

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, May 14, 2014

2:30 p.m.

Present:

David Fulkerson, DFM
Marsi Woody, ISP
Chris Stratton, SCO
Dave Jensen, Dept. of Finance
Dave Tolman, ITD
Jennifer Bonilla, SCO
Lisa Johnson, Dept. of Lands

Absent:

April Renfro, LSO
Michael Pearson, Fish & Game

David Fulkerson introduced Chris Stratton who would be taking over for Merideth as SCO's representative on FPAC.

1: Minutes

- Dave Jensen moved to approve the minutes from December 12, 2013, Dave Tolman seconded. Motion approved.

2: Travel Policy Update

- The current in state per diem rate is set at \$30 a day while the out of state per diem rate is set to match the Federal rates posted on the GSA website. Members will recommend to the Board of Examiners to change the in state per diem rate to match the Federal rates.

3: Scanned Documents and Electronic Signatures

- Policy versus Guidelines – Members discussed writing guidelines of best practices for agencies to use in setting their own policy. Dave Jensen will provide a copy of the Best Practices Guidelines he wrote a couple years ago for the next meeting.

4: Capitalization Amount for infrastructure assets

- Dave Tolman requested this item for FPAC to review. Idaho Transportation Department would like the capitalization amount for infrastructure assets bumped up to \$1 million. This would help them in reporting infrastructure assets for bridges and roads. It was suggested to add a line item specifically for ITD. Chris Stratton will research infrastructure assets with other agencies for possible impacts on their reporting.

5: Idaho Code for agency cash transfers – tabled for research

- Current FPAC policy allows for moving cash between funds. This policy may no longer be necessary now that there is the option of borrowing limits. Dave Fulkerson will discuss with Merideth Hackney.

6. Surplus Property

- The Board of Examiners may request FPAC to look at and update the policy for Surplus Property. Members discussed purchase price vs. sales price, how some items from ISP cannot be sold the general public and public auctions.

- Jennifer will email the current Surplus Property Policy to members for review prior to the next meeting.

7. Adjourn

- Dave Jensen moved to adjourn the meeting. Lisa Johnson seconded. Motion passed and the meeting was adjourned at 3:40 pm.

Next Meeting: June 17, 2014, 2:30 p.m., State Controller's Office 4th floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Tuesday, June 17, 2014

2:30 p.m.

Present:

April Renfro, LSO
Marsi Woody, ISP
Chris Stratton, SCO
Dave Jensen, Dept. of Finance
Dave Tolman, ITD
Jennifer Bonilla, SCO
Lisa Johnson, Dept. of Lands
Michael Pearson, Fish & Game

Absent:

David Fulkerson, DFM

1: Minutes

- Marsi Woody moved to approve the minutes from May 14, 2014, Michael Pearson seconded. Motion approved.

2: Travel Policy Update

- David Fulkerson was unable to attend to the Travel Policy Update was tabled until the July meeting

3: Scanned Documents and Electronic Signatures

- Dave Jensen brought copies of the Utah Digital Signature Act for members to look at and possibly use as guideline/framework for setting a policy. Questions that came up during the discussion were, “What is currently in Idaho Code?” “How to structure the policy?” and “What specifically is needed?” Dave Jensen will research what is currently in Idaho Code and do a comparison with the Utah Digital Signature Act. Dave Tolman commented that it may be necessary to include Bill Burns from the Department of Administration.

4: Capitalization Amount for infrastructure assets

- Chris Stratton spoke with Tiffini Lejeune regarding the capitalization amounts for infrastructure assets. The change will increase the amount to one million dollars or more and will only affect ITD. Dave Tolman will bring numbers to the next meeting of how this change will impact ITD’s reporting for the Comprehensive Annual Financial Report (CAFR).

5: Idaho Code for agency cash transfers – tabled for research

6. Surplus Property – tabled for research

7. Adjourn

- Meeting was adjourned at 3:25 pm.

Next Meeting: July 23, 2014, 2:30 p.m., State Controller’s Office 4th floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, July 23, 2014

2:30 p.m.

Present:

Matt Orem, DFM
Michael Pearson, Fish & Game
April Renfro, LSO
Dave Tolman, ITD
Dave Jensen, Finance
Chris Stratton, SCO
Lisa Johnson, Corrections
Jennifer Bonilla, SCO

Absent:

David Fulkerson, DFM
Marsi Woody, ISP

1: Minutes

- Michael Pearson moved to approve the minutes from June 17, 2014, Dave Jensen seconded. Motion approved.

2: Travel Policy Update

- Matt Orem reported on this in place of David Fulkerson. The Draft is done except to update the per diem rates. David Fulkerson is meeting individually with each Board of Examiners Member to go over the draft. FPAC Members requested an estimated time for a semi-final draft.

3: Scanned Documents and Electronic Signatures

- Dave Jensen continues to do research on this agenda item. He has located several places in Idaho Code that cover some of this topic. He has put in a request to the Attorney General's office for more information. Dave will have a written summary of all the information he's gathered for the next meeting.
- April Renfro brought up vendor contracted storage services and how would the state access the scanned documents after the contract was over.

4: Capitalization Amount for infrastructure assets

- Dave Tolman requested to table this item until October. Members agreed.

5: Idaho Code for agency cash transfers – tabled for research

- Matt Orem reported that this item can be removed from the agenda. David Fulkerson has spoken with Merideth Hackney about the necessary transaction codes.

6. Surplus Property – tabled for research

- The Board of Examiners will be requesting FPAC to review and revise the Surplus Property Policy. Members will review the current policy and draft suggestions for an update. Discussion for the Surplus Property Policy will start once the Travel Policy is complete.

7. Adjourn

- Meeting was adjourned at 3:00 pm.

Next Meeting: August 14, 2014, 2:30 p.m., State Controller's Office 4th floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Thursday, August 14, 2014

2:30 p.m.

Present:

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

Absent:

Chris Stratton, SCO
April Renfro, LSO
Lisa Johnson, Corrections

1: Minutes

- Dave Jensen moved to approve the minutes from July 23, 2014, Dave Tolman seconded. Motion approved.

2: Travel Policy Update

- David Fulkerson is still working to finish the Draft and prepare it for the Board of Examiners Subcommittee. This item will remain on the agenda.

3: Scanned Documents and Electronic Signatures

- Dave Jensen shared a copy of the Uniform Electronic Transactions Act put out by the Uniform Law Commission. Idaho Code currently refers to this act in Title 28, Chapter 50.
- After discussion, members decided that instead of a policy, FPAC will work on guidelines and best practices for Agencies to use as a guideline to create their own policies. David Fulkerson will speak with April Renfro and ask the Legislative Services Office to write up a draft for FPAC to review.

4: Capitalization Amount for infrastructure assets – tabled until October

5. Surplus Property

- Members will continue to review current policy and work on a wish list of changes. Members agreed to email their list to Jennifer to compile for the next meeting.

6. Miscellaneous

- Dave Tolman would like Improper Payments added to agenda for discussion.
- Members let Jennifer know that the meeting invite for future meetings she sent out did was not compatible with their e-mail programs. Jennifer will resend future dates in an email. Members decided that meetings will be scheduled for every other month starting with the October 8, 2014 meeting.

7. Adjourn

- Meeting was adjourned at 3:15 pm.

Next Meeting: October 8, 2014, 2:30 p.m., State Controller's Office 4th floor conference room B.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, December 10, 2014

2:30 p.m.

Present:

Chris Stratton, SCO
Marsi Woody, ISP
David Fulkerson, DFM
Dave Tolman, ITD
Dave Jensen, Finance
Jennifer Bonilla, SCO

Absent:

April Renfro, LSO
Michael Pearson, Fish & Game
Lisa Johnson, Corrections

1: Minutes

- Dave Jensen moved to approve the minutes from the November 19, 2014, Marsi Woody seconded. Motion approved.

2: Travel Policy Update

- No update. This item will remain on the agenda.

3: Scanned Documents and Electronic Signatures

- Waiting for more information from April Renfro. This item will remain on the agenda.

4: Capitalization Amount for infrastructure assets – tabled until February

5. Surplus Property

- Tabled until February.

6. Improper Payments

- Tabled until February.

7. Capital Outlay

- David Fulkerson detailed capital outlay limit and broke it down to fiscal policy, risk management purposes and state code. The B7 form was updated to show no dollar limit on capital outlay items. Those items should be requested/budgeted for as capital outlay if the life is more than 2 years as stated in Idaho Code.
- Members discussed putting together guidelines to help agencies with capital outlay.
- Members also discussed updating the section of Idaho Code discussing capital outlay. Dave Tolman will draft verbiage for updating Idaho Code.

8. Changes to Payroll Calculation of Workers Compensation Premiums

- Marsi Woody has concerns the new calculations will throw off agency budgets. David Fulkerson explained why the changes were made and how the changes will be more accurate for paying the premiums. David will meet with Audrey Musgrave and State Insurance Fund to discuss the budgeting concerns.

9. Adjourn

- Meeting adjourned at 3:45 pm.

Next Meeting: February 11, 2015, 2:30 p.m., State Controller's Office 4th floor conference room A.