

IDAHO STATE TAX COMMISSION

SPECIAL OPEN MEETING MINUTES OF MEETING FEBRUARY 24, 2016

In attendance: Commissioners Ken A. Roberts, Richard W. Jackson, and Elliot S. Werk; Michael Chakarun, Valerie Dilley, Renee Eymann, Roxanne Lopez, Robin O'Neill, Mark Poppler, Chuck Pond, Phil Skinner, Randy Tilley.

Guest: Kay Christensen.

Public Session.

Commissioner Richard W. Jackson convened the open meeting and welcomed the guest Kay Christenson, Contracts and Administrative Law Division Chief, from the Office of Attorney General.

Business Requiring Vote of the Commission.

Administrative Policy Memorandum No. 16-02.

Roxanne Lopez, Human Resources Officer, presented the Administrative Policy Memorandum No. 16-02 – Americans with Disabilities Act Policy. Roxanne noted this revised policy memorandum replaces the agency's previous Americans with Disabilities Act policy, Administrative Policy No. 13-06, dated February 6, 2013. This policy will expire on February 24, 2020.

Roxanne added that this revised policy more clearly communicates the Tax Commission's commitment in providing reasonable accommodations to qualified individuals with a physical or mental disability to participate in the application and hiring process, perform the essential functions of the job, and enjoy the rights and privileges of employment. In addition, the Tax Commission will not discriminate against qualified individuals with a physical or mental disability in all aspects of employment practices in accordance with federal and state law.

Commissioner Elliot S. Werk inquired how substantive the changes were between the previous policy and the new policy. Roxanne responded that the revised policy provided the employees with a more clearly defined policy and procedures. Chairman Ken A. Roberts, questioned why there was an expiration day of four years. Roxanne explained that all the administrative policies have a four-year term.

Chairman Roberts moved that Administrative Policy Memorandum No. 16-02 – Americans with Disabilities Act Policy be adopted, and Commissioner Werk seconded. There were no comments or questions. All voted in the affirmative and Administrative Policy Memorandum No. 16-02 – Americans with Disabilities Act Policy was adopted.

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

Public Comments.

Commissioner Jackson asked if there were any comments.

There were no public comments.

Other Business.

Commissioner Jackson asked if there was any other business.

There being no further business, the meeting adjourned.

Valerie J. Dilley
Secretary

Richard W. Jackson
Chair