

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

**Board Meeting Minutes of 4/13/2022**

**BOARD MEMBERS PRESENT:** Jared Hugh Haustveit - Chair  
Theresa A Bradford  
Robert M Fenn  
C Randal Willie

**DIVISION STAFF:** Anne Lawler, Bureau Chief  
Kent Absec, Licensing Program Manager  
John Price, Investigative Unit Manager  
Nicholas Krema, General Counsel  
Cesley Metcalfe, Board Support Supervisor  
Christian Runnalls, Board Support Specialist

The meeting was called to order at 9:32 AM MDT by Jared Hugh Haustveit.

**LAWS AND RULES**

The Board and Division staff reviewed a draft of the rules that incorporate the previously discussed changes to the following rules: 002, 175, 200, 201.01-201.06, 225, 225.01-02, 225.05-225.07, 226, 227.01, 227.04-227.05, 277-07, 250.01-250.05, 275.02-275.04, 275.06, and 450. The following additional amendments were made:

Rule 201.01- Continuing Education Requirement:

The Board changed the eight-hour CE requirement from annually to every two years.

Rule 201.02- Hours:

The Board removed the requirement that four hours of CE be obtained in-person.

Rule 225.03 Classroom Locations and Certificates of Occupancy:

Mr. Absec stated that a clarification was added to require a Certificate of Occupancy for each location utilized by a business, and unnecessary language regarding the fire marshal and exempt locations was deleted. The Board approved the recommendation.

#### Rule 226 Driving Business- Minimum Curriculum Components:

Mr. Absec stated that based on discussion at the previous meeting, the current language was replaced with “The curriculum used by a driving business shall conform to the minimum standards as approved by the Board on an annual basis. The minimum standards can be found on the Board’s website and on the driving business application form.”

#### Rule 227 Driving Business- Course of Instruction:

Mr. Absec stated that the word “successful” was added to clarify that permits will only be given to students who successfully complete a course.

The Board directed Division staff to post the updated draft of its administrative rules for public comment.

### **DIVISION UPDATES**

Mr. Absec stated that the Division will be moving into its permanent building by July.

### **EXECUTIVE OFFICER REPORT**

Mr. Absec provided an update on Board member appointments and asked the Board to send recommendations for candidates to the Division.

### **DISCIPLINE**

### **[COMPLAINT MEMORANDUM](#)**

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

### **EXECUTIVE SESSION**

Mr. Fenn 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 Ms. Bradford. The vote was: Mr. Willie, aye; Mr. Fenn, aye; Ms. Bradford, aye; and Mr. Haustveit, aye. Motion carried.

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

## **APPLICATIONS**

Mr. Willie made a motion to approve application 901189498 for licensure. It was seconded by Ms. Bradford. Motion carried.

Ms. Bradford made a motion to approve application 901191216 for licensure. It was seconded by Mr. Willie. The vote was: Mr. Willie, aye; Ms. Bradford, aye; and Mr. Fenn, nay. Motion carried. Mr. Haustveit was recused.

## **APPROVAL OF MINUTES**

Mr. Willie made a motion to approve the minutes of 1/27/2022. It was seconded by Mr. Fenn. Motion carried.

## **ADJOURNMENT**

Mr. Haustveit adjourned the meeting at 10:30 AM MDT.