

**CORONAVIRUS FINANCIAL ADVISORY SUB-COMMITTEE
MINUTES
AGENDA – November 2, 2020 – 3:30 p.m. MST
State Controller’s Office
4th Floor, Syringa Conference Room**

Date: Monday, November 2, 2020

Time: 3:30 P.M.

Board Members Present: Chairman John Iasonides, State Controller’s Office; David Fulkerson, Division of Financial Management by phone; Kelley Packer, Association of Cities by phone; Seth Grigg, Association of Counties by phone.

Others Present: Annette Valenzuela, State Controller’s Office; James Kamareth, Idaho State Police; Sandra Barrios, Ada County by phone; Sandy Gaydusek, City of Shelley by phone; Randy Reese, City of Rexburg by phone; Donnie Wunder and Lieutenant McIntosh, Gem County by phone; Jacqui Gilbert, Travis Myklebost, and Allen Nygaard, City of Lewiston by phone; Rachel Castleberry, Mark Wendelstorf, and Carol Mitchell, City of Caldwell by phone; Jacob Qualls, City of New Meadows by phone.

The meeting was called to order at 3:32 p.m. by order of the chair.

1. Minutes

Approval of official minutes for the meeting of the CFAC Subcommittee on October 13, 2020.

Mr. Fulkerson made a motion to approve the minutes as stated. Mr. Grigg seconded the motion. The motion carried on a unanimous voice vote.

2. CFAC-386 Idaho State Police – (held from 9/28/2020 meeting)

Request for personnel expenses. For the total amount of **\$9,249.40**. Request includes: Personnel to set up computers for working at home, additional time spent on payroll processing, monitoring COVID PPE and delivery, COVID additional HR tasks, and COVID budget calculations. Note: additional documentation provided for HR tasks.

Discussion

Mr. Kamareth sent additional addendum to support previous expenses. Over-time requested is for HR tasks and they are COVID related. There are four IT employees setting up 100 laptops, trained on use of virtual meetings, deploying Cisco Jabber for soft phones, and work with troubleshooting transitioning to work from home. Two staff members work on payroll and budgeting issues related to COVID-19.

Mr. Iasonides commented that files were reviewed given the public safety personnel that meets US Treasury guidance. Not all administrative employees are covered but the agency provided sufficient documentation of the overtime being requested.

Mr. Grigg made a motion to approve CFAC-386. Mr. Iasonides seconded the motion. The motion carried on a unanimous voice vote.

3. CFAC-680 City of Meridian

Request for reimbursement of expenses. For the total amount of **\$2,483.20**. Request includes: Standalone Fueling system in case of fuel unavailable for Public Safety Departments.

Note: all other expenses meet US Treasury guidelines for eligible expenses.

Discussion

Mr. Iasonides stated that the City opted to remove the request from the agenda.

4. CFAC-726 Ada County

Request for pre-approval of expenses. For the total amount of **\$52,296.00**. Request includes: Meals for jurors. Deliberations can run from the end of the trial to midnight. To ensure that jurors are not tainted and to protect the nature of the proceeding, jurors cannot be around other individuals, as it could lead to a mistrial.

Note: all other expenses meet US Treasury guidelines for eligible expenses.

Discussion

Ms. Barrios stated this is for juror meals. The difference with the normal amount is that trials are being held offsite, these are misdemeanor trials and historically there is no budget for these types of trials because the judges allow for 60-90 minutes for break to get lunch. Meals are only provided for deliberation that happens at night. Because of COVID and the use of the Boise Centre, this has changed. The court now only allows 30 minutes break and the only way to get a meal is at the facility and due to the Centre license, no outside food is allowed, they have to provide it. This is the reason for the cost.

Mr. Fulkerson asked that during a normal trial, the judge allows for a break and the jurors buy their own meal. But now, they only have 30 minutes and they have to purchase the meal in-house at the Boise Centre? How is this COVID related? Ms. Barrios clarified that jurors have never paid for their own meals; the County pays for them. Mr. Fulkerson further clarified that the County pays for the meals but the cost is different because of what the Centre is charging, then is the amount being requested simply the overage of what is usually budgeted? Ms. Barrios responded, no. This is the entire amount of the State per diem.

Mr. Iasonides asked if there should be a difference of what is normally paid, versus the cost that is being requested. Ms. Barrios replied she will provide additional information with just the difference. Mr. Iasonides agreed that this documentation would further clarify the cost.

Mr. Iasonides made a motion to hold CFAC-726. Mr. Grigg seconded the motion. The motion carried on a unanimous voice vote.

5. CFAC-760 Eastern Idaho Health District

Request for pre-approval of expenses. For the total amount of **\$10,000.00**. Request includes: Mass Vaccination App to register, document, report on Immunizations assisting in contactless processes as much as possible for current immunization needs as well as future need.

Note: all other expenses meet US Treasury guidelines for eligible expenses.

Discussion

Mr. Iasonides opened the floor for a representative from the agency. There was no representative present.

Mr. Iasonides made a motion to hold CFAC-760. Ms. Packer seconded the motion. The motion carried on a unanimous voice vote.

6. CFAC-770 City of Shelley

Request for pre-approval of expenses. For the total amount of **\$66,241.00**. Request includes: To remodel our city hall and DMV office to provide social distancing for our customers to reduce the transmission of COVID-19.

Discussion

Ms. Gaydusek explained the City Hall is unique to most, it includes the DMV. Due to COVID19, they had to allow customers to still come into the DMV and provide social distancing. The entrance leads to one side that is City Hall, the other half is the DMV and Parks and Recreation; another side is the Council Chambers. A temporary wall was put up that requires visitors to go through the Council Chambers to be able provide social distancing to get to the DMV and then City Hall. The temporary solution is not working and requires remodeling, including removing a wall, pushing the DMV section back to alleviate having people walking through the Council Chambers. Pictures have been provided of how the layout looks now and what the proposed plan would look like.

Ms. Packer does not need the pictures as she has been at the City Hall.

Mr. Iasonides replied that he is torn between the guidance that has come out with temporary versus permanent structures. They already have a work around but the long timeframe of the pandemic means this solution is not ideal. He sought more discussion from the group.

Mr. Gaydusek clarified that this temporary wall in the Council Chamber has to consistently be removed and put back in place when meetings are held around four-times a month. This was a temporary fix but for longer term social distancing, it is not conducive for people to have to continually walk through the Council Chambers.

Ms. Packer recognizes the challenge to this and other smaller City Halls, but the guidance doesn't allow us to approve permanent capital improvements. If we do approve and this project is found not to meet the guidelines in an audit, then the City will have to come up with the cost.

Ms. Gaydusek wanted clarification that the US Treasury guidelines are more for temporary fixes and not permanent fixes? Mr. Iasonides responded that this is correct. He advised that if she or anyone at her City wanted to reach out to the State Controller's team to discuss, he or Annette Valenzuela would be available to walk through the guidance in more detail.

Ms. Packer made a motion to deny CFAC-770. Mr. Grigg seconded the motion. The motion carried on a unanimous voice vote.

7. CFAC-783 City of Rexburg

Request for pre-approval of expenses. For the total amount of **\$14,950.00**. Request includes: Licensing with E-force for (CAD) Computer Automated Dispatching and (RMS) Records Management System to allow Rexburg Police Officers to communicate with each other and with the Madison County Sherriff's Department regarding potential COVID-19 cases that are present at a situation they are responding to.

Discussion

Mr. Reese explained the E-Force went to the same vendor for the same records management for dispatch. The information can be pushed out to officers for each call. COVID questions are asked in advance and then this information is pushed out to the officers and their vehicles. This license is expensive, about \$1,400 each, they have run out of licenses, so one-third of the officers cannot access the necessary COVID information that dispatch has received. The CAD offers mobile e-ticketing so officers can scan driver licenses through the vehicle glass so they can maintain social distancing.

Ms. Packer asked that the amount being requested is what is needed to further outfit the full force to be covered? Mr. Reese stated this is correct and it would include unlimited licensing so they can have as many as they need to. This option is cheaper than just getting individual license for the one-third of the force who does not have access.

Mr. Iasonides asked if this licensing issue existed prior to COVID? Mr. Reese stated it was in issue but because of COVID, they have had more personnel out in quarantine and are relying more on the reserve force and the licensing for this group is just not there. He also stated this expense was not budgeted for.

Mr. Fulkerson made a motion to approve CFAC-783. Ms. Packer seconded the motion. The motion carried on a unanimous voice vote.

8. CFAC-799 Gem County

Request for pre-approval of expenses. For the total amount of **\$10,862.85**. Request includes: The Gem County Sheriff's office is seeking approval to purchase body cameras with Cares Act funds.

Discussion

Mr. Wunder explained when officers are responding to an event and COVID might be an issue, these cameras allow officers to be protected by eliminating close contact with the public. The cameras can document statements and upload images of paperwork and licenses. This eliminates touch and transmission. Face to face statements were the person says they have COVID, the officers can record this information at a six-foot distance.

Mr. Iasonides appreciates the comments but cannot fully understand how the request assists in mitigating COVID. In the past, cameras have been regularly declined – with approvals only being for monitoring election drop boxes – but doesn't see how the request meets with US Treasury guidance. Mr. Wunder responded that the cameras assist in maintaining social distance. If there is one officer that goes down with COVID, it is very critical for a small sheriff's department.

Lieutenant McIntosh reiterated the social distancing aspect when taking statements from people. There is no need to pass documents back and forth as the camera can capture all images of registrations and driver's licenses. Mr. Iasonides requested further clarification on the footage of a body camera, how is a six-foot distance allowing for clear review of this type of documentation? Mr. McIntosh stated that items can be put down, the person walks away and then the officer comes forward and uses the camera to capture the images. He also stated that statements can be recorded using the body camera.

Ms. Packer stated that the explanation provided and the ingenious manner in which these cameras can be used for social distancing has changed her decision from a deny to leaning toward an approval for this request. Mr. Fulkerson voiced that he was with Ms. Packer's reasoning due to the use for social distancing as well as reducing contact and notification of possible COVID issues. Mr. Iasonides appreciated the feedback from members but is concerned given the number of points having to be made to get to how this purchase meets with US Treasury guidance.

Ms. Packer made a motion to approve CFAC-799. Mr. Fulkerson seconded the motion. A voice vote was called for with three in favor (Mr. Grigg, Mr. Fulkerson, and Ms. Packer) and 1 opposed (Mr. Iasonides). The motion passed in favor of CFAC-799.

9. City of Lewiston

a. (CFAC-811) Request for pre-approval of expenses. For the total amount of **\$5,547.00**. Request includes: This thermal imaging camera allows for increased social distancing of the fire personnel when checking temperatures on call or for gatherings and has a search and rescue mode of 10+ feet.

Discussion

Mr. Myklebost explained these devices are used for search and rescue on their fire engines. Due to COVID, 17% of staff are out due to quarantine and they want to minimize exposure. The camera has to be switched between fire crews, this approval would be used for the battalion chief and in turn minimize the risk of sharing between fire crews. This took is very useful to help reduce risk, transmission, and keep their force save and free from COVID.

Ms. Packer stated his comments answered all the question she had about the purchase. She motions to approve the request. Mr. Fulkerson wants to second the motion but he had an additional question of making sure they can get the cameras in and in service before December 30.

Mr. Myklebost confirmed that the vendor can have the devices delivered to them by the deadline.

Ms. Packer made a motion to approve CFAC-811. Mr. Fulkerson seconded the motion. The motion carried on a unanimous voice vote.

b. (CFAC-816) Request for pre-approval of expenses. For the total amount of **\$45,971.00**. Request includes: The City of Lewiston and Nez Perce County are joint owners of our Lewiston-Nez Perce County Regional Airport. It became apparent that our passenger security lounge wasn't large enough to maintain social distance protocols and that it was necessary to enlarge another area to accommodate travelers who have gone through security to maintain social distancing while they wait for their flight. Our request is for safety supplies/equipment is to facilitate this and keep travelers safe while they are in our airport. We expect travel numbers to grow as we head into the holiday season.

Discussion

Mr. Nygaard explained this issue was brought up by TSA and the safety of their employees due to lack of social distancing. Another area needs to be opened up, it used to be an old bar and lounge that hasn't been in service for some time. The funds were pulled together for all remodeling that was capital in nature, but FAA requires specific kind of furniture that is costly. This furniture is fixed and sectional in nature and they need additional FAA furniture that is more conducive for social distancing for this new area. Also, the water tower and cooling system has not been operated properly since the area has been closed off. They want to get things up and running quickly and vendors have confirmed this project can be completed by the December 30 deadline.

Mr. Iasonides asked for more clarification on exactly what is being done to enlarged the lounge, is there actual permanent structures or expansion happening? Mr. Nygaard stated this is not permanent. Per FAA guidance, the remodel they planned for 2024-25 is \$2.5MM. This is temporary to get into the lounge space, the temporary issue is the stairway, reconfigure the TSA equipment that feeds into the lounge that allows people to change shoes and place suitcases. What they are providing for is temporary usage until the FAA does the bulk of the remodel for the facility.

Mr. Fulkerson requested a breakdown of the purchases that will be covered with the amount being requested. Mr. Nygaard stated half is for the furniture and the other half is for the air-handler unit and heat pump.

Ms. Packer made a motion to approve CFAC-816. Mr. Grigg seconded the motion. The motion carried on a unanimous voice vote.

10. CFAC-826 City of Caldwell

a. (CFAC-826) Request for pre-approval of expenses. For the total amount of **\$37,462.06**. Request includes: The City of Caldwell Fire Department has a 2nd fire training room located in downtown Caldwell at 205 S 6th Ave. This training room does not currently have the audio/visual equipment needed to provide fire training online via zoom or other connection software. The Fire Department also has two conference rooms located at Fire Station#1 and at 205 S 6th Ave in the downtown building that are not equipped with audio/visual equipment or software to allow for video meetings or conferencing. In order to comply with social distancing requirements during the COVID pandemic and continue to provide training, conferences, and needed meetings this equipment will be needed. The cost to equip the 2nd fire training room will cost approx. 25,635.37. The cost to equip the two conference rooms will be approx. 11,826.69 for both rooms. (Approx. 5,9163.35/ea.)

Discussion

Mr. Wendelstorf explained that there is a room downtown that has suited their needs so far for their engine company and training. It is tight quarters and with COVID, social distancing has been a challenge as all of their team does not fit in the room. They seek to install a ZOOM conferencing system that would allow this training room and Station #1 (downtown) and Station #2 (outside the area) to be able to ZOOM in and have the engine company in the training room. They could bring in people from Nampa, Parma, and Emmett as well to participate in trainings. This cost had not been budgeted as the training room had suited their needs but now with social distancing it is too tight of quarters to fulfill training needs.

Mr. Iasonides requested clarification why a second training room? If they have one already, how does adding a second facility accomplish more social distancing? Mr. Wendelstorf explained they only have one training room and this is the room they want to install the equipment, then in each of the two stations their small meeting rooms for an engine company seats 3-4 people and this is where the two units will be. Mr. Iasonides further clarified that this second training room will be outfitted for online training? Mr. Wendelstorf replied that this is correct.

Ms. Packer asked for confirmation that this project could be completed by the December 30 deadline. Mr. Wendelstorf confirmed that he spoke to the vendors just prior to the meeting and they guaranteed the project will be completed on time.

Ms. Packer asked for confirmation that they do not currently have the capacity to provide these trainings online and this equipment will allow them to do so. Mr. Wendelstorf stated that this is correct.

Ms. Packer made a motion to approve CFAC-826. Mr. Fulkerson seconded the motion. The motion carried on a unanimous voice vote.

b. (CFAC-857) Request for pre-approval of expenses. For the total amount of **\$17,838.00**. Request includes: The city owns and operates the Purple Sage Golf Course. This course provides recreation to the citizens of Caldwell and outlying areas. Due to the COVID19 pandemic we have made changes to ensure social distances and reduce the spread of COVID while continuing to stay open to the public, yet the bathrooms still need to be upgraded to include sensor fixtures to allow for a touchless environment. Toilets, faucets, urinals, and drinking fountains will have sensors installed. This will create a more sanitary environment and help decrease the spread of COVID19.

Discussion

Ms. Mitchell explained two facilities are located inside the clubhouse and two outside. The golf course is seeing an increased number of people at the course so demand for use of the facilities has increased. They have experienced people not using the facilities, rather relieving themselves outside around the course so they didn't have to touch any of the urinals / handwashing stations in the facilities.

Mr. Iasonides is torn on this request as these items have been approved in the past, but for a golf courses with similar requests, we have recommended temporary solutions like a porta-potty. Has this been considered? Ms. Mitchell said no, people are relieving themselves in the bushes or back sides of trees, and they have received videos and photos of this. Police have also been out to issue citations. Mr. Iasonides is not clear how this request is related to COVID. Ms. Mitchell stated that the number of golfers on the course have increased, they are cleaning the restrooms every hour that requires extra staff time. This is just to install sensors, not replace equipment.

Ms. Packer stated that part of this makes sense to her given the install of sensors and having touchless facilities. She asked if the golf season is almost over, does it fall within the grant period? Ms. Mitchell stated the golf course is open all year.

Ms. Packer asked for confirmation that this project could be completed by the December 30 deadline. Ms. Mitchell confirmed that the project will be completed on time. And this is just to install sensors, not to replace equipment.

Ms. Packer made a motion to approve CFAC-857. Mr. Grigg seconded the motion. The motion carried on a unanimous voice vote.

11. CFAC-863 City of New Meadows

Request for pre-approval of expenses. For the total amount of **\$11,995.00**. Request includes: More robust website which provides better transparency, additionally this proposal would have an agenda management software which would allow staff to work remotely as necessary. The proposal also includes a self-publishing software that is more responsive when city codes are changed. This is also a content management software which allows for cloud-based documents to be public facing or internal.

Discussion

Mr. Qualls explained their current vendor could not upload ordinances in a timely manner due to remote work. The technology will allow for more remote work as needed. Additional, ordinances could be created electronically and uploaded so no one would have to come into the office and pull files. Web content management could be better handled and completed virtually.

Ms. Packer questioned that they are not currently able to work remotely and this expense would allow for it? Mr. Qualls responded this was correct, nothing can be done from home with the current software. Ms. Packer asked for confirmation that this project could be completed by the December 30 deadline. Mr. Qualls confirmed that the project will be completed on time.

Ms. Packer made a motion to approve CFAC-863. Mr. Fulkerson seconded the motion. The motion carried on a unanimous voice vote.

Adjourn

Ms. Packer made a motion to adjourn. The motion carried on a unanimous voice vote. The meeting adjourned at 4:59 p.m.