



State of Idaho  
Division of Occupational and Professional Licenses  
State Driving Businesses Licensure Board

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

11341 W Chinden Blvd.  
P.O. Box 83720  
Boise, ID 83720-0063  
(208) 334-3233  
dopl.idaho.gov

**Board Meeting Minutes of 1/26/2023**

<b>Board Members Present:</b>	Jared Hugh Haustveit - Chair James Cavataio Theresa A Bradford C Randal Willie	<b>Division Staff:</b>	Cesley Metcalfe, Acting Executive Officer Christopher Gilliam, HR Specialist, Sr. Christian Runnalls, Board Support Specialist
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The meeting was called to order at 9:00 AM by Jared Hugh Haustveit.

**Approval of Minutes**

A motion was made and seconded to approve the 7/7/2022 and 11/8/2022 minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Board Training:** Mr. Gilliam gave a Respectful Workplace presentation. Ms. Metcalfe provided training on Idaho's Open Meeting Law.

**2023 Legislative Session Update:** Ms. Metcalfe provided an update on the 2023 Legislative Session and stated that the Board's rules, which are still temporary for lack of concurrent resolution at the end of the 2022 Legislative Session, will go before the Legislature again this year.

**DOPL Strategic Plan:** Ms. Metcalfe presented the DOPL Strategic Plan.

**Financial Update:** Ms. Metcalfe gave the financial report, which indicated that the Board had a cash balance of \$125,762.31 as of October 19, 2022.

**Board Member Survey:** Ms. Metcalfe stated that a survey will be sent to Board members after every meeting seeking feedback on how the Division can better serve the Board.

**BOARD BUSINESS**

**Discussion on Application and CE Process:** The Board reviewed correspondence from a licensee requesting that the Board approve workshops hosted by private driving businesses for continuing education (CE) credit. The Board directed Division staff to send a response stating that driving businesses have always been able to submit an application requesting CE approval for workshops that they host.

**Idaho Department of Transportation & I.C. § 49-307:** The Board reviewed correspondence from the Idaho Department of Transportation regarding a trend where students are enrolling in a driver training course, and sometimes completing the classroom portion of the course, without first obtaining a training instruction permit. The Board discussed that this was allowed during the Covid outbreak but is no longer

allowed. The Board directed Division staff to send an email reminding all driving businesses that all students must have an instruction permit prior to enrolling in a driver education course.

**Licensing Report:** Ms. Metcalfe presented a report on applications received and licenses issued and renewed by staff from 11/1/2022 to 12/31/2022.

**Adjourn**

There being no further business, the meeting was adjourned at 10:22 AM.

The next meeting is on 04/04/2023.