

STATE DRIVING BUSINESSES LICENSURE BOARD
Division of Occupational and Professional Licenses
P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 1/27/2022

BOARD MEMBERS PRESENT: Jared Hugh Haustveit - Chair
Theresa A Bradford
C Randal Willie

BOARD MEMBERS ABSENT: Robert M Fenn
Faith Todd

DIVISION STAFF: Anne Lawler, Bureau Chief
John Price, Investigative Unit Manager
Nicholas Krema, General Counsel
Eric Nelson, Board Prosecutor
Cesley Metcalfe, Board Support Supervisor
Christian Runnalls, Board Support Specialist
Bonnie Dodson, Board Support Specialist
Allegra Earl, Licensing Supervisor
José Mendoza, Licensing Specialist

OTHERS PRESENT: Misty Lawrence, Division of Financial Management

The meeting was called to order at 12:32 PM MST by Jared Hugh Haustveit.

INTRODUCTIONS

Ms. Lawler introduced the following individuals to the board: herself as the Bureau Chief for the Occupational Licenses Bureau within the Division and the Board's Executive Officer; Cesley Metcalfe as the Board Support Supervisor; Christian Runnalls and Bonnie Dodson as Board Support Specialists; John Price as the Investigative Unit Manager; Allegra Earl as a Licensing Supervisor; Misty Lawrence as a representative from Division of Financial Management, Eric Nelson as the Board Prosecutor; and Nicholas Krema as General Counsel for the Board.

APPROVAL OF MINUTES

Ms. Bradford made a motion to approve the minutes of 5/17/2021, 3/9/2021, 2/18/2021, 10/9/2020. It was seconded by Mr. Willie. Motion carried.

LAWS AND RULES

Ms. Lawler presented a legislative update. Ms. Lawler explained the purpose of Zero-Based Regulation (ZBR) and informed the Board that it is scheduled to perform its rule chapter review this year and will present its proposed rules in the 2023 Legislative Session. Additional meetings will be held to ensure that the public has an opportunity to comment on the proposed rules.

BOARD BUSINESS

DIVISION UPDATES

Ms. Lawler informed the Board that the third organizational chart showing all employees is complete and posted on the Division's website. She also stated that the Division should be moving into its permanent building by July. A financial report was unavailable due to issues created by the consolidation of multiple financial systems within the Division. A report will be presented at the next meeting depending on availability from the Finance Department.

APPLICATION AND CONTINUING EDUCATION AUDIT APPROVAL PROCESS

Ms. Lawler discussed Board governance versus daily operations in relation to documents for board review. She stated that the goal is to have the Board govern and the Division staff manage the administrative work for licensing.

The Board discussed its current approval process for continuing education audits and applications, and options for delegating the task to Division staff. No action was taken.

BOARD ELECTION

Ms. Bradford made a motion to re-elect Mr. Haustveit as the Board Chair. It was seconded by Mr. Willie. Motion Carried.

COMPLAINT MEMORANDUM

Mr. Price gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Bradford made a motion to approve the Division's recommendation and authorize closure in case number DRB-2022-1. It was seconded by Mr. Willie. Motion carried.

EXECUTIVE SESSION

Ms. Bradford made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to retain a license or registration. It was seconded by Mr. Wille. The vote was: Mr. Haustveit, aye; Ms. Bradford, aye; and Mr. Willie, aye. Motion carried.

Mr. Willie made a motion to come out of executive session. It was seconded by Ms. Bradford. Motion carried.

DISCIPLINE

Mr. Nelson presented a Stipulation and Consent Order in case numbers DRB 2022-1 and DRB 2022-2. Mr. Willie made a motion to approve the Consent Order and allow the Board chair to sign on behalf of the Board. It was seconded by Ms. Bradford. Motion carried.

EXECUTIVE SESSION

Ms. Bradford made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Mr. Willie. The vote was: Mr. Haustveit, aye; Ms. Bradford, aye; and Mr. Willie, aye. Motion carried.

Mr. Willie made a motion to come out of executive session. It was seconded by Ms. Bradford. Motion carried.

APPLICATIONS

Mr. Willie made a motion to approve the following for licensure:

Cohen, Paul DBIA-826

It was seconded by Ms. Bradford. Motion carried.

NEXT MEETING

Quarterly meeting dates were scheduled for:

April 6, 2022, at 9:00 AM MDT

July 7, 2022, at 9:00 AM MDT

October 5, 2022, at AM MDT

An interim meeting was scheduled for March 10, 2022, at 9:00 MST.

ADJOURNMENT

Ms. Bradford made a motion to adjourn the meeting at 1:49 PM MST. It was seconded by Mr. Willie. Motion carried.