

Agency Summary And Certification

FY 2027 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: 08/28/2025

| | | | FY 2025 Total Appropriation | FY 2025 Total Expenditures | FY 2026 Original Appropriation | FY 2026 Estimated Expenditures | FY 2027 Total Request |
|-----------------------------------|-------|---------|--------------------------------|-------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Appropriation Unit | | | | | | | |
| Office of Administrative Hearings | | | 1,589,000 | 1,511,300 | 1,627,000 | 1,578,200 | 1,671,800 |
| Total | | | 1,589,000 | 1,511,300 | 1,627,000 | 1,578,200 | 1,671,800 |
| By Fund Source | | | | | | | |
| G | 10000 | General | 1,589,000 | 1,511,300 | 1,627,000 | 1,578,200 | 1,671,800 |
| Total | | | 1,589,000 | 1,511,300 | 1,627,000 | 1,578,200 | 1,671,800 |
| By Account Category | | | | | | | |
| Personnel Cost | | | 1,214,400 | 1,170,200 | 1,259,800 | 1,256,700 | 1,303,800 |
| Operating Expense | | | 349,000 | 316,500 | 367,200 | 321,500 | 368,000 |
| Capital Outlay | | | 25,600 | 24,600 | 0 | 0 | 0 |
| Total | | | 1,589,000 | 1,511,300 | 1,627,000 | 1,578,200 | 1,671,800 |
| | | | | | | | |
| FTP Positions | | | 9 | 9 | 9 | 9 | 9 |
| Total | | | 9 | 9 | 9 | 9 | 9 |

Division Description**Request for Fiscal Year:** 2027**Agency:** Office of Administrative Hearings

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Division: Office of Administrative Hearings

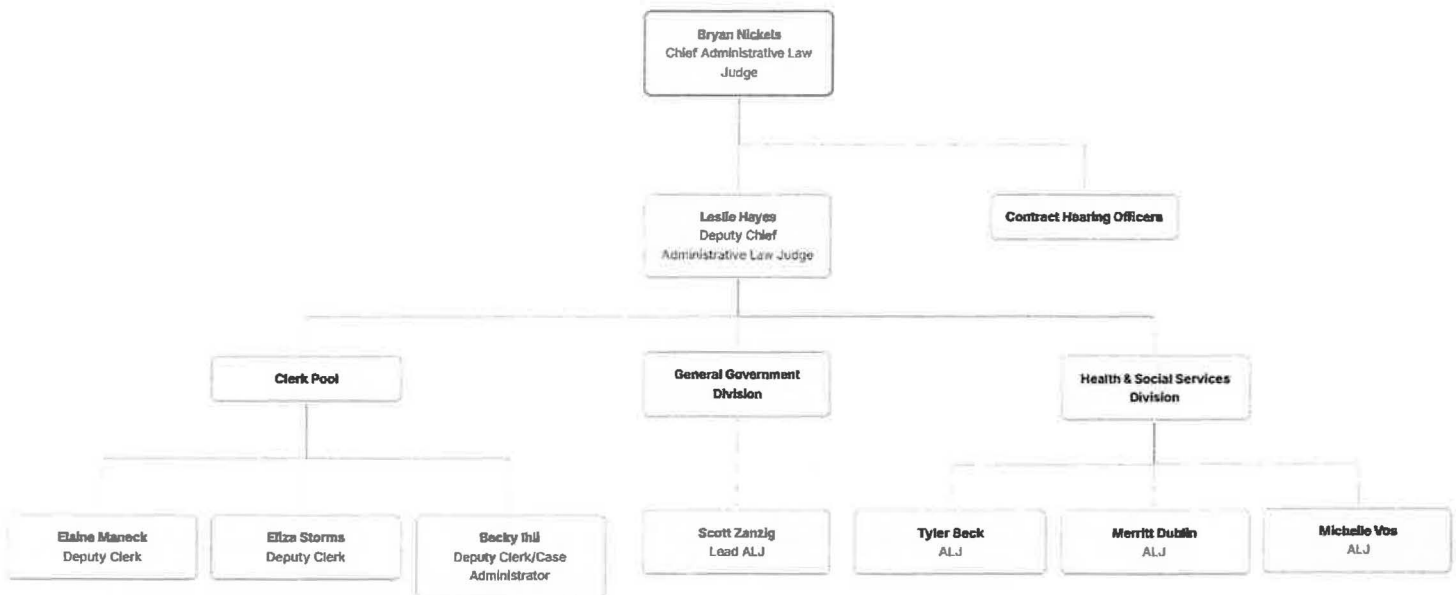
AH1

Statutory Authority: IC §67-5280

The Office of Administrative Hearings was created in 2022 and is part of the executive branch residing in the Department of Self-Governing Agencies. The Office houses the State's administrative law judges and was created within Idaho's Administrative Procedure Act to provide independent and impartial hearing officers to preside over contested case proceedings before almost all of Idaho's agencies, boards, and commissions.

Office of Administrative Hearings

Organizational Chart - FY26



| | | 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 2025 Total Appropriation | | | | | | | |
| 1.00 | FY 2025 Total Appropriation | | | | | | SGAH |
| | 10000 General | 9.00 | 1,214,400 | 349,000 | 25,600 | 0 | 1,589,000 |
| | | 9.00 | 1,214,400 | 349,000 | 25,600 | 0 | 1,589,000 |
| 1.61 | Reverted Appropriation Balances | | | | | | SGAH |
| | 10000 General | 0.00 | (44,200) | (32,500) | (1,000) | 0 | (77,700) |
| | | 0.00 | (44,200) | (32,500) | (1,000) | 0 | (77,700) |
| FY 2025 Actual Expenditures | | | | | | | |
| 2.00 | FY 2025 Actual Expenditures | | | | | | SGAH |
| | 10000 General | 9.00 | 1,170,200 | 316,500 | 24,600 | 0 | 1,511,300 |
| | | 9.00 | 1,170,200 | 316,500 | 24,600 | 0 | 1,511,300 |
| FY 2026 Original Appropriation | | | | | | | |
| 3.00 | FY 2026 Original Appropriation | | | | | | SGAH |
| | S1109 | | | | | | |
| | 10000 General | 9.00 | 1,259,800 | 367,200 | 0 | 0 | 1,627,000 |
| | | 9.00 | 1,259,800 | 367,200 | 0 | 0 | 1,627,000 |
| FY 2026 Total Appropriation | | | | | | | |
| 5.00 | FY 2026 Total Appropriation | | | | | | SGAH |
| | 10000 General | 9.00 | 1,259,800 | 367,200 | 0 | 0 | 1,627,000 |
| | | 9.00 | 1,259,800 | 367,200 | 0 | 0 | 1,627,000 |
| Appropriation Adjustments | | | | | | | |
| 6.61 | Gov's Approved Reduction | | | | | | SGAH |
| | OT 10000 General | 0.00 | (3,100) | (45,700) | 0 | 0 | (48,800) |
| | | 0.00 | (3,100) | (45,700) | 0 | 0 | (48,800) |
| FY 2026 Estimated Expenditures | | | | | | | |
| 7.00 | FY 2026 Estimated Expenditures | | | | | | SGAH |
| | 10000 General | 9.00 | 1,259,800 | 367,200 | 0 | 0 | 1,627,000 |
| | OT 10000 General | 0.00 | (3,100) | (45,700) | 0 | 0 | (48,800) |
| | | 9.00 | 1,256,700 | 321,500 | 0 | 0 | 1,578,200 |
| FY 2027 Base | | | | | | | |
| 9.00 | FY 2027 Base | | | | | | SGAH |
| | 10000 General | 9.00 | 1,259,800 | 367,200 | 0 | 0 | 1,627,000 |
| | | 9.00 | 1,259,800 | 367,200 | 0 | 0 | 1,627,000 |

| | | FTP | Personnel Costs | Operating Expense | Capital Outlay | Trustee Benefit | Total | |
|----------------------------------|--|------|--------------------|----------------------|----------------|--------------------|-----------|------|
| Program Maintenance | | | | | | | | |
| 10.11 | Change in Health Benefit Costs | | | | | | | SGAH |
| | This decision unit reflects a change in the employer health benefit costs. | | | | | | | |
| | 10000 General | 0.00 | 32,800 | 0 | 0 | 0 | 32,800 | |
| | | 0.00 | 32,800 | 0 | 0 | 0 | 32,800 | |
| 10.12 | Change in Variable Benefit Costs | | | | | | | SGAH |
| | This decision unit reflects a change in variable benefits. | | | | | | | |
| | 10000 General | 0.00 | 0 | 0 | 0 | 0 | 0 | |
| | | 0.00 | 0 | 0 | 0 | 0 | 0 | |
| 10.23 | Contract Inflation Adjustments | | | | | | | SGAH |
| | 10000 General | 0.00 | 0 | 800 | 0 | 0 | 800 | |
| | | 0.00 | 0 | 800 | 0 | 0 | 800 | |
| 10.61 | Salary Multiplier - Regular Employees | | | | | | | SGAH |
| | This decision unit reflects a 1% salary multiplier for Regular Employees. | | | | | | | |
| | 10000 General | 0.00 | 11,200 | 0 | 0 | 0 | 11,200 | |
| | | 0.00 | 11,200 | 0 | 0 | 0 | 11,200 | |
| FY 2027 Total Maintenance | | | | | | | | |
| 11.00 | FY 2027 Total Maintenance | | | | | | | SGAH |
| | 10000 General | 9.00 | 1,303,800 | 368,000 | 0 | 0 | 1,671,800 | |
| | | 9.00 | 1,303,800 | 368,000 | 0 | 0 | 1,671,800 | |
| FY 2027 Total | | | | | | | | |
| 13.00 | FY 2027 Total | | | | | | | SGAH |
| | 10000 General | 9.00 | 1,303,800 | 368,000 | 0 | 0 | 1,671,800 | |
| | | 9.00 | 1,303,800 | 368,000 | 0 | 0 | 1,671,800 | |

PCF Detail Report

Request for Fiscal Year: 202
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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 | 9.00 | 920,129 | 127,170 | 197,285 | 1,244,584 |
| | | Total from PCF | 9.00 | 920,129 | 127,170 | 197,285 | 1,244,584 |
| | | FY 2026 ORIGINAL APPROPRIATION | 9.00 | 928,834 | 127,170 | 203,796 | 1,259,800 |
| | | Unadjusted Over or (Under) Funded: | .00 | 8,705 | 0 | 6,511 | 15,216 |
| Estimated Salary Needs | | | | | | | |
| | | Permanent Positions | 9.00 | 920,129 | 127,170 | 197,285 | 1,244,584 |
| | | Estimated Salary and Benefits | 9.00 | 920,129 | 127,170 | 197,285 | 1,244,584 |
| Adjusted Over or (Under) Funding | | | | | | | |
| | | Original Appropriation | .00 | 8,705 | 0 | 6,511 | 15,216 |
| | | Estimated Expenditures | .00 | 5,605 | 0 | 6,511 | 12,116 |
| | | Base | .00 | 8,705 | 0 | 6,511 | 15,216 |

PCF Summary ReportRequest for Fiscal Year: 202
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Agency: Office of Administrative Hearings

460

Appropriation Unit: Office of Administrative Hearings

SGAH

Fund: General Fund

10000

| DU | FTP | Salary | Health | Variable Benefits | Total |
|---|------|---------|---------|-------------------|-----------|
| 3.00 FY 2026 ORIGINAL APPROPRIATION | 9.00 | 928,834 | 127,170 | 203,796 | 1,259,800 |
| 5.00 FY 2026 TOTAL APPROPRIATION | 9.00 | 928,834 | 127,170 | 203,796 | 1,259,800 |
| 6.61 Gov's Approved Reduction | 0.00 | (3,100) | 0 | 0 | (3,100) |
| 7.00 FY 2026 ESTIMATED EXPENDITURES | 9.00 | 925,734 | 127,170 | 203,796 | 1,256,700 |
| 9.00 FY 2027 BASE | 9.00 | 928,834 | 127,170 | 203,796 | 1,259,800 |
| 10.11 Change in Health Benefit Costs | 0.00 | 0 | 32,800 | 0 | 32,800 |
| 10.12 Change in Variable Benefit Costs | 0.00 | 0 | 0 | 0 | 0 |
| 10.61 Salary Multiplier - Regular Employees | 0.00 | 9,200 | 0 | 2,000 | 11,200 |
| 11.00 FY 2027 PROGRAM MAINTENANCE | 9.00 | 938,034 | 159,970 | 205,796 | 1,303,800 |
| 13.00 FY 2027 TOTAL REQUEST | 9.00 | 938,034 | 159,970 | 205,796 | 1,303,800 |

Contract InflationRequest for Fiscal Year: 202
7

Agency: Office of Administrative Hearings

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Office of Administrative Hearings

SGAH

Appropriation Unit:

| | FY 2022 Actual | FY 2023 Actual | FY 2024 Actual | FY 2025 Actual | FY 2026 Estimated Expenditures | Contract Dates | FY 2027 Contractual % Change | FY 2027 Total |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------------|-----------------------|------------------------------------|---------------|
| Contract | | | | | | | | |
| Bar Dues Statute 3-409 SB1030a | 0 | 0 | 0 | 0 | 0 | Annual | 0 | 600 |
| Hendricks Commercial Properties LLC | 0 | 0 | 56,049 | 57,731 | 59,472 | 5/1/2024 - 3/31/2029 | 3 | 100 |
| Thomson Reuters WestLaw | 0 | 0 | 0 | 0 | 0 | 10/1/2024 - 10/1/2026 | 5 | 100 |
| Total | 0 | 0 | 56,049 | 57,731 | 59,472 | | | 800 |
| Fund Source | | | | | | | | |
| General | 0 | 0 | 56,049 | 57,731 | 59,472 | | | 800 |
| Total | 0 | 0 | 56,049 | 57,731 | 59,472 | | | 800 |

Employee Travel Questionnaire-B4

A. In-State Travel

1. What are the primary reasons for the program's in-state travel?

Conducting Hearings Across the State: Administrative Law Judges (ALJs) travel to various locations throughout the state to conduct in-person hearings, ensuring accessibility for parties who may not be able to travel long distances.

2. How does in-state travel support the program's mission, strategic goals, or statutory requirements?

Ensuring Due Process and Fairness: In-person proceedings allow for a more complete presentation of evidence and testimony, supporting the due process rights of all participants.

Agency and Stakeholder Engagement: Travel may be required for meetings with state agencies, legal representatives, and other stakeholders to discuss procedural matters, training, or case coordination.

Training and Professional Development: Staff may travel in-state to attend or provide training, workshops, or legal education programs that support their professional responsibilities.

Site Visits and Inspections: In certain cases, travel may be required to conduct on-site visits or inspections relevant to the adjudication of specific cases.

3. Are there changes to the program's anticipated in-state travel budget for fiscal year 2027? If so, please explain.

No

B. Out-of-State Travel

1. What are the primary reasons for the program's out-of-state travel?

Professional Development and Training: ALJs and staff may attend national conferences, legal education seminars, or specialized training programs not offered in-state. These events help ensure OAH personnel stay current on administrative law trends, best practices, and legal standards.

2. How does out-of-state travel support the program's mission, strategic goals, or statutory requirements?

Collaboration with Federal or Multi-State Agencies: Certain cases or programs may involve coordination with federal entities (e.g., U.S. Department of Education, Social Security Administration) or interstate compacts, requiring in-person meetings or hearings out of state.

Testimony or Representation: OAH staff may be called to testify, present, or represent the agency at out-of-state legal proceedings, hearings, or legislative events.

Benchmarking and Interagency Cooperation: Visiting other state administrative hearing offices or participating in national working groups can support process improvement, innovation, and policy development.

Technology and Systems Training: When adopting new case management or hearing technologies, out-of-state travel may be necessary for vendor-hosted training or implementation support.

3. Are there changes to the program's anticipated out-of-state travel budget for fiscal year 2027? If so, please explain.

No

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

| | | | |
|-------------------|-----------------------------------|------------------|--------------------------------|
| AGENCY NAME: | Office of Administrative Hearings | Division/Bureau: | |
| Prepared By: | Raquel Ceklovsky | E-mail Address: | raquel.Ceklovsky@dfm.idaho.gov |
| Telephone Number: | 208-854-3044 | Fax Number: | |
| DFM Analyst: | Adam Jarvis | LSO/BPA Analyst: | Janica |
| Date Prepared: | 8.28.2025 | Fiscal Year: | 2027 |

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

| | | | | | |
|---|-------------------------------------|-------------------------------------|--------------|--------------------------|--------------------------|
| Facility Name: | Hendricks Commercial Properties LLC | | | | |
| City: | Boise | County: | | | |
| Property Address: | 350 N 9th Street ste, 300 | | | Zip Code: | |
| Facility Ownership (could be private or state-owned) | Private Lease: | <input checked="" type="checkbox"/> | State Owned: | <input type="checkbox"/> | Lease Expires: 3/31/2029 |

FUNCTION/USE OF FACILITY

| |
|--|
| |
|--|

COMMENTS

| |
|--|
| |
|--|

WORK AREAS

| FISCAL YR: | ACTUAL 2025 | ESTIMATE 2026 | REQUEST 2027 | REQUEST 2028 | REQUEST 2029 | REQUEST 2030 |
|---|-------------|---------------|--------------|--------------|--------------|--------------|
| Total Number of Work Areas: | 9 | 9 | 9 | 9 | 9 | 9 |
| Full-Time Equivalent Positions: | 9 | 9 | 9 | 9 | 9 | 9 |
| Temp. Employees, Contractors, Auditors, etc.: | | | | | | |

SQUARE FEET

| FISCAL YR: | ACTUAL 2025 | ESTIMATE 2026 | REQUEST 2027 | REQUEST 2028 | REQUEST 2029 | REQUEST 2030 |
|--------------|-------------|---------------|--------------|--------------|--------------|--------------|
| Square Feet: | 2,950 | 2,950 | 2,950 | 2,950 | 2,950 | 2,950 |

FACILITY COST

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

| FISCAL YR: | ACTUAL 2025 | ESTIMATE 2026 | REQUEST 2027 | REQUEST 2028 | REQUEST 2029 | REQUEST 2030 |
|-------------------------|-------------|---------------|--------------|--------------|--------------|--------------|
| Total Facility Cost/Yr: | 56,049 | 57,731 | 59,472 | 61,242 | 63,071 | 64,900 |

SURPLUS PROPERTY

| FISCAL YR: | ACTUAL 2025 | ESTIMATE 2026 | REQUEST 2027 | REQUEST 2028 | REQUEST 2029 | REQUEST 2030 |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to Grace.Paduan@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.

2. 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.

3. 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:

| |
|--|
| |
|--|

Part I – Agency Profile

Agency Overview

The Office of Administrative Hearings (OAH) was established in 2022 by the Legislature as an independent agency, charged with providing independent and unbiased hearing officers to preside over contested administrative cases before almost all 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 (now Chief Administrative Law Judge) to launch OAH as a new agency. By statute, OAH formally began to handle contested cases on January 3, 2023, and subsequently began handling contested cases before the Department of Health & Welfare on July 1, 2024. As of July 1, 2025, OAH is staffed with 6 administrative law judges (including the Chief Administrative Law Judge and the Deputy Chief Administrative Law Judge), 2 Deputy Clerks, and 1 Case Administrator; OAH also utilizes legal extern(s) from the University of Idaho Law School. As of July 1, 2025, all of OAH's administrative law judges have completed the 10-day Fair Hearings training for administrative law judges at the National Judicial College at the University of Nevada-Reno. OAH's current main offices are located at 350 N. 9th St., Suite 300, Boise, ID 83702; however, OAH conducts hearings in-person across the state, as needed.

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 Law Judge 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, and maintain, an updated Idaho Rules of Administrative Procedure (I.C. §§67-5280(2)(c), - 5282(1)(e), and - 5206)
- 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 July 1, 2025, OAH provides contested case and other services to almost all of Idaho's agencies, to include the hearing of Department of Health and Welfare contested case matters. The only agency expressly exempted from OAH's scope is the Water Board/Department of Water Resources, per I.C. §67-5280(4).

Revenue and Expenditures:

| Revenue | FY 2022 | FY 2023 | FY 2024 | FY 2025 |
|--------------------------|---------------|----------------------|----------------------|-----------------------|
| General Fund | \$ n/a | \$ 605,700.00 | \$816,900.00 | \$1,589,000.00 |
| Total | \$ n/a | \$ 605,700.00 | \$816,900.00 | \$1,589,000.00 |
| Expenditure | FY 2022 | FY 2023 | FY 2024 | FY 2025 |
| Personnel Costs | \$ n/a | \$ 310,862.58 | \$ 559,898.25 | \$1,170,236.55 |
| Operating Expenditures | \$ n/a | \$ 70,259.00 | \$ 148,316.64 | \$ 316,499.78 |
| Capital Outlay | \$ n/a | \$ 31,783.27 | \$ 0.00 | \$ 24,588.94 |
| Trustee/Benefit Payments | \$ n/a | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Total | \$ n/a | \$ 412,904.85 | \$ 708,214.89 | \$1,511,325.27 |

Profile of Cases Managed and/or Key Services Provided

| Cases Managed and/or Key Services Provided | FY 2022 | FY 2023 | FY 2024 | FY 2025 |
|--|---------|---------|---------|---------|
| Agencies assigning cases to OAH | n/a | 9 | 11 | 14 |
| Cases assigned to OAH | n/a | 83 | 150 | 667 |
| - General Government Div. cases | n/a | 83 | 150 | 135 |
| - Health & Soc. Serv. Div. cases | n/a | 0 | 0 | 532 |
| Mediations/Arbitrations conducted | n/a | 1 | 1 | 39 |

Note: "FY 2023" represents half-year figures, covering the official OAH start date of January 3, 2023 through June 30, 2023. OAH also provides more detailed calendar-year data in its Year-End Report every January, which includes data regarding hearings, outcomes, representation, etc. OAH's 2024 year-end report can be found at: <https://oah.idaho.gov/2024-year-end-report/>.

Performance Highlights:

For FY25, in addition to the ongoing work in presiding over contested cases assigned to it by other agencies, OAH also successfully transitioned Department of Health and Welfare contested case hearings from the Office of the Attorney General's Fair Hearings Unit to OAH on July 1, 2025, more than quadrupling OAH's existing case count. To assist in management of the increased case load, and with an eye towards potential increases in case count and/or case complexity, OAH – with cooperation from DHW – launched a pilot mediation program for certain categories of DHW contested cases, with an eye towards more prompt and more efficient resolution of cases where pre-hearing resolution is an option.

Additionally, OAH assisted in modernizing several provisions of the contested case sections of the Idaho Administrative Procedure Act, through the passage of the OAH-proposed HB9a and HB36. In conjunction therewith, OAH also initiated the first update to the new Idaho Rules of Administrative Procedure via negotiated rulemaking.

OAH also launched an overhauled agency website on July 17, 2025, both as an update to existing information and organization, as well as to improve citizen accessibility.

Part II – Performance Measures

| Performance Measure | | FY 2022 | FY 2023 | FY 2024 | FY 2025 | FY 2026 |
|---|-----------|---------|---|--------------------------------------|--------------------------------------|---------|
| 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 | Yes | Yes | Yes | |
| | benchmark | n/a | Webpage creations | Agency rule links | Update various links | |
| Agency website information: ADR, transmittal, and contact info | achieved | n/a | Yes | Yes | Yes | |
| | benchmark | n/a | Webpage creations | Form updates | Form updates | |
| Hearing officer information: Code of Conduct, statutory/administrative info | achieved | n/a | Yes | Yes | Yes | |
| | benchmark | n/a | Webpage creations | Maintain pool and Code | Maintain pool and Code | |
| 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 | Yes | Yes | Yes | |
| | benchmark | n/a | Creation | Updated | Updated | |
| Quarterly Hearing Officer trainings | achieved | n/a | Yes (2 of 2) | Yes (4) | Yes | |
| | benchmark | n/a | CLEs conducted; attendance monitored | CLEs conducted; attendance monitored | CLEs conducted; attendance monitored | |
| Development of long-term "how to" information delivery methods | achieved | n/a | Yes | Yes | Yes | |
| | benchmark | n/a | Options id'd | FAQ created | Update | |
| Goal 3: Consolidate and standardize administrative hearing officer practices and create quality monitoring system. | | | | | | |
| Creation of hearing officer pool and contracts | achieved | n/a | Yes | Yes | Yes | |
| | benchmark | n/a | Complete | Maintained | Maintained | |
| Creation of agency policies regarding conduct of hearings | achieved | n/a | Yes | Yes | Yes | |
| | benchmark | n/a | Initiated and ongoing; provided to all hearing officers | Policy manual created | Add/update policies | |
| Develop monitoring/QC standards | achieved | n/a | Yes | Yes | Yes | |
| | benchmark | n/a | Complete | Maintained | Peer review system developed | |
| Goal 4: Promulgate rules to further implement OAH's mission. | | | | | | |
| Promulgate new Idaho Rules of Administrative Procedure | achieved | n/a | Pending Rules | Yes | Yes | |
| | benchmark | n/a | Complete | Complete | Maintained | |
| Assist agencies re: updates to agency-specific rules | achieved | n/a | Ongoing | Yes | Yes | |
| | benchmark | n/a | Meetings | Meetings | Meetings | |

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

Performance Measure Explanatory Note:

As above, much of OAH's initial performance measures for its first three fiscal years are directed to initial set-up of the agency, as well as the set-up of the expanded agency to begin Department of Health and Welfare contested case hearings in FY25, both of which included initial training and logistics regarding administrative law judge operation. With the "merge" of the DHW contested cases now complete, OAH continues to anticipate that, upon finalization of mediation pilot programs which will likely impact counts of cases-to-hearing and assignment-to-decision turnaround times, OAH's strategic plan will be further updated to reflect ongoing OAH activities and metrics reflective of the full scope of its operations, similar to those tabulated within OAH's year-end report immediately preceding the next strategic plan.

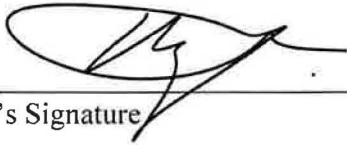
For More Information, Contact:

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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 Budget (460)



Director's Signature

August 21, 2025

Date

Please return to:

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304 N. 8th Street, 3rd Floor
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