal prosecution, performs audits, collection support, and provides taxpayer assistance from in-state region offices and several out-of-state locations.

Audit Services - Selects audits for field assignment, reviews completed audits, and establishes audit criteria.

Technical Services - This Division is divided into three sections to provide technical expertise within the Department and to taxpayers. These sections are:

Taxpayer Services - Responds to general taxpayer questions from one location and creates newsletters, publications, and makes presentations on tax matters. Also issues permits and licenses.

Tax Policy - Develops Department policy insuring consistency in policy decision and provides taxpayers response to technical policy questions. Also tracks and evaluates state and federal tax legislation.

Appeals - Evaluates protests for taxes administered by the Department.

Financial Management - Performs processing for tax collection as well as financial management activities for the state.

Processing Bureau - Processes all tax documents and handles all collection matters for the Department.

Accounting Bureau - Provides all central payroll and financial reporting

activities in addition to financial management for funds of the state and various agencies.

Iowa Lottery - Responsible for all facets of administering and conducting lottery activities including marketing, execution, and security of lottery games.

TRANSPORTATION



DARREL RENSINK
Director
Ames, Iowa
(515) 239-1111
FAX # (515) 239-1639

The mission of the DOT is to serve the public by advocating and delivering transportation service that supports the economic, environmental and social vitality of Iowa. To that end, we are committed to:

- mobility for freight and passengers.
- safe transportation.
- economic development.
- environmental protection
- equitable administration of all programs.
- effective and efficient management of resources.
- public participation, involvement and awareness.
- responding to public concerns on transportation issues.
- intergovernmental cooperation.
- integrated transportation planning.
- professional and technical excellence.

MARY JENSEN
Legislative Liaison
(515) 239-1641



The DOT's seven divisions and three bureaus are responsible for the following tasks:

Administrative Division

Provides general administrative and support services to the DOT statewide, including accounting, budgeting, auditing, purchasing, data processing, facilities management and fleet operations.

Air and Transit Division

Assists public transit systems in planning efficient use of federal, state and local funds; registers private and corporate aircraft; promotes

general aviation through a variety of airport improvements; and provides aeronautical charts and airport directories.

General Counsel Division

Represents the DOT in all litigation and administrative hearings; provides legal advice to the Commission, agency personnel and the Iowa Railway Finance Authority.

Highway Division

Maintains and operates the primary highway system; designs and lets to contractors highway and bridge projects; performs quality control inspections on those projects; acquires, manages and disposes of right of way; and assists county and city engineers.

Motor Vehicle Division

Licenses drivers, vehicle dealers and commercial vehicle operators; administers the county registration and titling of automobiles and trucks; enforces licensing, titling and commercial vehicle operating laws.

Planning and Research Division

collects, maintains and updates information to guide allocation of funds for state transportation improvements; produces Iowa's transportation map, Five Year Program, and planning documents for rail, aviation and highway systems, including environmental impact assessments and highway location studies and public hearing material.

Rail and Water Division

Works with the railroad industry, shippers and users to improve rail transportation; administers programs to improve grade crossing safety; reviews rail abandonments and mergers; and promotes river transportation.

Human Resources Bureau

Serves as the primary resource for the DOT to facilitate affirmative action recruitment, hiring and retention; identifies and develops training programs for employees in specialized areas; provides career counseling for members of the protected classes; provides orientation material for new employees; serves as liaison to the Director's Committees on Affirmative Action and Morale; and develops pilot programs to meet the needs of employees (Wellness, Relocation Assistance, etc).

Transportation Safety Bureau

Collects, analyzes and distributes traffic accident data; recommends safety-related transportation improvements; supplies the General Counsel Division with accident information and records; and provides the employees' on-the-job safety training program.

■ **Bureau of Policy and Information**

■ Coordinates the DOT's federal and state legislative programs to DOT employees and the public.



SHIRLEY K. WALKER
Special Projects Coordinator
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VETERAN'S AFFAIRS



DALE RENO
Commissioner

Veterans Affairs

- To maintain State DD 214 file.
- To maintain State Graves Registration for Veterans.
- To administer War Orphans act.
- To provide public request for information.
- To educate county Veteran Affairs Directors.
- To educate Veterans on benefits.
- To coordinate Veterans activities for the State.

Iowa Veterans Home Marshalltown- provides long term care services for Iowa's aging and disabled veterans and their spouses.

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