

Idaho Transportation Board Subcommittee on Policies
Chinden Campus, Building 8, February 23, 2023

Idaho Transportation Board Subcommittee on Policies Chairman Bob Hoff called the meeting to order at 8:00 AM on February 23, 2023. Chairman Hoff, District 3 Member Julie DeLorenzo and District 1 Member James R. Thompson were present.

Key principal Subcommittee staff members and advisors Deputy Attorney General Tiffany Hales, Highway Development Administrator/Chief Engineer (HDA/CE) Blake Rindlisbacher, and Executive Assistant to the Board Lorraine Dennis were present. LHTAC Administrator Laila Kral was also present.

Subcommittee Chairman Hoff welcomed the participants.

Minutes. Member Thompson made a motion to approve the minutes of the June 15, 2022, meeting as submitted. Member DeLorenzo seconded the motion and it passed.

Policy 5068, Division of Motor Vehicles/County Automated Systems. Motor Vehicle Administrator Lisa McClellan reviewed the policy and stated the changes were necessary to reflect current practices that were redefined about three years ago. The changes include establishing objective thresholds for equipment requests based on transaction volume, requiring cybersecurity devices and software to be Payment Card Industry (PCI) compliant, includes specific training, and outlines roles and responsibilities for use of ITD equipment, network and data.

Member DeLorenzo asked if the policy addresses permanent office closures. MVA McClellan responded it does so staff has the proper lead-time.

In response to Chairman Hoff's question about including the counties, MVA McClellan stated staff worked in corporation with them throughout the process.

Member DeLorenzo made a motion, seconded by Member Thompson, to concur with staff's policy revisions.

New Policy 5561, On-Call Policy. Chief Administrative Officer Dave Tolman reported on the department's new on-call policy. The policy is modeled after the Division of Human Resources' policy. The purpose of the policy is to establish the parameters for employees required to be available in an on-call status outside normal work schedule. He reviewed the definitions and expectations such as employees are required to carry ITD-approved communication devices and remain in condition fit for duty. If not called to return to work, employees will accrue two hours for a maximum of 14 hours per week. Covered/non-exempt employees will get paid out on hours earned, but not taken, in successive six-month intervals. CAO Tolman stated the department is working through technical issues to implement the new policy and will coordinate bring it to the Board with that effort.

In response to Member Thompson's question regarding if other agencies would use this policy, CAO Tolman stated each agency would have their own policy.

Member Thompson made a motion, seconded by Member DeLorenzo, to concur with staff's proposal to implement a new on-call policy.

The meeting adjourned at 8:18 A.M.

Respectfully submitted by:
LORRAINE DENNIS
Executive Assistant
Idaho Transportation Board