Executive Staff Meeting, Agenda Items for 3/23/16

Meeting Details

Facilitator: Evelyn Mason

Reminders: David W. has a Sacred Encounters/Old Mission Assns. Meeting scheduled for 9 am (PT) so will only be able to participate for the beginning of the meeting. Debbie H. will be out of the office on vacation.

Last Meeting's Action Items/Issues/Decisions

Attendees

| Anna Canning | Evelyn Mason | Keith Hobbs |
| Dave Claycomb | Garth Taylor | Scott Williams |
| David Langhorst | Jennifer Okerlund | Steve Martin |
| David White | Jim Thomas | Tammy Kolsky |

Debbie Hoopes - OUT

Minutes: Betty Mills

Director Action Items or Updates

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Director update:</th>
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<td></td>
<td>❖ Potential change on Evaluations, more to come at the end of February or beginning of March. Staff will send their thoughts to the Director.</td>
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Program Manager Agenda Item

Name: Steve Martin

Agenda Item: February Revenue Update

Description: Discussion of February Revenue Report

Purpose: Information Only □  Decision □  Discussion □

Timeframe Needed: 10 Minutes

Board Meeting Item? Yes

Summary Document included Yes; provided in notes section below.

Attachments: No

Follow Up? Responsible: Varies  Action Item: Yes

Topic Summary: Discussion will highlight both notable and less remarkable results from February’s Revenue Report. Note: Report was previously distributed to Exec Staff. Steve has a new format and will distribute copies of both next month.

Program Manager Agenda Item

Name: Steve Martin
## FY 2018 Budget Development Deadline

**Description:** Reminder that the deadline for FY 2018 budget request are due 3/31/2016

**Purpose:** Information Only, Discussion

**Timeframe Needed:** 5 Minutes

**Board Meeting Item?** Yes

**Summary Document included** Yes; provided in notes section below.

**Attachments:** No

**Follow Up?** Responsible: Varies, Action Item: Yes

**Topic Summary:**
All requests for program enhancements and capital outlay for the FY 2018 fiscal year are due in my office by March 31, 2016.

## Program Manager Agenda Item

**Name:** Steve Martin

**Agenda Item:** Fiscal Year 16 Year-End

**Description:** Discussion of Year-End Timeline Memo distributed 3/14/2016

**Purpose:** Information Only, Discussion

**Timeframe Needed:** 5 Minutes

**Board Meeting Item?** Yes

**Summary Document included** Yes; provided in notes section below.

**Attachments:** No

**Follow Up?** Responsible: Varies, Action Item: Yes

**Topic Summary:** Discussion and clarification of annual year-end deadlines. A memo was sent out last week on what needs to be submitted for purchasing.

## Program Manager Agenda Item

**Name:** Dave Claycomb

**Agenda Item:** Idaho City Yurt Travel Planning Decision

**Description:**

**Purpose:** Information Only

**Timeframe Needed:** 10 Minutes

**Board Meeting Item?** Yes

**Summary Document included** Yes; provided in notes section below.

**Attachments:** No

**Follow Up?** Responsible: Varies, Action Item: Yes

**Topic Summary:** The Idaho City Ranger District is about to release travel planning/use decision for the area in/adjacent to our Yurts. The decision looks to be favorable. Dave invited Jennifer and Tammy to attend.

## Program Manager Agenda Item

**Name:** Scott Williams

**Agenda Item:** Idaho Power Outage notifications

**Description:**

**Timeframe Needed:**

**Board Meeting Item?**

**Summary Document included**

**Attachments:**

**Follow Up?**

**Topic Summary:**

**Action Item:** Yes
Executive Staff Meeting, Agenda Items for 3/23/16

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<td>Follow Up?</td>
<td>Responsible: Varies</td>
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<tr>
<td>Topic Summary:</td>
<td>Discuss what protocol to use when Idaho Power calls HQO regarding an upcoming power outage at one of our facilities. Who should verify the details? MIS? DEV?</td>
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Program Manager Agenda Item

Name: Evelyn Mason

Agenda Item: 1st Time Adventure Program Update

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<td>Topic Summary:</td>
<td>Updates on potential partnerships and funding. Ideas needed for program. Evelyn is in communication with the Big Brothers/Big Sisters Programs on their interest to partner with IDPR.</td>
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Other Meeting Notes: