

GENERAL INFORMATION

Elected State Officials

Terms began January 1, 2007	Terms expire January 2, 2011
Governor.....	C.L. "Butch" Otter
Lieutenant Governor	Brad Little
Secretary of State.....	Ben Ysursa
State Controller	Donna M. Jones
State Treasurer	Ron Crane
Attorney General	Lawrence Wasden
Superintendent of Public Instruction	Tom Luna

Official State Holidays

New Year's Day.....	January 1
Martin Luther King, Jr./Idaho Human Rights Day.....	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day/Decoration Day.....	Last Monday in May
Independence Day.....	July 4th
Labor Day.....	First Monday in September
Columbus Day.....	Second Monday in October
Veterans Day.....	November 11th
Thanksgiving Day.....	Fourth Thursday in November
Christmas	December 25th

Holidays also include:

“Every day appointed by the President of the United States, or by the Governor of this state, for a public fast, thanksgiving, or holiday. Any legal holiday that falls on Saturday, the preceding Friday shall be a holiday and any legal holiday enumerated herein other than Sunday that falls on Sunday, the following Monday shall be a holiday.” (Section 73-108 Idaho Code)

IDAHO *adm.idaho.gov* Department of Administration

"Serving Idaho citizens through quality services to their governmental agencies"

DIRECTORY OF SERVICES

The Idaho Department of Administration provides responsive, cost effective, and timely support services to Idaho's policy makers, public agencies, and state employees as they serve Idaho citizens. Our team is dedicated to meeting customer needs by making available business management and administrative services that improve the productivity and quality of Idaho government within the following management functions: Risk Management, Liability and Property Insurance; Group Insurance/Employee Benefits Program; Administrative Rules; Procurement and Contract Administration; Postal Services; Quick Copy Services; Records Management; Federal Surplus Property Design/Construction Management; Facilities Services; Statewide Leasing; Second Injury Fund; Voice/Data Network and Internet/Intranet Coordination; and Information Technology Policy, Research and Development.

ADMINISTRATIVE RULES

This office coordinates the promulgation and publication of all state agency administrative rules; provides centralized access to all agency rules; and prescribes a standardized format, style, and numbering. On-going training and assistance is also available. For questions contact **Dennis Stevenson** at 332-1820 or dennis.stevenson@adm.idaho.gov.

COPY SERVICES

The Quick Copy Center, located at 550 West State Street in Boise (basement of the parking structure), is able to provide net-worked photocopying services for your agency. If needed, we can offer your agency workshops and assistance in the procurement of printed materials. Contact **Kay Martinson** or **Val Petersen** at 332-1941 or copycenter@adm.idaho.gov.

FACILITY LEASING

For assistance in locating office space, lease analysis, and lease preparation contact **Linda Miller** at the Division of Public Works at 332-1929 or linda.miller@adm.idaho.gov.

FACILITY PLANNING, DESIGN AND CONSTRUCTION

The Division of Public Works can help with your agency's state building and renovation projects, as well as provide technical review of project plans and specifications. This Division also supervises the bidding process of building and renovation projects. Contact **Barry Miller** at 332-1916 or barry.miller@adm.idaho.gov with any design or construction questions.

FACILITIES SERVICES

The Facilities Services program at the Division of Public Works is available to help with Capitol Mall facility needs, environmental control, conference room rental, custodial services, security, grounds keeping, and Capitol Mall parking. For work requests, visit adm.idaho.gov/pubworks/facilities/work_order.htm or contact us at 332-1933 or prevent@adm.idaho.gov. For parking, contact us at 332-1932 or capitolmall.parking@adm.idaho.gov.

Idaho Falls State Office Building

Agencies located in this building can contact the Building Superintendent at 525-7259 for facility maintenance needs, or a work order can be emailed to prevent@adm.idaho.gov.

Lewiston State Office Building

Maintenance needs in this facility are handled by the Building Superintendent at 799-5047, or a work order can be emailed to prevent@adm.idaho.gov.

FEDERAL SURPLUS PROPERTY

Agencies interested in acquiring surplus federal properties for state or local governmental operations or for use by eligible non-profit groups, contact **Brent Barton** at 334-3477 or brent.barton@adm.idaho.gov.

GROUP INSURANCE

For questions on Blue Cross medical, VSP Vision, Delta Dental, or Flexible Spending Account plans, contact **Emily Figart** at 332-1863 or emily.figart@adm.idaho.gov. For inquiries on life insurance and disability, contact **Cindy Dickinson** at 332-1861 or cindy.dickinson@adm.idaho.gov. Insurance enrollment, retiree insurance, or COBRA questions can be directed to 332-1860. The Toll-free number is (800) 531-0597.

PROVIDING BUSINESS SOLUTIONS FOR IDAHO STATE GOVERNMENT

ENTERPRISE INFORMATION TECHNOLOGY SERVICES

This group of professionals maintains the state portal, manages email services, assists with web page development, provides hosting for agency website and online applications, and supports small agencies. It coordinates statewide voice and data network; Internet access; provides wide-area and local-area network support; develops and implements statewide IT security strategies; and coordinates incident response. Contact the **Office of the CIO Service Desk** at 332-1500 or servicedesk@cio.idaho.gov.

INFORMATION TECHNOLOGY PLANNING

The Information Technology Resource Management Council (ITRMC) works collaboratively with all state agencies in long-range IT planning, development, and procurement of IT services on a statewide basis. This includes development of major IT plans, including the overall State of Idaho IT Strategic Plan, e-Government, and Risk Assessment methodologies/procedures agencies will use in implementing large-scale IT projects. Contact **Greg Zickau** at 332-1875 or greg.zickau@cio.idaho.gov.

POSTAL SERVICES

This service team provides U.S. Postal Service-bound and inter-agency mail pickup daily in the Capitol Mall, Boise, and Meridian areas. The group also handles ground- and air-freight. Incidental services offered include presorting, folding, inserting, metering, certified and registered mail, and bar coding. Contact **Sharon Whitson** at 332-1950 or sharon.whitson@adm.idaho.gov.

RECORDS MANAGEMENT

The Records Center provides records storage, records management consultation, rotation/storage of computer back-up media, as well as archival micrographic services. Contact **Duane Bogstie** at 327-7060 or duane.bogstie@adm.idaho.gov.

PROPERTY AND LIABILITY INSURANCE

The Risk Management Program acts as the property and casualty insurance manager for the State of Idaho's exposures by placing and maintaining its self-funded and commercially insured coverages, adjusting claims arising from those exposures, and acting as consultants to state agencies to assist in minimizing loss. For questions on policy management, contact **Joan Compton** at 332-1872 or joan.compton@adm.idaho.gov. Inquiries regarding agency claims or requests for help to identify potential risks and implement procedures to minimize risks can be directed to **Kit Coffin** at 332-1871 or kit.coffin@adm.idaho.gov.

PURCHASING/PROCUREMENT TRAINING

The Division of Purchasing is able to support your agency in its purchasing requirements through the lease or purchase of goods, services, parts, supplies, and equipment. For purchasing questions, please contact **Mark Little**, State Purchasing Manager, at 332-1611 or mark.little@adm.idaho.gov.

The Division has procurement training available for state agencies, commissions, self-governing boards and other public agencies. Additionally, the Division can provide assistance in developing rules and procedures for procurement, as well as specific training for individual agency needs. If you have procurement training needs, contact **Bonnie Sletten** at 332-1606 or bonnie.sletten@adm.idaho.gov.

SMALL AGENCY SUPPORT

Small State agencies that do not have in-house financial, human resources, information technology, or facilities management expertise are able to contract with the Department of Administration. Contact **Connie Smith** at 332-1812 or connie.smith@adm.idaho.gov.

For questions regarding issues not addressed in our *Directory of Services*, contact **Jennifer Pike** at 332-1826 or jennifer.pike@adm.idaho.gov. To find out more about the Idaho Department of Administration, or to contact anyone on our Department team, please visit us at adm.idaho.gov.

We welcome any comments, suggestions, or ideas on ways we can improve our services to better meet your needs.

Capitol Mall



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|----------------------------|------------------------------------------------------------|----------------------------|
| 1. State Capitol Building | 6. Pete T. Cenarrusa Building | 10. 954 Jefferson Building |
| 2. J. R. Williams Building | 7. Division of Public Works Building | 11. Borah Building |
| 3. Len B. Jordan Building | 8. Commission for the Blind and Visually Impaired Building | 12. Supreme Court Building |
| 4. Parking Garage | 9. Alexander House | 13. State Library Building |
| 5. Capitol Annex Building | | |

TDD and TTY Listings

TDD/TTY - Telecommunications device for the deaf.
 Services for the hearing/speech impaired.

UNIVERSAL SERVICE1-711

IDAHO TELECOMMUNICATIONS RELAY SERVICE
 For All Other TDD Communications
 Voice TDD Relay800-377-1363
 TDD Voice Relay800-377-3529
 Customer Service800-368-6185

EDUCATION, STATE BOARD OF
 Deaf and Blind School
 Region I, Coeur d'Alene
 VOICE AND TTY 769-1431
 Region V, Gooding
 VOICE AND TTY 934-4457
 Region VI, Pocatello
 VOICE AND TTY 236-6057
 Region VII, Idaho Falls
 VOICE AND TTY 525-7298

GOVERNOR, OFFICE OF THE
 TDD/TTY or VOICE 334-2100

GOVERNOR, EXECUTIVE OFFICE OF THE
 Human Rights Commission, Boise – TDD 334-4751

HEALTH AND WELFARE, DEPARTMENT OF
 Office of the Director, Boise – TDD 334-4921
 2-1-1 Idaho CareLine
 TDD/TTY 332-7205
 VOICE 211 or 800-926-2588
 Deaf and Hard of Hearing, Council for the, Boise
 TDD/TTY 800-433-1361 or 334-0803
 VOICE 800-433-1323 or 334-0879
 Developmental Disabilities, Council on, Boise
 TDD 334-2179

REGIONS TDD
 Region IV, Boise 334-0901
 Region V, Twin Falls 736-3024
 Region VI, Pocatello 234-7901
 Region VII, Idaho Falls 528-5772
 State Hospital North, Orofino
 TTY 476-4511
 State Hospital South, Blackfoot
 TDD 785-8423