

IDAHO STATE TAX COMMISSION

COMMISSIONERS' OPEN MEETING MINUTES OF MEETING OCTOBER 7, 2015

In attendance: Commissioners Richard W. Jackson, Tom Katsilometes, Ken A. Roberts, and Elliot S. Werk; Michael Chakarun, Debbie Coulson, Valerie Dilley, Renee Eymann, Steve Fiscus, Scott Grothe, Robin O'Neill, Mark Poppler, Chuck Pond, Phil Skinner, Mike Teller, Randy Tilley, Doreen Warren; Nathan Nielson, Erick Shaner; Steve Allen, Bob Fairey, Janet James, Shanna Reichlein, Glenda Smith.

Guest: Kay Christensen, Ben Davenport.

Public Session.

Commissioner Ken A. Roberts convened the open meeting and welcomed all those in attendance.

Presentation of Certificates of Service.

Roxanne Lopez, Human Resources Officer, acknowledged the employees receiving a Certificate of Service. Roxanne stated how much their combined total of 130 years of state service was appreciated.

The Certificate of Service recipients were: Robin O'Neill, Program Manager, Administration (Commissioners), and Shanna Reichlein, Tax Field Office Manager, Twin Falls Field Office (Collection) for 10 years of state service; Craig Johnson, GIS Analyst, (Property Tax) for 15 years of state service; Bob Fairey, Senior IT Information Systems Technician, (Information Technology), and Janet James, IT Resource Manager, (Property Tax) for 25 years of state service and a thank-you letter from the Governor.

The recipients not in attendance were: Tim Hurst, Tax Compliance Officer 3 (Collection), and Dayani Laurino, Tax Auditor 3, Coeur d'Alene Field Office (Collection), and Aaron Stevens, Business Analyst, (Information Technology), for 5 years of state service; Codi Dimick, Tax Compliance Officer 2, (Collection Division) for 10 years of state service; and Portland O'Connor, Technical Records Specialist 1, (Revenue Operations) for 20 years of state service and a thank-you letter from the Governor. Those absent will receive their certificates at a later time.

The Commissioners expressed their congratulations to all the recipients and said how the recipients' combined total of 130 years of dedicated state service was commendable and how the everyday work they do is valued and appreciated. The commissioners welcomed the field office managers in attendance and invited them to stay for the meeting.

Business Requiring Vote of the Commission.

Minutes: Open Meetings – September 2, 2015, and September 30, 2015.

Commissioner Tom Katsilometes moved that the minutes of the open meetings held on September 2, 2015; and September 30, 2015, be approved. Commissioner Elliott S. Werk seconded. There were no comments or amendments. All voted in the affirmative and the minutes of the open meetings held on September 2, 2015; and September 30, 2015, were approved.

ISTC Travel Policy.

Mark Poppler, Financial Officer, presented the ISTC Travel Policy. Mark noted that the agency travel policy is written and adopted under the provisions of the state travel policy adopted by the Board of Examiners according to the Idaho Code. It is the intent of the State Tax Commission to reimburse employees, within the limits of state laws and policies, for all necessary and authorized business expenses incurred while conducting official state business.

Mark noted that the most significant change to the ISTC updated travel policy included an increased per diem for the state. The in-state rate was raised for the first time since 2001, going from \$30 per day to \$45 day. The expected fiscal impact for the Tax Commission will be in the \$20,000 to \$30,000 range on an annual basis. Other changes highlighted included one private call up to ten minutes and not the automatic three-dollar unsubstantiated reimbursement, and a reduced reimbursement for home to airport, limited to five mile each way, since the lessor is from agency to airport. Also specifications for reimbursement of meals and refreshments for business meeting are tightened up, requiring the meetings to be mandatory. Discussion followed on the agency policy being more restrictive than the state policy. Mark noted that at times there could be exceptions if a good business reason and well documented.

Commissioner Katsilometes moved that the updated ISTC Travel Policy be adopted, and Commissioner Werk seconded. There were no comments or questions. All voted in the affirmative and the ISTC Travel Policy was adopted.

There was no more business requiring a vote of the Commission.

Administrative Reports.

There were no administrative reports.

Reports on Rules Committees.

There were no rules committee reports.

Other Business.

There was no other business.

Public Comments.

Commissioner Roberts asked if the guests in attendance had any comments. The commissioners expressed their appreciation for the guests' interest and participation.

There were no public comments.

Recess.

Commissioner Roberts recessed the Public Session for five minutes to reconvene for the commissioners to meet with the Commission's legal counsel.

Reconvene Meeting.

Commissioner Roberts reconvened the open meeting.

Executive Session.

Commissioner Katsilometes moved to go into the Executive Session with its legal counsel pursuant to Idaho Code § 74-206(1)(f) to discuss the current status of litigation to which the Commission is a party, in addition to discuss matters which are exempt pursuant to Idaho Code § 74-206(1)(b). Commissioner Werk seconded. A roll call vote was taken by Valerie Dilley, Executive Administrative Assistant. Commissioners Jackson, Katsilometes, Roberts, and Werk all voted in favor and the motion passed.

The Commission met in executive session with its legal counsel pursuant to Idaho Code § 74-206(1)(f) to discuss the current status of litigation to which the Commission is a party, in addition to discuss matters which are exempt pursuant to Idaho Code § 74-206(1)(b). No matters requiring a vote of the Commission resulted from the executive session.

Public Session.

Commissioner Roberts declared the Executive Session ended and returned to the public session.

There being no further business, the meeting adjourned.

Valerie J. Dilley
Secretary

Ken A. Roberts
Chair