



State of Idaho
Division of Occupational and Professional Licenses
Factory Built Structures Advisory Board

BRAD LITTLE
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Minutes of 08/10/2022

**Board Members
Present:**

Jeff Chrisman
Mike Jensen
Kenna Draper
Spencer McLean
Michael Hampton
Brian Mattson
Ken Roche

Division Staff:

Michael Hyde
Yvonne Dunbar
Sam Zahorka
Molly Hamilton
Carlotta Zito
Linda Pratzner

The meeting was called to order at 9:02 a.m. by Jeff Chrisman.

Approval of the Minutes from the February 8, 2022 and May 10, 2022 Board Meetings

Motion was made and seconded to approve the February 8, 2022 and May 10, 2022 minutes. Motion carried unanimously.

Board Business

Discussion on Idaho's State Administered Manufactured Housing Program

- Installation Tag Requirements – Idaho Code 44-22 was reviewed.
- Approved Inspection Record Document – The current manufactured home checklist was reviewed.
- DOPL Approved Installation and Inspection Training – HUD requires installer/inspector training.
- State Administrative Plan – This is an annual review of the SAA Agreement.

Review of HUD Administered Program Requirements – HUD forms were reviewed.

Election of Officers – A motion was made and seconded to reappoint Board Member Chrisman as Chair. Motion carried.

A motion was made and seconded to appoint Board Member Draper as Vice-Chair. A motion was made and seconded to appoint Board Member Jensen as Vice-Chair. Roll call: Jeff Chrisman-for Jensen, Mike Jensen-for Jensen, Kenna Draper-for Draper, Spencer McLean-for Draper, Michael Hampton-for Jensen, Brian Mattson-for Jensen, and Ken Roche-for Draper. Motion carried for Board Member Jensen to remain as Vice-Chair.

A motion was made and seconded to reappoint Board Member McLean as Secretary. Motion carried.

Division Business

Recommendations of Local AHJ Application – A draft of DOPL's Manufactured Home Installation Program Local Jurisdiction Application was reviewed.

Program Permitting & Inspection Report – The report was reviewed.

Overview of Executive Order 2020-10: Zero-Based Regulation – The Board, with the agency's assistance, must perform a retrospective analysis of the rule chapter to determine whether the benefits of the rule

intended to achieve are being realized, those benefits justify the cost of the rule, and there are less restrictive alternatives to accomplish. The new rule chapter the agency finalizes must reduce the overall regulatory burden and remain neutral as compared to the previous chapter. This involves repealing the entire IDAPA chapter and bringing back rules the Board believes are needed to continue to move forward by utilizing the prospective analysis. This process will begin in 2023, for review/approval at the 2024 Legislative Session.

Public Comment

Teri Ottens, IMHA, proposed the following: 1) State approved local program be required to turn in records to the State on all manufactured housing permits, 2) Update the training for inspectors, and 3) Eliminate the tag and replace with a reporting requirement to DOPL. Jack Lyman, IMHA, stated the proposed legislation will eliminate the statutory requirement for the installation tag and a local program will be approved by the Division. Mr. Lyman will provide this proposed legislation to DOPL.

Adjournment

There being no further business, the meeting was adjourned at 10:36 a.m.

09/30/2022lp