



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

BRAD LITTLE
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RUSSELL BARRON
Administrator

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Minutes of 02/22/2023

Board Members Present: Jeff Chrisman, Chair
Mike Jensen, Vice-Chair
Spencer McLean
Ross Parks
Brian Mattson
Kenna Draper

Division Staff: Michael Hyde, Executive Officer
Lea Kear, Legal Counsel
Christopher Gilliam, HR Spec. Sr.
Linda Pratzner, Brd. Supp. Spec.

Board Members Absent: Ken Roche
Mike Hampton

The meeting was called to order at 9:04 AM MT by Jeff Chrisman.

APPROVAL OF 08/10/22 MINUTES

A motion was made and seconded to approve the 08/10/2022 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Board Training – Respectful Workplace: Human Resource Specialist Senior Christopher Gilliam presented Respectful Workplace training.

Board Training – Open Meetings Law: Legal Counsel Lea Kear presented Open Meetings Law training.

Zero-Based Regulation (ZBR) – Review of the Rules: Executive Officer Michael Hyde presented the ZBR process and how it applies to all state agencies, boards/commissions, and IDAPA rule chapters, as well as the rules review process, prospective analysis, and review of the statutes governing modular building and manufactured homes (Chapter 21 Title 44, Chapter 22, Title 44, Chapter 40 Title 39, and Chapter 43 Title 39). Mr. Hyde outlined the review process and the plan to meet with industry stakeholders to obtain feedback and report back to the board at the May 3rd board meeting with recommendations.

DOPL Strategic Plan: Executive Officer Hyde provided an overview of the Division’s Strategic Plan.

Confidentiality, Conflict of Interest, and Honoraria Policies: Legal Counsel Kear addressed the policies for the Board member’s review and signatures.

Legislative Update: Executive Officer Hyde provided a legislative rule review update to the Board regarding the Factory Built Structures rule chapter, which is part of DOPL's packet on rule chapters. The rule chapter has been approved by the Senate Commerce and House Business Committees. House Bill 0074, *Universal Licensing*, and House Bill 0023, replacement of Division of Building Safety references to Division of Occupational and Professional Licenses, was also addressed.

Financial Report: An overview of the Financial report was provided.

BOARD BUSINESS

Audit Report: The results of two audits conducted in 2022, by the Department of Housing and Urban Development's (HUD) and a Technical Suitability of Products (TSP) program for Category III State Administrators, specifically for on DOPL's Modular Building program, and the annual audits for local manufactured/modular home plant, was explained.

Program Report: An overview of DOPL's Factory Built Structures Program was provided.

Public Comment: There were no public comments.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:46 AM.

NEXT MEETING DATE: 05/03/2023