

STATE BOARD OF EXAMINERS
AGENDA – Subcommittee Meeting
May 13, 2025 – 1:30 p.m.
5th Floor – Sawtooth Conference Room
700 W. State St., Boise, Idaho

The regular meeting of the Subcommittee to the State Board of Examiners was called to order at 700 W State Street, 5th floor, Sawtooth Conference Room, Boise, Idaho, at 1:33 p.m. pursuant to Idaho Code §67-2002 and by order of the chair.

The following members were present: Chairman, Justin Collins, Division of Financial Management, Brian Benjamin, Office of the State Controller, as assisting secretary of the subcommittee, Nicole Fitzgerald from Secretary of State's Office and Yvonne Dunbar from the Attorney General's Office.

Also present was Gaby Gudino, State Controller's Office; Sirena Holan, Department of Administration – Division of Purchasing; Grace King, Secretary of State's Office; Sharon Haylett, Department of Education. Attending virtually were Richard Brien, Department of Administration- Public Works Division; Martina Transue, Department of Corrections and Kyle Pfannestiel, Idaho Capital Sun.

CONSENT AGENDA

1. Minutes – Action Item

Approval of official minutes for the meeting of the Subcommittee to the Board of Examiners on April 8, 2025.

Resolution: Ms. Fitzgerald moved to approve the minutes from the April 8, 2025, meeting. Ms. Dunbar seconded the motion. The motion carried on a unanimous voice vote.

REGULAR AGENDA

2. Department of Administration- Division of Purchasing – Action Item

Request for recognition of assignment to update EIN for Contracts BPO20221138 and BPO20210632 from Uniforms2gear.

Discussion: Mr. Benjamin gave a brief overview of the request. Sirena Holan was present for questions. Ms. Fitzgerald asked if IDOC was planning to renew for another year, Ms. Holan confirmed they did plan to renew. Mr. Collins then asked why staying with the same company but changing the EIN number triggered a recognition of assignment. Mr. Benjamin explained it's a grey area, if it was a new vendor, it obviously triggers an assignment of the contract. A different EIN is one of those things that is taken into consideration whether it's a different entity. In this case it is not but there was a merger and that was enough to want to clear the hurdle by ten feet. Ms. Holan added that they still had to do the same research as if it was another company.

Resolution: Ms. Dunbar moved to place item 2 on the consent agenda. Ms. Fitzgerald seconded the motion. The motion carried on a unanimous voice vote.

3. Department of Administration – Division of Public Works – Action Item

Request for Recognition of Assignment of a transfer of interest in the real property lease of the State of Idaho, by and through the Idaho Department of Health and Welfare, as "Lessee" and Lessee's occupancy of 12438 Bridger Street, Suite 100, Boise, ID.

Discussion: Mr. Benjamin gave a brief overview of the request. Richard Brien was present online for questions. No questions were posed.

Resolution: Ms. Dunbar moved to place item 3 on the consent agenda. Ms. Fitzgerald seconded the motion. The motion carried on a unanimous voice vote.

4. Office of the Secretary of State – Action Item

Request approval pursuant to Idaho Code §73-212 for the annual distribution for the Idaho Code and its supplements.

Discussion: Mr. Benjamin gave a brief overview of the request. Nicole Fitzgerald and Grace King were present for questions. Mr. Collins mentioned he's looking at certain items that may not require the Board of Examiner's approval going forward. Ms. Dunbar mentioned in her office, every attorney used to get a code update but one could be used for the entire office as they all go online. Ms. Fitzgerald commented they use a similar process which is why many entities on the list zeroed out this year.

Resolution: Ms. Dunbar moved to place item 4 on the consent agenda. Ms. Fitzgerald seconded the motion. The motion carried on a unanimous voice vote.

5. Ada County Sheriff's Office – Action Item

- a) Request for payment pursuant to Idaho Code, Section 31-2219, in the amount of \$1,059.44 for costs incurred by Ada County for the transportation of prisoners sentenced to ISCI and transported to the Ada County Jail for October through December 2024.
- b) Request for payment pursuant to Idaho Code, Section 31-2219, in the amount of \$1,448.04 for costs incurred by Ada County for the transportation of prisoners sentenced to ISCI and transported to the Ada County Jail for January through March 2025.

Discussion: Mr. Benjamin gave a brief overview of the request. Mr. Collins asked if the amounts were calculated in miles and if there was somewhere he could look it up. Mr. Benjamin confirmed they were in miles and there is a code section specific for the transportation of inmates. He mentioned there's section 31-2219 which is generic to the county sheriffs but there is another specific section that talks about the actual rate that they charge. Ms. Dunbar asked Mr. Benjamin if he checks the math to which he confirmed he checks what is submitted but does not complete a full audit.

Resolution: Ms. Dunbar moved to place item 5 on the consent agenda. Ms. Fitzgerald seconded the motion. The motion carried on a unanimous voice vote.

6. Idaho Correctional Industries – Action Item

Request an exemption from the State Surplus Property Policy for the sales of a license plate machinery, which Idaho Correctional Industries will own on July 31st, to Oklahoma Tribal Nation.

Discussion: Mr. Benjamin gave a brief overview of the request.

Resolution: Ms. Dunbar moved to place item 6 on the consent agenda. Ms. Fitzgerald seconded the motion. The motion carried on a unanimous voice vote.

7. Idaho Department of Correction – Action Item

Request approval pursuant to State Travel Policy and Procedures Section 3.F. to change an in-state vehicle from the previous Idaho Department of Correction Director to Bree Derrick as the new Idaho Department Correction Director.

Discussion: Mr. Benjamin gave a brief overview of the request.

Resolution: Ms. Fitzgerald moved to place item 7 on the consent agenda. Ms. Dunbar seconded the motion. The motion carried on a unanimous voice vote.

INFORMATIONAL AGENDA

8. Department of Education

Notification that Wendy Moore has been approved to accept additional outside employment pursuant to Idaho Code §59-512 with Genesee Joint School District. Ms. Moore has been serving as Deputy Superintendent of North Idaho since June 1, 2020.

9. Office of the Attorney General

Report of Special Deputy Attorneys Generals (SDAGs) during the third quarter of fiscal year 2025.

10. State Insurance Fund

- a. Estimate of the State Insurance Fund expenses to be paid by sight drafts for the month of April 2025.

Estimated expenditure for workers compensation claim costs, dividends, and premium refunds	\$20,000,000.00
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Funds Expended in March 2025:

Workers Compensation Claim Costs	\$16,379,837.41
Dividends	\$0
Commission	\$0
<u>Policy Refunds</u>	<u>\$271,636.98</u>
Total	\$16,651,474.39

- b. Estimate of the Idaho Petroleum Clean Water Trust Fund expenses to be paid by sight drafts for the month of April 2025.

Estimated expenditure for Idaho Petroleum Clean Water Trust Fund	\$750,000.00
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Funds Expended in March 2025:

Payroll	\$64,822.00
Operations	\$27,041.00
<u>Claim Costs</u>	<u>\$48,630.05</u>
Total	\$140,493.05

Mr. Benjamin gave a brief overview of the informational items. The meeting adjourned at 1:49 p.m.