Executive Staff Meeting, Agenda Items for 9/24/15

Meeting Details

Facilitator:	**Evelyn Mason**
Reminders:	
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	*Minutes:*	*Betty Mills*

Director Action Items or Updates

		Communicate to Staff
Agenda Item	Director update:	☐Yes

Program Manager Agenda Item

Name:	Steve
Agenda Item:	State Travel Policy Revisions
Description:	Changes to Travel Policy and Per Diem Rates
Purpose:	☐Information Only ☐Decision ☒Discussion
Timeframe Needed:	15 Minutes
Communicate to staff:	☒Yes
Board Meeting Item?	☐Yes
Summary Document included	☐Yes; provided in notes section below.
Attachments:	No
Follow Up?	Responsible: Varies Action Item: Yes
Notes:	Steve recommends IDPR implement this state travel policy in full and not adopt our own policy. Executive Staff consented to moving forward with the state policy.

Program Manager Agenda Item

Name:	Jennifer
Agenda Item:	Youth Explorer Program Recap (2015)

Description:	
Purpose:	☒Information Only ☐Decision ☐Discussion
Timeframe Needed:	5 Minutes
Communicate to staff:	☐Yes
Board Meeting Item?	☐Yes
Summary Document included	☐Yes; provided in notes section below.
Attachments:	No
Follow Up?	Responsible: Varies Action Item: No
Notes:	• Libraries want to continue this program next year and provide a one time pass for 4th graders who complete the required amount of reading for the program. • Eagle Island and Lucky Peak have the highest amount of visitors using these passes. • Jenn also reported on the Kinds in a Park Reading Program. She stated that 100 libraries were involved this year and 400 passes were turned in at the parks. • A unique bar code was designed to place on these passes to enable the parks to scan. • Tourism has agreed to help fund and promote this program through their websit.

Program Manager Agenda Item

Name:	Debbie Hoopes
Agenda Item:	IDPR Dress Policy
Description:	
Purpose:	☒Information Only ☐Decision ☐Discussion
Timeframe Needed:	10 Minutes
Communicate to staff:	☒Yes
Board Meeting Item?	☐Yes
Summary Document included	☒Yes; provided in notes section below.
Attachments:	No
Follow Up?	Responsible: Varies Action Item: Yes
Notes:	Will bring copies to meeting • Debbie spoke to staff about our current dress code policy. She requested Executive Staff to review these policies and provide her with their suggested changes and she will then update them.

Program Manager Agenda Item

Name:	Scott Williams
Agenda Item:	The right computer for the right user discussion
Description:	Brief update on MIS department's effort to outfit IDPR users with the right technology.
Purpose:	☒Information Only ☐Decision ☐Discussion
Timeframe Needed:	10 Minutes
Communicate to staff:	☒Yes
Board Meeting Item?	☐Yes
Summary Document included	☐Yes; provided in notes section below.
Attachments:	No
Follow Up?	Responsible: Varies Action Item: Yes
Notes:	• Scott will be reviewing what computer equipment IDPR staff are currently using and what is

	right for each employee's needs.

Other Meeting Notes: