

FACTORY BUILT STRUCTURES ADVISORY BOARD MEETING

May 10, 2022 – 9:00 a.m. (MT)

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

MINUTES OF THE MAY 10, 2022 MEETING

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, rather to record the significant features of those discussions.

Chairman Jeff Chrisman called the meeting to order at 9:02 a.m. (MT)

Board Members:

Jeff Chrisman, Chairman
Mike Jensen
Kenna Draper
Spencer McLean
Michael Hampton
Brian Mattson
Ken Roche
Markus Alley (absent)

DOPL Staff:

Tim Frost, Deputy Administrator
MiChell Bird, Bureau Chief
Michael Hyde, Executive Officer
Yvonne Dunbar, Legal Counsel
Ron Bassett, Board Services Manager
Molly Hamilton, Licensing Supervisor
Renee Bryant, Board Support Supervisor
Linda Pratzner, Board Support Specialist

Board Business

Idaho Open Meeting Law – Yvonne Dunbar, Legal Counsel, presented a brief overview of the Open Meeting Law. DOPL’s legal team is working on a more comprehensive training for the board members. The purpose of the Open Meeting Law is to allow for transparency within government with agendas posted before meetings for the public to view. On the agenda “public comment” is scheduled towards the end of the meeting so the public has a chance to comment on all agenda items. If there is public comment, the board members are not to engage but can request this topic to be placed on the next agenda. Board members can contact Executive Officer Hyde with agenda topics.

Division Business

DOPL Application Process for Local AHJ MFG Install Programs – IDAPA 24.39.31 rule requires any local jurisdiction who select to establish an inspection program for the installation of manufactured homes are required to receive approval from DOPL. This approval process has never been created or established. DOPL has created a draft application for approval that would indicate if the local jurisdiction inspection programs meet IDAPA requirements and adheres to the HUD minimum standards.

Executive Officer Hyde reviewed the proposed application and outlined the process to the board members. All inspectors from the local jurisdiction will be required to be certified as residential building inspectors through ICC and attend a DOPL approved manufactured home installation training program every three years. DOPL is working closely with IMHA to develop an updated training course. Part of the auditing process will be for the local jurisdiction to submit the

installation checklist to DOPL upon approval of a final inspection. DOPL will track and record these checklists to ensure installation tags are complete and issued accordingly. These checklists are a secondary measure to help with the auditing process. The Chair recommended to let industry view the draft application process for feedback.

Update on Revising Idaho Manufactured Home Installation Standards – DOPL obtained all the comments and recommendations from industry and stakeholders and will be reviewing these comments the last week of May 2022. The goal for completion date is early or late Fall to be provided to the board members.

Financial Update – The Financial department provided a finance report and included an itemized snapshot of direct and indirect expenses. Chairman Chrisman requested last year’s financial report for comparison.

Program Permitting & Inspection Report – From July 1, 2021 through April 27, 2022 there were 1,828 manufactured home inspections and 4,364 modular inspections completed. Executive Officer Hyde can provide previous report for comparison.

Public Comment

Bobbi Kaufman appreciates the website and hopes there is not much change to the website and commented DOPL’s checklist is not user friendly and finds staff extremely helpful anytime she reaches out to DOPL. There is lack of communication on trainings required for inspectors and offered any suggestions to DOPL for the application process for local jurisdictions installation programs. Ms. Kaufman commented the process to attach a manufactured home to a real property requires a second inspection by an engineer for the Assessor’s Office and is quite difficult.

Adjournment

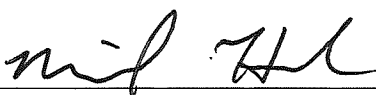
Chairman Chrisman asked for a motion to adjourn the meeting.

MOTION: Board Member Roche made a motion to adjourn the meeting. Board Member Jensen seconded.


The meeting adjourned at 10:10 a.m. (MT)




JEFF CHRISMAN, CHAIRMAN
FACTORY BUILT STRUCTURES
ADVISORY BOARD



MICHAEL HYDE, EXECUTIVE OFFICER
DIVISION OF OCCUPATIONAL &
PROFESSIONAL LICENSES



DATE



DATE

**These minutes are subject to possible correction and final approval by the Board. 07/08/2022lp*