



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

**BRAD LITTLE**  
Governor  
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Administrator

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**Minutes of 11/30/2023**

<b>Board Members Present:</b>	Jeff Chrisman, Chair Mike Jensen Brian Mattson Ross Parks Kenna Draper Ken Roche	<b>Division Staff:</b>	Sam Zahorka, Executive Officer Lea Kear, Legal Counsel Renee Bryant, Board Support Supervisor Zack Trujillo, Board Support Specialist
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**Board Members Absent:** Spencer McLean

The meeting was called to order at 9:00 AM MT by Chairman Jeff Chrisman.

**APPROVAL OF 09/25/2023 MINUTES**

The Board postponed the approval of the 09/25/2023 minutes until the next meeting.

**BOARD BUSINESS**

**Public Comment:** Executive Officer Sam Zahorka shared a written comment from Julie Hart, Capstone Government Relations, about how the Idaho Manufacturing Housing Association (IMHA) feels the required DOPL tag is duplicative in nature to the installation inspection requirements. Executive Officer Zahorka explained the language regarding tags has been removed from the rules because it is duplicative to Idaho Statute 44-2202(2), which states that HUD requires the division to obtain a manufactured home installation tag.

Ginger Bidegaray, IMHA Board, stated that neighboring states have a more formal process that includes a physical tag. In addition, the information that is being obtained and maintained is not being communicated to the installers.

Bobbi Kaufman, IDABO, asked, and Executive Officer Zahorka answered, that installation tags are still required since it is in code. When asked, the tag can still be obtained online.

**Zero-Based Regulation: Vote to go Proposed to Pending – IDAPA 24.39.31:** A motion was made and seconded to send IDAPA 24.39.31 from proposed to pending. The motion carried unanimously.

**Proposed 2024 Meeting Dates:** The Board approved the following dates for 2024; Feb. 13<sup>th</sup>, May 7<sup>th</sup>, and July 23<sup>rd</sup>.

**DIVISION BUSINESS**

**Program Report:** Executive Officer Zahorka gave an update on the new permitting software system (OASIS), which should be live by July 2024.

The Board requested a detailed financial report be provided at the February 13<sup>th</sup> meeting.

**ADJOURNMENT**

A motion was made and seconded to adjourn the meeting. The motion carried unanimously with the meeting adjourning at 09:40 AM. 01/12/2024/zt