

**RENEWAL ADDENDUM OF AGREEMENT FOR SERVICES BETWEEN  
THE IDAHO STATE CERTIFIED SHORTHAND REPORTERS BOARD  
AND  
THE IDAHO BUREAU OF OCCUPATIONAL LICENSES**

This Addendum is made effective this 1st day of July, 2016 by and between the Idaho Bureau of Occupational Licenses (hereinafter referred to as "IBOL" or "the Bureau"), and the Idaho State Certified Shorthand Reporters Board (hereinafter referred to as "Board"). This Addendum pertains to the Agreement for Services between the Bureau and the Board which was made effective November 1, 2007 (hereinafter referred to as "Services Agreement").

**a) Renewal.** The Services Agreement between the Bureau and the Board, which was effective as of November 1, 2007, is hereby renewed on the terms set forth in this Addendum. The Services Agreement between the Bureau and the Board shall be deemed to automatically terminate at midnight M.D.T. on July 1, 2017 unless otherwise renewed by agreement of the parties, or unless terminated as set forth in the Services Agreement.

**b) Cost of Services.** Section 25 of the Services Agreement entitled "Cost of Services" shall be amended to substitute a new Exhibit "C," which new exhibit is attached hereto and incorporated herein by this reference.

**c) Termination or Modification of Agreement.** Section 26 of the Services Agreement entitled "Termination or Modification of Agreement" shall be amended to substitute a new Exhibit "D," which new exhibit is attached hereto and incorporated herein by this reference.

**d) Notice.** Any notice required or allowed in connection with the Services Agreement shall be effective when delivered. All such notices shall be in writing and shall be delivered either personally to the other party, by certified mail, postage prepaid, or return receipt requested, to the addresses provided below, or by facsimile transmission to the other party at the facsimile number below, or by electronic mail at the e-mail address below. Either party may change its address by giving written notice of the change to the other party.

TO: The Current Chairman  
Certified Shorthand Reporters Board  
Business Address of Record  
City, State, Zip of Record  
Facsimile Number of Record  
E-mail Address of Record

TO: Tana Cory, Bureau Chief  
Bureau of Occupational Licenses  
700 West State, PO Box 83720  
Boise, Idaho 83720-0063  
Facsimile No. (208) 334-3945  
E-mail [tana.cory@ibol.idaho.gov](mailto:tana.cory@ibol.idaho.gov)

**e) All Other Terms.** All other terms of the Services Agreement between the Bureau and the Board shall remain the same.

IN WITNESS WHEREOF, the parties hereto have caused this Renewal Addendum to be executed by the following duly authorized representatives of the parties this \_\_\_\_ day of \_\_\_\_\_, 2016.

**FOR THE BOARD:**

**FOR THE BUREAU:**

By \_\_\_\_\_  
Board Chairman

By \_\_\_\_\_  
Tana Cory, Bureau Chief

\_\_\_\_\_  
Print Name

Attachments:  
Exh. C - Cost of Services  
Exh. D - Fixed Costs

**EXHIBIT C  
(AMENDED)  
COST OF SERVICES**

The Bureau shall charge the Bureau of Occupational Licenses Fund (Fund #427) for all direct expenses, commonly referred to as “direct costs.” Direct costs are those expenses incurred by the Board or the Bureau relating to carrying out the duties of the Board and that can be directly attributable to an individual Board.

The Bureau shall also charge Fund #427 a pro-rata share of the Bureau's indirect expenses, commonly referred to as "indirect costs." Indirect costs are those expenses regularly incurred in the operation of the Bureau that cannot be directly attributable to any individual Board and, therefore, cannot be included in the direct expenses charged to the Board. Indirect cost percentages are calculated for administrative services, legal services, investigative services, and fiscal Services.

The indirect administrative and legal percentages are based on an average of the total direct expenses for the previous four (4) fiscal years. The indirect investigative percentage is based on an average of actual direct investigative hours charged to the board for the previous five (5) fiscal years. The indirect fiscal percentage is based on the total number of individual records maintained plus the total number of financial transactions processed during the previous fiscal year.

The approximate percentage shares of indirect expenses to be charged to the Board are:

	FY2016	FY2017
Administrative	<b>0.53%</b>	<b>0.66%</b>
Investigative	<b>0.01%</b>	<b>0.01%</b>
Fiscal	<b>0.40%</b>	<b>0.41%</b>

The total fiscal year Board budget is calculated by combining the Board's direct expenses and the Board's indirect expenses. The Board’s estimated **Total Board Budget for fiscal year 2017 is \$12,000.**

## **SECTION 12**

Upon notification to the IBOL by the Board that an applicant has satisfactorily met all requirements for licensure as allowed by law, the IBOL shall issue a license on behalf of the Board, evidencing the fact that the holder of such license is authorized to practice the profession regulated by the Board within the State of Idaho. (Idaho Code § 67-2613)

When the Board has, by motion and vote, so authorized, the Bureau may issue licenses on behalf of the Board, without further authorization or approval by the Board, in those cases where the Bureau has reviewed the application and verified that those certain objective criteria specified by the Board have been satisfied.

### **EXHIBIT D (AMENDED) FIXED COSTS**

<b>Total Personnel</b>	<b>\$3,000</b>
<b>Total Operating</b>	<b>\$3,000</b>
<b>TOTAL FIXED COSTS</b>	<b>\$6,000</b>