



## State of Idaho

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

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

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#### Draft Minutes of 06/10/2025

##### Board Members

**Present:** Michael Arrington, Chair  
Becky Enrico-Crum  
Gary Hall  
Jeremy Schalk

##### Division Staff

**Present:** MiChell Bird, Executive Officer  
Gus Tate, Legal Counsel  
Don Morse, Investigations Sup.  
Amanda Lee, Board Support Spec.

##### Board Members

**Absent:** Brett Skidmore, Vice-Chair

This meeting was called to order at 9:08 AM (MT) by Chair Michael Arrington.

##### APPROVAL OF 03/25/2025 MINUTES

A motion was made and seconded to approve the 03/25/2025 meeting minutes. The motion carried unanimously.

##### DIVISION BUSINESS

**Financial Report:** Executive Officer (EO) MiChell Bird presented the Idaho Contractors Board third quarter financial report. The Board discussed increasing application fees to help stabilize the cash balance.

**House Bill 14 Discussion:** House Bill 14, The Idaho Code Cleanup Act, requires state agencies to review their titles and chapters of the Idaho Code for unnecessary, obsolete and outdated provisions and provide a report to the Legislature by September 1, 2025. Legal Counsel (LC) Gus Tate reviewed Idaho Code § 54-41 with the Board and noted that if any of the Board's comments affect the overall report, he would follow up with Executive Officer (EO) MiChell Bird to determine the next steps.

##### BOARD BUSINESS

**Legislative Update:** The Division submitted a Contractor Registration Legislation to the Governor's office for Executive Agency Legislation approval. EO Bird is scheduled to review the legislation with the Governor's Office. Meetings have been scheduled with the Idaho Association of General Contractors and the Idaho Home Builders Associate to gather their input as well. EO Bird will continue to provide updates to the Board.

**Compliance Update:** There was no discussion on this topic.

**Registrant/Consumer Education:** Education and Training Specialist (ETS) Jeannien DeWitt presented the Contractor Education Course Design Plan which outlined proposed course topics, learning outcomes and the creation of a study guidebook tailored for contractors. Board Chair Michael Arrington suggested developing an additional consumer education course for the general public. ETS DeWitt will present a draft of the course at the next Board meeting

**Negotiated Rule Making:** This topic was not discussed because the initial rulemaking process had already been initiated. The referenced motion was redundant and therefore never taken up.

**Public Comment:** There were no public comments.

#### **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: Chair Arrington-aye; Board Member Schalk-aye; Board Member Enrico-Crum-aye; and Board Member Hall-aye. 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: Discipline:** A motion was made and seconded to close case numbers 1219030, 1224110, 1329531, 1461912 and 1329908. The motion carried unanimously.

A motion was made and seconded to close and send an advisory letter to case numbers 1129002, 1164177 and 1248464. The motion carried unanimously.

A motion was made and seconded to direct staff and retained legal counsel to prepare a stipulated order pursuant to the discussion in Executive Session, for case numbers 1184788, 1277816, 1285656, 1319270, 1342578 and 1348528. The motion carried unanimously.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 12:46 PM.