

Agency Summary And Certification

434 -- Outfitters and Guides

Original Submission or Rev No. ___

FY2022 Request

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In accordance with 67-3502, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director : *Scott Thompson*

Date: 8-27-2020

Function/Activity	FY 2020 Total Appropriation	FY 2020 Total Expenditures	FY 2021 Original Appropriation	FY 2021 Estimated Expenditures	FY 2022 Total Request
Outfitters & Guides Programs	628,400	628,400	633,100	888,300	0
Total	628,400	628,400	633,100	888,300	0
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0229-00 State Regulatory Fund	628,400	628,400	633,100	888,300	0
Total	628,400	628,400	633,100	888,300	0
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	416,100	351,600	421,700	421,700	0
Operating Expenditures	212,300	276,800	211,400	466,600	0
Capital Outlay	0	0	0	0	0
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
Total	628,400	628,400	633,100	888,300	0
FTP Total	6.00	6.00	6.00	6.00	6.00

AUG 31 2020

FORM B3: DIVISION DESCRIPTIONS

Agency/Department: Outfitters and guides Licensing Board
Division:

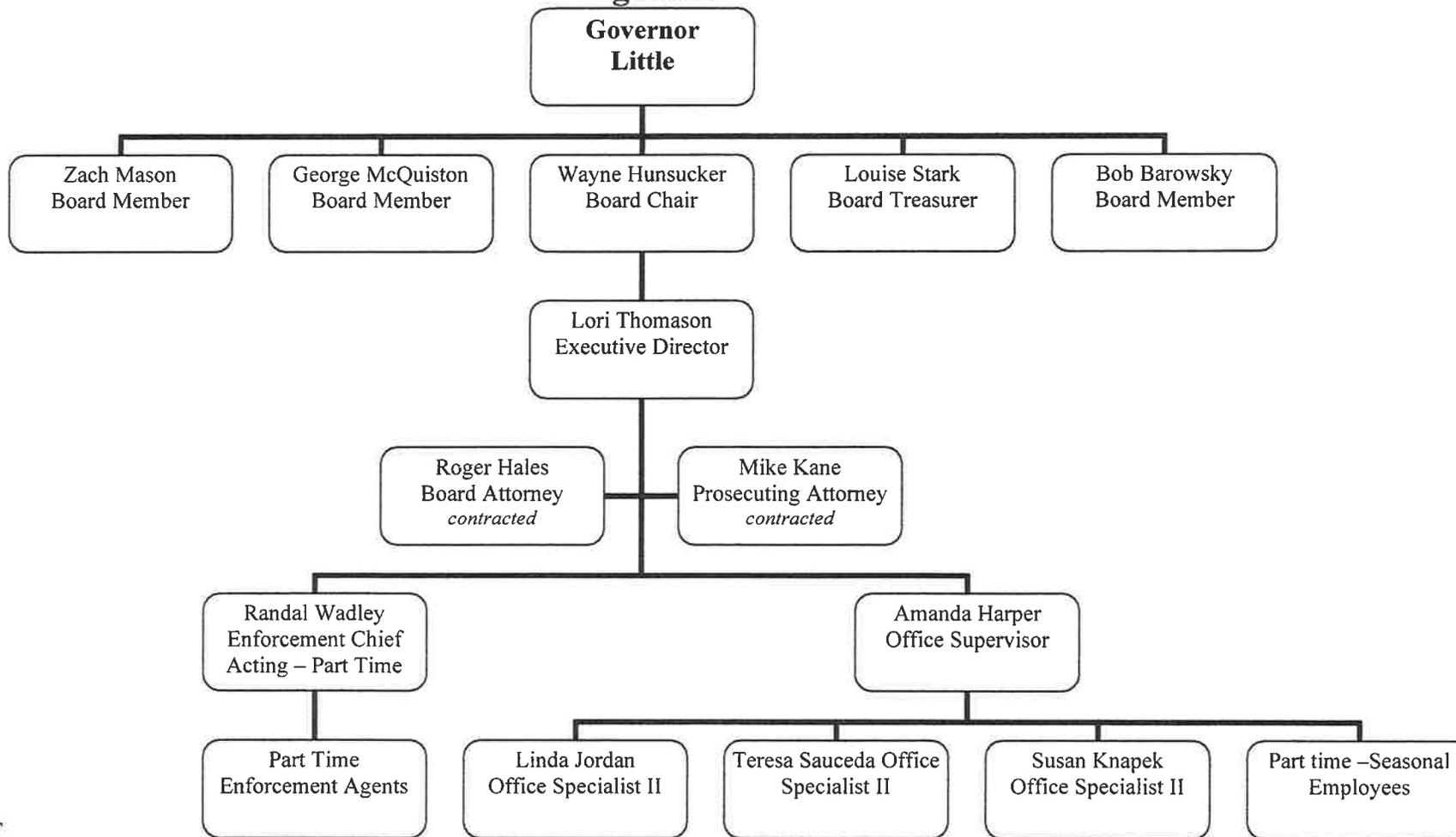
Request for Fiscal Year : 2022
Agency Number: 434

Original Request Date: 8-27-2020 Revision Request Date:

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Outfitters and Guides Programs - The Outfitters and Guides Licensing Board regulates the outfitting and guiding industry in Idaho to safeguard the health, safety and welfare of the public, as well as protects Idaho's environmental and natural resources.

Idaho Outfitters and Guides Licensing Board Organizational Chart



5 SFTP
1 vacancy
6 total

FORM B11: REVENUE

Agency/Department: Outfitters and Guides Licensing Board
 Program (if applicable) _____

Request for Fiscal Year: 2022
 Agency Number: 434
 Budget Unit (if Applicable): SGBN
 Function/Activity Number (if Applicable): 229

Original Request Date: 8-27-2020 Revision Request Date: _____

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Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2018 Actual Revenue	FY 2019 Actual Revenue	FY 2020 Actual Revenue	FY 2021 Estimated Revenue	FY 2022 Estimated Revenue
		State Regulator Funds SCO/GAAP		1001	License and Permit Fees	530,700	565,000	533,000	511,700	512,000
		State Regulator Funds SCO/GAAP		1301	Fine Forfeit Escheats	11,300	3,500	6,400	6,500	6,500
		State Regulator Funds SCO/GAAP		1501	Sale of Service	700	400	700	700	700
		State Regulator Funds SCO/GAAP		1701	Sale of Goods	0	0	1,400	1,400	1,400
		State Regulator Funds SCO/GAAP		3601	Miscellaneous Revenue	100	100	0		0
State Regulator Funds SCO/GA FUND TOTAL						\$542,800	\$569,000	\$541,500	\$520,300	\$520,600
FUND TOTAL						\$0	\$0	\$0	\$0	\$0
FUND TOTAL						\$0	\$0	\$0	\$0	\$0
FUND TOTAL						\$0	\$0	\$0	\$0	\$0
FUND TOTAL						\$0	\$0	\$0	\$0	\$0
FUND TOTAL						\$0	\$0	\$0	\$0	\$0

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2018 Actual Revenue	FY 2019 Actual Revenue	FY 2020 Actual Revenue	FY 2021 Estimated Revenue	FY 2022 Estimated Revenue
FUND TOTAL						\$0	\$0	\$0	\$0	\$0
GRAND TOTAL						\$542,800	\$569,000	\$541,500	\$520,300	\$520,600
SIGNIFICANT ASSUMPTIONS										
Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed						FY 2022 Estimated Impact
229	1020	State Regulator Funds SCO/GAAP		Based on the Covid Virus, loss of allocation fees, Special processing fees, duplicate licensing fees and pull forward fees there is an anticipated revenue loss of						\$22,000
										\$0
										\$0
										\$0
										\$0
										\$0

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2022

Agency/Department: Outfitters and Guides Licensing Board

Agency Number: 434

Original Request Date: 8-27-2020 or Revision Request Date: _____

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Sources and Uses:

FUND NAME:	FUND CODE:	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
1. Beginning Free Fund Balance		473,100	545,300	534,300	438,200	325,700
2. Encumbrances as of July 1		0	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		473,100	545,300	534,300	438,200	325,700
4. Revenues (from Form B-11)		542,800	569,000	541,800	520,000	520,000
5. Non-Revenue Receipts and Other Adjustments	Suspense, borrowing limit	2,900	2,600	(9,100)	2,600	2,600
6. Statutory Transfers in:	Fund or Reference:	0	0	0	0	0
7. Operating Transfers in:	Fund or Reference:	0	0	0	0	0
8. Total Available for Year		1,018,800	1,116,900	1,067,000	960,800	848,300
9. Statutory Transfers Out:	Fund or Reference:	0	0	0	0	0
10. Operating Transfers Out:	Fund or Reference:	0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments	Refunds, Clearing, P-card pymts	2,900	2,100	400	2,000	200
12. Cash Expenditures for Prior Year Encumbrances		0	0	0	0	0
13. Original Appropriation		610,000	610,900	629,200	633,100	0
14. Prior Year Reappropriations, Supplementals, Rescissions		0	0	(800)	0	0
15. Non-cogs, Receipts to Appropriation, etc		0	0	0	0	0
16. Reversions and Continuous Appropriations		(139,400)	(30,400)	0	0	0
17. Current Year Reappropriation		0	0	0	0	0
18. Reserve for Current Year Encumbrances		0	0	0	0	0
19. Current Year Cash Expenditures		470,600	580,500	628,400	633,100	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		470,600	580,500	628,400	633,100	0
20. Ending Cash Balance		545,300	534,300	438,200	325,700	848,100
21. Prior Year Encumbrances as of June 30		0	0	0	0	0
22. Current Year Encumbrances as of June 30		0	0	0	0	0
22a. Current Year Reappropriation		0	0	0	0	0
23. Borrowing Limit		0	0	0	0	0
24. Ending Free Fund Balance		545,300	534,300	438,200	325,700	848,100
24a. Investments Direct by Agency (GL 1203)		0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments		545,300	534,300	438,200	325,700	848,100
26. Outstanding Loans (if this fund is part of a loan program)						

*Note:
Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

FY 2022 Agency Budget - Request

Detail Report

Agency: 434 - Outfitters and Guides
 Function: 10 - Outfitters & Guides Programs

			<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2020 Total Appropriation									
1.00									
	0229-00	Dedicated	6.00	416,100	212,300	0	0	0	628,400
	Total		6.00	416,100	212,300	0	0	0	628,400
1.21	Net Object Transfers								
	Moved personnel costs to operating expenses. \$64531.30 rounded down to \$64,500.00								
	0229-00	Dedicated	0.00	(64,500)	64,500	0	0	0	0
	Total		0.00	(64,500)	64,500	0	0	0	0
FY 2020 Actual Expenditures									
	0229-00	Dedicated	6.00	351,600	276,800	0	0	0	628,400
	Total		6.00	351,600	276,800	0	0	0	628,400
FY 2021 Original Appropriation									
3.00									
	0229-00	Dedicated	6.00	421,700	209,400	0	0	0	631,100
	OT 0229-00	Dedicated	0.00	0	2,000	0	0	0	2,000
	Total		6.00	421,700	211,400	0	0	0	633,100
Expenditure Adjustments									
4.31	Supplemental								
	Supplemental appropriation per Executive Order 2020-10								
	OT 0229-00	Dedicated	0.00	0	255,200	0	0	0	255,200
	Total		0.00	0	255,200	0	0	0	255,200
FY 2021 Total Appropriation									
	0229-00	Dedicated	6.00	421,700	209,400	0	0	0	631,100
	OT 0229-00	Dedicated	0.00	0	257,200	0	0	0	257,200
	Total		6.00	421,700	466,600	0	0	0	888,300
FY 2021 Estimated Expenditures									
	0229-00	Dedicated	6.00	421,700	209,400	0	0	0	631,100
	OT 0229-00	Dedicated	0.00	0	257,200	0	0	0	257,200
	Total		6.00	421,700	466,600	0	0	0	888,300

FY 2022 Agency Budget - Request

Detail Report

Agency: 434 - Outfitters and Guides

Function: 10 - Outfitters & Guides Programs

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
Base Adjustments							
8.41 Removal of One-Time Expenditures							
Remove supplemental appropriation							
0229-00 Dedicated	0.00	0	0	0	0	0	0
OT 0229-00 Dedicated	0.00	0	(255,200)	0	0	0	(255,200)
Total	0.00	0	(255,200)	0	0	0	(255,200)
FY 2022 Base							
0229-00 Dedicated	6.00	421,700	209,400	0	0	0	631,100
OT 0229-00 Dedicated	0.00	0	2,000	0	0	0	2,000
Total	6.00	421,700	211,400	0	0	0	633,100
Program Maintenance							
10.11 Change in Health Benefit Costs							
Change in Personnel Health Benefit Costs							
0229-00 Dedicated	0.00	6,400	0	0	0	0	6,400
Total	0.00	6,400	0	0	0	0	6,400
10.12 Change in Variable Benefit Costs							
Change in Variable Benefit Costs							
0229-00 Dedicated	0.00	1,600	0	0	0	0	1,600
Total	0.00	1,600	0	0	0	0	1,600
10.61 Salary Multiplier - Regular Employees							
CEC for permanent positions 1%							
0229-00 Dedicated	0.00	3,200	0	0	0	0	3,200
Total	0.00	3,200	0	0	0	0	3,200
10.62 Salary Multiplier - Group and Temporary							
CEC for Group positions 1%							
0229-00 Dedicated	0.00	0	0	0	0	0	0
Total	0.00	0	0	0	0	0	0
FY 2022 Total Maintenance							
0229-00 Dedicated	6.00	432,900	209,400	0	0	0	642,300
OT 0229-00 Dedicated	0.00	0	2,000	0	0	0	2,000
Total	6.00	432,900	211,400	0	0	0	644,300

FY 2022 Agency Budget - Request

Detail Report

Agency: 434 - Outfitters and Guides

Function: 10 - Outfitters & Guides Programs

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
Line Items								
12.81	Revenue Adjustments							
	Pursuant to Executive Order 2020-10							
	0229-00 Dedicated	0.00	0	0	0	0	0	0
OT	0229-00 Dedicated	0.00	(432,900)	(211,400)	0	0	0	(644,300)
	Total	0.00	(432,900)	(211,400)	0	0	0	(644,300)
FY 2022 Total								
	0229-00 Dedicated	6.00	432,900	209,400	0	0	0	642,300
OT	0229-00 Dedicated	0.00	(432,900)	(209,400)	0	0	0	(642,300)
	Total	6.00	0	0	0	0	0	0

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Self Governing Agencies
 Function/Division: Regulatory Board
 Activity/Program: Outfitters and Guides Licensing Board

Request for Fiscal Year : 2022
 Agency Number: 434
 Function/Activity Number:
 Budget Unit: SGBN

Original Request Date: August 27, 2020
 Revision Request Date:

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Decision Unit Number: 4.31	Descriptive Title: Supplemental Request				
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. DPW Chinden Campus 2. 3. TOTAL OPERATING EXPENDITURES:		255,200			
TOTAL OPERATING EXPENDITURES:		\$255,200			
CAPITAL OUTLAY by summary object: 1. 2. 3. TOTAL CAPITAL OUTLAY:					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL		\$255,200			

Attach as many pages as necessary to respond to the following questions:

- What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?
 A Supplemental request for the Chinden move
 - If a supplemental request, explain how this request arises to the level of being an emergency for the agency.
 This request is an emergency due the Executive order No-2020-10 and House Bill 318.
- Indicate the specific source of authority, whether in statute or rule, that supports this request.
 The specific source of authority is HB 318 and Executive Order 2020-10 and Idaho Code Title 36 Chapter 21
- What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?
 The operating expense is 211,400.00 Operating Expense request is 255,200
- What resources are necessary to implement this request?
 - List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
 - Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position would have over other employees. Please indicate any requested personnel on the organizational chart submitted with this budget request.
 - List any additional operating funds and capital items needed and note onetime versus ongoing costs.
 - What is the basis for the requested resources? How were PC, OE, or CO needs projected? Was an RFI done to project estimated costs (if so, please attach a copy of the basis for your cost estimates)?
- Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, anticipated grant awards, or anticipated partnerships with other state agencies or other entities.
 This is a one-time request due to the move to the Chinden Campus relative to the HB318 and the Executive Order No. 2020-10
- Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?
 IOGLB will still be serving their licensees with this request. This is a onetime funding request for the move to the Chinden Campus

FORM B6: WAGE & SALARY RECONCILIATION

		Rounded Appropriation	6.00	294,200	69,600	57,800	421,700			
	Appropriation Adjustments:									
4.11	Reappropriation		0.00	0	0	0	0			
4.31	Supplemental		0.00	0	0	0	0			0
5.00	FY 2021 TOTAL APPROPRIATION		6.00	294,200	69,600	57,800	421,700			
	Expenditure Adjustments:									
6.31	FTP or Fund Adjustment		0.00	0	0	0	0			0
6.51	Transfer Between Programs		0.00	0	0	0	0			0
7.00	FY 2021 ESTIMATED EXPENDITURES		6.00	294,200	69,600	57,800	421,700			
	Base Adjustments:									
8.31	Transfer Between Programs		0.00	0	0	0	0			0
8.41	Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51	Base Reduction		0.00	0	0	0	0			0
9.00	FY 2022 BASE		6.00	294,200	69,600	57,800	421,700			
10.11	Change in Health Benefit Costs				6,400		6,400			
10.12	Change in Variable Benefits Costs					1,600	1,600			
	Subtotal CEC Base:	Indicator Code	6.00	294,200	76,000	59,400	429,700			
10.51	Annualization			0	0	0	0			
10.61	CEC for Permanent Positions	1.00%		2,600		600	3,200			
10.62	CEC for Group Positions	1.00%		400		0	400			
10.63	CEC for Elected Officials & Commissioners			0		0	0			
11.00	FY 2022 PROGRAM MAINTENANCE		6.00	297,200	76,000	60,000	433,300			
	Line Items:									
12.01										0
12.02										0
12.03										0
13.00	FY 2022 TOTAL REQUEST		6.00	297,200	76,000	60,000	433,300			

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B

AGENCY INFORMATION			
AGENCY NAME:	Idaho Outfitters and Guides Licensing Board		
Division/Bureau:	Idaho Division of Professional Occupational Licenses		
Prepared By:	Lori Thomason	E-mail Address:	lori.thomason@oglb.idaho.gov
Telephone Number:	208-327-7380	Fax Number:	208-327-7382
DFM Analyst:	Misty Lawrence	LSO/BPA Analyst:	Christine Otto
Date Prepared:	8/3/2020	For Fiscal Year:	2022

FACILITY INFORMATION (please list each facility separately by city and street address)			
Facility Name:	State of Idaho Chinden Campus		
City:	Boise	County:	ADA
Street Address:	Building 4 11341 W Chinden	Zip Code:	83714
Facility Ownership: (could be private or state-owned, use "X" to mark)	Private Lease (use "X" to mark):	State Owned (use "X" to mark):	X Lease Expires: 11/30/2020

FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

Office and Storage Space

COMMENTS: Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

IOGLB is moving to the Chinden campus as part of the DOPL reorganization and permanent square footage has not yet been determined.

SURPLUS PROPERTY: Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2019	ESTIMATE 2020	REQUEST 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024
Use "X" to mark the year facility would be surplus.						

WORK AREAS: Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2019	ESTIMATE 2020	REQUEST 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024
Total Number of Work Areas:	8	8	8	6	6	6
Full-Time Equivalent Positions:	6	6	6	6	6	6
Temp. Employees, Contractors, Auditors, etc.:	2	2	2	0	0	0

SQUARE FEET: Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2019	ESTIMATE 2020	REQUEST 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024
Square Feet:	2,323	2,323	1,670	TBD	TBD	TBD

FACILITY COST: Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2019	ESTIMATE 2020	REQUEST 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024
Total Facility Cost/Yr:	\$28,556.00	\$24,096.97	\$22,545.00	TBD	TBD	TBD

- IMPORTANT NOTES:**
- Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933.
 - Upon completion, please send to Melissa Broome at the Division of Public Works via email to Melissa.Broome@adm.idaho.gov.
 - If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
 - Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

AGENCY NOTES:

Orchard Partners was paid for 2020 Fiscal year \$21,214.28 for fiscal year 2020 and 6 months advanced rent to State of Idaho Chinden Campus \$11,662. There will be additional costs for storage these figures do not include an additional 600 square feet for storage at \$6.00 a square foot until we have moved into building 4.

Part I – Agency Profile

Agency Overview

IOGLB is a self-governing, dedicated fund state agency with responsibility to regulate the outfitting and guiding industry for the explicit purpose of safeguarding the health, safety, and welfare of the public. This mission is accomplished through a comprehensive educational process aimed at the industry, the general public, the legislature, and other cooperating agencies, and through appropriate enforcement of the Outfitters and Guides Act to ensure compliance with state law and Outfitters and Guides Licensing Board rules. The results of these efforts help to promote public awareness of recreation and tourism opportunities in Idaho, and also assist with conservation efforts to preserve the state's fish, wildlife, and natural resources.

The agency is governed by a five-member board. One member shall be a member of the Idaho Fish and Game Commission, or a person selected by that body. Each appointment made by the Fish and Game Commission shall be for a term of three years. One member shall be selected from the public. Three members of the Board shall be qualified and licensed outfitters and guides who have not had less than five years' experience in the business of outfitting and guiding in the state of Idaho. Each appointment shall be for the term of three years, and each board member shall hold office for a term of three years. The Board employs an Executive Director, currently Lori Thomason. Director Thomason supervises the Education and Enforcement Supervisor who supervises 10 part-time agents and investigator and an office manager who supervises three Office Specialist II positions. Director Thomason also coordinates and oversees two attorneys under contract to the Board.

Core Functions/Idaho Code

The Board's statutory authority is through Idaho Code Title 36, Chapter 21.

The Board has the following duties and powers:

- (a) To conduct examinations to ascertain the qualifications of applicants for outfitters or guides licenses, and to issue such licenses to qualified applicants, with such restrictions and limitations thereon as The Board may find reasonable.
- (b) To prescribe and establish rules of procedure to carry into effect the provisions of this chapter including, but not limited to, rules prescribing all requisite qualifications of training, experience, knowledge of rules of governmental bodies, condition and type of gear and equipment, examinations to be given applicants, whether oral, written or demonstrative, or a combination thereof.
- (c) To conduct hearings and proceedings to suspend, revoke or restrict the licenses of outfitters or guides, and to suspend, revoke or restrict said licenses for due cause in the manner hereinafter provided.
- (d) The Board is expressly vested with the power and the authority to enforce the provisions of this chapter including obtaining injunctive relief and to make and enforce any and all reasonable rules which shall by it be deemed necessary and which are not in conflict with the provisions of this chapter, for the express purpose of safeguarding the health, safety, welfare and freedom from injury or danger of those persons utilizing the services of outfitters and guides, and for the conservation of wildlife and range resources.
- (e) The Board shall have the power to cooperate with the federal and state government through its appropriate agency or instrumentality in matters of mutual concern regarding the business of outfitting and guiding in Idaho.
- (f) The Board shall have the power throughout the state of Idaho to request the attendance of witnesses and the production of such books, records, and papers as may be required at any hearing before it, and for that purpose the Board may request a district court to issue a subpoena for any witness or a subpoena duces tecum to compel the production of any books, records or papers. Subpoenas shall be directed to the sheriff of any county in the state of Idaho where such witness resides or may be found. Subpoenas shall be served and returned in the same manner as subpoenas in a criminal case. The fees and mileage of the sheriff and witnesses shall be the same as that allowed in district court criminal cases, which fees and mileage shall be paid from any funds in the state treasury available therefore in the same manner as other expenses of the Board are paid. Disobedience of any subpoena issued by the district court or the refusal by any witness in failing to testify concerning any matter regarding which he may lawfully be interrogated, or the failure to produce any books, records or papers shall constitute a contempt of the district court of any county where

such disobedience or refusal occurs, and said court, or any judge thereof, by proceedings for contempt in said court, may, if such contempt be found, punish said witness as in any other case of disobedience of a subpoena issued from such court or refusal to testify therein.

- (g) The board shall have the power to appoint an Executive Director to serve at the pleasure of the Board. The Executive Director shall carry out such administrative duties as delegated to the Director by the Board.
- (h) The Board shall have the power to hire enforcement agents in order to conduct investigations and enforce the provisions of this chapter. All enforcement agents appointed by the Board who are certified by the Idaho peace officer standards and training advisory council, shall have the power of peace officers limited to:
 - 1. Enforcement of the provisions of this chapter.
 - 2. Responding to express requests from other law enforcement agencies for aid and assistance in enforcing other laws. For purposes of this section, such a request from a law enforcement agency shall mean only a request as to a particular and singular violation or suspicion of violation of law, and shall not constitute a continuous request for assistance outside the purview of enforcement of the provisions of this chapter.
- (i) By August 1 of each year, the Board shall provide to the Director of the Department of Fish and Game, in a manner and form prescribed by the Director, the number of each species of big game taken in each management unit by clients of licensed outfitters between July 1 of the immediately-preceding calendar year and June 30 of the current calendar year.
- (j) The Board shall by rule designate the number of deer or elk tags allocated pursuant to section 36-408(4), Idaho Code, among the authorized operating areas within the game management area, unit or zone.

Revenue and Expenditures

Revenue	FY 2017	FY 2018	FY 2019	FY 2020
State Regulatory Fund	\$523,100	\$542,800	569,000	\$629,200
Total	\$523,100	\$542,800	569,000	\$629,200
Expenditures	FY 2017	FY 2018	FY 2019	FY 2020
Personnel Costs	\$350,600	\$344,700	344,900	\$325,600
Operating Expenditures	\$117,500	\$125,900	235,600	\$303,600
Capital Outlay				
Trustee/Benefit Payments				
Total	\$468,100	\$470,600	\$580,500	\$629,200

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2017	FY 2018	FY 2019	FY 2020
Outfitter Licenses Issued	407	415	429	410
Designated Agent Licenses Issued	405	423	460	447
Guide Licenses Issued	2318	2533	2623	2381
Outfitter License Major Amendments	106	92	42	25
Outfitter License Minor Amendments	53	21	26	13
Designated Agent Amendments	6	6	5	7
Guide Amendments	273	324	289	248
Enforcement Cases Processed	64	75	68	68

Licensing Freedom Act

Agencies who participate in licensure must report on the number of applicants denied licensure or license renewal and the number of disciplinary actions taken against license holders.

	FY 2017	FY 2018	FY 2019	FY 2020
OUTFITTER				
Total Number of Licenses	407	415	429	410
Number of New Applicants Denied Licensure	0	0	0	0
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	3	4	3	3
Number of Final Disciplinary Actions Against Licensees	3	5	3	3
GUIDE				
Total Number of Licenses	2318	2533	2623	2381
Number of New Applicants Denied Licensure	7	5	6	1
Number of Applicants Refused Renewal of a License	1	1	0	0
Number of Complaints Against Licensees	10	13	16	20
Number of Final Disciplinary Actions Against Licensees	6	10	5	16
DESIGNATED AGENT				
Total Number of Licenses	405	423	460	447
Number of New Applicants Denied Licensure	0	0	0	0
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	0	2	1	6
Number of Final Disciplinary Actions Against Licensees	0	2	1	4
MAJOR AMENDMENT – OUTFITTER				
Total Number of Licenses	106	92	42	25
Number of New Applicants Denied Licensure	0	0	1	0
Number of Applicants Refused Renewal of a License	N/A	N/A	N/A	0
Number of Complaints Against Licensees	N/A	N/A	N/A	13
Number of Final Disciplinary Actions Against Licensees	N/A	N/A	N/A	5
MINOR AMENDMENT – OUTFITTER				
Total Number of Licenses	53	21	26	13
Number of New Applicants Denied Licensure	0	0	0	0
Number of Applicants Refused Renewal of a License	N/A	N/A	N/A	1
Number of Complaints Against Licensees	N/A	N/A	N/A	N/A
Number of Final Disciplinary Actions Against Licensees	N/A	N/A	N/A	N/A
AMENDMENT – AGENT				
Total Number of Licenses	6	6	5	7
Number of New Applicants Denied Licensure	0	0	0	0
Number of Applicants Refused Renewal of a License	N/A	N/A	N/A	0
Number of Complaints Against Licensees	N/A	N/A	N/A	6
Number of Final Disciplinary Actions Against Licensees	N/A	N/A	N/A	4

	FY 2017	FY 2018	FY 2019	FY 2020
AMENDMENT – GUIDE				
Total Number of Licenses	273	324	289	248
Number of New Applicants Denied Licensure	N/A	N/A	N/A	N/A
Number of Applicants Refused Renewal of a License	N/A	N/A	N/A	N/A
Number of Complaints Against Licensees	N/A	N/A	N/A	N/A
Number of Final Disciplinary Actions Against Licensees	N/A	N/A	N/A	N/A

An amendment only pertains to adding an activity to an existing license. Under the current records system, there is no efficient way to track the approval and denial of amendments for the past fiscal years, but the Board will be able to collect and report accurately on this data point when the new database system is implemented starting Fiscal Year 2020.

Red Tape Reduction Act

Each agency shall incorporate into its strategic plan a summary of how it will implement the Red Tape Reduction Act, including any associated goals, objectives, tasks, or performance targets. This information may be included as an addendum.

	As of July 1, 2019	As of July 1, 2020
Number of Chapters	1	1
Number of Words	19,610	15,079 as of October 1, 2020 additional 166
Number of Restrictions	265	163 as of October 1, 2020 1 additional

Implement licensing freedom act report recommendations and eliminate outdated rules.

- Revise the rules to conform with the uniform numbering of rules
- Remove two rules for every rule that is added

Part II – Performance Measures

Performance Measure		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
GOAL I						
<i>Provide continued excellence in the licensing services to the outfitting industry</i>						
1. Complete outfitter renewal license applications are to be processed within 30 days.	actual	15	11	13	13	-----
	target	30 days	30 days	30 days	30 days	
2. Complete designated agents renewal license applications are to be processed within 30 days.	actual	17	14	14	14	-----
	target	30 days	30 days	30 days	30 days	
3. Complete guide renewal license applications are to be processed within 20 days. Note: guide licensing on-line are issued a license immediately.	actual	7	6	7	5	-----
	target	20 days	20 days	20 days	20 days	
4. Major outfitter amendments are processed within 90 days.	actual	43	31	70	70	-----
	target	90 days	90 days	90 days	90 days	
5. Minor outfitter amendments are processed within 30 days.	actual	21	35	15	23	-----
	target	30 days	30 days	30 days	30 days	
6. Designated Agent amendments are processed within 30 days.	actual	25	17	32	42	-----
	target	30 days	30 days	30 days	30 days	
7. Guide amendments are processed within 20 days.	actual	7	5	10	5	-----
	target	20 days	20 days	20 days	20 days	

Performance Measure		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
GOAL II						
<i>Provide education and enforcement to the outfitting industry ensuring the health safety and welfare of the public along with assisting in the proper regulation and use of the environment and natural resource of the state</i>						
8. Education programs will receive priority attentions at all times.	actual	100%	100%	100%	100%	-----
	target	100%	100%	100%	100%	
9. Investigations into formal complaints against outfitters and guides will be initiated within 14 days and resolution determined as soon as possible.	actual	100%	100%	100%	100%	-----
	target	100%	100%	100%	100%	
10. Alleged unlicensed activities will receive priority attention as resources permit.	actual	100%	100%	100%	100%	-----
	target	100%	100%	100%	100%	

Performance Measure Explanatory Notes

The Board’s ultimate goal and responsibility is to protect the public health, safety, and welfare, and assist with the proper regulation and use of the environment and natural resources of the State of Idaho. Licensing of qualified individuals who provide outfitted and guided services to the public is a primary concern. Board staff routinely tries to process complete applications for initial guide license issuance or renewal within seven days. In 2004, the Board implemented an on-line licensing system which allows previously licensed guide to receive a 20-day temporary authorization to operate until their license is issued. The Board rewrote procedures for outfitter application and amendment in 2001 and improved processing times are shown in processing outfitter licenses and major amendment. The Board must work with permitting federal and state agencies to process the application in a timely manner. When state and federal agencies don’t respond or process the application quickly this increases our benchmark time frames. The Federal Agencies were furloughed for 30 days in 2019 which increased our

amendment time benchmarks. The Board's education/information program is progressing satisfactorily. The Board continues to effectively use internet and web-based information system to communicate with the public. Enforcement of outfitter and guide laws continues to demand increasing amounts of staff time and resources. Our revised approach to obtain compliance with the law through education rather than rigorous enforcement actions has continued to meet with positive results and strong approval from within and outside the industry. The Board continues to improve efforts to better manage outfitter use of assigned areas in order to improve outfitted opportunities sought by the public and to allow individuals interested in establishing an outfitter business to have a chance to apply for an area that is being underutilized.

For More Information Contact

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Director Attestation for Performance Report

In accordance with *Idaho Code 67-1904*, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Idaho Outfitters and Guides Licensing Board



Director's Signature

8/27/2020

Date

Please return to:

Division of Financial Management
304 N. 8th Street, 3rd Floor
Boise, Idaho 83720-0032

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STATE OF IDAHO
OUTFITTERS AND GUIDES LICENSING BOARD
AGENCY STRATEGIC PLAN



Date Range
FY 20 – 24

Date of Document
August 10, 2020

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AGENCY MISSION

The Licensing Board is charged with regulating the outfitting and guiding industry for the express purpose of safeguarding the health, safety, and welfare of the public, and to assist with conservation efforts to preserve the state's fish, wildlife, and natural resources.

VISION STATEMENT

The Licensing Board foresees continuing growth in the state's tourism industry, and a reasonable amount of change occurring in the commercial recreational services "Outfitting and Guiding."

KEY EXTERNAL FACTORS

- ❖ There seems to be continued agreement within the industry and partnering agencies that it is important that the industry be governed by a state board comprised of a majority of knowledgeable, experienced outfitter members and that organization has the responsibility to present a clear vision as to what the outfitting and guiding industry will be in the future.
- ❖ Financial resources and personnel resources available to the Licensing Board necessary to operate are constrained:
 - Outfitters not properly submitting guide licenses by reporting criminal violations has become an increasing problem requiring additional staff time for education and enforcement.
 - The agency has moved from employing a full time Education Enforcement Supervisor to take benefit from a retired sheriff capable of and interested in performing those duties part time and not collecting PERSI benefits. This has provided flexibility in the use of existing funds which largely have been returned to the agency's free fund account. It is important to note however that funding is needed to maintain a full time Education Enforcement Supervisor position as inevitably this person will leave at some point.
 - The agency must maintain a free fund account sufficient enough to fund legal issues, appeals and etc.
- ❖ Practices of partnering agencies are changing or are inconsistent. There appears there will be continuing need for information sharing and clarification of regulations, changes in conditions and businesses/practices, conflicts, and other issues.
- ❖ Legislative and Gubernatorial requirements such as Negotiated Rule Making and Executive orders.
- ❖ The Licensing Board is dependent on external sources for important functions particularly data management services, web-based licensing application and outfitter GIS mapping.
- ❖ Addressing unlicensed outfitting and guiding activities in the state of Idaho is the primary concern of the industry and resource management agencies and is of significant concern to the guided public.

- ❖ There appears to be continuing need for an ongoing education program on the buying and selling of outfitter businesses, and a better process for allowing a selling outfitter to be relicensed when a default sale occurs.

GOALS

GOAL I.

To provide continued excellence in the licensing services to the outfitting industry. Collaborate with Federal and State Agencies to process applications for their permitting process in a timely manner.

Objectives - Provide materials and direction to new applicants

Performance Measure- Process all new applications for licensure

Benchmark – 90 days for outfitter and designated agents license applications

How Benchmark was established- Legislatively mandated standards

Benchmark – 20 days for new guide license applications

How Benchmark was established- Industry standard

Objectives - Provide materials and direction to renewal applicants

Performance Measure- Process all renewal applications for licensure

Benchmark – 30 days for outfitter and designated agents license renewal applications

How Benchmark was established- Legislatively mandated standards

Benchmark – 20 days for renewal guide license applications

How Benchmark was established- Industry standard

Objectives - Provide materials and direction for license amendments

Performance Measure- Process all amendment requests

Benchmark – 90 days for major outfitter amendment applications

How Benchmark was established- Legislatively mandated standards

Benchmark – 30 days for minor outfitter amendment applications

How Benchmark was established- Legislatively mandated standards

Benchmark – 30 days for designated agent amendment applications

How Benchmark was established- Industry standard

Benchmark – 20 days for guide amendment applications

How Benchmark was established- Industry standard

GOAL II.

Provide education and enforcement to the outfitting industry ensuring the health safety and welfare of the public along with assisting in the proper regulation and use of the environment and natural resource of the state.

Objectives - Provide education materials and instruction for the industry.

Performance Measure - Ongoing education to the public, outfitting industry and other agencies with webinars and other teaching materials.

Benchmark – 100%

How Benchmark was established-Office procedure

Objectives – Performs investigations into formal complaints against outfitters and guides.

Performance Measure- Investigations will be initiated within 14 days of receipt of the formal complaint with resolution determined as soon as possible.

Benchmark – 100%

How Benchmark was established-Office procedure

Objectives – Performs investigations into formal complaints against unlicensed activities.

Performance Measure- Alleged unlicensed activities will receive priority attention as resources permit.

Benchmark – 100%

How Benchmark was established- Office procedure

Red Tape Reduction Act Executive Order 2019-02

Goal III

Implement licensing freedom act report recommendations and eliminate outdated rules.

Objectives – The Licensing Board has held and will continue to hold negotiated rule making hearings to reduce redundant and outdated rules. The Board has and will continue to work with the outfitting industry during the next two years through 2020 soliciting comments to be submitted to the Board on rules that are outdated and redundant.

Objectives – Revise the rules to conform with the uniform numbering of rules

Objectives – Remove two rules for every rule that is added

Adoption of the NIST Cybersecurity Framework and Implementation of CIS Critical Security Controls 1 – 5.

As a technology customer of the Office of Information Technology Services (ITS) in the Governor's Office, we are using the cybersecurity systems and technical expertise in ITS to fulfill requirements related to Executive Order 2017-02. Staff from ITS were briefed the NIST Core Framework, CIS Controls 1-5, and their plan for adoption of the NIST Cybersecurity Framework. We participate in DHR and ITS administered cybersecurity training, as awareness is a critical component of an effective cybersecurity program. As briefed by ITS staff, implementation of the CIS Controls 1-5 will be their responsibility for the systems they operate and, as technological tools applied to the computer systems, largely invisible to us as a customer. ITS, working through the multi-agency Incident Response Task Force, has developed an Incident Response Program in support of our agency.