

**STATE OF IDAHO
OUTFITTERS AND GUIDES LICENSING BOARD
BOARD MEETING**

DRAFT MINUTES

April 28, 2016

**(KEY: MSC = MOTION: MADE, SECOND: CARRIED
MSF = MOTION: MADE, SECOND: FAILED)**

A SPECIAL MEETING OF THE IDAHO OUTFITTERS AND GUIDES LICENSING BOARD WAS CALLED TO ORDER AT 1:00 P.M. ON THURSDAY, APRIL 28, 2016 IN THE MEETING ROOM AT THE IDAHO OUTFITTERS AND GUIDES LICENSING BOARD OFFICE, 1365 N. ORCHARD STREET, ROOM 172, BOISE IDAHO. MEMBERS WAYNE HUNSUCKER (CHAIRMAN) AND BOB BAROWSKY WERE PRESENT IN PERSON. BOARD MEMBERS LOUISE STARK, TOM LONG, AND GEORGE MCQUISTON PARTICIPATED BY CONFERENCE CALL. ALSO PRESENT WERE EXECUTIVE DIRECTOR JAKE HOWARD, AND BOARD ATTORNEY ROGER HALES.

Agenda - Director Howard reminded the Board that he had told them during the submission of the annual budget in August of 2015 that he had begun moving towards retiring. He said that after discussing matters with his wife and family, he had decided to make his retirement effective June 30, 2016. Director Howard explained that in the course of making this decision, he had informed Board Chairman Hunsucker several weeks earlier, and that Board Chairman Hunsucker, Board Attorney Hales and he had met with several individuals with the Division of Human Resources to discuss the steps the Board will need to take to identify and hire his successor and the Board agreeing on those steps that was largely the purpose of this meeting. He introduced Joe Webber with the Division of Human Resources, who will be the primary contact with the Board as it works through the process of filling the Executive Director's position. Director Howard said the Board needs to review and approve the position announcement, and a proposed time line, and should begin considering interview questions. He explained that the suggested target is to have someone offered the position and be in place by the June Board meeting where he and the new Executive Director could overlap for two weeks. Board Chairman Hunsucker said some of the forthcoming discussion should be in executive session with any decisions to be made in open session.

MSC (MOTION: LONG, SECOND, STARK; AYES - HUNSUCKER, MCQUISTON AND BAROWSKY; NAYES – NONE) TO MOVE INTO EXECUTIVE SESSION AT 1:10 P.M.

MSC (MOTION: STARK, SECOND, LONG; AYES - HUNSUCKER, MCQUISTON AND BAROWSKY; NAYES – NONE) TO COME OUT OF EXECUTIVE SESSION WITH NO DECISION MADE AT 1:35 P.M.

MSC (MOTION: LONG, SECOND, BAROWSKY; AYES - HUNSUCKER, MCQUISTON AND STARK; NAYES – NONE) TO ACCEPT DIRECTOR HOWARD'S RETIREMENT PLAN.

Position Announcement - The Board discussed and agreed that the qualifications should be more extensive than initially drafted and provided several changes. They also changed the order of several of the qualifications and set the application submission date as May 17th. Board Attorney Hales and Mr. Webber agreed to work together on a final draft which Mr. Webber said would be posted on the Idaho Division of Human Resources Website on May 3rd. **MSC (MOTION: BAROWSKY, STARK SECOND; AYES -**

