

Idaho Transportation Board Subcommittee on Policies
August 29, 2024, Chinden Campus, American Falls conference room

Idaho Transportation Board Subcommittee on Policies met remotely on August 29, 2024. Chairman Gary Osborn called the meeting to order at 10:02 AM. Subcommittee members present were District 2 Member Gary Osborn (Chairman), District 3 Member Julie DeLorenzo and District 6 Member Bob Hoff, and Business Executive to the Board Lorraine Dennis.

Key principals staff members advisor Deputy Attorney General (DAG) Tiffany Hales, Chief External Affairs Officer (CEAO) Mollie McCarty, DMV Administrator Lisa McClellan, and DMV Program Specialist Heather Fleck were present. LHTAC Administrator Laila Kral participated remotely.

Minutes. Member DeLorenzo made a motion to approve the minutes of the March 19, 2024, meeting as submitted. Member Hoff seconded the motion and it passed.

4040 Board and 5040 Administrative Dealer Advisory Board (DAB) Policies. DMV Administrator McClellan gave a summary of the proposed revisions for the Board and Administrative Dealer Advisory Board policies. The review is an effort to modernize the purpose statement for all advisory groups, provide clarification to common questions, and eliminate redundancy. The Board DAB policy updates the purpose statement and clarifies responsibilities. Some Administrative DAB policy highlights included updating language for legal authority, adding authority for ICAR, and clarifying responsibility and membership appointment.

Member DeLorenzo verified the proposed policy changes were seen by the DAB. She also asked staff to spell out references to the DAB and the Idaho Transportation Board “the Board” on both policies so it was clear to the reader which board was being referenced.

Member Hoff inquired if the Idaho Code reference, 49-1603, under the DAB Administrative policy Legal Authority was in align with the written narrative in the policy under “Dealer Advisory Board Membership.”

Chairman Osborn asked DAG Hales to research the answer regarding IC 49-1603 as we move forward to the next item on the agenda.

4042 Board and 5042 Administrative Trucking Advisory Council (TAC) Policies. DMV Administrator McClellan gave a summary of the proposed revisions for the Board and Administrative Trucking Advisory Council policies. Revisions to the Board TAC policy are to update the purpose statement, clarify scope of responsibilities, and define role as it pertains to legislative issues. Administrative TAC policy changes clarifies the Council’s responsibilities, and membership eligibility and appointments.

Member DeLorenzo requested language be retained in the Board TAC policy that states the Idaho Transportation Board’s responsibility to appoint TAC members. She stated it

strengthens the policy on how TAC members are appointed and should be included. It had been proposed to remove that language and insert it in the Administrative TAC policy. Staff will revise the policy to retain that specific language in both policies.

In response to Member Hoff's question in the Board TAC policy regarding how legislative ideas recommendations run through the department versus the Transportation Board, CEAO McCarty stated that was an intentional effort to set expectations. The desire is for the TAC members to work with the department first and then ultimately seek Board approval.

5068 DMV/County Automated Systems Policy. DMV Administrator McClellan gave a summary of the proposed changes. Revisions included refining language for standard and hybrid offices regarding equipment, setting annual training to maintain federal compliance, conducting background checks for all agents accessing DMV's systems and implementing a multi-factor authentication for all DMV system users.

Chairman Osborn inquired if the required training is offered virtually. DMV Administrator McClellan stated the department travels to them and have refined it down to one day.

Member DeLorenzo questioned, under "Background Checks" there is a reference to a federal regulation that seemed to be out of place. The statement "referenced in this section" did not coincide with additional information within that paragraph, but rather shown in a subsequent paragraph. Staff noted the discrepancy and will make the correction.

Member Osborn called on DAG Hale to clarify language contained in Idaho Code 49-1603. DAG Hale confirmed the statute as noted under Legal Authority for the Administrative DAB policy is an accurate summary of what is in code.

The subcommittee members concurred with staff's policy revisions as discussed for each and to refer with amendments to the full Transportation Board for approval.

The meeting adjourned at 10:50 A.M.

Signed

Respectfully submitted by:

LORRAINE DENNIS

Business Executive, Idaho Transportation Board