

**CORONAVIRUS FINANCIAL ADVISORY SUB-COMMITTEE**  
**MINUTES – August 17, 2020 – 3:30 p.m. MST**  
**State Controller’s Office**  
**4<sup>th</sup> Floor, Syringa Conference Room**

**Available through WebEx**

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*The regular meeting of the Subcommittee to the Coronavirus Financial Committee was called to order at 700 W State Street, 4<sup>th</sup> floor, Syringa Conference Room, Boise, Idaho, at 3:31p.m. pursuant to Idaho Code §67-2002 and by order of the chair.*

*The following members were present: Chairman Joshua Whitworth, David Fulkerson, Division of Financial Management by phone; Kelley Packer, Association of Cities by phone.*

*Also present were Annette Valenzuela, Meg Byram, State Controller’s Office; John Iasonides, State Controller’s Office by phone; Duane Nelson, Josh Roos, Megan Ricks, City of Idaho Falls by phone; Carol Mitchell, Brent Orton, Mark Wendelsdorf, Rachelle Castleberry, City of Caldwell by phone; Alan Nygaard, Jacqui Gilbert, Carol Valliant, City of Lewiston by phone; Susan Keck, Cassia County by phone; Rebecca Squires, Garn Herrick, Jefferson County by phone; Holly Powell, City of Blackfoot by phone.*

## **REGULAR AGENDA**

### **1. Bonneville County – ACTION ITEM (Held from 8/10/2020 Meeting)**

- a. (CFAC-252) Request for pre-approval of expenses. For the total amount of \$152,110. Line items include: This system will allow for the implementation of an easily able to be sanitized surface. This will be used for in-person voting during the November election and reduce the risk of polling places to be a source of transmission of COVID 19. Currently, paper poll books are used and handled by workers and voters, increasing risk of contagions begin spread. This is viewed as necessary to prevent the spread of COVID 19 through polling places through contact with a common surface when the risk would otherwise be low following public health guidance.

*Discussion: Mr. Whitworth asked if this would be needed if elections are by mail in ballot. Mr. Clements stated these funds would be utilized for in person voting for the community as they do not plan on becoming fully remote within the county.*

Resolution: Ms. Packer motioned to approve item 1a. Mr. Fulkerson seconded the motion. The motion carried on a unanimous voice vote.

**2. City of Caldwell – ACTION ITEM (Held from 8/10/2020 Meeting)**

- a. (CFAC-284) Request for pre-approval of expenses. For the total amount of \$537, 218.28. Line item includes:

Fiber Connection to Caldwell Fire Station #2

- The connection to Caldwell Fire Station #2 would, if funded, extend fiber in underground conduit from 621 Cleveland Boulevard (the City Development Services building adjacent to Station #1) where fiber already exists along Cleveland Boulevard to 10<sup>th</sup> Avenue to Ustick Road where existing conduit will be utilized to reach Fire Station #2 a quarter of a mile to the East. This route rivals any other route for shortest-length, but also passes near six traffic signal cabinets, allowing networking and remote management of the signals, addition of equipment to support the fiber system, and remote configuration access to the emergency preemption system allowing management of those devices and critical infrastructure from home via secure virtual private network. With fiber connectivity, Station #2 acquires secure access on an internal network for the Computer-Aided Dispatch (CAD) system, protecting data and allowing transmission of critical, time sensitive data without the potential for intermittency or interruption on a crowded external network. The Station is able to function in a command center role to coordinate emergency response, disaster/emergency/pandemic management without needing contact between station personnel. Training of crews at this station can be completed remotely, allowing for distancing of crews as well as crews staying in their assigned districts for response.

Fiber Connection to Caldwell Fire Station #3 via Hubler Terminal Building

- Fiber connectivity from I-84 at Linden Road Crossing has been negotiated with Canyon County in the past allowing for utilization of Dark Fiber to route to Canyon County and from there to utilize existing live fiber from Canyon County to Caldwell on which emergency response data management interfaces are already functioning between entities). The project includes bringing already installed conduit between I-84 and The Hubler Air Terminal to current standards and pulling fiber to that point. The fiber then carries on in newly installed conduit from the terminal to KCID and Linden where it heads North to Fire Station #3 half a mile north. The terminal building, equipped with numerous communication devices including connections to civil aviation and amateur radio for emergency communication, is a contemplated emergency operation point with air interaction for emergency handling. Station #3 acquires secure access on an internal network for the Computer-Aided Dispatch (CAD) system, protecting data and allowing transmission of critical, time sensitive data without the potential for intermittency or interruption on a crowded external network. The Station is able to function in its important command center role to coordinate emergency response, disaster/emergency/pandemic management while minimizing needed contact between station personnel who are at varying times exposed to myriad people and community elements in the line of response duties. Training of crews at this station can be completed remotely, allowing for distancing of crews as well as crews staying in their assigned districts for response.

Discussion: Mr. Wendelsdorf stated they are not providing broadband to the public. Mr. Whitworth explained this is a direct connection between the two areas and data transfer and wondered why they did not seek the broadband grant program. Mr. Wendelsdorf explained they would be denied because they were not providing broadband to the public.

Resolution: Mr. Whitworth moves to decline item 2a. Mr. Fulkerson seconded the motion. The motion carried on a unanimous voice vote.

### **3. City of Lewiston – ACTION ITEM (Held from 8/10/2020 Meeting)**

- a. (CFAC-288) Request for reimbursement of personnel expenses. For the total amount of \$146,867.30
- b. (CFAC-289) Request for reimbursement of expenses. For the total amount of \$5,621.80. Line items include: It was deemed necessary to open one of our public pools for the health and safety of our citizens. We live on the confluence of two rivers Snake and Clearwater. It is important to offer the means to learn and continue swimming education. To enable use of the pool by members of public the heaters/air cooling HVAC system needed to be upgraded to increase air circulation.

Discussion: Ms. Gilbert stated this was for several types of payroll expenses such as sick leave caused by COVID-19, pay for extra childcare, and sanitation issues. Ms. Gilbert stated that only those working onsite and not remotely would receive the two dollars pay increase.

Resolution: Mr. Whitworth motioned to approve administrative leave that would include sick leave as defined in the documents and hold the lines for the two dollars pay increase for essential workers and have the subcommittee clarify with City of Lewiston on what falls within the hazard pay guidelines. Ms. Packer seconded the motion. The motion carried on a unanimous voice vote.

### **4. Cassia County – ACTION ITEM (Held from 8/10/2020 Meeting)**

- a. (CFAC-293) Request for pre-approval of expenses. For the total amount of \$31,125.69. Line item includes: Enlarge Social Services director office to accommodate interviews while still allowing for social distancing. Build Entry way half walls with counters and protective glass to allow for safer face to face interactions. Updates will provide for Social Distancing, protective barriers, ADA accessible counters and pathways, to mitigate the pandemic. When enlarging the Social Services director's office, as well as partial walls with protective glass, it will be necessary to update the HVAC system, as the current system will not accommodate the space once reconfigured. The expenditure is necessary with respect to the impact of COVID-19. If the walls are reconfigured to accommodate these updates desks will need to be replaced, as the current desks are built in and will not fit in the reconfigured space. This project is not accounted for in the Cassia County Budget that stood approved as of March 27, 2020. The work has not been done. If approved, the work will be accomplished on or before December 30, 2020.

Discussion: Ms. Ahlin explained the improvements will install protective barriers to allow safer social distancing from employees and from the public. She also mentioned they have a high traffic count through the office and this change is critical. Ms. Ahlin stated the building was built in 1939 and it has been difficult to find another location for meetings and a need for a more permanent structure to accommodate those who work inside the office and the public.

Resolution: Mr. Whitworth made a motion to decline item 4a. Mr. Fulkerson seconded the motion. The motion carried on a unanimous voice vote.

- b. (CFAC-320) Request for pre-approval of expenses. For the total amount of \$12,449.68. Request description: Treasurer's office lacks any private or quiet space to participate in virtual meetings. Since the outset of the Covid-19 pandemic we have seen meetings shifting to a virtual format. Current office format does not work well for this purpose, so putting up some walls to create a private office is necessary. This change will also allow the treasurer to meet with a taxpayer in a private space if sensitive information is to be discussed while still allowing for social distancing.

Discussion: Ms. Ahlin explained there is no quiet space for meetings since the public is constantly handling business there. Mr. Whitworth explained this fell under capital improvement and did not meet the guidance as is.

Resolution: Mr. Whitworth motioned to decline item 4b. Ms. Packer seconded the motion. The motion carried on a unanimous voice vote.

## **5. City of Blackfoot – ACTION ITEM (Held from 8/10/2020 Meeting)**

- a. (CFAC-311) Request for preapproval of expenses. For the total amount of \$100,000. Line item includes: The City of Blackfoot, in conjunction with the Blackfoot Public Library and the Blackfoot Rural Library District, proposed the use of CARES funds for the construction of a drive-through window and quarantine facilities for patrons of the library and city hall.

Discussion: Ms. Powell states they are running out of time to apply for these funds and looking for clarification on treasury guidelines. Mr. Whitworth states the guidance Treasury has been given as noted.

Resolution: Mr. Whitworth motioned to decline item 5a. Mr. Fulkerson seconded the motion. The motion carried on a unanimous voice vote.

## **6. City of Coeur d'Alene– ACTION ITEM**

- a. (CFAC-317) Request for pre-approval of expenses. For the total amount of \$22,608.81. Request description: Phone System -12 Line updated phone equipment is needed in order to move to a SIP system that allows phones to be forwarded to cell phones and end users. Currently, the City cannot forward phones to all employee working remotely. Cell phones have been issued to some employees working remotely during the social distancing and mandatory mask wearing order or employees working remotely while in quarantine. Employees working remote who don't have City issued cell phones have to come into the Office or have employees working from the office pick up messages and return phone calls. The City does not want employees calling back citizens in regards to City business from personal phones.

Discussion: Ms. Padilla states this would give a proper monitoring phone to take home if need be and a camera system for communication while social distancing. Mr. Whitworth ask for clarification on why this cannot be completed with current phone system.

Resolution: Ms. Packer motioned to approve item 6a. Mr. Fulkerson seconded the motion. The motion carried on a unanimous voice vote.

- b. (CFAC-343) Request for pre- approval of expenses. For the total amount of \$77,372.61.  
Request description: Additional IT equipment needed to establish remote work locations and meeting rooms with remote zoom capabilities and maintain security to our servers to be able to provide services to the public remotely while promote social distancing, providing a work place for employees with or family members with compromised immune systems or providing a remote work location for employees in quarantine. This second request is for the other departments that were not in our initial request. Request for better and faster internet connections for phone systems and servers. Items have not been already purchased due to they were not budgeted for.

Discussion: None

Resolution: Ms. Packer moved to approve item 6b. Mr. Whitworth seconded this. The motion carried on a unanimous voice vote.

## **7. City of Meridian – ACTION ITEM**

- a. (CFAC-330) Request for pre-approval of expenses. For the total amount of \$10,040.83.  
Request Description: Due to the Statewide Stay-At-Home order issued by Gov. Little, businesses in Meridian have suffered closures, loss of employment and loss of revenue during the COVID-19 public health emergency. Additionally, due to the health restrictions in place (gathering size controls, social distancing, closure of bars & nightclubs, etc), businesses have continued to struggle and face operational challenges. City partnered with Meridian Chamber of Commerce to develop both an education program to help businesses develop operational plans under the State reopening plan. 'Getting back to Business' included Website design and content; logo design, printed materials and the associated labor to complete these items. <https://keepmeridianhealthy.org> was born to educate and inform businesses on how to adjust their operations and/or physical space to adhere to State & Central District Health (CDH) guidelines. Series of 14 live industry-specific webinars with Q&A guidance from CDH professionals and other business leaders.  
The City and the Meridian Chamber of Commerce are in the process of creating a sub-recipient agreement for this federal funding.
- b. (CFAC-338) Request for pre-approval of expenses. For the total amount of \$26,400.  
Request Description: The City of Meridian is requesting approval and pre-approval for expenditures related to partnership efforts with the Meridian Chamber of Commerce to implement a business re-opening and sustaining business program due to the public health emergency from COVID-19.  
Due to Statewide Stay-At-Home orders issued by the Idaho Governor, businesses in Meridian have suffered closures, loss of employment and loss of revenue during the COVID-19 public health emergency. Additionally, due to the health restrictions in place (gathering limitations, closure of bars and nightclubs, etc.), businesses have continued to struggle and face operational challenges as patrons are either unsure of business status, or uncertain of the safety protocols in place within businesses.  
The City partnered with the Meridian Chamber of Commerce to develop both an

educational program to help businesses develop operational plans under the States Reopening plan, and a long-term marketing plan to support on-going business operations through the ongoing public health crisis. This program is marketed as Keep Meridian Healthy. This request is for website updates, contract labor and advertising efforts.

*Discussion: (Item CFAC-338 and CFAC-330 were discussed together) Karen Woodell stated that many businesses were struggling on how to re-open and therefore the city worked with the businesses and partnered with the chamber. Created 14 webinars, industry specific on how to handle reopening. 300 business participated in the program to rebuild customer confidence to come back in the door. The city absorbed all the cost associated with the cost of running this program. Program was created to rebuild customer confidence. Mr. Whitworth stated he had a question regarding the sub-recipient language in the request. The representative stated that in other grants they have used sub-recipient agreements, and use this as a pass-through grant. She stated that if it would be better for it to be contractual then they would be happy to go down that avenue instead.*

*Resolution: Mr. Whitworth moved to approve item 7a and 7b. Ms. Packer seconded the motion. The motion carried on a unanimous voice vote.*

- c. (CFAC-349) Request for pre-approval of expenses. For the total amount of \$2,400.00.  
Request Description: The City of Meridian is requesting pre-approval for the purchase of contract labor services for the online proctoring of police officer recruit testing. Due to the public health emergency from COVID-19 and risks of COVID-19 spread, the city is seeking to minimize risk of exposure by allowing the proctoring of the police officer examination to be performed remotely (via a web-based solution).  
The police officer testing process requires up to 60 recruits to attend a physical classroom location to take a hand-written administered test. Proctoring is currently provided with in-person staff monitoring in a classroom setting. This requires both students and proctors to be physically present throughout testing. The proctoring is conducted by Meridian Police Department staff who are physically present in the classroom. Due to the on-going threat of the COVID-19 virus, City staff and recruits face increased risk of COVID-19 exposure in this format of proctoring. Proctoring remotely will allow recruits (both out-of-state and in-state) to take exams remotely, while maintaining the proctoring requirements and prevent unnecessary exposure of both students and officers to the risks of COVID-19. This request is a necessary expenditure in response to the public health emergency with respect to COVID-19 and was not accounted for in the most recently approved budget. These expenses will be incurred during the period of March 1, 2020 to December 30, 2020. These proctoring licenses will be undertaken in response to COVID-19 to facilitate remote work for first responders, and are reasonably necessary to allow continued the essential service of police officer recruitment. The attached vendor quote cites the costs for the requested services.

*Discussion: Karen Woodell from the city stated that they are looking to hire on more police officers. Usually when new recruits take their tests it is face to face exam, due to social distancing they have reached out to their exam company and they offer and online exam for recruits, this type of exam would cost \$20 per recruit.*

*Resolution: Mr. Whitworth moved to approve item 7c Ms. Packer seconded the motion. The motion carried on a unanimous voice vote.*

*Ms. Packer moved to adjourn the meeting. The meeting adjourned at 5:10 p.m.*