

DRAFT MINUTES

Advisory Committee on Capitol Services

October 24, 2011 – Capitol Building Room E426

The meeting was called to order at 1:37 p.m. by Co-chair, Senator Chuck Winder. Present were Senators Brent Hill, Joe Stegner and Edgar Malepeai and Representatives Lawrence Denney and Max Black. Absent and excused were Representatives Scott Bedke and Wendy Jaquet. Also present were Jan Frew, Division of Public Works (DPW); Jeff Youtz, Robyn Lockett and Michelle O'Brien, Legislative Services Office (LSO); Mary Sue Jones, Senate staff; Sue Frieders, House of Representatives staff; Jeff Tucker, Idaho Public Television (IPTV); Michelle Lynch, Idaho State Historical Society (ISHS); Betsy Russell, The Spokesman-Review; and Ronda DeGiorgio, Rooster's Eatery.

Co-chair Winder welcomed the committee, guests and staff. Senator Hill made a motion to approve the minutes from the meeting on June 2, 2011. Senator Stegner seconded the motion. The motion passed unanimously on a voice vote.

Jeff Youtz, Director, LSO began the meeting by discussing the recent move of Robyn Lockett to the Budget & Policy Division. Mr. Youtz has chosen not to fill Mrs. Lockett's position as the Capitol Services Coordinator but, instead, to reassign those duties to LSO staff members in Central Administration. Mr. Youtz will be handling facilities issues as well as providing oversight to the Gift Shop. Sheila Ison has taken over management of the Information Center. Kathaleen Gallaher will be continuing to give fiscal support to the Gift Shop while increasing her fiscal oversight. Michelle O'Brien has taken over coordinating the year-round Capitol Tour Program.

Kathaleen Gallaher has gone on extended medical leave and Mr. Youtz has reassigned her duties to the same people listed above (Ms. Ison and Ms. O'Brien), with the addition of Rande Trueax handling the payroll processes. Pro Tem Hill asked if Ms. Gallaher will be returning. Mr. Youtz responded that yes, hopefully she will be, and that is why he has chosen to leave her position open. She will be out approximately 90 days.

Mr. Youtz moved on to update the committee on completed and current projects the committee had previously approved. This included updating the sound system in the JFAC hearing room. This is currently underway and will be completed in time for session. Jan Frew, DPW, assisted in finding solutions to the sound quality problem and instituted a plan that fit within the budget of \$34,000. This includes adding padded seat backs to help absorb sound.

The committee then discussed media improvements to the Capitol Auditorium, including wiring access for media computers and for camera crews to be relocated to the west side of the auditorium. The project is on pace to be completed before session begins.

The additional requested signage has been completed per Legislative Council's approval in the spring and on the recommendation of the Capitol Services Committee. This additional signage includes added legislator directories in the wings as well as LSO staff signs on the first floor. These

are in place and the only modification is to add Idaho State Seals to areas where there are large blank spaces on the legislators' directories. Pro Tem Hill asked if this is vinyl lettering. Mr. Youtz responded that they are vinyl and will be easy to make changes to when needed. Senator Stegner has observed that the chairmen's suites have two room numbers, one for the chairman and one for the secretary. This can be confusing as the only door with a visible number is the secretary's door, and the chairmen's doors are not open to the hallways. Senator Stegner asked if it would be possible to use the secretary's room number as a general suite number, maybe not right away, but when changes are needed. All members of the committee agreed that this was a good idea and approved the suggestion.

Senator Stegner also asked if it was possible to place clipboard-type signs outside of the chairmen's suites, instead of the corkboards currently used. This will provide a more uniform look. Senator Stegner also suggested adding two clips, one at the top and bottom for committee agendas that may take more than one page. Mr. Youtz stated that LSO will look into this and communicate the information to the Speaker and Pro Tem. He believes the costs would not be substantial. Senator Stegner made a motion to approve the agenda clipboards being placed outside of the chairmen's suites. This motion was seconded by Senator Malepeai and passed unanimously on a voice vote.

Discussion progressed to the previously requested benches and public seating that have been completed. Senator Stegner asked if, in the additional signage request, one was made for the 3rd floor Public Lounge to indicate it is a public seating area. Mr. Youtz responded that he did not believe this had happened. Senator Stegner made a motion to acquire a sign for the 3rd floor Public Lounge to indicate it is a public seating space as well as an overflow space for the public galleries. The motion was seconded by Representative Black and passed on a unanimous voice vote.

Mr. Youtz moved on to discuss the improvements to the 4th floor public gallery sound systems. This project is underway and will be completed by session. In addition, a Senate sound box has been moved from the VIP seating area into an area that can be accessed by the media.

Shelving for the members floor desks was then discussed. A sample produced by Correctional Industries was viewed. Representative Black asked what the time frame is to turn out a completed shelf. Mrs. Lockett stated it takes around 4 to 6 weeks. The shelving could be examined by the membership and purchased as needed. Because of the turnaround time, members should decide before session; the cost is \$50 per unit. Speaker Denney indicated that \$50 per unit seemed too much for the simple shelves. Debate began on what these units are used for. It was suggested that they must be movable and uniform in order to ensure the look and feel of the chambers. The decision was reached to survey legislators to see if they were interested in having a shelving unit under their desk, then develop a uniform model for each who requested one. Adding a raised edge to the side of the unit was suggested in developing the final model.

The committee moved on to discuss the updates on improving the HVAC noise in committee rooms and offices. Mrs. Frew addressed this situation for the committee. DPW has called in a mechanical engineer to help with the issue; however, the structure itself and the duct work are partially to blame for the noise. They can reduce air flow through certain zones to help decrease the noise, but,

because of the layout of the zones, some offices are connected to larger spaces that need the increased flow for air quality. DPW has decided to handle this issue on a case-by-case basis.

Mr. Youtz presented a new Rotunda Use Guidelines sheet to the committee for review. These new guidelines now include the 1st floor rotunda as well as the 4th floor rotunda for public use space. Mary Sue Jones and Sue Frieders helped write the guidelines and are happy with them. Pro Tem Hill asked if this sheet will be distributed to those who are requesting to use the space. Mr. Youtz responded in the affirmative. Pro Tem Hill requested a small technical change be made. The new guidelines were accepted unanimously with the technical change.

Mr. Youtz then introduced the discussion on new and pending facility improvements. The Senate flex space (WW-17) is a Senate room and Senate leadership should have the final say on its development, but they have asked Mrs. Frew to provide options for the space (i.e. a portable raised floor or a permanent raised dais with table options.) Pro Tem Hill asked if there was a way to cover the cords, and the answer was that it isn't possible because of the size of the wiring and how deep the concrete pad is. Senator Stegner asked if the possibility of changing the room to a boardroom type-setting would remove the need to have it wired as a hearing room. Pro Tem Hill answered that he knew the room was used as an overflow hearing room three to five times last session. In response to questions from Representative Black and Senator Stegner, Mrs. Jones responded that most formal requests she gets for the space are for a hearing room, and for boardroom type meetings she suggests the caucus rooms. The discussion continued between Pro Tem Hill, Representative Black and Mr. Youtz as to what type of layout would be the most effective, with Pro Tem Hill's suggestion of a permanent raised floor with the cabling underneath with a boardroom type table and chairs on the raised floor inviting the most interest. Senator Stegner proposed an impromptu drawing of a long oval table with chairs that could be moved to have a boardroom meeting or also moved to one side for more of a hearing-type setting. Public seating would still be available with either option. The final outcome is for Mr. Youtz to continue working with Mrs. Frew on how large the raised dais should be and for Senate leadership to decide what they would like the final look of the room to be and if they want the capability to stream live from the room. When the Senate has decided how they would like to proceed, it will be accomplished.

Next on the agenda was the tunnel art project. Two years ago a subcommittee of the Capitol Commission including Jeff Youtz, Jan Gallimore, Executive Director of ISHS and Delores Crow of the Capitol Commission, recommended that new tunnel art be developed, but during hectic scheduling of the move back into the Capitol, the new tunnel art effort was put on hold. At the last Capitol Services Committee meeting, Co-chairs Bedke and Winder expressed interest in the project. The First Lady and her staff support this project and would like to help. Director Teresa Luna, Department of Administration, is supportive of the change as well. The First Lady suggested having a statewide competition for high school art departments for submission to the tunnel art project. Because the tunnel is closed to the public, it possibly would be better to have the art contest winners' works displayed in the Capitol proper, instead of the tunnel. The First Lady suggested using artist Ward Hooper's renderings of the 44 counties he recently presented to the First Lady for her children's series of books. The First Lady owns these images and they can be used at no cost to the state. The idea was presented to have the artist's renderings printed on 4' x 4' stretched canvas

frames and hung in the tunnel. Ms. Luna said that the Department of Administration is willing to paint over the current art and start fresh or to hang the 4' x 4' Ward Hooper canvases. The cost will be approximately \$100 per canvas and can be completed before session begins.

Co-chair Winder asked if there had been any feedback on what would happen if the current tunnel art is removed. Mr. Youtz said there really hasn't been any public announcement about the changeover, so it's difficult to gauge public opinion. There is no legal requirement to keep the art. A discussion ensued about using the Ward Hooper 44 county prints for the tunnel, and perhaps using high school artists as part of the rotating artists' displays in the garden level wings.

There was discussion to clarify if the First Lady owned the actual canvases, which she does not. The First Lady owns the rights to the art work. Senator Stegner questioned who would be the "owner" of the actual canvases and how they would be hung. Mr. Youtz answered that the state would be the owner, and that Facilities Services would have to hang the canvases due to the concrete walls in the tunnel. Senator Stegner indicated he thought, if the objective is to freshen up the tunnel, then the Ward Hooper canvases would be faster. Pro Tem Hill indicated he likes the current tunnel art. He likes the painting on the walls and thinks it is an honor for the high school students who do the paintings. These paintings are a part of history, but he also likes the thought of new art as well. Senator Malepeai likes the idea of recognizing high school students in some type of competition. Senator Stegner wanted to make the tunnel art changes right away and suggested the Ward Hooper art is excellent, and then there would be time to develop a high school art project for the wings/and or the tunnel.

Senator Stegner made a motion that the committee supports the use of the 44 county images by Ward Hooper and owned by the First Lady to be printed on 4' x 4' canvases and paid for by LSO relocation funds. Representative Black seconded the motion. Co-chair Winder opened the discussion on the motion by saying he thought there may be the need to identify significant historical depictions from the tunnel art and to preserve those. He did like the idea of displaying the high school art. Representative Black reiterated the positives of a competition for high school students and then the winners could travel to Bosie to paint on the walls of the tunnel. Mr. Youtz will report back to the committee on possible preservation of a few of the existing art works. The above motion by Senator Stegner passed unanimously on a voice vote.

The committee discussion progressed to the next item on the agenda, the dining room and meal cards. Mr. Youtz opened the discussion on requiring legislators to purchase meal cards and if the expectations of the vendor were the same as last year. The question is if the committee and leadership should require one more year of the pre-purchased meal cards. The meal cards are a guaranteed \$15,000 in sales to the vendor. Is it possible for the required amount to be reduced? Co-chair Winder asked for the committee's thoughts. Representative Black stated he would like to hear from Ronda on this issue. Ronda DeGiorgio, Rooster's Eatery, began by saying how the Rooster's employees have a lot of fun being here and, for the most part, it has been great, but it is not without its challenges. She has made \$53,000 in sales which includes the meal cards. Rooster's averaged \$760 per day. Their restaurant location has to make \$1,200 to \$1,300 a day to turn a profit. If the \$15,000 in meal cards is taken out of the equation, it becomes a question of do we stay. Rooster's sales in the Capitol did grow from 2010 to 2011, and she is hoping to see it keep growing,

but the profit margin is slim. She had hoped to build a clientele for their catering side, but she has not seen much growth there. She believed the legislators liked the meal cards and that it was easier for them and also easy for Rooster's employees when she keeps the cards on file. Mrs. DeGiorgio proposed that possibly the committee could look into different options for how they award the vendor contracts so the vendor would feel comfortable developing a different system, if necessary. At this point, the legislators and Mrs. DeGiorgio are used to the meal cards. This system seemed better this past session. There were a few complaints, but this is okay. She cannot make it better if there isn't feedback.

Pro Tem Hill said that Rooster's has done a good job and has a good staff. As for the contracts, maybe the committee could go with a rolling contract scenario like the teacher's contracts. Senator Stegner responded that maybe leadership could encourage members to use the meal cards and pre-load them. He also questioned if \$150 is the right amount. Mrs. DeGiorgio responded that she didn't know if \$150 was the right amount. During controversial sessions her sales numbers are up and, in non-controversial years, sales are down. Maybe contracts could be turned into a situation where if a minimum isn't met there is a "payback" system. Rooster's has earned around \$3,000 to \$5,000 profit for three months during session.

Representative Black asked the Speaker and Pro Tem if they had heard complaints. Speaker Denney indicated the best people to ask would be Sue Frieders and Mary Sue Jones. Mrs. Frieders responded that there may have been a half a dozen complaints. The Pro Tem stated that he only had two. Mrs. DeGiorgio did encourage members to use the meal cards towards the end of session to use up the funds on their cards. If there were funds left over on a meal card, that amount was returned to the member in gift certificates for Rooster's Eatery.

Senator Stegner discussed how this program came to be, as a combination of the House and Senate's previous systems. The committee didn't plan on the meal cards being optional. Now the membership knows they can find a way out and there will be more pushback. Maybe there can be an incentive system in the pricing or something for pre-paying. Initially, the meal card program was run through LSO to collect the checks and pay the vendor, but it is complicated the system. Can LSO be removed from this process and the Senate and the House directly pay the vendor for the meal cards. People who do use the meal cards do like it for the ease of use.

Representative Black said the meal cards seem to work well with only a few complaints. Mrs. DeGiorgio also shouldn't have to track down members who order boxed lunches without a card on file (regarding a statement made by Mrs. DeGiorgio.) If someone is going to place an order for a boxed lunch, they need to have a meal card on file. Representative Black thinks they should stay with the meal card program and let it work. A vast majority are okay with the program. Pro Tem Hill questioned if the meal cards help with lines in the dining room. Mrs. DeGiorgio responded that they do. Rooster's also tries to be flexible as well; if someone runs in and forgets their wallet, they can "charge" their lunch. However, the pre-order system does make it easier and faster as well.

Senator Stegner returned to the question of implementation of the program, wondering if LSO handled the initial process of the meal card purchases. Mr. Youtz responded that LSO did collect member's checks from Mrs. Frieders and Mrs. Jones and paid Rooster's \$5,000 once a month for the

length of the session. “Frankly, LSO would rather be out of it. It would remove an extra step. The process could be between Rooster’s and the members.” Pro Tem Hill agreed that Mrs. Jones and Mrs. Frieders could collect the checks for the meal cards when they are collecting the other session fees and then take the checks for the meal cards to Rooster’s. Representative Black made the motion to repeat the meal card system, at \$150 per card, with the checks being collected by Mrs. Frieders and Mrs. Jones and delivered to Rooster’s for the appropriate amounts to be put onto each member’s meal card. The motion was seconded by Pro Tem Hill. During the discussion, Senator Stegner asked that the motion be amended to include that pre-payment would be required for boxed lunches unless the member had a meal card. Representative Black agreed and the motion, with the addition by Senator Stegner, passed unanimously by voice vote.

Next on the agenda was the “Guidelines for News Media” sheet. Mr. Youtz stated that this one-page list is an effort to allow everyone to know the rules regarding news media’s access in the building. This sheet was presented to Legislative Council and they believed it was a good idea, except they requested two minor changes to items four and six. The members of Legislative Council wanted more time to think about one particular item, which is media access to elevators. Legislative Council will clarify that issue tomorrow.

The committee moved on to discuss extended video coverage in the hearing rooms and the options involved. Mr. Youtz stated that this discussion was just to get the issue on the committee’s radar screen. Currently, one room in the Senate and House has teleconferencing capabilities and two hearing rooms have internet video capabilities as well. The issue is whether the Legislature wants to be able to video and audio stream the committee hearings in all of those rooms, with an expected cost of about \$52,000 per room for the video cameras/equipment.

Mr. Youtz acknowledged that ultimately it is a decision for Legislative Council to proceed further with a video/teleconferencing capability, but there is an opportunity to save some money now since we are pulling cable for the Auditorium media project. Speaker Denney stated that maybe the cable/wiring should be pulled now at least partway. The cost will be about \$6,000 to the House and \$4,000 to the Senate to pull the cable/wiring now. Co-chair Winder reiterated that it makes sense to do it now. Mr. Tucker agreed that logistically and cost-wise it makes more sense to do as much as possible at one time. Otherwise, the cable/wiring can become entangled and make future projects more time consuming. A motion was made by Speaker Denney to recommend to Legislative Council to pull the cable/wiring now. The motion was seconded by Pro Tem Hill and passed unanimously on a voice vote.

At 4:30 p.m., Speaker Denney made the motion to adjourn. The motion was seconded by Representative Black and passed unanimously on a voice vote.

The Capitol Services Committee adjourned at 4:30.