



State of Idaho
Division of Occupational and Professional Licenses
Idaho Contractors Board

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Minutes of 09/18/2024

Board Members	Michael Arrington, Chair	Division	MiChell Bird, Executive Officer
Present:	Gary Hall	Staff:	Jill Randolph, Legal Counsel
	Brett Skidmore		Don Morse, Investigative Pgm. Supv.
	Jeremy Schalk		Jessica Spoja, Licensing Pgm. Manager
	Becky Enrico-Crum		Nicole Kenyon, Licensing Supervisor
			Dana Ellis, Investigator
			Renee Bryant, Board Support Supv.
			Jorge Perez, Board Support Specialist

Prosecuting
Attorney: Andrea Rosholt

The meeting was called to order at 9:00 AM MT by Chairman Michael Arrington.

APPROVAL OF 06/12/24 MINUTES

A motion was made and seconded to approve the 6/12/2024 Meeting Minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Update: Executive Officer (EO) MiChell Bird reviewed the Board's financials for the fourth quarter. Currently, the fees for new and renewed licenses are set at \$50. A proposal has been made to increase these fees by 20 percent, which would amount to a \$10 rise. This increase would give the Board greater flexibility in addressing the gap between expenditures and revenue. If approved, the changes can be incorporated into the rules for the Board to consider as pending legislation at the next meeting.

EO Bird requested flexibility to allocate funds for public service announcements about hiring contractors, which could be showcased on DOPL's website. EO Bird has also asked the Division's Public Information Officer to explore paid advertising options and potentially reach out to the Idaho Homebuilders Association for collaboration with the Board. Additionally, EO Bird will share insights on advertising from the National Association of State Contractors Licensing Agencies (NASCLA) 2024 Annual Conference at the Board's next meeting.

Legislation Update: EO Bird provided an update on H0505, which became effective on July 1, 2024. This legislation allows the Division of Occupational and Professional Licensing (DOPL) to transition from annual to biennial license renewals, with licenses set to expire on the licensee's birthday. DOPL has until July 1, 2028, to finalize this transition.

EO Bird addressed potential legislative ideas to the Board. The following concepts are currently

in draft legislation:

- Increasing the fines per violation.
- Requiring that any business operating under a DBA be registered with the Secretary of State.
- Mandating a response to investigations, with noncompliance resulting in a violation.
- Designating DOPL as an additional insured on contractor insurance policies, ensuring they are notified by the insurance company if coverage is canceled or not renewed. DOPL would then post this information in OASIS.
- Requiring a physical address for registration.
- Permitting the Executive Officer to accept service on behalf of a contractor when they refuse or are unable to be served directly, thereby initiating the required response time.
- Prohibiting registration under different names; the system must link individuals to their businesses to prevent potential conflicts (e.g., a sister opening a new business without disclosure).
- Requiring Social Security numbers for individuals and EINs for businesses.

Oasis Update: EO Bird delivered an update on the OASIS licensing system, which went live as scheduled on July 1, 2024. A second implementation date for the construction trades is set to go live in early November.

BOARD BUSINESS

Public Comment: There were no comments from the public.

Future Meeting Dates: The Board agreed upon the following 2024-2025 meeting dates:

- October 30, 2024, 2:00 p.m. MT (special-virtual only) to review the proposed rules, establish the new registration fee, and vote to go pending on the draft legislation.
- November 13, 2024, 9:00 a.m. MT (regular).
- January 21, 2025, 9:00 a.m. MT (regular).

EXECUTIVE SESSION – APPLICATION(S) & DISCIPLINE

A motion was made and seconded that the board enter Executive Session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Public Records Act, Idaho Code § 74-106(9). The purpose of the executive session is to discuss documents relating to the fitness of a licensee to retain a license or registration. Roll call: Chairman Arrington-aye; Board Member Skidmore-aye; Board Member Hall-aye; Board Member Schalk-aye, and Board Member Enrico-Crum. The motion carried unanimously.

Motion to Leave Executive Session: A motion was made and seconded to leave Executive Session. The motion carried unanimously.

MOTION(S) RESULTING FROM THE EXECUTIVE SESSION

Motion(s) re: Application(s): A motion was made and seconded to approve License Application 1219979 with stipulations. The motion carried unanimously.

A motion was made and seconded to deny Application CONE-71133. The motion carried unanimously.

MOTION(S) RESULTING FROM THE EXECUTIVE SESSION

The Board reviewed the following disciplinary cases:

Close with Advisory Letter: I-CON-2022-15; I-CON-2024-105; I-CON-2024-114 & 257; I-CON-2024-150; I-CON-2024-207; and I-CON-2024-252.

Close with No Action: I-CON-2024-133; I-CON-2024-141; I-CON-2024-191; I-CON-2024-195; I-CON-2014-199; and I-CON-2024-282.

Stipulated Order: I-CON-2020-124; I-CON-2022-185 (tabled for civil action case); I-CON-2022-26; I-CON-2023-202; I-CON-2023-87; I-CON-2024-120; I-CON-2024-128; I-CON-2024-162; I-CON-2024-176; I-CON-2024-210, 223, & 278; I-CON-2024-211; I-CON-2024-212; I-CON-2024-214, 216, & 238; I-CON-2023-175; I-CON-2024-20, I-CON-2024-35, I-CON-2024-45; I-CON-2024-46; I-CON-2024-62; I-CON-2024-64; I-CON-2024-66 & 67; and I-CON-2024-94.

Motion(s) re: Discipline: A motion was made and seconded for staff to take action as identified in the Chairman’s summary as scribed. The motion carried unanimously.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at 1:12 PM. 09/19/2024/krb