

**STATE BOARD OF EXAMINERS**  
**MINUTES – Regular Meeting**  
**November 21, 2023 – 8:55 a.m.**  
**State Capitol, Lincoln Auditorium WW02,**  
**700 West Jefferson Street, Boise, Idaho**

*The regular meeting of the State Board of Examiners was called to order pursuant to Idaho Code §67-2002 and by the order of the chair at 8:55 a.m. The following board members were present: Governor Brad Little, Attorney General Raúl Labrador, Secretary of State Phil McGrane, and State Controller Brandon Woolf.*

*Controller Woolf introduced and reviewed each of the consent agenda items. On item number 5 he stated this is a result of the request made by the Superintendent in July. A working group was convened including representatives from DFM, his office, and the Department of Education. The end result of their work was then vetted through fiscal officers at multiple state agencies for feedback and has been recommended by the subcommittee for approval at this meeting.*

*There is a table of revisions in the materials outlining the changes in the policy. It includes two technical clarifications to make the policy easier to understand. Also added is a definition for a “State Appointed Volunteer” and language in Section 10 enabling agencies to provide meals and refreshments for these volunteers when certain criteria are met. Thereby allowing the agencies to show their appreciation for the service of these individuals for their service to the state.*

*Secretary McGrane moved to approve the consent agenda. Attorney General Labrador seconded the motion. The motion passed by unanimous voice vote.*

*Controller Woolf reviewed the informational agenda items.*

*Secretary McGrane moved to adjourn the meeting.*

*There being no further business before the board and on motion duly made and seconded.*

*THE MEETING OF THE STATE BOARD OF EXAMINERS WAS ADJOURNED at 8:58 a.m.*

## **CONSENT AGENDA**

### **1. Minutes – Action Item – Approved**

Approval of official minutes for the meeting of the Board of Examiners on October 17, 2023.

### **2. Department of Administration: Division of Purchasing – Action Item – Approved**

Request for recognition of assignment of contracts CPO182400263, CPO192400563, CPO20231553 for the Idaho Transportation Department; CPO20210847, CPO20231412 for the Idaho Department of Fish and Game; and CPO20231598 for the Idaho State Department of Agriculture from Kathryn Johnson dba Premier Services to Titan Custodial Group. These contracts are for janitorial services.

**3. Ada County Sheriff's Office – Action Item – Approved**

Request for payment pursuant to Idaho Code §31-2219 in the amount of \$1,261.76 for costs incurred by Ada County for the transportation of prisoners sentenced to ISCI and transported to the Ada County jail for July 2023 through September 2023.

**4. Department of Health & Welfare – Action Item – Approved**

Request continued approval to pay medical staff (select job classifications) cash compensation for overtime and on-call hours worked. Such sums shall not exceed \$125,000 for State Hospital North and \$125,000 for State Hospital South for the state fiscal year 2024.

**5. State Controller's Office – Action Item – Approved**

Revisions to State Travel Policy and Procedures regarding meals and refreshments for state appointed volunteers.

**INFORMATIONAL AGENDA**

**6. State Department of Education**

Notification that Randi Cole has been approved to accept additional outside employment pursuant to Idaho Code §59-512, with Boise State University. Ms. Cole will serve as an adjunct professor beginning January 8, 2024.

**7. State Controller's Office**

- a. Reports of overtime paid on FLSA-exempt employees on the Luma project team, which was approved by the Board of Examiners. State Controller's Office – Exemption End Date - December 31, 2023.
- b. Annual moving expense reports by agency during Fiscal Year 2023.

**8. State Insurance Fund**

- a. Estimate of the State Insurance Fund expenses to be paid by sight drafts for the month of October 2023.

Estimated expenditure for workers compensation claim costs, dividends, and premium refunds	\$20,000,000.00
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Funds Expended in September 2023:

Workers Compensation Claim Costs	\$13,172,801.62
Dividends	\$0
Commission	\$0
<u>Policy Refunds</u>	<u>\$351,929.76</u>
<b>Total</b>	<b>\$13,524,731.38</b>

- b. Estimate of the Idaho Petroleum Clean Water Trust Fund expenses to be paid by sight drafts for the month of October 2023.

Estimated expenditure for Idaho Petroleum Clean Water Trust Fund	\$750,000.00
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Funds Expended in September 2023:

Payroll	\$110,261.00
Operations	\$50,353.00
<u>Claim Costs</u>	<u>\$45,392.83</u>
<b>Total</b>	<b>\$206,006.83</b>