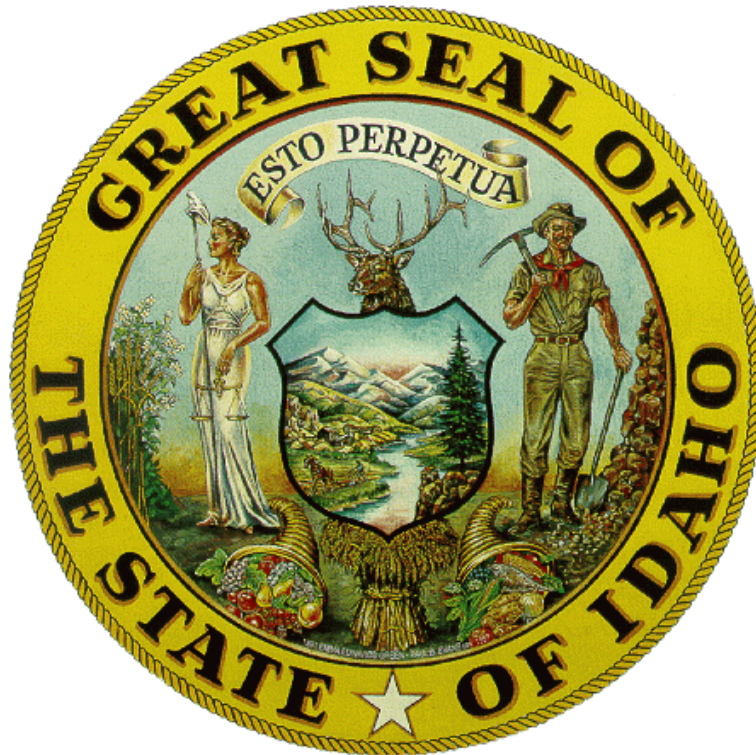


DIVISION OF OCCUPATIONAL AND
PROFESSIONAL LICENSES

FACTORY BUILT STRUCTURES
ADVISORY BOARD MEETING

MAY 10, 2022





IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

- FACTORY BUILT STRUCTURES ADVISORY (FBSA) BOARD MEETING -

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR
JEFF CHRISMAN - BOARD CHAIR

PO Box 83720
BOISE, ID 83720-0061
PHONE: (208)577-2476
FAX: (208)577-2490

AGENDA

May 10, 2022 – 9:00 a.m. (MT)

Division of Occupational and Professional Licenses
1090 East Watertower Street, Suite 150, Meridian

[Meeting Link](#)

Phone Number: 1-415-655-0001

Password: MzWqPATQ656

Access Code: 2469 435 5001

CALL TO ORDER

- Roll Call & Introductions – Jeff Chrisman, Chairman
- 1. Board Business
 - A. Idaho Open Meeting Law
- 2. Division Business – Executive Officer
 - A. DOPL Application Process for Local AHJ MFG Install Programs
 - B. Update on Revising Idaho Manufactured Home Installation Standards
 - C. Financial Update
 - D. Program Permitting & Inspection Report
- 3. Public Comment

ADJOURNMENT

All times, other than beginning, are approximate and scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on the Board's preference. 05/02/2022lp

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IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

MANUFACTURED HOME INSTALLATION PROGRAM LOCAL JURISDICTION APPLICATION

The Idaho Division of Occupational and Professional Licenses (DOPL) is the State Administrative Agency (SAA) for HUD manufactured home installation program which regulates and enforces the federal manufactured housing program. Idaho SAA regulates retailers and installers, ensures the state statute and rules have minimum installation standards and a functioning installation program.

Idaho cities or counties that have a local building program, pursuant to Section 39-4116, Idaho Code, is eligible to establish an inspection program for the installation of manufactured/mobile homes. Such local installation inspection program must be approved by the DOPL to provide inspection services per IDAPA 24.39.34.016, if the following minimum criteria is met:

- a. Inspections are conducted by the city or county employing inspectors holding a valid certification as residential building inspector from the International Code Council.
- b. Inspectors attended and successfully complete training sessions provided or approved by the Division.

Approved local manufactured home installation programs are required to adhere to IDAPA 24.39.34 and are subjected to the following requirements:

Permits – permits shall be issued by the local jurisdiction in accordance with IDAPA 24.39.34.014.

Inspections – an inspection record document or “checklist” shall be completed by the Installer and provided to the local jurisdiction building inspector upon final approval and retained by the local jurisdiction until submitted to the DOPL. All inspections shall adhere to the requirements set forth in IDAPA24.39.34.019.

Reporting – Monthly reporting of new manufactured homes installed in local jurisdiction:

- Reports will be used to confirm manufactured installation tags have been obtained to ensure the Idaho registry reported to HUD is accurate.
- Manufactured home inspection record document verification: a copy of the inspection record document or “checklist” shall be provided to DOPL by the local jurisdiction upon final inspection in order for DOPL to issue a Manufactured Home Installation Tag to the Homeowner or Installer as per IDAPA24.39.34.015.

Program Audits – To ensure installation programs meet minimum HUD standards and Idaho Statute and Rule requirements, DOPL will conduct annual audits. This is to ensure program contact information is up to date and to provide updates pertaining to manufactured homes statutes/rules, installation standards or such.

If a city or county jurisdiction is interested in establishing a Manufactured Home Installation Program, please complete the “Application for Local Jurisdiction Manufactured Home Installation Inspection Program” and email to MFGprogram@dopl.idaho.gov.

If you have any questions, please call 1-800- 955-3044.



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DIVISION OF OCCUPATIONAL
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Application for Local Jurisdiction Manufactured Home
Installation Inspection Program

City/County Building Programs that elect to perform Housing and Urban Development (HUD)
Manufactured/Mobile home installation inspections; per IDAPA 24.39.34 – All inspectors and approved
programs are subject to review according to IDAPA 24.39.34.018, please provided the information below
and return to MFGprogram@dopl.idaho.gov.

City or County Name:
Main Point of Contact:
Phone Number:
Mailing Address:
Email:

Table with 3 columns: Building Inspector's Name, ICC Residential Bldg. Certification #, MFG CEU Dates Within Last 3 Years or Upcoming

Building Official
Name:
*Signature: Date:

* By signing, I am assuring that the above information is accurate, will ensure that the inspection processes outlined in
IDAPA24.39.34.019 will be carried out, that the program is subject to audit as per IDAPA24.39.34.018 and the inspectors
listed above will complete the necessary training as per IDAPA24.39.34.017.



IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

MONTHLY TRACKING SPREADSHEET

MONTHLY - Complete Excel "MFG Monthly Report" spreadsheet (link below) and send to MFGprogram@dopl.idaho.gov.
The spreadsheet is for New Manufactured homes only.



Month/Year: July/2022

Homeowner	Site Address	City	Local MFG Install Permit #	DOPL MFG Tag #	Retailer	DOPL Retailer License # (if known)	Manufacturer	DOPL MFG License # (if known)	Installer	DOPL Installer License #
John Smith	123 Rd St.	Meridian	MFG2201-xxxxx	MFG2201-xxxxx	John's Retailers	012345	Fleetwood	543210	John's Installer	013579



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DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR

To: DOPL Board Members

From: Linda Brown, Financial Officer, Division of Occupational and Professional Licenses

RE: Division Financial Updates, April 2022

The Division financial team has achieved many accomplishments over the past six months, and I would like to provide you an update on some of them. We have a team of 12 members and are beginning to implement the new team structure which consists of functions organized by two teams. One team is focused on accounts payable and receivable, they are responsible for paying all the bills for DOPL and receipting all the revenue. Some examples of what they handle are:

- Interagency billing and invoicing;
- Revenue receipting, coding and adjustments for each board;
- Payment of all invoices; and
- Researching payment or revenue issues.

Our second team is responsible for the following activities:

- Responsible for our fleet of approximately 120 vehicles;
- Responsible for the purchasing function for the Division;
- Reconciliations to both the statewide accounting system and our internal licensing systems;
- Responsible for board financial analysis and reporting; and
- Preparation of the budget request and budget monitoring for the Division.

When reviewing your board financial report, all revenue is direct to the board. There is no indirect or general revenue the Division receives. Direct expenses on the report include payroll, board meetings, board travel, staff time, among others. The way we receive our revenue, requires us to allocate indirect expenses to each board, commission, or program. The baseline cost allocation for our Division's indirect expense for FY 2023 includes:

1. Allocation – number of licenses, applications, and permits annually per board (by Division or Bureau)
2. Allocation – combination of allocation #1 and number of employees per bureau (Administration)
3. Allocation – bureau square footage % of building 4, then divided equally by boards
4. Allocation – number of board meetings per year, as a percentage of total bureau board meetings
5. Allocation – combination of allocation #1 and allocation #4 (Bureau)

- Allocation 'buckets' for Administration – (Indirect Expenses)
 - Personnel time defaults performed using allocation #2
 - Building (rent/lease/repair/maintenance/utilities/etc.) performed using allocation #3
 - General administration (copy machines/office supplies/etc.) performed using allocation #2

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DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Item 2C

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR

- Allocation 'buckets' for Bureaus- (Direct Expenses)
 - Personnel time defaults performed using allocation #1 or #4
 - General bureau expenses performed using allocation #5
 - General licensing support expenses performed using allocation #1
 - General board support expenses performed using allocation #4

The board financial report will detail both direct and indirect expenses on your financial report. The benefit of implementing the above allocation plan is that it will allow the Division to start gathering cost information for the newly consolidated Division. Once we can gather cost information and gain a better understanding of the required Division expenses – we will be able to better forecast revenue, expenses, and budgets. We will continue to analyze financial information and the cost allocations in place and adjust the baseline cost allocation structure if needed, as we gain a better understanding of the financial impact of the Division transition in the first few fiscal years of the consolidation.

We still have a lot of work ahead of us. Our team goals for FY22/FY23 include the following activities:

- Successfully close out FY22 financially
- Fully (electronically) implement cost allocations for the Division
- Create a more automated process for board financial reports
- Reconcile each board's revenue to both the various licensing systems and statewide accounting system
- Reconcile suspense accounts to licensing systems
- Analyze financial data and provide boards with financial recommendations/information
- Prepare the budget request for the FY24 budget cycle
- Work with the Luma team to prepare DOPL for transition into the new accounting system

I realize this will take time to fully implement and become familiar with all the boards, committees and programs, and appreciate your patience during our implementation and learning phase. I also appreciate the opportunity to work with your board and ensure financial transparency, accountability, and efficiency for our Division. Thank you for your service and please don't hesitate to contact me with any questions!

Sincerely,

Linda Brown

Linda Brown

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DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR

Finance Team Contact Information

Name: Linda Brown
Email: linda.brown@dopl.idaho.gov
Phone: 208-577-2600
Position: Financial Officer

Name: Ada Finlayson
Email: ada.finlayson@dopl.idaho.gov
Phone: 208-577-2637
Position: Financial Specialist Principal- Supervisor over accounts payable and receivable

Name: Kathy Owen
Email: kathy.owen@dopl.idaho.gov
Phone: 208-577-2576
Position: Financial Specialist Principal- Supervisor over fleet, purchasing, financial analysis and reporting and budget

DOPL Finance Team: finance@dopl.idaho.gov



IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR

Board Finance Report – April 2022

Factory Built Structures

Beginning cash balance- FY22 2,201,832.14

As of March 23, 2022

Revenue+

License permit & fees	547,832.43
Other revenue	16,254.60
Sales of services	123,933.87
Sub total	688,020.90

Direct Expenses+

Operating expenses	(47,057.50)
Personnel expenses	(312,005.59)
Licensing support	(884.69)
Board support	(14,902.57)
Bureau admin expenses	(6,415.54)
Sub total	(381,265.89)

Indirect Expenses+

Payroll expenses	(29,760.04)
Operating expenses	(17,190.95)
Sub total	(46,950.99)

Total as of March 23, 2022 259,804.02

Total cash balance* 2,461,636.16

* Cash balance is unrelated to appropriation or available funds to spend in the current fiscal year. DOPL receives one appropriation for the agency from the legislature. Finance is working on detailing a budget for each board for the fiscal year, that will tie to our agency appropriation.

+ Once we have fully implemented our allocation plan, finance will be able to analyze revenue and expenditure data to identify irregularities and trends, which will allow us to anticipate and forecast revenue and expenditure data for each board. We will review the allocation plan regularly and modify or adjust as needed and will seek input from your board as we all become familiar with the new process.



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DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Item 2C

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR

LUMA Update

The Division finance team continues to work with the Idaho State Controller's Office Luma team to ensure we are prepared to transition to the new system when it is ready.

From: State Controller's Office, Luma Team

Date: Thursday, April 7, 2022

To: All Idaho State Agencies

Re: Luma No-Go Statement

Our commitment has always been that we will not go live if the solution is not ready to meet the demands of the core business activities of the state. Given the level of concern in agency personnel readiness and the need to do more testing on the Luma system, the Luma leadership has determined that the July 1, 2022 go-live is not in the best interest of the state.

Luma is about setting the foundation of the future for state operations. The Luma project team, in partnership with numerous state agencies and personnel, has the monumental task of moving 85 state agencies away from disparate processes and systems into a single, statewide integrated system. These resources have worked late into many evenings, on weekends, and even a few holidays to make this implementation successful, and I believe they deserve recognition.

Despite their effort, the realities of the pandemic, statewide workforce shortages, and agency resource availability have constrained the state enough that the risk of going live in July is just too great. While we could have pushed forward toward go live, the principle of doing it right requires us ensuring there is more testing of the system and enough training on the future processes for end users so we are ready for this generational transition.

System functionality and quality remain paramount in our implementation of the Luma system. While the July launch is a no-go, we fully believe the path forward will provide robust end-to-end testing and focused end-user training required for the successful launch and sustainment of the Luma system at the appropriate future date, still yet to be determined.

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Item 2C

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RUSSELL S. BARRON - ADMINISTRATOR

Division Finance Questions and Answers

Q: Prior to the Division reorganization, our board had a cash balance. What happened to the prior fiscal year cash balance?

A: Pursuant to SB 1056, the 2021 Idaho Legislature transferred all prior year cash balances of each board and commission into one agency and one occupational licenses fund. The Division finance team has the prior year cash balance amounts and are currently in the process of assigning each board's cash balance a detail within the fund to track and maintain all previous and ongoing fund balances, revenues, and expenditures at the board level.

Q: Is our board's cash balance mixed in with other board's money?

A: DOPL is one agency with only one fund. As a state agency, we understand the importance of tracking revenue, expenditures, and cash on an individual board basis for financial transparency and accountability. On November 1, 2021, the Division finance team implemented a new coding structure to begin tracking this information on a board and commission level. Each board now has a unique index number (like a unit number) and fund detail to track this information. The finance team is in the process of converting all transactions (revenue, expenditures, payroll, etc.) from July 1, 2021 - November 1, 2021, to properly link the correct cash balance, revenue, and expenditures to the appropriate board. **The report issued in April 2022, provides the board's current financial status.**

Q: What portion of the move to Chinden was attributed to my board, and how was it determined?

A: The budget amount for the move to the Chinden campus was calculated using the number of appropriated FTP (Full Time Permanent employee) that were or intended to be filled in the Treasure Valley for each of the former eleven (11) agencies at a snapshot in time. Multiple factors of the move were determined (move costs, furniture, IT, build costs, etc.), then divided by the current number of employees for each former 'agency.' Agencies that had multiple boards used their current allocation method to charge their individual boards. If an agency required a contingency for their current lease, the full amount of the contingency was assigned to the agency after the initial allocation. **The future report issued in July 2022, will provide the board expenses of the move to Chinden campus.**

Q: What Division financial report details will be provided to board members and how frequently?

A: The Division finance team will provide a quarterly financial report to each board. The finance team is in the process of creating a financial reporting template that will be used for all boards and commissions and will include board specific details on their cash balance, revenues and expenditures. The financial report will include the appropriate level of detail for the Division administrator and board to see accurate financial forecasting and make appropriate financial decisions.

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DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

BRAD LITTLE - GOVERNOR
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Q: What is the role of the Division finance team and the Division administrator in helping the board, program or Division with budgeting, forecasting or possible fee changes?

A: The Division finance team and Division administrator are primarily responsible to provide financial reports and information to the board, program or commission as needed to lead budgeting, forecasting, or identifying a need for a change in fees. The finance team and the executive officers will also help the board, commission, or program to understand and interpret the reports and information. State agency budgeting is done 12-16 months in advance of actual spending, and the finance team will work with the boards, commissions, or programs with processes and deadlines.

Q: How will board meetings, locations, local/regional/national association attendance and travel be determined?

A: Each board, commission, or program will be allotted a budget for travel and expenditures based on available budgeted funds and the current fiscal year spending plan. The executive officer is responsible for working with the board chair on ensuring any decisions related to board meetings and association travel are in alignment with the allotted budget and Idaho open public meetings laws.

Q: How will administrative expenses effect my board/program?

A: The Division finance team is working on a plan to allocate administrative costs to each board, commission, or program in the most efficient and appropriate manner. Different types of expenses will be allocated differently. For example, some expenses may be allocated based on the number of licenses a board issues, or the number of electronic devices a board needs. Finance will determine the most appropriate allocation base for each expenditure. As the Division is new, the allocation plan will be adjusted appropriately for each board, commission, or program as we gather more accurate information about the different types of administrative expenses we receive.

Additional Questions or Feedback

We are constantly trying to improve our analysis and communication and would appreciate any feedback you may have for the finance team. We are also striving for accuracy and consistency for the Division. After reviewing your initial board financial report, please provide the following feedback to our team:

- Is there anything missing from the report that is necessary to include?
- Is there anything on the report that is not needed and could be removed?
- Do you have additional comments/ recommendations/ considerations for the financial report?

Please feel free to reach out to me or a member of the DOPL finance management team if you have any questions or concerns.

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Inspections Completed By TRADE and ZIP CODE




ICS\mhyde 4/27/2022 1:21:19 PM

MFG MODULAR Inspections Completed Between 7/1/2021 and 4/27/2022

Trade	ZIP Code	Inpsection Date	Inspection Count
MFG	Total		1828
MODULAR	Total		4364
Total			6192

START DATE  END DATE

TRADES 

1 of 1 Find | Next   



Permits Pulled By TRADE and ZIP CODE

ICS\mhyde 4/27/2022 1:20:04 PM

MODULAR MFG Permits Pulled Between 7/1/2021 and 4/27/2022

Trade	ZIP Code	Permit Date	Inspection Count
☑ MFG	Total		369
☑ MODULAR	Total		1070
Total			1439