

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, January 11, 2012

2:30 pm

## **Present:**

Merideth Hackney, SCO  
Dave Jensen, Dept. of Finance  
David Fulkerson, DFM  
Don Berg, LSO  
Jennifer Bonilla, SCO

## **Absent:**

Tony Faraca, Liquor Division  
Lisa Johnson, Dept. of Lands  
Marsi Woody, ISP

## **1: Minutes**

- Don Berg moved to approve minutes from the December 14, 2011 FPAC meeting. Dave Jensen seconded. Motion passed.

## **2: Review Draft Travel Policy**

- Change the index structure to policies numbered and subtext lettered.
- Section 8 remove “and incentives”
- Definitions left to do and will be the next step towards completion.
- Cross reference old policy with the new policy draft to confirm all policies have been transferred over.
- Remove second part of sentence in Section 2, Part A.
- Add expense to paragraph at top of page 8.
- Section 10, Part D add “by”.
- Send out to Fiscal Officers for comment prior to sending to Board of Examiners for approval.

## **3: Adding information for checking debarred vendors, and TIN matching in the federal section**

- Verbiage will be drafted to add information in the federal section of the manual about checking for debarred vendors and TIN matching.

## **4: Discussion of increasing the capitalization threshold for buildings**

- Members discussed increasing the capitalization threshold for buildings and decided there would be no increase.

## **5: Idaho Code for agency fund transfers – tabled for research**

**Next meeting:** Next meeting will be Wednesday, February 8, 2012, 2:30 PM in the State Controller’s Office, 4th Floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, February 8, 2012

2:30 pm

## **Present:**

Merideth Hackney, SCO  
Marsi Woody, ISP  
David Fulkerson, DFM  
Don Berg, LSO  
Jennifer Bonilla, SCO

## **Absent:**

Tony Faraca, Liquor Division  
Lisa Johnson, Dept. of Lands  
Dave Jensen, Dept. of Finance

## **1: Minutes**

- David Fulkerson moved to approve minutes from the January 11, 2012 FPAC meeting. Merideth Hackney seconded. Motion passed.

## **2: Review Draft Travel Policy**

- New paragraph added to Statement of Philosophy.
- Definitions/Terms
- Travel Status vs. partial day meals
- Travel status – remove 24 hour 50 miles distance per IRS rules
- Primary work location.
- Gasoline as an allowable travel expense not for personal vehicle. Paragraph needs re-write, move sentence to second paragraph of section.
- Pg. 8 meal allowance and daily rates for final day of travel. Reimburse out of state or in state. Travel Express will need to be updated.
- Pg. 9 item d – entertainment costs, remove last part of sentence.
- Pg. 10 item b – foreign travel currency exchange.
- Expenses specifically not allowed – commuting expense section, remove section b “other”.
- Bring definitions to next meeting.
- Add “use of state vehicles” from old policy to new policy and clarify. Should this fall under travel or under another policy?

## **3: Moving indirect costs from federal fund to other agency funds – tabled until next meeting**

## **5: Idaho Code for agency fund transfers – tabled for research**

**Next meeting:** Next meeting will be Wednesday, March 14, 2012, 2:30 PM in the State Controller’s Office, 4th Floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, March 14, 2012

2:30 pm

## **Present:**

Dave Jensen, Dept. of Finance  
Marsi Woody, ISP  
David Fulkerson, DFM  
Don Berg, LSO  
April Renfro, LSO  
Jennifer Bonilla, SCO  
Lisa Johnson, Dept. of Lands

## **Absent:**

Tony Faraca, Liquor Division  
Merideth Hackney, SCO

## **1: Minutes**

- Don Berg moved to approve minutes from the February 8, 2012 FPAC meeting. Dave Jensen seconded. Motion passed.

## **2: Review Draft Travel Policy**

- Brandon Woolf and Brian Benjamin met with David Fulkerson to go over the draft travel policy.
  - Would like assigned vehicles added back in
  - Insurance coverage offered by rental car company; David Fulkerson will re-visit with Risk Management.
  - 3i parking fines – add “including parking tickets”.
  - 5a staying at a time share condo – exclude like private home, not an option available to public.
  - David Fulkerson will discuss/follow up with Brandon Woolf and Brian Benjamin.
- Next step is to work on definitions. Don Berg will e-mail a working list.

## **3: Moving indirect costs from federal fund to other agency funds – tabled for further research.**

- Fund detail accounting may be used for tracking. Connie Hill is researching.

## **4: Idaho Code for agency fund transfers – tabled for research**

**Next meeting:** Next meeting will be Wednesday, April 11, 2012, 2:30 PM in the State Controller's Office, 4th Floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, March 14, 2012

2:30 pm

## **Present:**

Dave Jensen, Dept. of Finance  
Marsi Woody, ISP  
David Fulkerson, DFM  
Jennifer Bonilla, SCO  
Lisa Johnson, Dept. of Lands  
Connie Hill, SCO  
Merideth Hackney, SCO  
Michael Pearson, Fish and Game

## **Absent:**

Tony Faraca, Liquor Division  
April Renfro, LSO

## **1: Minutes**

- David Fulkerson moved to approve minutes from the March 14, 2012 FPAC meeting. Lisa Johnson seconded. Motion passed.

## **2: Review Draft Travel Policy**

- The draft travel policy was sent out for comments. Members reviewed the comments received.
- Members stopped at Section 3, item G and will pick up reviewing comments at the July 11, 2012 meeting.

## **3: Moving indirect costs from federal fund to other agency funds – tabled for further research.**

- Fund detail accounting may be used for tracking. Connie Hill is researching.

## **4: Idaho Code for agency fund transfers – tabled for research**

**Next meeting:** Next meeting will be Wednesday, July 11, 2012, 2:30 PM in the State Controller's Office, 4th Floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, July 11, 2012

2:30 pm

## **Present:**

April Renfro, LSO  
Dave Jensen, Dept. of Finance  
Marsi Woody, ISP  
David Fulkerson, DFM  
Jennifer Bonilla, SCO  
Lisa Johnson, Dept. of Lands  
Connie Hill, SCO  
Michael Pearson, Fish and Game

## **Absent:**

Tony Faraca, Liquor Division  
Merideth Hackney, SCO

## **1: Minutes**

- Marsi Woody moved to approve minutes from the June 13, 2012 FPAC meeting. Dave Jensen seconded. Motion passed.

## **2: Review Draft Travel Policy**

- Members continued reviewing comments received on the draft travel policy.
- Members stopped at Section 10 and will pick up reviewing comments at the August 8, 2012 meeting.

## **3: Moving indirect costs from federal fund to other agency funds – tabled for further research.**

- Update: Members briefly discussed indirect costs – unable to use fund details.

## **4: Idaho Code for agency fund transfers – tabled for research**

**Next meeting:** Next meeting will be Wednesday, August 8, 2012, 2:30 PM in the State Controller's Office, 4th Floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, August 8, 2012

2:30 pm

## **Present:**

April Renfro, LSO  
Dave Jensen, Dept. of Finance  
Marsi Woody, ISP  
David Fulkerson, DFM  
Jennifer Bonilla, SCO  
Lisa Johnson, Dept. of Lands  
Connie Hill, SCO

## **Absent:**

Tony Faraca, Liquor Division  
Merideth Hackney, SCO

## **1: Minutes**

- Dave Jensen moved to approve minutes from the July 11, 2012 FPAC meeting. Lisa Johnson seconded. Motion passed.

## **2: Review Draft Travel Policy**

- Members continued reviewing comments received on the draft travel policy.
- Members finished reviewing and requested clean, updated copies for the September 12, 2012 meeting.

## **3: Moving indirect costs from federal fund to other agency funds – tabled for further research.**

## **4: Idaho Code for agency fund transfers – tabled for research**

## **5: New Members**

- Dave Jensen shared the FPAC Nomination Ballot for Members to review.

**Next meeting:** Next meeting will be Wednesday, September 12, 2012, 2:30 PM in the State Controller's Office, 4th Floor conference room A.

# **STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES**

Wednesday September 12, 2012

2:30 p.m.

## **Present:**

April Renfro, LSO  
Dave Jensen, Dept. of Finance  
Marsi Woody, ISP  
David Fulkerson, DFM  
Merideth Hackney, SCO

## **Absent:**

Tony Faraca, Liquor Division  
Lisa Johnson, Dept. of Lands  
Jenn Bonilla, SCO

## **1: Minutes**

Dave Jensen moved to approve the minutes from the August 8, 2012 FPAC meeting. Marsi Woody seconded. Motion passed.

## **2: New members and committee makeup**

Dave Tolman, ITD, and Michael Pearson, Fish and Game, were accepted as new members by recommendation of the IFOA. Tony Faraca has resigned and April Renfro is now serving as a non-voting member. Merideth will notify all members of the changes.

## **3: Review draft of agency comments document and travel policy**

The Committee reviewed both documents and suggested some minor changes. Merideth will update and distribute the documents for finalization at the next meeting.

## **4: Adjourned**

Meeting adjourned at 4:00.

**Next Meeting:** October 10, 2012, 2:30 p.m., State Controller's Office 4<sup>th</sup> floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, October 10, 2012

2:30 p.m.

## **Present:**

Michael Pearson, Fish & Game  
Dave Tolman, ITD  
David Fulkerson, DFM  
Marsi Woody, ISP  
Merideth Hackney, SCO  
Jennifer Bonilla, SCO

## **Absent:**

April Renfro, LSO  
Lisa Johnson, Dept. of Lands  
Dave Jensen, Dept. of Finance

## **1: Minutes**

David Fulkerson moved to approve the minutes from the September 12, 2012 FPAC meeting. Marsi Woody seconded. Motion passed.

## **2: Welcome New Members**

Dave Tolman, ITD, and Michael Pearson, Fish and Game, were welcomed to their first meeting. Merideth Hackney gave a brief overview of the Committee and an update on the current projects: Travel Policy and Indirect costs from federal funds. Possible future topics discussed were Surplus Property Disposal, Capital Outlay, and Cell Phone/Smart Phone reimbursement policy.

## **3: Change to Quarterly Meetings**

It was suggested to change from monthly meetings to quarterly meetings with discussion in between handled by e-mail. Upon further discussion Members agreed to continue meeting monthly until the Travel Policy is finished.

## **4: Adjourned**

Meeting adjourned at 3:30. David Fulkerson stated he will not be attending the November meeting.

**Next Meeting:** November 14, 2012, 2:30 p.m., State Controller's Office 4<sup>th</sup> floor conference room A.