

Financial and Match Report Process Improvements

The Commission, its staff, and the IASCD have been reviewing the Financial and Match processes with the goal of making our processes more transparent and accessible.

Staff made PowerPoint presentations at the December 27, 2018 Commission Board meeting that describe the guidance documents and staff analysis processes. The first presentation focuses on Idaho Code, IDAPA, and Reference Manual guidance. The second presentation describes our existing processes, provides examples of documents, and proposed process improvements. The two PowerPoint presentations that were made at the Commission meeting are posted on our Youtube site:

<https://www.youtube.com/watch?v=whuZAdrx8EM&feature=youtu.be>. A shorter version of the first presentation and the same 2nd presentation were made to the Commission/IASCD Joint Board meeting on January 14, 2019.

The flowchart and calendar in the second presentation include a 28 day window to allow for potential judicial appeal(s) of the Commission's allocations decision. This option is described in IDAPA 60.05.04.003 and has been available since at least 2012. Districts are encouraged to review the IDAPA Rule and referenced Idaho Code (Section 67-5270.) All allocations authorized by the Commission will be held for 28 days to allow for appeals. If a district(s) files an appeal, those funds will be removed from the allocations calculation and held pending resolution of the appeal. The rest of the approved allocations will be released at the end of the 28 day period; additional allocations may be released pending the outcome of the appeal.

After the Commission and Commission/IASCD Joint Board meetings, ISWCC staff revised the flow chart and calendar to reflect the input of the Commissioners and the IASCD Board. Attached please find the revamped Process Flowchart and a Financial and Match calendar, which replace slide numbers 24 and 25 of Maria's original PowerPoint presentation. You can access PDF versions of both Delwyne's and Maria's original PowerPoint presentations by visiting the ISWCC web site: <https://swc.idaho.gov/district-resources/district-training/>

In order to meet the goals of increased transparency and accessibility, ISWCC staff will take the following actions:

- I. Add three formal communications from the Commission to all district supervisors and staff:
 1. ISWCC staff will provide each district with its previous fiscal years' Base and Match funds amount. These are the numbers to be used in the Utilization Page of the Report. This service is noted in the District Reference Manual; staff will

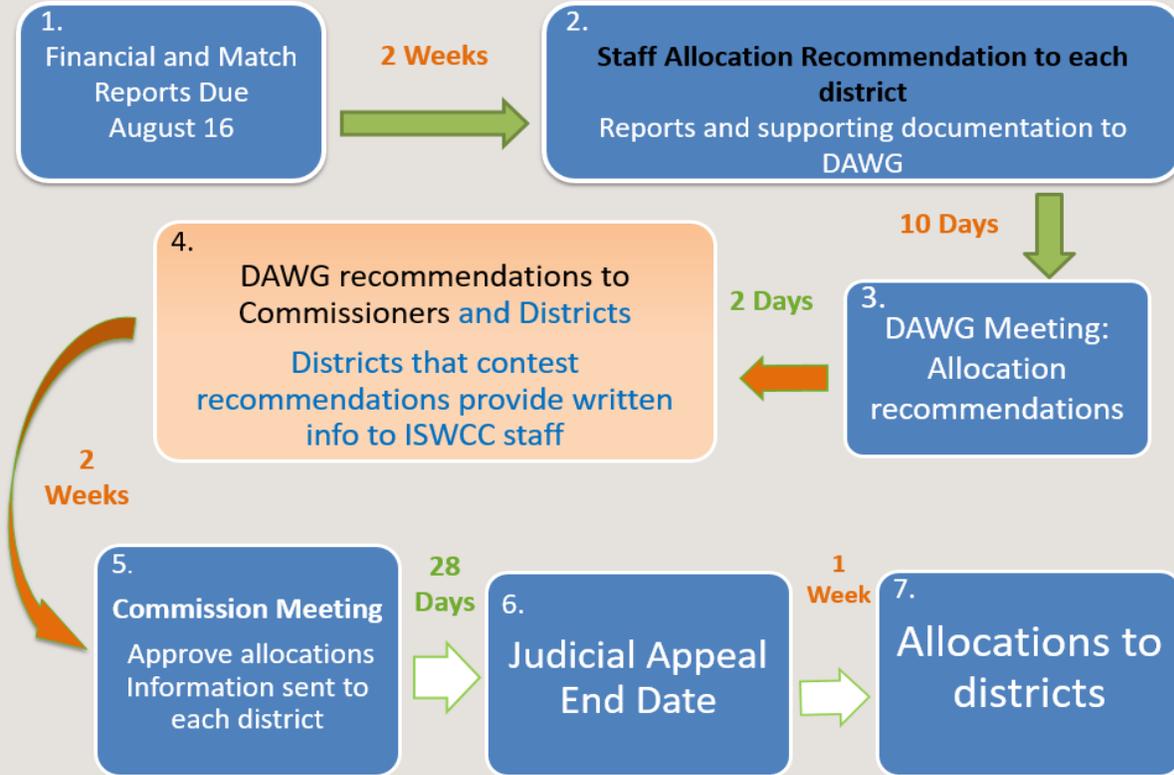
highlight this service in communications with the districts.

2. ISWCC staff allocation recommendations will be emailed to individual districts before the DAWG meeting. (#2 on the Process Flowchart and Calendar.)
 3. DAWG allocation recommendations will be emailed to individual districts after the DAWG meeting and before the Commission meeting (#4. on the Process Flowchart and Calendar.)
- II. Districts are asked to utilize their Division DAWG representative to voice their concerns or objections to the staff allocation recommendations. This will help us to address concerns efficiently in the DAWG meeting rather than through informal discussions.
 - III. The DAWG will vote on each district's allocation recommendation. The results for each district will be added to the DAWG's comments that are forwarded to the Commissioners.
 - IV. ISWCC staff will emphasize the districts' opportunity to contest the staff/DAWG recommendations directly to the Commission. This is shown as Step No. 4 on the attached flow chart and calendar.
 - Districts have always had the ability to participate in the Commission meetings; ISWCC staff will increase communications with the districts with information on participation details.
 - Districts who would like to contest the staff and/or DAWG recommendations should provide additional information (beyond the FM Report requirements) in written form to ISWCC staff before the Commission meeting. Staff will then forward all of the information and documentation **without comment** to the Commissioners previous to their meeting. This will allow Commissioners time to evaluate the information and formulate questions, hopefully resulting in an efficient meeting.
 - District supervisors and staff should plan to attend the Commission meeting, either in person or via teleconference, to participate in direct communications between the district and the Commission.
 - V. ISWCC staff have revamped our meeting notice process. Until now, districts (or anyone else) had to actively opt-in to be notified of Commission meetings. Our change will send meeting notifications to each district and **Board Chair** without any action by the district. The State's email system limits the number of email addresses for any message; our staff has devised a way that uses a different app to send a high number

of emails at once. This solution assumes that we have accurate emails for each district Chair and office, highlighting the need for contact information to be kept up to date with IDEA and IASCD.

ISWCC staff would like to emphasize the following:

- The Report Certification Page should be authorized for signature by a Board action (motion and vote.) This is true for all the report Certification Pages required by the ISWCC.
- Districts can consider scheduling a Board meeting during the 2 week period between when the DAWG recommendations are sent to the districts and the Commission meeting (between numbers 4 and 5 on the flow chart.) This will ensure that all supervisors have the opportunity to review the recommendations, ask questions of their staff, and record the board's intent and direction to staff if necessary. Creating a scheduled meeting well ahead of the review period will remind supervisors that the allocation is in process, and eliminate trying to find a meeting date/time under the pressure of the 2 week time frame if there are concerns.
- Districts can ensure that Division representatives to the DAWG are elected at their semi-annual meetings. This should be accomplished via a motion and vote. The DAWG team provides a vital perspective to the Commission and it is important that each district has a conduit to the staff and Commission via its Division representative on the DAWG.
- The process calendar is flexible in the beginning of the process and rigid at the end. The earlier districts submit complete reports, the earlier staff can get information to the DAWG and districts. This will allow us to potentially move up the DAWG and Commission meetings, which will start the 28-day appeal process that much earlier. The deadline remains August 16th; staff is confident it can meet the November 1 allocation release date regardless of how many reports are submitted at the deadline.
- Districts and IASCD are encouraged to attend any or all Commission meetings, either in person or via teleconference. Agendas will be sent to district staff and supervisors [at least a week before the meeting, including information on how to participate via teleconference](#). All of the handouts provided to the Commissioners is posted with the agenda.



Month	Day	Event
AUGUST	16	1. Financial and Match Reports Due
AUGUST	30	2. Reports and supporting documentation to DAWG; Staff allocation recommendations to districts
SEPTEMBER	9	3. DAWG Meeting: Allocation Recommendations
SEPTEMBER	11	4. DAWG recommendations to Commissioners and districts; Districts provide written info to ISWCC staff
SEPTEMBER	25	5. COMMISSION MEETING. Approved allocations information sent to each district. Judicial Appeal Start Date
OCTOBER	24	6. Judicial Appeal End Date
NOVEMBER	1	7. Allocations sent to districts