

STATE BOARD OF EXAMINERS
MINUTES – Special Subcommittee Meeting
January 31, 2018 – 10:00 a.m.
Joe R. Williams Building, 4th Floor Conference Room B

A special meeting of the Subcommittee to the State Board of Examiners was called to order at 700 West State Street, Boise, Idaho, at 10:25 a.m. pursuant to Idaho Code §67-2002 and by order of the chair.

The following members were present: Chairman David Fulkerson, Division of Financial Management; Brian Kane, Office of the Attorney General; and Brian Benjamin, Office of the State Controller, as assisting secretary to the subcommittee.

Also present were Amber Duke, State Controller's Office and Jackie McCleve State Controller's Office.

REGULAR AGENDA

1. State Controller's Office

Review and discussion of the Board of Examiners State Moving Policy and Procedures and the State Real Estate Relocation Policy and Procedures.

Discussion:

Mr. Benjamin began by reviewing the redline version and summary of changes for the State Moving Policy and Procedures. The major changes included removing all references to qualified and non-qualified moving expenses, as set by the new tax law. All moving expenses are now taxable. All reimbursements must go through the employee, which is processed through payroll.

Mr. Kane asked if there were any discretionary changes to the policy, or if all changes are to comply with the new tax law.

Mr. Benjamin responded that all changes are to comply with the new tax law. The only additional change is under the section titled "Sample Moving Agreement" where a provision was added, that states this policy is not to be construed as an employment contract.

Mr. Kane responded that he agrees with all of the suggested changes, and recommends approval of the revised policy.

Mr. Fulkerson agreed that he would also recommend approval of the revised policy.

Mr. Benjamin then began reviewing the redline version and summary of changes for the State Real Estate Relocation Policy and Procedures. The major changes listed are very similar to the Moving Policy, the only additional change that needs further discussion is "Option 1- Relocation Company Services" listed under the section titled "Three Agreement Options".

Mr. Benjamin outlined two separate versions of the Real Estate Relocation policy. The first version where "Option 1" would be removed entirely. The second version, included "Option 1" but reworded the language. The new language states that the agency would no longer enter into

a complete bid process, but the employee would be responsible for securing a contract with a relocation service. Mr. Benjamin also commented that he had spoke to several agencies including the universities and "option 1" is not currently being used by agencies.

Mr. Kane responded that he would recommend approval of version 1 of the revised Real Estate Location Policy, which included the removal of "Option 1" in its entirety.

Mr. Fulkerson agreed with Mr. Kane that he would also recommend approving version 1 of the revised Policy.

Mr. Benjamin then asked for guidance for presenting to the subcommittee, whether to present both versions of the Real Estate Relocation Policy or to only present version 1, and whether to present the new policies as a consent agenda item of a regular agenda item.

Mr. Kane responded to only present version 1 of the Real Estate Relocation Policy at the next subcommittee meeting and that it should be placed on the regular agenda.

Mr. Fulkerson agreed with Mr. Kane that he would also recommend only presenting version 1 and placing it on the regular agenda.

The meeting adjourned at 10:43 a.m.