

Idaho Transportation Board Subcommittee on Policies  
February 25, 2025, Chinden Campus

Idaho Transportation Board Subcommittee on Policies held a remote meeting on February 25, 2025. Subcommittee members in attendance were District 2 Member Gary Osborn (Chairman), District 3 Member Julie DeLorenzo, District 5 Member John Bulger, and Business Executive to the Board Lorraine Dennis.

Key principals staff members present were advisor Deputy Attorney General (DAG) Tiffany Hales, Chief External Affairs Officer Mollie McCarty, Chief Deputy Dan McElhinney, Chief Engineer Dave Kuisti, and Freight Program Manager Caleb Forrey. Sr. Public Information Officer Megan Jahns participated remotely. LHTAC Administrator Laila Kral also attended remotely.

Chairman Osborn called the meeting to order at 9:00 AM. Member Bulger joined after the minutes were approved.

Minutes. Member DeLorenzo made a motion to approve the minutes of November 13, 2024. Chairman Osborn seconded the motion and it passed.

Administrative Policy 5534 Identification of ITD Property and Publications. Sr. PIO Jahns stated the proposed changes reflect an effort to incorporate references to the Office of Communication's (OOC) Brand Guide. The guide details how staff should use ITD's brand and when engaging with consultants, how they publish materials on ITD's behalf. Some proposed changes include removing information regarding property because it is more appropriately included in other source materials and revising language to coordinate with the OOC prior to developing sub-brands.

Member DeLorenzo made a motion, seconded by Member Bulger, to concur with staff's recommendations and refer it to the full Transportation Board for approval.

Admin. Policy 5057 Release of Department Information to the Media. Sr. PIO Jahns reviewed the proposed policy changes. Because the OOC is more involved with the news media, the policy was revised directing staff to contact OOC at the initial point of contact by the media as opposed to being notified after the fact. The policy outlines the process and offers media training for staff.

In response to Member DeLorenzo's question regarding the distribution of published news releases if the Executive Leadership Team includes the Board, Sr. PIO Jahns stated it does not specifically include the Board.

CEAO McCarty stated ITD has various distribution lists, so if board members are not currently getting them, they can be added so they receive their district's or all news releases, if desired.

The consensus amongst the members was for the Board to receive all news releases and revise the proposed policy accordingly. Line 34 will be edited to include distribution to the "Idaho Transportation Board," among others noted.

Member DeLorenzo made a motion to approve 5057 with the amendment to Line 34 to include the "Idaho Transportation Board..." and refer it to the full Transportation Board for approval. The motion was seconded by Member Bulger.

Member Bulger left the meeting at 9:24 a.m. due to a work conflict.

Board Policy 4048/Admin. Policy 5048 Freight Advisory Committee. Freight Program Manager Caleb Forrey provided background on ITD's effort to review all its advisory board policies to create common language and clarify how ITD interacts with them. The proposed changes reflect that effort to eliminate redundancy and streamline the policy. Regarding Board Policy 4048, he called attention to an omission not included that clarifies the Board also appoints the FAC members – along with the chair; Line 138.

Member DeLorenzo made a motion to approve Policy 4048 with the amendment to Line 138, to include the Idaho Transportation Board will appoint the FAC "members" and the Chair...," and to refer it to the full Transportation Board for approval. The motion was seconded by Member Osborn.

FPM Forrey stated the proposed changes to Administrative Policy 5048 are similar and reflect a more streamlined approach. As noted in 4048, this policy also needs to be revised to insert clarifying language recognizing the Board appoints FAC members; Lines 117 and 118.

Member DeLorenzo made a motion to approve Policy 4048 with the amendment to Lines 117 and 118, to include the Idaho Transportation Board will appoint FAC "members" and the Chair...," and to refer it to the full Transportation Board for approval. The motion was seconded by Member Osborn.

The meeting adjourned at 9:36 A.M.

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Respectfully submitted by:

LORRAINE DENNIS

Business Executive, Idaho Transportation Board