

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, February 13, 2013

2:30 p.m.

## **Present:**

April Renfro, LSO  
Michael Pearson, Fish & Game  
Lisa Johnson, Dept. of Lands  
David Fulkerson, DFM  
Merideth Hackney, SCO  
Jennifer Bonilla, SCO  
Dave Jensen, Dept. of Finance

## **Absent:**

Marsi Woody, ISP  
Dave Tolman, ITD

## **1: Minutes**

David Fulkerson moved to approve the minutes from the October 10, 2012 FPAC meeting. Merideth Hackney seconded. Motion passed.

## **2: Travel Policy**

- David Fulkerson provided suggested language to clearly state that Agencies may be more strict in travel policies.
- Permanent assignment of State Vehicles put back in.
- Comptime during travel status in accordance with FLSA regulations. Remove legislative employees. David Fulkerson will speak to DHR's FLSA expert about the language.
- David Fulkerson will work on language for 3<sup>rd</sup> Parties who pay for employees travel.
- Members discussed tips on non-meal items and Per Diem. This piece will need to go before the Board for discussion.
- Federal policies use the final destination for the whole trip to calculate Per Diem. Programming changes will need to be made to Travel Express.
- Current draft is employee must travel over 50 miles to be in travel status for partial day reimbursements. Federal policies state employee must be gone for 12 hours to be in travel status for partial day reimbursements.
- Begin working on definitions for the next meeting.

## **3: Scanned Documents and Electronic Signatures**

It has been asked if FPAC will be working on policy or guidelines regarding scanned documents and electronic signatures. After some discussion, Members tabled this item pending further research.

## **4: Moving indirect costs from federal fund to other agency funds**

Merideth Hackney updated Members on Connie Hill's progress on this item.

## **5: Adjourn**

Meeting was adjourned at 3:30 pm.

**Next Meeting:** March 13, 2013, 2:30 p.m., State Controller's Office 4<sup>th</sup> floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, March 13, 2013

2:30 p.m.

## **Present:**

April Renfro, LSO  
Michael Pearson, Fish & Game  
Lisa Johnson, Dept. of Lands  
David Fulkerson, DFM  
Merideth Hackney, SCO  
Jennifer Bonilla, SCO  
Marsi Woody, ISP  
Dave Tolman, ITD

## **Absent:**

Dave Jensen, Dept. of Finance

## **1: Minutes**

Michael Pearson moved to approve the minutes from the February 13, 2013 meeting with a correction to the date for the next meeting scheduled. Lisa Johnson seconded. Motion

## **2: Travel Policy**

- Comp-time section 10 F updated
- Third Party Reimbursements section updated

## **3: Definitions**

Lisa Johnson suggested reviewing the definitions listed on the GSA website as a guide. Members discussed and reviewed possible items for definition. Once the definitions have been completed, a cross reference document to the current policy will be the last item to finish.

## **4: Scanned Documents and Electronic Signatures**

Members discussed whether to provide guidelines or a policy on this topic. It was decided to work on guidelines so Agencies may create their own policies. Merideth Hackney and Jennifer Bonilla will contact agencies known to already have a policy in place and request a copy for Members to review.

## **5. Moving indirect costs from federal fund to other agency funds**

Merideth Hackney gave a brief overview of Connie Hill's work on this topic. This will continue to be an ongoing item on the agenda.

## **6. Idaho Code for agency cash transfers – tabled for research**

A change was made to the agenda item, from agency fund transfers to agency cash transfers. This more accurately reflects the topic and continues to be tabled for further research.

## **7: Adjourn**

Meeting was adjourned at 3:45 pm.

**Next Meeting:** April 10, 2013, 2:30 p.m., State Controller's Office 4<sup>th</sup> floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, April 10, 2013

2:30 p.m.

## **Present:**

April Renfro, LSO  
Michael Pearson, Fish & Game  
Lisa Johnson, Dept. of Lands  
David Fulkerson, DFM  
Merideth Hackney, SCO  
Jennifer Bonilla, SCO  
Marsi Woody, ISP  
Dave Tolman, ITD  
Dave Jensen, Dept. of Finance

## **Absent:**

### **1: Minutes**

Merideth Hackney moved to approve the minutes from the March 13, 2013 meeting. David Fulkerson seconded. Motion approved.

### **2: Travel Policy**

- Does hosting a conference fall under the travel policy? Under the existing policy, yes it does. David Fulkerson will speak to the Board of Examiners on how they would like to handle this.
- Taxi to airport from home to save parking at the airport. In the policy section, define when official travel status begins.

### **3: Definitions**

- Change the title on 4.a
- Official Travel
- Remove Approving Authority and Agency Head
- Change Daily Meal Allowance to Daily Per Diem Allowance
- Change 1.c to Eligibility and remove second sentence

### **4: Scanned Documents and Electronic Signatures**

Merideth will review the information in the policies shared by agencies.

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

### **6. Idaho Code for agency cash transfers – tabled for research**

### **7: Adjourn**

Meeting was adjourned at 3:50 pm.

**Next Meeting:** May 8th, 2013, 2:30 p.m., State Controller's Office 4<sup>th</sup> floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, November 13, 2013

2:30 p.m.

## **Present:**

April Renfro, LSO  
Lisa Johnson, Dept. of Lands  
Merideth Hackney, SCO  
Jennifer Bonilla, SCO  
Marsi Woody, ISP  
Dave Jensen, Dept. of Finance

## **Absent:**

Michael Pearson, Fish & Game  
David Fulkerson, DFM  
Dave Tolman, ITD

## **1: Minutes**

Marsi Woody moved to approve the minutes from the April 10, 2013 meeting. David Jensen seconded. Motion approved.

## **2: Travel Policy Update**

- David Fulkerson was not available to give an update.

## **3: Scanned Documents and Electronic Signatures**

- Should be set up as guidelines not policy
- Policies should be set at the Agencies
- Establish how to verify original document. Set a specific e-mail address to receive documents
- Research Federal Statutes
- Members decided to research and brainstorm on policy ideas for the next meeting

## **4: Workers Compensation Benefits**

- Employees are using leave time for 100% of their time and also collecting 67% compensation from State Insurance Fund (SIF).
- This is currently not being audited or reconciled between SCO and SIF.
- Not able to find any defined law and/or there is no rule
- Merideth requested to have SCO's in house counsel review this issue. Members agreed.

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

- Merideth will follow up with Connie on guidance for this item

## **6. Idaho Code for agency cash transfers – tabled for research**

## **7: Adjourn**

Meeting was adjourned at 3:55 pm.

**Next Meeting:** December 12, 2013, 2:30 p.m., State Controller's Office 4<sup>th</sup> floor conference room A.

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Thursday, December 12, 2013

2:30 p.m.

## **Present:**

April Renfro, LSO  
David Fulkerson, DFM  
Merideth Hackney, SCO  
Marsi Woody, ISP  
Dave Jensen, Dept. of Finance  
Dave Tolman, ITD  
Michael Pearson, Fish & Game

## **Absent:**

Lisa Johnson, Dept. of Lands  
Jennifer Bonilla, SCO

## **1: Minutes**

- Merideth Hackney clarified that in item 4, bullet 4, that she was going to check with in house counsel rather than the AG. Michael Pearson moved to approve the minutes as amended, Dave Jensen seconded. Motion approved.

## **2: Travel Policy Update**

- David Fulkerson said he was still working on mapping the existing policy to the suggested policy. When he has that completed he will be able to easily demonstrate to the Board, what changes are being recommended. There was some discussion about including a recommendation to either increase the in state per diem or use the Federal rates. No determination has been made. David also mentioned the Board may be requesting FPAC to review the Surplus Property policy in the future.

## **3: Scanned Documents and Electronic Signatures**

- Each committee member briefly described their agency's processes. It was agreed each member would forward a description of those processes to Merideth who will aggregate them into one document for discussion purposes.

## **4: Workers Compensation Benefits**

- Merideth gave a brief update on Workers Compensation Benefits. She spoke with Audrey Musgrave (Administrator of the Div. of Statewide Payroll in SCO) regarding the worker's compensation benefits. Audrey and Brian Benjamin (in house legal counsel for SCO) had recently updated the guidelines related to those benefits that are posted on SCO's web site. Audrey explained the State Insurance Fund had no requirements how an employee coded their time sheets while receiving benefits.

## **5. Moving indirect costs from federal fund to other agency funds**

- Merideth explained that Moving Indirect costs are ready to be implemented after training is provided to agencies. Connie Hill, SCO, is developing the training and documentation for the process. It is anticipated the training will be in January 2014. Merideth will provide FPAC the documentation when it has been completed.

## **6. Idaho Code for agency cash transfers – tabled for research**

## **7. Additional Discussion**

- There was a brief discussion on recording payments to credit card processors. There was also some discussion to clarify when it's appropriate to record a purchase to capital outlay.

## **8. Adjourn**

- Meeting was adjourned at 4:00 pm.

**Next Meeting:** February 12, 2014, 2:30 p.m., State Controller's Office 4<sup>th</sup> floor conference room A.