

Executive Staff Meeting, Agenda Items for 7/25/16

Meeting Details	
Facilitator:	Keith Hobbs
Reminders:	
Last Meeting's Action Items/ Issues/Decisions	

Attendees		
Anna Canning	Evelyn Mason	Keith Hobbs
Dave Claycomb - OUT	Garth Taylor	Scott Williams
David Langhorst	Jennifer Okerlund	Steve Martin
David White	Jim Thomas	Tammy Kolsky
Debbie Hoopes	<i>Minutes:</i>	<i>Betty Mills</i>

Director Action Items or Updates	
Agenda Item	Director update:

Program Manager Agenda Item	
Name:	Steve Martin
Agenda Item:	FY 2016 Year-end Financial Statements (Board Presentation)
Description:	Review of financial statements provided to the board. Also discussion of FY 2016 revenue results.
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision <input type="checkbox"/> Discussion
Timeframe Needed:	15 Minutes
Communicate to staff:	<input type="checkbox"/>
Board Meeting Item?	<input type="checkbox"/>
Summary Document included	<input type="checkbox"/>
Attachments:	Provided via email
Follow Up?	Responsible: _____ Action Item: _____
Notes:	<p>Little behind in park revenue.</p> <p>Discussion on raising field staff salary and where these funds would come from.</p> <p>Passport sales increased 100% this budget year.</p> <p>Out of state passes also increased this year by a few percent.</p> <p>Camping revenue down.</p> <p>0410 account down a little.</p> <p>Marina revenue including fuel sales was down a little.</p>

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Program Manager Agenda Item	
Name:	Keith Hobbs, Debbie Hoopes, Steve Martin, Anna Canning
Agenda Item:	Policy Reconciliation
Description:	Review additional Board Policies
Purpose:	<input type="checkbox"/> Information Only <input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion
Timeframe Needed:	30 minutes
Communicate to staff:	<input type="checkbox"/>
Board Meeting Item?	<input checked="" type="checkbox"/>
Summary Document included	<input type="checkbox"/>
Attachments:	No. See file under Executive Staff on the H: drive
Follow Up?	Responsible: _____ Action Item: _____
Notes:	Files for review include: 4080 Road and Bridge Administration Fees; 4090 Federal Boat Safety Grant Administration; 5020 Supplemental Grant Standards; 6010 Management of State Parks; and 6020 Concession Leases. Board policy update will be provided during the August Board meeting.

Program Manager Agenda Item	
Name:	Anna Canning
Agenda Item:	Mileage Reimbursement
Description:	Clarification on how we are implementing the state travel policy re: mileage reimbursement
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision <input type="checkbox"/> Discussion
Timeframe Needed:	10 Minutes
Communicate to staff:	<input checked="" type="checkbox"/>
Board Meeting Item?	<input type="checkbox"/>
Summary Document included	<input type="checkbox"/>
Attachments:	No
Follow Up?	Responsible: _____ Action Item: _____
Notes:	C. Private Vehicle Mileage Reimbursement Mileage for using a private vehicle for official State business shall be computed according to MapQuest, Yahoo or Google Maps, or other source which supports the distance as the most direct and/or efficient route. Mileage will be reimbursed at the rate established by the State Board of Examiners. ... If a State-owned vehicle is available to the traveler but for personal reasons a private vehicle is used, the mileage reimbursement shall be limited to one-half the established rate, unless the full rate is authorized by the approving authority with documentation supporting the reason for authorizing the full rate.

Program Manager Agenda Item	
Name:	
Agenda Item:	
Description:	
Purpose:	<input type="checkbox"/> Information Only <input type="checkbox"/> Decision <input type="checkbox"/> Discussion
Timeframe Needed:	5 Minutes
Communicate to staff:	<input type="checkbox"/>
Board Meeting Item?	<input type="checkbox"/>
Summary Document included	<input type="checkbox"/>

