

Agency Summary And Certification

FY 2025 Request

Agency: Office of Administrative Hearings

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In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

Signature of Department Director:

Bryan Nickels

Date: 09/01/2023

	FY 2023 Total Appropriation	FY 2023 Total Expenditures	FY 2024 Original Appropriation	FY 2024 Estimated Expenditures	FY 2025 Total Request
Appropriation Unit					
Office of Administrative Hearings	605,700	412,900	816,900	816,900	1,569,500
Total	605,700	412,900	816,900	816,900	1,569,500
By Fund Source					
G 10000 General	605,700	412,900	816,900	816,900	1,569,500
Total	605,700	412,900	816,900	816,900	1,569,500
By Account Category					
Personnel Cost	402,600	310,900	567,200	567,200	1,207,700
Operating Expense	174,500	70,200	249,700	249,700	336,200
Capital Outlay	28,600	31,800	0	0	25,600
Total	605,700	412,900	816,900	816,900	1,569,500
FTP Positions	4.00	4.00	4.00	4.00	9.00
Total	4.00	4.00	4.00	4.00	9.00

Division Description**Request for Fiscal Year:** 2025**Agency:** Office of Administrative Hearings

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Division: Office of Administrative Hearings

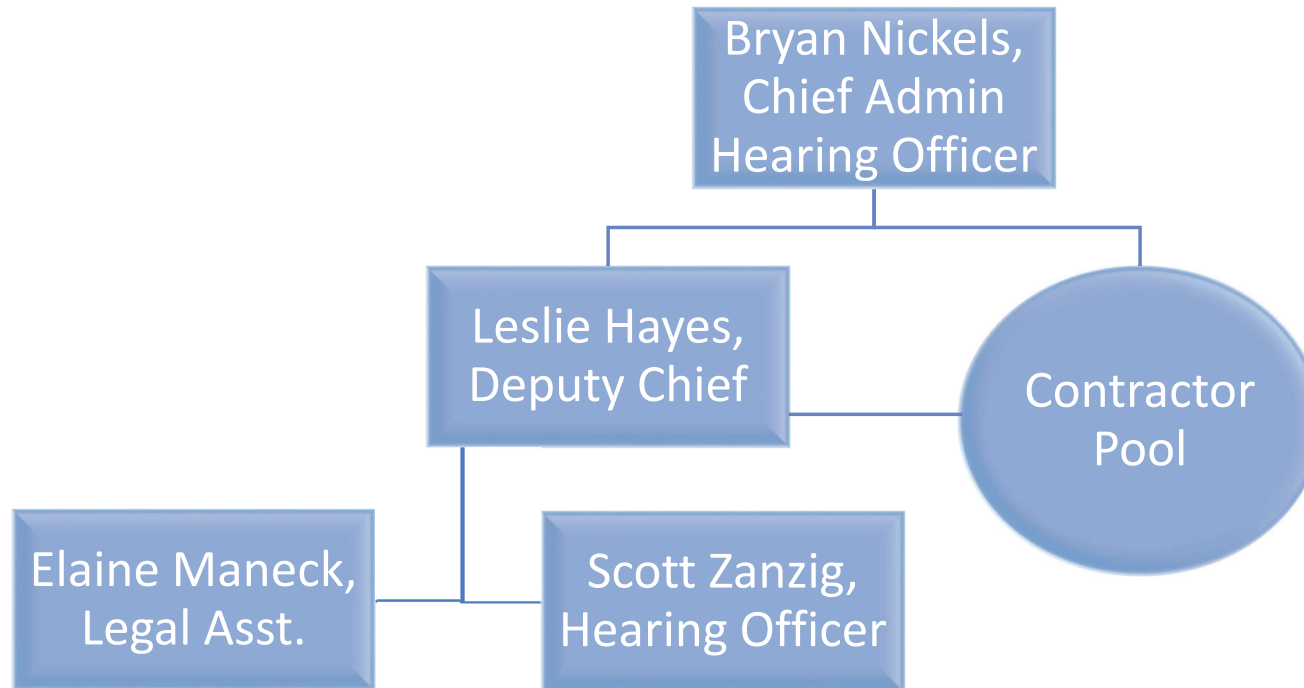
AH1

Statutory Authority: IC §67-5280

The Office of Administrative Hearings was created by House Bill 629 and is part of the executive branch residing in the Department of Self-Governing Agencies. The Office is created to provide for independent and impartial administrative hearing officers under the Administrative Hearing Act for contested case proceedings.

Current OAH Organizational Chart

(I.C. §67-5282(1)(d) & (i))



FTP: 4
Vacant FTP: 0
As of 08/31/2023

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency	Office of Administrative Hearings						460
Division	Office of Administrative Hearings						AH1
Appropriation Unit	Office of Administrative Hearings						SGAH
FY 2023 Total Appropriation							
1.00	FY 2023 Total Appropriation						SGAH
	H0808						
	10000 General	4.00	402,600	174,500	28,600	0	605,700
		4.00	402,600	174,500	28,600	0	605,700
1.21	Account Transfers						SGAH
	10000 General	0.00	0	(3,200)	3,200	0	0
		0.00	0	(3,200)	3,200	0	0
1.61	Reverted Appropriation Balances						SGAH
	10000 General	0.00	(91,700)	(101,100)	0	0	(192,800)
		0.00	(91,700)	(101,100)	0	0	(192,800)
FY 2023 Actual Expenditures							
2.00	FY 2023 Actual Expenditures						SGAH
	10000 General	4.00	310,900	70,200	31,800	0	412,900
		4.00	310,900	70,200	31,800	0	412,900
FY 2024 Original Appropriation							
3.00	FY 2024 Original Appropriation						SGAH
	10000 General	4.00	567,200	249,700	0	0	816,900
		4.00	567,200	249,700	0	0	816,900
FY 2024 Total Appropriation							
5.00	FY 2024 Total Appropriation						SGAH
	10000 General	4.00	567,200	249,700	0	0	816,900
		4.00	567,200	249,700	0	0	816,900
FY 2024 Estimated Expenditures							
7.00	FY 2024 Estimated Expenditures						SGAH
	10000 General	4.00	567,200	249,700	0	0	816,900
		4.00	567,200	249,700	0	0	816,900
FY 2025 Base							
9.00	FY 2025 Base						SGAH
	10000 General	4.00	567,200	249,700	0	0	816,900
		4.00	567,200	249,700	0	0	816,900
Program Maintenance							
10.11	Change in Health Benefit Costs						SGAH

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
10000	General	0.00	2,800	0	0	0	2,800
		0.00	2,800	0	0	0	2,800
10.12	Change in Variable Benefit Costs						SGAH
10000	General	0.00	2,900	0	0	0	2,900
		0.00	2,900	0	0	0	2,900
10.61	Salary Multiplier - Regular Employees						SGAH
10000	General	0.00	5,000	0	0	0	5,000
		0.00	5,000	0	0	0	5,000
FY 2025 Total Maintenance							
11.00	FY 2025 Total Maintenance						SGAH
10000	General	4.00	577,900	249,700	0	0	827,600
		4.00	577,900	249,700	0	0	827,600
Line Items							
12.01	5 FTP Transfer						SGAH
10000	General	5.00	629,800	86,500	0	0	716,300
OT 10000	General	0.00	0	0	25,600	0	25,600
		5.00	629,800	86,500	25,600	0	741,900
FY 2025 Total							
13.00	FY 2025 Total						SGAH
10000	General	9.00	1,207,700	336,200	0	0	1,543,900
OT 10000	General	0.00	0	0	25,600	0	25,600
		9.00	1,207,700	336,200	25,600	0	1,569,500

Agency: Office of Administrative Hearings

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Decision Unit Number 12.01 Descriptive Title 5 FTP Transfer

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	629,800	0	0	629,800
55 - Operating Expense	86,500	0	0	86,500
70 - Capital Outlay	25,600	25,600	0	25,600
80 - Trustee/Benefit	0	0	0	0
Totals	741,900	0	0	741,900
Full Time Positions	5.00	0.00	0.00	5.00

Appropriation Unit: Office of Administrative Hearings SGAH

Personnel Cost

500 Employees	459,032	0	0	459,032
512 Employee Benefits	98,518	0	0	98,518
513 Health Benefits	72,250	0	0	72,250
Personnel Cost Total	629,800	0	0	629,800

Operating Expense

558 Employee Development	6,000	0	0	6,000
570 Professional Services	4,500	0	0	4,500
587 Administrative Services	1,500	0	0	1,500
590 Computer Services	400	0	0	400
598 Employee In State Travel Costs	12,500	0	0	12,500
654 Insurance Costs	600	0	0	600
664 Rental Costs	56,000	0	0	56,000
676 Miscellaneous Expense	5,000	0	0	5,000
Operating Expense Total	86,500	0	0	86,500

Capital Outlay

740 Computer Equipment	13,100	0	0	13,100
764 Office Equipment	12,500	0	0	12,500
Capital Outlay Total	25,600	0	0	25,600

Full Time Positions

FTP - Permanent	5.00	0.00	0.00	5.00
Full Time Positions Total	0	0	0	0
	741,900	0	0	741,900

Explain the request and provide justification for the need.

This request is to comply with the legislative and statutory directive that the Office of Administrative Hearings begin conducting Department of Health and Welfare contested case hearings in FY24, which matters are currently being handled by the Office of the Attorney General's Fair Hearings Unit ("FHU"). Based on information from DHW and OAG, while the FHU's original appropriation was staffed for 2 attorneys and 1 paralegal, those cases have most recently been staffed at FHU with 3 attorneys (2.5 FTP), 1 paralegal, and 1 legal assistant (.5 FTP).

Unlike judges in the judiciary, the administrative law judges in OAH do not have a single statutory salary. Instead, in terms of salaries, the original "Hearing Officer" position was classed at Pay Grade L, which was not reflective of the market pay range for experienced attorneys who are required to have magistrate-judge-level experience, was inclusive of non-lawyers, and also had a maximum salary below at least one of the attorneys who had been anticipated to transfer over from OAG's FHU. In light of this, a new classification – "Administrative Law Judge" – was created, to correlate more closely to, e.g., an "Attorney II" classification. The corresponding Pay Grade (N) which was identified and utilized appropriately matches the anticipated maximum salary for an ALJ (to wit, the statutory salary for magistrate judges); however, the minimum salary for Pay Grade N (\$66,225), and the 100% policy number (\$88,300), is not reflective of market for the requirements of this position, which OAH feels is more akin to \$90,000, an amount which is still well below the salaries most recently paid to DAGs in OAG's FHU. Thus, while utilizing the existing Pay Grade N, the actual pay band utilized by OAH within that pay grade is much narrower (\$90,000 to \$132,450) to reflect those considerations above.

If a supplemental, what emergency is being addressed?

n/a

Specify the authority in statute or rule that supports this request.

I.C. §67-5286 & 67-5283(3)

Indicate existing base of PC, OE, and/or CO by source for this request.

OAG for certain of the PC and OE.

What resources are necessary to implement this request?

Budget increase as identified above

List positions, pay grades, full/part-time status, benefits, terms of service.

3 Administrative Law Judge Pay Grade N \$107,003/FTP plus benefits \$37,416/FTP plus benefits \$29,611
1 Legal Assistant Pay Grade J \$68,000/FTP plus benefits \$29,044.84
1 Paralegal Pay Grade L \$70,000/FTP plus benefits \$29,474

Will staff be re-directed? If so, describe impact and show changes on org chart.

Current staff will not be re-directed; will maintain current reporting structure.

Detail any current one-time or ongoing OE or CO and any other future costs.

Ongoing OE expenses will be \$86,500. Office Space \$56,000, Insurance \$625, Travel \$12,500, Training \$6,000, Office 365 \$400, Bar Fees \$1,500, Westlaw \$4,500, and Misc Cost \$5,000

One-time Capital Outlay \$25,600. 5 Laptops @ \$1,600/each. 3 iPads @ \$1,700/each, \$12,500 Office Furniture.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Market costs.

Provide detail about the revenue assumptions supporting this request.

FTP increase is not anticipated to generate new revenue for OAH; however, upon OAH's assuming duties to conduct DHW contested case proceedings, DHW will be included in agencies for which OAH must identify cost estimates for budgeting purposes as required under I.C. §67-5285.

Who is being served by this request and what is the impact if not funded?

DHW and Idaho citizens with contested cases before DHW. If not funded, OAH will be either significantly impaired or unable to satisfy its statutory obligation to conduct DHW contested case proceedings.

AGENCY: Office of Administrative Hearings

Approp Unit: SGAH

Decision Unit No: 12.01

Title: 5 Additional FTP

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)	5				
PERSONNEL COSTS					
1. Salaries	\$459,000				
2. Benefits	\$170,800				
3. Group Position Funding					
TOTAL PERSONNEL COSTS	\$629,800				
OPERATING EXPENSES	\$86,500				
TOTAL OPERATING EXPENDITURES	\$86,500				
CAPITAL OUTLAY	\$25,600				
TOTAL CAPITAL OUTLAY	\$25,600				
T/B PAYMENTS					
GRAND TOTAL	\$741,900				

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PCF Detail Report

Request for Fiscal Year: 2025

Agency: Office of Administrative Hearings

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Appropriation Unit: Office of Administrative Hearings

SGAH

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	4.00	412,650	55,000	85,712	553,362
		Total from PCF	4.00	412,650	55,000	85,712	553,362
		FY 2024 ORIGINAL APPROPRIATION	4.00	427,649	55,000	84,551	567,200
		Unadjusted Over or (Under) Funded:	.00	14,999	0	(1,161)	13,838
Estimated Salary Needs							
		Permanent Positions	4.00	412,650	55,000	85,712	553,362
		Estimated Salary and Benefits	4.00	412,650	55,000	85,712	553,362
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	14,999	0	(1,161)	13,838
		Estimated Expenditures	.00	14,999	0	(1,161)	13,838
		Base	.00	14,999	0	(1,161)	13,838

PCF Summary Report

Request for Fiscal Year: 2025

Agency: Office of Administrative Hearings

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Appropriation Unit: Office of Administrative Hearings

SGAH

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	4.00	427,649	55,000	84,551	567,200
5.00	FY 2024 TOTAL APPROPRIATION	4.00	427,649	55,000	84,551	567,200
7.00	FY 2024 ESTIMATED EXPENDITURES	4.00	427,649	55,000	84,551	567,200
9.00	FY 2025 BASE	4.00	427,649	55,000	84,551	567,200
10.11	Change in Health Benefit Costs	0.00	0	2,800	0	2,800
10.12	Change in Variable Benefit Costs	0.00	0	0	2,900	2,900
10.61	Salary Multiplier - Regular Employees	0.00	4,100	0	900	5,000
11.00	FY 2025 PROGRAM MAINTENANCE	4.00	431,749	57,800	88,351	577,900
12.01	5 FTP Transfer	5.00	459,032	72,250	98,518	629,800
13.00	FY 2025 TOTAL REQUEST	9.00	890,781	130,050	186,869	1,207,700



State of Idaho
DIVISION OF HUMAN RESOURCES
Executive Office of the Governor

BRAD LITTLE
Governor
LORI A. WOLFF
Administrator

Idaho Personnel Commission
Mike Brassey, Chair
Mark Holubar
Sarah E. Griffin
Amy Manning
Nancy Merrill

August 29, 2023

Bryan Nickels, Chief Administrative Hearing Officer
Office of Administrative Hearings

Dear Bryan:

This letter is in response to your FY 2025 Budget request. Your initial request was received August 25, 2023 and listed the following requested item(s) for your FY 2025 budget:

1. Increase FTP by 3.0, Administrative Law Judge (non-classified)
2. Increase FTP by 1.0, Legal Assistant (non-classified)
3. Increase FTP by 1.0, Paralegal (non-classified)

After review of your request, DHR concurs with classification for the following:

1. 3.0, Administrative Law Judge (non-classified), Pay Grade N
2. 1.0, Legal Assistant (non-classified), Pay Grade J
3. 1.0, Paralegal (non-classified), Pay Grade L

This letter attests that the Office of Administrative Hearings request(s) are in alignment with Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me at andrea.ryan@dhr.idaho.gov or 208.758.1618

Sincerely,

A handwritten signature in black ink, appearing to be "AR" or "C3" with a flourish.

Andrea Ryan
Human Resource Manager

Cc: Adam Jarvis, Division of Financial Management

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

AGENCY INFORMATION

AGENCY NAME:	Office of Administrative Hearings	Division/Bureau:	
Prepared By:	Jason Martinez	E-mail Address:	jason.martinez@dfm.idaho.gov
Telephone Number:	208-854-3063	Fax Number:	208-334-2438
DFM Analyst:	Adam Jarvis	LSO/BPA Analyst:	Tim Hibbard
Date Prepared:		For Fiscal Year:	2024

FACILITY INFORMATION (please list each facility separately by city and street address)

Facility Name:	Garro Building				
City:	Boise	County:	Ada		
Property Address:	816 W. Bannock Street			Zip Code:	837202
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input type="checkbox"/>	Lease Expires:

FUNCTION/USE OF FACILITY

Administrative Space, Boise

COMMENTS

WORK AREAS

FISCAL YR:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	5	5	10	10	10	10
Full-Time Equivalent Positions:	5	5	10	10	10	10
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

SQUARE FEET

FISCAL YR:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	500	500	3000	3000	3000	3000

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	REQUEST 2023	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	\$7,397.52	\$11,096.28	\$66,000.00	\$66,000.00	\$66,000.00	\$66,000.00

SURPLUS PROPERTY

FISCAL YR:	REQUEST 2023	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

- Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to Caitlin.Cox@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
- 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. **DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.**

AGENCY NOTES:

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Part I – Agency Profile

Agency Overview

The Office of Administrative Hearings (OAH) was established in 2022 by the Legislature as an independent office of Administrative Hearings, charged with providing independent and unbiased hearing officers to preside over contested administrative cases before most of Idaho's agencies. OAH is statutorily charged with providing hearing officers in contested case proceedings under Idaho's Administrative Procedure Act (APA) which arise from the appeal of an agency order. OAH is also authorized to provide mediation, arbitration, and other adjudicatory services to Idaho's agencies if requested. Depending on the nature of the action, OAH conducts hearings in a number of ways: 1) in-person field hearings, which can be done anywhere in the state; 2) remote video conference; 3) hybrid hearings, which have in-person attendees and remote attendees; and 4) telephonically.

On September 6, 2022, Governor Little appointed Bryan Nickels as the Chief Administrative Hearing Officer to launch OAH as a new agency. By statute, OAH formally began to handle contested cases on January 3, 2023. As of September 1, 2023, OAH is staffed with 3 hearing officers (the Chief Administrative Hearing Officer, the Deputy Chief Administrative Hearing Officer, and a Hearing Officer) and 1 legal assistant; OAH also utilizes legal extern(s) from the University of Idaho Law School. In January 2023, the Chief and Deputy Chief completed a four-week online course of Administrative Law Judges, which included four hours of seminar time and forty hours of self-study. In August 2023, all 3 of OAH's in-house hearing officers completed a 10-day Fair Hearings training for administrative law judges at the National Judicial College at the University of Nevada-Reno. OAH's offices are currently located at 816 W. Bannock, Suite 203, Boise, ID 83702.

OAH's Mission: The Office of Administrative Hearings serves the citizens, businesses, and state agencies of Idaho by providing independent, efficient, and unbiased hearings of contested administrative cases, and facilitates the opportunity for parties to resolve their disputes through alternative dispute resolution.

OAH's Vision: 1) The Office of Administrative Hearings will continue to develop a transparent and standardized hearing process to benefit participants in contested case proceedings; 2) The Office of Administrative Hearings, through its hearing officers, will continue to provide all participants with a fair, civil, and efficient process through which contested case proceedings will be heard; and 3) The Office of Administrative Hearings will continue to educate the public and stakeholders about Idaho's Administrative Procedures Act so that parties may participate to the fullest extent possible in the process.

Core Functions/Idaho Code

OAH's duties in providing independent and unbiased hearing officers, and corresponding due process concepts (as illuminated in the landmark U.S. Supreme Court case of *Mathews v. Eldridge*, 424 U.S. 319 (1976)), play a pivotal role in safeguarding individuals' rights within administrative proceedings. These mechanisms are integral to ensuring that individuals receive fair treatment and protection from arbitrary decisions when dealing with Idaho's agencies, given the potential harm to the individual if erroneous decisions are made without adequate procedures. As Idaho's Court of Appeals has explained in *Hawkins v. Idaho Transp. Dep't.*, 161 Idaho 173 (Ct. App. 2016), "[t]he minimum constitutional due process requirements for administrative hearings are timely and adequate notice and an opportunity to be heard that is meaningful and appropriate to the nature of the case." Altogether, these concepts underscore the fundamental principles of due process, striving to strike a harmonious balance between governmental efficiency and the protection of individual rights.

To ensure fulfillment of these due process considerations, OAH and its Chief Administrative Hearing Officer have a number of statutory duties regarding contested cases before Idaho's agencies and handled by OAH hearing officers. Those duties are outlined in I.C. §§67-5280 through -5286, and generally include as follows:

- Conduct contested case proceedings that arise from the appeal of an agency order (I.C. §67-5280(2)(a));
- Provide mediation, arbitration and adjudicatory services requested by agencies (I.C. §67-5280(2)(b));
- Appoint hearing officers, both within OAH and as outside contract hearing officers (I.C. §67-5282(1)(d));

- Promulgate an updated Idaho Rules of Administrative Procedure (I.C. §§67-5280(2)(c), -5282(1)(e), and -5206(3))
- Establish a Code of Conduct governing hearing officers' conduct to ensure independent and unbiased decision-making (I.C. §67-5282(1)(f))
- Protected and ensure the decisional independence of OAH's hearing officers (I.C. §67-5282(1)(g)), and
- Implement monitoring systems regarding the quality of contested case proceedings (I.C. §67-5282(h)).

As of September 1, 2023, OAH provides – or may provide – contested case and other services to most of Idaho's agencies. The only agencies expressly exempted from OAH's scope are the Water Board and Department of Water Resources per I.C. §67-5280(3). As of July 1, 2023, OAH will begin hearing Department of Health and Welfare (DHW) matters, per I.C. §67-5286.

Revenue and Expenditures:

Revenue	FY 2020	FY 2021	FY 2022	FY 2023
General Fund	\$ n/a	\$ n/a	\$ n/a	\$ 605,700.00
Total	\$ n/a	\$ n/a	\$ n/a	\$ 605,700.00
Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Personnel Costs	\$ n/a	\$ n/a	\$ n/a	\$ 310,862.58
Operating Expenditures	\$ n/a	\$ n/a	\$ n/a	\$ 70,259.00
Capital Outlay	\$ n/a	\$ n/a	\$ n/a	\$ 31,783.27
Trustee/Benefit Payments	\$ n/a	\$ n/a	\$ n/a	\$ 0
Total	\$ n/a	\$ n/a	\$ n/a	\$ 412,904.85

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2020	FY 2021	FY 2022	FY 2023
Agencies assigning cases to OAH	n/a	n/a	n/a	9
Cases transmitted to OAH	n/a	n/a	n/a	83
Hearings conducted	n/a	n/a	n/a	56
Orders and notices issued by OAH	n/a	n/a	n/a	329
Assignment within 2 business days	n/a	n/a	n/a	96.4%
Case aging (older than 6 months)	n/a	n/a	n/a	0%
Mediations/Arbitrations conducted	n/a	n/a	n/a	1
Outcomes other than agency affirmance	n/a	n/a	n/a	36.1%
Recommended outcomes other than agency affirmance	n/a	n/a	n/a	10%
Recommended outcomes other than agency affirmance (excluding ITD)	n/a	n/a	n/a	100%

Note: "FY 2023" represents half-year figures, covering the official OAH start date of January 3, 2023 through June 30, 2023.

Performance Highlights:

FY23 primarily focused on the initial start-up of OAH, including hiring of all personnel, identification of physical space for office and for hearings, set-up of IT services, creation of initial policies and procedures, education of stakeholder groups about scope of OAH services, Hearing Officer training, including contract hearing officers, and commencement of initial hearings. For the half-year that OAH has been operational, OAH was transmitted 83 matters from 9 different agencies, resulting in 56 final evidentiary hearings before a hearing officer.

Additionally, OAH drafted new Rules of Administrative Procedure, updating the prior Rules of Administrative Procedure which had initially been promulgated in 1993, and conducted eight in-person negotiated rulemaking sessions around the state, including Boise, Coeur d'Alene, Twin Falls, Moscow, and Pocatello.

Part II – Performance Measures

Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Goal 1: Develop website to incorporate background information regarding OAH for the public, agencies, and contract hearing officers.						
Public website information: FAQs, OAH information, contact info, etc.	achieved	n/a	n/a	n/a	Yes	---
	benchmark	n/a	n/a	n/a	Webpage creations	---
Agency website information: ADR, transmittal, and contact info	achieved	n/a	n/a	n/a	Yes	---
	benchmark	n/a	n/a	n/a	Webpage creations	---
Hearing officer information: Code of Conduct, statutory/administrative info	achieved	n/a	n/a	n/a	Yes	---
	benchmark	n/a	n/a	n/a	Webpage creations	---
Goal 2: Develop processes and monitoring systems to assist public in full participation in proceedings, and to ensure hearing officers comply with code of conduct.						
Code of Conduct for hearing officers	achieved	n/a	n/a	n/a	Yes	---
	benchmark	n/a	n/a	n/a	Creation	---
Quarterly Hearing Officer trainings	achieved	n/a	n/a	n/a	Yes (2 of 2)	---
	benchmark	n/a	n/a	n/a	CLEs conducted; attendance monitored	---
Development of long-term “how to” information delivery methods	achieved	n/a	n/a	n/a	Yes	---
	benchmark	n/a	n/a	n/a	Options id'd	---
Goal 3: Consolidate and standardize administrative hearing officer practices and create quality monitoring system.						
Creation of hearing officer pool and contracts	achieved	n/a	n/a	n/a	Yes	---
	benchmark	n/a	n/a	n/a	Complete	---
Creation of agency policies regarding conduct of hearings	achieved	n/a	n/a	n/a	Yes	---
	benchmark	n/a	n/a	n/a	Initiated and ongoing; provided to all hearing officers	---
Develop monitoring/QC standards	achieved	n/a	n/a	n/a	Yes	---
	benchmark	n/a	n/a	n/a	Complete	---
Goal 4: Promulgate rules to further implement OAH's mission.						
Promulgate new Idaho Rules of Administrative Procedure	achieved	n/a	n/a	n/a	Pending Rules	---
	benchmark	n/a	n/a	n/a	Complete	---
Assist agencies re: updates to agency-specific rules	achieved	n/a	n/a	n/a	Ongoing	---
	benchmark	n/a	n/a	n/a	Meetings	---

Goal 5: Education						
Establish training requirements for all hearing officers	achieved	n/a	n/a	n/a	Yes	---
	benchmark	n/a	n/a	n/a	Complete	---
Present CLEs to stakeholder groups	achieved	n/a	n/a	n/a	Ongoing	
	benchmark	n/a	n/a	n/a	Complete	
Goal 6: ADR						
Agencies: educational information and forms about ADR	achieved	n/a	n/a	n/a	Yes	
	benchmark	n/a	n/a	n/a	Complete	
ADR Specialists: Identify and creating training requirements	achieved	n/a	n/a	n/a	Yes	
	benchmark	n/a	n/a	n/a	Complete	

Performance Measure Explanatory Note:

As noted above, much of OAH's initial performance measures are directed to initial set-up of the agency, and initial training and logistics regarding hearing officer operations. OAH projects that, following incorporation of DHW matters in FY25, start-up operations for OAH as reflected in its strategic plan are anticipated to be completed, and the strategic plan will be further updated to reflect ongoing OAH activities and metrics. At that juncture, and as OAH's caseload further matures, OAH anticipates that performance measures will shift to different metrics regarding case types, case outcomes, judicial reviews, etc. OAH has also engaged in outreach with other states to evaluate what benchmarks and metrics are used in those states in their respective performance measurement report.

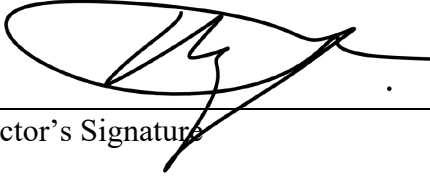
For More Information, Contact:

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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: Office of Administrative Hearings (460)



Director's Signature

August 29, 2023

Date

Please return to:

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