



Customer Focus

A service update newsletter for valued DAS customers

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Customer Focus is a bi-monthly update about the Department of Administrative Services for Iowa state government agencies. For more information about DAS, please visit our website at <http://das.iowa.gov>.

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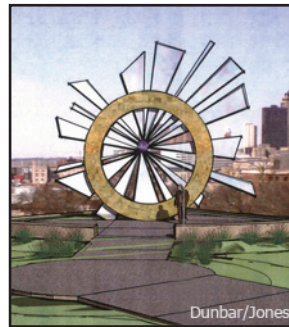
Contact the editor at Laura.Riordan@iowa.gov or 515-242-5038. We encourage your feedback.

Capitol Grounds To Get Dramatic New Artwork

Work is underway to install a new piece of art on the Capitol Complex grounds. Shattering Silence is going to be a dominant feature, standing about 28 feet at its tallest point, and reaching over 32 feet across. The sculpture will be situated to the west of the Judicial Building at the top of the hill.

The sculpture, by Iowa artist James Ellwanger, commemorates those moments when Iowa has been at the forefront of breaking the silence of inequality and commemorates those Iowans who refused to stand by silently when they saw injustice. Placed around the sculpture will be the story of Ralph, a slave from Missouri who found freedom in Iowa.

In 1834, Ralph entered into an agreement with his Missouri owner to earn his freedom by working in the Iowa coal mines and paying his owner \$550



d'i g']bh'fYgh' 5Z'Yf' Uj Y' nYUfgz' \ck Yj Yfz' Ralph had not earned enough money to make the payments, and two bounty hunters from Virginia offered to capture and return him to Missouri for a small fee. When Ralph was seized, an Iowa farmer

stepped in and went to a local judge. The judge suggested that the matter should be heard by the Supreme Court of the territory. Iowa's three high court justices heard the case and ruled in favor of Ralph. In their ruling, the justices stated that Ralph should pay

his debt but contended that "no man in this territory can be reduced to slavery," h.YfYVm VtbUfa]b[' =ck Ug' dcl]h'cb' Ug' U' free territory. This decision, issued on July (z' % ' - z' k Ug' h.Y' Ufgh' WUg' \UbXYX' Xck b' by the Iowa Territory Supreme Court.

...continued on page 2

Capitol Complex Neighbor Moving to East Court

Employees and visitors on the Capitol Complex may have noticed some construction activity west of the Judicial Building, near the base of what's commonly known as the sledding hill. The new building is not a state cZUW' Vi]X]b[z' Vi h' k]'' VY' h.Y' bYk' headquarters for the Iowa Association of Community College Trustees (IACCT). IACCT is currently housed in one of the

row houses on East Locust, at the base of the West Capitol Terrace.

In 2006 IACCT generously agreed to pursue relocating so the State could purchase the East Locust buildings in order to complete the vision in the 2000 Master Plan for a clear, unobstructed entrance from the East Village into the West Capitol Terrace park. A swap was

...continued on page 2

Show Me The Money!

In these tough economic times, a common question heard is: *Who's paying for it?* These two new additions on and near the Capitol Complex are **not** being funded by State dollars. Private funds were raised for the Shattering Silence sculpture, and a requirement of placing artwork on the Capitol Complex is that a U]bh'fYgh' z' bX']g' gYhi d' z'f']rg' z' hi fY' WfY'' 5bX' k \JY' h.YfY' k Ug' U' UbUv]U' hfUbg]M]cb' VYk YYb' =577H' and the State for the land swap (in addition to the land and building, IACCT paid a sum of money to the State), the State is not, of course, paying for the construction of that organization's new building.

Shattering Silence *continued from Page 1*

Planning for this sculpture on the Capitol Complex has been underway since 2007. The Department of Administrative Services has received assistance from the Iowa Genealogical Society, which has conducted additional research on Ralph's story and has been searching for any descendants of Ralph, the farmer, the judge, and other key players in this story.

DAS is also leading the way in planning a ceremony dedicating the

Shattering Silence monument, which will take place on Thursday, July 2, 2009 – marking the 170th anniversary of the landmark decision.

The artist is currently hard at work installing the sculpture and should be done in plenty of time for the dedication ceremony on July 2. Please mark your calendars for the Shattering Silence event; more information will be announced in the upcoming months.

IACCT Building *continued from Page 1*

arranged: IACCT would exchange their East Locust building and land for a rhombus-shaped piece of property owned by the State west of the Judicial Building. The size and shape of that property meant that it wasn't adequate the needs of IACCT perfectly.

IACCT's move from the East Locust location to the East Court location is scheduled for late summer or early fall of 2009.

DAS Expands Surplus Services

At its April meeting the DAS Customer Council approved a proposal by DAS to expand the level of service offered for handling surplus services. Currently agencies are asked to post their own items with the contracted seller for state surplus (www.purplewave.com), and agencies are responsible for storing and arranging pick-up with buyers. Beginning in June, DAS will pick up surplus items from agencies in the 25-mile radius around Des Moines. DAS will also manage the posting of items on the Purple Wave website.

Surplus services will be categorized under the "Association Fee" utility rate charged to agencies. There will not be an increase in this fee as a result of adding surplus. As before, the proceeds from surplus sales will be directed to the general fund, but now DAS Space and Lease Management will recoup some of its costs from the proceeds before the remainder is passed along to the general fund.

More information will be distributed to agencies in the coming weeks about the new process for surplus. If you have questions in the meantime, please contact Sean Culbertson at 515-281-3022 or Sean.Culbertson@iowa.gov.

Electronic Leave Service

Managers, do you spend a lot of time approving and tracking leave requests? Do you ever want to know who has requested leave for a particular day or days? Well, ITE has the answer for you: the eLeave service! This is an automated process that provides a way to request and process leave requests electronically, helping you do away with all those forms that you have to receive, track



Employees simply use their network user credentials to logon to the website and quickly and easily create a leave request. eLeave then process the leave requests.

Ever need to know who has leave scheduled for a certain date? eLeave now provides a calendar that displays all leave requests by date. With one click you can view all requested leave for a particular day and the status of that request.

Additional features include:

- requests at any time.
- The service is internet capable and can be accessed from anywhere the internet is available.
- Provides for multiple approval levels.

Who can use eLeave? As long as your agency has division information in (online pay statements), you can use the eLeave Service.

The current cost of this service is \$1.15 per full-time equivalent (FTE) per month. As more agencies sign up for this service, DAS-ITE will be able to reduce the price per FTE.

For further information please contact Mary Hadd (Mary.Hadd@iowa.gov or 515-242-5637) at DAS-ITE.

Trees Forever Grove Rededication

In the southwest corner of the West Capitol Terrace, Urci bX' 9Ugh +h' UbX' K Ubi h' jg' U' [fcj Y' cZ fFYg' Ufgh d'UbhYX']b' % , - ' Vmi hY' bcbldfcUhi cf[Ub]nUjcb' fFYg' : cfYj Yf' -h k Ug' hY]f' Ufgh a U'cf' dfc'YVM E' hY' Ufgh (\$ trees of approximately 2.8 million planted since their founding.

On April 30, in honor of their 20-year anniversary and two key leaders, Trees Forever gathered on the Capitol grounds to add two more trees to the grove. One was in honor of the late Senator Mary Lundby, who represented Marion and the surrounding area, where Trees Forever began.

A burr oak was planted for Senator Lundby, who had many of those trees at her home and loved them. She was remembered as being a "force of nature" with a strong commitment to the environment. The second tree, a swamp white oak, was dedicated in honor of Shannon Ramsay, founding president and CEO of Trees Forever.

DNR Director Rich Leopold was present to read a proclamation from the governor, congratulating Shannon and Trees Forever on 20 years of actively improving communities in Iowa and Illinois, and across the Midwest.

Des Moines Mayor Frank Cownie, colleagues of Senator

Lundy's from the legislature, staff and board members of Trees Forever, and many others were on-hand for the tree planting and rededication of the grove. Mayor Cownie included in his remarks a thank-you to the State for completing the VYU h]UWHcb' cZ hY' 7Ud]rc' g' k Ygh' Uk b'' K cf' _' cb' hY' K Ygh' Capitol Terrace in 2008 included winding sidewalks and picnic benches in the Trees Forever grove.



Address Validation Service

Have you ever tried to search for a particular address in your database? Have you ever had mailing returned because the address was incorrect? It could be because the address was entered as 123 Main Street or 123 Main ST or 123 Main. Well, a simple and inexpensive solution is ITE's Address Validation Service. The service provides a means to validate, cleanse and standardize address data to comply with United States Postal Service (USPS) g]UbXUfXg'' -b' fYgdcbgY' hc' fYW]j]b[' UXXfYgg' XUHU' Ug' dfcj]XYX' hc' nci z' hY' gYfj]W' fYh' fbg' U' z' 'mei U']UYX' UXXfYgg' converted to standard USPS format. Now if you do a search for a particular address, you will get all of the results you expect. The service also provides county, FIPS County number, geo code and Congressional District, as well as other information.

DAS-ITE also offers web service access, which allows applications to quickly retrieve the USPS address data as a i gYf']g' YbhYf]b[' \]g' # Yf' UXXfYgg']bhc' U' k YVg]hY'' ' hY' k YV' gYfj]W' k]' ei]W' mfYh' fb' hY' Vd' ffYVMX' UXXfYgg' Ug' k Y'' as other information you would like to retrieve.

HAY Vd'ghcZH']g' gYfj]W']g' ~ "\$\$\$) f]#&' Wb]t' dYf' UXXfYgg'

K Y' Ug' cZ Yf' U' BUh]cbU' 7\Ub[Y' cZ5XXfYgg' fB7C5E' Wf]h]UWHcb' gYfj]W'' ' hY' 7\Ub[Y' cZ5XXfYgg' k]' dfcj]XY' hY' current address of anyone who has moved within the past 18 months. If the person or company has moved from 18 months to 4 years ago, it will notify you of that move.

HAY Vd'ghcZH']g' gYfj]W']g' ~ "\$\$\$& f]#&' \$ Wb]t' dYf' UXXfYgg'

We also offer limited free access for test driving this service. Our web site (\.hd. #UXXfj U''ck U' [cj #) will return a corrected address as well as geo coding and a map of the location. We also provide the city and state when supplied with the ZIP code.

For further information please contact Mary Hadd (Mary.Hadd@iowa.gov or 515-242-5637) at DAS-ITE.

Utilization of the Employee Discount Program Continues to Grow

The Employee Discount Program (EDP) for State of Iowa employees allows individuals to save money on purchases k Jh `X]gVti bhj`cb`Vta di hYfgz`W`d\cbYgz`chY`gz`Uck Yfgz` UbX`j`U`UVY`cZYfg`Zca`h`Y]f`ZU`cf]h`a`YfW`Ubhgz`]bW`X]b[` Apple, Target, Costco, Disney World, Dell, Verizon, Best Buy and numerous movie theaters including Carmike, AMC and 7]bYa`Uf`"9a`d`c`mYgk`]"`Ugc`UbX`X]gVti`bhj`Zca`"cW`UbX` statewide businesses and restaurants.

EDP was implemented at no cost to the State or its employees beginning in November 2007. Since the program's inception, 11,186 employees have registered at

the discount website. Total savings to employees using this g]hY`]g`UddfcUW]b[`",`\$z\$\$\$`"b`&\$\$,`z`]b`hY`UfghZ`"nYUf` of the program, employees placed close to 3,300 orders through the discount website and saved approximately \$52,000, or around \$15.75 per order on average.

For more detailed information, please access the EDP website at [\htrd.##XUg\fy"ck U"cj #YbYUhg#dyf_gdch\ra\].](#) H`YfY`nci`k`]"`UbX`]bZca`U]cb`cb`hY`dfc[`fUa`z`[i`X]UbW` on usage, a link to the discount website, and a Frequently Asked Questions document which is intended to assist all employees.

Disposing of Confidential Information

Recent news headlines highlight the importance of dfchVW]b[`VtbUXYbh]U`]bZca`U]cbzY`Yb`k`Yb`]h]gbc`cb[`Yf` needed by your agency. Driver information was pulled from dumpsters outside state drivers license branches in Ohio. A g]Ug`cZ`VtbUXYbh]U`Vta`dU][`b`XUHU`Zca`"5f`_`UbgUg`k`Ug`gc`X`cb`Y6Urh`Gh`XYbh`fYV`fXg`k`YfY`Zci`bX`]b`U`Y`VW]bYhg`VY]b[` sold at auction in Iowa.

GUH`U[`YbVYg`V`YVh`VtbUXYbh]U`]bZca`U]cb`cb`U`XU]m` basis. When it is time to dispose of information, paper or electronic, a few simple steps will help protect the information from misuse.

G`fYX`]h`DudYf`XcW`a`Ybhj`VtbU]b]b[`VtbUXYbh]U`]bZca`U]cb`g`ci`X`VY`g`fYXXYX`VYzcfY`UbU`X]gdcgU`"Di`h` paper in the locked shredding bin provided by your agency's shredding service. If your agency does not use a shredding service, ask management to purchase a micro-cut shredder Zcf`hY`cZUW`"

Take old computer equipment to your IT staff for proper disposal. Even if you deleted information from the old laptop, jump drive or DVD, it could still be there. IT staff can properly dispose of old computer equipment.

**Capitol Complex
Calendar of Events**

MS Walk – May 9

Asian Festival (FREE) – May 16

American Heart Walk – June 6

Music Under the Stars (FREE) – Begins June 14
then every Sunday evening all summer

Yankee Doodle Pops (FREE) – July 2

News in Brief

State employee participation in the free DART Ridership program remains strong and consistent, with more than 8,000 monthly users. The legislature appropriated funding for this program to continue in FY2010 (which begins July 1, 2009), but that bill has not crossed the Governor's desk, as of our publication date, so stay tuned.

Two new reports are now available electronically on eDAS invoices, beginning with the March 2009 bill. Look under "Special Reports" for Fleet Depreciation and Fleet Inventory Reports. These reports were previously distributed on paper; DAS would go through two boxes of paper every month just for these reports! Please contact DAS.Finance.Billing@iowa.gov if you have any questions.

The DAS Grounds Crew has been working on cleaning up sand from the winter season and is transitioning into the mowing season.

The DAS Paint Crew is painting conference rooms in the Grimes Building for the Department of Education and the DNR display cases in the Wallace Building lobby.

The DAS Construction Team is installing equipment storage facilities for Post 16.

The DAS Locksmith is working on energy-saving door sweeps and door hardware on the Capitol Complex and at the Ankeny Labs.

Construction of parking lot 16 (north of the Grimes Building) continues. The west half is expected to be completed late May or early June, depending on the weather.

Online Benefit Education Presentations Available for Free

Check out the [85G 6YbYÜh 9Xi WÜhcn](#) website. You'll be surprised at the number of presentations offered by the VYbYÜhYXi WÜhcb'gÜZZ' HÄY k YVgJH' \Ug' VYb' i dXUHYX' k JH' gMYXi 'YX' VYbYÜh YXi WÜhcb' dFYgYbHÜhcbg' HÄfi [\ ' > i' m 2009. Each month, DAS presents webinars on continuing VYbYÜhg' UH fYHfYa YbZ' XYZYffYX' VZa dYbgÜhcb' VÜgVg' UbX' distributions, and an overview of the group insurance VYbYÜhg' 5'' cZ HÄY' dFYgYbHÜhcbg' UfY' UH bc' VZgH' HÄY' employee or the department.

K \JY' UH HÄY' 85G' 6YbYÜh 9Xi WÜhcb' k YVgJH'Z' HÜ_Y' U' ZYk' a Jbi HYG' HÄY' fYj JYk' HÄY' &\$\$, '6YbYÜh 9Xi WÜhcb' dFYgYbHÜhcb' Report. In 2008, almost 7,300 individuals attended one of HÄY' &&* VYbYÜhYXi WÜhcb' dFYgYbHÜhcbg' VZbXi VÄX' Xi fJb' the year.

Finally, don't forget that **7cbHjbi Jb[6YbYÜhg' UH Retirement** Jg' Ugc' U' 6YbYÜh 9Xi WÜhcb' CbI8Ya UbX' dFYgYbHÜhcb' 5g' U' 6YbYÜh 9Xi WÜhcb' CbI8Ya UbX' presentation, you have the convenience of viewing the

presentation anytime and anywhere you want. Through the internet, you are able to watch the presentation with accompanying narration. You can skip to different modules within the presentation or repeat modules as many times as you want. The link to the presentation is: [\Hrd. ##XUg"\fY"Jck U"\[cj #VYbYZIhg#VYbYZIHSYXi WÜhcb# VYbYÜhYXi WÜhcbScb!XYa UbX"\ra I](#)

ôYour Benefits ë At A Glanceö Brochure

5' bYk' VfcWÄi fY' XYj Y'cdYX' Vm HÄY' <F9' 6YbYÜh gÜZZ' fMÄi f' 6YbYÜhg' Ä' 5h5'; 'UbWÄ' Jg'bck' Uj UjUVY' cb' HÄY' a UJb' 85G' 6YbYÜhg' k YVgJH' HÄY' VfcWÄi fY' Jg' Ub' cj Yfj JYk' cZ HÄY' VYbYÜhg' Uj UjUVY' HÄY' GÜH' cZ =ck U' Ya d'cnYyg' fM Wdh SPOC-covered employees). In this one document you can XJgVZj Yf' HÄY' k JXY' fUb[Y' cZ VYbYÜhg' Uj UjUVY' HÄY' nÄi 'Ug' U' State of Iowa employee. When the budget allows, a small number of these brochures will be printed as a recruiting document for potential applicants and new employees.

COBRA Continuation Rights under the American Recovery & Reinvestment Act

The American Recovery and Reinvestment Act of 2009 (ARRA) was signed by President Obama on February 17, 2009. A portion of this new legislation makes changes in COBRA continuation rights for persons who are involuntarily terminated from employment. DAS, Wellmark, and Delta Dental have been working together on implementation of the new procedures provided by ARRA.

nine-month subsidy, the former employee may continue COBRA coverage for the rest of the 18 month time period by paying the full premium.

Employees who are involuntarily terminated from employment between September 1, 2008, and December 31, 2009, may be eligible for a reduced COBRA premium for up to nine months. If eligible, the former employee will be required to pay just 35% of the total premium for COBRA continuation coverage and the State will pay the other 65% and receive a payroll credit. After the

All persons terminated since September 1, 2008, have VYbYÜh JXYbhjUYX' UbX' gYbhj bZcfa UHcb YI d'UJbJb[HÄY' f' fJ[\hg' under ARRA. This process will continue for terminations through December 31, 2009. Involuntarily terminated employees will be sent additional information explaining the eligibility and election process for the subsidy.

If you have any questions about the COBRA subsidy please contact Rose Baughman at 515-281-8989 or via e-mail at rose.baughman@iowa.gov.

Receiving Federal Stimulus Money?

Make Sure To Establish Proper Accounting Codes

DAS' State Accounting Enterprise has been assisting departments with the tracking of funds Iowa is receiving from the American Recovery and Reinvestment Act of 2009 (ARRA). Because of the requirements to track the Z bXgZ' U'' 5FF5' fYj Ybi Yg' UbX' YI dYbXJh' fYg' Jb' # ' UfY' required to have a unique program code assigned. If your department will receive ARRA funds and you have not set up a program code(s) for tracking, contact Jay Cleveland, DAS-SAE, at 515-281-3725.

HÄY' WZghicZdcghU[Y' gHÄa dg[cYgi d'VmÄ' Wbhg'cb' A UHf'8/Ä' "

HÄY' gJ' YbhUi WÜhcb' HÄY' VYbYÜhHÄY': ccX' 6Ub_ cZ =ck U' fi bg' A UHf'8/Ä' %Ä' " ; YHfYUXnHÄY' VJX' Zcf' U' [ccX' WÄi gY'

