

**Access Idaho Steering Committee**  
Subcommittee of the Idaho Technology Authority (ITA)  
Meeting Minutes

Thursday, August 24, 2023, 1:30 pm MST

**Webex link (with video):** [AISC Meeting](#) or [Townhall Idaho](#)

Teleconference (audio) only/dial-in: Toll-free phone: 1-833-695-0549 / Access Code: 2452 642 7506 #  
11331 W Chinden Blvd. B201, Boise, ID 83714

**Members Present:**

- Robert Butler, Office of Information Technology Services
- Lisa Hettinger, Department of Health & Welfare
- Dave Tolman, Idaho Transportation Department

**Others Present:**

- Ashley Eckmeier, Access Idaho Project
- Holly Suit, Access Idaho Project
- Brigitte Teets, Office of Information Technology Services
- Catherine Thies, Office of Information Technology Services

**WELCOME**

Chairman Butler called the meeting to order at 1:31 pm MT.

**MINUTES**

**MOTION:** Mr. Tolman moved, and Ms. Hettinger seconded a motion to approve the minutes of the June 16, 2023 meeting, as written; the motion passed unanimously.

**MOTION:** Mr. Tolman moved, and Ms. Hettinger seconded a motion to approve the minutes of the July 27, 2023 meeting, as written; the motion passed unanimously.

**REVIEW OF SERVICE LEVEL AGREEMENT(S)**

Ms. Suit provided a review of Idaho Department of Transportation – Addendum AN

**MOTION:** Mr. Tolman moved and Ms. Hettinger seconded a motion to approve ITD Addendum AN as written; the motion passed unanimously.

Ms. Suit provided a review of Idaho Department of Public Licensing – Addendum H

**MOTION:** Mr. Tolman moved and Ms. Hettinger seconded a motion to approve IDOPL Addendum H as written; the motion passed unanimously.

Ms. Eckmeier provided a review of Idaho Department of Finance – Addendum C

**MOTION:** Ms. Hettinger moved and Mr. Tolman seconded a motion to approve Finance – Addendum C as written; the motion passed unanimously.

### **REPORTS FROM ACCESS IDAHO**

Holly Suit and Ashley Eckmeier, Access Idaho, gave an update on Access Idaho's Current priorities:

- Idaho Department of Labor
- Idaho Department of Finance
- Idaho State Police – Brand Inspector
- Idaho State Tax Commission
- Ada County Assessor
- Idaho Transportation Department

### **OTHER BUSINESS**

An adjustment was made to the meeting schedule for November 2023 and December 2023. November has been cancelled and December was moved from 12-28 to earlier in the month on 12-14-2023.

### **ADJOURNMENT**

Meeting was adjourned at 1:48pm. The next meeting date is scheduled for September 28, 2023 1:30 p.m. (MT)

C Thies, Office of IT Services